

About this form

Bega Valley Shire Council requires the payment of a damage bond for developments, including demolition of a work or building, erection of new buildings, additions, sheds, swimming pool installations and subdivisions where the estimated cost of development is \$50,000 or more and the development has frontage to a sealed road. The purpose of the bond is to fund repairs to Council assets as a result of activities associated with private construction works.

Applicant details

Company/Applicants name

Postal address

Suburb

Postcode

ABN No.

Email

Phone

Mobile

Subject property address

Address

Suburb

Postcode

Lot number

Deposited/Strata Plan number

Section number

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.

Type of works the bond is being applied for eg dwelling.

Relevant DA number

Cost of Construction

Payment options

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

- ☐ I/we have attached a cheque payable to Bega Valley Shire Council in the required amount.
- ☐ I/we would like to pay via credit card, please arrange for Council's Customer Service Centre to contact me/us for payment details. A merchant service fee is payable on all credit card payments as per our Fees & Charges

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

Contact phone

Office use only

Application No.

Lodgement date

Receipt number

Application paid \$

Bond paid \$

Total paid \$

Applicant's declaration

I/We have read, understood and accept the conditions and applicable fees specified in relation 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.

Name		Name	
Signature		Signature	
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/photographs.

Final Inspection

A final inspection will be carried out by Council's responsible officer and the bond (minus the administration fee) will be considered for refund:

1. Once all works, including landscaping, driveway construction, turfing, etc have been completed; AND
2. Following issue of a Final Occupation Certificate by the Certifying Authority for the development; or
3. Upon application for the release of the subdivision.

In the case of excavation or demolition, 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. Should the cost to repair the damage exceed the amount of bond paid, Council requires the applicant to pay the excess amount. If the applicant refuses to pay, Council will undertake the rectification 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 works are completed and damage bond is due for refund.

Following a satisfactory final inspection, the Damage Bond, minus the administration/inspection fee and any other additional inspection fees applicable, will be refunded (**please allow up to 6 weeks**). 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 bond has been held by Council for longer than 12 months, interest will be paid in accordance with Council's relevant adopted Procedure. If the applicant wishes the payment in another name, a written request must be forwarded to Council prior to refund of the bond.

Note: 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 (begavalley.nsw.gov.au/council/fees-and-charges) or by contacting Customer Service on 02 6499 2222.

How to lodge this form

Lodge at our Customer Service Centre or save and then email to council@begavalley.nsw.gov.au

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

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Phone 02 6499 2222 | email council@begavalley.nsw.gov.au
[Bega valley.nsw.gov.au](http://Bega.valley.nsw.gov.au)