

BUILDING REMOVAL BOND REFUND REQUEST FORM

APPLICANT DETAILS

Surname		Given Names	
Postal Address			Postcode
Suburb		Fax	
Contact Number		Email	

PROPERTY DETAILS

Property Address	
Legal Description	Lot & Plan

BOND DETAILS

Type of Bond	<input type="checkbox"/> Cash/Cheque	<input type="checkbox"/> Bank Guarantee	
Bond Paid By		Application No:	
Bond Release	<input type="checkbox"/> First Release	<input type="checkbox"/> Second Release	<input type="checkbox"/> Final Release
Details	Receipt Number	Amount \$	Date Paid

Note: Please see attachment for details of bond release.

FINANCIAL INSTITUTIONAL DETAILS

CASH BOND REFUNDS WILL BE MADE VIA ELECTRONIC FUNDS TRANSFER
EFT Details - Ensure details provided are clear and correct

Institutional Name		Branch	
Name on Account			
BSB Number		Account Number	

PRIVACY STATEMENT

Important Notice

Scenic Rim Regional Council is collecting your personal information in order to process your request. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the Information Privacy Act 2009 and will not be given to any other person or agency unless you have given permission or we are required by law.

Signature		Date	
------------------	--	-------------	--

COUNCIL USE ONLY

Date Received	Date Processed	Amount Released \$
---------------	----------------	--------------------

TO SUBMIT YOUR FORM TO COUNCIL

By Mail	Scenic Rim Regional Council PO Box 25, BEAUDESERT QLD 4285		
By E-Mail	mail@scenicrim.qld.gov.au		
In Person	Beaudesert Customer Service Centre 82 Brisbane Street, Beaudesert Boonah Customer Service Centre 70 High Street, Boonah Tamborine Mountain Library & Customer Service Cnr Main St & Yuulong Rd, Tamborine Mountain		
Phone	07 5540 5111	Fax	07 5540 5103

STAGES OF RELEASE OF BOND MONEY

Information

The following is a **guideline only** for requesting a release of security bond held by Council:

- Scenic Rim Regional Council reserves the right to determine the stages of bond release in accordance with section 93 of the *Building Act 1975*.
- The bond request form must be completed and sent to Council for the relevant stages detailed below. All required documentation must be included with the request form prior to processing.
- The assessment of the application and release of bond may take up to a minimum period of 14 days.

Portion 1 - The following inspections/certificates must be completed:

- Footings/pier hole inspection satisfactory (Supply Form 16)
- Engineer certificate for building (Supply Form 16)
- Tied down to stumps (Supply Form 16)

Portion 2 - The following inspections/certificates must be completed:

- Frame Inspection satisfactory
- Engineer certificate for Building
- Drainage inspection satisfactory
- Sanitary inspection satisfactory
- Wall plumbing inspection satisfactory

Portion 3 - The following inspections/certificates must be completed:

- Final building inspection satisfactory (Supply Form 21)
- Final plumbing inspection satisfactory (Supply Form 19)