**Temporary Advertising Signage**

Application

**Details:** Click or tap here to enter text.

Please read the ‘Temporary Advertising Signage Guidelines’ before completing this form.

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

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| **Section 1: Applicant Details** | | |
| Contact Person: Click or tap here to enter text. | Organisation: Click or tap here to enter text. | |
| Organisation’s Address: Click or tap here to enter text. | | |
| Suburb: Click or tap here to enter text. | State: Choose an item. | Postcode: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | Alternate Phone: Click or tap here to enter text. | |
| Email: Click or tap here to enter text. |  | |

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| **Section 2: Purpose of Advertising:**  *If advertising an Event please include the date of the event.* |
| Click or tap here to enter text. |

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| **Section 3: Location** | |
| Location/s: A maximum of two (2) signage boards only per application/ event will be permitted. | |
| Sol Green Reserve, City Road, South Melbourne | O'Donnell Gardens, St Kilda |
| Williamstown Road, Port Melbourne | Jacka Bld Overpass, St Kilda |
| Bay Street, Port Melbourne Opp 317 & 334 | Alma Park, St Kilda |
| Bay Street, Port Melbourne Opp 173 | St Kilda Town Hall |
| Beach Carpark Entry, Off Ormond Esp, Elwood |  |

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| **Section 4: Details**  *Signs will be permitted for a maximum of two (2) weeks.*  *All Boards must be erected and removed within a 24hour period.* | | |
| Single Day | Date: Click or tap to enter a date. | Between hours of: Click or tap here to enter text. |
| **Or** Multiple Days: | From: Click or tap to enter a date. | To: Click or tap to enter a date. |

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| **Section 5: Property Occupier’s Consent**  *Where an advertising sign is proposed to be placed on land or fixtures that are not Council land e.g. Fence of a private residence or school.* | |
| I Click or tap here to enter text. | |
| Being the occupier of the property situated at Click or tap here to enter text. | |
| Hereby consent to the aforesaid signage being erected adjacent to the above property. | |
| Signature of Occupier: Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| **Section 6: Signage Suppliers**  *Details of the company that will be supplying the temporary signage, responsible for the setting up and removal of all signage and the cleaning of the site/s:* | | |
| Organisation: Click or tap here to enter text. | | |
| Contact Person: Click or tap here to enter text. | | |
| Phone: Click or tap here to enter text. | Mobile: Click or tap here to enter text. | |
| I declare that I have read the Council’s policy on temporary advertising signage and agree to comply with the policy and all conditions outlined in the permit. | | |
| Signature: Click or tap here to enter text. | | Date: Click or tap to enter a date. |

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| **Section 7: Statement of Acceptance –** *this section must be completed by all applicants.* | |
| I declare that I am the applicant; and that all information in this application is true and correct. I have read and accepted the conditions for the placement of Temporary Community Advertising Signage in the City of Port Phillip. I agree to comply with all permit conditions, local laws and all relevant legislation. I will ensure that the permit is not sold, transferred or assigned to another party. I acknowledge that failure to comply with these conditions will result in cancellation of the permit, a fine and/or legal action. | |
| Signature: Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| **Privacy Notification**  The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Expressions of Interest for the provision of Temporary Advertising Signage. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. |

**How to Apply:**

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

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](mailto:eventpermits@portphillip.vic.gov.au)

Ph. 03 9209 6320