Environmental Sciences Team / Regulatory Support Team 1/ Public Protection and Licensing

City of Westminster, 15th Floor, 64 Victoria Street, London SW1E 6QP

 **FORM FOR THE REQUEST OF OUT OF HOURS (OOH) WORKING**

**Normal working hours are** Mon - Fri 8am-6pm, sat 8am-1pm. StreetWorks should not take place outside of these hours or on Sundays/bank holidays without permission.

**Out of Hours, Contact No: 020 7641 2000 / Email: oohrequests@westminster.gov.uk**

 **NOTE**

1. Please send the completed form via email to oohrequests@westminster.gov.uk and **ensure the form is kept in word format (please do not put into PDF format)**
2. For planned (non- emergency) **major** and **standard** maintenance works– allow ten (**10) working days’ notice** and on subject line, insert OOH working request for planned street works.
3. For planned (non-emergency) **minor** maintenance work – allow **three (3) working days’ notice** and on subject line, insert OOH working request for planned street works ‘**minor works’**.
4. For unplanned emergency work contact Out of hours contact number and ask to speak with the noise officer/s on duty for notification.
5. The following application Sections should all be completed. Additional sheets can be attached if required and should be referenced appropriately.

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| --- | --- | --- |
| **Section Number and Heading** | **Description of Supporting Information** | **Supporting Document Ref (if applicable)** |
| 1. Company:
 |  |  |
| 1. Company registered address:
 |  |  |
| 1. Details of the applicant:
 | Name and Surname:Telephone number:E-mail address: |   |
| 4. Your work reference number: |  |  |
| 5. Address / location of proposed works. Please specify the exact location of the works, including a location plan. |  |  |
| 6.Details of the main contractor responsible for the site, if different from above. |  |  |
| 7. Location of nearest noise sensitive neighbours.e.g residential properties, hotels, schools |  |  |
| 8. Particulars of works:  |  |  |
| 9. Proposed working hours: |  |  |
| 10. Give reasons why the work needs to be done outside ofnormal working hours. |  |  |
| 11. Proposed start and **end dates**: |  |  |
| 12. Provide a breakdown of the work, plant/tools to be used, including equipment Sound Power levels and the projected duration of each activity. |
| Work activity | Equipment to be used | Equipment sound level **prescribed by the manufacturers/ BS 5228** (power/pressure) |  Duration of work activity (on-time) |
| **Example:** Breaking out | Hand-held pneumatic breaker  | 83 dBA at 10 m. |  50% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cumulative noise level at receptor**  |  |
| 13. Anticipated level of impact at sensitive locations**1**.(Please attach any supplementary information held if necessary) | **Location** | **High** | **Medium**  |  **Low** |  |
| **Example:** School | **X** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **1Criterial for predicted impact by noise levels** |
| **High**  | Operations that involve frequent mechanical impact, large numbers of plant and/or are continuous for 30 to 60 min. in every 1 hour. |
| **Medium** | Operations that involve manual impact noise, movement of plant (e.g. excavation, movement of materials etc.) and/or are continuous for 10 to 25 min. in every 1 hour. |
| **Low** | Little or no perceptible noise above background levels at receptor, manual activities, limited plant and/or are continuous for up to 10 min. in every 1 hour. |
| 14. Proposed mitigation measures to minimise high and medium levels of noise:  |  |  |
| 15. Proposed community liaison method. Please provide full details such as a copy of correspondence to be sent to residents. Ensure to consult with BIDs and resident association as well.  |  |  |
| 16. Details of responsible person onsite out of hours to contact in case of complaint. | Name and Surname:Telephone number:E-email address: |  |
| Please ensure that relevant stakeholders have been consulted regarding this works. |
| 17. Signed by applicant:  |   --------------------------------------- Date:------------------------------------- |

 **FOR ENVIRONMENTAL HEALTH** **OFFICE USE:**

Application reference number (for uniform entry): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Out of Hours working request approved YES\_\_\_ NO\_\_\_ (**tick as appropriate**)

 If YES, any additional comment/specific conditions:

 If NO, please provide brief details/reasons:

|  |
| --- |
| **Environmental Health Officer** |
| **Name:** |  |
| **Signature:**  |  |
| **Date:**  |  |

# **OOH working is to be carried out under the following provisions:**

1. The permitted hours of work are strictly in adherence to those specified in **section 9 of** the application form.
2. To minimise noise related disturbance to residents and noise sensitive businesses,best practicable means (BPM) in line with the general principles contained in the British Standard BS5228: 2009 ‘Noise and Vibration Control on Construction and Open Sites’ and as set out in the application should be adhered to at all times.
3. Noise attenuation screening and enclosures should be used where deemed appropriate and practicable. Such screening should provide effective acoustic attenuation and should have a similar level of sound transmission performance as the mobile screen described in British Standard BS5228: 2009 ‘Noise and Vibration Control on Construction and Open Sites’.
4. The quietest vehicles/plant machinery shall always be used. All vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, maintained in good working condition and operated in a manner, which minimise noise emissions and In line with manufacturer’s directions.
5. Prior to commencement of out of hours (OOH) work, premises occupiers who may be affected by noise from such works, such as the residents, hotels or B&B, as well as the Business Improvement Districts (BIDs) and Resident associations, must be informed of planned street works. Such liaison should provide details on the nature of the work, reasons why such work is taking place OOH, location of works, duration of works, specific hours of noisy works, planned mitigation measures to minimise noise impacts, complaint procedures and details of responsible person to deal with complaints.
6. The notification to stakeholders should be provided in non-technical language as far as reasonably practicable.
7. For minor works (1-3 days) a **72 Hours (**3 working day) notification shall take place, whereas for standard / major works (**10 working days**), where possible at least a week prior to the works commencing, where this is not possible, a minimum of **3 working days notification** shall take place.
8. Changes in the work schedule should be communicated to the mailbox OOHrequests@westminster.gov.uk and affected stakeholders a day in advance.
9. Complaints made by members of the public regarding the works, must be notified to the mailbox OOHrequests@westminster.gov.uk within **24 hours**, providing information on day, time, details of complaint and action taken to address such complaint.
10. The work promoter shall further ensure that, whilst the works are in progress, a visible notice board, showing the works permit number, nature of the works-taking place and the telephone number is displayed onsite. In addition, a mobile telephone number for the person in charge of the site should be displayed.
11. The work promoter/s needs to ensure that all team members are aware of these working provisions and monitor their adherence to it.
12. The Council reserves the right to review or incorporate further provisions in the event of complaints.
13. Non-compliance with these provisions may result in enforcement actions under the provisions of the Control of Pollution Act 1974 and the Environmental Protection Act 1990.