

# Event signage application



Name of event:	Event date/s :
Name of applicant/organisation:	
Phone number/s:	Email:
Address of applicant:	
Location of event:	

The Event Signage Permit will nominate approved locations, dimensions, offsets, spacing and the method of installation of temporary event signs within Bass Coast Shire.

**Council reserves the right to revoke an approved signage permit at any time.**

Signage guidelines:	Requirements:	Event Organiser's information:
Size of signs	Max 1.8m X 1.2m	
Construction materials	WeatherTex, framed tin, framed corflute	
Signs ( <b>max 5</b> ) Number may be reduced during peak event period	On highway: <b>max 4</b>	
	Within event township: <b>max 4</b>	
Specific locations for signs	The Events Team will assess the locations you have nominated.  Alternate locations will be provided if those requested are not available.	List <b>5</b> preferred locations 1. 2. 3.
	<b>N.B. Phillip Island Visitor Information Centre road side signage contact Newhaven VIC on 1300 366 422</b>	4. 5.
Dates of erection	3 weeks prior to event (may be reduced to 2 weeks prior during peak season)	
Removal date	within 2 days post event	

Information provided by the event organiser will be reviewed by Council's Events Team. No signs can be erected without prior approval. Any signs placed inappropriately or erected without prior approval will be impounded and a fee will be required before signs can be collected.

**Authorisation:** I have read and completed the event signage application form in good faith and have adhered to all requirements specified by Bass Coast Shire Council. All details provided are accurate and true and the event will be organised and managed as described unless advised otherwise by Bass Coast Shire Council. I am aware that personal information on this form is being collected for the issuing of an event permit or directly related purposes only.

**Name**..... **Signed:** ..... **Date:** .....

# Event signage guidelines



Signage plays an important part in communicating event information and to ensure your event receives maximum exposure, we recommend minimal information on your sign artwork.

## **Sign Requirements**

1. Sign maximum recommended size is 1.8m X 1.2m.
2. Signs should be constructed in weathertex, framed tin or framed corflute
3. Signs must be easily read and should contain the following information:
  - a. Name of event
  - b. Location of event
  - c. Date(s) of event
  - d. Time(s) of event (if applicable)
4. Signs may include sponsor recognition in the form of names and/or logos, provided that such recognition is located in the bottom 20% of the sign face.
5. Signs should not contain contact details, including website references, telephone numbers or email addresses.
6. Words should be written in "Title case" (upper and lower case) – using capitals letters makes it very difficult to recognise words at a glance.

## **Installation Requirements**

1. It is strongly recommended that permit holders obtain adequate public liability insurance coverage. Council accepts no responsibility for any personal injury, damage or loss in any way arising during the installation, display or removal of signs.
2. Signs may only be displayed for a maximum of three (3) weeks before the start of the event and must be removed within two (2) days after the event.
3. Signs may only be displayed at the location(s) specified in the permit.
4. Signs 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.
5. Signs must be securely attached to their own dedicated uprights, unless specified otherwise in the permit.
6. Signs must not reduce the effectiveness of, or be able to be confused with legitimate traffic signs.
7. Signs should be 3 metres from the road shoulder and no closer than 200m from any intersection.
8. Signs must be installed and removed in a manner that does not compromise the safety of the installer or that of road users and ensures no disruption to traffic. This means that installers should:
  - a. Park your vehicle so that it is well away from passing traffic and that you do not cross a carriageway to reach the installation site.
  - b. Use vehicle hazard lights, if available.
  - c. Wear a safety vest or other suitable reflective clothing.
  - d. Not undertake installation in conditions of low visibility, e.g. at night.