



After Hours Works for Approved Development Applications - Policy

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City of Parramatta Council Building Works Outside of Standard Hours Policy		
Owner: Group Manager Regulatory Services	Area: Regulatory Services	POL No: 388
Date of Commencement: 22 July 2019	Approval Authority: Council	Date Approved: 22 July 2019
Version: 1	Date of Next Review: 2021	Review: 2 Yearly



1. SCOPE

- 1.1 The City of Parramatta Council (CoPC) Out of Hours Works for Approved Development Consents Policy applies to all premises which are affected by a development application within the City of Parramatta Local Government Area and the City of Parramatta.
- 1.2 This policy will affect all works conducted outside of approved hours of operation outlined in each subject development application.
- 1.3 This policy must be adhered to by all employees as well as all consultants and contractors engaged within any business units of the City of Parramatta Council.
- 1.4 This policy does not confer any delegated authority upon any person. All delegations to staff are issued by the General Manager.

2. PURPOSE

- 2.1 This policy establishes the manner in which an application for approval to work outside of standard hours should be considered and the actions to be taken once a determination has been made.

3. POLICY PRINCIPLES

- 3.1 Works undertaken outside of the hours established through a subject development consent can have a number of residual effects which have the potential to impact on the amenity of the surrounding environment; as such it is essential that when determining an application of this nature the needs of all affected stakeholders are duly considered.
- 3.2 The consideration and determination of applications to work outside of hours established by a subject development consent should be made in a consistent and measured manner.

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4. APPLICATION TO CONDUCT WORK OUTSIDE OF STANDARD HOURS

- 4.1 All premises in the City of Parramatta Local Government Area which are subject to a development application are required to make an application to CoPC in the event that works may be required to be undertaken outside of the hours of operation specified in an applicable development application.
- 4.2 All applications are to be made to the City of Parramatta Regulatory Support Unit through the submission of form; Application Form for the Extension to Approved Development Applications Working Hours (Schedule 1).
- 4.3 All applications are to be submitted 5 business days prior to the proposed commencement date of any works.
- 4.4 All applications received less than 5 business days prior to the proposed commencement date automatically refused but will be subject to the application fee as outlined in CoPC Schedule of Fees & Charges.
- 4.5 All applications should outline the nature of works to be conducted and reasoning as to why the specified works cannot be undertaken during standard approved hours, applications should include any supporting documentation.
- 4.7 An application must be submitted for instances of working out of approved hours when there are extenuating and/or unforeseen circumstances outside of the applicants control that causes the site to work out of approved hours where the works cannot be conducted on the following working day. The application must be submitted on the same day or the next working day (of the incident) in order to be considered. The application must be supported by relevant documentation which is to be submitted no later than four (4) business days after the application is lodged. A failure to do so may result in a penalty notice being issued. The application fee is applicable and is non refundable.

5. CONSIDERATION OF APPLICATION

- 5.1 All applications for request to carry out building works outside standard hours are to be forwarded to Team Leader Certification for review with attached supporting documentation and afterhours application review form (Schedule 1).

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- 5.2 Review of each application is to be conducted by two Council officers comprising one Team Leader and one Building Surveyor from Councils Regulatory Service Unit.
- 5.3 On reviewing each application consideration should be given to;
- 5.3.1 Nature of work to be conducted
 - 5.3.2 Reason for AH completion
 - 5.3.3 Residual effect of work (Noise, Traffic, Parking)
 - 5.3.4 Demographic of area (Residential, Industrial)
 - 5.3.5 Compliance history of subject premise
 - 5.3.6 Current hours of operation
 - 5.3.7 Mitigating or extenuating circumstance
 - 5.3.8 Impact of works not being completed
- 5.4 Consideration of application is not limited to those factors 5.3.1 through 5.3.7 and reviewing officers should ensure that the merit of each application is considered on individual circumstance.

6. DETERMINATION

- 6.1 Upon completion of the assessment of the application, Council will provide the applicant with a Notice of Determination (Schedule 2).
- 6.2 The Notice of Determination is to include the subject property, reason for approval or refusal, approved scope of works and date/times for the work to be commenced/completed.
- 6.3 Any approval granted as a part of this application process applies only to hours of work and does not constitute an approval for any other purpose including road occupancy/road opening.

7. ADMINISTRATION

- 7.1 The conduct of administration for all applications is delivered by the Regulatory Services Support Team this role will include first point of contact processing and the production and delivery of notification to residents as per the notice to residents template (Schedule 3).

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- 7.2 No applications will be considered or reviewed prior to payment in full of all applicable fees and charges established by CoPC Schedule of Fees & Charges.

8. RELATIONSHIP TO LEGISLATION & ASSOCIATED DOCUMENTS

- 8.1 This is governed by a range of overriding legislative documents including the Environmental Planning & Assessment Act 1979, Local Government Act 1993 and the Protection of the Environment Operations Act 1997.
- 8.2 This policy also has direct relationship to the following Council policies and Plans and must be read in conjunction with these, where applicable;
- 8.2.1 City of Parramatta Community Strategic Plan
 - 8.2.2 City of Parramatta Operational Plan
 - 8.2.3 Code of Conduct
 - 8.2.4 Customer Service Charter
 - 8.2.5 Building Compliance Policy
 - 8.2.6 Regulatory Enforcement Policy

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