

Development Application Checklist

ADVERTISEMENT SIGNAGE



The following information is required to enable an initial review and acceptance of your Application for Development Approval. The City may request further details during the formal assessment process.

Enquiries & Lodgement

Phone: Call Planning Services direct on 9781 1731

Online: city@busselton.wa.gov.au

In person: City of Busselton Administration Building – 2 Southern Drive, Busselton

By Post: Locked Bag 1, Busselton WA 6280

Information	When is it required?	Provided (Please tick)
Application for Development Approval Form <ul style="list-style-type: none">- All landowners must sign the form.- Where the property is owned by a company, provide a copy of the ASIC company registration showing that the signatory is permitted to sign on behalf of that company.	Always	<input type="checkbox"/>
Current Copy of the Certificate of Title <ul style="list-style-type: none">- Available to purchase from Landgate.- Should there be any Caveats, Covenants, Notifications or Easements on the Title, please provide a copy of these also.	Always	<input type="checkbox"/>
Covering Letter / Justification <p>Outlining the general nature and details of the advertisement proposal</p>	Always	<input type="checkbox"/>
Additional Information <ul style="list-style-type: none">- Page 2 of this form	Always	<input type="checkbox"/>
Site Plan & Sign Elevations <p>A diagram, to scale, showing the proposed advertisement signage to include:</p> <ul style="list-style-type: none">- The location and dimensions of the lot boundaries and existing development on site (Buildings, car parking, street verge, crossovers etc.)- Location and setbacks of proposed signage- Dimensions of proposed signage- This application should be supported by a photograph(s) of the premises showing superimposed thereon the proposed position for the advertisement- Text size, type and advertisement wording to be displayed- Details of any vegetation and if it is to be retained, removed or trimmed	Always	<input type="checkbox"/>

ADVERTISER(S) & BUSINESS DETAILS

Advertiser(s) full name (if different from owner):

Business name:

Business premises address:

Postal address:	No.:	Street name:	
	Suburb:		Postcode:

ADVERTISING SIGN INFORMATION

Description of property upon which advertisement is to be displayed, including full details of its proposed position within that property.

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Sign Dimensions	Width:	Depth:	Height:
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Height of Advertising Sign Above Ground Level	Height to Top of Advertisement:
	Height to Underside of Advertisement:

Materials to be used:

Illuminated: Yes No
(If 'yes' state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source).

State period of time for which advertisement is required: Permanent Temporary:

Details of sign(s), if any, to be removed if this application is approved.

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