

# Asset Protection Application Form

Works conducted on private land adjacent to council assets or to access property via a council park/reserve

Office use only: DOC/23/50755

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**APPLICANT DETAILS:** *Application fee and bond is payable by the applicant.*

Name:	
Address:	
Town/Suburb:	
State:	
Postcode:	
Phone:	
Email:	
Business Name:	
ABN/ACN:	
Insurance Provider:	
Insurance Policy No:	
Insurance Policy Expiry:	

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**PROPERTY OR AREA FOR WHICH PERMIT IS SOUGHT:**

Address:	
Town/Suburb:	
State:	
Postcode:	
Planning/Building No:	If Known or applicable
Development Overlay:	If Known or applicable

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**PROPOSED WORKS:** *Sketch or plans must be attached to application.* Building Work includes works, activities, events and practices for or in connection with: **(a)** the construction, renovation, alteration, demolition, relocation or removal of a building, including maintenance, excavation, landscaping, concreting and subdivision road construction; or **(b)** the development, enhancement, repair or maintenance of any land.

- Building works **(a)**                       Access via council Park/Reserve  
 Building works **(b)**                       Storage of building materials/equipment on council land (provide details)

Details of works:

Civic Centre  
Cnr Lyttleton & Lloyd Streets  
P.O. Box 185 Castlemaine VIC 3450

☎ (03) 5471 1700  
✉ [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)  
🌐 [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)



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**DOCUMENTATION: THE FOLLOWING MUST BE SUPPLIED WITH YOUR APPLICATION:** *Please indicate that you have provided the following documents. Applications without the following documents will not be accepted.*

- Copy of Public Liability Certificate of Currency for a minimum of \$10 Million for the contractor carrying out works
- Plans: A sketch plan or construction plans showing the proposed works and all assets managed by council within the vicinity of the work site including any pre-existing damage. Assets include all trees, road pavement, kerb and channel, footpaths, drains and service authority and private assets.

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**FEES:** Please visit <https://www.mountalexander.vic.gov.au/Council/Council-information/All-Council-fees-and-charges>

Application Fee: \$206.30  
Security Bond: \$1035.00 (payable on application)

**PAYMENT:**

Please indicate how you would like to pay. NOTE: Do not send credit card details via email as the email will be blocked.

- Credit Card** – We will contact you to take payment via credit card over the phone
- In Person** – You can pay by credit card, EFTPOS, cash, cheque or money order at the Council Civic Centre (details below)
- Cheque** – Cheques and money orders should be made payable to Mount Alexander Shire Council

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**Permitted Work Hours**

7am – 8pm Monday to Fridays and 9am – 6pm  
9am – 6pm Saturdays

**Specified protection & hoarding**

Council may request specific protection of high-risk assets. The installation of hoardings, gantries or scaffolds on public land will require approval.

**Significant vegetation**

There shall be no significant or native vegetation removed or damaged as part of the works without prior approval from council.

**consultation**

Depending on the scope of the works, their location and potential impact on public realm, Council may require evidence of consultation having been undertaken with neighbouring property owners.

**Environmental/Cultural protection and OH&S requirements**

At all times, the site must comply with all requirements under environmental/Cultural protection and OH&S legislation.

**Completion of works, final inspection & bond**

The permit holder must notify The Shire within 7 days of completion of the Building Works. A final inspection of the site will be conducted by an officer appointed by The Shire. The inspecting officer will issue a signed final inspection report if satisfied with the condition of any relevant assets. The permit holder can then request the bond refund by providing an invoice and copy of the signed final report to The Shire.

**Damage to council assets & reinstatement**

Any damage to council assets caused by the persons conducting works shall be repaired to the satisfaction council.

The permit holder is responsible for the repair of any damage to council assets other than damage identified as pre-existing during the permit application assessment.

If the final inspection confirms new damage, an officer will liaise with the permit holder to repair the damage in accordance with council standards and conditions. If council is to undertake the reinstatement works, the costs will be deducted from the bond and the remainder refunded to the applicant accordingly. If the rectification costs exceed the bond amount, the permit holder will be expected to recover the additional amount.

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**APPLICANT TO SIGN**

Name:		Signature
Date:		

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Cnr Lyttleton & Lloyd Streets  
P.O. Box 185 Castlemaine VIC 3450

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