

- Proof of household income, such as wages slips, Centrelink income statements or compensation payouts; and
- Proof of Assets, such as your recent bank statements. We will need all bank accounts held by household members aged 18 years+

If you authorise us to obtain your Centrelink information directly from Services Australia, please note that we will only receive information regarding your benefit payments. If you receive wages in addition to Centrelink payments, Centrelink cannot share your employer information with us.

What if I want to add more people to my application but there is no space in the form?

If you want to add more people to your application, please ask for an Additional household members form.

What happens once I submit my application?

If you live near a housing office, you will need to submit your application and documents at your local housing office. A staff member will check that your application is complete, and that you have attached all documentation we need to assess your application. Incomplete applications will not be accepted.

If the application is complete, we will assess your eligibility for social housing, priority housing or a transfer. You may be required to provide additional supporting documentation if we cannot complete our assessment.

When will I know the outcome?

We cannot provide a timeframe for processing your application, due to some applications being more complex than others, however you will receive a letter letting you know the outcome of your application. If your application is approved, our systems will reflect the date we received your application, so that you are not disadvantaged by any processing time.

When will I be offered accommodation?

Allocations are dependent on the availability of housing stock, which is linked to the number of people leaving social housing. We also consider your wait time and housing readiness, ability to provide tenancy references and bond. With circumstances differing for each applicant, we can only provide estimated wait times, which you can find by visiting our website, dhlgcd.nt.gov.au.

How do I apply to be considered a priority applicant or to transfer?

You can apply for priority status or a transfer by completing this application, including Part B (Request Priority housing or a Transfer). You will need to provide supporting documents with your application, including any letters of support from your treating health professional and/or support agency. You will only be approved if you can meet the eligibility criteria. We have a fact sheet called Information for Support agencies, which will assist your supports to write an acceptable support letter for your application.

Disclaimer – you are responsible for your information.

It is your responsibility to keep the CEO (Housing) informed about any changes to your circumstances within 28 days of the change. These changes may affect your application, such as the number of bedrooms required or the area you need housing. Changes in circumstances may include the birth of a child, changes in your contact details, a change in household income and any change to the household members.

Failure to update the CEO (Housing) of any changes to your contact details may result in an extended wait time or the cancellation of your application.

Housing application lodgement receipt					
Applicant's full name					
Staff ID		Date submitted			
TRM reference no		TMS Group #			
Part A - your application					
Do you require an interpreter?	Yes / No	If yes, specify language			
Type of application	General / Priority / Transfer / Prison referral				
If prison referral, provide release date					
Select the area where you would prefer to be housed (mark X)	Darwin		Katherine		Alice Springs
	Casuarina		Tennant Creek		Nhulunbuy
	Palmerston		Town camp		Remote
If a remote or town camp, specify region/camp					
List the schools/colleges children attend					
How many household members in total, including yourself?	Adults (age 18+)				
	Children (age 0-17)				
Part B - request priority housing or a transfer					
<p>Disclaimer - The information collected below is to help us to understand your need for priority housing or a transfer. You will need to fill in Part A to Part E to be considered for priority housing or a transfer. Information on supporting document required can be found within the fact sheet mentioned in the Instructions on page 1 of this form. If you do not provide the required information, the Department of Housing, Local Government and Community Development may not be able to assist you. The information collected will not be disclosed to anyone without your consent, in accordance with the Information Privacy Principles scheduled in the <i>Information Act 2002</i> (NT).</p>					

Why are you seeking priority status (mark X)?	At risk of homelessness	
	Domestic or family violence	
	Transition to Independence (exiting care of CEO (Children and Families))	
	Serious social/family reasons	
	Serious medical reasons	
Why are you seeking a transfer (mark X)?	Domestic or family violence	
	Serious medical reasons	
	Serious social/family reasons	
Have you attached supporting documentation outlining the reason for your priority or transfer application? You must submit supporting documents with priority or transfer applications.		Yes / No

Part C – your household details

You must provide all the details requested below for your household.
 Applicant 1 and Applicant 2 are signatories on the lease and are responsible for the tenancy, payment of rent and any damages made to the property. Another household member may be another adult or a child. They are not signatories on the lease.

Personal information	Applicant 1	Applicant 2
Title (Mr/Mrs/Ms/Miss)		
First name		
Surname		
Other known name		
Relationship to you		
Gender	Male / Female / Other	Male / Female / Other
Date of birth		
Current address		
Phone number(s)		
Email address		

Next of kin (NOK) name		
NOK phone number		
Aboriginal	Yes / No	Yes / No
Torres Strait Islander	Yes / No	Yes / No
Any medical conditions?		
Any mobility requirements?		
How do you receive your income (mark X next to all relevant answers)?	Centrelink	Centrelink
	Wages	Wages
	Self employed	Self employed
	Other	Other
What income documents are you attaching (mark X next to all relevant answers)?	Centrelink statement	Centrelink statement
	Payslips	Payslips
	ATO statement	ATO statement
	Other	Other
Other documents	Identification document	Identification document
	Supporting document	Supporting document
Personal information	Another household member	Another household member
Title (Mr/Mrs/Ms/Miss)		
First name		
Surname		
Other known name		
Relationship to you		
Gender	Male / Female / Other	Male / Female / Other
Date of birth		
Current address		

Phone number(s)		
Email address		
Next of kin (NOK) name		
NOK phone number		
Aboriginal	Yes / No	Yes / No
Torres Strait Islander	Yes / No	Yes / No
Any medical conditions?		
Any mobility requirements?		
How do you receive your income (mark X next to all relevant answers)?	Centrelink	Centrelink
	Wages	Wages
	Self employed	Self employed
	Other	Other
What income documents are you attaching (mark X next to all relevant answers)?	Centrelink statement	Centrelink statement
	Payslips	Payslips
	ATO statement	ATO statement
	Other	Other
Other documents	Identification document	Identification document
	Supporting document	Supporting document

Part D – Declaration and signatures

The Department of Housing, Local Government and Community Development only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on dhlgcd.nt.gov.au¹ or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 8999 2602.

I/We (full name/s)	

Understand that I/we may be prosecuted under the *Housing Act 1982* of the Northern Territory should I/we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units.

Authorise the Department of Housing, Local Government and Community Development staff to confirm any personal and financial background relevant to this application.

Understand that I/we must advise the Department of Territory Families, Housing and Communities of any changes to my/our circumstances (for example changes in income, contact details, or household size) that may affect this application.

Have had these responsibilities explained to me/us and understand I/we will be required to confirm and update the information contained in this application every six months.

Applicant 1 full name			
Applicant 1 signature		Date	
Applicant 2 full name			
Applicant 2 signature		Date	
Office use only – front counter staff to complete			
Staff member's name			
Staff member's signature		Date	

¹ <https://dhlgcd.nt.gov.au/>

Part E – Checklist and permissions

Part E must be completed by the applicant before submitting the form at a housing office. It is to ensure the Department has all necessary documents to provide you with an outcome.

If any part of the application form is incomplete or supporting documents are not provided, or insufficient, this application **will not be accepted.**

It is important that you complete the following checklist to prevent a delay in processing.

You must select YES or NO for all questions below.

When you submit this application, we will check that you have provided the necessary documentation. If the form is not completed correctly, or you are unable to provide all the required documentation, this form will be returned to you.

Checklist	Applicant	Front counter
Is part A, 'Your application', completed?	Yes / No	Yes / No
Is part B, 'Request priority housing or a transfer', completed? (only compulsory if applying for priority or a transfer)	Yes / No	Yes / No
Is part C, 'Your household details' completed?	Yes / No	Yes / No
Is part D, 'Declaration and signatures' completed?	Yes / No	Yes / No
Have you attached supporting documents if applying for priority or a transfer?	Yes / No	Yes / No
Have you attached the identification documents for all persons listed on this application?	Yes / No	Yes / No
Have you attached proof of income for persons aged 18+ years old? (e.g., wage slips, Centrelink statement)	Yes / No	Yes / No
Have you attached proof of assets for persons aged 18+ years old? (you must provide bank statements for all bank accounts)	Yes / No	Yes / No
Would you like us to discuss your housing application with your support agency or legal representative? If yes, you must complete the 'Authorisation to disclose information', page 11. (Please note that an authorisation is only valid for up to 12 months)	Yes / No	Yes / No
Would you like us to obtain your Centrelink income details for you? If yes, you must complete the 'Income Confirmation Scheme form' for all Centrelink recipients, page 9.	Yes / No	Yes / No

Income confirmation scheme

Use this form to give consent for the CEO (Housing) to obtain your income details direct from Centrelink. Please ensure all fields are completed in full. You must read all information in the Declaration before signing this form.

Client details			
Title (Mr/Mrs/Ms/Miss)			
First name			
Surname			
Date of birth		CRN	
Address			
Declaration			
<p>I authorise:</p> <ul style="list-style-type: none"> The CEO (Housing) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the Department to determine if I qualify for a concession, rebate or service. Services Australia (the agency) to provide the results of that enquiry to the CEO (Housing). <p>I understand:</p> <ul style="list-style-type: none"> The agency will disclose personal information to the CEO (Housing) including my name, address, concession card status, payment type, payment status, one off payment, income, assets, deductions, shared care arrangements, partner status, and Youth Allowance Independent Rate to confirm my eligibility for public housing or a rental rebate. This consent, once signed, remains valid while I am a customer of the CEO (Housing), unless I withdraw it by contacting the CEO (Housing) or the agency. I can get proof of my circumstances/details from the agency and provide it to the CEO (Housing) so that my eligibility for public housing or a rental rebate can be determined. If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for public housing or rental rebate provided by the CEO (Housing). 			
Signature			Date

Further information

The Department of Housing, Local Government and Community Development only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on dhlgcd.nt.gov.au² or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.

Office use only

Name of staff processing form			
TMS group number		TRM reference	
Date processed on TMS			

² <https://dhlgcd.nt.gov.au/>

Authorisation to disclose personal information

Under the *Information Act 2002*, the Department of Housing, Local Government and Community Development cannot supply your personal information to anyone without your consent. If you wish to consent to the release of information to a particular person or organisation, please complete and sign this form.

Kuongea nasi katika lugha nyingine mbali na Kiingereza, pigia simu huduma ya ukalimani kwa 131450
Para falar conosco em outro idioma além do inglês, chame o serviço de intérprete no 131450.
Muốn nói chuyện với chúng tôi bằng các ngôn ngữ khác ngoài tiếng Anh, hãy gọi dịch vụ thông dịch qua điện thoại số 131450.
 หากต้องการสนทนากับเราในภาษาอื่นที่ไม่ใช่ภาษาอังกฤษ กรุณาโทรไปที่บริการสามทางโทรศัพท์ หมายเลข 131450
 පුද්ගලික සන්නිවේදන සේවාවකින් සන්නිවේදනය කිරීමට අවශ්‍ය නම් සන්නිවේදන සේවාවට 131450 අංකයට
 တစ်ဆင့် 131450 နှင့် ဆက်သွယ်ပါ။
Untuk berbicara dengan kami dalam bahasa lain yang bukan bahasa Inggris, hubungi layanan juru bahasa telpon di 131 450.
 لكي تتمكن من التحدث معنا بلغات غير الإنجليزية، اتصل بخدمة الترجمة الهاتفية على الرقم 131450.

1. Applicant details

This authorisation is valid from the date of my signature on the reverse of this form.

Disclosure type (mark X to answer below):

A single disclose for 30 calendar days		Ongoing case for a period of up to 12 months	
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Title (Mr/Mrs/Ms/Miss)		Date of birth	
First name			
Last name			
Mobile number		Telephone B/H	
Email address			
Residential address			
Postal address			
Preferred contact method	Phone / Email / Mail		

2. Advocate or agency details			
Advocate or agency (full name)			
Relationship		Mobile number	
Email address		Telephone B/H	
3. Specific information to be provided			
Please attach additional pages if more space required			
4. Client authorisation			
I, (full name)			
<p>authorise the release of the information described in section 2 to the person(s) or organisation named on this form. I understand that:</p> <ul style="list-style-type: none"> Information will only be disclosed to the advocate or agent I have nominated to act in my interests for the nominated period on the front of this form My personal information will be treated in a confidential manner in accordance with the Information Privacy Principles at schedule two of the <i>Information Act 2002</i> I am able to access and correct any information held about me, and I can withdraw this consent at any time. 			
Signature		Date	
5. Disclaimer			
<p>The Department of Housing, Local Government and Community Development only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on dhlgcd.nt.gov.au³ or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.</p>			

³ <https://dhlgcd.nt.gov.au/>

6. Office use only			
Information released?	Yes / No	Release date	
Released by (name and position)			
Signature			
Once complete, place this form on the client's group file - For Housing also note on TMS.			