



Northern Territory of Australia
LOCAL GOVERNMENT ACT 2008
AND
DARWIN CITY COUNCIL BY-LAWS 1994
(By-Law 189)

Rec No:
Rec Amount:
Rec Date:

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.

Business Details

Name of Business _____

Location of Business _____
Lot Street Number Street Name Suburb

Postal Address _____

Telephone _____ Fax _____ Mobile _____

E-mail _____

Sign Details

Sign Type: ☐ Permanent ☐ Temporary

Sign Location: ☐ Private Land ☐ Public Land

Town Planning Zone _____

Sign Structure Type: Wall / Fascia / Free Standing / Cluster / Projecting / Fence / Roof / Window
(Please Circle) Street Furniture / Flag

Advertising Type: Business / Community & Sporting / Precinct / Promotion / Security / Sponsorship
(Please Circle)

Illuminated: Yes / No If yes: Internally / Externally Animated: Yes / No
(Please Circle)

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.

For assistance please contact:
City of Darwin, Harry Chan Ave, Darwin NT [GPO Box 84, Darwin NT 0801]
Telephone (08) 8930 0300 Facsimile (08) 8930 0311 ABN: 11 503 313 301
darwin@darwin.nt.gov.au

Application for a Sign Permit

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

Applicant's Checklist

- ☐ 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)
- ☐ A copy of the Certificate of Currency in accordance with Council's Public Liability Insurance Policy is attached (where sign is located on public land)
- ☐ Written confirmation that the applicant has agreed to indemnify Council for any loss or damage caused by the sign (where sign is located on public land)
- ☐ Any other additional information to support the application

Signatures of Business Owner/s & Land Owner/s

Business Owner/s Signature

Land Owner/s Signature

Business Owner/s Name

Land Owner/s Name

Date

Date

Privacy Statement

City of Darwin will comply with the information Privacy Principles contained in the Northern Territory Information Act. These principles protect the privacy of personal information collected and held by the Council. The Council's Privacy Policy explains how personal information is collected, used and stored. It also details how you can access your personal information. 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

Application for a Sign Permit

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

Application Guidelines

Permanent Signs on Public Land

- ☒ A Permit to exhibit an advertising sign on, in, or over a public place will not be issued until the applicant has agreed in writing to indemnify Council for any loss or damage caused by the sign.
- ☒ Public Liability Insurance to a value in accordance with Council Policy that lists Council as an interested party is required to obtain a Permit.
- ☒ An Application Fee in accordance with current Council Fees and Charges is payable at time of application.
- ☒ Non-compliance with or a breach of a condition of the Permit may result in immediate revocation.
- ☒ Permanent signs on public land (other than a carriageway) will only be approved under special circumstances in business and industrial zones.
- ☒ 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.
- ☒ Any Permit issued for a sign on public land is renewable yearly and payable in accordance with Council's Fees and Charges.

Name of Applicant _____

Address _____

Phone (w) _____ (m) _____

Applicants Signature _____ Date _____

Permit Fee: In accordance with current Council Fees and Charges

All credit card transactions will incur a surcharge.

I enclose my cheque ☐ money order ☐ for \$ _____

Or please debit my **Visa** ☐ **Mastercard** ☐ ☐

Card Number - - -

Cardholder _____ Expiry Date _____

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