

*Activities on Thoroughfares and Public Places and  
 Trading Local Law 2011*

**APPLICATION FOR PORTABLE SIGN ON PUBLIC THOROUGHFARE  
 PERMIT**

**Applicant Details:**

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

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

Contact Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Note: Application must be signed by store owner)**

**Sign Details:**

Business Name on Sign: \_\_\_\_\_

Wording on Sign: \_\_\_\_\_

Address of Business: \_\_\_\_\_

**Portable Sign Details:**

- Attach a diagram or photograph of the sign along with its dimensions
- Attach a site plan showing the proposed location of the sign on the thoroughfare
- Attach a copy of your public liability insurance for the sign - \$5 million
- I am aware of Council's conditions relating to signs (please refer overleaf) and hereby agree to abide by those conditions

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

Application for signage has been **APPROVED / NOT APPROVED**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Permit Number issued: \_\_\_\_\_

**Conditions displayed on reverse side.**

**Clause 3.4 Conditions on portable sign.** *If the Local Government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions.*

- (a) *the portable sign shall:*
  - i. *not exceed 1m in height;*
  - ii. *not exceed an area of 1m<sup>2</sup> on any side;*
  - iii. *relate only to the business activity described on the permit;*
  - iv. *contain letters not less than 200mm in height;*
  - v. *not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;*
  - vi. *be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;*
  - vii. *be secured in position in accordance with any requirements of the local government;*
  - viii. *be placed so as not obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and*
  - ix. *be maintained in good condition; and*
- (b) *no more than one portable sign shall be erected in relation to the one building or business*

**Clause 3.5 Conditions on election sign.** *If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign:*

- (a) *being erected at least 30 metres from any intersection;*
- (b) *being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;*
- (c) *being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;*
- (d) *being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;*
- (e) *being maintained in good condition;*
- (f) *not being erected until the election to which it relates has been officially announced;*
- (g) *being removed within 24 hours of the close of polls on voting day;*
- (h) *not being placed within 100 metres of any works on the thoroughfare;*
- (i) *being securely installed;*
- (j) *not being an illuminated sign;*
- (k) *not incorporating reflective or fluorescent materials; and*
- (l) *not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.*

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