

# APPLICATION FORM AND CONDITIONS



## Out of Hours Application - CIS

(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 important information 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.** All applications require a minimum 3 working days' notice.
3. A copy of your proposed neighbour notification letter must be submitted with this application. As a minimum the letter must include:
  - Works to take place (*including times & dates*)
  - Any planned noise to be made
  - Property access arrangements
  - A 24-hour contact phone number for the site

Notification period will be conditioned on the permit when issued.

4. To ensure approvals are received on time, please provide an email address for permits to be sent to.
5. Your application will be rejected on submission if information is insufficient, incorrect or incomplete.
6. Insufficient, incorrect or incomplete information provided will result in a refusal determination on assessment.

### FEES FOR 2020/2021

Application Fee \$565.00  
Archiving Fee (compulsory) Plus \$85.00

### FOR COUNCIL USE

Total	Receipt Number	Date	Time	Initials
\$				

Application Fee (Code 169) Archiving Fee (Code 722)

**NORTH SYDNEY COUNCIL**

**Out of Hours Application - CIS (Not To Stand Plant)**

**PROPERTY DETAILS**

Unit No:	House No:	Street:
Suburb:	Lot + DP/SP:	
Owner:		

**APPLICANT'S DETAILS**

Name:	ABN: <i>(if applicable)</i>
Postal Address:	DX:
Suburb:	Postcode:
Phone:	Contact Name:
Email:	

**REQUIREMENTS**

Date Permit Required:		
Operating Hours Sought:	am/pm <b>until</b>	am/pm
Development Application Number:		
Construction Certificate Number:		
Name of Private Certifying Authority (PCA):		

I, the applicant have read the **CONDITIONS** (refer to page 4) and I will abide by these conditions as a prerequisite for approval.

Signed:	Date:
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**PRIVACY STATEMENT**

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

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.

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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.

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**IMPORTANT INFORMATION**

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

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.
- 2.5 Insufficient, incorrect or incomplete information provided will result in a refusal determination on assessment.
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 **three working days notice** must be given for assessment of a standard application.
5. No urgency fee can be paid to expedite the process.
6. **A maximum of three (3) consecutive nights for out-of-hours works** may be covered by one application.
7. Except in very exceptional circumstances, **no works will be approved after 12 am or before 5 am or on Sundays.**
8. A permit does not allow any ongoing variation to the Hours of Construction/Demolition imposed by any conditions in a Development Consent. Ongoing after hours building work must be subject to a formal variation of any relevant consent condition. Please apply for a Section 4.55 Application (formerly known as S96 application).
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 (CC)** issued under the Environmental Planning and Assessment Act, 1979, which authorises 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.
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 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)
13. 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.
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 & access in the locality.
15. 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.
16. A permit may be cancelled without notice should public or residential amenity be detrimentally affected.
17. A copy of the letter of approval must be maintained on site at all times and produced as requested by Police or Council staff.