

RHP Home Raising or Home Retrofit Application Form

Form Preview

Home Raising or Home Retrofit Application Form – Resilient Homes Program

* indicates a required field

Before you begin

Information requested in this form will help the NSW Reconstruction Authority assess eligibility for voluntary Home Raising or Home Retrofit under the Resilient Homes Program (RHP).

Please fill in all the mandatory sections as marked with an asterisk (*), and the remaining sections to the best of your knowledge.

Please note, additional detailed information will be sought but we can commence our process with these details in the first instance.

We're here to help. If you need any assistance completing and/or returning this form, please contact us on 1800 844 085 or resilienthomesprogram@reconstruction.nsw.gov.au.

If you require accessible resources to complete this form please call 1800 844 085.

Privacy confirmation

You are providing this personal information so that the NSW Reconstruction Authority (NSW RA) can process your application.

This information will only be used to process your application for the Resilient Homes Program, *but otherwise will be kept private and confidential*. It will be stored and protected appropriate to the sensitivity of this information and will not be used for any other purpose without your prior consent.

Your personal information will only be shared between the NSW RA, its employees, contractors and other services providers, and other NSW Government agencies, for the purpose for which you have provided it. The NSW RA will not disclose your personal information to anybody else unless required or authorised by law, such as by court order.

The NSW RA will store and protect your personal information for record keeping purposes.

Subject to any other legal requirements regarding information retention, your information will be retained for seven years.

More information

This privacy notice applies only to the information you are providing in this form. If you would like to know more about how the NSW RA meets its regulatory obligations in collecting, using, sharing and storing personal and health information, you can read their complete Privacy Policy or Privacy Management Plan on [Privacy policy - Department of Regional NSW | NSW Government](#).

You have the right to access your personal information held by or on behalf of the NSW RA without excessive delay or expense. You also have the right to have your personal information corrected if it is inaccurate or out-of-date.

If you would like to access or correct your personal information, please contact the NSW RA by emailing info@reconstruction.nsw.gov.au.

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You may also contact the NSW RA if you have any questions about this privacy notice.

Background

Personal information

Personal information is any information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

Health information

Health information is a specific type of 'personal information' which may include information about your physical or mental health or disability. It includes information you provide to a health organisation, information about any health services you receive or have received in the past, and certain organ donation and genetic information.

Privacy and Personal Information Act 1998

NSW Government Agencies must comply with the Information Protection Principles (IPPs), which are outlined in the *Privacy and Personal Information Act 1998* (PPIP Act). These regulate the collection, storage, use and disclosure of personal information held by Government Agencies.

Health Records and Information Privacy Act 2002

NSW Government Agencies, public and private health organisations and providers and large businesses that hold health information must comply with the Health Privacy Principles (HPPs), which are outlined in the *Health Records and Information Privacy Act 2002* (HRIP Act). These regulate the collection, storage, use and disclosure of health information.

Privacy confirmation *

☐ I confirm that the information I will provide is directly relevant to the completion of this form, and if I provide the personal information of another person, I have obtained that person's consent to do so and to submit this form. Please read the privacy collection notice for more information about how we handle your information.

Part A – Property and contact details

* indicates a required field

Homeowner registering for RHP

The following information is being sought to inform eligibility for the Resilient Homes Program (RHP).

Homeowner *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

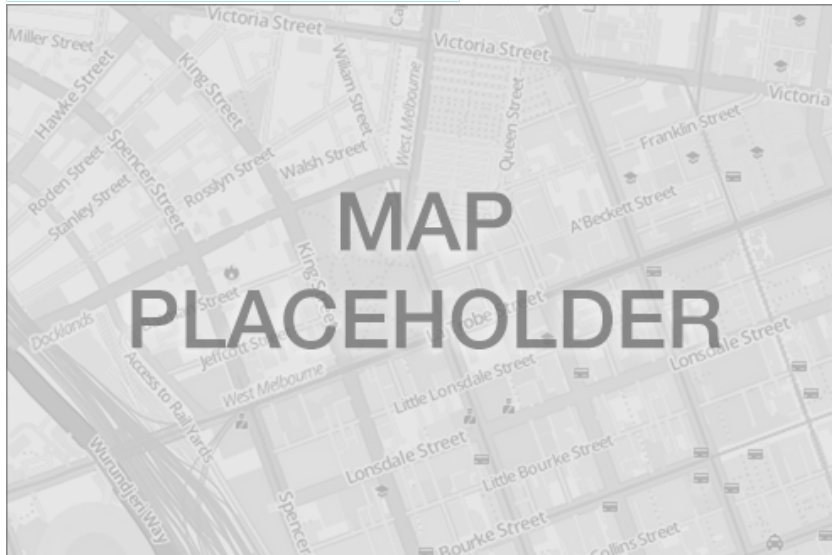
Please use your legal name as per the title deed and/or drivers licence

Address of affected property being registered for RHP *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

This address should be the residence where funding is being requested

If known - Lot Number, Deposited Plan or Strata Plan

Please include all land parcels that form part of your property that is being registered for RHP.

Was the registered affected address directly damaged by either flood waters or landslip caused by the February and/or March 2022 floods? *

☐ Yes ☐ No

The RHP is centred around providing assistance to homeowners and focuses on improving the flood resilience of residential properties in the Northern Rivers LGAs that were damaged by the Flood Event.

If you have any reports or other documentation which states that the registered property was damaged, please upload here.

Attach a file:

Reports prepared as part of Flood Property Assessment Program OR insurer reports. Please use naming convention of: [Report/documentation name]_[Date]

At the time of the February and March 2022 storm and flood event was the home lived in? *

☐ Owner Occupied ☐ Investment Property ☐ Vacant property

Evidence will be requested - for example, Council Rates

Was the dwelling at the registered affected address primarily used for residential accommodation? *

☐ Yes ☐ No

If No, please provide details

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For example, home business or other secondary purpose.

Is the registered affected property a 'moveable dwelling'? *

☐ Yes ☐ No

Definition of moveable dwelling: (a) any tent, or any caravan or other van or other portable device (whether on wheels or not), used for human habitation, or (b) a manufactured home, or (c) any conveyance, structure or thing of a class or description prescribed by the regulations (under the Local Government Act 1993) for the purposes of this definition.

What type of home is it? *

☐ House ☐ Townhouse ☐ Unit/apartment ☐ Modular home ☐ Manufactured home ☐ Caravan ☐ Cabin ☐ Other:

How many levels is/was your house? *

☐ On ground ☐ Split level ☐ 2 storey ☐ Multi level ☐ Stilted
Other

Please choose all that are applicable

What year was the home built?

Approximate year or decade

If available, please upload available photos of property before flood event

Attach a file:

Please use naming convention of: Photo [Location] [Date]

Has the ownership of the registered affected property changed since February and/or March 2022 flood event? *

☐ Yes ☐ No

If Yes, please advise reason for change in ownership

For example, deceased estate, sale of property, court order

Homeowner contact details

Homeowner contact number

Must be an Australian phone number.
Mobile or landline

Homeowner email

Must be an email address.
Email address you would like to receive correspondence from NSW RA

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Multiple homeowners

Is there more than one owner for this property? *

- ☐ Yes ☐ No

Please provide the details of any additional homeowners. Please **add more** to add additional individual's details for all homeowners represented on the title deed.

Homeowner 2 *

First Name

Last Name

Please use their legal name as per the title deed and/or drivers licence

Homeowner 2 contact number

Must be an Australian phone number.

Mobile or landline

Homeowner 2 email

Must be an email address.

More than one homeowner or contact

If there is more than one owner for the property being registered for RHP:

Who is the main contact the NSW RA should contact about this property? *

- ☐ Homeowner completing this form ☐ Power of Attorney
☐ Alternate Homeowner ☐ Legal Representation
☐ Nominated Other Contact

Homeowner contact or alternate contacts

Please advise if you are the main contact or if you would like to elect an alternate person to be the contact for future correspondence from RHP.

Who is the main contact the NSW RA should contact about this property? *

- ☐ Homeowner completing this form ☐ Power of Attorney
☐ Nominated other contact ☐ Legal Representation

Alternate Homeowner identified to be main contact

Alternate Homeowner

First Name

Last Name

Contact number

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Must be an Australian phone number.
Mobile or landline

Email address

Must be an email address.
All correspondence will be sent here unless otherwise stated

Nominated Contact

Nominated Other Contact *

First Name Last Name

Relationship to Homeowner *

Nominated Other Contact Primary Phone Number *

Must be an Australian phone number.

Nominated Contact Primary Email *

Must be an email address.

Please upload a signed letter that gives authority to your Nominated Contact

Attach a file:

Please include your signature. Please using naming convention of: Nominated contact_[Homeowner name]. File must be PDF.

Power of Attorney details

Name *

First Name Last Name

Postal address *

Address

Email *

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Must be an email address.

Phone Number *

Must be an Australian phone number.

Please upload the legal document that provides evidence of the Power of Attorney for the homeowner listed on the property title *

Attach a file:

Please use naming convention of: Power of Attorney_[Homeowner name]. File must be PDF.

Legal Representation details

Law Firm name

Legal Representative name *

First Name

Last Name

Postal address *

Address

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Landline or Mobile

Further Information

Are you currently

- ☐ Living in the home being registered for RHP
- ☐ Living in other accommodation

If no email address is provided, or you are living in other accommodation, please advise your postal address

- ☐ Same as the address registered for RHP
- ☐ P.O Box
- ☐ Alternate Postal Address

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Alternate Postal Address

Homeowner Postal Address *

Address

P.O Box or Address - If email is not available, correspondence will be mailed to this address.

Part B - Additional details

* indicates a required field

Have you undertaken any raising or retrofit works? *

☐ Yes - Raising ☐ Yes - Retrofit ☐ No

Please provide available documentation and photos listed below.

If uploading a document, please note this file must be a PDF and naming convention of: [Provider] - Home Raising - [Date] OR [Provider] - Home Retrofit - [Date].

If uploading a photo, please use naming convention of: Photo - Home Raising - [Location] - [Date] OR Photo - Home Retrofit - [Location] - [Date].

Upload approved Development Application (DA)/Construction certificate

Attach a file:

Upload architectural and engineering plans

Attach a file:

Upload Occupation Certificate

Attach a file:

Upload Summary of costs for each invoice paid

Attach a file:

This can be a Word or Excel document that lists each remittance you have provided to us for the work undertaken. Please also provide remittance costs as one file with multiple pages, in the same order as your Summary of costs.

Upload Remittance advices for all works listed in your summary of costs

Attach a file:

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Each remittance advice should be clearly names and appear on the Summary of costs with the same name.

Upload available photos of works completed

Attach a file:

What was the commencement date of the works undertaken?

Must be a date.

Have works been completed?

☐ Yes ☐ No

What was the completion date of the works undertaken?

Must be a date.

What is the expected completion date of the works undertaken?

Must be a date.

Do you have a preference for Home Raising or Home Retrofit?

☐ Home Raising ☐ Home Retrofit ☐ No preference

Part C - Individual circumstances

Please note supporting documentation may be requested.

Does the homeowner identify as Aboriginal or Torres Strait Islander?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

What is the homeowner's date of birth?

Does the homeowner require additional assistance for dependent or independent living?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

Does the homeowner require additional assistance with managing finances?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

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Does the homeowner, a tenant or any dependents require the use of ramps or other amenities for accessibility?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

Please provide details on the use of ramps or other amenities for accessibility

Does the homeowner qualify for any Australian Government benefits such as Centrelink income support payments?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

Please list the type of benefit/s the homeowner receives:

Has the homeowner qualified for any of the NSW or Australian Government flood recovery support for the February and March 2022 flood event?

☐ Yes ☐ No ☐ Not sure ☐ Prefer not to say

Please provide details of NSW or Australian Government flood recovery support for the February and March 2022 flood event?

Submission of Registration

* indicates a required field

By submitting this form I hereby declare that:

I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;

All information provided, including the responses to each question in the relevant sections of this proposal, is true and correct to the best of my knowledge;

Any information contained in this form may be disclosed to other government agencies, NSW RA staff, and other relevant external stakeholders (including consultants, lawyers and other advisers) as part of the assessment for the Resilient Homes Program;

I am authorised to submit this form on behalf of, and have the authority to represent and bind, the eligible homeowner;

- I understand that any false declaration may render this form ineligible/invalid; and
- I understand that in order for the New South Wales Reconstruction Authority to assess my eligibility for the Resilient Homes Program the homeowner may also be required to supply further documents or confirm information.
- I understand additional information will be sought from me in a detailed Homeowner Information Form

Name *

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First Name

Last Name

I am the: *

- ☐ Homeowner
- ☐ Authorised homeowner representative
- ☐ NSW RA RHP Administrator Only. This form has been manually entered by the RHP Case Manager on behalf of the homeowner.