



## CONTROL OF DIRECTIONAL SIGNAGE POLICY

### APPLICATION FOR APPROVAL OF DIRECTIONAL SIGNAGE

#### Administration Fee \$165.00

(Please attach payment of the above Administration Fee with your application to ensure prompt processing)

(Please use block letters in all areas of this application form)

#### 1. Applicants Details

Name of Contact Person: \_\_\_\_\_  
Position of Contact Person: \_\_\_\_\_  
Postal Address of Contact Person: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Contact Day Time Phone Number of Applicant: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

#### 2. Directional Signage Details

Please note wording on directional signage must be kept to a minimum and be generic e.g. "*Bowling Club*". Individual names are generally not permitted unless they are useful in identifying the specific location of the facility, i.e. "*Royal Street Shopping Centre*". Please see overleaf for permitted venues, venues not listed overleaf will not be approved.

Name of Premises Requested: \_\_\_\_\_  
Address of Premises Requested: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Preferred Wording: \_\_\_\_\_

#### 3. Proposed Locations

A maximum of 2 locations per application may be permitted. Different properties will require separate applications. Please describe the intersection or road section clearly (e.g. Intersection of Green Street / White Street; or Green Street, south of White Street) and the direction from which the traffic requires direction (e.g. directional arrows pointing west for traffic approaching from the south).

- 1)
- 2)

Actual approved Directional Signage wording and locations will be installed as determined by the Manager of Engineering Design. Signage will be constructed of reflectorised metal with a white legend on a blue background, as per Directional Signage policy. A copy of this policy is on the reverse side of this application. Please sign the reverse to confirm that you have read, understood and accept the policy.

Under the City of Stirling's Directional Signage Policy, independent Directional Signage will only be approved under the following categories:

- Hospitals
- Police Stations
- Universities or Technical Colleges
- Schools
- Churches or Places of Worship
- Major sporting organisations and facilities
- Major tourist attractions or facilities
- Shopping Centres
- Not for profit organisations (where there is a significant community need for signage)

Any other facility, such as doctors surgeries, child care centres, fitness centres, individual businesses, etc. are not covered and will not be approved.

- 1) Signs must not adversely affect in any way the effectiveness of traffic control devices, confuse drivers by indicating a direction which they may have difficulty in following or distract driver's attention either as individual signs or clutter.
- 2) Each message should be short, clear, unambiguous and give systematic preparation for decisions. The letter size and the total sign should be sufficiently large so as to be recognised, having regard to its location and the vehicle operating speeds.
- 3) Signs individually approved under previous policies will be permitted to remain, but no replacement is permitted if the signs are not in conformity with the current policy. Signs must stay in the original/approved location and can not be relocated to another area.
- 4) Signs and brackets are to be funded and supplied by the applicant. Maintenance and replacement costs of the signs to a non-City facility are the responsibility of the original applicant, their nominated representative or subsequent facility owner where ownership has changed. Signs are to be fully maintained by the applicant to the satisfaction of the City including replacement if damaged and to ensure readability and that the sign and all its fittings remain structurally sound.
- 5) Once the making up of the sign has been completed, the applicant is to arrange for the delivery of the sign to the City Works and Services Centre located in Natalie Way Balcatta. The City will install the signage on behalf of the applicant with no expense to the applicant.
- 6) All requests for Directional Signage are to be submitted in writing. The applicant will be charged a **non-refundable** fee of \$150.00 plus GST (total \$165.00) when an application is lodged for processing. This fee is not a guarantee of approval, and may be reviewed by the Manager of Engineering Design from time to time and amended as necessary to cover incurred administration.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_