

## 1 Purpose

These Signage Guidelines establish the requirements, standards, and approval processes for all signage within airport tenancies to ensure consistency, safety, and alignment with operational objectives.

## 2 Scope

These Signage Guidelines apply to all sublessees, licensees and their representatives (“Users”) operating within:

- Darwin Airport
- Alice Springs Airport
- Tennant Creek Airport

It governs all signage that is visible from outside a leased premises or licensed area.

## 3 Guidelines

The User must not erect any signage that can be seen from outside the Premises or Licenced Area without the Operator’s consent. The Operator’s approval may be granted subject to conditions.

## 4 Key Principles

All signage installed by the User must:

- Have a genuine link to User’s business operations
- Support customer / passenger wayfinding and safety
- Avoid visual clutter or confusion
- Comply with the sublease or licence

## 5 Design Requirements

- **Quality:**
  - Durable, high-quality, non-reflective materials are preferred
  - Flat signage should be avoided - Three-dimensional signage is preferred
- **Illumination:**
  - Signage should be downlit or backlit where practical to reduce light spill
  - Soft, non-glare lighting only (LED preferred)
  - No flashing, animated, or distracting displays
- **Size & Placement**
  - Proportionate to tenancy frontage and location
  - Restricted to approved signage zones only – If applicable

- Must not obstruct:
  - Wayfinding signage
  - Sightlines or security cameras
  - Emergency exits or safety equipment
- Window signage must promote visual permeability and activity to the shop front – If applicable

## 6 Safety & Compliance

- Signage must be securely installed and not pose hazards to the public
- Fixings must be minimum Class 3 (minimum Class 4 in Darwin) and meet the structural requirements of the relevant Wind Region
- Electrical installations must comply with relevant Australian electrical standards
- Comply with the sublease or licence

## 7 Prohibited Signage

- External advertising for businesses unrelated to the User
- Flashing, animated, or overly bright signage
- Signage using temporary or low-quality materials (e.g. paper, banners) for permanent use
- Offensive or misleading content
- Any signage interfering with airport operations or safety
- Any signage materials containing a polyethylene core

## 8 Maintenance

- Signage must be kept clean, secure, and in good condition
- Faded, damaged or non-compliant signage or fixings must be repaired or replaced immediately
- User signage must be removed at the end of the sublease or licence

## 10 Non-Compliance

Failure to comply with the Signage Guidelines may result in:

- Breach notice being issued
- Removal of signage by the Operator at the Users cost
- Enforcement action under lease or licence agreement

## 11 Roles & Responsibilities

## Operator

- Assess signage applications
- Grant or refuse approval and impose conditions
- Monitor compliance and enforce this Policy

## Users (Tenants / Licensees)

- Submit signage applications for approval
- Ensure compliance with this Policy and approval conditions
- Maintain signage in accordance with requirements

## 12 Approval Process

1. User submits signage proposal to the Operator
2. Operator assesses proposal against this Policy
3. Approval may be:
  - Granted
  - Granted with conditions
  - Refused
4. Approved signage must be installed in accordance with approval conditions

## 13 Effective Date and Review

These Signage Guidelines are effective from the effective date and will be periodically reviewed to ensure continued relevance and compliance with regulatory and operational requirements.

<b>Authorised by</b>	EGM Property
<b>Document Owner</b>	EGM Property
<b>Effective Date</b>	17 June 2026
<b>Version Number</b>	0
<b>Status</b>	Approved
<b>Next Review Date</b>	June 2028