

Community Event Signage

Outdoor Advertising on Council Owned and Managed Property Application Form

Community Event Signage

Subject to approval, community organisations are permitted to erect signs on a designated site provided that no more than one sign is displayed at any time. Signs are to be erected for a maximum period of six weeks and must not be displayed longer than 14 days after the event is held.

Sponsorship advertising on the sign should not exceed 20 per cent of the area of the sign. For a sign five square metres in size, sponsorship advertising will not exceed one square metre. The display of advertising on the sign should clearly identify the sponsor's name, address and logo (if appropriate) and should appear across the bottom of the sign.

Location of Signs

There are eleven sites available for the display of community event signage, unless the applicant is a tenant on a Council reserve and is requesting a community event sign for that reserve. Sign locations can be found at <http://www.manningham.vic.gov.au/community-event-signs>

Required Information

The following information/documentation must accompany a request for community event signage.

- A schematic drawing of the proposed sign identifying dimensions, wording, colours and pictures.
- Copy of certificate of currency for public liability insurance for \$10 million concerning one event.
- Application fee (can be invoiced if submitting application electronically) of **\$77.00** (2020-21 financial year)

Collection of Personal Information

The City of Manningham is committed to protecting your privacy. The personal information requested on this form is being collected by City of Manningham for the purpose of assessing your application for a community event sign. The personal information will be used for the following purposes:-

- correspond with you about your request, or
- or any other directly related, or reasonably related purposes.

The information you provide will be made available:-

- to any person who may wish to inspect your request
- to relevant officers within Council and other pertinent Government agencies directly involved in the application process
- to persons accessing information in accordance with the Public Records Act 1973, or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Manningham, please contact Statutory Planning by telephone 03 9840 9333 or email manningham@manningham.vic.gov.au



Application Form

Community Event Sign

Please answer every question and provide all required information. Your application will only be considered once this information is provided.

Applications can be made by email to: communitysigns@manningham.vic.gov.au

Name of Person Requesting Sign:

Address:

Contact Number:

Organisation Details

Are you a not for profit organisation? Yes No

Organisation Name:

Organisation Address:

Contact Number:

Community Event Sign Details

Description of the Event (e.g. school fete): Date of the event:

Date sign is to be erected:

Date sign is to be removed:

Required Information

A schematic drawing of the proposed sign identifying dimensions, wording, colours and pictures.

Copy of certificate of currency for public liability insurance for \$10 million concerning one event.

Applicant fee (can be invoiced if submitting application electronically)

Location of Sign (refer to <https://www.manningham.vic.gov.au/community-event-signs> for sign locations):

Signature of person requesting sign:

Date:

The person requesting the sign is solely responsible for the removal of the sign on the date specified on this application form. If the sign is not removed on this day it will be impounded without notice, held for seven days before disposal and a fine will be issued (unless alternative arrangements are made prior with Council's Statutory Planning Unit).