Banners and signs (temporary) for local functions Policy

CITY OF MITCHAM

Document Set ID: 151703
Version: 5, Version Date: 29/10/2026

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1. Preamble

Approval may be granted under Section 246 of the *Local Government Act 1999* for the erection of banners or signs to advertise local community events or activities. An application must be submitted either in hardcopy or online via the City of Mitcham website.

In accordance with By-Law No. 3 (Local Government Land), the individual or organisation listed on the relevant application form is allowed to place the specified banners or signs at locations approved on the permit. This permit is issued based on the original application and the general conditions for temporary signs agreed upon by the applicant.

2. Purpose

This document outlines the guidelines and conditions for installing temporary banners and signs on Council property.

3. Scope

Approval to erect banners or signs advertising community events or activities will only be granted to non-profit organisations recognised by the Australian Taxation Office. Events or activities promoted under this Policy are not required to be held within the Council area.

The design and content of all banners and signs must comply with applicable legislation and Council policies and must not contain material that is unlawful, offensive, discriminatory, defamatory or misleading. Applications will be assessed by authorised Council officers against the requirements of this Policy and Council reserves the right to refuse or require amendments to any banner or sign that does not comply.

4. Definitions

A Banner refers to a rectangular piece of material or cloth that displays an image and/or text used for promoting or advertising community-based events or activities.

Banner Locations are designated frames within the City of Mitcham specifically allocated for use by non-profit organisations to advertise or promote community-based events and activities.

5. Principles

Any approval granted will be subject to the following terms and conditions:

1. The permit may be revoked at any time by the Council if the permit holder fails to comply with a condition of the permit, a direction of Council or for any other reason.
2. The locations listed in the application are the only locations that may be used for display of signs and banners and are for non-profit organisations only.
3. Materials shall be sound and sturdy to adequately cope with the conditions for the duration of erection.
4. Signage shall be drafted and printed in a professional manner to the satisfaction of the Council.

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5. Signs shall not exceed 900 mm by 600 mm in total, and banners shall not exceed 1 m by 2 m in total.
6. Signs or banners may be displayed for up to 2 weeks prior to the advertised event/activity and must be removed no later than 1 day after the completion of the event/ activity.
7. The permit number must be displayed on the bottom right-hand corner of the display in lettering no less than 6mm in height and clearly readable.
8. External or internal lighting of a banner sign is not permitted.



6. Policy Statement

The policy has been created to provide equitable access to Community Banner Locations that can be approved for use by non-profit organisations to promote or advertise community events.

7. Policy Review

This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.

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8. Version History

Version	Author(s) Position	Changes	Date
3			19/11/2019
4	Council Member Support	Policy put in current template and minor changes made to document that has not varied the intent.	12/03/2025
5	Manager Environmental Health and Community Safety	Updated policy template, legislative references, application process and wording for clarity and removed eight unused banner locations, without changing the overall intent of the policy.	19/10/2026

9. Document Control

Responsible Department	Environmental Services and Community Safety		
Delegations Contained within Policy	NO		
Classification	Environmental Management		
Applicable legislation	Local Government Act 1999 Planning, Development and Infrastructure Act 2016 City of Mitcham By-Law No.3 – Local Government Land		
Related Policies & Corporate Documents	Nil		
Additional references	Nil		
Endorsed by Council	19/11/2019	Item No:	
Effective Date	12/11/2019	Next Review Date:	12/03/2029
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