

## STYLE GUIDE

### SIGNAGE POLICY

In keeping with the architectural style of 20-28 Maddox St, and bearing in mind that it is a heritage-listed building, the Strata Committee has created a Signage Policy for the building.

There is no intention to prevent or restrict you advertising yourself, your business and/or your services, but rather to put in place guidelines and standards to create an acceptable and consistent appearance to the building and to comply with the City of Sydney Development Control Plans.

The signage policy should be read in conjunction with by-law 26 which states in part that:

**Owners or occupiers must obtain the approval of the Owners Corporation in writing to proposed signage prior to installation.**

This applies to any part of your lot or suite or common property which can be seen from outside the suite.

1. No signage is to be attached to any common property, including interior and exterior walls, brickwork and internal corridors or entrances.
2. Frosted film for privacy may be applied to the entrance doors and side panels of each suite. It must be consistent with other suites and in 3M Dusted Crystal.
3. Professional vinyl signage is permitted to the inside surface of glass panels of the entrance doors and side panels in all suites. The signage may include business name, address and logo with contact numbers and email details but should not cover more than 30% of the door area.

4. Those suites facing Maddox St and Euston Road are permitted a sign that may include business name, address and logo, with contact details but the signs are to be confined to two central window panes.
5. If curtains or other similar material is used to cover the windows, it must be of a neutral colour.
6. Window signs are not permitted on any upper floor suites.
7. No A-frame signage is permitted on common property.
8. No bunting, flashing lights or similar is permitted to be attached to any signage or the building itself.
9. Signage permitted on the directory board and letter boxes is the business name or names of each suite and must conform to the standard existing font type and size.
10. Signs to denote allocated car parking spaces are permitted. For spaces in the exterior car park the wording is to be either "Business Name" or "Reserved for Business Name" and installed on the rubber bollard in each space.
11. For undercover spaces a horizontal A4 sign with "Business Name Parking Only" on a white background is to be fixed to the wall at the same height and central position as those already existing.

**ALL PROPOSED SIGNAGE IS TO BE SUBMITTED IN WRITING TO THE STRATA COMMITTEE  
FOR APPROVAL**

**ANY UNAUTHORISED SIGNAGE WILL BE REMOVED  
AT THE EXPENSE OF THE OWNER OR OCCUPIER**