



CHECKSHEET (Effective from 10 January 2008)

Signs

Address

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **three copies** 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 (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 (1 copy) One recent copy of <u>current</u> certificate/s of title (i.e. not older than 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	<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: • public property • private property	<input type="checkbox"/>
<input type="checkbox"/>	g Details of sign • under veranda • horizontal • projecting • vertical • flashing • free standing • 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"/>

Office use

Application Accepted or Declined:

Date of Acceptance or Decline:

Reason for Acceptance or Decline:

Officer name and position that made the decisions:

Notes:

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act

Please check with your local territorial authority regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Approvals under bylaws including earthworks, vehicle crossings and road openings

The following Councils developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.