



DEVELOPMENT APPLICATION CHECKLIST - SIGNAGE & FLAGS

To be submitted with an Application for Development Approval

To **reduce potential time delays** associated with incomplete applications, all applicants are required to 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 <input checked="" type="checkbox"/>	APPLICATION FOR DEVELOPMENT APPROVAL	RECEIVED (Office Use)	
		YES	No
<input type="checkbox"/>	Applicant details (including email address) and signature		
<input type="checkbox"/>	Current landowner details and signature		
<input type="checkbox"/>	Complete property details including Lot, street number and street name		
FEES			
\$	Fees paid in accordance with the Council's Schedule of Fees and Charges - refer to City's website https://www.gosnells.wa.gov.au/Building_and_development/Planning_the_City/Forms_-_applications_and_information_sheets	\$	
All applications shall include the following information:			
<input type="checkbox"/>	Certificate of Title. Formal record of ownership issued by Landgate, the State's Registrar of lands. www.landgate.wa.gov.au		
<input type="checkbox"/>	The submission of plans and supporting documents in the form of hard copy or electronic copy (PDF format). For online submission refer to the City's website – https://www.gosnells.wa.gov.au/Online_services_and_payments		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	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).		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	A cover letter outlining a brief description of the proposal including an assessment of the application against Local Planning Policy 4.9 - Signage and Flags , and whether the sign is existing or proposed. In addition, any signage within the Gosnells Town Centre or Maddington Town Centre is to be accompanied with an assessment of the application against Local Planning Policy 5.1 – Maddington Town Centre or Local Planning Policy 5.2 – Gosnells Town Centre - refer to City's website – https://www.gosnells.wa.gov.au/Building_and_development/Planning_the_City/Local_planning_policy_framework		
<input type="checkbox"/>	A completed Additional Application Form for Advertisements - refer to City's website – https://www.gosnells.wa.gov.au/Building_and_development/Planning_the_City/Forms_-_applications_and_information_sheets		