

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 the Sign Posting Code of Conduct)

- Accommodation Facility** - Hotel, motel, B&B, Caravan Park, Camping Grounds and Resorts
- Leisure Facility** – includes marinas, sporting resorts and clubs, service or social clubs and approved outdoor attractions.
- Non- Commercial Recreation Facility** - parks, approved cycle and skate areas, sport centres, sportsgrounds, boat ramps, tennis courts, netball courts scout/guide camps and swimming pools etc.
- Emergency Facility** - includes polyclinic, hospitals, doctor's surgeries or ambulance stations all of which emergency services are available.
- Public Facility** - includes airports, post offices, libraries, information centres, police stations, shopping centres, community centres, preschools, council chambers, schools, parking areas, churches, & community halls
- Other** (Please Specify) – could include aged care facilities, retirement villages, industrial estates, research centres, major industry and employment etc

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 by Council?

Yes

No

Approval Number (if Applicable)

SERVICE & ACCOMMODATION SIGNPOSTING APPLICATION

Sign Details

Preferred Sign Location _____

Preferred Wording For Sign _____

Applicants Signature: _____ Date: _____

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 and sign design 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: Council will maintain approved signs for a period of 10 years. This includes but is not restricted to, vandalism, accident, theft and general wear and tear. After this period the sign will remain in place until such time as it reaches a state of natural deterioration warranting its replacement. At this point in time contact will be made with the original applicant to determine the appropriate action to replace or remove the structure. Signs and their supporting structures will be removed if the status of the facility change or for any other reasons the sign is no longer applicable.

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.