

# APPLICATION FOR PAYMENT – REFUND FOR COMMUNITY FACILITIES & RECREATION

## PAYEE DETAILS

Name or Company

Street number

Street name

Suburb

Postcode

Contact telephone number

Email address

Please note if you  
are not the payee  
stated on the  
receipt, a signed  
authorisation must  
be attached signed  
by the original payee

## EVENT DETAILS

Name of venue

Receipt number  
e.g. R000056088

Booking number  
e.g. 552558

Event date

## BANK ACCOUNT DETAILS

Account name

BSB number

Account number

Signature/s

Date

Council is not liable  
for lost payments  
due to incorrect  
details

To be  
completed by  
the requesting  
Council officer

A copy of the receipt  
and/or supporting  
documents must be  
attached

I certify that this  
requisition is in  
accordance with the  
Delegations of  
Authority

## OFFICE USE ONLY

Ledger

Account

Amount (Incl.)

GST (Y/N)

TOTAL PAYMENT

Payment  
Details

Requested by

Authorised by

Signature

Name

Position

## CONTACT US

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NSW 2750

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