

SECTION 1

Applicant

Name

Business Name (if applicable)

ABN (if applicable)

Address

Postcode

Phone number

Mobile number

Email address

In what capacity are you applying for this Permit?

Owner

Agent*

*An agent is a person or entity who is legally authorised to act on behalf of an owner

Property Owner

Same As Above

Name

Address

Postcode

Phone number

Mobile number

Email address

Site Address

Address

Postcode

Planning Permit Number (if applicable)

Building Permit Number (if applicable)

SECTION 2

Details of Works

Description of proposed works

Proposed commencement date*

Proposed completion date

*It is the applicants responsibility to ensure that they have a current Asset Protection Permit during works

Do you intend to deliver machinery and or materials to site during this period? ([see information 1](#))

Yes [GO TO SECTION 2.1](#)

No [GO TO SECTION 2.2](#)

SECTION 2.1

How will machinery and/or materials be delivered into site? (via crossover/kerb/footpath etc)

Is there an existing crossover in place?

Yes

No ([see information 5](#))

SECTION 2.2

Will your proposed works require occupation of use of any council footpath, laneway, roadway and/or open space?

Yes ([see information 2](#))

No [GO TO Question B](#)

Question A

Will there be any excavation undertaken on-site?

Yes [GO TO Question B](#)

No [GO TO Question C](#)

Question B

Is the excavation adjacent to a road, footpath or right of way?

Yes (Please provide information on proximity to Council Asset and depth)

No [GO TO Question C](#)

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SECTION 2.2 *continued*

Question C

Are there any proposed new service connections to the property? ([see information 3](#)).

Yes (*please specify below*)

No **GO TO SECTION 3**

SECTION 3

Bond Determination and Application Fee

Council may require an Asset Protection Bond where it is identified Council assets may be damaged during the building works. The Bond is refundable.

(Conditions apply [see information 4](#)).

What is the total value of the works?

- \$10,000 or less (*no application fee*)
- \$10,001 to \$500,000 (*application fee \$247.00*)
- \$500,001 or more (*application fee \$743.30*)

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Information 1

It is important for council to understand what heavy equipment will be used (cranes, excavators etc) as the delivery and operation of this equipment may have significant impact on council assets.

Information 2

Road/Footpath Road Occupation Permit is required if you:

- Need to place hoardings, scaffolding, gantries, building materials, ladders, site sheds, concrete pumps, elevated work platforms, mobile scaffolding, etc or
- Require a work area for plant and equipment
- Need to place cranes on Council land including encroachment by the jib or stabilising legs and/or requires a work area for other hoisting devices and supporting vehicles.
- Require a works-zone for construction vehicle parking

For further information please visit: <http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/road-occupation>

Information 3

Road/Footpath Opening and Service Connections

If you need to carry out works in the road, including working on or connecting new services such as water, underground power supply or stormwater, you will need a permit from Council. This applies to access to any Council managed land.

You may need other approvals before even applying for the Road/Footpath Opening consent, depending on the purpose of the road opening.

For further information please visit: <http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/road-opening>

Information 4

Bond determination is based on a dilapidation inspection that occurs prior to any works being carried out. Bond calculation is determined by assessing the likelihood of a damaging event occurring and the potential significance of that damage.

Bluestone laneways, delivery methods, proximity of works to the property boundary are just some key influencers of bond determination.

A **minimum** of a \$5000 bond or bank guarantee will be required when a bond is requested for your proposed works.

The Bond amount can be supplied by two methods:

1. Direct Payment to Council by Cash, Cheque, Credit Card
2. Bank Guarantee. You can approach your bank to draw up a BG which can then be supplied to Council. (all bank guarantees must not have an end date)

Information 5

A Temporary Vehicle Crossing Permit is needed when access to a property is needed during a construction project and there is no existing vehicular access to the property from the roadway.

Please visit: <http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/road-closures/>