

# BANK GUARANTEE RELEASE REQUEST FORM

Port Macquarie-Hastings Council  
 PO Box 84  
 PORT MACQUARIE NSW 2444  
 p (02) 6581 8111  
 e council@pmhc.nsw.gov.au



pmhc.nsw.gov.au

Council has accepted a Bank Guarantee security with your application. This form is to be completed for release of the Bank Guarantee upon final acceptance of works by Council. **This form is to be lodged with Council across the customer service counter or by email to: council@pmhc.nsw.gov.au**

## APPLICANT INFORMATION (all correspondence associated with this request shall be directed to this person)

Name		Phone	
Address (Street/PO Box)		Suburb	
State		Postcode	
		Email	

I/We the owner(s) of the Bank Guarantee hereby give consent to lodgement of this application. I/We also give consent for authorised Council Officers to enter the land to carry out inspections, if required as part of this application. I understand that if the information submitted is incomplete or incorrect, the application may be delayed, rejected or more information may be requested.

Signature:		Date:	
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## REASON FOR BANK GUARANTEE

<input type="checkbox"/>	DA Requirement
<input type="checkbox"/>	Other (Please specify):
DA number	
Determination date	
DA Property Address	

## BANK GUARANTEE DETAILS (details associated with Bank Guarantee held by Council)

Name/Company	
Address1	
Address2	
Amount	\$
Lodgement date	
Receipt number	

## RETURN OF BANK GUARANTEE

Would you like to collect your Bank Guarantee from Council's Port Macquarie office, located at 17 Burrawan Street?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide name and address where the Bank Guarantee can be posted (by Express Post):		
Name		
Address		

OFFICE USE ONLY	
Application to which Bank Guarantee were lodged	
<input type="checkbox"/>	Section 138 Application
<input type="checkbox"/>	Construction Certificate Application
<input type="checkbox"/>	Subdivision Works Certificate
Certificate/Approval Number:	
Council Authorisation of Release	
Council Officer	
Release Amount:	\$
Release date	
Signature	
Authorisation Notes	