

**2022 APPLICATION FOR ASSET PROTECTION PERMIT**

**APPLICATIONS CAN BE LODGED AND PAID ONLINE via eHUME.**

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**Effective 1<sup>st</sup> July 2022– 30<sup>th</sup> June 2023**

Reference Number:	<i>(For internal use only)</i>
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**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
Volume	Folio	Crown Allotment	Section

**PART B - APPLICANT DETAILS**

Name:			
Address:			Postcode
Phone:	Mobile:	Fax:	
Email:			

**PART C – ASSET PROTECTION PERMIT TYPE** *(please tick)*

	Description		Fee
<b>APP01</b>	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.	<input type="checkbox"/>	\$465.00
	(A) Multi-Unit Developments only (Additional Fee for each additional unit) <b>[See Part E below]</b>	<input type="checkbox"/>	\$150.00*
<b>APP02</b>	Permit to occupy a road for works. (Used for permit for skip bin on nature strip for construction works 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
<b>APP08</b>	Permit to access a building site from a point other than a vehicle crossing. (Note: The application must be accompanied by a risk management / public safety plan and scale drawings and specifications of the proposal).	<input type="checkbox"/>	\$465.00

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

Builder's Name:			
Address:			Postcode
Phone:	Mobile:	Fax:	
Email:			

**PART E – BUILDING WORKS (Please complete).**

Description of building works*:	<i>(* e.g. single storey dwelling, warehouse, factory, brick garage)</i>	
<b>APP01 (A)</b> 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	<b>No. of Building Units:</b> .....	

**PART F – PRE-EXISTING INFRASTRUCTURE ASSET CONDITIONS STATEMENT**

Photos Attached <input type="checkbox"/> Yes (Tick)
<i>(*You must complete this section or risk fines and charges)</i>

**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.

# What do you need to do now?

- Fill out the Application Form “Application for Asset Protection Permit”.
- Make sure that you complete “Part F” of the form. You should write a description of any damage to Infrastructure Assets near the building site.
- Make sure you attach photographs of any existing damage to the Infrastructure Assets. This will help protect you from being blamed for any damage that was there before you started your building works.
- Make sure that you sign and date the Application Form.
- Make sure that you forward the Application Form and the application fee to Council’s Building Control Services Department.
- When the fee is paid to Council, a receipt will be issued to you. You should attach the receipt to the Asset Protection Permit document that is accompanying this letter.
- 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 Building Control Services on 03 9205 2200.