



# Bond Lodgement Application Form

Cash Bond OR Bank Guarantee

## Office Use Only

Register Number

Receipt Date

Fee

Receipt Number

Cashier Code

## Part 1 – Application Details as shown on the Development Consent

Development Application No.

Stage/Precinct Number (if applicable)

## Part 2 – Site Address

Unit/Street Number

Street Name(s)

Suburb/Town

Lot Number

DP/SP Number(s) (including Section Numbers, if applicable)

## Part 3 – Bond Lodgement Details

NB: A separate form should be lodged for each bond. Please list the duration/ or intended date of completion. This will vary depending on the type of bond. For incomplete works, this is the date you undertake to fully complete the bonded works. An incomplete works bond application must also be supported by a written undertaking describing the works, the timeframe for completion, and a plan showing the proposed works.

DA Condition	Bond Type (see options listed below)	Description	Security Amount (\$)	Duration / Completion date

**Explanatory Note:** Guide to Bond timeframes (refer to Councils Infrastructure Bonds Policy):

- **Defects Bond** – min 12mths from date of Subdivision Certificate release (or for deferred work) release of incomplete works bond.
- **Damages Bond** - at the completion of all works and after the issue of the occupation or subdivision certificate.
- **Performance Bond** - The bond is held by Council until the works are completed to Council's satisfaction.
- **Incomplete Works - Water Quality Facility** – at 80% of housing has been constructed within the approved subdivision
- **Incomplete Works - Other** – As specified by Council.

## Part 4 – Applicant Details

Title

Given Name

Family Name

Organisation/Company Name (if applicable)

ABN/ACN (if applicable)

Unit/Street Number

Street Name

Suburb/Town

State

Postcode

Phone Number

Email

Are you the Payee of the Bond?

Yes

NO

NB: Bonds can only be release/refunded to the payee.

## Part 5 – Payee Details (if different to applicant)

Name (Family name of company)

ABN (if applicable)

Address

Telephone

Email

## Part 6 – Bond Details

Cash Bond

Amount

Receipt No.

Bank Guarantee

Amount

Bank Ref No.

Council Reg No.

Date of Lodgement of Security with Council

Bank Name

Branch

Branch Address

Contact Person

## Part 7 – Applicant Declaration

I apply for the lodgement of the Security described in this Application. I understand that if the conditions/s of Consent or works for which Security is held are not fully satisfied, Council will retain the Security and take action to order compliance with the development consent. This includes completed or incomplete or deferred works within the required timeframe.

Please note that upon the application for the refund of security:

- A Bond Release Administration Fee of \$325.00 is payable for bonds lodged after 1 August 2019, except for the release of a Damages Bond.
- Council is required to confirm that the Bond can be released. This involves an inspection of the work and review of the files.
- Should the work be unsatisfactory, or not be completed in the required timeframe, Council may call on the Bond and undertake or rectify the works.
- Bonds can only be returned to the Payee.
- Bank Guarantees can only be returned to the issuing Organization at the Branch indicated above.

Council will undertake one inspection of the constructed works to identify any out-standing or unsatisfactory items. Upon written notification from the Applicant that such matters have been completed/rectified, one further inspection will be undertaken to verify such. Should Council determine from this inspection that works are still outstanding/unsatisfactory and subsequent inspections will be required, the results of such inspections will not be provided until the required inspection fees have been paid and the receipt number provided to the Inspection Officer.

Name

If company, contact person

Signature

Date

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