



BELLINGEN SHIRE COUNCIL

Development Application Checklist

Signage

This check list has been designed to assist applicants to provide sufficient details and to enable a timely assessment. Any development application for signage must be accompanied by the following information:

Owners Consent

- The written consent/signatures of all property owners (Note: for applications for A-frames or signs over the road reserve/footpath only - the signature of the General Manager will be obtained as part of the DA process)

Plan Details

- Four copies of a site plan demonstrating the property location, the location of all structures, boundary dimensions, site area and North point. The site plan must be legible and drawn to an appropriate scale (Note: at least one copy must be A4 size for electronic scanning)
- Four copies of plans, imagery or drawings demonstrating where the sign/s are to be located
- Four copies of plans, imagery or drawings demonstrating the following information:
 - sign content (images, wording, font/print style)
 - colour scheme
 - dimensions
 - type of materials used
 - for fascia signs only - please indicate if the sign/s will be painted in situ or whether a panel is to be installed over the fascia
 - method of attachment
 - details of any form of illumination

Statement of Environmental Effects

- A Statement of Environmental Effects (SEE) must accompany all development applications. The SEE details the likely impacts of the proposal and any measures proposed to mitigate these impacts. If impacts are likely to have a negligible impact, a brief written statement is required to support your plans and drawings. More complex applications or applications involving heritage items or premises within the *Bellingen Conservation Area* may require a more detailed statement or a Heritage Impact Statement.

Footpath Signs

- Applications to erect a sign on the footpath or over the road reserve must be accompanied by the *Statement of Environmental Effects – Attachment to Development Application for Structures on Footpaths* (available from Council's website or Customer Service staff), [http://www.bellingen.nsw.gov.au/Development/Planning Application Forms](http://www.bellingen.nsw.gov.au/Development/Planning%20Application%20Forms)
- Applications to erect a sign on the footpath must be accompanied by a copy of a current Public Liability Insurance Certificate of Currency that (a) covers the subject property for not less than \$10,000,000 (b) nominates Council as a principal to the policy and (c) indemnifies Council against any claim. Note: If this is not provided Council will issue a 'Deferred Commencement' consent which will not operate until adequate policy details have been provided.

Other

- The required application fee (please contact Council's Customer Service staff on 66557 332 to confirm amount)

Council's policy and development controls for signage are available in Chapter 7 – Signage and Footpath Trading of the *Bellingen Shire Development Control Plan 2010*, [http://www.bellingen.nsw.gov.au/Development/Development Control Plans](http://www.bellingen.nsw.gov.au/Development/Development%20Control%20Plans).

Development Application forms and the *Bellingen Shire Council Application Guide* are also available on the Council website: <http://www.bellingen.nsw.gov.au/Development>.



BELLINGEN SHIRE COUNCIL
Development Application Checklist

Please note that the provisions of other legislation will apply, including (but not limited to) the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2000*, *State Environmental Planning Policy No 64 - Advertising and Signage*, *Bellingen Local Environmental Plan 2010*.

For further assistance please contact Council's Planning Unit (ph 6655 7332).