



SIGNAGE BOARD APPLICATION FORM

TO: Corridor Manager
Invercargill City Council
corridormanager@icc.govt.nz

Telephone: 03 211 1777

APPLICANT DETAILS

Full Name of Applicant:

.....

Contact Person (if above is a company):

.....

Address of Applicant:

.....

Postal Address (If different from above):

.....

Contact Telephone:

Email:

LOCALITY OF SIGNAGE BOARD

Address of site to which this application applies:

.....

DIMENSIONS OF SIGNAGE BOARD/S

Sign One:

Sign Two:

(a) Height:

(a) Height:

(b) Width:

(b) Width:

(c) Spread:

(c) Spread:

OTHER *(Tick acknowledgement)*

I confirm that I hold Public Liability Insurance of \$1 million which covers signage boards situated on the public footpath

I have read and understood the conditions listed in Schedule 5 of the Invercargill City Council Roading, Parking and Traffic Bylaw (overleaf) and agree to comply with them.

I acknowledge that failure to comply with the conditions of Schedule 5 may result in a maximum penalty of \$20,000.

SIGNATURE OF APPLICANT OR AGENT

.....
(Signature of applicant or person authorised to sign on behalf of the applicant)

.....
(Date)

Schedule 5

LICENCE CONDITIONS FOR THE PLACEMENT OF SIGNAGE BOARDS ON THE PUBLIC ROAD (FOOTPATH)

1. Signage boards will be permitted in the City of Invercargill subject to compliance with the following conditions:
 - a) All signage boards must be registered with the Council.
 - b) A registered sign will be subject to the payment of an annual licensing fee which will be established by Council and reviewed on an annual basis.
 - c) A signage board will have the following dimensions:
 - Height - minimum of 0.5m and maximum of 1.1m.
 - Width - maximum of 0.6m.
 - Spread - maximum of 0.5m.
 - Sign base to be within 300mm of the ground.
 - d) All signs on roads are to be firmly secured or supported so as not to cause a nuisance.
 - e) No revolving signs, signs with moving parts (i.e. flags) or signs with sharp edges or corners will be permitted.
 - f) A maximum of two signs per property.
2. Location of signage boards. The location of signage will be subject to the following requirements:
 - (a) Signage boards must be located 100mm back from the outer edge of the footpath and in such a position that there is a minimum of two metre clearance of the footpath for pedestrian traffic.
 - (b) Where the area has a verge or gravel berm then the sign is to be placed on this and not the footpath. Where there are no footpaths, then the sign will be sited on the berm area.
 - (c) Signs must be located immediately adjacent to the business premises and relate to the business occurring on that site.
3. Where unique circumstances apply, an application may be made for signage not complying with Clauses 1 and 2 above. Applications are to be made in writing to the Council's Road Corridor Team detailing the unique circumstances of the business. A processing fee for this service may be charged.
4. Display of signage boards. Signage boards will only be displayed during the trading hours of the businesses to which the signage boards relate.
5. The Licensee shall keep the Invercargill City Council indemnified against any damage or injury that may occur to any person using the road or to the property of any person using the road arising directly or indirectly from a signage board. The Licensee shall enter into public liability insurance of \$1 million to indemnify the Invercargill City Council from any claim against the Invercargill City Council arising directly or indirectly as a result of the Licensee's actions.

Need help? Should you require further information please contact our Road Corridor Manager, by telephone 03 211 1777 during office hours or email corridormanager@icc.govt.nz