

HOW TO COMPLETE THIS FORM

1. Read the Conditions of Issue and Use section before completing this form.
2. Fill out all fields using CAPITAL LETTERS.
3. Submit the completed form and documents by email, mail or in person at Melbourne Townhall

Please note: the application will not be processed unless all details are completed.

The City of Melbourne aims to process all applications within 10 working days.

Fees are correct at date of publication and are subject to change. To confirm current fees please check our website at melbourne.vic.gov.au

SECTION 1: APPLICANT DETAILS - this section must be completed by all applicants

Title

First name(s)

Family name

BUSINESS NAME AND ADDRESS

Business name

Unit/Level/Number

Street

Suburb Postcode

CONTACT DETAILS

Home

Work

Mobile

Email

POSTAL ADDRESS (Only complete if different from business address)

Go to Section 2

OFFICE USE ONLY

SR No.	Eligibility papers received?	Application fee charged?	Permit No.
	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: LOCATION ASSESSMENT – this section must be completed by all applicants

Where is the portable advertising board to be placed?

Street address

Please note: only applications directly outside your place of business will be considered. Please make sure you have accurately measured the proposed area and provided all relevant documents when you submit your application.

Advertising board positioning in a streetscape

Figure 1

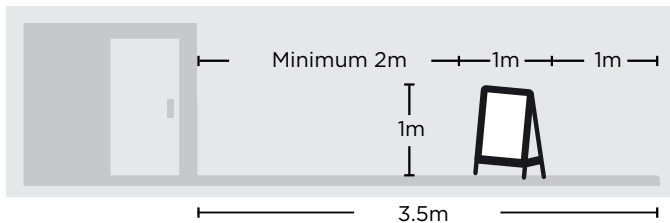
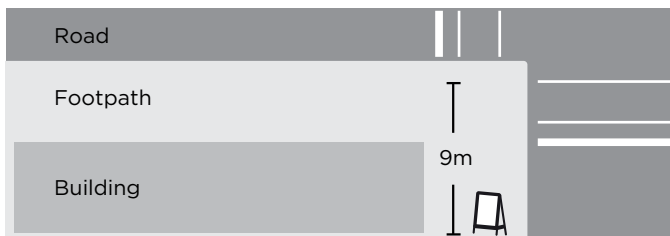


Figure 2



There is a non-refundable application fee of \$225 that must be paid separately at the time your application is submitted. If your application is approved, the annual fee of \$680 must be made before the permit can be issued.

If you are unable to confirm the following statements are true a permit will not be issued to your business. In addition, your application fee will not be refunded.

Please make sure the following statements are true.

Yes No

- The footpath area outside my business is greater than 3.5 metres wide (see Figure 1).
- The area in which the advertising board is to be placed is greater than 9 metres from the intersection (see Figure 2).
- This is the only advertising board to be displayed outside this building.
- The advertising board is no larger than 1 metre tall by 1 metre wide.
- The entrance to my business is not located in a laneway or any prohibited streets, as indicated in condition 8 of the Conditions of Issue and Use.
- My business is located in a shared Laneway (ie. Roadways with a shared use by both pedestrians and vehicles)

Please note: a site inspection of the location must be conducted by City of Melbourne before a permit is issued (see condition 9 of the Conditions of Issue and Use).

Go to Section 3

SECTION 3: PERMIT DOCUMENTATION CHECKLIST – please tick ✓

The following documents must be provided to the City of Melbourne at the time of application. Applications without required documents will not be returned.

Please supply a **copy** the following documents:

- Certificate of Currency (public liability insurance) showing the situation address
- Written authorisation from the building management or owners corporation confirming a portable advertising board may be placed outside the building. (If your business is located in a multitenanted building)

Please note: The public liability insurance must be current and show cover for at least \$20 million. It must also state the situation address within the cover.

Go to Section 4

SECTION 4: STATEMENT OF ACCEPTANCE – this section must be completed by all applicants

I declare that the information I have provided is true and correct. I agree that I have read and understood the permit's Conditions of Issue and Use and wish to apply for the selected permit to use in accordance with these conditions. I will ensure that the permit is not altered, sold, transferred or assigned to another party and will be solely used for purposes as stated. I agree to destroy (or upon request return) the permit if my eligibility changes. I agree that all permits are non-refundable. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

Applicant Name Signature Date

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on +61 3 9658 9658. Access our privacy statement at www.melbourne.vic.gov.au

Go to Section 5

SECTION 5: PAYMENT DETAILS**ONLINE**

Once your application is approved, please go to melbourne.vic.gov.au/parking to pay online. Please ensure that you use the payment reference number provided.

↑ IN PERSON

Payments can also be made by EFTPOS or credit card at the Melbourne Town Hall Administration located at 120 Swanston Street, Melbourne CBD during business hours, Monday to Friday.

✉ MAIL

Alternatively, you can post your cheque or money order along with your completed application.

I enclose a cheque/money order for

AUD \$

Cheques must be marked 'Not Negotiable' and made payable to the City of Melbourne.

Permit No.

HOW TO APPLY

When you have filled out all relevant fields in CAPITAL LETTERS and signed the Statement of Acceptance, please submit your application.

To do this, please detach the completed application form and return (with any required supporting documents) via one of the methods listed below. **Keep the Conditions of Issue and Use page for your reference.**

✉ EMAIL

Please email the completed application form (with any required supporting documents) to: advertisingboards@melbourne.vic.gov.au

↑ IN PERSON

Melbourne Town Hall Administration
120 Swanston Street, Melbourne CBD
Business Hours, Monday to Friday
Closed public holidays

✉ MAIL

Permits Team
City of Melbourne
PO Box 488
Melbourne 3001

FURTHER INFORMATION

Phone: +61 3 9658 9658
TTY (hearing/speech impaired): +61 3 9658 9641

Please note: If you are required to submit the original documents you can only do this via mail or in person.

City of Melbourne takes no responsibility for your personal information sent via email or mail.

CONDITIONS OF ISSUE AND USE FOR PORTABLE ADVERTISING BOARD PERMITS

Please keep this page for your reference.

CONDITIONS OF ISSUE

Application form

1. Applications must be made in writing by completing a Portable Advertising Board Permit application form.
2. Application forms can be submitted:
 - a. by email to advertisingboards@melbourne.vic.gov.au
 - b. by mail addressed to the Permits Team, City of Melbourne, PO Box 488, Melbourne 3001
 - c. in person at the Melbourne Town Hall, 120 Swanston Street, Melbourne
3. The City of Melbourne reserves the right to request further information or documentation to support an application.
4. Exceptions to the *Activities Local Law 2019* are applicable only to advertising boards correctly displaying a valid permit. Applicants must continue to observe the Local Law until their permit has been issued and is displayed on their advertising board.

Eligible locations

5. Only one business in a building may be approved to display an advertising board at any time.
6. Businesses will not be eligible for permits if the footpath adjacent to the entrance of their property is less than 3.5 metres in width.
7. The application for an advertising board may be deemed unsuccessful if the location is considered unsafe because of street infrastructure.
8. The display of advertising boards is not permitted in areas with high pedestrian volumes. These areas are:
 - Swanston Street, between Flinders and Victoria Streets
 - Elizabeth Street, between Flinders and Victoria Streets
 - Collins Street, between Spring and Spencer Streets
 - Bourke Street, between Spring and Spencer Streets
 - Lygon Street, between Queensberry and Faraday Streets
 - Southbank Promenade
 - An advertising board may be permitted in shared Laneways, outside of the vehicle access times
9. A site inspection of the location must be conducted by the City of Melbourne before a permit is issued.

Proof of eligibility

10. In addition to a completed application form, applicants must submit a Certificate of Currency for their Public Liability Insurance showing coverage for the business of at least \$20 million.
11. On expiry of their Public Liability Insurance, a business must supply a new Certificate of Currency showing renewed coverage. Failure to do so will result in cancellation of any permits.
12. Applicants must supply a letter of endorsement from the owners' corporation or building manager in which the business is located. For multi-tenanted buildings, an existing permit may be reviewed if other tenants submit applications for a permit to display an advertising board.

Timelines

13. Permits will expire on the date shown on the permit.
14. Upon expiry, the permit holder must ensure the permit is destroyed.
15. Permit holders may renew their permit up to two months before the expiry date.
16. Permit holders may renew their permit up to one month after the expiry date shown on the permit. After this date, a new application must be completed.

Permit fees

17. Payment must be received prior to a permit being issued.
18. The application fee is \$225. The application fee is only charged once at the time of application and is not refundable.
19. The permit fee is charged at \$680 annually.
20. Once the permit is issued, the permit holder is not eligible for a full or partial refund.

CONDITIONS OF USE

Permit use

21. Advertising boards may only be displayed outside the business address of the applicant.
22. The permit must be securely displayed so all details remain clearly visible on each side of the advertising board at all times.
23. Only one advertising board is permitted to be displayed in front of any building.
24. The advertising board must not be displayed within nine metres of an intersection.
25. The advertising board must not measure more than 1m wide and 1m high.
26. The advertising board must be displayed between 0.5m-1.5m from the kerb alignment.
27. The advertising board must be displayed at least 2m from the building alignment.
28. The advertising board must only be displayed on the footpath in front of the business.
29. The advertising board must only be displayed during the hours the business is open to the public.
30. The advertising board must be designed, constructed and maintained in such a manner as to prevent movement by the wind and any hazard to the public.
31. The advertising board must be safely displayed, leaving appropriate clearance for street infrastructure and must not impede pedestrian flow.

Replacement permits

32. If any permits is lost, stolen, damaged or rendered unusable, the permit holder may request a replacement in writing, outlining the reason/s for replacement and submitting the required documentation as follows:
 - a. For lost and stolen permits: a copy of a police report
 - b. For damaged/unusable permits: the permit being replaced must be returned to the City of Melbourne.The replacement permit will be free of charge and have the same expiry date as the permit it replaces.
33. A replacement fee is payable if the permit holder fails to provide the required documentation.

CONDITIONS OF ISSUE AND USE FOR PORTABLE ADVERTISING BOARD PERMITS

Please keep this page for your reference.

Other conditions

34. Failure to adhere to the permit's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit, may result in the business and/or applicant incurring an infringement notice.
35. If a permit holder no longer satisfies the Conditions of Issue, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
36. The permit is not transferable.
37. The City of Melbourne reserves the right to cancel permits at any time.
38. All permits remain the property of the City of Melbourne.
39. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
40. Any permit which is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid and will be cancelled. In such cases, permits may not be replaced and permit holders may not be able to obtain permits in the future.
41. Any permit holder found to be displaying (or allowing to be displayed) a cancelled or fraudulent permit will have all permits issued in their name cancelled and will not be able to obtain permits in the future.
42. Permit misuse may also be referred to Victoria Police for investigation.
43. Any permit which is obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may not be able to obtain permits in the future.
44. The City of Melbourne is not liable for any claims for loss, damage sustained or incurred to any person or property due to the approval, issue, rejection and cancellation of a permit.