

## Asset Protection Permit Application

**Please note:** The demolisher and/or builder must have a minimum public liability insurance cover of \$20 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: Applicant will be Responsible for all Damages Associated with Works**

---

### Applicant Details

Applicant 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: \_\_\_\_\_  
Public Liability Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Builder's Insurance Details

Company Name: \_\_\_\_\_  
Public Liability Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## 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**

New Dwelling                      **OR**                       Extension to existing Dwelling

Multi-Unit (less than 6 units)                      Number of Units: \_\_\_\_\_

Large Residential Development/Apartment (greater than 6 Units)

Swimming Pool, Spa, Water feature

Other (*please specify*) \_\_\_\_\_

**Industrial**

New Office/Warehouse

Extension to existing Building

Other (*please specify*) \_\_\_\_\_

**Commercial**

Estimated Cost of Works: \$ \_\_\_\_\_

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 in 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: \_\_\_\_\_

## Application Form & Payment

1. **Mail:** Post completed form with **cheque** to:  
City of Greater Dandenong  
PO BOX 200, Dandenong VIC 3175
  
2. **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.  
**Dandenong:** 225 Lonsdale Street, Dandenong  
**Springvale:** 397-405 Springvale Road, Springvale  
**Parkmore:** Shop A7, Parkmore Shopping Centre  
Cheltenham Road Keysborough
  
3. **Credit Card Payment (Mastercard/Visa)**  
Call Customer Service **8571 1000**

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.

 Phone <b>8571 1000</b>	 TTY: 133 677	Find us online  <b>greaterdandenong.com</b>
 Fax <b>8571 5196</b>	Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>	
 <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 TIS: 13 14 50	   

## Permit Conditions:

The permit holder is required to ensure that:

1. A public liability insurance policy with a cover of not less than \$20 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, that 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.

## APP Scaled Fee & Bond Structure

Category		Frontage	APP Fee	Bond
	Single Residential	Single	\$295	\$2,500
		Corner lot		\$5,000
	Demolition	Single	\$295 per lot/unit	\$4,000
		Corner lot		\$8,000
	Multi-unit Residential (up to 5 units)	Single	<b>\$295 for 1st + \$130/unit thereafter</b>	\$3,000
		Corner lot		\$6,000
	Large Residential Development / Apartments (6 or more units)	Single	As <b>above</b> capped at \$2,765	\$7,500
		Corner lot		\$15,000
	Industrial	Single	\$360	\$3,000
		Corner lot		\$6,000
	Commercial less than \$1m	Single	\$425	\$3,000
		Corner lot		\$6,000
	Commercial \$1m to \$5m	Single	\$850	\$5,000
		Corner lot		\$10,000
	Commercial more than \$5m	Single	\$2,765	\$7,500
		Corner lot		\$15,000