

Asset Protection Permit System

Enabling Policy: **Policy No. 124 – Asset Protection**

1. PROCEDURE PURPOSE

The purpose of this procedure is to provide direction to Council staff allowing for the efficient and effective implementation of Council's enabling policy. The effective application of this procedure will ensure that any demolition or building works carried out within the municipality will not impact adversely on Council's assets.

2. APPLICATION

This procedure applies to any person or persons carrying out works within the municipality and may involve Council staff, private contractors, demolition crews or other public agencies. The Asset Protection Permit will clearly state that if any damage is caused to Council assets during the permit period, the permit holder will be held accountable for reasonable costs for the reinstatement of the assets to an "as new" condition

3. FEES AND CHARGES

An Asset Protection Permit will attract an Administration Fee of \$90 and a Bond of \$200. The Administration Fee will be non-refundable and the Bond will be returned to the applicant on inspection of the assets at the conclusion of the building or demolition works, prior to the Certificate of Occupancy being granted should the assets be deemed to be either undamaged or repaired to the satisfaction of Council.

4. PROCEDURE

1. The permit holder will apply to Council for an Asset Protection Permit. This may be the landowner, demolition crew manager, building contractor or private building surveyor. If the building permit is taken out through Council's Municipal Building Surveyor, the Asset Protection Permit will form part of the original permit.
2. Council must be notified prior to the commencement of any works whereupon a Council inspector will visit the site and assess the condition of all relevant assets.
3. An application for an Asset Protection Permit must detail if any damage already exists to any of the asset categories outlined in Policy No. 124 – Asset Protection, as well as any obvious damage to assets on land directly adjacent to the subject property.
4. If the holder of the Demolition or Building Permit or owner of the property does not give notice in accordance with (3) above, it will be deemed that there was no existing damage to the asset categories outlined in Policy No. 124 – Asset Protection, nor the assets directly adjacent to the subject site.
5. The demolition or building site will be monitored by a Council inspector during the works and the person responsible for the works must repair any damage to the existing assets to the satisfaction of Council prior to the issue of an Occupancy Permit or Final Certificate, as agreed with the Council inspector.

6. Should the Council inspector deem that there has been damage caused to Council assets during the course of the building or demolition works, the permit holder will be advised in writing to repair the damage within 28 days. An analysis of the damage to be reinstated will be included in the notice.
7. Should the repairs not be carried out by the permit holder within 28 days, or have been carried out but not to a satisfactory standard, Council will arrange to complete the repairs and the permit holder will be invoiced for the cost of the repairs plus a further administration fee of 15% of the total costs for Council to oversee the repair works.