

Please complete this form and return to the District Council of Robe by:

In person:
3 Royal Circus, Robe SA

To avoid delays, please ensure the permit application is completed and all requested documentation is attached.
Phone enquiries: 08 8768 2003

APPLICANT DETAILS			
Name (<i>permit holder</i>)			
Postal Address		Postcode:	
Phone Number			
Email Address			
Name of Business/Event			
Type of Business (fixed or transient)			
Business Premises Address (if fixed)			
ABN			

Hereby apply to the District Council of Robe for the granting of a Moveable Signs Permit.

By completing this form the applicant also agrees to the compliance with the relevant Policies and to the General Terms and Conditions listed in this Application.

Completing this form does not constitute approval. Approval is provided when the applicant is issued with the appropriate permit and following the payment of any relevant fees.

To view the relevant fees and charges please visit www.robe.sa.gov.au/documents/feesandcharges

We endeavour to support all reasonable requests, however in some instances the proposed business may not be deemed appropriate and therefore may not be approved.

Important: Moveable Signs must not exceed 900mm in height, 600mm in width and 600mm in depth.

EXEMPTION/S APPLIED FOR (see page 3) <i>(if your business is transient, please skip and complete the Transient Businesses Application for Moveable Sign Section)</i>
Please provide details of the exemption/s that your business is applying for:

FIXED BUSINESSES: LOCATION OF MOVEABLE SIGN

(if your business is transient, please skip and complete the Transient Businesses Application for Moveable Sign Section)

Mandatory: Please attach a detailed site plan to your application indicating the proposed location and positioning of your moveable sign.

TRANSIENT BUSINESSES APPLICATION FOR MOVEABLE SIGN

Name of event:

Event location:

Date & time of event:

Dates of signage placement (maximum 7 days in advance of event):

Mandatory: Please attach a detailed site plan to your application indicating the proposed location and positioning of your moveable sign.

APPLICATIONS FOR EXEMPTIONS NOT PROVIDED FOR IN POLICY

In accordance with Section 7 of the Moveable Signs Policy, all applications are assessed on merit and are at the discretion of the Authorised Officer. If you are applying for an exemption that is not provided for on page 3 of this application form, please provide details below:

EXEMPTION CLAUSES

By-Law Requirement	Policy Exemption (Permitted by Council)
Clause 7.4 – Construction & Design A moveable sign must be constructed of timber, metal, plastic or plastic-coated cardboard, or a mixture of these materials.	Moveable signs may include blackboard paint, however the frame must still be constructed of timber, metal, plastic or plastic-coated cardboard.
Clause 8.2 – Footpath Width A moveable sign must not be placed on a footpath area less than 2.5m wide.	Moveable signs may be placed on footpaths no less than 1.8m wide, provided that: • there is no alternative location for the sign in front of the premises; • the sign is set back a minimum of 600mm from the kerb; and • consideration is given to the safety principles in section 2 of this policy
Clause 8.4 – Proximity to Structures A moveable sign must not be tied, fixed or attached to, or placed closer than 2m from another structure, fixed object (including another moveable sign), tree, bush or plant.	Moveable signs may be temporarily tied, fixed or placed within 2m of another structure provided that: • the fixture is temporary and does not damage existing infrastructure (e.g. removable chain/lock); • the sign is only displayed during business hours and brought in at the end of the trading day; and • consideration is given to the safety principles in section 2 of this policy
Clause 8.8 – Distance from Kerb A moveable sign must not be placed closer than 1.5m to the kerb or, if there is no kerb, to the edge of the carriageway of a road or the shoulder of the road, whichever is the greater.	Moveable signs may be placed within 1.5m of a kerb provided that: • the sign is set back a minimum of 600mm from the kerb; • the footpath is no less than 1.8m wide; and • consideration is given to the safety principles in section 2 of this policy.
Clause 8.10 – Proximity to Intersection A moveable sign must not be placed within 10m of an intersection of two or more roads.	Moveable signs may be placed within 10m of an intersection of two or more roads, provided that: • the placement of the sign is set back a minimum of 600mm from the kerb; • the footpath is no less than 1.8m wide; • the placement of the sign does not unreasonably obstruct pedestrian access or the line of sight for drivers; and • consideration is given to the safety principles in section 2 of this policy.
Clause 10.1 – Number of Signs Only one (1) moveable sign per business premises may be displayed at any time.	Up to two (2) moveable signs may be displayed per premises provided that: • the premises contains more than one (1) business; • the total number of signs does not exceed two (2); and • consideration is given to the safety principles in section 2 of this policy.
Clause 10.3 – Proximity to Fixed Business Premises A moveable sign must be placed adjacent to the business premises it advertises, during its operating hours.	Moveable signs must be placed with 10m of the entrance to the business for which they relate.

TRANSIENT BUSINESSES (NO FIXED PREMISES)

Council recognises that within the district there are a significant number of transient businesses that do not operate from fixed premises or maintain regular trading hours such as tour operators, local bands, event-based services and mobile vendors. In accordance with By-Law No. 4, a moveable sign must only advertise a business conducted from premises adjacent to where the sign is displayed.

In contrast, Council has agreed, by way of adopting this Policy, to allow a transient business to display one (1) moveable sign in an approved location, provided that:

- the sign is only displayed within seven (7) days of the advertised service or event;
- the sign is placed in accordance with the safety, fairness and amenity principles provided;
- the sign is removed promptly once the service or event has concluded, or by the end of that day; and
- the sign does not unreasonably obstruct access to any other business or residence.

GENERAL TERMS & CONDITIONS

1. Application Requirements

- Incomplete applications, or applications without the required site plan, will not be processed.
- Lodgement of this form does not constitute approval. A permit is only granted once formally issued by Council.

2. Assessment and Approval

- All applications are assessed on merit and in accordance with:
 - By-Law No. 4 – Moveable Signs
 - Council's Moveable Signs Policy
 - Section 226 of the Local Government Act 1999
- Council reserves the right to refuse any application that does not meet safety, amenity or accessibility requirements.

3. Permit Conditions

- The Permit Holder must comply with Council's Moveable Signs Policy at all times.
- A fixed-business permit operates in perpetuity unless the approved sign location or approved exemptions change.
- A transient-business permit is valid only for the dates specified in the permit.
- The moveable sign must be removed at the end of each trading day unless otherwise authorised (e.g. approved transient business signage).
- The sign must be maintained in good condition and must not be dangerous, unstable, faded or damaged.

4. Placement and Safety Requirements

The Permit Holder must ensure the sign does not unduly interfere with:

- **Public Safety**
 - The sign must not pose a hazard to pedestrians, cyclists or motorists.
 - Placement must not impede line of sight for road users.
 - A reasonable accessible pathway must be maintained in accordance with the Disability Discrimination Act 1992.
- **Amenity**
 - The sign must contribute positively to the appearance of the streetscape and must not cause visual clutter.
- **Fairness**
 - Sign placement must not unreasonably obstruct access to neighbouring businesses or residential properties.

5. Legal Requirements

- Section 226(4) of the Local Government Act 1999 applies:

"No action lies against a council or an officer or employee of a council for injury, damage or loss resulting from the placement of a moveable sign on a road unless the council itself or some person acting on behalf of the council placed the sign on the road."
- If operating as a mobile vendor, the Permit Holder must also comply with Section 226 of the Act and the Mobile Vendor Location Rules Policy.
- The Permit Holder must comply with any direction given by an Authorised Officer or by SA Police.

6. Indemnity

- The Permit Holder indemnifies and agrees to keep indemnified the District Council of Robe against all actions, costs, claims, damages, expenses and liabilities arising out of or in relation to the placement and use of the moveable sign.
- The Permit Holder accepts all responsibility for any injury, loss or damage arising from their moveable sign, whether caused by negligence or otherwise.

7. Compliance and Enforcement

- Failure to comply with the Permit Conditions, the Policy or the By-Law may result in enforcement action, including:
 - verbal or written warnings
 - expiation notices
 - removal of the sign
 - cancellation of the permit
 - If a permit is cancelled, the Permit Holder may be prohibited from applying for a new permit for up to six (6) months.

8. Transfer of Permit

- This permit is personal to the Permit Holder.
- A permit may only be transferred with prior written approval from Council.

9. Production of Permit

- The Permit Holder must be able to produce a copy of the permit at any time upon the request of an Authorised Officer or SA Police.

APPLICANT DECLARATION:

- ☐ Acknowledge that I have read, understand and agree to abide by the District Council of Robe's Moveable Signs Permit General Terms & Conditions.
- ☐ Agree to be held personally responsible for any claim arising from damage, neglect or non-compliance.
- ☐ The **Permit Holder** must indemnify and to keep indemnified the Council against all actions, costs, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to the issuing of the permit.
- ☐ Agree to provide a copy of this permit to any Council Officer or Police Officer upon request.
- ☐ Understand that a breach of Council's Policies or the Permit Conditions may result in cancellation of the permit.

Applicant's Name: _____

Applicant's Signature: _____ Date: ____/____/____.

OFFICE USE ONLY**SITE VISIT TO ASSESS MOVEABLE SIGN COMPLIANCE**

Date & Time of site visit conducted: _____

Did the sign comply? Yes ☐ No ☐

If the sign did not comply, please provide details and corrective actions put in place:

Name of Authorised Officer _____

Signature _____

MANAGEMENT APPROVAL (This approval constitutes a Permit)

Permit decision: _____ Approved / Declined

Variations applied to application / Special Conditions (if yes, list below): Yes ☐ No ☐

Name of Authorised Officer _____

Signature _____

Date _____

POST APPROVAL CHECK LIST

Permit Completed and Copy Forwarded to Applicant	Yes	No
Permit Copy Saved to Electronic Records Systems	Yes	No