



SIGNS ON PUBLIC LAND

Applicants are requested to take the following steps:

1. Read the related information sheet and complete the application form.
2. Completed applications are returned to Council by mail, addressed to the City of Albany, PO Box 484, Albany WA 6331 or by hand to the North Road Administration Office.
3. Council Officers will then assess the application and complete the relevant details depicting size and type of sign and applicable installation fee. (The fee schedule is quoted on the application form.)
4. The processed application form will then be returned for the applicant to take to the sign manufacturer of their choice. The sign is to be constructed at the applicant's cost and delivered to the North Road Administration Office and the applicable installation fee will be paid to the Cashier.
5. The North Road Administration Office will arrange for delivery of the sign and bracket/s to the Mercer Road Works Depot, with a copy of the receipt for installation.

APPLICATION FORM

APPLICANT DETAILS

Applicant Name:

Business/Community group Name:

Address:

.....

Phone: Fax:

Email:

Date:

Signature:

SIGN DETAILS

New Sign

Replace Existing Sign

Wording of Sign(s):

Colour of Sign board – please tick whichever is applicable:

Blue – Service Sign

Community Sign (drawing attached)

Brown – Tourist Information Sign

Single or double sided:

Location of sign(s) (max 2 signs): 1

2

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102 North Road, Yakamia WA 6330 | PO Box 484, ALBANY WA 6331

Tel: (08) 9841 9333 | Fax: (08) 9841 4099 | Email: staff@albany.wa.gov.au | Website: www.albany.wa.gov.au

INSTALLATION FEE

- Sign only \$200.00 including GST
- Sign & post \$250.00 including GST
- Sign & two post \$300.00 including GST

COMPLETED FORMS TO BE RETURNED TO:

*City of Albany
 Works and Services Department
 P O Box 484
 ALBANY WA 6331*

COUNCIL USE ONLY (Synergy file reference TT.PER.1)

Sign Application Approved: Yes No return to applicant
 COA Request Approval Yes No return to applicant

Council Resolution (if applicable):
 Policy/strategy reference number (if applicable):
 Manager's/ED approval (please sign):
 Synergy reference number:
 Date:
 Budget line item:

Specifications

Length of Sign:mm
 Width of Sign: 150mm wide 200mm wide Other.....mm
 Number of Brackets: One Two
 Ball Extrusion:
 Channel Extrusion:
 Single Pole: Double Pole Stack

Fee Payable

Officers Signature (name):