

Application Form Out of Hours Permit

Application is provided under General Local Law 2016

Construction Management Support
325-333 Bridge Road,
Richmond, 3121



You must submit your Out of Hours Permit application at least **10 BUSINESS DAYS** before the proposed works date.

Please submit this application with all attachments online:
[City of Yarra - Out of Hours Permits Webpage](#)

SECTION 1 - Applicant Details

Name

Organisation

ABN

Address

Postcode

Phone number

Mobile number

Email address

SECTION 2 - Site Location Details

Street No./ Name

Suburb

Postcode

SECTION 3 - Details of works

Do you need to occupy Council land to undertake the works?

Yes

No

You will need to [apply for a Road/footpath Occupation Permit](#).

Refer to next question.

If you have already applied, please provide the reference number (e.g. **ROC21/1234**) in the box below:

What is the proposed date and time of works?

Date

Start time (24hr)

End time (24hr)

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

SECTION 4 - Mandatory Requirements Checklist:

Application submitted at least 10 business days prior to proposed works date

Complete Application form

Works Schedule with all sections completed (on page 2 and 3 of this form)

Documentation provided to justify works occurring out of permitted work hours.

(If there are external authority requirements then you must provide written correspondence specifying required dates and times for the specific scope of works and location.)

Notification letter (using template)

This will need to be endorsed by Council and then distributed at least seven days prior to the works date.

Site Map

(Showing where the notification letters will be distributed).

Other Documentation that may be requested:

Noise and Vibration Impact Assessment Report

SECTION 5 - 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

Privacy Information

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.

Fees and grant of permit

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

This application is only to conduct out of hours work. To occupy a road or footpath a permit is required.

Works Schedule

The Out of Hours Permit Application will not be assessed until all of the below sections are complete and in detail.

Scope of works: <i>(Detailed description of all works proposed including plant and equipment and tools to be used)</i>	Times/Duration: <i>(Specific times and duration for each scope of works/equipment use)</i>	Reason for works to occur Out of Hours <i>(You must provide very strong justification as to why the works cannot occur within permitted work hours)</i>	Noise Mitigation: <i>(Measures that will be in place to reduce the impact of noise to surrounding properties)</i>
