# 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

<table>
<thead>
<tr>
<th>1. Your name, address</th>
<th>Name (or company name &amp; ABN)……………………………………………………………………………………………………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address………………………………………………………………………………………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>Contact Person……………………………Contact Phone………………………………………………………………………………</td>
</tr>
<tr>
<td></td>
<td>E-mail …………………………………………………………………………………………………………………………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Details</th>
</tr>
</thead>
</table>

We need to correctly identify the application.

<table>
<thead>
<tr>
<th>Unit No ………House No ……. Street…………………………………………………………………………………………………………………………………….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locality…………………………………………………………………</td>
</tr>
<tr>
<td>Lot(s)……………………………………Section………………………</td>
</tr>
<tr>
<td>Deposited Plan(s)………………………Strata plan…………………….</td>
</tr>
</tbody>
</table>

**Application Number** (eg. RES2017/0001) ……………………………………

**Application Type (Please tick):**

- ☐ Development Application
- ☐ Building Certificate
- ☐ Complying Development Certificate
- ☐ Copy of Plans Application
- ☐ Construction Certificate
- ☐ Road Approval
- ☐ Occupation Certificate
- ☐ Enclose a Public Space (Hoardings)
- ☐ Subdivision Certificate or Strata Certificate
- ☐ Swimming Pool Certificate of Compliance
- ☐ Outstanding Notices/Orders Certificate
- ☐ Parking Permit - Residential
- ☐ Flood Certificate
- ☐ Parking Permit - Visitor
- ☐ S138 Application
- ☐ s603 Certificate
- ☐ Pre-Development Application
- ☐ s149 Certificate

**Other (Receipt Number)………………………………………………………………………………………………………………………………………………..**

**Rate Account (Assessment Number)………………………………………………………………………………………………………………………………………………..**

## Part 2: Refund Details

Please provide reasons for seeking a refund

- ……………………………………………………………………………………………………………………………………………………………………………………………..
- ……………………………………………………………………………………………………………………………………………………………………………………………..
- ……………………………………………………………………………………………………………………………………………………………………………………………..
- ……………………………………………………………………………………………………………………………………………………………………………………………..

## Part 3: Payee Bank Account Details

**Note: Refunds will only be made to the original payee.**

**Financial Institution…………………………………………………………………………………………………………………………………………………………………………………………..**

**Account Name………………………………………………………………………………………………………………………………………………………………………………………….**

**BSB Number………………Account Number…………………………………………………………………………………………………………………………………………………………………….**
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……………………………………

Protoking your privacy

Newcastle City Council 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: Newcastle City Council (282 King Street Newcastle NSW 2300) will store details of the
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 Enquiry Centre, located on
   the ground floor of 282 King Street, Newcastle.
   Business hours from 8.30am to 5.00pm, Monday to
   Friday.

2. By mail - Postal address Chief Executive Officer,
   Newcastle City Council, 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

Office Use

<table>
<thead>
<tr>
<th>Date</th>
<th>Accepted by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>