APPLICATION FOR A REFUND

Introduction	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. All refunds will be paid by cheque.
Type of Refund	❑ Building Fees – Application No: ..... …… ❑ Hoarding Application Bond – Property Address: ..... ❑ Restorations Bond * – Property Address: ..... ❑ Hall Hire & Key Bond – Hall name:…….. Date of Hire: ……..…… Date key returned: …… Key number …… Verified by CSO (initials)..…… ❑ Vehicular Crossing Bond * – Property Address: ..... ❑ Community Bus Hire & Key Bond – Date of Hire: ……..……..... Date key returned: …… Key/colour.. …… Verified by CSO (initials)…… ❑ Other – please provide details including property address and application numbers: .... **** Restoration Bonds*** *and* ***Vehicular Crossing Bonds*** *can only be refunded after a satisfactory inspection by a Council officer. This will occur up to six (6) weeks after the work is completed to allow the work to settle before it is inspected.*
Refund Payment	Original Amount Paid: ..... Receipt .No: ..... Date paid: ..... **AMOUNT FOR REFUND** .....
Reason for Refund	....
Refund Cheque Payable to	**NOTE:** The name on the refund cheque will be the same as the name on the original receipt. If a different name is required, please provide an authorisation letter from the original payee. Name: ..... Postal Address: ..... Suburb: ..... Postcode: ..... Phone No.: .....
Your Signature	..... Date: .....
Your Privacy	The supply of personal information on this form is voluntary although failure to supply the information may result in delays or rejection. The details provided are not publicity available. At any time you may have access to view or correct any information you have supplied. The information you have supplied will be stored at Council offices.

MARRICKVILLE COUNCIL CITIZENS' SERVICE CENTRE
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