

Asset Protection – Request for Final Inspection And Bond Refund



Lifestyle Capital of Victoria

Applicant details **this must be the same as the person who made the original payment*

Name: _____
Postal address: _____
Suburb: _____ Post code: _____ Phone: _____
Email address: _____

Site details

Asset Protection Permit Number: _____ Receipt Number if known: _____
Street number: _____ Lot number: _____
Street name: _____
Suburb: _____ Post code: _____

Refund details

Name of Bank: _____
BSB: _____
Account Number: _____

Supporting documentation

Please attach a copy of the associated Certificate of Completion, Certificate of Final Inspection or Certificate of Occupancy.

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 or contact Council's privacy officer on 1300 322 322.

Important Notes

If any damage has occurred to Council assets during your building works, as the applicant you are responsible for the repairs.

- A Council Officer will conduct a final inspection of Council assets outside your building site to identify any damage that has occurred.
- You will be sent a letter outlining the damage as well as your options for having it repaired within a specified timeframe.
- Once you have repaired any damages and a Council Officer has confirmed that they are to Council standards your Asset Protection Bond will be refunded.

How to apply

If you are unable to apply online, please complete this application form and return with the 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

Next steps

1. When we have received your application, we will arrange for an inspection to take place by our Asset Protection Officer.
2. If there are any damages you will be notified via email.
3. If there have been no damages your refund will be processed within 10business days.

Further Information

For more information:

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