



Landscaping Bond Return Request Form

This form is to be completed when requesting payment for landscape bonds and for direct deposit of refunded landscape bonds. Hobsons Bay City Council operates in accordance with standard commercial 30 days from end of month trading terms. **A photograph(s) of the landscaping must be submitted with this form as proof of completion of landscaping.**

PRIVACY COLLECTION STATEMENT – Hobsons Bay City Council is committed to protecting your privacy. The information collected on this form will be used by Council to establish you as a vendor for payment of invoices in our finance system. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections. If you have any queries or wish to amend the information provided please contact Council's Planning department on 1300 179 944.

Date:	
Details of Landscape Bond	
Property Address:	
Permit Number:	
Bank details for EFT payment	
Bank:	
Branch:	
Account name:	
BSB Number:	
Account Number:	
Remittance email	
Contact No:	

<input type="checkbox"/>	I/We hereby authorise Hobsons Bay City Council to transfer directly to the bank account listed above.
<input type="checkbox"/>	I/We hereby agree to notify Hobsons Bay City Council of any change to these details in writing immediately.
<input type="checkbox"/>	I/We guarantee that the details provided are correct and indemnify Hobsons Bay City Council against any loss or damage suffered if the details provided are incorrect.
<input type="checkbox"/>	Photographs of the landscaping are attached with this form, including: <ul style="list-style-type: none"> - A photograph(s) showing all landscaped areas. - Close up photographs of each tree so that the species can be identified.
Declaration	
I declare that all landscaping works have been undertaken as per the landscaping plan endorsed under the above permit and acknowledge that any subsequent inspections required will result in \$100 deducted from the bond amount in addition to further enforcement action.	
This authorisation is revocable at any time after seven days written notice is received by Hobsons Bay City Council.	
Print Name:	Signature:

Please email completed form to townplanning@hobsonsbay.vic.gov.au Fax to (03) 9932 1039 or post to PO Box 21, Altona 3018.	
Internal use only	
Person authorising return of bond by: (signature)	
Name (Print)	
Original Receipt Numer	
Deductions to be withheld	Ledger: 56302-5508
Amount to be refunded	Ledger: 90000 9200
Date	