

1.1 Introduction

Asset Protection Permits aim to protect public assets from private building activities taking place on private land to ensure public infrastructure, such as footpaths, drainage and roads, as well as vegetation on public land (including street trees), remain serviceable during the construction process and are not left damaged at the completion of works.

Once a permit has been paid for, Hepburn Shire Council Asset Surveillance Officers will inspect the public assets prior to works commencing, and again upon completion. Should damage occur during works, the works manager will be held liable for rectification to Hepburn Shire Council standards. If works commence without a permit, the works manager will be issued with an infringement notice and held accountable for reinstatement of all damage identified at the site.

1.2 Requirements

The following activities will likely require an Asset Protection Permit:

- Demolition
- Swimming pools
- Retaining walls.
- Utility connection

1.3 Reinstatement Standards

Reinstatements must meet Hepburn Shire Council standards and requirements to ensure the safety, and ongoing useful life of public infrastructure

1.4 Do I have to pay for an Asset Protection Permit

Yes. The associated fee is non-refundable and covers the cost of the two site inspections and any associated administration

1.5 Bonds

Council may determine that due to the high risk of damage or reinstatement requirements for Council infrastructure that a bond will be required. The applicant will be notified by council upon application if a bond will be necessary and the amount required. If council is not satisfied with the reinstatement/condition of the infrastructure the applicant's bond will be forfeited.

1.6 Permits

'Asset Protection Permit' shall be obtained and all fees paid prior to commencement of any work.

The person or company to whom the permit is issued shall be responsible for all works required in construction, protection and cleaning up of the crossing.

Complete and submit the Asset Protection Application Form along with a site plan marking the proposed location of the crossover and application fee to:

- Email – shire@hepburn.vic.gov.au
- Post – Hepburn Shire Council, P.O. Box 21, Daylesford 3460 or
- Bring your form in to a Council Customer Service Centre

Upon submission of your application with all information required, a permit/response will be issued within 10 working days.

If you require further information please contact Engineering Development Officer on 03 5321 6147 or email to: agoad@hepburn.vic.gov.au

1.7 Other Permits may apply

Depending on the nature of the works, A Road Reserve Works Permit may also be required – an additional fee for the Road Reserve Works Permit will apply.