



Getting started

For assistance filling out this form, please contact the local [TMR Region office](#).

The aim of tourist and service signs is to guide tourists to their destination, not to market your business.

To apply for a sign you must:

- meet all of the relevant eligibility criteria applicable for your service or community facility signage request
- comply with the Tourist and Service Signs Guideline
- be responsible for all sign costs, including sign design, manufacture, installation and maintenance (as detailed in the Tourist and Service Sign Guideline).

Please use the [Tourist-and-Service-Signs Guideline](#) for details on eligibility criteria, necessary supporting information and advice on completing this application form.

Additional requirements also detailed in the Queensland MUTCD Part 6 and AS1742.6.

Section 1 - Type of facility service

Please select the tourist sign category and sub-category (if applicable) below.

Accommodation	
<input type="checkbox"/> Caravan parks	
<input type="checkbox"/> Camping sites	
<input type="checkbox"/> Backpacker accommodation	
<input type="checkbox"/> Bed and Breakfast (B&B)	
<input type="checkbox"/> Farm stays/host farms	
<input type="checkbox"/> Self-contained	
Tourist/Visitor Information Radio	
Airport and aerodromes	
<input type="checkbox"/> Major airports/aerodromes	
<input type="checkbox"/> Minor airports/aerodromes	
Tourist information and roadside fuel facilities	
<input type="checkbox"/> Visitor Information Centres	
<input type="checkbox"/> Information bays and interpretive signs	
<input type="checkbox"/> Roadside fuel facilities	
Community facility signs	
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Airport
<input type="checkbox"/> Boat ramp boat stop	<input type="checkbox"/> Business centre
<input type="checkbox"/> Bus station parking bus stop	<input type="checkbox"/> Caravan park
<input type="checkbox"/> Cemetery/crematorium	<input type="checkbox"/> Churches
<input type="checkbox"/> Civic centres and town halls	<input type="checkbox"/> Cruise terminal
<input type="checkbox"/> Disabled access	<input type="checkbox"/> Drinking water
<input type="checkbox"/> Driver Reviver	<input type="checkbox"/> Dump points
<input type="checkbox"/> Educational institutions	<input type="checkbox"/> Electrical vehicle charging
<input type="checkbox"/> Ferry station parking	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Food outlets	<input type="checkbox"/> Golf courses

<input type="checkbox"/> Hospitals	<input type="checkbox"/> Industrial areas
<input type="checkbox"/> Libraries	<input type="checkbox"/> Long vehicle parking
<input type="checkbox"/> Non-profit institutions	<input type="checkbox"/> No long vehicle parking
<input type="checkbox"/> Parks	<input type="checkbox"/> Parking
<input type="checkbox"/> Police stations	<input type="checkbox"/> Post Offices
<input type="checkbox"/> Public toilets	<input type="checkbox"/> Public weighbridge
<input type="checkbox"/> Railway stations	<input type="checkbox"/> Railway station parking
<input type="checkbox"/> Recreation centres	<input type="checkbox"/> Refuse/recycling centres
<input type="checkbox"/> Rest areas	<input type="checkbox"/> Roadside stopping places
<input type="checkbox"/> Rural fire stations	<input type="checkbox"/> Shopping centres
<input type="checkbox"/> Sports facilities	<input type="checkbox"/> Stopping bay
<input type="checkbox"/> Swimming	<input type="checkbox"/> Swimming (with net)
<input type="checkbox"/> Swimming pools	<input type="checkbox"/> Theatres/performing arts centres
<input type="checkbox"/> Toilets	<input type="checkbox"/> Toilets (disabled)
<input type="checkbox"/> Train stop	<input type="checkbox"/> Tram stop
<input type="checkbox"/> Tram station parking	<input type="checkbox"/> Truck parking

Applicant business details

Australian Business Number

Business name (facility to be signed)

Describe the business

Local Government Authority Area

Address of service/facility to be signed

Suburb

State

Postcode

Postal address (if different from above)

Contact details

Proprietor/owner/applicant name

Position title

Phone

Email

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Name of key contact (if different from above)

Position title

Phone

Email

Department of Transport and Main Roads (TMR) regions and districts

Please choose all relevant options below ([click to view district map](#))

Far North Queensland (Local Government Areas (LGAs) - Aurukun, Cairns, Cassowary, Cook Shire, Croydon, Douglas, Etheridge, Mapoon, Mareeba, Napranam, Northern Peninsula, Tablelands, Torres Strait Island, Torres Shire)

Northern Queensland (LGAs - Burdekin, Charters Towers, Hinchinbrook, Townsville)

North West Queensland (LGAs - Burke, Carpentaria, Flinders, McKinley, Mt Isa, Richmond)

Fitzroy (LGAs - Banana, Central Highlands, Emerald, Gladstone, Livingstone, Rockhampton)

Central West (LGAs - Barcaldine, Barcoo, Blackall-Tambo, Boulia, Diamantina, Winton)

Mackay/Whitsunday (LGAs - Isaac, Mackay, Bowen, Whitsunday)

Darling Downs (LGAs - Goondiwindi, Lockyer Valley, Southern Downs, Toowoomba, Western Downs)

South West (LGAs - Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie)

Wide Bay-Burnett (LGAs - Bundaberg, Fraser Coast, Gympie, North Burnett, South Burnett)

North Coast (LGAs - Moreton Bay, Noosa, Somerset, Sunshine Coast)

Metropolitan (LGAs - Brisbane City, Ipswich, Redland)

South Coast (LGAs - Gold Coast, Logan, Scenic Rim)

Signage details

Does the service or facility have existing white on blue signage in place?

Yes No

If yes, please provide details including road name (or attach a diagram/photo to submission email)

Number of signs proposed

Existing signage location details (please also attach a map and/or diagram to email)

Existing signage latitude and longitude (optional)

Proposed signage location details (please also attach a map and/or diagram to email)

Proposed signage latitude and longitude (optional)

Proposed wording and symbol for sign(s)

Section 2 - Criteria

Accommodation core criteria

Does the establishment provide for the needs of short-term tourists (allow overnight stays)?

Yes No

If yes, please provide details

What are the establishment reception opening days and hours?

Day	Opening time	Closing time
Monday <input type="checkbox"/>		
Tuesday <input type="checkbox"/>		
Wednesday <input type="checkbox"/>		
Thursday <input type="checkbox"/>		
Friday <input type="checkbox"/>		
Saturday <input type="checkbox"/>		
Sunday <input type="checkbox"/>		

Does the establishment have facilities that cater for visitors arriving outside of the above-mentioned hours?

Yes No

If yes, please provide details

Does the establishment accommodate casual visitors?

Yes No

Is pre-booking necessary?

Yes No

Does your accommodation facility have all the statutory state and local government regulations and planning requirements?

Yes No

If yes, please provide evidence of licences and approvals required to operate as an establishment (for example, licence names and numbers)

Is the establishment located within 5km or less from the nearest state controlled or regional road?

Yes No

If yes, what distance?

Please provide details of existing on-site signage (including entry signage) at your establishment

Accommodation desirable criteria

Is the establishment quality assured?

Yes No

If yes, please provide details

Is the establishment a paid member of the local or regional tourism organisation?

Yes No

If yes, please provide details

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Is the establishment listed on the database of the nearest accredited Visitor Information Centre?

Yes No

Does the establishment have a website, brochure, or other marketing material which include a location map for the establishment?

Yes No

If yes, please provide details

Accommodation specific criteria

Caravan park

Does the establishment provide a range of different accommodation facilities (for example, powered sites, camping sites and cabins)?

Yes No

If yes, please provide details

Is the establishment managed by on-site personnel seven days a week?

Yes No

Camping sites

Is the establishment serviced by fresh water for drinking purposes?

Yes No

Does the establishment provide designated areas set aside for camping with toilet facilities and bathroom facilities?

Yes No

Please provide details

Backpacker accommodation

Does the establishment offer lodging with dormitory style sleeping arrangements (dormitory style includes rooms with quad and double sleeping arrangements)?

Yes No

If yes, please provide details

Does the establishment provide bathroom and laundry facilities?

Yes No

If yes, please provide details

Does the establishment provide kitchen and dining facilities?

Yes No

If yes, please provide details

B&B

Does the establishment provide on-site management?

Yes No

If yes, please provide details

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Is the accommodation provided within a private home with a separate guest bathroom?

Yes No

If yes, please provide details

Does the establishment provide breakfast?

Yes No

If yes, please provide details

Farm stays/host farms

Is the establishment a working farm?

Yes No

If yes, please provide details

Does the establishment provide a wide range of farm-type activities?

Yes No

If yes, please provide details

Self-contained

Does the establishment provide an on-site manager?

Yes No

If yes, please provide details

Does the establishment have a minimum of five rooms or dwelling units available for independent booking and casual accommodation?

Yes No

If yes, please provide details

Tourist/visitor information radio

Specific criteria tourist/visitor information radio

Does the radio service operate solely as a visitor/motorist's information service?

Yes No

Does the service broadcast specific information for the visitor (e.g. weather conditions, road conditions or traffic updates)?

Yes No

If yes, please provide details

Does the service provide information that relates to the attractions and facilities located within the broadcast area?

Yes No

If yes, please provide details

Does the service provide a broadcast balance between commercial advertising and non-commercial information?

Yes No

If yes, please provide details

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Has consultation with the relevant tourism association regarding program format and the accuracy of broadcast content occurred?

Yes No

If yes, please provide brief details and attach evidence of consultation with the relevant tourism organisation in the submission email.

Airports/aerodromes

Note: No further information required for airports/aerodromes applications.

Tourist information facilities

Visitor Information Centre

Is the Visitor Information Centre accredited?

Yes No

If yes, please provide details

Information bays and interpretive signs

Has the information bay been established by or with the consent of the relevant road authority?

Yes No

Please provide details of who provides and maintains the information displays.

Roadside fuel facilities

Has the roadside fuel facility been developed in accordance with TMR requirements? Contact TMR via tourist.signs@tmr.qld.gov.au

Yes No

If yes, please provide details

Community service signs

Can the facility be seen from the road?

Yes No

If no, please provide details

Section 3 - Declaration

I/We acknowledge that all information provided is true and accurate. If my application is successful, I will be responsible for all costs, including sign design, manufacture, installation and maintenance. I am aware that the sign(s) within the state-controlled road reserve can be removed at my expense where it may impact on future road works, installation of public liability services, changes in the nature of traffic, the alignment of the road, maintenance of the sign is not kept up to TMR standards or at the expiry of the approved permit.

Name of person completing this application

Signature of person completing this application

Date of application

Please email this completed form and any relevant attachments to Tourist.Signs@tmr.qld.gov.au

Privacy statement: The personal information you provide in this application will be used by TMR for the purposes of processing your application for a tourist sign. Where required, TMR may disclose some or all of this information, to its partner in the review process, the relevant regional tourism organisation. Your personal information will not be disclosed to any other third party without your consent, unless required or permitted by law.

For detailed information please read the [Tourist-and-Service-Signs Guideline](#)