

# Portable Signs

## Local Law Permit Application Form



July 2017

### Applicant Details

Name

Postal Address

Phone No.

Email

### Location of Portable Sign

Business Address for Sign Location

### Details of Portable Sign (in mm)

Width mm      Height mm      Double Sided: Yes  No

### Materials and construction of sign and supports:

Public liability insurance: **To be in the name of the registered business/applicant provided at the start of this form.**

Insurance Company

Amount \$

I understand that by signing this agreement the Shire of Augusta Margaret River does not accept any liability for any injury, damage or loss as a result of the sign being displayed. I hereby indemnify The Shire of Augusta Margaret River of any liability due to the placement of the A-Frame sign as approved by this permit.

I have provided proof of public indemnity insurance to the value of \$10,000,000.

Applicant Name

Signature

Date

### Application Fee (To Be Paid On Lodgement – Fees As Per Council's 'Fees And Charges')



**In person (Cash, Cheque, EFTPOS)**  
Shire Civic Administration Centre  
41 Wallcliffe Rd  
Margaret River



**Telephone** (Credit Card only)

**Please tick**  
A Customer Service Officer  
will contact you.



**Post**

Cheque payable to:  
Shire of Augusta Margaret River  
PO Box 61  
MARGARET RIVER WA 6285

Portable Sign License

WK0069.84

Receipt No: \_\_\_\_\_

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

**Location Plan and Sign details:**

**Please describe and/or illustrate the position of the sign in relation to property boundary, location of business entrance, footpaths, car parking and other obstructions:**

**Sign content description and/or diagram illustrating content and motifs:**

**An approved business can apply for an annual permit for one portable A-frame under the following general requirements:**

- May be a double faced sign;
- Signs greater than 0.8m high by 0.6m wide will also require a planning approval; See Policy LPP26 Signage -Sign type Z1.
- Should only be displayed in suitable weather conditions;
- Placed within the road reserve so that it does not impede a public path or visibility from/to traffic on a public road or crossover;
- No illumination;
- Placed on the road verge on the same side of the road as the shop or business to which it relates and directly in front of the shop or business to which it relates;
- Must not be placed in a road median or within 1.0m of a carriageway or parking area;
- The sign shall be constructed and maintained to a high standard including quality materials, a high standard of sign writing and colours and designs sympathetic to its location or recognised themes;
- The sign owner is required to indemnify the Shire of any damages arising from placement of the sign within the road reserve and shall be fully responsible for providing public liability insurance for the sign;
- The Shire is not responsible for any damage to or theft of the sign;
- The Shire retains the right to remove any signs without a permit or a sign that does not comply with permit conditions which may then lead to a financial penalty;
- Portable directional signs not larger than 0.5m high by 0.5m wide displayed infrequently with short duration of time (48hrs) are exempt from a permit i.e. Garage Sale, Community Event, Home Open. These signs shall not impede a public path or visibility from/to traffic on a public road or crossover;
- Any other conditions as required to ensure public safety and the amenity of the area;
- Permit will be issued for a period of 12 months due at the start of each financial year and be provided with a permit sticker which must be displayed at all times in the bottom left hand corner of the sign;
- Permits will automatically be renewed and sent each financial year based on the original application. If there are any changes to the original application, please notify the Shire of Augusta Margaret River;
- The application fee is set in the Shires 'Schedule of Fees and Charges'.

**All application forms shall be accompanied by:**

- Site Plan with all relevant annotations i.e. site location, car parking etc;
- Proof of 'up to date' public indemnity insurance; and
- Application Fee – note this fee is non-refundable.