



Signage Booking



APPLICATION FORM

VICTORIA STREET BANNERS & COMMUNITY BILLBOARDS

ORGANISATION DETAILS

Name of Organisation:	
Contact Name:	
Address:	
Phone:	Mobile:
Email address:	
Name of Event:	Date of Event:

Insurance

You are required to **provide a copy of your Public Liability Insurance**, attached to application. *Please do not send a link.*

Details of signage

Please attach a diagram of your signage, including exact wording that will appear on the sign.

Please indicate the signage you are requesting

VICTORIA STREET BANNER

Please note that permits are given in two week blocks (from Wednesday to Wednesday)

Date requested: Wednesday _____ to Wednesday _____

COMMUNITY BILLBOARDS Signs may not be booked for a period exceeding six weeks.

Hire period is in one week blocks from Monday to Monday.

KOOMBANA DRIVE (opposite Dolphin Discovery Centre)

BUSSELL HIGHWAY (adjacent to St John Ambulance)

PICTON ROAD (near Bunbury Machinery & IGA)

Date requested: Monday _____ to Monday _____

Booking Fee:

Number of Weeks _____ weeks @ \$ _____ / wk x _____ = \$ _____

PLEASE FORWARD COMPLETED APPLICATION FORM TO THE EVENTS / BOOKINGS OFFICER: 9792 7216

Email: records@bunbury.wa.gov.au Post: City of Bunbury, 4 Stephen St (PO BOX 21) BUNBURY WA 6230

Office Use Only	Cashier T Code – T25	GL Code W11196.1925
On Calendar YES	Application: EVE-	Insurance: EVE- Exp:
Invoice Requested:	Invoice Details:	
Banner Permit: EVE-	Billboard Permit: EVE-	Permit Sent:
BANNER: Wellington St (near Rose Hotel)	Symmons St (near Benesse/Rex Café)	
Installation Date:	Removal Date:	
Task Sent: (P Wright)	W/O Number:	CRM:
SIGN: Bussell Highway	Koombana Drive	Picton Road
Installation Date:	Removal Date:	