Sign Licence Application Form

CITY of PERTH

Sign to be erected at:

Name of Building:
(if applicable)

Lot No: Street No/s:

Address:

Details of Sign

Number of Signs:

Inscription and/or logo proposed:

Exact position of Sign:
(roof, under awning, on facia or other)

Type of Sign:
(eg: pylon, illuminated, other (please specify)

Dimension of Sign:

Estimated Value: $
(mandatory)

Materials and Construction of Sign and Supports/Fixing Details:

Development Application No. (if applicable)

DA: /

Owner Details (to be completed by Owner of land)

Name:

Postal Address:

Phone:

Mobile:

Signature of Owner:

Print Name:

Date:

Applicant Details

Name:

Postal Address:

Phone:

Mobile:

E-mail:

Signature of Applicant:

Name of Applicant:

Date:

Checklist for Documentation Required at Submission

Sign is to comply with City of Perth Signs Policy and City of Perth Signs Local Law 2005.

For a Sign Licence Only

1.	**Completed Sign Licence Application Form**	☐
2.	**Applicable Fees Payable (refer to fee structure table below)**	☐
3.	**Two (2) Sets of Working Drawings**	☐

For a Sign Licence requiring a Planning Approval

1.	**Completed Sign Licence Application Form**	☐
2.	**Metropolitan Region Scheme Form 1** *This form is a legal document and* ***MUST*** *be signed by the* ***OWNERS OF THE PROPERTY/LAND.*** ***Please use the Planning Approval Checklist to submit this application..***	☐
3.	**Four (4) Sets of Working Drawings** (Site Plans & Elevations)	☐
4.	**Applicable Fees Payable (refer to fee structure table below)**	☐

Please Note:

In the instance where a company is the owner of the land the Director/Owner of that company (or a person authorised to sign on the companies behalf) must sign the Sign Licence Application Form and their full name must be printed clearly below. A letter, on company letterhead confirming that person's authority to sign the Sign Licence Application Form must also be included in your application.

When is planning approval required?

The Signs Policy (Policy 4.7) of the City Planning Scheme No. 2 has a section listing signs that are exempt from requiring planning approval. All signs proposed on state and local heritage listed buildings/properties require planning approval. If signs are not exempt a development application (DA) needs to be submitted to the City. For all properties located in the Metropolitan Redevelopment Authority (MRA) area please establish the MRA's requirements. Please call **(08) 9461 3366** during business hours should you require further assistance/advice.

Fee Structure Table:

Sign Type	Fee
Each Individual Sign:	**$65.00 per sign**
Planning Fee **(sign(s) valued at not more than $50,000 ex GST)**	**$139**
Planning Fee **(sign(s) valued at more than $50,000 ex GST)**	**As per planning fee structure**

All forms are available on the City of Perth Web Site at:
www.perth.wa.gov.au