



Cloncurry Shire Council

FRM – IE3030-17

ADVERTISING SIGNS

Information Privacy Act 2009 Cloncurry Shire Council is collecting your personal information in accordance with the *Local Government Act 2009*. The information collected on this form will be accessed by authorised Council officers or any other relevant State Government departments for the purpose of approving this application and ensuring Council records are accurate. Your information will not be accessed by any other person or agency unless you have given us permission, or we are required to do so by law.

Authorising Provisions:

Local Law No.1 (Administration) 2014; and
Subordinate Local Law No.1 (Administration) 2014
Cloncurry Shire Council Planning Scheme 2016

SECTION 1: APPLICANT DETAILS (please print)			
Name			
ACN (if applicable)			
Postal Address			
Suburb		Postcode	
Phone no. (day)		Mobile no.	
Email			

SECTION 2: BUSINESS DETAILS (please print)				
Street		Street no.		Shop no.
Suburb		Postcode		
Postal address				
Phone no.		Fax no.		Mobile no.
Email				

PREFERRED CONTACT PERSON'S DETAILS (if different to the above)			
Name			
Address			
Postal Address			
Suburb		Postcode	
Phone no. (day)		Mobile no.	
Email			

SECTION 3: PROPERTY LOCATION (please print)

This is the location where the advertisement/s will be exhibited.

- Only ONE location per application is permitted. (This does not apply to election signage)

Name & Address where sign is to be erected				
Name of Business				
Street		Street no.		
Suburb		Postcode		
Real Property Description	Lot no.		Plan type	Plan no.

SECTION 4: SIGN DETAILS
Sign type (e.g. wall sign, ground sign etc.):
Exact location of sign (e.g. centre of western wall or above shop. Please list on a separate sheet, if required or indicate on a map):



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Wording of sign:					
Height (m)		Width (m)		No. of faces:	

		Yes	No
Is the sign illuminated?		<input type="checkbox"/>	<input type="checkbox"/>
Does the sign have electronic display components?		<input type="checkbox"/>	<input type="checkbox"/>
Temporary sign dates:	From: _____	To: _____	

SECTION 5: CHECKLIST

Before submitting this application, you need to obtain and attach all supporting documentation. The checklist below outlines what you may need to submit to ensure the timely processing of your application.

	Yes	No
Completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a detailed site plan indicating the following		
– Width of footpath	<input type="checkbox"/>	<input type="checkbox"/>
– Proposed area designated for public thoroughfare	<input type="checkbox"/>	<input type="checkbox"/>
– Proposed location of signage	<input type="checkbox"/>	<input type="checkbox"/>
– Proposed closure of parking bays	<input type="checkbox"/>	<input type="checkbox"/>
Site Photos	<input type="checkbox"/>	<input type="checkbox"/>
Sign illustration and construction details	<input type="checkbox"/>	<input type="checkbox"/>
Public liability letter and a certificate of structural adequacy from a certified engineer, for standalone signs	<input type="checkbox"/>	<input type="checkbox"/>
Correct fee enclosed	<input type="checkbox"/>	<input type="checkbox"/>
Consultation with adjoining businesses (e.g. letter/memorandum of agreement)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 6: DECLARATION & SIGNATURE

Applicant's full name			
Applicant's signature		Date	/ /

Property Owner's Consent (only for NEW advertisements)

If the applicant is not the property owner of the site where the advertisement will be exhibited, the property owner's consent must be signed in one of the following ways:



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- If the sole property owner, by that person
- If joint property owner's, by at least one owner
- If the property owner is a body corporate or organisation, by affixing the seal
- In any other case by duly authorised agent or representative of the owner, and attaching a copy of the authorisation

Property Owner			
Property owners full name			
Position in Company (if applicable)			
Property owners' signature		Date	/ /

Note: If required information is not submitted in full within 20 business days of the date of the request, the application will be deemed incomplete and another Advertising Sign Application will be required with an additional fee.

SECTION 7: APPLICATION LODGEMENT

Applications may be lodged as follows:

- By email: council@cloncurry.qld.gov.au – scanned copy with signatures only
 By post: Mail to Cloncurry Shire Council, PO Box 3, CLONCURRY QLD 4824
 By fax: (07) 47 421 712
 Pay in person at: Cloncurry Shire Council Administration Centre,
 38-46 Daintree Street, Cloncurry
 Enquires phone: (07) 47 424 100

COUNCIL USE ONLY	
Name	Date received:
Signature	
Reference number	
Amount paid	
Receipt no.	