

About this form

MidCoast Council requires the payment of a damage bond for developments, including demolition of a work or building, erection of new buildings, additions, sheds, swimming pool installations and subdivisions where the estimated cost of development is \$25,000 or more and the development has frontage to a sealed road. The purpose of the bond is to fund repairs to Council assets as a result of activities associated with private construction works.

Applicant details

Company/Applicants name

Postal address

Suburb

Postcode

Email

Phone

Mobile

Subject property address

Address

Suburb

Postcode

Lot number

Deposited/Strata Plan number

Section number

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

Payment options

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

- I/we have attached a cheque payable to MidCoast Council in the required amount.
- I/we would like to pay via credit card, please arrange for Council's Customer Service Centre to contact me/us for payment details. A merchant service fee is payable on all credit card payments as per our Fees & Charges

Note: if the credit card payment is to be made by someone other than the applicant, please specify below:

- Payment to be made by *other* - specify name and contact details below:

Name

Contact phone

Office use only

Application number

Relevant DA number

Lodgement date

Receipt number

Application paid \$

Bond paid \$

Total paid \$

Applicant's declaration

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

Name

Signature

Signature

Date

Date

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 Council's Fees and Charges) 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 charged to the applicant.

Refund of damage bond

It is the responsibility of the applicant to advise Council when construction works are completed and damage bond is due for refund.

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**). The refund payment will be direct deposit to the original drawer. Council will request the bank details at the time of the refund. 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. If the applicant wishes the payment in another name, a written request must be forwarded to Council prior to refund of the bond.

Note: If Damage Bond is not claimed within 10 years from application date, an attempt to contact the applicant will be made. If contact is unsuccessful, Council reserves the right to consider the bond forfeited.

Damage Bond application fees

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

There are two components to this fee:

1. A non-refundable administration fee covers the administration of the Damage Bond plus the initial and final inspections.
2. A refundable damage bond as determined by the value of works.

Current fees and charges are available from Council's website (www.midcoast.nsw.gov.au/fees) or by contacting Customer Service on 6591 7222.

Privacy: This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

www.midcoast.nsw.gov.au

Office use only

Pre-inspection

Date of pre-inspection

Council officer

Comments

Final inspection

Date of final inspection

Council officer

OK to refund

Do not refund - outstanding works (issue letter of advice to applicant)

Comments

Re-inspection (when bond not refunded from first final inspection)

Date of re-inspection

Council officer

OK to refund

Re-inspection fee to be charged

Comments

Refund details

Re-inspection fee charged? Yes No

Reinspection fee \$

Interest applicable? Yes No

Refund amount \$

Cheque requisition completed by

Bank details Yes No

Date

Signature

Has the driveway been approved? Yes No Not applicable