



## Community festive season decorations process

Any festive season decorations in townships and public places will need to be assessed and may require a local law permit from Macedon Ranges Shire Council. Depending on the location of the decorations in relation to VicRoads roads and road reserves, an approval may also be needed from VicRoads or Regional Roads Victoria.

Some examples of decorations/installations include: banners, flags, Christmas trees, wreaths, bunting, signs, festive lighting. Installations within buildings (such as shopfront window displays) do not require a local law permit.

All applications require the following:

- Completion of a local law permit form (General permit application) [mrsc.vic.gov.au/About-Council/Laws-Regulations/Permit-Fees](https://www.mrsc.vic.gov.au/About-Council/Laws-Regulations/Permit-Fees)
- Proof of current Public Liability certificate
- Map of the proposed installation – location(s), number of items, indication of size, description of decoration/installation, photos of the decoration to be installed by position to be installed (if possible), and how the decorations will be secured/affixed.
- Dates that the installation will be set up and removed



Completed applications with supporting documents are to be emailed to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au) or submitted in-person at one of Council's customer service centres in Gisborne, Kyneton, Romsey and Woodend at least three months prior to the proposed installation date. Applications received later than this may not be approved in time.



## Safety checklist

The following safety checklist should be used to assess whether your planned decorations may be a road safety hazard.

Check if your plan:

- obstructs a driver's line of sight at an intersection, curve or point of egress from an adjacent property
- obstructs a driver's view of a traffic control device, or is likely to create a confusing or dominating background which might reduce the clarity or effectiveness of a traffic control device
- dazzles or distract drivers due to its size, design or colouring, or it being illuminated, reflective, animated or flashing
- is at a location where particular concentration is required (e.g. high pedestrian volume intersection)
- is likely to be mistaken for a traffic control device, for example, because it contains red, green or yellow lighting, or has red circles, octagons, crosses or triangles, or arrows
- requires close study from a vehicle, whether it's in motion or stationary, in a place exposed to passing traffic
- invites drivers to turn where there is fast moving traffic or the sign is so close to the turning point that there is no time to signal and turn safely
- is within 100 metres of a railway crossing
- has insufficient clearance from vehicles on the carriageway
- could mislead drivers or be mistaken as an instruction to drivers.

For further enquiries, call 5422 0333 or email [ecodevadmin@mrsc.vic.gov.au](mailto:ecodevadmin@mrsc.vic.gov.au)