

*Activities on Thoroughfares and Public Places and
 Trading Local Law 2011*

**APPLICATION FOR PORTABLE SIGN ON PUBLIC THOROUGHFARE
 PERMIT**

Applicant Details:

Name: _____

Address: _____

Contact Number: Home: _____ Work: _____

Mobile: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

(Note: Application must be signed by store owner)

Sign Details:

Business Name on Sign: _____

Wording on Sign: _____

Address of Business: _____

Portable Sign Details:

- Attach a diagram or photograph of the sign along with its dimensions
- Attach a site plan showing the proposed location of the sign on the thoroughfare
- Attach a copy of your public liability insurance for the sign - \$5 million
- I am aware of Council's conditions relating to signs (please refer overleaf) and hereby agree to abide by those conditions

Signature: _____ Date: _____

Office use only

Application for signage has been **APPROVED / NOT APPROVED**

Signature: _____ Date: _____

Position: _____

Permit Number issued: _____

Conditions displayed on reverse side.

Clause 3.4 Conditions on portable sign. *If the Local Government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions.*

- (a) *the portable sign shall:*
 - i. *not exceed 1m in height;*
 - ii. *not exceed an area of 1m² on any side;*
 - iii. *relate only to the business activity described on the permit;*
 - iv. *contain letters not less than 200mm in height;*
 - v. *not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;*
 - vi. *be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;*
 - vii. *be secured in position in accordance with any requirements of the local government;*
 - viii. *be placed so as not obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and*
 - ix. *be maintained in good condition; and*
- (b) *no more than one portable sign shall be erected in relation to the one building or business*

Clause 3.5 Conditions on election sign. *If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign:*

- (a) *being erected at least 30 metres from any intersection;*
- (b) *being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;*
- (c) *being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;*
- (d) *being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;*
- (e) *being maintained in good condition;*
- (f) *not being erected until the election to which it relates has been officially announced;*
- (g) *being removed within 24 hours of the close of polls on voting day;*
- (h) *not being placed within 100 metres of any works on the thoroughfare;*
- (i) *being securely installed;*
- (j) *not being an illuminated sign;*
- (k) *not incorporating reflective or fluorescent materials; and*
- (l) *not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.*

© City of Albany 2012

Copyright for this document belongs to the City of Albany. It may not be sold or subject to any charges without the City's written permission. Apart from sales, the City freely permits copying, use and distribution provided the City of Albany's copyright is asserted and provided this notice is included on any subsequent form of the document.

**** DISCLAIMER ****

This information contained in this document is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions