

# Application for Sign Licence



## DETAILS OF PREMISES WHERE SIGN IS TO BE ERECTED:

Business Name:			
Location of Sign:			
Address of Premises Where Sign is to be Located:	Shop no.	Unit no.	Street no.
	Street name		Suburb

## APPLICANTS DETAILS:

Full Name:			
Postal Address:	Unit no.	Street no.	Street name
	Suburb		Postcode
Phone:		Mobile:	
Email:			
Signature/s:			

## PROPERTY OWNERS DETAILS:

Full Name:			
Postal Address:	Unit no.	Street no.	Street name
	Suburb		Postcode
Phone:		Mobile:	
Email:			
Signature/s:			

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Type of sign:
Position of sign:
Dimensions of sign:
Design:
Materials & construction of sign and supports:

**FEE: \$100.00**

**Declaration:**

I, \_\_\_\_\_ have read the Sign Licence Conditions and agree to abide by all relevant conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

**Date Received:** \_\_\_\_\_ **Sign Licence #:** \_\_\_\_\_

**Total Fees: \$** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

## Sign Licence Conditions

### Conditions for every permit

This licence is subject to compliance with the following conditions;

- Every sign shall be securely fixed to the structure by which it is supported, and shall be adequately maintained;
- Glass shall not be used in any sign;
- Paper, cardboard, cloth or any other readily combustible material shall not form part of, or be attached to any sign;
- Shall not obstruct the view of traffic

### Portable Signs (Includes sandwich board signs)

A person may erect and maintain not more than one portable sign which;

- Only advertises a product or service available on the land adjacent to which it is erected;
- Does not exceed a height of 750mm;
- Does not obstruct the footpath;
- Is displayed during business hours only

### Signs on Veranda Fascia's

A sign fixed to the outer fascia of a veranda shall;

- Not exceed 610mm in depth
- Shall not project beyond the fascia

### Signs under Veranda's

A sign under a veranda shall;

- Be erected at a minimum height of 2.4 metres;
- Shall not exceed 2.4 metres in length;
- Shall not exceed 620mm in width;
- Shall not weigh more than 55kg;
- Shall not be fixed at right angles to the building

### Horizontal Signs

A horizontal sign shall;

- Be erected at a minimum height of 2.4 metres;
- Shall not project more than 610mm from the wall to which it is attached;
- Shall be fixed parallel to the wall of the building;
- Conform to the following table;

Min. Distance of Sign above Street	Max. Depth of Sign
Less than 7.6 metres	610mm
7.6metres – 9.1 metres	760mm
9.1metres – 12 metres	910mm
More than 12 metres	4.5 metres

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## Vertical Signs

A vertical sign shall;

- Be erected at a minimum height of 3 metres;
- Shall not project more than 910mm from the face of the building to which it is attached;
- Shall not project more than 2.4 metres above the top of the wall to which it is attached;
- Shall be of a height at least twice it's width;
- Shall not exceed 910mm in width

## Semaphore Signs

A semaphore sign shall;

- Be erected at a minimum height of 2.75 metres;
- Shall be fixed at right angles to the wall to which it is attached;
- Shall not project more than 910mm from the point of attachment;
- Shall not be fixed over or adjacent to entrance of a building;
- Shall not be fixed over or under a veranda

## Clocks

A clock shall;

- If suspended under a veranda have it's centre aligned with the centre of the footpath;
- Be erected at a minimum height of 2.75 metres;
- Be maintained to ensure the correct time is displayed at all times;
- Comply with the following table;

Height of Bottom of Clock above Footway	Max. Diameter of Width of Clock Face & Depth of Clock Including Lettering
2.75metres and under 3.7metres	460mm
3.7metres and under 6 metres	760mm
6metres and under 12 metres	1.07 metres
12 metres and greater	1.52 metres