

Application for visitor extended stay

This form is for a public housing tenant who wants to have a visitor/s stay with them for more than two (2) weeks.

Only one tenant who has signed the current tenancy agreement needs to apply for approval.

You can ask a staff member for help filling out this form.

Do you require an interpreter to help you complete this form? Yes No

If yes, please indicate your preferred language: _____

8999 8506 للمساعدة اللغوية يُرجى الاتصال بخدمات الإسكان على الرقم

ဘာသာစကား အကူအညီအတွက် ကျေးဇူးပြု၍ စကားပြန် ဝန်ဆောင်မှု NT (Interpreter Service NT) ကိုဖုန်း 8999 8506 ဖြင့်ဆက်သ်။

Γιά γλωσσική υποστήριξη παρακαλούμε καλέστε τη Διερμηνευτική και Μεταφραστική Υπηρεσία της Βόρειας Επικράτειας στο 8999 8506.

Untuk bantuan bahasa hubungilah Layanan Juru-bahasa NT (Interpreter Service NT) di nomor telp 8999 8506.

សំរាប់ជំនួយភាសា សូមទូរសព្ទទៅកិច្ចបំរើកម្រិតនៃរដ្ឋដែនដីភាគខាងជើងតាមលេខ 8999 8506 ។

Para assistência com a língua ligue para o Serviço de Intérprete do Território Norte (Interpreter Service NT) no 89998506

Kwa msaada wa lugha, tafadhali pigia Huduma ya Ukalimani na Utafsiri wa lugha NT kwa 8999 8506

Ba hetan assistensia lian nian favor dere ba Servisu Interpretasaun no Tradusan NT iha numeru 89 998506

สำหรับการช่วยเหลือด้านภาษา โปรดโทรไปที่บริการล่ามและแปล เอ็นที ที่หมายเลข 8999 8506

Để được sự giúp đỡ về ngôn ngữ, xin gọi Dịch Vụ Thông Ngôn Lãnh Thổ Bắc Úc (Interpreter Service NT) qua số 8999 8506

Tenant details			
Title (please circle)	Mr / Mrs / Miss / Ms / Other	Date of birth	
Family name			
Given names			
Residential or community address			
Contact number		Mobile	
Email			
Visitor details			
Date visitors arriving		Number of days your visitors will stay with you	
Number of visiting Adults (18 years and over)		Number of visiting Children (under 18years)	
Why do your visitor/s need to stay longer than 14 days? (e.g. medical appointment, visit family, to attend a sporting or cultural event, school holidays)			



Only adult visitors' details are required below. Visitors must be able to provide evidence of a permanent residence elsewhere. You can provide details of more visitors on another page, if needed.

Visitor 1 details			
Full name			
Current permanent residential address			
Phone		Other contact	
Visitor 2 details			
Full name			
Current permanent residential address			
Phone		Other contact	
Visitor 3 details			
Full name			
Current permanent residential address			
Phone		Other contact	
Visitor 4 details			
Full name			
Current permanent residential address			
Phone		Other contact	

Declaration			
I,	(FULL NAME)		
<ul style="list-style-type: none"> Wish to apply to have the visitors detailed in this form, stay with me for an extended period of time in a public housing dwelling. Confirm the information contained in this application is true and correct to the best of my knowledge. Understand I will need to tell the Department of Housing and Community Development of any changes about my visitors, including how long they will be staying. Understand that I can ask for help from the department with managing my visitors. 			
Signature			Date

Disclaimer

The Department of Housing and Community Development collects only your personal information which is necessary to provide housing assistance under the *Housing Act* and its Regulations.

If you do not provide the requested information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act* (NT). You have a right to access and correct the information held about you.

If you have any queries or concerns please contact the Information Access Unit on 8999 8490, email infoact.DHCD@nt.gov.au or write to GPO Box 4621, Darwin NT 0801.

Casuarina - Cascom Centre, Trower Road, Casuarina NT	p: 08 8922 5542
Darwin - RCG Centre, 47 Mitchell Street, Darwin NT	p: 08 8999 8814
Palmerston - Highway House, Chung Wah Terrace, Palmerston NT	p: 08 8999 4767
Alice Springs - Level 1, Alice Plaza, 36 Todd Mall, Alice Springs NT	p: 08 8951 5344
Tennant Creek - NT Government Centre, Peko Road, Tennant Creek NT	p: 08 8962 4497
Katherine - NT Government Centre, First Street, Katherine NT	p: 08 8973 8513
Nhulunbuy - Shop 2 Arnhem House, Endeavour Square, Nhulunbuy NT	p: 08 8987 0533

OFFICE USE ONLY - Assessment by Housing Officer			
Group number		Current entitlement	bedroom
Have any visitors had a past tenancy with the department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, past group number/s	
Have any visitors been involved in ASB complaints or incidents in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the tenant had assistance to manage visitors in the past? E.g. support services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there outstanding debts owed by any visitors to the department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, past account number/s	
Is sufficient proof of residency elsewhere, for all visitors 18 years and over, attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will visitors cause overcrowding?	<input type="checkbox"/> Yes by _____ people <input type="checkbox"/> No
OFFICE USE ONLY - Approval from delegate			
Please circle	APPROVED		NOT APPROVED
Delegate signature			
Position title		Date	

Please note: Housing Officers must ensure all approved visitor applications are recorded within TMS 1.9 Client Group Request Details screen, including appropriate communication on 1.7 Communication Details.