

# Request to Carry Out Work Outside Standard Permitted Hours



Effective 1 July 2024 to 30 June 2025

## ABOUT THIS FORM

Application to carry out building or associated site works / activities outside the standard working hours specified in a development consent.

## SUBJECT PROPERTY

Unit/Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Legal description: Lot: ..... Section: ..... DP: .....

## APPLICANT DETAILS

Title:  Mr  Mrs  Ms  Other .....

Applicant's Name: .....

Company Name/  
Contact: .....

Postal Address: .....

Suburb:..... Post Code: .....

Email: .....

Phone No(s): ..... Mobile: .....

Signature: ..... Date: .....

## OWNER DETAILS

Title:  Mr  Mrs  Ms  Other .....

Applicant's Name: .....

Company Name/  
Contact: .....

Postal Address: .....

Suburb:..... Post Code: .....

Email: .....

Phone No(s): ..... Mobile: .....

### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

خدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон





## OTHER INFORMATION

1. There are **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, public amenity reasons, or large concrete pours.** Reasons related to occupant convenience or accelerated work programs will not be accepted.
3. At least one (1) month's notice must be given for assessment of a standard application. The types of works / activities this application is proposed to be for relate to 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 72 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 out-of-hours works / activities** may be covered by one application.
7. Except in very exceptional circumstances, **no works will be approved after 10.00pm, or before 5.00am.**
8. A permit does not allow any ongoing variation to the Hours of Demolition/Construction imposed by any conditions in a Development consent.
9. It is the responsibility of the applicant to **provide sufficient information** and describe the proposed works / activity 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 and Assessment Act, 1979, which authorises the work for which this Permit is required. Alternatively, 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 / activity, subject of the permit application, cannot be carried out in normal construction hours for Monday to Saturday.
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 works / 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 works / activity will not create unreasonable noise, vibration, light spill or impact on traffic and access in the locality.
15. The application must include any associated documentation and reports (e.g. acoustic engineers report, assessment report, traffic/pedestrian management plan, construction site management plan, proposed resident notification strategy and other measures to minimise disturbance and nuisance to nearby residents).
16. The application must be accompanied with a detailed noise and vibration acoustic report if the proposed activity involves plant and equipment or work that is likely to generate noise and or vibration.
17. Note that Council may also require further additional information prior to determination of the request.
18. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
19. Council will assess and determine your request as soon as practicable and the work / activity must not be carried out outside of standard approved hours unless you have obtained and complied with the written approval of Council.



## FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid at Council's Customer Service Centre by cash, MasterCard, Visa & EFTPOS, or a cheque mailed in. Do not send cash in the mail.

Make cheques payable to Bayside Council.

If lodging multiple applications, a separate payment must be made for each application.

FEE TYPE	RECEIPT CODE	FEE
Fee per occasion:		
Class 1a dwelling (each dwelling)		\$171.00
Class 2-9 buildings – Up to 3 Storey building		\$513.00
Class 2-9 buildings – More than 3 Storey building		\$627.00
Additional urgency fee (if required within 72 hours)		\$171.50

## HOW TO LODGE THIS APPLICATION

Lodging an application requires a completed application form, all relevant information and the payment of the required fee. The application will be checked at lodgement to ensure the required information is provided. **Incomplete/illegible applications will not be accepted and will be returned to you.**

**By Mail:** Bayside Council – PO Box 21, Rockdale NSW 2216

**In Person:** At either of Council's Rockdale or Eastgardens Customer Service centres on any business day from 8.30am up to 4pm

Note that it is recommended that you come into the Centre at least one hour prior to close of business, to provide adequate time to check through your submission.

### Political Donations and Gifts Disclosure Statement

Persons lodging an application with Council are required to declare reportable political donations and gifts.

Have you made a political donation of more than \$1,000.00 or gift (regardless of value) in the previous two (2) years?

No  Yes If YES, you must complete and submit the Declaration of Political Donations and Affiliations form

For further information: [hht://www.planing.nsw.gov.au/Assess-andRegulate/Development-Assessment/Systems/Donations-and-Gift-Disclosure](http://www.planing.nsw.gov.au/Assess-andRegulate/Development-Assessment/Systems/Donations-and-Gift-Disclosure)

### Applicants Declaration of Relationship to Council

Please advise if you are a Council employee, Councillor and/or their immediate relative(s) or contractor of Council.

No  Yes If YES, please state the relationship:

.....  
 .....

## Declaration

- I have read and understand the contents and conditions contained within this application.
- I declare that all the information in the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information proved is misleading, any approval granted 'may be void'.
- I accept that inadequacies in the material submitted may result in delays in the processing of the application.
- I understand that Council may use the information and materials provided for notification and advertising purposes if required.
- I understand that Council officers may need to carry out a site inspection and will undertake to make site access available as required.
- I understand that all information related to this application may be displayed on Council's online tracking system for viewing by the general public, and may be disclosed under the provision of *Government Information (Public Access) Act 2009*, if required.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council for the purpose of this application.
- I understand I am bound by the conditions contained in this application and a failure to comply may result in penalties being issued.

Applicants signature:	Date	
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## Privacy Statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with Section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council Officers or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of it's documents including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

## OFFICE USE ONLY

Application/Request received by: ..... Date: .....

Referred to: ..... Date: .....

Receipt No: ..... Date: .....

Fees: \$ .....

Fee per occasion:	
Class 1a dwelling (each dwelling)	\$171.00
Class 2-9 buildings – Up to 3 Storey building	\$513.00
Class 2-9 buildings – More than 3 Storey building	\$627.00
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