

# Out-Of-Hours Work Application

<b>About this form:</b>	Use this form to apply for an approval to carry out development works outside standard permitted hours.
<b>How to complete:</b>	<ol style="list-style-type: none"><li>1. Ensure that all fields have been filled out correctly.</li><li>2. Please print clearly.</li><li>3. Once completed, please refer to the lodgement details section for further information.</li></ol>

## Applicant Details:

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

(please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Company Name (if applicable)				
First name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Postal address: (if different to street address)		Postcode:		
Suburb:		Mobile:		
Phone number:		Other:		

## Site Details:

Please list all properties subject to this application

Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:

## Approval Details:

Development Application Number:		Date:	
Construction Certificate number:			
Certifier Details:			

# Out-Of-Hours Work Application

## Conflicts of Interest

Does Burwood Council employ the applicant or owner/s of the property

Yes       No  
If YES, please explain the nature of interest:

Is the applicant or owner/s a Councillor?

Yes       No  
If YES, please explain the nature of interest:

Is the applicant being submitted on behalf of an employee or Councillor?

Yes       No  
If YES, please explain the nature of interest:

## Details

The specific reason(s) **why the work cannot be undertaken during approved working hours**. Approval will generally be given for safety or public amenity reasons. Applications, which seek approval for “out of hours”, based on the amenity or convenience concerns of the applicant or building occupants will generally not be approved. (ie) proof the slab placement cannot be done in smaller sections, RMS restrictions on size of vehicles – specify sizes, why work cannot be undertake safely during normal hours:


What measures shall be put in place to minimise any inconvenience where there are residences and public use buildings within 100m of the site. (ie) to reduce noise, vibration, light spill, traffic congestion – mustering of vehicles, pedestrian access, location of work in relation to residential and public use buildings:


Should the activity require temporary stopping of traffic to allow vehicles on and off the site, a Traffic Control Plan shall be prepared by a person who is the holder of an RMS accredited Red Card. The TCP and any approval from the relevant Roads Authority shall be attached to this application. **NOTE: A Road Occupation Licence or Road Closure approval is a separate application to the relevant Roads Authority.**

# Out-Of-Hours Work Application

Is a partial or full local road closure required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an application been lodged with Council's Traffic Team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a partial or full arterial road closure required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an application been lodged with the RMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details of the type of equipment to be used:		
How many workers will be on-site?		
Will there be truck movements to and from the site/work area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes how many movements?		
Will temporary lighting/power generators be needed for night-time work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date for which permit is required:		
Proposed operating hours:	AM/PM to	AM/PM

## Conditions:

The application **MUST** comply with the following conditions:

1. There will be **no refund of fees** where an application is unsuccessful.
2. 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.
3. 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.
4. **The application will not be assessed until the relevant fees are paid in full.**
- 5.. Only **1 day out-of-hours works** may be covered by one application.
6. Except in very exceptional circumstances, **no works will be approved after 10pm or before 6:00am.**
7. A permit does not allow any ongoing variation to the Hours of Demolition/Construction imposed by any conditions in Development Consent.
8. 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.
9. 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.

# Out-Of-Hours Work Application

10. Permits only allow the work described therein and generally exclude any noisy construction or demolition works.
11. The applicant must provide reasons why the work, subject of the permit application, cannot be carried out in approved construction hours:
12. 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).
13. 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.
14. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
15. A copy of any approval must be maintained on site and produced as requested by Police or Council Staff.
16. All residences, institutions and businesses within a **100 metre radius** of the development site shall be informed of the times the works will be conducted by way of letterbox drop at least **five working days** prior to the work taking place. **A sign is required to be placed on a prominent position on the site advising of the proposed out of hours construction. A sample of the letter advising residents of the proposed works and a copy of the sign site notice is required to accompany any application to Council.**
17. The applicant must not carry out notification to surrounding residents or occupants unless Council has first granted a permit.
18. 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.
19. 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.
20. All other environmental/amenity measures conditioned in the development consent shall be complied with as well during these activities.
21. Any approved Traffic Management Plan/Traffic Control Plan shall be implemented and followed totally during the conduct of the activity.
22. A failure to comply may result in penalties being issued by Council.

# Out-Of-Hours Work Application

## Political Donations and Gifts Disclosure Statement

Persons lodging an application with Council are required to declare reportable political donations and gifts. Have you made a political donation of more than \$1,000 or gift (regardless of value) in the previous two (2) years?

NO       YES      *If YES, you must complete & submit the Declaration of Political Donations and Affiliations form*

For further information: <http://www.planning.nsw.gov.au/Assess-and-Regulate/Development-Assessment/Systems/Donations-and-Gift-Disclosure>

## Declaration

- I have read and understand the contents and conditions contained within this application.
- I declare that all the information in the application is to the best of my knowledge, true and correct
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I accept that inadequacies in the material submitted may result in delays in the processing of the application.
- I understand that Council officer's may need to carry out a site inspection and will undertake to make site access available as required.
- I understand that all information related to this application may be displayed on Council's online tracking system for viewing by the general public, and may be disclosed under the provisions of *the Government Information (Public Access) Act 2009*.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council for the purpose of this application.
- I understand I am bound by the conditions contained in this application and a failure to comply may result in penalties being issued.

**Applicant's  
signature:**

**Date:**

/      /

## Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

# Out-Of-Hours Work Application

## Instructions for applicants

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

**Incomplete/illegible applications will not be accepted and will be returned to you.**

**Lodge online (preferred method):** [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

**Lodge in person:** Burwood Council's Customer Service Centre: 2 Conder Street Burwood NSW 2134

- For applications being lodged in person or by mail, all documents must be contained on a USB device.

**Fees and charges:** Find fees and charges on the Council website: <https://www.burwood.nsw.gov.au/Our-Council/Policies-Plans-and-Reports/Policies/Fees-and-Charges>

**Payment:** Tax Invoice will be sent after lodgement, please refer to the invoice for payment methods.

## Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
DA Number:		Cashier code:	
		Initial of officer:	