

# Application for a Permit

## For Temporary Sign or Advertisement on a Public Place

*Local Law No. 12 (Council Property and Other Public Places) 2003*

**2024/25 Financial Year**

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required information.

### Section 1 - Applicant Details

Applicant name	<input type="text"/>		
Corporation name	<input type="text"/>		
ABN / ACN	<input type="text"/>		
Postal address	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>		
Email	<input type="text"/>		
Signature	<input type="text"/>		
Date	<input type="text"/>		

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy)

## Section 2 – Site details for the sign or advertisement

Road

Near (street number/intersection)

Suburb  Postcode

Telephone number

Email

Owner of property

Real property description

## Section 3 – Details of sign or advertisement

Number of signs

Type of sign (A-frame, T-frame, corflute on timber stake)

Wording on the sign

Dates required for permit

Number of faces on the sign

Length of sign

Width of sign

Total face area in square meters (width x height)

Made from (timber, corflute, light board, material, vinyl)

If this application is for signs of different dimensions, please attach a list of signs and details of the width, length, face area and construction of each sign.

**Note: Permits will only be approved for temporary signs or advertisements that do not exceed 2.4 meters square in face area.**

## Section 4 – Sign or advertisement details

If sign is associated with a business, please include the business location and hours of operation.

If the sign is for a registered charitable organisation, church or non-profit organisation, please outline the purpose of the sign, (to promote a fete, sporting event)

## Section 5 – Site plan

Please provide a site plan, including street names and street numbers if applicable.

**Hand drawn site plans will not be accepted. Please cut and paste a map from Google Maps (or similar). You can also attach photos of the exact location signage will be installed.**

## Section 6 – Public Liability Insurance

You must provide a Public Liability Insurance certificate of currency. The sum insured must be a minimum of \$20 million and note the interests of Logan City Council.

**Note:** Your application will not be processed until we receive the Public Liability Insurance certificate of currency.

Under the local law, a person must not carry out a business on a public place without a permit. A business includes the displaying a sign or advertisement. A public place includes roads, footpaths and premises owned or occupied by Council.

## Section 7 – Documents to include with the application

Please make sure the following documents are attached with your application




- Site plan of where the sign will be situated and the closest street numbers, intersection or land mark
- Evidence of current public liability insurance
- Evidence of registered charity or non-profit organisation status (as applicable)
- If the sign is proposed for a state-controlled road – a copy of the Permit obtained from the Department of Transport and Mains road is required

**IMPORTANT:** You will not be able to start this activity until you have received an approval.

## Section 8 – Fees

Applications		Application Fee
Ordinary	Each application	\$380.00
Application to amend an existing Temporary Sign or Advertisement on Public Place Permit	Each application	\$68.00
Advertisement on Public Place Permit – Renewal	Each application	\$135.00
Registered charitable organisations, churches, non-profit organisations	First 2 signs free	No fee
Registered charitable organisations, churches, non-profit organisations	Per sign - after 2 free signs 50 % discount	\$190.00

## PAYMENT OPTIONS

	<b>Paying by Mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by Phone</b>	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council
	<b>Paying in Person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba <b>Monday to Fridays 8.00am to 4.45pm</b>

Email: [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au)  
Phone: 07 3412 3412