



# Application for an Asset Protection permit

If the works are being conducted adjacent to a road owned and maintained by Regional Roads Victoria (RRV), you will need to apply for a Planning Permit – [Planning Permits \(bawbawshire.vic.gov.au\)](http://bawbawshire.vic.gov.au)

Please contact the Baw Baw Shire Planning Department on 5624 2411 if you require further information.

## Section 1: APPLICANT DETAILS

Name:						
Postal address:						
	Town:				Postcode:	
Telephone No.	(H)		(W)		(M)	
Email address:						

## Section 2: OWNER DETAILS (if not applicant)

Name:						
Postal address:						
	Town:				Postcode:	
Telephone No.	(H)		(W)		(M)	
Email address:						

## Section 3: PROPERTY ADDRESS WHERE WORKS WILL BE CONDUCTED

Street address:					
	Town:				Postcode:
Details of work to be conducted:					
Name of Builder if not the Applicant:					

## Section 4: CHECKLIST

<input type="checkbox"/> Site plan of proposed works attached (if applicable)	<input type="checkbox"/> Public liability insurance certificate attached
<input type="checkbox"/> Works are not on a RRV road	<input type="checkbox"/> Completed pre works checklist

**Baw Baw  
Shire Council**

**T** +61 3 5624 2411  
**F** +61 3 5622 3654

**E** [bawbaw@bawbawshire.vic.gov.au](mailto:bawbaw@bawbawshire.vic.gov.au)  
**W** [bawbawshire.vic.gov.au](http://bawbawshire.vic.gov.au)

**P** O Box 304  
Warragul  
Victoria 3820

**APPLICATION CONDITIONS:**

1. Works must not commence prior to an Asset Protection permit has being received by the applicant
2. The party responsible for undertaking the nominated works shall carry and present the permit upon request from an authorised officer of Council.

**DECLARATION BY APPLICANT**

I, the applicant, being the responsible person hereby apply to the Baw Baw Shire Council for an Asset Protection Permit under Council's Community Local Law 2016 and agree to:

- Indemnify Council, its servants and agents against any loss, damage, expenses, claims, demands, actions and causes whatsoever sustained by any person or body for injury, loss or damage arising in any manner from works performed under a permit (if approved).
- Carry out the work in accordance with the conditions that will be provided in a permit (if granted) and understand that these are legally binding conditions.
- Carry out the work in the accordance of Baw Baw Shire Council's construction standards as provided in its standard drawings.
- Pay, upon request, any increased costs incurred by the Council for completing and/or making safe any faulty or unattended reinstatement works or for any additional inspection of the works that may be necessary.
- Complete all works to the satisfaction of the Responsible Authority.

I declare that I am the applicant and that all the information in this application is true and correct; and the owner (if not myself) has been notified of this permit application and has given permission to apply for and carry out works associated with this permit application.

Signed:	Date:
Name:	

**TECHNICAL SERVICES – CREDIT CARD PAYMENT**

	Fee Type	Amount
<input type="checkbox"/>	Application Fee - Asset Protection	\$254.30
<b>Total Amount:</b>		<b>\$254.30</b>

**PLEASE FORWARD THIS APPLICATION TO**

<b>E-mail:</b>	works@bawbawshire.vic.gov.au
<b>Mail:</b>	Civil Asset Planning Baw Baw Shire Council PO Box 304 Warragul VIC 3820
<b>Phone:</b>	(03) 5624 2411
<b>In Person:</b>	Customer Service Centre: 33 Young Street, Drouin

**OFFICE USE ONLY**

Fee	Date received	Received by	Permit number
Permit \$254.30			

**IMPORTANT INFORMATION**

Your application will be processed within 5 - 10 business days of receipt. If you have any questions, or require assistance completing this form, please contact Asset Protection on 5624 2411.

**PRIVACY STATEMENT**

The personal information requested on this form is being collected to enable Council to consider the permit application. Council will use this information for this purpose, or one closely related, and may disclose this information by law in accordance with the *Privacy and Data Protection Act 2014*. The applicant may apply to Council for access and/or amendment of the information by contacting Council's freedom of information/privacy officer on 5424 2411.



# Asset Protection Permit Pre-works checklist

Builder/Contractor name					
Inspection date:					
Proposed start date:					
Proposed completion date:					
Other information:					
Footpath		N/A		Damage	No damage
Vehicle crossing		N/A		Damage	No damage
Kerb and channel		N/A		Damage	No damage
Pit frame / Lids /Covers		N/A		Damage	No damage
Street lighting		N/A		Damage	No damage
Tree/s		N/A		Damage	No damage
Road surface		N/A		Damage	No damage
Nature strip		N/A		Damage	No damage
Fire plug marker		N/A		Damage	No damage
Other asset		N/A		Damage	No damage
RHS Vacant block		N/A		Damage	No damage
LHS Vacant block		N/A		Damage	No damage

Please provide photographs of the area surrounding the site, and any existing damage.

**NOTE - if this form is not completed and returned, or existing damage is not listed, Council will hold the applicant or agent responsible for damage found after the works are completed.**