

SECURITY DEPOSIT REFUND APPLICATION FORM



Subject land:

Address:

Application and deposit details:

Application reference/s	Amount of deposit	Type of deposit (ie civil works or landscaping)	Receipt number/s	Receipt date/s

Occupation Certificate details:

Date of occupation certificate: Issued by:

Final occupation certificate or Interim occupation certificate

If interim occupation certificate, provide details of all outstanding works:

Refund Statement:

I confirm that: *Please tick, as applicable*

- I have complied with Council's conditions of consent in relation to civil works, landscaping and tree protection (as applicable)
- there has been no damage caused to Council's infrastructure
- the subject landscaping/trees have been maintained in good health and in accordance with Council's requirements

Other Comments:

Applicant's details:

Name/s: *(In block letters)*

Address:

Telephone No: (Business) (Private)

(Mobile) (Fax No.)

Signature/s:

Reason for EFT:	
I hereby authorise for all monies due to me to be paid to the bank account nominated below.	
Bank Name:	
BSB:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Name:	

Notes:

- Please refer to the specific conditions of development consent, to identify the type of security deposit required to be paid to Council and the time in which the deposit may be refunded.
- Please allow a period of 3 weeks for the request for the refund to be processed by Council.

Should you require any further information:

- **For Civil Refund** please contact - Engineering Technical Officer on **9093 6922**;
or
- **For Landscape & Tree Refunds** please contact - Landscape Development Officer on **9093 6613**.

Office use only

Refund details:

City Services comments:

Officer: Date:

Finance refund details:

Officer: Date: