Application to work outside construction hours

*Neighbourhood Amenity Local Law 2021 | Clause 55 (5)*

**Building works are only permitted from 7.00am to 6.00pm Mon to Fri, and 9.00am to 3.00pm Saturday.**

**No building works are to be carried out on a building site on a public holiday under the Public Holidays Act 1993.**

**If a Construction Management Plan is applicable to your building site an amendment to the CMP will need to be obtained via Council’s Planning Department – 9599 4444 – unless specifically approved in endorsed CMP.**

**Allow 5 business days for a decision. A permit must be obtained before working outside construction hours. To apply, email:** [**AssetProtectionPermits@bayside.vic.gov.au**](mailto:AssetProtectionPermits@bayside.vic.gov.au)**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Address:** | **No.** |  | **Street Name:** |  |
| **Suburb & Postcode:** |  | | |
| **Date of works:** | | \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_\_ to: (if applic) \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_\_ | | |
| **Hours of works:** | | **From:** \_\_\_ : \_\_\_ pm  **To:** \_\_\_ : \_\_\_ pm | | |
| **Works to be performed-specific details:** | |  | | |
| **What equipment will you be using?** | |  | | |
| **How many staff/contractors would be required?** | |  | | |
| **Why do the works need to take place outside of hours?** | |  | | |
| **Applicants name** | |  | | |
| **Company name** | |  | | |
| **Project / Site Manager** | |  | | |
| **Mobile:** | |  | | |
| **Email:** | |  | | |

**The following is required to be attached with this application** (Note: The permit may not be granted without this information):

* A copy of the proposed letter which provides a minimum of 2 business days notification to the occupants of all adjacent and affected premises, within a 200m radius of the location of works. If a notification list has been provided by Council, all addresses must also be included. The notification must include: The date and hours of works occurring, the nature of works to be performed, the licence reference, contact name and mobile number for the permit-holder and/or site manager.

**Applicable fees will be invoiced on receipt of your application – 2023/2024 Fee $312.00 per day.**

**Acceptance of Terms and Conditions**

I declare that I am an authorised person to apply for the Work Outside of Construction Hours Permit and that all information in this application is true and correct. I declare that there is no endorsed Construction Management Plan in place for works at this location. I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable. By signing this application, I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

**Signature of Applicant:** **Date:**   
 **Council’s Indemnity:**

The Permit-holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

**Privacy Statement:**

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Neighbourhood Amenity Local Law 2021, Clause 55. The personal information will be used solely by the council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for an Out of Hours Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to the Privacy Officer, City of Bayside, 9599 4444.

**Condition and Guidelines:**

1. The permit holder shall ensure that the permit is kept current at all times. Council must be notified immediately any portion of the area utilised is changed.
2. Any work on or adjacent to the site shall not represent an unacceptable risk to health and safety to the public.
3. During road (street alignment) occupation a clear width of 1.5 metres shall be provided for pedestrian traffic to walk without walking onto the carriageway. The pedestrian route shall have a firm, even and free draining surface, free from steps and obstructions. The route for pedestrian traffic shall be clear of nature strip trees, signposts or other similar obstructions.
4. Seats, littler bins, planter boxes, etc. shall not be relocated without the approval of the Manager Asset Management.
5. Where a nature strip tree is affected, before erecting a hoarding or awning, contact Council’s Open Space Department on 9599 4444. It is an offence to destroy, damage or interfere with nature strip trees without the approval of the Parks Management Department.
6. Pits and valve covers, hydrants, etc. must remain readily accessible.
7. If applicable, any crane or cherry picker shall not obstruct motorist’s line of sight or cause danger to any road user.
8. The mixing of materials or storage of materials, outside the permitted area, is not permitted.
9. The permit holder shall make provision for traffic and pedestrians in accordance with these conditions and the relevant sections of *AS1724.3, Manual for Uniform Traffic Control Devices, Part 3, Traffic Control Devices for Works on Roads.*