Event Management

Banner & Signs Application Form

WHS Event Management Proc 6.16

Document ID	WHS F8
Version Number	V 1.0
Adopted	August 2026
Next Review	August 2029

The Event Organiser needs to ensure that any banner, sign or A-frame is professionally designed, structurally sound, appropriately secured and does not contain any offensive content.

Please complete this form and return to the District Council of Karoonda East Murray together with the Event Application Form and all other forms and licences you may require.

EVENT ORGANISER & BUSINESS DETAILS

Event Details	
Event Organiser	
Daytime Phone Number	
Business Name	
Contact Details	
Name	
Phone	
Email	
Address	
Name of person(s) staffing the stall	

BANNER/ SIGNS/ A-FRAMES FOR BE DISPLAYED

Please describe the signage you want to display during the event:

Banners:
For major Events, the Event Organiser has the opportunity to display a banner on DCKEM land at APEX Park.

- Banner bookings are subject to availability; and
- The Event Organiser needs to ensure that the banner is erected and removed within the approved timeframe

Other forms of advertising: select applicable option

	Advertising	Measurements	Anchor mechanism	Accurate location of display
☐	Banner – up to maximum size of 3 metres x 1 metre made of a strip of cloth, plastic or other material hung or attached to poles, fence or other structure			
☐	Corflute signs – up to a maximum size of 900mm x 900mm			

☐	Variable message sign – includes a permanent, portable or vehicle mounted electronic sign (except where the sign is used as a traffic control device)			
☐	Balloons, flags, streamers or other things will be attached to the sign- please specify:			
☐	Other, please describe			

Additional Information, if required

Notes to the Event Organiser - please acknowledge you have read the following:

☐ An advertising banner or sign cannot be displayed for more than one month before and two days after the event it advertises.

☐ The advertising banner or sign cannot be displayed for a continuous period of more than one month and two days in any twelve -month period

☐ An advertising banner or sign must not exceed the maximum allowable size in each category

☐ The banner or sign may be removed by Council if it poses a danger to members of the public, restricts the use of the road, does not comply with Council's By-laws or where the conditions of any permission granted are not complied with

☐ The Event Organiser will be notified if a banner or sign is removed and of the collection arrangements.

☐ Approval may be revoked if the applicant fails to comply with any condition of approval or in any other reasonable circumstances.

Sign for and on behalf of the Event Organiser/ Name		**Print Position**
Signature		**Date**

Please return your completed form, together with the Event Application Form to:
District Council of Karoonda East Murray
PO Box 58, Karoonda, SA, 5307
11 Railway Terrace, Karoonda, SA
Ph: (08) 8578 1004
or email: council@dckem.sa.gov.au

COUNCIL USE ONLY - ASSESSMENT OF APPLICATION				
Name of Event				
Name of Event Organiser				
Location of Event				
Date of Event			Record No:	
Permit Approved	☐ Yes	☐ No		
Fee/s Payable	☐ Yes	☐ No	Fee $	
Signed on behalf of District Council of Karoonda East Murray:				
Name				
Position				
Address	11 Railway Terrace Karoonda SA 5307			
Phone	08 85781004			
Email	council@dckem.sa.gov.au			
Signature of Approver			Date of Approval	

Document History			
DCKEM	1.0	June 2021	New document