



Locked Bag 22, (184 – 194 Bourke Street), GOULBURN NSW 2580  
Phone: (02) 4823 4444

# Damage Bond Application

Goulburn Mulwaree Council requires the payment of a damage bond for developments within the Local Government Area proposing, erection of new buildings, additions, subdivision and swimming pool installations where the estimated cost of development is \$25,000 or more and the development has frontage to a sealed road. The bond is to be held as security until repairs are undertaken to Council assets damaged as a result of activities associated with private construction works.

## Applicant Details

Company / Applicant Name

Postal Address

Suburb or town

State

Postcode

Email

Mobile

## Subject Property Address

Address

Suburb or town

Postcode

Lot No

Section No

DP / SP

**Please note:** You can find the Lot, DP or SP, and Section Details on a map of the land or the title document for the land.

## PAYMENT OPTIONS

If you are emailing or posting your application to Council, please tick your intended payment method:

- ☐ I/We have attached a cheque payable to Goulburn Mulwaree Council in the required amount.
- ☐ I/We would like to pay by credit card. Please arrange for Council's Customer Service to contact me for payment details.

**Note:** if the credit card payment is to be made by someone other than the applicant, please specify below:

- ☐ Payment to be made by other – specify name and contact details below:

Name

Phone

## APPLICANT DECLARATION

- I/We have read, understood and accept the conditions and applicable fees specified to this application.
- I/We accept that all these conditions must be complied with.
- I/We declare that all the information given is true and correct.
- I/We understand that if incomplete, the application may be delayed or rejected; and more information may be requested after the date of lodgement.

Signature

Signature

Name

Name

Date

Date

## INSPECTIONS

### Preliminary Inspection

Council's responsible officer will undertake a preliminary inspection prior to commencement of the development. This preliminary inspection is to record (photograph) any existing damage to Council assets so that any existing damage is not attributed to the development works being undertaken by the applicant. Should the applicant have comments in relation to any existing damage to Council assets please attach a written submission and photographs with the application.

### Final Inspection

A final inspection will be carried out by Council's officers:

1. Once all works, including landscaping, driveway construction, turfing have been completed to a satisfactory standard; AND
2. Following issue of a Final Occupation Certificate by the Certifying Authority for the development.

In the case of swimming pools or excavation, the bond will be considered for refund when the applicant advises that the works are completed and have met the Certifying Authority's requirements.

If the final inspection is deemed unsatisfactory, an additional inspection fee (as per Council's Fees and Charges) will be charged per re-inspection required and retained from the damage bond.

## REPAIRS TO DAMAGE OF COUNCIL ASSETS

The applicant is responsible for any damage incurred to Council assets as a result of development works. The applicant is responsible for rectifying any damage to Council's assets to Council's Engineering Standards. Should the cost to repair the damage exceed the amount of bond paid, Council requires the applicant to meet its obligations and insuring that Council's Engineering Standards are met and will therefore be required to fund the excess amount.

If the applicant refuses to undertake or fund the rectification works within three months of establishing that damage has occurred or sooner should the damage impact upon the performance of the infrastructure or public safety, Council will undertake the works and all costs involved will be charged to the applicant.

## REFUND OF DAMAGE BOND

**It is the responsibility of the applicant to advise Council when construction works are completed and damage bond is due for refund.**

Following a satisfactory final inspection, the Damage Bond, minus the administration and inspection fee and any other additional inspection fees applicable, will be refunded. The refund payment will be direct deposit to the original drawer. Council will request the bank details at the time of the refund. If the applicant wishes the payment in another name, a written request must be forwarded to Council prior to refund of the bond.

If Damage Bond is not claimed within 10 years from application date, an attempt to contact the applicant will be made. If contact is unsuccessful, Council reserves the right to consider the bond forfeited.

## DAMAGE BOND APPLICATION FEES

The Damage Bond is payable for the purpose of funding repairs to damage of Council assets and ensuring Council standards and specifications are met. There are two components to this fee:

1. A non-refundable administration fee covers the administration of the Damage Bond plus the initial and final inspections.
2. A refundable damage bond as determined by the value of works.

Current fees and charges are available from Council's website ([www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)) or by contacting Customer Service on (02) 4823 4444.

**Privacy:** This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

## OFFICE USE ONLY

Application No	Relevant DA No.	Lodgement Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Application	Bond Paid	Total Paid Date
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)

## OFFICE USE ONLY

### Pre-inspection

Date

Council Officer

### Final Inspection

Date

Council Officer

☐ OK to refund

☐ Do not refund – outstanding works (issue letter of advice to applicant)

### Re-inspection (when bond not refunded from first final inspection)

Date

Council Officer

☐ OK to refund

☐ Re-inspection fee to be charged

## REFUND DETAILS

Re-inspection fee charged ?

☐

Yes

☐

No

Re-inspection fee ?

\$

Interest applicable ?

☐

Yes

☐

No

Refund amount

\$

Cheque requisitioned by

Date

Has the driveway been approved ?

☐

Yes

☐

No

☐

Not applicable

Signature