

DISPLAYING A BANNER

ON THE STUART HWY BANNER SITE APPLICATION

Name of Applicant: _____

Postal Address: _____

Telephone: _____ Mobile: _____ Facsimile: _____

Name of Organisation: _____

Email: _____

Please attach your public liability insurance certificate with your application.

Details of banner: Sketch (or provide a copy) banner plan and contents (include all text, colours, graphics & logos) – background and contrasts as well.

1 SITE: Banner length: (Max 4m) Height: (Max 1m)

2 SITES: Banner length: (Max 8m) Height: (Max 1m)

Dates Banner to be displayed: / / to / /

TOP LHS 4m x 1m	TOP RHS 4m x 1m
BOTTOM LHS 4m x 1m	BOTTOM RHS 4m x 1m

I/we have read the guidelines and conditions and agree to abide them.

I/we herewith indemnify Council against any liability, loss or damage resulting from the placement of the above banner on the Stuart Highway banner site.

Applicant Signature: _____

Date of Application: / /

OFFICE USE ONLY

Application Approved: Yes No Public liability attached

Date: / /

Signature and Name of Authorised Officer: _____

NB: Permits are issued at the discretion of Council. Council may grant a permit, refuse to issue a permit, or cancel a permit that has been issued.

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on www.palmerston.nt.gov.au.

GUIDELINES FOR DISPLAYING BANNERS AT PALMERSTON STUART HWY BANNER SITE

The banner site is located on the Stuart Highway outbound approximately 800 metres from the Free Spirit Resort, south of Marjorie Street on the Stuart Highway. The site will only be hired to not-for-profit organisations providing a community event, community groups or for not-for-profit events.

Booking enquiries can be taken over the phone on 8935 9922 or in person at the City of Palmerston (CoP), corner of University Ave and Chung Wah Tce or via email to palmerston@palmerston.nt.gov.au. An application form to Display a Banner on the Stuart Highway banner site must be completed by the applicant and approved by CoP.

GENERAL

- Four (4) spaces are available at the site.
- **No Political** advertising material.
- Time of display for any banner is a **maximum of two weeks**.
- Maximum banner size per space is **4m x 1m - 2 sites equates to 8m x 1m**.
- Hirer is responsible for placing and removal of banners (**a four metre ladder required**) within specified timeframe.
- No steel fastening devices or padlocks are to be used on the structure site.
- CoP needs to sight the banner plan and contents before approval is issued (*see application form*).
- Sponsor advertising (*including the name or logo*) **must not exceed 25%** of the total area of the banner.
- Minimum letter and number sizes shall be **200mm** with preference to **300mm** and above.
- All banners must have organisation name on front of banner and relevant contact information.
- **Applicants must have public liability insurance and the policy details attached to the application form.**

CONFIRMATION OF BOOKING


Correspondence will be sent confirming all details and advising that Council has approved the application. Any banners displayed at the site without prior approval of Council will be removed at your expense. If a banner remains on the site after the expiry date, the hirer will be liable for banner removal costs incurred by Council.


PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON

 In Person: Level 1, Civic Plaza,
1 Chung Wah Terrace, Palmerston

 palmerston@palmerston.nt.gov.au

 PO Box 1 Palmerston NT 0831

 8935 9922

 8935 9900

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