



# Tourist Signage Application Form

Before completing this application, please refer to:

- Tourism Victoria's, *Tourist Signing Guidelines*. (In particular, see Section 6 (page 22-24);
- City of Yarra's, *Tourist Signage Application Process*.

These documents are available on the City of Yarra website, which is located at [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au). You should initially discuss your signing requirements with Yarra's Tourist Signing contact officer and VicRoads Regional signing officer before proceeding.

Date: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name of Establishment: \_\_\_\_\_

5. Address of Establishment: \_\_\_\_\_

6. Location/s of proposed sign/s: \_\_\_\_\_

7. Briefly describe the nature and operation of your business: \_\_\_\_\_

8. Hours of operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. After examination of the criteria for tourist signing, do you believe that you meet: \_\_\_\_\_  
9.1 Essential criteria? \_\_\_\_\_  
9.2 Specific criteria? (If applicable)

10. Are there other tourism facilities in the vicinity that could benefit from a group signing scheme?  
\_\_\_\_\_  
\_\_\_\_\_

11. Are there any existing signs which will become redundant and/or could be removed if new signs are approved? (If yes, please specify.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Please append the following information in support of your application:
- Map/s of proposed signing location/s;
  - Photograph/s of existing signs at proposed location/s (if available);
  - Proposed sign-face design;
  - Records of visitor numbers (if available); and
  - Relevant licences and approvals to operate as an establishment, including original town planning permit and any subsequent amendments (if applicable).

With all sections completed and with the relevant support material attached, please submit this application to Yarra's tourist signing officer. This officer will handle your application and assess for eligibility for a tourist sign permit, forward, if appropriate, to the VicRoads Regional Signing Officer. Failure to supply all necessary information will delay the assessment of this application.

You can expect an initial response from the relevant signing contact person with 20 days of delivery of this application to Council.

**FURTHER QUERIES CONTACT CITY OF YARRA TOURIST SIGNING CONTACT OFFICER:**

- Helen Baker- Telephone: (03) 9205 5725.