## Application for out of hours works approval

## Version 5.0 effective from 17 July 2018

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| **Before lodging your application** |

* This form must be used for **ALL** out of hours works approval applications.
* You **MUST** complete **ALL** questions that are stated to be mandatory requirements unless otherwise identified on this form.
* Consider if a pre-application meeting with Economic Development Queensland’s (EDQ) Technical Services before lodging your application would be appropriate.
* All applications, including requests for extensions of existing approvals, must be submitted to EDQ:
  + via email sent to [pdadevelopmentassessment@dsdmip.qld.gov.au](mailto:pdadevelopmentassessment@dilgp.qld.gov.au)
  + a minimum of **ten (10) business days’** prior to the requested start date, and
  + accompanied by all supporting information (attach extra pages if insufficient space on form).
* **Incorrect, incomplete or short-notice applications will be declined**, unless prior approval from EDQ Technical Services is obtained.
* EDQ Technical Services reserves the right to withdraw an approval if a complaint is received in relation to out of hours work.

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| 1. **Applicant details — mandatory information** |

The applicant is the entity responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the accuracy of the information provided because any approval issued will be issued to the applicant.

*Note: Where the applicant is not a natural person, ensure the identified applicant is a valid legal entity.*

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| **Name(s)** (individual or company name in full (including ACN / ABN) |  |
| **For companies—name of contact person and position** |  |
| **Postal address** |  |
| **Contact telephone number** |  |
| **After hours mobile telephone number** |  |
| **Email address** |  |

Note: Where site contact details differ from the applicant details, section 2 **MUST** be completed. Otherwise, section 2 is a non-mandatory requirement.

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| 1. **Site contact details — mandatory information** |

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| **Name(s)** (individual or company name in full (including ACN / ABN) |  |
| **For companies—name of contact person and position** |  |
| **Contact telephone number** |  |
| **After hours mobile telephone number** |  |
| **Email address** |  |

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| 1. **Location of the site / premises — mandatory information** |

Each lot is to be identified on a separate row.

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| **Priority development area** |  |
| **Street address and lot on plan for the premises or street address and lot on plan for land adjoining or adjacent to the premises** (attach separate schedule if insufficient space in table) | |
| Street address **and** lot on plan (all lots must be listed)  Street address **and** lot on plan for the land adjoining or adjacent to the premises (all lots must be listed) | |

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| **Street address**  (include nearest cross streets if street number inadequate to describe location of work) | | | | |
| Lot | Street no. | Street name | | Official suburb/locality name |
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| **Lot on plan description** | | | | |
| Lot | Lot number | | Plan type and plan no. | |
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| 1. **Current use(s) of the premises — not mandatory information** (e.g. vacant land, commercial building) |

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| 1. **Details of any current EDQ approvals associated with this application — mandatory information** |

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| PDA development approval number | Condition number(s) relevant requirement to submit out of hours approval application | Condition number(s) relevant to the works |
| DEV20     / | Condition | Condition |

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| 1. **Is an extension to an existing out of hours approval being sought? — mandatory information** |

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| No | Yes  If yes, the following details of the existing approval must be provided— | |
| Name of applicant |  |
| Date of approval letter |  |
| EDQ reference number | WR     / |

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| 1. **Provide details of the out of hours works — mandatory information** |

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| A | Period required for approval | Time from: Date from:       :      am/pm      /     / | | |
| Time to: Date to:       :      am/pm:      /     / | | |
| B | Description of the works |  | | |
| C | Details of additional permits/approvals relevant to the works (e.g. Queensland Police Service (QPS), the local government authority or other external authority) | Issued by/permit type: | Permit reference: | Date: |
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| D | Reasons why the works cannot be undertaken during normal construction hours? |  | | |
| E | Are there any plans endorsed by external authorities for the works? (e.g. Construction management plan, traffic management plan) | No  Yes  If yes, provide details | | |
| F | Will there be vehicle movements to and from the site?  If yes, provide:   * details of vehicles (e.g. type, size, weight and number) * access arrangements to and from the site, and * estimated number of vehicle movements. | No  Yes | | |
| G | Will machinery and equipment be required for the works? | No  Yes  If yes, provide details. | | |
| H | Potential impacts of the proposed works on the locality (e.g. noise, lighting, traffic, vibration, dust etc)?  Note: Impacts are to be described and nearest receptors should also be identified on a site plan. |  | | |
| I | Measures to be adopted to mitigate potential impacts? |  | | |
| J | Provide demonstrated proof of community and stakeholder engagement including:   * details of strategy * details of stakeholder database * attach any notice to stakeholders, and * attach any acknowledgment(s) signed by relevant stakeholders |  | | |

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| 1. **Document checklist — mandatory information** |

Note: Before submitting this application, you need to obtain and attach all relevant documentation. The checklist below details what you need to submit to ensure timely processing of your application. **Tick each item completed.**

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| **Documentation** | **Confirmation of lodgement** | **Office use only** |
| Completed and signed application form  (Note: a further application may not be required for an extension of an approval at the discretion of EDQ Technical Services) | Confirmed  N/A |  |
| Additional permits/approvals relevant to the works (e.g. QPS, the local government authority or other external authorities) | Confirmed  N/A |  |
| Site plan drawn to an appropriate scale (1:100, 1:200 are **recommended**) which shows the location of the site | Confirmed  N/A |  |
| Site plan drawn to an appropriate scale (1:100, 1:200 are recommended) highlighting the location of the works | Confirmed  N/A |  |
| Plans endorsed by external authorities | Confirmed  N/A |  |
| Details of vehicle movements and access arrangements | Confirmed  N/A |  |
| Details of machinery and equipment required for the works | Confirmed  N/A |  |
| Site plan indicating nearest noise receptors | Confirmed  N/A |  |
| Details of impact mitigation strategy | Confirmed  N/A |  |
| Details of community and stakeholder strategy | Confirmed  N/A |  |
| Notice of works sent to stakeholders | Confirmed  N/A |  |
| Acknowledgment(s) signed by relevant stakeholders | Confirmed  N/A |  |

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| 1. **Consent to application — mandatory information** |

I, as the owner / occupier (please circle relevant option) of the land, consent to the making of this application for compliance assessment.

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| Signature(s) of owner / occupier  (please circle relevant option) |  | Print individual name(s) |
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| Company name in full, including ACN / ABN  (if relevant) |  | Position(s) (if relevant) |
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| Date |  |  |

*Please refer to the EDQ* ***Practice note 21: Owner’s consent*** *for further guidance on the provision of valid owner’s consent.*

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| 1. **Privacy statement** |

Information collected is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009*. The information provided may be publicly released and or provided to third parties and other government agencies—but only for the purposes for which the information is being collected. The proponent's personal information will be stored on departmental files and may be disclosed for purposes relating to the processing and assessment of the application or as authorised or required by law.

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| 1. **Applicant’s declaration and acknowledgement** |

The applicant warrants that the information provided to the EDQ in relation to this application is true and correct.

By making this application, I declare that all information in this application is true and correct to the best of my knowledge and I will abide by the conditions of approval.

By signing here, the applicant is consenting to receiving documents in an electronic format.

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| Signature of applicant / authorised person |  | Print name and position |
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| Date |  |  |