

# Application for Development Approval Checklist Advertising Signage

This checklist is to help you prepare a development approval application for advertising signage.

All information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

## Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at [joondalup.wa.gov.au](http://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.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Please note that further information and/or modifications may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

## Application requirements

Documentation	Required information	Provided	
		Yes	N/A
Application forms	Application for Development Approval Form		
	MRS Form 1		
	Additional Information for Development Approval for Advertisements		
Checklist	Copy of this checklist confirming application is complete		
Fees	Development application fee in accordance with the City's Fees and Charges <i>Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details</i>		
Justification letter	Details of the proposed signage and written justification addressing any aspects of the signage that requires the City to undertake an assessment against the objectives of the <i>Advertisements Local Planning Policy</i> and the City's <i>Local Planning Scheme No. 3</i>		

Documentation	Required information	Provided	
		Yes	N/A
<b>Site plan</b>	Street name and lot number		
	Site dimensions and north point and scale		
	Location and dimensions of existing buildings and structures on site, vehicle driveways, access points, car parking and manoeuvring areas		
	The position, type and size of any existing trees and any other significant landscaping features		
	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		
	Location and setbacks of existing and proposed signage		
<b>Elevation drawings</b>	Street name, lot number, and scale		
	View of every face of the building with the signage location		
	Dimensions of the signage		
	Wording and graphics of the signage		