

Asset Protection Permit Application

Please note: The demolisher and/or builder must have a minimum public liability insurance cover of \$10 million to comply with Council's risk management policy and procedures. The permit holder must ensure that the demolisher's and/or builder's public liability insurance policy remains current for the duration of the permit.

NOTE: Permit Holder will be Responsible for all Damages Associated with Works

Permit Holder Details (permit holder must sign form)

Permit Holder Name: _____
Alternative Contact Person: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Phone: _____ Mobile: _____
Email: _____

Site Details

Street Number: _____ Lot Number: _____
Street Name: _____
Suburb: _____ Postcode: _____
Building Permit Number: _____
Proposed Start Date: _____

Demolisher Details (Person/s carrying out Demolition Works at the Site)

Company Name: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Public Liability Policy Number*: _____ Expiry Date: _____

*This information is mandatory and required for the application to be processed

Builder's Details (Person/s carrying out Building Works at the Site)

Company Name: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Public Liability Policy Number*: _____ Expiry Date: _____

*This information is mandatory and required for the application to be processed

Scope of Works

Please tick the **box that best describes** your situation:

Corner Lot **OR** Single Frontage

Please tick the **box that best describes** the work to be carried out:

Demolition

Residential (Cost above \$10,000)

New Dwelling **OR** Extension to existing Dwelling

Multi-Unit (5 units or less) Number of Units: _____

Large Residential Development/Apartment (6 Units or more)
Number of Units: _____

Other (please specify e.g. Garage, Carport): _____

Earthworks (Planning Permit required) Permit number: _____

Swimming Pool, Spa, Water feature (cost above \$5,000)

Industrial (Cost above \$10,000)

New Office/Warehouse

Extension to existing Building

Other (please specify): _____

Commercial (Cost above \$10,000)

Estimated Cost of Works: \$ _____

New Building

Extension to existing Building

Other (please specify): _____

Declaration

Note: Please view the last page of this document for the permit conditions.

I declare that the information provided on this form is true and accurate to the best of my knowledge. I declare that I have read and understood the conditions of the permit I am applying for. I agree to contact all appropriate authorities to establish the location of all services which may be affected by the proposed work. I accept full responsibility for any event which may occur as a direct result of these works.

Print Name _____

Applicant Signature: _____ Date: _____

Return of Application Form	Payment of Permit Fee & Bond <small>(Payment can only be made once invoice is issued)</small>
Email: Submit your completed form via email to assetprotection@cgd.vic.gov.au	Online: Make payment through our Website ' Make a Payment '
Mail: Post completed form to City of Greater Dandenong PO BOX 200, Dandenong VIC 3175	Mail: Post cheque to: City of Greater Dandenong PO BOX 200, Dandenong VIC 3175
In Person: Visit a City of Greater Dandenong customer service centre to hand in the completed form. Dandenong: 225 Lonsdale Street, Dandenong Springvale: 5 Hillcrest Grove, Springvale Parkmore: Shop A7, Parkmore Shopping Centre Cheltenham Road Keysborough	In Person: Visit a City of Greater Dandenong customer service centre to make payment. Dandenong: 225 Lonsdale Street, Dandenong Springvale: 5 Hillcrest Grove, Springvale Parkmore: Shop A7, Parkmore Shopping Centre Cheltenham Road Keysborough
Fax: 8571 5196	Over the Phone: Call 8571 1000 Card Payment (Mastercard/Visa)

Privacy Collection Statement – Asset Protection Permit

The personal information you provide on this form is being collected by the Greater Dandenong City Council for the purpose of processing your application in accordance with Council's Local Law No. 2, Municipal Amenity and the *Local Government Act 2020*. Personal information will be held securely and used solely for the purpose it is collected for or a directly related purpose. It will not be disclosed to any external party without your written consent, unless required or authorised by law. If you fail to provide the requested information, Council may be unable process your request. If you wish to access or amend your personal information, or if you believe your personal information has been breached, please contact Council's Information Privacy Officer on 8571 1000. Greater Dandenong City Council is strongly committed to the responsible handling of personal information and is compliant with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. A copy of Council's Privacy and Personal Information Policy is available on Council's website at www.greaterdandenong.vic.gov.au

OFFICE USE ONLY		
Application fee: \$	Application number: APP /	Bond (if applicable): \$
Date of receipt:	Processed: YES NO	CSO initials:
Receipt number:	Permit number:	<input type="checkbox"/> DNG <input type="checkbox"/> SPR <input type="checkbox"/> PKM

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

 (03) 8571 1000  council@cgd.vic.gov.au  greaterdandenong.vic.gov.au	 TTY: 133 677 Speak and listen: 1300 555 727 Online: relayservice.gov.au  TIS: 13 14 50	Follow us:     
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Permit Conditions:

The permit holder is required to ensure that:

1. A public liability insurance policy with a cover of not less than \$10 million per claim, is in place for the worksite, for the duration of the works.
2. A copy of the permit is available on site at all times.
3. All works and deliveries are carried out in accordance with the Council's *Builders Code of Conduct and/or any relevant Construction Standards Council adopted by the Council*.
4. No works or deliveries affect access to, or the safe navigation of a road or a road related area including nature strip and footpath, unless prior approval is granted by an Authorised Officer.
5. Where no permanent vehicle crossing is in place at the worksite, a temporary vehicle crossing is installed to Council's specification before commencement of any building work or deliveries.
6. Building and related materials are not stored on a road or a road related area including nature strip and footpath, unless prior approval is granted by an Authorised Officer.
7. Where permission is granted to undertake works or material storage on a road or a road related area, such area is restored to a safe, clean and tidy condition by conclusion of the works.
8. Any or all public assets or infrastructure damaged as a result of the works or deliveries are repaired, replaced, re-instated or restitution paid to Council within a specified time approved by an Authorised Officer.
9. Council is given prior notification of the date on which any works including demolition or deliveries will commence at the site.
10. Council is notified when works have been completed and that application is made for a "completion of works inspection" by Council.
11. The security bond specified in accordance with the provisions of Council is paid prior to works commencing.
12. **Safe Work Practices** are implemented and all works and building personnel comply with all the relevant provisions of the Occupational Health and Safety Act.
13. The persons undertaking the works has provided the barricades and lights necessary to ensure that the work site is maintained in a safe and secure condition. The work site should be signed in accordance with current Australian Standards and relevant Occupational Health and Safety requirements. An approved traffic management plan may be required depending on the scope and location of works.
14. Failure to comply with any/or all of the above conditions may render a permit void and the offender liable for prosecution under the Council Local Law or other relevant law.