

Part

**A**

# Building Boost Grant Application Form

Part A must be filled out by all *applicants*

## How to complete this form

- |   |   |
|---|---|
| <input type="checkbox"/> Read and fully understand the <b>Building Boost Grant (BBG) Application Guide</b>    | <input type="checkbox"/> Attach all supporting evidence   |
| <input type="checkbox"/> Complete this <b>BBG Application Form</b> in full                                    | <input type="checkbox"/> Print ✓ in appropriate boxes   |
| <input type="checkbox"/> Words in <i>italics</i> are defined in the <b>BBG Application Guide - Terms used</b> | <input type="checkbox"/> Lodge application or a notice of intention to claim the BBG before 1 September 2012                        |
| <input type="checkbox"/> Print in blue or black ink   | <input type="checkbox"/> Note that significant penalties including prosecution may apply for making a false or misleading statement |
| <input type="checkbox"/> Print clearly in BLOCK LETTERS   |   |

## 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 BBG to be claimed in relation to this property? (see <b>BBG Application Guide - Eligibility requirements</b> , 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 <b>BBG Application Guide - Terms used</b> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you, on or after 1 August 2011 and before 1 May 2012: ■ entered into a <i>home purchase contract</i> for the purchase of a <i>new home</i> in Queensland <b>OR</b> ■ entered into a <i>home building contract</i> to have a <i>new home</i> built in Queensland <b>OR</b> ■ 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 <b>BBG Application Guide - Eligibility requirements</b> , item 1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Is the <i>home</i> a <i>new home</i> ? (see definitions in <b>BBG Application Guide - Terms used</b> )	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 <b>BBG Application Guide - Eligibility requirements</b> , 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 the <i>eligible transaction</i> is completed? (see definition in <b>BBG Application Guide - Terms used</b> and <b>Eligibility requirements</b> , item 4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Does the contract entered into result from a legally binding arrangement made on or after 14 June 2011 and before 1 August 2011 for which the sole or main purpose was to defer the making of a home purchase contract or home building contract to 1 August 2011 or a later day so that the BBG will apply, including the following: • replacing a previous contract entered into before 1 August 2011 for the same or a substantially similar home, that was cancelled in the <i>pre-eligibility period</i> ; or • the exercise of an option in the <i>post-eligibility period</i> which was granted in the <i>pre-eligibility period</i> ? (see <b>BBG Application Guide - Eligibility requirements</b> , 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> (section 92), the <i>manufactured homes exemption</i> (section 138) or the <i>charitable institution exemption</i> (section 414) was applied? (see <b>BBG Application Guide - Eligibility requirements</b> , item 6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Was the <i>home</i> constructed for sale in the course of a business of building or developing <i>homes</i> , carried on by you? (see <b>BBG Application Guide - Eligibility requirements</b> , 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 BBG paid for the <i>home</i> on the land before the subdivision? (see <b>BBG Application Guide - Eligibility requirements</b> , item 5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Are the parties to the contract <i>related parties</i> ? (see definition in <b>BBG Application Guide - Terms used</b> )	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 BBG 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 BBG. If you believe you could still be entitled to the BBG 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 BBG so you should complete the application for BBG 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 **BBG 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 **BBG 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			

**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 **BBG Application Guide - Terms used** and **Eligibility requirements**, item 2)  \$

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

Did you receive any *financial assistance* (excluding bank finance) to pay the consideration for this home? If yes full details must be provided with your application (see definitions in **BBG Application Guide - Terms used**) Yes  No

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

Has any *applicant* or a *related party* applied for or received the BBG in relation to another home? If yes full details must be provided with your application Yes  No

Are any of the *applicants* a real estate agent, builder or developer? If yes full details must be provided with your application Yes  No

**Title reference**

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 **BBG Application Guide - Terms used**)

What type of transaction does this application refer to:

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

**Section 4 – Payment details**

- Refer to the **BBG Application Guide - When will the BBG be paid?**
- If applying to **OSR**, the BBG 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 BBG 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* in writing of any contravention of:
    - (a) the consideration requirement and repay the BBG within 28 days after completion of the relevant transaction; and
    - (b) the occupancy requirement and repay the BBG within 14 days of the *relevant day*; and
    - (c) a repayment requirement under condition of grant and repay the BBG within the stated period in the condition.
  - 3 I have read and understood the information prepared by the *Commissioner* 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 BBG.
  - 4 I authorise the *Commissioner* to access and exchange information about me to verify my eligibility for the BBG with other information held by the *Commissioner*, the *approved lodger* (where applicable), other state, territory and Australian Government agencies and other relevant organisations or persons.
  - 5 I understand that the *approved lodger* is not authorised by the *Commissioner* to offer any advice or assistance on the criteria of eligibility for the BBG, or on the completion of this application.
  - 6 I acknowledge the *approved lodger* will hold the BBG until the *eligible transaction* is completed and repay the BBG 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 BBG or not notifying the *Commissioner* of a *contravention* of a requirement.
  - 9 I authorise the *Commissioner* to deposit the BBG 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 (JP, Commissioner for Declarations or Solicitor)  Date (dd/mm/yyyy)

**Applicant 2**

Name

Signature  Date (dd/mm/yyyy)

**Before me**

Name of qualified witness

Signature of qualified witness (JP, Commissioner for Declarations or Solicitor)  Date (dd/mm/yyyy)

**Part A continued**

**Application for Queensland Building Boost Grant**

**Applicant 3**

Name

Signature

Date  
(dd/mm/yyyy)

				2	0	1	
--	--	--	--	---	---	---	--

**Before me**

Name of  
qualified witness

Signature of  
qualified witness

Date  
(dd/mm/yyyy)

				2	0	1	
--	--	--	--	---	---	---	--

**Your obligations**

As an *applicant* for the BBG, you must ensure that the information contained in your application for the BBG 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 BBG 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 BBG. If you do not meet these obligations, you may be subject to penalties.

**Penalties**

OSR, as part of its role in administering the BBG, conducts ongoing investigations to ensure that *applicants* comply with the qualifying conditions. If *applicants* receive the BBG 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 BBG. 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 an offence. If it is determined that an *applicant* has provided incorrect or misleading information to obtain, or attempt to obtain the BBG, 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 BBG 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 BBG or as authorised by law and the *Right to Information Act 2009*. For further information see our website at [www.osr.qld.gov.au](http://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 BBG 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)      2  0  1

- 1 The *approved lodger* is authorised by the *applicant/s* to lodge this application for the BBG on his/her/their/its behalf.
- 2 Specified above is the scheduled settlement date for the *home purchase contract* for the purchase of a *home* or the scheduled first progress payment date for a *home building contract* to build a *new home*.
- 3 The *approved lodger* agrees for the BBG to be paid into the account advised to the *Commissioner* by the *approved lodger*
- 4 The *approved lodger* agrees to receive the BBG amount in respect of this application from the *Commissioner* and hold it on the following terms:
  - a. Pending settlement of the *home purchase contract* or first progress payment under the *home building contract*, the BBG amount is held on trust exclusively on behalf of the *Commissioner*
  - b. the BBG amount is to be applied by the *approved lodger* exclusively for the purpose of effecting the settlement of the *home purchase contract* for the purchase of the *home* or payment of the first progress payment for a *home building 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 BBG amount to the *Commissioner* within 7 days from the last day of the settlement period
  - d. If the first progress payment for a *home building 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 BBG 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)      2  0  1

\* 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 copies.**
- Additional documents may be requested after lodgement of your application in order to confirm your eligibility for the BBG. If you are unable to provide any of the documents below please contact *OSR* to discuss your circumstances. Refer to **BBG Application Guide** page 8 for contact details.
- Please complete the checklist to ensure you have attached the required supporting documentation defined in the **BBG Application Guide**.
- Items marked with an \* are not required, if not available, when lodging through an *approved lodger*.

**Proof of identity**

- Proof of identity for **natural persons must be certified copies**. For persons who can certify copies—see definitions in **BBG Application Guide - Terms used**).
- 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.
- If any applicant has changed their name provide evidence by way of a certificate or statement.



<b>Category 1</b> —primary identity document —provide one document.		
■ Birth certificate/extract	■ Certificate of Australian Citizenship	<input type="checkbox"/>
■ Current passport, or if applicable, include proof of permanent visa or special category visa	■ Certificate of Residence issued by the Department of Immigration	<input type="checkbox"/>
<b>Category 2</b> —link between identity and person—photo and signature—provide one document.		
■ Current Australian Driver Licence	■ Current 18+ Card.	<input type="checkbox"/>
■ Current Passport	■ Current passport with proof of permanent visa or special category visa.	<input type="checkbox"/>
■ Current Firearm licence		

**Transaction type**

<b>Home purchase contract for a home:</b>		
■ a full copy of your <i>home purchase contract</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> or a site agreement (manufactured homes)*		<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 transferred as a place of residence		<input type="checkbox"/>
<b>Home building contract to build a home:</b>		
■ a full copy of your <i>home building contract</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> or a site agreement (manufactured homes)*		<input type="checkbox"/>
■ a copy 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 (including three comparative sales) or Valuer-General’s site value of the land when the building contract is made		<input type="checkbox"/>
<b>Owner builders:</b>		
■ 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 copy of the contour and detail survey (maps the site features and levels) lodged with your local council		<input type="checkbox"/>
■ a copy of the first inspection report for the laying of foundations issued by your local council or building certifier		<input type="checkbox"/>
■ a copy of the final inspection certificate issued by your local council or building certifier		<input type="checkbox"/>
■ copies 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 BBG 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 (including three comparative sales) or Valuer-General’s site value of the land when the laying of the foundations starts		<input type="checkbox"/>
<b>Home purchase contract to purchase a home off the plan:</b>		
■ a full copy of your <i>home purchase contract</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> or a site agreement (manufactured homes)		<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 *home building contract* to build a *new home* and then submitted with Part **A** Application for the BBG

## 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	
--	--	--	--	---	---	---	--

Construction commencement date  
(i.e. laying of foundations)

				2	0	1	
--	--	--	--	---	---	---	--

Construction completion date

If lodging through an *approved lodger*, please estimate

				2	0	1	
--	--	--	--	---	---	---	--

## 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 the BBG

## 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)

(dd/mm/yyyy)

				2	0	1	
--	--	--	--	---	---	---	--

Construction completion date

(dd/mm/yyyy)

				2	0	1	
--	--	--	--	---	---	---	--

Part

**E**

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

## 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

## Home Purchase Contract to buy a new home Off the Plan

Contract date  
(dd/mm/yyyy)

					2	0	1	
--	--	--	--	--	---	---	---	--

Construction commencement date  
(i.e. laying of foundations - estimate if unknown)  
(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