



## Application for a Refund

<b>About this form</b>	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.
<b>How to complete</b>	<ol style="list-style-type: none"> <li>1. Mark relevant boxes with a tick ✓</li> <li>2. Complete all relevant sections in full and attach copies of receipts.</li> <li>3. Fill in Section 1 <b>OR</b> 2, <b>and</b> fill in section 3 &amp; 4</li> </ol>

Section 1: Development and Roads Refunds	
<b>(Tick one ONLY)</b> <input type="checkbox"/> Building Fees (DA) <input type="checkbox"/> DA/CDC Security Deposit(s) <input type="checkbox"/> Roads Act Bond(s) (Road opening, hoarding, work zone, road work etc.)	<b>Address and Application numbers.</b> Address  Application number(s)
Include the following: <input type="checkbox"/> The Final Occupation Certificate, Building Certificate or <input type="checkbox"/> Development Application consent, <input type="checkbox"/> Current time stamped photos of all surrounding footpath, verge, kerb and gutter and roadway, including any adjacent roadworks undertaken for the development, <input type="checkbox"/> 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 : <a href="http://nsw.gov.au">Security Deposits - Inner West Council (nsw.gov.au)</a>	

Section 2: Other Bonds							
<input type="checkbox"/> Park /Venue hire and Key bond	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Park or Venue name</td> <td style="width: 60%;"></td> </tr> <tr> <td style="padding: 2px;">Date of Hire</td> <td></td> </tr> <tr> <td style="padding: 2px;">Date Key Returned</td> <td></td> </tr> </table>	Park or Venue name		Date of Hire		Date Key Returned	
Park or Venue name							
Date of Hire							
Date Key Returned							
<input type="checkbox"/> Other	Please Provide Details – including property address and application details.  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>						

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, <b>please ensure that the bank details provided are correct.</b> The Bank account name should be the same as the name in the original receipts.	
Salutation (✓)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> 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	

## Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

## 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](mailto: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](http://www.innerwest.nsw.gov.au/ContactUs)