

**CALL**  
(08) 8256 0333

**POST**  
12 Bishopstone Road  
Davoren Park SA 5113

**EMAIL**  
playford@playford.sa.gov.au

**VISIT**  
Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112

Stretton Centre  
307 Peachey Road  
Munno Para SA 5115



## Community Facility Signage – Application Form

**PLEASE READ ALL SECTIONS BEFORE SUBMISSION TO THE CITY OF PLAYFORD**

Community Facility Signs are directional signs that can be erected by Council to indicate businesses or not-for-profit community facilities. The City of Playford is committed to providing a safe and well-maintained environment for all residents and to ensure consistency in the installation of signage throughout the city, approval must be sought from Council for the erection of Community Facility Signage.

### Section One: Applicant Details

Full Name:

Postal Address:

Suburb:

Post Code:

Contact Number:

### Section Two: Business / Organisation Details

Business Name:

Contact Person:

Nature of Business:

Contact Number:

### Section Three: Signage Details

Text on Signage to Read: (fill one character per box, maximum two lines, ten characters per line)


If a larger sign with more than two lines is required, a Development Application may be needed. Applications are assessed on a case-by-case basis. Please contact Council directly to discuss larger signs.

Section Four: Location of Signage	
(A maximum of two signs will be installed for community facilities)	
Location One:	
Location Two: (if required)	

### Section Five: Terms and Conditions

**PLEASE READ ALL DETAILS CAREFULLY**

- Community facilities of a commercial nature identified on the sign will be responsible for the cost of installation, maintenance and any ongoing upgrades and alterations
- Community facility signs for not-for-profit organisations will be installed, maintained and removed by the City of Playford at no charge to the community facility
- Signs for community facilities of non-for-profit organisations shall only include a “generic” description and the not the facility name (ie, Scout Hall, Recreation Centre, and Community Centre, etc)
- The City of Playford is responsible for the cost of installing, maintaining and removal of community facility signs for non-for-profit organisations
- Other organisations will bear the cost of production and installation of the sign. Maintenance will be borne by the City of Playford
- The signs will remain the property and responsibility of the City of Playford
- The cost of works and manufacture of the signs is priced as denoted in the City of Playford [Schedule of Fees and Charges](#)

### SPECIFICATIONS OF COMMUNITY FACILITY SIGNAGE

- Signs will not be installed on roads that have a speed limit above 70 km/h
- A maximum of two signs will be installed below the street name sign at any one intersection or location and is addressed by a first come, first served basis
- No more than two signs will be installed for each Community Facility

- Council will arrange for the manufacture and installation of the sign in accordance with City of Playford standards at the cost of the applicant
  - Sign text shall be white lettering on a blue reflectorised background with depth of 150mm for single-line text or 200mm for two-line text ONLY
  - Logos or stylised images are not permitted to be incorporated on the sign
  - A maximum of 10 characters per line with a total of 20 characters per sign is allowed
  - All signage and text to conform with [Australian Standards AS1742.5](#) (AS1742 Part 5: Street Name and Community Facility Signs)
- Signage shall be erected at the closest intersection/s to the facility

## PROCESS OF A COMMUNITY FACILITY SIGNAGE APPLICATION

- Once the application has been received, it will be assessed by Council to ensure the location is suitable and that the text is compliant with City of Playford and Australian Standards
- When this assessment is complete, you will be notified whether your application has been approved or refused
- If approved, Council will organise and send out an invoice for all costs associated as provided within your notification
- Upon receipt of the payment, Council will arrange for the appropriate signage to be manufactured and installed in accordance with Australian Standards AS1742
- The applicant must allow at least 15 working days for the application to be approved
- Works will be completed as resources permit and expected completion is within six (6) weeks of receiving payment

**I / We acknowledge that I / we have read, understood and agree to abide by all the Terms and Conditions as stated above.**

Applicant's Signature:		Date:	
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**Once this form has been completed, please return it to the City of Playford's Engineering Services Department by email or in person at 12 Bishopstone Road, Davoren Park.**