

Footpath A-Frame Signage Permit Application 23/24



Applicable to Northern Beaches Council North businesses – North Narrabeen to Palm Beach only

If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4075
TRIM Ref.	
Last updated	June 2023
Business unit	Property
Application no.	
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Lodgement

- Please read this form and supplied information carefully before completing the application.
- Council will not accept incomplete applications or illegible information.
- Application Fee is to be paid at time of lodgement.
- Copy of current Public Liability Insurance Policy must be provided with the application.
- By signing this application I acknowledge that I understand and agree to abide by the conditions of this Application and that I am authorised to act on behalf of the business/company named below.

Part 2: Permit Fees

Footpath signage - fees for footpath signage
Application fee for 2 year period : \$250 (paid on lodgement)

Part 3: Applicant Details

Premises Name			
Premises Address			Postcode
Registered Business Entity Name		ABN	
Applicant Name			
Mobile			
Email*			

* A postal address and email address must be provided. Correspondence will be via email when possible.

Part 4: Insurance Details

Permits will not be issued unless you have Public Liability insurance for the area you want to use. Please provide a copy of your current policy and note that you are required to arrange for Northern Beaches Council to be named on your policy as a joint insured for the respective rights and interests of yourself and Council in respect of your merchandise on the footpath. Council requires Public Liability Insurance for a minimum of \$10 million for subject Permit.

Part 5: Proposed Signage

A-frame signage		
A-Frame Signage (maximum 1- must be removable):	Yes	No

Part 6: Conditions

- A-Frame signage must be associated with a local business premises. A maximum of one (1) A-Frame sign is permitted for each business and must be placed 90 degrees and adjacent to the front of the property boundary and a maximum of one (1) metre from that boundary.
- A minimum of two (2) metres of clear pedestrian access through the footway from the kerb or any other object such as trees, bins, signposts etc is to be maintained at all times.
- Dimensions of A-Frame signs shall not exceed a height of one (1) metre and a width of 600mm. Teardrop signage is not permitted.
- A-Frame signage must be structurally sound and adequately anchored to ensure no movement.
- A-Frame signage must be removed from the footpath when the shop is closed or unattended.
- A-Frame signage content must relate to the associated business, with no third party advertising and must not display offensive content.
- Northern Beaches Council reserves the right to remove and/or confiscate any sign that it considers inappropriate or presents a danger to the public and/or does not comply with the description/s noted above.
- At its sole discretion, Northern Beaches Council may cancel a permit authorising the use of signage.
- A permit will be issued for a period of 2 years
- The permit must be kept on the premises at all times and produced if required

Part 7: Applicant Declaration

- I declare that the information provided on this form is accurate, complete and correct.
- I declare that I have attached all supporting documentation as indicated.
- I understand that this is an application, and approval of this application is not guaranteed.

Name of Applicant			
Signature		Date	

Office Use Only			
Application Fee Paid?	No	Yes	Receipt No:
Public Liability Certificate of Currency Provided	No	Yes	

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ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: Payment card surcharge of 0.5% applies

Office Use Only															
Application No.															

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