

Community Information Signs

Local Government and Public Property Local Law 2014

What is a community information sign?

A community information sign is a temporary sign relating to a charitable, cultural, educational, recreational or community function where there is no intention of commercial gain.

Do I need an approval to install a community information sign?

Yes. Applications forms are available by contacting the City on **1300 655 860** or by visiting any of the City's customer service centres.

Written applications must be made using the application form 'Community Information Sign Application' at least 14 days prior to the holding of the community association event. A non-refundable fee of \$30.00 per event must be paid for each application submitted.

What information do I need to provide?

- The name, address and contact number of the community association and president or senior office bearer;
- The name, address, and contact number of the person responsible and authorised by the community association for making the application and erecting the signs subject of the permit;
- The location of the proposed event;
- The date of the proposed event;
- The number and proposed location of signs;
- Details of the message to be displayed on the signs;
- Details of the activities proposed for the event;
- Payment of the fees appropriate for the signs and event;
- Any other information that may be required by the local government at the time the permit application is submitted or at a subsequent time.

Organisations that do not receive approval from the City and proceed to erect signs will have their signs removed and an infringement notice may be issued.

How many signs can I place?

Once approved, you are permitted to place up to 15 signs.

When can I place and remove the signs?

You are permitted to place the signs no earlier than 14 days prior to the event of which the sign relates.

Signs must be removed within 7 days from the date of the event of which the sign relates.

Where can community information signs be placed?

Once approval is received the signs can be placed on the road verge.

The following conditions should be followed:

Signs cannot be erected on, or in front of, private property unless the approval of the owner of the property is obtained prior to the erection of the sign.

The person shall not erect or maintain a sign so as to obstruct the view from a street or public place of traffic in a street or public place.

They are not erected within 50 metres of any thoroughfare, intersection or junction and are at least two metres from the kerb line, or outer edge of the road shoulder on unkerbed sections of the road.

They are not located within a traffic island or the median.

They are freestanding and therefore, not attached to any structure, post or tree. A-frame signs are not permitted.

Signs are to be placed no further than 5km from the location where the event will be held.

Please note that the erection of signs within a road reserve may result in you being liable in respect of any claims arising from the action.

Do any other conditions apply?

The City's *Local Government and Public Property Local Law 2014* details all requirements and conditions, however, in addition to the conditions to placement of signs, there are other requirements that apply, such as:

- A temporary sign cannot exceed 0.75 square metres in area
- All signs must conform to Australian Standard AS1742. All lettering and numbering on signs must be a minimum height of 50mm and a maximum height of 100mm
- An approved Temporary Advertising Sign sticker, as supplied by the City, is to be affixed to the top right hand corner of each sign.

Applications are on a 'per event' basis. Each event is to be provided as a separate application with a non-refundable fee of \$30.00 per application.

Further information

Please note: the information and requirements listed above are neither complete nor exhaustive, however, are provided on the basis for ease of reference. Please refer to the *Local Government and Public Property Local Law 2014* via the City's website for further details.

For further information please contact City Rangers on **1300 655 860**, or visit one of our Customer Service Centres conveniently located at the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup and the Whitford Customer Service Centre, 15 Banks Avenue, Hillarys (same building as Whitford Library).

Alternatively, you may wish to visit the City's website at **joondalup.wa.gov.au**