Ararat Rural City Council
Asset Protection Permit Application

Ararat Rural City

Asset Protection Permits are required under *Council's Neighbourhood Amenity Local Law 2022*. For further information regarding the process; including requirements and responsibilities as a property owner, builder or appointed agent or to apply for a permit online, please visit www.ararat.vic.gov.au.

Office use only	
Application ID:	Date payment received:
Receipt No:	Processed by:

Site Address (Building work details)

1. Please provide the address details of the building site:

Unit/street number	Lot number	Street Name	Suburb	Postcode

Applicant Details

(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 their behalf.)

2. I am the: ☐ Owner ☐ Builder ☐ Appointed agent

3. If you are the: The builder or appointed agent? → **complete sections A and B**
The owner? → **complete section B**

A. Applicant contact details:

Business name (if applicable)

ABN

Given name/s

Surname

Street address

Suburb

Postcode

Telephone (BH)

Mobile

Email

B. Property Owner Details:

Given name/s

Surname

Street address (if different to site address)

Suburb

Postcode

Telephone (BH)

Mobile

Email

Nature of Building Works

4. Please select the type of planned building works:

☐ New Dwelling ☐ Dwelling Addition / Extension ☐ Demolition/Removal ☐ Swimming Pool / Spa

☐ Pool House ☐ Commercial Development ☐ Structural / Civil Work ☐ Garage

☐ Front Fence – All fences that require continuous concrete strip footing, require a permit.

☐ Other (please specify): _____

5. How many frontages does the building site have?

☐ Single frontage OR ☐ Multiple frontages → If there is access from the side or rear of the property, **you must include details of both frontages** in your inspection for pre-existing damage below.

Estimated Value

6. Estimate the value of the building works:

☐ Under $100,000 ☐ $100,000 – $400,000 ☐ $400,001 – $700,000 ☐ Over $700,000

Fees and Payment Details

The applicant (permit holder) is responsible for payment of the permit fee and security bond.

There are two payments required with your permit application:

Non-refundable application fee	**$164 inc GST**
Minimum asset protection security bond	**$1200***
Total	**$1364**

*The minimum security bond is $1200 for residential works. For high risk domestic, commercial and large-scale works, including multi-lot subdivisions, Council may require a higher security bond. This will be issued via invoice to the applicant and **must be paid in full before** the permit can be approved.

Payment Details – Credit Card (if not paying in person)

Refer to and complete Credit Card Payment Form attached (page 6)

Security Bond Return Information

If there is no damage to Council assets upon completion of your project, your security bond will be returned in full within 28 days to the bank account nominated below, unless otherwise requested in writing, from the date of inspection (Final Inspection).

7. Please provide banking details for return of the security bond:

BSB _____ Account number _____

Account name _____

Bank and branch _____ Remittance email address _____

Pre-existing Damage Report

8. Current condition of assets:



You must inspect the frontages outside the building site, and document any existing damage to Council assets

You can attach your own report if it covers all of the information required in Section 9.

Note: It is in your best interest to record all pre-existing damage in detail so that you are not held liable for the cost of repair.

Is there any pre-existing damage to Council assets at the building site?

☐ No Damage ☐ Damage → Complete Pre-existing Damage Report

City of Casey Pre-existing Damage Report Template

9. Identify all pre-existing damage to the list of Council assets below. Provide a description and take photographs.

Footpath bays – description of damage *(e.g Five (5) bays of footpath cracked)*

Nature strip – description of damage *(e.g Grass damage, holes, tyre marks, wheel ruts)*

Street trees – description of damage *(e.g Damage to overhanging branches, root damage from vehicles driving over nature strip)*

Vehicle crossing (driveway) bays – description of damage *(e.g Two (2) crossover bays damaged or cracked)*

Kerb and channel (gutter) sections – description of damage *(e.g Cracks or chips in kerb and channel)*

Road pavement – description of damage *(e.g pot holes, rough edging)*

Drainage pits – description of damage *(e.g Cracked, damaged or missing drainage pit lids, silt or debris going into stormwater drains)*

Other assets – other Council assets include: light poles, street signs, fire hydrant plugs, service pits and bollards

Photographs – please attach all photographs of damage with your application.

How to lodge and pay

- ✓ **By email** Complete and email this application form with any attachments (e.g. photographs) to council@ararat.vic.gov.au Complete attached Credit Card Payment form.
- ✓ **By post** Complete and post this application form with any attachments (e.g. photographs) and a non-negotiable cheque made payable to Ararat Rural City Council or complete attached Credit Card Payment form. **Ararat Rural City Council**, **PO Box 246, Ararat VIC 3377**.
- ✓ **In person** Complete application form with any attachments (e.g. photographs) and make payment via cash, cheque or EFTPOS to:
  - **Municipal Offices, Customer Service Centre, 59 Vincent Street, Ararat**

Applicant Declaration (please tick all boxes)

By lodging this application you declare that:

☐ You are the property owner **or** you are authorised by the property owner to obtain this permit.

☐ You have read and understood the costs associated with applying and receiving this permit (both application fee and security bond) and you understand the permit will not be approved until both sums have been collected.

☐ You understand that any damage to Council's assets caused by you will require repair as directed by Council. Any repair costs will be deducted from the security bond lodged with your permit application. In the event that repair costs are greater than the amount held as part of the security bond, Council will issue an invoice for the difference and require prompt payment.

☐ I acknowledge I will be liable for the cost to repair any damage not declared.

☐ The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.

☐ You have read, understood and will comply with the *Ararat Rural City Council – Council's Neighbourhood Amenity Local Law 2022* and the Terms and Conditions (Part 4 – Division 2)

Applicant Signature _____ **Date** ____/____/____

Applicant Checklist

☐ **Complete the permit application form**

☐ **Complete security bond return information (pg2)**

☐ **Complete damage report and attach photos (pg3)**

☐ **Tick and sign the applicant declaration (pg4)**

☐ **Complete credit card payment form if emailing or posting this application form (pg6)**

What Happens Next?

1. When approved, your permit will be sent to you by email within 3-5 business days or by post within 7-10 business days (if requested).
2. Council may need to increase your security bond if your planned building works are high risk, or a large-scale or commercial development. If this is required, you will be contacted by Council.
3. Once your building works are completed, you must submit a Request for Final Inspection form within 7 days. You can download the form on the Ararat Rural City Council website.

Terms and Conditions

10. These conditions MUST be read and understood by both the permit applicant and property owner before applying for an Asset Protection Permit.
NOTE: Works must not commence until your permit has been received.

CONDITIONS UNDER WHICH PERMIT IS GRANTED

1. The point of entry to the site for transport of materials and equipment must be confined to a vehicle crossing constructed to Council standards unless specific approval has been granted by an Asset Protection Authorised Officer to use an alternative source of access.
2. Council reserves the right to place any additional or modified permit conditions that are considered necessary on any application and these additional or modified permit conditions shall be issued with the permit
3. At the conclusion of the works and within seven (7) days of the occupancy permit or certificate of final inspection being issued by the relevant private building surveyor, the permit holder is required to submit a 'Request for Final Inspection of Council Assets' form to Council for processing. This form can be downloaded from Council's website.
4. Council reserves the right in accordance with Clause 48(7) of the Local Law to retain all or part of the security bond to offset the costs for Council to repair any damage, or any costs associated with carrying out immediate works to minimise risk or hazards caused by damage.
5. Any damage associated with road pavement, drainage pits, signs, fire hydrants and street trees will be repaired by Council and the costs deducted from the security bond or invoiced to the permit holder.
6. It is recommended that protection fencing be erected around street trees. It may also be a mandatory condition under the planning permit. Interference, damage or removal of street trees is an offence under Clause 45(2) *Council's Neighborhood Amenity Local Law 2022*. Penalties apply.
7. Where a Notice to Comply has been issued for repair of damage to council assets, the permit holder must ensure the repair works are carried out to Council's standards and within the nominated time frame set. Failure to do so will result in Council undertaking the necessary reinstatement works and any associated costs will be deducted from the security bond. Where the costs exceed the amount of the security bond, the permit holder will receive an invoice.
8. In accordance with Clause 49(10), the security bond will be refunded at the end of the building works, to the person who lodged it, upon Council being satisfied that there has been no damage as a result of the building works or that any damage has been reinstated to Council's satisfaction.
9. The permit holder must take all necessary precautions as per *Council's Neighborhood Amenity Local Law 2022* to ensure that;
    - Building works are maintained in a safe and trafficable manner without any pedestrian or vehicle obstruction and;
    - Building works must not cause any damage or detriment to any stormwater drain, footpath, road, nature strip or any other asset and;
    - The site is managed appropriately to minimise the risks of stormwater pollution or the deposit of sediment on roadways and;
    - No soil, clay, debris, materials, sheds, toilets etc. are to be placed on the road reserve (road, footpaths, nature strip, kerb and channel, vehicle crossing)
10. In addition to the requirement to obtain an Asset Protection Permit, further permits may be required for activities on Council land such as Works in Road Reserve Permits.
11. The permit expires at the completion of any of the following:
    - 12 months after the date of issue, unless a letter has been sent at least ten (10) days prior to the expiry date requesting an extension or;
    - Once all building works and activities have been satisfactorily completed and a final inspection confirms no outstanding items or issues to be addressed or;
    - Upon written notification from Council that the permit has expired or has been cancelled.

Credit Card Payment Form

There are two payments required with your permit application:

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Minimum asset protection security bond	**$1200***
Total	**$1364**

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Type of credit card ☐ Visa ☐ MasterCard

Name on card _____

Telephone (BH) _____

Card Number | | | | | | | | | | | | | | | | |

Expiry date | | | | |

CVV Number | | | | (CVV number is the last three digits on the back of your credit card)

Amount $

Cardholder's declaration

☐ I declare that I am the authorised cardholder of this credit card and I authorise the amounts as detailed on this application form to be deducted from this card. I understand it is an offence to provide false information and penalties apply.

Signature _____ **Date** ____/____/____

Print Name _____

Privacy Statement
Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 5355 0200.