



**Whitehorse City Council**  
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**APPLICATION FOR REAL ESTATE AGENT ADVERTISING SIGNS  
COMMUNITY LOCAL LAW 2014 SECTION 4.14**

***Portable Advertising Signs & Advertising Board outside business premise***

Application for Real Estate Agent Portable Advertising Signs and an Advertising Board or Goods on display placed outside your business premise in Whitehorse

- Not more than 2 portable signs per property and 1 advertising sign outside the property for sale or lease in Whitehorse
- One sign and or goods to be placed outside your business premise in Whitehorse
- Sign is to be no more that 1M x 600mm

- Portable Advertising Signs
- Advertising Board outside your business premise in Whitehorse
- Goods outside your business premise in Whitehorse

Applicant's Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All Agents are required to obtain a Permit for all items to be placed on a footpath or reservation. 1.8 meters of clear path must be maintained between the property line and the sign. Any permit issued will be required to be renewed annually. The permit is not transferable.

*If you have any questions in relation to the policy or the application procedure, please contact the Community Laws Department between 8.30 am and 5.30 pm on 9262 6394.*

**To process your permit we require:**

- 1. The completed permit application form**
- 2. A Certificate of Currency for your current Public Liability Insurance showing a current expiry date, a minimum indemnity of \$10M. (a Tax Invoice will not be accepted)**
- 3. Your Payment of \$470.00 ( GST exempt)**

The personal information on this form is being collected by Council to enable the processing of an Application for Temporary Use of Council Land and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information

**FOR OFFICE USE ONLY**

**CASHIER PLEASE NOTE: Before accepting payment, please ensure that a copy of the current Public Liability Insurance Policy is attached to this application form.**

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
Receipt No: \_\_\_\_\_



LC PP/LLAWS

**PAYMENT OPTIONS**

**1) IN PERSON**

At any Council Service Centre. Pay by cash, cheque, eftpos or credit card.

- Whitehorse Civic Centre  
379 Whitehorse Road, Nunawading  
Phone 9262 6333
- Box Hill Town Hall  
1022 Whitehorse Road, Box Hill
- Forest Hill Chase Shopping Centre  
Shop 275, Canterbury Road, Forest Hill

**2) MAIL**

Cheque or money order (payable to City of Whitehorse) or credit card (provide details below).

**Card type:** (Tick one box)  Visa  MasterCard

*(Please note that American Express and Diners Club are not accepted)*

**Card number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Expiry date:** \_\_\_\_\_ / \_\_\_\_\_ **Authorised amount: \$** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_