

This template is supplied by the City of Stirling as a guide to preparing a signage plan to support your request for verge signage. Please refer to the *City of Stirling Event Guidelines and Requirements* document for more information.

Ensure this plan is submitted with the online event application a minimum 8 weeks prior to the event.

Conditions that may be applied to all verge signage approvals; ensure these are considered when preparing a signage plan.

- Maximum of ten signs.
- Advertising signage available to not-for-profit groups only.
- Must not exceed 1.5m in height and do not exceed an area of 1m² on any side unless otherwise approved by the City.
- Must relate only to the community event described on the permit, and may not include any name, brand, logo or identifying mark of a profit or commercial body, unless otherwise approved by the City.
- Contain letters not less than 200mm in height.
- Are secured in position in accordance with any requirements of the City.
- Plastic protector caps must be used on star pickets.
- Are placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person.
- Are placed so as not to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare.
- May not be attached to another sign, traffic control device or sign, power pole, bus seat or shelter, pole or local government property or other item placed under a written law in a thoroughfare or verge.
- May not be nailed or attached to a street tree or plant, or on any bridge or the structural approaches to a bridge.
- Must be maintained in good condition.
- May not be placed on or does not overhang a footpath or parking bay.
- May not be placed on a verge in a residential area without the permission of the adjoining owner or occupier.
- May not be erected more than 14 days prior to the event, unless otherwise approved by the City.
- Must be removed within 48 hours after completion of the event.
- Must comply with other conditions specified in the Permit.
- Signs that contravene the Permit, become damaged or unfixed, or are not approved may be impounded.
- Permission must be granted from the Main Roads WA Department prior to the erection of any signs on a main road or highway. Failure to do so can result in infringements being issued and the signs being impounded. These roads include West Coast Highway, Marmion Avenue, Morley Drive, Mitchell Freeway, Wanneroo Road, Karrinyup Road (Marmion Avenue to Morley Drive), and Reid Highway.

Signage plan template

Event name: _____

Event date/s: _____

Location: _____

Date of installation: _____

Date of removal: _____

Size of signs: _____

Style of signs (*eg. Coreflute on spikes, variable message boards etc*):

Message/wording/logos etc on signs (*please attach a copy of the artwork/sketch of the signs*):

Attach/supply a map of the event site showing roads that surround the event site and the location of all verge signage.