

Application for a Permit for a Temporary Sign or Advertisement on a Public Place

Local Law No. 12 (Council Property and Other Public Places) 2003

logan.qld.gov.au

Instructions:

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required further information. If you have any specific enquires regarding this application please contact Council's Customer Service Centre on telephone (07) 3412 5318.

Section 1 - Applicant Details*

Privacy Collection Notice: Logan City Council is collecting your personal information for the purposes of performing its functions in assessing your application. Your personal information may be accessed by employees, contractors, and/or Councillors of Logan City Council, and other Government agencies. Your personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where Logan City Council is required or authorised by law to do so. For more information on Council's Privacy Policy, see <https://www.logan.qld.gov.au/about-council/contact-us/privacy>

Applicant Name: _____

Corporation Name: _____

ABN No. _____

Postal Address: _____

Contact telephone: _____

Email address: _____

Signature: _____

Date: _____

Section 2 - Site details for the sign or advertisement

Road: _____

Near: (street number / intersection) _____

Suburb: _____

Postcode: _____

Real Property Description: _____

Owner of property: _____

Section 3 - Details of sign or advertisement

Number of signs: _____

Type of sign (e.g. A-Frame, T-frame, Corflute on timber stake) _____

No. of faces _____

Length: _____

Width: _____

Total face area m² (width x height) = _____

Made from: (e.g. timber, corflute, light board, material, vinyl) _____

Wording: _____

If the application relates to signs of different dimensions, attach list and provide details of the width, length, face area and construction of each sign.

Note: Permits will only be granted for temporary signs or advertisements that do not exceed 2.4m² in face area.

Section 4 - Details of the sign or advertisement

For signs associated with a business (include business location and hours of operation):

Section 5 - Signs not associated with a business

For signs for a registered charitable organisation, church or non-profit organisations:

- Outline the purpose of the sign - e.g. to promote a fete, sporting event, etc

Section 6 - Site plan

Provide a site plan, include street names (and street numbers if applicable).

Section 7 - Public Liability Insurance.

You must provide a Public Liability Insurance certificate of currency with the sum insured to be a minimum of \$10 million and note the interests of Logan City Council.

Note: Applications are unable to be processed until the Public Liability Insurance certificate of currency has been received.

Under the local law, a person must not carry on a business on a public place without a permit. A business includes the exhibition of a sign or advertisement. A public place includes roads, footpaths and premises owned or occupied by Council.

Section 8 - Documents to include with the application

Please ensure that the following documents are attached with your application:

- Site plan of where the sign will be situated and closest street numbers, intersection or land mark.
- Evidence of current public liability insurance
- Evidence of registered charity or non-profit organisation status (as applicable)
- If the sign is proposed for a state-controlled roads - permission from the Department of Transport and Main Roads.

Completed applications must be submitted at least 10 business days before the proposed activity is to commence to allow sufficient time for the assessment processes.

Section 9 - Application Fees

The following application fees apply:

Application fee - Ordinary	Per sign	\$315.00
Application fee - Registered charitable organisations, churches, non-profit organisations	First 2 signs free	No fee
Application fee - Registered charitable organisations, churches, non-profit organisations	Per sign (after 2 free signs - 50% discount)	\$157.50

Notes:

- A pro-rata application fee will apply within 6 months from the next licence/permit renewal date (30 June) as follows:
 - Within 6 months of the next renewal date – 50% fee applies
 - Within 3 months of the next renewal date – 25% fee applies
- Registered charitable organisations, churches, non-profit organisations receive a NIL permit application fee for temporary signs up to 2.4m² where there are a maximum of 2 signs (a double faced sign = 1 sign) and where they can demonstrate compliance with standards permit requirements, and also for other temporary business on a public place activity applications.
- Registered charitable organisations, churches and non-profit organisations may receive 50% off the prescribed fee subject to appropriate verification of such.
 - ATO documentation will confirm if a charity has "Endorsement as an income tax exempt charity".
 - An ABN search will identify if the organisation is considered a charity or non-profit organisation for ATO purposes: <http://www.abr.business.gov.au/>

To ensure prompt processing, please enclose the correct fee with the application.

The term of the permit will be for the duration of the activity, however all permits expire on 30 June.

Disclaimer: Should approval be given to this application, such approval does not extend to approving any other statutory or Local Government requirements relating to the activity.

PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Logan City Council, PO Box 3226, LOGAN CITY DC QLD 4114



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa. Complete the details on this application form and present this to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8:00am to 4:45pm weekdays (except public holidays), or
105 George Street, Beenleigh, 8:00am to 4:45pm weekdays (except public holidays).