



APPLICATION FOR OUT OF HOURS WORK

IMPORTANT

Prior to lodging your application online please read all of the following information.

- The applicant will need to assess whether partial or full road closures will be necessary for the activity to take place. Partial or full road closures of local roads will require an application be lodged with Council's Traffic group with payment of the prescribed fee at least 3 weeks prior to the activity being scheduled.
- Partial or full road closures of an arterial road will require an application to the Roads and Maritime Service (RMS) for consideration. Such an application should be lodged with the RMS at least 6 weeks prior to the activity being scheduled.
- Your application may be rejected if insufficient information is given.
- Identify what measures shall be put in place to minimise any inconvenience where there are residences and public use buildings within 100m of the site
- There will be **no refund of fees** where an application is unsuccessful

THE APPLICANT MUST COMPLY WITH THE FOLLOWING CONDITIONS:

1. Out of Hours Permits are for single events. **Approval will only be given for safety or public amenity reasons.** Reasons related to occupant convenience or accelerated work programs will not be acceptable.
2. At least **fifteen (15) working days' notice** must be given for assessment of a standard application. The types of works this application is proposed to be used for are scheduled works, which are program managed.
3. **The application will not be assessed until the relevant fees are paid in full.**
4. Only an urgent application will be processed within **5 days of proposed works.**
5. Urgency fees apply if a permit is required within 5 days. There can be no guarantee of service where an urgent application is lodged and urgency fee will be refunded where the application is not assessed.
6. **A maximum of 2 consecutive days of out-of-hours works** may be covered by one application.
7. Except in very exceptional circumstances, **no works will be approved after 12am or before 5am.**
8. A permit does not allow any ongoing variation to the Hours of Demolition/Construction imposed by any conditions in Development Consent.

9. It is the responsibility of the applicant to **provide sufficient information** and describe the proposed works in detail, to enable the application to be properly considered. Failure to do so will lead to rejection.
10. The applicant is to **provide the details of any Construction Certificate** issued under the Environmental Planning & Assessment Act, 1979, which authorises the work for which this Permit is required. Alternately, they must provide an explanation as to why a Construction Certificate is not necessary for the intended works.
11. Permits **only allow the work described therein** and generally exclude any noisy construction or demolition works.
12. The applicant must provide reasons why the work, subject of the permit application, cannot be carried out in normal construction hours:
7:00am – 5:00pm Monday to Friday
8:00am – 12:00pm Saturdays
13. The applicant must demonstrate that consideration has been given to and show what measures are to be put in place to address any perceived impact of the activity on nearby residential and public use buildings (especially those involving sensitive occupations).
14. Council must be given sufficient detail to satisfy itself that the activity will not create unreasonable noise, vibration, light spill or impact on traffic and access in the locality.
15. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
16. A copy of any approval must be maintained on site and produced as requested by Police or Council Staff.
17. All residences, institutions and businesses within a 200-metre radius of the development site shall be informed of the times the works will be conducted by way of a letterbox drop at least five working days prior to the work-taking place.
18. In the event the works are of an urgent nature due to mechanical failure the residents, institutes and businesses within a 200-metre radius of the development site shall be informed of the times the works will be conducted by way of personal service of the notification immediately following receipt of approval.
19. The applicant must not carry out notification to surrounding residents or occupants unless Council has first granted a permit.
20. All measures shall be engaged by the responsible person organising the activity to ensure the works are undertaken within the approved extended hours. Any works undertaken outside the approved extended hours will be considered unauthorised and subject to on the spot penalties.
21. All measures shall be engaged by the responsible person organising the activity to ensure the environmental/amenity measures to be put in place to minimise impact on residences and public use buildings are undertaken.
22. All other environmental/amenity measures conditioned in the development consent shall be complied with as well during these activities.
23. The approved Traffic Management Plan/Traffic Control Plan shall be implemented and followed totally during the conduct of the activity.