

Cockburn Community Signs

Application Form

Cockburn Community Signs have been installed to promote non-commercial or non-political events and activities that benefit the community. Please read the Cockburn Community Signs policy before completing the application. *Cockburn Community Signs applications can be emailed to communitydevelopment@cockburn.wa.gov.au or posted to: Community Development Coordinator, City of Cockburn, PO Box 1215, Bibra Lake DC 6965. For further information P: 9411 3524.*

Organisation Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Email: _____

Cockburn Community Sign Location

Atwell – Gibbs/Lyon (N/W cnr)

Aubin Grove - Gibbs/Lyon (S/W cnr)

Beeliar - The Grange/Beeliar Drive (S/E cnr)

Bibra Lake – Hope Rd/Bibra Drive

Coolbellup - Coolbellup Ave/Forrest Road (N/W cnr)

Hamilton Hill – Southwell Cres/Erpingham Road (S/E cnr)

Hammond Park – Duggan Park, MacQuarie Boulevard

Spearwood - Spearwood Ave/Stock (N/E cnr)

Success – Wentworth Parade/Albaster Road

Yangebup – Dunraven/Beeliar Drive (N/E cnr)

Corflute Sign

Vinyl banner

Date of Event: _____

Sign Required From: _____

To: _____

Describe your event and benefit to the community (attach additional sheets as needed):

I have read and agree to adhere to the provisions of the community sign policy. I understand failure to follow these provisions may result in no further use of this service.

Signature: _____

Date: _____

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Official use

Application: Approved

Not Approved

Notes:

Signature:

Date:

Cockburn Community Signs

Policy

Cockburn Community Signs have been installed to promote non-commercial or non-political events and activities that benefit the community. The Cockburn Community Signs are the property of the City of Cockburn. For further information about the use of Cockburn Community Signs contact 08 9411 3524.

Complete the Cockburn Community Signs application and return to:

Community Development Coordinator

E: communitydevelopment@cockburn.wa.gov.au

or

By Post to:

Community Development Coordinator, City of Cockburn

PO Box 1215

Bibra Lake DC 6964

Cockburn Community Signs are located at:

1. Atwell – Gibbs/Lyon (S/W cnr)
2. Aubin Grove - Gibbs/Lyon (S/W cnr)
3. Beeliar - The Grange/Beeliar Drive (S/E cnr)
4. Bibra Lake – Hope Rd/Bibra Drive
5. Coolbellup - Coolbellup Ave/Forrest Road (N/W cnr)
6. Hamilton Hill – Southwell Cres/Erpingham Road (S/E cnr)
7. Hammond Park – Duggan Park, MacQuarie Boulevard
8. Success – Wentworth Parade/Albaster Road
9. Spearwood - Spearwood Ave/Stock (N/E cnr)
10. Yangebup – Dunraven/Beeliar Drive (N/E cnr).

The Cockburn Community Signs are available for temporary use by not-for-profit organisations, schools, community, and registered charities - on approval of the City of Cockburn.

The following are policies and procedures for the Cockburn Community Signs:

- Sign reservations are made on a first-come, first-served basis and must be made at least fourteen (14) days prior to the event.
- Applicant groups must submit a Cockburn Community Signs application to confirm the proposed dates for use, sign location/s and sign type.
- All signs for the above listed locations must be approved by the City of Cockburn's Community Development Coordinator.
- The City of Cockburn retains the right to reject an application, or have a sign removed, based on a sign's poor design/ production/ construction or failure to correspond to the rendition and colors of the application.
- Each applicant must submit a rendition of the sign as close to the actual production as possible. Exact colors to be used must be shown on the rendition.
- Community signs are a reflection of the City; therefore all signs must have a professional appearance using no more than three (3) colours. Neon, ultra-bright or glow in the dark paint or lettering is not permitted.
- Signs must be one-sided and constructed of (i) 2m wide by 1m corflute material for the sign's clip-lock system or (ii) a vinyl banner sized no more than 2m wide and between 1m & 3m high.
- Usage of any sign location may begin no more than ten (10) days prior to the related event, unless the Community Administrator grants special permission. In most cases, signs may be posted for no longer than ten (10) days.
- In the interest of providing exposure to as many community events as possible, sign posting is limited to five locations. Should other locations remain open; the applicant may be given permission to post additional signs at other locations.
- The City and the organisations listed above assume no liability for the signs during the installation or display period.

Failure to comply with any of the listed policies will eliminate the organisation from receiving approval for future signs.

Recommendations

Recommendations on making your sign an effective communication piece for your event.

- The average driver will have six (6) seconds or less to safely read your sign.
- Use contrasting colors.
- Light backgrounds with darker letters tend to read better.
- Keep the message short and letters large. Ideal height for letters is 180mm. No smaller than 100mm.
- No more than three (3) colours should be used. Neon, ultra-bright or glow in the dark paint or lettering is not permitted.
- Do not use script or fancy lettering and avoid fonts with thin letters. Use thick, easy-to-read letters.
- Try to keep your message under four (4) lines of copy.
- Make event and contact information largest and boldest.
- Include: event, time, date, place, organisation, contact information.
- Don't be afraid to leave some open space, it makes your sign easier to read and more effective. Too much coverage clutters your message and people are less likely to read it.