



VPA/WIKA Bank Guarantee Release Application Form

Office Use Only

Register Number

Receipt Number

Receipt Date

Part 1 – Application Details as shown on the Development Consent or VPA/WIKA Name

Development Application No. or
VPA/WIKA Name

Stage/Precinct Number (if applicable)

Register Number

Part 2 – Site Address

Unit/Street Number

Street Name(s)

Suburb/Town

Postcode

Lot Number

DP/SP Number(s) (including Section Numbers, if applicable)

Part 3 – Bank Guarantee Refund Request Details

A separate form is required for each Bank Guarantee.

Condition Type (see options listed below)	Description	Security Amount (\$)	Lodgement date	Duration / Completion date

- **VPA/WIKA Security**
- **Deferral of Works Contribution Item**
- **Deferral of Monetary Contribution Item**
- **Deferral of Land Dedication**

Part 4 – Payee Details (if different to applicant)

Name (Family name of company)

ABN (if applicable)

Address

Telephone

Email

Part 5 – Bank Guarantee Details

Bank Guarantee

Amount

Bank Ref No.

Council Reg No.

Date of Lodgement of Security with Council

Bank Name

Branch

Branch Address

Contact Person

Part 6 – Applicant Details

Title

Given Name

Family Name

Organisation/Company Name (if applicable)

ABN/ACN (if applicable)

Unit/Street Number

Street Name

Suburb/Town

State

Postcode

Phone Number

Email

Are you the Payee of the Bank Guarantee? If no, please attach a Letter of Authority authorising refund request.

Yes

NO

NB: Bank Guarantees can only be release/refunded to the payee.

Part 7 – Applicant Declaration

I apply for a refund of the Security described in the Application. I can confirm that the development has been completed in accordance with the relevant Condition/s. I understand that if the Condition/s for which Security is held are not fully satisfied, Council will retain the Security and take action to order compliance with the Condition/s.

Name

If company, contact person

Signature

Date

Please Note:

- A Bank Guarantee release fee is payable in line with Council's Fees and Charges and can be viewed on Council's website
- Council is required to confirm that the Bank Guarantee can be released. This involves a practical completion inspection of any works, transfer of land, payment of any applicable monetary contributions and review of the files.
- Should any work be unsatisfactory or incomplete, Council may call on the Bank Guarantee and undertake or rectify the works.
- Bank Guarantees can only be returned to the issuing Organisation at the Branch indicated above.

Council will undertake one inspection of the constructed works at practical completion stage to identify any outstanding or unsatisfactory items. Should Council determine from this inspection that works are outstanding/unsatisfactory and subsequent inspection/s are necessary, payment of any outstanding reinspection fees must be made in full beforehand and the receipt number provided to the Senior Agreements Delivery Officer.

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