



Offices: 102 North Road  
PO Box 484, ALBANY WA 6331  
Phone: (08) 9841 9333  
Fax: (08) 9841 4099  
Email: [cityassets@albany.wa.gov.au](mailto:cityassets@albany.wa.gov.au)

### SIGNS ON PUBLIC LAND

**Applicants are requested to take the following steps:**

1. Read the related 'Advertising and Guidance on Public Land and Road Reserves Policy' and 'MRWA Guidelines for Service and Tourist Signs' to ensure you are eligible prior to completing the application form.
2. Return completed applications form by mail addressed to the City of Albany, PO Box 484, Albany WA 6331, via email to [cityassets@albany.wa.gov.au](mailto:cityassets@albany.wa.gov.au) or by hand to the North Road Administration Office.
3. The relevant details depicting size and type of sign and applicable installation fee will be assessed. (The fee schedule is quoted on the application form.)
4. The processed application form will 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. The applicable installation fees must 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

Business type .....

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 .....

**Privacy Collection Notice**

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the *Privacy and Responsible Information Sharing Act 2024*. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

**Contact:**

City of Albany Privacy Officer

Phone: 08 6820 3000

Email: [prisproject@albany.wa.gov.au](mailto:prisproject@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  
 Infrastructure & Environment  
 P O Box 484  
 ALBANY WA 6331

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

Sign Application Approved:  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): .....