



Description of Form

This form is used to apply for hardship relief on a Crown land tenure. Hardship relief in the form of payment plans or an extension of time to pay may be offered to clients experiencing financial difficulties that impact on their ability to pay rent. Hardship relief may be negotiated for varying periods of time. In exceptional circumstances holders may re-apply when their next payment falls due. For accounts over \$1,000, this form must be accompanied by evidence of hardship as stated in the section below.

Important Information

The Department of Industry- Lands reserves the right not to grant hardship relief, to recover outstanding debts and apply interest to debts. Interest is charged on outstanding amounts and applies 28 days after the due date, calculated from the due date.

Further information about hardship relief is available at the 'Rental concessions and hardship relief for Crown land tenure holders' factsheet or online at www.crownland.nsw.gov.au

Contact Us

For more information, please contact us at:

Department of Industry- Lands
PO Box 2185
DANGAR NSW 2309

T: 1300 886 235 (option 1)

F: 02 4925 3517

E: enquiries@crowland.nsw.gov.au

W: www.crownland.nsw.gov.au

Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Department of Industry, Skills and Regional Development and will be used for purposes related to this application. NSW Department of Industry, Skills and Regional Development will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Department of Industry, Skills and Regional Development website at www.industry.nsw.gov.au/legal/privacy

Applicant details

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:				
First Name			Surname		
Home address					
Postal address					
Home telephone		Work		Mobile	
Email address					
Account number					
Address of holding					

Hardship details

Reason for seeking hardship relief (please attach supporting documentation to this form)

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Hardship relief options

Please select an option below:

<input type="checkbox"/> An extension of time to make full payment of my account(s)	\$		by (insert date)		
<input type="checkbox"/> A payment plan consisting of	instalments of	\$	commencing on (insert date)	(frequency)	(eg: monthly, quarterly)

Applicants seeking assistance on accounts greater than \$1,000 must provide additional documentation as outlined in the Supporting documentation checklist section below.

Declaration

<input type="checkbox"/> I <input type="checkbox"/> We	hereby declare that the above information is true and correct.
Name	
Signature	Date

Lodgement

- Mail to Department of Industry- Lands, PO Box 2155 DANGAR NSW 2309
- Email to enquiries@crowland.nsw.gov.au
- Fax to (02) 4925 3517 marked to the attention of Accounts

Supporting documentation checklist

Applicants seeking assistance on accounts greater than \$1,000 must provide one of the following documents:

- Centrelink – Exceptional circumstances certificate
- Rural Assistance Authority letter from rural financial counsellor
- Statement from bank manager or accountant
- Tax return / evidence of income
- Medical certificate or letter from GP

Office use only – Refer to the Receipting and Referrals Codes Document					
<input type="checkbox"/> DMU	Referral Code	NF&A	Receipting code		
TRIM DOC		Fee paid	Receipt number		
Date		Account number			