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8.00am - 4.00pm MON - FRI

# Application for a Portable Advertising Sign

New sign application     Renewal application

Erecting a portable advertising sign on a public thoroughfare or place (including footpaths) requires a permit.

The application will be assessed according to the requirements of the *Activities in Thoroughfares and Public Places and Trading Local Law 2005*.

## INFORMATION TO BE PROVIDED:

- Proof of public liability insurance (minimum \$10 million)
- Details of the location (please attach a site plan showing location of proposed sign)
- Details of the inscription or graphics (please attach drawings or photograph of proposed sign)
- Payment of a permit fee

1. Applicant Details				
Name				
Postal Address				
Telephone No.		Mobile No.		
Email				
Signature				Date
2. Property Details				
Lot No.		House/Street No.		Location No.
Street Name		Suburb		
Nearest Intersection				
4. Sign Details				
Duration applied for (up to 1 year)				
Length and width of sign				
OFFICE USE ONLY				
DATE RECEIVED		DOCUMENT NO.		
FEES PAID		OFFICER		
RECEIPT NO.		ASSESSMENT NO.		
APPLICATION NO.		RESPONSE		

## PORTABLE ADVERTISING SIGN FEES

Please refer to the current Fees and Charges schedule, as adopted by Council, for the initial permit application and licensing for a sign (A-Frame, pole mounted banner or flag) and ongoing annual fees.

## LOCAL LAW RELATING TO ACTIVITIES IN THOROUGHFARES

You are encouraged to read the Shire *Activities in Thoroughfares and Public Places and Trading Local Law 2005* for further information. Note that offences and penalties up to \$5000 may apply.

### *Extract from Local Law – Prescribed Offences*

Clause number	Description of offence	Modified Penalty
3.2 (1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	\$100
6.9	Failure to produce permit on request of authorised person	\$100
9.1	Failure to comply with notice given under local law	\$900

The following is an excerpt from the local law and Shire policy.

#### A-Frame signs shall:

- not exceed 1 metre in height and 1m<sup>2</sup> in area.
- have 200mm minimum lettering height
- be limited to one (1) portable sign per business.

#### Pole-mounted banners or flags shall:

- be non-illuminated
- display only one banner or flag per pole
- have identical displays on each face in cases where double sided banners or flags are used
- have dimensions not exceeding 2m in length and 1.5m in width
- not cause visual clutter

#### Exempt from approval and permit are portable directional signs which comply with the following:

- 500mm in height maximum;
- 0.5m<sup>2</sup> area maximum on any side;
- anchored so not to be moveable by wind or other natural forces; and
- erected on an infrequent or occasional basis, only to direct attention to a place, activity or event (e.g. garage sale) and during the hours of the activity or event itself (not a business).

#### Election signs will require a permit and shall be:

- 30m minimum from any intersection
- free standing and not affixed to any existing sign, post, power or light pole, or similar structure
- placed so as not to obstruct or impede the vision of a driver of a vehicle
- removed within 24 hours of the close of polls on polling day.

#### Notes:

- applicants will need Public Liability Insurance to a minimum cover of \$10 million.
- signage applications received alongside Victoria Highway are referred to Main Roads WA.