



You have the right to appeal against some Departmental decisions. Details are available in the Department's 'Appeals' pamphlet, which is available from any Department of Housing Office.

To lodge an appeal, complete this form and send it or take it to your local Department of Housing Office.

**YOUR DETAILS:**

Mr

Mrs

Miss

Ms

**NAME:** .....

**ADDRESS:** .....

.....**POSTCODE:**.....

**TELEPHONE:** ..... **MOBILE:** .....

**POSTAL ADDRESS: (IF DIFFERENT FROM ABOVE).** .....

..... **DATE OF BIRTH:** .....

**CULTURAL DIVERSITY**

To enable the Department of Housing to be better informed about our diverse client base, are you of Aboriginal or Torres Strait Islander Origin? Yes  No

Are you of Non-English speaking background? Yes  No

Do you want the Department to provide an interpreter? Yes  No

If "Yes", in what language? .....

Is someone helping you with this appeal? Yes  No

If "Yes", please supply the name, address and telephone number of this advocate.

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

# Housing Appeals Mechanism Request Form

What Department of Housing decision are you appealing? (If you are appealing against tenant liability charges please use the attached form)

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Please explain why you think the Department's decision is wrong.

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

Your appeal will be reviewed by a Senior Department officer before being referred to the Regional Appeals Committee. The Committee has two (2) independent community members and 1 Senior Department officer. All people reviewing your appeal have not previously been involved in your case.

If your appeal is referred to the Regional Appeals Committee the hearing will be held at a Department of Housing office. The Department recommends you bring a friend, relative or advocate with you.

.....  
YOUR SIGNATURE

.....  
DATE

# Appeal against Tenant Liability Charges

Tenant Liability Item Number	Tenant Liability Description	Tenant Liability Charge \$	Why shouldn't this item be charged