

APPLICATION FOR TEMPORARY SIGNAGE FOR COMMUNITY EVENTS IN COUNCIL PARKS



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.

ORGANISATION DETAILS	
Name:	
Organisation Name:	
Position Held in Organisation:	
Contact Address:	
Suburb:	Postcode:
Email address:	
Phone (Business Hours):	
Emergency Phone (After Hours):	
EVENT DETAILS	
Name of Event:	
Date of Event:	
Exact Location of Event:	
Dates Requested: (Up to 4 weeks prior and no more than 3 days after the event)	
From:	To:
No of signs required:	
Dimensions of Sign:	
Is anyone sponsoring the sign?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and telephone number of person/s responsible for 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.
A2550394

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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 Separation St & 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. Oulton 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 send completed applications together with insurance certificate and design to:

Leisure and Community Facilities

Attn: Administration

Darebin City Council

PO Box 91

Preston, 3072

leisure@darebin.vic.gov.au

Information for Applicants

Standard Dimensions

(maximum)

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- 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.

Placement of Sign:

- You may nominate up to 3 of the specified sites listed at the bottom of this page including the site of the event. Please number in order your preferred sites.
- There may only be one sign board per site at the affixed location at any one time.
- 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.

Insurance:

- A current public liability certificate of currency for minimum \$20million dollars, with Council's interests noted on the policy must be produced 7 days prior to the erection of the sign.

Other:

- Applications will be considered for parks not included on this list where the event is held in that particular park.
- Signs left on display after the date on the application will be removed and a \$150 fine will apply.

