

COUNCIL SENIOR HOUSING APPLICATION FORM

Process

1. Please complete all questions on the application form.
2. Attach documents listed on page 3 of the application form
3. Submit your completed application and supporting documents to us at:
By post: Buller District Council, PO Box 21, Westport 7866
In person: Brougham House, 6-8 Brougham Street, Westport 7825
OR
Reefton Visitor and Service Centre, 67-69 Broadway, Reefton 7830
4. When a unit becomes vacant, your application will be assessed by the relevant Buller District Council's Senior Housing Panel. If you are eligible, you will be invited to an interview where your housing needs will be assessed. You are welcome to bring a support person or interpreter.

Note: *It is your responsibility to advise Buller District Council of any changes to your application, including a change of telephone number, email or current address. If the requested documentation is not supplied within one month, or we are unable to contact you, your application will be cancelled.*

Eligibility Criteria

To be eligible for a Council-owned unit, applicants must meet all of the criteria below:

Age: Be fully eligible for New Zealand National Superannuation at the time of application.

Income: Earn no more than the New Zealand National Superannuation amount from their main source of income. Proof of a community services card is required.

Live Independently: Able to live independently within a group housing environment. This means that you are able to look after yourself or engage with and/or manage any support services that you might require and contribute constructively to harmonious community life within a residential village setting.

Housing need: This must be current and not a possible future need.

Connection to the area: A familiarity necessary to enable engagement and avoid social isolation and helplessness, and where applicable it is desirable for you to maintain existing links to social agencies and services.

Applicant Details	Applicant
<i>Verification required:</i> <i>Passport or</i> <i>Drivers Licence or</i> <i>Birth Certificate</i> AND <i>Community Services Card</i>	First or given name(s):
	Family or surname:
	Please specify any other names used or known by:
	Date of Birth:
	Are you eligible for New Zealand National Superannuation? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Community Services Card Number:
	Do you have any further information to support your application?
<i>Verification required:</i> <i>Passport or</i> <i>Drivers Licence or</i> <i>Birth Certificate</i> AND <i>Community Services Card</i>	Applicant 2 (Partner, Spouse etc, if applicable)
	First or given name(s):
	Family or surname:
	Please specify any other names used or known by:
	Date of Birth:
	Relationship to applicant 1:
	Are you eligible for New Zealand National Superannuation? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Community Services Card Number:
	Do you have any further information to support your application?

Current accommodation and contact details	Where are you living now?		
	Current Address:		
			Post Code:
	How long have you been residing at this address?		
	How long have you been living in the Buller district?		
	Do you currently, or have you previously lived in a property owned or managed by Buller District Council? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes, please provide details:		
	Contact Information:		
Landline number:		Mobile number:	
Email address:			
Do you own your own home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Criminal convictions	Does either applicant have any previous, current or pending criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, please provide details of date/s and conviction/s:		
Income <i>Please tick relevant income sources, and record amounts received weekly.</i>	Income details:		
	Please advise of any income you receive in addition to (or in lieu of) NZ Superannuation		
	Income	Weekly amount \$	
		Applicant 1	Applicant 2
	<input type="checkbox"/> Veterans Pension		
	<input type="checkbox"/> Overseas Pension		
<input type="checkbox"/> Working (full-time / part-time)			
<input type="checkbox"/> Other (e.g. money received for investment interest, rent or board)			

Emergency Contact and Reference <i>Please provide details of someone we can contact if there is an emergency during your tenancy with Buller, i.e next of kin and please provide a reference for the Senior Housing Panel to contact if required.</i>	Emergency Contact:	
	Name:	
	Relationship:	
	Address:	
	Landline:	Mobile:
	Email Address:	
	Reference:	
	Name:	
	Relationship:	
Address:		
Landline:		Mobile:
Email Address:		
Housing Need <i>You may be asked to provide evidence of what you say.</i>	What are your reasons for applying? <i>Please provide as much information as possible about why you are applying for housing with Buller District Council:</i>	
PETS <i>Please note: Buller District Council have a no pet policy</i>	Do you have any pets you wish to have housed with you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes please advise type of pet:	
Checklist	Please provide the following supporting documentation:	
	<input type="checkbox"/> Identification and Age - birth certificate, driver's licence or passport <input type="checkbox"/> Community Services Card	

Declaration

I authorise Buller District Council to:

1. Obtain (and any agency to disclose) a reference check
2. Disclose to any credit agency details of any indebtedness to Buller District Council
3. Obtain my forwarding address upon vacating a Buller District Council property

I declare that the information contained in this application is true and correct.

I acknowledge Buller District Council's right to check the validity of the information supplied by me about my application and ongoing tenancy. I understand that if the information provided is misleading or false, the application may be cancelled.

Applicant 1

Name:

Date: / /

Signature

Applicant 2

Name:

Date: / /

Signature

The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](https://www.bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.