Banner Application/Permit

City of Darwin By Laws 2023
Local Government Act 2019

Permit No:

Organisation:					
	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ 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: _____

Do you have approved in-kind support or sponsorship with City of Darwin? ☐ Yes ☐ No

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

General Conditions

1. City of Darwin banner sites are available for approved banner displays in accordance with these Conditions of Use and City of Darwin's current Fees and Charges.
2. Banner site bookings operate from **Monday to Sunday**. Banners must only be displayed during the dates specified on the approved permit.
3. Banner permits are issued at the discretion of City of Darwin. City of Darwin reserves the right to refuse an application, refuse to issue a permit or revoke a permit where required.
4. A booking is not considered confirmed until the application has been approved, a permit has been issued by City of Darwin and all applicable fees have been paid in full.

Banner Requirements and Approval

5. Banners must be constructed from heavy-duty material suitable for outdoor display, such as vinyl. Banners made from calico, sheeting or other unsuitable materials will not be accepted.
6. Sponsor advertising, including sponsor names and/or logos, must not exceed 25% of the total area of the banner.
7. An image of the proposed banner must be provided to City of Darwin for approval prior to the banner being displayed.
8. The banner must have rope threaded through both the top and bottom of the banner from one end to the other. This is required to ensure the banner can be securely installed and to minimise folding or movement that may obscure the banner message.
9. Banners must not be padlocked to the banner site.
10. Where cable ties are used to secure a banner, all cable ties and associated materials must be completely removed from the site when the banner is removed.

Installation and Removal

11. The Permit Holder is responsible for the installation and removal of the banner in accordance with the dates and conditions specified on the approved permit.
12. All banners must be removed from the allocated banner site **no later than 6:00 pm on the final Sunday of the approved booking period**. This is to ensure the site is available for the next booking commencing on Monday.
13. A banner must not be installed before the commencement of the approved booking period or remain displayed after the approved booking period has ended.
    - City of Darwin may remove any banner that:
    - has not been approved by City of Darwin
    - is displayed without a valid permit
    - is displayed outside the dates specified on the approved permit
    - has not been removed by 6:00 pm on the final Sunday of the booking period
    - does not comply with these Conditions of Use or any additional conditions specified on the permit.
14. Where City of Darwin is required to remove a banner, the Permit Holder will be charged a **banner release fee in accordance with City of Darwin's current Fees and Charges**. The applicable release fee must be paid when the banner is collected.

Booking Periods

15. The maximum booking period is:
    - three weeks when booking up to two banner sites; or
    - two weeks when booking three banner sites.
16. Any variation to these maximum booking periods is at the discretion of City of Darwin.

Cancellations

17. Requests to cancel a banner site booking must be provided to City of Darwin in writing at least five business days prior to the commencement of the approved booking period.
18. Where cancellation notification is received less than five business days prior to the commencement of the booking, a cancellation fee will apply in accordance with City of Darwin's current Fees and Charges.

Compliance

19. The Permit Holder must comply with these Conditions of Use, the approved permit and any additional conditions imposed by City of Darwin.
20. Failure to comply with these Conditions of Use may result in the removal of the banner, additional fees being charged, cancellation or revocation of the permit and/or future banner site applications being refused.

Lodgement Details

Post:	City of Darwin GPO Box 84 DARWIN NT 0801	**Hand Delivery:**	Civic Centre 17 Harry Chan Avenue DARWIN NT 0800
Fax:	(08) 8930 0311	**Email:**	darwin@darwin.nt.gov.au

Fees and Charges

Banner site hire fees are charged as per the currently endorsed Fees and Charges, available at darwin.nt.gov.au.
Failure to remove banners from the site on time will result in a penalty fee as per our Fees and Charges.

Declaration

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

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

Full Name:		
Signature:		Date:

Approving Officer:		
Officer Signature:		Date:

Office Use Only – Invoice Request

Description:	Budget Number:	GST Code:	$ Amount:	Total Invoice Amount:
Banner Site	W900261.8010.719	25		

Privacy Statement

City of Darwin collects personal information for the purpose of administering your request and carrying out Council's functions. The Local Government Act 2019 authorises City of Darwin to collect this information. Your personal information will only be used for the purposes for which it was collected and will be handled in accordance with the Information Act 2002 (NT) and City of Darwin's Privacy Policy and Privacy Statement. Where permitted or required by law, City of Darwin may disclose your information to a third party. You may request access to the personal information City of Darwin holds about you. If you choose not to provide the information requested, City of Darwin may be unable to process or complete your request. Council's Privacy Statement is available from City of Darwin, Harry Chan Avenue, Darwin, or on the City of Darwin website.