



Applicant Contact Details

Name _____

Postal Address _____

Phone H _____ M _____

Email _____

Organisation Represented

Location of Facility

Type of application (tick one)

- Sporting and Recreational Ground or Facility
- Hospital
- Railway Station or Coach Station
- Post Office
- Church or religious institution
- Shopping Centre (not individual shops)
- Other non-profit institution

Details: _____

Description of reason for visitors regularly requiring directions to facility

Note: signs will only be approved for facilities which attract a significant number of new visitors to the City.

Wording Requested

Must be generic (maximum of 20 letters per line and 2 lines)

□ □

□ □



At what locations are signs requested (maximum 3 – refer to City Policy)

Please be as specific as possible and provide street names, and if appropriate, numbers. The space below can be utilised, or maps can be attached to this application.

Note if facility abuts a major road then a sign is not permitted. If the facility is located directly off a major road then a sign may be allowed at the discretion of the City.

Major road means Primary Distributors and District Distributors (A and B) as per the Main Road hierarchy. This does not include Local Distributor roads such as Dalkeith Road or Princess Road.

Declaration: The applicant organisation acknowledges that:

- A fee is payable on submission of an application for a sign, and that this fee is not refundable if the application is refused.
- On approval of the sign(s) payment for the fabrication and erection of the sign(s) is to be submitted prior to installation.
- Responsibility for any costs associated with repair and/or maintenance of the sign(s) rests with the applicant organisation.
- The City reserves the right to remove directional signage at its own discretion.

Applicant Signature _____

Date _____

Office Use Only

Application Payment Received

Fee _____

Cashier Signature _____

Date _____