

Security Bond Payment Request

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Applicant details					
Application no.					
Property address					
Given/Surname					
Creditor account name (if different from above)					
Council's creditor number					
Landline phone		Mobile phone			
Postal address					
Email					
Description of work					
Amount required					
Bank account details		BSB		Account number	
Given/Surname (The original receipt holder)				Signature (The original receipt holder)	
Date applicant signed					
Office Use Only - Council Officer / Department requesting/supporting Security bond payment/release					
Requesting officer					
Given/Surname		Position			
Department/Branch					
Is applicant the original receipt holder?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Project Milestone Reached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work completed		<input type="checkbox"/> Yes <input type="checkbox"/> No		Date inspected <input type="checkbox"/> Yes <input type="checkbox"/> No	
Original bond amount (Copy of original receipt to be attached)		<input type="checkbox"/> Yes <input type="checkbox"/> No		Amount to be released	\$
Signature				Remaining bond amount	\$
				Date	
Requesting Manager/Supervisor					
Given/Surname					
Signature				Date	
Finance & Sustainability Branch					
Trust account checked		<input type="checkbox"/> Yes <input type="checkbox"/> No		Payment authorised	<input type="checkbox"/> Yes <input type="checkbox"/> No
Finance Officer Name				Date	
				Position	