

## Application for Approval for Variable Message Signage Outside of Local Law Standards

*Local Government Act 2009 Local Law 1 – Administration 2011; Subordinate Local Law 1.4 – (Installation of Advertising Devices) 2011*

The Gladstone Regional Council is collecting your personal information in accordance with Council's Local Law 1 - Administration to process your application for approval for signage on Council controlled areas and roads. The information will only be accessed by authorised council employees. Some of this information may be given to other Government Departments in case of an emergency. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

**NOTE:** Your application will not be accepted or processed without the form being completed, applicable fee paid, and all required documentation attached. Applications can take up to 6 to 8 weeks to process dependant on other stakeholders.

The above Local Law sets out minimum standards for certain advertising devices; if an advertising device meets the requirements of this minimum standard, no application is required. For advertising devices not covered by these minimum standards, a person must not install or display advertising devices for a business on a public place or private property without a permit. A business includes the exhibition of a sign or advertisement. A public place includes a place that is open to the public, or used by the public, or a place that the public is entitled to use, whether or not on payment of money."

### SECTION A - APPLICANT DETAILS - THIS SECTION MUST BE COMPLETED

If applicant is a corporation, insert corporation name and ABN

**Tick the box/s that apply**

**Is Your Application in relation to signage on Council Land or Private Property?**

- ☐ Council Land
- ☐ Private Property (Owner/Occupier of property must complete Section B)

#### New Licence

- ☐ Annual Licence (Must complete sections A, B, C, D, F and G)

Please note-If you are granted a permit and unless otherwise advised in the initial permit, an annual application renewal form and fee will need to be paid.

- ☐ Amendment of Licence (Must complete sections A, B, C, E, F and G) - Existing Licence Number: \_\_\_\_\_

#### BUSINESS DETAILS

Corporation Name:	ABN:
Trading Name:	ACN:
Contact Name:	Position:
Street Address:	
Postal Address:	
Locality / Suburb:	State: _____ Postcode: _____
Phone: _____	Mobile: _____ Fax: _____
Email: _____	

#### APPLICANT 1

Mr / Mrs / Ms / Miss	Surname:	Given Name/s:
Ph Home:	Work :	Mobile:
Email: _____		

#### APPLICANT 2

Mr / Mrs / Ms / Miss	Surname:	Given Name/s:
Ph Home:	Work :	Mobile:
Email: _____		

## SECTION B - PROPERTY OWNER'S & OCCUPIER'S CONSENT

For signs proposed to be installed on land other than Local Government Controlled land, you **MUST** obtain the consent of the owner and the occupier for the exhibition of the advertisement. The owner and occupier **MUST** complete the section below and provide proof of ownership with this application

### Consent of the Owner of the property

*Must be signed as follows*

- If sole landowner, by that person; or
- If joint landowners, by one of the owners; or
- If the landowner is body corporate, by affixing the seal; or
- In any case, by duly authorized agent or representative of the owner, and attaching a copy of the authorization.

Owner's Name (if other than the applicant):

Postal Address:

Locality / Suburb: State: Postcode:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Consent of the Occupier of the property

*Where the applicant is not the occupier of property, the occupier's consent must also be obtained if different to owner.*

Occupier's Name (if other than the applicant or owner):

Postal Address:

Locality / Suburb: State: Postcode:

Occupier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION C - DETAILS OF PROPOSED ACTIVITY

**Include pictures/diagrams/specifications.**

Number of Signs: Number of Faces:

Type of Sign:

Length: Width: Height: Total Face area m2 (width x height) :

Made from (eg timber, corflute, light board, material, vinyl):

Wording:

For signs associated with a business (include business location and hours of operation):

For signs not associated with a business (Charitable Organisation, Church or non-profit organisations):

Outline the purpose of the sign - eg to promote a fete, sporting event, etc

If the application relates to signs of different dimensions, attach list and provide details of the width, length, face area and construction of each sign.

### Real property description – refer to Rates Notice.

Lot no: Reg. plan no: Parish:

## SECTION D - PUBLIC LIABILITY INSURANCE

**A copy of a \$20,000,000 Public Liability Insurance Policy must accompany all applications**  
**Applications are unable to be processed until the Public Liability Insurance certificate of currency has been received by Council.**

Name of insured company:

Name of insured:

Policy No:

Amount:

Expiry Date:

**Please ensure that your certificate states Gladstone Regional Council as an Interested Party**

## SECTION E- AMENDMENT DETAILS

**Attach Photographs / Plans / Specifications to support application**

**Amendment (Alteration) Details:**

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## SECTION F - APPLICANT ACKNOWLEDGMENT - THIS SECTION MUST BE COMPLETED

I/We acknowledge that any permit issued pursuant to this application shall be subject to the following conditions:

- The approval holder shall, at all times, hold harmless and keep indemnified the Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the permit or in the observance, fulfillment, non-observance or non-fulfillment of any condition of the approval.
- The approval holder shall ensure a Public Liability Insurance Policy taken out by him / her to the minimum value of twenty million dollars is kept in force for the whole of the period that the approval covers, and includes the Council as an interested party.

I/We hereby declare the information provided on this form is true and correct.

I/We agree to abide by the conditions of the approval set by Council.

**Applicant 1 Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant 2 Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PAYMENT OPTIONS

<b>PAY IN PERSON →</b>	Council's Administration Centres general cashier hours are from 8.30am to 4.45pm, Monday to Friday. Cashier hours may vary at each office.
<b>CREDIT CARD →</b>	<input type="checkbox"/> Please tick this box if you wish to pay via Credit Card and a Customer Solutions Officer will call for payment over the phone prior to processing the application.
<b>POST →</b>	Post a cheque or money order made payable to Gladstone Regional Council. Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680
<b>RECEIPT →</b>	Please tick if a receipt is required: Yes <input type="checkbox"/> No <input type="checkbox"/>

#### OFFICE USE Customer Solutions

Officer Name:

Receipt Number:

Date:

- Lodge CSR **LLOBST**
- Ensure full payment made
- Ensure all relevant attachments provided & attach to Paperclips

#### SECTION G - LODGEMENT

**Note: Your application will not be assessed without the below attachments**

The following must be attached to your application:

- ☐ Plans, elevations, graphics, photographs and other information necessary to represent the scope and nature of the proposed advertisement which show full details of construction and materials used, as well as the number, size and location of any existing advertisements on the premises; the advertisement's proposed placement and visibility; all dimensions of the advertising device; the shape of the advertisement; the means of illumination of the advertisement (if any) and its impact on the surrounding environment. If illuminated, a certificate indicating the level of illumination before and after the installation of the advertisement is required; animation used in the exhibition of the advertisement (if any); and where the advertisement is to be used for third party advertising – written details including the approval of the proposed third party advertiser.
- ☐ A colour photograph taken from each road adjacent to the premises on which the advertisement is proposed to be exhibited showing the proposed position of the advertisement
- ☐ A copy of your Public Liability Insurance Policy to the sum of not less than \$20,000,000.00 (20 million dollars). The public liability must indemnify Council, in the prescribed form and manner, against all public liability claims arising from operating the business.
- ☐ Evidence of registered charity or non-profit organization status (as applicable)
- ☐ Completed applications must be submitted at least 6- 8 weeks prior to the proposed activity is to commence to allow sufficient time for the assessment process.