



Advertising Signs Licence Application Prelodgement Meeting

Dedicated to a better Brisbane

Prelodgement meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues relevant to an advertising signs licence application. It cannot replace the in-depth investigation normally associated with the formal assessment of an application. While the advice is given in good faith, it in no way binds a decision by the Council.

As this is a Council document, it will be subject to the provisions of the 'Right to Information Act'.

Prelodgement advice in writing and Prelodgement Meetings will attract a Fee at the applicable rate.

Only relevant issues identified by you will be discussed at the prelodgement meeting. It is not expected that a prelodgement meeting will require any longer than 1 hour. If you consider that more than 1 hour is required, an additional fee may be payable.

Privacy Statement:

The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

1 Advertising location details

Address

Postcode	

Real Property Description

Lot	Plan No.
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City Plan Area Classification

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2 Applicant details

Name *(individual or company)*

Business Trading Name *(if applicable)*

Street address

Postcode	

Contact Name

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Phone number

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Fax number

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Mobile number

--

E-mail address

@

3 Meeting details

Council endeavours to hold meetings within ten business days of receiving your request. If you have a preferred meeting date and/or time, all efforts will be made to accommodate this request.

The purpose of the meeting is to discuss:

Initial concepts Detailed design issues

Technical issues

Preferred meeting date

	/		/	
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Preferred meeting time

	:		am / pm
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Do you require an on-site meeting?

Yes No

4 Checklist

To help ensure the best outcome for the specific issues to be discussed at the Pre-lodgement Meeting, please include the following items with your application:

Completed prelodgement form

Site plan (with location at all existing structures and proposed signage)

Site photos (each frontage inwards facing, outwards facing from proposed sign location/s and existing signage)

Sign/s designs (either photos or drawings showing size, shape, etc.)

5 Sign type

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

6 Property zoning/Area classification

7 Is this a generally inappropriate sign?

Yes No

8 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