

# Request for Refund Application



## This form

Use this form to apply for a refund relating to a Council payment. Council is unable to process a request for a refund without this completed form and payee's Electronic Funds Transfer details.

## Part 1: Applicant Details

<p><b>1. Your name, address</b></p>	<p>Name (or company name &amp; ABN) .....</p> <p>Address.....</p> <p>Contact Person.....Contact Phone.....</p> <p>E-mail .....</p>																		
<p><b>2. Details</b></p> <p>We need to correctly identify the application.</p>	<p>Unit No .....House No .....Street.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata plan.....</p> <p><b>Application Number</b> (eg. RES2017/0001) .....</p> <p style="text-align: center;">Application Type (Please tick):</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Development Application</td> <td><input type="checkbox"/> Building Certificate</td> </tr> <tr> <td><input type="checkbox"/> Complying Development Certificate</td> <td><input type="checkbox"/> Copy of Plans Application</td> </tr> <tr> <td><input type="checkbox"/> Construction Certificate</td> <td><input type="checkbox"/> Road Approval</td> </tr> <tr> <td><input type="checkbox"/> Occupation Certificate</td> <td><input type="checkbox"/> Enclose a Public Space (Hoarding)</td> </tr> <tr> <td><input type="checkbox"/> Subdivision Certificate or Strata Certificate</td> <td><input type="checkbox"/> Swimming Pool Certificate of Compliance</td> </tr> <tr> <td><input type="checkbox"/> Outstanding Notices/ Orders Certificate</td> <td><input type="checkbox"/> Parking Permit - Residential</td> </tr> <tr> <td><input type="checkbox"/> Flood Certificate</td> <td><input type="checkbox"/> Parking Permit - Visitor</td> </tr> <tr> <td><input type="checkbox"/> S138 Application</td> <td><input type="checkbox"/> s603 Certificate</td> </tr> <tr> <td><input type="checkbox"/> Pre-Development Application</td> <td><input type="checkbox"/> s149 Certificate</td> </tr> </table> <p><b>Other</b> (Receipt Number).....</p> <p><b>Rate Account</b> (Assessment Number).....</p>	<input type="checkbox"/> Development Application	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Complying Development Certificate	<input type="checkbox"/> Copy of Plans Application	<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Road Approval	<input type="checkbox"/> Occupation Certificate	<input type="checkbox"/> Enclose a Public Space (Hoarding)	<input type="checkbox"/> Subdivision Certificate or Strata Certificate	<input type="checkbox"/> Swimming Pool Certificate of Compliance	<input type="checkbox"/> Outstanding Notices/ Orders Certificate	<input type="checkbox"/> Parking Permit - Residential	<input type="checkbox"/> Flood Certificate	<input type="checkbox"/> Parking Permit - Visitor	<input type="checkbox"/> S138 Application	<input type="checkbox"/> s603 Certificate	<input type="checkbox"/> Pre-Development Application	<input type="checkbox"/> s149 Certificate
<input type="checkbox"/> Development Application	<input type="checkbox"/> Building Certificate																		
<input type="checkbox"/> Complying Development Certificate	<input type="checkbox"/> Copy of Plans Application																		
<input type="checkbox"/> Construction Certificate	<input type="checkbox"/> Road Approval																		
<input type="checkbox"/> Occupation Certificate	<input type="checkbox"/> Enclose a Public Space (Hoarding)																		
<input type="checkbox"/> Subdivision Certificate or Strata Certificate	<input type="checkbox"/> Swimming Pool Certificate of Compliance																		
<input type="checkbox"/> Outstanding Notices/ Orders Certificate	<input type="checkbox"/> Parking Permit - Residential																		
<input type="checkbox"/> Flood Certificate	<input type="checkbox"/> Parking Permit - Visitor																		
<input type="checkbox"/> S138 Application	<input type="checkbox"/> s603 Certificate																		
<input type="checkbox"/> Pre-Development Application	<input type="checkbox"/> s149 Certificate																		
<p><b>3. Refund Details</b></p> <p>Please provide reasons for seeking a refund</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																		
<p><b>4. Payee Bank Account Details</b></p>	<p><b>Note: Refunds will only be made to the original payee.</b></p> <p>Financial Institution.....</p> <p>Account Name.....</p> <p>BSB Number.....Account Number.....</p>																		

**5. Payee Credit Card Details**

**Note:** Only for payments originally paid by BPOINT

First six digits and last three digits: \_\_\_\_\_ -- \_\_\_\_\_  
of the credit card number

Expiry date: \_\_\_\_\_

*If Council is unable to refund to the above credit card, payment will be made to the above bank account.*

**6. Payee Authorisation Details**

I, (Print Name)..... request to be refunded for any fees I am entitled to in relation to the application details provided on this form. I acknowledge that in making this request it may not be approved. Please make the payment into my nominated bank account the details of which have been provided above.

Signature.....Date.....

**Protecting your privacy**

City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

- Purpose of collection:** To enable Council as the consent authority to assess your request for refund.
- Intended recipients:** Council staff and any other relevant third party that may be required to assess the request for refund.
- Supply:** The information is a voluntary requirement related to the assessment of the request for refund.
- Consequence of non-provision:** Your request for refund may not be accepted or processed due to a lack of the necessary information.
- Storage:** City of Newcastle (12 Stewart Avenue Newcastle West NSW 2300) will store details of application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009 (GIPA Act)*.
- Access:** Your information can be checked for accuracy by calling (02) 4974 2000.

**How to lodge your Request for Refund application**

- Requests for refunds can be lodged either:
1. In person at the Customer Contact Centre, located on the ground floor of **12 Stewart Avenue Newcastle West NSW 2300**. Business hours from 8.30am to 5.00pm, Monday to Friday.
  2. By mail - Postal address Chief Executive Officer, City of Newcastle, PO Box 489 Newcastle 2300.
  3. By email - mail@ncc.nsw.gov.au

**How to contact us:**  
 Phone: (02) 4974 2000  
 E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

**Office Use**

Date	Accepted by