



Whitehorse City Council
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customer.service@whitehorse.vic.gov.au
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Enquiries: parkswide@whitehorse.vic.gov.au

Telephone: 9262 6213

Dear Applicant

Thank you for your request regarding the installation of temporary advertising signs on Council parkland. Please find attached the application form as well as an extract from Community Local Law number 1 for your information.

The following sites are available for the erection of signs to promote local, not for profit organisations or community events that are being conducted within the municipality:

- North east corner of Middleborough Road and Canterbury Roads;
- South East corner of Canterbury Road and Springvale Roads;
- North East corner of Canterbury Road and Elgar Road;
- South East corner of Mitcham Road and East Doncaster Road;

Please return the completed application form by the following methods:

Email: parkswide@whitehorse.vic.gov.au

In person: Whitehorse Operations Centre, 1 Ailsa Street, Box Hill South

Mail: Parkswide Administration Team
City of Whitehorse
Locked Bag 2,
Nunawading Delivery Centre VIC 3110

Your request will be assessed by the ParksWide Department and you will be contacted with the outcome once it is complete.

Regards,

ParksWide Administration Team
PARKSWIDE



Whitehorse City Council Community Local Law 2014 - the relevant provision of the Local Law that relates to Advertising signage on any road or municipal place is Clause 4.14.

1.1.1.1 Temporary signs/banners

This section of the policy allows the placement of temporary community event signs to be displayed on municipal places provided that they comply with the specification and requirements detailed following.

A temporary community event sign is prescribed as a sign promoting a local event that is for non-commercial purposes. The community event must be held within the municipal boundary.

For the purposes of allowing the advertising of community events, the following sites are available for the erection of signs to promote local, not for profit organisations, or community events that are being conducted within the municipality:

- North West corner of Middleborough Road and Canterbury Roads;
- South East corner of Canterbury Road and Springvale Roads;
- North East corner of Canterbury Road and Elgar Road;
- South East corner of Mitcham Road and East Doncaster Road; and
- Whitehorse Civic Centre frontage at the eastern end only and for events taking place at the Whitehorse Civic Centre only.

The following conditions apply:

- Advertising on all other Council properties to be limited to promoting community activities on the site and within 500 metres of the sign.
- Allow a maximum of two signs on each site at any one time;
- Require the size of the sign to be limited to a maximum size of 3 square metres;
- Be considered on a 'first come, first served' basis;
- Council or its designated officer reserves the right to cancel bookings should works need to be carried out on that site at the time allocated (should this occur Council will endeavour to allocate an alternative site);
- Require all sites to comply with VicRoads requirements (where applicable);
- Allow an approved sign or banner to be installed a maximum of 21 days prior to the event and require removal within 48 hours of the conclusion of the event;
- Require that any sponsorship of the sign be acknowledged within a space that is no greater than 20% of the total surface area of the sign;
- Require the signs to be maintained in a clean state of repair at all times;
- Prohibit signs that are worded or contain illustrations that are likely to cause offence to any person or organisation;
- Require, prior to the erection of any sign, the applicant provide Public Liability Insurance to the minimum value as specified by Council Risk Officer or nominated person with Council's interest noted and confirming items subject to the application are covered under the policy;
- Require that the sign must be securely fixed and so displayed that the possibility of injury to any person or damage to any facility is avoided;
- Sporting and Recreational Clubs may apply for one temporary sign at a time for display outside their sporting ground/facility for a special one off event and/or to encourage new participants in accordance with this policy;
- The maximum size of any banner displayed is limited to 3000 mm x 900 mm.

Any sign found to be placed in contravention of this policy may be impounded and the person responsible for its placement issued with enforcement proceedings with all costs for the sign's impoundment the responsibility of that person.



APPLICATION FOR TEMPORARY SIGNAGE FOR COMMUNITY EVENTS IN COUNCIL PARKS

This application is for one event only at specified sites.

Organisations Details			
Organisation name:			
Contact name:			
Phone number:			
Email address:			
Postal address:			
Event Details			
Name of event being promoted:			
Name and telephone number of person/s responsible for erecting and removing the sign:			
Name:			
Phone Number:			
Date of Event:			
Dates Signage Installed:			
	Approved sign to be installed a maximum of 21 days prior to the event.		
Size of sign Max size allowed <i>3m² or 32 square feet</i>	<i>mm high</i>		
	<i>mm wide</i>		
Extent of sponsorship:	20% max		
Colours (must be non-reflective)	Background		
Fixing method: (ie stakes in the ground etc).			
Please complete site preferences on the next page.			
I understand the standard conditions to place a temporary sign on Council land.			
Applicant's signature:		Date:	

Site Preferences		
Park/Reserve	Location of Sign	Number Preferences 1 - 4
Surrey Park	NE corner of Canterbury Road & Elgar Road	
RHL Sparks Reserve	NE corner of Canterbury Roads & Middleborough Roads	
Forest Hill Reserve	SE corner of Canterbury Road & Springvale Roads	
Road Reserve	SE corner of Mitcham Road and East Doncaster Road	

Public Liability Insurance			
<i>Public Liability Insurance to the minimum value is required prior to the erection of any sign.</i>			
Company			
Amount (\$10,000,000min)		Expiry Date:	
Copy Attached:	Yes / No		