Asset Protection Permit Application Form

LL17 Protection and Management of Council Assets and Infrastructure

IMPORTANT: The property must have a Council property number for your permit application to be processed.

Applicant Details (Please Print):

Are you (Circle): Owner Builder or Other (Give Details):

Company Name (If Applicable): _____ Pty Ltd

Name: _____

Mobile: _____ Phone: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email Address (Permit will be sent here): _____

Is the Location of works same as above? Y or N (if N please provide details below)

Lot Number: ( ) Street Number: ( )

Property Street Name: _____

Suburb: _____ Postcode: _____

Council Property Number (10 Digits): _____

Enter the Council property number for the location of the works. You can find this number on your rates notice, or at this site: https://www.cardinia.vic.gov.au/#section-1-look-on-your-rates-notice-or-look-it-up-online. Please note if a title has not been released for your property a council property number is not available and the application cannot be lodged.

Construction Details:

Works to be completed:

- ☐ **Dwelling**
- ☐ **Garage**
- ☐ **Extension**
- ☐ **Pool**
- ☐ **Other (please provide details)** _____

Submitting your Permit Application

Photos for submission:

Please note that without the photos requested below we will be unable to process your application. This will affect processing times and create delays to the construction process, as without a permit in place, construction cannot begin.

Is there any existing damage to any of the assets? **Any damage that has not been identified clearly below, you will be liable to fix at the completion of the build.** Please ensure for this reason that your photos are clear and in colour before submission, If you wish to outline damage with spray paint please do not use blue paint.

- ☐ **Yes there is existing damage to Council Assets**
- ☐ **No there is not existing damage to Council Assets**

Photos for submission:
The following photos **must** be sumbitted with your application as a **minimum requirement:**

- ☐ Identifying photo of the property (Overview of block, kerb number etc)
- ☐ Photos of the nature strip (including existing trees)
- ☐ Photos of the crossover (we need a complete view)
- ☐ Photos of all the existing kerbs and gutters
- ☐ Photos of the footpath and any tactiles
- ☐ **Clear, colour close up photos of any damage**

Supporting Documentation: (Please ensure the following are attached to the Application)
☐ Proof of Public Liability Insurance – Minimum Coverage $20,000,000

Payment:

In order for your application to be processed you must pay a fee of $326.00. Council also requires that a bond of $1190.00 is paid with this fee. The bond will be refunded at the completion of the build, as long as Council Assets are in their original condition.

Payment Options:

☐ Cheque or Money

Cheques or money orders should be made payable to Cardinia Shire Council.

☐ Credit Card

To pay by credit card please tick the box and a Customer Service officer will phone you for your details.

Bond refund process:

At the completion of all building and other works that are the responsibility of the permit holder, you must notify council within 48 hours so that a final inspection for damages can be scheduled.

You can do this online at:
https://www.cardinia.vic.gov.au/info/20006/roads_footpaths_and_drains/253/apply_for_an_asset_protection_permit#section-7-permit-conditions

Alternatively you can notify the council by email, mail@cardinia.vic.gov.au, or in writing to PO Box 7, Pakenham 3810. Please be sure to include all of the property details.

Please fill in your details below for the bond refund of $1190.00 Please note that refunds will be issued in the name of the "Applicant" via Electronic Funds Transfer only.

Account Name: _____

BSB: _____

Account Number: _____

By signing this form I acknowledge that I will be liable to any existing damage that is not declared on this application, as well as any damage occurring during construction.

Signature: _____ Date: _____

Privacy Statement
"Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au"