



**PALMERSTON NORTH CITY**

**PALMERSTON NORTH  
SIGNS AND USE OF PUBLIC  
PLACES BYLAW 2015**

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**Administration Manual**

## Document control

Version No.	Reason for amendment	Date

## Authorisation

	Name	Signature	Date
Prepared by			
Reviewed by			
Authorised by			

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## **PART ONE – INTRODUCTION**

The purpose of this Administration Manual is to support the administration of the Signs and Use of Public Places Bylaw 2015 (the Bylaw), to provide information to the public about making applications for permits under the Bylaw, and to identify the standard conditions that apply to the different activities for which permits may be issued.

The Administration Manual is made under the Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document, and will be made available on the Council's website alongside the Council's bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be authorised by the General Manager for the Customer Services Unit.

## **PART TWO – FORMS**

This section includes the form to be used when applying for a permit under the Signs and Use of Public Places Bylaw. This form applies to the following activities controlled by the bylaw and for which a permit may be issued:

- Displaying a sign in a public place (ref. clauses 6.1 and 6.3)
- Displaying a sign in a sign park (ref. clause 10.2)
- Placing objects on, or use of, the footpath (ref. clause 12.1)
- Mobile trading in a public place (ref. clause 17.1)
- Other (activities which would otherwise contravene the bylaw – ref. clause 20.3)

There is no standard form for a permit to park a motor vehicle in a public place for sale (ref. clause 14.1). Any person who wishes to obtain such a permit must apply in person at the Customer Service Centre on the Square.

# Signs and Public Places Permit Application Form



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## APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Trading Name of Business (if applicable) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

After hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

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## ACTIVITY TYPE

Please indicate the type of activity permit for which you are applying

- Displaying a sign in a public place       Displaying a sign in a sign park  
 Placing objects on or use of the footpath       Mobile Trading in a Public Place  
 Other: \_\_\_\_\_

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## PERMIT REQUIREMENTS

I confirm that:

- (a) I have included in this application the required information necessary to enable the Council to consider the application (see overleaf).  
(b) I have paid the prescribed fee  
(c) I agree to comply with the times, terms and conditions of the permit if a permit is issued.

Signature: \_\_\_\_\_ (applicant)      Date: \_\_\_\_\_

### OFFICE USE ONLY

Application received on: \_\_\_\_\_

Recommendation: Approved/Declined (circle one)

Permit number: \_\_\_\_\_

Applicant advised: Yes/No (circle one)

Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## PERMIT INFORMATION REQUIREMENTS

The following are the information requirements for each of the different permit activity types. Please ensure that you supply all the required information with your application to enable the Council to consider your application. A failure to supply the required information may delay your permit application.

### Displaying a sign in a public place

1. Identify the location where the sign will be located
2. Provide details of the sign content, and the size and construction of the sign (including whether it is a mobile sign).
3. Provide the date on which the sign is to be erected, and the date on which the sign is to be removed.

### Displaying a sign in a sign park

1. Identify in which sign park(s) the sign will be located:
  - a. Pioneer Highway – heading into the city, green area left hand side, past the Information Board and entrance to the Manawatū Trotting Track
  - b. Fitzherbert Avenue – heading out of the city prior to crossing the Manawatū River and bridge, green area on the left hand side.
2. Supply a sketch plan of the sign, including a description of the sign content, and the size and construction of the sign.
3. Provide the date on which the sign is to be erected, and the date on which the sign is to be removed.

### Placing objects on or use of the footpath

1. Describe the locality where objects are to be placed.
2. Supply a sketch plan that details the location of the objects to be placed on the footpath.
3. Identify the number and type of each object that will be placed on the footpath, and the times of the day and the days that the objects will be placed on the footpath.

### Mobile trading in a public place

1. Identify the nature of the mobile trade that will take place.
2. Identify the location(s) where the mobile trading will take place.

## **PART THREE – STANDARD CONDITIONS FOR PERMITS**

### All Permits

1. Permits are issued under the Palmerston North Signs and Use of Public Places Bylaw 2015.
2. The permit holder must present the permit if requested by any officer of the Palmerston North City Council.
3. The permit may be reviewed by the Council at any time and may be revoked on 48 hours written notice or earlier if necessary to prevent harm to any person or damage to any private or public property.
4. The permit is only valid if all applicable fees have been paid and funds have cleared.
5. Unless otherwise specified, a permit issued under this bylaw is valid for a maximum of three years. The Council may grant a renewal of the permit on application.

### Displaying a sign in a public place

1. The sign must correspond with the specifications and description in the permit application, including but not limited to the construction and dimensions of the sign.
2. Any sign, including any structure attached to the sign, must be maintained in good repair. If it is damaged for any reason it must be removed, repaired or replaced within 24 hours of sustaining damage if there is a safety issue, and within 72 hours otherwise.
3. The sign must be removed by the date stated in the permit. If no date is stated, then the permit is deemed to terminate within 21 days of the date the permit was issued.
4. The permit holder is responsible for any damage to the public place or any other property of the Palmerston North City Council caused by the sign, the permit holder, the permit holder's contractors or the permit holder's employees.

### Displaying a sign in a sign park

1. The sign must correspond with the specifications and description in the permit application, including but not limited to the construction and dimensions of the sign.
2. The sign must not be erected before a site inspection has been completed by a Council officer.
3. Any sign, including any structure attached to the sign, must be maintained in good repair. If it is damaged for any reason it must be repaired or replaced within 24 hours of sustaining damage.



4. The sign must not exceed 2.9m<sup>2</sup> in area and it must not exceed 1.6m above the ground inclusive of supports (posts).
5. The posts used to support the sign must fit in ground cylinders. The maximum width is 100mm<sup>2</sup> or 4"x4", and the maximum depth into the ground is 800mm.
6. The sign must be removed from the sign park by the date stated in the permit or before the end of eight weeks since the sign was erected, whichever is earlier.

#### Placing objects on or use of the footpath

1. Objects placed on the footpath must be placed outside the premises to which they relate.
2. Objects must not be placed outside adjoining premises without written permission from the adjoining premises.
3. Objects must be placed on the footpath only when the premises to which they relate are open to the public.
4. Pedestrians using the footpath must not be impeded by the objects placed on the footpath.
5. Objects placed on the footpath must be placed to ensure a minimum 1.5 metres continuous, straight-line width of the footpath remains clear for pedestrian access.
6. Objects other than tables and chairs may not occupy more than one quarter of the footpath width or 0.6 metres, whichever is the lesser.
7. Objects including but not limited to umbrellas, canopies or shades must be secured in such a way that they will not fall or be blown over.
8. The lower edge of the canopy of any umbrella or shade must be at least 2.1 metres above the footpath.
9. Access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture and bicycle stands must be kept clear at all times.
10. All braziers or heating devices must be securely fixed so as to not fall over.
11. A brazier or heating device must not present a danger to any pedestrian or building.
12. If alcohol is to be consumed in the area to be covered by this permit then it also needs to be licensed for alcohol consumption under the Sale and Supply of Alcohol Act 2012.
13. If tables, chairs, or other seating arrangements are placed on the footpath, then smokefree signage supplied by the Council must be displayed at all times the tables, chairs or other seating arrangements are placed on the footpath, so as to be prominently visible to persons using the tables, chairs or seating. No

ashtrays or other devices intended for collecting ash may be placed on the tables or seating arrangements.

14. The permit holder must keep the footpath area where objects are placed clean from litter at all times.

#### Mobile trading in a public place

1. The permit holder must not impede the efficient flow of traffic or pedestrians.
2. The permit holder must not cause damage to the road reserve or any other property of the Palmerston North City Council.
3. The permit holder must cease trading when the permit expires or on revocation of the permit.

## **PART FOUR – CURRENT GENERAL AUTHORISATIONS**

The following are General Authorisations made under clause 12.3 of the Bylaw, currently in effect:

### General Authorisation #1 - footpaths within the CBD and Local Business Zone

This authorisation, made in accordance with clause 12.3 of the Signs and Use of Public Places Bylaw 2015, authorises the placement of objects (excluding tables, chairs or other seating arrangements) on footpaths within the area bounded by (and including) the following streets: Pitt Street, Bourke Street, Walding Street, Grey Street, Princess Street, and Ferguson Street, and on any footpath adjoining land zoned Local Business in the Palmerston North City District Plan.

The placement of any objects under this general authorisation is subject to the following conditions:

- The person who places the object(s) is the owner or occupier of the premises adjacent to the section of footpath where the objects are to be placed.
- The objects must not impede pedestrians using the footpath.
- A minimum 1.5 metres of continuous, straight-line width of the footpath must remain clear for pedestrian access.
- The lower edge of any object overhanging the footpath must be at least 2.1 metres above the ground.
- The objects must not block access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture, or bicycle stands, at any time.

The Council may revoke or amend this general authorisation at any time, and any objects placed on the footpath must comply with any amended conditions or be removed from the footpath.

*Declared by PNCC on 1 October 2015*