

Signage

Temporary, Special Event & Community Signs

Self Assessment Checklist

Temporary road side advertising is available for **COMMUNITY BASED ORGANISATIONS ONLY** (ie: Sporting Clubs, Agriculture Societies, Schools etc.)

Approval to place a public guidance sign (temporary road side advertising) within a road reserve requires a [Sign Request Form](#) with supporting street plan identifying signage location(s).

- Dates signs will be erected and removed.
- Approximate number of signs to be erected.
- Approximate location of signs (street plan).
- Details of the event(s) to be advertised.

The proposed temporary sign must meet the following requirements:-	Compliance
• Must not exceed 0.75 sq. metres in area.	<input type="checkbox"/>
• Should be free standing (i.e not attached to any structure, post or tree.)	<input type="checkbox"/>
• Will the sign be erected on, or in front of private property? (note: the approval of the owner of the private property must be obtained)	<input type="checkbox"/>
• Not be erected more than 14 days prior to the event for which the sign refers.	<input type="checkbox"/>
• Not obstruct the view of traffic.	<input type="checkbox"/>
• Not be placed within 50 metres of an intersection or junction, or within 2 metres of the kerb line.	<input type="checkbox"/>
• Not be placed within 100 metres of a guard controlled children's crossing?	<input type="checkbox"/>
• Not be placed within a traffic island or median?	<input type="checkbox"/>
• There are no more than 15 signs within the City of Wanneroo for this event/purpose	<input type="checkbox"/>
• The sign should be removed seven (7) days after the event	<input type="checkbox"/>

Style Guidelines:

The lettering used on the sign should be a minimum height of 50mm and a maximum height of 100mm. See Australian Standard AS 1752

Bond:

A \$50 bond should be paid to the City before the City can issue approval for the temporary sign.

All signs must be removed within 7 days after the event. The organisation must contact the City when the signs have been taken down to arrange the refund of the bond. Failure to do so will empower the City's Rangers to impound the signs to the City's Ashby Depot and call on the bond to cover the costs of removal. Any signs held in the Ashby Depot Compound for longer than a 30 days period from the time it was collected will be disposed to the tip site.

Main Roads WA Approval

Approval from Main Roads WA must be sought before any signs are placed along Wanneroo Road". It is the responsibility of the organisation wishing to erect the signs to gain approval from Main Roads.

Application must be submitted at least **one month prior to the event** for assessment and no more than (4) professionally manufactured signs in total to be placed along Wanneroo Road, subject to the following conditions:

Main Roads Requirements (for Wanneroo Road and Indian Ocean Drive)

Conditions:	Compliance
The sign must meet the following conditions:	
<ul style="list-style-type: none"> The applicant must have in effect Public Liability Insurance for the signs for a minimum of \$1,000,000, which includes a cross liability clause in the joint names of the applicant and the Commissioner for Main Roads Western Australia as Principal. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Sign to be placed within a 2km radius of the event along Main Roads' controlled road. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Signs are to be erected 10 days prior to the event and removed immediately afterwards 	<input type="checkbox"/>
<ul style="list-style-type: none"> Signs to be placed a minimum of 3m from the edge of the road and 100m from all intersections. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Signs are not to be placed within traffic islands, medians or where they may interfere with sight lines from intersecting streets and driveways. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Signs are freestanding and not attached to any roadside structure, post or tree. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Steel star pickets are not to be used to support the proposed sign. Wooden or plastic pickets are recommended. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Noise from moving or flapping panels should not create a nuisance for nearby business or residents. 	<input type="checkbox"/>