

# Request for Final Inspection

## Working in the road reserve permit

### 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 Permits and Consent team on 9705 5272 if the original banking details you supplied have changed.**

Where repair works are required to be 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.

### Permit Details

1. **Working in the road reserve Permit No.**  **Date**

2. **Permit Address (address listed on permit)**

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)**

4. **Individual or Authorised Company Representative**

Given Name	Surname
<input type="text"/>	<input type="text"/>

5. **Contact Details**

Telephone	Email
<input type="text"/>	<input type="text"/>

### Checklist

**Prior to submitting this form, please ensure that;**

Images of the site including all Council assets are required to be submitted with this form once works are completed.

- Works Completed** All working in the road reserve works are completed in preparation for final inspection of Council assets
- All hold and witness points being completed as nominated on the permit conditions**
- Site Clearance works completed - Road Reserve, Footpaths & Crossings** All construction 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.
- Reinstatement of Council Assets** 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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#### Customer Service Centres

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