

APPLICATION FOR TEMPORARY SIGNAGE FOR COMMUNITY EVENTS IN COUNCIL PARKS



Please allow 3 to 10 business days for the assessment of this application.

This application applies to: **Temporary Signs** publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.

This application is for one event only at specified sites.

Applications can only be made 3 months prior to the date of the event.

Please Note: Alternative locations (*any location outside of the approved list below*) cannot be approved.

ORGANISATION DETAILS	
Organisation Name:	
Are you a not for profit organisation (<i>please circle</i>)? Yes No	
Contact Person:	
Contact Address:	
Suburb:	Postcode:
Email address:	
Phone (Business Hours):	
EVENT DETAILS	
Name of Event:	
Date of Event:	
Exact Location of Event:	
Dates Requested: (4 weeks maximum including no more than 3 days after the event)	
From:	To:
No of signs required: (3 maximum)	
Name and telephone number of Real Estate or Organisation responsible for sponsoring, erecting and removing the sign:	
Name:	Phone Number:
*Please complete site preferences on the next page.	

I understand the standard conditions to place a temporary sign on Council land.

Applicant's signature:

Date

PRIVACY STATEMENT

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

Lodgement of this form does not automatically grant permission to display sign. City of Darebin will notify applicant in writing to confirm approval. A4851675

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From the table below:

- Up to 3 locations may be granted to each applicant, if available.
- Please nominate 6 preferred locations from the approved location list below, in order of preference.
- If location preferences are not available then next available choices will be selected.

Please Note: Location preferences are not guaranteed. Availability will dictate location options, if any.

SITE PREFERENCES			
Map Number	Park/Reserve	Location of Sign	Number Preferences 1 - 6
1	C.T. Barling Reserve	Facing Plenty Rd, Reservoir	
2	Batman Park	Cnr Arthurton Rd & St Georges Rd, Northcote	
3	Grovesland Reserve	Merri Pde facing St Georges Rd, Northcote	
4	Newman Reserve	Cnr Oakover Rd & St Georges Rd, Preston	
5	H.L.T. Oulten Reserve	Facing Bell St, Preston	
6	J.S. Grey Reserve	Cnr Gilbert Rd & Regent St, Reservoir	
7	Edwardes Lake Park	Cnr Griffiths St & Edwardes St, Reservoir	
8	J.E. Moore Park	Cnr Gilbert Rd & Henty St, Reservoir	
9	L.E. Cotchin Reserve	Cnr Davidson St & Hughes Pde, Reservoir	
10	All Nations Park (1)	Facing Dennis St, Northcote	
11	All Nations Park (2)	Facing Separation St, Northcote	
12	Preston City Oval	Facing Gower St, Preston	
13	W.R. Ruthven V.C. Reserve	Cnr Malpas St & facing Albert St, Preston	
14	G.E. Robinson Park	Facing High St, Reservoir	
15	J.C. Donath Reserve East	Cnr Cheddar Rd. & Harmer St, Reservoir	

Please ensure the following items are included when submitting your application:-

Failure to supply the following documentation can delay processing times

- Completed and signed application form
- Current Insurance 'Certificate of Currency' with a minimum of \$20 million dollars indemnity (*This must be supplied per application*)
- A copy of the board artwork (*Page over for details*)

Please send completed application and supporting documentation to:

By Email:

Leisure Services Officer
Recreation & Libraries
leisure@darebin.vic.gov.au

By Mail:

Recreation & Libraries
Leisure Services Officer
Darebin City Council
PO Box 91
Preston VIC 3072

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Policy Information for Applicants

- The event must be a local educational, cultural, religious, social or recreational event conducted by a non-commercial group.
- Community groups are only allowed temporary signage on Council land **once** in any six month period.
- Signage wording may not be indecent, insulting or offensive.
- The event being advertised **must** take place in the City of Darebin.

Insurance:

- A current public liability certificate of currency for minimum \$20million dollars, with Council's interests noted on the policy must be provided.

Placement of Sign:

- No part of the sign may be higher than 3 metres above ground level.
- The sign must comply with Council' standard dimensions (refer to example of sign).
- The sign, when approved, must not be displayed longer than 4 weeks prior to the event and must be removed within 3 days of the conclusion of the event.
- The sign must be of sound construction with no protrusions and must be affixed to the poles located at the specified locations.
- The sign must be installed only in park approved within designated area shown on map supplied.

Failure to Comply:

- Signs installed on Council land illegally will be removed and a \$150 fine will apply.
- Signs left on display after the approved date on the permit will be removed and a \$150 fine will apply.

Standard Dimensions (maximum)

