Signage only DA – lodgement 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	Yes	N/A	Office Use
The consent of **ALL** owners must be provided.	☐		☐
If the property is a strata unit, the consent of the Owners Corporation must be provided.	☐	☐	☐
The estimated cost of works must be written on the application form.	☐		☐
All plans and documents must be provided on a USB or CD in accordance with Council's File Naming Convention.	☐		☐
Ensure the site plan provided shows the following:			
• title Block of the Plans;	☐		☐
• scale and North point;	☐		☐
• site location including street name and number;	☐		☐
• site dimensions and site area;	☐		☐
• all structures on-site including the use of existing buildings and structures on the land;	☐		☐
• site setbacks and adjoining properties to the site showing their height and setbacks; 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.	☐	☐	☐
Ensure the elevations and sections plan provided shows the following:			
• 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	☐	☐	☐
If excavation is required for the installation of the sign and the property is identified as being contaminated or potentially contaminated, address the requirements of State Environmental Planning Policy No. 55 – Remediation of Land.	☐	☐	☐

Signage only Development Application checklist	Yes	N/A	Office Use
Ensure the Statement of Environmental Effects includes the following:			

• a clear and detailed description of the proposal must be provided, including:
  - detail of any existing signs on the building / site (provide photos);
  - detail of any existing signs to be removed;
  - number, size and description of proposed signs; and
  - method of attachment to any building / site.
	❑		❑

• a statement of compliance or variance with the relevant EPIs, Regulations, Council LEP and/or DCP including reasons for any variance must be provided;	❑		❑
• a clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.	❑		❑
• for works involving removal of vegetation (a tree or other vegetation, whether or not it is native vegetation), indicate how much vegetation (metres square) is being removed, and what type of vegetation is being removed;	❑	❑	❑
• for works in the vicinity of a heritage item or within a heritage conservation area, address the effect of the proposed development upon the significance of the heritage item / area in accordance with the relevant LEP.	❑	❑	❑
If the property is a heritage item or located in a heritage conservation area, a heritage impact assessment prepared by a suitably qualified heritage consultant must be provided.	❑	❑	❑

Integrated Development – Referral Authorities			
Fisheries Management Act 1994	S144	Aquaculture Permit	Department of Primary Industries (**cheque $320**)
	S201	Permit to carry out dredging or reclamation work	
	S205	Permit to cut, remove, damage or destroy marine vegetation on public water land or an aquaculture lease, or on the foreshore of any such land or lease	
	S219	Permit to: (a) set a net, netting or other material, or (b) construct or alter a dam, floodgate, causeway or weir, or (c) otherwise create an obstruction, across or within a bay, inlet, river or creek, or across or around a flat	
Heritage Act 1977	S58	Approval in respect of the doing or carrying out of an act, matter or thing referred to in s57 (1)	Office of Environment & Heritage (**cheque $320**)
National Parks and Wildlife Act 1974	S90	Grant of Aboriginal heritage impact permit	National Parks & Wildlife Service (**cheque $320**)
Water Management Act 2000	s89, 90, and 91	Controlled activity within 40m of watercourse under Part 3 of Chapter 3	Department of Primary Industry (Water) (**cheque $320**)
		Water Licensing/Approval under Part 3 of Chapter 3	Water NSW (**cheque $320**)
Protection of the Environment Operations Act 1977	s43(a), 47 and 55	Environment protection licence to authorise carrying out of scheduled development work at any premises.	Office of Environment & Heritage (**cheque $320**)
	s43(b), 48 and 55	Environment protection licence to authorise carrying out of scheduled activities at any premises (excluding any activity described as a "waste activity" but including any activity described as a "waste facility").	
	s43(d), 55 and 122	Environment protection licences to control carrying out of non- scheduled activities for the purposes of regulating water pollution resulting from the activity.	

Concurrence Referral Authorities			
Roads Act 1993	s138	Consent to: (a) erect a structure or carry out a work in, on or over a public road, or (b) dig up or disturb the surface of a public road, or (c) remove or interfere with a structure, work or tree on a public road, or (d) pump water into a public road from any land adjoining the road, or (e) connect a road (whether public or private) to a classified road	Roads & Maritime Services (**cheque $320**)
SEPP (Infrastructure)	s84	Development involving access via level crossings	RailCorp (**cheque $320**)
	s85	Development immediately adjacent to rail corridors	
	s86	Excavation in, above or adjacent to rail corridors 2m or more within 25m of a rail corridor	
	s87	Impact of rail noise or vibration on non-rail development	