

Advertisement Signs Application Checklist

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note **incomplete applications** may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Lodgement of Applications Online

The City encourages customers to lodge development applications online (www.belmont.wa.gov.au, refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgment by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above. Further information about the online lodgment process can be found in the Planning and Building Application Online Guide.

Minimum required information	Applicant Use Only	Council Use Only
<p>One (1) electronic copy of the complete application is required. Electronic plans should be submitted in PDF format and meet the following requirements:</p> <ul style="list-style-type: none"> • unlocked, no security or passwords • to scale • optimised for minimum file size. 		
<p>The following information is required:</p> <ul style="list-style-type: none"> • Application for Development Approval Form completed and signed by all landowners (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land. 		
<ul style="list-style-type: none"> • MRS Form 1 (only to be used in instances where development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme). 		
<ul style="list-style-type: none"> • Additional Information Sheet for Advertisement Approval 		

Minimum required information	Applicant Use Only	Council Use Only
<ul style="list-style-type: none"> Current copy of the Certificate of Title (no older than 6 months). <i>Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (www.landgate.wa.gov.au).</i> 		
<ul style="list-style-type: none"> Correct fee paid – refer to Schedule of Planning Fees 		
<ul style="list-style-type: none"> Site plan drawn to an appropriate scale (e.g. 1:200) 		
<ul style="list-style-type: none"> Elevations for each sign drawn to an appropriate scale (e.g. 1:100) 		
<ul style="list-style-type: none"> Signage Strategy A signage strategy is required to be submitted for developments with multiple tenancies on a site. 		
<ul style="list-style-type: none"> Heritage Assessment A heritage assessment is required to be prepared for applications for advertisement signs proposed within a Heritage Area/Place. The heritage assessment shall be prepared by a qualified practitioner and specify the impact of the sign on the heritage area. 		
<ul style="list-style-type: none"> Electronic display screen/panel lighting impact report An electronic display screen/panel lighting impact report is required to be submitted for all Electronic Display Screen/Panel Sign applications. The report shall be prepared by a qualified lighting engineer that specifies the maximum daytime, dawn/dusk, and night time brightness relative to the surrounding development and land uses and the dwell/transition time. 		

Please be advised that a building permit may be required dependent on the type of sign applied for. Some building permit applications may also require the submission of Engineering Certification of the sign structure.

For properties located on Great Eastern Highway, all sign applications will be referred to Main Roads Western Australian for comments and recommendations.

For properties located on Belgravia Street, Abernethy and Orrong Roads, all sign applications will be referred to the Infrastructure and Land Use Coordination of the Department of Planning, Lands and Heritage for comments and recommendations.