

- A non-refundable Application fee of (as determined by Council) applies to this permit.
- Annual Expiry 31 August.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period stated within the permit and are subject to compliance with the permit conditions.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details

Contact name:			
Real Estate Agency:			
ABN:			
Business Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Postal address: (if different from above)	Street/Road Name:		
	Town:	Postcode:	
Delivery of permit: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect in Person			

Applicant Checklist:

This checklist is provided to ensure that you have included all information that is required for processing your permit application in order to eliminate delays during processing.

- Completed applicant details and payment of application fee
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - noting Glenelg Shire Council as principal for its rights and interests.
- Signed and dated application declaration (see below)

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Conditions

- All Real Estate Agents are required to obtain an annual permit for signs to be placed on Council owned or managed land. Footpaths are to remain clear at all times;
- All permits expire on 31 August each year;
- A permit will be issued upon receipt of completed application form, payment of application fee and copy of Public Liability Insurance (Certificate of Currency) to the value of \$10m (Certificate of Currency must have Glenelg Shire Council listed as an interested party);
- No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety;
- Signs are only to be placed during daylight hours;
- Signs may only be placed within two hours of the commencement of the activity;
- Signs must be removed within two hours of the activity ceasing;
- A maximum of 2 signs per property;
- "Corflute" style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land;
- The permit does not include the placement of a sign or goods outside the business address of the applicant;
- Failure to provide the required information may result in the application being returned and a delay in processing;
- Permits are not transferrable;
- Renewal notices will be sent out yearly prior to the 31 August expiry date.
- A permit will be issued within 14 days of receipt of a completed application and current public liability insurance details.
- Any permit not renewed within 14 days of the expiry date will be cancelled.

Indemnity

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.

The applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Acknowledgment of Conditions and Indemnity

I have read and fully understand the conditions and indemnity clause for Real Estate Agent Auction/Open Day Viewing Signs

Name of Applicant

Signature

Date:

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au