# Call for Submissions from Community Housing Providers (CFS-CHP)

Reference No. DOC36193816A24

# Part 2: Submission forms

(Last Updated 20 August 2024)

Instructions:

* Complete each section in full, including notation where items are not applicable.
* Ensure that Section B – Submission Summary is answered briefly, focusing on details and facts rather than justification or explanation.
* Where project details or other data points are not known or finalised yet, provide a best estimate based on available information and indicate accordingly.
* Attachments are permitted where submission details require them, such as an extensive list of affected lots. Ensure any attachments are referenced and clearly marked.
* Ensure the completed Submission Form is included as part of your Submission.

## Section A – Respondent Details

### A1. Primary Respondent Details

|  |  |  |  |
| --- | --- | --- | --- |
| Legal Entity Name | Click or tap here to enter text. | | |
|  | | | |
| Trading as (if different) | Click or tap here to enter text. | | |
|  | | | |
| ABN or IBN | Click or tap here to enter text. | | |
|  | | | |
| Mailing address | Click or tap here to enter text. | | |
|  | | | |
| Representative Name | Honorific Title Click or tap here to enter text. | | |
|  | | | |
| Position Title | Click or tap here to enter text. | Phone Number | XXX XXX XXX |
|  | | | |
| Email address | Click or tap here to enter text. | | |

### A2. Details of any other party (i.e., Joint submission or other key party)

Please provide details of any other party involved in the Submission, including a summary of their role and the relationship between parties:

|  |
| --- |
| Click or tap here to enter text. |

## Section B – Submission Summary

### B1. Mandatory Early Engagement and Collaboration

Confirm that Communities’ Market-led Projects team has been engaged for early engagement and collaboration about our project to confirm that submission lodgement is appropriate.

Yes  No

### B2. Affected Land

List the affected landholdings, providing key details such as address, lot number, ownership, and existing use and/or development:

|  |
| --- |
| Click or tap here to enter text. |

### B3. Primary Constraints

Summarise any significant constraints that may impact the development of the affected land, including environmental, planning, or infrastructure constraints:

|  |
| --- |
| Click or tap here to enter text. |

### B4. Key Project Details

Summarise the nature and scale of the proposed development, including the scale and nature of the Community Housing.

|  |
| --- |
| Click or tap here to enter text. |

### B5. Key Request and Support Details

Clearly outline the specific actions or support being requested from Communities and describe the proposed role of the Respondent.

|  |
| --- |
| Click or tap here to enter text. |

### B6. Sustainability Details

Clearly outline sustainability measures that are being proposed for the development or refurbishment, including thermal performance rating, renewable energy supply, water efficiency, waste minimisation, net zero construction etc. Or otherwise provide rational for not including sustainability considerations.

|  |
| --- |
| Click or tap here to enter text. |

## Section C – Respondent’s Acknowledgment and Certification

Check the Conditions of Submission first to make sure your submission is prepared and lodged according to the conditions.

### C1. Acknowledgement

|  |  |  |  |
| --- | --- | --- | --- |
| I/We have read, understood and accept the material contained in the Guidelines including but not limited to the Conditions of Submission, Terms and Conditions, Disclaimer and Media Protocols. |  | Yes | No |
| I/We have read and understood the [Communities Statement of Business Ethics.](https://www.wa.gov.au/government/publications/department-of-communities-statement-of-business-ethics) |  | Yes | No |
| I/We have read and understood the [Communities Employee Code of Conduct](https://www.wa.gov.au/system/files/2024-05/department_of_communities_code_of_conduct.pdf) and am aware of employees’ accountabilities |  | Yes | No |

### C2. Certification

This Submission is signed by a person or persons duly authorised on the Respondent's behalf.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature 1 |  | Witness Signature 1 |  |
|  | | | |
| Full Name 1 | Click or tap here to enter text. | Witness Full Name 1 | Click or tap here to enter text. |
|  | | | |
| Date | Click or tap to enter a date. | Date | Click or tap to enter a date. |
|  | | | |
| Signature 2 |  | Witness Signature 2 |  |
|  | | | |
| Full Name 2 | Click or tap here to enter text. | Witness Full Name 2 | Click or tap here to enter text. |
|  | | | |
| Date | Click or tap to enter a date. | Date | Click or tap to enter a date. |

## Section D – Submission checklist

**The following list should be considered, completed, and provided in the Submission:**

CFS-CHP Submission Form:

Project Explanation Report addressing the Project Evaluation Criteria:

Supporting information and material accompanying the Project Explanation Report:

List any attachments:

|  |
| --- |
| Click or tap here to enter text. |

Additional information as advised by Communities:

Summarise additional items or matters addressed, including if contained into the Project Explanation Report:

|  |
| --- |
| Click or tap here to enter text. |