

## IMPORTANT INFORMATION

1. Your application should be lodged in person at City of Parramatta Council or via email (extendedhours@cityofparramatta.nsw.gov.au) accompanied by the required fees.
2. It is essential that the applicant **read the conditions attached** before making this application.
3. 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 to be lodged with Council's Traffic group with payment of the prescribed fee at least **2 business days** prior to the activity being scheduled.
4. Partial or full road closure of an arterial road will require an application to the RMS at least **10 business days** prior to the activity being scheduled.

## 1. Property & Applicant Details

<b>Property Details</b>	Unit no:	House no:
	Street:	
	Suburb:	Postcode:
	Lot:	DP/SP:
	Owner:	
<b>Applicant Details</b>	Family name (or company & ABN):	
	Given name(s):	
	OR company contact person:	
	Postal address:	
	Suburb:	Postcode:
	Office phone:	Mobile:
	Email:	Date:
	Do you give consent to receiving information requests via email?	

## 2. Development Application (DA) Details

DA number:	DA Approval Date:
Condition No:	Construction Certificate number:
Name and Address of PCA: <small>Principle Certifying Authority</small>	
On-site contact name:	
On-site contact job title:	
On-site contact mobile number:	After hours complaints number:

## 3. Date of Work

This application should be submitted to Council at least **5 business days** prior to the proposed date, to ensure the application can be address and determined.

Date of work to be carried out:	Day of the week:
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## 4. Work Details

Reason for application:

E.g. concrete pour, delivery of equipment using oversized vehicles, weather

Specific details of work to be carried out after hours:

**\*\*\* Exceptional reasons are required to work after 8pm \*\*\*** Council must be provided with reports from suitably qualified consultants/engineers detailing the works that need to be completed.

Time works will be carried out: Start Time:-  
(Please circle)

Finish Time:-

**\*\*\* Exceptional only \*\*\*** After 8pm finishing time and reason:

Please specify **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 amenity or convenience concerns of the applicant or building occupants will generally not be approved i.e. proof the slab placement cannot be done in smaller sections, RMS restrictions on size of vehicles—specify sizes, why work cannot be undertaken 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 i.e. to reduce noise, vibration, light spill, traffic congestion—mustering of vehicles, pedestrian access, location of work in relation to residential and public use buildings.

## 5. Attachments

You must attach a copy of site or floor plan relevant to this application. As noted above Council must be provided with reports from suitably qualified consultants/engineers detailing the works that need to be completed. Attach all associated documentation and reports e.g. acoustic assessment report, engineers report, traffic/pedestrian management plan, construction site plan, and other measures to justify the after-hours work. Please list attachments:

1.

2.

3.

4.



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 shall be attached to this application.

Is a partial or full road closure required? (circle)	Yes	No	N/A
Has an application been lodged with Council's Traffic & Transport group? (circle)	Yes	No	N/A
Is a partial or full arterial road closure required? (circle)	Yes	No	N/A
Has an application been lodged with RMS? (circle)	Yes	No	N/A

## 6. Conditions

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

1. There will be **no refund of the application fee** where an application is unsuccessful.
2. Out of hours permits are for single events; you will require one application per 24 hour period. 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 **5 working days notice** must be given to process the application and inform any affected properties. 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 application and processing fees are paid in full.**
5. Except in very exceptional circumstances, **no works will be approved after 10pm or before 6am.**
6. A permit does not allow any ongoing variation to the Hours of Demolition/Construction imposed by any conditions in the Development Consent.
7. 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.
8. 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.
9. Permits only allow the work described therein and generally exclude any noisy construction or demolition works.
10. The applicant must provide reasons why the work, subject of the permit application, cannot be carried out in normal construction hours.
11. 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).
12. 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.
13. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
14. A copy of any approval must be maintained on site and produced as requested by Police or Council staff.
15. All residences, institutions and business within a 100 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 24 hours prior to the work taking place. This forms part of your application fee and will be carried out by Council once the permit is approved.
16. In the event the works are of an urgent nature due to mechanical failure, the residents, institutes 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 personal service of the notification immediately following receipt of approval.
17. All measures shall be engaged by the responsible person organising the activity to ensure the works are undertaken strictly within the approved extended hours. **Any works undertaken outside the approved extended hours will be considered unauthorised and subject to on the spot penalties.**
18. All measures shall be engaged by the responsible person organising the activity to ensure the environmental/amenity measures be put in place to minimise impact on residences and public use buildings are undertaken.
19. All other environmental/amenity measures conditioned in the development consent shall be complied with as well during these activities.
20. The approved Traffic Management Plan / Traffic Control Plan shall be implemented and followed totally during the conduct of the activity.

## 7. Application Fees

Fees are based on Council's adopted schedule of fees. This form cannot be lodged without payment of the applicable fee/s. We will only accept applications of 5 days or more notice, with the exception of emergency applications which must be lodged on the same day or day after the emergency (application fee still applies).

Application Fee (non-refundable)	\$500.00
Processing / Administration Fee	\$2,000.00

## 8. Privacy & Personal Information Protection Notice

Purpose of collection:	Council is collecting your personal information in order to enable Council to assess and determine your application.
Intended recipients:	The intended recipient of the information is City of Parramatta Council.
Supply:	While the supply of this information is compulsory, the personal information you provide will enable Council to meet its Statutory requirements.
Access/Correction:	The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the <i>Privacy and Personal Information Protection Act 1998</i> .
Storage:	Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150.

## 9. Declaration

I, the applicant have read the conditions, and I will abide by these conditions as a prerequisite for approval. I also declare that all information supplied on this form is true and correct and there are necessary records and/or documentation to support this application form.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### LODGEMENT DETAILS - Please lodge this application by either of the following methods:

<b>In person:</b>	City of Parramatta Council 126 Church Street PARRAMATTA NSW 2150 Hours: Monday to Friday, 8.30am-5.00pm
<b>Via email:</b>	extendedhours@cityofparramatta.nsw.gov.au
<b>Payment methods:</b>	You may pay by cash, eftpos, cheque, Mastercard, Visa

### OFFICE USE ONLY

Application **APPROVED**       Application **REFUSED**       Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Name: \_\_\_\_\_      Signed: \_\_\_\_\_

(Team Leader Certification or Manager Regulatory Services)

TOTAL	RECEIPT NO.	DATE	APPLICATION NO.
			EWH/