

DEVONPORT PENINSULA TRUST

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Guidelines & Policy for Use of Lake Road Community Signboards

The Devonport Peninsula Trust is administering the use of two permanent wooden signboards on the eastern side of Lake Road between Allenby Avenue and Ariho Terrace on behalf of the Devonport-Takapuna Local Board. No consent is required to use the boards if they are used in compliance with the following guidelines:

Bookings

- Boards must be booked in advance and during office hours @ 445 9533, maria@devonportpeninsulatrust.nz.
- Maximum display time is 14 days and **signs must be removed on the last booked day**. If signs are not removed, the next user may either attach the new sign on top of the old sign.
- Unless warning is given to the Devonport Peninsula Trust that an issue is being experienced causing a delay, bookings not taken it up within 48 hours of the commencement date, will be forfeited to the next group/individual on the wait list.

Content

- The boards are available for local community and not-for-profit organisations, to promote their forthcoming events. A hire fee does not apply.
- ***Since this is a drive-by sign, we recommend keeping the design simple, with 4 pieces of information (Who, What, When and Where) in about 10 words.***
- Signs must advertise a specific event and not the group or organisation alone.
- In general, no commercial advertising is allowed, other than in association with the sponsorship of the above described events. However, applications from local businesses will be considered on a case by case basis, if the activity promoted benefits the community. A hire fee of \$23 per day will apply. Local community and not-for-profit organisations will continue to have priority over commercial organisations.

Size, Material and Attachment

- The size of the signboards is 1,800 mm wide x 1,200 mm high. Signs may not exceed this size.
- No posters or paper bills may be stuck or pasted directly onto the board.
- Signs must be attached with screws or staples only. No nails may be used. Please remove screws and staples when you remove the sign.

No other individual signboard may be erected on the site without special permission from the Devonport-Takapuna Local Board.

*The Devonport Peninsula Trust shall retain the discretion to remove any signs or other material not complying with the above guidelines with a **charge payable for the cost of its removal.***

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