



## REQUEST FOR RELEASE OF DAMAGE BOND AND / OR FINAL APPROVAL OF FOOTPATH CROSSING CONSTRUCTION

To assist Council to process your request more efficiently, please complete the questionnaire below and return via email to: [footpathcrossings@cityofparramatta.nsw.gov.au](mailto:footpathcrossings@cityofparramatta.nsw.gov.au)

**Please note that all conditions of consent prior to release of the Occupation Certificate must be completed before requesting release of the damage bond.**

Please circle

1. What is the property address? .....
2. What is the DA or CD number? .....
3. What is the Footpath Crossing Application Number? FC/.....
4. Have any Restoration Works been undertaken as part of this works? **YES NO**
5. What is the Road Opening Permit Number/s? ROP/.....
6. Has all works within the Public Domain been completed and Restorations Finalised? **YES NO**
7. Has all construction and landscaping work at the site been completed? **YES NO**
8. Has turf been reinstated to all areas of the nature strip affected by construction work? **YES NO**
9. Has all temporary fencing, sediment control measures and skip bins been removed from the site?  
**YES NO**
10. Does your application require any contribution fee to Council? If yes, has the fee been paid?  
**YES NO**

Note: some sites may need to keep safety fencing up until OC is received for security reasons, please indicate if this is the case. **YES NO** and temporary fencing is to be within property boundary. **If security is not an issue, items 5, 6 and 7 above must be completed prior to sending your request for refund of damage bond.**

Applicant Name  
.....

Owner's Name  
.....

Contact Number .....

Contact Number .....

Email address:  
.....

Email address:  
.....

Applicant Signature .....

Owner's Signature .....

Date: .....

Date: .....

Please sign and e-mail this form to the above email address and we will arrange for Council's Asset Planning Team to inspect council infrastructure adjacent to the above address. We will advise you if our inspection finds that corrective works are required. **As per the conditions of your consent, Council's Asset Planning Team will take up to 21 days from receipt of the request to provide the written advice.**



If there are no corrective works required, we will arrange for your bond to be refunded via EFT (please provide the banking details for the recipient of the bond below). **Please note the bond will ONLY be released to the person who paid the bond to council (that is the name that appears on the original receipt / tax invoice provided by council for original payment).** If you did not pay the original bond, please contact Council on 9806 8250 to discuss.

**Bank Name** ..... **Account Name** .....

**BSB** ..... **Account No.** .....

**Note: A damage inspection fee of \$244.00 as per City of Parramatta Council Fees and Charges for 2024/25FY under Environmental Planning & Assessment Regulation 2000, clause 136M will be deducted from the bond and/or payment required for Bank Guarantees. (The applicant must pay the fee before the Bank Guarantee is released).**

**Privacy & Personal Information Protection Notice.** The information provided by you on this form will be used by City of Parramatta Council to process this application. The provision of this information is compulsory and if not provided, council may not be able to fully process your application. Once collected by council, the information can be accessed by you in accordance with council's Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access.