

APPLICATION FOR COMMERCIAL FINGERBOARD SIGNAGE



Applicant's Details

Name: _____ Phone: (home) _____
Business: _____ Phone: (work) _____
Address: _____ Facsimile: _____
Email address: _____ Cellphone: _____

1. Is the service to be signed on a State Highway or a Central Otago District Council road?

- Central Otago District Council road** – Continue to question 2 of this application form.
- State Highway** – Do not continue with this application form. Forward your request for signage to:-
New Zealand Transport Agencies
PO Box 5241
DUNEDIN

2. What type of establishment will be signed?

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Other (detail below):
_____ |
| <input type="checkbox"/> Gardens | <input type="checkbox"/> Winery | _____ |
| <input type="checkbox"/> Vineyard | <input type="checkbox"/> Café | _____ |
| <input type="checkbox"/> Walkway | <input type="checkbox"/> Accommodation | |

If none of the above apply, Council will assess the establishment on its own merits to determine eligibility for commercial fingerboard signage.

3. Is there a similar business or service in the vicinity already signed?

- Yes Please provide details: _____
- No Proceed to question 4. _____

4. Is the business open to the public between 10:00 am and 5:00 pm, six days per week?

- Yes Proceed to question 5. No No sign can be provided.

5. Does the business provide adequate visitor parking on site?

- Yes Proceed to question 6. No No sign can be provided.

6. Does the business comply with all the regulatory requirements of Council?

- Yes Proceed to question 7. No No sign can be provided.

7. Will the business make available to the public promotional literature and collective tourist trail maps?

- Yes Proceed to question 8. No No sign can be provided.

8. No. of signs applying for and distance of the facility from the proposed signs?

How many signs are required?

1 Sign

2 Signs

Details of First Sign

Road Name: _____
 Intersecting Road Name: _____
 Distance from Facility (km): _____
 Double or single sided lettering: _____
 New post required: _____

Details of Second Sign

Road Name: _____
 Intersecting Road Name: _____
 Distance from Facility (km): _____
 Double or single sided lettering: _____
 New post required: _____

Wording for sign – to be generic only

Wording for sign – to be generic only

Please provide sketch of intersection below

Please provide sketch of intersection below

9. Applicants Statement

I hereby apply to erect the sign described above and acknowledge in the event of damage or removal, except by Council, I will be responsible for the reinstatement cost of the sign.

Signature: _____

Name: _____

Date: _____

Position: _____

Office Use Only

CSO
 Fee Paid: \$ _____ Receipt No: _____ Date: _____
 GL 1717 1320

A&C
 Sign Approved Engineer: _____ Date: _____
 Contractor Notified Officer: _____ Date: _____

FINGERBOARD SIGNS – INFORMATION FOR APPLICANTS

POLICY

The objective of this policy is:

To enhance visitor information management, and traffic safety in the Central Otago district, through the provision of clearly visible, legible and consistent signage for motorists, while protecting the visual amenity of the district through the use of generic colours, letters and symbols, so as to avoid the proliferation of signage adjacent the roading network.

PROCESS

Any person(s) requesting a fingerboard sign should complete the attached application form and submit it to the Council.

The information required includes:

- The wording required on the sign
- Where the sign is wanted (which intersection, corner or post)
- Whether the sign is to have lettering on one side or both
- Your contact details

Your application will be assessed, and you will be notified of the cost.

Once approved, your application will then be forwarded to the contractor to arrange installation of the sign.

COLOUR, WORDING AND DESIGN OF THE SIGN

Fingerboard signs are brown background with white lettering.

e.g.



VINEYARDS

Our policy allows for generic wording on fingerboard signs. It does not allow for the use of individual business names on signs.

CHARGE FOR THE SIGN

The charge for a fingerboard sign will be at cost. This charge covers the sign cost, erection and the administration involved in the process. If a new post is required, the additional cost will be payable by the applicant

Repair and maintenance costs of the sign are also the responsibility of the applicant.

For further information on Fingerboard Signs and the Policy, please do not hesitate to contact the Central Otago District Council (03) 440 0056.