

# Installation of Advertising Device Application Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2019*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when requesting approval to install, erect or display an advertising device where the device is not considered a *permitted advertisement* as per *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2019*.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details		
Company director/manager name: <i>(if partnership or company)</i>		ABN:
Applicant name: <i>(if individual)</i>		
First	Middle	Last
Trading name:		
Name, address, contact details of person responsible for the installation, erection or display of device:		
Contact number/s:	Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan) <i>Email is the standard form of delivery. If this is method is unsuitable please select an alternative.</i>		
<b>Registered Office Address</b> <i>(if partnership or company)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address:		
Site Details		
Street number and name:		
Suburb:	State:	Postcode:
Location description:		
Lot number:	Plan number:	
<b>Public Liability Insurance</b> <i>(please note a copy of your public liability insurance must be provided)</i>		
Name of insurer:	Policy number:	
Policy limit:	Expiry date:	
Is Rockhampton Regional Council noted as an interested party? <input type="checkbox"/> Yes <input type="checkbox"/> No		

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Application number:

## Operational Details

Name and address of any business to be advertised on the device:

Proposed date and time of the activity:

Details of building work (and other work) to be carried out under the approval:

Proposed term of the approval:

Details of the impact on pedestrian or vehicular traffic (if any):

Detail materials, equipment and vehicles (if applicable) to be used in the undertaking of the activity:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Plans and specifications detailing:
  - (a) The location of the proposed advertising device;
  - (b) Particulars of the content, design, dimensions and construction of the proposed advertising device;
  - (c) A site plan and elevation, to scale, of the proposed advertising device; and
  - (d) A pictorial representation of the proposed advertising device.
- For applications relating to a device on a road or public place, a Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party. Ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or a company name.
- Written statement of owner's consent declaring they support the installation, erection and display of the advertising device on the land.
- A copy of each development approval required for the installation, erection and display of the proposed advertising device.
- A copy of an exemption certificate (if required) where the device is to be installed, erected or displayed at a place which is registered as a State heritage place.

## Declaration

I submit this form with the relevant fee and relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Applicant name:

Applicant signature:

Date:

Signatory name:

Signatory position:

*(if partnership or company)*

*(if partnership or company)*

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.