

A-Frame Sign Application

Office Use Only			
Application Fee Paid	<input type="checkbox"/>	Receipt No	
Further Information Required	<input type="checkbox"/>	Letter Sent	
All Information Supplied	<input type="checkbox"/>	Date	
Inspection Required	<input type="checkbox"/>	Inspection Carried out? (date)	
Referred to Tourism (comment)	<input type="checkbox"/>	Date	
Consultation (eg. Planning, Tourism, Infrastructure, Recreation, Events)	<input type="checkbox"/>	Date	
Permit Ready to Issue	<input type="checkbox"/>	Date	

Business Details			
Business Name			
Business Address			
Suburb		Post Code	
Phone		Mobile	
Website Address			
Briefly describe the nature and operation of your business			

Applicant Details			
Last Name		First Name	
Postal Address			
Suburb		Post Code	
Phone		Mobile	
Email		Fax	

Fees
<p>A-Frame Sign Application fee [non-refundable]: \$73.50 [payable upon application] A-Frame Sign Permit fee: \$221.65 [payable upon approval of application, prior to issuing of permit] Payment is accepted by cheque, money order or in person at the Surf Coast Shire Offices.</p>

Supporting Information	
<input type="checkbox"/>	<p>Copy of Public Liability Insurance Certificate of Currency with a minimum cover of \$10,000,000 from an APRA-registered insurer. Insures the applicant's interests and liabilities against any possible suit, action, proceeding, judgement, claim, demand, cost, expense, loss or damage for which it becomes or may become liable in relation to the death or injury to any person or the damage to any property caused by any sign authorised by the permit.</p>
<input type="checkbox"/>	<p>Payment of a non-refundable \$73.50 Signage Application Fee</p>

Location of Proposed A-Frame Sign (eg. Sketch a site plan including physical location and dimensions of the A-Frame sign)

Applicant Agreement

I have been provided with access to a copy of Council's Tourism, Directional & Commercial Signage Management Procedures (www.surfcoast.vic.gov.au) and have read and understand the conditions under which I may be granted a permit for an A-Frame sign (see page 3).

I understand that a permit is renewable annually on 31st October. I also understand that at any time Council reserves the right to replace or remove the sign based on conditions specified in Council's Tourism, Directional & Commercial Signage Management Procedures.

Applicant Signature		Date	
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Surfcoast Shire is Plastic Wise – refer to www.surfcoast.vic.gov.au/mycouncil/reports,plans&documents/policies

A-Frame Permit Conditions - General

An application for an A-Frame Sign will be approved based on the conditions detailed herein. Once approved and the permit fee is paid, a permit will be issued to the applicant allowing display of the sign in accordance with these conditions.

- Signs shall be installed at the defined location in accordance with:
 - Council's Tourism, Directional & Commercial Signage Management Policy MPP012, and
 - Normal safe working practices having regard at all times for the safety of road users and property.
- The applicant shall bear all costs in relation to the design, manufacture, and maintenance of the signs and such signs shall remain the full responsibility of the applicant.
- The applicant shall ensure that the sign is maintained in a safe and clean condition to the satisfaction of Council.
- The applicant shall hold Council blameless for any loss or damage or injury that may result from the installation or presence or detachment of the signs or any of their mountings or fittings.
- Council reserves the right to cancel this approval and remove without compensation any sign which is not installed or maintained to the standards stated in Council's Tourism, Directional & Commercial Signage Management Policy MPP012.
- **A-Frame sign permits are non-transferable.** In the event the related business closes or changes in character or operation significantly from the time of approval issue, approval cancellation and sign removal may result without compensation. Only one [1] A-frame sign will be approved for each business / premises.
- The applicant shall, at no time, alter the approved sign face design, without referral to Council's Community Safety Department.
- Owners of A-Frame signs must also adhere strictly to any special conditions of approval. Failure to do so may result in withdrawal of permit and removal of sign.

A-Frame Permit Conditions - Specific

6.10. A-frame signs located in public areas

6.10 An A-frame sign:

- 6.10.1) Will not exceed 0.8 square metres in area; being a maximum of 1.0 metre in total height and 0.8 metres in width. Both sides of the sign may be used for advertising.
 - 6.10.7) Must use colours contrasting with the surroundings to facilitate visibility for those with vision impairment,
 - 6.10.8) Must be removed when the business is closed, or between 11:00pm and 7:00am, unless otherwise approved,
 - 6.10.2) Must be placed within, or as close to the property line as possible, and:
 - 6.10.2) Comply with Council's Footpath Trading Management Procedures, and
 - 6.10.6) May not be placed on the road reserves alongside of the Surf Coast Highway, Great Ocean Road or Princes Highway,
- NOTE:** The shopping precincts of Anglesea, Aireys Inlet, Fairhaven, Lorne and Winchelsea are exempt from this requirement.

Where the conditions in s6.10.6 cannot be achieved:

- i.) The sign must be placed within an area no more than 30 metres from the front of the property, and
- ii.) In a direct line with the property boundaries, and
- iii.) On the same side of the road [including side and service roads] fronting the property.

A permit will not be approved in situations where:

- i.) An alternate type of sign may be appropriate, or
- ii.) The placement of A-frame signs cannot be achieved

Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act, 2014. The information will not be disclosed to any other party unless Council is required to do so by law.