Application to Display a Fixed Business Sign

(Under Clause 8 – Sign Standards)

Kaipara District Council controls business signs in accordance with the Signs Bylaw 2024 and Sign Standards. Copies can be found under the heading Bylaws on the Kaipara District Council website: *https://www.kaipara.govt.nz/council/policies-bylaws-and-legislation/bylaws*

The purpose of this application is to install a business sign on a supporting timber or metal frame fixed to the ground with cement footings. It will be located within the road corridor in front of a property where goods and services are available to the public

Note: this application does not apply to an advertising sign which is installed in the same manner but is not located directly in front of the associated business.

Before you complete this application, we recommend you read and understand both the Signs Bylaw 2024 and Standards consecutively.

I am applying for a permit to place a fixed business sign within a road berm.

1. Applicant's details

Name:

Address:

Phone: Email:

2. Business details

Business name:

Physical address of business (*refer to purpose of application)*:

Type of business:

Please provide evidence confirming that goods and services offered for sale on the property are available directly to the public. (Refer to explanatory note at the bottom of this application).

3. Proposed sign details

What are you advertising:

Dimensions: width ____ m height ____ m display area in ____ m^2

Materials used: ____

Support structure: ____

Method of installation: ____

☐ Photograph attached

4. Sign location

☐ Front boundary – or where the property is located at the intersection of two roads

☐ Side boundary

☐ Distance from road shoulder ____ m

5. Permit holder responsibilities

☐ Maintain sign in safe condition

☐ Damaged signs or structures must immediately be repaired, replaced or removed

☐ Notify Council if business ceases to operate or relocates

☐ Sign owner is responsible for all maintenance and removal costs

6. Required attachments

☐ Photographs of sign, placement and location

☐ A maintenance plan

☐ Evidence that the business provides good and services available for purchase from the property

Additional requirement

Approval letter from Council's Road Safety and Traffic Engineer is required if the proposed location is on a bend in a road, near an intersection, vehicle access to other property or a pedestrian path.

7. Declaration

I declare that:

- ☐ The proposed sign is in front of the property where the business is operated.
- ☐ The proposed sign advertises the business its goods or services offered from the property.
- ☐ The proposed sign does not advertise any business, goods or services conducted elsewhere.

Full name of applicant: _____

Applicant's signature: _____ Date: _____

Explanatory Note

Goods and Services are the two main types of economic output that people buy and sell.

What are Goods?

- Physical items that you can touch, see and hold
- Ownership transfers from the seller to the buyer when purchased.
- Examples include healthcare products, clothing and furniture.

What are Services?

- Actions or activities that people or businesses perform for others
- Intangible, meaning you cannot touch or own them afterward
- Examples include small scale electricians, plumbing, and accountancy