

Asset Protection Request for Final Inspection

Community Amenity Local Law No. 1 Clause 24



Allow 20 business days for the refund of a security bond.

The following must be provided:

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

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

Asset Protection Ref:	/		/ APP
Site Address:			
Applicant/Business Name:			
Mailing Address:			
Mobile Number:		Phone Number:	
E-mail Address:			

Request for final inspection

The final inspection will not be conducted unless 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 on the completion of the building work, or earlier, if required by Council pursuant to Local Law No. 1, Clause 24, 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.

Applicant's Name:

Applicant's Signature: **Date:**

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.

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