



Application Guide

Cessnock City Council

Information for the Preparation and Submission of A Development Application For Outdoor Signage

Prior to reading this document you should acquaint yourself with the Development Application process. Please see the Building and Development Frequently Asked Questions page of Council's web site or read the brochure "*So you're considering building or developing in Cessnock City?*".

This Development Application Guide has been designed to assist you in the preparation and submission of a Development Application for Outdoor Signage. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

This Guide should be read in conjunction with Cessnock DCP 2010—Chapter D.5.

A checklist is provided that must be signed and submitted with your application.

This Development Application Guide for Outdoor Signage is believed to be a true and correct representation of extracts from Council's requirements in regard to the development of buildings. The information contained within this document is to be used only as a guideline and for further information you are advised to speak to one of Council's Customer Service Staff in the first instance or Council's Development Assessment Officers.

Frequently Asked Questions - Outdoor Signage

What is a Development Application and do I need one?

Cessnock City Council is the approval body for all development within the Cessnock City Local Government Area. This means that you must gain Council's approval before you proceed with a proposal. The process ensures that your proposal meets the community's standards for the area in which you are building and for the type of outdoor signage that you propose.

A Development Application is an application for Council to consider your proposal for development. The Application Form and accompanying documentation provide Council Officers with the information required to consider if your proposal meets the legislative and Council requirements.

Yes, you do need to submit a Development Application if you wish to erect any outdoor signage within the Cessnock City Council Local Government Area. You may also require a Construction Certificate before you can start building.

What is a Construction Certificate (CC) and do I need one?

A Construction Certificate is issued to verify that the proposed works comply with the development consent, the appropriate Australian Standards, Council's Policies and the Building Code of Australia (BCA). Prior to the commencement of any works, the applicant must appoint a Principal Certifying Authority (PCA). The PCA can be either Council or an Accredited Certifier. The role of the PCA is to issue a Construction Certificate and complete all critical stage inspections to ensure that the work is carried out in accordance with the approved development plans and issue an Occupation Certificate.

Should you wish to nominate Council as your PCA then you need to complete either a separate application form for a Construction Certificate or if you wish to apply in conjunction with your application for development approval, then complete the combined DA/CC form. If choosing Council as your PCA, in addition to the documents required to assess your development application, you are required to submit the documentation in the attached Document Checklist that are marked as a Construction Certificate requirement.

What is Exempt Development?

Exempt development is minor development that does not require any approval from Council. It is considered to be development which is likely to have minimal environmental impact and includes activities such as the installation of aerials, awnings, cubby houses, decks, fences, garden sheds, retaining walls and water tanks, providing that they do not exceed the criteria set to be considered exempt development.

Development can only be classified as exempt development if it satisfies all of the predetermined development controls and standards specified in the Council exempt development policies. Development that does not fully comply with all the controls and standards is required to follow the standard Development Application process through Council.

My signwriter said they would do the paperwork? Do I need to do anything?

You will not need to complete an application form if your signwriter has agreed to complete and submit it on your behalf. You should still become familiar with the application process and the requirements to ensure that you haven't forgotten to consider any requirements. You should ensure that the plans and specifications and the other details submitted by your signwriter are what you want. All owners must sign the application form to verify that they consent to the application.

What must I submit with my application?

When submitting your application you must have a completed application form, all required copies of plans and reports as set out in the *Development Application Document Checklist for Outdoor Signage* (attached to this guide) and a completed and signed checklist. **The checklist is attached to this application guide and must be completed, signed and submitted with your application form and documentation.**

Applicants are required to submit a Statement of Disclosure of Political Donations and Gifts if they have made a donation or gift to a Councillor or Council staff member in the two years prior to submitting the DA.

You are also obligated to submit to Council a Statement of Disclosure within 7 days of making a donation or gift up until the date that the Development Application is determined.

For more information regarding disclosures of Political Donations and Gifts and to obtain a Disclosure Form visit Council's website or Council's Customer Service Centre.

Can I submit an electronic copy of my documentation?

Council will still require a hard copy of your application as outlined in the Development Application Document Checklist for Outdoor Signage, however, you can also submit documentation electronically either on CD or via email throughout the assessment process, as well as on CD in conjunction with your initial application.

If you are intending on submitting electronic copies of plans please note that Council's preferred file format is TIF and, where practicable, ensuring the file size is under 10 megabytes.

How detailed do my plans have to be?

The requirements for your plans are specified in the Development Application Document Checklist for Outdoor Signage.

Can I build over an easement?

Permanent structures are generally not permitted to be built over easements, however this depends upon the purpose of the easement. Please contact Council's Customer Service Centre for further information or visit Council's Administration Building to discuss your proposal with a Duty Officer.

What is a Statement of Environmental Effects (SoEE)?

This is a statement generally in the form of a letter, report or by completing Council's standard SoEE form. The SoEE describes the proposed development and details how the proposal will affect various aspects of the Environment. Council's SoEE Standard Form is attached to the Development Application Form. The SoEE Standard Form is suitable for simple developments and should be expanded on where appropriate.

Refer to the document checklist for details of exactly what your SoEE should address when submitting an application for approval for outdoor signage.

Will my neighbours be notified of my application?

Applications that comply with Draft Cessnock DCP—chapter D.5 will not be advertised or notified. Applications that do not comply with this Plan may be advertised and notified to adjoining landowners and community groups at the discretion of Council's Development Services Manager.

What is an '88B Instrument'?

An '88B Instrument' is a document under Section 88B of the Conveyancing Act, 1919. The Instrument sets out the terms of any easements, restrictions or positive covenants in relation to the use of the land. Should an 88B Instrument exist over your lot Council will consider the requirements specified within the Instrument as part of the assessment of your application. In order to minimise any delays in this regard it is important that you are aware of any restrictions that may affect your lot.

Is there an 88B Instrument which will affect my property?

The 88B Instrument is attached to the Deposited Plan registered with the Land Titles Office. For a copy of the Deposited Plan check with your conveyancer or solicitor if you are in the process of purchasing the land or the contract of sale if you have already purchased. Alternatively, you may Contact Council's Customer Service Centre for further information.

What is a DCP?

A Development Control Plan (DCP) is a document that contains planning guidelines that are specific to a particular area/subject within the Local Government Area. It provides detailed information on the scope of development and guidance to those wishing to design a development and submit a development application (eg setbacks, building height, open space, waste management, energy efficiency). The designer of your signage must be aware of the relevant provisions of the applicable DCP's. A 149 Certificate will allow you to see what DCP's specifically apply to your property.

Cessnock DCP 2010—Chapter D.5 applies to the entire Cessnock City Local Government Area, with the exception of the area covered by DCP 18—Signage Code for the Vineyards District. These DCPs are available on Council's website or from Council's Customer Service Centre. Please familiarise yourself with the relevant DCP before you complete your application.

What is a 149 Certificate?

A 149 Certificate is a planning certificate issued under Section 149 of the Environmental Planning and Assessment Act, 1979. Planning certificates give information on the development potential of a parcel of land including the planning restrictions that apply to the land on the date the certificate is issued. You can apply to Council for a 149 Certificate.

Planning Certificates are attached to contracts for the sale of land and copies can be obtained from your conveyancer or solicitor.

There are two different types of 149 Certificate. A 149(2) certificate is the most common. A 149(5) is more expensive but may contain other information considered relevant.

Instructions for Completing the Application Form

PLEASE NOTE:

It is important to remember -

- In order to minimise processing time, applications must be clear, legible and contain correct and accurate information.
- Please complete the application form in either black or blue pen.
- An incomplete application form may result in the application not being accepted. If, after reading this guide, you are still unsure as to how to answer a question on the application form, please contact Council's Customer Service Centre for advice.
- Should you require more space than is provided, attach additional pages and note on the form that you have done so.
- Plans detailed on graph paper, lined paper or in pencil **will not** be accepted.
- The consent of **ALL** owners or a company seal must be obtained before an application can be accepted.

Part 1—Application and Site Details

Question 1—Applicant Details

Council will only communicate with the applicant. All correspondence will be posted to the address supplied by the applicant.

Question 2—Location of Property

List all properties subject to the application. If you require more space, note on the form that you have attached additional information. The Lot Number, Section and DP/SP is obtainable from your Rates notice or contact Council's Customer Service Centre.

Special access requirements include details of any issues that will affect Council Officer access to the property ie dogs, locked gates and how to access the key etc.

Question 3—Owner's Consent

You must provide the details and signatures of all owners. It is a common mistake to submit an application with only one signature when there are several registered owners of the property (eg Mr Smith's signature only supplied when property is registered to Mr & Mrs Smith). Council cannot accept the application without the signatures of all owners.

There is a six to eight week delay from the date of settlement to when Council is notified of a change of ownership. If you have only just purchased the property and Council has not yet been notified of the change of ownership you will need to provide proof of ownership. This can be a solicitor's letter stating that settlement took place, the date of settlement and the new owner's name/s or a copy of the new certificate of title. Contact Council's Customer Service Centre if you are concerned.

If the property is owned by a Company the application must be signed by either two Directors; or one Director and the Company Secretary; or one Director or Company Secretary and accompanied by the company seal. In the case of a Company with a Sole Director, the signature of this Director will be sufficient. In all cases, please detail the title of each signatory on the application eg Sole Director.

If the property is within a strata then the consent of the strata management is necessary.

In the case of Crown Land the owner's consent must be signed by an Officer of the Department of Lands authorised for these purposes.

Principal Certifying Authority

If you are completing a combined DA/CC application form or a CC form, there is an additional declaration asking if the owner has read, understands and agrees to the PCA Service Agreement Specification and consents to the appointment of Council as the PCA. A copy of the PCA Service Agreement Specification can be obtained from Council's Customer Service Centre or from Council's web site.

Question 4—Application Type

Tick Development Application and/or Construction Certificate as appropriate.

An application for Outdoor Signage can not be complying development. Tick **No**.

Question 5—Description of Development

For outdoor signage, tick the box for 'Erect building/structure' and briefly describe everything that you want approved by Council (eg Erect a 2m x 2m sign adjacent to the carpark entrance).

Part 2—Development Details

If your application is for a Development Application or Complying Development, complete this part of the form. If your application is for a Construction Certificate only, go to the next Section.

Question 6—Septic Tank Approval

This question is not relevant to an application for outdoor signage. Answer No.

Question 7—Roads Act Approval for Development Works on Roads & Footpaths

This approval is given under the Roads Act 1993. This approval must be obtained before any works within an existing road reserve are commenced. The requirement for these works may come about through Development Consents for subdivisions, new buildings, additions to buildings and changes in use of land and buildings. In addition to a general approval to carry out works in a road it may be necessary either at the same time or at a later stage for separate applications to be lodged for specific activities within the road reserve. Council requires the concurrence of the Roads and Traffic Authority before giving an approval for activities on classified roads.

Question 8—What is the gross floor area of the proposed buildings

This question is not relevant to an application for outdoor signage. Answer No.

Question 9—Estimated cost of work

Provide the estimated cost of the development, labour and materials or the contract price. Include GST in all calculations. Council may seek justification of the estimated cost from an independent authority.

In the case of an owner builder, please ensure that you include the cost of labour. If the amount is undervalued Council will reassess the cost using the CCC Building Cost Guide. Copies of the Guide are available on Council's website and from the Customer Service Centre.

Question 10—Integrated development

Integrated development is development that requires licences or approvals from State Government Departments. Most applications for outdoor signage are not integrated. To determine if your application is integrated Council has provided a checklist. "Is your application an integrated development?" can be found in the Frequently Asked Questions section of Council's Building and Development web page or ask the Customer Service Centre for a brochure.

It is highly unusual for an advertising structure to be integrated development.

If your application is integrated, list the Government Department/s and the relevant section of the Act on your application form. These can be easily found on the checklist. You will need to provide Council with a \$250.00 cheque (payable to the relevant Government Department) for each licence or approval required. Council will forward your application and your payment to the appropriate Government Department for approval prior to assessing your application.

Question 11—Critical Habitat & Threatened Species

Answer Yes or No as appropriate.

Should the proposed development require clearing, a Flora and Fauna Assessment in accordance with Cessnock Development Control Plan 2010—Chapter C.2 and the Threatened Species Conversation Act 1995 may be required. For further information visit Council's website or Council's Administration Building to discuss your proposal with a Duty Officer.

Question 12—Staged Development

If you intend to erect your outdoor signage using a staged approach, answer Yes to this question and attach details to your application form.

Question 13—Principal Certifying Authority

Prior to the commencement of any building works, you must appoint a Principal Certifying Authority (PCA). The PCA will determine what inspections and certification is required to ensure compliance with the relevant Development Consent. The PCA will conduct the critical stage and other inspections, issue the Construction Certificate and/the Occupation Certificates (as appropriate).

The PCA may be either Council or an Accredited Certifier. If you wish to appoint Council as the PCA, answer Yes to this question. You will then need to apply to Council for a Construction Certificate prior to the commencement of any building works. You can apply at the same time as you are completing your Development Application by completing a separate Application for Construction Certificate form or by completing a combined DA/CC Application form.

If you wish to use an accredited certifier, answer No to this question and advise Council of the appointment using a Notice of Commencement Form.

Question 14—Notification of Commencement

If you have elected Council as the PCA for the development and work is to commence within 90 days from the date of the determination, answer Yes to this question.

If you plan to delay the commencement of work longer than 90 days from the date of determination, or Council is not the PCA, answer No to the question. You must then notify Council two (2) days prior to the commencement of any works.

Part 3—Construction Certificate Details

If your application is for a Development Application only, go to the Checklist and Declaration Section. If your application is for a Construction Certificate, complete this section.

Question 15—Development Consent

If your Development Application was approved previously, enter the DA Consent number, the date of determination and the Building Code of Australia Classification. All of this information can be obtained from your development consent.

Question 16—Description of Development

Enter 'as above' if described previously on the form.

For outdoor signage, tick the box for 'Erect building/structure' and briefly describe everything that you want approved by Council (eg Erect a 2m x 2m sign adjacent to the carpark entrance).

Question 17—Estimated Cost of Work

Enter 'as above' if described previously on the form.

Provide the estimated cost of the development, labour and materials or the contract price. Include GST in all calculations. Council may seek justification of the estimated cost from an independent authority.

In the case of an owner builder, please ensure that you include the cost of labour. If the amount is undervalued Council will reassess the cost using the CCC Building Cost Guide. Copies of the Guide are available on Council's website and from the Customer Service Centre.

Question 18—Who will be doing the work?

If you intend undertaking the work yourself, select **Owner Builder** and provide your owner-builder permit number. To obtain an owner builder permit, contact the Department of Fair Trading.

If you intend for a licensed builder to undertake the work, select **Licensed Builder** and provide their licence number, name and contact details.

If you don't know yet who is going to undertake the work, select **To Be Advised**. You must notify council in writing of the name, address and licence number of the builder or your owner builder permit number before any building work commences.

Question 19—What is the area of the land?

Enter the size of the land on which you will be installing the sign.

Question 20—What is the gross floor area of the existing buildings?

If the application is for signage only, then this question does not need to be completed.

Question 21—What is the gross floor area of the proposed buildings?

If the application is for signage only, then this question does not need to be completed.

Question 22—What is the building site presently used for?

If the property is vacant, write **Vacant**. Alternatively, detail the main and secondary uses of the property.

Question 23—What will the proposed building be used for?

If the application is for signage only, then this question does not need to be completed.

Question 24—How many dwellings will there be?

If the application is for signage only, then this question does not need to be completed.

Question 25—Will the new building be attached to an existing building?

If the application is for signage only, then this question does not need to be completed.

Question 26—Will the new building be attached to another new building?

If the application is for signage only, then this question does not need to be completed.

Question 27—Does the site contain a dual occupancy?

If the application is for signage only, then this question does not need to be completed.

Question 28—How many storeys will be in the building?

If the application is for signage only, then this question does not need to be completed.

Question 29—Building Materials

Tick the boxes indicating the type of materials to be used in the construction of the proposed outdoor sign. Tick more than one answer per category is necessary. Council is required to provide this information to the Australian Bureau of Statistics.

Part 4—Checklist and Applicant's Declaration

All of the documents detailed in the DA Document Checklist for Outdoor Signage (attached to this Guide) must be provided with your application. Detach the checklist from the Guide, tick off that each document provides the stated detail and that you have provided the correct number of copies for each document, sign the last page of the document checklist and submit this with your application form.

If you do not provide the required documentation of an acceptable standard your application will not be accepted.

Site inspections are carried out prior to the assessment of any application. As a result of this inspection further information is sometimes required. A Council Officer will contact you soon after the initial inspection if this is the case.

Question 30—Applicant's Declaration

Please read the declaration carefully and have all applicants sign and date the application form.

Part 5—SoEE Standard Form

A Statement of Environmental Effects is to be submitted with all Development Applications other than 'designated development' or proposals having negligible environmental impact. You must complete this form as a part of your Development Application for outdoor signage.

If a 'YES' answer is given to any of the questions, you must provide details of the likely impact(s) and the proposed means of mitigating or reducing such impact(s).

The Statement of Environmental Effects form is not exhaustive and is only suitable for simple routine developments. It should be expanded on where appropriate or a full Statement of Environmental Effects Report should be submitted. If insufficient space has been provided, attach additional pages.

How to Lodge This Application

Various methods for lodging your application are listed.

Application fees must be paid at the time of lodgement. If you wish to pay by credit card and are not submitting the application in person, please use the section provided on the front of the form for your credit card details. A quote for fees may be obtained by contacting Council's Customer Service Centre.

Cessnock City Council

Development Application Document Checklist

Outdoor Signage

The following information is required as part of your Development Application. Additional information may be relevant to your specific application. If you have ticked any of the 'not applicable' boxes, please discuss with a Customer Service Officer.

This checklist must be completed, signed and submitted with your development application.

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1 x	<p>COMPLETED APPLICATION FORM (1 Copy)</p> <p>The original completed application form must be submitted with the application.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
1 x	<p>COMPLETED DISCLOSURE OF POLITICAL DONATIONS AND GIFTS FORM (1 Copy)</p> <p>A Disclosure of Political Donations and Gifts Form must be submitted if you or an associate have made a political donation or gift to a Councillor or council employee during the two (2) years prior to submitting the application.</p> <p>Further information regarding Political Donation and Gift Declarations and the Declaration Form can be obtained from Council's website at www.cessnock.nsw.gov.au or from Council's Customer Service Centre.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>STATEMENT OF ENVIRONMENTAL EFFECTS (6 Copies) (required for DA)</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
1 x	<p>(If using Council's SOEE form—1 copy)</p> <p>A Statement of Environmental Effects Standard Form is supplied on the back of the Development Application form for use in applications for Outdoor Signage.</p>					
	<p>PLANS (required for DA or CC)</p> <p>Plans include the site plan, floor plan, elevations and sections. Plans must be drawn to scale in ink and must be supplied on A3 size paper, except where the complexity of the detail requires larger paper. Free hand, single line or illegible drawings can not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicant's name, block/house/shop/flat number, street/road name, town or locality. • Lot Number, Section Number, DP/SP Number • Measurements in metric • The position of true north • Building or parts of building to be demolished to be indicated in outline • Designer's/architect's name and date • Date of plan or revision date <p>For alterations and additions, plans are to be suitably marked to differentiate between existing and proposed work.</p>					

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
1x	<p>INTEGRATED DEVELOPMENT PLANS</p> <p>For Integrated Development an additional 1 set per Authority of all plans and documents are required. All information is referred to the relevant Authority for comment.</p> <p>Contact Council's Customer Service Centre if you are unsure as to whether your proposal is an Integrated Development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	<p>SITE PLAN (6 Copies)</p> <p>A site plan is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan must include:-</p> <ul style="list-style-type: none"> A Hunter Water Corporation Stamp if your property is connected to the Hunter Water Sewage system. Note: for signage located at ground level only. <p>A site plan should include:</p> <ul style="list-style-type: none"> Drawings to a suitable scale (ie 1:100, 1:200 OR 1:500) Setbacks of the new signs in relation to site boundaries and existing building/structures All existing and proposed building/structures must be shown Location of any existing and proposed fences and landscaping features such as swimming pool, retaining wall, paved areas and driveways Location of any easements Location of vehicle access and car parking (indicating extent of cut and fill and gradients) Location of any dams, creeks or watercourses Location of drainage facilities/services (existing and proposed) Trees/vegetation to be removed 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6 x	<p>ELEVATION PLANS (6 Copies)</p> <p>Elevation plans are a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application and labelled accordingly.</p> <p>Elevation plans should include:</p> <ul style="list-style-type: none"> Drawings to a suitable scale (1:100, 1:200 or 1:500) Outline of existing building/development on site (shown dotted) Overall sign height Wording and colours proposed Details of footings for sign Any retaining walls (including proposed heights) 	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED		Applicant		Office Use Only		
		Yes	N/A	Yes	No	N/A
6 x	HERITAGE REPORT (6 Copies) (required for DA) (only where proposal involves heritage items within a conservation area or is in the vicinity of a heritage item) <ul style="list-style-type: none"> This statement must be prepared by a suitably qualified person (ie Heritage architect/planner) in order to assess the impact of the proposed works on the heritage significance of the building. Applications adjoining or in the vicinity of a heritage item should have an assessment addressing the impact upon the adjoining heritage item (Refer to clause 37 of Cessnock Local Environmental Plan) in their Statement of Environmental Effects. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 x	ADVERTISING STRUCTURE/SIGN (6 Copies) Information should include:- <ul style="list-style-type: none"> The proposed location shown on a scaled site plan and building elevation Details of the structure including all dimensions and area of the sign including materials to be used and how it will be fixed to the building or positioned on the site—including footings details The size, colours, lettering and overall design of the proposed structure/sign The extent of light spill if sign is to be illuminated Further information can be obtained from Cessnock DCP 2010—Chapters B.2 and D.5	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Signature of architect/person preparing plans
Confirmation of submission of all required documentation and plans