APPLICATION FOR CROSSOVER CONTRIBUTION

(Refer to next page for instructions)

City of Busselton
Geographe Bay

Preliminary collection notice: The City collects your personal information to verify, assess and process your application. Additionally, we may use the information you provide: to communicate with you; to improve our services; for record keeping purposes; and for statistical and analytical purposes. Your information may be shared with relevant City staff and service areas involved in assessing and processing your application. To learn how your personal information is handled, access the City's Privacy Statement or contact the Privacy Officer at privacy@busselton.wa.gov.au.

CROSSOVER LOCATION

I/We hereby make an application for a contribution towards the crossover constructed at the following property:	
Property Address:	
Property ID (refer to rates notice):	

☐ **Tick to confirm the Crossover is constructed and ready for inspection**

APPLICANT DETAILS

Names of property owners: **(All property owners to be listed)**		
Residential address:	**Address:**	
	Locality:	**Postcode:**
Postal address: (if different to residential address above)	**Address:**	
	Locality:	**Postcode:**
Email address:		
Telephone number(s):		

☐ **Tick for change of residential address** ☐ **Tick for change of postal address**

BANK DETAILS

Bank Name:	**Account Name:**	**BSB:**	**Account Number:**

CROSSOVER CONSTRUCTION DETAILS (PAVERS ONLY)

If Pavers less than 60mm in thickness are used, the following information is to be provided:	
Paver Manufacturer:	**Name of Paver:**

BUSINESS DETAILS

Was the crossover constructed for and in the course of running a business: ☐ **Yes*** ☐ **No – Proceed to Signatures**	**If Yes* – Is the business registered for GST?** ☐ **Yes**** ☐ **No – Proceed to Signatures**
If Yes, insert ABN (Australian Business Number):**	

**The City's Finance Compliance Officer will be in touch to discuss Recipient Created Tax Invoice Agreement.

I/We give permission for the City of Busselton to use information in this form to change the address/name details on all City managed systems.

I/We declare that the information provided in this application is true and complete.

This form must be signed by the property owner. If the property is owned jointly, all property owners must sign. If signed by a power of attorney, a copy of the power of attorney must be provided. If executed by a company, the form must be executed in accordance with the Company's constitution and the *Corporations Act 2001* (Cth).

APPLICANT SIGNATURES (REQUIRED TO PROCESS)

Owner / Sole Director / Secretary Signature:	**Date:**
Owner / Sole Director / Secretary Signature:	**Date:**

INSTRUCTIONS:

1. Complete and submit this form to request an assessment of your constructed crossover.
2. The application must be for a crossover that is **constructed** and **completed** only.
3. (a) If the property is owned jointly, **both/all property owners must sign**.
   (b) If signed by a power of attorney, a copy of the power of attorney must be provided.
   (c) If executed by a company, the form must be executed in accordance with the Company's constitution and the *Corporations Act 2001* (Cth).
4. Forward the completed form to the City of Busselton using one of the following options:
   (a) Email – city@busselton.wa.gov.au
   (b) Post – City of Busselton, Locked Bag 1, Busselton WA 6280
   (c) Hand delivery – City Administration Offices, 2 Southern Drive, Busselton

PLEASE NOTE:

- Receipts for crossover construction may be required.
- Applicants will not receive the Council's crossover refund when the crossover does not meet the "minimum crossover dimensions" as below.
- Engineering and Works Services Standards and Specifications can be found on the City's website: www.busselton.wa.gov.au/plan-and-build/engineering-technical-standards-and-specifications.aspx

MINIMUM CROSSOVER DIMENSIONS

