

OFFICIAL

COMMUNITY EVENT SIGNAGE APPLICATION FORM

Casey Community Local Law 2025

OVERVIEW

Are you eligible for a Community Event Signage Permit?

Council issues community event signage permits:

- » for activities or events held in the City of Casey that encourage a high level of community participation;
- » to not-for-profit organisations promoting a community event.

Permits will not be issued for events that are of a commercial nature.

Have you contacted Council's Events Unit?

If you are planning to hold an event in Casey, the first step is to call the Events Unit on 9705 5200 or email events@casey.vic.gov.au. They can provide advice on whether you are required to go through the formal event approval process and which Council permits you need.

Design templates and signs must be reviewed and approved by Council before printing

As part of the sign, it is recommended you include dates and venue information in large bold writing, use graphics that are simple and bold and sponsorship logos must only take up 10% of the total sign area. Council will not approve signs that are poor in appearance, offensive, or unlawful.

Conditions of approval

- » Signage can only be displayed at approved locations.
- » A maximum of four signs can be displayed by one organisation at any one time across the municipality.
- » An additional sign can be displayed at the event if the location is suitable.
- » The maximum sign size is 5sqm.
- » Application should be submitted at least five weeks before your event.
- » Design templates and/or existing signs are to be reviewed and approved by Council prior to printing.
- » Signs relating to an event may be erected up to four (4) weeks prior, if selected sites are available.
- » Signs relating to events must be removed within five (5) working days of the conclusion of the event.
- » Community event signs are to be erected by the applicant or their contractor.
- » Signs must be secured to designated sites to the satisfaction of Council.

APPLICATION FEE

Application fee: \$155.00 (Payable Annually)
Permit fee: \$155.00

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

PAYMENT METHODS



Online

www.casey.vic.gov.au/payments



By Phone

Visa And Mastercard payments only

Call 1300 665 200 to make your payment

By Mail (cheque or Money Order only)
Send the payment slip with your cheque or
Money order payable to 'City of Casey'
Mail to:

City of Casey
PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place
2 Patrick Northeast Drive
Narre Warren VIC 3805

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre
Cranbourne VIC 3977

*Refer to the City of Casey website for opening
hours*

LODGEMENT



EMAIL:
caseycc@casey.vic.gov.au



MAIL:
City of Casey
PO Box 1000,
Narre Warren, VIC 3805



IN PERSON:

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APPLICATION REQUIREMENTS:

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

- ☐ **Applications must be submitted 14 days prior to the date the permit is required for.**
- ☐ **A copy of your Public Liability Insurance policy must be provided.** All applicants must hold the appropriate public liability insurance with a minimum coverage of \$20M.

Obligation to Insure

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.

COUNCILS INDEMNITY

The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

- ☐ **Design templates.** You must provide copies of templates showing the sign layout, wording and any logos or graphics.

APPLICATION DECLARATION:**By lodging this application, you declare that:**

You are the applicant or are authorised by the applicant to lodge this application.

The information provided in this application form and any attachments is true and correct. You understand it is an offence to provide false information and penalties apply.

If the permit is granted, you will comply with all permit conditions and the *Casey Community Local Law 2025*.

PRIVACY STATEMENT:

☐ I have read and agree to City of Casey's Privacy Policy accessible at <https://www.casey.vic.gov.au/privacy>. We will only use the personal information provided by you for the purposes for which it was collected and any other authorised use. The information we collect may also be used for our planning and research purposes to improve the services to the community. We will never reveal personal information we collect to third parties unless disclosure is required or authorised by law. If you have any queries or need further information on privacy-related matters, please contact Council's Privacy Officer."

☐ I consent that the City of Casey ("Council") will collect my personal information, where Council believes it is reasonable to undertake functions for the use, disclosure, and operational requirements carried out by Council and/or including, but not limited to, third parties and other agencies. I understand and accept that Council is not liable for third-party disclosure, distribution, copying, or misuse of the information contained in this form.

APPLICANT'S DETAILS:

Name of organisation:		ABN:	
Incorporated association registration number (if applicable):			
Registered business street address (PO boxes not accepted):			
Suburb:		Postcode:	
Name of contact person:		Title/role of contact person:	
Mobile:		Telephone:	
Email:			
If granted, how would you like to receive your permit?		By email	By post

EVENT DETAILS

What is the proposed activity/type of event?			
Location of event			
Same as above		Or specify different address below (must be a street address)	
Suburb:		Postcode:	
Start date and time of event:		Finish date and time of event:	

EVENT SIGNAGE DETAILS**Dimensions of the sign (maximum 5sqm):**

Height (mm)

Width (mm)

Is the sign sponsored by a business?

No, go to next question.

Yes, what type of business (e.g. real estate agent, café etc)

Are you proposing to display a sign at the event location?

No, go to next question.

Yes, provide location (e.g. within event grounds, at the front entrance to venue etc)

SIGNAGE LOCATION: Where are you proposing to display the signage throughout Casey? You can choose up to a maximum of four displays at these Council approved locations. In the preference number box to the right of the table, number your preferred locations in order of priority (1, 2, 3, 4). In peak event times, your preferred locations may already be allocated to another event. If your first choices are unavailable, you have the option to number other preferred locations here (e.g. 5, 6, 7, 8 etc).

Site	Location	Placement Information	Preference number
Berwick			
7	Princes Highway and York Rd Corner	Northeast corner – 14 days only	
8	Princes Highway	North side between Parkhill Dve and William Rd	
9	Clyde Rd (option 1)	West side 80m south of Centre Rd (min 3m from Roadside)	
9	Clyde Rd (option 2)	East side 80m south of Bemersyde Dve	
Cranbourne			
15	South Gippsland Highway	Northeast corner of Camms Rd	
21	Cranbourne – Frankston Rd	90m west, southwest corner Cherryhills Dve	
Cranbourne North			
13	South Gippsland Highway	West side, 80m south of Thompsons Rd	
14	South Gippsland Highway	East side, 80m north of Thompsons Rd	
Doveton			
2	Power Rd	East side, 35m north of Paperbark Street	
3	Power Rd	West side, 20m south of Rowan Dve	
Endeavour Hills			
1	Heatherton Rd	North side, 50m east of Power Rd	
Hampton Park			
5	Hallam South Rd	Opposite Somerville Rd	
6	Hallam South Rd and Blackwood Dve	Southeast corner	
Narre Warren			
19	Saxonwood Dve and Narre Warren-Cranbourne Rd	120m south, southeast corner	
Narre Warren North			
4	Heatherton Rd and Belgrave-Hallam Rd	Northeast corner	
Narre Warren South			
10	Greaves Rd	70m east of Wood Rd	
11	Narre Warren-Cranbourne Rd and Littlecroft Avenue	60m south, southeast corner	
12	Narre Warren Cranbourne Rd and Ormond Rd	100m north, northwest corner	
Pearcedale			
16	Pearcedale Rd	West side, 50m north of Baxter-Tooradin Rd	
Tooradin			
18	South Gippsland Highway and Tooradin Station Rd	Northeast corner	

CREDIT CARD AUTHORISATION**CARDHOLDER'S DECLARATION**

I declare that I am the authorised cardholder of this credit card and understand it is an offence to provide false information and penalties apply.

CREDIT CARD DETAILS:	
Type of credit card	
☐ Mastercard	☐ Visa
Name of Cardholder:	
Contact Phone (business hours):	
Card Number:	
Expiry Date:	CCV:
Amount (\$):	