

Part

A

Queensland Building Boost Grant Application Form

Part A must be filled out by all *applicants*

How to complete this form

- Read and fully understand the **Building Boost Application Guide**
- Complete this **Queensland Building Boost Grant Application Form** in full
- Words in *italics* are defined in the **Building Boost Application Guide - Terms used**
- Print in blue or black ink
- Print clearly in BLOCK LETTERS
- Attach all supporting evidence
- Print ✓ in appropriate boxes
- Lodge application by 31 May 2012
- Note that significant penalties including prosecution may apply for making a false or misleading statement

Section 1 Eligibility checklist

- Eligibility is determined after the *Commissioner* receives a completed application together with all required supporting evidence.
- All persons who are or will be *owner/s* of the *new home* on completion of the transaction must be *applicants*.

1	To your knowledge, is this the first QBBG to be claimed in relation to this property? (see Building Boost Application Guide - Eligibility requirements , item 5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Are you an <i>eligible applicant</i> ? (see definitions of <i>applicant</i> and <i>eligible applicant</i> in Building Boost Application Guide - Terms used)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you, on or after 1 August 2011 and on or before 31 January 2012: <ul style="list-style-type: none"> ■ entered into a contract for the purchase of a <i>new home</i> in Queensland OR ■ entered into a contract to have a <i>new home</i> built in Queensland OR ■ in the case of an <i>owner builder</i>, commenced construction of a <i>new home</i> in Queensland? (i.e. laying of foundations)? (see Building Boost Application Guide - Eligibility requirements , item 1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Is the <i>home</i> a <i>new home</i> ? (see definitions in Building Boost Application Guide - Terms used)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Is the <i>total value</i> of the <i>home</i> less than \$600,000? (see Building Boost Application Guide - Eligibility requirements , item 2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Will the <i>home</i> be occupied as a place of residence for a period of at least 3 months (whether or not continuous) during the year after <i>completion of the eligible transaction</i> ? (see definition in Building Boost Application Guide - Terms used and Eligibility requirements , item 4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Does the contract entered into result from an arrangement made after 14 June 2011 and before 31 July 2011 having the sole or main purpose of deferring the making of a contract until after 1 August 2011 date so that the QBBG will apply, including the following: <ul style="list-style-type: none"> • replacing a previous contract entered into before 1 August 2011, between the same or <i>related parties</i> on the same or similar terms, that was cancelled or • the exercise of an option on or after 1 August 2011 which was granted on or after 14 June 2011? (see Building Boost Application Guide - Eligibility requirements , item 6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Was the <i>contract of sale</i> exempt from transfer duty under the <i>Duties Act 2001</i> , other than where the <i>first home transfer duty concession</i> , the <i>manufactured homes exemption</i> or the <i>charitable institution exemption</i> was applied? (see Building Boost Application Guide - Eligibility requirements , item 6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	If you carry on the business of building or developing <i>homes</i> , was the <i>home</i> constructed for sale in the course of that business? (see Building Boost Application Guide - Eligibility requirements , item 6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	If the land on which the <i>home</i> is constructed is newly subdivided, was a QBBG paid for the <i>home</i> on the land before the subdivision? (see Building Boost Application Guide - Eligibility requirements , item 5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Are the parties to the contract <i>related parties</i> ? (see definition in Building Boost Application Guide - Terms used)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Determination of eligibility

If you have answered “YES” to questions 1 to 6 and “NO” to questions 7 to 11 above, you may be entitled to receive the QBBG subject to the written decision being made by the *Commissioner*.

If you answered “NO” to any of the questions 1 to 6 and “YES” to any of the questions 7 to 11 you do not qualify for the QBBG. If you believe you could still be entitled to the QBBG please attach a statement providing a complete explanation of the circumstances and all relevant information to support your claim with the application for the *Commissioner* to consider.

If you are also an *applicant* for the *First Home Owner Grant (FHOG)* special rules apply for QBBG so you should complete the application for QBBG so your eligibility can be determined.

Part A continued

Application for Queensland Building Boost Grant

Section 2 – Applicant details

- It is essential that **ALL applicants** complete this section (see definitions in **Building Boost Application Guide - Terms used**)
- Only one of the three **ownership** options should be completed (i.e. *natural person*, company or trust)
- If there are more *applicants* than provided for please complete and attach an additional Application Form
- Each *applicant* must sign the Declaration by *applicant/s* at Section 5.

How many *applicants* will have a *relevant interest* in the *home*? (see definitions in **Building Boost Application Guide - Terms used**)

Ownership option 1 - natural person

If a *natural person*, complete below

Applicant 1 (Contact applicant)

Title Mr Mrs Miss Ms Dr

First name

Middle name/s

Family name

Date of birth (dd/mm/yyyy)

Mobile number Daytime telephone number ()

Email address

Residential address Unit/flat/building Street number

Street name

Suburb/town

State Postcode

Address for service of notices (if different from above) Unit/flat/building Street number

Street name

Suburb/town

State Postcode

Applicant 2

Title Mr Mrs Miss Ms Dr

First name

Middle name/s

Family name

Date of birth (dd/mm/yyyy)

Applicant 3

Title Mr Mrs Miss Ms Dr

First name

Middle name/s

Family name

Date of birth (dd/mm/yyyy)

Part A continued

Application for Queensland Building Boost Grant

Ownership option 2 - company

If a company, complete below

Company name											
ABN				ACN							
What is the principal business of the company?											
Contact name											
Daytime telephone	()										
Email address											
Street address	Unit/flat/building					Street number					
	Street name										
Address for service of notices <small>(if different from above)</small>	Suburb/town				State			Postcode			
	Unit/flat/building					Street number					
	Street name										
	Suburb/town				State			Postcode			

Ownership option 3 - trust

If a trust, complete below

Trust name											
Trustee/s name/s											
Date/s of birth (if natural person/s)											
ABN				ACN (if corporate trustee)							
What is the principal business of the trust?											
Contact name											
Daytime telephone	()										
Email address											
Street address	Unit/flat/building					Street number					
	Street name										
Address for service of notices <small>(if different from above)</small>	Suburb/town										
	State			Postcode							
	Unit/flat/building					Street number					
	Street name										
Suburb/town				State			Postcode				

Additional applicant information required

Has any *applicant* or a *related party* applied for or received the QBBG in relation to another *home*?

Yes No

Are any of the *applicants* a real estate agent, builder or developer?

Yes No

Part A continued

Application for Queensland Building Boost Grant

Section 3 – Property and transaction details

Property address details

Unit/street no. Lot no. (only use lot no. if street no. is not allocated)

Street name

Suburb/town

State Postcode

Type of home House Townhouse Unit Duplex Manufactured home
 Other (please specify)

Intended use of the property First home owner owner/occupier investment

What is the *total value* of the home? (see definitions in **Building Boost Application Guide - Terms used** and **Eligibility requirements**, item 2) \$

What is the *consideration* paid for the home? (see definitions in **Building Boost Application Guide - Terms used**) \$

Did you receive any *financial assistance* to pay the *consideration* for this home? (see definitions in **Building Boost Application Guide - Terms used**) Yes No

If there is a *First Home Owner Grant* claim in relation to this property enter the *FHOG* - UIN

Title reference (or parent title reference if in the process of subdivision)

Is the reference below the parent title reference? Yes No

Lot no. Plan type* Plan number Title reference (if available)

* e.g. **SP** for Survey Plan, or **RP** for Registered Plan

Transaction details

(see definitions in **Building Boost Application Guide - Terms used**)

What type of transaction does this application refer to:

- Contract of sale* for the purchase of a home Complete and attach **Part B** on page 9
- Comprehensive home building contract* Complete and attach **Part C** on page 10
- Owner builder* Complete and attach **Part D** on page 11
- Contract of sale* for a purchase off the plan Complete and attach **Part E** on page 12

Section 4 – Payment details

- Refer to the **Building Boost Application Guide - When will the QBBG be paid?**
- If applying to **OSR**, the QBBG will be paid by electronic funds transfer into the account nominated below.
- If you are applying through an *approved lodger*, please **DO NOT** complete the account details below as the QBBG will be paid via the *approved lodger*.

Name of financial institution and branch

Account name (e.g. John & Jan Citizen)

BSB number (must have 6 numbers)* -

Account number (maximum of 9 numbers)*

* DO NOT include dashes or spaces

Part A continued

Application for Queensland Building Boost Grant

Section 5 – Declaration by applicant/s

- Each *applicant* must personally sign this declaration in the presence of a qualified witness. Qualified witnesses include a Justice of the Peace, Commissioner for Declarations or solicitor.
 - If the *applicant* is a company or trust, the duly authorised person/s or trustee/s must sign on behalf of the company or trust.
- 1 I have completed the Application Form (including the relevant Part B, C, D or E) and attached all relevant documents in support of this application.
 - 2 I undertake to notify the *Commissioner* of any *notifiable event* in writing relevant to the requirements under the Queensland Building Boost Grant and repay the QBBG within 14 days from the *relevant date*.
 - 3 I have read and understood the information prepared by *OSR* relating to the criteria of eligibility. I accept that if the criteria are not met, I may not be entitled to receive or retain the QBBG.
 - 4 I authorise *OSR* to access and exchange information about me to verify my eligibility for the Queensland Building Boost Grant with other information held by *OSR*, the *approved lodger* (where applicable), other state, territory and Australian Government agencies and other relevant organisations.
 - 5 I understand that the *approved lodger* is not authorised by *OSR* to offer any advice or assistance on the criteria of eligibility for the QBBG, or on the completion of this application.
 - 6 I acknowledge the *approved lodger* will hold the QBBG until *completion of the eligible transaction* and repay the QBBG to the *Commissioner* if the transaction is not completed within 28 days of the date specified.
 - 7 I authorise the *Commissioner* to address all correspondence relating to this application to *applicant 1* at the address nominated or to the *approved lodger* where lodged through the *approved lodger*.
 - 8 I acknowledge that I will be liable for penalties and may also be prosecuted for making a false or misleading statement on or in connection with this application for the QBBG or not notifying *OSR* of a *notifiable event*.
 - 9 I authorise *OSR* to deposit the QBBG into the account nominated in Section 4 or into the *approved lodger's* nominated account when lodged via the *approved lodger*.

I declare that I have read and understood the above information and that the information provided in this application (including the attached Part B, C, D or E) is true and correct.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Applicant 1

Name

Signature Date (dd/mm/yyyy)

Before me

Name of qualified witness

Signature of qualified witness Date (dd/mm/yyyy)

Applicant 2

Name

Signature Date (dd/mm/yyyy)

Before me

Name of qualified witness

Signature of qualified witness Date (dd/mm/yyyy)

Part A continued

Application for Queensland Building Boost Grant

Applicant 3

Name

Signature

Date
(dd/mm/yyyy)

				2	0	1	
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Before me

Name of
qualified witness

Signature of
qualified witness

Date
(dd/mm/yyyy)

				2	0	1	
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Your obligations

As an *applicant* for the Queensland Building Boost Grant, you must ensure that the information contained in your application for the QBBG is complete and correct.

The provision of false or misleading information to the *Commissioner* is an offence. Therefore, if you are unsure about any of your obligations or any of the information required in the application, it is important that you contact the Office of State Revenue for clarification.

If your application is approved and the QBBG is paid, you will be notified in writing of the conditions you are required to satisfy. If you are unable to satisfy these conditions, you must notify the *Commissioner* within **14 days** of becoming aware that you are unable to comply with the requirement and repay the QBBG.

If you do not meet these obligations, you may be subject to penalties.

Penalties

OSR, as part of its role in administering the Queensland Building Boost Grant, conducts ongoing investigations to ensure that *applicants* comply with the qualifying conditions. If *applicants* receive the QBBG when they are not entitled, or do not comply with the occupation requirement, penalties may be imposed. The amount of any penalty which may apply is dependant on the circumstances of each case and is in addition to having to repay the QBBG. In some circumstances the penalty applied may be equal to the amount of the grant received.

Providing incorrect or misleading information in this application

Providing incorrect or misleading information to *OSR* is a **criminal offence**. If it is determined that an *applicant* has provided incorrect or misleading information to obtain, or attempt to obtain the QBBG, then prosecution action may be commenced.

All applications undergo a rigorous review. Other checks into council records, title details and finance particulars are undertaken on a routine basis.

Privacy statement

The Office of State Revenue is collecting the information on this form to determine your eligibility (if any) for a Queensland Building Boost Grant for the transactions you have described in this form. Your confidential information can only be disclosed by the Office to another party in relation to your eligibility for the Queensland Building Boost Grant or as authorised by law and the *Right to Information Act 2009*. For further information see our website at www.osr.qld.gov.au

Part A continued

Application for Queensland Building Boost Grant

Section 6 – Acknowledgement of Terms of Trust by *approved lodger*

This section must be completed by the *approved lodger* of the *applicant* (in relation to the purchase of a *new home*) in order for the QBBG to be made available for settlement.

Approved lodger - Client Number

Full name of *approved lodger*

Settlement date/date of first progress payment (dd/mm/yyyy)

- 1 The *approved lodger* is authorised by the *applicant/s* to lodge this application for the QBBG on his/her/their/its behalf.
- 2 Specified above is the scheduled settlement date for the *contract of sale* for the purchase of a *home* or the scheduled first progress payment date for a contract to build a *new home*.
- 3 The *approved lodger* agrees for the Queensland Building Boost Grant to be paid into the account advised to the *Commissioner* by the *approved lodger*
- 4 The *approved lodger* agrees to receive the QBBG amount in respect of this application from the *Commissioner* of State Revenue for the State of Queensland (the *Commissioner*) and hold it on the following terms:
 - a. Pending settlement of the contract or first progress payment under the *contract to build*, the QBBG amount is held on trust exclusively on behalf of the *Commissioner*
 - b. the QBBG amount is to be applied by the *approved lodger* exclusively for the purpose of effecting the settlement of the *contract of sale* for the purchase of the *home* or payment of the first progress payment for a *contract to build* the *home* for the benefit of the *applicant*
 - c. If settlement of the contract is not effected on or before the settlement date or within 28 days after the settlement date (settlement period), the *approved lodger* will repay the QBBG amount to the *Commissioner* within 7 days from the last day of the settlement period
 - d. If the first progress payment for a contract to build the *home* is not effected on or before the date of first progress payment or within 28 days after that date (first progress payment period), the *approved lodger* will repay the QBBG amount to the *Commissioner* within 7 days from the last day of the first progress payment period.

Name in Full

Signature*

Date (dd/mm/yyyy)

* A person duly authorised by the registered *approved lodger* to provide this acknowledgement on the *approved lodger's* behalf)

Part A continued

Application for Queensland Building Boost Grant

Section 7 – Supporting documentation checklist

- To ensure your application is processed in a timely manner, make sure the application is fully completed, signed and dated, and that all necessary documentation is attached in the order set out below.
- **Do not send original documents. Only send certified copies** (for persons who can certify copies—see definitions in **Building Boost Application Guide - Terms used**).
- Additional documents may be requested after lodgement of your application in order to confirm your eligibility for the QBBG. If you are unable to provide any of the documents below please contact *OSR* to discuss your circumstances. Refer to **Building Boost Application Guide** page 8 for contact details.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the **Building Boost Application Guide**.
- Items marked with an * are not required, if not available, when lodging through an *approved lodger*.

Proof of identity for natural persons

Each *applicant* must provide a document from each of the 2 categories below (**2 documents per person**). A single document cannot be used for more than one category.

Category 2—link between identity and person—photo and signature—provide one document.

Category 1—primary identity document —provide one document.

- A current:
- Australian Driver Licence
 - Passport
 - Firearm licence
 - 18+ Card.

- Birth certificate/extract
- Current passport.



Category 1 type of document submitted	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
Category 2 type of document submitted	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>

Transaction type

Contract of sale to purchase a home:	<ul style="list-style-type: none"> ■ a copy of your <i>contract of sale</i>, dated and signed by the vendor/s and <i>applicant/s</i> (including any special conditions or annexures) <input type="checkbox"/> ■ a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i>* <input type="checkbox"/> ■ a copy of the final inspection certificate issued by your local council or building certifier <input type="checkbox"/> ■ statement from the vendor that the <i>home</i> has not been previously occupied or sold as a place of residence <input type="checkbox"/>
Contract to build a home:	<ul style="list-style-type: none"> ■ a copy of your <i>contract to build</i>, dated and signed by the builder and <i>applicant/s</i> <input type="checkbox"/> ■ a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i>* <input type="checkbox"/> ■ a <i>certified copy</i> of the final inspection certificate issued by your local council or building certifier* <input type="checkbox"/> ■ an independent third party valuation, market appraisal by a local real estate agent or Valuer-General’s site value of the land when the building contract is made <input type="checkbox"/>
Owner builders:	<ul style="list-style-type: none"> ■ a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> of the land on which the <i>home</i> is built <input type="checkbox"/> ■ a <i>certified copy</i> of the contour plan lodged with your local council <input type="checkbox"/> ■ a <i>certified copy</i> of the first inspection report for the laying of foundations issued by your local council or building certifier <input type="checkbox"/> ■ a <i>certified copy</i> of the final inspection certificate issued by your local council or building certifier <input type="checkbox"/> ■ <i>certified copies</i> of all receipts for the building of the <i>home</i> excluding your own labour costs (must be equal to or more than \$10,000 or the QBBG may be reduced, or \$17,000 if the <i>First Home Owner Grant</i> has been paid) <input type="checkbox"/> ■ an independent third party valuation, market appraisal by a local real estate agent or Valuer-General’s site value of the land when the laying of the foundations starts <input type="checkbox"/>
Contract of sale to purchase a home off the plan:	<ul style="list-style-type: none"> ■ a <i>copy</i> of your <i>contract of sale</i>, dated and signed by the vendor/s and <i>applicant/s</i> (including any special conditions or annexures) <input type="checkbox"/> ■ a registration confirmation statement or current <i>title search</i> issued by the Department of Environment and Resource Management showing the <i>applicant/s</i> as the registered <i>owner/s</i> <input type="checkbox"/> ■ a copy of the final inspection certificate issued by your local council or building certifier <input type="checkbox"/>

Part

C

To be completed where *applicants* have entered into a contract to build a *new home* and then submitted with Part **A** Application for Queensland Building Boost Grant

Applicant details

Applicant 1

Title Mr Mrs Miss Ms Dr

First name

Family name

Address of new home

Unit/lot/street no.

Street name

Suburb/town

State

Postcode

Contract to build a new home

Contract date
(dd/mm/yyyy)

				2	0	1	
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Construction commencement date
(i.e. laying of foundations)

				2	0	1	
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Construction completion date

If lodging through an *approved lodger*, please estimate

				2	0	1	
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Other requirements

Include the name and license number of the builder below

Builder

Licence/Registration number

Land owner details

Do you own the land or are you buying the land?

Own the land

Buying the land

Part

D

To be completed where *applicants* are *owner builders* and then submitted with Part **A**
Application for Queensland Building Boost Grant

Applicant details

Applicant 1

Title Mr Mrs Miss Ms Dr

First name Family name

Address of new home

Unit/lot/street no. Street name

Suburb/town State Postcode

Owner builder

Construction commencement date

(i.e. laying of foundations)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0	1	<input type="text"/>
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(dd/mm/yyyy)

Construction completion date

(dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	0	1	<input type="text"/>
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Part

E

To be completed where *applicants* have entered into a *contract* to buy a *new home off the plan* and then submitted with Part **A** Application for Queensland Building Boost Grant

Applicant details

Applicant 1

Title Mr Mrs Miss Ms Dr

First name Family name

Address of new home

Unit/lot/street no. Street name

Suburb/town State Postcode

Contract of sale to buy a new home Off the Plan

Contract date (dd/mm/yyyy) 2 0 1

Construction commencement date (i.e. laying of foundations) (dd/mm/yyyy) 2 0 1

Construction completion date (dd/mm/yyyy) 2 0 1

Other requirements

Real estate agent Licence/Registration number
 Builder Licence/Registration number