

2023 APPLICATION FOR ASSET PROTECTION PERMIT

APPLICATIONS CAN BE LODGED AND PAID ONLINE via eHume. Please click [here](#).

Effective 1st July 2023 – 30th June 2024



Reference Number:	(For internal use only)
-------------------	-------------------------

PART A – PROPERTY DETAILS

The applicant must provide accurate details of the property relevant to the application.

Number	Lot	Street/Road	
City/Suburb/Town	Postcode		
LP/PS or any further info:			

PART B - APPLICANT DETAILS

Name:			
Address:	Postcode		
Phone:	Email:		

PART C – ASSET PROTECTION PERMIT TYPE (please tick)

Category	Description	Fee
APP01	Permit to carry out building works costing more than \$20,000, and/or Permit to enter a building site by means of a motor vehicle having a gross weight exceeding two tonnes (includes one dwelling). & additional fee for Multi-Unit Developments only (each additional dwelling)	<input type="checkbox"/> \$465 Plus: <input type="checkbox"/> \$150 each dwelling
	The Applicant is required to provide details of the number of separate building units to be constructed on the land in relation to this application for Asset Protection Permit	No. of Building Units:
APP02	Permit to occupy a road for works. (Used for permit for skip bin on nature strip for <u>construction works</u> only). (Note: The application must be accompanied by a risk management / public safety plan and siting plan of the proposal).	<input type="checkbox"/> \$465.00

PART D – PERSON IN CHARGE OF BUILDING WORKS (BUILDER)

Builder's Company Name:	Builders ABN:
Builders Address:	Postcode:
Builders Phone:	Email:

PART E – BUILDING WORKS DESCRIPTION

Description of building works:	<input type="checkbox"/> Construction of dwelling	<input type="checkbox"/> Construction of units	<input type="checkbox"/> Demolition of dwelling
	<input type="checkbox"/> Renovation	<input type="checkbox"/> Installation of a pool	<input type="checkbox"/> Installation other
	<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Demolition of Commercial Property	
	<input type="checkbox"/> Other: _____		

PART F – PRE-EXISTING INFRASTRUCTURE ASSET CONDITIONS STATEMENT

(*You must complete this section or risk fines and charges)

Pre-existing Damage <input type="checkbox"/> Yes <input type="checkbox"/> No	Description of Damage <input type="checkbox"/> Footpath bay <input type="checkbox"/> Vehicle crossover <input type="checkbox"/> Kerb and channel <input type="checkbox"/> Services pits Other: _____
	Photos must accompany application if there is damage, if no photos are attached your permit will be processed as “No damage” automatically. Only supply photos that show damage.

APPLICANT'S SIGNATURE:

DATE: / /20

Personal information on this form is being collected to enable you to obtain an Asset Protection Permit. The personal information will be used for this purpose only and will not be disclosed to any other party except as required by law. If you fail to provide this information, Council cannot issue an Asset Protection Permit. You may access this information by contacting Council on 9205 2200.

Further Information

GENERAL INFORMATION:

Make sure that you sign and date the Application Form.

Council's preferred method of receiving applications is via our online portal, eHume, please click [here](#). Select "Register for eHume" and register your details or login.

If an Infringement fine has been issued, payment of the fee for your Asset Protection Permit does not alleviate the fine. The Infringement fine must still be paid, or further fines or costs may be incurred.

If you have any questions, please telephone Technical Services Department on 03 9205 2830.

PART C– ASSET PROTECTION PERMIT TYPE

APP01 - Asset Protection Permit

\$465 includes one dwelling
\$150 for each additional dwelling

APP02 - Skip Bin Permit (if bin needs to be located on nature strip during construction)

(Note: The application must be accompanied by a risk management / public safety plan and siting plan of the proposal).

PART F – ASSET DAMAGE

Please select which asset has evident damage (footpath, vehicle crossover, kerb/channel, services pits for example) at the front of the proposed building site.

Make sure you attach photographs of any existing damage to the Infrastructure Assets. This will help protect you from being liable for any damage that was there before you started your building works. If no photos are received with your application "No damage" will be recorded against your permit. Once permit has been issued, this cannot be changed. **Only include photos that clearly show damage.**

PART D – PERSON IN CHARGE OF BUILDING WORKS (BUILDER)

This is to include details of your builder/contractor, not ownership details.