



Application for a Direction Sign to a Non-Council Facility

This form is for use by non-Council operated facilities requesting Council to provide a direction sign to their premises. When completed, this Form is to be addressed to:

**The Assets Auditor - Civil
Blue Mountains City Council
Locked Bag 1005
KATOOMBA NSW 2780**

APPLICANT DETAILS:

Name: _____

Address: _____

Contact Number: _____

Type of facility to be advertised: _____

(E.g. school, church, child care centre)

INFORMATION ON DIRECTION SIGNS

Council provides direction signs in roads and streets and public places in accordance with Development Control Plan 21. Direction signs include Traffic signs, Street name signs, Tourism signs and signs to Council operated facilities.

Signs to non-council facilities can be approved and installed by Council, provided they are paid for and maintained by the organisation requesting the sign. Examples are schools, churches, state-owned facilities, child care centres and other publicly or privately operated facilities.

Council does not generally permit direction signs for private businesses unless it is a significant business generating over 100 vehicle movements per day. Some guest houses, backpacker's accommodation, major resorts and tourist attractions may qualify for a direction sign. If the sign complies, Council provides and installs the sign and the business is required to pay for and maintain it.

Business Direction signs have been established by Council at some locations of high visibility near the approaches to towns and industrial areas. Names of businesses can be added to these collective signs, depending on the space available.

Where a non-council organisation or business requests a direction sign, details must be provided on the back of this Form by the applicant. Council will then consider the application, make modifications where necessary and offer the applicant a quotation. If the offer is acceptable and when due payment is made, Council will provide and install the sign.

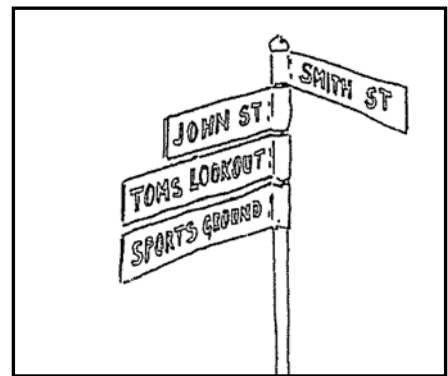
PLEASE NOTE: *If the sign becomes damaged or faded it will be the responsibility of the organisation to contact Council and arrange replacement of the sign at the cost of the organisation.*

Before detailing the proposed sign in the spaces below, please note the following requirements:

Direction signs are normally finger board type signs attached to existing steel posts under the street sign on the footpath or nature strip. Lettering is 100mm high with white on a green background (possibly on a brown background if to a special tourist facility). To limit the length of the sign, a maximum of 15 letters is recommended. Wording should be abbreviated and generic terms such as HIGH SCHOOL or ANGLICAN CHURCH should be used. Where it is not practical to shorten the wording on the sign, smaller lettering can be specified. Finger boards can be made to carry lettering on one, or both faces. For lettering on one face only be sure to specify direction (left or right) sign has to face.

Specify the exact location in the street for the sign and how it is to be orientated that is which way it should point. Steel posts are normally placed at the street intersections. New signs on the Great Western Highway, Darling Causeway, Bells Line and Hawkesbury Road must meet with RTA requirements. Where possible, select an existing steel post, (provided it does not have more than three finger signs on it already). A new steel post for your sign will add to the cost. Signs larger than finger boards are having two supporting steel posts may be approved in special situations where a finger sign is impractical. Dimensions and details of lettering must be given on this Application

Drawing showing proposed lettering and dimensions of sign



Sketch showing location and orientation of sign, including any existing steel posts.

QUOTATION

Blue Mountains City Council offers to supply and erect \$.....including GST
The sign(s) as detailed herein for the lump sum of:

ACCEPTANCE

This quotation is accepted by (Name of business or organisation.....
(Name and Signature of representative).....

BMCS Ledger Number for processing payment.....