

- A non-refundable Application fee \$28.00 applies to this permit.
- Fee is waived for Schools, Community Groups or not for profit organisations.
- 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.
- An Authorised Officer of Council will inspect your proposed placement of signage.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period specified within the permit.
- The permit will only cover the permit site listed. Further locations or changes require a new application.

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

- School, Community Group, Not for Profit Fundraiser     Business or Government Agency
- Other \_\_\_\_\_

Applicant Details			
Contact name:			
Organisation:			
ABN (if applicable):			
Business Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Postal address: (if different from above)	Street/Road Name:		
	Town:	Postcode:	
Date of Event:			
Location of signs:	Street/Road Name:		
Start Time:		End Time:	
Location Details			
Business/Trading name:			
Property Address:			
Suburb:		Postcode:	



## 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.

Applicant Signature:		Date:	
----------------------	--	-------	--

## 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 Location details (page 1)
- Entered ALL details, including measurements of board, that you propose to place on Council Land (Page 1 of this application).
- Current Public Liability Certificate of Currency
  - for a minimum of at least \$10 million dollars
  - must cover permit duration.
- Completed site plan on the grid provided (Page 2 of this application form)
- Signed and dated Application Declaration (see below)

## Applicant Declaration

I have fully completed the checklist provided above. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

Printed name of Applicant:	
----------------------------	--

Applicant Signature:		Date:	
----------------------	--	-------	--

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 2020*. 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.

Glenelg Shire Council  
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305  
email: [locallaws@glenelg.vic.gov.au](mailto:locallaws@glenelg.vic.gov.au)

Phone: 1300 GLENELG (453 635)  
website: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)