APPLICATION FOR TEMPORARY SIGNS ON COUNCIL OWNED LAND

This application applies to a temporary sign on Council land excluding road reserves. Lodgement of this form does not automatically grant permission to display the sign.

Organisation/Applicant Name:

Purpose of Sign:

Exact Location of Sign: (please attach an aerial photo showing location)

Sign Display Date: Start date: End date:

Contact Name: Position Held in Organisation:

Contact Address:

Suburb: Postcode:

Email Address:

Phone Business Hours: Emergency Phone Number (after hours): Mobile No:

SIGN MUST BE NOT GREATER THAN 1.8 metres IN HEIGHT AND 1.2 metres IN WIDTH

Is anyone sponsoring the sign ☐ Yes ☐ No

Please Note: If the sign is not removed by the end date specified above, Council will remove the sign and the applicant will incur the cost of removal.

Name and telephone number of person/s responsible for erecting and removing the sign:

☐ I have read and understand the ‘Guidelines for Temporary Signs on Council Owned Land’.

Applicant’s Signature: ___________________________ Date: ___________________________

Privacy Notification
Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council’s powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Council will not disclose your personal information to any other party other than as stated or as required by law. Should you need to change your personal details, please contact the Property Development Officer on (03) 9205 2200

When lodging your application in person, by email or mail please ensure that you include the following:

☐ Complete and sign the application form
☐ Complete and sign indemnity statement overleaf
☐ An insurance ‘Certificate of Currency’ with a minimum of $20 million dollars indemnity
☐ $100 non-refundable application fee. All cheques to be made payable to Hume City Council.
☐ Aerial image showing proposed location of the sign
☐ Copy of the sign design/layout with exact details of colour, wording, and style of the sign.
INDEMNITY: Please complete the following indemnity statement:

______________________________________________________________________________ (organisation)

Hereby agree to indemnify and to keep indemnified Hume City Council its servants and agents, and each of
them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages
whatsoever which may be brought or made against them, or any of them, in connection with the performance of
the organisation’s obligations under this agreement.

Liability to indemnify Hume City Council shall be reduced proportionally to the extent that any act or omission of
The Hume City Council, its servants or agents, contributed to the loss or liability.

Signed: _____________________________________________________ Date: _______________________

Witnessed: __________________________________________________ Date: _______________________

Application lodgment options:

In Person
Property Development Officer
Hume City Council
1079 Pascoe Vale Road
Broadmeadows, VIC 3047

By email:
propertyleasing@hume.vic.gov.au

By post:
Property Development Officer
Hume City Council
PO Box 119
Broadmeadows, VIC 3047

CASHIER / OFFICE USE ONLY

PAYMENT: $100 non-refundable application fee

GL 1705-0-64181

Receipt Number: _________________________ Date Paid: ___/___/____