

## **Application to Extend Permitted Hours of Work – Guidelines**

- Please ensure that the relevant planning condition allows for such an application.
- Application forms are available on the City Council's Planning and Development Directorate website ([www.corkcity.ie](http://www.corkcity.ie)) and at the public counter at City Hall.
- Once completed, the attached form should be emailed to [planning@corkcity.ie](mailto:planning@corkcity.ie)
- The form should reach this office at least 5 working days prior to the proposed extension of operation.
- A response should issue within 2 working days.
- No work is to be carried out outside permitted hours without the agreement of Cork City Council. A lack of response should not be interpreted as agreement.
- The Planning and Development Directorate recommends that you advise (i.e. mail drop) local residents of times and reasons for any extensions to working hours that are agreed.
- N.B. Working outside permitted hours without the prior agreement of Cork City Council, will result in Planning Enforcement proceedings being instituted, which may result in penalties for unauthorised development under the Planning & Development Act 2000.

### **DATA PROTECTION**

*"Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protections policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>.*

*We request that you read these as they contain important information about how we process personal data.*

**Cork City Council Planning and Development Directorate**

**Request for Agreement to Extend Standard Working Hours**

**NB:**

- **To be marked for the attention of Senior Staff Officer, Development Management**
- **E-mail: [planning@corkcity.ie](mailto:planning@corkcity.ie)**
- **Address: City Hall, Cork**
- **To be received at least 5 working days in advance of requested dates.**
- **No work to be carried out outside permitted hours without agreement of Cork City Council Planning and Development Directorate.**
- **Lack of response should not be interpreted as agreement.**
- **We recommend that you advise (i.e. mail drop) local residents of reasons for extended hours.**

Town Planning Reference Number: TP/PL .....

Development Address:

Proposed Hours of Work (Dates and Times):

Reasons for Request i.e. Why can these works not be carried out within permitted times?

Developer(s) (i.e. Construction Company/Agent-in-Charge):

Name, Address and Telephone Number:

Foreman/Supervisor Contact Details (Name and Telephone Number):

Request made by:

Date:

**For office use:**

Approved/Refused:

Decision Taken By:

Date: