

## Signage

### DOES THE DEVELOPMENT REQUIRE APPROVAL?

Development Approval may not be required if a new advertising sign is replacing an existing sign (i.e. the form, size, height, etc is not changing). Most other types of advertising signage will require development approval.

### SIGNAGE FOR HOME ACTIVITIES / HOME BASED BUSINESSES

All signs for Home Activities / Home Based Businesses shall meet the following requirements:

- does not exceed 600mm x 600mm in size or 0.36m<sup>2</sup> in area;
- must not be freestanding;
- must be attached to a wall, fence or gate or similar location to the satisfaction of Council;
- must relate to the premises on which it is displayed;
- must not be illuminated;
- must not detract from the character and amenity of the locality.

Development Approval is required for advertising signs for Home Activities / Home Based Businesses; therefore, a Development Application will need to be lodged with Council.

### DEVELOPMENT FORMS AND LEAFLETS

Forms and leaflets are available on Council's website:  
[www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)  
(Services – Regulatory)

### LODGE MENT OF A DEVELOPMENT APPLICATION

Lodgement for development applications can be submitted electronically via email to:  
[da@mountgambier.sa.gov.au](mailto:da@mountgambier.sa.gov.au)

As a minimum you are required to submit the information detailed below with your application.

#### ☐ Development Application Form

#### ☐ Certificate of Title

Titles can be obtained from the Lands Title Office, 1800 648 176 or [www.landservices.sa.gov.au](http://www.landservices.sa.gov.au). OR can be obtained by Council to be included in your lodgement fee.

#### ☐ Electricity Declaration Form

To be completed by or on behalf of the Applicant.

#### ☐ Construction Industry Training Board (CITB) levy

Fee required for all work over \$40,000.

Payment made direct to [www.citb.org.au](http://www.citb.org.au)

A copy of receipt to be given to Council with lodgement

#### ☐ Building Indemnity Insurance Certificate

A copy of Insurance required for all domestic work over \$12,000.

#### ☐ Payment of Fees

Application fees will be determined at the time of lodgement.

#### ☐ Site Plan (1 Copy)

Drawn to a common scale between 1:100 and 1:500, showing all of the following:

- locations of any existing and proposed retaining walls;
- the boundaries and dimensions of the site and any relevant easements;
- the positions and dimensions of all existing and proposed building work and their relationship to the boundaries and any other features that might be affected by the proposed works;
- the finished floor levels for the proposed building in relation to adjacent curb levels;
- the method of stormwater drainage;
- the approximate north point;
- proposed building setback dimensions;
- the location of any significant tree on the site or on adjoining land that might be affected by the work or that might affect the work proposed to be performed;
- elevation drawings to a scale of not less than 1:100 of any relevant building showing the location of all proposed and existing signage; the dimensions of all proposed and existing signage;
- all details and specification regarding to illumination (if applicable);

#### ☐ Structural Drawings (1 copy)

Structural drawings showing; elevations, footing details and all material types and sizes:

- dimensioned elevations and sections of any proposed building, drawn to scale of not less than 1:100;
- footings and other structural plans, drawn to scale of not less than 1:100;
- details showing the extent of any excavation or filling to be carried out on site;
- any other technical details (illumination if applicable) that may be necessary.

#### □ **Engineering Reports**

That show the building work will comply with the Development Act/Regulations and Building Code of Australia. These may include certification for: stormwater design, structural design, retaining walls, steel framing etc, and as determined by Council.

### **HOW LONG WILL THE DEVELOPMENT ASSESSMENT PROCESS TAKE?**

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Council is legislated under the Development Act 1993, to complete its assessment of an application within a prescribed amount of time. However, application processing times will depend on the nature and complexity of the development application.

Development application processing time can be affected by the information that you provide as part of your development application. If additional information is required in order for Council to undertake a thorough assessment of your application, Council will notify the applicant and not process the application until the requested information is received.

### **COUNCIL CONTACT DETAILS**

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Please contact the Operational Services with any other queries (08) 8721 2555 (Option 2) or email [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au).

The information contained here is a guide only. It is recommended that the advice and assistance of the development Services Division be sought before undertaking any development.

