

# **ATTACHMENT TO AGENDA ITEM**

Ordinary Meeting

15 March 2016

**Agenda Item 8.6      Policy Revocation - Special Events and Promotions  
Signage**

**Attachment 1      Special Events and Promotions Signage Policy 58.POL2  
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# **GREATER SHEPPARTON CITY COUNCIL**

**Policy Number 58.POL2**

## **Special Events and Promotions Signage Policy**

**Version 1.0**

**(First number changes for a major rewrite, second number changes for a minor amendment)**

**Adopted 15 June 2010**

This document should be read in conjunction with the Greater Shepparton City Council's Local Law No 1 Community Living Local Law.

**Amendment List**

<b>Amendment Number</b>	<b>Amendment Date</b>	<b>Nature of Amendment</b>	<b>Amended by</b>

GREATER SHEPPARTON CITY COUNCIL  
Special Events and Promotions Signage Policy  
Adopted: 15 June 2010  
Reviewed:

**Preamble**

The Policy has been developed to assist in the management of advertising signs placed on council property for special events and promotions that take place within the municipality.

**Policy Statement**

All officers of Council will have regard to this policy.

**Policy Objective**

The objective of this policy is to allow for a consistent and transparent approach to the process involved in determining the siting, size and timing of the placement of advertising signs for the purposes of special events and promotions that take place within the municipality. The policy will be considered by all officers involved in the process of arranging for or in approving such signage. This policy will also cover the placement of signs on trailers.

**Policy Review**

This policy shall be reviewed annually and the review will be undertaken by the Manager Sustainability & Environment in conjunction with the Manager of Major Events & Promotions and the Manager of Planning & Development.

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**Phil Pearce**  
**Chief Executive Officer**

**Date**

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Reviewed:

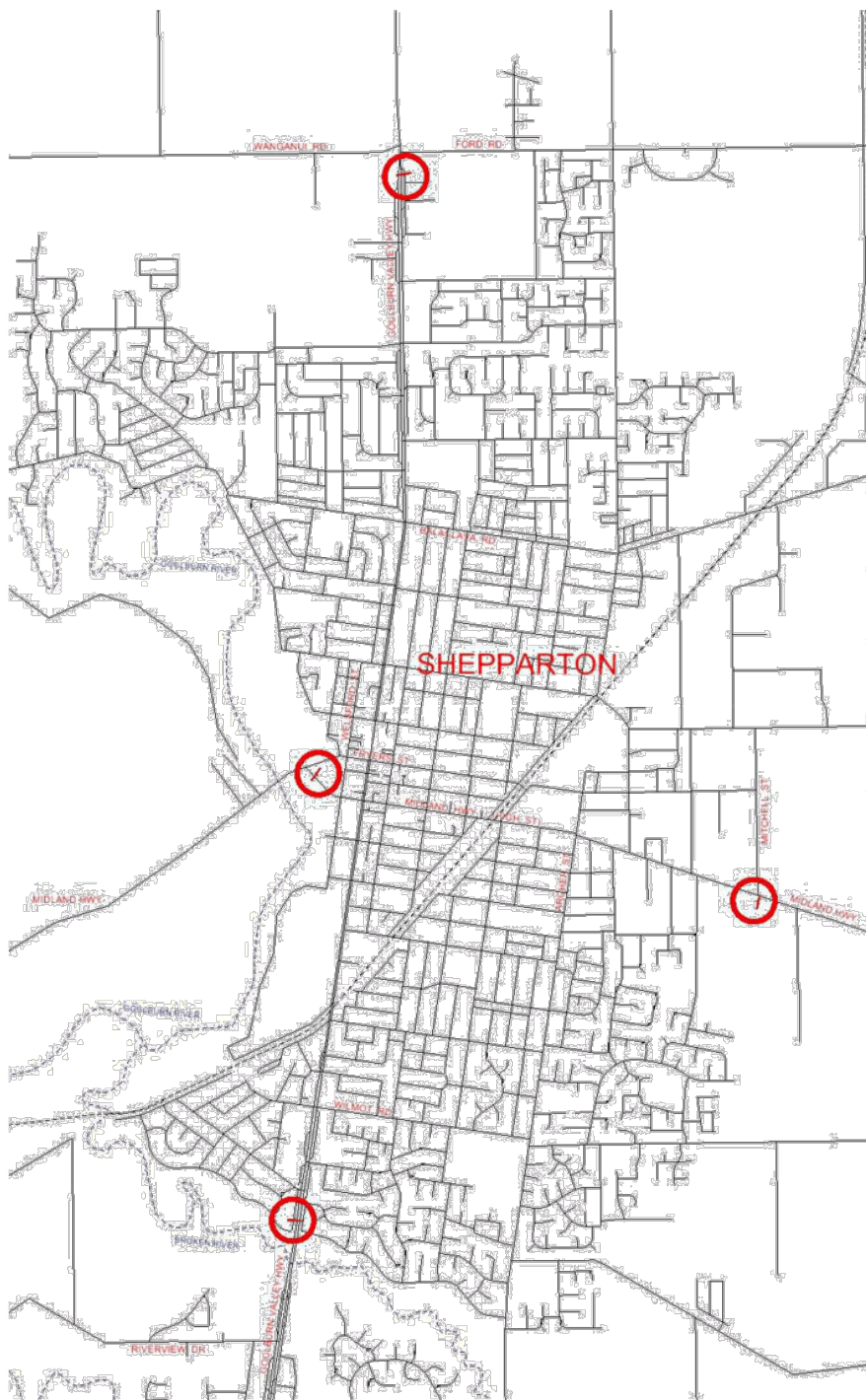
**Policy**

- 1) This policy applies to special events and/or promotions that may take place which are not regarded as being continuous retail or commercial enterprises that have a long-term place of business.
- 2) All applications under this policy must be made on the appropriate application form which is obtainable from Council's Local Laws team within the Sustainability & Environment Branch.
- 3) Signs will only be able to be placed at four (4) designated sites within Shepparton and Mooroopna as shown on the attached maps.
- 4) Signs in other towns will be placed at sites deemed appropriate by an authorised officer.
- 5) Signs will be permitted to be displayed for a period of fourteen (14) days with a maximum period of thirty (30) days to be determined by an authorised officer in conjunction with the Manager Events & Promotions Branch.
- 6) The applicable fee will be paid prior to the issuing of the permit.
- 7) A fee will be charged for all applications even when the special event or promotion is being supported by the Council.
- 8) The applicant must abide by all conditions contained on the permit for the entire time of the permit.
- 9) An application for processing should be provided to the local laws team two weeks prior to the promotion of the event.

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