

## SIGNBOARD OPERATION POLICY

Prior to the installation of sign on a property at Sandhurst Club it is the responsibility of the VENDOR (or their Agent) to complete the Signage Notification Form and to receive written approval to install a sign on a property at Sandhurst. Reference section 8.4 No Signs Sandhurst Residential Code.

Please allow 14 working days to have Signage Notification Form processed and advice returned to the applicant.

### 1) USE OF REAL ESTATE SIGNS ON NEW AND ESTABLISHED HOUSES:

- a) Maximum one sign per property, except where the property adjoins the golf course. Where a property has a boundary adjoining the golf course, a 600mm x 600mm sign may be attached to the rear fence to alert golfers that the property is for sale.
- b) Signs facing the road must be no larger than 1.8m x 1.2m.
- c) Signs must be erected on timber or steel uprights and stayed to ensure that the sign is stable in strong winds.
- d) Signs are not to be attached to estate fencing or placed on nature strips or parks.
- e) All signs must be removed within 7 days of a property being sold.
- f) Non-approved signs will be removed and confiscated by the Club. Signs can be collected by paying a \$165 (inc GST) Signage Recovery Fee at the time of collection from the club.

### 2) USE OF REAL ESTATE SIGNS ON VACANT LAND (LOT PLATE SIGNS):

- a) Real estate signs normally used for established homes are not permitted on vacant land (ie 1.8m x 1.2m).
- b) The Club Manager has designed an appropriately sized lot plate that both the project and external agent may use which is branded with the project logo and a call to action by ringing a designated phone number at the bottom of the lot plate. This number will be changed to reflect listings with external agents.
- c) Lot plates will be erected on a picket or star dropper so as to be stable in strong wind. (signage erection is the responsibility of the Vendor or Agent)
- d) Signs promoting House and Land packages are permitted under the following circumstances;
  - i) Size must be no more than 1800mm high x 1200mm either horizontal or vertical
  - ii) A front elevation or photo representing exactly what is to be built must appear on the sign
  - iii) Must be erected using a picket or star dropper and stayed to ensure that the sign is stable in strong winds
  - iv) Have a contact phone number
- e) No other sign will be approved on vacant land.
- f) Non-approved signs will be removed and confiscated by the Club. Signs can be collected by paying a \$165 (inc GST) Signage Recovery Fee at the time of collection from the club.
- g) The only exception to this rule is where a vacant allotment is being sold by Auction. Pay with Application the Lot Plate charge of \$135.00 incl GST). *Payment includes sign, star picket, nut & bolt.*
- h) All signs must be removed within 7 days of a property being sold.

### 3) SOLD BY AUCTION

- a) Size must be no more than 1.8m x 1.2m either horizontal or vertical
- b) Auction date and time must appear on the sign
- c) Have a contact phone number
- d) Must be erected using a picket or star dropper and stayed to ensure that the sign is stable in strong winds
- e) Auctions promoting House and Land packages must include a front elevation or photo representing exactly what is to be built
- f) When the date of auction has passed or changed the Vendor (or Agent) must resubmit the Signage Notification form with new time and date
- g) Non-approved signs will be removed and confiscated by the Club. Signs can be collected by paying a \$165 (inc GST) Signage Recovery Fee at the time of collection from the club.
- h) All signs must be removed within 7 days of a property being sold.

### 4) USE OF "A" FRAMES OPEN FOR INSPECTION SIGNS (OFI):

- a) *The purpose of an "A" frame signboard is to direct visitors to a particular property that is open for inspection. More recently agents have begun to use 2 – 3 A Frames per property multiplying the problem. The suggested policy is;*
- b) OFI signs must not be placed on roundabouts, or the central median of any road within Sandhurst including McCormicks Road and Sandhurst Blvd.
- c) One OFI sign may be placed on the corner of the main boulevard or other main road, **and the street in which a property is open for inspection (ie maximum of 2 A frames per home).**
- d) OFI signs must be securely placed on the nature strip near the corner of the street where a property is open for inspection. The OFI sign must not block the footpath or golf buggy path and must not be on any road.
- e) A series of OFI signs directing visitors from one street to another will not be permitted.
- f) OFI signs must be removed immediately after the inspection time has passed.
- g) OFI signs that are not used in accordance with these rules will be removed by the Club and confiscated. Signs can be collected by paying a \$165 (inc GST) Signage Recovery Fee at the time of collection from the club.

Sandhurst Club reserves the right to vary this information sheet at anytime as required without notice.



Sandhurst Club Limited  
Proudly Managed By: PGA LINKS Management Pty Ltd ACN: 099 690 301  
75 Sandhurst Boulevard SANDHURST VIC 3977  
Phone: 03 8787-7011 Fax: 03 8787-7033  
Membership Services - Email: golfclub@sandhurst.com



**SIGNBOARD OPERATION POLICY****PROCESSING OF SIGNAGE APPLICATIONS**

- 1 Processed applications will be forwarded only to the applicant.
- 2 Please allow 14 working days to have Signage Notification Form processed and confirmation issued.
- 3 Lot Plate Charge of \$135.00 (incl GST) payment option – credit card / Cheque payable to Sandhurst Club Ltd.  
Payment includes sign, star picket and nut & bolt.
- 4 Delivery time frame for Lot Plate Signs generally 2 weeks from order. Applicants will be advised via phone to collect sign from Clubhouse. It is the applicants responsibility to erect signage.

**CONFISCATED SIGNAGE RECOVERY**

To recover confiscated signage the following process must be adhered to between 9am – 3pm Monday to Friday (excluding Public Holidays). Owners/Agents will be notified by phone and have 4 weeks from notification to collect sign. Signs not collected will be disposed of.

1. - In person completion of Recovery Form at Sandhurst Club Reception.
2. - Payment of the applicable Signage Recovery Fee.
3. - Collection of Confiscated Sign from the Estate Maintenance Compound – Taylors Rd (between Thompsons and Wedge Roads) Skye.

*Sandhurst Club reserves the right to vary this information sheet at anytime as required without notice.*



Sandhurst Club Limited  
Proudly Managed By: PGA LINKS Management Pty Ltd ACN: 099 690 301  
75 Sandhurst Boulevard SANDHURST VIC 3977  
Phone: 03 8787-7011 Fax: 03 8787-7033  
Membership Services - Email: [golfclub@sandhurst.com](mailto:golfclub@sandhurst.com)

