

# → LODGEMENT CHECKLIST – APPLICATIONS FOR SIGNS OR ADVERTISEMENTS - building wrap, free standing, wall or roof advertisement, displays etc

✓ Please tick each box

- Document Transmittal** (see reverse of this checklist)  
**Form M2**
- Applicant's details  
 Property description  
 Consent of owner/owners  
 Owners Corporation/Company Seal (if applicable)  
 Political donations and gifts disclosure statement
- Correct fees**
- Title box on all plans** showing name of plan, drawn by, date drawn, version **NOTE:** Plans may be combined
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- ONE (1) digital copy and FOUR (4) paper copies of ALL plans and documentation are required. See Note 3 of Information Guide M2i for acceptable formats.**
- Location plan**
- Site analysis plan** (drawn to scale)
- Site details (vegetation, buildings, fences)  
 Proposed building (driveways, recreation areas, views)  
 Orientation  
 Surrounding/nearby development (buildings, parks, trees, character)  
 Contours to AHD  
 Street frontage features
- Statement of environmental effects** – as per Part 1 of Schedule 1 of EP&A Regulation 2000 including all relevant Environmental Planning Instruments (e.g. State Environmental Planning Policies (SEPPs), Wollongong Local Environmental Plan 2009 (WLEP 2009), Wollongong Local Environmental Plan 1990 (WLEP 1990), Local Environmental Plan 38 (LEP 38) and Wollongong Development Control Plan 2009 (WDCP 2009)
- SEPP 64** advertising and signage (if applicable)  
 External referrals/concurrence to NSW Roads and Traffic Authority
- Application proposes departures from development standards**  
Yes  Supporting documentation
- Impact on threatened species, populations or endangered ecological communities, directly or indirectly?**  
 Yes - Threatened species assessment in accordance with Section 5A EP&A Act must accompany the application
- Site plan**
- Scale (1:200), north point  
 Site dimensions  
 Location of easements (type) ROWs  
 Contours to AHD  
 Location of all buildings  
 Location of driveways, vehicle parking/ manoeuvring areas, vehicle crossing, footpath (existing, proposed)  
 Location of trees/vegetation (existing, proposed)  
 Location of fences (existing, proposed)  
 Structures/trees to be removed identified  
 Setback dimensions  
 Proposed cut/fill (area, type, level to AHD)
- Sign description**  
 Illumination

✓ Please tick each box

- Elevation plan of sign and/or building on which sign is to be located**
- Scale (1:100)  
 Height, width, length dimensions of signs  
 Finished colours shown on elevation  
 Existing ground level  
 External building materials, finishes  
 Content of sign

Office use only

Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging the application with Council. Please clearly write your name below, and then initial and date the form to confirm that all required information is attached.

Name of Applicant	Applicant's initials	Date / /
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COUNCIL USE ONLY

Checked by	Date / /
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