

**APPLICATION FORM AND CONDITIONS**



**OUT OF HOURS APPLICATION – PDS**

*(One off application to work outside hours permitted by a Development Consent Condition)*

**(NOT TO STAND PLANT)**

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 application will not be assessed until the relevant fees are paid in full.** No application can be processed within 24 hours of proposed works.
3. To ensure approvals are received on time, they will not be faxed or posted to the Applicant. Any approval issued **must be collection in person from Council’s Customer Services Department.**

**FEE TO ACCOMPANY APPLICATION**

<b>Application Fee</b>	<b>\$220</b>
<b>Urgency Fee</b> (If permit is required within 72 hour)	<b>PLUS \$170</b>
<b>Archiving Fee</b>	<b>PLUS \$75 (Compulsory)</b>

**OFFICE USE ONLY**

Out of hours permit issued  Out of hours permit refused

Date of permit: \_\_\_\_\_

PDS: \_\_\_\_\_  
(Team Leader, Construction and Technical or Manager, Planning and Development Services)

TOTAL	RECEIPT NUMBER	DATE	TIME	INITIALS

**OUT OF HOURS - CASHIER CODE 169 (PDS24) URGENCY FEE - CASHIER CODE 170 (PDS24) ARCHIVING - CODE 722 (PDS31)**

**PROPERTY DETAILS**

Unit No: \_\_\_\_\_ House No: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot + DP/SP: \_\_\_\_\_

Owner: \_\_\_\_\_

**APPLICANT'S DETAILS**

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

Postal Address: \_\_\_\_\_ DX: \_\_\_\_\_

Suburb & Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

**Requirements**

**Date Permit Required:**

**Operating Hours Sought:** \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

**Construction Certificate/Complying  
Development Number:**

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

**Name of Private Certifying Authority  
(PCA):**

I, the applicant have read the **CONDITIONS** (see page 4) 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 STATEMENT**

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.*

I have read and understand the Privacy Statement

Signed: ..... Date: .....

1. The specific reason **why the work cannot be undertaken during “normal” working hours.** Approval will only 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.


2. What consideration has been given to minimise any inconvenience/noise if there are any dwellings, churches or restaurants etc, within 100m of the site.


## **CONDITIONS**

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

1. The **relevant application fee must be paid** before Council will make any assessment.
2. There will be **no refund of fees** where an application is unsuccessful.
3. Out of hours permits are one offs. **Approval will only be given for safety or public amenity reasons.** Reasons related to occupant convenience or accelerated work programs will not be acceptable.
4. At least **five (5) working days notice** must be given for assessment of a standard application.
5. Urgency fees apply if 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. No application will be accepted within 24 hours of proposed works.
7. **A maximum of 2 consecutive days of out-of-hours works** may be covered by one application.
8. Except in very exceptional circumstances, **no works will be approved after 12 am or before 5 am.**
9. A Permit does not allow any ongoing variation to the Hours of Construction/Demolition imposed by any conditions in Development Consent. Ongoing after hours building work must be subject to a formal variation of any relevant consent condition. PLEASE apply for a Section 96 Application (Variation to the approved Development Consent).
10. 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.
11. The applicant is to **provide the details of any Construction Certificate** issued under the Environmental Planning & Assessment Act, 1979, which authorizes the work for which this Permit is required. Alternatively, they must provide an explanation as to why a CC is not necessary for the intended works.
12. Permits **only allow the work described therein** and generally exclude any noisy construction or demolition works.
13. The applicant must provide reasons why the work, subject of the Permit application, cannot be carried out in normal North Sydney Council construction hours:
  - a. 7:00am – 5:00pm Monday to Friday (Demolition work 8:00am – 5:00pm)
  - b. 8:00am – 1:00pm Saturdays (No Demolition work)
14. The applicant must demonstrate that consideration has been given to the impact of the activity on nearby residents, businesses (especially restaurants and the like), churches or other sensitive occupations.

15. Council must be given sufficient detail to satisfy itself that the activity will not create unreasonable noise, vibration, light-spill or impact on traffic & access in the locality.
16. The applicant should allow sufficient time for their Application to be processed and plan well in advance. Where Council considers it necessary to carry out a letterbox notification, this may require an additional period of 7-14 days before a Permit is issued or becomes effective. The applicant must not carry out a notification to residents or occupants unless Council has first granted a Permit.
17. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
18. A copy of any approved must be maintained on site and produced as requested by Police or Council staff.