

Application for Permit Real Estate 'Open for Inspection' and 'Auction this Day' Signs 1 September 2024 – 31 August 2025



SECTION 1 – APPLICANT DETAILS

Applicant Name

Trading Name

Trading Business Address

Contact phone numbers

Business

Mobile

Email

OFFICE USE ONLY

Officer Approved

Date Paid

Date Issued

Receipt Number

Yes/No _____ Initials _____

_____/_____/_____

_____/_____/_____

Permit Number

REAL/_____ Fee \$405.10

SECTION 2 – INSURANCE REQUIREMENT

You must hold a current Public Liability Insurance Policy to the minimum value of \$20,000,000. This policy must remain current for the period of this permit and must be available on request. You are not required to provide a copy of your own insurance policy to Council; however, you must tick the appropriate box and sign Council's Indemnity Declaration to confirm that you have the necessary cover. Please tick to confirm

SECTION 3 – DECLARATION AND INDEMNITY FORM

I declare that I am fully aware of the City Of Monash policies, guidelines and conditions that apply to the permit applied for. I understand that if there is any non-compliance with any conditions, any permit becomes void. I, the permit holder, also declare that I hold a current Public and Product Liability Insurance Policy to the value of \$20,000,000 and that I will indemnify and hold harmless the City of Monash against all actions, suits or claims whatsoever arising from any injury, loss or damage to any person or property, including all costs associated with the defence of such items, caused by negligent acts of myself the permit holder in relation to the permitted activity.

Applicant Name (Printed)

Applicant Signature

For and on behalf of:

Name of Business or Organisation

Date

PAYMENT OPTIONS (FEE \$405.10)

In Person

(Cash, Cheque, Debit Card, Visa, MasterCard, Amex & Money Order)



Monash Civic Centre

293 Springvale Rd
Glen Waverley
8.30 am – 5.00 pm Mon – Fri

Oakleigh Service Centre

3 Atherton Rd
Oakleigh
8.30 am – 5.00pm Mon – Fri

By Post



Make cheques or money orders payable to "City of Monash"
Cheque or money order only

City of Monash
Community Laws
P.O. Box 1
Glen Waverley VIC 3150

By Credit Card by Phone



Call Council on (03) 9518 3555 and pay using your MasterCard, Visa, American Express

Conditions to be noted by applicants before submitting an application

1. A non refundable application fee of \$405.10 is applicable.
2. Permits are non transferable.
3. Permits expire 31 August each year.
4. A permit will only be issued upon receipt of the application fee and your confirmation that you are the holder of a current Public Liability Insurance Policy to the minimum value of \$20,000,000.00.
5. The only signs permitted to be displayed are 'open for inspection' and 'auction this day' signs.
6. The permit does not allow the placement of a sign or goods outside of the business address of the applicant.
7. Signs must only be displayed for a *maximum period of 1 hour before* the commencement of the inspection or auction.
8. Signs must be *removed within 15 minutes* of the conclusion of the inspection or auction.
9. Signs must only be displayed during daylight hours.
10. Signs must not be placed on or affixed to roadways, roundabouts, traffic islands, public property, utility poles, street traffic or other public signage, trees, or nature-, road- or sports reserves or any other place where it may cause a hazard to pedestrians, vehicles or any obstruction to any traffic control device.
11. A maximum of two (2) signs per inspection or auction may be displayed and these signs may only be placed in the following positions:
 - (a) one sign on the nature strip at the end of the road in which the property open for inspection or auction is located; and
 - (b) one sign on the nature strip between the front boundary of the property open for inspection or auction and the adjacent kerb.
12. Signs must be stable to withstand being tipped over or blown over.
13. Signs within 3 meters of moving traffic must be secured to the ground or sufficiently weighted to prevent it being tripped or blown over.
14. Signs must be well finished, without hazardous parts, sharp edges or protrusions; have no more than two faces; and must be no larger than 60 centimetres by 60 centimetres at the base and no higher than 90 centimetres off the ground.
15. Signs must be removed immediately if instructed by an Authorised Council Officer or Police Officer.
16. Signs must not be displayed in extreme weather conditions.

Definitions:

Auction This Day Sign: *indicates that real estate or a business will be offered for sale by public auction on the day upon which the sign is displayed and **does not include a promotional sign***

Open for Inspection Sign: *indicates that real estate or a business will be open for inspection on the day upon which the sign is displayed and **does not include a promotional sign***

Promotional Sign: *is a sign bearing the registered name and/or business name and/or logo of the agent or in any other manner identifying an agent and which is not a sign relating to an "open for inspection" sign or an "auction this day" sign*

The City of Monash abides by the principles of the Privacy and Data Protection Act 2014. The personal information required to be provided in this application form is required for the purposes of administering Community Laws Permit Applications. This information will not be released to any other person or organisation for any purpose other than the purpose for which it was collected. You have the right to access your personal information. If you wish to do so, please contact Council on (03) 9518 3555.

293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au

T (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660

Interpreter Services 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021