

## Application for an Asset Protection Permit

Under Local Law No 1 Community and Environment 2013

I, \_\_\_\_\_  
(Person in charge of the building site, being site supervisor, builder or owner builder)

Of \_\_\_\_\_  
(Name of Company, if applicable)

\_\_\_\_\_  
(Postal Address)

\_\_\_\_\_  
(Suburb)

\_\_\_\_\_  
(Postcode)

Contact numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Wish to apply for an Asset Protection Permit for the site address located at:

Lot No \_\_\_\_\_ Plan of subdivision no: \_\_\_\_\_

Street Address: \_\_\_\_\_

Anticipated commencement date of works: \_\_\_\_\_

Anticipated completion date of works: \_\_\_\_\_

### Your application must include:

- > **\$430** application fee. (non-refundable)
- > **Pre Inspection Report:** Notification of any damage identified prior to commencement of building works (Notification maybe in the form of photos or diagrams).
- > **Public Liability Insurance of minimum \$10 million.** You must provide a current copy of your public liability insurance for the site with the application.
- > The application form and pre inspection forms must be signed by the applicant

**PLEASE NOTE: Your application is not approved until you receive a signed Asset Protection Permit. Making payment does not constitute a valid permit. You must not start any work until you have received the permit. If you do start work without a valid Asset Protection Permit you will be liable to receive an infringement of \$500.**

**Please allow 10 business days for this permit to be processed.**



### Conditions to assist in completing asset protection permit applications

- > **Commencing work:** work shall not commence until a permit is issued except in the case of an emergency (which is approved by Council's Asset Protection Officer). Before excavating, check for underground services via [www.1100.com.au](http://www.1100.com.au) or phoning 1100.
- > **Existing damage:** the application shall notify and document the extent of any damage to Council's infrastructure (if any) in the vicinity of the work site via a *Pre-commencement Report* and have it verified by Council's Local Laws Officer before commencing any work. Otherwise the applicant will be responsible for the repair or replacement of damaged infrastructure to Council's satisfaction.
- > **Protection of roads, kerbs, footpaths and road furniture:** where any work requires access to any road then the person in charge of the building site (carrying out the work), must protect the road, kerb and footpath from damage.
- > As the applicant of the Asset Protection Permit, I acknowledge that I am responsible for (and must repair or replace) any damage to Council infrastructure, asset or property, up until a Local Laws Officer has conducted a final property inspection and the Asset Protection Permit has been finalised by Mitchell Shire Council.

NB: Failure to comply with any of the above conditions and conditions listed in any permit could result in penalties as prescribed in the Local Law being applied.

### Payment

Payment can be made by the following methods

- > Cheque - to be payable to Mitchell Shire Council - Post to 113 High Street, Broadford 3658
- > Payments can be made by credit card or BPAY using the information provided on your tax invoice. If you don't have a tax invoice and would like one emailed, please check this box
- > In person – Cash, Cheque, EFT payments can be made at Council Customer and Library Service Centres in Wallan, Kilmore, Broadford and Seymour. Location and operating hours are available at [www.mitchellshire.vic.gov.au](http://www.mitchellshire.vic.gov.au)

***I have read and understood the above conditions, and agree to abide by them at all times***

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Date Issued:        /        /

### Cashier

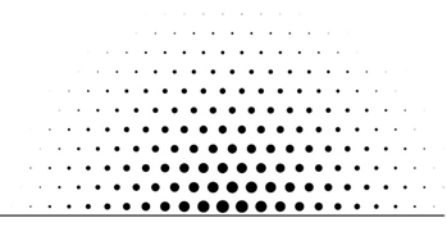
Receipt Number \_\_\_\_\_

#### Privacy Notification

The personal information requested on this form is being collected by Council for the purpose of evaluating a Local Laws Permit application. This information will be used solely by Council for that primary or directly related purposes. The applicant understands that the personal information provided is for the purpose of evaluating a Local Laws Permit application and that they may apply to Council for access and/or amendment of the information.

# MITCHELL SHIRE COUNCIL.

## Pre Commencement Report For Asset Protection Permits



Builder/Permit Holder Name: \_\_\_\_\_

Contact Number : \_\_\_\_\_

**Site Details:**

Lot No: \_\_\_\_\_ Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_

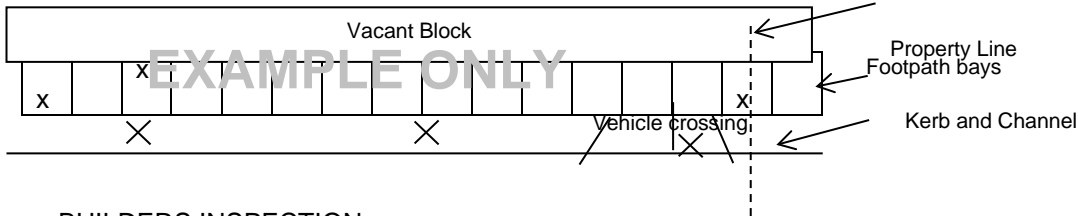
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Construction Type: (Dwelling and Garage, verandah, pool, carport, fence, etc...)

Date of Commencement: \_\_\_\_\_

**\*IMPORTANT\***

Record bays from LEFT to RIGHT facing block while identifying property boundaries, location of vehicle crossing/s, parking bays, stormwater pits, nature strip trees and whether a stormwater drain is under the path. Mark the location of any existing damage to the kerb and channel or any of the above mentioned items. REFER TO EXAMPLE BELOW



**BUILDERS INSPECTION**

HOUSE / VACANT BLOCK
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FOOTPATH BAYS
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KERB and CHANNEL

Number footpath bays damaged	<input type="text"/>	Number of storm water pits, pit lids	<input type="text"/>
Number vehicle crossing (drive way) bays damaged	<input type="text"/>	Number of street trees	<input type="text"/>
Number kerb and channel (gutter) sections damaged	<input type="text"/>	Other identified damage	<input type="text"/>
Number back of kerb parking bay damage	<input type="text"/>		

Comments: [Click or tap here to enter text.](#)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Dated photographic evidence is also recommended to be submitted with pre-commencement report

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