



Information Sheet No.7a

Tenant Signage – Middle Head

This Information Sheet outlines the Trust’s signage policy for Middle Head and the design specification for tenant signage. The aim of signage in this precinct is to assist tenants and visitors to the precinct with way-finding. The use of signage with as an advertising medium is not permitted by the Trust.

Harbour Trust Signage

The Trust will provide a number of tenant directory signs at visitor entries and points of decision within the precinct. These signs comprise of a map and list of current tenants, as well as a ‘You are here’ label to assist visitors navigate around the precinct. Examples of these tenant directory signs are located at Georges Heights and Chowder Bay. In addition, the Trust will provide suite-numbering signs to help identify each building.

Additional Tenant Signage

Within the Middle Head precinct, pedestrian movements are being directed along the east-west pathways, as show on the map below. Main entry doors for each tenant should be aligned with these movement patterns and where possible, the main entry door should be the accessible entrance.

Tenants wishing to install a sign on their main entry door must comply with the following conditions:

1. Tenant signs are restricted to the main entry glass doors of the suite
2. Proposed signage, including artwork must be approved by the Trust before it is ordered and installed

3. Proposed signage must be commissioned and paid for by the tenant
4. The information on the signs must relate only to the trading name approved by the Trust, company logo and minimal other relevant details
5. Advertising-type signage or the display of materials in windows is not permitted
6. In the event that the main entry door does not provide level access, a smaller sign may be approved by the Trust to indicate the accessible entrance
7. General and third party advertising are not permitted on Trust sites and may be removed by Harbour Trust enforcement officers. This includes sponsorship signage on hoardings, awnings, umbrellas and the like, unless specifically approved by the Trust





Specifications: Single Glass Door Signs

- Each sign is to measure 500mm wide x 300mm high.
- Each sign is to be a vinyl adhesive to be fixed to the inside face of the door.
- Each sign is to be centrally positioned from both sides of the door and fixed 500mm from the top of the door to the top of the sign - see *Figure 1*.
- Logo design and colours are as per the tenant requirements.



Figure 1: Single glass door

Specifications: Double Glass Door Signs

- Each sign is to measure 500mm wide x 300mm high.
- Each sign is to be a vinyl adhesive to be fixed to the inside face of the door.
- The sign must be installed on the active door leaf (the door with the entry handle).
- Each sign is to be centrally positioned from both sides of the door and fixed 500mm from the top of the door to the top of the sign - see *Figure 2*.
- Logo design and colours are as per the tenant requirements.



Figure 2: Double glass door