

DIRECTION SIGN GUIDELINES & APPLICATION FORM

ENGINEERING SERVICES

GENERAL

1. The purpose of a Direction sign is to provide road users with general information and direction to a facility of interest to the community, which is located on a side street. It is not an advertisement sign for any private or public company. The inscription on a sign must be short and concise so to enable motorists to scan all the information and make a decision safely within the time available.
2. Accordingly, the inscription on a Direction sign can only be:
 - Of a generic nature of the facility. Company names will not be accepted. However, consideration may be given to include the name of a not-for-profit community organization / group; and
 - Of **16** characters or less (a space between two words is counted as a character) in white text on a blue background.



3. The number of Direction signs that a community group or business organisation can apply for is limited to two (2). The Signs must be located at intersections on major roads closest to the premises.
4. No approval will be given for Direction signs to be installed at a traffic signalised intersection.
5. Where a community facility or business premise abuts a major road, no approval will be given for an application for a Direction Sign.
6. Where there are already three (3) Direction signs at an intersection, no further Direction signs will be approved for that location.
7. To ensure information on a Direction sign is reasonably relevant and up-to-date, the City will remove an approved Direction Sign, without notifying the sign holder, after the following expiry date, whichever comes first; -
 - The first day of January, five (5) years after an approval is granted (e.g. if it is granted in 2016, irrespective of which month of the year, the approval will be revoked after 1 January 2022); or
 - When the community / organization / business ceases to exist at the location stated in the application form.

8. New applications can be made and will be assessed on a “first-in, first-served” basis.
9. The City reserves the right to remove a Direction sign, whenever it is deemed necessary without compensation / notification to the sign holder, especially in circumstances where the sign has been badly damaged by vandalism or vehicle collisions.
10. The City provides the at cost services of manufacture and installation of Direction Signs. The City does not require a sign holder to pay an ongoing annual site rental and maintenance fee. If you require the City to undertake any replacement or maintenance work for a Direction sign after its installation, you will be liable for the cost of the work.
11. All Direction signs installed by the City remain under the control of the City. The applicant cannot remove, modify or replace the sign(s).

PROCEDURE

1. If applying in person, complete the attached Application Form; pay the application fee (stated on the Application form); attach a copy of the receipt with the application; and request the Cashier of the City to forward the documentation to the Manager Engineering of the City.
2. If applying by post, send the completed Application Form and a cheque for the application fee payable to the City of Cockburn. Please mark on the back of the cheque: “**Direction sign(s)**” and address the envelope to the “Manager Engineering, City of Cockburn, PO Box 1215, Bibra Lake DC, WA 6965.”
3. Do not pay the cost of sign manufacture and installation until approval is given. You will be advised in writing of the exact amount payable.
4. The City will advise you within four to eight weeks of the outcome of your application. If it is successful, you will be advised of the details of approval (i.e. inscription on the signs and their locations) and the cost payable to the City for the manufacture and installation of the approved signs.
5. Should you wish to proceed, make a cheque payable to the City of Cockburn for the amount specified in the letter of confirmation; mark on the back of the cheque: “**Direction sign(s)**”; and forward the cheque to the attention of the Manager Engineering of the City. Alternatively, the sign manufacture and installation cost can be paid in person to the cashier at the City’s office.
6. On receipt of payment, the approved signage will be manufactured and erected as soon as practicable.

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PLEASE WRITE CLEARLY IN CAPITAL LETTERS

I have read the "Direction Sign guidelines" and hereby seek approval from the City of Cockburn for a Direction sign(s).

1. Applicant details

Name of applicant: _____ PH: _____

Company name: _____

Company address: _____

Email address: _____

Signature

Date

2. Sign details

1. Inscription on sign(s): _____

2. Proposed locations:

a) Intersection of _____ and _____

b) Intersection of _____ and _____

3. Fees and charges

Fees and charges	(incl. GST) FY 2016/17
Application fee (non-refundable):	\$45.00
Manufacture cost per sign	\$143.66
Installation cost for one sign	\$130.00
for two signs	\$185.00

OFFICE USE ONLY

	Application fee	Assessed	Approved	Letter of confirmation	Payment for installation	Issued for construction	Installed	Removed
Date								
Approved inscription				Expiry date	1 Jan 2022			
Approved location(s)				(1) intersection of				
				(2) intersection of				

Income account: OP9880-5419-000 Expenditure account: OP9880-6200-000