Council House, 27 St Georges Terrace, Perth
GPO Box C120, Perth WA 6839
(08) 9461 3366
building@cityofperth.wa.gov.au
www.perth.wa.gov.au
ABN 83 780 118 62

CITY OF PERTH

Sign Permit Application

Thoroughfares & Public Places Local Law

Instructions: Please complete in full.

1. Applicant / Licensee Details

Name (business or individual)

Postal Address

State Postcode

Telephone Mobile

Email Address

2. Sign Location

Lot No Street No

Street

Suburb

3. Development Approval

Applications will not be processed if a Development Approval is needed. Please check with the Development Approvals team if you are unsure whether a development application for a sign is required.

Development Approval Number (YYYY/NNNN)

/

4. Sign Details

Sign 1

Sign type (eg. Under awning, wall mounted)

Location of sign (eg. Roof, window, elevation)

Height		Width	

Sign 2

Sign type (eg. Under awning, wall mounted)

Location of sign (eg. Roof, window, elevation)

Height		Width	

Sign 3

Sign type (eg. Under awning, wall mounted)

Location of sign (eg. Roof, window, elevation)

Height		Width	

4. Sign Details Continued

Sign 4

Sign type (eg. Under awning, wall mounted)

Location of sign (eg. Roof, window, elevation)

Height		Width	

5. Application Checklist

- ☐ Certificate of Currency
- ☐ Completed application form
- ☐ Site plans/tenancy location plans
- ☐ Elevation plans
- ☐ Plans
- ☐ Engineering certificate and/or structural/anchorage details (if required)
- ☐ Digital copy of all plans and documents (Hardcopy applications - USB)
- ☐ Application fee

$88.00 per sign x ☐ Signs = $ _____

6. Payment details

Please indicate your preferred payment method:

- ☐ Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- ☐ Cheque (made payable to the City of Perth)
- ☐ Credit Card (Visa, Mastercard or Amex)

7. Applicant Authorisation

☐ By ticking this box I confirm the following:

- that this form has been completed in full and all relevant information is attached;
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only;
- I also confirm the information I have provided in this form is accurate.
- I acknowledge that the City may require additional information before determining the application;
- I understand that failure on my part to provide the required information specified in the checklist can result in the City not accepting my application

Signature _____
(for hardcopy submission only)

Date (ddmmyy) | | | | | | |

Response time: 10 working days from date of complete application.

This form is available in alternative languages and formats on request.

8. Lodgement Options

Online Lodgement (PREFERRED)

Visit our website: eLodgement | City of Perth

Refer to our E-Lodgement User Guide on how to become a Registered User and how to lodge applications online.

In Person
City of Perth
Customer Service Counter
Ground Floor, 27 St Georges Terrace, PERTH
Payments can be made by Cash, Cheque, EFTPOS or by credit card

By Post
Development Approvals Unit
City of Perth, GPO Box C120
PERTH WA 6839

Cashier Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)