

Sign Licence Application Form

Application No:



(Office Use Only)

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 a verandah, on fascia or verandah or other)

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

Dimension of Sign:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Estimated Value: \$
(mandatory)

Materials and Construction of Sign and Supports:

<input type="text"/>
<input type="text"/>

Applicant Details (to be completed by Owner/Tenant)

Name:

Address:

Phone:

Fax:

Mobile:

E-Mail:

Signature of Owner/Tenant:

Date:

Sign Company Details

Name:

Address:

Phone:

Fax:

Mobile:

E-mail:

Office Use Only:

Application No: Date of Issue: Fee \$ Receipt No:



Checklist for documentation required at submission

For a Sign Licence Only

1.	Completed Sign Licence Application Form	<input type="checkbox"/>
2.	Applicable Fees Payable (refer to fee structure table below)	<input type="checkbox"/>
3.	Two (2) Sets of Working Drawings	<input type="checkbox"/>

For a Sign Licence requiring a Planning Approval

1.	Completed Sign Licence Application Form	<input type="checkbox"/>
2.	Metropolitan Region Scheme Form 1 <i>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..</i>	<input type="checkbox"/>
3.	Four (4) Sets of Working Drawings (Site Plans & Elevations)	<input type="checkbox"/>
4.	Applicable Fees Payable (refer to fee structure table below)	<input type="checkbox"/>

Please check that all forms are **FULLY AND CORRECTLY COMPLETED**

Fee Structure Table:

Sign Type	Fee
Each Individual Sign:	\$60.00 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

When is planning approval required?

If the proposed sign(s) do not fully comply with the City's Local Law relating to signs, then an application for planning approval must be submitted and approval obtained, prior to the issue of a sign licence. Please call **(08) 9461 3366** during business hours should you require any further assistance, the planning requirements, or relevant fees.

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