APPLICATION FOR OUT OF HOURS WORK

Your application should be lodged in person at Council accompanied by the required fees. Office Hours are Monday – Friday 8:30am – 5:00pm.

Certificate No: ……………/……………. Date of Lodgement: ……………………………..

____________________________________________________________________

NOTE

1. It is essential that the applicant read the conditions attached to the back of the application form before making the application.

2. 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.

3. Partial or full road closures of an arterial road will require an application to the RTA for consideration. Such application should be lodged with the RTA at least 6 weeks prior to the activity being scheduled.

____________________________________________________________________

OFFICE USE ONLY

☐ Out of hours permit issued  ☐ Out of hours permit refused

Date of permit: ___________________________

PDS: ________________________________________

(Manager Regulation & Compliance or Team Leader Compliance)

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PROPERTY DETAILS

Unit No: _______  House Number: _______  Street: _____________________________
Suburb: ____________________________  Lot + DP/SP: ______________
Owner: ____________________________________________

APPLICANTS DETAILS

Name: ____________________________________________
Postal Address: ___________________________  DX: ______________
Suburb & Postcode: ____________________________
Phone No: ___________________________  E-mail address: ____________________________
Fax No: ____________________________

Reasons for application: (Concrete pour of large slab, delivery of equipment using oversized vehicles)

Date Permit Required:

Operating Hours Sought: _______ am until _______ am
___________ pm until _______ _______ pm

Construction Certificate/Complying Development Number:  Construction Certificate/Complying Development Approval Date:

Name and Address of Principle Certifying Authority (PCA):

I, the applicant have read the conditions, and I will abide by these conditions as a prerequisite for approval.

Signature: ___________________________  Date: ______________

NOTE: Your application will be rejected during the assessment process if insufficient information is given.

Privacy Policy: The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information provided in your application is incorrect or changes.
1. The specific reason(s) **why the work cannot be undertaken during “normal” 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, RTA restrictions on size of vehicles- specify sizes, why work cannot be undertaken safely during normal hours

2. What measures shall be put in place to minimise any inconvenience where there are residences and public use buildings within 100mm 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.

3. 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 RTA accredited Red Card. The TCP shall be attached to this application.

4. Is a partial or full local road closure required? Circle YES NO

5. Has an application been lodged with Council’s Traffic group? Circle YES NO

6. Is a partial or full arterial road closure required? Circle YES NO

7. Has an application been lodged with the RTA? Circle YES NO
APPLICATION FOR OUT OF HOURS WORK

The applicant **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.** Only an urgent application will be processed within 24 hours of proposed works.

5. Urgency fees apply if a permit is required within 72 hours. 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.
How to lodge this application

Lodge the application by either of the Following methods:

Transport and Parking:

Post

General Manager
Ku-ring-gai Council
Locked Bag 100
Gordon NSW 20

Courier or Personal delivery
Council Chambers
818 Pacific Highway
GORDON NSW 2072

Bus or Rail

The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway at the lights and walk right to Council.

Parking

Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp. Limited on street parking is also available in nearby streets.

Accessible Parking

Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance

Contacting Council:

Phone: (02) 9424 0000
Fax: (02) 9424 0001
Email: kmc@kmc.nsw.gov.au
Web: www.kmc.nsw.gov.au

Hours:

Lodging an application
Monday to Friday, 8:30am – 5:00pm

Fees:

Fees are based on Council’s adopted schedule of fees.

Payment methods
You may pay by cash, eftpos or cheque.
Make cheques payable to “Ku-ring-gai Council”
Please do not send cash in the mail.