

# GRAFFITI REMOVAL REQUEST FORM

## About this form

Use this form to report graffiti in the City of Ryde or to give approval for Council to remove graffiti from your property. This program was commenced with the assistance of a Grant from the NSW Attorney General's Department (Crime Prevention Division).

**Ryde Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** cityofryde@ryde.nsw.gov.au  
**Phone** (02) 9952 8222 **TTY** (02) 9952 8470  
**Fax** (02) 9952 8070

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

<b>Company / Organisation</b> If applicable	<input type="text"/>								
<b>Title*</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<b>Other:</b> <input type="text"/>				
<b>Given Name*</b>	<input type="text"/>		<b>Family Name*</b>	<input type="text"/>					
<b>Mobile</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email*</b>	<input type="text"/>								

## PART 2 : LOCATION OF THE GRAFFITI

<b>Type of building*</b>	<input type="checkbox"/> House	<input type="checkbox"/> Town House	<input type="checkbox"/> Unit	<input type="checkbox"/> Business	<input type="checkbox"/> Warehouse
<b>Property Address*</b>	<input type="text"/>				
<b>Suburb*</b>	<input type="text"/>	<b>Postcode*</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Nearest Cross Street*</b>	<input type="text"/>				

## PART 3 : DESCRIPTION OF THE GRAFFITI

<b>Type of graffiti?</b>	<b>Does the graffiti contain offensive language?</b>	<b>Priority</b>	<b>Graffiti medium</b>	
<input type="checkbox"/> Tag	<input type="checkbox"/> Yes	<input type="checkbox"/> Low	<input type="checkbox"/> Spray Paint	
<input type="checkbox"/> Graffiti	<input type="checkbox"/> No	<input type="checkbox"/> Medium	<input type="checkbox"/> Marker	
		<input type="checkbox"/> Urgent	<input type="checkbox"/> Other, please specify:	
			<input type="text"/>	
<b>Surface</b>	<input type="checkbox"/> Colourbond	<input type="checkbox"/> Timber fence	<input type="checkbox"/> Garbage bin	<input type="checkbox"/> Light pole
<input type="checkbox"/> Brick wall	<input type="checkbox"/> Concrete	<input type="checkbox"/> Fibro	<input type="checkbox"/> Glass	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Bus shelter	<input type="checkbox"/> Concrete block	<input type="checkbox"/> Furniture	<input type="checkbox"/> Guard rail	<input type="text"/>
<b>Comments</b>	<input type="text"/>			

## PART 4 : DECLARATION

<b>Type of request*</b>	<input type="checkbox"/> Reporting graffiti, OR	<input type="checkbox"/> Providing approval for Council to remove graffiti from my property <b>(Please note: all owners of the property must sign)</b>
<p>I/We understand that this work is to be carried out at the City's cost for the duration of the Graffiti Blaster Programme, and due care will be exercised by the City in the removal of the graffiti. I/We understand that there is some risk of damage to the surface in the removal of the graffiti, and having read the procedure for removal in PART 5, absolve the City of Ryde of responsibility for such damage.</p>		
<b>Signature(s)*</b>	<input type="text"/>	<b>Date*</b> <input type="text"/>

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

## PART 5 : OWNER'S CONSENT

Every registered owner of the land must sign this form.

- 5.a) Type of owner(s)\***  **Land owner** (Torrens title)  **Unit owner** (Strata title) **Legal authority**  **Council**  
 **Land owner** (Company title) Common seal/ stamp required  Power of attorney  
 Executor  
 Trustee  
 Body corporate

- 5.b) Number of owners\***  **5.c) Consent\*** As owner of the land (or legal authority) to which this application relates, I consent to this application. I also consent for authorised City of Ryde officers to enter the land to carry out inspections relating to this application.

**Name of owner 1\***

**Signature\***

**Date\***

**Name of owner 2**

**Signature**

**Date**

**Name of all other owners**

**Signatures**

**Date**

### 5.d) Legal authority

Without **ALL** the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative or as a Body Corporate, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc). If the owner is a company, this form must be signed by 2 directors or a director and company secretary and the common seal must be stamped on this form if applicable. If the company has a sole director a separate letter stating sole director status on company letterhead to be provided.

**Name(s) of legal authorities**  
**Position title / and Company**

**Signatures**

**Date**

**Company / Strata Stamp or seal to be affixed if applicable**

## PART 6: PROCEDURES FOR GRAFFITI REMOVAL

1. The appropriate method of removal will be assessed after inspection of the surface type and the nature of the graffiti
2. A small test area will be treated first to determine if the process has adverse effects on the surface.
3. The usual method of removal will be:
  - Unpainted brickwork or stone: Application of a graffiti remover solvent and wash with high pressure water
  - Painted brickwork: Trial as for unpainted surface with low pressure wash or paint over in closest available colour match
  - Concrete paving or blocks: Application of graffiti remover solvent and wash with high pressure water
  - Timber: Paint over in closest available colour match
  - Metal fencing: Application of graffiti remover solvent and immediate low pressure water wash.
  - General Metal surfaces: Application of graffiti remover solvent and wipe off. Water wash.
  - General Plastic surfaces: Application of graffiti remover solvent and wipe off. Water wash.
  - Pretreated anti-graffiti surfaces: Application of graffiti remover solvent and low pressure water wash.
4. The use of the high pressure water equipment may cause minor abrasion to the surfaces of soft stonework or certain types of brick and blockwork.
  - The use of graffiti remover solvents may cause loss of colour and paint peeling to painted or colourbond surfaces
5. The extent of surfaces to be painted over will generally be limited to the area of the graffiti, and will not extend to the total surface of the structure / wall.

### Exclusions;

- In accordance with Council's Graffiti Management Strategy, graffiti location on private property may be removed by Council, each application is assessed on a case by case basis.
- Graffiti located on private property must be accessible from public land and be at a reasonable height from ground level (graffiti located above private awnings or above 4 metres from ground level will not be removed by Council)
- In cases where Council is unable to undertake the work, property owners will be encouraged to undertake the work.