

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 through 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

☐ INSPECTION HAS BEEN COMPLETED AND REFUND OF PART OF DEPOSIT IS RECOMMENDED:

☐ PLEASE DEDUCT \$..... FOR ADDITIONAL INSPECTION(S)

☐ PLEASE DEDUCT RESTORATION FEES \$.....

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.		
Grand Total		

Documents Attached Checklist:

☐ Copy of Receipt ☐ Final Occupation Certificate ☐ Works Permit Application

Approved Name: _____ Signature: _____ Date: _____