



Licence or approval refund request

Postal address

 PO Box 159
 Caboolture QLD 4510

Customer Response Department

Ph: 07 3205 0555

Internet

 www.moretonbay.qld.gov.au
 council@moretonbay.qld.gov.au

ABN: 92 967 232 136

All requests for refunds are subject to evaluation prior to approval

Licensee/applicant details

 Licensee/Applicant name:
 Postal address:
 Home number: Mobile: Work:
 Email address:
Licence/approval details

 Licence/Approval number, eg: LI/2020/1234:
 Trading name (if applicable):
Reason for refund

- | | |
|--|---|
| <input type="checkbox"/> Business closed | <input type="checkbox"/> Overpayment |
| <input type="checkbox"/> Application withdrawn/cancelled | <input type="checkbox"/> Change of ownership - licence no longer required |
| <input type="checkbox"/> Bond release | <input type="checkbox"/> Duplicate payment |
| <input type="checkbox"/> Other - Please specify: | <input type="text"/> |

Proof of payment

Please provide proof of payment for Council to assess your refund. Your refund will not be processed unless proof of payment is provided. This will include:

- A copy of receipts issued
- A copy of the bank statement showing the transaction/s **and** account details (BSB, account number, account name)
- Duplicate payments require copies of both payment transactions.

 Proof of payment attached: Receipt/s Copy of bank statement Date paid:
 Payment method: BPay Phone Pay Customer Service Centre Post Online

Refund details

Where possible Council will reverse the original payment to the bank account from which the payment was made, otherwise a bank transfer will be made to the account details nominated below:

Bank account details for EFT refund if applicable:

 Bank name: Account Name:
 BSB: Account number:
 Postal address where refund EFT remittance is to be posted:
Important information

All refund requests of annual fees are subject to approval and calculated in accordance with Council's fees and charges. The refund will only be provided to the person who made the payment.

Refunds may take 30 days to process once all required information has been supplied.

 Signature: Date:
Office Use Only

 Debtor ID: Receipt Number:
 Proof of Payment Received: Yes No Doc set ID:
 Amount Paid: \$ Pro-rata amount retained: \$ **Total Refund amount** \$
Bonds only - site inspection completed & passed: Yes No Doc Set ID:
 Bond amount retained (if applicable) \$ **Total Bond Refund amount** \$

Privacy statement: Moreton Bay City Council is collecting your personal information for the purpose of processing a refund. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of council.