

Open For Inspection Sign Application

Office Use Only			
Receipt Code	175	Fee	\$75.50
Receipt Number		Date	
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>Open for Inspection Sign Application fee [non-refundable]: \$75.50 [payable upon application]</p> <p>Open for Inspection Sign Permit fee: \$248.00 [payable upon approval of application, prior to issuing of permit]</p> <p>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.</p> <p>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"/>	Payment of a non-refundable \$75.50 Signage Application Fee

Location of Proposed Open for Inspection (eg. Sketch a site plan including physical location and dimensions of the Open for Inspection 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 Open for Inspection Frame sign (see page 3).

I understand that a permit is renewable annually on 31 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 Policy, 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 procedures.
- 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.
- 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.

Open for Inspection Permit Conditions - Specific

- 6.18.6 Real estate Auction and Open for Inspection signs
- Conditions of use for Auction and Open for Inspection (OFI) signs are:
- 6.18.6.1 Agencies will be issued with a permit authorising the use of three (3) Auction/OFI signs per employee holding an estate agent's licence or agent's representative qualification listed at the agency, or a minimum of six (6) for an agency with one agent. Agencies will be required to provide a list of these employees to Council.
- 6.18.6.2 Agency sign-holdings for more than one township may not be combined to provide additional signs for a single town.
- 6.18.6.3 Agent sign-holdings may not be combined for a single listing.
- 6.18.6.4 Auction/OFI signs may not be placed on the Surf Coast Highway, Great Ocean Road or Princes Highway unless the property is located on the respective road or highway. On these roads, the sign should be located within the property line, or as close to the property as possible, and no further than 30 metres from the property.
- 6.18.6.5 When placed on road reserves or other public property, the placement of Auction/OFI signs must comply with Council's Footpath Trading Management Policy and Procedures and the REIV Rules of Practice.
- 6.18.6.6 An agent may display Open for Inspection signs in the following positions:
 - i) one (1) sign on a nature strip at each end of the roadway in which the property open for inspection is located; and
 - ii) one (1) sign between the front boundary of the property open for inspection and the adjacent kerb.
- Signs shall only be placed in positions that do not hinder or endanger the safety of the public.
- When the agent leaves the site of the property, the OFI sign must be removed.
- Wherever possible use of directional signage for more than one property should be used.
- 6.18.6.7 On the day of a public auction, an agent may display an Open for Inspection sign in accordance with the requirements of rule 26.6 [??] for one (1) hour preceding the advertised time of the auction. When the agent leaves the site of the auction, the OFI sign must be removed.

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.