

# Application Form:

## Bank Guarantee Release for Building and Development

**PLEASE NOTE: All works must be completed before applying for the release of a bank guarantee**

- The original bank guarantee is to be collected from the Administration Centre for the City of Kalamunda.
- Proof of Identification (e.g. Copy of driver's license) may be requested upon collection of the requested Bank Guarantee.
- In the event the bank guarantee cannot be collected, the applicant authorises it to be returned via registered post

### Applicant Details

Applicant Name:	
Daytime Phone:	
Email:	
Postal Address:	
Full Address of property being claimed for:	
WAPC/BL Number:	

### Bank Guarantee Details

Bank Guarantee Number:	Issue Date:
Bank Guarantee Financial Institution:	
Amount: \$	
<i>The scope of work covered by the Bank Guarantee is completed.</i>	
Applicant's Signature:	Date:
<i>If using the registered Post method, please provide Name and Address of recipient:</i>	

Please see back of page for the procedure to request a release of your bank guarantee.

## OFFICE USE ONLY - INSPECTION

File Number:	
Inspector's Report:	
Sign and Date for Authorisation of Release:	

## OFFICE USE ONLY - RELEASE OF BANK GUARANTEE

Bank Guarantee Release Date:	
Releasing Officer:	SIGN  PRINT NAME _____  DATE
Collecting Officer:	SIGN  PRINT NAME _____  DATE

### Procedure for requesting a Bank Guarantee Release

1. Make sure all works covered under the scope of the Bank Guarantee are completed, and waste has been disposed.
2. Any damage to the City of Kalamunda assets from the works, including damage by Service Authorities associated with the works, shall be reinstated by the applicant to the satisfaction of the City.
  - 2.1. The City's assets include items such as road pavements, road kerbs, footpaths, drainage assets, signs and street trees.
3. Complete the Application for Release of Bank Guarantee and fill in all details.
  - 3.1. For Building Licence works, attach the Notice of Completion.
  - 3.2. For development works involving public assets, attach the Notice of Practical Completion
4. Send the form to PO BOX 42, Kalamunda or email to [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au).
5. Once the form is received, a final inspection will be conducted by the City.
  - 5.1. Additional information may be required to confirm the quality and extent of work, and to satisfy the relevant building licence and development conditions.
6. If condition 1 or 2 is not fulfilled to the City's satisfaction, the applicant will be notified of further works to be completed before a re-inspection can take place. In this case, a re-inspection fee will be applied. Please refer to the City's Schedule of Fees and Charges for the applicable fee.

Should you have any enquiries regarding your application please call the City's Asset Services on 9257 9999 or email to [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au).