Tourism, Community & Service Signage
Application Form

Completing the application form
To be favourably considered for signposting (where Port Macquarie-Hastings Council is the Road Authority - i.e, all roads apart from the Pacific Highway and Oxley Highway), applicants must demonstrate that they meet all the relevant criteria. Please provide as much detail as possible, including documentary evidence and supporting material, to demonstrate that all eligibility criteria are met in all relevant parts of the application form. Generally, simple ‘Yes / No’ answers are insufficient although additional pages can be attached if required.

If your application is approved an application and installation fee may be charged in accordance with the policy described on the following page. Applicable fees can be found in the current Schedule of Fees and Charges document which can be found on Council’s website.

Application forms should be lodged at any Council office or emailed to council@pmhc.nsw.gov.au.

If you have any questions about the application process, please contact the Transport and Stormwater Network section at Council on telephone (02) 6581 8111.

Name of attraction / region / area (This will form the basis of the wording on the sign(s) if approved)

How long have you been operating?

Street address or location of attraction / region / area. (Please attach a map showing where it is located)
Address:

<table>
<thead>
<tr>
<th>Town/City:</th>
<th>State:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NSW</td>
<td></td>
</tr>
</tbody>
</table>

Postal address or location of attraction / region / area. (If different from above)

Address:

<table>
<thead>
<tr>
<th>Town/City:</th>
<th>State:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NSW</td>
<td></td>
</tr>
</tbody>
</table>

Name and position of applicant

Name and position of key contact. (If different from above)

Phone: Fax: Mobile:

Email address:

Website address: (If applicable)

How many signs do you require in total? (Please complete one sign template per sign required - see next page)

Is your establishment a member of the Port Macquarie-Hastings Tourism Association?

Yes ☐ No ☐

Please sign and date here

Signed by the applicant: Date:

Have you spoken with the Transport and Stormwater Network?
I have appended sign design(s) using template
I have appended a map(s) showing the exact location of each sign
I have attached promotional material and other supporting documentation. OR
I wish to be considered for automatic eligibility as I can demonstrate that the requirements (as per Guidelines/Policy) have been met.
IMPORTANT INFORMATION

The following signs are exempt from an application fee:

<table>
<thead>
<tr>
<th>Arts centres</th>
<th>Churches</th>
<th>Recreation Centres</th>
<th>Swimming Pools</th>
<th>Airports/Aerodomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Information Centres</td>
<td>Tourist Information Bays</td>
<td>Public Toilets</td>
<td>Rest Areas</td>
<td>Parking Areas</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>National parks</td>
<td>Natural Features</td>
<td>Scenic Lookouts</td>
<td>Tourist Drive and Trails</td>
</tr>
<tr>
<td>Conservation Parks</td>
<td>Botanic Gardens</td>
<td>Historic sites/buildings/towns</td>
<td>Non-commercial Tourist Ops</td>
<td></td>
</tr>
</tbody>
</table>

The following signs incur an application fee:

<table>
<thead>
<tr>
<th>Accommodation Facilitiess</th>
<th>Caravan &amp; Camping Parks/Areas</th>
<th>Golf courses &amp; sporting clubs</th>
<th>Race Course</th>
<th>Universities &amp; State departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools (including pre-schoools and childcare centres)</td>
<td>Commercial Tourist Operations</td>
<td>Wineries catering for Tourists</td>
<td>Service Stations</td>
<td>Clubs and other community facilities</td>
</tr>
</tbody>
</table>

SIGNAGE TEMPLATES

The following templates are to be used to design the desired sign(s) for your business / attraction. Please ensure that you are eligible for the type of sign you are requesting. Please feel free to write and draw straight over this piece of paper. Note: The shape and size of the sign may vary depending on the number of characters, symbols etc. but the exact specifications can be fully determined at design time. The finished template(s) should accompany your application and must be consistent with the Guidelines. Please feel free to photocopy more of this page if required. Please note: Signs will be designed to fit the guidelines of this policy.

What type of sign are you requesting? (Please tick just one. If you require more than one sign, photocopy this page. Please complete one separate template page per sign required. Ie - if you require 4 signs in total, you will need to complete 4 of these pages.)

Gateway / introductory Sign (Tourist - Brown and White) See Page 7 of Guidelines

Advance Sign (Tourist - Brown and White) See Page 7 of Guidelines

Intersection Sign (Tourist - Brown and White) See Page 8 of Guidelines

Position Sign (Tourist - Brown and White) See Page 8 of Guidelines

Reassurance Sign (Tourist - Brown and White) See Page 8 of Guidelines

Route Marker (Tourist - Brown and White) See Page 9 of Guidelines

Temporary Sign (Tourist - Brown and White) See Page 9 of Guidelines

Advance Sign (Service - Blue and White) See Page 10 of Guidelines

Intersection Sign (Service - Blue and White) See Page 11 of Guidelines

Position Sign (Service - Blue and White) See Page 11 of Guidelines

Where is the precise location you would you like this sign to be located?

Description of location - street (or streets intersection - attach map if necessary): .................................................................
 ..............................................................................................................................................................................................

Town, village or locality: ................................................................. Speed limit at point of proposed sign: .................................................................

Remember - You can write and draw your requested wording straight onto one of the templates below but if you require more than one sign, please photocopy this page and complete one sign request per page. Please also feel free to draw the approved symbols. (As explained and illustrated in Section 6.2.1 – Symbols on Page 15 of Guidelines)

Note: fingerboard signs are automatically assumed to be double sided