

Club/Organisation Details	
Club/Organisation:	
Representative name:	Position:
Postal Address:	Street/Road Name: Town: Postcode:
Phone:	Mobile:
Email:	

Hire Details		
Date Required from: (Max. 4 weeks prior to event)	Date to be removed:	
Event Name:		
Wording on Sign:		
Size of sign		

APPLICANT RESPONSIBILITIES: <ul style="list-style-type: none"> Applications to be received 14 days prior to proposed installation dates. Attached copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000 <input type="checkbox"/> Yes (attached)		
Delivery of permit: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect in Person		
In making this application, I declare that the particulars provided are true and correct and acknowledge that I have read, understand and agree to be bound by the conditions of permit.		
Signature (on behalf of the permit holder):		Date:

Glenelg Shire Council	PO Box 152, PORTLAND VIC 3305	Phone: 1300 GLENELG (453 635)
National Relay Service: 13 36 77	email: locallaws@glenelg.vic.gov.au	website: www.glenelg.vic.gov.au

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.

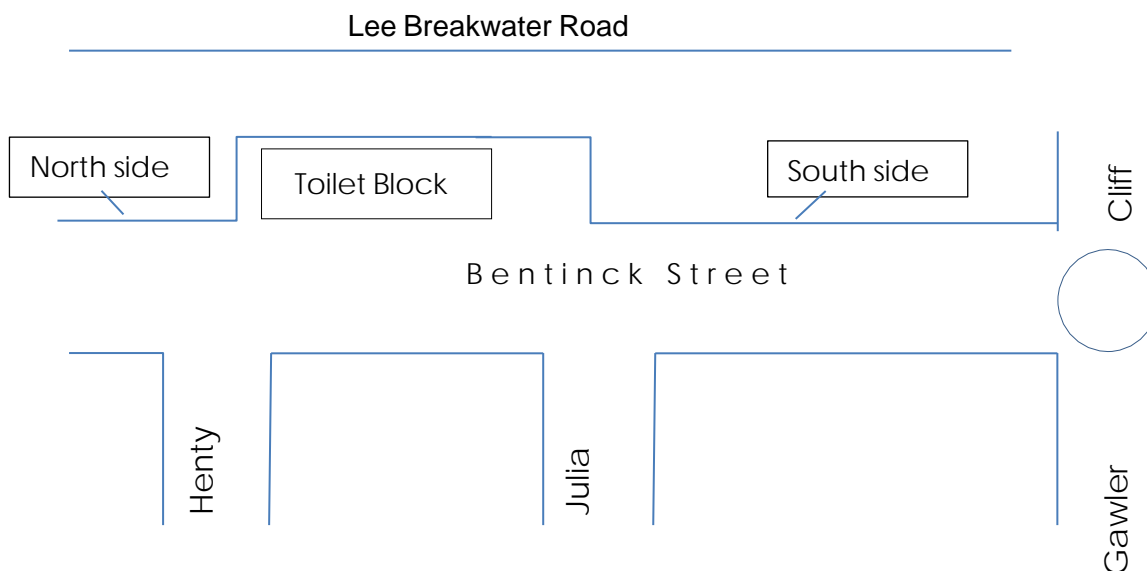
CONTENT GUIDE

- Signs shall not contain content which may be considered :
 - racist; or
 - offensive; or
 - discriminatory; or
 - political in nature; or
 - promoting a commercial business in order to gain profit; or
 - material which may be a breach of privacy.

All signs must be of a professional appearance in quality and design and appropriate for public display at the location. Sign dimensions must not exceed 3 metres x 1.2 metres.

AFFIXING OF SIGNS

- Signs must be affixed to the fence using plastic electrical ties utilising metal eyelets built in to the sign.
- Signs may only be placed on the section of fence commencing on the north side of the public toilet block and finishing at the northern end of the fence. **(See diagram below)**
- The Organisation erecting and/or removing the sign must ensure that they do so in accordance with all risk management and occupational, health and safety requirements.



TIME FRAMES

- Signs may only be placed on fence for a maximum of four weeks prior to the advertised function or event.
- Signs must be removed within 48 hours of the conclusion of the advertised function or event.

PENALTIES

- Any sign erected on the fence:
 - without permission; or
 - otherwise contrary to this procedurewill be removed from the fence and impounded.
- Any sign left on fence longer than 48 hours after the conclusion of the advertised event will be impounded.
- The Local Laws Team Leader reserves the right to refuse permission to any Organisation where there has been a previous breach of this procedure.

APPROVALS

- You will be notified of approval upon processing of the application