Signage DA Checklist



Document Number: 19/158261 / TRIM F18/596

[Must be lodged in conjunction with a Development Application Form]

Property Details						
Unit/Shop/ Suite No.		Street No.		Street		
Suburb					Postcode	

In addition to the Development Application form you must complete this checklist:

Signage only Development Application checklist			N/A	Office Use
1.	The consent of ALL owners must be provided.			
2.	If the property is a strata unit, the consent of the Owners Corporation must be provided.			
3.	The estimated cost of works must be written on the application form.			
4.	All plans and documents must be provided on a USB or CD in accordance with Council's File Naming Convention.			
5.	Ensure the site plan provided shows the proposed new sign and the following:			
	Title Block of the Plans;			
	Scale and North point;			
	Street name and number;			
	Site dimensions and boundary setback;			
	All structures on-site and adjoining properties to the site;			
	Sign locations, dimensions, illumination;			
	All content including wording, logos, graphics, etc;			
	 Construction materials & colours for the sign/s & any structure on which the sign will be displayed; 			
	 Height above ground level if the sign is free standing; 			
	Any lighting to be provided, including any self-illuminating signage; and			
	 Any trees on the property, on Council land adjacent to the property (ie nature strips) or within 5m of the proposed development on any adjoining property. 			
6.	Ensure the Statement of Environmental Effects includes the following:			
	A clear and detailed description of the proposal must be provided;			
	 Detail age and condition of the structures or works to be demolished; and 			
	• A clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.			

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy* and *Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

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Signage only Development Application checklist			N/A	Office Use
7.	Is the property a heritage item (listed in the Schedule of LEP 2011)? If yes:			
	 has a heritage impact assessment prepared by a suitably qualified heritage consultant been provided? 			
	 have Notification Plans been supplied showing the site and elevations and including neighbouring buildings? 			
8.	Is the property in the vicinity of a heritage item?			
	If yes, the Statement of Environmental Effects must address the effect of the proposed demolition on the significance of the heritage item.			
9.	Is the property identified as being contaminated or potentially contaminated?			
	If yes and demolition involves excavation, has a Soil Contamination report been submitted?			
10.	A Soil and Water Management Plan must be provided.			
11.	A Waste Management Plan must be provided.			

Office Use Only – Development Advisory Service					
	Calculate fees as per Development Application Fee Table				
Descri	Description of proposal				
Checked by			Date	//	
Office Use Only – Customer Service					
	Date stamp ap	pplication form			
Receipt No:			Date:	//	
Total Fees received:		\$			