

COMMUNITY EVENT SIGN PERMIT APPLICATION

The City of Albany provides a facility at the corner of Lockyer Avenue and North Road for community non-profit organisations to erect signs to advertise community events. Organisations require a permit to put up a sign.

The approval of advertising signs is determined under the provisions contained in the City of Albany *Signs Local Law 2006* and *Activities in Thoroughfares and Public Places and Trading Local Law 2011*. In addition, the following conditions apply:

- Applications are accepted **ONLY** from non-profit organisations. (*Please attach a copy of certification of non-profit status*).
- Approval is subject to availability of space and is at the discretion of the City of Albany.
- Application to be lodged with the City no earlier than 4 weeks prior to the event and no later than 10 days prior to the dates requested. Late applications may not be accepted.
- Signs may be displayed for a maximum of two weeks and must be removed by close of business on the last day of the approved display period.
- Signs are to be no larger than 1m (height) x 3m (width) and must be placed within marked spaces.
- Applicants will be advised in writing of the outcome of this application.

APPLICANT DETAILS:

Organisation Name: _____

Address: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Dates required: From: ____ / ____ / ____ to ____ / ____ / ____

Wording on sign: _____

DECLARATION:

I _____ understand that I must comply with the conditions stated above. Any breach of these conditions may result in the City of Albany removing the sign and a fee may be payable for the return of the sign.

Signature: _____ **Date:** : ____ / ____ / ____

Application for verge sign has been: Approved: Declined

Signature: _____ **Date:** ____ / ____ / ____

Position: _____ **Synergy Ref:** _____

Comments: _____
