

The property owner or builder is required to pay the Kerb Security Deposit upon lodgement of a building/demolition application. The City will take photos of verge infrastructure prior to works or construction commencing for record purposes.

Upon completion of all works, it is the responsibility of the property owner or builder to submit a **Notice of Completion (Form BA07)** before an application for a refund of the Kerb Security Deposit can be processed.

An inspection will be carried out by the City upon the receipt of the Kerb Security Deposit Refund Application Form. This inspection will only be conducted when all the building construction/demolition and associated works (including verge clean-up) are completed. The deposit can only be refunded if the relevant verge is returned to pre-works condition.

The refund will be completed within five (5) weeks if the inspection is passed. You will be kept informed along the way of the progress of your refund by email.

For a declined refund application, the applicant will be provided with an opportunity to make good any damage. Upon completion of the repairs, the applicant will be required to resubmit a new Kerb Security Deposit Refund Application Form.

Failure to make good any damage may result in the City undertaking the necessary reinstatement works and use the deposit amount to recover all or part of these costs. If the deposit is not sufficient to cover the cost, the City will issue an invoice to the property owner/ builder/ applicant to recover the remaining cost. This includes rectification works for damage to City assets by service authorities connected with the building/demolition work (e.g. gas, water, electricity and other providers). If damaged City assets are not reinstated within the specified timeframe, a penalty may apply.

The value of the deposit refund will be based on the value of the original deposit (no interest).

The following items must be completed before submitting this Kerb Security Deposit refund application form.

	Refund Checklist	Works Completed <i>(tick "✓" box)</i>
1.	All kerbing reinstated and in pre-construction condition.	
2.	Footpaths in pre-construction condition.	
3.	All signage still intact and in pre-construction condition.	
4.	Crossover / driveway installed to council requirements / present and in good condition.	
5.	Drainage infrastructures in pre-construction condition. No construction refuses to be in drainage system.	
6.	Road surface in pre-construction condition.	
7.	Verge area free of rubbish and building materials. Verge in neat and tidy condition. <i>(Conforms to the City Verge Treatment Policy - http://www.melvillecity.com.au/vergetreatment)</i>	
8.	Redundant crossovers / driveway removed.	
9.	Notice of Completion (BA07) submitted to the City.	

Refund applications which are declined due to the above conditions not being met will incur a reinspection fee of \$100 which will be deducted from the Kerb Security Deposit.

SEE OVER CONDITIONS & SIGNATURE

Refund Details (Please tick "✓" appropriate box)

Building / Renovation

Demolition

Pool / Spa

Cancelled Application

Permit Number: _____

Receipt Number: _____ Date Paid: _____

Property Details

House No: _____ Street Name: _____

Suburb: _____ Postcode: _____

Kerb Security Deposit Payer Details**Only the original payer of the Kerb Security Deposit will be refunded.*

Payer Name: _____

Postal Address: _____ Postcode: _____

Phone: _____ E-mail Address: _____

Privacy Notification:

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to the City for access to and/or amendment of the information. Request for access and/or correction should be made to City of Melville. (Phone Customer Service on 1300 635 845).

Note: - This application will be assessed against the City's records for approval.

Further information, refer to the City website: - <http://www.melvillecity.com.au/ksd>

By signing this application I certify that the Kerb Security Deposit has been paid and I am authorised to submit this application and all information in this application is true and correct.

Applicant's Name _____

Applicant's Signature _____ Date: _____