

# Hamilton City Council

## Application for a Footpath Sign Permit

Company Name and/or Applicant Name			
Name of Business			
Premise Address			
Postal Address (if different)			
Contact Person		Phone	
Mobile		Email	

1. Outline the purpose of the footpath sign

2. Proposed location

3. Number of footpath signs to be displayed

4. Outline the date of first display and frequency of display

5. Indicate the proposed hours of display

6. Dimensions of footpath sign

As part of the processing of your application, a warranted officer of the Hamilton City Council may need to conduct a site visit to view the sign(s).

### CHECKLIST:

- Payment for permit (75% refundable if application declined)
- Map showing proposed location of footpath sign
- Photo(s) of proposed footpath sign

Applicant Signature		Date	
Fees Due	\$85 administration fee + applicable footpath sign fee		

**Applications can be delivered to Customer Services, Ground Floor, Municipal Building, Garden Place;  
posted to Permits, Hamilton City Council, Private Bag 3010, Hamilton; or emailed to [permits@hcc.govt.nz](mailto:permits@hcc.govt.nz)**

The personal information that you provide on this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our Libraries, Pools and the Municipal Building, Garden Place) and with the Privacy Act 1983. The Privacy Statement explains how we can use and share your personal information in relation to the interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this statement before submitting this form.

**OFFICE USE ONLY**

Receipt No.

Date

A/C Code

W517.0010.0100

Staff Signature

**PAYMENT OPTIONS**

**Note: For your application to be processed your payment must be received together with this form and other documentation required.**

**Pay in Person**

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only).

Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

**Pay by Post**

Please send your cheque together with this application form to: Hamilton City Council, Private Bag 3010, Hamilton 3240.

**Pay by Direct Credit**

You can make an online payment through your internet or phone banking by using the information below.

Account Information	Account details
Name of account	Hamilton City Council
Account number	02 – 0316 – 0030142 - 06
Particulars (to appear on HCC statement)	Debtors
Code (to appear on HCC statement)	W517.0010.0100
Reference (to appear on HCC statement)	Business Trading Name

**TERMS AND CONDITIONS**

In accordance with Council's Public Places Policy the following terms and conditions will apply. For a full version of the Public Places Policy please visit [www.hamilton.govt.nz](http://www.hamilton.govt.nz)

**The following conditions will apply to footpath signs**

- i. The approved dimensions for a flag or banner, that is either affixed or free standing is no larger than 0.75m wide and 3.2m high; the maximum approved dimensions for any other sign is no larger than 600mm wide and 750mm high with a maximum base area of 0.45m<sup>2</sup>
- ii. A footpath sign must be located in a way that does not impinge on the continuous clearway and it must observe the setback requirements in Schedule 1.
- iii. A maximum of one sign per road frontage is permitted.
- iv. The footpath sign must not obscure road users visibility or be placed in a position that restricts vehicle access to a right of way or to any public place which provides a right of access for vehicles.
  - v. The footpath sign must not resemble a warning sign or road traffic sign.
  - vi. The footpath sign must not have sharp edges or projections which may cause injury to pedestrians.
  - vii. The sign must be constructed to ensure it is secure against all weather conditions and gusts of wind.
- viii. An enforcement officer may request removal of sign/s to allow works or maintenance services to take place.
- ix. Advertising shall not be illuminated, have reflective surfaces or resemble a traffic sign.
- x. All signs are to be removed from the footpath outside of hours of business.

Council reserves the right to add conditions to your application.