

# 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 <b>ALL</b> owners must be provided.	<input type="checkbox"/>		<input type="checkbox"/>
If the property is a strata unit, the consent of the Owners Corporation must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The estimated cost of works must be written on the application form.	<input type="checkbox"/>		<input type="checkbox"/>
All plans and documents must be provided on a USB or CD in accordance with Council's File Naming Convention.	<input type="checkbox"/>		<input type="checkbox"/>
Ensure the site plan provided shows the following:			
• title Block of the Plans;	<input type="checkbox"/>		<input type="checkbox"/>
• scale and North point;	<input type="checkbox"/>		<input type="checkbox"/>
• site location including street name and number;	<input type="checkbox"/>		<input type="checkbox"/>
• site dimensions and site area;	<input type="checkbox"/>		<input type="checkbox"/>
• all structures on-site including the use of existing buildings and structures on the land;	<input type="checkbox"/>		<input type="checkbox"/>
• site setbacks and adjoining properties to the site showing their height and setbacks; and	<input type="checkbox"/>		<input type="checkbox"/>
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the elevations and sections plan provided shows the following:			
• sign locations, dimensions, illumination;	<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"/>	<input type="checkbox"/>
• any lighting to be provided, including any self-illuminating signage; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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.

**Rockdale Customer Service Centre**  
444-446 Princes Highway  
Rockdale NSW 2216, Australia  
ABN 80 690 785 443

**Eastgardens Customer Service Centre**  
Westfield Eastgardens  
152 Bunnerong Road  
Eastgardens NSW 2036, Australia  
ABN 80 690 785 443

**T 1300 581 299 | 02 9562 1666**  
**E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)**  
**W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)**

**Postal address:** PO Box 21, Rockdale NSW 2216



**Telephone Interpreter Services - 131 450**

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Signage only Development Application checklist	Yes	N/A	Office Use
Ensure the Statement of Environmental Effects includes the following:			
<ul style="list-style-type: none"> <li>a clear and detailed description of the proposal must be provided, including: <ul style="list-style-type: none"> <li>- detail of any existing signs on the building / site (provide photos);</li> <li>- detail of any existing signs to be removed;</li> <li>- number, size and description of proposed signs; and</li> <li>- method of attachment to any building / site.</li> </ul> </li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>a statement of compliance or variance with the relevant EPIs, Regulations, Council LEP and/or DCP including reasons for any variance must be provided;</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>consideration of State Environmental Planning Policy No. 64 – (Advertising and Signage);</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>a clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only – Development Advisory Services			
Description of proposal			
Development type:	Other (including signage)		
Estimated cost of works:	\$		
Area of works:	Bayside East		Bayside West
Number of footpaths:	1	2	3
Tree inspection fee:	Yes		No
Scanning fee:	Yes		No
Is notification required:	Yes – signage only (NF11)		No
Newspaper advertisement:	Yes (AF5) (AF2 for designated development) (AF3 for advertised development) (AF4 for prohibited development)		No
Consent Authority	Council	SCPP (over \$30M cost)	SCPP (over \$5M cost if Council, Crown or Community)
Integrated development:	Yes		No
- Act & Section:	Act:		Section:
- Name of Authority:			
- No. of cheques:	1	2	3
Concurrence required:	Yes		No
- Name of Authority:			
- No. of cheques:	1	2	3

Processing fee for Integrated or Concurrent Development:	Yes	No
Checked by		Date: ____ / ____ / ____
<b>Office use only – Customer Service</b>		
<input type="checkbox"/>	Date stamp application form	
Receipt No:		Date: ____ / ____ / ____
Total Fees received:	\$	

Integrated Development – Referral Authorities			
<i>Fisheries Management Act 1994</i>	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	
<i>Heritage Act 1977</i>	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)
<i>National Parks and Wildlife Act 1974</i>	S90	Grant of Aboriginal heritage impact permit	National Parks & Wildlife Service (cheque \$320)
<i>Water Management Act 2000</i>	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)
<i>Protection of the Environment Operations Act 1977</i>	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			
<i>Roads Act 1993</i>	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	