

DEVELOPMENT APPLICATION

CHECKLIST 13 – COMMERCIAL/INDUSTRIAL SIGNAGE

Please use the relevant Development Application (DA) checklists to ensure all required documents are provided.

Office Hours: 8.30am – 5pm
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General Enquiries
Phone: 08 8080 3300

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

| APPLICANT (PLEASE TICK) | ITEM | STAFF |
|----------------------------|--|-------|
| ALWAYS REQUIRED | | |
| | Site Plan to scale of 1:50/1:100 (preferred) or 1:200 | |
| | Elevations including indication of illumination/moving images, coloured to show new work and to scale of 1:50/1:100 (preferred) or 1:200 and/or photomontage. | |
| | Statement of Environmental Effects | |
| | Schedule of Colours and Materials | |
| | Cost Summary Report | |
| | Owners Consent | |

| APPLICANT DECLARATION | | | |
|---|--|-------|--|
| I verify the above information has been provided. | | | |
| Applicant signature: | | Date: | |
| CUSTOMER SERVICE/ADMINISTRATION OFFICER DECLARATION | | | |
| I verify that the checklist is complete. | | | |
| Customer Service Office signature: | | Date: | |

IMPORTANT NOTICE: Electronic Lodgement Requirements

All electronic documents submitted with your application must satisfy the following criteria:

1. **PDF Format** - All documents, plans and application forms must be submitted as separate PDF files for each Document, Plan or Application Form (eg site plans must be on one pdf document, elevations must be on another separate pdf document). PDF documents can consist of numerous pages, in accordance with Council's file naming protocol, security settings must not be applied to electronic documents, this includes passwords.
2. **Documents** – All documents must be A4 or A3 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** – All plans must be to scale.
4. **Accuracy** - Electronic documents must be exact reproductions of the original hard copy documents or plans.

NOTE: Electronic Documents lodged with Council will be published on Council's DA Tracking Tool on our web page.

NOTE: Council will only issue Determination Notices and Stamped Plans in Electronic Format