

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.

Property address

Work location /address: _____

Existing Asset Protection permit or Planning Permit number (if relevant): _____

Applicant details

The applicant's name will appear on the permit and is responsible for the Bond payment.

Name: _____

Postal Address: _____

Phone: _____

Email: _____

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)

Name: _____

Postal Address: _____

Phone: _____

Email: _____

Public liability insurance details are required for the permit application to be processed and must be in excess of \$5,000,000. This can be the property's home and contents insurance or the contractors insurance.

Please supply a copy of the certificate of currency or indicate details here:

Insurance Company: _____ Amount Held \$ _____

Trees/native vegetation

Are there trees or native vegetation on the nature strip or road reserve close to where the works are proposed?

Yes

No

Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, mrsc.vic.gov.au/privacy and available for inspection at or collection from Council's customer service centres.

Office Use Only

Road Zone 1 & no Planning Permit Refer to Planning

VPO & no Planning Permit 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 than one permit type for the one property, only one bond is payable and is refundable on successful completion of a final inspection.

Residential Bond: \$750

Commercial Bond: \$1,200

Any works being conducted for a business are considered Commercial and Commercial Bond amounts may be revised after the application has been received. This is determined by the size of the works.

Nature of works and fees

This relates to what works will be conducted at the site.

Type	Township and commercial fees	
A. Enter a building site (includes any construction on a property)	<input type="checkbox"/> \$583	
B. Occupy road/footpath for works	<input type="checkbox"/> \$583	
C. Temporary storage of material on road reserve	<input type="checkbox"/> \$583	
D. New vehicle crossing/repair/widen/remove	<input type="checkbox"/> \$431	
E. Stormwater/water/sewer Connections	<input type="checkbox"/> \$431	
F. Access site from point other than a vehicle crossing	<input type="checkbox"/> \$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.

