

Asset Protection Permit Application

What you need to do for your application



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email, by mail or in person.

Fees Apply

A fee of **\$176.00** applies to this application. A Council Officer is required to assess your application prior to permit approval.

An invoice will be raised on approval of application.

Office Use Only

Date

Council Ref.

RT 197

WO 0035702.1173.220

Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of issuing an Asset Protection Permit or and other related purpose. The personal information will also be disclosed to the Customer Service and Accounts Payable departments for the purpose of receipting payment. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, a permit will not be issued. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email inq@colacotway.vic.gov.au. Council's Privacy Policy is available from our website: colacotway.vic.gov.au/Council-the-shire/Council-policies and all Council Customer Service Centres.

Important Information

An Asset Protection Permit is required for any construction works that requires a Building Permit. This Asset Protection Permit aims to encourage a reduction in damage to Council assets during construction activities and is issued in accordance with Section 5.8 & 5.9 of Colac Otway Shire Local Law No 1 – General Local Law 2023.

Please be advised that it is the applicant's responsibility to ensure that your insurance policy covers that activity or event relevant to the application.

Your Details

Owner Contractor Utility

Name

Organisation

Residential or postal address

Best phone number to contact you on

Email

Contractor Details

Same as above

Company name

Contact person

Best phone number to contact you on

Email

Asset Protection Permit Application

Work Details

Worksite address

Start Date (estimated)

D	D	M	M	Y	Y
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End Date (estimated)

D	D	M	M	Y	Y
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Description of works (e.g. house construction, demolition etc.)

Please include a site plan with this application showing the proposed works including all assets within the vicinity. Include photos that show any existing damage around the proposed construction are.

Conditions

Commencing Work: Work shall not commence until a permit is issued except in case of emergency. Before excavating check for underground services by visiting www.byda.com.au or call 1100.

Significant Vegetation: The applicant shall be held financially responsible for any removal of vegetation without prior approval, or damage to vegetation which in the opinion of Council will detrimentally affect the life of the vegetation.

Vehicle Crossing Construction: A separate permit is not required if crossover reinstatement is included in the works. Guidelines for placement and spacing can be found on Council's website at www.colacotway.vic.gov.au/asset-construction-standards

Damage to Council Assets: Any damage to Council users by service authorities will be the owners or permit holders responsibility.

Checklist

- Applicant's Public Liability Insurance Policy 'Certificate of Currency' noting Colac Otway Shire as an interested party (with proof of at least \$20 million Public Liability Insurance coverage required) attached. Please be advised that it is the applicant's responsibility to ensure that your insurance policy covers that activity or event relevant to the application.
- Site plan of proposed works.

Acknowledgement

- I declare that I am the applicant and that the information I have supplied in this application is true and correct.
- I acknowledge that I will be solely responsible for rectification cost associated with any damage to Council assets due to completion of these works. I agree to inspect the site and report on any damage to Council prior to commencing work. I will be liable to pay full restoration cost, should I fail to report such damage.
- I agree that I am responsible for the safeguarding of the public against injury and for maintaining the site during the existence of the work, in a safe condition at all times.
- I agree that I shall retain all activities related to the construction work solely to the construction site adjacent to the public road reserve.
- I understand and accept that all fees are non-refundable.
- I accept that Council has the power to suspend works or close down the worksite if the activities are causing a nuisance to the public or a safety issue for all, and that my permit may be cancelled altogether at Council's discretion.
- I agree that I have read, understood and accept the conditions of this permit and I accept that all conditions must be complied with.

Signature

Date

D	D	M	M	Y	Y
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Return your completed forms by post: PO Box 283, Colac, 3250, email: inq@colacotway.vic.gov.au or call into one of our service centres.

Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay