

## SIGNAGE CHECKLIST

This Checklist is to assist applicants to prepare a complete application to lodge a Development Application for Signage. Please note further information and/or modifications may still be requested by the Shire's Planning Officer.

Please Review the Shire's Local Planning Policy on Signage ([Advertising Signs LPP](#)) prior to lodgement, to confirm if approval is required for your proposed signage.

Applications can be lodged via:

- Email at [townplanning@ashburton.wa.gov.au](mailto:townplanning@ashburton.wa.gov.au) or
- In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>Development Application Form -</u> <ul style="list-style-type: none"> <li>• Ensure all sections have been completed and signed by the owner of the land</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Site Plan (drawn to scale 1:200 or greater) -</u> <ul style="list-style-type: none"> <li>• North Point</li> <li>• Street name, lot number and property address</li> <li>• Signage location/s</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Elevations -</u> <ul style="list-style-type: none"> <li>• Design of proposed signage</li> <li>• Dimensions</li> <li>• Illumination details</li> <li>• Location of all existing signage to be retained as well as all proposed signage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>