



# Housing Appeals Mechanism Request Form

This Form should be completed when appealing a decision made by the Housing Authority.

Some matters cannot be appealed, for example, market rent values and rent subsidy percentage rates which apply to all tenants.

Water consumption charges are not determined by the Housing Authority and cannot be appealed through this process. Please contact your Housing Services Officer to request an investigation into your water consumption charges.

More information about the appeals process (including what decisions can and cannot be appealed) is contained in the Appeals Process brochure.

## PERSONAL DETAILS

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Second name: \_\_\_\_\_

### Please tick boxes

Title:  Mr  Mrs  Male  \*Intersex  Female  
 Miss  Ms  Female

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address (if different to above): \_\_\_\_\_

Postcode: \_\_\_\_\_

## ADVOCATE/SUPPORT AGENCY

Is an advocate or other support person helping you with this appeal?  Yes  No

If Yes, please supply your advocate's details:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Do you give your advocate permission to act for you and inspect Housing Authority documents?  Yes  No

## CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

If Yes:  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander  Not Provided

Are you of non-English speaking background?  Yes  No

Do you need the Housing Authority to provide an interpreter?  Yes  No

If Yes, in what language? \_\_\_\_\_

What Housing Authority decision are you appealing? *Note: If you are appealing tenant liability charges, please provide details on page 3.*

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Why do you think this decision is wrong? *Note: It is important that you provide as much information as possible to support your appeal. Please attach copies of any supporting documents to this Form.*

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Have you discussed this with the Housing Authority officer who made the original decision?  Yes  No

If eligible, your appeal will be reviewed by a senior Housing Authority officer before being referred to the Regional Appeals Committee. The Committee has two independent community members and one senior Housing Authority officer. All people reviewing your appeal will not have previously been involved in the original decision making process.

If your appeal is referred to the Regional Appeals Committee the hearing will be held at a Housing Authority office. The Housing Authority recommends you bring an advocate or support person with you.

Signed (applicant): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed (advocate): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

