

ADVERTISING SIGNS INFORMATION SHEET

PLEASE NOTE: THIS APPLICATION IS NOT TO BE USED FOR ADVERTISING SIGNAGE THAT REQUIRES A PERMIT TO OBSTRUCT THE COUNCIL FOOTPATH, SUCH AS FREE STANDING SANDWICH BOARD, A-FRAME TYPE SIGNS, BARRICADES OR OTHER SUCH ADVERTISING SIGNAGE. THESE REQUIRE AN APPLICATION FOR FOOTPATH USE OR OBSTRUCTION.

GUIDELINES

The purpose of these guidelines is to assist applicants in making application for approval to erect advertising material.

Further information concerning these Guidelines and the submission of applicants for the Approval to Erect Advertising Devices, please contact Mount Isa City Council on (07) 4747 3200.

HOW TO APPLY FOR APPROVAL TO ERECT ADVERTISEMENTS

Applications for approval to erect advertisements shall be submitted upon the form prescribed by Council (refer page 4 of this document) and be accompanied by:

1. A plan (drawn to scale) of the proposal showing the following information:
 - The dimensions of the advertisement device and the structure (if any) upon which it is to be erected.
 - Details of the words, pictures, devices and other illustrations to be shown in the advertisement, including colours and a reasonable facsimile of its graphic design are to be indicated.
2. A full site plan showing the proposed location of the advertisement to be erected. Existing buildings, structures and advertisements should also be detailed.
3. Construction details, including size and description of materials, method of fixing and other information where applicable.

N.B. For all advertisements greater in size than 4m², the plan showing the above details **shall be certified by a suitably qualified Engineer**, as being structurally adequate for the proposed location. (An Engineer's certificate shall not be necessary for advertisements painted directly onto an existing building).

4. The consent in writing to the making of the application, by the owner of the place on which the advertisement will be erected (where the subject property is owned by a Company, the written consent shall be on Company letterhead and signed by an authorised Company person).

Please Note: You may be required to lodge a building application with a Private Building Certifier following approval of this application. Please contact a certifier directly to determine building permit requirements.



Consult Council to identify specific size and zoning requirements for:

- Local advertisement
- Community directorate signs
- General advertisements
- Home occupation advertisements
- Identification advertisements
- Real estate advertisements
- Sports grounds advertising signs
- Temporary advertising signs

GENERAL CONSIDERATIONS

In assessing each type of advertisement, the Council will give consideration to the following matters:

1. The erection of the advertisement shall not affect the aesthetic appearance or amenity of the general area in which it is erected.
2. The wording of the advertisement shall not be offensive in any way, nor offend public taste.
3. There shall not be an undue number of similar advertisements already upon the site, or upon sites in the immediate area.
4. The advertisement shall not affect the operation or effectiveness of traffic control signs, signals, or devices.
5. The advertisement shall not be prejudicial to pedestrian and vehicular traffic safety by virtue of obstruction of visibility, distraction of drivers and any other influence which would be prejudicial to pedestrian and vehicular traffic safety.
6. The advertisement and any structure, fittings and fixtures used in the erection of the advertisement shall be of sound construction, durable and of sufficient inherent strength to ensure that the advertisement does not become a danger to persons or property.
7. Where the advertisement is proposed to be erected adjacent to a road under the control of the Department of Transport, you must obtain approval from DTMR and their requirements must also be complied with.

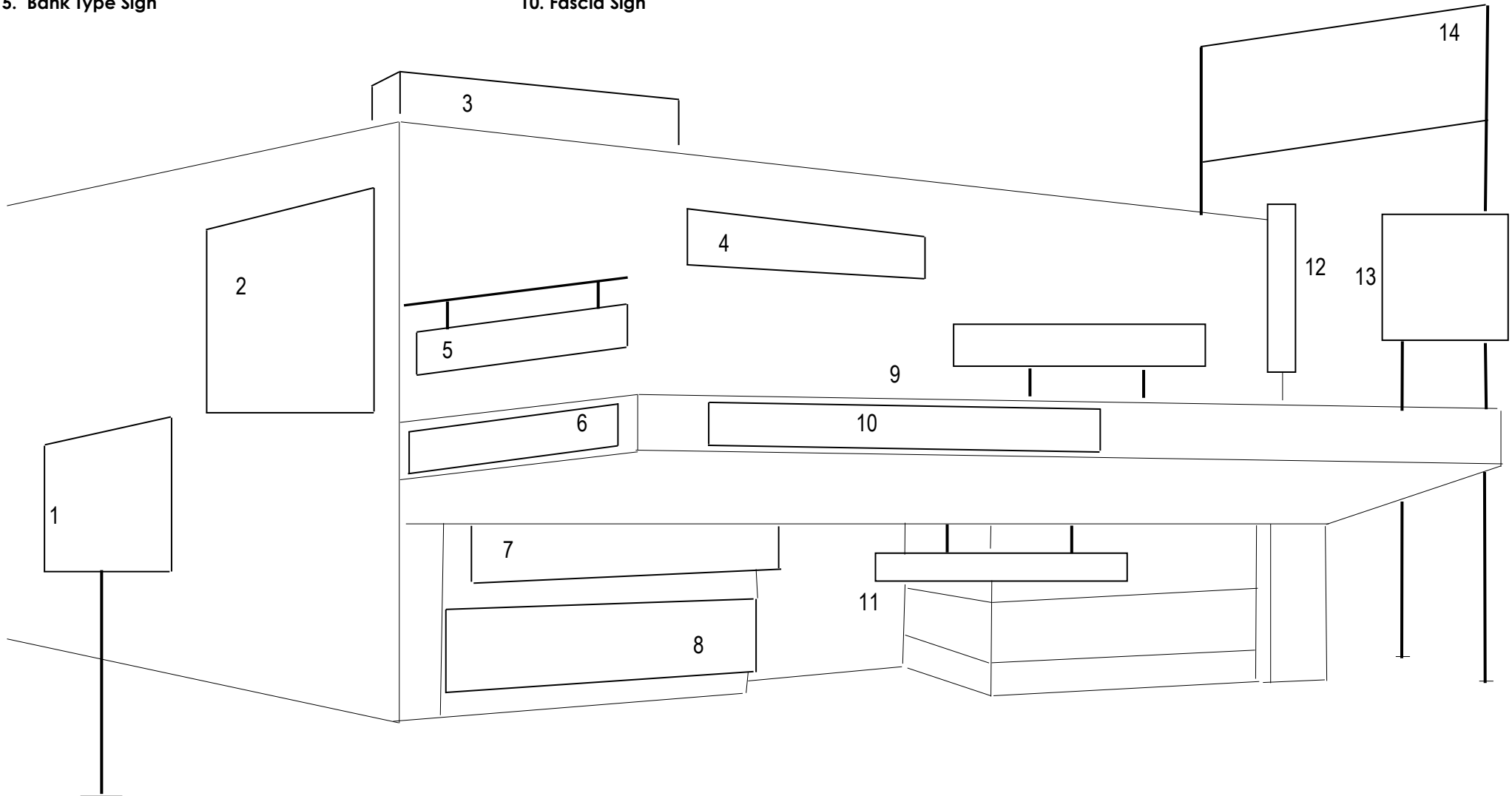


Common External Sign Types

1. Centre-Mounted Pylon or Free Standing Sign
2. Wall Sign
3. Roof Sign
4. Wall Sign
5. Bank Type Sign

6. Fascia Return
7. Hamper Sign
8. Window Sign
9. Over Awning Sign
10. Fascia Sign

11. Under Awning Sign
12. Vertical Sign
13. Side Mounted Pylon or Free Standing Sign
14. Twin Pylon or Free Standing Sign





APPLICATION FOR ADVERTISING SIGNS

NOTE: Consent and/or building approval may be required.

- If you have any specific enquires regarding how to complete this form or applicable fees please contact your Council.
- Please complete this application in BLOCK LETTERS and tick boxes where applicable.
- If a question does not apply, please indicate by writing "N/A".

NOTE: This application should be lodged in conjunction with an IDAS application.

APPLICANT DETAILS			
Applicant Name			
Company Name <i>(if applicable)</i>		ABN	
Postal Address			
State		Post Code	
Contact No		Mobile	
Email		Fax No	
Application Type	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer		
SIGNATURE		DATE	
OWNER DETAILS			
Owner Name			
Postal Address			
State		Post Code	
Contact No		Mobile	
Email		Fax No	
SIGNATURE		DATE	
BUILDER DETAILS			
Builder Name		Registration No.	
Postal Address			
State		Post Code	
AUTHORISED AGENT OF BUILDER			
Name	<input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer		
Postal Address			
State		Post Code	
BUILDER / AUTHORISED AGENT			
I undertake that the construction and/or demolition and/or removal will be carried out in accordance with approved plans, specifications and other relevant documents and in accordance with the <i>Building Act 1975</i>, the regulations made under the Act and Council's Local Laws regarding advertising signage and any other requirements as nominated.			
SIGNATURE - Must be signed by Company Authorised Person		DATE	

PRIVACY STATEMENT

The information collected on the Form will be used by Mount Isa City Council Planning, Building & Environmental Section in accordance with your correspondence. 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.



SITE DETAILS					
Site Address of Work					
State		Post Code			
Lot No		Plan No	Parish		
Name of Road on Which Sign is Visible					
Nearest Road Intersection					
Nearest Sign					
SIGN DETAILS					
Type of Sign/s* <small>* For descriptions, refer page 3 ,Advertising Signs Information Sheet – Common External Sign Types</small>		<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			
Location of Sign on Land (Attach site plan)		<input type="checkbox"/> Privately owned land		<input type="checkbox"/> Council's road reserve	
Type of Application		<input type="checkbox"/> New		<input type="checkbox"/> Reconstruction	<input type="checkbox"/> Modification
Status of Sign		<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary	
Dimensions	Length		Width	Height	
No. of Faces		Total Area			
Estimate Cost	\$				
Present use of Premises					
Exact Wording of Sign (as shown on each side)					
Description of Advertising					
Construction Material Used					
Type of Illumination (if applicable)					
Method of Fixing / securing / anchoring					
PUBLIC LIABILITY INSURANCE					
Name of Insurance Company (if required)					
Policy No		Expiry Date			
Council nominated as:	<input type="checkbox"/> Principal insurer		<input type="checkbox"/> Interested insurer		



CHECKLIST FOR ATTACHMENTS TO APPLICATION

The following documentation is required when lodging your application:

- A site/location plan showing:
 - a) The location of the sign in relation to property boundaries and buildings on site
 - b) Details of any other signs on the property or in the immediate vicinity

- A plan of the sign showing:
 - a) Elevations
 - b) Clearances of the sign from finished ground/floor/footpath level
 - c) Dimensions (including height, width and depth)
 - d) Structural details (including detailed method of securing/fixing/anchoring the sign)
 - e) Proposed wording on the sign (including colours and illumination)

- Copy of public liability, with Council named as "principal" insured party where advertising sign/device is located on Council property; or named as "interested" insured party where small/minor part of advertising sign/device is located on Council property. The definition of "small/minor" is at Council discretion.

- Payment of application fee – must be received when application is lodged with Council

OFFICE USE ONLY			
OFFICER		DATE	
RECEIPT NO		FEE	\$
APPLICATION TYPE	<input type="checkbox"/> New <input type="checkbox"/> Reconstruction <input type="checkbox"/> Modification	ASSESSMENT NO	
AUTHORISED OFFICER		INSPECTION DATE	
RECOMMENDATION			
SIGNATURE		DATE	