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| --- | --- |
| Applicant's full name: |  |
| Business name: |  |
| Business location: |  |
| Postal address: |  |
| Business email: |  |
| Business contact number: |  |

**Permit fee: $506 (GST exempt)**

Conditions

* All permits expire on 30 September.
* Permits are not transferable.
* Renewal notices will be sent out yearly prior to the 30 September expiry date.
* A permit will be issued upon assessment and current public liability insurance.
* Renewals of permits will be delayed if all required information has not been received by Council.

Acknowledgement

* I have read and fully understand the conditions of the Maroondah City Council Street Activities Conditions of Issue and Use for Real Estate Agent Advertising Signs.
* Failure to provide the required information will result in my application being returned and a delay in processing.
* I have attached the required supporting documentation

☐ Public Liability Insurance (Certificate of Currency)

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| Signature |  | Date: |
| Print Name: |  |

How to apply:

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| **MAIL**Maroondah City Council PO Box 156Ringwood VIC 3134 | **IN PERSON****Realm**, 179 Maroondah Hwy, Ringwood**Croydon Service Centre, Croydon Library, Civic Square, Croydon** |
| **EMAIL**maroondah@maroondah.vic.gov.au |  | **FURTHER INFORMATION****Phone:** 1300 88 22 33**Web**: www.maroondah.vic.gov.au |

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| **Payment details (Internal use only)**LC: Prepayment :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_\_ / \_\_\_\_\_\_ /\_\_\_\_\_\_ |

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| **Cashier use: Real Estate Agent Permit (Before accepting payment, please ensure that a copy of the current Public Liability Insurance (Certificate of Currency) is attached to this application.)**LC: PP/LLAWS ADD Permit Type (REA)/name of business/business address Payment Type: Cash / Cheque / EFTPOSReceipt Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Applicant to keep this section for future reference****Conditions of Issue and Use for Real Estate Agent Signs Permits** |

* All real estate agents are required to obtain a permit for signs to be placed on Council Land. Footpaths must remain clear at all times.
* All permits expire on 30 September each year.
* A permit will be issued upon receipt of the required fee and copy of Public Liability Insurance (Certificate of Currency) to the value of $20m (Certificate of Currency must have Maroondah City Council listed as an interested party).
* No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety.
* Signs are only to be placed during daylight hours.
* Signs may only be placed within two hours of the start of the activity.
* Signs must be removed within two hours of the activity ending.
* A maximum of two signs per property.
* ‘Corflute’ style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land.
* The permit does **not** include the placement of a sign or goods outside the business address of the applicant.
* Failure to provide the required information may result in my application being returned and a delay in processing.
* Permits are not transferrable.
* Any permit not renewed within 14 days of the expiry date will be cancelled.
* A cancelled permit will not be renewed; a new application, documentation and application fee must be lodged if the applicant wishes to continue to trade from Council land.