

Application for Directional Signage for Community Organisations

For all applications, you must:

- Complete this form and complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- Submit the applicable fee

SECTION 1 - APPLICANT DETAILS

Applicant (Organisation/Business):

Organisation Trading Name:

ABN:

Postal Address:

Telephone:

H:

W:

M:

Email:

Application Contact Name:

Mobile:

Are you a not-for-profit or charitable organisation?

☐

YES

☐

NO

SECTION 2- SELF-ASSESSMENT CRITERIA

Type of Facility:

- | | | | |
|--|------------------------------------|---|--------------------------------------|
| ☐ Municipal office | ☐ Depot/tip | ☐ Sporting/Recreational facility | ☐ Police |
| ☐ Shopping Centre | ☐ Airport | ☐ Community Centre | ☐ Hospital |
| ☐ Church/religious institution | ☐ School | ☐ Tourist Attraction | ☐ Post Office |
| ☐ Other non-profit organisation, provide details: | | | |

Self-Assessment	Yes	No
Does the sign fall into one of the above-mentioned categories? <i>If no, an approval will not be granted. If yes, your organisation may be eligible for a sign.</i>	☐	☐
Is the proposed location of the sign located on a major road or a street that runs off a major road? <i>If yes, an approval will not be granted.</i>	☐	☐
Will the proposed sign significantly aid vehicular or pedestrian traffic flow and the public at large? <i>If yes, you may be eligible for a sign.</i>	☐	☐
Will the proposed sign constitute a form of advertising? <i>If yes, an approval will not be granted.</i>	☐	☐
Is the sign for private or commercial establishments including but not limited to Bed and Breakfasts and Caravan Parks? <i>If yes, an approval will not be granted.</i>	☐	☐

Note: Directional signs North of the Daintree River: Directional signs for businesses will be considered acceptable North of the Daintree River provided that the description of the business is used in the wording of the sign instead of the commercial name of the business.

OFFICE USE

Receipt T202	Amount:	Receipt No:	Date:	CSO:
--------------	---------	-------------	-------	------

SECTION 3 - APPLICATION TYPE

	Yes	No
New Direction Sign	☐	☐
Relocation of Existing Directional Sign	☐	☐
If yes, location of existing sign:		
Is a pole required?	☐	☐
Additional information:		

SECTION 4 - PROPOSED LOCATION

☐ Attach a plan/sketch indicating sign location and relevant information of proposed direction sign

Street Address:

Locality/Suburb:

SECTION 5 - WORDING (NEW DIRECTIONAL SIGNAGE ONLY)

Wording on directional signage: (Maximum of sixteen (16) characters permitted).

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SECTION 6 - CHECKLIST AND SUPPORTING DOCUMENTS

	Applicant Supplied	N/A	Officer Checked
Have all sections for the form been completed and is the form signed and dated?	☐		☐
Attach a Site Plan of the proposed location	☐		☐
Copy of Organisation's incorporation/charity certificate	☐	☐	☐

DECLARATION

I _____ make application under *Douglas Shire Council Directional Signs General Policy* for approval for the proposed exhibition of the directional signage outlined in this form. I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Print Name:

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

PRESCRIBED FEES (Valid from 1 July 2024 to 30 June 2025)

☐ Application fee (to be paid when lodging the application) – non-refundable	97.00
<i>The following fees will be invoiced if approval is granted</i>	
☐ Blue Directional Sign Supply and Installation Fee with Pole	634.00
☐ Blue Directional Sign Supply and Installation Fee without Pole	505.00