



Working outside construction hours application

What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/pay-apply-report

Otherwise complete this form and submit via email.



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email or by mail.



Receive your invoice

Once your application is processed you will receive an invoice. Allow 5 business days for a decision.

Read before starting

A permit must be obtained before working outside construction hours.

Applicants must provide a minimum of 2 clear business days notification to the occupants of all premises, within a minimum 25m radius of the location of works. If a notification list has been provided by Council, all addresses must also be included.

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 this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

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.

How to apply

Submit this form and required supporting documentation:

- ✉ devpermits@portphillip.vic.gov.au
- ✉ City Permits
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Further information

- ☎ 03 9209 6216
- 📄 portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/out-of-hours-permit

1 Declaration

A permit must be obtained before working outside construction hours.

I have included a copy of my affected resident notification letter.

I declare that I am an authorised person to apply for the Out of Hours Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

Privacy policy

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 1, Clause 31. 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 Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.

2 Applicant details

First name

Last name

Business name

ABN

ACN

Project site manager's name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

3 Site details

Date commencing

Date concluding

Time commencing

Time concluding

:

AM

PM

:

AM

PM

Works to be performed. Be specific.

What equipment will you be using?

How many staff/contractors would be required?

Why do the works need to be done on outside permitted construction hours of 7am to 6 pm Monday to Friday, and 9 am to 3 pm Sat? Permits are only issued where absolutely necessary.