

## Request for Refund of Security Bond or Deposit

Complete one form per bond refund. Bonds cannot be refunded to a credit card account.

**The Name Of The Payment On The Receipt Must Match The Name Of The Account Into Which The Refund Is To Be Deposited.**

### 1. RECEIPT AND BOND DETAILS

Receipt No:

Receipt Date:

Amount:

\$ 

Copy of Receipt Attached:

 Yes  No

#### Details of Bond/Deposit:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Facility/Venue Hire/Pile Mooring | <input type="checkbox"/> Hoarding, Gantry & Scaffolding       | <input type="checkbox"/> Water Connections/Fire Services |
| <input type="checkbox"/> Temporary Entertainment Event    | <input type="checkbox"/> Carry out work within a Road Reserve | <input type="checkbox"/> Building Services               |
| <input type="checkbox"/> Commercial Filming/Photography   | <input type="checkbox"/> Operational Works                    | <input type="checkbox"/> Other: _____                    |

Details (name of venue, location, type of activity etc):

Date of Use (if applicable)

### 2. APPLICANT DETAILS

Full Name or Company Name:

Contact Person:

Postal Address:

Business Phone:

Mobile:

Email:

### 3. ACCOUNT DETAILS

Account Name:

BSB:

Account No:

#### Payee Authorisation:

I, (print name) \_\_\_\_\_ request to be refunded the amount of \$ \_\_\_\_\_ for the bond outlined in the information provided on this form. Please make the payment into my nominated bank account the details of which have been provided above.

Signature:

Date:

#### Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

**OFFICE USE ONLY**

**RELEASE DETAILS (To be completed by staff authorising release of funds)**

Trust Reg Category:

Trust Register No.

NAR:

InfoXpert Doc ID:

Details Confirmed:

Yes  No

Certificate of Completion received (if applicable).

Site Inspection Completed and passed  Yes  No (InfoXpert Doc ID of Site Inspection report: \_\_\_\_\_)

**DEDUCTIONS**

Details of deductions for loss, damage or other charges to be deducted from bond:

Deduction Description	Ex GST	GST	Total
<b>Deduction Total:</b>			

**REFUND**

Calculate refund due:

Description	Ex GST	GST	Total
Bond/Deposit Amount			
Less Deductions Total (above)			
<b>Refund Total:</b>			

GL Code for Refund:

**REQUESTED BY:**

Name:  Signature:  Position:  Date:

**APPROVED BY:**

Name:  Signature:  Position:  Date:

**PAYMENT REQUEST ACTIONED (To be completed by Finance Staff)**

Details in form checked

Payment Processed

Process Date:

Receipt any charges deducted from bond refund to GL Code

**PROCESSED BY:**

Name:  Signature:  Position:  Date: