



# Bond Release Application Form

Cash Bond OR Bank Guarantee

## Office Use Only

Register Number

Receipt Date

Fee

Receipt Number

Cashier Code

(310) 04650.1046.272

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

Development Application No.

Stage/Precinct Number (if applicable)

Bond Register Number




## Part 2 – Site Address

Unit/Street Number

Street Name(s)



Suburb/Town

Postcode



Lot Number

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



## Part 3 – Bond Refund Request Details

A separate form is required for each bond.

DA condition	Bond Type (see options listed below)	Description	Security Amount (\$)	Lodgement date	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 – Payee Details (if different to applicant)

Name (Family name of company)

ABN (if applicable)

Address

Telephone

Email

## Part 5 – 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 6 – 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? If no, please attach a Letter of Authority authorising refund request.

Yes  NO

NB(1): Bonds can only be release/refunded to the payee.

NB(2): For Cash Bonds you must complete the attached Banking Details Form

## Part 7 – Applicant Declaration

I apply for a refund of the Security described in the Application. I can confirm that the development has been completed in accordance with the relevant Condition/s of Consent. I understand that if the Condition/s of Consent for which Security is held are not fully satisfied, Council will retain the Security and take action to order compliance with the Development Consent.

Name

If company, contact person

Signature

Date

Please Note:

- A Bond Release Administration Fee of \$314.00 is payable for bonds lodged after 1 August 2022, 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, 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 Organisation at the Branch indicated above.
- Council will undertake one inspection of the constructed works to identify any outstanding 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.

70 Central Avenue, Oran Park NSW 2570 PO Box 183, Camden NSW 2570 Phone (02) 4654 7777

Email: [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au) Website: [www.camden.nsw.gov.au](http://www.camden.nsw.gov.au)



PO Box 183 Camden NSW 2570 DX 25807  
Telephone 02 4645 7777  
Email: [accounts.payable@camden.nsw.gov.au](mailto:accounts.payable@camden.nsw.gov.au)  
[www.camden.nsw.gov.au](http://www.camden.nsw.gov.au) ABN: 31 117 341 764

CREDITOR NUMBER:

Received \_\_\_\_\_  
Officer \_\_\_\_\_  
Authorisation \_\_\_\_\_  
Date \_\_\_\_\_

### Confirmation / Change of Bank Details Form

As part of Camden Council's procedures, all suppliers are to fill in this form.

Are you:

- A New Supplier  An Existing Supplier

#### Section 1: OFFICE USE ONLY

- Change of Bank Details  
 Confirmation of Bank Details  
 Transition from CHQ to EFT Payments

#### Section 2: SUPPLIER DETAILS

Company Name:

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_  
Business No: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Postal Address ..... Suburb .....  
..... Post Code .....

#### Section 3: BANK ACCOUNT DETAILS

##### Previous Bank Details (If Applicable)

##### Current Bank Details

Account Name:	Account Name:
BSB No:	BSB No:
Account Number:	Account Number:
Financial Institution:	Financial Institution:
.....	.....
Branch Address (If known):	Branch Address (If known):

#### Section 4: AUTHORISING DECLARATION

Please note as part of Council's verification process Council may call you to verify your bank details.

Name:

Position (if applicable):

Direct Line / Extension No:

Email:

Applicant Signature:

Date: