

Asset Protection Final Inspection & Bond Refund Application

Completed form can be emailed to [apbond@bayside.vic.gov.au](mailto:apbond@bayside.vic.gov.au) or submitted to council in person or via mail to **PO Box 27, Sandringham VIC 3191**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset Protection Permit Reference Number |  | | | | |
| Applicant Name |  | | | | |
| Postal Address |  | | Postcode | |  |
| Property of building works |  | | Postcode | |  |
| Phone |  | | | | |
| Email |  | | | | |
| \*Are you the Applicant who lodged and paid for the  Original AP Bond? | | | | Yes □ No □ | |
| **\*In the event of a company, please provide:** | | | | | |
| Company: | | ABN: | | | |
| Name of Applicant: | | Position: | | | |

**Important notes:**

* This form must be completed and returned to Council prior to any final inspection works commencing.
* **Your refund will be returned to you via the method the original payment was made. If this fails, please provide your EFT details below for prompt payment. The name on the receipt must match the account details.**
* The name of the payee must match the name listed on the original bond payment receipt. We cannot pay monies into a third-party account without authorisation and proof of payment.

**BSB Number**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **-** |  |  |  |  |  |

**Bank Account**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Account name…………………………………………………………………………………………………………………………………………….**

**Bank name ………………………………………………………………Branch:…………………………………………………………………**

**I herby:**

1. Authorise Bayside City Council to transfer this bond refund into the account number listed above in the event that the original payment method fails.
2. Guarantee that the information provided above is correct and agree to indemnify Bayside City Council against any loss or damage suffered if the details provided are incorrect.

**Signed:……………………………………………………………………………………………………………………..Date:……………………………**

**Terms:**

On notification of the building works being completed, a final inspection will be undertaken, and the current asset condition will be compared with the pre-construction asset condition.

If in accordance with the inspection there is no damage and or any damage has been rectified to Council’s standards the bond will be refunded in total.

In the event that damage has been caused by the building works that has not been repaired to Council standards, a reinstatement notice will be issued.

If the rectification works subject to the reinstatement notice are not carried out to the standard required or within the required timeframe, Council reserves the right to retain the bond or part thereof to carry out the required works.

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only -** | Approved for payment by: |  | |
| **Creditor created by:** |  | **Date:** |  |
| **Creditor checked by:** |  | **Date:** |  |
| **Supplier ID:** |  |  | |