

ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444 T 03 5422 0333 – F 03 5422 3623 – mrsc@mrsc.vic.gov.au – mrsc.vic.gov.au

Application for an Asset Protection Permit

2024/25

An Asset Protection Permit is required under Council's Community Local Law 2023 and must be obtained before commencing works. If the work is on an arterial road (managed by VicRoads), or trees or vegetation may be impacted by the works, a planning permit may be required prior to apply for an Asset Protection Permit. If you are unsure if a planning permit is required, call our Planning unit on (03) 5422 0333.

Please include photos of any existing damage to Council Assets with this application.

Pro	operty address								
W	Work location /address:								
E	Existing Asset Protection permit or Planning Permit number (if relevant):								
Ap	plicant details								
Tł	The applicant's name will appear on the permit and is responsible for the Bond payment.								
Na	ame:								
Р	ostal Address:								
Pł	none:								
Er	mail:								
Tł	The permit will be sent to this email address, along with any further communication about the permit.								
Owner Builder/Contractor/Company Details (carrying out works)									
Na	Name:								
Р	ostal Address:								
Pł	none:								
Pub \$5,0	000,000. This can be the pr		sura	ation to be processed and must be in excess of ince or the contractors insurance. ails here:					
In	surance Company:		_	Amount Held \$					
Tre	ees/native vegetation								
	there trees or native vegetoosed?	ation on the nature strip or roa	d res	serve close to where the works are					
	Yes			No					
Pri	vacy								
whi		s website, <u>mrsc.vic.gov.au/priv</u>		in accordance with Council's Privacy Policy and available for inspection at or collection					
	Office Use Only								
	Road Zone 1 & no Planning Permit VPO & no Planning Permit	Refer to Planning Refer to Planning and Environment							
	Trees on nature strip in township	Refer to Parks and Gardens							
	Trees or vegetation outside township	Refer to Environment							

Location of works						
For Crossover Works only. Please provide a copy of the endorsed plans with this application showing proposed changes or a detailed sketch, which includes dimensions with offsets from existing assets. Please include any trees or native vegetation.						
Bond payments						
A bond payment is required for each address . If you require more that only one bond is payable and is refundable on successful completion of						
Residential Commercial Bond: Bond: \$1,200						
Any works being conducted for a business are considered Commercia be revised after the application has been received. This is determined						
Nature of works and fees						
This relates to what works will be conducted at the site.						
Туре	Township and commercial fees					
A. Enter a building site (includes any construction on a property)	\$583					
B. Occupy road/footpath for works	□ \$583					
C. Temporary storage of material on road reserve	□ \$583					
D. New vehicle crossing/repair/widen/remove	\$431					
E. Stormwater/water/sewer Connections	□ \$431					
F. Access site from point other than a vehicle crossing	\$583					
* Fees valid for 2023/24 financial year and are reviewed annually.						
Total amount to be paid (all relevant fees and bond): \$						

Conditions

- Commencing work: work shall not commence until a permit is issued, except in the case of an emergency. Before excavating, check for underground services by visiting dialbeforeyoudig.com.au or phoning 1100.
- Existing vegetation/trees: all existing vegetation/trees are recognised by Council as an important and valuable asset for the community and the environment. If vegetation/trees are approved to be removed, the additional cost of replacement/compensation will be advised. Any removal of vegetation/trees without approval, or damage to vegetation which in the opinion of Council will detrimentally affect the life of vegetation/trees, will result in forfeiture of the bond held by Council and may incur enforcement action and financial penalties.

- Vehicle crossing construction: crossings are to be a minimum of 10m from any intersection, 1m from any power pole, sign or service pit, and an absolute minimum of 3m from any street tree. New crossings must be sealed when connecting to a sealed road. Second crossovers are approved on a case by case basis and may be refused.
- **Public liability insurance**: a copy of public liability certificate of currency for the contractor carrying out the works or relevant information must be supplied with your application.
- Return of Bond/Damage to Council assets: damage to Council assets is the responsibility of the
 permit holder to rectify. If this is not done as instructed, Council reserves the right to undertake all
 rectification works and will deduct the costs from the bond paid. Council will also seek to recover any
 further costs if the bond amount paid does not cover the rectification costs. This includes any damage
 caused by service authorities during the works.

By signing this application I certify that:

- I declare that I am the applicant and that all information in this application is true and correct
- I accept and undertaken to comply with the conditions specified on the permit and I undertake to pay, on demand, any sum necessary to make up the full cost of restoration for any damaged caused by works
- A Traffic Management Plan will be prepared, if and as required by the Road Management Act 2004 and the Road Safety Act 1986
- Appropriately trained ad qualified persons will carry out the works and manage the non-road activities and direct traffic
- The permit holder is responsible for the safeguarding of the public against injury and for maintaining the site during the existence of the work in a safe condition at all times.
- I agree to inspect the site and report on any existing damage to Council's assets prior to commencing works. Failure to report such damage will make the applicant liable to pay full restoration costs.

Applicant name:	Applicant signature:	Date:						
Authorisation for d	eposit/bond return							
Account name:								
Bank/branch:								
Account holder's name:								
BSB:	Account number:							
Email address for remitta	nce:							
I authorise payment to m	y bank account: Si	ignature:						
Payment options								
 In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres. Over the phone: call Customer Service on 5422 0333 and pay using a credit/debit card. By Mail: cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151 KYNETON VIC 3444. 								
Mastercard	\	∕isa						
I authorise you to charge the following amount to my credit card: \$								
Name on card:								
Credit card number	:							
Expiry date (xx/xx):	Signature:							