

Movable Advertising Signs (Sandwich Boards, including flags)

From 1 October 2005 a Permit is be required for any free-standing (movable) advertising sign (sandwich board or flag) located within Papakura District including sandwich boards and flags.

Effective from 1 October 2005 business located in the Papakura District is permitted to display one movable advertising sign on the footpath area on their business frontage providing that (a) the business does not already display a free-standing sign and (b) the sign has a Council permit attached.

Sign permits are only available to businesses that operate completely or partially at street level and have a frontage on the footpath.

Arcades, malls, and multi-level complexes are able to apply for a permit for a “directory style” sign under the same conditions listed above. Applications for permits for such directory-style signs will only be received from property owners or managers and not from individual businesses within the complex.

Council Guidelines for approving permit

Council will consider each application on its merits giving particular weighting to whether the sign meets the following criteria

- 1 the sign is placed at 90° (perpendicular) against the business frontage
- 2 there is a minimum of 1.4m continuous unobstructed footpath space available to pedestrians between the edge of the sign and the curb or nearest affixed item (seat, planter box etc) in a perpendicular line from the edge of the sign
- 3 the sign does not obstruct any driveway or doorway
- 4 the sign is not positioned within 1.5m of a corner on any footpath
- 5 the sign is maintained in good condition and repair
- 6 the sign content is not substantially altered during the lifetime of the permit (except for “chalkboard” signs displaying specials or menu items)
- 7 the footprint of the sign does not exceed 0.25m²
- 8 the sign face (per side) does not exceed a surface area of 0.5m².
- 9 the sign is appropriately weighted or affixed in order to prevent it being unstable or blown over.
- 10 the sign does not contain any reflective or illuminated material.
- 11 the sign does not contain content that could be considered offensive by any reasonable member of the public.

Permit application process

Applications for a sign permit are to be made to Council using the Council's application form accompanied by a photograph or sketch design of both sides of the sign for which the permit is sought.

If approved two permit stickers will be posted to the business. One permit sticker must be placed on the top right corner of each face of the sign for which the permit is issued.

Permit cost

Between October 2005 and June 2006 permitting will be free. An annual permit fee will be set in 2006 which will be payable from 1 July 2006.

Applications for permits for more than one sign

A business may apply for more than one sign permit however only one sign may be displayed on the footpath at any time.

Display of a sign without a permit

After 1 January 2006 signs displayed without a permit, or displayed in contravention of the permit conditions will need to be removed, and if not removed are liable to removal by Council. Signs that have been removed by Council can be claimed on payment of the costs for removal and storage, and signs remaining unclaimed after 6 months will be disposed of.

Street Trading (Display of Goods and/or Services For Sale on a Public Place)

From 1 January 2006 all businesses displaying services and/or goods for sale in a public place (eg Council controlled footpaths) will require a permit.

Council Guidelines for approving permit

Council will consider each application on its merits giving particular weighting to whether the sign meets the following criteria

- 1 No direct sales should be made at the display itself (ie payment must be made in the business itself not on the street).
- 2 Touting (ie direct sale or promotion to passersby using voice, music or similar whether amplified or not) is not permitted.
- 3 The total area of the display should remain on the front boundary area of the business and cannot extend further than 1 metre onto the footpath area provided also that a minimum of 1.4m continuous unobstructed footpath space should always be available to pedestrians between the edge of the display and the curb or nearest affixed item (seat, planter box etc) in a perpendicular line from the edge of the display. The display is permitted to a maximum length of the business frontage (excluding doorways) or 3 metres whichever is the lesser.
- 4 Items for display should be placed upon a covered table, purpose built display stand or like structure. Items should not be displayed in or upon shipping boxes, crates, or similar containers.
- 5 Dangerous or offensive goods may not be displayed.
- 6 Items (including signs and banners) may not be hung from business frontages where they will overhang a public place, regardless with whether they will overhang a display area as described in (3) above.
- 7 Displays must not obstruct driveways, store entrances and/or exits, emergency exits (including placement below fire escapes) or service access points (e.g. electricity and gas meters, tobys, access holes, etc).
- 8 Displays should not have any sharp edges or projections that may cause pedestrian injury.
- 9 Any signage relating to the goods displayed should comply with Council bylaws and guidelines relating to signs applicable in the areas of the District
- 10 Items displayed should be presented in a neat and tidy fashion and secured so as to avoid falling or blowing into the path of pedestrians.
- 11 A street display should enhance the visual or environmental amenity of the area in which it is located.

Application process for a permit

Applications for a street display permit will be made to Council using the Council's application form accompanied by a photograph or sketch design of the display for which the permit is sought. The permit is issued for the entire length of the business frontage (excluding doorways) or 3 metres whichever is the lesser subject to the conditions listed above.

If approved, a permit sticker will be issued and posted to the business. The permit sticker must be prominently displayed as near to the entrance of the business as is practicable.

Permit cost

Between October 2005 and June 2006 permitting will be free. An annual permit fee will be set in 2006 which will be payable from 1 July 2006.

Display of goods without a permit

After 1 January 2006 goods displayed without a permit, or displayed in contravention to the permit conditions will need to be removed, and if not removed are liable to removal by Council. Goods and fittings that have been removed by Council can be claimed on payment of the costs for removal and storage, and goods and fittings remaining unclaimed after 6 months will be disposed of.

Alfresco Dining

Papakura District Council is committed to enhancing the environment within the Papakura Town Centre and, as a part of this commitment, is actively encouraging alfresco dining areas associated with businesses serving food.

Council Guidelines for approving permit

Council will consider each application on its merits giving particular weighting to whether the proposed placement of tables and chairs meets the following criteria

- 1 Touting (ie direct sale or promotion to passersby using voice, music or similar whether amplified or not) is not permitted.
- 2 The total area used by the business should be based as close as is practicable to the front boundary area of the business and should not extend further than 1.7m onto the footpath area (when all chairs are occupied) provided also that a minimum of 1.4m continuous unobstructed footpath space should always be available to pedestrians between the edge of the occupied tables and chairs extending furthest onto the footpath area and the and the curb or nearest affixed item (seat, planter box etc) measured in a perpendicular line.
- 3 An extension of current liquor licenses must be granted before alcohol can be served to a patron using alfresco seating in a public place.
- 4 The business owner is responsible for maintaining the area utilized for alfresco dining free of food scraps, rodents, and in a generally clean and tidy manner
- 5 The tables and chairs provided by the business should be of a good standard

Application process for a permit

Applications for a street dining permit will be made to Council using the appropriate application form accompanied by a photograph or sketch design of the business frontage and the table layout for which the permit is sought. The permit is issued for the entire length of a business frontage subject to the guidelines listed above.

If approved, a permit sticker will be issued and posted to the business. The permit sticker must be prominently displayed as near to the entrance of the business as is practicable.

Permit cost

Between October 2005 and June 2006 permitting will be free. An annual permit fee will be set in 2006 which will be payable from 1 July 2006.

Providing dining space in a public place without a permit

After 1 January 2006 furniture placed on a public place without a permit, or in contravention to the permit conditions will need to be removed, and if not removed are liable to removal by Council. Items that have been removed by Council can be claimed on payment of the costs for removal and storage, and items remaining unclaimed after 6 months will be disposed of and an account for costs sent to the owner.