

# 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:

General requirements	Yes	N/A	Office Use
The consent of <b>ALL</b> owners of the land 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"/>
If the proposal impacts a party wall, the consent of adjacent owners must be provided (Party Wall Consent form must be completed).	<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"/>
Statement of Environmental Effect (SEE)			
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.	<input type="checkbox"/>		<input type="checkbox"/>
A statement of compliance or variance with the relevant EPI's, Regulations, Council LEP and/or DCP including reasons for any variance must be provided.	<input type="checkbox"/>		<input type="checkbox"/>
A clear and detailed description of the potential impacts of the proposal, and proposed mitigation measures must be provided.	<input type="checkbox"/>		<input type="checkbox"/>
Consideration of State Environmental Planning Policy No. 64 – (Advertising and Signage) must be provided.	<input type="checkbox"/>		<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Impact Statement			
If the property is an identified heritage item or located within a Heritage Conservation Area as listed on the State register or Schedule 5 of the relevant Council LEP, and the works are other than minor works, a Heritage impact assessment prepared by a suitably qualified heritage consultant must be provided.	<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  
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**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

Plan requirements	Yes	N/A	Office Use
All plans must include a Title Block, scale (1:100 or 1: 200), North point and Architects Name and Qualifications.	<input type="checkbox"/>		<input type="checkbox"/>
Site Analysis Plan as required by the relevant DCP must be provided.	<input type="checkbox"/>		<input type="checkbox"/>
Ensure the site plan provided shows the following:			
• street name and number;	<input type="checkbox"/>		<input type="checkbox"/>
• site dimensions, area and any RLs related to AHD;	<input type="checkbox"/>		<input type="checkbox"/>
• boundary setbacks to existing and proposed buildings/structures;	<input type="checkbox"/>		<input type="checkbox"/>
• all structures on the site including the use of existing buildings and structures on the land;	<input type="checkbox"/>		<input type="checkbox"/>
• location of adjacent building/properties including windows and doors;	<input type="checkbox"/>		<input type="checkbox"/>
• 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, including clearly showing trees being retained/removed; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• position of any sign/s or structure on which a sign will be displaced.	<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"/>

Office Use Only – Development Advisory Services			
Description of proposal			
Area of works:	Former City of Botany Bay		Former City of Rockdale
Number of signs:			
Number of footpaths:	1	2	3
Tree inspection fee:	Yes		No
Notification fee:	Yes: Botany (NF11)		Yes: Rockdale (NF9)
Newspaper advertisement fee:	Yes (Botany (AF5))		No
Consent Authority	Council	SCPP (over \$30M cost)	SCPP (over \$5M cost if Council, Crown or Community)
Checked by			Date
<b>Office use only – Customer Service</b>			
Receipt No:			Date:
Total Fees received:	\$		