

Application for Sign Approval



Note for applicants: Please ensure the applicant's checklist on this form has been completed to ensure that a Properly Made application is being lodged.

Applicant Details

Title: Mr Mrs Ms Miss

Company

Given name(s)

Surname

Residential Address Postal Address

Suburb

Postcode

Phone – (W) (H)

Mobile

Email address

Proposed Approval Holder Details

Title: Mr Mrs Ms Miss

Company

Given name(s)

Surname

Residential Address Postal Address

Suburb

Postcode

Phone – (W) (H)

Mobile

Email address

Site Details

Site address

Suburb

Postcode

Lot

Plan (RP/BUP/SL/CP/GTP)

Property Owner Consent

Note: Property owner consent required for both new applications and renewals of existing sign licences.

Name(s)

Signature(s)

Date

Renewal of Existing Sign Licence

Note: Renewal not available for LED signs – a new application is required.

Application number:

TS

New Advertising Sign(s)

Temporary Sign

Permanent Sign

Standard sign (one sign only)

Standardised signage package (2nd & subsequent signs)

Permanent LED sign

Advanced Technology Sign (LED, Digital, TV Display)

Low Impact (Screen size less than 4m²)

High Impact (Screen size 4m² or more)

Display Period

Single Display Period

(allows for 7 days of consecutive advertising)

Multiple Display Periods

(allows for 6 display periods over a 6 month period)

Sign Details

Total number of proposed signs on-site

Type of signs (as per SLL definition)

Gross area of signs (m²)

Max height (above natural ground level)

Applicant's Checklist (new applications only)

It is the responsibility of the Applicant to provide the following information. If not supplied, a Not Properly Made letter may be issued, delaying the progress of your application.

Owner's consent or letter of authorisation from owner

Correct property details

1 set of all documentation (refer page 2 for requirements)

Application fee paid at lodgement

Not for Profit Organisations – Evidence of constitution or certificate of incorporation attached

Office Use Only

TS/S no.

CSC

Application fee

\$

Date

Receipt number

CSDC001 – 27/08/2020

CREDIT CARD DETAILS – VISA / MASTERCARD ONLY

Charge amount \$

Expiry

/

CCV

Card holder name

Card number

Signature

Information Privacy Act 2009 - Redland City Council is collecting your personal information in order to process this application. The information will only be used by authorised Council Officers for the purpose of the water connection, relocation and disconnection application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

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Further Information

Application Requirements

Site Plan

- Minimum size of plans to be A4 and to be clear, legible and to scale – no graph paper or pencil
- All boundary length measurements of property including north point
- All road frontages. **Note:** Properties on a State Controlled Road require written support from the Department of Transport & Main Roads Ph: 3066 9105.
- Location of all existing buildings on site including the width of building frontage
- Location of all existing and proposed signage on site
- Indicate setback of outer most projection of sign/s to front and/or side boundary of property
- Indicate setback from sewer mains (*free standing signs only*)
- Indicate setback or location of overhead powerlines, telecommunication lines etc

Design Details

- Dimensions of each sign including max. height above natural ground level, width and depth.
- Gross area (m²) of sign/s
- Elevations of building indicating location and exact size of sign
- Indicate overhead clearance from footpath to bottom of sign. (awning, canopy and projecting wall signs only)
- Proposed wording and colours to be used for each sign
- Details of frame construction, bracing, footings and surface materials to be used
- If sign is illuminated – method of illumination

Information

Once the sign has Local Law approval, it is the Applicants responsibility to repair, repaint or renovate the sign when issued with a written notice from the Local Government.

Council conducts regular audits to ensure signs comply with the conditions of the approval.

Applicants that fail to comply with the conditions of an approval may be subject to a penalty infringement notice.

Building Approval

Advertising signs may require Building Approval depending on their size.

Contact your local Private Building Certifier for further information.