

# Application for a Sign Permit

(Excluding Blue Finger, Moveable, and Real Estate Open Inspection Signs)



NOTE: Applications will only be accepted and assessed providing the application form is fully completed and all the following information is submitted to an acceptable standard and level of detail.

Rec No:
Rec Amount:
Rec Date:

## BUSINESS DETAILS

Name of Business
Address of Business
Postal Address
Telephone
E-mail

## SIGN DETAILS

Sign Type	Permanent	Temporary						
Sign Location	Private Land	Public Land						
Town Planning Zone								
Sign Structure Type	Wall Window	Fascia Street Furniture	Free Standing Flag	Cluster	Projecting	Fence	Roof	
Advertising Type	Business	Community & Sporting	Precinct	Promotion				
Illuminated	Yes	No	If yes:	Internally	Externally	Animated	Yes	No
Sign dimension	Height		Width		Depth			
Number of Sides				Total Height from Ground				

Please Note:

- One application form per sign.
- An Application Fee in accordance with current Council Fees and Charges is payable at time of application (applications for multiple signs will be considered under one application fee provided they are submitted collectively).
- Any Permit issued for a sign on public land is renewable yearly and payable in accordance with Council's Fees and Charges.
- Please refer to the Outdoor Advertising Signs Code for definition on the above.



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## APPLICATION GUIDELINES

Please include the following:

Full A4 size dimensioned drawings including the following:

Dimensions of the total area including distances of the proposed sign to roads, buildings, property boundaries, access points, existing infrastructure and any other dimension required to accurately assess the application

Any existing signage on site

Drawing of surrounding road/s and intersections

Scale diagrams of the proposed sign including top, side and front views, text and graphics

A list of sign construction materials/finishes

Details of sign illumination / animation including time of operation and any potential effects on surrounding areas (if applicable)

Permanent signs on public land (other than a carriageway) will only be approved under special circumstances in business and industrial zones.

A copy of the Certificate of Currency in accordance with Council's Public Liability Insurance Policy noting City of Darwin as an interested party (where sign is located on public land)

Any other additional information to support the application

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## SIGNATURES OF BUSINESS OWNER/S & PREMISE OWNER/S OR PROPERTY MANAGER

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Business Owner/s Signature

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Premise Owner/s or Property Manager Signature

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Business Owner/s Name

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Premise Owner/s or Property Manager Name

Premise Owner

Property Manager

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Date

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Date

### Collection Notice

City of Darwin collects personal information from you, including your business 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. It will not be used or disclosed in any other way unless we have your consent or we are authorised or required by law to do so. 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). Council's Privacy Statement is available from the 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).



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## NORTHERN TERRITORY GOVERNMENT ROADS

- The Council will not issue a Permit to exhibit a permanent advertising sign on a Northern Territory Road unless it is in possession of a written consent from the Northern Territory Government authorising the applicant to exhibit the advertising sign. The applicant is responsible for obtaining written consent before the application will be accepted by Council.
- Refer to Northern Territory Government Advertising and Activities in Road Reserves Guidelines
- For your information please see the Darwin Municipality Road Ownership map at [https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/darwin\\_municipality\\_road\\_ownership\\_map.pdf](https://www.darwin.nt.gov.au/sites/default/files/publications/attachments/darwin_municipality_road_ownership_map.pdf)

Name of Applicant (if not Business Owner)	
Applicant Business Name	
Phone	
Applicants Signature	Date
Email	

### For assistance please contact:

City of Darwin  
Civic Centre  
Harry Chan Ave  
Darwin NT 0800

ABN 11 503 313 301

Postal GPO Box 84, Darwin NT 0801

Telephone (08) 8930 0300

Email [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au)

Website [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)

