

# Application for Asset Protection Permit



*Lifestyle Capital of Victoria*

## Applicant details

Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Property details

Street number: \_\_\_\_\_ Lot number: \_\_\_\_\_  
Street name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

## Works details

Describe the type of works: \_\_\_\_\_

## Builders details

Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Permit Fee *as at 01/07/21*

Application Fee	\$255.00	Bond*	\$1000
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\*Note: Bond is refundable upon completion of all building works, subject to permit conditions. This amount can vary dependent on the size of works. If any additional fees to be paid you will be advised.

## Privacy Statement

Frankston City Council is committed to protecting your privacy. The personal information you provide on this form will be used to liaise with you about your application. Your information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

## How to apply

If you are unable to apply online, please complete this application form and return with any required supporting documentation to Council via one of the methods below.

-  **In Person** Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199
-  **By Mail** Frankston City Council  
PO Box 490  
Frankston VIC 3199
-  **By Email** Please email this completed application form to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Next steps

1. When we have received your application, we will contact you to advise how to pay. If you have provided an email address, **you will receive a link with details explaining how to pay the fee online.**
2. Once we have received payment and conducted all relevant inspections, you will receive your permit **within 7 business days.**

## Further Information

For more information:

- Please visit the 'Asset Protection Permit' page on Council's website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au), or
- Call Council on 1300 322 322 and ask to speak to our helpful Engineering Services staff.

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### Office use only Permit fee as at 01/07/2021

Payee name: \_\_\_\_\_ Account code: AP \_\_\_\_\_

Address: \_\_\_\_\_

**Fee:** \$255.00

**Bond:** \$1000.00

**Total:** \$1255.00 as at  
01/07/2021

## Permit conditions

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These conditions will be included as part of the permit issued but must be read, understood and accepted by both the property owner and / or permit holder as applicable before applying for an Asset Protection Permit.

### Conditions under which permit is granted

1. The permit fee is non-refundable and proposed works must not commence prior to a permit being issued.
2. Permit application must be submitted minimum of 7 days prior to the commencement of any buildings works or associated activity.
3. A refundable security deposit (Bond) is to be lodged with Council. The security deposit can vary dependent on the size of works. If any additional deposit is required you will be advised.
4. Failure to obtain a permit or provide the required notice prior to the commencement of any building works or associated activities will give rise to the presumption that there was no existing damage to Council's infrastructure assets prior to the building works taking place.
5. Security deposits will be refunded in full where public assets have been satisfactorily protected and any damages reinstated to Council's standards at the completion of all building works and activities. Council reserves the right to automatically process the refunding of deposits upon completion of the works nominated on the application.
6. The permit holder is to take all necessary precautions to ensure Council assets are not damaged and that all public areas disturbed by any building works and associated activities are maintained in a safe condition. If instructed by a Council officer the disturbed area must be reinstated to Council's satisfaction.
7. The access point for the transport of materials and equipment must be confined to a vehicle crossing constructed to Council standards unless specific approval has been obtained to use an alternative source of access.
8. The site is to be managed to minimise the risks of stormwater pollution and deposit of sediment within roadways.
9. The permit expires at the completion of any of the following:
  - 24 months after the date of issue;
  - Once all building works and activities have been satisfactorily completed and Final Inspection confirms no outstanding items or issues to be addressed;
  - Upon written notification from Council that the permit has expired or has been cancelled.
10. If works have not been completed upon expiry of your permit you will be required to obtain an extension of your permit, additional costs will be incurred.
11. 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.
12. All other relevant permits must be obtained prior to the commencement of any works.
13. Works requiring an Asset Protection Permit are:
  - Works deemed by Council to pose a risk to Council infrastructure, including but not limited to footpaths, kerb & channel, nature strip, street trees, roads and drains.
  - Works covered by a building permit with a value of or greater than \$20,000, pool/spa construction/installation with a value of \$10,000 or more.
  - All demolition works