

Community event promotion board signs on Council land

Event board signs guidelines

1. GUIDELINES OBJECTIVE

The City of Whittlesea has created the Community event promotion board signs on Council land guidelines to facilitate the provision of information to the community in regards to temporary board signs erected on Council parks, reserves, open spaces or other Council land.

The guidelines allow for the erection of board signs advertising local community events and ensure there are limits on the locations where the signs are erected, the number of signs that can be erected at any one site and the length of time the sign remains on display.

These guidelines provide the community with information whilst maintaining the amenity of parks and limiting any risks involved with the board sign installation.

2. SCOPE

These guidelines are intended for clubs and/or organisations that have an occasional or one off event that is happening in the City of Whittlesea. The event should be for local educational, cultural, political, religious, social or recreational purposes only and not be held for commercial purposes, as described in the Whittlesea Planning Scheme, clause 52.05-4.

The guidelines relate to the parks, reserves and open spaces within the City of Whittlesea. Signs are not permitted on Council or Vic Road road reserves and must be erected within property boundaries.

Council facilities such as Mill Park and Thomastown libraries, Plenty Ranges Arts and Convention Centre, Thomastown Recreation and Aquatic Centre, all community activity centres and all other buildings that are built on Council land must comply with the guidelines. The number of signs should be limited to two at each facility and all details of the guidelines adhered to. Other signage at these facilities may require a planning permit from the Planning Department.

Signs in road reserves vested with Council are not allowed. Declared Main Roads or State Highways such as Plenty Road, Cooper Street, Childs Road, Epping Road and Bridge Inn Road are not Council Land and permission is required from Vic Roads or other relevant agencies and a planning permit must be applied for.

3. GUIDELINES

The City of Whittlesea's guidelines on Community event promotion board signs on Council land are described below. The guidelines must be strictly adhered to.

The guidelines relate to temporary board signs erected to promote events that do not require a planning permit and are to be located on Council land.

The guidelines apply to Council departments and to external community organisations. Signs for each event are limited to no more than three locations, plus the event venue site if appropriate. Council may increase the number of signs allowed per event for Council run community events such as the Community Festival, 26 January event and Carols by Candlelight.

An application form must be completed and approved prior to the erection of any sign. See the attached application form.

Sign wording and graphics may not be indecent, insulting or offensive and Council retains the right to refuse any sign wording.

A sign publicising a local political event may include information about a candidate for an election.

Placement, fixing and dimensions of the sign are determined and explained on the application form.

Persons or organisations fixing the sign must provide a public liability certificate with a minimum coverage of \$20 million dollars.

Council reserves the right to refuse any request to erect a sign based on these guidelines.

4. APPLICATION PROCESS

Obtain application form

- Application forms are available from Council Customer Service, or can be downloaded from www.whittlesea.vic.gov.au

Completion and return of the application form

- Applications should be completed and returned to Council for processing, together with current insurance certificate, sign wording and an image.
- Applications must be received at least three weeks prior to the date of proposed sign erection.
- Applicants will be given written notification as to the outcome of their application.

Sign placement and removal

- Signs must only be erected at locations specified by Council.
- Signs are to be removed on or before the date stated in the application.

Please Note: Should the sign not be dismantled by the indicated date, Council will remove and confiscate the sign.

Unauthorised Signs

Event organisers who display signs within the municipality without permission from Council will be asked to remove the signs. Failure to remove nonconforming signs may result in fines being issued by the Planning Enforcement Officer and the signs will be removed and confiscated.

5. GUIDELINE REVIEW

The guidelines will be reviewed after one year of operation.