



Street Banners and Street Sails Policy

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| Date policy was adopted by Council: | 15 December 2010 |
| Resolution number: | 340/10 |
| Previous Policy review date: | 25 March 2009 |
| Next Policy review date: | Annually - November |
| Reference number: | SF080616 |

1 OUTCOMES:

To successfully facilitate the promotion of festivals, events, public awareness campaigns and community activities through the use of street banners and sails.

2 POLICY:

To establish the process for the erection of street banners and street sails.

3. DEFINITIONS

Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Nil

5 CONTENT:

1. The Manager Engineering Operations will be responsible for the administration of banners and sails approval and erection.
2. Applications for the erection of banners and sails must be submitted in writing at least twenty working days prior to the intended date of display.
3. Councils decision to accept or reject applications for a booking is final and not open to appeal.
4. Material deemed to be inappropriate or offensive to the community at large, or a particular community sector, will not be permitted.
5. Council sponsored events will take precedence. Community groups and special events will be given priority over other external users in relation to banner and sails bookings.
6. Bookings will be taken up to one year in advance.
7. Fees for the erection of banners and sails will be waived for charities and non profit organisations.
8. That a diary be kept in the Engineering Operations Division to record bookings.
9. Where events are sponsored, any corporate sponsors logo on any banner or sail shall not exceed 20% of the total area of the subject article.
10. Banners and sails are to be constructed of a sturdy material such as PVC or canvas that will not tear in the wind and thereby present a hazard to traffic (TYVEK is not an acceptable material for the construction of banners).

Street Banners

1. The banners will be required to comply with the attached standard (Attachment A).
2. Organisations will be limited to making two bookings per year for the same event, unless otherwise approved.
3. The caption on the banner is to be succinct. As a guide, the message must be limited to a maximum of 70 characters.
4. The minimum lettering height to be used in the banner design is 250mm. It is important in terms of safety that the message can be easily read by motorists and other road users.

5. The proposed design must be forwarded at the time of requesting the display of banners and should also include the nominated display dates. The proposed layout should contain the following information:
 - Dimensions of banner
 - Proposed size of letters
 - Placement of messages
 - Placement of logos.
6. That banners will be approved for a maximum of two (2) weeks and only be erected longer than that if other requests have not been received.

Street Sails

1. The sails be required to comply with the attached standard (Attachment B).
2. That sails be approved for a maximum of four (4) weeks and only be erected longer than that if other requests have not been received.
3. Organisations will be limited to one booking per year for when the sails can be displayed, unless otherwise approved.

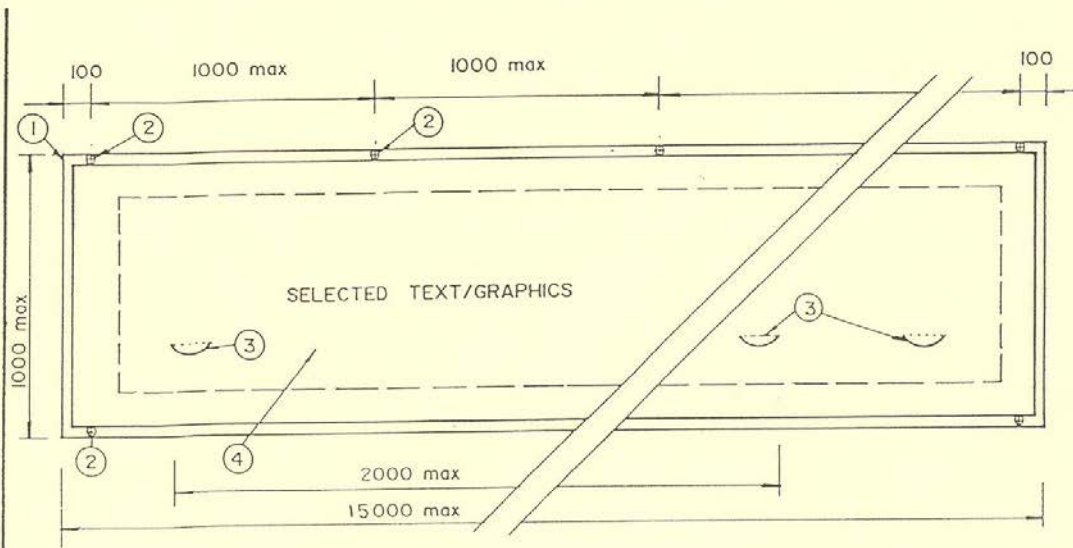
Notification and Approval

1. When the design of a banner or sail is deemed satisfactory for a public display the applicant will be notified in writing. Only at this stage should manufacturing take place.
2. Once approval has been granted, and manufacturing is complete, the banners are to be delivered to the City Works Depot located at 10 Ellerton Drive, Queanbeyan, no later than five (5) working days before their erection.
3. To ensure Occupational Health and Safety provisions are adhered to, Council will assume responsibility for the erection and removal of the banners and sails. Banners and sails will be monitored during the period in which they are displayed. Should any damage occur either from wind or other natural force which renders them unsafe for display, Council will remove the banner or sail and notify the owner as soon as possible.
4. Council will not be held liable for any loss of damage that may occur that is not attributable to a negligent act or omission.

6 PERFORMANCE INDICATOR

Nil

ATTACHMENT A



COMPONENTS

- ① REINFORCED CORNERS & EDGES.
- ② 10 - 12mm ϕ EYELETS at MAX 1000 cts FOR INSTALLATION OF SHACKLES.
- ③ WIND FLATS - CUT INTO MATERIAL.
- ④ WOVEN VINYL OR CALICO MATERIAL.

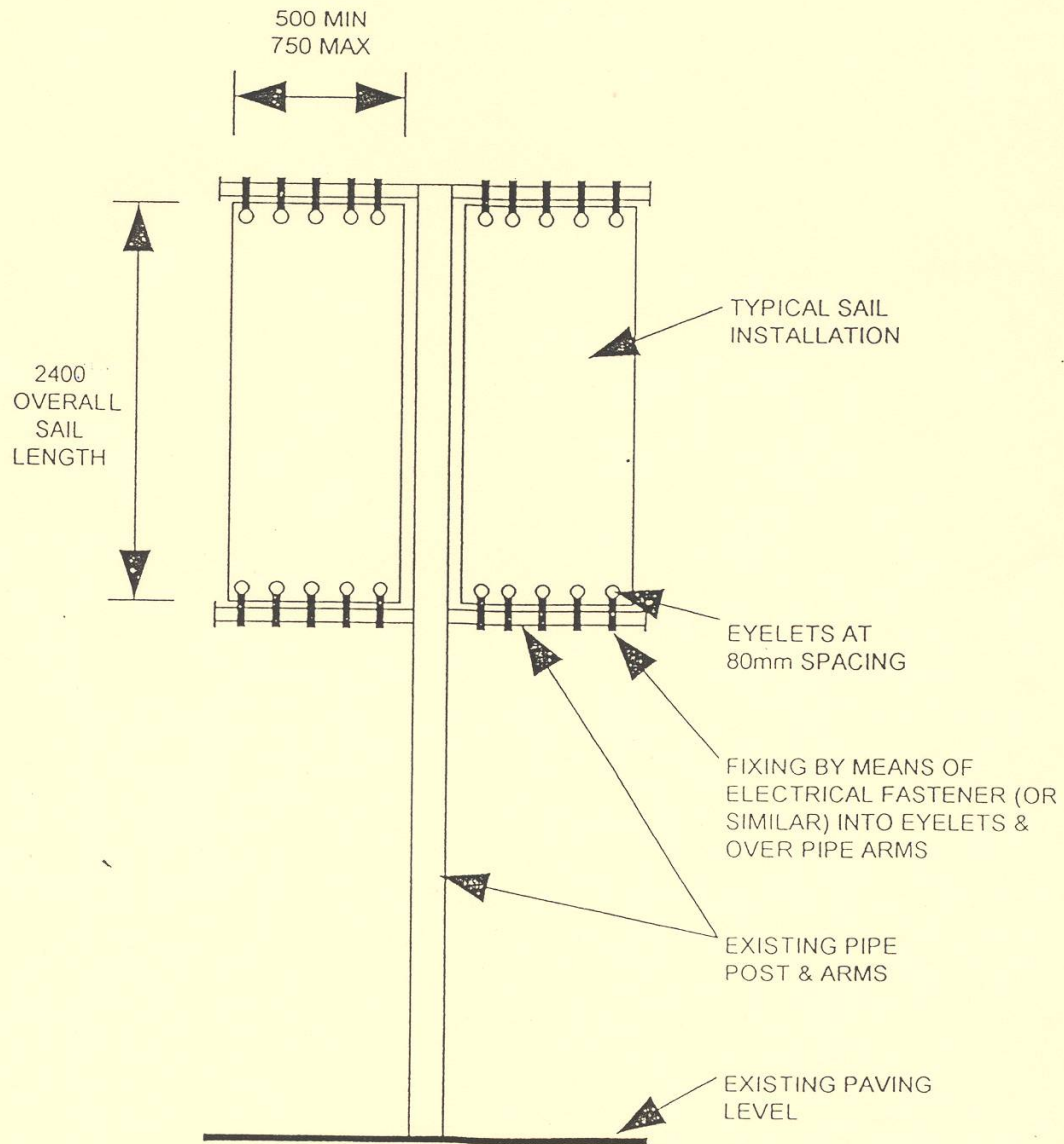
NOTE:

MINIMUM NOTICE FOR INSTALLATION SHALL BE 5 WORKING DAYS (IN WRITING TOGETHER WITH ALLOCATION NUMBER)

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| AMENDMENT | DATE | SCALE: | CITY OF QUEANBEYAN | PLAN No. |
| | | | | |
| DESIGNED | | DATUM | STANDARDS FOR BANNERS | S96 |
| CHECKED | | LEVEL BOOK | | |
| DATE: | | APP'D Director | | |


QUEANBEYAN CITY COUNCIL
ENGINEERING SERVICES DIVISION
STANDARD DESIGN FOR SAILS IN MAIN STREETS

PREPARED BY P.B. : 11-08-1993



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|------------------------------------------------------------------------------|------------------------------------------------|
| POLICY:- | |
| Policy No: | |
| Policy Title: | Street Banners, Street Sails (New) |
| Date Policy was adopted by Council: | 15 December 2010 |
| Resolution Number: | 340/10 |
| Previous Policy Review Date: | 25 March 2009 (Minute No. 101/09) |
| Next Policy Review Date: | Annually - November |
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| PROCEDURES/GUIDELINES:- | |
| Date Procedure/Guideline (if any) was developed: | Nil |
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| RECORDS:- | |
| Container Reference in TRIM: Policy | SF080616 |
| Container Reference in TRIM: Procedure | Nil |
| Other locations of Policy: | Intranet (linked to TRIM Container) |
| Other locations of Procedures/Guidelines: | Nil |
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| DELEGATION (if any):- | Nil |
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| RESPONSIBILITY:- | |
| Draft Policy developed by: | Director Engineering and Recreational Services |
| Committees (if any) consulted in the development of the Draft Policy: | Nil |
| Responsibility for Implementation: | Manager Engineering Operations |
| Responsibility for Review of Policy: | Manager Engineering Operations |

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| INTEGRATED PLANNING FRAMEWORK: | |
| Community Strategic Plan: | Strategic Priority No. 1 |
| Delivery Program Title: | Local Roads |
| Operational Plan: | Program No. 210 |

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| Senior Authorising Officer | Position General Manager | Signature/Date  15 December 2010 |
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| ACTION | COUNCIL MEETING DATE | RESOLUTION NUMBER | REPORT ITEM NUMBER |
|-------------------------------------|-----------------------------|--------------------------|---------------------------|
| NEW/RECONFIRMED/ AMENDED | | | |
| New | 5 August 1992 | 696 | |
| Amended | 7 October 1992 | 848 | |
| Reconfirmed | 25 March 2009 | 101/09 | Item 16/33 |
| Amended | 15 December 2010 | 340/10 | Item 6 |
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| DATE REVIEWED | REVIEWER POSITION | REVIEWER NAME |
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