

Out of Hours work request



Planning Guide and checklist

Find out how you can gain approval to work outside the working hours stated in a Construction Management Plan (CMP) that forms part of a Planning Permit

If you would like to work outside the working hours nominated in the approved Construction Management Plan (CMP) then you will need to obtain approval from Council's Planning Department. Examples of activities that may require such a request would be delivery of oversize equipment early in the morning to avoid potential Council road closures and Vic Roads truck banned roads and avoiding potential conflict with other construction activities.

What regulations are applicable for working out of hours?

Any private building works must comply with the current EPA Regulations (Environmental Protection Act 1970) and any proposed construction works outside these hours requires Council approval.

How do I apply to for out of hours work approval?

A request in writing needs to be submitted to the Planning Department which needs to include the following information:

1. *Building Permit No*
2. *Planning Permit No*
3. *Site Details & Location*
4. *Applicant Contact Details, Builder Contact Details, Site Manager Contact Details*
5. *Date/s & timing for which out of hours approval is sought*
6. *Nature of the type work/activities to be undertaken*
7. *Details of why the work/activities need to be carried out outside normal working hours in the CMP*
8. *The expected impact on the surrounding neighborhood*

Are there any applicable Fees?

At this point in time Council does not charge a fee to obtain approval to work out of hours.

How long does the request take to process?

The Planning department will respond in writing to your request within 10 working days.

Should I contact Council to discuss before submitting my request?

You are encouraged to contact Council's Construction Liaison Officer on 9581 4749 or the Planning Department for further advice prior to submitting an application to Council.

What do I need to provide when making a request?

A written request for out of hours work approval must include:

1. The information specified on the out of hours work activities requested on the previous page
2. A copy of the letter which will be delivered to affected parties 7 days prior to the works taking place. (Please refer to attached sample letter to residents, this can only be distributed once Council has approved the Out of Hours work activities)
3. Map showing extent of consultation with affected parties.

Depending on the nature of your application, you may also require one or more of the following related permits?

Asset Protection Permit

Road Occupation & Works Permit

Road Opening / Footpath Opening / Vehicle Crossing Permit

SAMPLE LETTER TO RESIDENTS - Notification of Out of Hours Work

[Company logo & address]

(Date)

(To the resident)

(Address)

Dear resident

RE: (Type of work for example, improvement works - road resurfacing)

In order to (purpose of work), (company name) will be undertaking (type of work) in your street.

Work will commence on (date) from (time) and finish at (time).

Occasionally, work needs to be rescheduled due to unforeseen inclement weather. This will usually occur on the following day.

These works will occur for approximately (number of days). During this time, some medium level noise will be emitted by the equipment; however we will endeavour to be as unobtrusive as possible.

To assist us in completing the work and minimising any inconvenience to residents, we would appreciate that vehicles are not parked in the street during the above times and are clear of the work area.

Vehicular access to your driveway may be restricted for a short time. We ask that motorists drive on the new surface at low speeds with care once works are complete.

Please ensure that children and animals are kept well clear of the work area until completion.

For further information, please contact (supervisor name) on (contact number).


Thank you for your patience and understanding during these works.

Yours sincerely


(Contract Manager's Name)


Further Information

If you would like further information or assistance, please contact our Planning Team:

 **Online:** kingston.vic.gov.au/planning

 **Telephone:** (03) 9581 4131

 **In person:** Planning Enquiry Counter
Level 1, 1230 Nepean Hwy,
Cheltenham
Operating hours:
8:30am–5:00pm (Mon–Fri)

 **Email:** info@kingston.vic.gov.au

 **Translation service:**  131 450