

Application Form Out of Hours Permit

Application is provided under General Local Law 2016

Construction Management Support

325 Bridge Road
Richmond, VIC 3121



SECTION 1

Applicant details

Name (Site Manager only)

Organisation

ABN

Address

	Driveway
	Postcode

Phone number

Mobile number

Email address

What capacity are you carrying out works?

Owner

Contractor

Builder

Occupier

Other

SECTION 2

Site location details

Site Details

Street No./ Name

Suburb

Postcode

Please complete the following (if Applicable)

Planning Permit No. PLN:

Building permit No. BLD:

Works Permit No. ROC:

SECTION 3

Details of works to be undertaken

What works are required?

Proposed date / time of works

Date DD / MM / YYYY Start Time (24hr) _____

End Time (24hr) _____

(Work times 07:00 - 18:00 Weekdays 09:00 - 15:00 Saturdays)

Proposed date of community stakeholder notification

letter drop: Date DD / MM / YYYY

(Note: Minimum of 7 day notification required prior to works commencing. Must be delivered within 100m radius of site.)

Why do works need to be undertaken outside of of prescribed hours?

Are proposed works within a residential area?

No (Skip to Section 4)

Yes (Please provide details on how you intend to minimise impact on residents / businesses e.g excessive noise, light, traffic etc)

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SECTION 4 - CHECKLIST AND DECLARATION

Requirements Checklist

- All sections of application complete
- Community stakeholder notification letter prepared and submitted with application
- Map showing delivery area of community stakeholders (all stakeholders within 100m must be notified)

The personal information requested on this form is being collected by Council for the enforcement and administration of licenses and permits in accordance with Roads and Council Land Local Law No.2. The personal information will be used by Council and its contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. The applicant may apply to Council for access and / or amendment of this information.

Conditions

Abuse of the permit conditions and lack of consideration for residents may result in Council declining future applications for and out-of-hours permit.

Fees and grant of licence

Once the application has been approved you will be sent an invoice for the appropriate fee.

Indemnity

The licensee indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the display of items as authorised by the licence whosoever arising, except to the extent that Council is negligent.

Declaration

I / We have read and fully understand and agree to comply with Council's Footpath Licensing Agreement. I / we have notified the owner about this application. I / we understand that my / our licence may be revoked by Council for any breach of these conditions. I / we are authorized to sign on behalf of the applicant organisation.

Name _____

Date / /

Position/ Authority _____

This application is only to conduct out of hours work. To occupy a road or footpath a permit is required. Please contact Council on 9205 5555.

Please submit this application with all attachments via one of the following pathways:

- | | | |
|---|-----------|---|
| 1 | Online | Email all attachments to
info@yarracity.vic.gov.au |
| 2 | In-person | Richmond Town hall
333 Bridge Road, Richmond |
| 3 | By post | PO Box 168, Richmond
VIC 3121 |