



Refund of Security Bond Application

Section 80A (6) of the *Environmental Planning & Assessment Act 1979*
Section 138 of the *Road Act 1993*

CRM No.:

About this Form

Use this form to request a refund of security bond held by Woollahra Council. A request for refund cannot be made until all works are completed and the Final Occupation Certificate (or equivalent) has been issued by the applicable body.

Applications may take a minimum of 3-4 weeks. Incomplete applications will not be processed.

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:
Deposited Plan(s): Strata plan:
Other:

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

Application details

3. Application references

Development Application No.: Date:
Complying Development Certificate No.: Date:
Section 138A No.: Date:

4. Required attachments

Final Occupation Certificate (or equivalent)
Council will not accept this application unless the required Final Occupation Certificate (or equivalent) is lodged with this completed form

5. Security details

I, the Applicant, seek release of: Cash Security Bond Bank Guarantee

Type of Security Bond	Amount of Security	Receipt No. Or Bank Guarantee Reference	Receipt Date
<input type="checkbox"/> Property Damage Security Deposit	\$		
<input type="checkbox"/> Tree Damage Security Bond	\$		
<input type="checkbox"/> Infrastructure Works Bond	\$		
<input type="checkbox"/> Other:	\$		

Signatures

6. Applicant's declaration

The person seeking the refund must be the person who originally lodged the security or an authorised agent

I apply for the refund of security bond 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

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 – Customer Service Checklist

This section of the form will be completed by Council's Customer Services Officer before referral to Finance.

<input type="checkbox"/> Form Checked
<input type="checkbox"/> Authority Checks
<input type="checkbox"/> Final Occupation Certificate issued
CSO Comments:
Date Returned:
CS Officer: