



## APPLICATION FOR CONCESSIONS RESIDENTIAL PARK RESIDENTS

Form No.  
APC F020  
04/18

### WHEN COMPLETING THIS FORM

- Print clearly, using a black or dark blue pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place ☒ in all applicable boxes.
- Answer all the questions, otherwise we may need to contact you for further information.
- Make sure you sign the authority and declaration at the end of this form.

Use this form to apply for a concession on water and sewerage charges, energy and/or the Cost of Living Concession.

The Residential Parks Concession is paid quarterly (every three months) in a combined payment, to assist you with your park fees and charges. The Cost of Living Concession is paid annually.

### SECTION A

#### About you (the Applicant)

(Enter your details exactly as they appear on your Centrelink or Veterans' Affairs card)

Title Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other ☐

Surname

First name

Middle name(s)

Date of birth  /  /

#### Residential address

Address line 1

Address line 2

Suburb

Postcode

#### Postal address (if different from above)

Address line 1

Address line 2

Suburb

Postcode

Telephone Home  Mobile

Email address

Do you identify as an Aboriginal person and/or a Torres Strait Islander person? Yes ☐ No ☐

#### OFFICE USE ONLY

Centrelink validation

Yes ☐ No ☐

/  /

## SECTION B Your living arrangements

- Q1** Is the above address your principal place of residence? Yes ☐ No ☐  
*If no, you are not eligible for concessions*
- Q2** When did you first occupy the property you are living in (or approximate date if more than two years ago)?  /  /
- Q3** Do you own or part-own the property you are living in? Yes ☐ No ☐
- Q4** Do you rent the property you are living in, i.e. through a tenancy agreement? Yes ☐ No ☐
- Q5** Is there anyone living with you at your residential address who is not your spouse, dependant <sup>a</sup> or domestic partner <sup>b</sup>? Yes ☐ No ☐  
*If yes, go to Q6 If no, go to Section C*
- Q6** If yes to Q5, do they receive a benefit or pension from Centrelink or the Department of Veterans' Affairs (DVA)? Yes ☐ No ☐  
*If yes, go to Section C If no, go to Q7*
- Q7** If no to Q6, do they have an income of more than \$3,000 per year? Yes ☐ No ☐

### Notes:

<sup>a</sup> "Dependants" includes children under the age of 16 years and full-time students between 16-24 years who attend school, college or university and children between 16-18 years in receipt of Youth Allowance, Sickness Allowance or Special Benefit.

<sup>b</sup> "Domestic partner" includes opposite sex de facto relationships, same sex de facto relationships and those who live together as close companions or life partners.

## SECTION C Your income details

- Q8** Do you receive a payment from Centrelink or the Department of Veterans' Affairs (DVA)? Yes ☐ No ☐
- Q9** Enter your Centrelink Reference Number (CRN) or DVA pension number (file number on DVA Gold Card).  
CRN  DVA
- Q10** Do you hold a Commonwealth Seniors Health Card? Yes ☐ No ☐  
*If yes attach, or scan and email, a copy of both sides of your card*
- Q11** Do you hold a Commonwealth Low Income Health Care Card? Yes ☐ No ☐  
*If yes attach, or scan and email, a copy of both sides of your card*

If you are on a low income and do not receive an eligible Centrelink payment or do not hold either a Commonwealth Seniors Health Card or Low Income Health Care Card, you may be eligible for concessions if you meet the low-income provisions. Visit [www.sa.gov.au/concessions](http://www.sa.gov.au/concessions) to view the income limits. If you think you might qualify as a low income applicant, telephone the ConcessionsSA Hotline on 1800 307 758.

## SECTION D Information required for water and sewerage concessions

### WATER – applicants with a site agreement or tenancy agreement

- Q12** Do you receive an account from a retailer (e.g. SA Water) for your water use? Yes ☐ No ☐  
*If yes, provide the name of your retailer If no, go to Q13*
- Q13** If no to Q12, do you pay for water usage as part of your park fees? Yes ☐ No ☐
- Q14** If neither of the above applies for you, how do you pay for your water usage?

*Provide evidence if possible*

## SEWERAGE – applicants with a site agreement (you own your own home)

**Q15** Do you receive a sewerage account from a retailer (e.g. SA Water)? Yes ☐ No ☐  
*If yes, provide the name of your retailer If no, go to Q16*  
  
*AND your sewerage account number*   
**Q16** If no to Q15, do you pay for sewerage as part of your park fees? Yes ☐ No ☐  
**Q17** If neither of the above applies for you, if you pay for your sewerage services, how are you charged?  
  
*Provide evidence if possible*

## SECTION E Information required for an energy concession

**Q18** Do you have your own electricity meter? Yes ☐ No ☐  
**Q19** Who installed your electricity meter? Energy retailer ☐ Park Operator ☐  
**Q20** Do you have an account in your name from an energy retailer (e.g. AGL or Origin)? Yes ☐ No ☐  
*If yes, attach a copy of all pages of your most recent electricity bill If no, go to Q21*  
**Q21** If no to Q20, how does your Park Operator bill you for your electricity? In park fees ☐ Separately billed ☐  
**Q22** If none of the above circumstances apply to you, how do you pay for your energy use?  
  
*Provide evidence if possible*

## SECTION F Information required for the Cost of Living Concession

Eligibility for the Cost of Living Concession is assessed at 1 July each financial year

**Q23** Is the property you were living in on 1 July the same as where you are living now? Yes ☐ No ☐  
*If yes, go to Section G If no, provide the address of the property you were living in on 1 July*  
Address line 1   
Address line 2   
Suburb   
Postcode   
**Q24** Did you own or part-own the property you were living in on 1 July? Yes ☐ No ☐  
**Q25** If you were a homeowner on 1 July, what is the ten digit Valuer-General number or valuation number (located on your council rates notice) for the residential address you provided?   
*If you were a homeowner in a retirement village or residential park, attach a copy of your contract or site agreement if you have not already provided one for this address*  
**Q26** Did you rent the property you were living in on 1 July? Yes ☐ No ☐  
*If yes, attach a copy of the tenancy agreement if you have not already provided one for this address  
Note: your name must be listed on your tenancy agreement*  
**Q27** Were you a Housing SA tenant on 1 July? Yes ☐ No ☐  
*If yes, you do not need to provide a copy of tenancy agreement*

- Q28** If you were a tenant on 1 July was there anyone living with you at your residential address who is not your spouse, domestic partner or dependant? Yes ☐ No ☐  
*If yes, go to Q29 If no, go to Section G*
- Q29** If yes to Q28, did they receive a benefit or pension from Centrelink or the Department of Veterans' Affairs? Yes ☐ No ☐  
*If yes, go to Section G If no, go to Q30*
- Q30** If no to Q29, did they have an income of more than \$3,000 per year? Yes ☐ No ☐

## SECTION G Your banking details

**Note: You must provide your electronic funds transfer (EFT) banking details to receive your concessions. Contact your bank or credit union if you are unsure of your banking details**

Name of your bank or credit union

BSB number

(6 digits)

Account number

(maximum 9 digits)

Account holder's name



The Department of Human Services (DHS) undertakes not to use your banking details for any purpose other than paying concessions for which you are eligible. DHS will not disclose your banking details to, or share them with, any person or organisation other than those who are directly involved in processing concession payments to your account.



## SECTION H Attachments

**For assessment of your application, you must attach the relevant supporting documents listed below**

- ☐ **If you hold a Low Income Health Care Card** – a copy of both sides of your card
- ☐ **If you hold a Commonwealth Seniors Health Card** – a copy of both sides of your card
- ☐ **If you own your own home** – a copy of your site agreement
- ☐ **Tenants** – a copy of your tenancy agreement
- ☐ **Energy** – a copy of all pages of your most recent electricity bill
- ☐ **Water and Sewerage** – a copy of your most recent water bill

### Cost of Living Concession

**If the property you were living in on 1 July was different to where you are living now you must attach relevant supporting documents**

- ☐ **Tenants** – a copy of your residential tenancy agreement, showing your name, if you have not already provided one for this address.
- ☐ **If you lived in a retirement village** – a copy of your contract or residential tenancy agreement, if you have not already provided one for this address
- ☐ **If you lived in a residential park** – a copy of your site agreement or your tenancy agreement, if you have not already provided one for this address

**Note:**

1. Applications for the Cost of Living Concession will be assessed between 1 July and 31 October of the year for which the application is being made.
2. DHS may contact your Residential Park Operator to verify information for eligibility and assessment of your application.

**Authority and declaration**  
(Ensure you read and fully complete both sections below)

I **authorise:**

(write applicant's name)

- The South Australian Government Department of Human Services (SA DHS) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service.
- The Australian Government Department of Human Services to provide the results of that enquiry to SA DHS.
- SA DHS and the providers of the relevant services, both past and present, to access and exchange information required to confirm my eligibility for the concession I have applied for.

**I understand that:**

- The Australian Government Department of Human Services will disclose personal information to SA DHS including my name/address/concession card status/payment type/payment status to confirm my eligibility for relevant concessions, rebates or services.
- This consent, once given, remains valid while I am a customer of SA DHS unless I withdraw it by contacting SA DHS or the Australian Government Department of Human Services.
- I can get proof of my circumstances/details from the Australian Government Department of Human Services and provide it to SA DHS so that my eligibility for relevant concessions, rebates or services can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions, rebates or services provided by SA DHS.

Your signature **Date** /  /

**I declare that:**

- The details I have provided on this form are true and correct, and I agree to indemnify the South Australian Government Department of Human Services (SA DHS) against any loss or damage if the details provided are incorrect.
- I will notify SA DHS immediately if the information I have provided in this application changes OR to revoke this authority.
- I understand that it is an offence against section 140 of the *Criminal Law Consolidation Act 1935* to give misleading information on this document with the intention of deceiving SA DHS so as to receive a benefit.
- SA DHS may use information I have provided to check whether I am currently in receipt of, or may be eligible for, other South Australian concessions. If SA DHS determines that I may be eligible for other South Australian concessions, SA DHS can use information I have provided to contact me about my potential eligibility for other South Australian concessions.

Your signature **Date** /  /

**Have you:**

- ☐ completed all relevant sections of the form?
- ☐ provided your EFT banking details?
- ☐ attached relevant documents requested?
- ☐ signed the two authority and declaration statements?
- ☐ has your Residential Park Operator completed and signed the relevant section?

## SECTION J To be completed by the Residential Park Operator

- Q1** What type of agreement does this applicant hold? ☐ Site agreement ☐ Tenancy agreement
- Q2** What charges are included in your agreement? ☐ Water ☐ Sewerage  
☐ Electricity ☐ Bottled Gas ☐ Gas

Sewerage service means a service constituted by the collection, storage, treatment or conveyance of sewage through the use of a reticulated system by a water industry entity that is licensed under the *Water Industry Act 2012*. This includes Community Wastewater Management Systems. It does not include on site septic systems.

- Q3** Indicate if there is separate metering installed by an energy or water retailer. ☐ Electricity ☐ Water ☐ Gas
- Q4** Indicate if there is separate metering installed by the Residential Park. ☐ Electricity ☐ Water ☐ Gas ☐ Bottled Gas
- Q5** If there is separate metering which, if any, of the following charges do you pass onto the resident as part of their rent? ☐ Electricity ☐ Water ☐ Gas ☐ Bottled Gas

Residential Park Name

**Signature of Residential Park Owner/Operator**

**Your signature**

**Date**

**Residential Park Owner/Operator contact details**

Full Name

Address line 1

Address line 2

Suburb

Postcode

Telephone

### Submit your application

**BY POST** (no postage stamp required) to:  
ConcessionsSA  
Reply Paid 292  
ADELAIDE SA 5001

**BY EMAIL**  
concessions@sa.gov.au

### For more information

**Contact the ConcessionsSA Hotline on 1800 307 758**

**Email: [concessions@sa.gov.au](mailto:concessions@sa.gov.au)**

**Visit the website: [www.sa.gov.au/concessions](http://www.sa.gov.au/concessions)**

**A text telephone service is available for the hearing impaired by contacting TTY (08) 8226 6789**

Can we communicate with you on other issues, such as other government programs and services other than concessions?

Yes

No