



INFORMATION FOR PEOPLE WISHING TO APPLY FOR

DUNEDIN CITY COUNCIL COMMUNITY HOUSING



DUNEDIN
CITY COUNCIL | kaunihera
a-rohe o
Ōtepoti

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Introduction

This booklet is for people who would like to apply for a Dunedin City Council (DCC) Community Housing unit and provides information about the DCC Community Housing Policy 2022, how to apply for a community housing unit and general information about the Dunedin Community Housing portfolio.

How to contact us?

Our office is in the DCC's Civic Centre building at 50 The Octagon (corner of The Octagon and George Street).

Once you have completed your application form and have all other required documents ready (please refer to the checklist on page 15 for the list of all documents required) please call us on (03) 474-3737 to make an appointment with a tenancy manager

If you have any questions, please don't hesitate to ask.

Community Housing Policy

Who is eligible for community housing?

Community Housing units are offered to people who have limited financial means. We prioritise people who are over 55 years of age with urgent housing need or that require a physically accessible home.

Eligible applicants must be:

- Aged 18 years or over
- A New Zealand citizen OR have a permanent resident visa and have lived in NZ continuously for at least 2 years
- Able to meet the income and asset criteria AND
- Able to live independently and care for themselves OR have the necessary supports in place to live at home.

What is the income limit?

The income limit is the maximum amount of income an eligible applicant(s) can be in receipt of on an annual basis.

The income limit is the same as the Work and Income New Zealand income limit for the non-beneficiary Accommodation Supplement (\$51,884 for a one-person household and \$75,868 for a two-person household).

What is the asset limit?

The asset limit is the maximum value of assets (both cash and non-cash assets) that an eligible applicant(s) may have.

The asset limit is equal to twice the Work and Income New Zealand income limit for the non-beneficiary Accommodation Supplement (\$103,768 for a one-person household and \$151,736 for a two-person household).

How are housing applications prioritised?

Your housing application will be given a priority rating according to your age and urgent and/or physically accessible housing needs. Your application is then placed on the waitlist in order of your priority rating, and date of application.

When a community housing unit becomes available it will be offered to the next eligible applicant on the waitlist within the highest priority group.

Priority Group One	Applicants who are aged over 55 years and have an urgent housing need AND a need for physically accessible housing.
Priority Group Two	Applicants who are aged over 55 years and have an urgent housing need OR a need for physically accessible housing.
Priority Group Three	Applicants who are aged over 55 years and have a housing need.
Priority Group Four	Applicants who are aged under 55 years and have an urgent housing need AND a need for physically accessible housing.
Priority Group Five	Applicants who are aged under 55 years and have an urgent housing need OR a need for physically accessible housing.
Priority Group Six	Applicants who are aged under 55 years and have a housing need.

Allocation of flats

When a housing unit is vacated it is offered to the next suitable applicant on the list.

If you are offered a community housing unit, the DCC is unable to consider transfers to a different housing unit unless there is an urgent need for a person to move. For example, a person may need to move due to a medical condition which means they can no longer manage the stairs/access to their current housing unit.

Allocation of physically accessible housing

All physically accessible housing units are offered to the applicant with the highest priority rating who has demonstrated a need for an accessible unit.

Allocation of two-bedroom housing units.

When a housing unit becomes available that can accommodate a two-person household, the unit is offered to the applicant(s) on the waitlist who has demonstrated a need for a larger home within the highest priority group.

Accepting a community housing unit offer

You can choose not to accept an offer of a housing unit if there is a good reason (e.g., there are stairs to the front door and the person is unable to manage due to having a walking aid or the housing unit is not in the same area as their support networks/services).

If you turn down three offers of housing which otherwise meets your needs, your application will be placed at the bottom of the list within your current priority group as of the date of your refusal to accept the third suitable offer of housing.

The Dunedin Community Housing Portfolio

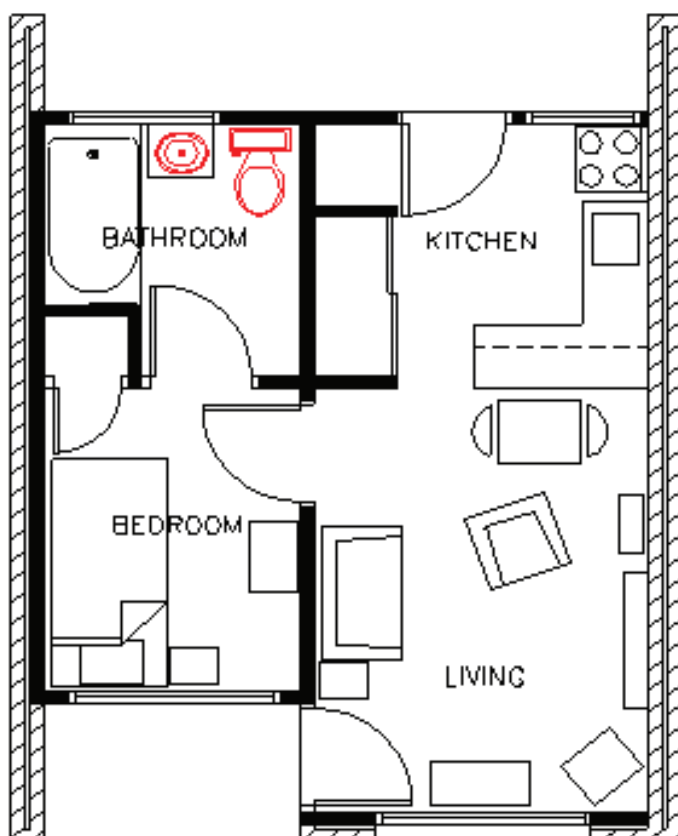
How many community houses are there?

The DCC has about 940 community housing units throughout the city and surrounding areas. They vary in design and features, but some general information is below.

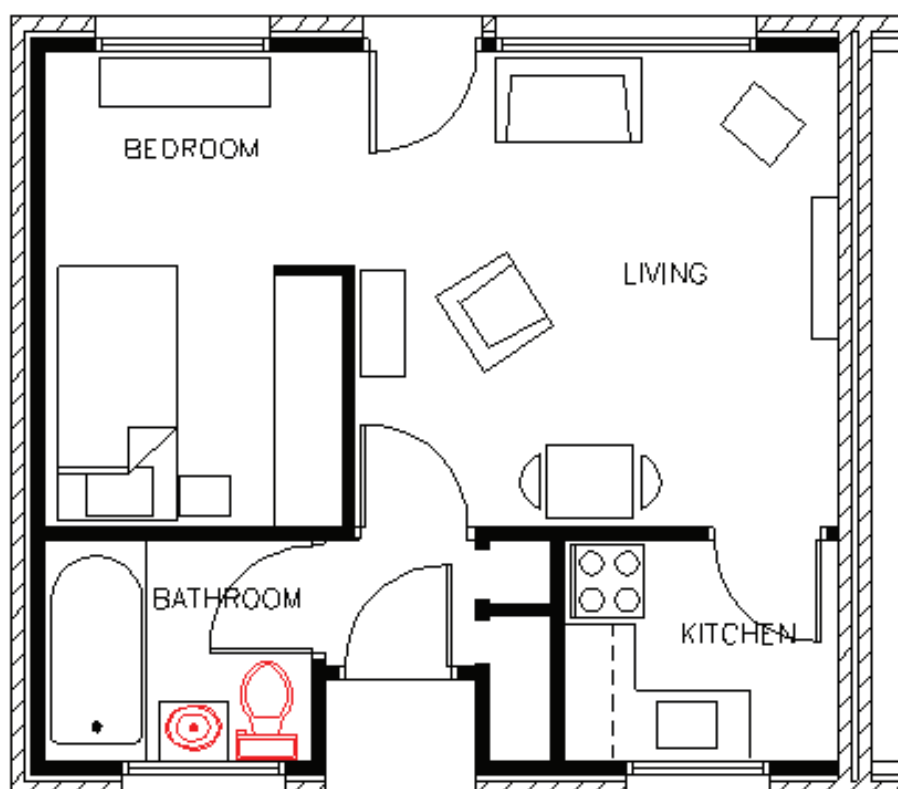
Size and layout

Over the page are samples of different types of floor plan. The layouts given are a guide only, there are many variations.

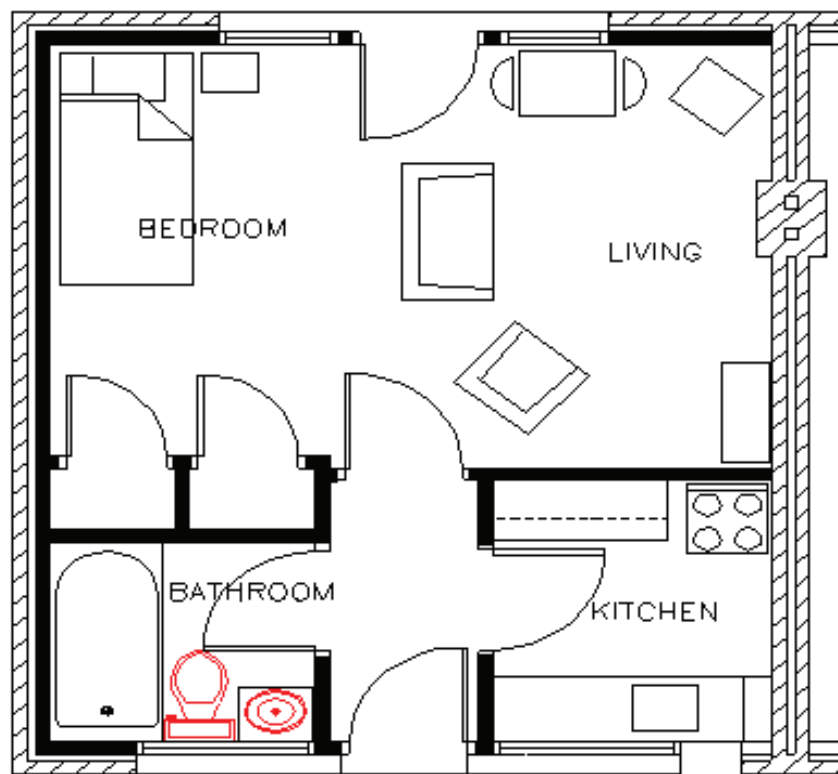
Single unit – separate bedroom



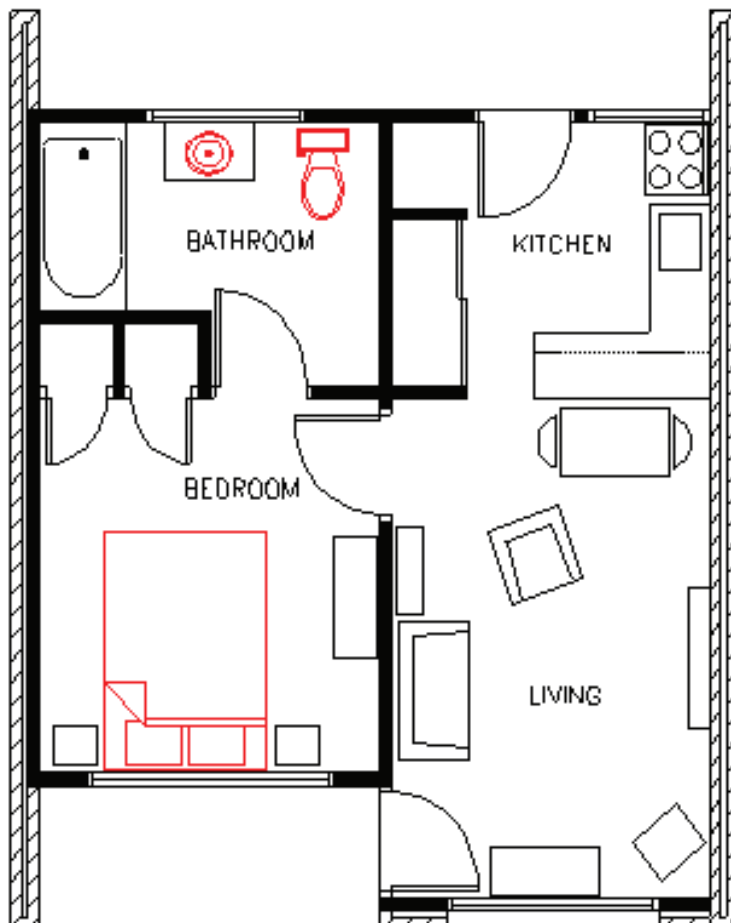
Single unit – partition



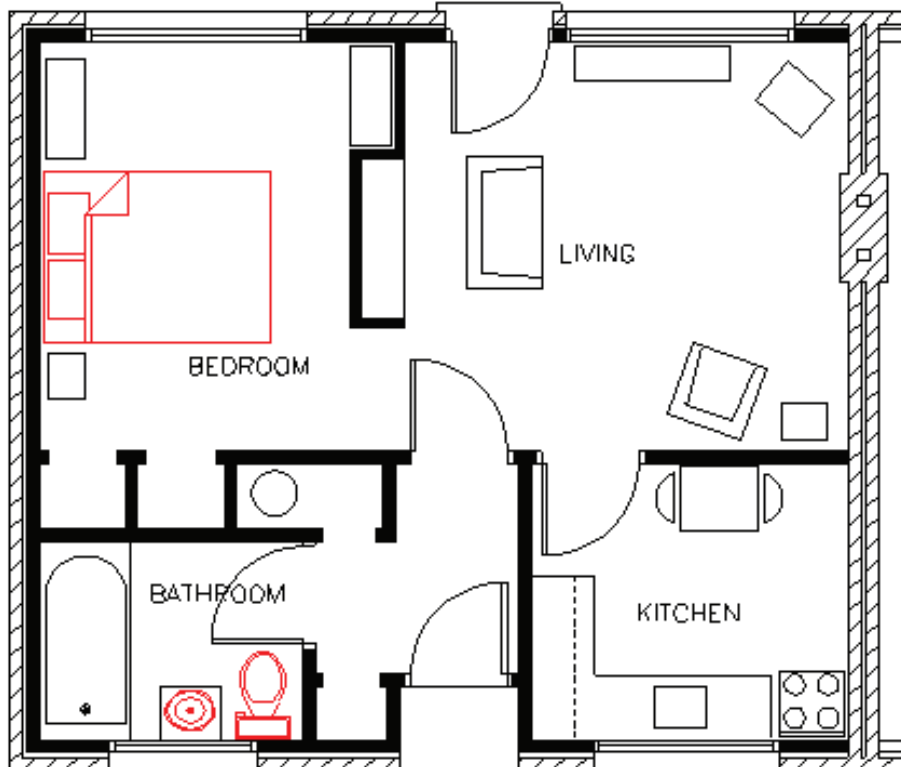
Bedsitter



Double unit – separate bedroom



Double unit partition



Features

Heating

All community housing units contain an electric heater which is fixed to the wall. Gas heaters are not permitted due to the moisture they produce. We are in the process of upgrading our heating in all our housing units to heat pumps.

Furnishings

Community housing units are unfurnished so if you are offered a community housing unit you will need to provide your own curtains or blinds. Sometimes we can assist getting you these from the Dunedin Curtain Bank.

Whiteware including laundry facilities

You will need to supply your own fridge but most of our community housing complexes have one or more shared laundries with fully automatic washing machines and tubs. The cost of running these is included in the rent.

A few housing units have tubs and/or fixtures to which tenants can attach their own automatic washing machines and some complexes have coin operated driers in the communal laundries.

Bathroom facilities and housing modifications

Our housing units can have a shower over the bath, a shower cubicle or a wet area shower.

If you have accessibility needs, please let us know and we can discuss your personal requirements further with you during your application.

Parking

Not many of our housing complexes have off-street parking available. We have highlighted the housing complexes that do have off-street parking on the housing list on pages 19-22 and we ask that all visitors to the housing complexes park on the street.

Smoke free buildings

We do not permit smoking or vaping inside DCC housing units or inside any other buildings on DCC housing complex sites e.g. the shared laundries.

Animals

If you are offered a community housing unit you may have a fish, a caged bird and/or one cat on the premises. We do ask that if you have a cat that you arrange for it to be desexed.

We are not able to give permission for any dogs, including visitors' dogs, to be staying or visiting the housing complexes at any time.

Rentals and tenancy

Tenancy agreement

If you are offered a community housing unit we will ask you to sign a tenancy agreement before we can start your tenancy and give you the keys to your housing unit.

Your tenancy manager will go through the tenancy agreement with you including explaining that:

- Only the person or people named in the agreement may permanently reside in your housing unit, although you are welcome to have visitors stay occasionally and
- We ask that all tenants respect each other's peace comfort and privacy.

Bond

At the start of your tenancy you will be asked to pay a bond equal to four times the weekly rent amount.

The bond will be refunded in full at the end of the tenancy provided that:

- the rent is paid in full to the date of termination and
- the housing unit is left clean, tidy and undamaged.

You may be able to receive assistance in paying the bond from Work and Income NZ. You can contact Work and Income NZ to enquire about what assistance may be available to you on the telephone numbers below:

Work and Income NZ general enquiries	0800 559 009	Monday to Friday, 7am–6pm Saturday, 8am–1pm
NZ Superannuation	0800 552 002	Monday to Friday, 7am–6pm

Rent

Rent is paid fortnightly, in advance. You will be asked to pay a fortnight's rent when you begin your tenancy and then by direct debit every fortnight.

The typical weekly rent amounts for 2024/2025 are below.

Housing

Bedsit	\$147.00
Single (partitioned flat)	\$150.00
Single (separate flat)	\$156.00
Double (partitioned flat)	\$206.00
Double (separate flat)	\$212.00
1 Bedroom	\$223.00
2 Bedroom	\$261.00

There are some exceptions to the rent amounts above. When a housing unit is offered to you, you'll be advised of the weekly rent.

Accommodation supplement

You may be entitled to receive an Accommodation Supplement from Work and Income NZ. We encourage you to contact Work and Income NZ on the telephone numbers above to enquire about what assistance you may be able to receive.

How to apply for a community housing unit

1. Complete the application form

An application form is included in this booklet on page 11. If you need assistance in completing the form your tenancy manager will be happy to help you. Your tenancy manager will witness your statutory declaration at your interview, so please don't fill in this part of the application (Section 9) unless you are unable to attend the interview.

2. Get your supporting documentation ready (please refer to the checklist on page 15)

You will need to bring along the following documentation to your housing application interview:

- Identification e.g. a birth certificate, passport or driver's licence.
- Proof of your income e.g. verification from Work and Income NZ if you are in receipt of a benefit OR a pay slip from your employer if you are employed.
- Proof of your assets (if applicable) e.g. bank statements, term deposits or your share in any property.
- Verification of any urgent housing need (if applicable) e.g. confirmation that you are living in emergency or transitional housing, confirmation that you need to leave your current accommodation or that your current accommodation is unsafe for you.
- Verification of any physically accessible housing need (if applicable) e.g. a letter from a registered clinical professional such as an occupational therapist, physiotherapist or a General Practitioner which confirms your housing needs.

3. Obtain two written character references

The referees must:

- have known you for at least 12 months; *and*
- be unrelated to you.

The letters of reference must be:

- accompanied by the referees' names, addresses and contact telephone numbers; *and*
- not more than 12 months old.

Please advise your referees that we may be in contact with them.

4. Make an appointment

Once you have completed the application form and have your supporting documentation ready, please call us on (03) 474-3737 to make an appointment for a housing application interview. It is important that you call us to make an appointment time as our tenancy managers are often out visiting our community housing tenants and will not be available to see you without an appointment.

The interview is very informal but gives both you and the tenancy manager a chance to obtain any additional information or documentation and explain anything that is not clear. You can also tell us of any special needs you may have.

If, because of illness or disability, you are unable to visit the office, please tell us so alternative arrangements can be made.

5. Support for applications

The DCC may ask you to support your application with written reports from health or social services professionals. This can help staff to assess if a housing applicant is able to live independently and care for themselves (or have the necessary supports in place to live at home).

6. The DCC's Response

We will write and tell you whether your application has been accepted and, if so, what priority group your application is in. You will also be advised of the appeal procedure in case you think the decision is unfair.



DUNEDIN CITY COUNCIL

APPLICATION FOR COMMUNITY HOUSING

Please complete the application form below by writing your information in the white boxes. Once the form is completed, please contact the DCC on (03) 474 3737 to make an appointment to see a tenancy manager who will go through your application form with you. If you need assistance with completing any part of the application form or have any questions the tenancy manager will be able to help you at your appointment.

1. Applicant(s) details

	Title	Surname	Full first names	Date of birth
a)				
b)				

Current address:

Postcode:

Contact phone number: Email address:

Ethnicity:

Have you lived in a DCC housing unit before? ☐ Yes ☐ No

If yes: What was your address?

Have you explored housing options other than the DCC? ☐ Yes ☐ No

If yes, what options have you considered?

2. New Zealand residency

Are you a New Zealand citizen: ☐ Yes ☐ No

If no, are you permitted to reside in New Zealand permanently: ☐ Yes ☐ No

If you're not a New Zealand citizen, but are allowed to reside in New Zealand permanently, please bring your immigration documents with you when you come in for an interview.

If yes, can you please provide the residential addresses for any properties that you have lived in for the last two years.

3 Current circumstances

Are you: ☐ Renting ☐ Living in own home

☐ Boarding ☐ In emergency accommodation

How much rent/board do you pay? How long have you lived there?

Is there a time limit as to when you need to move from your current accommodation (e.g. if you have received notice to vacate from your landlord)? ☐ Yes ☐ No

If yes, when do you need to have left your current accommodation?

If no, why do you need to move from your current accommodation?

If you are offered a DCC housing unit do you need to give notice to your landlord? ☐ Yes ☐ No

How much notice?

Do you have any pets (e.g. cats or dogs)?

4. Gross income – per annum

a) Ministry of Social Development benefit \$

Type:

b) Salary/wages \$

c) Other income \$

d) Total \$

Please supply a certificate of earnings from your employer OR verification that you are in receipt of a benefit from Work and Income NZ

5. Assets and liabilities (for all applicants)

a) Do any applicants currently own or have a financial interest in any house, flat or other property in New Zealand or overseas? ☐ Yes ☐ No

If yes, address of property:

Value of applicant's share:

\$

Total value of the property:

\$

Is the property mortgaged? ☐ Yes ☐ No

If yes, what is the principal outstanding:

\$

b) Have you owned or had a financial interest in any property in the last five years? ☐ Yes ☐ No

If yes, address of property:

When was it sold?

What was the sale price?

\$

Value of your share:

\$

c) Please list all bank accounts and investments:

Bank account / investment / KiwiSaver:

Current balance

\$

\$

\$

Other assets (excluding personal effects and furniture):

Motor vehicle:

\$

6. Housing needs

Do you have any specific housing requirements?

- | | | | |
|---|---|---|--|
| ☐ Flat access | ☐ Shower cubicle | ☐ Wet area shower | ☐ Ramped access |
| ☐ Close to amenities | ☐ Larger unit e.g. to store medical equipment | ☐ Close to public transport | ☐ Onsite parking e.g. due to a medical condition |
| ☐ Own washing machine in unit | ☐ Shower over bath | | |

What size and layout of unit do you need?

- | | | |
|--|--|----------------------------------|
| ☐ 1 Single Bedroom | ☐ 1 Double Bedroom | ☐ 2 Bedroom* |
| ☐ Separate bedroom | ☐ Partitioned | ☐ Bedsit |

*supporting documents required

What suburbs of Dunedin do you need to live in?

Can you consider any other areas?

Is there anything else you think we should know regarding your current situation or your housing needs?

If you would like us to share your information with Ministry of Social Development, who may also be able to assist with your current situation, please sign the "MSD Privacy Waiver" form.

7. Criminal offences

Please indicate whether or not you have been convicted of any criminal offence or if you have any criminal charges pending (do not include traffic offences other than drink driving, or convictions that are subject to the Criminal Records (Clean Slate) Act 2004.) If "Yes" please provide details:

☐ Yes ☐ No

I consent to the DCC making enquiries to verify the information in my application, this may include Ministry of Justice and credit checks.

8. Emergency and support contacts

If you would like us to contact any of the following people and /or organisation in the event of an emergency, please complete the information below.

a) Doctor's Information

Doctor:

Medical centre:

Emergency contact:

Telephone

b) Support agency assistance

Do you receive assistance from a support agency: ☐ Yes ☐ No
e.g. Presbyterian Support, CCS, mental health services.

If yes, please give details:

Agency: Name:
Agency: Name:

c) Next of kin

Name:
Address:
 Postcode:
Telephone:
Relationship: (e.g. son, daughter, friend etc)

10. Statutory declaration – to be completed by applicant(s)

I/We (full names):
of (full address):
(Occupation/s):

declare all the information provided to the DCC in relation to this application is to the best of my/our knowledge true.

Photographic proof of identity: ☐ Photographic GoldCard ☐ Driver licence
☐ Passport ☐ Verified birth certificate ☐ Other

Signature/s

Declared at:	Declared at:
this: day of: 20	this: day of: 20
Before me:	Before me:

To be signed in the presence of:

A tenancy manager in the service of the Dunedin City Council **OR** a Solicitor of the High Court of New Zealand **OR** a New Zealand Justice of the Peace

Checklist when applying for DCC community housing

Before making an appointment with a tenancy manager to discuss your application, please ensure:	☐
1. You have completed the application for Community Housing form.	☐
2. You have identification e.g. birth certificate, passport or driver's licence.	☐
3. You have proof of your income e.g. verification from Work and Income NZ if you are in receipt of a benefit OR a payslip from your employer if you are employed.	☐
4. You have proof of your assets e.g. bank statements, term deposits, your share in any property.	☐
5. You have verification of any urgent housing need (if applicable) e.g. confirmation that you are living in emergency or transitional housing, confirmation that you need to leave your current accommodation or that your current accommodation is unsafe for you.	☐
6. You have verification of any physically accessible housing need (if applicable) eg. a letter from a registered clinical professional, for example an Occupational Therapist, Physiotherapist or a General Practitioner which confirms your housing needs.	☐
7. You have two written character references.	☐
8. If you require support from external agencies, do you have a letter from your health or social services professional?	☐
9. If you have all of the above and are ready to contact us, please phone (03) 474-3737 to make an appointment to see a tenancy manager. Enter appointment details below: Date: Day: Time: With: (tenancy manager's name)	☐

Please note: The community housing application is a statutory declaration and it is illegal to omit, or provide false, information.

What we do with your information

We collect personal information pursuant to the Privacy Act 2020 so that we can:

- Contact you
- Verify who you are
- Assess your application for a DCC Community Housing Unit.

You can choose not to give us this information but this means that we may be unable to assess your application for DCC Community Housing.

Some of the information you give us helps us with research and reporting.

The information provided will only be for the purposes of Community Housing assessment. However, some of the information you have provided will be used for statistical and reporting purposes. We ensure any features that identify you are removed/or that the information will be anonymised.

If you wish to view the Council's full Privacy Statement please refer to the following link on the Council's website: [***www.dunedin.govt.nz/about-this-site/privacy-policy***](http://www.dunedin.govt.nz/about-this-site/privacy-policy).

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it's wrong. If you'd like to ask for a copy of your information or to have it corrected please contact us at:

50 The Octagon, PO Box 5045, Dunedin 9054, 03 477 4000, [***dcc@dcc.govt.nz***](mailto:dcc@dcc.govt.nz),
[***www.dunedin.govt.nz***](http://www.dunedin.govt.nz)

Housing privacy consent form

This form records your consent for the Ministry of Social Development (MSD) and other organisations to share between them information they hold about you.

Giving your consent to share this information will help MSD and those other organisations to give you a better response to your housing need.

Client number

[illegible]

Full name:

Day Month Year

Date of birth:

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Address:

Flat / House Number

Street Name

Suburb

Town / City

Consent

I authorise MSD and the organisations named below to share the following information they hold about me:

- copy of assessments of:
 - my eligibility for social housing (including housing need)
 - my property requirements
- copies of information I have given in support of any application for housing or housing-related assistance (including credit checks).

My authorisation covers all information held by MSD and the selected organisations on the date this form is signed, as well as information held by them in the future, until I withdraw my consent.

I understand I can withdraw my consent at any time in writing to MSD.

Organisations:

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Client Signature:

Day Month Year

Date:

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Once Signed, this consent allows MSD and the selected organisations to disclose the authorised information to each other under Principle 11 (d) of the Privacy Act 1993.

DCC community housing list

Off-street parking available	Address	Number of units					
		Bedsitter	(One bedroom)				Two bedroom
			Double		Single		
			Separate bedroom	Partition only	Separate bedroom	Partition only	
Musselburgh/Tainui							
Ltd	180 Musselburgh Rise (Dunford Place)			4		19	
Ltd	48 Ravelston Street						17
Ltd	65 Ravelston Street						3
	26 Rawhiti Street						5
St Kilda							
Ltd	87 Prince Albert Road		1		8		
Ltd	92 Prince Albert Road		2				4
Ltd	1 Scott Street		1				1
Ltd	95 Victoria Road			9		41	
South Dunedin							
Ltd	73 Atkinson Street			5		14	
Ltd	33 Bathgate Street					7	
Ltd	46/52 Bayview Road				4		
	80 Bayview Road					12	
	204 Bayview Road					11	
	226 Bayview Road				11		
Ltd	366 Bayview Road				15		
Ltd	19 Bradshaw Street		1		2		
	31 Bradshaw Street			3		23	
Ltd	29 Cutten Street				15		
	57 Cutten Street				8	9	

Off-street parking available	Address	Number of units					
		Bedsitter	(One bedroom)				Two bedroom
			Double		Single		
			Separate bedroom	Partition only	Separate bedroom	Partition only	
Ltd	77 Fingall Street		1		3		
	Cnr King Edward/Melbourne Streets			5	11		
	Cnr King Edward/Melbourne Streets				18		
Ltd	142 Macandrew Road		3				3
	154 Macandrew Road					13	
Ltd	279 Macandrew Road		4				2
	45 Melbourne Street	7					
Ltd	101 Melbourne Street		3				4
Ltd	105 Melbourne Street						8
	1 Musselburgh Rise					10	
Ltd	169 Oxford Street	10				6	
	239 Oxford Street	12					
	40 Richmond Street					3	
Ltd	30 Wesley Street		2				
Caversham							
Ltd	23 Baker Street			10			
Ltd	51 Burns Street					13	
	5/19 David Street				8		
	58 David Street				2		
	15 Fitzroy Street		1		4		
Ltd	40 Fitzroy Street		2				2
	55 Fitzroy Street					4	
	6/12 Rutherford Street	4					
	22 Surrey Street					3	

Off-street parking available	Address	Number of units					
		Bedsitter	(One bedroom)				Two bedroom
			Double		Single		
			Separate bedroom	Partition only	Separate bedroom	Partition only	
	51 Thorn Street				9		
Corstorphine/Kew							
Ltd	31/33 Corstorphine Road					16	
Ltd	9 Gilmerton Street				4		
Mornington/Maryhill/Belleknowes							
Ltd	3/28 Acacia Avenue			2		24	
	28 Cooper Street (rangettes only)				7		
	8 Crewe Street					6	
	1 Epsilon Street				3		
	31 Glen Road	8		3			
	34 Glen Road					4	
City Rise (south)							
	94/98 Carroll Street				11		
	17/21 Melville Street			3		7	
	63-75 Melville Street and 90 Carroll Street (Palmyra housing complex)	8				22	10
Kaikorai/Roslyn							
Ltd	31/41 Beresford Street				28		
	276/278 Highgate	2	1				
Ltd	86/104 Kaikorai Valley/Frasers Road					14	
	Nairn Street/Taieri Road			10		9	
	83 Nairn Street				5		
Ltd	27 Nairn Street		3				
Ltd	83 Nairn Street				5		

Off-street parking available	Address	Number of units					
		Bedsitter	(One bedroom)				Two bedroom
			Double		Single		
			Separate bedroom	Partition only	Separate bedroom	Partition only	
	48 School Street					10	
	54 Shetland Street					15	
	61 Shetland Street				8		
Ltd	55 Walton Street				4		
Wakari							
	26 Ethel Street					8	
Maori Hill							
Ltd	15 Prestwick Street				10		
Dunedin North/Gardens							
Ltd	2/40 Brook Street			14		6	
Ltd	19/37 Buccleugh Street	6		4			
	30 Buccleugh Street	5					
Ltd	827 Cumberland Street				7		
	978 George Street		1			2	
	18/30 Knox Street	5		2			
	526 Leith Street					8	
North East Valley							
Ltd	5 Calder Avenue				4		
✓	18/22 Calder Avenue		3		12		
	308 North Road				5		
	49 Norwood Street				12		
Pine Hill							
Ltd	14 Blundell Street				10		

Off-street parking available	Address	Number of units					
		Bedsitter	(One bedroom)				Two bedroom
			Double		Single		
			Separate bedroom	Partition only	Separate bedroom	Partition only	
Green Island/Abbotsford/Fairfield							
	1 Fairplay Street, Fairfield				5		
Ltd	11 Muir Street						6
Ltd	2 Will Street, Abbotsford (Hunterville)		11		24		
	59 Shand Street, Green Island (behind Memorial Gardens)		4		12		
Mosgiel							
Ltd	37 Bush Road		2		11		
Ltd	57 Factory Road		2		8		
Ltd	6 Irvine Street		7				
Port Chalmers							
	90/96 Wickliffe Terrace		4				
	1-5 Ivy Terrace			1		4	
Ltd	7 Currie Court				9		
Ltd	27 Stevenson Ave, Sawyers Bay (Thorne Court)		2		4		

Ltd = Limited.

Other housing options

If you find that the type of DCC housing discussed so far does not suit your needs, you may wish to consider:

1. Salvation Army rental

The Salvation Army has an elderly persons' housing complex in Mosgiel, called the Elmwood Retirement Village. Telephone (03) 489-5799 with any enquiries.

2. Kainga Ora

Kainga Ora provides social housing in Dunedin and surrounding areas. To enquire about applying for social housing you can call the Ministry of Social Development on 0800 559 009

3. Emergency housing assistance

If you need somewhere to stay tonight and have nowhere to go, you can enquire about emergency housing assistance by calling the Ministry of Social Development on 0800 559 009 or by dropping in to your local Work and Income NZ office.

4. Other

Some suggestions for seeking accommodation in the private sector are:

- a) Have a look on the internet e.g. check out internet websites such as Trade Me, realestate.co.nz as well as social media.
- b) Contact local real estate agents as many real estate companies are also letting agencies.
- c) Have a look in your local newspaper e.g. check the to let columns in the Otago Daily Times and community newspapers. The best days to do this are usually Wednesday and Saturday.
- b) Check for advertisements in supermarket or community noticeboards, shop windows or at clubs you may attend. You can also put up your own.

