

GUIDELINES

Signage for temporary events must comply with the following in accordance with the relevant legislation*:

1. The temporary banner and/or sign must not exceed 6m² combined;
2. Temporary banners and/or signs may be installed at the venue where the event is to be held in accordance with any requirements of the venue manager/hire agreement; and
3. A temporary banner and/or sign may be installed off-site, based on the following:
 - a. Must have land owner/occupier consent
 - b. Must not be placed in residential areas
 - c. Must not be placed on any public land or assets
 - d. Must not be permanently fixed
 - e. Must not incorporate any illumination, bill posters or bunting
 - f. Not be higher than 5 metres above the existing ground level
 - g. Signage must not be displayed earlier than 14 days before the event and must be removed within 2 days after the event.

PUBLIC ASSETS

The only public assets that can be used for banner display is the Jubilee Oval fence on the corner of Birch Avenue and Wheelers Lane. This site is for not-for-profit, community events and significant community service messages only.

Community event	A function or event open to the public or a section of the public that is a ceremony, cultural celebration, exhibition, fete, fair, gathering, market or sporting event
Significant community service	A service that benefits the community as a whole (eg Blood Bank, community education)

Ref: Management Policy ED17/2776: Promotional Signage/Banners in Public Spaces

OTHER

You are reminded that it is a littering offence to place flyers on car windscreens or use bill posters; for example, on the outside of buildings or on telegraph poles. Local businesses may be open to display material such as posters and flyers in their windows or within their premises.

The use of Variable Message Signs (VMS) or any electronic or mobile message boards for event promotion or advertising is strictly prohibited. VMS boards are reserved exclusively for approved traffic management purposes and must only be used by authorised personnel in accordance with relevant legislation and traffic control requirements. Event organisers must not install, operate, or arrange for the placement of any VMS boards for promotional, directional, or informational purposes related to their event, unless the use of such signage forms part of a Council-approved Traffic Management Plan. Any unauthorised signage of this nature will be required to be removed immediately at the organiser's expense.

*Protection of the Environment Operations Act 1998 and State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

For support and assistance, please contact:

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