Out of Work Hours Application (Where hours of work have been restricted under a development approval) 2026/2027

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** 7 Civic Drive, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2037
TRIM Ref	C001680
Last Updated	June 2026
Business Unit	Environmental Compliance
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.			
Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other		
Full Family name			
Full given names			
Name of Company/Business			
Postal address (we will post all letters to this address)			
Phone		Alternate	
Mobile		Facsimile	
Email (Approvals subject to urgency fee will generally be issued by email)			
Contact			

Part 2: Address of property

Unit no.		Street no.	
Street		Suburb	
Lot No + DP/SP			

Part 3: Fees

Fee type: (please select)		
◯	Application fee	$845
◯	Urgency fee required within 48 hours	$1,125
◯	Amendment fee	$230

Part 4: Work(s) for which the permit is sought

Please describe accurately the work(s) you are seeking to carry out during the time period sought.

Part 5: Reasons for permit

The specific reason why the work cannot be undertaken during "normal" working hours including impacts to the locality. Approval will only be given for the unforeseen circumstances, safety or Public Amenity reasons. Applications, which seek approval for "out of hours work" based on the amenity or convenience concerns of the applicant or building occupants will generally not be approved.

What consideration has been given to minimise any inconvenience/noise/dust and or vibration impacts if there are any dwellings, churches, schools or restaurants etc. within 100m of the site.

What equipment is to be used?

How many workers will be onsite?	
Will there be truck movements to and from the site?	◯ Yes ◯ No
If yes, how many?	
Will temporary lighting/power generators be needed for night time work?	

Part 6: Requirements

Note: Your application will be rejected during the assessment process if insufficient information is given			
Date of permit required			
Hours sought	am/pm	to	am/pm
Development Application number			
Current approved construction hours			
Construction Certificate Application number			
Name of Private Certifier (PC) Note: One (1) permit is required for each period of the out of hours working within any 24 hour period.			
Applicant signature			
Date			

Part 7: Conditions to application notes

- Applications submitted prior to 5 business days of the requested time period will be subject to the standard application fee only.
- Applications submitted within 48 hours of requested time period will be subject to an additional urgency fees.
- Urgency applications must be made no later than 12pm in order to be processed the same working day.
- Applications are only applicable for single days. Where applications are required for consecutive days, a separate application is to be submitted for each additional day.
- Generally, a maximum of two (2) Out of Hours work applications per month/per development.
- It is the responsibility of the applicant to provide sufficient information to Council to enable the application to be properly considered. Failure to do so may lead to refusal.
- The applicant is to provide the details of any Development Application and Construction Certificate issued under the *Environmental Planning & Assessment Act 1979*, which authorises the work for which this Permit is required. Alternatively, they must provide an explanation as to why a CC is not necessary for the works.
- The applicant must provide reasons why the work, subject of the Permit application, cannot be carried out in normal Northern Beaches Council construction hours;
  - 7am - 5pm Monday to Friday (demolition work 8am to 5pm Mon to Fri)
  - 8am - 1pm Saturdays (no demolition work on Saturdays)
- Permits will not be granted for work on Sundays or Public Holidays (unless Council determines that exceptional circumstances exist).
- Reasons related to occupant convenience or accelerated work programs will not usually be acceptable.
- The applicant must demonstrate that consideration has been given to the impact of the activity on nearby residents, businesses (especially restaurants and the like), churches or other sensitive occupations. Council must be given sufficient details to satisfy itself that the activity will not create unreasonable noise, vibration, light-spill or impact on traffic and access in the locality.
- The Applicant must describe accurately and in detail the work proposed and all associated activities.
- The applicant must notify all nearby residents of the out of hours work once approved. The applicant must not carry out a notification to residents or occupants unless Council has first granted a Permit. A copy of the notification letter must be provided to Council prior to distribution. Failure to provide Council with a copy of the notification letter may result in the permit being cancelled and any future applications being refused.
- If complaints are received of works occurring contrary to the approval, Council may refuse to grant any future permits.
- Conditions are applied to permits. It is the applicant's responsibility to ensure these are adhered to.
- Council reserves the right to vary the hours and or nature of works applied for in the application.
- Failure to comply with this permit may result in the permit being revoked and a penalty notice being issued under the *Environmental Planning and Assessment Act 1979*.