

Statutory Planning

Transfer of Landscape Bond Refund Recipient

Landscape bonds will typically be refunded to the person registered at payment (the applicant). The applicant for a landscape bond may ask for the details of the refund recipient to be changed.

This can be for a number of reasons.

- The landscape bond applicant is no longer involved in the development.
- The property owner has sold the property, and responsibility for complying with landscaping conditions is with the new owner.

This form is provided for the purpose of recording the transferral of a landscape bond between private parties. Council keeps a register of properties and individuals against which a landscape bond is held to ensure compliance with conditions in the Planning Permit issued for that property.

This form is provided to ensure that Council has an accurate record of whom the bond is being held against so that it can be returned to the correct person once all of the landscaping conditions have been met.

This form can only be used where a signature was provided when the landscaped bond was originally lodged.

Transfer of debt between the bond transferor and transferee is the responsibility of the parties involved.

Council will not return any landscape bond until all of the landscaping conditions of the Planning Permit have been met. The responsibility for landscaping resides with the owner of the land to which the Planning Permit is issued.

Lodgement can be made:

In person: Manningham Council, 699 Doncaster Road DONCASTER

8.00am to 5.00pm Monday to Friday.

Email: Please send signed documents to planningapplications@manningham.vic.gov.au

Request Form TRANSFER OF LANDSCAPE BOND REFUND RECIPIENT

Landscape Bond Details (*required):

Bond Number:

Amount:

Date Paid:

Receipt Number:

Address of Land*:

Who is the bond currently registered to?

Name:

Organisation:

Address:

Phone:

Email:

Who is the bond being transferred to? (or change of contact address)

Name:

Organisation:

Address:

Phone:

Email:

Reason why the transfer is required?

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If transferring the bond to a new name, please ensure copies of the following documents are provided (as required):

Legal or Settlement documents demonstrating that ownership of the bond has been transferred to the transferee listed as listed on this form.

Valid photo identification for the currently registered landscape bond Applicant, to confirm their identity as the transferor.

OR

Photo ID and an ASIC search statement (produced within 1 business day) of all company director/s where the bond applicant is in the name of a company.

I authorise the registration of the above landscape bond at this property to be **transferred out of my name:**

Signature (transferor):

Date:

I authorise the registration of the above landscape bond at this property to be **transferred into my name:**

Signature (transferee):

Date:

Transferee Banking Details

If you would like your refund by Electronic Fund Transfer, please provide bank account details in the name of the transferee.

Account Name:

Bank:

Account Type:
(if applicable)

BSB:

Account Number:

Collection of Personal Information

The City of Manningham is committed to protecting your privacy. The personal information requested on this form is being collected by City of Manningham for the purpose of transferring a landscape bond. The personal information will be used for the following purposes:-

- correspond with you about your request, or
- for any other directly related, or reasonably related purposes.

The information you provide will be made available:-

- to relevant officers within Council and other pertinent Government agencies directly involved in the request
- to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 (PE Act) or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Manningham, please contact Statutory Planning by telephone 03 9840 9333 or email manningham@manningham.vic.gov.au