



## Special Disaster Flood Assistance (November/December 2010) Application Form - Primary Producers

v1 3/01/11

Assistance under this scheme is to assist primary producers pay for costs arising out of direct damage caused by flooding in November and December 2010. This form must be completed for all claims. You will also need to complete the subsequent claim form and provide evidence of payment if your claim exceeds \$5,000. Please ensure that all relevant questions have been completed and supporting evidence is provided.

**Applications must be received at QRAA by: 30 September 2011**

### Section 1 - Enterprise details

	Title	Surname	Given Names	Date of Birth
<input type="radio"/> Sole Trader	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Partners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Trustees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Company Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Company name

Please list the company directors details above.

Trust Trust name

Trustees: Please list names of trustees above. If the Trustee is a Company, please provide the Company name and the Company directors' names above.

Trading Name

ABN

Industry Type (e.g. beef, sheep, grain)

GST Registered? Yes  No

QRAA Client ID (if known)

Nominated contact person (from above)  Telephone No.

Business Phone No.  Fax No.  Mobile No.  Email Address

Road Address of Enterprise			Postal Address <input type="checkbox"/> Please tick if same as Road Address		
<input type="text"/>			Postal Name <input type="text"/>		
<input type="text"/>			Postal Address <input type="text"/>		
Town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>	Town <input type="text"/>	State <input type="text"/>	Post code <input type="text"/>
City/Shire/Regional Council <input type="text"/>					

### Section 2 - Payment details

Please provide your bank account details for payment of the grant by Electronic Funds Transfer:

Bank <input type="text"/>	Branch <input type="text"/>	BSB (Bank, State, Branch number) <input type="text"/>
Account Name <input type="text"/>	Account Number <input type="text"/>	



# Initial claim Declaration and Authorisation

- I/We declare that:**
- the information provided in this application is correct.
- I/We understand that:**
- deliberately giving false or misleading information is a serious offence under the *Rural and Regional Adjustment Act 1994* and the Criminal Code and may lead to prosecution.
  - QRAA may conduct an audit of my/our tax invoices, official receipts, and/or bank statements to verify the information provided in the application is correct.
  - any overpayment will be recovered by QRAA.
  - these grants may result in financial, taxation, legal or other implications. Applicants are advised to seek independent professional advice in regards to these implications (further information and fact sheets are available from the Australian Tax Office) before participating in this scheme.
- I/We authorise:**
- the release of information (relating to damage to my/our business caused by the flood event and being claimed for in this application form) by relevant bodies including Commonwealth, State or local authorities to QRAA.
- I/We have attached:**
- rates notice or lease/other agreement for damaged property (refer to Section 4.2) Yes
  - photographic evidence of damage (refer to Section 5) Yes  No
  - quotes (if available) Yes  No
  - tax invoices (if available) Yes  No
  - other \_\_\_\_\_ Yes  No

**Please ensure that all applicants sign below:**

Before submitting this application to QRAA, please ensure that all relevant questions have been completed.

Applicant (1)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (2)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (3)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (4)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

## Privacy Information

We understand and appreciate that our customers are concerned about their privacy and the confidentiality and security of any information that may be provided to us. QRAA collects personal information about you, including the information on this form and other information relevant to the Special Disaster Flood Assistance (November/December 2010) Scheme for the purpose of administering that Scheme, providing other services you may require, administering and managing those services, researching and developing QRAA's services and in some cases providing you with information on other QRAA support programs. QRAA may also disclose your information to State or Commonwealth Government departments, bodies or agencies or third party suppliers for the purpose of administering the Scheme or collating statistical data. Unless the relevant customers provide express authorisation, QRAA will not disclose any financial information received by QRAA for the purposes of administering the Scheme, or any information about the levels of assistance given to customers, unless that information is provided in a way that will not identify our customers. More information about QRAA's personal information handling practices is available at [www.qraa.qld.gov.au](http://www.qraa.qld.gov.au)





## Special Disaster Flood Assistance (November/December 2010)

### Subsequent Claim Form - Primary Producers

Applications must be received at QRAA and work completed by 30 September 2011.

#### Section 6 - Previous application

Previous Application

**6.1** Please indicate your situation:

- I have received up to \$5,000 for damage repairs or restoration under this scheme and I am now lodging a further claim for assistance. I can provide evidence of payment for my total claim including the initial amount of up to \$5,000 as all payments have been made.\*
- This is my first claim for assistance and it exceeds \$5,000 and all payments have been made.\*

\*Unless claiming under the hardship provision section 8.

**6.2** Please provide your QRAA client identification number (if known):

--	--	--	--	--	--

Please enter the name (Individual/Partnership/Company/Trust or Trading Name) that your most recent application would have been made in:

#### Section 7 - Insurance details

Insurance Details

**7.1** Is your primary production enterprise covered for flood damage?

- Yes  No *If no, please go to section 8.*

**7.2** Please provide details of your insurance coverage:

Contact Person (if known)

Name of Insurance Company

Telephone No.

Fax No.

Email Address

Type of Insurance Policy

Policy Number

**7.3** Has a claim for insurance been lodged as a result of direct damage caused by the flood events?

- Yes
- No *If no, please detail why an insurance claim has not yet been lodged:*

  

**7.4** Has a decision on your insurance claim been made?

- No *If no, applications for assistance cannot be processed until the outcome of the insurance claim is known.*
- Yes *If yes, detail the result of the claim (please provide QRAA with a copy of the decision):*

  
  

#### Section 8 - Financial hardship

Hardship

**8.1** Are you in financial hardship and unable to pay for costs incurred?

- No *Proceed to section 9.*
- Yes *To be successful in applying for financial hardship, you must provide one of the following (please tick):*
- A photocopy of a current low income health care card from Centrelink; or
  - A certificate from a suitably qualified person (refer to program guidelines for further information).

**8.2** Please provide details of the services and/or materials required, in section 9 accompanied by the relative quotes. QRAA will assess eligibility and advise of an approval in principle if applicable.

*Payment of the grant will be made direct to the supplier who has provided the invoice for the materials and/or services.*

*Please note work must be completed by 30 September 2011.*

**Section 9 - Payments (Tier Two - subsequent claim)**

**9.1** Please provide a detailed breakdown of the **total damage repair payments** that you have made including any previous claims to QRAA for your property (e.g. 500 steel fence posts @ \$4.50 each, 100 bales of hay @ \$6 bale).

*If any of these costs relate to work done with your own equipment, please add into the table below and detail further in section 9.2.*

Expense details	Total payments
Previous claim	
<b>TOTAL</b>	<b>\$</b>

(Maximum grant payment is \$25,000)

**You must provide QRAA with the following:**

**1) Tax invoice(s) showing full details of goods or services**      The work undertaken or goods supplied described on each invoice must be clearly identifiable as flood damage related.

**and**

**2) An official receipt from the supplier or contractor**      If you cannot provide an official receipt, you must provide a photocopy of :  
 (a) your cheque butt or internet/bank transfer; **and**  
 (b) a bank statement showing the cheque or transfer payment.

Please note: An official receipt must clearly identify the supplier/contractor by name/logo, ABN/ACN, and be on an official business form specifying that the invoice number has been paid. Cash receipts will not be accepted.

**9.2** Does your claim include costs incurred for the use of your own machinery in repairing flood damage?

No     Yes    *If yes, please complete the following if you are claiming for the cost of fuel used and other miscellaneous costs whilst using your own machinery or fuel supplied to contractor's machines to repair damage caused by the flood event:*

Reason for use (e.g. repairs to dams, roads, fences, spraying, mustering etc)

Machinery details and fuel consumption whilst making repairs

Machinery type and model (e.g. CAT D7F Bulldozer)	Fuel usage (litres)/hour	Number of hours used	Number of litres
<b>TOTAL</b>			

Fuel costs incurred whilst being used to repair damages (rebate must be deducted)

Fuel costs (after rebate of 38.143c per litre) (please attach copies of relevant fuel, tax invoices and receipts showing the total cost per litre paid)	Litres	\$ per litre (deduct rebate)	Total fuel cost (\$)
Diesel			
Unleaded			
<b>TOTAL FUEL COST</b>			<b>\$</b>

Other costs (evidence of payment is required for all costs) incurred to machinery for repairing damage

<b>Machinery costs</b> (e.g. oils, fluids, maintenance, minor repairs). Attach invoices and receipts.	Total cost (\$)
QRAA will not pay any dry hire for using your own machinery	<b>TOTAL MACHINERY COST</b> \$
<b>Operator costs</b> (please provide tax invoice and receipt)	Total cost (\$)
Cost of operator (normal wages of employees and your own time <b>cannot</b> be reimbursed)	
Employee overtime or additional hours (please supply timesheet or similar record)	
<b>TOTAL OPERATOR COST</b> \$	
<b>TOTAL COST</b> \$	

**Please note: Tax invoices and receipts/evidence of payment for all fuel/machinery/operator costs must be supplied with this claim.**

# Subsequent claim Declaration and Authorisation

**I/We declare that:** ■ the information provided in this application is correct.

**I/We understand that:**

- deliberately giving false or misleading information is a serious offence under the *Rural and Regional Adjustment Act 1994* and the Criminal Code and may lead to prosecution.
- QRAA can make relevant enquiries, including contacting my/our insurance company(s) to ensure I/we receive my/our correct entitlement.
- QRAA may conduct an audit of my/our tax invoices, official receipts, and/or bank statements to verify the information provided in the application is correct.
- any overpayment will be recovered by QRAA.
- these grants may result in financial, taxation, legal or other implications. Applicants are advised to seek independent professional advice in regards to these implications (further information and fact sheets are available from the Australian Tax Office) before participating in this scheme.

**I/We authorise:**

- QRAA to obtain information as considered necessary in relation to this application from my/our insurance company.
- the release of information (relating to damage to my/our business caused by the flood event and being claimed for in this application form) by relevant bodies including Commonwealth, State or local authorities to QRAA.

**I/We have attached:**

- rates notice or lease/other agreement for damaged property (refer to Section 4.2) Yes
- all tax invoices/receipts/evidence of payment Yes
- photographic evidence (if available) Yes  No
- insurance (copy of decision) Yes  N/A
- proof of financial hardship (if applicable):
  - a photocopy of a current low income health care card from Centrelink Yes  N/A
  - a certificate from a suitably qualified person (refer to guidelines) Yes  N/A
- other \_\_\_\_\_ Yes  No

**Please ensure that all applicants sign below:**

Before submitting this application to QRAA, please ensure that all relevant questions have been completed and all evidence of payments made in relation to your application are attached.

Applicant (1)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (2)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (3)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

Applicant (4)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
Print Name: _____
Date: ___/___/___

**Privacy Information**

We understand and appreciate that our customers are concerned about their privacy and the confidentiality and security of any information that may be provided to us. QRAA collects personal information about you, including the information on this form and other information relevant to the Special Disaster Flood Assistance (November/December 2010) Scheme for the purpose of administering that Scheme, providing other services you may require, administering and managing those services, researching and developing QRAA's services and in some cases providing you with information on other QRAA support programs. QRAA may also disclose your information to State or Commonwealth Government departments, bodies or agencies or third party suppliers for the purpose of administering the Scheme or collating statistical data. Unless the relevant customers provide express authorisation, QRAA will not disclose any financial information received by QRAA for the purposes of administering the Scheme, or any information about the levels of assistance given to customers, unless that information is provided in a way that will not identify our customers. More information about QRAA's personal information handling practices is available at [www.qraa.qld.gov.au](http://www.qraa.qld.gov.au)