A-Frame Signs Licence Application

Made under Section 68 Local Government Act and Section 138 Roads Act 1993 (NSW)

Muswellbrook Shire Council is the Road Authority for public roads within Muswellbrook Shire, with the exception of freeways and crown roads. To undertake work/activity on or alongside public roads, an A-Frame Signs Licence Application must be completed and a permit must first be obtained. This advises Council of the planned work/activity and allows Council to assess the necessary implementation of standards relevant to the work/activity being proposed. These specific standards need to be identified and adhered to, ensuring Muswellbrook Shire roads are kept safe and well maintained.

Request or download information from muswellbrook.nsw.gov.au

	Office use only
Permit no.	

Applicant name	
Address	
Phone	
Email	

Council regulations for A-Frame signs

- A-Frame signs should only be erected in industrial and business zones. A-Frame signs may also be approved where bona fide existing uses are situated in other zones.
- A-Frame signs can only be erected on the part of the footpath that is adjacent to that business.
- A maximum of one (1) sign is permitted for each business.
- Dimensions of A-Frame signs shall not exceed a maximum display area of $0.5m^2$.
- A-Frame signs should not be located within three (3) metres of similar signs or any street furniture.
- Applications for approval are to include the applicable annual payment to Council as outlined in the prescribed fees below.
- A certificate of currency of public liability insurance to the value of $20 million must be provided with the application. The permit will only be valid whilst the insurance is current.
- A-Frame signs are to be secured to prevent danger to pedestrians and traffic in high wind situations.
- Compliance with the Roads Act 1993.
- Compliance at all times with Council's Local Environmental Plan 2009 on A-Frame signs.

Business details to which the sign applies

Business/Trading name	
Contact name	ABN
Type of business	
Business address	Phone
	Fax
Email	

Privacy and personal information protection notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your application will be retained in Council's Record Management System and disposed of in accordance with Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

Applicable fees and charges

When completed, please forward this application form with the application fee of $81.50. Fees are subject to change each financial year. Please refer to the current financial year's Fees and Charges document for current fees.

Payment Methods merchant fee of 0.84% charged on all credit card transactions

cash   cheque   Mastercard   Visa   credit card no. [   ]

Card holder's name [   ]   Expiry date [   ]

Signature [   ]   Today's date [   ]

Daytime ph
(for payment
processing queries) [   ]

Amount [   ]

Declaration of Applicant[1] or Director[2]

[1] I/we, the applicant, apply to Muswellbrook Shire Council, as the roads authority for the road and/or road reserve, for consent to undertake the above mentioned works and/or activity in, on or over the specified road as shown in the attached plan.

[2] (If applicant is a Company under the Corporations Act 2001) Signed by the Applicant Pursuant to s127(1) of the Corporation's Act 2001. Also in understanding and acceptance of the conditions under which this consent is granted.

Signature of Applicant or Director		Signature of Director/ Secretary	
Print name		Print name	
Date		Date	