

Checklist – Request for Out of Hours Works

Approved form made under section 175 of the Economic Development Act 2012

1. Is an extension to an existing out of hours approval being sought?

No	Yes <i>If yes, the following details of the existing approval must be provided;</i>
Name of applicant	
Date of approval letter	
EDQ reference number	Ref No. /

2. Details of proposed out of hours works

A	Period required for approval	Time from: : AM/PM	Date from: / /
		Time to: : AM/PM	Date to: / /
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:
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 (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 (provide details)

2. Details of proposed out of hours works

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

3. Document checklist

*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.***

Documentation	Confirmation of lodgement	
Completed and signed application form <i>(Note: a further application may not be required for an extension of an approval at the discretion of EDQ Technical Services)</i>	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

3. Document checklist

*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.***

Documentation	Confirmation of lodgement	
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

12. Privacy Statement

Personal information in this form is collected by the Minister for Economic Development Queensland (**MEDQ**) for the purposes of administering the *Economic Development Act 2012* (**ED Act**).

The information in this form including personal information will be used by the delegates of MEDQ, third parties engaged by MEDQ, local governments or distributor-retailers for a purpose under the ED Act and *Economic Development Regulation 2023*. MEDQ may provide to third parties or publish the information if required or authorised by the ED Act, *Information Privacy Act 2009*, the *Right to Information Act 2009*, other legislation or by law.

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- how an individual may access the personal information about the individual that is held by MEDQ and seek the correction of the information;
- how the individual may complain about a breach of the Queensland Privacy Principles or any QPP code and how MEDQ will deal with the complaint.

MEDQ is not likely to disclose the personal information to entities outside of Australia.

13. Applicant's Declaration and Acknowledgement*

By making this request, I declare that all information in this form is true and correct to the best of my knowledge.

I acknowledge that if any information provided in this form is knowingly false or misleading, I may be exposed to penalties under section 165 of the Economic Development Act 2012.

I consent to any information relating to this request being given to me by an electronic communication in accordance with the Electronic Transactions (Queensland) Act 2001.