

Portable Sign Permit Application Procedure and Design Specifications

PROCEDURE

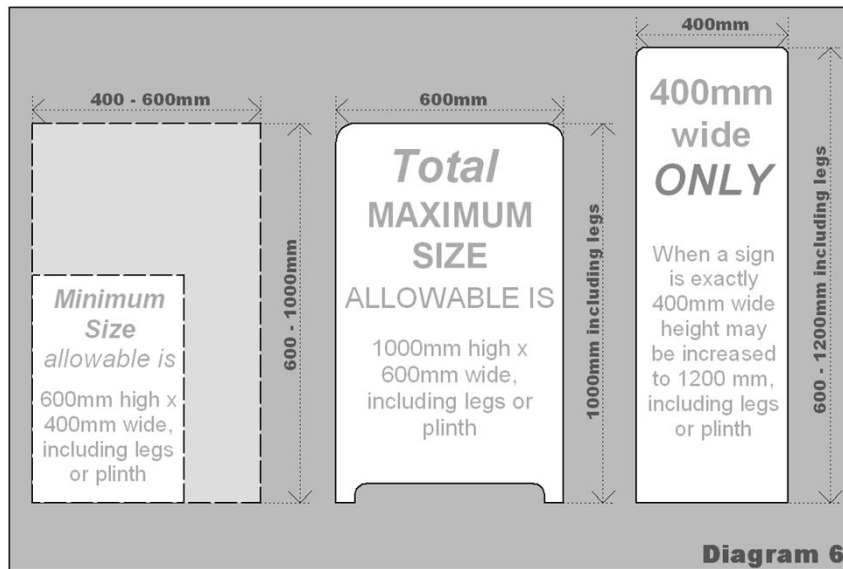
To make an application for a permit for a Portable Sign the following is required:

1. Business owner/operator contacts Council's Customer Service Centre (CSC) to express an interest in having a Portable Sign.
2. The CSC will send an information pack containing the Guidelines and Specifications.
3. The business owner/operator is to advise the CSC that they wish to proceed with an application for a portable sign.
4. The CSC will take some details about the applicant and the location of the business to which the application relates.
5. The business owner/operator will be contacted by a Council officer to make an appointment for a site visit.
6. The Council officer will discuss with the business owner/operator the suitability of the site for a Portable Sign.
7. The owner/operator will indicate whether they wish to proceed to make an application for a Portable Sign.
8. The Council officer will leave the business owner/operator with an application form for completion.
9. The business owner/operator then needs to ensure they have a Certificate of Currency for Public Liability insurance that extends to cover the portable sign, to the value of \$10 million.
10. The business owner/operator then provides Council with a copy of the Certificate of Currency with the signed application form and fee.
11. Council will consider the application.
12. A Council officer will contact the business owner/operator to advise that the current Portable Sign meets the Guidelines or that they can proceed with construction of a new Portable Sign.
13. For a new Portable Sign, the business owner/operator must contact Council once the construction is completed to arrange for Council to inspect the Portable Sign.
14. A Council officer will make a site visit to confirm that the Portable Sign meets the Guidelines.
15. If the Portable Sign meets the Guidelines a Council officer will adhere a Permit Sticker to the Portable Sign.
16. The business/owner operator will be required to keep their Public Liability Insurance current and provide a Certificate of Currency to Council annually.

See pages 3- 4 for design specifications.

This page deliberately kept blank.

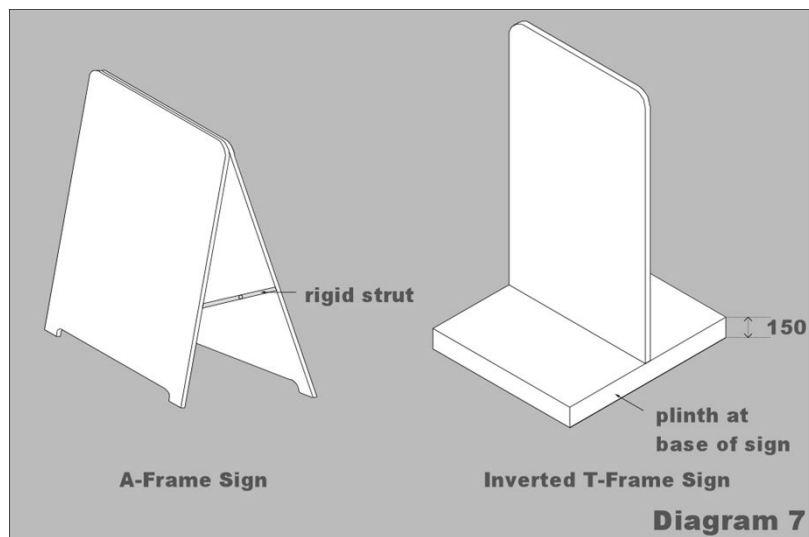
The size of the sign must be within the range of 400-600mm wide x 600-1000mm high (Diagram 6). Where a sign is a minimum 400mm only the height may be a maximum of 1200mm including legs or plinth.



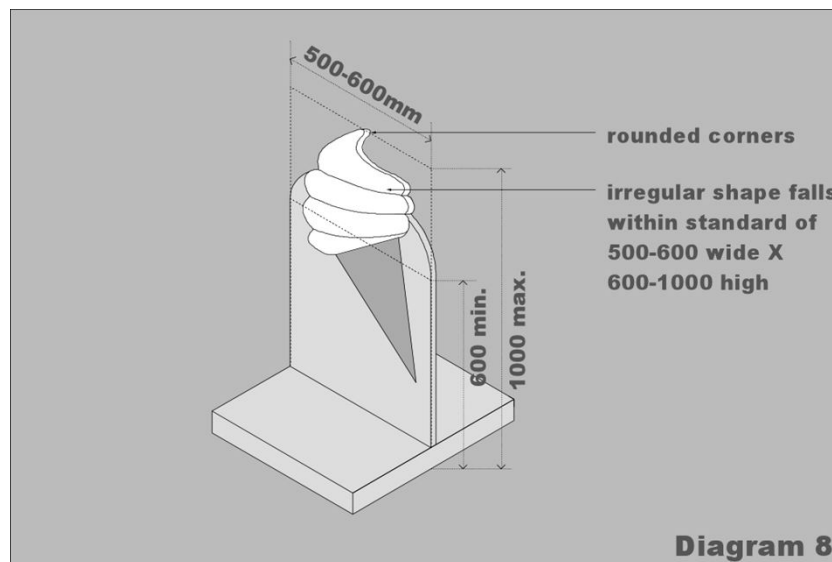
The following criteria must be observed when designing the sign:

Only an 'a-frame' or inverted 't-frame' sign shall be permitted (Diagram 7).

The sign must be fitted with a strut or other approved rigid mechanism to ensure it cannot close accidentally. No string or chain fixtures will be permitted.



- Legs are permitted at the base of a-frame signs provided they are a maximum of 50mm long and have a flat base to prevent damage to footpath surfaces.
- The sign is to contain no moving or spinning parts.
- The sign is to contain no offensive words or images.
- The sign shall not have reflecting or mirrored finishes (they are difficult to read and may reflect light into the eyes of drivers).
- The sign must be sufficiently weighted to ensure stability. The sign cannot be affixed to street furniture or anything else.
- All corners of the sign must be chamfered or rounded.
- Irregular shaped signs will be permitted but the size must be within the size range outlined above, and there must be no sharp edges or corners (Diagram 8).



DOCUMENT INFORMATION

Reference number	18/Pr-004
Version	18/10/2016
Review	
Key function	Land Use & Development
System	
Document type	Detailed Procedure
Responsible Directorate	<< Enter Responsible Directorate. >>
Approved by	<< Approved by the responsible Manager. >>
Action Officer	<< The person who is responsible for this version of the document. >>
Text search key words	Portable signs permit application procedure design specifications

To be communicated to (To be identified by Approver) (Insert ✓ in relevant row)		Department/Area only
		Directorate via Director and Managers
		Specific Areas: •
	✓	Organisation-wide
	✓	Website
		Intranet (via a link)

Hard copy distribution	N/A
-------------------------------	-----