

Licensable sign applications

Moreton Bay Regional Council's Local Law 1 (Administration) 2011 identifies advertising signs which must not be displayed without an approval. These signs (licensable signs) are identified in Council's Subordinate Local Law 1 (Administration) 2011, Schedule 9 Table 3.

Applicants are able to apply for an approval to display a licensable sign in two ways:

Standard application

A standard application may be made by lodging the Installation of advertising devices (signs) application - Standard assessment, together with any required supporting information. This supporting information includes:

- the contact details of the applicant including the applicant's full name, day time contact phone number, email address (if applicable) and mailing address. *Please note:* Council only accepts applications from an individual, company or an incorporated association;
- details of the period for which the Licensable sign is proposed to be displayed;
- a sketch plan or plan of the proposed licensable sign;
- details of any illumination, animation, moving parts, reflective material or third party advertising;
- where Licensable Signs are proposed to be installed on private land, evidence of the consent of the property owner;
- an indemnity in favour of the Council, evidenced by signing the indemnity clause contained within the Application form;
- a certificate of currency and schedule of insurance clearly showing that the applicant has current public liability insurance, for the location of the sign. The Moreton Bay Regional Council should be clearly indemnified under the insurance policy (listed as an 'interested party' or otherwise endorsed under the policy); and
- proof that the applicant holds any separate approval to install the sign as required under another Local Law (for example, approval to carry out works on Council controlled land), or another Act (for example, a Building Approval or Development Approval under the relevant planning legislation).

An application fee applies, based on whether the sign is to be installed on Council land or private land, and is required to be submitted when lodging the application form.

A standard application will generally be assessed within 30 days.

Expedited (Fast Track) application

An expedited application may be made by lodging the Installation of advertising devices (signs) application – Expedited (Fast Track) Assessment with the prescribed fee and supporting information required for a Standard Application, but additionally including a written submission. The written submission must fully document how the proposed licensable sign meets:

- the criteria set out in Section 5 of Moreton Bay Regional Council's Subordinate Local Law 1 (Administration) 2011, Schedule 9 (Installation of Advertising Devices); and
- the General Licensable Criteria set out in Moreton Bay Regional Council's Subordinate Local Law 1 (Administration) 2011, Schedule 9, Table 3; and
- the Specific Requirements applicable based on the type of Licensable Sign set out in Moreton Bay Regional Council's Local Law for Advertising Devices, Table 3.

An application fee applies and is required to be submitted when lodging the application form. The written submission is required to comprehensively detail how the proposed sign would comply with each aspect of the above criteria. If applicable, this may include submission of approval from Queensland Transport and Main Roads in relation to signs visible from a State Controlled Road.

Once all required documentation is received, and the application is assessed as being 'properly made', the expedited application will be assessed within 3 business days.

Assessment process

Once a properly made application is received, the Local Law Approvals Unit will assess the application against the criteria in section 9(1) of Moreton Bay Regional Council Law 1 (Administration) 2011; the additional criteria as specified in Moreton Bay Regional Council's Subordinate Local Law 1 (Administration) 2011, Section 5 of Schedule 9; and the further additional criteria noted in Table 3 of Schedule 9.

The application will also be sent to relevant interested Council departments for comment on the appropriateness of the proposed sign.

The application will then either be approved, refused, or approved with specific conditions. Where an application is approved or approved with specific conditions, the sign may be installed in accordance with the approval conditions.

Where the application is refused or approved with specific (or 'non-standard') conditions, the applicant will be provided with an Information Notice identifying certain rights to request a review of their application assessment.

Approval and Renewal

A Licensable Sign must only be installed once the approval document has been issued for the sign. The installation must comply with all conditions of approval. The sign must only remain erected for the period of time specified under the approval document.

Unless otherwise noted, approval is granted for a period of 12 months, and thereafter, the sign may only remain erected if the approval is appropriately renewed through Council's Local Law Approvals Renewal process.

Further information

For further information about applications for licensable signs, please contact Council during business hours on (07) 3205 0555 or lodge a request via the Council website - www.moretonbay.qld.gov.au/contact.