# Temporary Signage Application Form (Hills)

Local Law No.17

**IMPORTANT: Before applying you must read the Temporary Signage Policy. This application is to display signage in Gembrook, Cockatoo, Avonsleigh and Emerald only. For other signage applications please use the ‘Temporary Signage Application Form (Flats)’**

## Applicant Details (Please Print):

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address (Permit will be sent here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Temporary Signage Locations: Please tick no more than three locations per application form.

Please note that only one sign per event can be displayed at the approved location. See the Temporary Signage Policy on our website for more details.

**Gembrook**

* Gembrook Skate Park (On skate park not road reserve, behind the footpath/fencing)
* Gembrook Community Centre (Community centre not road reserve, behind property line)

**Cockatoo**

* Alma Treloar Reserve (Men’s Shed, in front of the carpark, not on road reserve, behind footpath)
* Alma Treloar Reserve (Tennis Club, Bowls Club, In front of car park, behind footpath)
* Mountain Road Recreation Reserve (In car park, between the buildings/ carpark)

**Avonsleigh**

* Avonsleigh Common Area (Behind footpath, not on roadside, signs must be parallel to path)

**Emerald**

* Worrell Reserve Carpark
* Puffing Billy Park (Behind footpath, not on roadside, signs must be parallel to path)

**For more information and maps of approved locations please see the Temporary Signage Policy**

**Signage Information:**

Name of the organisation running the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Event (Commencement and Completion): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ - \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Payment:**

In order to process this application you will need to make a payment of $20.00. Please note with the online form payment can be made straight away. Other options include:

* Check or Money order

Cheques or money orders should be made payable to Cardinia Shire Council.

* Credit Card

To pay by credit card please tick the box and a Customer Service officer will phone you for your details.

**Conditions of Signage Display:**

* Cardinia Shire Council will allow only one (1) sign per allocated site per event.
* Signs must not be displayed for more than four weeks (4) weeks before the date of the event and must be removed within three (3) working days after the event has occurred.
* The applicant/responsible person(s) or organisation shall properly maintain the sign in a clean condition and the sign presented must be of a professional and quality finish.
* The sign must not obstruct or obscure the sight distance to motor vehicles or pedestrians.
* Signs must not be animated or illuminated in any way.
* The proposed signage display area must not exceed 3 square metres with no part of the sign higher than 2 metres above ground level. No more than 15% of the sign may be dedicated to the sponsor’s logo.
* Signs are to be freestanding and cannot be attached to trees, power poles, light poles, fixtures, Council buildings or other structures in or on Council controlled land.
* Signs are to be located only in approved locations.

**Submission of Application:**

Please ensure upon submission that you have read and referred to the Temporary Signage Policy. We also require that you submit a copy/proof of $20,000,000 Public Liability Insurance with the application.

Signs without the appropriate authorisation, displayed outside the authorised period or erected in the wrong location, risk being removed by Council in accordance with the applicable Local Law and a fine issued. Under the Local Law, the clubs and entities that are advertised are liable for fines and changes, and so are the companies that commission and install the signs.

**Disclaimer**

I hereby undertake to comply with requirements of Cardinia Shire Council’s Local Laws in relation to public safety and amenity in public places, Footpath Trading Code 2009 and any special conditions as required by an authorised officer of Council**.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I have attached a copy/proof of $20,000,000 Public Liability insurance