

Application for Approval for 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 roads, footpaths and premises owned or occupied by Council.

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 land owner, by that person; or
- If joint land owners, by one of the owners; or
- If the land owner 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:

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

You may pay in person at any of Council's Administration Centres. Cashier hours may vary at each office. General cashier hours are from 8.30am to 4.45pm Monday to Friday.

CREDIT CARD → Visa MasterCard AMEX Please tick if a receipt is required: Yes No

Card Number: _____ / _____ / _____ / _____ Expiry Date: ____ / ____

Name on Card: _____

POST → Post a cheque or money order made payable to:
Gladstone Regional Council
PO BOX 29
GLADSTONE QLD 4680

OFFICE USE - New Applicant RC570

Customer Solutions	Officer Name: _____	Receipt Number: _____	Date: _____
	<ul style="list-style-type: none"> - 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.