**Statement of Intent**

Community Signboards are exempt from the usual Planning Permit requirements under the Wyndham Planning Scheme, as long as the event being advertised is not held for commercial purposes. This process must be carefully managed to ensure that signage is only placed within the permitted areas and times, to ensure that public safety and community amenity are not detrimentally affected.

**Legislation**

Wyndham Planning Scheme VPP 52.05-10

**Guidelines**

Event holders must apply for an Exempt Sign Certificate and comply with all the conditions noted on the Certificate. Exempt Sign Certificates will only be issued in accordance with the following guidelines:

**Purpose:** The intended sign must be for a local community event within Wyndham municipality and not held for commercial purposes. Council reserves the right to refuse applications for advertising or for events that do not align with Council’s inclusive values.

**Location:** The placing of exempt community signage on Council controlled land is restricted to the following locations:

* The North-East corner of Sayers Rd and Morris Rd, Hoppers Crossing
* The South-West corner Derrimut Rd and Heaths Rd, Hoppers Crossing
* Intersection (East side) of McGrath’s Rd, Greens Rd and Ballan Rd, Wyndham Vale
* The South-West corner Edgars Rd and You Yangs Rd, Little River
* The South-East corner Sayers Rd and Forsyth Rd, Truganina
* The South-West corner Dunnings Rd and Boardwalk Blvd, Point Cook

If the sign is to be displayed on private land the consent of the landowner must be obtained before a sign is displayed on that land. There is no restriction on the numbers of private properties where a sign may be displayed, however only one sign per property is permitted and it must be totally within the property boundaries and not attached to an outer fence.

Signs must not to be placed on nature strips, roundabouts, median strips or traffic islands.

**Number, Duration and Frequency:** Exempt Sign Certificates will be issued allowing signs at **two** of the above locations, per event. Signage is permitted to be placed up to fourteen days (depending on availability) before the event and must be removed by the date as indicated on the issued Exempt sign Certificate. Event Holders will be limited to a maximum of three Exempt Sign Certificates per year.

**Sign content:** Signs must be able to be clearly readable from a distance and must not contain excessive content. Sponsorship details on the sign are limited to the agency or organisation name and email/phone number. Signs must not be an animated or illuminated.

**Signs on Council Controlled Land:** Limit of 2 Signs per organisation, approval from Council for more than 2 signs will only be considered in relation to major events as determined by Council. Exceeding the number of permitted signs may result in the organisation being declined consent for future requests.

**Signs in Parks and Council Centres:** Consentfor signs in Parks will only be granted if the event is occurring within the park in question, further approvals will also be required to be obtained from Councils Parks Department; at: [parksadmin@wyndham.vic.gov.au](mailto:parksadmin@wyndham.vic.gov.au) Failure to obtain consent or comply with conditions as set out by Council, will result in the signs being removed from Council land – Fees and penalties may be apply.

**Applications:** Applications for a community sign must be completed at <http://www.wyndham.vic.gov.au/form/display-signage> at least four weeks prior to the proposed advertising date. Applications must include the following information:

* Name & Address of applicant
* Full details of the event
* Event date(s)
* Sign size dimensions- Must be in metric
* Copy of Intended Advertisement **(JPG File is preferred)**
* The name and details of the Real Estate Agency or other sponsor appearing on the sign

Applications that do not have the required information will not be considered.

**Non-Compliance and Enforcement:** Where any of the certificate conditions are not complied with, or where a sign is displayed outside the dates listed on the certificate, or an Authorised Officer considers a sign to be placed inappropriately or posing a danger to the public, Council may take action including (but not limited to):

* Issuing penalty infringement notices
* Impounding signs
* Excluding the event holder from applying for any further Exempt sign Certificates.

**Other Advertising Opportunities**

**Wyndham Together:** Non-commercial community events can be submitted at <https://www.wyndhamtogether.com.au/submit-your-community-event-or-content/> for inclusion on our What’s On Wyndham calendar and Wyndham Together website.

**Wyndham Star Weekly:** Local newspaper Wyndham Star Weekly has a community calendar at <https://wyndham.starweekly.com.au/uncategorized/1807048-community-calendar-wyndham/>