



Development Application Required Information Checklist

ADVERTISING SIGNS

Please complete the following details for all proposals

Have you spoken to a Council Officer before lodging your application?

NO YES ▶ Was it - Pre Application Discussion (PAD) or a Duty Officer enquiry

If you have, who was it? _____

What was the date? _____

Lodgement requirements for all proposals

For use by the applicant

One **PDF** copy of all required documents uploaded to the **NSW Planning Portal**.

A completed **development application checklist**.

ALL owners details to be provided on the NSW Planning Portal. An owner(s) consent document that is signed and recently dated by all land owners.

A cost assessment document that includes all labour and material costs for the proposal at industry recognised prices.

One A4 sized copy of building plans and site plan (maximum 4 PDF pages) for Neighbour Notification indicating heights and external configuration (Note: do not show internal layout). This is to include all setbacks and a height dimension from ground level to the highest point of the signage.

A Statement of Environmental Effects. For more information, refer to Section 3 of the DA Guide. The statement should address the proposal's compliance with State Environmental Planning Policy No. 64 – Advertising and Signage.

The site plan (scale not less than 1:200) with dimensions showing:

- the location of the proposed work in relation to existing buildings and all property boundaries
- Northpoint (true north)

Architectural elevations of the signage, including:

- all dimensions and content (wording, logo's, colours, graphics)
- the relationship of the signage with the facade of any attached building
- height and dimensions above ground level (where the sign is free standing)
- any lighting to be provided (including any self illuminated signage)

i. Does the proposal comply with each of Council's numerical controls contained in any Development Control Plan applying to the proposal?
If your answer is **No** then any variation must be justified in writing.

ii. Does the proposal comply with each of the numerical controls contained in the Sutherland Shire Local Environmental Plan 2015, or relevant State Environmental Planning Policy (SEPP)?
If your proposal does not comply with a development standard in SSLEP 2015, you will need to lodge a variation under Clause 4.6 of SSLEP 2015. See below for more information.

iii. If required, have you attached your Clause 4.6 Variation?

Where an applicant wishes to depart from any standard contained in a Local Environmental Plan or State Environmental Planning Policy (eg. site area requirements, maximum height, landscaped area), a written statement must be lodged. This statement must indicate which development standard(s) would be varied, specify why compliance with the standard(s) is unnecessary or unreasonable in the circumstances and demonstrate that there are sufficient environmental planning grounds to justify varying the standard.

You should consult Council's DA Guide before preparing a Clause 4.6 Variation. Please note that Clause 4.6 do not apply to variations of controls contained in a Development Control Plan (DCP).

IMPORTANT NOTE:

If an application is lodged without a Clause 4.6 Variation when required, it is likely to need additional public exhibition. This will result in additional costs and delays for applicants. It is therefore important to accurately determine if a variation is required before lodging your application.