Ararat Rural City Council

Request for Final Inspection of Council Assets

Ararat Rural City

REIMBURSEMENT OF SECURITY BOND

Upon completion of a final inspection, Council or an Authorised Officer will arrange for the security bond to be refunded provided that there has been no damage to Council assets or that the damage identified has been reinstated to Councils satisfaction.

Refunds will be processed via electronic funds transfer to the banking details provided with the permit application form. Please allow at least 28 working days for the funds to be accessible.

Where repair works are required to be carried out by Council to reinstate damaged assets, those costs will be deducted from the security bond. If the bond is insufficient to cover the cost of reinstatement works, the additional sum will be invoiced to the permit holder. **If your bond return banking details have changed, please provide the updated details on page 2.**

PERMIT DETAILS:

1. Permit Number: / **Date:**

2. Permit Address: (address listed on permit)

Property Number: Lot number:

Street name:

Suburb: Postcode:

APPLICANT DETAILS (permit holder)

3. Business Name: (if applicable)

4. Individual or Authorised Representative:

Given Name: Surname:

5. Contact Details

Phone: Email:

CHECKLIST

4. Prior to submitting this form, please tick to confirm that:

☐ **Images of the site including all Council assets are submitted with this form once works are completed**

☐ **Works are Completed** – All building, construction and associated works must be completed before a final inspection of Council assets can be carried out.

☐ **Copy of the Occupancy Permit or Final Certificate (provided by a Private Building Surveyor)** (if applicable) A copy of the Occupancy Permit or Certificate of Final Inspection must be submitted with this form.

☐ **Clear Road Reserve, Footpath & Crossings** – All building materials and debris must be cleared from the road reserve and/or nature strip. The footpath and vehicle crossing must be free of dirt and mud to allow for the final inspection.

☐ **Nature strip maintenance** – The nature strip should be levelled with top soil and grass seed.

CHANGED BANKING DETAILS

Please provide banking details for your bond return if they have changed

BSB:	Account Number:
Account Name:	
Bank and Branch:	Remittance email address:

Privacy Statement: Ararat Rural City Council is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the Ararat Rural City Council will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website Privacy Policy | Ararat Rural City Council. For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website Contact Us | Ararat Rural City Council or by calling on 03 5355 0200.