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The information sheets provide an introduction to the requirements for licensing and planning approval for all types of signage within the city of Wanneroo.

The purpose is to consolidate the various advertising and signage controls to enable a business operator or individual to determine:

1. The specific requirements to objectives for each form of advertisement;
2. Whether an application is required and how to make an application; and
3. Where the application should be lodged and which Department should be contacted with enquires

Purpose

The purpose of the local laws, policies and codes related to signage are to ensure the scale, type, design, location, materials, style and illumination of any advertising or promotional sign is appropriate for the surrounding environment, whilst also ensuring structural and public safety.

The City of Wanneroo seeks to strike a balance between the needs for business to advertise to improve their business performance and the broader community expectation that Council will provide for a safe and attractive environment.

Which Information Sheet do I need?

You need to answer two questions:-

Q1. Where is your sign going to be placed?

Q2. What type of sign do you want?

1. Location – Where is Your Sign going to be placed?

There are different guidelines and laws, related to signage depending on where the sign is located:

Private Land	<ul style="list-style-type: none"> ○ Commercial land or premises ○ Residential land or premises 	Information Sheet S2
Public Land	<ul style="list-style-type: none"> ○ Parks & Reserves ○ Sports Ovals 	Information Sheet S3
Road Reserve	<ul style="list-style-type: none"> ○ Roads & Footpaths ○ Median Strips ○ Clear Zone 	Information Sheet S4

2. Sign Types – What type of sign do you want?

A. <u>Signs on Private Land</u> might include:	
<ul style="list-style-type: none"> • Wall signs • Projecting signs • Veranda signs • Roof signs • Inflatable signs 	<ul style="list-style-type: none"> • Banner signs • Portable signs • Pylon signs • Entry statements (Estate signs) • Display home signs

B. Signs on Public Land might include:

- Sponsorship signs
- Temporary signs

C. Signs on Road Reserve might include:

- Community Facilities – blue directional signs
- Tourist attractions – white on brown signs*
- Service signs – white on blue signs
- Roadside Advertising
- Temporary signage (A Frames, banner signs)
- Real Estate signage
- Illuminated signage
- Bench seats and/or Bus shelter signage

What type of approval might be required?

A Sign Licence: This is a licence issued by the City's Buildings Approvals team and ensures that the proposed sign is structurally sound and will be fixed correctly

Planning Approval: If your sign does not meet the standards set down in the Signs Planning Policy, then you will need to seek approval from the City's Planning team in the form of a 'Development Approval' or 'DA'.

Are any signs exempt?

Many signs do **NOT** need planning approval, as long as they meet the standards for that location and type of sign. These signs are considered 'exempt'. Check the criteria for the specific location (Private, Public or Road Reserve) against the relevant policy.

*Tourism Signs (white text on brown background) are specially controlled by Main Roads WA for all roads. Please speak to the City of Wanneroo Tourism officer in the first instance. Guidelines and assessment criteria do apply.

What are the Laws and Policies which apply?

The information sheets are an overview of a number of laws and policies which apply in the area of signage. It is an offence under the Local Government Act (1995) to erect a sign without the appropriate approvals

Law/Policy	Applicable Sign Type Policy/Procedure
District Planning Scheme (DPS) 2	All sign types
Signs Local Law 1999	Private Land
Signs Local Planning Policy	Private Land
Public Guidance Signage in the Road Reserve	Road Reserve
Advertising on Public Open Space	Advertising on Public Open Space Information Sheet
Requirements for Temporary Community Advertising Signs	Guidelines

For further information, please contact the City's Customer Relations team on 9405 5000.

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.

2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of October 2014 and prone to alteration without notification.



Did you know?

Save time and apply online! This application is available for lodgement via the City's website
www.wanneroo.wa.gov.au