

# Banner Poles Signage Application Form

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **t** 1300 864 444 • **w** ballina.nsw.gov.au

This application will be processed in accordance with Council's Banner Poles Policy.

Please DO NOT lodge payments. You will be contacted once your request has been processed.

## Banner Pole Locations

- |   |   |
|---|---|
| <input type="checkbox"/> Canal Bridge Ballina (northern approach) x 2         | <input type="checkbox"/> Coast Road Lennox Head (northern approach) x 2   |
| <input type="checkbox"/> Fishery Creek Bridge Ballina (northern approach) x 2 | <input type="checkbox"/> Angels Beach Drive East Ballina (roundabout) x 2 |
| <input type="checkbox"/> Kerr and Swift Streets Ballina (intersection) x 2    |   |

## Part A: Applicant Details

Contact Name

Organisation

Business Address

Contact Phone Number

Email

## Part B: Event Details

Event Name

Event Date

Event Location

Anticipated Attendance

Brief Description of Event

## Part D: Installation Dates

Banners relating to an event may be erected up to six (6) weeks prior, if selected sites are available.

Installation Date

Removal Date

## Part E: Banner Design

**Dimensions: 2360mm high x 850mm wide.** This includes a triple sewn 105mm wide hem tube at both ends. The hem tube is to be open at both ends (so that it can slide over the horizontal arms). Therefore, when creating artwork, the canvas should be 2150mm high x 850mm (see style sheet for instructions).

The banner material used must be "breeze through material (mesh type)" or heavy gauge sign vinyl, available from professional sign writers. Banners made from vinyl material must have 4 semi-circle flaps cut through the centre of the banner, with a minimum 200mm radius.

- Design templates and/or existing banners must be reviewed and approved by Council prior to installation. An image of the proposed banner is to be lodged with this application.

## Part F: Fees and Charges

Please refer to Council's website for fees and charges: [ballina.nsw.gov.au](http://ballina.nsw.gov.au)

## Privacy Protection Notice

The completed *Banner Poles Signage Application Form* contains personal information which is being collected for the purpose of acquitting a community donation and to enable Council to perform any other duty or task under any relevant legislation. The information will be processed by the Corporate and Community Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

## Part G: Signature of Applicant(s)

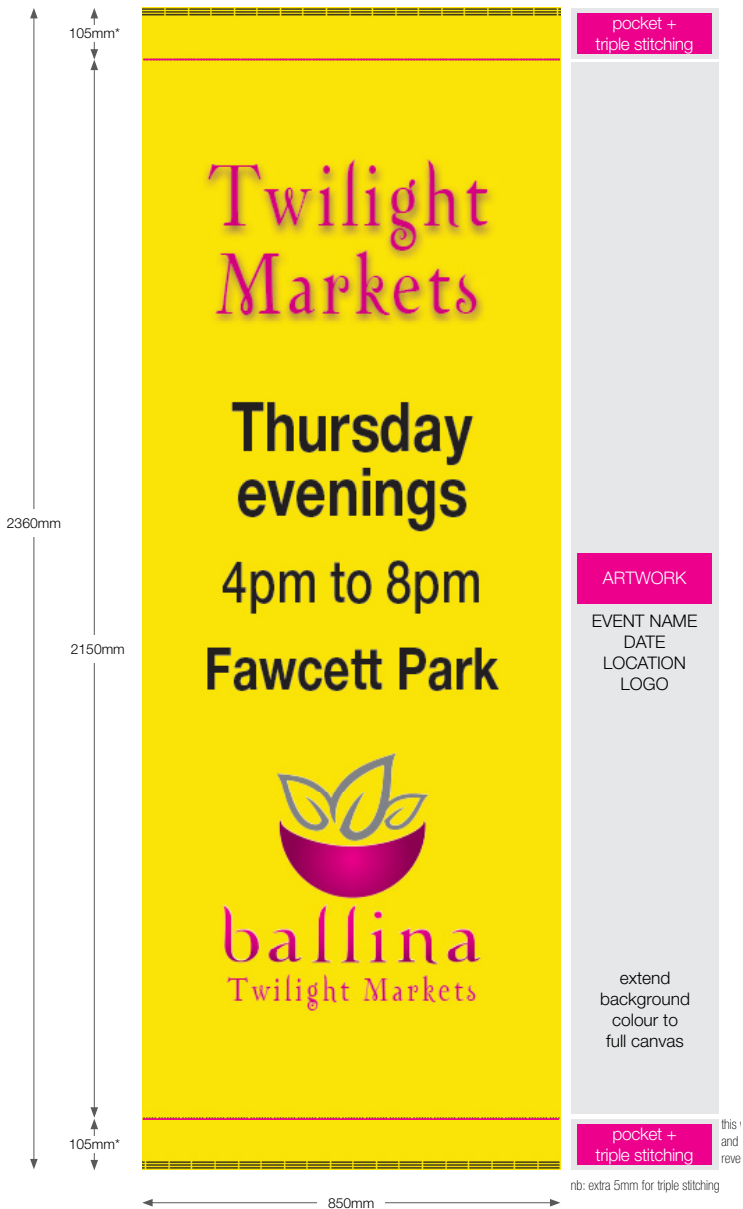
Name

Signature

Date

## Part H: Banner Pole Style Sheet

### SIDE A (FRONT)



### SIDE B (BACK)

