

Grants of legal assistance

Guide and application form

Important information:

- 1. Read and keep the 'Victoria Legal Aid service information' and 'A guide to a grant of legal assistance' materials contained in the first section.
- 2. Complete the form contained in the second section.
- 3. Send the form and relevant documents to Victoria Legal Aid's Melbourne office, addressed to the 'Grants and Quality Assurance Unit'.

If you need help with this application form, please contact your local Victoria Legal Aid office.

Victoria Legal Aid service information

We will:

- be professional and respectful
- listen to you and provide high quality service
- respect your privacy and treat any information you give us as confidential, unless the law says otherwise
- be impartial and open with you when assessing your enquiry or case, and provide a realistic assessment of it
- recognise and respond to any personal, cultural, social, or other issue that may affect your ability to engage with the legal system.

To help us assist you:

- while you are receiving our services, let us know if your details change – such as your address or job
- treat our staff with courtesy
- provide us with all the facts and circumstances of your case and give us any relevant documents as soon as possible
- meet the terms and conditions if you have a grant of legal assistance
- tell us if you are not satisfied with any part of our service or if you have any suggestions about ways we can improve.

Getting help over the phone

Contact our **Legal Help** phone line for free information about the law and how we can help you. It's open Monday to Friday, 8.45 am to 5.15 pm.

Call us on 1300 792 387.

If we can't help you with your legal problem we can refer you to other organisations who can.



You can speak to someone in English or ask for an interpreter. You can also get our Legal Help phone service in several different languages or we can organise an interpreter for you.

More information about our language lines is on our website at www.legalaid.vic.gov.au

Help for people who are deaf or have a hearing or speech impairment



If you are deaf or have a hearing or speech impairment you can use the **National Relay Service** to call us over the internet on **1300 792 387**. This is a free service.

For more about internet relay see the National Relay Service website at www.relayservice.gov.au

TTY users can call **133 677** and then ask for **1300 792 387**.

Victoria Legal Aid office locations

If you need help with the application form, please contact your local office to make an appointment.

Melbourne

Level 9, 570 Bourke St Melbourne VIC 3000 Tel: 1300 792 387

Suburban offices

Broadmeadows

North-western suburbs Level 1, Building 1 Broadmeadows Station Centre 1100 Pascoe Vale Rd Broadmeadows VIC 3047 Tel: 9302 8777

Dandenong

Westernport region 14 Mason St Dandenong VIC 3175 Tel: 9767 7111

Frankston

Peninsula region Cnr O'Grady Ave & Dandenong Rd Frankston VIC 3199 Tel: 9784 5222

Ringwood

Outer-eastern suburbs 23 Ringwood St Ringwood VIC 3134 Tel: 9259 5444

Sunshine

Western suburbs 12 Clark St Sunshine VIC 3020 Tel: 9300 5333

Regional offices

Bairnsdale

Gippsland region (branch office) 87A Main St Bairnsdale VIC 3875 Tel: 5153 6444

Ballarat

Central highlands region 106 Market Street Ballarat VIC 3350 Tel: 5329 6222 Toll free: 1800 081 719

Bendigo

Loddon-Campaspe region 424 Hargreaves St Bendigo VIC 3550 Tel: 5448 2333 Toll free: 1800 254 500

Geelong

Barwon region Level 2, 199 Moorabool St Geelong VIC 3220 Tel: 5226 5666 Toll free: 1800 196 200

Horsham

Wimmera region 29 Darlot St Horsham VIC 3400 Tel: 5381 6000 Toll free: 1800 177 638

Mildura

Mallee region 137 Thirteenth St Mildura VIC 3500 Tel: 5005 4001

Morwell

Gippsland region 4 Chapel St Morwell VIC 3840 Tel: 5126 6444

Shepparton

Goulburn region 320–322 Wyndham St Shepparton VIC 3630 Tel: 5823 6200

Warrnambool

South Coast region 185 Fairy St Warrnambool VIC Tel: 5559 7222 Toll free: 1800 651 022

A guide to a grant of legal assistance

Grants of legal assistance are usually for criminal or family matters, but they can also be given in some other matters such as guardianship, infringements, immigration, social security, mental health or discrimination cases.

Will I get legal assistance?

This will depend on:

- your financial situation using a means test
- what your case is about
- the benefit you are likely to get from your legal case.

What is the means test?

The means test applies to most adults and considers:

- money you get from work, welfare benefits or other sources
- if you own anything of value, like a house or a car
- your weekly living expenses.

The means test also looks at whether you support anyone else, or if they support you. Your partner's income and assets are usually included when we work out if you are eligible for a grant.

If I get legal assistance what will the conditions be?

The conditions will be:

- special conditions outlined in the letter you receive from Victoria Legal Aid (VLA)
- standard conditions of legal assistance.

Standard conditions of legal assistance are:

- 1. You must tell VLA immediately:
 - (a) if you change your address while you are either receiving legal assistance or while you owe money to VLA
 - (b) there is any change in any information in your application
 - (c) there are any other changes that may affect your eligibility.
- 2. You allow your lawyer to give us any information we need to carry out our functions under the *Legal Aid Act 1978*.
- 3. Your lawyer must tell us if they receive any money on your behalf.
- 4. If you receive money following a court case (other than for damages), you must give this money to us.

We may stop or change your legal assistance if you do not follow the terms and conditions of your grant or the advice of your lawyer. You may have to pay some or all the costs of your case up to that point.

How much legal assistance will I get?

There is a limit on how much VLA will pay on your case. You should check with your lawyer.

What if I disagree with a decision of VLA?

You can ask us to reconsider most decisions including:

- a refusal to grant you legal assistance
- the conditions on which legal assistance is granted
- a decision to cancel the legal assistance
- the amount and method of paying a contribution.

How do I request reconsideration?

You or your lawyer must ask VLA to reconsider its decision within 14 days of the decision. You should include reasons why you think we should change our decision. We will send you a letter to let you know if we are changing our decision or it remains the same. If we do not change the decision, the letter will include information about your review rights.

If you are still unhappy with the decision after reconsideration you can write to us requesting a review by an independent reviewer. This is not an officer of VLA.

You must request a review in writing within 21 days of the decision. Independent reviewers make their decision based on your application, your letter, other material in your file and VLA's determinations and guidelines. The independent reviewer's decision is the final decision within VLA.

Is legal assistance free?

Not always. This will depend on your financial situation.

How does my lawyer get paid?

VLA pays your lawyer directly. Your lawyer cannot ask you to pay any costs for work done under a grant of legal assistance.

How do I get more information?

If you want more information on grants of assistance and the whole grants process, you can find it in the VLA Handbook located on our website at http://handbook.vla.vic.gov.au

How do I withdraw the authorisation I have given to VLA to contact Centrelink?

VLA may request information from Centrelink at regular intervals during the life of your legal assistance file. You can withdraw this authorisation at any time by giving notice, in writing, to VLA. However, doing this could affect your eligibility for legal aid.

Further information

Collection Notice

We use the information provided on this form to assess your eligibility for legal assistance. Section 23 (5) of the *Legal Aid Act 1978* provides that applicants shall provide us with the information we require to make this assessment. If you do not provide it, we may not be able to assess your eligibility.

We also use the information you provide to update your contact details and to evaluate our services. We also provide statistical information, after removing names of legal assistance applicants, to government to report on how we are fulfilling our obligations to the community.

In accordance with our privacy and confidentiality obligations, we generally do not disclose your information. However, we will sometimes disclose it to assist in the listing of cases at court, to recover costs, to respond to a court order to provide legal assistance or if we are required by law to disclose it.

You can find out more about how we handle personal information in our privacy policy, available on our website at www.legalaid.vic.gov.au or by calling or visiting a VLA office.

You can request access to the information we hold about you, or ask us questions about how we handle your information, by contacting our Internal Legal Services team.

Tel: (03) 9280 3789 Email: privacy@vla.vic.gov.au Write to: GPO Box 4380, Melbourne VIC 3001

Our vision

Our vision is for a fair, just and inclusive society where people can get help with their legal problems and have a stronger voice in how laws and legal processes affect them.

Our purpose

To make a difference for clients and the community by helping to effectively address legal problems, supporting the coordination of a strong and dynamic legal assistance sector and working with partners to create fairer laws and systems.

Feedback and complaints

We aim to resolve complaints quickly and fairly.

Please contact us if you have a complaint about our service, our staff or a private lawyer we fund. Our Internal Legal Services team will listen to your complaint and advise you about how it can be resolved.

Tel: (03) 9280 3789 Email: complaints@vla.vic.gov.au Write to: GPO Box 4380, Melbourne VIC 3001

Victoria Legal Aid contacts:

Victoria Legal Aid Melbourne office Level 9, 570 Bourke St Melbourne VIC 3000 Hours: 8.45 am – 5.15 pm Monday – Friday Tel: 1300 792 387 Email: grants@vla.vic.gov.au Fax: Grants and Quality Assurance (03) 9606 5254 www.legalaid.vic.gov.au

Our values

Fairness

We are committed to fairness in society and to facilitating fair and equitable access to legal support.

Care

We care about our clients and the community and we approach our work with an awareness of the effects that trauma and discrimination can have. We treat each other with kindness and respect.

Courage

We approach our work with strength and confidence. We are guided by our values and what matters most to our clients and society.

Inclusion

We provide an inclusive environment for clients, staff and referral partners.



Application for grant of legal assistance

Please complete all questions on this form

This form does not contain all of the information you are required to provide when submitting your application for legal assistance. You may need to answer other questions or provide documents. If you have a lawyer assisting you with this application, ask them what additional information to include. Lawyers using this form should refer to the relevant ATLAS template.

1. Personal details				
Title: Mr Mrs Ms Miss	🗌 Master 🛛	Dr 🗌 Mr/Mrs	s 🛛 Estate of	□ Mx
First name	Middle na	me		
Last name				
Gender: 🗌 Male 🔲 Female 🔲 Self-described	[Trans or gender c	liverse 🗌 Prefe	er not to say
Date of birth/ Is date of	of birth an est	imate only?	Yes	No
Your home address (even if you are in custody)				
Your postal address (leave blank if same as home address	s)			
Are you homeless?	🗆 Yes	🗆 No		
Would you prefer to be contacted by email?	Yes	🗆 No		
Email address				
Send all correspondence to your lawyer only?	□ Yes	🗆 No		
Home phone	Mobile ph	ione		
Work phone	Other cor	ntact phone		
2. Additional details				
Have you used any other names with Victoria Legal Aid ((VLA)?	[Yes	No
If yes , please list any other name(s) used				
3. Your background				
Country of birth				
If you were not born in Australia, which year did you arriv	ve here?			
Are you of Aboriginal or Torres Strait Islander origin?				
□ No □ Yes, Aboriginal □ Yes, Torres Strait	Islander	🗌 Yes. Aboriginal	and Torres Stra	nit Islander

4. Language				
Do you speak a language other than Which language?		☐ Yes	🗆 No (Go to G	Question 5)
How well do you speak English?			Not well	Not at all
Do you need an interpreter?	🗆 Yes 🛛 No	Which langu	lage?	
5. Disability and mental hea	alth			
Do you have a disability?	Yes	🗆 No (Go t	o Question 7)	Not disclosed
What kind of disability? (you can select more than one) Acquired brain injury Chronic Illness (e.g. cancer, chronic fatigue, diabetes) Deafblind Developmental delay (in children) Learning difficulty (including dyslexia) Mental health issues (psychosocial) Cognitive (including intellectual disability) Speech and sensory Blind or vision-impaired Deaf or hearing-impaired Physical Neurological (e.g. Alzheimer's, Parkinson's, multiple sclerosis) Neurodiverse (e.g. autism spectrum disorder, attention deficit hyperactivity disorder) Other:				
6. Disability and mental hea	aith support			
Do you require disability or mental h	ealth support? 🗌 Yes	🗆 No ((Go to Question 7)) 🗌 Not disclosed
 What support do you require? (you de Carer or third-party present Plain English version of correspond Access to buildings (e.g. wheelchated and the corresponded by the corresponde	idence air, crutches, walker)	 Quiet spanned Screen-restrict Text/pho Video co Auslan Irest 	eader	e
7. Employment status				
What is your employment status?	Casual	🗆 Not emp	loyed 🗆 S	elf-employed
8. Benefit details				
Do you receive a Centrelink benefit o What is your Centrelink reference nu		☐ Yes	🗌 No (Go to G	
 Disability support pension* Jo Partner allowance* Si 	ge pension* bbSeeker (formerly Nev ckness allowance* /idow B pension*	vstart)* 🗌 Yc 🗌 Sg 🗌 W	becial benefits* 'ife pension*	 Veterans/war service Other

9. Custody details				
Are you in custody or detention Custody/detention location Date remanded into custody or		Yes Corrective s		Question 10) apulsory)
10. Relationship status				
What is your relationship statu	s?			
□ Single	Living with partner	🗌 Marrie	d 🗆 S	Separated from partner
Aarried but separated	Divorced	🗆 Widov		Not applicable
11. Are you currently ex	periencing or fleeing	family vi	olence?	
Yes No				
12. Partner details				
 you have recently separate they live overseas and are they are in prison or deter they have allegedly used f you have allegedly used fa your relationship with the 	nths. of when we don't consider ya erest in your legal proceedir	ou to have a lgs; or nave assets; or either in this either in this	or or matter or in the pa s matter or in the pa	rpose of the application ast; or
Do you have a partner?	⊥ Yes ⊥ No	un in cuit 2		
Does your partner receive a Ce		upportr	☐ Yes	No
If yes , what type of benefit do	-		Austudy*	Carer payment*
Abstudy*Disability support pension*	Age pension*		Austudy*	 Carer payment* Parenting payment*
 Partner allowance* 	□ Sickness allowance*		Special benefits*	 Veterans/war service
□ Widow allowance*	□ Widow B pension*		Wife pension*	□ Other
If they receive one of the benef				
Do they receive the maximum		Yes	🗆 No	

13. Dependant details

In this form, 'dependant' means: A person who relies on you for financial support including children or elderly parents.

Yes

Do any dependants live with you?

🗆 No

When answering this question, you need to:

• list those people that are not listed as your partner in Question 12; and

• include only those people who live with you.

Names of dependants:

First name	Last name	Relationship to y	/ou	Date of birth	
				/	/
				/	/
				/	/
				/	/
				/	/
				/	/
Do you or your partne	r pay child support/maintenance?	□ Yes	No		
How many children/ma	aintenance dependants is the payme	ent for?			

14. Your income	(before tax)

	You	Your partner	Frequency
Pensions/benefits/allowances (excluding Family Tax Benefit)			
Income – employment			
Business / self-employed			
Child support			
Other			
Total income			

15. Expenses			
	You	Your partner	Frequency
Income tax			
Rent			
Mortgage			
Board			
Rates			
Business expenses			
Child care			
Child support / child maintenance / Spousal maintenance /			
Total expenses			

16. Assets			
	You	Your partner	
Home			
Home mortgage			
Other real estate			
Other mortgage			
Farm / business			
Farm / business mortgage			
Motor vehicle			
Motor vehicle loan			
Cash / savings			
Other assets (please specify)			
Total assets			
If you are a homeowner:		□ No	
What name(s) are on the property title? En	iter names		
Have any of your assets been seized, frozer	n or restraine	ed by the police or the court?	Yes 🗌 No
V Please provide copies of all relevant	t court order	rs. Please provide full details of the as	sets in the above table
Business			
Are you or your partner:			
Self employed	Yes 🗌 N Yes 🗌 N	or company	ness 🗌 Yes 🗌 No
Receiving money from a trust	Yes 🗌 N	o Receiving any other benefit fro a business or company	om 🗌 Yes 🗌 No
If yes to any of the above, please provide de	etails		

If you have any interest in a business or farm, you will need to provide profit and loss accounts for the past 12 months; tax returns for the last financial year; and bank statements for the past three months

17. Other parties

For some disputes (for example, a family law matter) VLA may use the information provided in this section to contact the other party to attempt appropriate dispute resolution.

Are there other parties to	this matter?		🗆 Ye	S	□ No (Go to Question 18)
If yes, specify whether the	e other party is	:	□ A	person	An institution
If the other party is an ins	<i>titution</i> , please	provide details:			
Name of institution					
If the other party is a pers	on , please prov	vide details:			
Title: 🗌 Mr 🗌 Mrs	🗆 Ms	🗆 Miss 🛛	Master	🗌 Dr	□ Mr/Mrs □ Estate of □ Mx
First name			Midd	le name	
Last name					
Gender: 🗌 Male	Female	Self-describe	ed		🗌 Not applicable
Date of birth/		Is date o	f birth ar	n estimate	e only? 🗌 Yes 🗌 No
Phone			Mobi	e	
Email address					
Address					
Please describe the other	party's relation	nship to you:			
Spouse/partner	Child	Ex-spouse		🗆 Siblin	ng 🗌 Grandparent
Grandchild	Parent	Co-accuse	d	Other	r
Please describe the other	party's role in	these proceeding	S:		
Applicant/plaintiff/app	oellant	□ Accused/defe	endant/r	esponder	nt 🛛 Interested party
□ No court proceedings		Other			
Details of other part	y's lawyer				
Name of firm					
Phone			Fax		
Email address					
Postal address					

18. Court hearings				
Are there any proceedings?	🗌 No (Go to Ques	stion 19)	Yes, current	Yes, intended
When is the next hearing date?				
Which court/tribunal do you have to	go to?			
 What is your role in these proceeding Applicant/plaintiff/appellant No court proceedings What type of hearing is it? 		dant/responde	ent 🗌 Intere	sted party
□ Appeal□ Sur□ Family law hearing□ Civ	er (please specify)	Mediation,	/alternative dispute	
19. Payment of fees				
Have you or any other person paid a <i>If yes</i> , name of the person who paid Relationship to you	the legal fees	Amount paid se fully outline	the reason why this	person cannot
 Please provide copies of rece 20. Your lawyer 				<i>r this case</i>
Who do you want as a lawyer?				
Firm's name and details				
If you have a lawyer assisting you w application on your behalf.	ith this application, we	recommend th	nat you ask the lawye	r to submit the
21. Your legal problem				
What type of law applies to your leg Criminal law Civil law (please specify, eg. inque)	nily law	☐ Family vio		
Are any of the following factors relev Family violence – victim/survivor Alcohol			etrator 🗌 CO	VID-19 🗌 Ice

22. Describe your legal problem

Please provide details of your legal problem:

For criminal matters, please provide details of the charges; for family matters and family violence matters, please specify the issue(s), the background, and the orders being sought (eg. residence of children).

 \checkmark

Please provide copies of any relevant documents

If you have a lawyer that you wish to act on your behalf, <u>Questions 22, 23, 24</u> and 25 must be completed by that lawyer. If you do not have a lawyer, you are not required to complete <u>Questions 22, 23, 24</u> and 25.

23. Please identify and address the VLA guideline under which assistance is being sought



Help: please see the VLA Handbook at http://handbook.vla.vic.gov.au

24. Please set out the merits of the application

(This question does not need to be completed in indictable matters)

25. Please outline the detriment to the applicant if this application is refused



Help: please see the VLA Handbook at http://handbook.vla.vic.gov.au

26. Criminal prosecut	ions only				
Do you have any prior convic	tions?	Yes	🗆 No		
<i>If yes</i> , please outline					
V Please provide charge	e sheets, prosecution summary	and conviction	history sheets if av	ailable	
27. Criminal appeals o	only				
Do you wish to appeal a conv	viction?	Yes	🗆 No		
Do you wish to appeal agains	t a sentence?	□ Yes	🗆 No		
Please provide details					
Which court made the decision	on?				
What was the date of the orig	ginal decision?/	/			
28. Family law matter	s only (including child p	protection n	natters)		
Details of children					
Are there any children relevar	nt to your legal problem?	Yes	🗆 No		
<i>If yes</i> , give details:					
Child 1:					
First name	Middle name	Last name		Male/female/oth	ner
Date of birth	Relationship to you	Who does the	e child live with?	Since when?	
/ /				/ /	
Child 2:					
First name	Middle name	Last name		Male/female/oth	ner
Date of birth	Relationship to you	Who does the	e child live with?	Since when?	
/ /				/ /	
Child 3:	Middle name	Last name		Male/female/oth	or
First name	Midule name	Last name		Male/Terriale/Otr	lei
Date of birth	Relationship to you	Who does the	e child live with?	Since when?	
/ /					
Child 4:				, ,	
First name	Middle name	Last name		Male/female/oth	ner
Date of birth	Relationship to you	Who does the	e child live with?	Since when?	
/ /				/ /	

Child 5:					
First name	Middle name	Last name	Male/female/other		
Date of birth	Relationship to you	Who does the child live with?	Since when?		
/			/ /		
Existing orders					
			_		
Are there any current fam If yes , date of order	nily law or child orders in relation	n to this matter? 🗌 No 🔲 Yes,	interim 🗌 Yes, final		
Court or tribunal which n	nade the order?				
Children's Court	□ Family Court □ Feder	ral Magistrates Court 🛛 🗌 Magist	trates' Court of Victoria		
Type of order: 🛛 🗆 Fa	amily law 🛛 Child support	□ Family violence □ Child	d welfare		
V Please provide cc	ppies of these orders				
Details of dispute					
Did you live with the othe	er party? 🛛 Yes	🗆 No			
If yes : Date of marriage	/	Date de facto relationship started	//		
Date of separation / / Date of divorce / /					
		stered family dispute practitioner?			
	d Victoria Legal Aid Family Disp	ute Resolution Service. We usually re			
	end Victoria Legal Aid Family Di s to why you consider the servio	spute Resolution Service before stat ce is not appropriate:	rting court proceedings,		
Safety fears					
Do you fear for your safe	ty?	🗆 Yes 🛛 No			
Do you fear for the safet	y of the children?	□ Yes □ No			
Are there any current inv	estigations about child abuse?	Service Yes No			
Is there a family violence	order in place for your protecti	on?			
🗆 No	☐ Yes, interim	Yes, final			
Is there a family violence	order in place for the protectio	n of children relevant to these proce	eedings?		
□ No	☐ Yes, interim	☐ Yes, final			
If yes , what is your role in Applicant/plaintiff/applicant/plaintiff/applicant/plaintiff/applicant/proceedings	n the family violence order for the pellant I Accused/de		erested party		

l, of

- (i) acknowledge that it is an offence to:
 - fail to disclose information required of me and which I know to be relevant to this application for legal assistance
 - provide false information to Victoria Legal Aid directly or via my legal practitioner in connection with this application for legal assistance
 - make a false statement either orally or in writing in relation to this application for legal assistance
- (ii) have received a copy of Victoria Legal Aid's privacy statement
- (iii) consent to the submission of the application for legal assistance by electronic means to Victoria Legal Aid via the ATLAS grants management system.

Centrelink consent and authority

Authorise:

- Victoria Legal Aid to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service
- Services Australia to provide the results of that enquiry to Victoria Legal Aid.

I understand that:

- Services Australia will disclose my personal information to Victoria Legal Aid including my name, address, payment status, payment type and amount to confirm my eligibility for legal assistance
- this consent, once signed, remains valid while I am a customer of Victoria Legal Aid unless I withdraw it by contacting Victoria Legal Aid or Services Australia
- I can obtain proof of my circumstances/details from Services Australia and provide it to Victoria Legal Aid so that my eligibility for legal assistance can be determined
- if I withdraw consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the grant of aid provide by Victoria Legal Aid.

Your signature

Date _____/

Note: For applications completed by third parties (including practitioners) on behalf of an Applicant, Centrelink requires confirmation of identity.

Over the phone

in-person

/ / Date

Help: In recognition of the varied preferences of clients for communication, Victoria Legal Aid has made permanent arrangements that applicants who apply for legal assistance with the help of a legal practitioner can make the required declarations verbally instead of signing the application forms. Download proformas for these declaration records and file note at: <u>Invoices, forms and worksheets | VLA Handbook for Lawyers</u>

30. Proof of means

Please note, the means test does not apply if you are seeking a grant for a review of a crimes mental impairment matter; or seeking a grant for a war veteran's matter; or are 18 years or younger and are seeking a grant of a Children's Court or Commonwealth Family Law matter.

Are you seeking a waiver of the obligation to provide proof of means?

If yes, I seek a waiver on the following basis: (please tick whichever applies)

- □ I am in custody or detention and have savings and investments less than or equal to \$1095
- □ I am in custody or detention and I am applying for assistance for a bail application
- □ I am in custody or detention and I am applying for assistance for a summary crime proceeding that will be heard and determined within seven days of the date of my application for legal assistance
- □ I am of Aboriginal or Torres Strait Islander origin
- □ I am experiencing or fleeing family violence
- □ I am homeless
- □ I live in a remote location*

Your checklist

Before you send in the application, check you have:

- □ Answered all relevant questions
- Attached copies of all financial documents relevant to your case (eg. bank statements, payslips, tax returns, pension or health care cards)
- Attached copies of all other/court/legal documents relevant to your case (eg. court orders, charge sheets)
- Signed the 'Applicant declaration' and 'Centrelink consent and authority'

* Remote location is described by the Australian Taxation Office as being both more than 100km from a large metropolitan area with more than 130,000 people and more than 40km from a large regional town of more than 14,000 people, as of the 1981 census.

The following is the list of Victorian towns that are classified as remote:

Alexandra	Cobram	Hamilton	Lorne	Nhill	Stawell
Ararat	Cohuna	Heathcote	Maffra	Orbost	Stratford
Avoca	Colac	Heyfield	Mansfield	Ouyen	Swan Hill
Bairnsdale	Coleraine	Heywood	Maryborough	Paynesville	Terang
Beaufort	Corryong	Horsham	Mirboo North	Portland	Tongala
Benalla	Cowes	Inverloch	Mortlake	Robinvale	Wahgunyah-Corowa
Bright	Dimboola	Kerang	Mount Beauty	Rochester	Warracknabeal
Camperdown	Donald	Koondrook-Barham	Myrtleford	Rutherglen	Wonthaggi
Casterton	Echuca-Moama	Korumburra	Nagambie	St Arnaud	Yarram
Charlton	Euroa	Lakes Entrance	Nathalia	Sale	Yarrawonga-Mulwala
Cobden	Foster	Leongatha	Newhaven	Seymour	