

An Asset Protection Permit is required to work in Council roads and road reserves under Council's local law
This permit is required for any works that risk damage to council assets

GENERAL INFORMATION

Select the **ROLE** that best describes you

Date: / / 20

Council Ref:

Your Ref:

- Owner
- Contractor
- Utility
- Other specify)

APPLICANT DETAILS

Name:

Address:

State:

Post Code:

Contact Person:

Telephone:

Email:

Mobile:

DETAILS OF WORK

Start Date (Estimated):

End Date (Estimated):

Work Hours

From:

AM / PM

To:

AM / PM

Address of Works:

Same as Applicant

Please select the type of works (mark all relevant boxes)

Vehicle Crossover / Driveway	<input type="checkbox"/>	Swimming Pool / Spa	<input type="checkbox"/>
Utility Connection / Extension	<input type="checkbox"/>	Pool House	<input type="checkbox"/>
Dwelling Construction/Extension/ Renovation/Demolition	<input type="checkbox"/>	Garage Extension / Renovation / Demolition	<input type="checkbox"/>
Other Works (Specify)			<input type="checkbox"/>

Description of Works:

Sketch plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided

Please select the type of Council Assets which would be affected by the Construction Works.

Road	<input type="checkbox"/>	Kerb and Channel	<input type="checkbox"/>
Footpath	<input type="checkbox"/>	Nature Strip	<input type="checkbox"/>
Other (Please Specify)			<input type="checkbox"/>

Is there any pre existing damage to any Council Assets

(It is highly advisable to record before and after photos of Council Assets).

Yes

No

Description of Damage:

Asset Protection Permit

CONTRACTOR DS (the person or body who was/will be responsible for conducting the works) Same as Applicant

Contractor or Company Name:			
Contractor Address:			
City/Town:		State:	Post Code:
Name of Works Manager:			
Telephone:	Mobile:	Email:	
Contractor's Public Liability Insurance [PLI] – attaché a copy of the Insurance policy)	Amount of PLI Cover:	PLI Policy No:	
Name of PLI Company:			

TRAFFIC IMPACT

1. Will a Traffic Management Plan be in operation during the proposed works
 (Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management) Yes No
 • Please attach Traffic Management Plan if yes

2. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities) and cyclists

BOND

Council may determine that due to the high risk of damage or reinstatement requirements for Council infrastructure that a bond will be required. The applicant will be notified by council upon application if a bond will be necessary and the amount required. If council is not satisfied with the reinstatement/ condition of the infrastructure the applicant's bond will be forfeited.

CONSULTATION

Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community Yes No
 Date consulted: / / 20 Is access affected Yes No
 Mitigation Plan:

DECLARATION

I declare that I am the applicant; and that all information I have supplied in this application is true and correct.
 I accept and undertake to comply with the conditions specified on the permit and I will pay, on demand, any sum necessary to make up the full cost of restoration for any damage caused by works should they not be satisfactorily completed within the required time frame. I agree to inspect the site and report on any existing damage to Council prior to commencing work. I will be liable to pay full restoration costs, should I fail to report such damage.
 I accept if council have determined that damage caused by works and/or unsatisfactory reinstatement of infrastructure; has occurred any bond payed will be forfeited to Hepburn Shire Council for satisfactory restoration/reinstatement.
 I agree that I am responsible for the safeguarding of the public against injury and for maintaining the site during the existence of the work in a safe condition at all times.
 If for some reason the work cannot be undertaken on the day of approval, I undertake to contact Council on that day to advise. Otherwise a new permit will need to be applied for if the work is rescheduled.
 I understand and accept that all fees are non-refundable.
 By signing this application, I agree that I have read, understood and accept the conditions. I accept that all these conditions must be complied with.

Signature of the Applicant: Date:
 Name of the Applicant:

Conditions

Commencing work: work shall not commence until a permit is issued, except in the case of an emergency. Before excavating, check for underground services by visting www.dialbeforeyoudig.com.au or phoning 1100.

Significant vegetation: any removal of vegetation without approval, or damage to vegetation which in the opinion of Council will detrimentally affect the life of the vegetation will result in the forfeiture of the bond held by Council.

Vehicle crossing construction: a separate permit is not required if crossover construction is included in the works. Guidelines for placement and spacing of crossover can be found on Council's website at www.hepburn.vic.gov.au.

Damage to Council Assets: any damage to Council assets by service authorities will be the contractor carrying out works must be supplied with your application.

Public liability insurance: a copy of public liability certificate of currency for the contractor carrying out the works must be supplied with your application.

Please provide banking details for return of the security bond:

Institution Name			
Account Name			
BSB Number		Account Number	

CREDIT CARD PAYMENTS

Please debit my credit card for the amount of (application fee applicable shall be selected from the schedule below)

Accepted Cards: Visa MasterCard

Card Number: _____ - _____ - _____ - _____ Expiry Date: ____ / ____

Name of the Card Holder:

Signature:

RECEIPTING

SCHEDULE OF APPLICATION FEES AND CHARGES

To Mnemonic: Permit-Road Openings (GL 10-1047-1001-41148)	Use	Fee (inc. GST)	OFFICE USE ONLY
Receipt Number:	Major Works on a Road, Shoulder or Pathway	\$383.80	
	Minor Works on a Road, Shoulder or Pathway	\$151.90	
	Minor Works but NOT on a Road, Shoulder or Pathway	\$98.00	