



# Request for Return of Bond or Bank Guarantee

Activities Local Law 2009

**TO**

Construction Management Group (Site Services) City of Melbourne 3 <sup>rd</sup> Floor, CH2, 240 Little Collins Street, Melbourne 3000	Telephone (03) 9658 9658 Fax (03) 9658 9572 Email siteservices@melbourne.vic.gov.au
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**FROM**

<input type="checkbox"/> Owner <input type="checkbox"/> Agent of Owner <input type="checkbox"/> Principal Contractor		
Name / Company:		
Tel. no:	Fax. no:	Mobile no:
Email:		
Postal Address:	State:	Post Code:

**SITE**

Project Name (if applicable):		
Address:	State:	Post Code:

**ORIGINAL LODGEMENT OR PAYMENT METHOD**

<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Guarantee			
Amount \$	Receipt	Bank Guarantee Bank	Reference
City of Melbourne File / Permit Reference (if unknown leave blank) - CMG			HD/GA

**City of Melbourne – Internal Use only** initial when completed

<input type="checkbox"/>	<i>All criteria for return of bond satisfied in accordance with Council Requirements in relation to Bonds or Bank Guarantees for Construction Sites.</i>
<input type="checkbox"/>	<i>Construction Management Group file status updated to works completed</i>
<input type="checkbox"/>	<i>Construction Zone Reinstatement Arranged. Service Request No _____</i>
<input type="checkbox"/>	<i>All financial transactions completed</i>
<input type="checkbox"/>	<i>Successful inspection by Construction Management Group (for projects with bond of \$15,000 or greater)</i>
<input type="checkbox"/>	<i>Successful inspection by Engineering Services. Service Request No _____</i>

**BANK GUARANTEE COLLECTED BY**

Name:	Company:
Phone No:	Date: