

Street Flags Application Form



Applications must be received by Customer Services at least forty (40) working days prior to the proposed installation date. See over page for Street Flag Booking Procedure. An administration fee is payable on receipt of this application.

Applicant details

please print clearly

Organisation (applicant)		
Contact Name <i>if different</i>		
Business postal address		
Phone no. <i>include area code</i>	Home no. <i>include area code</i>	Fax no. <i>include area code</i>
Mobile no.	Email Address	

Event details

Event	
Event start date	Preferred installation date
Event end date DD / MM / YYYY	Preferred removal date DD / MM / YYYY
Participants Expected <i>approx.</i> DD / MM / YYYY	Spectators Attending <i>approx.</i> DD / MM / YYYY

Note: Due to prior bookings, exact dates requested may not be available.
Maximum installation period is twenty three (23) days (21 days prior to and 2 days after the event).

Number of poles required?

Town required?

COROMANDEL

THAMES

WHANGAMATA

WHITIANGA

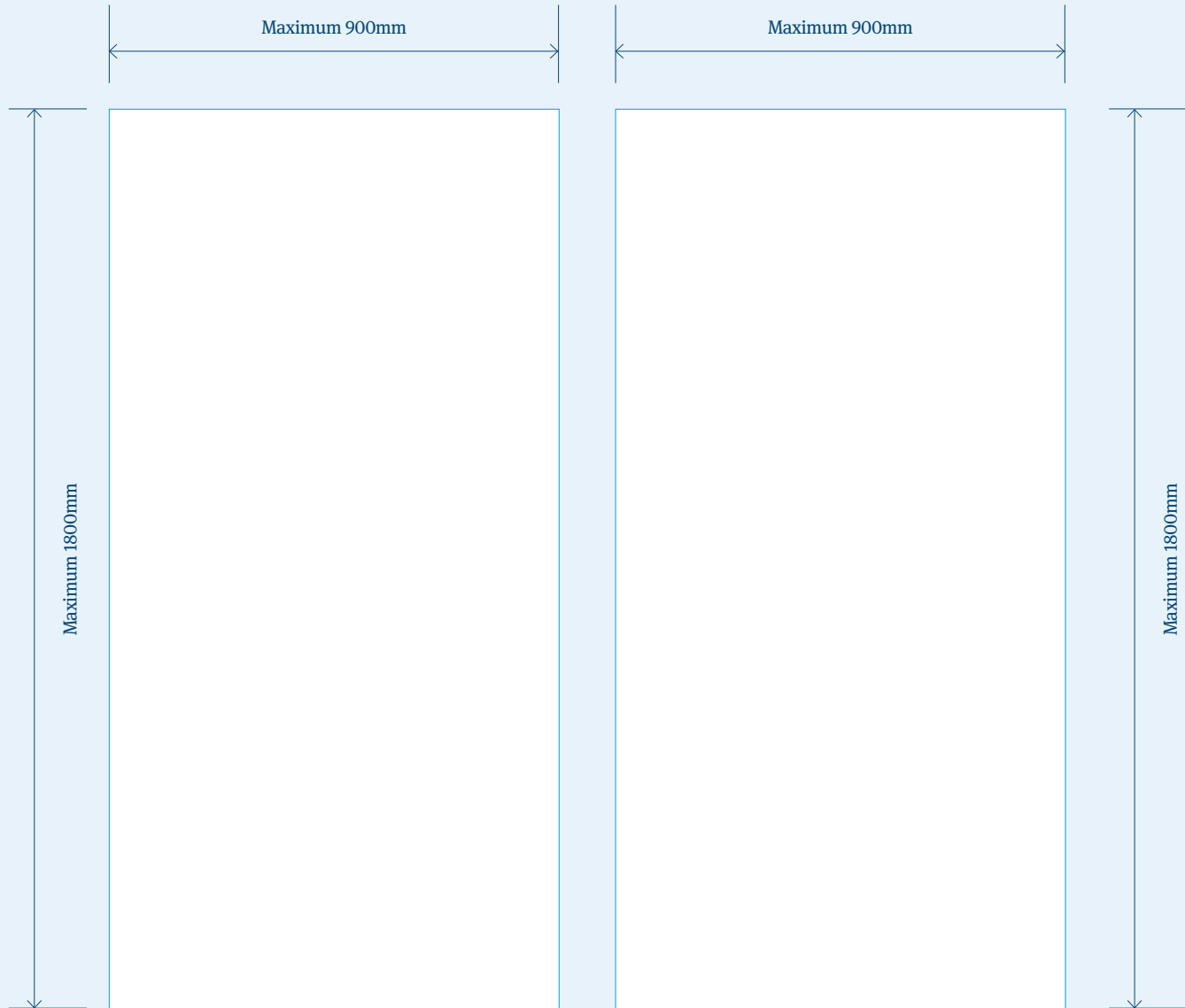
Important note. It is the applicant's responsibility to have the street flags installed and removed on the specified dates listed above. Please contact one of the Council approved contractors listed over the page, no less than three weeks prior to installation.

I / we hereby apply for: **Street Flags** and all the supplied information is correct

Signature	Date (DD/MM/YYYY)
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Please provide a copy of what graphics and wording you are seeking approval for in the space provided or attach to the application form. 

Note: Sponsor's advertising incorporated in the street flag design may not be more than thirty percent (30%) of the total street flag area. No gambling or alcohol advertising will be accepted.



Important. Please return page 1 and 2 (or attached artwork) to Customer Services no later than forty (40) working days prior to the flag installation date.

Fees and processing

For fees, see our fees and charges* page at:
www.tcdc.govt.nz/fees.

Please forward your Application and payment to:
Thames-Coromandel District Council
Private Bag
Thames 3500

For any enquiries, please contact our **Customer Services Team**

District Office: 07 868 0200

Fax: 07 868 0234

Coromandel: 07 866 1001

Mercury Bay: 07 867 2010

Whangamata: 07 865 0060

E-mail:

customer.services@tcdc.govt.nz

**Office
use only**

DATE & TIME RECEIVED.

RECEIPT NO.

ISSUED BY.

Procedure to obtain a Street Flag booking

- An Application for Street Flags form must be completed and submitted to Customer Services no later than forty (40) working days prior to the proposed street flag installation date. This form can be found on the Thames-Coromandel District Council website www.tcdc.govt.nz or collected from Council service centres around the district.
- A colour copy of the proposed artwork for the street flags will accompany the application to allow Council to confirm the suitability of the design.
- Customer Services will make a tentative booking of the required poles on receipt of an application. An administration fee will also be payable at this time.
- A copy of the application is sent by Customer Services to the Communications Department for approval of content, dimensions and design of the street flags. Communications Department is to liaise with the applicant as necessary regarding content. This is to be completed within five (5) working days.
- The Communications Department then sends a copy of the application to the appropriate Area Coordinator for Community Board approval, who has five (5) working days to comment.
- A letter of approval will be sent by the Communications Department within fifteen (15) working days of initial receipt to the applicant if all requirements are met.
- A copy of this letter is sent to Customer Services to secure the pole bookings.
- The applicant must submit a traffic management plan to the Roading Department no later than five (5) working days prior to the installation of the flags.
- The applicant will be responsible for all costs associated with the installation, maintenance and removal of the street flags and all work must be carried out by a Council approved contractor, listed on the opposite page.

Additional information

Thames-Coromandel District Council Approved Contractors

One of the following approved contractors can be used to carry out the installation, maintenance or removal of street flags. Alternately a contractor can apply to become a Thames-Coromandel District Council approved contractor by contacting Robert Paterson on 07 865 0060.

Marketing Works

Address 6e Enterprise Drive
Henderson
Waitakere City 0612

Postal PO Box121-105
Henderson
Waitakere City 0650

Ph 09 837 5150
Fax 09 836 5198
Email info@marketing-works.co.nz
Web www.marketing-works.co.nz

Cool Electric

Address 402 Pollen Street
Thames 3500

Postal PO Box 444
Thames 3500

Ph 07 868 7151
Fax 07 868 8235
Mobile 027 472 9280

Colourworx Ltd

Address Unit E
138 Plunket Avenue
Manukau City 2104

Postal PO Box 98013
S.A.M.C
Manukau 2241

Ph 09 263 0500
Fax 09 263 0501
Email sales@colourworx.co.nz
Web www.colourworx.co.nz

Additional Applicant Responsibilities

- The applicant must comply with the practices outlined in this policy and is responsible for:
- All work carried out on their behalf;
- Maintaining and repairing the banners as required during the term of the booking;
- Any damage caused by the street flags;
- The applicant must have Public Liability Insurance for the duration of the street flag installation. The amount of the insurance shall be no less than two million dollars (\$2,000,000.00); and
- Charges incurred by Council in the event of any emergency works necessary to make the street flags safe.

Bookings

- A booking is secured only on receipt of a letter of approval, which will be issued at Council's discretion.
- Any deviation from the approved street flag artwork, without the previous agreement of Council, may result in the removal of the street flag/s.

Public Liability Insurance

Please attach proof of Public Liability Insurance for the duration of installation for the street flags. The amount of insurance required is no less than two million dollars (\$2,000,000.00).

Frequently Asked Questions

How do I get hold of a Council approved contractor?

Talk to us at Customer Services as we can provide a list of currently approved contractors to carry out this work, or alternately suggest ways you or someone you know can become qualified to do the installation yourself.

Why must I apply 40 working days in advance?

The application is required to go to the Communications Department for approval of content and then Community Boards for comment. If all is in order it should take only 15 working days before we send you an approval letter and make the booking. But to allow time for amendments in design (if required) and print times we have specified 40 working days prior to installation date.

Why do I need Council approval to put up what I want?

The Council owns the street flag poles and needs to ensure no offensive or inappropriate material adorns our streets. Any deviation from the approved street flag artwork without the previous agreement of Council may result in the removal of the street flags.

Why do I need a Traffic Management Plan and how do I get one?

You must submit a traffic management plan to the Council's Roading Department five working days prior to installation of the flags but this is not a complicated process. There has always been a requirement to submit such a plan for any work done on our streets due to health and safety requirements, it is a requirement of OPUS, and again we are here to help you complete this procedure.

How do I find a Council approved contractor that can install my street flags?

Anyone who can prove to Council that they meet Health and Safety requirements in installing the street flags may become an approved contractor. You can apply to become a Thames-Coromandel District Council approved contractor by contacting Robert Paterson on 07 865 0060, or if you prefer, you can use one of our regular approved contractors.

Other things you need to know

The applicant must comply with the practices outlined in this policy and is responsible for:

- All work carried out on their behalf;
- Maintaining and repairing the banners as required during the term of the booking;
- Any damage caused by the street flags;
- Charges incurred by the Council in the event of any emergency works necessary to make the street flags safe.

Notes