

**APPLICATION:****ASSET PROTECTION PERMIT**

Made under parts 5 and 7 of Manningham's Community Local Law 2013



<b>Address of Building Site</b>		<b>2021 / 2022</b>
Street Address:		
Suburb:		Postcode:

<b>Property Owner's Details</b>	
Property Owner's First Name:	Daytime Phone:
Property Owner's Surname:	Mobile Phone:
Postal Address:	
Suburb:	Postcode:

<b>Applicant Details – <u>Applicant is Responsible</u> for the Protection of Council Asset Abutting the Building Site</b>	
Business / Company Name (If Applicable):	ABN:
Applicant's First Name:	Daytime Phone:
Applicant's Surname:	Mobile Phone:
Postal Address:	
Suburb:	Postcode:
Email:	
Emergency Contact Name And Number:	

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

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

Mail correspondence to the applicant's postal address.

Indicate by ticking box

<b>Building Details (Required to Accurately Assess the Amount of Security Bond):</b>		
<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"/> Multi / Unit 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:	
<b>Applicant's Signature:</b>	<b>Date:</b>

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

OFFICE USE ONLY - Proclaim Application N°:

# STANDARD PERMIT CONDITIONS



Any person, including the Permit Holder, contractors engaged by the Permit Holder (including sub-contractors) and / or the Permit Holder's representative, must comply with the following permit conditions, failing which enforcement action may be taken by Council:

1. No damage to be caused to any Council asset, including footpaths, crossovers, roads, trees, storm water drains or systems as a result of the building works being carried out on the Building Site.
2. If a Council asset is damaged, the Permit Holder must promptly report the matter to Council.
3. Building work, refuse and materials must be contained entirely within the Building Site.
4. An enclosed receptacle must be provided within the Building Site to contain litter.
5. The Building Site must be readily identifiable through street numbering or other means.
6. The Permit Holder must ensure that Council is provided with a current emergency 24 hour contact number.
7. A builder's portable toilet must be provided on demolition and new building sites.
8. Temporary fencing of a height not less than two metres must be erected around all new building sites. All fence panels including footings must be kept within the Building Site and secured and braced to prevent falling onto Council land.
9. Building works must not create any pedestrian or vehicular obstruction, be unsafe or create any detriment to visual amenity.
10. The point of entry to the Building Site may be by way of a temporary vehicle crossing, provided that the temporary vehicle crossing is maintained in a manner which provides safe footpath access for pedestrians.
11. If a temporary vehicle crossing is installed:
  - a) class 1 footpath signage is required to be displayed stating "Pedestrians Watch Your Step" on both sides of the temporary vehicle crossing; and
  - b) the crossing must be regularly checked by the onsite building supervisor and repaired promptly to prevent hazards.
12. No soil, earth, clay or debris is to be deposited on the road reserve, which includes the road, footpaths, nature strip, vehicle crossing, kerb and channel during the carrying out of the building work on the Building Site.
13. Any water discharged from the Building Site must not be fouled.
14. No part of the road, including the road reserve is to be occupied as a result of the building works, without obtaining a Hoarding Permit from Council.
15. A Vehicle Crossing Permit must be obtained from Council prior to undertaking any concreting works to Council assets, including footpaths in or around a vehicle crossing.
16. No access to or crossing of Council parks, reserves or tree reserves is to occur without first obtaining an Access Across Reserves Permit.
17. The Permit Holder must notify Council when the final certificate has been issued by the relevant building surveyor.

**Note : The following provisions of Manningham's Community Local Law 2013 must be observed:**

## 5.1 Permit Required for Certain Actions

Without a permit, a person must not, on Council land -

- a) commence or carry out any works;
- b) place any building material;
- c) use a mobile crane;
- d) light a fire except in a permanent or portable barbeque; or
- e) remove, damage, destroy or interfere with any vegetation, material, thing or asset owned by Council

*Note: This clause applies to road openings, tapping into drains, vehicle crossings and gardening works on a nature strip.*

## 5.2 Skip Bins

Except with a permit, a person must not place or use or cause to be placed a skip bin on Council land.

*Note: This clause applies to a road owned by or managed by, or vested in Council.*

## 5.3 Spoil on Roads

A person must not drive or cause to be drive a vehicle -

- a) from land onto a road unless the wheels and tyres of that vehicle are clean and free from all soil, earth, clay and other debris; or
- b) carrying or upon which there is located any soil, earth, clay or debris in such a manner that the soil, earth, clay or debris is, or likely to, be deposited onto such road.

## 5.4 Vehicle Crossings

A person must not, without a permit cause any vehicle to enter or leave land owned or occupied by that person other than via a Council approved vehicle crossing.

## 5.5 Vegetation Damage

A person must not allow vegetation on that person's land to cause damage to or interfere with any Council land.

## 5.6 Control of Building Sites

Without a permit, a person must not commence or continue on land any works requiring a building permit under the *Building Act 1993*.

## 5.7 Drains on Private Land

**5.7.1** A person must not keep or allow a private drain on land owned or occupied by that person to be in a condition which is dangerous to health, unsightly, offensive or obstructed by vegetation or other material.

**5.7.2** An owner of land on which exists a drain required to be maintained by Council must notify Council as soon as practicable upon the drain becoming blocked, discharging water to the ground or failing to operate properly in any way.

## 5.8 Council Drains and Similar Assets

A person must not, without a permit -

- a) destroy;
- b) damage;
- c) interfere with;
- d) excavate;
- e) tap into, or
- f) obstruct the function of any drain vested in Council or water course, ditch, creek, gutter, tunnel, bridge, levee, culvert or fence which is under Council management.

## 5.9 Drainage of Properties

The owner and occupier or any other person involved in the management of land must ensure:

- a) that the land is adequately drained to the satisfaction of an authorised officer;
- b) that the land does not discharge water that is a nuisance to an owner or occupier of adjoining land; and
- c) the water does not discharge from an air conditioner or other equipment onto a footpath.

## 5.10 Management of Easements

**5.10.1** A person must not, in relation to land which is encumbered by a drainage easement -

- a) place any fill on the land comprising the easement;
- b) excavate any soil or dirt from the land compromising the easement, in a manner which, in the opinion of an authorised officer, is likely to affect the flow of water over the easement or on or from land adjacent to the easement; or
- c) Cover any drainage inspection pit or pit lid in a manner which, in the opinion of an authorised officer, makes it impracticable to conveniently use or access the drainage inspection point or the pit lid for its intended purpose.

**5.10.2** A person must not construct a building over an easement which is for drainage or like purpose without the consent of Council.

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## PRIVACY STATEMENT

Manningham 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).



Interpreter service  
**9840 9355**

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