

ASSET PROTECTION APPLICATION



APPLICANT DETAILS

First Name

Surname

Postal address

Phone

Email

PROPERTY ADDRESS

Unit no.

Street no.

Street

Suburb

Postcode

COST OF BUILDING WORKS (PLEASE ✓ TICK)

Works between \$10,001 and \$100,000

Works between \$100,001 and \$500,000

Works between \$500,001 and \$1,000,000

Works \$1,000,000+

Anticipated Start Date

Anticipated Completion Date

Description of works

BUILDING PERMIT DETAILS (IF KNOWN)

Building Permit no.

Building Surveyor Name

LODGEMENT AND PAYMENT

Applications can be lodged in the following ways:

 Email
building@melbourne.vic.gov.au
 In person

Melbourne Town Hall
Administration Building,
120 Swanston Street, Melbourne.
Business hours, Monday to Friday
Closed public holiday

 Mail

Planning and Building
City of Melbourne
GPO BOX 1603
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable melbourne.vic.gov.au/planningbuildingfees

Fees are non-refundable and applications are processed once payment is received in full.

COLLECTION STATEMENT

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the planning process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email enquiries@melbourne.vic.gov.au.

APPLICANT DECLARATION

By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable.

Name

Date

Signature