

Hamilton City Development Manual	
Volume 4 : Quality Systems for Land Development	Part 9 - Appendices
Authorised by : Design Services Manager	

APPENDIX 5 i)

HAMILTON CITY COUNCIL

**REQUIREMENTS & PROCEDURES FOR LEGAL DOCUMENTATION
FOR MINOR WORKS BONDS**

As a condition of approving your application, the Council requires certain legal documents to be prepared. The form of the documents and the wording of the conditions to be secured shall be to the satisfaction of the Council.

a) The Council shall issue instructions to its own solicitors to prepare these documents upon your:

- i) Accepting liability for the Council's legal fees and disbursements in this regard by signing and returning the attached copy of this notice; and
- ii) Paying to the Council a deposit on account of those legal fees; and
- iii) Providing a current search copy of the title or titles of the land involved; and
- iv) Providing the name and address of your solicitor if you wish the documents to be forwarded to your solicitor
- v) Providing the name of the bondsman if guarantor is required
(a bank or insurance company acceptable to the Council)

No instructions will be prepared until all these requirements have been met

b) As charges are calculated on the basis of the staff time involved, total charges will be contained by correct execution and prompt return of the documents.

I / We _____
accept the liability for the Council's charges and disbursement, and request it to prepare the documents required.

Enclosed : (1) The proposed Guarantor is: (if required)
Name: _____
Address: _____

(2) My / our solicitor is:
Name: _____
Address: _____

(3) I / we enclose:
(a) Cheque \$100 (cheques are to be made payable to the Council)
(b) Current search copies of title or titles

Signature of Owner(s)