

Asset Protection Permit Information

Community Amenity Local Law No. 1 Clause 24



When is an asset protection permit required?

A builder requires an Asset Protection Permit to carry out or allow to be carried out building works on land. An Asset Protection Permit aids Council in ensuring public assets and infrastructure are not damaged as a result of building work (including demolition work). The permit also protects the builder against paying for damage that may have existed prior to starting their building work.

Conditions on Asset Protection

Without limiting Council's powers under Local Law No. 1, an Asset Protection Permit may be subject to such conditions as Council determines including:

- a) requiring protection works to be done;
- b) requiring the payment of a security bond;
- c) requiring the erection of temporary fencing to the satisfaction of Council;
- d) requiring that any or all public assets or infrastructure damage be repaired, replaced or re-instated within a specified time; or
- e) requiring a temporary vehicle crossing to be installed to Council's specification before commencement of any building works or delivery of any equipment or materials to the land.

Amount of security bonds

The amount of any security bond required under any Asset Protection Permit is to be proportionate to the likely costs of repairing any potential damage to any existing road (including carriageway), channel, drain, vehicle crossing or other public asset arising from the building works.

Applying For an Asset Protection Permit

Upon application Council's Asset Protection Officer will undertake an inspection of the area surrounding the property within 10 working days of receiving the application. A minimum of three days' notice is required for all inspections. The application will then be processed and the permit will be issued upon payment of the application fee and security bond.

How much does it cost?

The application fee is invoiced when your application is received. Check our website for the latest charges.

Security bond: The bond is determined after a site inspection. The bond required for works to a single dwelling is 'usually' between \$2,500 and \$5,000. Bonds for building works involving, multiple dwellings, house removals, commercial and industrial developments are determined based on the scope of works and based on the likely costs of repairing potential damage to public assets arising from the building work.

The bond is fully refunded at the end of the building work to the applicant provided there has not been any damage to Councils assets as a result of the building works.

Application for Asset Protection Permit



Allow at least 10 business days for the assessment of your application.

Asset protection permit must be obtained before commencing any building works.

Property details	
Site Address:	
Tick one box that best describes the works	<input type="checkbox"/> Re-blocking or underpinning <input type="checkbox"/> Single level development up to 4 units <input type="checkbox"/> Demolition with no other building works <input type="checkbox"/> Single level development 5 to 8 units <input type="checkbox"/> Building works up to \$20,000 <input type="checkbox"/> Single level development 9 or more units <input type="checkbox"/> Building works over \$20,000 <input type="checkbox"/> Multi-level development 2 to 5 storeys <input type="checkbox"/> Single dwelling construction <input type="checkbox"/> Multi-level development 6 storeys +
Description of works to be undertaken: (new dwelling, additions, commercial development, etc)	
Value of works:	\$
Anticipated Start Date:	Anticipated Completion Date:
In what capacity are you applying for this permit?	Owner <input type="checkbox"/> Agent of Owner* <input type="checkbox"/> * Agent of the owner means the person authorised by an owner of a building or land to make an application, appeal, referral or representation on the owner's behalf.
Applicant details	
Applicant/Business Name:	
Applicant's Mailing Address:	
Telephone Number:	Mobile Number:
E-mail:	
ABN:	ACN:

Ownership details (if different from the applicant)			
Owner's Name:			
Owner's Mailing Address:			
Telephone Number:		Mobile Number:	
Public Liability Insurance Details			
Insurer:			
Policy Number:		Expiry Date:	

Applicant's declaration

I declare that I am an authorised person to apply for the Asset Protection and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

Applicant's Name:

Applicant's Signature: **Date:**

How to Apply

Email: devpermits@portphillip.vic.gov.au

Mail: City Permits, City of Port Phillip, Private Bag No. 3, PO St Kilda, VIC 3182

Privacy Statement: The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 1, Clause 24. The personal information will be used solely by the Council for that primary purpose or directly related purposes.

The applicant understands that the personal information provided is for the purpose of considering the application for an Asset Protection Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.