



Refund of Security Application

Under Section 97 of the Local Government Act 1993 and/or Section 80A (6) of the Environmental Planning & Assessment Act 1979

BA or DA file Reference:

About this Form Documentation Lodgement & Fees Any questions ?

Use this form to request a refund of security held by WMC (see point 4 below)
See page 2 point 5.
See page 2
Phone customer Service on (02) 9391 7000, or call in personally (see page 2)

Applicant and site details The person seeking the refund must be the person who originally lodged the security or an authorised agent

1. Applicant's name, address and contact details.

Title: Mr Mrs Miss Ms Other:.....
Family name (or company):.....
Given names (or ABN):
Postal address:.....
..... Post Code:
Phone (1) (....)..... Fax (....).....
Phone (2) (....)..... E-mail:.....
Contact person (only if a company etc)

2. Location and title description of the property

This will help us to correctly identify the land

Unit, shop or suite:.....Street No:.....Street:.....
Suburb:
Lot(s):..... Section:.....
Deposited Plan(s): Strata plan:
Other:.....

Get these details from rate notices, property deeds, or Council property maps.

Application details

3. Application references

Where Council is the Principal Certifying Authority this Application may be lodged together with an Application for a Final Occupation Certificate.

Type of Work ie alterations, new dwelling etc
Development Application No.: Date:.....
Construction Certificate(s)No.:..... Date:.....
Occupation Certificate No.:..... Date:.....

Council's Customer Service Officers will assist you if you don't remember the above application numbers. Some old applications may also related to Building Approval numbers. If this is the case write the BA number on the Construction Certificate line above.

4. Security details

I, the Applicant, seek release of:
 Cash Security Bond (as detailed below)
 Bank Guarantee (as detailed below)

Type of Security Please make reference to the relevant development consent conditions	Amount of Security	Receipt No. Or Bank Guarantee Reference	Date of lodgment of security with Council
<input type="checkbox"/> Tree Preservation Bond	\$		
<input type="checkbox"/> Infrastructure Works Bond	\$		
<input type="checkbox"/> Damage to Council Property Bond	\$		
<input type="checkbox"/> Other:	\$		

5. Required attachments

Council will not accept this application unless all required attachments are lodged with this completed form and fees.

- Final Occupation Certificate or
- Application for final Occupation Certificate where Council is the Principal Certifying Authority

Security Bonds will not be refunded unless a final Occupation Certificate has been issued for Class 2 to 9 Buildings. We recommend that you consult with the Principal Certifying Authority for your development with respect to the issue of a Final Occupation Certificate before lodgement of this refund application.

Signatures

6. Owner's consent

Must be signed by the owner of the land. If more than one owner, every owner must sign.

If the owner is a company or owner's association must be signed by a director under common seal.

As the owner(s) of the land to which this development relates, I consent to authorised Council officers entering the land to carry out inspections.

Signature: Date:

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....
(eg, power of attorney, executor, trustee, company director)

Owners Consent is required, where not provided it may delay the processing of this application for refund if Council cannot carry out necessary inspections.

7. Applicant's declaration

I apply for the refund of security described in this application. I declare that all the information given is true and correct. I also understand that:

- If any damage has occurred Council will deduct the cost of remediation works from the security
- If the cost of works exceed the security held Council will issue an invoice for the outstanding amount
- If any conditions of consent for which security is held are not fully satisfied Council will retain the security and take action to order compliance with development consent.

Signature: Date:

How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Ward Building & Compliance Officer

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Half hour customer parking spaces are available on site. On street parking in nearby streets is also available.

Privacy notification

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Office Use Only - Evidence For Release

Customer Service Officer Checklist

This section of the form will be completed by Council's **Customer Service Officers**.

- Satisfactory
 Unsatisfactory

Officer:

Signature:.....

- Application complete including signature of applicant
- Description of land/property accurate and complete
- Applications details complete
- All required attachments submitted
- Application accepted.

Building & Compliance Inspection Report

This section of the form will be completed by Council's **Building & Compliance Officers**.

- Satisfactory
 Unsatisfactory

Officer:.....

Signature:.....

- Final Occupation Certificate Issued
- Site Inspected **Inspection Date:.....**
- All site works (including landscaping) completed
- All site fences/hoardings/sheds/temporary toilets/builders signs removed
- Footway & Road Clear of all waste

Recommendation

- Works complete refer to Technical Services on/...../.....

Landscape Development Officer Inspection Report

This section of the form will be completed by Council's **Landscape Development Officer**.

- Satisfactory
 Unsatisfactory

Officer:

Signature:.....

- Site Inspected **Inspection Date:.....**
- All trees in satisfactory condition

Recommendation

- Refund of Security Bond (no damage/removal evident to trees)
- Tree(s) Damaged or Removed deduct \$ from security.

Works & Services Technical Officer Report

This section of the form will be completed by Council's **Works & Services Technical Officer**.

- Satisfactory
 Unsatisfactory

Officer:

Signature:.....

- Site Inspected **Inspection Date:.....**
- Road & Footway in satisfactory condition

Recommendation

- Refund of Security Bond (no damage/infrastructure works satisfactory)
- Infrastructure works incomplete – valued at \$
- Damage to footway - repairs valued at \$
- Damage to road - repairs valued at \$
- Damage other \$
- TOTAL value of damage infrastructure \$

Refund Calculations

This section will be completed by the **Finance Officer**.

Where the extent of remediation works exceed the value of the security held by Council an invoice in the amount of the difference will be sent to the Applicant.

Type of Security	Security	Less amount claimed by Council	Refund or (invoice)
Tree Preservation Bond	\$	\$	\$
Infrastructure Works Bond	\$	\$	\$
Damage Security Bond	\$	\$	\$
Total Refund or amount of invoice required			\$

Where the amount of the deposit held by Council is less that the amount calculated by Council for repairs or as failure to comply with required conditions of Development Consent a debt must be raised against the Developer (Applicant) for the amount owing.

Damage/Retention

This section will be completed by the Finance Officer.

Transfer Journal No:..... \$ \$ Date:.....

Invoice No:..... Date:.....

Officer:

Refunds/Release

Cheque No:..... Date:..... Officer:

Refund Cheque posted Date:..... Officer:

Bank Guarantee Release Date:.....

Officer:.....

Filing Instructions

When this process is complete this form must be filed on the relevant Development Application Correspondence File.

File Notes:

Horizontal lines for file notes.