

APPLICABLE POLICY

This application and its requirements are governed by **Policy 9.1.5 – Road Verge Directional Signs**.

All signage applications must comply with the requirements of this policy, including eligibility criteria, sign design, symbols, dimensions and location requirements.
The final sign location, wording, symbols and displayed distances are subject to approval by the Shire of Manjimup.

Important Information

- Submission of this application does not imply approval.
- Approval may be subject to assessment, inspection, applicable legislation, Shire policies, specifications and conditions.
- Additional information may be requested to assist in the assessment of this application.
- Incomplete applications may result in delays or the application being returned to the applicant.
- Please ensure all pages of this application and any required supporting documentation are submitted.
- Applicants are responsible for all costs associated with the manufacture, supply and installation of approved signage.

APPLICANT DETAILS

Applicant Name	
Postal Address	
Contact Number	
Mobile Number	
Email Address	

Please return all pages of this application

BUSINESS DETAILS

Business Name:	
Business Registration Details:	
Service provided/offered:	
Location of Business:	
Lot Number	
Street Name	
Town/Locality	

APPLICATION DETAILS

SIGN TYPE

Please select the type of signage being applied for:

- ☐ Directional Signage
☐ Advance Warning Signage

Directional Signage

- Maximum of **2 symbols** may be displayed on the symbol board.
- Business wording is limited to **18 characters including spaces**.
- Distance displayed must be **greater than 1 kilometre**.
- Up to **three sign locations** may be requested.

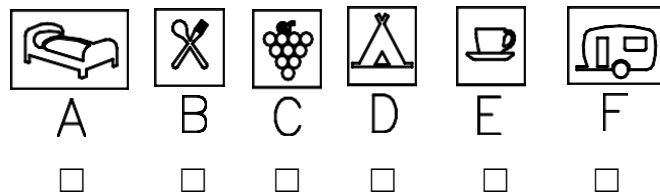
Advance Warning Signage

- Individual businesses may have **one advance warning sign on each approach** to the business.
- Signs are limited to **one approved symbol** and a distance displayed in metres.
- Where multiple business types operate from a single location, only **one symbol** may be displayed.
- Business descriptions or abbreviations must fit within the standard **800mm sign plate**.
- The final sign location and displayed distance will be determined by the Shire.

Number of Signs:	Set/Sets
Location	Distance (For directional signage)
Sign 1:	
Sign 2:	
Sign 3:	

SYMBOLS

For inclusion on Symbol Board only. (Sign type restrictions apply)



Letters (Max 18 including spaces)

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ELIGIBILITY

Planning Approval Number		Approval Date	
Trading Hours/Days			
Membership details of Local Tourist Bureau:			
Facilities Provided (i.e. Car parking, toilets etc.):			
Details of existing signage:			

Please return all pages of this application

To qualify for a brown background directional sign, proof of approval by the Tourism Commission must be provided as per the requirements of the Technical Services Policy Number 9.1.5 - Road Verge Directional Signs, Section 11.1.

Approval Number	
Approval Date	
Approving Officer/Dept	
*Please attach a copy of the Tourism Commission Approval	

FEES AND CHARGES – (2026-2027)

Description		Fee
Advanced Warning Signage	Single sided	\$490
Urban Directional Sign inc. new stack	Double sided	\$665
Urban Directional Sign inc. new stack	Single sided	\$550
Rural Directional Sign inc. new stack	Double sided	\$770
Rural Directional Sign inc. new stack	Single sided	\$630
Urban Directional Sign exc. new stack	Double sided	\$275
Urban Directional Sign exc. new stack	Single sided	\$235
Rural Directional Sign exc. new stack	Double sided	\$385
Rural Directional Sign exc. new stack	Single sided	\$335
Information Bay Signage	Single sided	\$510
Entrance Signage	Double sided	\$1070
Entrance Signage – Additional signs	Double sided	\$225

APPLICANT DECLARATION

☐ I declare that the information provided in this application is true and correct, that all required supporting documentation has been included, and acknowledge that submission of this application does not imply approval. I understand that the Shire may request additional information to assist in assessing this application.

☐ I agree to pay all costs associated with the ordering and installation of the above-mentioned sign.

Applicant Signature	
Name	
Date	

Please return all pages of this application

OFFICE USE ONLY

Item	Details		
Sign Size – Length:	Sign Size – Height:	Letter Size & Type:	
Colours: Letters	Colours: Background	Single Sided ☐ Yes ☐ No	
Application Number		Date Received	
Receiving Officer			
Fee Paid	☐ Yes ☐ No	Receipt Number	
Assessment Outcome	☐ Approved ☐ Not Approved		
Comments			
Approval Signature			
Position			
Date			

Document Control			
Document Responsibilities:			
Officer:	Technical Services – Administration Officer	Officer Business Unit:	Infrastructure Services
Reviewer:	Technical Services - Manager	Decision Maker:	Chief Executive Officer
Document Management:			
Review	In accordance with Policy review requirements	Records Ref:	F160699