

GUARANTEE and BOND REFUND FORM

Accounts Department
Victorian Building Authority
PO Box 536
Melbourne VIC 3001

Dear Sir / Madam

RE: Refund of Bond or Guarantee

VBA reference Number: _____

I wish to advise that a certificate of final inspection / occupancy permit has been issued for the building work authorised by the permit listed below and request the bond / guarantee for the amount of \$_____ be refunded.

Building Permit Details

Building permit No.:

Date of issue:

Property address

Owner's name:

Owner's current address:

Relevant Building Surveyors Details

Name:

Registration No:

Contact No:

Signature of Applicant

Name:

Date:

Signature:

Attachments:

- Building permit
- Certificate of final inspection / Occupancy Permit