



COMMUNITY TEMPORARY EVENT SIGNAGE APPLICATION FORM

Devonport City Council has identified a number of sites throughout the city (see approved signage locations) suitable for the promotion of community events.

A Maximum of three (3) signs are permitted at each location at one time.

Return to Council at least 1 month prior to the event

Club/Organisation Name: .....

Address: .....

Contact Person: .....

Contact Phone No: B/H: ..... A/H: ..... Mob: .....

Email Address: .....

Name of Event: .....

Date & Time of Event: .....

Sign Installation Date: .....

(No more than 3 weeks prior to the event)

Sign Removal Date: .....

Sign Location: Ref 1  Ref 2  Ref 3  Ref 4  Ref 5

Provide a brief description of the Sign. (Description to include: materials, dimensions, design, method of installation):

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Documents to be attached to this application;

- Copy of the Sign design template, to be approved by Council prior to printing.
Copy of any Public Liability Insurance Policy.

TERMS & CONDITIONS

To use the Devonport community event signage sites, you must comply with the following conditions;

- Only signage that promotes community events open to the public are permitted
Signage may be installed no more than 3 weeks prior to your event
Signage must not occupy a space greater than 3m2



- (4) Signage must be able to withstand wind and rain
- (5) You must provide a copy of your Public Liability Insurance policy
- (6) Signs may only be displayed at the location(s) specified in the application
- (7) signs must be removed within 3 days of the conclusion of the event
- (8) signs are to be erected and removed in a manner that is safe for all involved (applicant, traffic, pedestrians)
- (9) Council reserves the right to revoke approval in extenuating circumstances
- (10) The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this application

**I agree to abide by the conditions of the enclosed application:**

<b>Signature of Applicant</b>		<b>Date</b>	
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<b>OFFICE USE ONLY:</b>			
<b>APPLICATION APPROVED</b>	<input type="checkbox"/>	<b>APPLICATION REFUSED</b>	<input type="checkbox"/>
<b>REASON REFUSED</b>			
<b>CONDITIONS OF APPROVAL</b>			
<b>Signature of Council Officer</b>		<b>Date</b>	

Adopted	Version Date	TRIM Reference	Review	Document Controller
Approved	July 2017	Dxxx	July 2019	Events
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