



Homeowner Insulation Program EARLY INSTALLATION

Reimbursement Application Form

Reimbursement number (Office use only)

This reimbursement application form should be read in conjunction with the early installation guidelines for the Homeowner Insulation Program. This form should be submitted within six (6) months of installation. The application form must be completed in full by the applicant (who should be the owner-occupier of the property where the new ceiling insulation has been installed) and by the installer of your ceiling insulation. Copies of the receipt(s) for the purchase and installation of the new ceiling insulation must be included with this application along with the two quotes obtained prior to selection of the installer.

This application form is current as of 26 February 2009.

Sections 1, 2, 5 & 6 – Completed by applicant. Sections 3 & 4 - Completed by authorised installer.

1. APPLICANT INFORMATION (PLEASE COMPLETE IN BLOCK LETTERS)

Full Name	<div style="border: 1px solid black; height: 20px;"></div>		
Address of the dwelling where the new ceiling insulation has been installed	<div style="border: 1px solid black; height: 20px;"></div>		<div style="border: 1px solid black; height: 20px;"></div>
			Postcode
Postal address (if different from installation address)	<div style="border: 1px solid black; height: 20px;"></div>		<div style="border: 1px solid black; height: 20px;"></div>
			Postcode
Phone number	<div style="border: 1px solid black; padding: 2px;">()</div>		
Mobile number	<div style="border: 1px solid black; height: 20px;"></div>		
Email address	<div style="border: 1px solid black; height: 20px;"></div>		

2. APPLICANT AND DWELLING ELIGIBILITY (WHERE INSULATION HAS BEEN INSTALLED)

Please read the early installation guidelines and complete all parts below. Each question must be answered for this application to be processed.

Are you an Australian citizen or permanent resident aged 18 years or over? Yes No If no, then you are not eligible

Is the dwelling where the ceiling insulation is installed located in Australia? Yes No If no, then you are not eligible

Is the dwelling where the insulation is installed a new home or a major extension of an existing home, requiring approval under the Building Code of Australia? Yes No If yes, then you are not eligible

Is the dwelling a principal place of residence? Yes No If no, then you are not eligible
A principal place of residence is a home where an owner primarily resides.

Is the dwelling privately owned? Yes No If no, then you are not eligible
For example, it is not state or territory public housing and is not owned by a state or territory government.

Are you the owner-occupier of the dwelling?

Yes

No

If no, then you are not eligible

You must be the owner of, and live in the dwelling where the insulation was installed at the time the insulation was installed

INSTALLER TECHNICAL COMPLIANCE SECTION

3. PRODUCT ELIGIBILITY (to be completed in BLOCK LETTERS by an installer who is employed by or owns a registered business operating in the installation of thermal insulation.)

Date new ceiling insulation was installed

The installation date is the date the ceiling insulation was first fully installed in the entire ceiling area. Reimbursements must be submitted within six (6) months of installation.

Is the ceiling insulation new?

Yes

No

If no, then you are not eligible

Is the ceiling insulation replacing pre-existing insulation?

Yes

No

If yes, then please provide information on the type of existing insulation and its R-value

TYPE:

R-VALUE:

Does the R-value meet the minimum standard value required for the climate zone where the dwelling is situated?

Yes

No

What is the R-value of the ceiling insulation that has been installed?

What type of insulation has been installed? (e.g. polyester, glasswool, rockwool, natural wool, foil, etc)

4. INSTALLER'S DECLARATION (to be completed in BLOCK LETTERS by an installer who is employed by or owns a registered business operating in the installation of thermal insulation, and who completed section 3 above, and who meets the requirements set out in Section 3 of the Homeowner Insulation Program early installation guidelines)

Installer's name

Company name

Business ABN

Installer's phone number

State of registration

- I certify as the installer that I have done the work required to install the ceiling insulation in accordance with the relevant building standards and government requirements outlined in the early installation guidelines for the Homeowner Insulation Program.
- I certify that this insulation was installed for domestic purposes only (the dwelling is not a semi-permanent building or similar); and that the dwelling where the insulation was installed is not a new home or an extension to an existing home, covered by mandatory requirements under the Building Code of Australia.
- I understand that the installation work and product used may be quality checked and make good provisions will apply if deficiencies against the requirements of the early installation guidelines are identified.
- I certify that I own or am employed by a registered business operating in the insulation installation industry.
- I certify that the information provided by me is truthful and correct.

Installer's signature

Date

5. REIMBURSEMENT/PAYMENT DETAILS

The payment for successful applicants will be made by direct deposit. Applicants should allow eight weeks for the application to be processed. **The payment will only be made into the bank account of the owner of the dwelling where the ceiling insulation was installed.** Assistance under this program is not available as a point of sale discount nor can a retailer, installer or commercial business apply for assistance on behalf of their customers.

Name of account holder

BSB number (six digits)

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Account number

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Please note: A BSB number is a unique six-digit code that identifies the bank/financial institution and branch where your bank account is held. It can generally be found on your bank statement. If you are unsure of your BSB number, please contact your bank or financial institution. Your bank account number can also be found on your bank statement. It is not the 16 digit number that appears on your credit/debit card. It is important that you enter the correct BSB and account numbers, otherwise payment cannot be processed. The assistance can only be paid to an Australian bank account.

The Australian Government will only use your bank details for the purpose of paying the assistance.

6. DECLARATIONS, YOUR RESPONSIBILITY AND YOUR RIGHT TO PRIVACY

(please read carefully)

As a Commonwealth agency, the Department of the Environment, Water, Heritage and the Arts is bound by the *Privacy Act 1988*. Personal information collected under this program will only be used for the purpose of assessing applications and related purposes. This process may include the exchange of information with other government departments or agencies for compliance purposes, and/or reporting publicly on the performance of the assistance program. Reports will be based on aggregate data and personal information will not be identifiable in such reports. Information may also be disclosed to Registered Agents for the purposes of verifying details of applications. Information will be used for the payment of the assistance to successful applicants.

The Department of the Environment, Water, Heritage and the Arts reserves the right to refuse any application if the information provided is incomplete or does not meet the required criteria.

- I certify as the applicant that I am the owner of the residential property where the new ceiling insulation is installed, and it is my principal place of residence and not a holiday home.
- I certify as the applicant that I have read and understood the Homeowner Insulation Program early installation guidelines.
- I certify that, to the best of my knowledge, all of the above details are correct at the time of completing this form. Providing false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.
- I agree as the applicant that I have and will provide the Australian Government with sufficient and reasonable evidence of my eligibility for the assistance if requested any time up to 24 months after installation. This may include allowing an authorised inspector access to my property to inspect the installation of my new ceiling insulation as requested by the Australian Government.
- I acknowledge as the applicant that the Australian Government accepts no liability for any loss, damage or cost incurred as a result of, or arising from, the installation of a ceiling insulation which has been the subject of assistance, or the application process for the assistance.

Your signature

Date

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How did you find out about this program?

Installer/retailer

Website Specify

Newspaper/magazine Name

Other Provide details

FORWARD COMPLETED REIMBURSEMENT APPLICATION FORM AND COPIES OF PURCHASE RECEIPTS

TO:

Homeowner Insulation Program
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
Canberra ACT 2601

Checklist (to assist with speedy processing of your application)

Incomplete forms will be returned to applicants without processing. Please ensure you have completed all parts of the reimbursement application form.

- Have you filled in every field except sections 3 and 4?
- Has your installer filled out and signed sections 3 and 4?
- Have you provided a BSB (six digit number), bank account number and name of account holder?
- Have you signed the form?
- Have you attached copies of your purchase receipts and two quotes?

(Note: quotes are not required for those installations which occurred between 3 February 2009 and 26 February 2009.)