

Request for Bond Refund Form

Document Number:
CM Reference: F21/78

Section 1 – This section is to be completed by the Applicant

Application requesting payment/refund of a bond must be completed by the original payee whose name appears on the Receipt. If you are not the original payee as listed on the receipt, please provide written authorisation from the original payee allowing Council to refund the monies to you as the applicant.

Prior to applying, please ensure you have checked all conditions of your bond (including timeframes for claiming refund where applicable).

Claimant Details			
Name			
Address			
Contact number			
Method of Payment of refund requested	Account Name		
	BSB		
	Account Number		
Applicant Signature		Date	
Is Claimant the same as the original payee?	<input type="checkbox"/> Yes <input type="checkbox"/> No, authorisation from original payee to pay claimant is attached <input type="checkbox"/> No, evidence of payment attached		

Original Payee Details				
Name				
Address				
Contact number				
Amount Paid		Date of payment		
Method of Payment	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> EFT	<input type="checkbox"/> Credit Card
Receipt Number	*Attach receipt (or evidence of payment if available) Attached			

Property / Facility Details			
Name of property/facility the claim relates to			
DA / CDC / Application Number (If applicable)			
Date of Final Occupation Certificate lodgement		Final Occupation Certificate Receipt Number	

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

Postal address

PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

T **1300 581 299 | 02 9562 1666**

Telephone Interpreter Services: 131 450

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Section 2 – This section is to be completed by Council Officers only

Payment / Refund Type	Account Number	Brief description / instructions / details
<input type="checkbox"/> Damage / Security / Footpath Crossing Deposit		
<input type="checkbox"/> Tree Bond		
<input type="checkbox"/> Landscape Bond		
<input type="checkbox"/> Road Reserve Opening		
<input type="checkbox"/> Child/ Family Day Care Bond		
<input type="checkbox"/> Out of School Hours Bond (OOSH)		
<input type="checkbox"/> Facility Hire/Use Bond		
<input type="checkbox"/> Other (please specify)		

Attachments (where applicable)	Content Manager Reference
<input type="checkbox"/> Original Receipt details with payees details	
<input type="checkbox"/> Original Application form	
<input type="checkbox"/> Authorisation from Original Payee to pay / refund the Claimant	
<input type="checkbox"/> Notification Forms (eg to Terminate Child Care)	
<input type="checkbox"/> Condition Assessment forms that provides information about the amount to be paid / refunded.	
<input type="checkbox"/> Transaction evidence (eg if it relates to claim of private vehicle/phone use)	
<input type="checkbox"/> Final Occupation Certificate	
<input type="checkbox"/> Inspector Authorisation: Progress Inspections Report	

Payment / Refund Assessment	
Original Amount Paid	\$
Less Deductions	\$
Amount to be paid / refunded to Claimant	\$

Requested by		Approved By*	
Name		Name	
Position		Position	
Business Unit		Business Unit	
Signature		Signature	
Date		Date	

*Must have FN 002 sub-delegation to approve.

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OFFICE USE**Financial Accounting**

Date Received	
Form details checked by	
Details and funds verified:	
Bonds Register updated	

Procurement

Date Received	
Form details checked by	
Details into TechOne	
Details entered by	
TRIM	
Referred to Finance	

Accounts Payable

Date processed	
Payment Period	
Reference	
TRIM	

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COMMUNITY INFORMATION

BONDS AND BANK GUARANTEES

Council will require a cash bond or bank guarantee for a range of reasons, for example:

- To ensure that future facilities and infrastructure including landscaping are delivered in a specified timeframe
- To protect existing Council assets
- To hold a place within a service (e.g. childcare)
- In leasing property or facility hire as a security deposit or to fund rectification works if required
- To ensure that constructed works perform or are delivered to relevant standards;
- To ensure public domain works are constructed in accordance with approved designs;
- After ensuring that contributed assets handed to Council perform to relevant standards; or
- To facilitate the release of a subdivision or occupation certificate prior to completion of all public infrastructure works.

OBJECTIVES

In collecting, managing, redeeming or releasing these bonds or bank guarantees and according to this procedure, the following principles will guide their administration and management:

- Responsible and transparent management of public resources
- Responding to customers in a timely and respectful manner
- Hold sufficient funds for rectification works where required
- Maintain the necessary records required for effective accountability to facilitate future release or redemptions, reports and audit
- Protect Council's reputation for good governance

PROCESS

Requirements for bonds and the relevant amounts are reviewed and published annually by individual business units through Council's adopted Fees and Charges.

If you are required to pay a bond or provide a bank guarantee, you will be notified by the relevant area of Council. Bonds can be paid at the Customer Service Counter, and you will be issued a receipt.

Once you request its return, you will be notified about the likely timeframe for return of your bond and depending on the process for approval of the release of your bond.

If the conditions for release of your bond have not been met then you will be contacted by a Council officer to make arrangements to resolve the matter.

Once your bond has been approved for release then it will be returned to you within 7 days.

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