

SERVICE & ACCOMMODATION SIGNPOSTING APPLICATION

FILE: PSC2005-2660

Applicant Details

Name:

Business or Trading Name:

Address:

Postal Address:

Phone:

H:

B:

M:

Email:

Fax:

Details of Facility to be Sign Posted (Refer to Information & Direction Signs in Road Reserve Code)

☐ **Facility Signs**

Schools, Boat ramps and public wharves, Public amenities, Medical services, Veterinary clinics, Emergency services, Rest areas, Airports, Visitor information centres, Marinas, Industrial estates, Child care / long day care centres, Accommodation, Community facilities.

☐ **Tourist Direction Signs**

Major tourist attractions, Tourist drives, Tourist establishments, Tourist features, Historical features, Cultural, Theme parks, Winery, Museum, Galleries, Craft centres, Zoo parks.

☐ **Parks and Reserve Signs**

Parks and Reserves, Recreation Facilities, Leisure Facilities.

Address of Facility to Be Signposted

Owner/s

Lot No:

DP:

House No:

Street

Suburb:

State:

Postcode:

Details about the above Facility

Description of Establishment: (including hours of operation & function of establishment)

Has this operation been approved? (Please tick)

☐ Yes ☐ No

Approval number: (if applicable):

SERVICE & ACCOMMODATION SIGNPOSTING APPLICATION

Sign Details

Preferred Sign _____
Location _____

Applicants Signature: _____ Date: _____

Please note: service and accommodation signposting is not to be used for advertising purposes, therefore individual business names are not permitted.

Procedure Details

Lodge Application: Applications can be lodged with Council using the following methods -

In person: 116 Adelaide Street Raymond Terrace 2324

Mail: PO Box 42 Raymond Terrace 2324

E-mail: council@portstephens.nsw.gov.au

Fax: 0249 873 612

Assessment: Council will consider and respond to a completed application within 7 days of receiving the application. Once approved, a quote will be sourced and forwarded to the applicant to be accepted or declined.

Acceptance of Quote: The manufacture and installation process will commence as soon as quote is accepted in writing and payment is received. Installation will take between 4 to 6 weeks from receipt of payment.

Installation of the Sign: Council does not permit the installation of signs by persons other than those working for or contracted by the Road Authority.

Ownership of the Sign: Signs located in the road reservation belong to the Road Authority which in most cases will be Council.

Maintenance of the Signs: The applicant or benefitting party is responsible for all costs relating to the sign's lifecycle including but not limited to its design, purchase, installation, maintenance and replacement. Signs should be designed to meet a minimum service life of ten (10) years. Where a sign has been in place for longer than 10 years and/or where it has deteriorated to a level unacceptable to Council, whether naturally or otherwise, the sign must be replaced at the benefitting party cost. Refer to the Information & Direction Signs in Road Reserve Code for further information.

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Council collects this information to accurately assess the application for a Service & Accommodation Sign.

Intended recipients: Council assessing Officers will use the provided information to assess the application.

Supply: Voluntary.

Consequence of Non Provision: The application will not be assessed.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.