# Application to the NSW Barristers’ Benevolent Association

The Barristers’ Benevolent Association of New South Wales (**BBA**) was established to help relieve the need of persons who have at any time been called to the Bar of New South Wales (and their families) who are in necessitous and deserving circumstances.

There are no prescribed circumstances for which assistance may be given, other than it being for “necessitous and deserving cases” as required by the BBA constitution and as otherwise required for the BBA to comply with its regulatory obligations as a registered charity.

We do our best to process applications quickly and will contact you if we need further information or to set up a time to discuss.

Applications are assessed on a case-by-case basis.

The BBA’s decision about whether we can provide assistance, and if so how, is final and conclusive.

Collection of Personal Information

The BBA is not an APP entity under the *Privacy Act 1988* (Cth) (**Privacy Act**) and is therefore not bound by the Australian Privacy Principles in Schedule 1 of the Privacy Act. However, the BBA is committed to managing your personal information consistently with the Australian Privacy Principles.

The personal information requested in this Application is collected by the BBA for the purpose of assessing your application for assistance. If you do not provide this information, we will be unable to assess your application.

The information that you provide in this form will be shared with the Director, Care and Assistance and the members of the Executive Committee of the Committee of Management of the Barristers Benevolent Association for the purpose of assessing your application.

For further information on how the BBA collects, stores, uses and discloses personal information, and how an individual may obtain access to and where necessary correct their personal information, please see the BBA’s Privacy Policy (**Policy**) available at: https://bbansw.asn.au/privacy-policy. The Policy also contains information about how you can complain to the BBA and how the BBA will deal with any such complaint.

## How to submit an application

Please complete all fields of this application form to the best of your knowledge and ability. Do not feel constrained by the form. You are also welcome to provide any additional information in your email enclosing the application.

While the more complete the form the quicker we can make an assessment, we appreciate your current situation might make something as simple as filling out a form quite difficult and even distressing. As such, if we need more information we will arrange a time to talk with you and gather what we need over the phone or through an email exchange.

Please email a completed application form and all supporting documents to assistance@bbansw.asn.au.

## Personal details

|  |  |
| --- | --- |
| Name |  |
| Kind of beneficiary (please tick) | □ | NSW Barrister or past NSW Barrister |
|  | □ | Spouse of NSW Barrister or past NSW Barrister (including surviving spouse) |
|  | □ | Partner of NSW Barrister or past NSW Barrister (including opposite or same sex relationship and including surviving partner) |
|  | □ | Child (including adopted children and children of any aforementioned spouse or partner) |
|  | □ | Other dependent - specify how you are dependent on a NSW barrister or past NSW barrister: |
| Address |  |
| Email |  |
| Phone number |  |

## Circumstances giving rise to the financial hardship

|  |  |
| --- | --- |
| Briefly tell us about the circumstances which have led to you being in financial hardship. |  |

## Assistance required

|  |  |
| --- | --- |
| Following on from above, please let us know in as much detail as possible, why you are applying for assistance and the nature of the assistance required. |  |
| Approximately how much financial assistance do you require? |  |

## Urgency

|  |  |
| --- | --- |
| If you are in urgent need of financial assistance, please tell us why. |  |

## Financial circumstances

As noted at the beginning of this form, there are no prescribed circumstances for which assistance may be given, other than it being for “necessitous and deserving cases” as required by the BBA constitution and as otherwise required for the BBA to comply with its regulatory obligations as a registered charity.

As such, we do need to make proper enquiry into each applicant’s financial situation. Please complete as much of this section as you can. If we need more information we will arrange a time to talk with you and gather what we need over the phone or through an email exchange.

|  |
| --- |
| **Dependents** |
| How many adult dependents do you have? |  |
| How many child dependents do you have? |  |

|  |
| --- |
| **Income**  |
| What was your total post-tax income for the last month? |  |
| What was your taxable income from the last available year? |  |
| What other sources of income or support are available to your household? (E.g. partner’s income) |  |

|  |
| --- |
| **Liabilities** |
| What is your monthly rent or mortgage liability? |  |
| Do you have any other significant debts? If so, please specify. |  |
| What are your other major financial commitments or liabilities? |  |

Other sources of assistance

**Please note**: To properly assess ‘necessitous and deserving cases’ we need to understand whether alternative sources of support are reasonably available, such as claims on insurance funds, hardship relief from financial institutions, available credit facilities, or gifts or loans from family.

|  |
| --- |
| **Other sources of assistance** |
| Do you hold an insurance policy which may pay benefits in your circumstances? (E.g. income protection or disability insurance). If so, please specify and set out what steps you have taken to make a claim on the policy, the outcome of any claim, or why you have not made a claim. |  |
| If your hardship results from illness or injury, have you investigated whether you are eligible to claim under a group disability or income protection policy held by your superannuation fund? If so, please provide details. If not, please explain why not. |  |
| If you are experiencing difficulty paying a mortgage or other debt to a credit provider, have you applied for a hardship variation from the lender? If so, please provide details. If not, please explain why not. |  |
| What steps have you taken to alleviate your financial situation, where relevant include reference to government assistance such as Centrelink benefits) |  |

## Documents

Please provide the following documents or statements as part of your application. If you are unable to supply all of these documents or they are not applicable to your circumstances, please supply what you can:

1. A complete statement of assets and liabilities.
2. Your last 4 BAS statements.
3. A description of any relevant medical condition sought to be relied upon, including any medical report if available.

## Declaration

I, ……………………………………………………………………………………………...

declare that the contents of this Application are true and complete to the best of my knowledge.

Signed: ……………………………………………………………………………………………….

Date: