

MidCoast Council Damage Bond Application

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Gloucester Office

PO Box 11

GLOUCESTER NSW 2422

Forster Office

PO Box 450

FORSTER NSW 2428

Taree Office

PO Box 482

TAREE NSW 2428

Applicant Details

Company:	<input type="text"/>		
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Owner Details (If different from applicant details above)

Company:	<input type="text"/>		
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Subject Land Address

House No.:	<input type="text"/>	Street:	<input type="text"/>	
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>	
Lot:	<input type="text"/>	DP or SP:	<input type="text"/>	
Section:	<input type="text"/>	Vol/Fol:	<input type="text"/>	

Please note: You can find the Lot, DP or SP, Section and Volume/Folio details on a map of the land or the title document for the land.

Office Use:	Date Paid / Lodged: <input type="text"/>				
Application No.:	<input type="text"/>	Relevant DA No.:	<input type="text"/>	Receipt No.:	<input type="text"/>
Fee Paid:	<input type="text" value="\$"/>	Bond Paid:	<input type="text" value="\$"/>	Total Paid:	<input type="text" value="\$"/>

Payment Options

If you are posting your application to Council, please tick ✓ your intended payment method:

<input type="checkbox"/>	I/we have attached a cheque payable to MidCoast Council in the required amount.
<input type="checkbox"/>	I/we would like to pay via credit card, please arrange for Council's Customer Service Centre to contact me/us for payment details. <i>Note: if the credit card payment is to be made by someone other than the applicant, please specify below:</i>
<input type="checkbox"/>	Payment to be made by <i>property owner</i> , refer to contact details in application form above.
<input type="checkbox"/>	Payment to be made by <i>other</i> - specify name and contact details below:
Name:	Contact Phone:

Applicant's Declaration

Application is hereby made for a Damage Bond Application. I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

Name/s:	<input type="text"/>	Signature/s:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Owner's Consent

Please indicate "as above" if same as applicant: _____

I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

Name/s:	<input type="text"/>	Signature/s:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your [complaint, request, application, order etc]. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.

Damage Bond Application - Conditions and Applicable Fees - Please read all sections carefully

The Damage Bond is payable for the purpose of funding repairs to damage of Council assets and ensuring Council standards and specifications are met.

INSPECTIONS

Preliminary Inspection

Council's responsible officer will undertake a preliminary inspection prior to commencement of the development. This preliminary inspection is to record (photograph) any existing damage to Council assets so that any existing damage is not attributed to the development works being undertaken by the applicant.

Should the applicant have comments in relation to any existing damage to Council assets please attach a written submission / photographs.

Final Inspection

A final inspection will be carried out by Council's responsible officer and the bond (minus the administration fee) will be considered for refund:

1. Once all works, including landscaping, driveway construction, turfing, etc have been completed; AND
2. Following issue of a Final Occupation Certificate by the Certifying Authority for the development; or
3. Upon application for the release of the subdivision.

In the case of swimming pools or excavation, the bond will be considered for refund when the applicant advises that the works are completed and have met the Certifying Authority's requirements.

If the final inspection is deemed unsatisfactory, an additional inspection fee (as per below) will be charged per re-inspection required and retained from the Damage Bond.

REPAIRS TO DAMAGE OF COUNCIL ASSETS

The applicant is responsible for any damage incurred to Council assets as a result of development works. Should the cost to repair the damage exceed the amount of bond paid, Council requires the applicant to pay the excess amount. If the applicant refuses to pay, Council will undertake the rectification works and all costs involved will be billed to the applicant.

REFUND OF DAMAGE BOND

Following a satisfactory final inspection, the Damage Bond, minus the administration/inspection fee and any other additional inspection fees applicable, will be refunded (**within 28 working days from date of request**). A cheque will be forwarded by Council to the original drawer of the cheque. If the bond has been held by Council for longer than 12 months, interest will be paid in accordance with Council's relevant adopted Procedure.

Note: If the applicant wishes the cheque to be drawn in another name, a written request must be forwarded to Council's Projects & Engineering Section prior to refund of the bond.

APPLICABLE FEES (Valid until 30 June 2018)

Development Type	Amount Payable	
• Development Applications involving alterations, extension or construction of single dwellings, swimming pools, and operations involving major excavations.	\$2,330.00	Includes non-refundable administration/inspection fee of \$330.00 <i>Note: GST not applicable on fee or bond.</i>
• Development (including subdivision, dual occupancy or equivalent - up to value of \$400,000).	\$4,330.00	Includes non-refundable administration/inspection fee of \$330.00 <i>Note: GST not applicable on fee or bond.</i>
• 1% for developments (including subdivisions) with value greater than \$400,000. SUBDIVISION DEVELOPMENTS <i>Please note: For subdivisions the value of the development includes the value of public works, including service utilities.</i>	\$4,330.00 (Minimum)	Includes non-refundable administration/inspection fee of \$330.00 <i>Note: GST not applicable on fee or bond.</i>
• Additional inspections are required due to presentation of unsatisfactory or incomplete works.	\$165.00	An inspection fee per visit will be charged for subsequent inspections undertaken by Council. <i>Note: GST not applicable on fee or bond.</i>

OFFICE USE ONLY

Pre-Inspection

Date of Pre-inspection: **Council Officer:**

Comments:
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Final Inspection

Date of Final Inspection:..... **Council Officer:**

Ok to Refund:
Do not refund - Outstanding Works - (*Issue letter of advice to Applicant*):

Comments:
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Re-Inspection (when bond not refunded under initial final inspection)

Date of Re-inspection: Council Officer:

Comments:

Driveway Compliance (if applicable)

DWY Application No.: Date Issued:

Ok to issue Certificate of Compliance: Do not issue Certificate of Compliance:

Comments:

Refund Details (OFFICE USE ONLY)				
Re-inspection fee charged?	Y / N	Refund amount:	\$	Interest Applicable: Y / N
Cheque Requisition Completed:	Y / N	Cheque Requisition Completed by:		
Date:		Signature:		