

ADVERTISING SIGN (A-BOARD) APPLICATION FORM



NON REFUNDABLE APPLICATION ADMINISTRATION FEE

\$95.00

**(PRO-RATA FEES APPLICABLE-PLEASE CONTACT TECHNICAL SERVICES
9205 2200 FOR DETAILS)**

APPLICANT DETAILS

NAME OF APPLICANT _____

POSTAL ADDRESS _____

POST CODE _____

BH _____

AH _____

M _____

EMAIL _____

BUSINESS DETAILS

TRADING NAME _____

LOCATION _____

POST CODE _____

REGISTERED BUSINESS NAME _____

ABN/ACN NO: _____

(ADVERTISING SIGN WILL ONLY BE PERMITTED DIRECTLY OUTSIDE THE BUSINESS LOCATION INDICATED ABOVE)

FURTHER INFORMATION

TIMES OF DISPLAY _____

PROPOSED MEANS OF SECURING SIGNAGE _____

NATURE OF USE _____

OTHER RELEVANT INFORMATION _____

HEIGHT _____

WIDTH _____

WIDTH OF FOOTPATH _____

COPY OF CURRENT PUBLIC LIABILITY INSURANCE TO \$10 MILLION ATTACHED

PHOTOGRAPH AND/OR SKETCH PLAN OF AREA ATTACHED

Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit. You may access this information by contacting Council on 9205 2200.

I have read the “Conditions and Information” and agree to comply with all conditions stipulated. I understand that I am not to display my advertising sign until a permit has been issued.

SIGNATURE _____ DATE _____

APPLICATION CHECK LIST

Please ensure that the following information is included with your application:

- Completed Application Form
- A copy of current Public Liability Insurance to **\$10 million**, and a minimum value of \$10 million of public liability insurance for any individual incident.
- A diagram showing the proposed placement of signage on the footpath. The diagram should also show:
 - Width of the shop frontage
 - Width of the adjacent footpath
 - Any fixtures or infrastructure located on the footpath
 - Car parking restrictions adjacent to the kerb
 - Any other significant activity or structures located in the immediate area e.g. pedestrian crossing.
- A diagram and description (include photographs where available) showing:
 - Location of the proposed signage on the footpath
 - Size of proposed signage
 - Advertising that is intended to appear on the signage
 - Indication of how signage will be secured.
- Where appropriate, information should be provided showing details of:
 - hours/times the items will be on display;
 - proposed means of securing items to footpath;
 - exact nature of proposed use;
 - any other relevant information.

PLEASE NOTE:

A permit will not be granted unless ALL information is provided and the application administration fee is paid. **The application administration fee is non-refundable.**

Signage is not to be displayed until a permit has been issued.

A permit will only be considered for one advertising sign and will not be granted if your business already holds a permit for either display of goods or outdoor eating facilities.

Permits expire on **31 August each year.**

A renewal for the permit along with an invoice will automatically be sent out prior the expiry date. Please make sure to send all documentation as well as payment before the expiry date to keep the permit.

If a permit is no longer required please advise our Technical Services department on 9205 2577.

Please email your completed application form along with the above information and attention to Technical Service Department: contactus@hume.vic.gov.au