

FORM: Bank Guarantee / Unconditional Undertaking Request

Use this form when submitting a Bank Guarantee / Unconditional Undertaking Request for bonds relating to **development applications only**. To learn more visit [Works and specifications](#) on Council's website. This document along with a copy of the original security may be submitted electronically to DABondSN@logan.qld.gov.au

Section 1: Applicant's Details

| | |
|----------------|--|
| Company name | |
| Contact name | |
| Postal address | |
| Contact number | |
| Email address | |

Note: By providing this email address you are giving Consent to Council to use this address to communicate with you in relation to this service.

Section 2: Financial Institution Details

| | |
|------------------|--|
| Institution name | |
| Postal address | |
| Contact name | |
| Email address | |

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy.

Section 3: Project Details

| | |
|------------------------------------|--|
| Development approval number | <i>(Application number security is to be held against – e.g. OW / COM as stated in the security document).</i> |
| Amount of guarantee | |
| Description of security | <i>(Use bank guarantee / unconditional undertaking purpose description).</i> |

Section 4: Delivery Details

| | |
|---|--|
| Delivery of Original Bank Guarantee / Unconditional Undertaking | (✓) |
| <p>Original Bank Guarantee / Unconditional Undertaking document:</p> <ul style="list-style-type: none"> has been posted to Logan City Council has been hand delivered to Logan City Council Administration Building is being held by the financial institution | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Return of Bank Guarantee / Unconditional Undertaking | |
| <p>If the special instructions section below is not completed, all documentation will be forwarded to the mailing address stipulated on the Bank Guarantee / Unconditional Undertaking document.</p> <p>Outline any special instructions for return of cancelled Bank Guarantee / Unconditional Undertakings:</p> | |

Section 5: Property Details

| | |
|---|-----------------------------------|
| Address | |
| Owner | |
| Real Property description | Lot: Plan: |
| Estate name and stage number (if applicable) | Estate Name: Stage Number: |

Section 6: Lodgement Process

The following information must be self-checked against the Bank Guarantee / Unconditional Undertaking prior to lodgement:

| Lodgement Acknowledgement | (Initial) |
|---|--|
| <p>A separate Request Form MUST accompany each Bank Guarantee / Unconditional Undertaking document. Failure to do so will result in the return of all documents to the Applicant for re-lodgement.</p> <p>Note: Please refer to Council's Bank Guarantees and Sureties Policy. If the sureties document is not in accordance with the above policy and the lodgement form does not have the required information to register the surety, it will be returned to the Applicant for resubmission.</p> | <input type="checkbox"/> |
| Self-check of Bank Guarantee / Unconditional Undertaking Details | (✓) |
| <p>Bank Guarantee / Unconditional Undertaking:</p> <ul style="list-style-type: none"> • does NOT include an expiry date: • includes the relevant development approval number to which this security applies to • includes the relevant property details (lot and survey plan numbers) and street address • includes the relevant description sufficient to identify the project/purpose | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Section 7: Declaration

| | |
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| Declaration | <input type="checkbox"/> I/we: a) Certify that all required actions have been completed and security document (bank guarantee / unconditional undertaking) has been provided (<i>either electronically or the original</i>); b) Acknowledge that it may be an offence to supply any false or misleading information; and c) Acknowledge Logan City Council's Privacy Collection Notice (on first page). |
| Contact name | |
| Contact number | |
| Signature | <i>Either insert an electronic signature or type in your name.</i> |
| Date | |

Section 8: Council Use Only

| | |
|--------------------------------------|--|
| Date of lodgement | |
| File number | |
| Responsible / contact officer | |
| Position number | |
| Document number | |