

Asset Protection Permit Application

General Local Law 2018

Part 5. Protection of Council Assets

1 July 2021 – 30 June 2022

Owner Details

Owner Name:*			
Owner Address:*			
Phone:		Mobile:	
Email:			

Appointed Agent (Complete this section only if this application is being made on behalf of the owner)

Name:			
Address:			
Phone:		Mobile:	
Email:			

Payment

Total Payable <small>(See back for details)</small>	Total \$	In Person	By Phone	On Line
		<small>Customer Services Centres</small>	<small>Phoning your card details</small>	<small>Invoice issued on request</small>

Proposed Works Details

Proposed Work Type:* <small>(Tick applicable box and complete description)</small>	<input type="checkbox"/> Building Construction	<input type="checkbox"/> Building Removal	<input type="checkbox"/> Demolition	<input type="checkbox"/> Pool
	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Boundary Fencing	<input type="checkbox"/> Excavation	<input type="checkbox"/> Other
Description of Works:				
Builder/Contractor:				
Site Address:*				
Signature:* <small>(not mandatory if sent using applicant's email)</small>		Work Estimate:*	\$	
		Date:	/ /	

NOTE: Appointed Agent means the person authorised in writing by an owner of a building or land to make an application, appeal, referral or representation on the Owner's behalf. (* Mandatory Field)

Official Use:	BPA:	Expiry:	BP:
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Glenelg Shire Council

National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305

email: app@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)

website: www.glenelg.vic.gov.au

Schedule of Fees and Security Bond

Qualification for Asset Protection Permit - \$130.00

In accordance with [Glenelg Shire General Local Law 2018](#) Part 5, an Asset Protection Permit is required prior to the commencement of any building works where there is potential to damage the public infrastructure assets, including but not limited to:

- works over an easement,
- building works,
- demolition works,
- construction of swimming pools,
- bulk rubbish container,
- removal of dwellings,
- dwelling additions and alterations,
- commercial/large scale developments,
- re-blocking/re-stumping works,
- front fencing works,
- use of cranes and scissor lifts on footpaths, and
- stormwater/drainage connections.

Council has introduced some exemptions in rural areas (i.e. Rural Zones) where there is little or no risk of damage to Council infrastructure. However, you will require an Asset Protection Permit if your property is located in the following planning scheme zones;

- General Residential Zone 1
- Commercial 1 Zone and Commercial 2 Zone
- Industrial 1 Zone, Industrial 2 Zone and Industrial 3 Zone
- Township Zone where there is existing footpath or kerb and channel.

Fee waivers can be granted for works assessed by Council as low risk where the applicant supplies a completed application form, inspection damage report and photographic evidence of the condition of Council assets.

Qualification for Asset Protection Security Bond - \$800.00

As stated in the [Glenelg Shire General Local Law 2018](#) Part 5.02 (3), the Security Bond is compulsory for:

- 1) Projects having a value of \$20,000 or more and
- 2) all projects involving the construction or removal of fencing on a boundary to a public place; demolition works; building removal; and excavation or construction of swimming pools.

An Asset Protection Permit and Damage Report will be issued on completion of a First Inspection by a Council Authorised Officer to determine existing damage. A Final Inspection will be conducted following a Building Surveyor issuing a Certificate of Final Inspection. The First Inspection Damage Report is the basis for determining the extent of subsequent damage to Council assets and infrastructure.

Prior Condition of Public Infrastructure Assets (Tick applicable box)

Unknown:	No Prior Damage Exists:	Prior Damage Exists:(as described below)
<p>Applicant to describe any prior damage to any of the public infrastructure assets within or adjacent to the land where the work is proposed: (Attach photos if required. The site will also be photographed at the first inspection.)</p>		

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.