

# Advertising Signs Licence Application

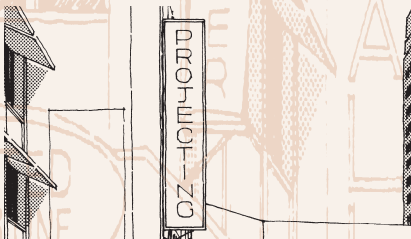
## Express Assessment



Created Awning Fascia Sign



Ground Sign (less than 6m<sup>2</sup>)



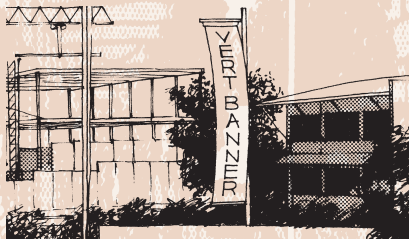
Projecting Sign



Roof Sign (less than 5m<sup>2</sup>)



Signwritten Roof Sign



Vertical Banner Freestanding Sign



Wall Sign (less than 5m<sup>2</sup>)

### Please Note:

Use this form for approval of one or more of the selected Express Assessment signs at ONE location for a single licensee.

### Application lodgement options

#### Email electronic lodgement:

[CARSAdmin@brisbane.qld.gov.au](mailto: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



# Advertising Signs Licence Application

## Express Assessment

### General Information

#### Fees

Payment of an application fee and annual licence fee (per advertisement) is required upon lodgement.

The fee is calculated as:

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

#### Types of Applications NOT eligible

Express Assessment applications will not be accepted for proposed advertisements displayed:

- on a Heritage Place
- adjoining a Heritage Place
- on a Commercial Character Building
- within the City Malls precinct

#### Additional help

Visit Council's website:

[www.brisbane.qld.gov.au/advertisingsigns](http://www.brisbane.qld.gov.au/advertisingsigns) and refer to the Advertising Signs Information Kit to help you complete this application.

### 1 What type of licence is required?

**Tick ONE only**

Annual licence

Temporary licence

### 2 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)

--	--	--	--	--	--	--	--	--	--

Street address

Postcode

Postal address

Postcode

### 3 Contact details

Name

Phone number

Fax number

Mobile number

E-mail address

### 4 Where is the advertising location?

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

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

Unit number

Street number

Street

Suburb

Postcode

Real Property Description

Lot	Plan No.
-----	----------


Property Zoning/Area Classification

Signs City Environment

**5** Will the advertisement be exhibited on a State controlled road or visible from a State controlled road or motorway?

No

Yes

 Council must refer your application to the Department of Transport and Main Roads if the proposed sign is visible from State controlled road and is likely to create a traffic hazard for the motorway

**6** Is the Licensee the same as the Applicant?

No  **Go to next question**

Yes  **Go to 8**

### 7 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

@

**8** 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+

### 9 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

#### Advertising Sign 1

Sign type

Created awning fascia  Ground <6m<sup>2</sup>  Projecting  Roof <5m<sup>2</sup>   
Sign written roof  Vertical banner freestanding  Wall <5m<sup>2</sup>

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

Wording of sign

Height (m) Width (m) No. of faces Total area (m<sup>2</sup>)

Is the sign illuminated? No  Yes

Temporary sign dates

From  /  /  To  /  /

#### Office Use Only

Permit No.

#### Advertising Sign 2

Sign type

Created awning fascia  Ground <6m<sup>2</sup>  Projecting  Roof <5m<sup>2</sup>   
Sign written roof  Vertical banner freestanding  Wall <5m<sup>2</sup>

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

Wording of sign

Height (m) Width (m) No. of faces Total area (m<sup>2</sup>)

Is the sign illuminated? No  Yes

Temporary sign dates

From  /  /  To  /  /

#### Office Use Only

Permit No.

### Advertising Sign 3

Sign type  
 Created awning fascia  Ground <6m<sup>2</sup>  Projecting  Roof <5m<sup>2</sup>   
 Sign written roof  Vertical banner freestanding  Wall <5m<sup>2</sup>

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

Wording of sign

Height (m)      Width (m)      No. of faces      Total area (m<sup>2</sup>)  
                 

Is the sign illuminated?    No       Yes

Temporary sign dates  
 From  /  /       To  /  /

**Office Use Only**  
 Permit No.

### Advertising Sign 4

Sign type  
 Created awning fascia  Ground <6m<sup>2</sup>  Projecting  Roof <5m<sup>2</sup>   
 Sign written roof  Vertical banner freestanding  Wall <5m<sup>2</sup>

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

Wording of sign

Height (m)      Width (m)      No. of faces      Total area (m<sup>2</sup>)  
                 

Is the sign illuminated?    No       Yes

Temporary sign dates  
 From  /  /       To  /  /

**Office Use Only**  
 Permit No.

#### Additional lists

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

### 10 Checklist

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

	Applicant	Office Use
Completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Completed relevant Express Assessment Checklist	<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"/>
Evidence of permission from Department of Transport and Main Roads (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Correct fee enclosed	<input type="checkbox"/>	<input type="checkbox"/>

### 11 Declaration/Consent

#### A. Applicant

I confirm that an assessment has been conducted and the proposed advertisement will comply with all the requirements specified in the relevant Express Assessment Checklist.

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

I understand that if the advertisement or its exhibition is not in accordance with the requirements of the relevant Express Assessment Checklist and therefore the Advertisements Subordinate Local Law 2013, Council may pursue enforcement action to remedy any non-compliance.

Name of Individual/Corporation/Association/other Organisation

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

Applicant's signature and date

 / /

#### B. Property Owner's Consent

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; or
- 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 and date

 / /