

Application for a Licence for a Temporary Variable Message Sign (VMS) on a Private Premises

Local Law No. 9 (Licensing) 1999

2025/26 Financial Year

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required information. If you need more information about this application, please email us at council@logan.qld.gov.au or call us on 07 3412 3412.

Section 1 - Applicant Details

Applicant Name	
Corporation Name	
ABN / ACN Number	
Postal Address	
Telephone number	
Email	
Signature	
Date	

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information in accordance with Local Laws. It may be used to update records, contact you about Council business and can only be accessed by Councillors, Employees and Authorised Contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit: <https://www.logan.qld.gov.au/privacy>

Section 2 - Site details for the sign or advertisement

Street address

Suburb

Postcode

Real property description

Owner of property

Section 3 – Details of the VMS sign

Number of signs

Type of sign

Number of faces on the sign

Sign length

Sign width

Total face area in square meters (with x height)

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

Wording on sign

If this application is for signs of different dimensions, please attach a list of signs and details of the width, length, face area and construction of each sign.

Note: Licences will only be granted for temporary VMS signs that do not exceed 2.4m² in face area.

Section 4 - Details of the sign or advertisement

Section 5 - Site plan

Please provide a site plan, including street names and where sign will be placed on the property.

Note: Hand drawn site plans will not be accepted. Please cut and paste a map from Google Maps (or similar). You can also attach photos of the exact location signage will be installed.

Section 6 - Documents to include with the application

Please make sure the following documents are attached with your application:

- ☐ Site plan of where the sign will be situated and the closest street numbers, intersection or landmark.
- ☐ If the sign is proposed for a state-controlled road - permission from the Department of Transport and Main Roads.

Please allow sufficient time to submit your application and obtain approval before you plan to install the signage.

Section 7 - Fees

Fees		Application Fee
Application fee	Each Application	\$391.00
Application to Amend Existing Licence	Each Application	\$70.00
Licence – Transfer	Each Application	\$46.50
Advertisement Licence – Renewal	Each Application	\$135.00

NOTE: A pro-rata application fee will apply if your application is submitted:

- Within 6 months of the next renewal date (30 June) – 50% fee applies
- Within 3 months of the next renewal date (30 June) – 25% fee applies

To ensure prompt processing, please enclose the correct fee with your application. The term of the permit will be for the duration of the activity; however all permits expire on 30 June.

Disclaimer: If your application is approved, this approval does not extended to approving any other statutory or Local Government requirements relating to this 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 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council
	Paying in Person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba Monday to Fridays 8.00am to 4.45pm