

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	5 Dec 2000	P79	5 Dec 2000
2	14 Jan 2003	25	14 Jan 2003
3	23 Apr 2004	281	23 Apr 2004
4	11 May 2010	142	11 May 2010
5	10 Sep 2013	286	10 Sep 2013
6	22 Aug 2017	17/205	22 Aug 2017
7	23 Aug 2022	22/209	23 Aug 2022

2 Policy Objective

- To protect public safety in relation to objects on public footpaths and footways of public roads, in commercial and industrial zones.
- To establish standards for the size, quality and number of sandwich board signs.
- To define acceptable placements for sandwich board signs in public places.

Land to which this policy applies

This policy applies across the Griffith Local Government Area other than where Council Policy UD-CP-201 “Use of Council Footpaths” applies in parts of the Griffith CBD and parts of Yenda Town Centre.

3 Policy Statement

The Local Government Act 1993 Sections 158 and 159 establish guidelines for Council to prepare and adopt Local Approvals Policies. Such policies are to be placed on exhibition and submissions considered before adoption. Local Approvals Policies are available as public documents.

Structure of Local Policy

This policy includes:

1. Exemptions
2. Criteria for determining approvals
3. Operational policies

3.1 Exemptions

The placement of tourist promotion, event marketing or tourist feature displays which may be intermittent, placed on medians for periods of up to two weeks is exempt from this policy. Council's Director Sustainable Development (or equivalent position) or their nominated delegate is required to be advised of such placements at least seven (7) days prior to their placement.

Advertising Sandwich Board Signs of a temporary nature set up by Real Estate Agents for the purposes of advertising an open home or auction are exempt from the policy.

There are no other circumstances in which a person would be exempt from the necessity to obtain an approval of the Council for display of a sandwich board on a public footpath.

3.2 Determination Criteria

3.2.1 Statutory Requirements

All applications will be assessed and determined under the provisions of

- Local Government Act ,1993 (as amended)
- Environmental Planning and Assessment Act, 1979 (as amended)
- Environmental Planning and Assessment Regulation 2021 (as amended)
- Provisions for State and Environmental Planning (Exempt and Complying Development Codes) 2008
- Any LEP and DCPs that have been adopted by the Council
- The public interest and safety of the locality to traffic and pedestrians

3.2.2 Application

This policy will be applied to the display of Sandwich Board Signs, allowing placement on public footpaths across the Griffith Local Government Area other than where Council Policy "Use of Council Footpaths" (UD-CP-201) applies in parts of the Griffith CBD and parts of the Yenda Town Centre with the prior approval of Council and subject to an annual licence fee being paid.

3.2.3 Physical form

The maximum dimension of the sign shall not exceed 1m². The construction shall be of durable materials and type, able to be stabilised in inclement weather, have a professional presentation of wording and content, and be in clearly visible colours.

3.2.4 Siting

One (1) sandwich board may be placed directly outside that proprietor's shop and not outside any other adjacent shop frontage not conducted by the proprietor (except in arcade developments). A maximum number of two (2) sandwich boards may be placed adjacent to an arcade frontage by proprietors located within the arcade.

The siting of sandwich board signs shall not impede the pedestrian thoroughfare or be within 3 metres of any street furniture or licensed footpath activity. All sandwich board signs are to be located 1 metre off the street kerb, except in the circumstance where adequate justification is given for the other location.

At all times adequate pedestrian thoroughfare distance of 2.6 metres must be maintained.

A sandwich board sign or any form of advertising may not be permitted to be located on a public road median strip.

3.2.5 Indemnity

Public risk insurance liability policy shall be maintained by the proprietor to extend over the sandwich board sign located on Council's footpath, with a minimum public risk indemnity amount of \$20,000,000.

3.3 Operational Policies

3.3.1 Licensing

An annual approval (licence) is required to be obtained for each sandwich board sign that is displayed. A register of approved sandwich board signs shall be maintained by Council's Development Approvals Section.

3.3.2 Fee

An application fee including an annual licence fee is required to be paid. The fee will be set annually in accordance with Council's Revenue Policy and will be placed on exhibition as per the requirements of the Local Government Act, 1993.

An account for the renewal of sandwich board sign licences shall be forwarded to relevant proprietors by Council annually.

3.3.3 Non Complying Sandwich Board Signs

Council shall impound sandwich board signs located on footpaths, roads, and/or medians, where a request by Council's officers to remove a sign has been ignored, where it is unlicensed or non-complying with Council's policy concerning safety or obstruction.

3.3.4 Advertising on Vehicles

This policy does not permit the display of signage or advertising content upon vehicles registered or unregistered that are in breach of the Roads and Motor Traffic Act and Regulations.

3.3.5 Term

This policy remains in force for the term of Council's Office or as may be publicly amended.

4 Definitions

LEP – Local Environmental Plan

DCP – Development Control Plan

5 Exceptions

- a) The placement of tourist promotion, event marketing or tourist feature displays which may be intermittent, placed on medians for periods of up to two weeks is exempted from this policy. Council's Director Sustainable Development (or equivalent position) or their nominated delegate is required to be advised of such placements at least seven (7) days prior to their placement.



- b) Advertising Sandwich Board Signs of a temporary nature set up by Real Estate Agents for the purposes of advertising an open home or auction be exempt from the policy.

There are no other circumstances in which a person would be exempt from the necessity to obtain an approval of the Council for display of a sandwich board on a public footpath.

6 Legislation

Local Government Act 1993

7 Related Documents

None

8 Directorate

Sustainable Development