



# APPLICATION FOR SIGN PERMIT

LOCAL GOVERNMENT ACT 2019  
KATHERINE TOWN COUNCIL BY-LAWS SECTION 86 - 2011  
KATHERINE TOWN COUNCIL SIGNS CODE – 2009



KATHERINE TOWN COUNCIL  
24 Stuart Highway, Katherine  
records@ktc.nt.gov.au  
Ph: 08 8972 5500  
Fax: 08 8971 0305  
ABN: 4783 6889 865

NAME OF COMPANY \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### PLEASE INDICATE WHERE APPLICABLE

NEW APPLICATION  APPLICATION RENEWAL\*

*\*If the application is for renewal purposes and there are no changes to existing signs, then please complete the above section of this form, sign and return to Council.*

### TYPE OF SIGN

CLUSTER SIGN  INFORMATION BAY  OTHER\*

*\*Other types of signs consist of A-Frame/Sandwich Board/Freestanding Signs/Blue Finger Signs*

### LOCATION OF **INFORMATION BAY** SIGN

NORTHBOUND  WESTBOUND  SOUTHBOUND

LOCATION OF CLUSTER/OTHER SIGN: \_\_\_\_\_  
*(Please indicate full street address)*

*Owner to supply sign once application is approved.*

DESCRIPTION OF SIGN \_\_\_\_\_  
*(A scale drawing of the proposed sign must be attached to this application)*

**IN SIGNING THIS FORM, APPLICANTS APPLYING FOR A PERMIT RELATING TO AN A-FRAME/SANDWICH BOARD/FREESTANDING/BLUE FINGER SIGN AGREE TO INDEMNIFY COUNCIL AGAINST ANY LIABILITY, LOSS OR DAMAGE RESULTING FROM THE PLACEMENT THE ABOVE SIGN ON PUBLIC LAND**

\_\_\_\_\_  
Applicant's Full Name Signature Date

\_\_\_\_\_  
Property Owner/Agent Signature Contact Number Date

**\*Permit Fee is based on a pro-rata scale and is payable per financial year – please see over for applicable monthly cost\***

### OFFICE USE ONLY

AUTHORISED OFFICER SIGNATURE \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_ DATE OF EXPIRY \_\_\_\_\_

DEBTOR NUMBER \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

In accordance with Katherine Town Council By-Law 86<sup>1</sup>, Katherine Town Council Signs Code<sup>2</sup> and Katherine Town Council Fees & Charges<sup>3</sup> the following excerpts are relevant to your application. It should be noted that prospective applicants are required to adhere to all conditions as stated in the Katherine Town Council Signs Code- copies of entire document are available upon request or from Council's web site [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au)

<sup>2</sup>Section 5 – PERMITS REQUIRED



- (1) Unless an advertising sign is exempt under Clause 6 (Exempt Signs), a permit is required for a person to erect, install, place, paint or construct a sign, hoarding or advertisement or allow any such thing to happen, on premises adjoining or in view of a public place.
- (2) An application for a permit may be made to the Council, together with any drawings or plans of the proposed sign, and accompanied by the prescribed fee (if any).
- (3) An application for a permit for a sign which is prohibited will not be accepted by the Council.
- (4) A permit for a sign in, on or over a public place will not be issued until the applicant has agreed in writing to indemnify the Council from any loss or damage caused by the sign.
- (5) Except as otherwise provided in the Code, a permit remains valid for a period of five (5) years, after which a review of the permit shall take place, except for signs located on road reserves, which are renewable annually. NB: permits for Free Standing and Blue Finger Board signage remain valid for five (5) years.
- (6) The Council will not issue a permit for a sign on a Territory road unless it is in possession of a written consent from the Territory authorising the applicant to erect the sign.

## **2Section 10 (b) – Freestanding advertising signs located on road reserves**

A freestanding advertising sign may be placed on a road reserve (other than on the carriageway) if it is constructed of:

- (i) two (2) faces joined together at the top by hinges (sandwich board or A-frame sign);
- (ii) one face that is placed against the front of a property boundary to the road (flat signs); or
- (iii) a double-sided board in a free standing frame.

In general only one freestanding advertising sign for each premises will be permitted. Additional sign structures may be considered on merit. Where there are multiple tenants to a site, ie a shop or business is located within an arcade or within an industrial park, one sign advertising all tenants would be preferable. The sign shall not:

- (i) exceed a height of 1.2m from the ground;
- (ii) exceed 0.8m in width; or
- (iii) exceed 1m<sup>2</sup> in area.

The base of the sign shall be no wider than 0.8 m but in zones LI, GI, TC, CP or CV (refer Schedule 1) where there are areas with wide nature strips, a sign of up to 1.8m in height and 1.2m in width will be considered on merit. The sign must be located directly outside the premises in question and not across the road or on a median strip. In such instances where the business is located on a National One Service Road, free standing signage may be permitted to be sited on the dividing median strip. The owner will, in all instances before being granted a permit, be required to indemnify the Council against any loss or damage resulting from the sign.

## **2Section 9 – CLUSTER SIGN / INFORMATION BAY SIGN**

1. A permit fee as per current Fees & Charges, per annum, is payable to the Council.
2. Permits are valid for a 12 month period commencing on 1st July of each year.
3. The applicant must supply and maintain the sign in reasonable condition.
4. The sign must comply with Katherine Town Council By-Laws and Signs Code.
5. Damaged or faded signs will be removed by Council and the owner will be required to repair or replace the sign prior to reinstallation.
6. Each premises is entitled to one (1) Cluster Sign only.
7. Each business is entitled to one (1) Information Bay sign per structure, irrespective of business premises location.

### **PLEASE NOTE:**

**There is no fee payable for a Freestanding/Sandwich Board/A-Frame Sign/Blue Finger Sign, however a permit MUST be completed and is still subject to Council's approval process.**

**REFER TO FEES AND CHARGES FOR FEE PER MONTH  
ALL FEES ARE EXEMPT FROM GST WITH RENEWALS BEING CHARGED AT FULL PRICES**

### **Privacy Statement**

The information requested by this form is being collected by the Council for the purpose of a Sign Application and amongst other things, providing appropriate services to ratepayers, carrying out the Council's functions, and in some cases, for compiling or reporting statistics. If you do not provide the information Council may not be able to process your application. The Council may disclose the information provided by you on this form to other government bodies, as required or authorised by By-Law 86, or in accordance with our Privacy Policy, which is available on our website [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au) or on request from the Council office. You may obtain access to your personal information held by Council by submitting an application form that is available at Council or by contacting Council (08) 8972 5500.