



DEVELOPMENT APPLICATION CHECKLIST - SIGNAGE

To be submitted with an Application for Development Approval

Please ☒ tick the boxes supplied on the following checklist to confirm the requested information has been provided. **Failure to provide all required information may result in the application being returned to the applicant without being processed and/or significant time delays.**

Applicant to Complete ☒	APPLICATION FORM
☐	Applicant details (including email address) and signature
☐	Current landowner details and signature
☐	Complete property details including Lot, street number and street name
	FEES
\$	Fees paid in accordance with the City's Planning Fees and Charges
	The application shall include the following information:
☐	Certificate of Title. Formal record of ownership issued by Landgate .
☐	The submission of plans and supporting documents (in PDF) Online Lodgement
☐	A site plan drawn to a scale of 1:200 showing the location of the site, dimensions of the lot, street names, lot numbers, north point, and distance of all buildings and structures to boundaries. The site plan is to clearly indicate the sign location and distances to boundaries.
☐	A structural plan to a scale of 1:100 including elevation drawings, materials, footing and connection details and dimensions (i.e. height, width, depth and clearance to ground level).
☐	An artwork plan in colour to a scale of 1:100 clearing showing the graphic content of the sign where the sign will be located i.e. the façade of a building.
☐	An assessment against Local Planning Policy 4.9 - Signage , and whether the sign is existing or proposed.
☐	Signage within the Gosnells Town Centre or Maddington Town Centre is to be accompanied with an assessment against Local Planning Policy 5.10 – Maddington and Gosnells Activity Centres
☐	A completed Additional Application Form for Advertisements