



CHECKLIST FOR SIGN LICENCE APPLICATION

The following checklist is required to be completed by the applicant to accompany the 'Sign Licence Application Form'.

Applications will not be accepted by the Town without the lodgement of a checklist.

Please mark N/A where not applicable to the proposed development.

Application Requirements	Applicant to Check	Office Use
SIGN LICENCE APPLICATION FORM Must be the original and completed and signed by land owner(s)		
APPLICATION FEE Applicable fee (Please refer to the Town's website for the Signage, Hoardings & Billposting Schedule of Fees)		
PLANS Three (3) full sets of plans drawn to scale. (If larger than A3, 1 additional A4 or A3 set is required) OR Four (4) full sets of plans drawn to scale, if a referral is required (If larger than A3, 1 additional A4 or A3 set is required)		
ELECTRONIC COPY OF PLANS One (1) electronic copy of plans to be provided on a disc or USB in PDF format. <i>(Please note that an email of the plans is not accepted)</i>		
CHECKLIST Completed and signed by the applicant		

SPECIFICATIONS REQUIRED ON THE PLANS

Site Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
Street name and Lot Number		
North point and Scale bar		
Location of property and proposed sign(s)		
Setbacks from boundaries		
Elevations Plan – (Scale 1:100 or 1:200)	Applicant to Check	Office Use
All elevation of the dwelling(s) with heading of each elevation: North – South – East – West		
Show overall building height and height of signage from ground level		
Dimensions to show size (height, width, depth and area in m ² of sign(s))		
Size of letting on sign(s)		
Position, design and inscription to appear on sign(s)		
Colours and materials proposed to be used for signage		
Method of construction and fixing of sign or hoarding to a building or structure		
Method of illuminating or any proposed lighting		
The dimension of the signs projection from wall, building, structure etc		
Setbacks of sign or hoarding from the street, footpath or other public place and/or property boundaries		
Additional Information required for Sign Licence	Applicant to Check	Office Use
A cover letter detailing the following information:		
<ul style="list-style-type: none"> Will the signage be directly adjacent to a State Highway or traffic control lights (may require referral) 		
<ul style="list-style-type: none"> Is the property listed on the Town's Municipal Inventory for Heritage Places or the Town's Scheme Heritage List? 		
<ul style="list-style-type: none"> Is the signage located within private or public property? 		

Certification of Assessment

Name of Applicant: _____

Email Address _____

Contact Phone: _____ **Mobile Phone:** _____

Site Address: _____

I certify that I have assessed the plans and provided the required information for the development proposed for the site above.

I understand that the information provided including plans attached forming part of the planning application may be made available to the public on the local government website.

I understand that if advertising of the application is required by the Town a fee (in accordance with the Town's adopted fees and charges schedule) will be invoiced to the applicant.

Signature: _____ **Date:** _____