

# Seasonal Work Assistance application form



MINISTRY OF SOCIAL DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

Seasonal Work Assistance is temporary financial help for people who are doing seasonal work in horticulture or viticulture but can't work because of **poor weather**.

To get this payment you need to have:

- stopped your benefit within the last 26 weeks, because you started working in a seasonal horticulture or viticulture job
- lost wages from not being able to work because of **poor weather**.

This number can be found on your Community Services Card if you have one.

Client number

--	--	--	--	--	--	--	--	--	--

## Tell us your details

1

### What is your full name?

First and middle names

Surname or family name

2

### What date were you born?

Day      Month      Year

--	--	--

3

### Where do you live?

Flat/House number      Street name

--	--

Suburb

Town/City

#### HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

### Is your mailing address different from where you live?

No       Yes

  

#### HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

5

### How else can we contact you?

Tick the best way for us to first contact you

Home phone	(    )	
Mobile phone	(    )	
Email		

#### HOW TO ANSWER Q5:

Please only give us contact details you'd like us to use.

6

**Have your bank account details changed since your benefit stopped?**

No

**Go to question 8**

Yes

**If yes, go to question 7**

7

**What bank account would you want your payments to be paid into?**

The account is in the name of:

The account number is:

Bank

Branch

Account number

Suffix

**ATTACHMENT FOR Q7:**

You need to provide proof of your bank account details, such as a bank statement.

## Tell us about who you live with

**INFORMATION FOR Q8:**

If the people you live with get a benefit or pension from us, we'll match your information with theirs, and we may need to contact them.

**ATTACHMENT FOR Q8:**

If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

8

**What other people live at your residence? (Tick all that apply)**

I live alone

**Go to question 10**

My partner and/or dependent children

**Go to question 10**

The people listed below (don't list your partner or dependent children)

First name

Surname or family name

Relationship to you

First name	Surname or family name	Relationship to you

Our definitions of renters and boarders are:

- **Renters:** people who pay for accommodation only
- **Boarders:** people who pay a fixed amount for accommodation, food and utilities, and are not included on the tenancy agreement. This includes people living in a boarding house (with food provided) or social housing property and are not the head tenant.

9

**Do any of the people you live with, listed in Q8 above, pay you board or rent?**

No

**Go to question 10**

Yes

**↓ If yes, please provide details below****HOW TO ANSWER Q9:**

'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

**HOW TO ANSWER Q9:**

The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

Person 1

Full name of renter or boarder

Date of birth / /

Phone number ( )

Email address

Do they pay you rent or board?

Rent

Board

How much do they pay? \$

How often?

When did they start paying? / /

Does this person live in a self-contained part of the property?

No

**Go to next person or question 10**

Yes

**↓ What is the floor area of the self-contained part of property?**Length of the space  
(in metres)

Multiply

Width of the space  
(in metres)

Equals

Floor area  
(in metres<sup>2</sup>)

×

=

What is the total floor area of the whole property?

metres<sup>2</sup>

**HOW TO ANSWER Q9:**  
 'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

**HOW TO ANSWER Q9:**  
 The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

**Person 2**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_     How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 10**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 3**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_     How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to next person or question 10**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**Person 4**

Full name of renter or boarder \_\_\_\_\_

Date of birth     /     / \_\_\_\_\_

Phone number    (     ) \_\_\_\_\_

Email address \_\_\_\_\_

Do they pay you rent or board?     Rent     Board

How much do they pay?    \$ \_\_\_\_\_     How often? \_\_\_\_\_

When did they start paying?     /     / \_\_\_\_\_

Does this person live in a self-contained part of the property?

No    **Go to question 10**

Yes    **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**ATTACHMENT FOR Q9:**  
 If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

## Tell us about income in the last 52 weeks?

10

### Did you get income from any of the following sources in the last 52 weeks?

- Wages or salary  No  Yes
- Termination pay  No  Yes
- Redundancy pay  No  Yes
- Accident compensation (eg ACC)  No  Yes
- Income insurance (replacement/protection)  No  Yes  Jointly with partner
- Farm or business income  No  Yes  Jointly with partner
- Payments from self-employment or contract work  No  Yes  Jointly with partner
- Interest from savings, investments, or bonds  No  Yes  Jointly with partner
- Dividends from shares, unit trusts, or managed funds  No  Yes  Jointly with partner
- Income from rents  No  Yes  Jointly with partner
- Payments from boarders or flatmates  No  Yes  Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue)  No  Yes
- Other income for a child  No  Yes
- Maintenance payments  No  Yes
- Payments from a former partner  No  Yes
- Student Allowance, scholarship, or Student Loan living cost payments  No  Yes
- Overseas pension, benefit or allowance payments  No  Yes
- Other superannuation or retirement scheme income (government or private)  No  Yes
- Income from an estate, if you've inherited money  No  Yes  Jointly with partner
- Income from trusts  No  Yes  Jointly with partner
- Other  No  Yes  Jointly with partner

#### ATTACHMENT FOR Q10:

Bring a copy of your business accounts.

#### INFORMATION FOR 10:

In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

11

### Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 10?

- No  Yes

↓ If yes, tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to?	
	You	Jointly with partner
	\$	\$
	\$	\$
	\$	\$

12

### Did you get other types of payment apart from money in the last 52 weeks?

- No  Yes

↓ If yes, tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

#### ATTACHMENT FOR Q11:

You need to show us proof of income you've received in the last 52 weeks and details of your income for the last 26 weeks.

#### HOW TO ANSWER Q12:

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

13

Do you run your own business?

No

Go to question 16

Yes

14

Do you claim back part of the home you live in as a business expense from Inland Revenue at the end of each tax year?

No

Go to question 16

Yes

15

What is the amount you claim back from Inland Revenue?

16

Do you rent out some of your residence (not used for accommodation purposes) to another person or organisation?

No

Go to question 21

Yes

17

What is the space they rent?

18

What is the floor area of the space they use?

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text" value="."/>	x	<input type="text" value="."/>	=	<input type="text" value="."/>

19

What is the total floor area of the whole property?

 metres<sup>2</sup>

20

How much do they pay you?

Amount	How often (eg weekly)?	Start date of payment
<input type="text" value="\$"/>	<input type="text"/>	<input type="text" value="/ /"/>

21

Do you or your partner have any of the following cash assets?

Money in bank or other savings	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Bonds, shares, debentures or stocks	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Money lent to other people or organisations	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other cash assets	<input type="checkbox"/> No	<input type="checkbox"/> Yes

22

If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**INFORMATION FOR Q14:**

For example a room you use as an office.

**HOW TO ANSWER Q15:**

If you don't know the exact amount please estimate it, based on the percentage of your home used for the business. Talk with us if you're not sure.

## Other rent payments

**HOW TO ANSWER Q16:**

For example:

- a person pays you to use your garage to park their car in each week
- an organisation rents a bedroom they use as an office.

**HOW TO ANSWER Q17:**

For example a bedroom or garage.

**HOW TO ANSWER Q19:**

The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://qv.co.nz)

## Tell us about your assets

**ATTACHMENT FOR Q21:**

You may be asked to provide proof of your assets and their value.

## Tell us how much it costs you for the place where you and your family live

23

Do you get board or rent payments from another person?

 No

[Go to the Declaration on page 7](#)

 Yes

24

Do you pay rent?

 No

[Go to question 29](#)

 Yes

25

Do you pay rent to Kāinga Ora or an approved community housing provider?

 No

 Yes

26

What is the total amount of rent paid each week for your home?

27

How much of this total amount do you pay for you and your family?

28

Do you pay water rates separately from your rent?

 No

 Yes

[↓ If yes, tell us how much you pay](#)

How often

[Go to question 31](#)

29

Do you pay board?

 No

[Go to question 32](#)

 Yes

[↓ If yes, tell us what costs your board includes](#)

30

What is the total amount of board you pay for you and your family?

31

Tell us about the person or organisation you pay rent or board to:

Person's or organisation's full name

Person's or organisation's contact details

Address	
Phone number	(     )
Email	

If paid to a person, what is their date of birth (if known)?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**INFORMATION FOR Q24:**  
By rent we mean the amount you pay is for your accommodation only and doesn't include other costs such as food or electricity.

**ATTACHMENT FOR Q27:**  
You'll need to show proof of what you pay for rent.

**ATTACHMENT FOR Q28:**  
You'll need to show proof of what you pay for water rates.

**INFORMATION FOR Q29:**  
By board we mean the amount you pay for your accommodation where it includes food costs and may also include other costs like electricity.

**HOW TO ANSWER Q29:**  
For example food, electricity, telephone.

**ATTACHMENT FOR Q30:**  
You'll need to show proof of what you pay for board.

**INFORMATION FOR Q31:**  
If your landlord gets a benefit or pension from us, we may need to contact them. We need this information so we can correctly identify them.

32

**Do you own the home you live in?**

No

**Go to the Declaration**

Yes

**HOW TO ANSWER Q33:**

Only include mortgages you used to buy or alter your home. Include both interest and principal.

List any other mortgages such as a second mortgage or revolving mortgage.

Don't include contents insurance.

**ATTACHMENT FOR Q33:**

You'll need to show proof of your home ownership costs.

33

**What are your home ownership costs?**

	Who do you pay?	How much do you pay?	How often do you make the payment (such as weekly, monthly or yearly)?
First mortgage		\$	
Other mortgage		\$	
House insurance		\$	
Mortgage insurance		\$	
Rates		\$	
Ground lease		\$	
Water rates		\$	
Body corporate fees		\$	

34

**Did you have to pay for repairs and maintenance to your home in the last 12 months?**

No

Yes

**If yes, please write the total amount**

35

**Have you received a rates rebate in the last 52 weeks?**

No

Yes

Amount

Rating year 1 July

to 30 June

## Declaration

I am working full-time in seasonal horticulture or viticulture work and I lost wages due to poor weather conditions.

I understand the things I need to do while I'm getting payments.

I understand what you do with my personal information and how you protect my privacy.

The information I have given you is true and complete.

Applicant's name (print)

Applicant's signature

Day

Month

Year

# Seasonal Work Assistance employer confirmation



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DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

Please ask your employer to complete this section

## Applicant's details

1

**What is the full name of the employee you are completing this form for?**

First and middle names

Surname or family name

## Employer's details

2

**What is the name of your company or organisation?**

3

**What are your company's or organisation's contact details?**

Address	
Phone number	(     )
Email	

## Work details

4

**I confirm the following wage details for the applicant**

Week ending	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of hours lost in the week due to poor weather	<input type="text"/>		
Estimate net wages lost in the week due to poor weather	<input type="text"/>		
Person's usual hourly rate before tax	<input type="text"/>		

## Employer's signature

Employer's name (print)

Employer's signature

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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# How we protect your privacy



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)