

Application for Development Approval Checklist

Signage

This checklist is to assist applicants to prepare an application for development approval for signage.

It is recommended that you review the requirements of the *Signs Policy* before preparing an application. Further information is available on the City's website, joondalup.wa.gov.au

Applicants must ensure all required information is provided at the time of lodgement. A complete development application, where all necessary information has been provided in accordance with this checklist, will enable the City to undertake a full assessment, and avoid unnecessary delays occurring in the processing of your application.

Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service which is available at joondalup.wa.gov.au;
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) will receive a letter acknowledging receipt of the application.

Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

Application requirements

Signage applications must include:

- A signed copy of this checklist confirming the application is complete;
- A completed – Application for Development Approval Form;
- A completed – Metropolitan Region Scheme Form 1;
- A completed Additional Information for Development Approval for Advertisements form;
- The development application fee (refer to the City's Planning Services Fees and Charges); and
- Details of the proposed development, and written justification addressing any aspects of the development that requires the City to undertake an assessment against the requirements of the City's *Local Planning Scheme No. 3* and *Signs Policy*.

Development plans in accordance with the following specifications:

- One (1) hard copy of site and elevation plans drawn to a scale of 1:200 or 1:100 (where not submitted through e-applications)

The site and elevation plan should include the following:

Site plan

- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- Existing and proposed natural ground levels based on the Australian Height Datum (AHD) and the position and levels of all existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures.
- Vehicle driveways, access points, car parking areas, and maneuvering areas.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.
- The position, type and size of any existing trees and any other significant landscaping features.
- Location of signage on site.

Elevation drawings

- Street name, lot number, and scale.
- View of every face of the proposed signage, incorporating the existing building(s) where applicable.
- Location, dimensions and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window).
- Dimensions of the proposed signage.
- Wording and graphics of the proposed signage.

Further information on bushfire prone areas and bushfire requirements are available on the City's website, joondalup.wa.gov.au.

Further information

Should you require further information on application requirements for signage, please contact the City's Planning Services on **9400 4100** or email info@joondalup.wa.gov.au.

When you have completed your checklist, please sign the box below to verify you have included all the information necessary to determine your application.	
Thank you for completing this checklist to ensure your application is processed as quickly as possible.	
Applicant's Full Name:	
Contact Number:	Email Address:
Applicant's Signature:	Date Submitted:
Accepting Officer's Signature:	
How do you wish to receive correspondence? <input type="checkbox"/> By mail <input type="checkbox"/> By email	