



CASSOWARY COAST REGIONAL COUNCIL

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Approved Form 10.5 Advertising Device

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 10 (Advertising Devices) 2022

Council Reference:

Property Number:

Note: These numbers are important and should be used on all correspondence in relation to this matter.

Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Information regarding advertising device

Some advertising devices are prohibited under Part 3 of the *Cassowary Coast Regional Council Local Law No. 10 (Advertising Devices) 2022* and no application can be made for a prohibited advertising device.

Some advertising devices are permitted without application under Part 4 of the *Cassowary Coast Regional Council Local Law No. 10 (Advertising Devices) 2022* and no application is needed for that advertising device.

That leaves advertising devices that are to be assessed. The assessment may occur under either the Planning Scheme or this local law depending upon physical elements and the purpose of the advertising device.

Advertising devices can have several attributes and may fit under several of the definitions under the local law. Please refer to the definitions in the dictionary in *Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022*.

For example, an advertising device may be an **under awning advertising device** and may also be an **illuminated advertising device** and could be an **off-premises advertising device**.

To determine whether an application is to be made under the planning scheme or the local laws please identify whether the proposed advertising device can be defined as one or more of the definitions under the physical elements definitions in column 1. If column 2 identifies the advertising device as requiring assessment under the planning scheme an application must be made under the planning scheme. Column 3 identifies the definitions that identify the purpose of the advertising device. If column 4 identifies the advertising device as requiring assessment under the planning scheme an application must be made under the planning scheme. All other applications are made under *Cassowary Coast Regional Council Local Law No. 10 (Advertising Devices) 2022*.

Column 1 Physical elements	Column 2 Where assessed	Column 3 Purpose	Column 4 Where assessed
Free standing advertising device	Local Law	Election advertising device	Local Law
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Illuminated advertising device	Planning Scheme	Estate entrance advertising device	Planning Scheme
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moveable advertising	Local Law	Home based business advertising device	Planning Scheme
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Projecting advertising device	Local Law	Off-premises advertising device	Planning Scheme
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Column 1 Physical elements	Column 2 Where assessed	Column 3 Purpose	Column 4 Where assessed
Pylon advertising device	Planning Scheme	On-premises advertising device	Local Law
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Under awning advertising device	Local Law	Temporary advertising device	Local Law
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
An advertising area of 6m x 3m or greater	Planning Scheme		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If requiring an approval as a Class 10b structure	Planning Scheme		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Identify the proposed location of the advertising device			
Identify the dimensions of the proposed advertising device.			
Identify the advertising area.			
Provide structural details of the proposed advertising device and how it is to be made secure with sufficient information for Council to assess it against relevant assessment criteria			
Display the proposed advertising on the advertising device			

Criteria for assessment of application

General Criteria under *Local Law No. 1 (Administration) 2022*

Council must assess your application against the general criteria. To assist council's assessment you must provide the following information as an attachment to this application:

1. proof that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. proof that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. indicate how the activity will benefit the good rule and governance of the Cassowary Coast;
6. indicate how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. indicate whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under Local Law No. 10 (Advertising Devices) 2022

Council must assess your application against the additional criteria that apply to this activity specifically. To assist Council's consideration, please provide the following information as an attachment to this application:

9. the advertising device must:

- be structurally sound;
- have dimensions that bear a reasonable relationship to the surrounding buildings and premises so that its presence is not unduly dominating or oppressive;
- be consistent in appearance with the building and natural features of the environment in which it is to be situated; and
- be consistent with the character and values of the environment in which it is to be situated.

10. The advertising device must not be likely to:

- harm public health or safety;
- cause property damage to public infrastructure;
- cause a nuisance;
- cause the obstruction or distraction of pedestrian or vehicular traffic;
- cause environmental harm;
- be a detrimental impact on the amenity of the area, by reason of its location, construction or design; or
- cause unreasonable obstruction of an existing view or vista

Prescribed Fees 2024-2025

Initial Application & Permit	\$320.00
Advertising Devices – (Planning Services – Operational Works)	\$1,200.00

Customer Acknowledgement / Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regard to any matters relevant to this application.

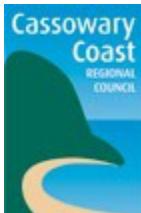
PRINT NAME..... SIGNATURE..... DATE.....

Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law

OFFICE USE ONLY: Application Creation: PLUS → PrescrbAct → OPAdvertD

Application Number:	PrA_____ / _____	Date:	_____/_____/_____
Receipt No.:		Admin Initials:	



Approved Form 1.7 Application to Council (*What I Want*)

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Type of application

Prescribed Activity Amendment Renewal Transfer

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
For companies: Business name			
ABN:			
Director name/s:			
Name of Agent / Contractor (if not the applicant)			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

New Permit - provide a brief description of the activity you want permitted

Property where the activity is to take place (if applicable)

Property ID Number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>		
Property address:			
Property description: (lot and plan)	Lot No.	Plan No.	
Name of owner of property if not the applicant: (e.g. company)			
Street/Park Name:			
Is the property privately owned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If no, please provide property owner name & phone:		
Is the property a dwelling unit or multi-residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the property in the Environmental Management and Conservation Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Fee Waiver / Fee Reduction Request			
Is this application for a legal not-for-profit organisation or charity group?	Is the initiative/event for a community purpose?	Will the event or initiative be based in the Cassowary Coast?	Is the Not For Profit organisation based on the Cassowary Coast?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Checklist:			
<i>For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.</i>			
<input type="checkbox"/> I have attached the additional Approved Form required for my application.			
I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application			
PRINT NAME..... SIGNATURE..... DATE.....			

Payment options	
In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

OFFICE USE	
Application Number:	

General Application to accompany all applications to Council for permits to undertake prescribed activities and non-prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please note an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See *Section 7 Cassowary Coast Regional Council Local Law No 1 (Administration) 2022*.

Information Privacy Statement:

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009* (Qld), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](#) on Council's website www.cassowarycoast.qld.gov.au