



**Contact Details:**  
 Postal Address: Locked Bag 23,  
 GRAFTON NSW 2460  
 Telephone: (02) 6643 0200  
 Email: council@clarence.nsw.gov.au

**Office Locations:**  
 2 Prince Street, Grafton  
 50 River Street, Maclean

## Application for Hire of Street Banner Poles for Banner Display

<b>Name of Organisation</b>	
<b>Postal Address</b>	
<b>Contact Person</b>	
<b>Telephone No</b>	
<b>Email</b>	
<b>Date of Event</b>	
<b>Nature of Event</b>	

Details of banner: sketch of banner design and contents (including all text, graphics and logos). Note: Final artwork will need Council approval.

Dates banners to be on display \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Essential Requirement:**

Attach a copy of your organisation's Public Liability Certificate of Currency to \$10 Million.

I have read the Hire of Street Banner Poles for Banner Display Policy and agree to abide by its conditions.

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

\_\_\_\_\_  
 Signed \_\_\_\_\_ Date

<b>Office Use Only</b>	(Receipt to: GL StreetBannerPoles)
Public Liability Certificate of Currency (minimum coverage of \$10 Million supplied)	Yes / No
Date requested available	Yes / No
Artwork and banner specifications meet policy guidelines	Yes / No
Organisation satisfies Policy guidelines	Yes / No
Application approved	Yes / No

### Privacy Advice

The personal information collected on this form is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA). Council will only use this information in accordance with the PPIPA. The supply of this information by you is voluntary. However, if you cannot or do not wish to provide the information sought, Council may be limited in dealing with your request. You may make application for access or amendment to this information and any application will be considered in accordance with the PPIPA. CVC is to be regarded as the agency that holds the information.

### CONDITIONS AND SPECIFICATIONS

#### Lodging an Application

- Applications must be made on Council's Application Form and received at least six weeks prior to the date of display of the banners and should include a coloured drawing or photograph of the proposed banner design.
- Prior to the application being approved Council must be in receipt of the applicant's Public Liability Certificate of Currency with a minimum coverage of \$10 Million.
- An application fee applies as follows: \$420.25 Grafton only; \$577.85 Grafton and Woolli; and \$183.90 Woolli only (inc GST), for the use of the 6 and 9 metre aluminium hinged poles, including erection and removal of banners. Fee to be paid when application has been approved and prior to display of banners. **No waiver of fee is granted for the hire of the banner poles.**
- A minimum display period of two weeks applies. Extension can be given if poles are not required by another user.
- If cancellation of the hire occurs within 5 business days of the display date, an administration fee of \$52.80 will be charged.

#### Erection and Removal

Council will be responsible for all works associated with the erection and removal of banners to ensure the requirements of the Workplace Health and Safety legislation are met.

Should any damage occur to a banner from circumstances such as extreme weather conditions, vandalism or any other circumstance which makes a banner unsafe or unsightly then Council will remove the banner at the earliest opportunity and advise the owner as soon as practicable.

Council is not liable for any damage to, or loss of, any banners during the period the banners are on display, or being erected or removed.

#### Delivery and Collecting of Banners

Approved banners are to be delivered to Council's 2 Prince Street, Grafton office at least five business days prior to the display date and collected from 2 Prince Street, Grafton office within 5 business days after the display period. Banners should be enclosed in a box or bag, labelled 'street banners' and with the name of your organisation.

#### Permitted Users

Use of the banner poles will be restricted to recognised 'not for profit' or community organisations, agencies (such as State or Federal Government Departments) or institutions that normally provide services/activities in the Clarence Valley.

In relation to advertising of commercial sponsors for events. Commercial sponsors advertising can occupy a maximum of 10% of the total banner area if there is only one sponsor or a maximum of 20% of the banner area if there are two or more sponsors.

Council reserves the right to refuse permission to display a banner on any grounds but particularly banners which may project an offensive message; display an offensive image; utilise offensive language; incite hatred or aggression of any form; be unlawful under Local, State or Federal law; and be considered as promotion of a political, racial or religious nature.

#### Banner Design, Specifications and Manufacturing

Banner design must be approved by Council prior to manufacturing.

Banners need to be made according to the following dimensions:

- 800mm x 3,000mm high (long)
- A sewn pocket running across the top of the banner which is 70mm when laid flat - sewn at one end (RHS).
- Running down the length of the banner (closest to the pole) there will need to be a sewn header.
- In this header you will have 4 eyelets (10mm diameter) or material loops, 1 at the very top left hand corner there will be an eyelet just below the sewn pocket and one at the bottom left corner.
- Evenly spaced in the middle of the banner will be the 3rd and 4th eyelets.

Design should include bold, colourful and high quality graphics and convey a clear message. Professional designers should be engaged where possible.

#### Notification and Approval

The applicant will be notified of approval approximately 2 weeks after submission of application.