



ADVERTISING SIGN DEVELOPMENT APPLICATION CHECKLIST

FORM No. 009

Name and Property Details

Applicant(s) Name _____ Owner(s) Name(s) _____

Property No _____ Street/Road Name _____

Property Name _____ Town/Locality _____ Postcode _____

Checklist

		Yes	N/A	Office Use
1	Has the consent of all owners been provided? Has this section been correctly completed?	<input type="checkbox"/>		<input type="checkbox"/>
2	Is the estimated cost written on the application form?	<input type="checkbox"/>		<input type="checkbox"/>
3	Have 3 sets of Site Plans (A3 preferred) been provided showing the proposed new sign?	<input type="checkbox"/>		<input type="checkbox"/>
	Does the site plan show?			
	• Scale & North point	<input type="checkbox"/>		<input type="checkbox"/>
	• Street name & number	<input type="checkbox"/>		<input type="checkbox"/>
	• Site dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	• Building setbacks	<input type="checkbox"/>		<input type="checkbox"/>
	• All existing structures on site	<input type="checkbox"/>		<input type="checkbox"/>
	• Position of sign/s or structure on which the sign will be displayed	<input type="checkbox"/>		<input type="checkbox"/>
	• Adjacent building/properties			
• Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5 metres of the proposed development on any adjoining property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Have 3 sets of Elevation Plans (A3 preferred) been provided showing:	<input type="checkbox"/>		<input type="checkbox"/>
	• All sign dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	• All content including wording, logos, graphics etc.	<input type="checkbox"/>		<input type="checkbox"/>
	• Construction materials & colours for the sign/s & any structure on which the sign will be displayed	<input type="checkbox"/>		<input type="checkbox"/>
	• Height above ground level if the sign is free standing	<input type="checkbox"/>		<input type="checkbox"/>
	• Any lighting to be provided, including any self illuminating signage	<input type="checkbox"/>		<input type="checkbox"/>
5	Have 4 A4 size copies of Notification Plans been supplied showing, Site & Elevation Plan?	<input type="checkbox"/>		<input type="checkbox"/>
	Do these plans show all neighbouring buildings?	<input type="checkbox"/>		<input type="checkbox"/>
6	Have 3 copies of the Statement of Environmental Effects been provided?	<input type="checkbox"/>		<input type="checkbox"/>
7	Is the development in accordance with SEPP64?	<input type="checkbox"/>		<input type="checkbox"/>

Schedule 1 SEPP No. 64 – Advertising and Signage

		Yes	N/A	Comments
1	Character of the area <ul style="list-style-type: none"> • Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located? • Is the proposal consistent with a particular theme for outdoor advertising in the area or locality? 	<input type="checkbox"/>	<input type="checkbox"/>	
2	Special areas <ul style="list-style-type: none"> • Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas? 	<input type="checkbox"/>	<input type="checkbox"/>	
3	Views and Vistas <ul style="list-style-type: none"> • Does the proposal obscure or compromise important views? • Does the proposal dominate the skyline and reduce the quality of vistas? • Does the proposal respect the viewing rights of other advertisers? 	<input type="checkbox"/>	<input type="checkbox"/>	
4	Streetscape, setting or landscape <ul style="list-style-type: none"> • Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape? • Does the proposal reduce clutter by rationalising and simplifying existing advertising? • Does the proposal screen unsightliness? • Does the proposal protrude above buildings, structure or tree canopies in the area or locality? 	<input type="checkbox"/>	<input type="checkbox"/>	
5	Site and building <ul style="list-style-type: none"> • Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located? • Does the proposal respect important features of the site or building, or both? • Does the proposal show innovation and imagination in its relationship to the site or building, or both? 	<input type="checkbox"/>	<input type="checkbox"/>	
6	Associated devices and logos with advertisements and advertising structures <ul style="list-style-type: none"> • Have any safety devices, platforms lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed? 	<input type="checkbox"/>	<input type="checkbox"/>	
7	Illumination <ul style="list-style-type: none"> • Would illumination result in unacceptable glare? • Would illumination affect safety for pedestrians, vehicles or aircraft? • Would illumination detract from the amenity of any residence or other form of accommodation? • Can the intensity of the illumination be adjusted, if necessary? • Is the illumination subject to curfew? 	<input type="checkbox"/>	<input type="checkbox"/>	
8	Safety <ul style="list-style-type: none"> • Would the proposal reduce the safety for any public road? • Would the proposal reduce the safety for pedestrian or bicyclists? • Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas? 	<input type="checkbox"/>	<input type="checkbox"/>	

The assessment of Schedule 1 of State Environmental Planning Policy No 64 must be read in conjunction with that Policy and completed accordingly.

Applicant Signature

Date

Additional Information

Office Use Only

Checked by _____

Date: ____/____/____