

Application for an Asset Protection Permit

2025/26

An Asset Protection Permit is required under Council's Community Local Law 2023 and must be obtained before commencing works. If the work is on an arterial road (managed by VicRoads), or trees or vegetation may be impacted by the works, a planning permit may be required prior to apply for an Asset Protection Permit. If you are unsure if a planning permit is required, call our Planning unit on (03) 5422 0333.

Please include photos of any existing damage to Council Assets with this application.

Property address

Work location /address: _____

Existing Asset Protection permit or Planning Permit number (if relevant): _____

Applicant details

The applicant's name will appear on the permit and is responsible for the Bond payment.

Name: _____

Postal Address: _____

Phone: _____

Email: _____

The permit will be sent to this email address, along with any further communication about the permit.

Owner Builder/Contractor/Company Details (carrying out works)

Name: _____

Postal Address: _____

Phone: _____

Email: _____

Public liability insurance details are required for the permit application to be processed and must be in excess of \$5,000,000. This can be the property's home and contents insurance or the contractors insurance.

Please supply a copy of the certificate of currency or indicate details here:

Insurance Company: _____ Amount Held \$ _____

Trees/native vegetation

Are there trees or native vegetation on the nature strip or road reserve close to where the works are proposed?

☐ Yes

☐ No

Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, mrsc.vic.gov.au/privacy and available for inspection at or collection from Council's customer service centres.

Office Use Only

Road Zone 1 & no Planning Permit	Refer to Planning	<input type="checkbox"/>
VPO & no Planning Permit	Refer to Planning and Environment	<input type="checkbox"/>
Trees on nature strip in township	Refer to Parks and Gardens	<input type="checkbox"/>
Trees or vegetation outside township	Refer to Environment	<input type="checkbox"/>

Location of works

For Crossover Works only. Please provide a copy of the endorsed plans with this application showing proposed changes or a detailed sketch, which includes dimensions with offsets from existing assets. Please include any trees or native vegetation.

Bond payments

A bond payment is required **for each address**. If you require more than one permit type for the one property, only one bond is payable and is refundable on successful completion of a final inspection.

Residential
Bond:

Commercial Bond:
\$1,200

☐ \$750

Any works being conducted for a business are considered Commercial and Commercial Bond amounts may be revised after the application has been received. This is determined by the size of the works.

Nature of works and fees

This relates to what works will be conducted at the site.

Type	Residential and commercial fees	
A. Enter a building site (includes any construction on a property)	<input type="checkbox"/> \$583	
B. Occupy road/footpath for works	<input type="checkbox"/> \$583	
C. Temporary storage of material on road reserve	<input type="checkbox"/> \$583	
D. New vehicle crossing/repair/widen/remove	<input type="checkbox"/> \$431	
E. Stormwater/water/sewer Connections	<input type="checkbox"/> \$431	
F. Access site from point other than a vehicle crossing	<input type="checkbox"/> \$583	

* Fees valid for 2025/26 financial year and are reviewed annually.

Total amount to be paid (all relevant fees and bond): \$

Conditions

- **Commencing work:** work shall not commence until a permit is issued, except in the case of an emergency. Before excavating, check for underground services by visiting dialbeforeyoudig.com.au or phoning 1100.
- **Existing vegetation/trees:** all existing vegetation/trees are recognised by Council as an important and valuable asset for the community and the environment. If vegetation/trees are approved to be removed, the additional cost of replacement/compensation will be advised. Any removal of vegetation/trees without approval, or damage to vegetation which in the opinion of Council will detrimentally affect the life of vegetation/trees, will result in forfeiture of the bond held by Council and may incur enforcement action and financial penalties.

- **Vehicle crossing construction:** crossings are to be a minimum of 10m from any intersection, 1m from any power pole, sign or service pit, and an absolute minimum of 3m from any street tree. New crossings must be sealed when connecting to a sealed road. Second crossovers are approved on a case by case basis and may be refused.
- **Public liability insurance:** a copy of public liability certificate of currency for the contractor carrying out the works or relevant information must be supplied with your application.
- **Return of Bond/Damage to Council assets:** damage to Council assets is the responsibility of the permit holder to rectify. If this is not done as instructed, Council reserves the right to undertake all rectification works and will deduct the costs from the bond paid. Council will also seek to recover any further costs if the bond amount paid does not cover the rectification costs. This includes any damage caused by service authorities during the works.

By signing this application I certify that:

- I declare that I am the applicant and that all information in this application is true and correct
- I accept and undertaken to comply with the conditions specified on the permit and I undertake to pay, on demand, any sum necessary to make up the full cost of restoration for any damaged caused by works
- A Traffic Management Plan will be prepared, if and as required by the Road Management Act 2004 and the Road Safety Act 1986
- Appropriately trained and qualified persons will carry out the works and manage the non-road activities and direct traffic
- The permit holder is 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 to inspect the site and report on any existing damage to Council's assets prior to commencing works. Failure to report such damage will make the applicant liable to pay full restoration costs.

Applicant name:

Applicant signature:

Date:

Authorisation for deposit/bond return

Account name: _____

Bank/branch: _____

Account holder's name: _____

BSB: _____ Account number: _____

Email address for remittance: _____

I authorise payment to my bank account: ☐ Signature: _____

Payment options

- **In person:** present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres.
- **Over the phone:** call Customer Service on 5422 0333 and pay using a credit/debit card.
- **By Mail:** cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151 KYNETON VIC 3444.