

Application for event board sign on Council owned land



This application applies to:

Temporary board signs promoting a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.

This application is for one event only, for a sign at allocated sites (see overleaf).

CONTACT DETAILS	
Contact name:	
Organisation name:	Position held in organisation:
Postal address:	
Phone number:	Email:
EVENT DETAILS	
Date of event:	
Name of event:	
Exact location of event:	
Is anyone sponsoring the sign?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of sponsor:	Contact person:
Phone number:	Email:

Please provide details of your public liability insurance

Insurance company	Phone number	Policy number	Expiry date	Liability limit

Minimum \$20 million public liability required

Please send completed application together with insurance certificate and sign design to:

Events@whittlesea.vic.gov.au

Phone: 9217 2174

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Dates requested (maximum four week period):

From: _____ To: _____

Site Preferences			
	Reserve/Site	Location of Sign	Preference (1 to 3)
1	At the event site		
2	Mill Park YMCA	North west corner of Morang and Moorhead Drive, MILL PARK	
3	Redleap Recreation Reserve	South west corner of Redleap Avenue and Moorhead Drive, MILL PARK	
4	Redleap Recreation Reserve	Entrance to Reserve, Redleap Avenue, MILL PARK	
5	Norris Bank Recreation Reserve	Corner of Greenhills and Settlement Road, BUNDOORA	
6	VR Michael Reserve	South west corner of Deveny Road and High Street, EPPING	
7	Epping Recreation Reserve	North west corner of High and Parks Streets, EPPING	
8	O'Herns Park	Corner of Great Broome Avenue and O'Herns Road, EPPING	
9	Harvest Home Road Recreation Reserve	South west corner of Epping and Harvest Home Roads, EPPING	
10	Lyndarum Park	South west corner of Lyndarum and Mansfield, EPPING	
11	Meadowglen Athletics Reserve	McDonalds Road, SOUTH MORANG	
12	Council offices	25 Ferres Boulevard, SOUTH MORANG	
13	Council grounds	South east corner of Civic Drive and Findon Roads, SOUTH MORANG	
14	Council grounds	South east corner of Ferres Boulevard and Findon Roads, SOUTH MORANG	
15	Mill Park Lakes Recreation Reserve	The Lakes Boulevard, SOUTH MORANG	
16	Plume Park	South east corner of Mernda Village and Plume Drives, MERNDA	
17	Laurimar Wetlands	South west corner Hazel Glen Drive and Waterway Boulevard, DOREEN	
18	AF Walker Reserve	Laurel Street, WHITTLESEA	
19	Thomastown Library/TRAC	Main Street, THOMASTOWN	
20	Huskisson Reserve	North east corner Edgars Road and Kingsway Drive, LALOR WEST	
21	Doreen Recreation Reserve	Corner Bridge Inn and Yan Yean Roads, DOREEN	

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- The event must be a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.
- Community groups are only allowed temporary signage on Council land once in any six month period.
- Wording and graphics on the sign may not be indecent, insulting or offensive.

Placement and dimensions of sign

- You may nominate up to three of the specified sites listed on the page above, plus the site of the event if appropriate. Please number in order your preferred sites.
- There may only be two sign boards installed per any parcel of land at any one time.
- Event partner logos must not cover more than 10% of the sign.
- The sign must not be more than five square metres in area, and no part of the sign may be higher than three metres above ground level.
- The sign, when approved, must not be displayed longer than four weeks prior to the event and must be removed within seven days of the conclusion of the event.
- The sign must be of sound construction with no protrusions.
- The sign cannot be animated or illuminated.
- The sign must be installed only in the approved park within designated area shown on the map which will be supplied to applicants.
- Signs left on display after the date on the application will be removed at the event organiser's expense.

Other

- Applications will be considered for parks not included on this list where the event is held in that particular park.

Lodgement of this form does not automatically grant permission to display a sign. City of Whittlesea will notify applicant in writing to confirm approval.

Privacy Statement:

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service team.