

**DIRECTIONAL SIGN APPLICATION PROCESS & FORMS**

1. Applications for directional sign licences are to be lodged with Council's Infrastructure Services Department on the following forms. The applicant should indicate desired symbols, wording and sign location(s).
2. Council staff will assess the application against Council's Policy PE.46 Control of Signs and Advertising Devices, signs and sign locations will be approved based on safety standards, visibility, legibility and aesthetics. Council staff may amend the application as necessary for compliance and will advise the applicant accordingly. If approved, the applicant will be provided with a written quotation for the purchase and installation of the sign(s).
3. Where a sign is to be located on a Main Roads WA (MRWA) controlled road the applicant will be referred to Main Roads WA for approval.
4. Where a sign is to direct visitors to a caravan park via a road other than a Main Road, the application will be assessed to ensure the proposed route is suitable for caravan traffic.
5. All costs associated with the assessment of the application and the purchase, installation and maintenance of the sign(s) are to be at the applicant's expense and are to be paid prior to the issue of the sign licence. Fees and charges are set annually by Council.

The applicant shall pay Council the costs of:

- The application fee and annual fees as set by the Council.
- A common anniversary date of the 1<sup>st</sup> January applies to all licence fees. Pro rata fees and charges are applied to sign applications approved prior to the anniversary date.

**MAINTENANCE**

The cost of this maintenance is included in the pricing shown on the attached forms and will be limited to the following:

- A. Removal of graffiti and stickers
- B. Re-instating of an installation where minor damage has occurred.
- C. Maintenance of structural and graphic works on the Information Bay panels.

In the case of an accident or malicious damage to a Directional Sign or Entrance Sign, full replacement of the sign including posts will be at the additional cost apportioned to the affected business/es.

Council reserves the right to decide at what point full replacement will be necessary.



**TOURISM SYMBOL** (if applicable please tick box)

- Caravan       Public Telephone     Bed                       Cup & Saucer     Gallery     t  
 Bunch Grapes     Youth Hostel         Fuel Bowser     Fork & Spoon     Other     h

**SIGN BLADE COLOUR** (please tick 1 box)

- White on Blue sign blade (Service Businesses)  
 White on Brown sign blade (Tourist Business - WA Tourism Commission Accreditation Required)

SYMBOL	APPLICATION
	Historic Sites
	Tourist Attraction, meeting WATC guidelines
	Winery
Vase & Brush (white on brown)	Pottery, gallery, arts & crafts
	Information Bay
	Caravan Park
	Hotel, Motel, Guesthouse, Bed & Breakfast
	Refreshments or Cafeteria
	Restaurant or Licensed Restaurant
	Fuel
	Public Telephone
	Picnic, Barbeque

APPLICANTS SIGNATURE: \_\_\_\_\_

X: \Infrastructure Services\Tourist Directional Signs\Application Forms\Application Form for Directional Signage.doc

**Return forms to Infrastructure Services Department Fax: 9757 2512 Ph: 9780 5280**

**SIGN BLADE CHARGES  
(includes installation & GST)**

<b>SIGN CATEGORY</b>	<b>COST PER BLADE</b>
S1 & S2 DIRECTIONAL SIGN - NO POSTS REQUIRED	\$200.00
S1 & S2 DIRECTIONAL SIGN - WITH POSTS	\$400.00
T1 DIRECTIONAL SIGN – MINI BAY (NO POSTS REQUIRED)	\$200.00
T2 LARGE INFORMATION BAYS BUSINESS BLADES	\$128.00
T4 PEDESTRIAN INFORMATION BOARDS M/RIVER CBD	\$128.00
U1 SIGN– BUSINESS PARK SIGN WITH POSTS	\$400.00
V1 SIGN - ENTRANCE SIGN WITH POSTS	\$400.00
V3 SIGN - ENTRANCE ADVANCE WARNING SIGN	\$400.00

Applicants will be notified of costs for installation of sign/s.

Issue of a Council Sign Licence and installation of sign/s will be made once payment has been received in full.

**ANNUAL LICENCE FEE**

Annual licence fees will apply to each sign, as determined from time to time by Council. Annual fees include GST.

Charges will be calculated as follows:

**ANNUAL LICENCE FEES - PER BLADE(inc GST)**

<b>SIGN CATEGORY</b>	<b>ANNUAL FEE</b>
S1, S2 & T1 DIRECTIONAL SIGNS	\$63.00
U1 BUSINESS PARK SIGNS	\$63.00
V1 ENTRANCE SIGNS	\$63.00
V3 ENTRANCE ADVANCE WARNING SIGNS	\$63.00

**ANNUAL LICENCE FEES (inc GST)**

<b>SIGN CATEGORY</b>	<b>ANNUAL FEE</b>
T2 & T3 INFORMATION BAY SIGNS	\$63.00
T4 PEDESTRAIN INFORMATION BOARDS MARGARET RIVER CBD	\$128.00

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**OFFICE USE ONLY**

**TOTAL COST** \_\_\_\_\_ **INVOICE NO.** \_\_\_\_\_

**SIGN LICENCE NO.** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
Director Infrastructure Services

## LOCALITY SKETCH

**Route Description** .....  
Brief description of .....  
sign-posted route .....  
proposed (inc distances) .....