

## APPLICATION FORM – ASSET PROTECTION PERMIT



<b>Application No:</b>	<b>Date:</b>
<b>Consent Fee: \$</b>	
<b>Minimum Security Deposit: \$</b>	
<b>Total: \$</b>	<b>Receipt No:</b>

FEES & BONDS		
TYPE OF WORKS	Application Fee	Security Deposit
Carports, pools, garages, restumping, internal renovations.	\$300.00	\$3,000
Demolitions only, House additions, Single Dwellings, Dual Occupancy, multi - unit developments (not apartment buildings). If demolition is included in the application together with the building works, no separate fee required for demolition.	\$450.00	\$5,000
Multi-storey Developments and/or any developments requiring a Construction Management Plan. If demolition is included in the application together with the building works, no separate fee required for demolition.	\$600.00	To be advised as part of the CMP endorsement process

APPLICANT/ PERMIT HOLDER DETAILS (MUST BE SAME AS PERSON PAYING FEES)			
(Person responsible for reinstatement of damaged assets and amenity/safety issues)			
<b>Name:</b>			<p><b>***Important Note***</b>  <b>APPLICANT/PERMIT HOLDER MUST BE FEE PAYER OR THE PERMIT WILL NOT BE ISSUED.</b></p> <p><b>PERMIT WILL ALSO NOT BE ISSUED UNLESS THIS FORM IS SIGNED &amp; DATED BY THE APPLICANT/ PERMIT HOLDER.</b></p>
<b>Postal Address:</b>			
<b>Suburb:</b>	<b>Postcode:</b>		
<b>Contact Person:</b>			
<b>Email:</b>			
<b>Telephone (BH):</b>	<b>Facsimile:</b>		
<b>Mobile or AH Telephone:</b>			

OWNERS DETAILS			
<b>Name:</b>			<p><b>How would you prefer to receive your Permit?</b></p> <p><input type="checkbox"/> Post  <input type="checkbox"/> Email  <input type="checkbox"/> Fax</p>
<b>Postal Address:</b>			
<b>Suburb:</b>	<b>Postcode:</b>		
<b>Contact Person:</b>			
<b>Email:</b>			
<b>Telephone (BH):</b>	<b>Facsimile:</b>		
<b>Mobile or AH Telephone:</b>			

Security deposits will be refunded by cheque made out to the payer on the Council receipt and will be forwarded to the applicant's postal address as stated on this application.

PROPERTY ADDRESS & BUILDING WORK DETAILS	
<b>Address of Building Works:</b>	Street No. _____ Lot No. _____ Street Name _____ Suburb _____ Postcode _____
<b>Type of Work:</b> (Tick <u>ALL</u> that apply)	<input type="checkbox"/> New dwelling <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Demolition and/or Removal <input type="checkbox"/> Unit Development <input type="checkbox"/> Commercial/Educational Development <input type="checkbox"/> Other Works (specify) _____
<b>Cost of Work</b> (as stated on Building Permit):	\$ _____
<b>Construction Management Plan</b> (Planning Permit requirement)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PLEASE NOTE: If no pre-commencement report (eg. photos) is submitted with this application, or works have already commenced, Council will hold the applicant responsible for all existing damage.**

## CONDITIONS UNDER WHICH PERMIT IS GRANTED

### GENERAL

- If a Construction Management Plan (CMP) is required under the Planning Permit for the site, additional bond may be required.
- The purpose of this permit is to ensure that the Permit Holder is not held liable for the reinstatement of Council assets, which have not been damaged as a result of the works covered by the proposed building works and under the above Building Permit, and to ensure that any damaged assets are reinstated to the satisfaction of Council.
- The Applicant/Permit Holder is responsible for reinstatement of damaged assets and amenity/safety issues.
- The Permit Holder or Builder/Demolisher shall have a current public liability policy of insurance for an amount not less than ten million (\$10,000,000) dollars.
- The Permit Holder shall indemnify the Council, its Councillors and employees from and against all actions, claims, losses, damages, penalties and demands consequent upon, occasioned by, or arising from its performance or purported performance of its obligations under this permit.
- The Permit is valid for twenty-four (24) months only (or while Building Permit is valid).
- Consent to Undertake Works in the Road Reserve shall be obtained for each new, altered or deleted vehicle crossing, water or drain tapping, other opening or any reinstatement works undertaken within a road reserve. Please contact the Engineering Administration Team on 9262 6177 for further information (an Asset Protection Permit does not authorise these works to be undertaken).
- Non-compliance with these conditions may result in enforcement of Council's Local Laws.
- The Permit Holder shall supply a Pre-Commencement Report (including photographs) for all surrounding Council assets (e.g. footpath, vehicle crossing, kerb, roadway, nature-strip, street signs, trees, etc) affected by works.
- Whitehorse City Council reserves the right to charge additional Security Deposit based on the scope of works and potential damage to Council assets.
- If access to the site is required through park reserve, please contact Council's Parkside Department on 9262 6222.
- Please note that where Council assets are damaged as a result of building works, the Asset Protection Permit Holder is responsible for all of the repairs, and Council will not be repairing any assets damaged as a result of building works as part of its regular maintenance regime.

### INSPECTIONS

- Council shall carry out inspections as follows:

#### **Initial Inspection**

- The site prior to the commencement of works. All pre-existing damage will be noted. If works have commenced prior to this initial inspection, Council will assume that all assets are in excellent condition.

#### **Final Inspection**

- The site on completion of works. All Permit Holder related damage will be identified. If inspection is requested and site works are not completed, additional inspection fees may be applied for repeat Final Inspections.

- Inspections will only be carried out between 8:00am and 5:00pm Monday to Friday.
- Forty-eight (48) hours' notice shall be given to Council when inspections are required.

### SAFETY

- The Permit Holder shall supply and erect any barriers, signs, lights etc. to ensure the safety of all traffic, both vehicular and pedestrian and to protect the works from damage. The road reserve and any Council land must be protected, in accordance with the Code of Practice for Worksite Safety – Traffic Management.
- Interference to vehicular and/or pedestrian traffic shall be kept to a minimum and shall be to the satisfaction of Council.

### DAMAGE TO COUNCIL PROPERTY

***Should damage occur to Council property or assets as a result of the works, then the Permit Holder must reinstate the damaged property or assets to the satisfaction of Council.***

- **Inspection of Reinstatement Works**
  - Prior to pouring any concrete for reinstatement works, Council must inspect the base, formwork and reinforcement placement.
- **Reinstatement of Vehicle Crossing**
  - Vehicle crossing shall be constructed in accordance with the specifications for the Construction of Vehicle Crossing (Standard S 105) and the relevant Standard Drawings.
- **Reinstatement of Bituminous and Concrete Surfaces**
  - Concrete paving shall be sawcut to the nearest joints and incomplete or damaged slabs or bays replaced.
  - Footpaths shall be 75mm thick, unreinforced, 20 MPa concrete on a 50mm compacted thickness Class 2 crushed rock base.
  - Reinstatement of bituminous and concrete surfaces may be arranged with Council and the cost will be deducted from the deposit.
  - All openings shall be completely backfilled at the end of each day's work.
- **Works Affecting Naturestrips**
  - Nature strips shall be resurfaced with a minimum of 100mm of topsoil and seeded. The level of the topsoil shall be 40mm above the surrounding surface.
- **Reinstatement – General**
  - The Permit Holder shall reinstate the work site to the satisfaction of Council.
  - Should the Permit Holder fail to comply with any of the conditions, Council may, without reference to the Permit Holder, carry out any work deemed necessary to maintain Council's assets. Costs will be deducted from the Security Deposit.
  - Should the costs incurred by Council exceed the amount of the deposit, the Permit Holder shall reimburse Council for the additional costs.
  - Full responsibility for any damage to public or private property caused as a result of the work carried out under this Permit shall be borne by the Permit Holder.

**SIGNATURE**

***I have read & understand the conditions and am aware that as the Applicant/Permit Holder I am responsible for reinstatement of damaged assets and amenity/safety issues.***

\_\_\_\_\_  
 Applicant/Permit Holder  
 SIGNATURE

\_\_\_\_\_  
 Applicant/Permit Holder  
**CLEARLY PRINT NAME AND POSITION**

\_\_\_\_\_  
 Date

**APPLICATION LODGEMENT & PAYMENT**

<input type="checkbox"/> <b>Mail</b> Locked Bag 2, Nunawading Delivery Centre VIC 3131	Please include cheque made payable to City of Whitehorse, or completed Credit Card Payment Form*
<input type="checkbox"/> <b>In Person</b> Whitehorse Civic Centre 379-397 Whitehorse Road, Nunawading Cashiers are open between 8.30am-4.45pm, Monday to Friday	EFTPOS, credit card (Visa, MasterCard), cash, cheque or money order made out to City of Whitehorse
<input type="checkbox"/> <b>Email</b> <a href="mailto:customer.service@whitehorse.vic.gov.au">customer.service@whitehorse.vic.gov.au</a>	Please include completed Credit Card Payment Form*

\*Credit Card Payment Form can be downloaded at [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

**PRIVACY STATEMENT**

*The personal information requested on this form is necessary for the purpose of Council Asset Protection and is required under Council Local Law No. 1. This information will be used solely by Council for that primary purpose or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Individuals have a right to seek access to their personal information and make corrections by contacting Engineering Administration on 9262 6177. You may view Council's Privacy Policy on our website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.*