

Request for Final Inspection of Council Assets

City of Casey Asset Protection Local Law 2016 – Clause 9

Reimbursement of Security Bond

Upon completion of a final inspection, Council or an Authorised Officer will arrange for the security bond to be refunded provided that there has been no damage to Council assets or that the damage identified has been reinstated to Council's satisfaction.

Refunds will be processed via electronic funds transfer to the banking details provided with the permit application form. Please allow at least 28 days for the funds to be accessible. **Please contact the Asset Protection team on 9705 5200 if the original banking details you supplied have changed.**

Where repair works have been carried out by Council to reinstate damaged assets, those costs will be deducted from the security bond. If the bond is insufficient to cover the cost of reinstatement works, the additional sum will be invoiced to the permit holder. Please refer to Council's Asset Protection Local Law 2016 for further reference regarding this process.

Permit Details

1.	Asset Protection Permit No.	Date			
	<input type="text" value="APP"/>	<input type="text"/>			
2.	Site Address (Building work details)				
	Property No.	Lot No.	Street Name	Suburb	Post Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Details (permit holder)

3.	Business Name (if applicable)	
	<input type="text"/>	
4.	Individual or Authorised Company Representative	
	Given Name	Surname
	<input type="text"/>	<input type="text"/>
5.	Contact Numbers	
	Telephone (BH)	Mobile
	<input type="text"/>	<input type="text"/>

Checklist

Prior to submitting this form, please ensure that;

- Images of the site including all Council assets are submitted with this form once works are completed.**
- Works Completed** All building, construction and associated works must be completed before a final inspection of Council assets can be carried out
- Copy of Occupancy Permit or Final Certificate (provided by Private Building Surveyor)** (if applicable) A copy of the Occupancy Permit or Certificate of Final Inspection must be submitted with this form.
- Clear Road Reserve, Footpaths & Crossings** All building materials and debris must be cleared from the road reserve and/or nature strip. The footpath and vehicle crossing must be free of dirt and mud to allow for the final inspection.
- Nature Strip Maintenance** The nature strip should be levelled with top soil and grass seed

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)
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