



KEMPSEY SHIRE COUNCIL

USE OF BANNER POLES APPLICATION

When to use this form

This form is used to apply to erect banner/s on banner poles in Smith Street, Kempsey.

To be considered for a banner application, applicants must demonstrate that they meet all the relevant criteria. Please provide as much detail as possible, including documentary evidence and supporting material, to demonstrate that all eligibility criteria are met in all relevant parts of the application form. If you have any questions about the application process, please contact Council on 02 6566 3200.

Applications must be received at least 40 days before the commencement of the requested period of banner display.

To complete this form

- Use black pen only
- Print using BLOCK LETTERS
- Place a cross in the appropriate box where applicable ☒
- Sign the form
- Attach copies of supporting documentation where instructed

Where to send this form

Kempsey Shire Council
PO Box 3078
WEST KEMPSEY NSW 2440
Fax: 02 6566 3205
ksc@kempsey.nsw.gov.au

Methods of payment

- Cash
- EFTPOS
- Money Order
- Cheque
- Credit Card

For more information

For more information about making this application please contact Kempsey Shire Council on 02 6566 3200.

This application should be completed in accordance with Procedure 1.2.20 – Use of Banner Poles which can be found on Kempsey Shire Council's website

www.kempsey.nsw.gov.au/corporate/policies/pubs/procedure-1-02-20-use-of-banner-poles.pdf

PRIVACY STATEMENT: Council collects and holds personal information for a number of reasons related to Council business e.g. to process applications, to issue rate notices, to process correspondence. When you provide personal information to Council it is used in accordance with privacy laws applicable to Council. Your personal information will only be used for purposes related to the business of Council.

V: 2.11.16



KEMPSEY SHIRE COUNCIL

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SECTION 1 – APPLICANTS DETAILS

Mr Miss Mrs Ms Dr Other

Company Name

Surname

Given Name/s

Street No.

Address

Suburb/Town

State

Postcode

Phone Number

Fax Number

Mobile

Email

SECTION 2 – BANNER INFORMATION

LOCATION OF BANNER

PRECISE WORDING TO BE DISPLAYED ON THE BANNER

DISPLAY DATE

The banner will be displayed (a maximum 14 day period is allowed) *

From DD MM YY To DD MM YY



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SECTION 3 – INDEMNITY

I/We the applicant(s) hereby agree to indemnify and keep indemnified Kempsey Shire Council against any claims, demands or actions arising from, associated with or relating to the Licensees occupation or use of road and footpath/road reserve for the display of the banner as described.

Signatures: _____ Date: _____

SECTION 4 - SUPPORTING DOCUMENTATION

- Certificate of Currency from insurance company advising liability insurance.
- Insurance Requirements - Current "Certificate of Currency" for Public Liability with a minimum cover of \$10,000,000. The policy must include Kempsey Shire Council as an interested party. Please note – updated current copies must be supplied when the policy is renewed.
- Dimensions of banner, wording and artwork

SECTION 5 – FEE AND CHARGES

The use of banner poles are operated on a not-for-profit basis. A fee to recover an administrative charge and installation and removal of the banner will be charged and will vary dependent on the number of banners required.

SECTION 6 – NOTES AND ADVISES

1. Public Liability Insurance

A copy of current public liability risk insurance for at least \$10,000,000 on terms and conditions satisfactory to Council insuring the applicant for its legal liability against any claim, demands, or actions arising from, associated with or relating to the applicant, occupation or use of road and footpath/reserve for the display of the banner is to be provided to Council prior to the erection of the banner. Evidence of the currency of such insurance must accompany the application. Banners must be displayed and hung in accordance with Workplace Health Safety guidelines.

2. Display Period

Banners are to be erected for a maximum of 14 days*. Banners must not be displayed more than fourteen (14) days before the start of the event advertised or more than 24 hours after its completion. The banner display site may only be tentatively booked (1) year in advance.

*Banner display periods may be extended where no other applications have been received or where Council does not have any promotions or coordinated activities scheduled.

Ownership:

Are the banners to be returned to the Applicant after the permit period?

Yes No

If yes, collection is required from Council's Customer Service centre within 5 working days of removal. If no, Council will arrange for the items to be reused or disposed of.



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3. Banner Specifications

Refer to Councils procedure 'Use of Banner Poles'.

A banner erected MUST meet the following criteria to be deemed to comply with Council's design criteria:

- Maximum length of banner – 1400mm
- Maximum depth of banner – 600mm
- Eyelets – 3 in total (1 each to be placed in the top two corners and the bottom corner closest to the pole)

Banners that do not comply with Council's design criteria will be removed and the applicant invoiced for any associated dismantle charges

Applications must be received at least 40 days before the commencement of the requested period of banner display.

4. Term of Permit

A permit is current until the date the banner is to be removed, as nominated in the permit issued, or until:

Date: _____

SECTION 7 – APPLICANTS SIGNATURE

Signatures: _____ Date: _____

OFFICE USE ONLY

GL 110713

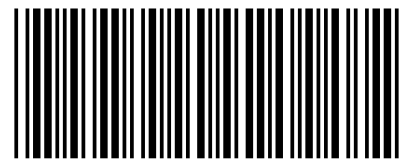
Amount Paid

Receipt No.

Date: DD MM YY

Register Number

ID



B A N N E R