

2023 APPLICATION FOR ASSET PROTECTION PERMIT

APPLICATIONS CAN BE LODGED AND PAID ONLINE via eHume.

Effective 18th June 2024



Reference Number:	(For internal use only)
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PART A – PROPERTY DETAILS

The applicant must provide accurate details of the property relevant to the application.

Number	Lot	Street/Road	Postcode
City/Suburb/Town			
LP/PS or any further info:			

PART B - APPLICANT DETAILS

Name:	Postcode
Address:	Postcode
Phone:	Email:

PART C – ASSET PROTECTION PERMIT TYPE *(please tick)*

Category	Description	Fee
APP01	Asset Protection Permit to carry out building works on or in respect of private property (includes one dwelling). & additional fee for Multi-Unit Developments only (each additional dwelling)	<input type="checkbox"/> \$465 Plus: <input type="checkbox"/> \$150 each dwelling
All payments are non-refundable Application & Administration fees		
	The Applicant is required to provide details of the number of separate building units to be constructed on the land in relation to this application for Asset Protection Permit	No. of dwellings/units:
Skip Bin	If a skip bin or waste container is to be placed within the road reserve or on the nature strip, an additional permit will be required.	

PART D – PERSON IN CHARGE OF WORKS

Builder's Company Name:	Builders ABN:
Builders Address:	Postcode:
Builders Phone:	Email:

PART E – BUILDING WORKS DESCRIPTION *(Select 1 Only)*

Description of building works:	<input type="checkbox"/> Construction of dwelling	<input type="checkbox"/> Construction of units	<input type="checkbox"/> Demolition of dwelling
	<input type="checkbox"/> Renovation	<input type="checkbox"/> Installation of a pool	<input type="checkbox"/> Installation other
	<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Demolition of Commercial Property	
	<input type="checkbox"/> Other: _____		

PART F – PRE-EXISTING INFRASTRUCTURE ASSET CONDITIONS STATEMENT

(You must complete this section or risk fines and charges)

Pre-existing Damage <input type="checkbox"/> Yes <input type="checkbox"/> No	Description of Damage <input type="checkbox"/> Footpath bay <input type="checkbox"/> Vehicle crossover <input type="checkbox"/> Kerb and channel <input type="checkbox"/> Services pits <input type="checkbox"/> Nature Strip <input type="checkbox"/> Street Tree Other: _____
	Photos must accompany all applications if there is pre-existing damage, if no photos are attached your permit will be processed as "No damage" automatically. Only supply photos that show damage in a single word or pdf document.

I acknowledge that the nominated person in charge on this form will comply with [General Purposes Local Law No. 1 2023](#) and the [Building and Works Code of Practice 2023](#)

APPLICANT'S SIGNATURE: DATE: / /20

Personal information on this form is being collected to enable you to obtain an Asset Protection Permit. The personal information will be used for this purpose only and will not be disclosed to any other party except as required by law. If you fail to provide this information, Council cannot issue an Asset Protection Permit. You may access this information by contacting Council on 9205 2200.

Further Information

GENERAL INFORMATION:

Make sure that you sign and date the Application Form.

Applications can be made via our online portal, eHume, <https://www.hume.vic.gov.au/Building-and-Planning/Building-and-Renovations/Asset-Protection-and-Permit-Requirements>. Select "Register for eHume" and register your details or login.

If an Infringement fine has been issued, payment of the fee for your Asset Protection Permit does not alleviate the fine. The Infringement fine must still be paid, or further fines or costs may be incurred.

If you have any questions, please telephone Technical Services Department on 03 9205 2830.

PART A – PROPERTY DETAILS

The applicant must provide accurate details of the property relevant to the application Address where the works are being undertaken.

PART B - APPLICANT DETAILS

These details are your details (Applicant)

PART C– ASSET PROTECTION PERMIT TYPE

APP01 - Asset Protection Permit

\$465 includes one dwelling

\$150 for each additional dwelling

List number of dwellings/structures you will be building

All payments are non-refundable Application & Administration fees

PART D – PERSON IN CHARGE OF BUILDING WORKS (BUILDER/CONTRACTOR)

This is to include details of your builder/contractor, not ownership details.

PART E – BUILDING WORKS DESCRIPTION

Select what type of work/s you are doing, if there is no appropriate option listed, please describe your works under other

PART F – ASSET DAMAGE

Please select which asset has evident damage (footpath, vehicle crossover, kerb/channel, services pits for example) at the front of the proposed building site.

Make sure you attach photographs of any existing damage to the Infrastructure Assets. This will help protect you from being liable for any damage that was there before you started your building works. If no photos are received with your application "No damage" will be recorded against your permit. Once permit has been issued, this cannot be changed. **Only include photos that clearly show damage** and if there is more than one photo, please insert them into a single Word or PDF document.