



Development Approvals Sign Permit Application

Signage is an important element of the built environment. The City recognises the legitimate need for signs to give direction and to identify and promote business and buildings. It also accepts a responsibility to the wider community to ensure that the visual impact of signage is properly assessed and managed. Signage should not negatively impact on the amenity of the city environment and should not be hazardous to pedestrians or motorists.

General Design Guidelines for All Sign Types

Signs erected over any vehicular or pedestrian accessway on public land must be fixed to provide a clear headway under the sign of not less than 2750mm over a footpath and 4200mm to 6000mm over a laneway or road.

Where a sign projects over the footpath at a height of less than 6.0 meters, the sign is to be a minimum distance of 600mm from the outer edge of a street kerb.



A sign should in no way endanger the safety of the public. Signs that present a hazard or obstruction on the footpath, block motorists' views, block views of traffic information signage or traffic lights, surveillance camera views or are not well secured, will not gain approval.

Applying to install a sign within the City of Perth may involve obtaining multiple approvals including planning, building and when sign is located within the road reserve, a sign permit.

Additional Approvals

Development Application (DA)

The City's Signs Policy (Policy 4.7) of the City Planning Scheme No. 2 has a section listing the type of signs that are exempt from requiring planning approval. To view the policy go to: <http://www.perth.wa.gov.au/planning-policies>

If signs are not exempt a development application (DA) needs to be submitted to the City. All signs proposed on state and local heritage listed buildings/properties require planning approval.

If your sign proposal requires a development application, your sign permit application will not be processed until the development approval has been issued.

For advice on whether a Development Application is required contact a Planning Officer in the City's Development Approvals Unit on 9461 3366 before making an application for a sign permit.

For all properties located in the Metropolitan Redevelopment Authority (MRA) area please contact the MRA to confirm their requirements for signs.



Sign Licence

To ensure that the sign complies with the City of Perth Thoroughfares and Public Places Local Law, all signs located over the footpath or street require a sign permit application to be submitted and approved unless it has been determined that building permit is required.

In order to satisfy the City's requirement that signs are safely attached to a building and are structurally sound, the applicant is required to provide details of the proposed fixing method for the sign and, for larger more exposed signs, the City will require details and certification from a registered structural engineer.

Signs located within the site lot boundaries and considered to be of significant nature will be classified as an incidental structure and require a building permit.

For more information on the City's Thoroughfares and Public Places Local Law go to: <http://www.perth.wa.gov.au/local-laws>

Building Permit

Signs that incorporate a significant structural element may be subject to a building permit issued by the City in accordance with schedule 4 of the Building Regulations. Signs that have a current development application and building permit will not require a sign licence application. Generally signs are dealt with as minor encroachments and do not require referral to the Minister for Lands. However, some unusually large signs may need to be referred to the Minister for Lands as an encroachment under the Land Administration Act.

For advice on whether a building permit is required for your sign, contact a Building Officer in the City's Development Approvals Unit on 9461 3366 before making an application for a sign permit.



Sign Licence Application Requirements

To help ensure that a detailed assessment is made in a timely manner, applicants should ensure that all application forms, fees in accordance with the Council's adopted fee schedule, plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be processed until all the required information has been submitted.

Where incidental structures such as signs are constructed over footpath or street, the Uniform Local Provisions Regulations, require the local authority to be indemnified against any action or claim for damages arising from the works, construction, maintenance or use of the sign. The City requires an appropriate insurance policy to cover the risk and this policy is to be provided by insurers having a financial performance rating of at least A by Standard and Poor's (Australia) Pty Limited.

When an applicant is applying for approval for a sign located over the footpath or street, the application must include a copy of the Certificate of Currency for the insurance policy which has been provided to indemnify the City against any claims.

A complete sign licence application form must be submitted. Please ensure that:

- The Sign Permit Application Checklist is signed and submitted by the applicant
- Copies of plans drawn to scale, not less than 1:100, showing the dimensions, position, materials, design and inscription thereon, the method of construction and fixing of the sign for which the licence is sought.
- Copy of Certificate of Currency for insurance policy.
- Where required by the City, provide a certificate from a structural engineer or other competent person approved by the City, certifying that the building or structure upon which it is proposed to erect the sign is in all respects, of sufficient strength to support the sign, under all conditions, and that the sign is itself of structurally sound design.
- Application fee

A copy of the sign permit and approved plans will be provided to the applicant/licensee. The owner of the property will be provided with a copy of the sign permit only.



Council House, 27 St Georges Terrace
GPO Box C120, Perth Western Australia 6839
ABN 8378 0118 628
Phone: (08) 9461 3352
Facsimile: (08) 9461 3083
building@cityofperth.wa.gov.au
www.perth.wa.gov.au

Sign Permit Application

Thoroughfares & Public Places Local Law

Instructions: Please print clearly in the spaces provided.

1. Applicant / Licensee Details

Name (business or individual)

[illegible]

Postal Address

[illegible]

Telephone

[illegible]

Mobile

[illegible]

Email Address

[illegible]

2. Sign Location

Lot No

--	--	--	--	--	--	--	--

Street No

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Street

[illegible]

Suburb

[illegible]

3. Development Approval

Applications will not be processed if a Development Approval is needed. Please check with the Development Approvals team if you are unsure whether a development application for a sign is required.

Development Approval Number (YYYY/NNNN)

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4. Sign Details

Sign 1

Sign type (eg. Under awning, wall mounted):

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Location of sign (eg. Roof, window, elevation):

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Height:		Width:	
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Sign 2

Sign type (eg. Under awning, wall mounted):

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Location of sign (eg. Roof, window, elevation):

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Height:		Width:	
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Sign 3

Sign type (eg. Under awning, wall mounted):

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Location of sign (eg. Roof, window, elevation):

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Height:		Width:	
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4. Sign Details Continued

Sign 4

Sign type (eg. Under awning, wall mounted):

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Location of sign (eg. Roof, window, elevation):

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Height:

Width:

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5. Application Checklist

- ☐ Certificate of Currency
- ☐ Completed application form
- ☐ 2 x Site plans/tenancy location plans
- ☐ 2 x Elevation plans
- ☐ 2 x Plans
- ☐ 2 x Engineering certificate and/or structural/anchorage details (if required)
- ☐ Digital copy of all plans and documents (CD-ROM/DVD-ROM/USB)
- ☐ Application fee

\$76.70 per sign x

11

Signs = \$

6. Payment details

Please indicate your preferred payment method:

- ☐ Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- ☐ Cheque (made payable to the City of Perth)
- ☐ Money Order (made payable to the City of Perth)
- ☐ Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and tick below to authorise the City of Perth to debit that credit card. **The City of Perth will contact you to obtain your credit card number.**

Name on card (Your form cannot be accepted with credit card numbers).

[illegible]

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Date
(ddmmyy)

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7. Applicant Authorisation

- ☐ By ticking this box I confirm the following:
- that this form has been completed in full and all relevant information is attached;
 - I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only;
 - I also confirm the information I have provided in this form is accurate.
 - I acknowledge that the City may require additional information before determining the application;
 - I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application

Signature _____

Date
(ddmmyy)

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Response time: 10 working days from date of complete application.

This form is available in alternative languages and formats on request.

8. Lodgement Options

In Person

City of Perth
Customer Service Counter
Ground Floor, 27 St Georges Terrace, PERTH
Payments can be made by Cash, Cheque, EFTPOS or by credit card

By Post

Development Approvals Unit
City of Perth, GPO Box C120
PERTH WA 6839

Cashier Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

Online Lodgement

Visit our website: <https://www.perth.wa.gov.au/planning-development/planning-and-building-tools>

Refer to our [E-Lodgement User Guide](#) on how to become a Registered User and how to lodge applications online.