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| **APPLICATION TO PROMOTE A COMMUNITY EVENT ON COUNCIL LAND – 2024/25** |

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| **Business Details** |
| Business Name |  |
| BusinessPostal Address |  |
| Business Email |  |
| Contact Person Name |  |
| Phone (mobile) |  | Phone (b/hours) |  |

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| **Documentation to be attached with the application form** |
| In order for this application to be considered you are required to provide copies of the following documents:* Current Public Liability Insurance for a minimum of 10 million dollars (AU$10,000,000) cover held by the business
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| **Signage on Council Land Options Available (Please number in order of preference)** |
|  | RHL Sparks Reserve - NW corner of Middleborough and Canterbury Roads |  | Surrey Park - NE corner of Canterbury and Elgar Roads |
|  | Forest Hill Reserve - SE corner of Canterbury and Springvale Roads |  | Road Reserve - SE corner of Mitcham and East Doncaster Roads |
|  | Whitehorse Civic Centre frontage – Eastern end - Whitehorse Civic Centre events only |
|  | Other – Please specify: |
| **Event Details** |
| Name of promoted event |  |
| Location of promoted event |  |
| Date of Event |  |
| Installer Name |  |
| Installer Mobile Phone Number |  |
| Proposed Signage Installation Date **(Max 21 days prior to event)** |  |
| Size of sign (Max size 3m in length and 300mm in width) | mm high |  |
| mm wide |  |
| Information of sign |  |
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| Fixing method:(i.e. stakes in the ground etc.). |  |
| **Cost of Permit** | Nil |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Permit Conditions** | * The permit fee must be paid before use
* The applicant must supply valid copies of the required documentation
* The permit is only valid at the nominated site location stated on the permit
* The permit is only valid for the time period stated on the permit
* The permit is not transferrable:
	+ Permits are not to be leased, sold or given away
	+ No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted
* At the conclusion of the permit period a new application form must be submitted
* Only community activities may be promoted
* No more than two signs may be displayed on a site at any one time
* The size of the sign is limited to a maximum total size of 3 square metres
* Signs may not be reflective
* Permits are allocated on ‘first come, first served’ basis
* Council reserves the right to cancel bookings should works need to be carried out on that site during the allocated time. Council will endeavour to allocate an alternative site
* Sign or banner may only be installed up to **21 days prior to the event** and must be removed **no later than 48 hours** after the conclusion of the event
* Sign sponsorship may not cover a space greater than 20% of the total surface area of the sign
* Signs are to be maintained in a clean state of repair at all times
* Signs must not contain illustrations or words that are likely to cause offence to any person or organisation
* The sign must be securely fixed and displayed that the possibility of injury to any person or damage to any facility is avoided
* Sporting and Recreational Clubs may apply for one temporary sign at a time for display outside their sporting ground/facility for a special one-off event and/or to encourage new participants in accordance with this policy
* The permit may be suspended by a member of Victoria Police or by an authorised Council Officer for any reason at any time. No permit fee will be refunded.
* A maximum of three locations are permitted for each event at any one time.
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| **Breach of Permit Conditions** | * The permit may be cancelled
* Fines may be issued
* Costs incurred by Council may be charged directly to the permit holder
* Goods or equipment may be impounded and future permit applications may be declined
* No refunds will be given where a permit is cancelled due to breach of its conditions.
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| **How to submit your application?** | * Via email by sending to: customer.service@whitehorse.vic.gov.au
* Via mail by sending to:

Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres

**Whitehorse Civic Centre**379 - 399 Whitehorse Road, Nunawading, 3131Phone 9262 6333**Box Hill Town Hall**1022 Whitehorse Road, Box Hill**Forest Hill Chase Shopping Centre**Shop 275, Canterbury Road, Forest Hill |
| **Council Considerations** | In deciding whether to grant a permit the Council will take into consideration:* Details supplied by the permit applicant
* The suitability of the supporting documentation for this application
* The applicant’s record in applying for similar permits and adherence to permit conditions
* The effect on the quiet enjoyment of other users of the municipal place or road and the amenity of the area
* Whether any undue obstruction will be caused to pedestrians or vehicle traffic in the area specified
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| **How long before you receive a response?** | * Allow 10 days to process your application

Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Unsuccessful applications** | * You will be notified in writing
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| **Link to further information** | [Temporary Signage | Whitehorse City Council](https://www.whitehorse.vic.gov.au/planning-building/do-i-need-permit/advertising-signs/community-event-temporary-signage) |

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.