

SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

Specifications of sign and picture of sign

SECTION 5: TERMS & CONDITIONS - PORTABLE ADVERTISING - MUST READ AND SIGN

General

- Any organisation or person applying for portable advertising must nominate a permit holder.
- The permit holder must be available as the point of contact to Council, should it be required.
- Portable signs must not be tied to poles, trees or any other street fixtures.
- Inflatable, portable electric, revolving, spinning or flashing signs are not permitted.
- Items known as "sandwich-boards" and "a-frame" signs are not permitted under the Parramatta Central Business District LEP (2007) and the Parramatta LEP (2011).
- At least seven days prior to the event timeframe, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta. The permit holder must retain copy of the permit and conditions at all times in easy access for public inspection.
- The Permit will not be issued until payment is received in full.
- Cancellation of a permit occurs immediately when:
 - Any of these Terms and Condition is breached;
 - Any special written condition of the permit is breached;
 - Refusal to follow the direction of an Authorised Council Officer;
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.
- All market infrastructure and equipment must be removed at the close of trade, unless otherwise approved under special consideration.

Location

- Portable signs must occupy no more than the total length of the shop front. Signage that hinders access or obstructs views to neighbouring businesses will not be approved.

Date and times

- Portable signs are to be displayed only during the operating hours of the business.
- Portable signs must be removed at the close of trade for the business. No portable signs are permitted to remain on the footpath when the business is closed.
- Portable sign permits will only be granted for 12 months or less, unless approved under special consideration.

Impact on amenity

- Advertising must not contain material or language which may be reasonably considered to be offensive, inflammatory, vilifying or inciting violence.
- Text on portable signs is to relate only to the business operations being conducted at that premises.

Access

- All portable signs must be positioned to ensure free and safe access along any footpath or thoroughfares.
- The permit holder must ensure that the portable signs do not obstruct shop access during business hours, bus stops, fire exits, street furniture, roads and residential access.
- A minimum 1.8 metres of unobstructed footpath is to be maintained and measured from the building line.

Risk

- Portable signs must be maintained, kept in good quality and condition so that it is consistently presentable to the public and does not present any danger to pedestrians.
- All portable signs are to be secured if required to ensure they do not pose a hazard during windy or inclement weather, and by a means that does not rely on any public infrastructure for support.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.
- All marquees, advertisements; tear drop banners, pull up banners etc. need to be weighted with sand bags.

Signature*

SECTION 6: Declaration I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the permit issued to me;
- c. I will notify City of Parramatta if my performance changes significantly;
- d. I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- e. I will notify City of Parramatta of any changes to my contact details;
- f. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- g. I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta 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.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150