



# City of Port Lincoln

Template No 2-9-T5

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## SPECIAL EVENT PERMIT

### FORESHORE BANNERS & ENTRANCE WAY SIGN

APPLICATIONS MUST BE COMPLETED & SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE

#### 1. APPROVED LOCATIONS

As per Policy 2.63.6, at present there are two locations where the community require Council permission to display an advertising sign or banner for an Event.

I, ..... (full name)

Of ..... (Community Group)

..... (Address/including postal)

Phone ..... Fax .....

Mobile ..... Email .....

Wish to promote our event.....

Wording on banner .....

.....

We hereby apply for permission to use and display:

**Foreshore Bollards (Adelaide Place) (1 week maximum)** office use: Outlook calendar

Small banner (2 metres)  Left side  Right side

Large banner (4 metres)  Whole area (both Left and Right)

**\*\*Please note: Banners MUST be of the correct size and fit exactly within the space requested above\*\***

From Date: ..... To Date: .....

**Lincoln Highway Entrance Sign (4 weeks maximum)** office use: Outlook calendar

From Date: ..... To Date: .....

Signature of Applicant ..... Date.....

#### General Conditions of Display"

1. A person must not display a sign or banner on Council land without a permit as stated in City of Port Lincoln By-Law No. 4, Policy 2.63.6 and/or contrary to any condition herein. Directions of members of the SAPOL or authorised Officers of the City of Port Lincoln must be complied with at all times.
2. The signs or banners should not be offensive to a member of the public or of an unlawful nature, or cause annoyance to shopkeepers, local residents or the general public. If deemed to be so, the sign or banner may be removed at the direction and/or discretion of a member of SAPOL or an authorised Council Officer.
3. Permits are not transferable to other persons or locations.
4. **Foreshore Banner** - banner is to be erected and removed in the time frame applied for by the applicant at their own expense.
5. Banner size limits apply and must be adhered to or else banners may be removed at the direction and/or discretion of an authorised Council Officer.
6. **Highway Signs** – **Once approval has been granted**, your sign should be delivered to the Council Depot at least 3 working days prior to your event date. Please contact Council to arrange drop off and collection.
7. Council accepts no liability for the loss or damage to the signs or banners whilst displayed.

**2. PERMIT FEES**

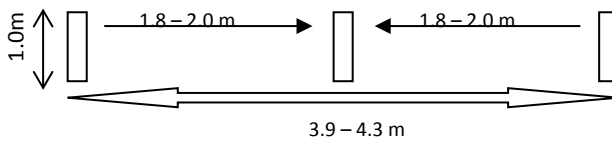
A permit fee may be charged at the discretion of the Manager of Finance and Business as per Council’s Fees and Charges Schedule.

Permit Fee Applicable  NO  YES

\$..... (GL 1060351)  Cash payment or  to be invoiced

**3. BANNERS ON THE FORESHORE**

The measurements of the bollards on the foreshore are approximately:



Application may be made to utilise the whole area – 3 bollards or a small banner on one side using 2 bollards. Banners MUST fit the space requested.

Banners may be affixed to the bollards using rope or zip ties or the like. Care should be taken when fixing and removing not to damage the eyelets.

Display Time Frame: generally periods of one week maximum

**4. LINCOLN HIGHWAY ENTRANCE SIGN**

Signs are to be made to fit the bracket at the applicant’s expense. Please ensure sign writers are aware of the Council’s requirements as any signs that are not deemed to be appropriate may be remove by authorised Council Officers.

Banners are not permitted to be placed at this site.

Display Time Frame: generally periods of one month maximum.

**5. REMOVAL OF BANNERS OR SIGNS**

Banners should be removed as soon as practicable (within 24 hours) of the date stated on the permit, as there may be another user booked to use the display area. Highway signs will be removed by Council staff and stored at the Depot for collection.

**6. COMMUNITY CALENDAR**

If you wish, your event may be advertised at NO CHARGE on Council’s website Community Calendar. You can submit your event details online at [www.portlincoln.sa.gov.au/events](http://www.portlincoln.sa.gov.au/events) or forms are available from the Council office. If you would like to include a flyer to your event forward attachment to [plcc@plcc.sa.gov.au](mailto:plcc@plcc.sa.gov.au).

All bookings for display of a sign or banner will be booked into Council’s public folder outlook calendar for tracking and are on a ‘first in basis’.