



# Out of Hours Work Permit Application

To vary hours of work permitted by a Development Consent

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## **Changes to the permit processing time**

Out of hours permit processing times will be temporarily disrupted between 28 October and 5 November to facilitate the roll out of the MyWilloughby platform.

**For approvals required between the 28 October and 5 November, it is imperative that your application is lodged prior to 22 October 2024.**

**In accordance with Council's fees and charges, lodgement of this application will incur a fee, to be paid upon submission.**

One-off application to undertake construction and/or demolition work outside of hours permitted by a development consent condition.

Note: One (1) Permit is required for each variation to the approved working hours within any 24 hour period.

Application for extended periods will require an amended development application.

**Fields marked with an asterick \* are mandatory.**

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**I acknowledge there will be no refund of fees\***

**I acknowledge any permit submitted within 48 hours (2 business days) of the start time will be refused\***



**I acknowledge any permit submitted between 48 and 72 hours (2 to 3 business days) before the start time will incur an urgency fee\***

**I acknowledge that a letter box drop must be carried out at least 24 hours prior to the start time\***

**I acknowledge a Neighbour Notification letter box drop will only be carried out once OHWP permit is approved**

**I acknowledge that Council cannot guarantee OHWP will be approved in time\***

**I acknowledge that any permits requiring Road Occupancy Licences or traffic control/traffic plan will require at least 5 business days to be determined\***

**I acknowledge that no amendments can be made to Out of Hours Work Permit and that a new application will be required if permit details need to be changed.\***

**Development site (Please ensure all Lots and DP's are listed)**

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**Site address\***

**Suburb\***

**Lot number(s)**

**DP/SP number**

**Development Application (DA) number (Note: Applications such as CDC's are not subject to this permit and will be rejected)\***

**Application details**

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**Purpose of application – provide a detailed description of the reasons you require the out of hours work permit and the works taking place during the hours\***

**Provide the specific reason/s why these works could not happen in the approved DA hours of works. 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\***

**Operating hours from (Note: Applications submitted within 48 business hours of the request start time will be refused)\***

**Operating hours to\***

**Measures proposed to minimise inconvenience\***

## Applicant details

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**Family name (or company)\***

**Given name/s (or ABN)**

**Postal Address\***

**Email\***

**Contact Name (Available during business hours)\***



**Contact Number\***

## Builder/Contractor details

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**Company name\***

**Builders licence number or information\***

**ABN\***

**Contact name\***

**Contact number\***

**Email\***

## Supporting documents

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### Neighbour Notification (Mandatory)

Neighbour Notification is mandatory for all out of hours work. A copy of the draft letter must be attached with the application. The letter should include the following:

- site address
- time and date of the proposed works
- a description of the proposed works
- what the potential noise and traffic disturbance will be
- contact details of the person on site or in charge during the proposed hours.

Neighbour Notification (Mandatory)



**(10 MB size limit)\***

### **Road Occupancy Licence**

If you require a road occupancy licence, a copy of the licence must be attached with the application. Applications with a Road Occupancy Licence require 5 business days to assess.

### **Traffic Plan**

If your works impact roads, a traffic management diagram plan must be attached with this permit. Applications with a Traffic Plan require 5 business days to assess.

Road Occupancy Licence

Traffic Plan

**(10 MB size limit)**

### **Prerequisite conditions**

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**Applicants Full Name\***

**Date\***

- It is the responsibility of the applicant to provide sufficient information to Council to enable the application to be properly considered. Failure to do so may lead to refusal and no refund will be given.
- Fees as per Willoughby City Council document are required to be paid at lodgement.



- The applicant must provide reasons why the work, subject of the Permit application, cannot be carried out in normal Willoughby Council construction hours:

**- 7am to 5pm Monday to Friday (demolition work 8am to 5pm Mon to Fri)**

**- 7am to 12pm Saturdays (no demolition work on Saturdays)**

- Permits will not usually be granted for work on Sundays, Public Holidays or work prior to 6.30am and after 7.30pm weekdays or 5pm Saturdays.
- 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.
- The applicant must describe accurately and in detail the work proposed and all associated activities.
- Council must be given sufficient detail to satisfy itself that the activity will not create unreasonable noise, vibration, light spill or impacts on traffic and access in the locality.
- The applicant should allow sufficient time for their application to be processed and plan well in advance. The applicant will need to carry out a letterbox drop of all neighbouring properties within 50 metres of the allotment boundaries 24 hours before the start time, informing them of the upcoming works, including the time and date of the works, along with the contact number of the person on site during these works. The applicant must not carry out a notification to residents or occupants unless Council has first granted a Permit.
- This Permit may be cancelled without notice should public or residential amenity be detrimentally affected.
- A copy of any Permit must be maintained on site and produced as requested by Police or Council staff.
- Urgency fees apply if a Permit is required between 48 and 72 hours (2 to 3 business days) before the start time. Permits lodged within 48 hours (2 business days) of the start time will be rejected.
- Conditions will be applied to Permits. It is the applicant's responsibility to ensure these are adhered to. This may include requirements to notify approval, post copies of the approval and to limit noise, dust or other emissions associated with the works.
- Council reserves the right to vary the hours and or nature of works applied for. The applicant should carefully read any approved Permit and familiarise themselves with the extent of the Permit issued.
- Out Of Hours Work Permits are issued on a one-off basis. Variation of working hours over a longer period must be subject to an amended development application to vary any relevant consent condition. These applications may require acoustic consultants reports and Council notification.
- Failure to comply with this Permit may result in the Permit being revoked and a Penalty Notice being issued under the Environmental Planning & Assessment Act 1979.



**I hereby apply for an Out of Hours Work Permit and will abide by the above prerequisite conditions and any conditions of approval\***

## Privacy

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The personal information you provide on this form is necessary to enable Council staff to process the form and contact you in relation to the outcome. The personal information will only be viewed by Council staff who have responsibility for processing this form, however may be viewed by others as required by Law. View Willoughby City Council's Privacy Statement for further information.