



# APPLICATION FOR ADVERTISING SIGNS

## New/Renewal Form

Isaac Regional Council is collecting personal information you supply on this form in accordance with the Local Government Act 2009 and Local Law (Control of Advertising). The personal information collected on this form will be used to keep records on advertising signage. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

**Please Note** consent and/or building approval may be required. This application should be lodged in conjunction with an IDAS application for structural signage within Fourteen (14) days along with payment of fees. If you have any specific enquiries regarding fees or how to complete this form contact Council's Local Laws on 1300 ISAACS (472 227).

### LODGEMENT

Please attach the following:

1. A plan drawn to scale, not smaller than one to one hundred (1:100) showing:
  - The location of the sign in relation to boundaries and buildings on site
  - Details of any other signs on the property and
  - Structural details
2. A sketch of the sign showing:
  - Elevations
  - Clearances of the sign from ground level or footpath
  - Dimensions
  - Permanent wording and
  - Any other advertising devices
3. A copy of your Public Liability Insurance Policy to the minimum value of Twenty Million Dollars (\$20,000,000.00) is required by Council. The public liability must indemnify the Council, in the prescribed form and manner, against all public liability claims arising from the operation of this business
4. A copy of the additional owner/s consent (if applicable). This consent must state the applicant/s name, the premises to which the application refers, provide details regarding the owner/s consent to the application and be signed by the owner/s
5. A certificate indicating the level of illumination

### DECLARATION

- I enclose proof of payment of the prescribed annual fee of
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*
- I understand that I may be liable for prosecution under the relevant Acts and Regulations if the information provided is known to me to be not true and correct at the time of supplying the information

Signature		Date	
Print Name			

**APPLICATION DETAILS** New Application    Renewal**APPLICANT/S DETAILS**

Name			
Business Name			
ACN/ARBN			
Postal Address			
Phone		Mobile	
Email			

**INDEMNITY**

I/We acknowledge that any permit issued pursuant to this application shall be subject to the following conditions:

- a) The permit holder shall, at all times, hold harmless and keep indemnified the Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the permit holder or his/her agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the permit or in observance, fulfilment, non-observance or non-fulfilment of any condition of the permit
- b) The permit holder shall ensure a Public Liability Insurance Policy, taken out by him/her to the value of Twenty Million Dollars (\$20,000,000.00) required by Council, is kept in force for the whole of the period that the permit covers, and includes the Council as an interested party

I/We agree to abide by the conditions of the permit as set by Council.

Signature		Date	
Print Name			

**CONSENT OF OWNER/S OF LAND**

This is the name and address of the owner/s of the premises. If there are additional owners, please attach additional owner information to this form.

Name			
Postal Address			
Phone		Mobile	
Email			

I, being the owner of the property described in this application, hereby consent to the above mentioned applicant/s making this application.

Signature		Date	
Print Name			

**BUILDER DETAILS**

Name			
Registration No.			
Postal Address			
Phone		Mobile	

**AUTHORISED AGENT OF BUILDER**

<input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer			
Name			
Postal Address			

I undertake that the construction, demolition and removal will be carried out in accordance with approved plans, specifications and other documents and in accordance with the *Building Act 1975*, the Local Laws made under the Act and Council's Local Laws regarding signboards and signs etc.

Signature		Date	
Print Name			

**SITE DETAILS**

Road Address			
Lot on Plan No.			
Name of Road on Which Sign is Visible			
Nearest Road Intersection			
Nearest Sign			

**SIGN DETAILS**

Type of Sign	<input type="checkbox"/> Under Awning <input type="checkbox"/> Pylon <input type="checkbox"/> Box Sign <input type="checkbox"/> Fascia <input type="checkbox"/> Sky Sign				
	<input type="checkbox"/> Billboard/Hoarding Sign <input type="checkbox"/> Other (please specify below)				
Location of Sign on Land					
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 from Ground to Base of Sign					
Post Height Above Ground					
Number of Faces		Face Size x m <sup>2</sup>		Angle Between Faces	

Version 4  
 Form No: PECS-073  
 Authorised by: Director Planning Environment and Community Services  
 Document Maintained by: Local Laws  
 Next Review Date: 07.05.2019

Estimated Cost (including value of all labour and materials)		\$	
Present Use of Premises			
Exact Wording of Sign (as shown on each side)			
Description of Advertising			
Construction Material Used			
Type/Level of Illumination			
Method of Fixing			
<b>PUBLIC LIABILITY INSURANCE</b>			
A copy of a Public Liability Insurance Policy, to value of Twenty Million Dollars (\$20,000,000.00) is required by Council and must accompany applications. The policy shall name the insured as 'the applicant for the Permit and the Council'.			
Name of Insurance Company			
Name of Insured			
Policy No.		Amount of Cover	\$
Policy Expiry Date			
<b>APPLICATION CHECKLIST – HAVE YOU INCLUDED</b>			
<input type="checkbox"/> Consent of land owner/s			
<input type="checkbox"/> Builder details			
<input type="checkbox"/> Site details (including lot on plan)			
<input type="checkbox"/> Sign details (please ensure all information is completed)			
<input type="checkbox"/> Copy of Public Liability Insurance			
<input type="checkbox"/> Plan drawn to scale as per instructions in lodgement section			
<input type="checkbox"/> A sketch of the sign as per instructions in lodgement section			
<input type="checkbox"/> Any/all certificates requested			
<input type="checkbox"/> Copy of receipt of payment			
Any other information relevant to this application			

PAYMENT METHODS				
Credit Card Payment	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card			
Card Holder Name				
Card Number		Expiry Date		CCV
Total Amount Owing	\$			
Or In person by making your payment at any Council Office within the region from 8.30am to 5.00pm Monday to Friday using a range of payment options including cash, cheque, credit card or EFTPOS.				

Once completed please send form and any attachments with payment of fees within 14 days either:  
 In person at your local Isaac Regional Council Office or to  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or  
 ISAAC REGIONAL COUNCIL,  
 PO BOX 97, MORANBAH QLD 4744

DEPARTMENT USE ONLY			
Date Received		Fees Received	
Receipt No.		Licence No.	
<input type="checkbox"/> Approved as per Application <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Application NOT Approved			
Notes			
Processed by	Signature		Date
	Print Name		