

Temporary signs and advertisements on public places

Fact Sheet

Temporary signs and advertisements

Logan City Council supports business and community group activities such as exhibiting temporary signs and advertisements on public places but also has a role to protect council property and ensure that activities are carried out safely and with minimal disruption to local residents and other businesses.

Under Council's *Local Law No. 12 (Council Property and Other Public Places) 2003*, a person must not carry out a business on a public place unless they have a permit from Council.

A *business* includes the exhibition of a sign or advertisement. A *public place* includes a road, footpath, nature strip, trust land, reserve or premises of which the local government is the owner or occupier. The law applies to all signs and advertisements, including real estate signs, business promotion signs, garage sale signs, community organisation signs and sale of goods signs.

Applications for temporary signs with a face area not exceeding 2.4m² may be granted a permit, subject to completion of an application form, provision of public liability insurance and payment of the application fee.

Council officers are proactive in monitoring compliance with the local law and illegal signs on public places may be removed without prior notice and those responsible may be issued with an on-the-spot infringement notice with a maximum penalty of 5 penalty units.

Please note that business and commercial activities in Council Parks are regulated under *Local Law No. 5 (Parks, Jetties and Boat Ramps) 2011*. Inquiries about events and the display of signs in Council Parks should be referred to the Parks Branch on telephone (07) 3412 5338.

The enclosed information will assist you in ensuring your application is complete.

Step 1 - Permit Application

1. Application forms and details of application fees can be downloaded from Council's website under "Laws and

Permits" or obtained from a Council Customer Service Centre.

2. The application form should be completed in full and submitted with the applicable fee at least 10 days before the activity is proposed to allow Council to make a proper assessment.

3. The application should include:

- the name, address and contact details of the applicant;
- the proposed location of where the sign or advertisement is to be exhibited;
- details of the sign type;
- a site plan showing the location of the proposed sign or advertisement to the road or footpath and adjacent premises;
- dimensions and construction materials of the proposed sign or advertisement;
- dates or duration of the activity;
- evidence of current public liability insurance to a minimum value of \$10 million;
- evidence of approval from the Department of Transport and Main Roads (TMR) for proposed activities on state-controlled roads.

4. Applications may be submitted in person at a Council Customer Service Centre or by post.

5. Please note that Council will not approve signs or advertisements for the sale of vehicles on public places.

Step 2 - Related Approvals

Depending on the location, scale or nature of the proposed sign or advertisement activity, Council may require further information before making a decision on your application.

Signs and Advertisements on Wheelie Bins

Signs and advertisements on Council owned wheelie bins are subject to Council Policy "Advertising on Wheelie Bins" and must not be exhibited without the prior written approval of Council. The only applications that will be approved shall be those received from Neighbourhood Watch, Crime Stoppers, the State Emergency Service and the Rural Fire Service for the purpose of promoting crime prevention, community safety or emergency service issues.

State-controlled roads

If you wish to exhibit a sign or advertisement on a state-controlled road (includes a footpath or nature strip), you may need prior written approval from the TMR before it can be considered. The TMR regional office at Nerang may be contacted on telephone (07) 5596 9500 for assistance.

Development Approval

Signs or advertisements of a non-temporary nature will need to be assessed against criteria in Council's Planning Scheme and cannot be approved under the local law provisions.

Advice on the exhibition and approval of permanent signs on public places must be sought from Council's Development Assessment Branch, telephone (07) 3412 5269, before any such sign is erected or installed. Permits under the local law do not apply.

Step 3 - What types of temporary signs or advertisements are allowed?

Types of signs or advertisements

The vast majority of permit applications relate to temporary signs used by business, residents and community organisations for business advertising, the sale of goods or services and the promotion of events.

Most signs are A-frame signs, banner signs or corflute signs on stakes.

Temporary signs should be constructed from lightweight materials such as board or corflute and banners made from fabric, vinyl or similar material.

Free standing signs should be attached to the ground on their own supportive structure, such as a post or stake, independent of any building.

Signs or advertisements higher than 2 metres or wider than 1.2 metres cannot be approved under the local law.

For more information

Phone **3412 3412**

Visit www.logan.qld.gov.au

Email council@logan.qld.gov.au

Version 3, 5 March 2015.