

# Development Application Checklist

## Signage

You can ensure that your application for Development Approval within the Town of East Fremantle (the Town) is processed at optimum efficiency and without unnecessary delays by providing all required information at the time of lodgement.

**Incomplete applications will be returned to the applicant and will not be processed until all details are provided.** To avoid this, please read the following information and complete the easy to use checklist to ensure all requirements have been met **before the application is lodged.**

**This checklist is to be submitted with your application.**

All signage applications are to be accompanied by:

- A completed [Application for Development Approval Form](#) signed by the owner(s) of the land
- A completed [Additional Information for Development Approval for Advertisements](#)
- Payment of \$147 application fee
- Current copy of the property's Certificate of Title
- One copy of completed scaled and dimensioned plans. Scale to be nominated on plans

**Plans to scale (no larger than A3) are to be drawn in ink on appropriate quality single sided paper and must include the following information:**

### 1.0 SITE PLAN (Scale of not less than 1:200)

- Street and lot number and street / road name
- North point
- Access points: driveways and/or right of way access
- Boundaries and lot dimensions
- Setbacks to all boundaries
- Outline of all existing building/structures on the property

**Note: With regard to any proposed development and/or demolition, if the subject property is contained within the Town's Heritage List or Local Heritage Survey, compliance is required with the provisions of the Town's Local Planning Scheme No. 3.**

### 2.0 ELEVATIONS (Scale 1:100 or 1:200)

- All four elevations are to be submitted with description/heading of each elevation (i.e. north, south, east, west)
- Overall height dimension to be shown from natural ground level to top of sign (i.e. pylon, freestanding signs)

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### 3.0 OTHER DETAILS

In addition to the above, the following information is also required if it is relevant to the application:

- The location of the proposed signage shall be identified on the site plan
- The location of the proposed signage on relevant building façade(s), fencing, retaining walls and the like shall be shown and include the following:
  - Dimensions of proposed signage (width, depth and area in square metres)
  - Height from natural ground level to underside of all signage
- Proposed colours, method of illumination and any lettering proposed. *(If illuminated, state whether steady, moving, flashing, alternating & state intensity of light source)*
- Construction materials
- Percentage of sign area in relation to the wall to building façade where proposed
- Details of signs (if any) to be removed
- Lighting (if applicable)

#### NOTES:

1. Prior to lodging an application, it is suggested you review the Town's [Signage Design Guidelines - Local Planning Policy](#). Please visit the Town of East Fremantle website [here](#) or contact Regulatory Services on 9339 9339 should you have any specific enquiries.
2. It is strongly recommended applicants make an appointment with the Town's Planning Officer prior to lodgement of an application. Applicants can discuss proposals and preliminary plans.
3. In addition to obtaining a Development Approval, additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required.
4. The Town may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.

#### Applicant declaration

I, \_\_\_\_\_ confirm that I have provided all of the information outlined above with my application. I am aware the Town will review the information submitted and may seek clarification or further information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_