
DISPLAY OF STREET FLAGS AND/OR BANNER OVER STREET APPLICATION FORM

(Byron and Otho Street)

Name: _____

Organisation: _____

Postal Address: _____

Email Address: _____

Contact Number: _____

Please Circle: Banner Flags

Please Circle: Byron Street Otho Street

Requested Dates of Display: _____

The following guidelines are provided for the display of banners and flags:

- Banners and flags may only be displayed by community and charitable organisations, service clubs and sporting clubs;
- The event being promoted must be for community benefit or participation;
- Banners or flags may be displayed for up to two (2) weeks prior to the event and removed on the first working day after the event. The display time prior to the event may be varied depending on the number of events held each year;
- The banners or flags will be installed and removed by Council at no cost to the organisation;
- Any damaged banners or flags will be removed by Council and returned to the owners; and
- The organisations providing the banners or flags are to have relevant Public Liability Insurance covering the display.

Recommended Banner Specifications:

- The banner is to be between 800mm and 1200mm high, between 8 and 12 metres long, with one line of lettering between 700mm and 1100mm high;
- Rope to be threaded through the top and bottom of banner; NO eyelets; and
- Banner should be double sided.

Recommended Flag Specifications:

- There are 17 Flag Poles;
- The size of the flags should be 1m x 3m; and
- There should be a 50mm pocket along the top edge and a flag clip or eyelet on the bottom left corner.

The banner/flags are to be delivered to the Council Administration Centre, 144 Otho Street, a minimum of two (2) business days prior to the requested display dates. Following the conclusion of the display, you will be advised when the banner is ready for collection.

Note: Council will endeavour to display banners and flags for the requested dates. If the requested dates conflict with another application, Council will negotiate a compromise for both parties.

I acknowledge that I have read and understand the guidelines as set out above:

Signature: _____ Date: _____