

## INFORMATION SHEET SIGNAGE STYLE GUIDE PARKING ON PRIVATE LAND

1. Signs are the recognised method of communicating what is required of motorists to comply with any terms and conditions of approval to use a parking facility. The location of signs is equally as important as the message on the sign.
2. The information and detail of all signs to be erected and installed on private land in accordance with the requirement to do so under Private Property and Commercial Parking Agreements must be approved by the City's Senior Ranger or Parking Coordinator.
3. Signs must not be installed until the Signage Plan (Parking Scheme) required under the agreement, is approved and signed by all parties to the agreement.
4. The type and detail of all signs will be determined after consideration of the completed Application Form for a Private Property Parking Agreement.

**Examples only are provided of both sign size and content. Some information must be included on all signs, but other information will change according to business hours of operation and what the parking is used for.**

### **EXAMPLE: Private Property Agreement**

**Main Sign for a parking facility with up to 50 bays:**



**EXAMPLE: Commercial Parking Agreement**

**Main Sign Example for Commercial Parking Agreement with a parking facility over 50 bays:**



**Print details:**

Colour – Red text on a white background (Helvetica or Arial Font)

The location of signs is subject to approval with each sign being indicated on the map signed by both parties. The approved map is to be attached to and forms part of the parking agreement.

The Main Signs are to be located at all entrances and be visible from all vehicles entering the parking facility.

**Supporting Signs**

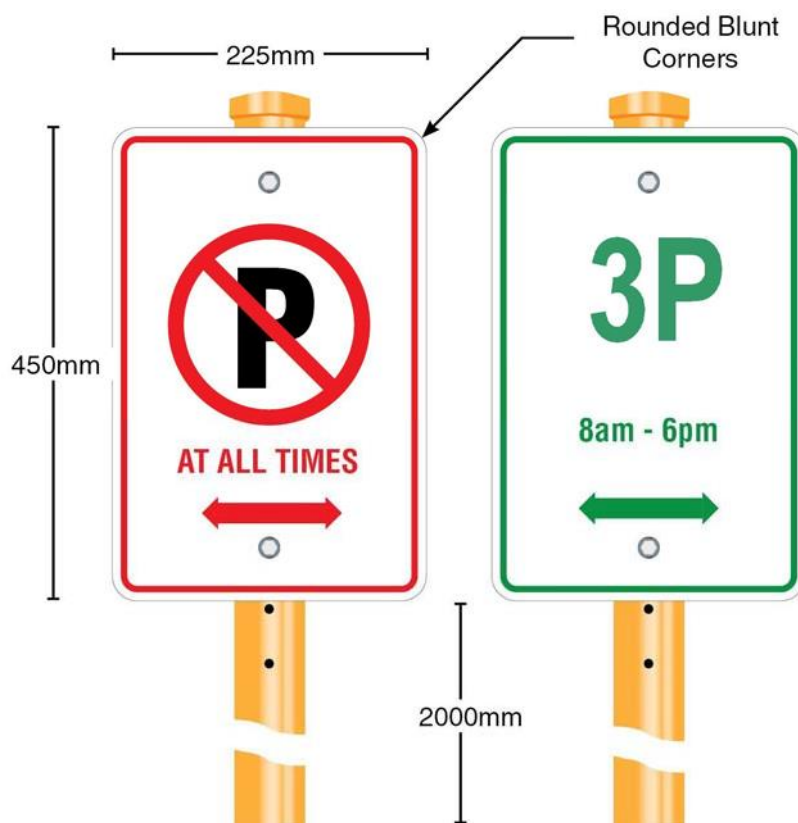
In addition to the main sign at the entrance to your on-site parking, it may be necessary to erect supporting signs that indicate where customers or Authorised staff vehicles may park. A pictorial indication of what these signs may look like is outlined on the following page. Detail is also provided on the application of arrows to indicate where and what limitations apply to what parking bays.

### Sample Signs

The following signs are in keeping with Australian Standards and have messages that you would expect to find on any street or in any parking station whether public or private. The message is clear on what is required.

You may want to apply parking limitations for set days and times and this detail can be included on the sign. Where the sign details a limitation such as “Authorised Vehicles Only” that message will be in red along with the times that apply.

Where you want to provide the parking to customers and have several time limits the message can be made according to what you want. Eg: ½ P, 2P similar to the message on the sign below permitting a three hour stay.



Note: The top of the sign posts are capped to prevent water from accumulating inside the post and it rusting from inside out.