

A-Frame Advertising Sign Application Form

Local Government Act 1993 and Roads Act 1993

APPLICATION/REFERENCE NUMBER:

Effective 1 July 2025 to 30 June 2026

ABOUT THIS FORM

Use this form to apply to place an A-Frame advertising sign on Council's footpath.

WHAT YOU'LL NEED

- ☐ A plan or sketch showing the location of the A-Frame sign upon the footpath/nature strip, location of the subject building, dimensions of the footpath/nature strip, dimensions of the 'clear zone' between the A-Frame sign and the building, setback from the kerb, setback from building corner intersections and traffic lights/signs.

SUBJECT PROPERTY/ LOCATION DESCRIPTION

Unit/Street No: Street:

Suburb: Post Code:

Business Name: Phone No(s):

APPLICANT DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other:

Applicant's Name:

Postal Address:

Suburb: Post Code:

Email:

Phone No(s): Mobile:

Signature: Date:

DIMENSIONS OF THE A-FRAME

Height: Width:

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

APPLICATION DETAILS

Please provide details of the proposed A-Frame advertising sign, including details of compliance with Council's Local Environmental Plan; complete the 'checklist' on pages 2 and 3 and provide a 'sketch' plan showing the location of the proposed A-Frame sign (page 3).

Description of advertising content/wording on the A-Frame

PUBLIC LIABILITY AND INSURANCE

The applicant must hold Public Liability Insurance cover for the proposed activity to be carried out on Council's footway/public place and the minimum required amount of Public Liability Insurance cover is to be A\$10,000,000.

A copy of the Public Liability Insurance Policy or a Certificate of Currency is to be attached to the application.

If the application is approved by Council, the applicant hereby indemnifies Randwick City Council ("Council") against loss of or damage to the property of the Council and claims by any person against the Council in respect of personal injury or death or loss of or damage to any property or vehicle arising from or in any way connected with or incidental to the approval or activity carried out on the footway or public place.

DETAILS OF THE PROPOSED A-FRAME AND COMPLIANCE WITH COUNCIL'S GENERAL REQUIREMENTS

Please complete the following checklist and provide any necessary additional details, comments or copies of manufacturer's details, brochures, sketches or photographs to assist in the assessment of your application.

Application checklist	Yes	No	NA
1. The minimum footpath width/s is 3m.	☐	☐	☐
2. A minimum clear zone of 2m is provided.	☐	☐	☐
3. The A-Frame is located adjacent to the kerb line with a minimum setback of 0.6m.	☐	☐	☐
4. A minimum 2m setback is provided from a building corner at intersections or at arcade entries.	☐	☐	☐
5. The A-Frame has a maximum height 1200mm and width 600mm.	☐	☐	☐
6. A maximum of one sign per commercial business or multiple occupancy commercial tenancy.	☐	☐	☐
7. The A-Frame is not affixed to, or restricts access to, any public utility, traffic lights/signs or the like.	☐	☐	☐
8. The A-Frame is located away from official traffic signs, so as not to distract drivers' attention or be confused with instructions given by traffic signals.	☐	☐	☐
9. The A-Frame is safely anchored, secured and positioned so as not to pose a hazard or inconvenience to pedestrians especially those with a disability or, to traffic safety. Details are to be provided with the application accordingly.	☐	☐	☐
10. The A-Frame is constructed of durable, fade proof materials of a high aesthetic and professional quality.	☐	☐	☐
11. The design theme of the A-Frame is compatible with the streetscape and adjacent elements within the footpath.	☐	☐	☐
12. The content of the A-Frame relates directly to an activity carried out on or, associated with the related business premises.	☐	☐	☐
13. The content does not substantially duplicate advertising or signage elsewhere within the footpath trading area or on the frontage of the associated indoor premises.	☐	☐	☐
14. A copy of the applicants 'public liability insurance' certificate of currency is attached to the application.	☐	☐	☐

ADDITIONAL DETAILS RELATING TO THE PROPOSED A-FRAME SIGN/S

Note: Development consent must be obtained from Council (prior to determination of this application) if it is proposed to place the A-Frame sign adjacent to a *classified road* anywhere within the Randwick City Council area.

LOCATION OF THE PROPOSED A-FRAME SIGN

Provide a clear and accurate sketch plan, showing the location of the A-Frame sign upon the footpath/nature strip, location of the subject building, dimensions of the footpath/nature strip, dimensions of the 'clear zone' between the A-Frame sign and the building, setback from the kerb, setback from building corner intersections and traffic lights/signs.



HOW TO LODGE THIS APPLICATION

BY MAIL with a cheque attached **OR**

OVER THE COUNTER at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances Street
 Randwick NSW 2031

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council
30 Frances Street

Open: 8:30am – 5:00pm
Monday to Friday

FEES

The relevant application fee includes approval to place the A-Frame on the footpath for 2 years should the application be approved. An application to renew the approval may be submitted at that time for consideration by Council, in accordance with Council's adopted Fees & Charges.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

FEE TYPE	RECEIPT CODE	FEE	GST
A-Frame advertising sign application fee (for up to 2 years)	AP	\$210.00	N/A

PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Local Government Act 1993* and *Roads Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY

Issued/Completed by:

Completed Date:

Receipt No:

Date:

Fee: \$