

CHECKSHEET (Effective from May 2009)

Signs

Address: _____

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **one (1) copy** of the following information (unless otherwise specified) with your completed application form. Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer Use		For office use only
<input type="checkbox"/>	a Application form (one (1) copy) Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b Proof of ownership (one (1) copy) One recent copy of current certificate/s of title (ie not older than three (3) months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>
<input type="checkbox"/>	d Locality plan (1:500) showing: Physical location of the site in relation to streets or landmarks, north point, name of building and Lot and DP number.	<input type="checkbox"/>
<input type="checkbox"/>	e Site plan (1:100) showing: Dimensions of all boundaries, north point, finished floor levels, ground contours (extend to boundaries)/levels, site area, site coverage, street name and number, lot and DP number, outline of building, area of building, distances to boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	f Site: <input type="checkbox"/> public property <input type="checkbox"/> private property	<input type="checkbox"/>
<input type="checkbox"/>	g Details of sign <input type="checkbox"/> under veranda <input type="checkbox"/> horizontal <input type="checkbox"/> projecting <input type="checkbox"/> vertical <input type="checkbox"/> flashing <input type="checkbox"/> free standing <input type="checkbox"/> sky sign	<input type="checkbox"/>
<input type="checkbox"/>	h Construction How sign is constructed, the framework, dimensions, connection (how sign is fixed and what sign is fixed to. Details must be drawn to scale, freehand is not acceptable.)	<input type="checkbox"/>
<input type="checkbox"/>	i Structural calculations	<input type="checkbox"/>
<input type="checkbox"/>	j Height Above pavement level (minimum height 2.5m to base of sign).	<input type="checkbox"/>
<input type="checkbox"/>	k Distance From existing signs (minimum distance 2.4m).	<input type="checkbox"/>

The following Councils developed this check sheet in partnership:
Kapiti Coast District, Porirua City, Wellington City, Hutt City and Upper Hutt City