

Application to display from or affix signs, notices or advertisements to City of Kalamunda Facilities Under Lease or Licence

Date of form – 27 November 2017

1. Introduction

(1) This form is to be completed and submitted to the **City of Kalamunda (Property Services Team)** by Lessee or Licensee tenants of a City building seeking the City's consent to display from or affix any signs, notices or advertisements to the Premises, as required under the lease or licence agreement.

- » Some proposed signs, notices or advertisements will require formal planning and/or building approval from the City of Kalamunda as the Local Government Authority. These processes are treated separately and independently. Enquiries should be made to the City's Building Services and Planning Departments for clarification of the respective procedures. NOTE: As the City is the Owner, the Building Act 2011 requires a "Certified Application for Building Permit" (Form BA01) to be used. Information is available on the City's website regarding the Building Act 2011.
 - o The applicant is responsible for obtaining both Planning Approval and Building Licence Approval. (Note: The City is required to sign as landowner on the Schedule 6 Application for Planning Approval.)

x.....Signed by applicant in acknowledgement

2. Notes

- » Approval of the application will not constitute agreement by the City of Kalamunda to contribute to any of the costs of the works.
- » The City of Kalamunda will not reimburse any costs nor will it be responsible for defective workmanship or any costs for rectification of defective or unsatisfactory work.
- » If a consent is given, generally the term of the approval for the sign will be for a maximum of the remaining current term of the lease or licence (i.e. a fresh approval may be required when an additional term is available under the lease or licence) or the term available under the City's Signage Policy, whichever is less.
- » Where there is more than one tenant, the other tenant(s) will be required to consent to the request by signing this form where indicated. Where the other tenants occupy the premises on an alternative season, it is expected that the sign/notice or advertisement will be removed during the alternate season at the applicant's cost. Where tenants have a common season, it is expected that the tenants will have equal access to install signs.
- » It is the applicant's responsibility to confirm that the proposed location and structure is appropriate for the installation of the signs, notices or advertisements, including obtaining an engineer's report, where necessary, with all costs to be met by the applicant.
- » It is also the applicant's responsibility to maintain the sign, notice or advertisement and to have it independently checked periodically to ensure that no deterioration of the item and structure has occurred. The City may from time to time request the applicant to provide evidence that the condition of the sign has been checked. If evidence is not provided within a timeframe satisfactory to the City, the City may obtain the condition report and on-charge the cost of the report to the applicant.

- » Where the sign becomes damaged or defaced so that it becomes an eyesore or a danger to the general public, then the City has the right to instruct the applicant to arrange removal and should the applicant not remove the sign, then the City has the right to arrange removal and charge the applicant for the costs of the removal.
- » The applicant will be responsible for any damage that may occur to the facility as a result of the installation and will compensate the City fully for any costs incurred in remedying such damage, including, where considered necessary at the sole discretion of the City, removal of the sign, notice or advertisement.
- » Where the sign, notice or advertisement relates to a sponsorship of the club, the sign must be removed immediately the sponsorship ceases, at the cost of the applicant. A sponsor's sign should generally only be for one season and will require a fresh application each season.
- » The applicant will need to supply the City with evidence of funds spent (to the satisfaction of the City) so that the works may be considered for inclusion in the City's Building Insurance and the City's Asset Register (if required). However the City reserves the right, at its sole discretion, to either:
 - o include the asset within the Buildings Insurance cover taken out by the City and require the tenant to pay the Buildings Insurance excess if a claim is lodged; or
 - o decline to include the asset within the Buildings Insurance cover taken out by the City and require the tenant to take out its own insurance cover, with the City's interests being noted in the cover taken out. The tenant will be required to provide evidence annually of the insurance cover taken out.
- » Where Planning Approval or a Building Licence are required, the applicant is responsible for completing the relevant forms and providing these to the City so that the City can sign the forms as landowner.

For further information contact the City of Kalamunda Property Services Team on 9257 9999.

3. Facility Details

Building Name:	
Building No:	
Address of Building / Facility:	

4. Description of Sign, Notice or Advertisement and reason for request

(Please include a high level of detail of proposed work – A formal Scope of Works can be attached. Generally an elevation drawn to a scale of no less than 1:500 accurately showing the lettering style, wordings, colours and emblems/logos would be sufficient.)

5. Location / Site of Signs, Notices or Advertisements

(Please provide sketch. Additional plans or other technical drawings may be attached. Plans of the existing premises, including septic tank and leach drains locations, may be available by request through Property Services. Generally the site plan should be drawn on a scale of no less than 1:500 showing the location of the sign.)

6. Qualified Tradespersons' and Licensed Contractors' Obligations

All proposed works must be carried out by (or under the supervision of) qualified tradespersons and licenced contractors.

Contractors carrying out work must hold current Insurance Policies, including coverage for personal and public liability, workers compensation and indemnity, for the duration of the construction or installation.

Contractors carrying out the proposed works are to comply with the City of Kalamunda's Policy and Guidelines for Occupational Health and Safety for Contractors.

7. Obligations on the Facility User / Applicant

The Facility User / Applicant must hold a current Contents Insurance policy that incorporates personal liability cover for the duration of the construction, installation, improvements or additions. Submission of the request does not constitute approval for commencement of work.

8. Funding of the Sign

What is the anticipated Cost of the Project?

\$

How is the project going to be funded?

User Self-funded City Other

What level of contribution is sought from the City, if any?

\$

If the sign is required as part of a sponsorship arrangement, please provide a copy of the proposed sponsorship agreement including:

- a) Funding to be provided; and
- b) Term sought.

Where the term sought exceeds one playing season, please explain why the longer term is warranted.

9. Acknowledgement

By submitting this request the Applicant acknowledges and will be bound by the above conditions, including accepting responsibility to obtain Planning Approval and Building approval.

Co-tenant(s) details

Name _____

Club name _____

Position in Club _____

Telephone Number _____

Email _____

Postal address _____

Signature _____

Date:

Authorised person acting on behalf of Applicant

Name _____

Club name _____

Position in Club _____

Telephone Number _____

Email _____

Postal address _____

Signature _____

Return this Form to:

2 Railway Rd, Kalamunda, WA 6076

PO Box 42, Kalamunda, WA 6929

Telephone: (08) 9257 9999 Fax: (08) 9293 2715

E-mail Address: enquiries@kalamunda.wa.gov.au

Website: www.kalamunda.wa.gov.au

NO WORK IS TO COMMENCE UNTIL FORMAL APPROVAL (INCLUDING PLANNING / BUILDING APPROVAL IF REQUIRED) IS GRANTED IN WRITING AND RELEVANT COPIES OF INSURANCE COVERAGE ARE RECEIVED BY THE CITY.