

# Banner Application Form

## Applicant Details

Organisation:					
	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Contact Person (for enquiries regarding application):					
Postal Address:					
Campaign:					
Contact Number:	Phone:		Mobile:		
Email:					

## Booking Details

Have you made a tentative booking with City of Darwin? ☐ Yes ☐ No

If not, please contact Customer Service on 8930 0300 to make one.

Is your Public Liability Insurance Certificate (to the value of \$20 million) provided with this application? (Note: PLI is only applicable to applications for Ludmilla Overpass and Trower Road Overpass sites) ☐ Yes ☐ No

If you are unable to attach at this time, please provide an estimated date of supply: \_\_\_\_\_

Is a photo image of the banner provided with this application? ☐ Yes ☐ No

If you are unable to attach at this time, please provide an estimated date of supply: \_\_\_\_\_

Banner Sites	Maximum Size	Dates (Monday to Sunday only)
Gardens Oval (Top-Right)	5m (w) x 1m (h)	
Gardens Oval (Top-Left)	5m (w) x 1m (h)	
Gardens Oval (Bottom-Right)	5m (w) x 1m (h)	
Gardens Oval (Bottom-Left)	5m (w) x 1m (h)	
Ludmilla Overpass (Outbound)	10m (w) x 1m (h)	
Cnr McMillans and Bagot (Right)	5m (w) x 1m (h)	
Cnr McMillans and Bagot (Left)	5m (w) x 1m (h)	
Stuart Highway (Top)	6m (w) x 1m (h)	
Stuart Highway (Bottom)	6m (w) x 1m (h)	
Trower Road Overpass (Inbound)	10m (w) x 1m (h)	
Trower Road Overpass (Outbound)	10m (w) x 1m (h)	

## Conditions of Use

- 1 Banners must be constructed of heavy-duty material such as vinyl (no calico or sheeting will be accepted).
- 2 Sponsor advertising including the name and/or logo must not exceed 25% of the total area of the banner.
- 3 A photo image of the banner must be submitted to Council for approval.
- 4 The permit holder must install and remove the banner as specified in the permit.
- 5 Banners must be removed no later than 6:00 pm on the final day of the display period, to ensure that other groups are not inconvenienced when they arrive to place their banners.
- 6 The banner must have a rope threaded through the top and bottom of the banner, from one end to the other. The rope is needed to ensure the banner is correctly secured and does not fold up, obscuring the message on the banner.
- 7 The banner is not to be padlocked to the site.
- 8 There is a maximum period of three weeks hire for any two sites, or two weeks hire for any three sites.
- 9 If using cable ties to secure a banner, all cable ties must be collected and removed from the site.
- 10 Banner permits are issued at the discretion of City of Darwin. City of Darwin reserves the right to refuse to issue a permit or revoke a permit.
- 11 Permits will only be issued after City of Darwin have assessed a formal application and invoiced for payment.
- 12 Bookings are not considered confirmed until a permit has been issued by a City of Darwin Officer, and the invoice paid.
- 13 Cancellation notification received less than five business days in advance will result in a cancellation charge.
- 14 City of Darwin will remove any banner displayed on a site that does not have City of Darwin approval or exceeds their allotted hire period. If a banner remains on a site after the expiry date, the hirer will be liable for additional fees.

## Fees and Charges

Banner site hire fees are charged as per the currently endorsed Fees and Charges, available on our [website](#).

## Lodgement Details

<b>Post:</b>	City of Darwin GPO Box 84 DARWIN NT 0801	<b>Hand Delivery:</b>	Civic Centre 17 Harry Chan Avenue DARWIN NT 0800
<b>Fax:</b>	(08) 8930 0311	<b>Email:</b>	<a href="mailto:darwin@darwin.nt.gov.au">darwin@darwin.nt.gov.au</a>

## Declaration

I/We have read the conditions and agree to abide by them.

I/We herewith indemnify Council against any liability, loss or damage resulting from the placement of the above banner/s.

Full Name:		
Signature:		Date:

## Privacy Statement

City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council's functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. City of Darwin may disclose the information provided by you to a third party, in accordance with the *NT Information Act* or our *Privacy Policy*. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our *Privacy Statement* and the *Information Act 2002 (NT) (The Act)*. Council's Privacy Statement is available from City of Darwin, Harry Chan Ave, Darwin, or via the Council's website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)