Please allow 10 working days for the assessment of this application.

Application forms can be downloaded from the City of Port Phillip website at:

Please note that for all applications, no assessment will be undertaken unless all necessary supporting information and documentation is provided.

**Fees and Charges:**
$150.00 permit fee for *each* sign.

**When is a permit required?**
A permit is required to place an advertising sign on:

(a) a road related area or Council land; or
(b) an area designated by the Council; or
(c) any other location likely to interfere with the vision of a pedestrian or driver.

Refer Local Law 1 (11)

Where an advertising sign is proposed to be placed on land or fixtures that are not Council land, the permission of the owner must be obtained and evidence of that permission must be produced to an authorised Officer when requested to do so.

**Application Process:**
The applicant is required to:

- Complete an application form, and
- Pay the permit fee.

**Approved Locations:**
The following are the approved locations for temporary signage.

<table>
<thead>
<tr>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sol Green Reserve, City Road, South Melbourne</td>
<td>O’Donnell Gardens, St Kilda</td>
</tr>
<tr>
<td>Williamstown Road, Port Melbourne</td>
<td>Jacka Bld Overpass, St Kilda</td>
</tr>
<tr>
<td>Bay Street, Port Melbourne Opp 317 &amp; 334</td>
<td>Alma Park, St Kilda</td>
</tr>
<tr>
<td>Bay Street, Port Melbourne Opp 173</td>
<td>St Kilda Town Hall, St Kilda</td>
</tr>
<tr>
<td>Beach Carpark Entry, Off Ormond Esp., Elwood</td>
<td></td>
</tr>
</tbody>
</table>

**Eligibility:**
The following groups will be *eligible* to apply to erect a temporary advertising sign:

- City of Port Phillip Non-profit Aged and Disability Groups, Youth Groups, Arts and Cultural Groups and Non-profit community groups which meet Council’s strategic directions.
- City of Port Phillip schools and preschools.
- City of Port Phillip Service Clubs.

All signs are to promote an event or activity.

The following groups/organisations/activities will be *ineligible* to apply to erect a temporary advertising sign:

- For-profit and commercial organisations are not eligible to apply to erect temporary signage.
- Tobacco, gambling or alcohol promotion or advertising.
- Activities that do not meet goals or objectives of the Council Plan.
Erection of Signs without Permission:
- Groups, organisations or individuals who erect advertising signage without permission, will be directed to remove the sign within 24 hours. If this request is not complied with, Council will impound the signage.

Display Duration:
- The display period for a temporary sign will be a maximum of fourteen (14) days.

Limits on Size and Number of Signs:
- Temporary community advertising signs must not exceed five (5) square meters and would preferably be three (3) square meters or less.
- A maximum of two signage boards only per application/event will be permitted.

Content of Signs:
- The content of the sign must be submitted for approval with the application.
- Council reserves the right to disallow an application which it deems is not consistent with Council directions.

Sponsorship:
- Sponsorship identification on community signs is not to exceed 20% of the sign display area or 0.6 square meters, whichever is the lesser.
- Temporary advertising signage which displays sponsorship or advertising relating to tobacco or gambling associated activities, events or organisations, will not be granted approval to be erected in parks and reserves.

Placement and Removal of Signs:
- It is the responsibility of the applicant to erect, dismantle, and remove signs.
- Signs must be securely fixed into position, structurally adequate and demonstrate consideration for all loads that may be applied.
- When the sign(s) is (are) dismounted, all brackets, pegs and fasteners are to be removed. Signs must be taken down within 24 hours of the permit expiry date.
- Signs that are not removed by the due date, or on request thereafter, will be removed by Council and the costs of removal and storage recovered from the applicant.
- Signs are only to be placed at the designated site(s).

Payment:
Payments are accepted via credit card, cheque or money order. Cash and EFTPOS payments are also accepted at St Kilda and Port Melbourne Town Halls or 222 Bank Street, South Melbourne. Cheques to be made payable to 'The City of Port Phillip.'

A card payment fee applies. For current fee details, please visit www.portphillip.vic.gov.au/card-fees.htm

Conditions:
- A copy of this permit shall be retained by the signage supervisor as stated above and shall be produced for inspection upon request by any member of the Victoria Police or authorised Port Phillip Council Officer.
- No sign shall be placed on a building, premises and/or land without the prior consent of the occupier/landlord.
- All approved signage is safely and securely fixed.
- All approved signage must be removed by the date provided on the permit.
- All signage is restricted to that which has been submitted and approved by formal application to Port Phillip Council.
- Bookings for signage will only be received for dates less than six (6) months out at the time of application.

How to apply:
Forms to be returned to:
Event Services
Post: City of Port Phillip, Attention Event Services, Private Bag 3, St Kilda PO VIC 3182
Email: eventpermits@portphillip.vic.gov.au
Ph. 03 9209 6320