INNER WEST

Application for a Refund

About this form	All refund requests need to be made in writing. Providing all of the information requested on this form and copies of receipts will avoid delays in processing your request.
How to complete	1. Mark relevant boxes with a tick ✓ 2. Complete all relevant sections in full and attach copies of receipts. 3. Fill in Section 1 **OR** 2, **and** fill in section 3 & 4

Section 1: Development and Roads Refunds

(Tick one ONLY)	Address and Application numbers.
☐ Building Fees (DA) ☐ DA/CDC Security Deposit(s)	Address
☐ Roads Act Bond(s) (Road opening, hoarding, work zone, road work etc,)	Application number(s)

Include the following:
☐ The Final Occupation Certificate, Building Certificate or
☐ Development Application consent,
☐ Current time stamped photos of all surrounding footpath, verge, kerb and gutter and roadway, including any adjacent roadworks undertaken for the development,
☐ Any other supporting documentation as required by the development consent and as requested by the assessing Council officers

For more information about Development and Road Act bonds and security deposits please see :
Security Deposits - Inner West Council (nsw.gov.au)

Section 2: Other Bonds

☐ Park /Venue hire and Key bond	Park or Venue name	
	Date of Hire	
	Date Key Returned	
☐ Other	Please Provide Details – including property address and application details.	

Section 3:Refund Payment

Refund Request Amount	
Date Paid	
Receipt Reference No	
Reason for Refund	

Section 4: Applicant's Details or Company and Representatives (Required)

If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.
To ensure accurate processing of your refund payment, **please ensure that the bank details provided are correct**.
The Bank account name should be the same as the name in the original receipts.

Salutation (✓)	☐ Mr ☐ Ms ☐ Miss ☐ Other (please specify)		
First name		Surname	
Company name		ABN	
Email			
Phone number		Other	
Applicants Postal Address			
Bank details for processing the refunds			
Bank account name		BSB	
Account number			

Inner West Council
Application for a refund
council@innerwest.nsw.gov.au
PO Box 14, Petersham, NSW 2049
Updated Nov 22
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How to Lodge

Lodging an application requires a completed application form, all mandatory documents, and all relevant information.

Please email the completed application form to council@innerwest.nsw.gov.au

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049
Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.

- Leichhardt – 7-15 Wetherill Street Leichhardt.

- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

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