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| COMMUNITY EVENT SIGN – PERMIT APPLICATION |

The installation of temporary signs in the State Road Reservation requires approval under the provisions of the *Roads and Jetties Act 1935*.

Applications, including a detailed design of your proposed sign, must be received by the Department of State Growth **no later than 28 days** before the first date you wish to display your sign in order to allow sufficient time for the application to be assessed.

Details in relation to sign requirements are available in the Department’s “Community Event Signs for Advertising Events – Conditions” for at <http://www.transport.tas.gov.au/road/permits/advertising>

**Please complete all sections**

**ORGANISATION AND CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Organisation name:** |  | |
| **Contact name:** |  | |
| **Contact no.:** | (Business Hours) | (After Hours – in case of emergency) |
| **Contact e-mail:** |  | |
| **Postal address:** |  | |

**EVENT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Name of event:** |  | |
| **Nature of event:**  **(including name of charity to benefit, if applicable)** |  | |
| **Location of event:** |  | |
| **Date(s) of event:** | (start) | (end) |

**SIGN DETAILS**

|  |  |
| --- | --- |
| **Materials:** *(Must be able to withstand the effects of wind and rain.)* |  |
| **Dimensions:** *(Sign must be no larger than 3.0m2)* |  |
| **Method of Installation:** *(Star pickets or timber stakes)* |  |
| **Design:** | *Attach a photo or design drawing. Sign must comply with the sign requirements as per “Community Event Signs for Advertising Events – Conditions” -* [*http://www.transport.tas.gov.au/road/permits/advertising*](http://www.transport.tas.gov.au/road/permits/advertising) |

**LOCATION DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre-approved Sign Sites**  Please quote the four digit reference number from the first column in the Approved List e.g. 1010.  **Each event is limited to a maximum of 6 signs** | South | 1. | 2. | 3. | 4. | 5. | 6. |
| North East | 1. | 2. | 3. | 4. | 5. | 6. |
| North West | 1. | 2. | 3. | 4. | 5. | 6. |

**I have obtained all the necessary licences / permissions / approvals required for my event.**

**I have read the *Policy, Guidelines and Requirements* information.**

(see <http://www.transport.tas.gov.au/road/permits/advertising> for details)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s Name** |  | **Applicant’s Signature** |  | **Date** |

**Checklist for Applicant:**

|  |  |  |
| --- | --- | --- |
| ❒ | Contact details provided | ❒ Locations identified |
| ❒ | Photo or design drawing of sign attached | ❒ Form signed |

Submit your application:

|  |  |  |  |
| --- | --- | --- | --- |
| **By mail:** | Permits  Department of State Growth  GPO Box 536  HOBART TAS 7001 | **By e-mail:** | [permits@stategrowth.tas.gov.au](mailto:permits@stategrowth.tas.gov.au) |

**Personal Information Protection Statement**

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Department for the purpose of dealing with your application for a permit and related activities, pursuant to the *Roads and Jetties Act 1935* and associated legislation. Failure to provide this information may result in your application not being processed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law.  You have the right to access your personal information by request to the Department and you may be charged a fee for this service.