

Application to work outside construction hours

Community Amenity Local Law No. 1 Clause 31



Allow 5 business days for a decision. A permit must be obtained before working outside construction hours.

Site Address:	No.		Street Name:					
	Suburb:				Postcode:			
Date of works:	____ / ____ / 20 ____ to: (if applicable) ____ / ____ / 20 ____							
Hours of works:	From: ____ : ____ am / pm To: ____ : ____ 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 – 6pm Mon to Fri, and 9am – 3pm Sat?								
Applicant / Business:				Project / Site Manager:				
E-mail Address:	_____ @ _____							
Postal Address:	No.		Street Name / P.O Box:					
	Suburb:				Postcode:			
Mobile:				Telephone:				

Application Checklist

- ☐ 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 25m 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.

Acceptance of Terms and Conditions

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. 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.

Applicant: _____

Applicant's Signature: _____ **Date:** ____ / ____ / 20____

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 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.

How to apply

Email: devpermits@portphillip.vic.gov.au

Mail: City Permits, City of Port Phillip, Private Bag No. 3, PO St Kilda, VIC 3182