



APPLICATION FORM - BANNER DISPLAY PERMIT

THIS SHEET TO BE RETURNED TO COUNCIL

Contact Council if you have any specific enquiries regarding how to complete this form.
Type or print clearly and select boxes where applicable. Write "n/a" if the question does not apply.

NOTE: Please allow for at least 48 hours for permit to be processed

APPLICANT DETAILS				
Applicant Name				
Organisation Name <i>(if applicable)</i>				
Postal Address				
State		Post Code		
Contact Number		Mobile		
Email				
BANNER DETAILS				
Purpose of Displaying a Banner:				
<input type="checkbox"/> Recreational, Sporting or Tourist Event	<input type="checkbox"/> Community Based Activity or Festival			
<input type="checkbox"/> Appeal	<input type="checkbox"/> Business / Organisation Advertising			
<input type="checkbox"/> Other:				
Notes:				
LOCATION / DATES REQUESTED				
(Circle the proposed banner locations on the map on the next page, and note the Banner Pole No to complete the table below)				
Banner Pole No	From Date	To Date	No. of Days	Notes
DIMENSIONS OF FLAG OR BANNER				
Length	mm	Width	mm	
IMPORTANT: You must provide a full colour design of proposed flags or banners. Electronic versions of the design must be in jpg graphic format.				
LODGEMENT				
I/We agree to be bound by the conditions overleaf, determined by the Council or its delegate				
SIGNATURE			DATE	

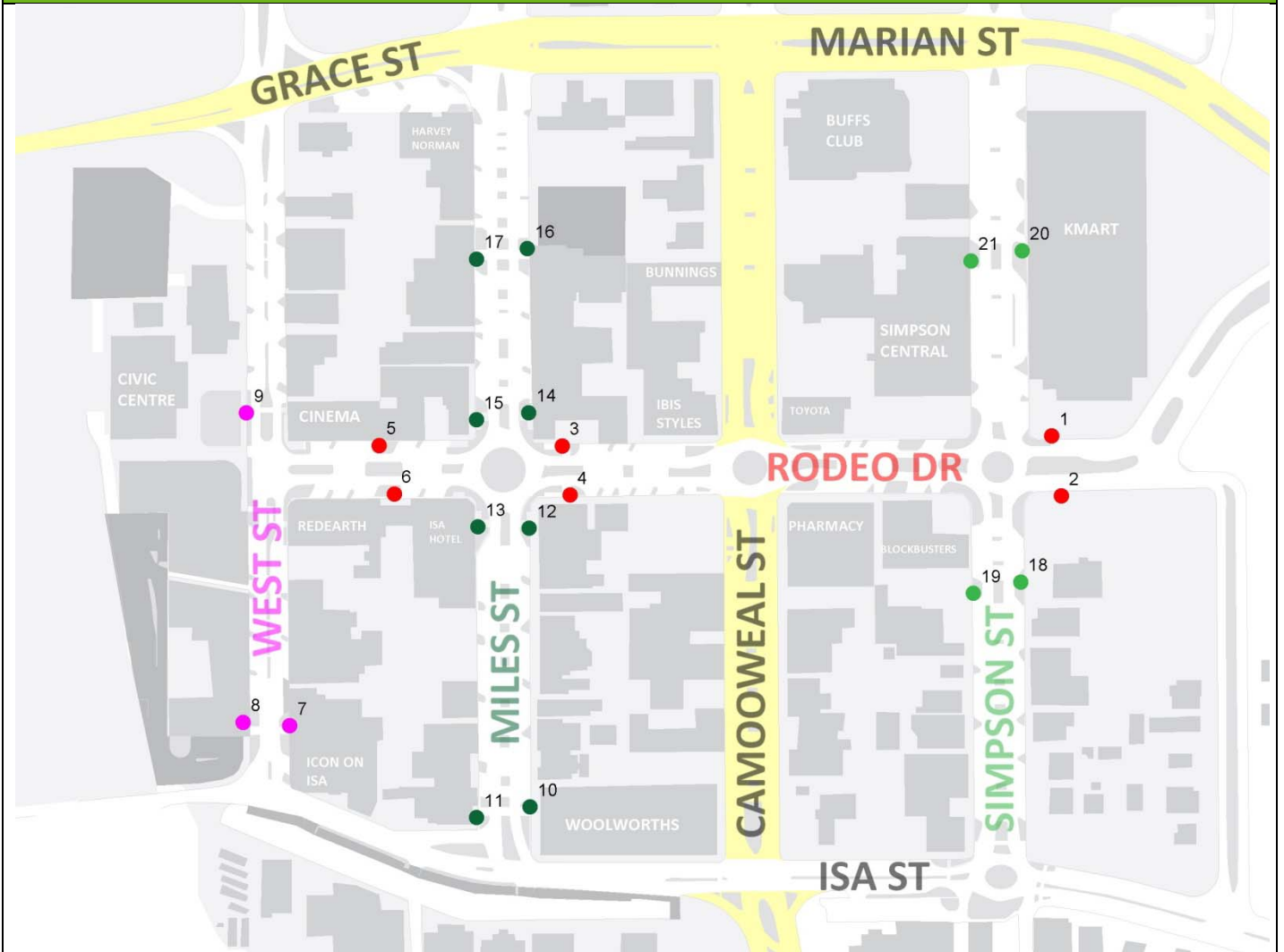
PRIVACY STATEMENT

The information collected on the Form will be used by Mount Isa City Council in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009) or as required by law. This information may be stored in the Council database. The information collected will be retained as required by the Public Records Act 2002.





LOCATIONS OF BANNER/S



OFFICE USE ONLY

Received by		Date	
COUNCIL COMMENTS AND CONDITIONS			
Officer		Position	
Signature		Date	
Approval is granted for the purpose and times specified by the applicant? YES / NO			
Date approval letter posted		File No	
		IRN	
Officer		Position	
Signature		Date	

Guidelines for the Use of Banner Space

The Mount Isa City Council has provided a number of locations for the purpose of hanging banners throughout Mount Isa. The hanging of banners is a popular and effective means of advertising community events and other functions. It is therefore recommended that bookings are made well in advance of the dates which a banner is preferred to be displayed.

Conditions

1. Council sponsored events will take precedence. Priority will then be given to Mount Isa City Council based events in the following order: major events; civic and ceremonial events; larger community events.
2. Banners should conform to the following subject matter:
 - a. Sponsorship by cigarette suppliers is not permissible. Sponsorship by alcohol suppliers are negotiable and subject to Council approval.
 - b. The primary focus of a flag or banner should be recreational, sporting or tourist event, or a community based activity or festival. Registered charities may use flags or banners to promote a major fund raising activity.
 - c. In particular, banners or flags with events of a political, religious, marginal or controversial nature as their focus should be discussed at an early stage and will only be permitted subject to Council approval.
 - d. Material deemed to be inappropriate or offensive to the community at large, or to any particular community sector, will not be permitted. Banners must not contain any offensive wording. The focus of a banner will always be subject to the consideration and approval of Council.
 - e. In certain circumstance a proposal may be referred to Council for decision.
3. Banner hanging space is available in West Street, Miles Street and Marian Street. (Hanging banners in alternate locations to those listed is subject to permission from the Council following an application made by the organisation wishing to display the banner). Refer to Mount Isa Entertainment & Tourism Venues in regards to hanging banners from the poles located around the Outback at Isa venue.
4. **No fee** shall apply for hiring of Mount Isa City Council Banner Poles;
5. Should the applicant's banner be stolen or damaged, the Mount Isa City Council is not liable. Council accepts no responsibility for any claims resulting from injury to any person or damages to property resulting from the installation, exhibition and removal of the banner;
6. If Council erects the banner:
 - a. Banner is to be delivered at least 5 business days prior to the first day of display and collected within 2 business days after the last day of display;
 - b. the permit holder is to pay the cost of installation and removal of the banner one month prior to the first day of the display.
 - c. Council accepts no responsibility for safe keeping of banners or banner storage containers.
7. If an organisation other than Council erects the banner, that organisation must:
 - a. Ensure that traffic control is carried out in accordance with the Queensland Main Roads Manual of Uniform Traffic Control Devices.
 - b. Ensure work is carried out at a time that minimises disruption to traffic.
 - c. Comply with the lawful requirements of the Qld Police Service, Department of Industrial Relations, Division of Workplace Health and Safety with regards to the use of an elevated platform vehicle and road signage. Where possible an elevated platform vehicle is to be used for the erection of the brackets and banners. Personnel erecting the brackets and banners are NOT to climb any Pole.
 - d. Repair, to Council's requirements, any damage caused to infrastructure or services within 7 days of completion of the works.
 - e. Notify Council, at least one business day prior to undertaking the work.
 - f. Erecting and removal of banners is the responsibility of the applicant. Should the applicant's banner fall down, it is the applicant's responsibility to have it put up again (or removed) as soon as notice is given



Guidelines for the Use of Banner Space

- Bookings for display of banners shall be on a 'first in first served' basis. Where conflicting bookings are received at the same time, preference shall be given to the purpose of display and community impact. Street banner bookings are not available during the month of December each year.
- Flags and banners are to be removed no later than the weekend following the conclusion of the event being promoted. Unless otherwise approved by the Council, the maximum display period shall be 8 weeks. When requested by the Council in writing, the events promoter shall undertake to remove all banners and attachments within one week of notice. Failure to do so, Council reserves the right to remove the banners and attachments at cost to the events promoter.
- Mount Isa City Council reserves the right on behalf of the Stakeholders to refuse the use of poles for the promotion of events that are contrary to the definition of an event and banner specifications.
- The event promoter shall undertake public liability insurance cover to the value of \$5 Million throughout the term of the appointment of banner display in a form satisfactory to all parties.
- In the event of an imminent cyclone warning or extenuating weather being issued for the Mount Isa area, the events promoter will be required to remove their banners from poles and not reinstate such banners while the warning remains current.

Notification and Approval

When the design of a banner is deemed satisfactory for public display by the Council, the Applicant will be notified by telephone or in writing. **Only at this stage should any manufacturing take place.** Applicants are advised not to proceed any further than a coloured rendering of the banner, until written approval is granted. Applicants should allow three working days for this process

Mount Isa CBD Banners Fixed Dimensions

Banners may be single or double sided, double stitched and should be designed to meet the fixed recommended dimensions in the diagram on the following page, to be successfully installed on a Mount Isa CBD banner pole.

