

# APPLICATION FOR OUT OF HOURS PERMIT

## General Local Law No1 (2015)

Submit this form and supporting documents by post to P.O BOX 91 Preston VIC 3072 or via email to [asset@darebin.vic.gov.au](mailto:asset@darebin.vic.gov.au)



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to live

### APPLICATION INFORMATION - Use this form to apply for Out of Hours operation

To ensure you have a complete application, please provide the following details and documents:

- A VicRoads MOA for heavy vehicle use, if it applies
- An access permit from the NHVR, National Heavy Vehicle Regulator, if it applies
- A notification letter to residents and businesses
- Traffic Management Plan demonstrating area of occupation and how the public will be managed during occupation
- Proof of Public Liability Insurance of \$20,000,000
- Visa or Mastercard to pay the combined application, permit and inspection fees of \$1087.60

### APPLICANT DETAILS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

### PROPERTY DETAILS

Unit No.:	<input type="text"/>	Street No.:	<input type="text"/>	Street Name:	<input type="text"/>
Suburb:	<input type="text"/>		Postcode:	<input type="text"/>	

### ON SITE CONTACT DETAILS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

### DESCRIPTION OF OUT OF HOURS WORK

Provide details of the proposed building works you will be doing

Will the work be external to the property?

Yes

No

Will you be using oversized vehicles during the out of hours works?

Yes

No

### DATE AND TIME THE OUT OF HOURS PERMIT IS REQUIRED

Provide the date when the out of hours work will start and the date the works will end.

Start Date

End Date

Provide the time of the day when your works will begin, and the time of the day your works will end.

Start Time

End Time

## PUBLIC NOTIFICATION

Have surrounding home and business owners been notified of the works, including dates and times, on site contact details, traffic management/disruptions etc?

Yes

No

## SUPPORTING DOCUMENTATION CHECKLIST

The following supporting information and documents must be submitted with your application.

Incomplete submissions may not be lodged or may result in delays in the assessment of the proposal.

1. Completed and signed **Application Form**.
2. A VicRoads MOA for heavy vehicle use if it applies,
3. An access permit from the NHVR, National Heavy Vehicle Regulator, if it applies.
4. A notification letter to the residents and businesses (notification should be to properties in a 100m radius of site). These affected properties should receive 14 days notice prior to the out of hours works – 7 days may be considered under special circumstances.
5. A Traffic Management Plan demonstrating area of occupation and how the public will be managed during occupation.
6. Permits required for any works carried out in proximity to the site such as VicRoads, Yarra Trams, CitiPower, Metro Trains, Transdev Melbourne etc.
7. Proof of Liability Insurance of \$20,000,000.

## SCHEDULE OF FEES

Lodgement Fee	\$232.60
Out of Hours Permit fee	\$285.00
Out of Hours inspection fee (x 2)	\$570.00
<b>TOTAL PAYABLE</b>	<b>\$1087.60</b>

## IMPORTANT INFORMATION

### Application Process

An incomplete application or an application without the required fee will not be registered as received by Council and will be returned to the applicant. Further information may be requested after initial assessment of the application. Lack of information is likely to result in delays. Failure to provide the additional requested information will result in cancellation of the application. Council will make all endeavours to process an application within fifteen working days.

**It is the responsibility of the applicant to ensure they have all relevant permits and permissions from all relevant Council departments, in accordance with City of Darebin Local Laws (e.g. road/footpath closures, hoardings etc).**

Darebin City Council recognises the need to manage construction works to minimise any adverse impact on amenity and accordingly has controls under the General Local Law No. 1 (2015) which confines construction works to the following times; **Monday to Friday 7am to 8pm & Saturday 9am to 6pm. Construction is not permitted outside of the prescribed times unless an 'Out of Hours' permit has been applied for and obtained.**

### Privacy Collection Statement

City of Darebin collects personal information via this form to process your application and for related purposes which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council.

## APPLICANT DECLARATION

I declare that I have provided the documents required for an Out of Hours Permit application, and that the information contained within is true and correct.

Applicant Signature:

Date:

Applicant Name:



### Contact Us

8470 8899

asset@darebin.vic.gov.au

274 Gower Street, Preston VIC 3072

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