

Request for Refund Application



This form

Use this form to apply for a refund relating to a Council payment. Council is unable to process a request for a refund without this completed form and payee's Electronic Funds Transfer details.

Part 1: Applicant Details

<p>1. Your name, address</p>	<p>Name (or company name & ABN)</p> <p>Address.....</p> <p>Contact Person.....Contact Phone.....</p> <p>E-mail</p>																		
<p>2. Details</p> <p>We need to correctly identify the application.</p>	<p>Unit NoHouse NoStreet.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata plan.....</p> <p>Application Number (eg. RES2017/0001)</p> <p style="text-align: center;">Application Type (Please tick):</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Development Application</td> <td><input type="checkbox"/> Building Certificate</td> </tr> <tr> <td><input type="checkbox"/> Complying Development Certificate</td> <td><input type="checkbox"/> Copy of Plans Application</td> </tr> <tr> <td><input type="checkbox"/> Construction Certificate</td> <td><input type="checkbox"/> Road Approval</td> </tr> <tr> <td><input type="checkbox"/> Occupation Certificate</td> <td><input type="checkbox"/> Enclose a Public Space (Hoarding)</td> </tr> <tr> <td><input type="checkbox"/> Subdivision Certificate or Strata Certificate</td> <td><input type="checkbox"/> Swimming Pool Certificate of Compliance</td> </tr> <tr> <td><input type="checkbox"/> Outstanding Notices/ Orders Certificate</td> <td><input type="checkbox"/> Parking Permit - Residential</td> </tr> <tr> <td><input type="checkbox"/> Flood Certificate</td> <td><input type="checkbox"/> Parking Permit - Visitor</td> </tr> <tr> <td><input type="checkbox"/> S138 Application</td> <td><input type="checkbox"/> s603 Certificate</td> </tr> <tr> <td><input type="checkbox"/> Pre-Development Application</td> <td><input type="checkbox"/> s149 Certificate</td> </tr> </table> <p>Other (Receipt Number).....</p> <p>Rate Account (Assessment Number).....</p>	<input type="checkbox"/> Development Application	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Complying Development Certificate	<input type="checkbox"/> Copy of Plans Application	<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Road Approval	<input type="checkbox"/> Occupation Certificate	<input type="checkbox"/> Enclose a Public Space (Hoarding)	<input type="checkbox"/> Subdivision Certificate or Strata Certificate	<input type="checkbox"/> Swimming Pool Certificate of Compliance	<input type="checkbox"/> Outstanding Notices/ Orders Certificate	<input type="checkbox"/> Parking Permit - Residential	<input type="checkbox"/> Flood Certificate	<input type="checkbox"/> Parking Permit - Visitor	<input type="checkbox"/> S138 Application	<input type="checkbox"/> s603 Certificate	<input type="checkbox"/> Pre-Development Application	<input type="checkbox"/> s149 Certificate
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<input type="checkbox"/> Pre-Development Application	<input type="checkbox"/> s149 Certificate																		
<p>3. Refund Details</p> <p>Please provide reasons for seeking a refund</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																		
<p>4. Payee Bank Account Details</p>	<p>Note: Refunds will only be made to the original payee.</p> <p>Financial Institution.....</p> <p>Account Name.....</p> <p>BSB Number.....Account Number.....</p>																		

5. Payee Credit Card Details

Note: Only for payments originally paid by BPOINT

First six digits and last three digits: _____ -- _____
of the credit card number

Expiry date: _____

If Council is unable to refund to the above credit card, payment will be made to the above bank account.

6. Payee Authorisation Details

I, (Print Name)..... request to be refunded for any fees I am entitled to in relation to the application details provided on this form. I acknowledge that in making this request it may not be approved. Please make the payment into my nominated bank account the details of which have been provided above.

Signature.....Date.....

Protecting your privacy

City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

- Purpose of collection:** To enable Council as the consent authority to assess your request for refund.
- Intended recipients:** Council staff and any other relevant third party that may be required to assess the request for refund.
- Supply:** The information is a voluntary requirement related to the assessment of the request for refund.
- Consequence of non-provision:** Your request for refund may not be accepted or processed due to a lack of the necessary information.
- Storage:** City of Newcastle (12 Stewart Avenue Newcastle West NSW 2300) will store details of application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009 (GIPA Act)*.
- Access:** Your information can be checked for accuracy by calling (02) 4974 2000.

How to lodge your Request for Refund application

Requests for refunds can be lodged either:

1. In person at the Customer Service Centre, located on the ground floor of **12 Stewart Avenue Newcastle West NSW 2303**. Business hours from 8.30am to 5.00pm, Monday to Friday.
2. By mail - Postal address Chief Executive Officer, City of Newcastle, PO Box 489 Newcastle 2300.
3. By email - by return email to the officer or department processing your refund request.

How to contact us:

Phone: (02) 4974 2000

Office Use

Date	Accepted by