



BANANA SHIRE COUNCIL

Procedure

TITLE	COMMUNITY FACILITY, SERVICE AND INFORMATION SIGNAGE ON ROADS PROCEDURE
RELATES TO POLICY	COMMUNITY FACILITY, SERVICE AND INFORMATION SIGNAGE ON ROADS POLICY
APPROVED BY CEO	26/03/2014
REVIEWED/AMENDED	August 2015

PROCEDURE

Application

Applicants are to submit their request in writing, including a Minor Works on Roads Application, to the Chief Executive Officer, Banana Shire Council.

Compliant Application

- a. Subject to the application complying with the policy, the applicant will be advised that the application is successful and the appropriate costs will be apportioned.
- b. Where the applicant is to meet some or all of the cost, payment is required prior to the work proceeding.

Non Compliant Application

- a. Should the application not comply with the policy, the applicant will be
 - advised what is required for the application to comply, and
 - invited to indicate acceptance of the requirements in writing.
- b. Should the applicant agree, the process will follow that for a compliant application.
- c. Should the applicant disagree, and wish to proceed with the application,
 - invite the applicant to give reasons in writing for consideration by Council at the next practical Ordinary Meeting of Council.
- d. The resolution of Council is to be communicated in writing to the applicant.

APPROVED

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CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

8-4-14
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DATE