

TOURIST AND SERVICE SIGN APPLICATION FORM

(Before completing this application form, please read the attached document regarding Eligibility for Signing)

Name of Applicant: _____

Address: _____
_____ P/Code _____

Phone: _____ Fax: _____ E.mail: _____

Name of Establishment: _____

Address of Establishment: _____

Location/s of proposed sign/s:

Briefly describe the nature and operation of your business: _____

Hours of operation: _____

After examination of the criteria for tourist signing, do you believe that you meet:

1. Essential criteria? _____
2. Specific criteria (if applicable) _____

Are there any existing signs which will become redundant and/or could be removed if new signs are approved?

Continued over page _____

Please append the following information in support of your application:

- map/s of proposed signing locations;
- photograph/s of existing signs at proposed location/s;
- proposed signface design;
- records of visitor numbers (if available);
- evidence of relevant licences and approvals to operate as an establishment, including where possible copies of the original town planning permit and any subsequent amendments;
- an outline of your promotional plan;
- details of on-site signage at your business;
- evidence of prior consultation with the Council Signing Officer and/or the Regional Tourism Officer.

With all sections completed and with the relevant support material attached, please submit this application to the Tourist Signing Officer at South Gippsland Shire Council, Private Bag 4, Leongatha, 3953.

This officer will handle your application, including forwarding it, if appropriate to the VicRoads Regional Signing Officer. Failure to supply all necessary information will delay the assessment of this application.

South Gippsland Shire Council does not currently charge a fee for administrative work with regard to signing applications.

You can expect an initial response from South Gippsland Shire Council within 14 days of receipt of this application.

Please note: Any signs installed without Council or VicRoads consent in the form of a Sign Permit, will be removed at full cost to the person/s who installed the said sign.