



# Asset protection - Final inspection request

## What you need to do

### Before you start!

The fast and easy way to apply is online via

📧 [portphillip.vic.gov.au/  
pay-apply-report](https://portphillip.vic.gov.au/pay-apply-report)

Otherwise complete this form and submit via email.



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### What happens next

Your bond will be returned within 20 business days, after the final inspection and when the reinstatement has been satisfactory completed.

## Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

### Request for final inspection

The final inspection will only be conducted once all the building, construction, and associated works, (including Council asset clean-ups) are completed.

The final inspection for the Council's assets is not the same as the final inspection for the building works.

### Reimbursement of security bond

The security bond is refunded in full to the permit-holder upon completion of the building works provided that there has been no damage to Council assets or, any damage done has been reinstated to Council standards.

- Any damage to Council assets attributed to the building works and not reinstated to Council's satisfaction, will be reinstated by Council and the cost incurred deducted from the bond. If the bond is insufficient to cover the cost of reinstatement the additional sum will be invoiced to the permit holder.
- Any damage to Council's assets by Service Authorities will be the owner's / permit holder's responsibility.
- Any damage may result in fines to the permit holder and/or builder.
- Any work zone signage will be removed upon receipt of this request.

### How to apply

Submit this form and required supporting documentation:

- 📧 [devpermits@portphillip.vic.gov.au](mailto:devpermits@portphillip.vic.gov.au)
- 📧 City Permits  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- 📞 03 9209 6216
- 📧 [portphillip.vic.gov.au/  
planning-and-building/  
get-building-and-construction-  
permits/construction-permits/  
road-opening-permit](https://portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/road-opening-permit)

## 1 Declaration

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

I have provided:

Occupancy Permit – for new buildings or a change of use, or  
Certificate of Final Inspection – for alterations and/or additions to a building

**Note:** These documents are provided by your Private Building Surveyor or Council's Building Department.

**2 Applicant details**

Asset Protection Ref

Site Address

Applicant name

Business name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

**Privacy policy**

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.