



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 \$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, 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.

Part 8 – Confirmation of Bank Details

- The Payee has completed a **New Account Form for Refund**. This is to confirm that Council has the correct information on file for the release / refund of the Bond to the Payee.

If NO, please click on the link below to complete or by visiting [Council's website](#)

[New Account Form for Refund » Camden Council \(nsw.gov.au\)](#)

Note: This process is only required once for all future payments or if there are any changes to the Payee's details. Council cannot guarantee payments if this form is not completed.

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