



## REQUEST FOR REFUND OF BOND

The General Manager  
North Sydney Council  
PO Box 12  
NORTH SYDNEY NSW 2059

Attention: Customer Service - Bookings

Dear Sir,

**RE: REFUND OF BOND**

I write to you to request the release of the bond in the amount of \$ \_\_\_\_\_.

The booking details are as follows:

### APPLICANT DETAILS

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

### BOOKING DETAILS

Resource Hired: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

### BOND DETAILS

Bond Reference No: \_\_\_\_\_ Bond Amount: \_\_\_\_\_  
Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

### Method of Payment

Please tick one: cash  cheque  credit card

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: If the bond was paid by cheque or credit card, the refund will be addressed to the person(s) whose name appears on the credit card and/or cheque account.**