Application for Real Estate Pointer Board Permit

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Your details | | | | | | | | | |
| Name | |  | | | | | | | |
|  | |  | | | | | | | |
| Business Name (if applicable) | |  | | ABN (if applicable) | |  | | | |
|  | |  | | | | | | | |
| Street address | |  | | | | | | | |
|  | |  | | | | | | | |
|  | |  | | | Postcode | | |  | |
|  | |  | | | | | | | |
| Mailing address | |  | | | | | | | |
|  | |  | | | | | | | |
|  | |  | | | Postcode | | |  | |
|  | |  | | | | | | | |
| Phone number | |  | Mobile number | |  | | | | |
|  | |  | | | | | | | |
| Email address | |  | | | | | | | |
|  | |  | | | | | | | |
| 1. Application type | | | | | | | | | |
|  | | | | | | | | | |
| 🏱 NOTE: ALL PERMITS EXPIRE ON 30 JUNE | | | | | | | | | |
|  | | | | | | | **Fee** | | **Code** |
|  | Placement of Real Estate Pointer Boards | | | | | | $585 | | 317 |
| Suburbs where boards will be displayed: | | | | | | | | | |

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| Size of boards to be displayed  NOTE: total area of the sign must not exceed 1.2 x 1 sq meters | | | | | |
| Height | cm | Width | cm | Area | cm2 |
|  | | | | | |
| 1. Public liability insurance requirements | | | | | |
| Each applicant must have a **Public Liability Insurance Policy** that has a Principles Indemnity Clause. You must provide a copy of your Certificate of Currency containing the following information, as a minimum (a Certificate of Currency can be obtained from your insurer/insurance agent):   * The name of the Insurance Company * The name of the business * The name of the insured. * A business description * Type of Insurance * Period of Insurance Cover * Sum insured for minimum value of $10,000,000.00 * Policy cover for Principles Indemnity | | | | | |

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| 4. Information for applicants |
| Pointer Board Signage must not be placed more than two hours prior to the start of the inspection or auction time, and must be removed within two hours of the auction or inspection ending.  This application must address all the relevant criteria listed under each section.  Incomplete applications will be returned to the applicant.  If you are applying for a new permit or a renewal, you need to complete this form and submit it at least **one month** before the expiry date of the existing permit or the commencement of the proposed activity. |
| 5. Fees and charges | |
| PleaseTick:  **New Permit**   **Permit Renewal**  Your application will not be processed unless the application fee payment is received together with the completed form.  Incomplete applications will not be accepted. This fee is non-refundable if the permit is rejected.  **Payment Options**:  In person Credit card payments can be made in person at Melton City Council offices:   * Melton Civic Centre 232 High Street, Melton * Melton Library & Learning Hub 31 McKenzie Street, Melton * Caroline Springs Library & Learning Hub 193 Caroline Springs Blvd, Caroline Springs   Cheque or money order  Please make cheques or money orders payable to City of Melton and send to:  City Amenity and Compliance  Melton City Council  PO Box 21  Melton VIC 3337  I understand Council may or may not issue a permit with or without conditions and may also cancel a permit at any time. The information provided in this application is true and correct.  Signature of applicant**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:  **Privacy Statement:** The personal information requested on this form is being collected by Council for the purpose of meeting its legal obligations under the Road Safety Act1986, Environment Protection Act 1970, Summary Offences Act 1966, Local Government Act 1989, Impounding of Livestock Act 1994, Domestic Animals Act 1994, Infringements Act 2006 and associated or related legislation. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's Local Laws unit on 9747 7200. | |



Please return completed form to:

**Mail: Email: Phone**

Melton City Council csu@melton.vic.gov.au 9747 7200  
PO Box 21, Melton VIC 3337 (max. file size: 10MB)

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