

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

1. Your name, address

Name (or company name & ABN)

Address.....

Contact Person.....Contact Phone.....

E-mail

2. Details

We need to correctly identify the application.

Unit NoHouse NoStreet.....

Locality.....

Lot(s).....Section.....

Deposited Plan(s).....Strata plan.....

Application Number (eg. RES2017/0001)

Application Type (Please tick):

- | | |
|--|--|
| <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 |

Other (Receipt Number).....

Rate Account (Assessment Number).....

3. Refund Details

Please provide reasons for seeking a refund

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4. Payee Bank Account Details

Note: Refunds will only be made to the original payee.

Financial Institution.....

Account Name.....

BSB Number.....Account Number.....

5. Payee Credit Card Details	<p>Note: Only for payments originally paid by BPOINT</p> <p>First six digits and last three digits: _____ -- _____ of the credit card number</p> <p>Expiry date: _____</p> <p><i>If Council is unable to refund to the above credit card, payment will be made to the above bank account.</i></p>
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6. Payee Authorisation Details	<p>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.</p> <p>Signature.....Date.....</p>
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Protecting your privacy

Newcastle City Council 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: Newcastle City Council (282 King Street Newcastle NSW 2300) will store details of the 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

<p>Requests for refunds can be lodged either:</p> <ol style="list-style-type: none"> In person at the Customer Enquiry Centre, located on the ground floor of 282 King Street, Newcastle. Business hours from 8.30am to 5.00pm, Monday to Friday. By mail - Postal address Chief Executive Officer, Newcastle City Council, PO Box 489 Newcastle 2300. By email - mail@ncc.nsw.gov.au 	<p>How to contact us:</p> <p>Phone: (02) 4974 2000 E-mail: mail@ncc.nsw.gov.au</p>
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Office Use	
Date	Accepted by