

BUILDERS FORM

<i>office use only</i>	
FILE:
ACTION OFFICER:
ACTION:	<input type="checkbox"/> Noted <input type="checkbox"/> Responded
RECORD NO:
FURTHER REFERRAL:	<input type="checkbox"/> NOTE or RESPOND <input type="checkbox"/> Already received by: EMAIL/FAX
ACTION OFFICER	
ACTION REQUIRED	



NOTICE OF COMPLETION

TO BE COMPLETED AND RETURNED TO THE SHIRE WITHIN 14 DAYS OF COMPLETION OF THE LICENCED BUILDING WORKS: -

- * NATURE OF WORK (Dwelling, Industrial Shed, etc)
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- * LOT * STREET NUMBER
- * STREET NAME
- * BUILDING LICENCE NUMBER.....
- * DATE COMPLETED
- * IS A REFUND OF VERGE DEPOSIT REQUESTED? YES / NO
- * IS THE CONSTRUCTION OF A CROSSOVER INCLUDED IN THE BUILDING CONTRACT OF THE ABOVE BUILDING LICENCE? YES / NO

WHERE THE CONSTRUCTION OF A CROSSOVER IS INCLUDED IN THE BUILDING CONTRACT, THE VERGE BOND WILL NOT BE REFUNDED UNTIL THAT CROSSOVER HAS BEEN CONSTRUCTED.

- * PLEASE MAKE REFUND PAYABLE TO :
-
-
- * SIGNED
(LICENCEE OR REPRESENTATIVE)

**Post to: Rates Clerk / Building Surveyor
Shire of Broome
PO Box 44
BROOME WA 6725**

Shire Officer to FORWARD TO ENGINEERING DEPARTMENT (where refund requested) once completion details have been entered: