

Community Event Signs for Advertising Events – Guidelines

The Department of State Growth (State Growth) is responsible for maintaining the safety and efficiency of the State road network. Approval from State Growth is required to place a community event sign on a State road.

Community events include things like school fairs, sporting events, craft exhibitions, town festivals, local markets and not for profit charity events.

The purpose of a community event sign is to inform the public of the event. For a sign to be effective it must have minimal content and be able to be read at a glance.

Where events occur once or twice a year, State Growth will allow a community group to display signs advertising the event for a two week period prior to an event. All signs must be removed within 48 hours after the event.

Where events occur more than twice a year, such as markets, State Growth will allow one event per month to be advertised and for the signs to be displayed for six days prior to the event. All signs must be removed within 24 hours after the event.

Applications must be received a **minimum of twenty (20) business days** before the first date you want to display the sign, in order to allow sufficient time for the application to be assessed and for successful applicants to arrange for the manufacture of the signs.

It is an offence to erect a sign in the State road reserve without written authorisation.

Approval is granted in accordance with the *Roads and Jetties Act 1935*.

The event organiser is responsible for obtaining any other required approvals from relevant authorities.

Authorised signs must be identifiable by having an authorising permit label (supplied with the permit) affixed to the top right-hand corner of the sign face.

Signs are only authorised for display in locations pre-approved by State Growth.

Successful applicants will be limited to a maximum of six (6) signs per event. Generally, signs will only be permitted within the local area of the event.

Signs may only be displayed for the period specified in the permit.

The safety of the person installing and removing signs is important to State Growth and the following should be adhered to:

- a. Do not install the sign in conditions of low visibility, e.g. at night.
- b. Park well away from passing traffic and do not cross a carriageway to reach the installation site.
- c. Wear a safety vest or other suitable reflective clothing.
- d. Use vehicle hazard lights, if available.

To ensure there is no disruption to traffic, signs must not be installed or removed during peak traffic periods, these are 6.30 to 9.30am and 3.30 and 6.30pm Monday to Friday.

It is a requirement of State Growth that applicants are to be 18 years or older.

It is strongly recommended that permit holders obtain adequate public liability insurance coverage. State Growth accepts no responsibility for any personal injury, damage or loss in any way arising during the installation, display or removal of signs.

Unauthorised signs

Unauthorised signs, signs installed contrary to the permit conditions, or signs displayed in locations that are not pre-approved by State Growth may be removed without notice by the State Growth's maintenance contractor. Retrieval of signs may be arranged by contacting State Growth on (03) 6166 3369. Signs will be stored for 30 days. After 30 days, uncollected signs will be disposed of. State Growth, or its maintenance contractor, will not be responsible for any damage to signs.

Sign Format Requirements

Sign size and durability

1. Signs must **not be greater than 3.0m² in size.**
2. Signs must be a suitable outdoor banner or made of hard form, lightweight materials (such as corflute) and must be able to withstand the effects of wind, rain or other natural forces.
3. The location, selection of materials and methods of construction of the signs are to be such that no danger is caused to road users.

Sign design

1. Signs must be easily read and may only contain the following information:
 - a. Name of event.
 - b. Location of event.
 - c. Date(s) of event.
 - d. Time(s) of event (if applicable).
2. The sign must not include admission fees, phone numbers, email address, website address or QR codes.
3. Signs may include sponsor recognition in the form of names and/or logos, provided that such recognition occupies no greater than 20% of a quadrant.
4. Signs must not be flashing, animated, luminous, reflective, or internally/externally illuminated.
5. Signs are to single sided only.
6. The signs shall not conflict with the colour combination or shape of legitimate traffic signs, so as to reduce the effectiveness of, or cause confusion to road users.

Signs that do not accord with the above format requirements will be deemed unacceptable and will not receive authorisation.

Good Signs		Bad Sign
 <p>Flower Show 12 May Community Hall Zeehan 10am-4pm</p>	 <p>Community Market 10am-2pm COMMUNITY Evandale Sports Oval THIS SUNDAY</p>	 <p>Fireworks night Fundraising for the RHH Cost \$5 Call 0499 999 899 for tickets www.fireworks.com</p>

Installation Requirements

1. Each sign must be securely attached to its own dedicated uprights and must not be installed by attachment to any existing sign, tree, post, utility pole, or other structure of any kind, unless specified otherwise in the permit.
2. Signs must be erected at right angles to the roadway.
3. The edge of the signs shall not be closer than one metre to the gravel shoulder, or three metres to the sealed road surface, whichever is the greater.
4. State Growth reserves the right at any time to withdraw its authorisation without reason and notify the permit holder to remove signs within a specified time period, or arrange for its maintenance contractor to remove the signs.