



Real Estate Pointer Board Permit summary and Conditions

Permit summary

A real estate pointer board permit approves the display of portable real estate pointer boards in public space solely within the City of Melbourne.

As a permit holder, your key responsibilities are to:

- place no more than 3 boards per event, for no more than 30 minutes before and after the event
- place boards on the nature strip, or on the footpath where there is no nature strip
- place boards min. 620 mm from the kerb and ensure min. 1.2 m clear footpath for pedestrians
- not place boards in areas with high pedestrian volumes or anywhere that may impede or distract road users.

This summary is subject to any requirements or conditions set out during the application process and subject to the full conditions set out in the permit. We encourage you to take a few moments to read the **full conditions**, as these will impact the conduct of your activities and help you avoid a fine, delays or cancellation of the permit.

You can visit our website for more information on [real estate pointer board permits](#)¹.

¹ melbourne.vic.gov.au/business/grow-business/promote-business/pages/street-signage.aspx

Permit Conditions

In this permit:

“we”, “us”, “our” and “Council” refers to Melbourne City Council,

“you” and “your” refers to the applicant/permit holder,

“sign” refers specifically to a real estate pointer board as a specific form of portable advertising sign.

1. Compliance

- a. You must comply with all relevant legislation, [Council's Local Laws](#)² and all conditions of this permit.

2. Sign details

- a. Signs must identify your business name, purpose for display (for example: open for inspection, auction) and contact number.
- b. The sign board (including the frame and housing) must not be greater than 1 m in height and 70 cm in width.
- c. Signs may be double sided.

3. Placement of signs

- a. Signs may only be displayed 30 minutes before and after an event or activity (for example: auction, open for inspection).
- b. Signs are to be placed on the nature strip at or immediately outside the property for which the agent is acting. If there is no nature strip, the sign may be placed on the kerb side of the footpath and set back no less than 620 mm from the kerb to allow passengers to enter and leave parked vehicles.
- c. A minimum width of 1.2 m of footpath space must be maintained for pedestrian access.
- d. No signs are to be placed on roads (except the nature strip or footpath), bicycle lanes, roundabouts, dividing strips or other similar traffic control infrastructure; or pedestrian ramps or crossing points; or at any other location which may impede or distract road users.
- e. No signs are to be placed on Council reserves.
- f. No signs are to be placed on, tied or attached to any Council infrastructure or tree and not attached to any other service authority infrastructure unless a written consent of that service authority has been obtained prior to the sign being displayed.
- g. The display of signs is not permitted in areas with high pedestrian volumes. These areas are:
 - Swanston Street, between Flinders and Victoria Streets
 - Elizabeth Street, between Flinders and Victoria Streets
 - Collins Street, between Spring and Spencer Streets
 - Bourke Street, between Spring and Spencer Streets
 - Lygon Street, between Queensberry and Faraday Streets
 - Southbank Promenade
- h. Signs must be designed, constructed and maintained in such a manner as to prevent movement by the wind and to prevent any hazard to the public.
- i. A maximum of 3 signs may be placed per event and up to 10 signs on any given day across the municipality.
- j. Signs that are inappropriately placed or deemed as a safety hazard to the community by an authorised officer may be confiscated without warning and have the associated permit cancelled.

4. Timelines

- a. Permits will expire on the date shown on the permit.
- b. Upon expiry, you must ensure the permit is removed from the sign and destroyed.
- c. You may renew your permit up to two months before the expiry date.
- d. You may renew your permit up to one month after the expiry date shown on the permit. After this date, a new application must be completed.

5. Permit use

- a. The permit is issued to the name and address of the agency listed on the permit. This is not transferable between agencies.
- b. Permits must be securely displayed so that all details remain clearly visible on each sign at all times.

² melbourne.vic.gov.au/about-council/governance-transparency/acts-local-laws/Pages/local-laws-2019.aspx

6. General conditions

- a. Where required by us, you must maintain a comprehensive [public liability insurance policy meeting our requirements](#)³ for the duration of this permit.
- b. This permit is not transferable. It must be held on site and be produced on request by an authorised officer of Council or member of Victoria Police. You must comply promptly with any notices and instructions.
- c. Any variation required to a permit must be submitted to and approved by us in writing prior to any change or variation to activities.
- d. This permit does not exempt you from compliance with our Local Laws.
- e. All activities under this permit must be undertaken during the hours stated herein.
- f. You are responsible for ensuring all permit details are correct as no refunds will be considered after the date of permit issue, unless required by law.
- g. We reserve the right to amend or cancel this permit at any time.

³ melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/public-liability-insurance.aspx