



Inspection Details

Applicant Name:			
Property Address:			
Building Permit Number:		Receipt Number:	
Bank Details (to process refund)	Account Name:		
	BSB:	Acc Number:	
Email Address: (to forward remittance advice)		Phone:	

Declaration

- I have read the above checklist and I am satisfied that all of the relevant issues have been addressed.
- I am aware should any of the above not be satisfactory a new bond refund form shall be submitted.
- I am aware that if an additional inspection is required, there will be a cost per additional visit to site by the officer which will be deducted from the bond prior to being refunded.
- I understand that bond inspections are routinely conducted every week and that there may be a 20 day turnaround from date of authorisation for you to receive the funds in your nominated account.

Applicant Name: _____ Applicant Signature: _____

Date: _____

Inspection/s – OFFICE USE ONLY

The Town will carry out a post inspection within 7 days from the submission of this form. If no damage has occurred, the Town will process the refund within 20 days of the post-inspection.

If damage has occurred the Town will contact the applicant to rectify the issue(s) accordingly. If a further inspection is required, the cost of doing so will be deducted from the remaining bond amount.

Pre-inspection check and photos taken	Yes	No
Post-inspection check and photos taken	Yes	No

Responsible Officer	Infrastructure	Notes	Post-Inspection	Additional Inspection
Technical Officer	Slab Footpath	Check for cracked or missing slabs, trip hazards or excessive gaps.		
	Concrete Footpath	Check for cracks, discolouration and trip hazards		
	Utility Infrastructure	Check for damage to lids or pits		
	Asphalt & Concrete Crossovers	Check for damage, changes to height		
	Verge/ treatments	Check for trip hazards, debris or builders equipment.		
	Kerb	Check for damage, changes to height and trip hazards		
	Street Tree	Check for broken limbs, trunk damage, invasion of root systems, overall health		

Comments:

Officer Name: _____ Officer Signature: _____

Title/Position: _____ Date of inspection: _____