



Event Management TEMPORARY COMMUNITY SIGNAGE APPLICATION FORM

Authorisation for temporary banners for community events, sport and recreation clubs and schools.
This application **MUST** be completed and submitted a minimum of **4 weeks prior** to the proposed event/activity

SECTION 1 – APPLICANT DETAILS

Organisation Name			
Contact Name			
Postal Address		Position	
Contact Number			
Email Address			
A copy of your current public liability insurance (\$10,000,000) is required to be attached to this application			

SECTION 2 – SIGN/BANNER DETAILS

Name the event		to be held on	
Signage wording or image			
Signage Size		Cm X	Cm
Two (2) weeks prior to event from		to	
An approved sign must not be displayed for more than two (2) weeks and must come down within 24 hours after the events conclusion.			

SECTION 3 – SIGN/BANNER LOCATION

Site	Description	Sign/Banner Measurements
<input type="checkbox"/>	Waikerie Civic Centre Sign Board	
<input type="checkbox"/>	Loxton Roundabout	
<input type="checkbox"/>		
<input type="checkbox"/>		
<p>(the “Approved Banner Locations”) pursuant to Section 221 of the Local Government Act 1999 Development Approval is required for any temporary banners larger than 2 square metres in area (for more information contact the Councils Planner on 8584 8000) Care and instructions will be provided when positioning star droppers into the ground at Loxton roundabout as underground services exist in some areas. Star droppers must include capping.</p>		



SECTION 4 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$10 million
<input type="checkbox"/>	Copy of proposed banner
<input type="checkbox"/>	Payment of any prescribed fees (<i>if applicable</i>)

SECTION 5 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permits conditions and agree to abide the conditions and any special conditions that Council may determine.

I agree to adhere to State Government requirements under the Emergency Management (Public Activities) Direction 2020 in relation to COVID-19 and will prepare and submit a COVID Safe or COVID Management Plan for SA Health if required.

Name		Date
Organisation and Position		
Signature		

LODGEMENT DETAILS

District Council of Loxton Waikerie
PO Box 409
35 Bookpurnong Terrace, Loxton SA 5333
Email: council@lwdc.sa.gov.au

For enquiries, please contact:
Sue Schultz
Community Development Officer
Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au

Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.



TERMS AND CONDITIONS

- 1 The Permit does not take effect until:
 - 1.1 The Applicant has provided a copy of their organisations current certificate of public liability insurance for the sum of 10,000,000.
 - 1.2 A copy of the intended sign content has been received.
- 2 The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- 3 The Permit Holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
- 4 The Authorisation is not transferrable.
- 5 Council may vary the Conditions at any time by notice in writing to the Permit Holder.
- 6 Council does not accept any responsibility or liability for vandalism, damage or theft to the Permit Holder's property which is erected at their own risk.
- 7 This authorisation for placement of a temporary community sign does not permit an event to be held on Council land, separate approval is required.
- 8 Priority will be given to promotion of Council events and services to the community.
- 9 The permit expires on the date specified in the official approval letter.
- 10 This permit must be available for inspection by the General Inspector if requested.
- 11 Not cause, suffer or permit any damage to Council land or property. The Permit Holder is liable to pay to the Council the costs of making good any damage caused to Council land or property in connection with the Permitted Use.
- 12 Ensure the signage is properly installed, secured and maintained during the period they are erected.
- 13 The signage must promote an upcoming community event or activity that is being held within the District Council of Loxton Waikerie. Community events or activities may be cultural, social, educational, recreational or of an environmental nature. Advertising by commercial organisers will be limited to tourism and community interest events and activities in these categories. It is not the intention of this authorisation for a commercial business to advertise goods for sale or product promotion.
- 14 Signs advertising events or activities of a political, religious, marginal or controversial nature as their focus, should be discussed at an early stage and will only be permitted subject to approval. Material that is deemed inappropriate or offensive to the community at large, or to any community sector will not be permitted.
- 15 Construction of signs/banners must meet with Council design specifications of but not limited to:
 - a. Be of a commercial quality material and fit for purpose
 - b. Must be non-reflective and suitable for windy conditions, banners should contain wind pockets
 - c. External or internal lighting of a sign is not permitted
 - d. Banner shall not exceed 1m x 2m in total
 - e. Star droppers must include capping.
- 16 Unless otherwise approved by Council, event sign(s)/banner(s) may only be placed at the approved site(s) and must be securely fixed by appropriate means with an approved booking.
- 17 Temporary signs or banners may be displayed for up to 2 weeks prior to the advertised event and must be removed no later than 24 hours after the completion of the event. However, events that occur weekly, fortnightly or monthly may only display signage for up to one (1) week prior to the event and only subject to availability of space.
 - a. Signs must not be affixed under any circumstances to trees, shrubs, or other plants or at any location that may cause damage to Council property.
 - b. The wording on signs should be appropriate. Approval will not be given for signage, which is pornographic, offensive, defamatory, abusive, sexist, racist, illegal etc.
 - c. The person or organisation erecting the sign is also responsible for ensuring that safety is maintained whilst the sign is being installed or removed, and that no traffic disruption is to occur during the installation or removal process.
 - d. Non-compliant signage may be removed by Council staff if in breach of conditions under Section 234 of Local Government Act 1999.
- 18 The Permit Holder must comply with all special conditions (if any) which special conditions prevail in the extent of any inconsistency with the Permit Conditions above.



COUNCIL USE ONLY SECTION 5 – ASSESSMENT OF APPLICATION

Name of Event		Permit Number	
Name of Event Organiser			
Location of Event			
Date of Event		CM Record No.	
Booked in Councils Calendar		Works Request	
Documentation Received and Reviewed			Date & Method
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$10m			Yes
One-off ad-hoc Public Liability Insurance purchase			N/A
Additional Notes/Requirements			
Signed on behalf of the District Council of Loxton Waikerie			
Signed		Date	
Name		Position	