

# Application for Temporary Community Event Sign Permit

Complete this form to apply for a permit to erect a temporary sign on Council owned or managed land for a community event.

Please forward completed forms to Maribyrnong City Council's Local Laws Department by email to [email@maribyrnong.vic.gov.au](mailto:email@maribyrnong.vic.gov.au)

## Applicant details

Name of organisation

Contact person name

Contact phone number

Office

Mobile

Email address

Postal address

Suburb

Postcode

## Community event details

Name of event

Date/s of event

Estate agent name

Contact phone

Email

Sign maker name

Contact phone

Email

## Checklist

Please ensure you have completed the following:

| Required                               | Tick                     | Required                           | Tick                     |
|----------------------------------------|--------------------------|------------------------------------|--------------------------|
| Attached public liability insurance    | <input type="checkbox"/> | Printers details provided          | <input type="checkbox"/> |
| Attached copy of sign artwork          | <input type="checkbox"/> | Estate agent details provided      | <input type="checkbox"/> |
| Identified location preferences 1 to 4 | <input type="checkbox"/> | Understood the conditions of issue | <input type="checkbox"/> |

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## Preferred Locations

Please indicate your location preferences by numbering from 1 to 4 in the Preference column below (1 being most preferred and 4 being least preferred). Council may approve up to two locations subject to availability. Should no preferences be available you will be contacted by a Council officer to discuss the available options.

| Location                                                                      | Preference Number |
|-------------------------------------------------------------------------------|-------------------|
| Yarraville Gardens, corner Somerville Road and Whitehall Road, Yarraville     |                   |
| McDonald Reserve, Van Ness Avenue and Raleigh Road, Maribyrnong               |                   |
| Bassett Reserve, Geelong Road, West Footscray                                 |                   |
| Braybrook Park, Churchill Avenue and Adamson Street, Braybrook                |                   |
| Barrett Reserve, Essex Street, Footscray                                      |                   |
| Cranwell Park, Cranwell Street, Braybrook                                     |                   |
| Angliss Reserve, Francis Street and Roberts Street, Yarraville                |                   |
| Cambridge Reserve, corner Mitchell Street and Cambridge Street, Maidstone     |                   |
| Front of 7/11 Store, corner Somerville Road and Williamstown Road, Yarraville |                   |
| Island site, corner South Road and Duke Street, Braybrook                     |                   |
| Sinking City (opposite Coles), High Street, Yarraville                        |                   |

## Conditions of issue

1. Applications must be submitted at least one month prior to the event.
2. A copy of the public liability insurance policy or a certificate from the company that is erecting the sign must accompany each application with a minimum amount of \$10 million. This policy must remain valid for the period of the permit and must indemnify Maribyrnong City Council.
3. Signs must be properly and professionally affixed to approved locations only.
4. A copy of the sign's artwork and description must be submitted with this application.
5. Boards must be removed within three (3) calendar days following the event or if otherwise directed by the permit.
6. Signs must not contain any prescribed fee such as entrance fees or costs associated with entrance.
7. Permit only issues to a local educational, cultural, social or recreational event, which is for a non-commercial purpose. This does not include signage associated with membership drives and enrolments etc. The community event must be held within the Municipality with the proposed signage displayed for a limited time.

## Privacy statement

Maribyrnong City Council is committed to its obligations in protecting your personal information pursuant to the *Privacy and Data Protection Act 2014*. The personal information requested on this form is being collected by Maribyrnong City Council for the purpose of considering an application for temporary community event signs. The information will be used by Council for this primary purpose or directly related purposes. Council may not be able to assist/provide a service as a consequence should this information not be provided. Council will not disclose your personal information to any third party unless required to do so by law. Requests for access to and/or amendment of the information provided may be made to Council's Privacy Officer on 9688 0200. For more information please refer to Council's Privacy Policy, available for download from Council's website at [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au)

Office Use Only

Date received

Officer name

Date permit issued

2025/2026