

Banner Application Form



APPLICANT DETAILS

Organisation:		
Postal Address:		
Campaign:		
Contact Name:		
Contact Number:	Phone:	Mobile:
Email:		

BOOKING DETAILS

Have you made a tentative booking with City of Darwin? YES NO

If you do not have a tentative booking in place, please contact the Customer Service team on 8930 0300 to obtain one.

Is your Public Liability Insurance Certificate (to the value of \$20 million) provided with this application? YES NO
(Note: Public Liability Insurance only applies to applications for Ludmilla Overpass & Trower Road Overpass sites)

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
Gardens Oval (Top-Right)	5m x 1m	
Gardens Oval (Top-Left)	5m x 1m	
Gardens Oval (Bottom-Right)	5m x 1m	
Gardens Oval (Bottom-Left)	5m x 1m	
Ludmilla Overpass (Outbound)	10m x 1m	
Corner McMillans and Bagot (Right)	5m x 1m	
Corner McMillans and Bagot (Left)	5m x 1m	
Stuart Highway (Top)	6m x 1m	
Stuart Highway (Bottom)	6m x 1m	
Trower Road Overpass (Inbound)	10m x 1m	
Trower Road Overpass (Outbound)	10m x 1m	



CONDITIONS OF USE

- Banners must be constructed of heavy-duty material such as vinyl (no calico or sheeting will be accepted);
- Sponsor advertising including the name and/or logo must not exceed 25% of the total area of the banner;
- A photo image of the banner must be submitted to Council for approval;
- The permit holder must install and remove the banner as specified in the permit;
- Banners must be removed by 6:00pm on the final day of the display period, to ensure that other groups are not inconvenienced when they arrive to place their banners;
- 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;
- The banner is not to be padlocked to the site;
- There is a maximum period of 3 weeks hire for any 2x sites, or 2 weeks hire for any 3x sites;
- If using cable ties to secure a banner, all cable ties must be collected and removed from the site;
- 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.

FEES AND CHARGES

- As per the currently endorsed Fees & Charges.

CONFIRMATION OF BOOKINGS

A permit will be issued after City of Darwin have assessed a formal application and invoiced for payment. Cancellation after this time will result in the hirer being liable for any cancellation charges.

The booking is not considered confirmed until the invoice has been paid and the permit issued by a City of Darwin Officer.

City of Darwin staff will remove any banner displayed on a site that does not have City of Darwin approval. If a banner remains on a site after the expiry date, the hirer will be liable for additional fees.

ENQUIRIES

Enquiries can be directed to Customer Services on 8930 0300, via email at customerexperience@darwin.nt.gov.au or in person at the Civic Centre, 17 Harry Chan Avenue, DARWIN.

An application form to display a banner on a banner site must be completed by the applicant and approved by City of Darwin.

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.

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 authorizes 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) (The Act). 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.

City of Darwin
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Harry Chan Avenue
Darwin NT 0800

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