



# APPLICATION FOR AN ASSET PROTECTION PERMIT

## INFRASTRUCTURE SERVICES

Made Under Parts 5 & 7 of *Manningham's Community Local Law 2013*

PROPERTY OWNER'S DETAILS:	
OWNER'S FIRST NAME:	HOME PHONE:
OWNER'S SURNAME:	BUSINESS PHONE:
POSTAL ADDRESS:	MOBILE PHONE:
SUBURB:	POSTCODE:

ADDRESS OF BUILDING WORKS:	
STREET ADDRESS:	
SUBURB:	POSTCODE:

APPLICANT'S DETAILS: <b>*Applicant is Responsible for the Protection of Council Asset Abutting the Building Site</b>	
BUSINESS / COMPANY NAME (If Applicable):	ABN :
APPLICANT'S FIRST NAME:	HOME PHONE:
APPLICANT'S SURNAME:	BUSINESS PHONE:
POSTAL ADDRESS:	MOBILE PHONE:
SUBURB:	POSTCODE:
EMAIL ADDRESS (Please Print):	
EMERGENCY CONTACT NAME AND NUMBER:	

**The applicant is responsible for payment of the permit fee and security bond** and becomes the Asset Protection Permit Holder.

Correspondence will be **emailed** to the applicant's email address **unless indicated** otherwise below.

Please mail correspondence to the applicant's postal address. Indicate by ticking box

BUILDING DETAILS (Required to Accurately Assess the Amount of Security Bond):		
<input type="checkbox"/> HOUSE DEMOLITION <u>ONLY</u>	<input type="checkbox"/> NEW DWELLING <u>ONLY</u>	<input type="checkbox"/> HOUSE DEMOLITION & NEW DWELLING
<input type="checkbox"/> COMMERCIAL DEVELOPMENT	<input type="checkbox"/> ADDITIONS TO EXISTING DWELLING	<input type="checkbox"/> POOL
<input type="checkbox"/> OTHER : PLEASE SPECIFY		

EXPECTED START DATE OF WORKS:	
EXPECTED COMPLETION DATE OF WORKS:	
VALUE OF WORKS:	
APPLICANT'S SIGNATURE:	DATE:

**Please do not send payment with this application form.**  
**Invoices for the permit fee and security bond will be emailed to you.**

OFFICE USE ONLY - Proclaim Application N°:

# STANDARD PERMIT CONDITIONS

1. The applicant / permit holder is responsible for the protection of Council assets abutting the building site.
2. The permit is valid for the duration of the building permit or return of the security bond to the applicant.
3. Damage must not be caused to any Council asset as a result of the building works.
4. The permit holder must report any damage to a Council asset by telephoning **9840 9333**.
5. Building work, refuse and materials must be contained entirely within the building site. An enclosed receptacle must be provided onsite to contain litter.
6. Temporary fencing of a height not less than two metres must be erected around all new building sites. All fence panels including footings to be located on private property, secured and braced to prevent falling onto Council land.
7. A building site must be provided with site identification ie street numbering.
8. The permit holder must provide Council with an emergency 24 hour contact number.
9. Building works must not create any pedestrian or vehicular obstruction, be unsafe or create any detriment to visual amenity.
10. The concrete vehicle crossing may be protected by timber slats and metal strapping, however these are prone to damage and movement following use by heavy plant and equipment. Timber vehicle crossings must be checked by the onsite building supervisor and repaired promptly to prevent hazards. The crossing is to remain safe for pedestrian access throughout the duration of the building works. Class 1 footpath signage is required to advise "Pedestrians Watch Your Step" both sides of the temporary crossing.
11. Building works must not cause damage or detriment to any storm water drain, system or asset. Any water discharged from the site must not be fouled.
12. The point of entry to the building site may be by way of a temporary vehicle crossing but must be maintained in a safe condition for pedestrian access to the footpath.
13. A builder's portable toilet must be provided on demolition and new building sites.
14. The permit holder must not place or permit soil, earth, clay or debris to be deposited on the road reserve (road, footpaths, nature strip, kerb and channel, vehicle crossing).
15. A Hoarding Permit is required to occupy any part of the road reserve.
16. The permit holder must not allow access or crossing of Council parks, reserves or tree reserves without obtaining a separate written authority or permit to cross a Council reserve.
17. A Vehicle Crossing Permit must be obtained prior to undertaking any concreting works to Council assets, including footpath in or around a vehicle crossing.
18. The permit holder must notify Council at the conclusion of works, when the final certificate has been issued by a relevant building surveyor, to arrange a final inspection for the security bond refund.

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## PRIVACY STATEMENT

Manningham City Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic.)*. All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. You may access information you have provided to Council at any time and make corrections if you believe that information is incorrect. To obtain a copy of Council's Information Privacy Policy please visit Council's website at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).