



Croydon Shire Council

PO Box 17
Croydon QLD 4871

Phone: (07) 4748 7100

Fax: (07) 4745 6147

Email: admin@croydon.qld.gov.au

Website: www.croydon.qld.gov.au

Application for Housing

To be eligible for Council housing, employees must be a full time employee of Croydon Shire Council.

Where a short term contractor to Council cannot obtain private accommodation which is of a reasonable standard, in a reasonable location and at a reasonable rent. In this instance the provision of private accommodation will be of a short-term duration being a maximum length of three (3) months. The time limit may be extended at the discretion of the Chief Executive Officer.

The employee and/or spouse must not own, either directly or indirectly, a private dwelling within the Croydon Shire.

Consideration will be given to leasing the property within the community with first preference being given to permanent part-time, part-time or casual employees of Croydon Shire Council before the general community. The provision of private accommodation will be of a short-term duration being a maximum length of three (3) months. The time limit may be extended at the discretion of the Chief Executive Officer.

Accommodation is divided into a number of categories. These are as follows:

1. Family Housing - generally three or four bedroom housing containing necessary living and bedroom accommodation for family living.
2. Without Dependant Housing - generally include flats, units and smaller houses suitable in size to meet the living requirements of employees without dependants or partners.
3. Fatigue Housing - housing associated with employees/contractors required to travel to perform special duties to live on site or close to the worksite in line with fatigue management and safety principles.

Council's Housing Policy, which is available on Council's website, encompasses the entire portfolio of Council owned residential accommodation and will guide the allocation of housing by priority.

Lodgement of an application for housing is not a guarantee that Council will be able to provide accommodation to you.

Application lodgement

- Please read all questions carefully and complete this application in full.
- Attached any supporting documentation if required.
- Sign the declaration.
- Lodge your application at the Croydon Shire Council Administration Office, 63 Samwell Street, Croydon or email to admin@croydon.qld.gov.au

Applicant details

I am a *(please tick one)*:

- Employee of Croydon Shire Council
- Contractor to Croydon Shire Council
- Croydon Shire community member

Name: _____

Company name (if applicable): _____

ABN (if applicable): _____

Occupation: _____

Current residential address: _____

Postal address: _____

Phone (H): _____ Phone (W): _____

Mobile: _____ Email: _____

Housing need details

Please detail any difficulties you have with your current accommodation and why you would benefit from Council housing.

For contractors - please provide details of your contract work with Council and the expected timeframe of the project where accommodation is required.

Do you or your spouse own, either directly or indirectly, a private dwelling within the Croydon Shire.

Yes No

Do you have pets? Yes No

If yes, please specify the type and number of pets and if any have been desexed.

Are your pets registered? Yes No

Household member details

Please provide details of all of the people to be housed. Please include all adults and children who will be housed permanently. If there is not enough space, please provide details for each person on a separate page and attach to this application.

Household Member	No.1	No. 2	No. 3	No. 4
Title				
Surname				
First name				
Middle name				
Date of birth				
Male / Female				
Relationship to applicant	Applicant			
Are there any custody arrangements of children				

Are any of the household members on the application expecting a child? Yes No

If yes, name the person _____ Expected due date ____/____/____

Which of the following best describes your current housing situation?

- Community Housing, Public Housing or Aboriginal and Torres Strait Islander housing
- Renting privately
- Boarding privately
- Living with family or friends
- Caravan Park
- Hotel / Motel
- Other (please provide details) _____

Have you ever had a tenancy terminated? Yes No If yes, please provide reasons why.

Rental references

Reference 1

Name _____

Address: _____

Phone: _____ Mobile: _____

Reference 2

Name _____

Address: _____

Phone: _____ Mobile: _____

Is there any further information which you feel is relevant to your application?

Applicant declaration

I declare that the information provided is true and correct.

Name of applicant: _____ Date ____/____/____

Signature of applicant: _____

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.