

### HOW TO COMPLETE THIS FORM

Read the 'Real Estate Advertising Board Conditions' on the last page of this form.  
 Fill out all fields correctly (as failure to provide all details may cause delays).  
 Submit the completed form with payment and requested documents by mail, post or in person.

### APPLICANT DETAILS

Company name:	ABN/ACN:
Trading name:	Telephone no. :
Contact name:	Telephone no. :

Authority/Position in Organization:

Business address:

Postal address:

**Real Estate Advertising Board for a property for lease/sale (placed on public land)**

One-off permit (up to 3 months) **\$249.00.**  
 (includes \$159 non-refundable application for up fee and \$90 permit fee)

Property address:

Details of board (type, measurements and description of wording on board):

**Privacy Notification** The personal information requested is being collected by Council for purposes of issuing a permit under the Amenity Local Law 2020, and will be used solely by Council for that primary purpose or directly related purposes.

<b>Office Use Only</b>	<b>Cashier LC/LLGRPS (choose Prepayments)</b>
Date Issued:            /    /	Receipt Number _____

### PUBLIC LIABILITY INSURANCE

A condition of the issuing of a permit is that the permit holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20 million. The Public Liability Policy shall cover risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/ User/ Permit holder.

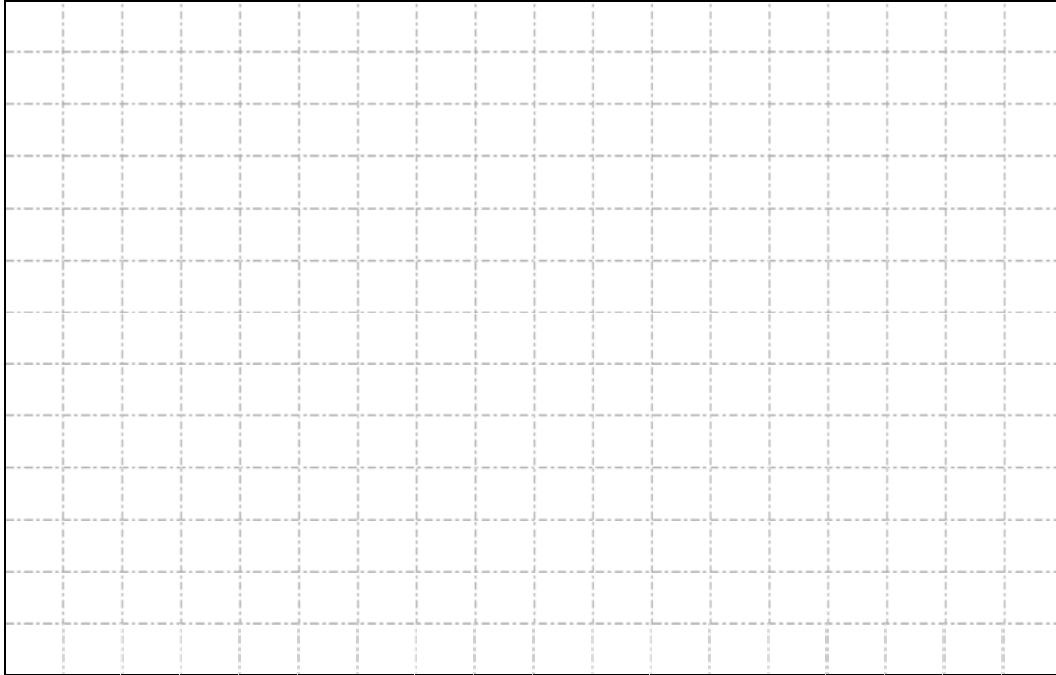
The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

An example of wording to be included in your insurance policy is:

*“The interests of the Knox City Council as a principal is hereby noted. The policy is extended to indemnify the Knox City Council in respect of any claim indemnifiable under the policy brought in respect of personal injury or damage to property caused by an occurrence arising directly and solely out of the negligent acts, errors or omissions of the insured. This extension does not extend to any negligent acts, errors or omissions of the Knox City Council, its staff or agents themselves.”*

## SITE PLAN DRAWING

Please provide a site plan of the proposed board placement below. Drawings must be to scale and include the following: Measurements; Location of the proposed board, Width of the property; Width of the nature strip or road reserve; Existing public infrastructure e.g. Street signs, post boxes, and power poles.



## APPLICANT CHECKLIST

**Have you (please tick when completed)**

- Completed Applicant Details
- Location details
- Attached a copy of your current Public Liability Insurance Certificate of Currency
  - To a minimum value of \$20 million and
  - Listing Knox City Council as principal for its rights and interests
- Enclosed the Application and Permit fee payable
- Signed and dated the Application Declaration (see below)

## ACCEPTANCE OF TERMS AND CONDITIONS

I declare that I am an authorised person to apply for the Real Estate Advertising Board permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

By signing this application, I agree and I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

SIGNATURE:

NAME:

DATE:

Real estate advertising boards are the large advertising boards that are commonly placed on the boundary of a property advertising it for sale, auction or lease. These types of advertising boards generally must be placed within or on the boundary of the subject property and must comply with planning provisions, however it may not always be possible to place the sign on the boundary. Placing any sign beyond a property boundary (i.e. on Council land) requires a permit.

Advertising signage, including real estate boards are not permitted to be placed on Council Land or in a Public Place without a permit. Such a permit will only be considered if it is not possible for the board to be placed on the property boundary. The sign is to predominantly advertise the property and not the real estate agent or agency. Permits will be issued on a case by case basis and at Council's discretion.

When considering an application for a real estate advertising board on Council land or in a Public Place, the following criteria and conditions apply:

- One real estate advertising board is permitted per property and is to be located as close as practically possible directly out the front of the property being advertised.
- Proof of Public Liability Insurance to the minimum value of \$20 million providing principal's indemnity cover to Council.
- The advertising board is not to be illuminated, animated or contain any moving parts.
- Details of the board (including size) are to be provided to Council.
- A site diagram drawn to scale indicating the location of the proposed board, property boundaries, width of nature strip or road reserve, street signs, poles and any other relevant information is to accompany the application.
- Real estate advertising boards will only be valid for a maximum period of three months and signs are to be removed within 7 days of the property being sold or leased.
- The size permitted for a real estate advertising board is 1800mm by 1200mm. Variations to this may only be considered in industrial and business zoned areas.
- Signs are not to be attached to any Council or public infrastructure, including but not limited to trees, signs, light or power poles.