

# REAL ESTATE SIGNAGE APPLICATION FORM



## NON-REFUNDABLE APPLICATION ADMINISTRATION FEE

(PRO-RATA FEES APPLICABLE-PLEASE CONTACT TECHNICAL SERVICES \$506.00  
9205 2200 FOR DETAILS)

### APPLICANT DETAILS

NAME OF APPLICANT \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_

☎ BH \_\_\_\_\_

☎ AH \_\_\_\_\_

☎ M \_\_\_\_\_

### REAL ESTATE DETAILS

TRADING NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

POST CODE \_\_\_\_\_

REGISTERED BUSINESS NAME \_\_\_\_\_

ABN/ACN NO: \_\_\_\_\_

### FURTHER INFORMATION

NAME OF PRINCIPAL AND CONTACT DETAILS \_\_\_\_\_

POST CODE \_\_\_\_\_

OTHER RELEVANT INFORMATION \_\_\_\_\_

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

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 signage 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 minimum value of \$10 Million for each individual incident.

### **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.

**Permits expire on 22<sup>ND</sup> MAY 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 to:

[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)

**ATT: TECHNICAL SERVICES DEPARTMENT**