

Parcel Locker Subsidy Application Form

Form Preview

Introduction and Eligibility

* indicates a required field

Introduction - Before You Start This Form

The City of Kwinana is providing a subsidy for residents and business up to the value of \$70 towards the cost of a newly installed Parcel Letterbox

This subsidy is for residents and businesses installing a **secure parcel letterbox** to reduce parcel theft and improve home security. The City does not guarantee the performance or security of any parcel letterbox and accepts no responsibility for any damage, theft, or loss of mail or parcels. Residents are responsible for the selection, installation, and maintenance of their parcel letterbox.

To be eligible for the Subsidy the secure Parcel Letterbox must be:

- Lockable and designed for parcels (not just a standard letter slot)
- Must be newly purchased and installed after the 1st July 2026
- You will be required to upload photos once the item is installed
- The Parcel Letterbox must be fully installed, and a tax receipt of the purchase and a photo of the completed installation must be submitted as part of the application to the City before the end of the advertised period.
- Only one claim per household/business per financial year is permitted.

* Standard or decorative letterboxes without a lockable parcel compartment are **not eligible**

Applicants must currently reside at the property, proof of residency will be required ie,

- Utility Bill
- Drivers Licence
- Bank Statement

Permission will be required by the homeowner if you are renting

Applications may take approximately six weeks to be processed.

Please be advised that once all of the funds have been exhausted, applications can no longer be accepted for this City of Kwinana subsidy. The City of Kwinana provides no guarantee that a subsidy can be provided to all applicants.

Eligibility

I confirm that:

- The applicant lives within the City of Kwinana
- lockable and designed for parcels (not just a standard letter slot)
- Must be newly purchased and installed after the 1st July 2026
- uploaded photos once the item is installed

Parcel Locker Subsidy Application Form

Form Preview

- The Parcel Letterbox must be fully installed, and a tax receipt attached within the application for the purchase, and submitted to the City before the end of the advertised period.
- Only one claim per household/Business

*

☐ Yes

☐ No

Continuing With This Application

If you have any questions, or need any assistance with this form as you continue through this application, please call the City of Kwinana on 9439 0241.

Please quote the below details to our friendly staff member who will help you with your enquiries.

Grant Program Name

This field is read only.

The program this submission is in.

Application Number

This field is read only.

The identification number or code for this submission.

Applicant Details

* indicates a required field

Applicant Details

Applicants Surname

Applicants First Name

Applicant Home Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
This must be the same address where the items were installed.

Applicant Postal Address

Address

Parcel Locker Subsidy Application Form

Form Preview

Applicant Primary Phone Number *

Must be an Australian phone number.
If using a landline number please add (08) at the front.

Applicant Email

Must be an email address.

Total Subsidy Amount Requested *

Must be a whole dollar amount (no cents) and no more than 70.

Attachments

Please upload a copy of the tax invoices, proof of residency and photos of your Parcel Letterbox placement.

If you do not have access to a scanner you can upload a photo taken from your phone, or deliver a copy to the City of Kwinana Administration building on Sulphur Road. Please write the below application number on the top or bottom of any hard copy invoice(s) you deliver so that we can accurately attach them to this application.

Application Number

This field is read only.
The identification number or code for this submission.

Attach your invoice(s) *

Attach a file:

Paid Tax Receipt / and Proof of A

Drivers Licence, Utility Bill or Bank Statement *

Attach a file:

This is for proof of your address

Attach back and front photo's of the Parcel Letterbox here *

Attach a file:

You must attach at least 2 images (back and front) showing placement of the Parcel Letterbox as well as the lockable feature

Parcel Locker Subsidy Application Form

Form Preview

Property Ownership

* indicates a required field

Are you the owner of the property where the Parcel Letterbox has been installed? *

☐ Yes ☐ No

If you are not the owner of the property, the approval of the owner (or a landlord/property manager authorised to act on their behalf) is required.

Has the property Owner (or landlord/property manager authorised to approve on behalf of the owner) approved the installation of the Parcel Letterbox item(s) to the above mentioned property? *

☐ Yes ☐ No

If you do not have written permission, the City of Kwinana might contact the property owner to confirm they have granted you permission to install the items.

Payment Details

* indicates a required field

Payment and Bank Account Details

If the application is successful, you will receive payment via electronic funds transfer (EFT). Please note, this payment can take up to six (6) weeks to process.

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Declaration

I confirm that the information provided in this application is true and correct. *

☐ Yes ☐ No

Applicant *

Title First Name Last Name

Thank you for taking the time to complete this application.

Parcel Locker Subsidy Application Form

Form Preview

If you have any further questions relating to this application please contact the City on 9439 0251 and quote the below details.

Grant Program Name

This field is read only.

The program this submission is in.

Application Number

This field is read only.

The identification number or code for this submission.

Eligibility

Unfortunately you are not eligible to apply for the Parcel Locker Subsidy Program.

Thank you for taking the time to investigate funding options from the City of Kwinana.

Please see below a link to other options for parcel delivery

If you have any further questions regarding this application, please call the City of Kwinana on 9439 0251 and quote the below application number.

Application Number

This field is read only.

The identification number or code for this submission.