



## INFORMATION SHEET NO. 19

### Information to Submit with a Development Application for SIGNAGE

Development Applications are assessed against the relevant zone and policies contained within Council's Development Plan. The purpose of assessment is to ensure that the proposed development conforms with the Development Plan and zoning requirements. Applications are also assessed for compliance with the Building Code of Australia with respect to structural and life safety issues.

The information that is provided with any development application is the basis upon which your application is assessed. If inadequate or conflicting information is provided delays can be expected. It is important that the assessing officers are able to clearly understand what currently exists and what you are proposing.

**Is development approval required?** Generally, Yes. To display certain outdoor advertisements you will require development approval from the Council.

#### **Information that must be submitted with a Development Application**

1. A completed application form signed and dated.
2. Payment of relevant fees.
3. Declaration of Applicant (in relation to power lines).
4. A current copy of the Certificate of Title for the property (not more than 12 months old). Please check your Certificate of Title for easements and registered encumbrances and Land Management Agreements (LMA).
5. A copy of the builders Indemnity Insurance Certificate (if valued \$12,000 or more).
6. Proof of payment of the Construction Industry Training Board Levy (if over \$15,000).

#### **Plans and Documentation (3 copies with at least one copy being A3 or smaller)**

7. Site Plan clearly showing the location and size of the proposed sign including:-
  - Site boundaries with dimensions and roads;
  - The location of existing buildings and structures (inc retaining walls, fences and sheds);
  - The location of the septic tank for the property (if applicable) and distance to the proposed structure (must be a minimum 2.5 metres away);
  - Set backs between the proposed sign and existing structures, boundaries, roads and easements; and
  - Be in a scale of approx 1:200 indicating the north point.
8. Scaled elevation sketches showing building materials, finishes and colours to be used.
9. Structural details of the sign, supports, connections and footings.
10. Details of illumination (if any).

Once an initial assessment of an application and site inspection has been undertaken, assessing officers may request further information.

Should development on the subject site be bound by encumbrances (refer to the Certificate of Title) approval from the encumbrance administrator will be required prior to lodging with Council. The encumbrance administrator may need to stamp the plans to be submitted to Council.

Should the property be Strata or Community Titled, permission may need to be sought from the Strata or Community Corporation.

Should there be any easements on the site, no structures or fill may be placed over the easement (refer to the Certificate of Title).

**Will public notification be necessary?** In some instances public notification will be necessary. This will happen when the advertisement is not minor and there is potential for objection by adjoining owners, or if it is deemed non-complying by the Development Plan. This may occur due to the size and height of the advertisement. Usually public notification isn't required if the advertisement is minor or incidental to its surroundings.

**Is the Commissioner of Highways consulted?** The Council may have to consult the Commissioner of Highways if the application is situated on an arterial road and the nature of the sign may be deemed a distraction to motorists, (e.g. moving display or message; or flashing lights).

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*Please note the information contained herein is intended as a guide only.  
Further clarification may be obtained by contacting the Council on 8525 3200.*