



Asset protection permit

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 to apply in person.



Complete and submit

Make sure all sections are complete and documentation is attached, and submit via email to

[devpermits@
portphillip.vic.gov.au](mailto:devpermits@portphillip.vic.gov.au)



Reviewing stage

Within 10 days of receiving this application, we will inspect the area surrounding the property. A minimum of three days notice is required for inspections.



Payment

An invoice will be issued for the application fee and security bond. The permit will be issued when payment is received.

Read before starting

When is an asset protection permit required?

A builder requires an Asset Protection Permit to carry out or allow to be carried out building works on land.

An Asset Protection Permit aids Council in ensuring public assets and infrastructure are not damaged as a result of building work (including demolition work). The permit also protects the builder against paying for damage that may have existed prior to starting their building work.

Permit and refund issued to applicant

The invoice, permit and security bond refund for the Asset Protection permit will only be issued to the applicant nominated on this form, as per their ABN as listed on the Australian Government Australian Business Register. We cannot issue refunds under any circumstances to a third party without the express written consent from the applicant nominated on this form.

Conditions on asset protection

An Asset Protection Permit may be subject to such conditions including:

- requiring protection works to be done
- requiring the payment of a security bond
- requiring the erection of temporary fencing to the satisfaction of Council
- requiring that any or all public assets or infrastructure damage be repaired, replaced or reinstated within a specified time
- requiring a temporary vehicle crossing to be installed to Council's specification before commencement of any building works or delivery of any equipment or materials to the land.

Insurance

The Permit holder must maintain a comprehensive public liability insurance policy for a minimum of \$20,000,000, with an insurance approved by the **Australian Prudential Regulation Authority** which shall remain current for the term of the Permit. The permit holder must also provide a certificate of currency noting Council as an interested party.

Fees

The application fee is invoiced when your application is received. Check the Development Permits Fee Schedule at:

 [portphillip.vic.gov.au/
asset-protection-permit](https://portphillip.vic.gov.au/asset-protection-permit)

Security bond: The bond is determined after a site inspection. The bond required for works to a single dwelling is 'usually' between \$2,500 and \$5,000. Bonds for building works involving, multiple dwellings, house removals, commercial and industrial developments are determined based on the scope of works and based on the likely costs of repairing potential damage to public assets arising from the building work.

The bond is fully refunded at the end of the building work to the applicant provided there has not been any damage to Council's assets as a result of the building works.

1 Declaration

I declare that I am an authorised person to apply for the Asset Protection and that all information in this application is true and correct.

I have provided a Certificate of Currency for Public Liability Insurance (minimum \$20m).

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

2 Permit details

Site address

Description of works

Re-blocking or underpinning	Single dwelling construction	Single level development - nine or more units
Demolition with no other building works	Single level development - up to four units	Multi-level development - two to five storeys
Building works up to \$20,000	Single level development - five to eight units	Multi-level development - six storeys or more
Building works over \$20,000		

Description of works to be undertaken (new dwelling, additions, commercial development, etc.)

Value of works Anticipated start date Anticipated completion date

In what capacity are you applying for this permit?

Owner Agent of owner *

* Agent of the owner means the person authorised by an owner of a building or land to make an application, appeal, referral or representation on the owner's behalf.

3 Your details

Applicant (if individual) or business name

ABN

ACN

Address

Email

Best phone number to contact you on

4 Owners details (if different from your details)

First name

Last name

Address

Email

Best phone number to contact you on

5 Public liability insurance

Name of insurer

Policy number

Expiry date

For further information or a large print version

 ASSIST 03 9209 6777

 portphillip.vic.gov.au/planning-and-building

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 2023, Clause 15. 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 they may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information and Privacy Officer Governance and Engagement Department, City of Port Phillip.