

## Temporary Signage Application

This form is an application to erect temporary signage on public property. All sections of this form are required to be completed. An application generally takes 5 working days to process.

### APPLICANT DETAILS

Organisation name:			
Contact person:			
Address:			
Email:		Phone:	

### EVENT DETAILS

Event name:			
Event date:			

### SIGNAGE DETAILS

Date signage to be erected:		Removal date:	
Template or wording of signage to be attached if possible:			

### SIGNAGE LOCATIONS

Tick boxes below if site is from the preferred sites list (attached), or be specific about other sites, use street names, house numbers etc when describing locations.

<input type="checkbox"/> Site 1	<input type="checkbox"/> Site 2	<input type="checkbox"/> Site 3	<input type="checkbox"/> Site 4	<input type="checkbox"/> Site 5	<input type="checkbox"/> Site 6
<input type="checkbox"/> Site 7	<input type="checkbox"/> Site 8	<input type="checkbox"/> Site 9	<input type="checkbox"/> Site 10	<input type="checkbox"/> Site 11	<input type="checkbox"/> Site 12
<input type="checkbox"/> Site 13	<input type="checkbox"/> Site 14	<input type="checkbox"/> Site 15	<input type="checkbox"/> Site 16	<input type="checkbox"/> Site 17	<input type="checkbox"/> Site 18
<input type="checkbox"/> Site 19	<input type="checkbox"/> Site 20	<input type="checkbox"/> Site 21	<input type="checkbox"/> Site 22	<input type="checkbox"/> Site 23	<input type="checkbox"/> Site 24
<input type="checkbox"/> Site 25	<input type="checkbox"/> Site 26	<input type="checkbox"/> Site 27	<input type="checkbox"/> Site 28	<input type="checkbox"/> Site 29	<input type="checkbox"/> Site 30

Other Sites:

### INFORMATION

General Information regarding temporary signage:

1. Any signage on public property requires a permit from the Wellington City Council, signage placed on Road Reserve (Roads and Footpaths) require permission from the Roading and Infrastructure Group.
2. Signage can be erected for a maximum of 28 days prior to an event; however in some instances this time frame may have to be reduced due to the number of signs being erected.
3. Signage must meet the size and design guidelines, and should be designed so it is easy to read by passing motorists.
4. Sites which will not be approved are signs which restrict motorist and pedestrian lines of sight, signage near pedestrian crossings or intersections or signage on the Green Belt. Some sites also require permission from parks and gardens which is organised through this application.
5. Signage is in most instances approved for community activities only; commercial signs will in most cases not be approved.
6. If signage is to be attached to public property, cable ties should be used to prevent damaging public property.

For full guidelines refer to the Guidelines for Temporary Signs in Public Places, this document has been attached to this email, or can be found on the WCC website, search: Temporary Signage Guidelines.

Any questions contact the Street Activities Officer on 04 803 8049

I have read the Wellington City Council <i>Guidelines for Temporary Signs in Public Places</i> and have understood this document.			
<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
I have completed this document and understand the requirements and guidelines for displaying temporary signage in the WCC area.			
<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Name</b>		<b>Date</b>	

Return to [road.control@wcc.govt.nz](mailto:road.control@wcc.govt.nz), or fax to 04 801 3009 or mail to Street Activities, WCC, PO Box 2199, Wellington 6140.