

# APPLICATION FOR BOND RELEASE

**Note:**All sections of this form must be completed before lodgment.

**Please note the bond will ONLY be released to the person/company who paid the bond to Council (that is the name that appears on the original receipt / tax invoice provided by council for original payment).**

**Please attach the Occupation Certificate, copy of the receipt and /or other supporting documentation to support this application.**

**Receipt number is mandatory. Submitting a form without the receipt number could result in delays processing your application.**

PLEASE PRINT DETAILS IN INK

## 1. Applicant Details

Name:

Postal Address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

## 2. If Applicant is different from the payee, please fill out this section otherwise leave blank

Name:

Postal Address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

## 3. Development Details

Application/Work Permit/Development Consent Number:

Development Site Address:

Receipt Number:

## 4. Bond Details

Providing the correct receipt number is essential, please ensure that you **include the receipt number accurately**

Type of Bond	Receipt No or Bank Guarantee No	Amount \$
Building Damage Bond		
Engineering Works Bond		
Tree Bond		
Work Permit Bond		
Other Bond		

## 5. Instructions for Refund

Upon Satisfaction of the Bond or Security Deposit a Bond Release will be processed though EFT

Bank:

Bank Account Name:

BSB Number:

Account Number:

## 6. Document Attached

Copy of Receipt /Tax invoice

Final Occupation Certificate

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

Property Location/Address: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Receipt Date: \_\_\_\_\_

Inspection completed:  1 Building Damage Bond  2 Engineering Works Bond  3 Tree Bond

Number of Bond Refunds being requested on this application:

 1 Bond 2 Bonds 3 Bonds**ALL Bond/s will be released through Electronic Funds Transfer (EFT) only.****URBAN SERVICES INSPECTION:**

	Condition	Comments/Damage/Works required
Storm water		
Kerb & Gutter		
Roadway		
Nature Strip		
Footpath		
Driveway		
Other (please specify)		

**TREES INSPECTION:**

	Condition	Comments/Damage/Works required
Parks		
Tree		
Property		
Other (please specify)		

 INSPECTION HAS BEEN COMPLETED AND REFUND OF DEPOSIT IS **NOT** RECOMMENDED (see above) INSPECTION HAS BEEN COMPLETED AND REFUND OF DEPOSIT IS RECOMMENDED

Requested Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authoriser Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only (Admin)**

Please arrange payment for Bond Release as follows:

Details	Receipt No.	Total \$
URBAN SERVICES:		
STREET TREES: <input type="checkbox"/> Tree is in a healthy undamaged condition and no objection is made to the refund of the tree protection bond. <input type="checkbox"/> New tree is in a healthy condition.		
<b>Grand Total</b>		

**Documents Attached Checklist:** Copy of Receipt  Final Occupation Certificate  Works Permit Application

Approved Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_