# Temporary Signage for Community Events Application Form

Please complete the following information

### **Contact Details**

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Event Details**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please note to avoid signage being impounded by Council, signs can only be erected a maximum of 2 weeks*

*prior to the event and must be removed within 2 days of completion unless otherwise approved by Council).*

Please enter proposed Number of Signs per Location/s:

\*NB– number to right of town is number of locations available for that town.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bullengarook | 4 |  | Lancefield | 7 |  | Riddells Creek | 6 |  | Woodend | 9 |
|  | Gisborne | 7 |  | New Gisborne | 3 |  | Macedon | 5 |  | Romsey | 8 |
|  | Kyneton | 9 |  | Malmsbury | 3 |  | Tylden | 1 |  |  |  |

Please be aware that we will endeavour to meet your preferences, however, this may not be possible based on the conditions noted on the reverse of this application. Please be sure to read the conditions over page before applying to avoid disappointment.

Before submitting your form please ensure you have:

1. Read the conditions for use of community event signs on the reverse of this document

and the VIC ROADS regulations on our website

1. Have someone available with a ladder to ensure that the signs can be placed at the top of **the 3 metre posts.**
2. Attached a copy of your design and checked that it complies with the regulations outlined
3. Included a copy of your Public Liability Insurance.

I, the undersigned, have read and understand the conditions as per the back of this form and agree to comply to the conditions outlined over page:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Forms and relevant documentation can be emailed to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au)

**VicRoads Conditions for Use of Community Event Signs on Event Posts**

VicRoads would have no objections to the event signs being erected on the existing approved event posts provided the following conditions are met:

* The sign design must be submitted to Council for approval prior to installation;
* The sign must be no larger than 1.5 m2 (1.5 m [w] x 1.0 m [h]) and professionally made of solid non-reflective materials and have the corners of the sign suitably rounded;
* The sign must only include the Event Name, Date and Location.
* The sign must have a maximum of four lines of information, with 15 letters maximum per line;
* The font must be easily read (e.g. Arial), no script, old English or narrow fonts permitted;
* Only one community group logo is permitted per sign;
* The sign may be placed two weeks prior to the event and, must be removed within two days of completion of the event;
* The sign must be fastened securely to cover the top of the posts,(NB posts are close to 3 metres in height). If clamps are used; split clamps are recommended. Self-tapping screws (tech screws) must not be used to fix the sign directly to the posts. No brackets or fastening material is to remain on the posts following the signs’ removal;
* The sign must be covered by a public risk liability insurance to a minimum of $10 million indemnifying VicRoads and Council from any liabilities should the signs presence or dislocation cause accident or injury;
* Only one sign is permitted to be erected on each of the approaches to a town;
* Community groups are permitted to promote one event per year (any additional events within the same calendar year must be by special agreement with Council);
* Only community groups located within Macedon Ranges Shire are permitted to promote their events on these posts.
* Groups that do not comply with the above conditions will have their signs removed by Council and maybe impacted for future applications.

The Council will be providing Applicants with available options for the time of their event by township. The location of the poles can be found in the VIC ROADS community signage regulations on the MRSC website.

If there is a sign erected at a site, no additional signs are permitted to be installed on those posts. Please move on to the next set of approved posts and erect your sign there.

As numerous events are often scheduled for the same time, consider whether or not your event could change dates, or be advertised on the Vic Roads sign posts even earlier than the event to gain exposure and/or ticket sales.

Any non-compliant signs will be removed and impounded with the possibility of penalties being issued.