



## Part B – Form LA15

# Reduction of Rent or Instalment Application (Residential Leases Only)

### Requirements

1. This application is for Reduction of Rent or Instalment.
2. Please read the respective [hardship concessions for residential leases guide](#), which includes application restrictions.
3. Payment of the prescribed [Application fee](#) (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00:** [Contact and land details](#) will need to be completed and submitted with your application.
5. Any additional information to support the application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

### Important information

8. Application for reduction or instalment only applies to leases. It does not apply if you hold a licence or permit.
9. To be eligible for the reduction you must use the lease exclusively for your own residential use, be suffering hardship and meets the criteria under the regulations.
10. The [Land Regulation 2020](#) <<https://www.legislation.qld.gov.au/>> states that to be eligible for the residential hardship concession the lease land has to be the lessee's principal place of residence and either:
  - the lessee holds, or is entitled to hold, a Commonwealth concession card; or
  - the annual rent or instalment payable under the lease is a significant proportion of the lessee's and a statutory declaration.
11. All information you provide is dealt with as strictly confidential.
12. The department may require your financial/bank statements and a statutory declaration.
13. If a lease is transferred, the reduction of rental/instalments stops from the day the transfer is registered.
14. Information on this form, and any attachments, is being collected to process and assess your application under section 41 of the [Land Regulation 2020](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
15. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email [stateland@resources.qld.gov.au](mailto:stateland@resources.qld.gov.au) if you do not wish for the department to contact you.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
17. For further privacy information click [Privacy](#) or go to <[www.resources.qld.gov.au/home/legal/privacy](http://www.resources.qld.gov.au/home/legal/privacy)>.

1. The application is for reduction of rent or instalment for:

- Perpetual Lease
- Term Lease
- Freeholding Lease

**go to 2**

Reduction can only occur on some freeholding leases. To determine if your freeholding lease qualifies for a reduction contact the nearest [department business centre](#).

2. Have you made a previous application for reduction or rent or instalment?

- Yes **go to 3**
- No **go to 6**

3. Was this application refused?

- Yes **go to 4**
- No **go to 6**

4. Has there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?

- Yes **go to 5**
- No **go to 6**

Your application may be refused if circumstances have not changed.

5. Provide details of the change in circumstances from the previous application.

**go to 6**

(If there is insufficient space, please lodge as an attachment)


**6. The property is used exclusively for my/our own residential use?**

Yes

**go to 7**

No

**Application cannot proceed**

If Yes, you must sign the residential declaration at the end of this form to declare you use the lease exclusively for your own residential use.

**7. Do you hold a current Commonwealth Concession Card?**

Yes

**go to 10**

No

**go to 8**

A copy of the front and back of the current commonwealth card MUST accompany the application.

**8. The annual rent/instalment is a significant proportion of all my/our annual income.**

Yes

**go to 9**

No

**go to 10**

**9. Provide details in Schedule 1 of all land you lease from the state or are the registered owner.**

Schedule 1		
You must enter either the Lot on Plan or Title Reference of the land.		
Lot	Plan	Title Reference

**go to 10**

The description of the land can be found on a current copy of the Title or on your rates notice.

If insufficient space, please add additional description as an attachment.

10. Provide details in Schedule 2 of your financial details.

(If there is insufficient space, please lodge as an attachment)

Schedule 2		
Enter Bank Account or Superannuation Account details	List Other Assets e.g. Dwellings, Land, Shares	Enter annual income e.g. wages, pension payments
<b>Account no:</b>  <b>BSB:</b>  <b>Account Balance:</b> \$	<b>Asset:</b>   <b>Value:</b> \$	<b>Annual:</b> \$ <b>Or</b> <b>Fortnightly:</b> \$

<b>Account no:</b>  <b>BSB:</b>  <b>Account Balance:</b> \$	<b>Asset:</b>   <b>Value:</b> \$	<b>Annual:</b> \$ <b>Or</b> <b>Fortnightly:</b> \$
--	--	--

<b>Account no:</b>  <b>BSB:</b>  <b>Account Balance:</b> \$	<b>Asset:</b>   <b>Value:</b> \$	<b>Annual:</b> \$ <b>Or</b> <b>Fortnightly:</b> \$
--	--	--

<b>Account no:</b>  <b>BSB:</b>  <b>Account Balance:</b> \$	<b>Asset:</b>   <b>Value:</b> \$	<b>Annual:</b> \$ <b>Or</b> <b>Fortnightly:</b> \$
--	--	--

go to  
11

11. Provide details of the reason you believe you are suffering hardship. (optional)  
(If there is insufficient space, please lodge as an attachment)

**go to 12**


**Attachments**

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

12. Tick the box to confirm the attachments form part of the application:

- Part A – Form LA00 – Contact and Land details
- Commonwealth Concession Card (front and back of current card)
- Proof of the annual income of all leases, e.g. Centrelink Payment Statement, Tax Assessment

Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

**Declaration**

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)


Date:            /            /

**Note:** If applicant, section 142 of the [Land Act 1994](#) states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over. If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.

## Residential Declaration

I/We declare that the lease is used exclusively for our own residential use and that leased property is not subject to any tenancy arrangements.

### Signature of applicant/lessee


The declaration must be signed personally by the landholder.

Date:            /            /

### Full Name and Signature of Witness

Full Name:

--

Signature:

--

**Note:** Witness must be qualified as a Commissioner for declarations, Justice of the Peace or a Legal Practitioner (Solicitor).