

Application Form: Bond Refunds for Building and Development Activities

This form is **NOT** to be used for bank guarantees

**PLEASE NOTE: All works must be completed before applying for the refund of your bond
Bonds can only be refunded to the original payee of the bond**

1. Bond Details

Please select:

- Asset Protection Bond
 Outstanding Works / Private Works Bond
 Maintenance / Defects Liability Period Bond
 Street Trees
 Landscape Plan

WAPC/BL Number:	
Applicant Name:	
Daytime Phone:	
Email:	
Postal Address:	
Full Address of property being claimed for:	
*Receipt Number(s):	
*Receipt Date:	
*Bond Amount: \$	
By signing this application I confirm that the Bond has been paid to the City of Kalamunda and I am authorised to submit this application	
Applicant's Signature:	Date:
Bank Details: Please ensure these details are provided as payments can only be provided via direct credit.	
BSB Number:	Account Number:
Account Name:	

Please see back of page for the procedure to request a refund of your Bond.

Please allow 20 business days for the processing of your bond refund.

OFFICE USE ONLY - INSPECTION

File Number:	
Inspector's Report:	
Sign and Date for Authorisation of Payment:	

OFFICE USE ONLY - FINANCE

Bond Amount Refundable:	
Sign and Date for Authorisation of Payment:	

Procedure for requesting a Bond Refund (General).

1. Make sure all construction and associated works are completed, and the verge is free from rubbish and building materials.
2. Any damage to the City's assets from the construction works, including damage by Service Authorities, shall be reinstated by the applicant to the City's satisfaction before any inspection is conducted.
 - 2.1. City's assets include items such as road pavements, road kerbs, footpaths, drainage assets, signs and street trees.
3. Complete the Bond Refund Request Form.
 - 3.1. The bank account name must be consistent with the name of the payee shown in the bond receipt.
 - 3.2. The Notice of Completion for the building work must be included in the submission.
 - 3.3. Send the form to PO BOX42. Kalamunda or email to enquiries@kalamunda.wa.gov.au
4. Once the form is submitted, a final inspection will be conducted.
5. During final inspection, if condition 1 or 2 is not fulfilled to the City's satisfaction, the applicant will be notified of further works to be done before a re-inspection is to take place. In this case, a re-inspection fee will be applied. Please refer to the City's Schedule of Fees and Charges for the applicable fee.
6. The Bond shall be refunded in full to the applicant provided no sign of damage to City's assets and the verge is clear from rubbish and building materials, and any damage has been reinstated to the City's satisfaction.
7. If required, the City will do the reinstatement work and any costs incurred will be deducted from the bond. If the bond is insufficient to cover the cost of reinstatement, the additional sum will be invoiced to the applicant.

For Outstanding Works Bond

8. Additional information will be required to confirm the extent of work and to satisfy the relevant development conditions that have been bonded.

For Defects Liability Period Bond

9. Final inspection shall be arranged with the City and all defects found in the inspection shall be rectified before submitting the refund form.

Should you have any enquiries regarding your application please call the City's Asset Services on 9257 9999 or email to enquiries@kalamunda.wa.gov.au.