

Subdivision Incomplete Works Bond Application – FORM

Prior to completing this form, applicants are required to contact the City to confirm whether a bonding arrangement is likely to be accepted. The City will only consider a bond for incomplete works where it has been demonstrated that the request satisfies the specified requirements.

For bond calculation details, refer to City of Albany Subdivision & Development Guidelines and the IPWEA Local Government Guidelines for Subdivisional Development, *Module No.1 – Legal Framework and Contract Administration, Section 1.20.3 Calculation of bond amount.*

Subdivision details

WAPC Number:	
Subdivision Name:	
Subdivision Stage:	

Payee details

Subdividers name/Company:			
Name of payee:			
Address:			
Request for invoice(s):	YES	Comments:	

Incomplete works bond details

Reason for requesting bonding of incomplete works:		
Bond amount proposed	\$	GST not applicable
30% contingency	\$	
TOTAL bond amount proposed - <i>refundable</i> :	\$	
Bond Fee - 2% of bond amount plus GST (minimum \$110) <i>non-refundable</i>	\$	Include GST
Signature of applicant:		Date:

Bonds shall be provided in the form of credit card or direct debit via an invoice request.

The following information must be provided with the application:

- A plan/drawing depicting the location and the area of the specific works to be covered by the bond.
- A schedule of the bond amount referring to all items for which it shall be utilised. A copy of the awarded contract schedule of costs shall also be submitted.
- Endorsement of the bond amount by the Consulting Engineer.
- A committed timetable or program for the completion of the outstanding works.
- Written confirmation that the Local Government engineering supervision fees, defects bonds and any required contributions have been paid.

* *Bond applications may be refused on the basis of insufficient information.*