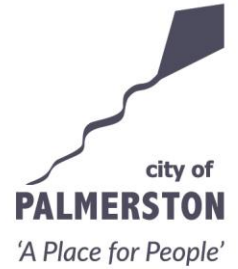


# SIGNS PERMIT



## APPLICATION / RENEWAL

ISSUED IN ACCORDANCE WITH THE PALMERSTON BY-LAWS AND SIGNS CODE

APPLICANT DETAILS			
Name of Applicant:			
Business:			
Postal Address:			
Telephone:	Mobile:	Facsimile:	
Email:			
SIGN DETAILS			
Location of Sign:			
Private Property – Lot Number:			
Address:			
Public Place – Street Name:			
Planning Zone: <i>(refer to Palmerston Signs Code: Section 7)</i>			
Sign Type: <i>(refer to Palmerston Signs Code Section 9)</i>			
<input type="checkbox"/> High	<input type="checkbox"/> Pole	<input type="checkbox"/> Fascia	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Banner	<input type="checkbox"/> Event	<input type="checkbox"/> Other:	
Illumination: <input type="checkbox"/> YES <input type="checkbox"/> NO		Colours of proposed sign:	
Structural Details: <i>(materials used)</i>			
Building Certification Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Relevant Building Elevations:			
and / or Location Plans Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO			



## SIGN DETAILS

Location of Proposed Signage:  Inside Property  On building  Projecting

Other

Wording of Proposed Signage:

*Please attach a scaled drawing of the proposed sign and location to this application.*

Name of Insurer:

Public Liability Amount Covered: \$

Copy of Policy Attached:  YES  NO

## DECLARATION

I/We hereby agree to indemnify the City of Palmerston against any loss or damage caused by the sign and furthermore understand the terms and conditions under which this permit is issued, namely, compliance with the Signs Code and By-laws.

I am also aware that nothing in the By-laws or the Signs Code derogates from the requirements of any other law of the Northern Territory relating to the construction or installation of buildings or structures.

I understand it is an offence to make a false statement on this document.

Applicants Signature:

Date:

## APPLICATION PROCEDURE

Application forms for Permits shall be submitted with drawings or plans to the Technical Services Department of the Council, PO Box 1, Palmerston, NT 0831, or may be delivered to Council Offices at 1 Chung Wah Terrace, Palmerston.

The application must be accompanied by the appropriate fee (if any). All fees are non refundable as the fee contributes to the costs of processing and assessing the application. Fees and Charges are available on Council's website at [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).

Where building permits are required for signage structures, they shall be obtained separately by the applicant from a building certifier. Once erected, you are required to contact Council within seven days in order for the signage to be inspected, certified and registered on Council records.

Payment can be made in person at the Civic Plaza or via post with a cheque/money order or credit card details (below) to: City of Palmerston, PO Box 1, Palmerston, NT 0831.

PAYMENT DETAILS		
<input type="checkbox"/> Mr/ <input type="checkbox"/> Mrs/ <input type="checkbox"/> Miss/ <input type="checkbox"/> Ms	Name:	
Address:		Postcode:
Phone (W)	(H)	(M)
I enclose my cheque/money order for \$		
Or please debit my <input type="checkbox"/> Bankcard <input type="checkbox"/> Mastercard		
Card Number:		
Expiry Date:		CCV:
Signature:		

**PLEASE RETURN FORM WITH FULL PAYMENT**

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Signature of Authorised Officer:	
Date:	

**PERMITS ARE ISSUED AT THE DISCRETION OF COUNCIL. COUNCIL MAY GRANT A PERMIT, REFUSE TO ISSUE A PERMIT, OR CANCEL A PERMIT WHICH HAS BEEN ISSUED.**

Comments:

**PLEASE RETURN COMPLETED FORM TO CITY OF PALMERSTON WITH ATTACHED RECEIPT**

-  In Person: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston
-  PO Box 1 Palmerston NT 0831
-  palmerston@palmerston.nt.gov.au
-  8935 9922
-  8935 9900