GUIDELINES FOR TEMPORARY SIGNS ON COUNCIL OWNED LAND

This information relates to any person, organisation or group that wish to make an application to display a temporary sign for commercial, educational, cultural, political, religious, social or recreational purposes on Council owned land. Signs will not be accepted on Council road reserves.

A proposal requesting a sign on a VicRoads road should be forwarded to Alan King at VicRoads, Ph. (03) 9313 1144 or email Alan.King@roads.vic.gov.au

To seek clarification on what is a Council or VicRoads road please call Council’s Statutory Planning department on (03) 9205 2802.

Application Process:
The applicant is required to:
- Complete and sign the application form enclosed including the indemnity statement on page 2.
- Pay the $100 non-refundable application fee. Cheques to be made payable to Hume City Council, alternatively the application fee may be paid at any Hume Customer Service desk.
- Provide an insurance ‘Certificate of Currency’ with a minimum of $20 million dollars indemnity with an insurer deemed acceptable to Council.
- Provide a site plan showing exact location of the temporary sign.
- Provide a copy of the sign design/layout with exact details of colour, wording, and style of the sign.
- All signs must meet Council’s standard dimensions being not greater than 1.8 metres in height and 1.2 metres in width. Any signs that do not meet this standard may require a planning permit.
- The maximum time that a temporary sign can occupy Council land is 3 weeks.

Standard Conditions:
- If your application has been approved, 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.
- A sticker of approval, being Council's authorisation for the display of the sign must be affixed to the bottom right hand corner of the sign. This authorisation will have an end date, being the last day that the sign may be displayed. Signs without appropriate authorisation will be impounded by Council.
- There shall be no promotion of gambling, tobacco or organisations/products/services/statements/images that are deemed to be inappropriate.
- The sign must be of sound construction with no protrusions and must be affixed to poles at the specified location.
- All signs must meet Council’s standard dimensions being not greater than 1.8 metres in height and 1.2 metres in width.

Location of Signs:
- Signs are to be located in an area that will not block driver and pedestrian sight or create a safety risk to the community.
- Signs are to be freestanding and cannot be attached to trees, power poles, light poles, any fixtures, Council buildings or other structures within Council’s land.
- The sign shall not obscure existing signage or traffic devices.
- Signs must be located at least 3.0 metres setback from the property boundary.

Penalty and Removal:
- Any signs erected and displayed on Council’s land without permission will be removed by Council and any fee for removal may be charged to the offender.
- Any breach of the standard conditions could result in a penalty notice.
- Council reserves the right to remove any sign that does not meet the requirements set out in the Standard Conditions.
- Signs which do not comply with the relevant Planning Scheme provisions may be subject to enforcement proceedings under the Planning & Environment Act 1987.
- Signs that are not removed within 3 days of the end date will be impounded by Council and a fee for removal may be charged to the applicant.
- When the temporary sign(s) is (are) dismounted, all brackets, pegs and fasteners are to be removed and the land re-instated.
- Any applicant that breaches the Standard Conditions may not be considered for any subsequent application.