

# Sign Licence Application

Signage is an important element of the built environment. The City recognises the legitimate need for signs to give direction and to identify and promote business and buildings. It also accepts a responsibility to the wider community to ensure that the visual impact of signage is properly assessed and managed. Signage should not negatively impact on the amenity of the city environment and should not be hazardous to pedestrians or motorists.

## General Design Guidelines for All Sign Types

Signs erected over any vehicular or pedestrian accessway on public land must be fixed to provide a clear headway under the sign of not less than 2750mm over a footpath and 4200mm to 6000mm over a laneway or road.

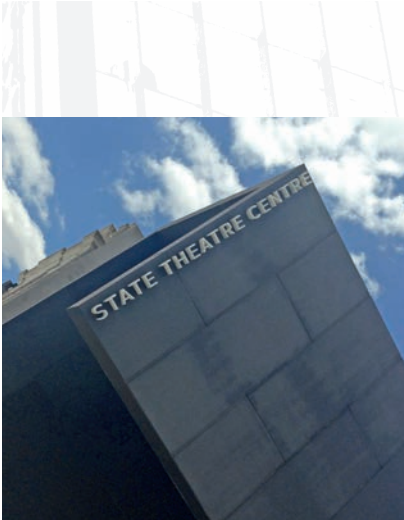
Where a sign projects over the footpath at a height of less than 6.0 meters, the sign is to be a minimum distance of 600mm from the outer edge of a street kerb.

A sign should in no way endanger the safety of the public. Signs that present a hazard or obstruction on the footpath, block motorists' views, block views of traffic information signage or traffic lights, surveillance camera views or are not well secured, will not gain approval.

Applying to install a sign within the City of Perth may involve obtaining multiple approvals including planning, building and when sign is located within the road reserve, a sign licence.



CITY of PERTH



*A Development Approval is not a Sign Licence Approval*

## Additional Approvals

### *Development Application (DA)*

The City's Signs Policy (Policy 4.7) of the City Planning Scheme No. 2 has a section listing the type of signs that are exempt from requiring planning approval. To view the policy go to:

<http://www.perth.wa.gov.au/planning-policies>

If signs are not exempt a development application (DA) needs to be submitted to the City. All signs proposed on state and local heritage listed buildings/properties require planning approval.

If your sign proposal requires a development application, your sign licence application will not be processed until the development approval has been issued.

For advice on whether a Development Application is required contact a Planning Officer in the City's Development Approvals Unit on 9461 3366 before making an application for a sign licence.

For all properties located in the Metropolitan Redevelopment Authority (MRA) area please contact the MRA to confirm their requirements for signs.

### *Sign Licence*

To ensure that the sign complies with the City of Perth Thoroughfares and Public Places Local Law, all signs require a sign licence application to be submitted and approved unless it has been determined that an uncertified building permit is required (see BA2 Uncertified Building Permit).

In order to satisfy the City's requirement that signs are safely attached to a building and are structurally sound, the applicant is required to provide details of the proposed fixing method for the sign and, for larger more exposed signs, the City will require details and certification from a registered structural engineer.

For more information on the City's Thoroughfares and Public Places Local Law go to:

<http://www.perth.wa.gov.au/local-laws>



### *BA2 Uncertified Building Permit*

Signs that incorporate a significant structural element may be subject to a building permit issued by the City in accordance with schedule 4 of the Building Regulations. Signs that have a current development application and BA2 building permit will not require a sign licence application. Generally signs are dealt with as minor encroachments and do not require referral to the Minister for Lands. However, some unusually large signs may need to be referred to the Minister for Lands as an encroachment under the Land Administration Act.

For advice on whether an uncertified building permit is required for your sign, contact a Building Officer in the City's Development Approvals Unit on 9461 3366 before making an application for a sign licence.



### *Sign Licence Application Requirements*

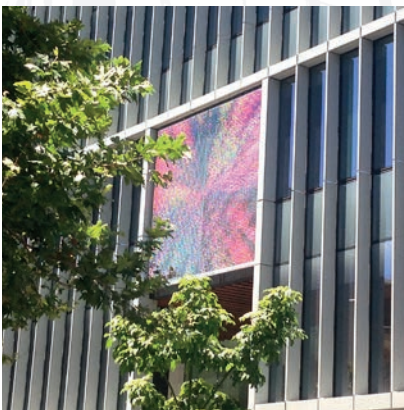
To help ensure that a detailed assessment is made in a timely manner, applicants should ensure that all application forms, fees in accordance with the Council's adopted fee schedule, plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be processed until all the required information has been submitted.

Where incidental structures such as signs are constructed over footpath or street, the Uniform Local provisions Regulations, require the local authority to be indemnified against any action or claim for damages arising from the works, construction, maintenance or use of the sign. The City requires an appropriate insurance policy to cover the risk and this policy is to be provided by insurers having a financial performance rating of at least A by Standard and Poor's (Australia) Pty Limited. When an applicant is applying for approval for a sign located over the footpath or street, the application must include a copy of the Certificate of Currency for the insurance policy which has been provided to indemnify the City against any claims.

A complete sign licence application form must be submitted. Please ensure that:

- The application includes the name and signature of the owner of the land where the sign is to be displayed (or their authorised agent with a letter of authority).





- The Sign Licence Application Checklist is signed and submitted by the applicant
- Copies of plans drawn to scale, not less than 1:100, showing the dimensions, position, materials, design and inscription thereon, the method of construction and fixing of the sign for which the licence is sought.
- Copy of Certificate of Currency for insurance policy.
- Where required by the City, provide a certificate from a structural engineer or other competent person approved by the City, certifying that the building or structure upon which it is proposed to erect the sign is in all respects, of sufficient strength to support the sign, under all conditions, and that the sign is itself of structurally sound design.
- Application fee

A copy of the sign licence and approved plans will be provided to the applicant/licensee. The owner of the property will be provided with a copy of the sign licence only.



## Applicant/Licensee details

Name (business or individual):

.....

Postal address:

.....

### Contact details

Name:

.....

Phone number:

.....

Email address:

.....

### Sign location

Parcel Lot:

.....

Parcel Plan:

.....

Unit/Level/Suite:                      Street number:

.....

Street

.....

Suburb:

.....

Postcode:

.....

Company/Business name occupying premises sign relates to

.....

.....

### Sign development approval

Applications will not be processed if a Development Approval is needed. Check with Development Approvals if you are unsure whether a development application for a sign is required.

SIGNDA number (eg 2011/5349):    20                      /

.....

## Sign Details

### Sign 1

Sign type (eg. under awning, wall mounted):

.....

Location of sign (eg. roof, window, elevation):

.....

Height:    Width:

.....

### Sign 2

Sign type (eg. under awning, wall mounted):

.....

Location of sign (eg. roof, window, elevation):

.....

Height:    Width:

.....

### Sign 3

Sign type (eg. under awning, wall mounted):

.....

Location of sign (eg. roof, window, elevation):

.....

Height:    Width:

.....

### Sign 4

Sign type (eg. under awning, wall mounted):

.....

Location of sign (eg. roof, window, elevation):

.....

Height:    Width:

.....

#### Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

#### Copyright

I authorise the City of Perth to reproduce any attachments provided with this form for internal purposes only.



## Property Owners Consent

- Must be signed by owner of property
- In the instance where a company is the owner an authorised person must sign and state their position
- Strata managers /organisations/authorised agents must attach authorisation letter or affix their seal

Property owner: \_\_\_\_\_  
 Authorised agent name: \_\_\_\_\_  
 Position title: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date:            /            / \_\_\_\_\_

Property owner: \_\_\_\_\_  
 Authorised agent name: \_\_\_\_\_  
 Position title: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date:            /            / \_\_\_\_\_

### Applicant Declaration

- I acknowledge The City may require additional information before determining the application
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application

### Checklist

Applicant	Office use	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Currency
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	2 x Site plans/tenancy location plan
<input type="checkbox"/>	<input type="checkbox"/>	2 x Elevation plans
<input type="checkbox"/>	<input type="checkbox"/>	2 x Plans
<input type="checkbox"/>	<input type="checkbox"/>	2 x Engineering certification and/or structural/anchorage details (if required)
<input type="checkbox"/>	<input type="checkbox"/>	Digital copy of all plans and documents (CD-ROM / DVD-ROM / USB)
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
\$70 per sign x <input type="checkbox"/> signs = \$ _____		
Applicant name: _____		

Signature: \_\_\_\_\_  
 Date:            /            / \_\_\_\_\_

## Lodgement Options

### In Person

City of Perth  
 Customer Service Counter  
 Ground Floor, 27 St Georges Terrace, PERTH  
 Payments can be made by Cash, Cheque, EFTPOS or by Credit Card\*  
 Cashiers Hours - Monday to Friday, 8:30am to 4.30pm  
 (Excl Public Holidays)

### By Post

Development Approvals Unit  
 City of Perth  
 GPO Box C120  
 PERTH WA 6839

### Payment Method

Please indicate your preferred method of payment:

- Cheque (please make payable to the City of Perth)
- Money Order (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

### Credit Card Details

NOTE: For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and sign below to authorise the City of Perth to debit that credit card. \*Credit card payments are limited to \$10,000 per card, per application, per year. MasterCard, Visa and Amex cards are accepted.

The City of Perth will contact you to obtain your credit card number.

Name on card: \_\_\_\_\_  
 \_\_\_\_\_

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

Date:            /            / \_\_\_\_\_

### Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

### Copyright

I authorise the City of Perth to reproduce any attachments provided with this form for internal purposes only.