



Advertising Signs Licence Application

Full Assessment

Dedicated to a better Brisbane

General Information

Use this form for approval of one or more signs, at ONE location, for a single licensee.

Fees

Payment of an application fee and annual licence fee (per advertisement) is required upon lodgement. Refer to the Advertising Signs Information Kit to determine the Fee Level applicable to your type of advertisement.

The licence fee will be refunded if the application is not approved.

The fee is calculated as:

Annual licence fee x Number of signs + Application fee = Total Fee

Further information

Visit Council's website:

www.brisbane.qld.gov.au/advertisingsigns and refer to the Advertising Signs Information Kit.

Application lodgement options

Email electronic lodgement:

CARSAdmin@brisbane.qld.gov.au

In person:

Regional Business Centres
Central Business Centre

Post to:

Brisbane City Council
Built Environment Assessments
GPO Box 1434
BRISBANE QLD 4001

1 What type of licence is required?

Tick ONE only

Annual licence

Temporary licence

2 Are any of the signs you are applying for generally inappropriate?

A generally inappropriate advertisement means an advertisement that is classified in the Subordinate Local Law as generally inappropriate in a city environment, but which may be approved where it meets the criteria for a generally inappropriate advertisement in the Subordinate Local Law.

No

Yes *attach special circumstances that may justify the approval of the advertisement on a particular site. Examples are provided in the Subordinate Local Law.*

3 Applicant details

The applicant is the individual or company responsible for submitting a properly made application to Council.

Name (individual or company)

Business Trading Name (if applicable)

Australian Business Number (ABN)

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Street address

Postcode

Postal address

Postcode

4 Contact details

Name

Phone number

Fax number

Mobile number

E-mail address

@

5 Where is the advertising location?

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

- Only **ONE** location per application is permitted.

Unit number

Street number

Street

Suburb

 Postcode

Real Property Description

 Lot Plan No.

Property Zoning/Area Classification

Signs City Environment

6 Where will the proposed advertisement/s be displayed?

Council may seek advice from other agencies when deciding this application.

Tick ALL that apply

On a Heritage Place

Adjoining a Heritage Place

On a Commercial Character Building

On a State controlled road

In the City Malls precinct

7 Is the Licensee the same as the Applicant?

No **Go to next question**

Yes **Go to 9**

8 Licensee Details

The Licensee is the individual or company to whom or which the advertising signs licence is granted and must be a legal entity, i.e. a person or company. Please note:

- A business name or shop name is **not** a legal entity.
- One licensee per application permitted.

Name (*individual or company*)

Street address

 Postcode

Postal address

 Postcode

Contact name (*if different to above*)

Phone number

Fax number

Mobile number

E-mail address

@

9 How many people are currently employed by the Licensee? Please include any part-time and casual staff.

- 1
- 2-4
- 5-19
- 20-199
- 200+

10 Licensed Advertising Sign Details

- The area of a sign includes the whole area of a rectangle which completely contains the sign.
- The total area of a sign is calculated by adding together the area of each face (area = height x width).
- All dimensions are to be displayed in metres.

Additional lists

Attach a separate list if the space provided for Licensed Advertising Sign Details is insufficient.

Advertising Sign 1

Sign type (eg. wall sign, ground sign etc.)

Exact location of sign (eg. centre of western wall or above shop 5)

Wording of sign

Height (m) Width (m) No. of faces

Is the sign illuminated? No Yes

Does the sign have electronic display components? No Yes

Is this a generally inappropriate sign? No Yes

Temporary sign dates
From / / To / /

Office Use Only
Permit No.

Advertising Sign 3

Sign type (eg. wall sign, ground sign etc.)

Exact location of sign (eg. centre of western wall or above shop 5)

Wording of sign

Height (m) Width (m) No. of faces

Is the sign illuminated? No Yes

Does the sign have electronic display components? No Yes

Is this a generally inappropriate sign? No Yes

Temporary sign dates
From / / To / /

Office Use Only
Permit No.

Advertising Sign 2

Sign type (eg. wall sign, ground sign etc.)

Exact location of sign (eg. centre of western wall or above shop 5)

Wording of sign

Height (m) Width (m) No. of faces

Is the sign illuminated? No Yes

Does the sign have electronic display components? No Yes

Is this a generally inappropriate sign? No Yes

Temporary sign dates
From / / To / /

Office Use Only
Permit No.

Advertising Sign 4

Sign type (eg. wall sign, ground sign etc.)

Exact location of sign (eg. centre of western wall or above shop 5)

Wording of sign

Height (m) Width (m) No. of faces

Is the sign illuminated? No Yes

Does the sign have electronic display components? No Yes

Is this a generally inappropriate sign? No Yes

Temporary sign dates
From / / To / /

Office Use Only
Permit No.

11 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.

	Applicant	Office Use
Completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Site plans	<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 a Construction Site Building Wrap or Road Banner	<input type="checkbox"/>	<input type="checkbox"/>
Public liability letter for Temporary inflatable or Real Estate signs	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current Vehicle Registration notice or Mobile Motor Vehicle signs	<input type="checkbox"/>	<input type="checkbox"/>
Correct fee enclosed	<input type="checkbox"/>	<input type="checkbox"/>

Note: Further information may be requested by Council if required

12 Authorisations

A. Applicant

I agree to be bound by all the conditions and pay the relevant fees.

I confirm all information provided in and with the application is true and correct to the best of my knowledge.

Name of Individual/Corporation/Association/other Organisation

Name of signatory *If applicant is an organisation*

Position *Director/President/Treasurer/Secretary etc if applicant is a Corporation/Association/other Organisation*

Signature

Date

B. 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:

- 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 case by a duly authorised agent or representative of the owner, and attaching a copy of the authorisation.

Property Owner's name

Position in company *(if applicable)*

Property Owner's signature

Date