



Sign Licence Application

Signs, Hoardings and Bill Posting (No 13)
Local Law Local Government Act 1960

Property location	No:	Street	
	Suburb:	Postcode:	
	Lot/location No:		
Signage details	Type of sign:		
	Dimensions:		
	Illuminated:		
Owner details	Name:		
	Address:		
	Phone:	Fax:	
Applicant details	Name:		
	Address:		
	Phone (H):	Work/Business:	
	Signature:	Date:	

Office use only	Date:	SL___/____	Accepting officer initials:
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Information:

A sign licence is required (prior to its erection) where the proposal is of a structural nature Eg. Support posts, brackets, bracing, glazing or the like.

- Whilst light weight adhesive labels or sign writing require a Development Approval, they do not require a sign licence.

Details Required:

The following must accompany your application (in duplicate):

- Site plan (including all boundaries and existing buildings) depicting the location of the sign.
- Structural details of the sign or supporting structure, including but not limited to; footings, columns, brackets and fixings. Note: Where insufficient detail is provided, certification will be required by a practicing structural engineer.
- Fully dimensioned elevation plan clearly indicating size, colour and proposed message.
- Fee as per current Fees & Charges schedule