



## APPLICATION FOR THE PLACEMENT OF BANNERS ON COUNCIL LAND

**Name / Applicant:** ..... (Please print)

(On behalf of) **Organisation:** ..... (Please print)

**Address:** ..... (Please print)

.....

**Postal Address:** .....  
(Only if different to above)

**Phone:** .....

**Mobile:** .....

**Email:** .....

I hereby seek approval to display banner(s) for the above mentioned organisation.

The date(s) of the event / promotion is:

..... (Insert day and date)

On behalf of the applicant organisation, I understand and will abide by the following guidelines:

The applicant / organisation is a non profit group using facilities within the Walkerville Council area

Or

The applicant / organisation is a local group with its core membership or premises in the Walkerville Council area

Or

The applicant / organisation is a community service group (eg Red Cross, Cancer Council etc,)

The banner is a maximum size of 3000mm wide x 900mm high to fit within the Council frames.

(It can be smaller).

The banner(s) will be erected at:

- ☐ **Thiele Reserve.** (Corner Northcote / Stephen Terrace, Gilberton)
- ☐ **Levi Park Oval** surrounds. (Vale Street, Vale Park)
- ☐ **Park Terrace intersection,** Gilberton. (Corner Walkerville Tce / Northcote Tce, Gilberton)
- ☐ **Robe Terrace.** (Corner Main North Road / Robe Terrace, Medindie).
- ☐ **Ascot Ave, Vale Park.** (Heading West Towards Hampstead Road)
- ☐ **Ascot Ave, Vale Park.** (Heading East Down towards NPSP)
- ☐ **Walkerville Sports Oval Fence.**
- ☐ **Creswell Court, Gilberton.**

The banner site must be booked in advance and bookings are taken on a first in – first serve basis.

The banners are generally displayed for a two week period, but can possibly extend to a month depending on availability.

Banners are put up and taken down on Mondays (except in the event of a public holiday where this will then occur on Tuesdays). **Council Officers will put up and take down the banners.**

Banners must be delivered to the Council Offices, 66 Walkerville Terrace, Walkerville, no later than the Thursday before the booking commences.

For banners to be effective, please keep them as simple as possible, while still including the essential information of the event name, date, time, location, contact phone number and website address.

A copy of the banner image / wording must be supplied with the application form.

Banners that are offensive will not be displayed. Council has full discretion on suitable banners that may be displayed.

Approval will be provided to the applicant in writing.

Council reserves the right to charge an administration fee.

Banners are displayed at the applicant organisation's own risk. Council is not responsible for stolen or damaged banners or graffiti on any banners.

**Banners must be collected within 2 days of the banner being taken down.**

**Banners to be collected from the Council Offices, 66 Walkerville Terrace, Walkerville**

The applicant / organisation will comply with all of Council's existing policies and procedures relating to this manner.

**Signed on behalf of the Applicant Organisation**

.....Signature .....Name  
 .....Position .....Date

**Signed on behalf of the Applicant Organisation**

.....Signature .....Name  
 .....Position .....Date

**Council use only**

Approval is granted for ..... (Name / applicant) on  
 behalf of: ..... (Organisation) to display banners as  
 indicated above.

**Council Officer Name:** ..... **Signature:** ..... **Dated:**  
 .....

Yes/No Copy of banner supplied with application.

Yes/No Fee paid (if applicable).

☐ Added to Banners Booking Calendar on intranet.

☐ Date banner to be delivered to Council (*no later than Thursday before booking commences*): .....

☐ Dates banner will be displayed (*2 weeks*): ..... Until: .....

☐ Date banner to be collected from Council (*within 2 days of banner being taken down*): .....

☐ Application Recorded: Incoming ..... Outgoing .....

☐ Depot notified

☐ Customer request erected no CR.....☐ Customer request take down CR.....