



Development Application

Signage Checklist

How to use this checklist: Please use this checklist and associated Development Application (DA) Glossary to assist in the preparation of your application. Council's Officers will review your application prior to lodging to ensure that the required information is provided.

Please confirm that your application contains the required information listed below, complete the column titled "Applicant" and include this checklist with your application to Council.

Plan requirements: Plans should be drawn to A3 size at a scale of 1:100 (preferred) or 1:200, in ink, on unlined paper and highlighted where appropriate to assist in distinguishing proposed works from existing structures. Illegible drawings **will not** be accepted. Previously approved plans bearing Council's stamp should not be submitted for further approval.

All plans are to be sorted into complete sets. Each set of plans is to contain one copy of every sheet. Notification plans (A4 copies) are to be kept separate.

Digital copy of application: It is requested that you provide one digital copy of all plans and documents associated with your application. Details on file format and naming may be found in Council's File Format and File Naming Requirements Factsheet. Alternatively, a file scanning or conversion fee will apply.

Note: Upon a more detailed assessment of the submitted documents Council may request additional information of a technical nature or require clarification of the submitted information.

Address of Proposed Development

No. Street

Suburb Lot DP/SP

Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
					Yes	No	N/A
Always Required	1	Application Form and Completed Checklist	1	A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Owner's Consent (from all registered owners of the land)	1	A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	Cost Estimate (to include both the cost of materials and the market value of labour)	1	A3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	Political Gifts and Disclosure Statement	1	A4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	ABS Information (floor area and development details)	1	A5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	Payment of Fees (obtain quote from Council's Customer Service Centre prior to lodgement)	1	A6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	Site Plan (to scale)	2	C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	Elevations (to scale) (include details of existing building and/or sign face, any illumination and new work is to be clearly distinguishable)	2	C3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	Statement of Environmental Effects (describing the environmental impact of proposal and compliance with relevant planning controls or any variations being sought to DCP or LEP)	2	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	Colours and Materials Schedule (external materials to be detailed)	2	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Item	Description	Copies	DA Glossary	Applicant (please tick)	Council Officer (select one)		
						Yes	No	N/A
Always Required	11	Notification Plan A4 size showing site plan and elevations (signs within residential zones or within zones adjoining residential, rural or environmental protection zones)	6	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12	Integrated Development or Concurrence Required (where separate approval is required from Government agencies) – \$320 payable through the NSW Planning Portal		Z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	SEPP 64 Assessment (statement of environmental effects to address the assessment criteria in schedule 1 of SEPP 64)	2	Z2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May be Required	14	Heritage Impact Statement (for heritage item, conservation area, archaeological or indigenous significance)	2	O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	Digital Copy of the Application (PDF copy)	1	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Declaration

I have read the **Signage Checklist** and understand that my application may be rejected or refused if:

- the application is illegible or unclear as to the development consent sought, or
- the application does not contain the information specified in Part 1 of Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*
- the application does not contain any other matter listed in clause 51 of the *Environmental Planning and Assessment Regulation 2000*

Applicant's Name Signature Date

Council Officer Review

Yes - Application is Suitable for Lodgement

I confirm that the checklist is complete and the application is suitable to be lodged.

OR

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name Signature Date

Secondary Review

Yes - Application is Suitable for Lodgement

No - Insufficient Information (Application Rejected)

The following additional information is required to be provided prior to Council being able to accept this application:

Item Numbers:

Council Officers Name Signature Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.