

## **Application for a letter of support to attend Alpine Shire for the purpose of Fire and Flood Preparation**

All ratepayers of the Alpine Shire have an obligation to prepare their property in the event of an emergency such as flood or fire.

This requirement also applies to all non-resident ratepayers.

Under an exemption to the current Chief Health Officer (CHO) Directions, an owner of a property, or a nominated representative, will be allowed to travel to their property to undertake fire preparedness works.

Property owners are encouraged not to travel to the rest of regional Victoria to undertake fire or emergency preparedness activities unless it is deemed essential

Property owners are strongly encouraged to use local contractors and businesses to prepare your property to avoid travelling, as per the government guidelines. If this is not an option, you may nominate a representative to conduct this work on your behalf.

Please complete this form if you currently reside within Melbourne and you need to prepare your property in the event of an emergency.

The information provided will be shared with Victoria Police and other agencies as required under the current restrictions.

If your application is accepted, you will be provided with a letter via email, allowing you to travel to the property stated for the sole reason indicated in the form below. The letter is valid for 72 hours (this includes your travel time) for the purpose of preparing your property for flood or fire and is single use only.

As a resident of metropolitan Melbourne, you are required to comply with Melbourne restrictions while in regional Victoria. This means you will not be able to visit local businesses to purchase supplies, you should travel with the tools and equipment needed.

**Please note:** Hospitality businesses, accommodation, beauty and personal services and tourism operators in regional Victoria are required to refuse seated service or bookings for residents from metropolitan Melbourne.

### Application Details

Full Name			
Phone:		Email:	
Your ordinary place of residence:			
Alpine Shire Property Address			
Will you be travelling or a nominated representative? If nominated representative advise their details			
Nominated Representative Name			
Nominated Representative Phone			
Nominated Representative Email address			
Property Assessment number (can be found on your rates notice):			
<b>Intended works to be undertaken at the property (circle/highlight appropriate items)</b>			
Mowing, slashing, or cutting grass		slashing scrub	
Clearing gutters		removing vegetation	
Assessing damage		making repairs	
Clearing around dwellings and outbuildings			
Taking waste to transfer station			
Other works please indicate:			
Period of intended travel, including travelling time from home address. <i>Max of 72 hours from the time you leave home until you return home is permitted</i>			
Date and time you will commence travel.		Date and time you will complete travel.	
If your property is vacant land, advise intended address during visit			

Members of your immediate household may travel with you. If members of your immediate household will be traveling please advise their details (maximum 2 adults and any dependent children).	
Person 1 Name and Phone number	Person 1 Relationship to you
Person 2 Name and Phone number	Person 2 Relationship to you
Person 3 Name and Phone number	Person 3 Relationship to you

**Owner Declaration**

By submitting this form, you declare that the information provided in this form is true and accurate to the best of your knowledge.

I am travelling for the sole purpose of undertaking summer preparedness works to my property. By using this letter, I agree I will strictly adhere to the following conditions.

- Travel directly to my additional property from my primary residence
- Travel only with members from my primary residence household that are listed above
- Travel to and from my additional property only within the dates specified above
- Stay overnight within the bounds of my additional property
- Abide by the directions set by the Chief Health Officer applicable to my primary place of residence and have read and understand the accompanying letter from the Chief Health Officer
- I consent to my travel details and related personal information being shared with relevant authorities

Submit the form via email to [info@alpineshire.vic.gov.au](mailto:info@alpineshire.vic.gov.au).

An Alpine Shire Council representative will be in contact regarding your permit. Please allow **three to five business days** for your application to be reviewed.