

# BUILDING PERMIT BOND REFUND REQUEST



**The Building Permit Bond Refund is conditional upon the following:**

- Completion and submission to Town of East Fremantle, Form BA7 – Notice of Completion.
- Payment of \$50.00 inspection site fee (per inspection required) before Town of East Fremantle inspection can be initiated.
- Completion and submission of Building Permit Bond Refund Request (this form).
- Works must be inspected and completed to the satisfaction of the Chief Executive Officer, prior to the bond being refunded.
- Please Note: A site inspection will only be undertaken on receipt of both forms and the payment of the inspection fee.
- Allow approximately 5 weeks for monies to be returned to your nominated account.

## BUILDING PERMIT DETAILS

Permit Number: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

Description of Works: \_\_\_\_\_

## PROPERTY DETAILS

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

## BOND DETAILS

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## APPLICANT DETAILS

Full Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## EFT PAYMENT DETAILS

BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Account Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Trust Name: \_\_\_\_\_

Trust Number : T \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Full Refund

Part Refund

Amount to be Held : \$ \_\_\_\_\_

Reason for not refunding full amount: \_\_\_\_\_

I have examined the street reserve and infrastructure relating to the licence for this property and authorise the release of the Building Permit Bond to the applicant as stated above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FINANCE

Trust Creditor: \_\_\_\_\_

Interest Applied  
(If applicable) : \_\_\_\_\_

Total Refund: \_\_\_\_\_

Remittance Advice Sent:  EFT

Email

Posted