

SIGNS ON PUBLIC LAND POLICY

Document Control Statement - This Policy is maintained by Regulatory Services. Any printed copy may not be up to date and you are advised to check the electronic copy at on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555

1. OBJECTIVE

To provide guidance to make application for a Permit to erect signage (including election signage) on public land within the City of Karratha, as per the provisions of the *City of Karratha Activities in Thoroughfares and Public Places and Trading Local Law 2017*.

2. PRINCIPLES

2.1 Application of Local Laws

The *City of Karratha Activities in Thoroughfares and Public Places and Trading Local Law 2017* requires any signage installed on a thoroughfare or public place to have a permit issued by the City.

2.2 Application for permit

Application for a permit for signage shall be made to the City and include details of:

- a) Location shown on a site plan to scale with all dimensions (length, width, height);
- b) Materials, appearance and details of the signage fixing; and
- c) Intended duration and purpose for the proposed signage.

2.3 Consideration of and conditions to be applied to a permit

Applications for a permit to display signage will be considered against and may be subject to conditions in accordance with the following criteria:

- a) Multiple signs/locations can be included on a single application, however there is a preference to consolidate signs to avoid a proliferation of individual signs;
- b) Signage that is considered to be a risk to public safety by way of a hazard to vehicle traffic or pedestrians (for example, compromise sight lines at an intersection);
- c) Signage being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- d) Signage may be placed within a local road reserve provided that it faces the direction of traffic and is located a minimum of 3 metres from the kerb/road edge;
- e) The City will not permit the installation of any signage on roads owned or maintained by Main Roads, unless expressed written authorisation from Main Roads WA is provided with the permit application;
- f) The permit holder is responsible to ensure that permitted signage is maintained and fixed in place for the duration of the permit;
- g) In the event that the City is placed on Blue alert for a cyclonic event, all signage in public property is to be removed by the permit holder and shall not be re-installed until the all clear has been given;
- h) Signage in public property is intended to be temporary and therefore Permits are time limited, including times of day when the sign may be displayed;
- i) Where advertising a business, a portable sign is to be located adjacent to the building or business that it relates to; and
- j) Election signage may only be displayed from the time an election or referendum is announced until 48 hours after the election or referendum.

3. CONSEQUENCES

Any signage installed without a Permit or in contravention of these conditions will be removed by the City's officers in accordance with the *City of Karratha Activities in Thoroughfares and Public Places and Trading Local Law 2017*.

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. ROLES AND RESPONSIBILITIES

Staff that assess election signage permits are to be aware of this policy and apply the provisions of the policy to all new or amended applications.

5. REFERENCES TO RELATED DOCUMENTS

- *City of Karratha Activities in Thoroughfares and Public Places and Trading Local Law 2017*
- *Local Planning Policy DP22 – Advertising Signs*

Policy Number:	DR-08
Previous Policy Number:	N/A
Resolution Numbers:	153834-Jun 2017 (For advertising)
Last Review:	New Policy
Next Review:	August 2017
Responsible Officer:	Manager Regulatory Services

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.