

Charters Towers Regional Council

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**Local Government
Act 1993**

**Local Law 11
(Control of Signs)**

Portable Advertising Devices

Application for Registration of a Sandwich Board (including registration, renewal and transfer)

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application is for

- New Application Fee \$ _____
- Renewal Fee \$ _____
- Transfer Fee \$ _____ in the name of _____

Applicant/s details

If applicant is a company,
insert company name and
ACN / ARBN.

Company name _____ ACN / ARBN _____

Title (eg. Mr, Mrs, Miss etc.)

Family name _____
Given names _____
Position _____

Title (eg. Mr, Mrs, Miss etc.)

Family name _____
Given names _____
Position _____

Indemnity

I / We acknowledge that any permit issued pursuant to this application shall be subject to the following conditions:

- The permit holder shall, at all times, hold harmless and keep indemnified the Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the permit holder or his / her agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the permit or in observance, fulfilment, non-observance or non-fulfilment of any condition of the permit.
- The permit holder shall ensure a Public Liability Insurance Policy, taken out by him / her to a minimum \$ value required by Council, is kept in force for the whole of the period that the permit covers, and includes the Council as an interested party.
- The advertising device will be displayed in accordance with Council's "Guidelines for Sandwich Boards" and all other relevant By-Laws.

I / We agree to abide by the conditions of the permit as set by Council.

Signature _____ Date _____

Signature _____ Date _____

Select as applicable.	Contact details		
	<input type="checkbox"/> Business <input type="checkbox"/> Private		
	Contact person		
	Postal address		
	Locality / Suburb		State Postcode
	Contact ph.	Mobile	
Contact fax	Email		

Business name must be registered with Fair Trading. Address where sign is to be displayed. Enter postal address if different from street address. Real property description - refer to Rates Notice.	Business details		
	Business name		BN
	Street address		
	Locality / Suburb		State Postcode
	Postal address		
	Locality / Suburb		State Postcode
	Contact ph.	Mobile	
	Contact fax	Email	
Lot no.	Reg. plan no.	Parish	

This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.	Owner/s consent		
	Name		
	Residential address		
	Locality / Suburb		State Postcode
	Contact ph.	Mobile	
	Contact fax	Email	
I, being the owner of the property described in this application, hereby consent to the afore mentioned applicant/s making this application.			
Signature		Date	

New applicants only.	Sign details			
	Description of sign			
	Materials used	<input type="checkbox"/> Metal	<input type="checkbox"/> Plywood	<input type="checkbox"/> Other _____
	Type of sign	<input type="checkbox"/> Frame	<input type="checkbox"/> Single	<input type="checkbox"/> Irregular
Is the sign illuminated?	<input type="checkbox"/> No	<input type="checkbox"/> Yes		

A copy of a Public Liability Insurance Policy, to the minimum \$ value required by Council, must accompany applications. The policy shall name the insured as 'the applicant for the Permit and the Council'.	Public liability insurance		
	Name of insurance company		
	Name of insured		
	Policy no.	Amount of cover \$	
Policy expiry date	/	/	

Renewal applications only.

Amendments

Are there any amendments to the existing approval?

No

If no, please complete business details and new applicant sections (sign details) ONLY.

Yes

If yes, please complete all sections of this form.

Lodgement

Please attach the following:

1. A sketch of the sign on the diagram provided, clearly showing the size and permanent wording (for both sides).

Height

Width

Width

2. A Site Plan on the diagram provided, showing the location of the sign relevant to business / arcade / obstructions / car parking / etc.

Roadway

Face of kerb



Property boundary / Front of building
(1 metre intervals - Scale 1:100)

3. A copy of your Public Liability Insurance Policy to the minimum \$ value required by Council. The public liability must indemnify the Council, in the prescribed form and manner, against all public liability claims arising from the operation of this business.
4. A copy of the additional owner/s consent (if applicable). This consent must state the applicant/s name, the premises to which the application refers, provide details regarding the owner/s consent to the application and be signed by the owner/s.

Please note: This application and fee MUST be lodged with your Council

Privacy Statement

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2002*.

Office use only

Application details adequate	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Proof of Public Liability	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Site inspection carried out	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Health Department clearance	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is use lawful under the planning scheme?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Approval recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	

Reason for recommending refusal

Application approved Not approved

Signature, Director Planning and Development

Date / /

Application fee		Reg. no.	
Receipt code		ID no.	