

Signs (Checklist for Development Approval)

Please Note:

- Lodge this checklist with your application, with the self-check completed
- An application will only be accepted if **all** information is correctly supplied.

Self check ✓ or ✗	Officer check ✓ or ✗
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Forms

1. Development Approval application form completed and signed by the owner(s) of the land.		
2. Notes regarding 'owner(s)': If there is more than one owner, all owners are to sign. If the property is being purchased, attach a copy of the 'Offer and Acceptance'. If the property is part of a strata built before 1985, attach a copy of the strata company minutes where the proposal was approved or all of the strata owners to sign the application form.		
3. Copy of 'Offer and Acceptance' if property is being purchased.		

Fees

4. Check the 'Planning Services Fees Schedule'.		
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Letter

5. A letter explaining any variation from the Residential Design Codes, Town Planning Scheme No. 6 or Council Policy.		
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Elevations (scale 1:150 or 1:100)

<p>5. 3 copies of elevations of the sign which show the:</p> <ul style="list-style-type: none"> ▪ overall dimensions of the sign ▪ height and style of lettering and logo/pictures ▪ colour scheme ▪ materials ▪ whether it will be illuminated 		
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Other (in addition to the above information, please supply the following information if it is relevant to the application):

6. <i>The sign is attached to the building?</i> 3 copies of elevation drawings which clearly shows the position of the sign (scale not smaller than 1:100).		
<p>7. <i>The sign is not attached to the building?</i> 3 copies of a site plan which clearly shows the location of the sign (scale not smaller than 1:200):</p> <ul style="list-style-type: none"> ▪ overall dimensions of the sign ▪ height and width of the lettering. 		

Additional information that may be required (a Planning Officer will contact the applicant to advise if this information will be required)

8. <i>Land affected by a Metropolitan Region Scheme (MRS) Reserve or adjacent to Canning Highway, Manning Road or Kent Street?</i> A MRS Form 1 may need to be lodged.		
9. The City may require other plans or information pursuant to the Scheme or to enable the application to be determined.		

It is also necessary to lodge an application for a Building Permit with the Building Services Department.

City of South Perth

Civic Centre

Cnr Sandgate St and South Tce

South Perth WA 6151

Ph: 9474 0777

Fax: 9474 2425

Email: enquiries@southperth.wa.gov.au

Web: www.southperth.wa.gov.au