

Application for Temporary Advertising Sign Approval

This application is for applying to erect Temporary Event Advertising Signage on a roadside within the City of Busselton.

Event Name: _____

Event Date/s: _____

Applicant Name: _____

Applicant Contact: Ph: _____ Email: _____

Intended duration of the sign (provide dates): _____

Size of the sign: _____

Wording on the sign: _____

Sign will be made from: (e.g. canvas, corflute, wood, steel etc): _____

Signage posts will be made from (non steel): _____

Intended location/s: _____

Please attach:

- Photo or proof of the sign; and
- Site plan or aerial photo showing streets, verges and location of signs including setbacks from the road/kerb.

City approval given:

Authorising officer

Date

Note: Approval is subject to the below conditions:

If the sign is to be placed on a Main Road, event organisers are to send the above completed form for approval to:

Customer Services Manager
South West Region
Phone: (08) 9724 5626
Mobile: 0438 949 280
Fax: (08) 9724 5656
E-mail: alan.roberts@mainroads.wa.gov.au
Web: www.mainroads.wa.gov.au

Once approval is received, a copy should be provided to the City.

Temporary Signage Conditions of Approval

- The signs are required to be placed in a location that will not impact on traffic or pedestrian safety. They are not to reduce visibility for traffic on the road and are to be located away from the edge of the road surface and the road intersection. If any sign is found to impact on traffic safety, it will be required to be removed or relocated.
- Approval is required from Main Roads WA for any signs facing main roads. A copy of your application showing proposed locations and details of signs should be sent to the Customer Services Manager, Main Roads South West Region, PO Box 5010, Bunbury or enquiries@mainroads.wa.gov.au. The approval from Main Roads must be sighted by the City prior to erection of the sign and this approval will then be subject to any conditions imposed by Main Roads WA.
- The signs are to be constructed and sign written to a professional standard. Lettering should be large enough to be easily readable (to minimise traffic hazard).
- The signs are to be securely fixed and maintained for the period of their display. The signs are to be designed and supported in a manner that ensures there is not a risk of injury to the public through sharp edges, projections, potential tripping or similar.
- The signs may only be erected for a maximum of two weeks and must be removed on completion of the event.
- The banner sign must not be used for private advertising.
- Signs must not be located to obscure any City or Main Roads signs.
- Banner dimensions – 2.5m wide x 1m high. Please ensure signs have a wind flap.
- Please Dial Before You Dig to check on underground pipes and cables in the intended location <https://www.1100.com.au/#>

Peta Pulford
Events Coordinator