

Temporary Advertising Sign Permit Application

1 · APPLICANT DETAILS – FULL NAME IN BLOCK LETTERS

Given Name

Surname

Date of Birth (DD/MM/YYYY)

Email Address

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Residential Address

Suburb

Post Code

Postal Address (if different to above)

2 · BUSINESS DETAILS

Business Name

Australian Business ABN

Business Address

☐ Business Owner ☐ Company Director ☐ Authorised Representative ☐ Property Owner

3 · SIGNAGE DETAILS

State the period for which a signage permit is required

Location/s of temporary signage (enter specific location/address details)

Is the purpose of the sign to promote an event?

☐ Yes

☐ No

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If yes, please provide the nature of the event, event dates and event location

Number of signs proposed:

Description of sign and dimensions (Maximum dimensions are prescribed under the City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020.)

☐ A-Frame, ☐ Portable Sign, ☐ Event Sign, ☐ Banner, ☐ Other (specify)

4 · SIGNAGE PLACEMENT PLAN

Please provide a plan of signage placement. Provide a drawing of the location, alternatively the plan can be attached on a separate A4 page.

5 · SUPPORTING DOCUMENTATION & DECLARATION

Supporting Documentation Required

☐ I have attached a current Certificate of Currency for public liability insurance, minimum \$20 million.

I understand by signing this agreement that the City of Bayswater does not accept any liability for any injury, damage or loss as a result of the signage.

Name of Applicant	Signature	Date
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★ FOR OFFICE USE ONLY ★ – Do not write below this line

Date Received	CRM / Reference Number	Permit Number
Assigned Officer	Branch / Team	Date Permit Issued

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Insurance Verified ☐ Yes ☐ No	Permit Expiry Date	Outcome ☐ Approved ☐ Refused
Notes / Comments		

6 · GENERAL CONDITIONS OF ADVERTISING SIGNAGE PERMIT

Refer to City of Bayswater *Activities in Thoroughfares and Public Places and Trading Local Laws 2020 Part 7 – Advertising signs on Thoroughfares* and the City of Bayswater *Temporary Advertising Signs – Community Based Organisations* for further information.

7.2 SIGNS REQUIRING A PERMIT

A person shall not, without a permit: (a) erect or place an advertising sign on a thoroughfare; or (b) post any bill or paint, place or affix any advertisement on a thoroughfare.

7.4 CONDITIONS WHICH APPLY TO ALL SIGNS

A person shall not erect, place or maintain a sign, or suffer or permit a sign to be erected, placed or maintained–

a	on a footpath, except as approved by an authorised person.
b	over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m.
c	so as to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person.
d	in any location where the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare.
e	on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.
f	exceed the maximum size requirements for the type of sign.

GENERAL CONDITIONS WHICH APPLY TO PERMITS

The sign–

a	The information provided is true and correct.
b	I will comply with the permit conditions and Local Law.
c	I understand that approval may be withdrawn if conditions are breached.
d	I acknowledge the City accepts no liability for loss, damage or injury arising from the sign.
e	relates only to the business activity described on the permit.
f	one (1) portable sign shall be erected in relation to the one building or business.
g	must not be erected in any position other than immediately adjacent to the building or the business to which the sign relates.
h	must be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading.
i	must not be rotational or have any moving portions.
j	needs to be secured in position in accordance with any requirements of the local government.
k	must be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person.
l	must be maintained in good condition.

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Permit Cancellation

This Permit may be suspended, amended or cancelled by an Authorised Officer where the permit holder fails to comply with permit conditions, the Local Law, or where the sign creates a safety risk, obstruction or nuisance.

Standard Collection Notice – Temporary Advertising Sign Permit

The City of Bayswater collects personal information, including sensitive personal information where applicable, for the purpose of assessing, determining, administering and monitoring applications for Temporary Advertising Sign Permits. Personal information is collected under the authority of the *Local Government Act 1995 (WA)*, the *City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020*, and the City's functions as a local government. The information is used to assess permit applications, determine whether approval should be granted, administer permit conditions, undertake compliance and enforcement activities, respond to enquiries and complaints, and regulate the placement of temporary advertising signs within the City.

The types of information collected may include the applicant's name, business name, residential and postal address, telephone number, email address, Australian Business Number (ABN), details of the proposed advertising signs, sign locations, dates and duration of display, photographs, site plans, supporting documentation, correspondence, and any other information reasonably required to assess the application.

Personal information may be disclosed to authorised City officers, contractors and service providers engaged by the City, government agencies, regulators, landowners, insurers, legal representatives, or other parties where authorised or required by law, or where reasonably necessary to assess, administer, monitor or enforce the permit.

Providing the requested information is mandatory. If the requested information is not provided, the City may be unable to assess the application, issue a permit, or administer and monitor approved advertising signs.

The City takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Information is retained in accordance with the *State Records Act 2000 (WA)*, approved retention and disposal schedules, and the City's information management practices.

The City does not use automated decision-making processes to determine the outcome of Temporary Advertising Sign Permit applications. All applications are assessed by authorised City officers.

For more information about how the City manages personal information, the Privacy and Information Handling Policy can be found [here](#).

To access or correct personal information, contact the City of Bayswater on (08) 9272 0622 or email mail@bayswater.wa.gov.au.