

# Pre-existing Damage Report Template

## Frontages

### How many frontages does the building site have?

- Single frontage OR  Multiple frontages → If there is access from the side or rear of the property, **you must include details of both frontages** in your inspection for pre-existing damage below.

## Pre-existing Damage

Please ensure to:

- ✓ identify and describe all pre-existing damage to the list of Council assets below
- ✓ attach photographs of all damage declared

**Note:** It is in your best interest to record all pre-existing damage in detail so that you are not held liable for the cost of repair.

**Footpath bays** – description of damage (*e.g three bays are damaged, two large cracks about 20cms*).

**Vehicle crossing (driveway) bays** – description of damage (*e.g one bay damaged, graffiti tag 40cms*).

**Kerb and channel (gutter) sections** – description of damage (*e.g three bays are damaged*).

**Road pavement** – description of damage (*e.g three bays are damaged*).

**Nature strip** – description of damage (*e.g tyre marks*).

**Street trees** – description of damage (*e.g one tree damaged, lower limb broken off*).

**Drainage pits** – description of damage (*e.g one drainage pit with 10cm crack*).

**Other assets** – other Council assets include: light poles, signs, fire hydrant plugs and service pits.

**Photographs** – please attach all photographs of any damage declared above to your online application.

## What Happens Next ?

Print, scan and upload to your Asset Protection Permit online application, along with all photographs of damage declared above.

### Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

PO Box 1000  
Narre Warren VIC 3805

**ABN:** 43 320 295 742  
**Ausdoc:** DX 30460 Berwick

### Customer Service Centres

**Cranbourne** – Cranbourne Park Shopping Centre

**Narre Warren** – Bunjil Place, Patrick Northeast Dve