





BUILDING – REMOVAL BOND REFUND REQUEST FORM

SECTION 1 – APPLICANT DETAILS			
Applicant name			
Postal address			
Telephone		Fax	
Email			
SECTION 2 – ROPERTY DETAILS			
Property address			
Legal description	Lot	Plan	
SECTION 3 – BOND DETAILS			
Type of bond	<input type="checkbox"/> Cash/cheque	<input type="checkbox"/> Bank guarantee	
<input type="checkbox"/> First release	<input type="checkbox"/> Second release	<input type="checkbox"/> Final release	Application No:
Receipt number:	Amount \$	Date paid:	
Note: Please see back for details on stages of bond release.			
SECTION 4 – FINANCIAL INSTITUTIONAL DETAILS			
CASH BOND REFUNDS WILL BE MADE VIA ELECTRONIC FUNDS TRANSFER EFT Details – Ensure details provided are clear and correct.			
Financial institutional name		Branch	
Name on account			
BSB number		Account number	
IMPORTANT NOTICE – Privacy Statement Scenic Rim Regional Council is collecting your personal information in order to allocate a creditor number into council's payment system and organise appropriate payment of future invoices. The information will only be assessed by Scenic Rim Regional Council for council's business related activities. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the <i>Information Privacy Act 2009</i> .			
Signature		Date	
Council Use Only			
Date Received:	Date Processed:	Amount Released:	CHIT Number:
To submit your form to Council			
<input checked="" type="checkbox"/>	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
	Beaudesert Customer Service Centre	82 Brisbane Street, Beaudesert	
	Boonah Customer Service Centre	70 High Street, Boonah	
	Tamborine Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain	
	(07) 5540 5111		(07) 5540 5103
			mail@scenicrim.qld.gov.au

STAGES OF RELEASE OF BOND MONIES HELD

INFORMATION

The following is a guideline only for requesting a release of security bond held by Council.

Scenic Rim Regional Council reserves the right to determine the stages of bond release in accordance with section 93 of the *Building Act 1975*.

The request form overleaf must be completed and sent to Council for the relevant stages detailed below. All required documentation must be included with the request form prior to processing.

The assessment of the application and release of bond may take up to a minimum period of 14 days.

PORTION 1 - The following inspections/certificates must be completed:

- Footings / pier hole inspection satisfactory (Supply Form 16)
- Engineer certificate for building (Supply Form 16)
- Tied down to stumps (Supply Form 16)

PORTION 2 - The following inspections/certificates must be completed

- Frame Inspection satisfactory
- Engineer certificate for Building
- Drainage inspection satisfactory
- Sanitary inspection satisfactory
- Wall plumbing inspection satisfactory

PORTION 3 - The following inspections/certificates must be completed

- Final building inspection satisfactory (Supply Form 21)
- Final plumbing inspection satisfactory (supply Compliance Certificate)