

SIGNS CHECKLIST

(Where the surface area of the sign exceeds 6m² and is over 3m in height above the supporting ground level)

Adobe Reader is required to fill this form out online.
Download for free: get.adobe.com/reader/

Address:

- This checklist shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information with your completed application form.
- Tick each relevant box as you attach the information. If the box is not relevant to your application, leave it blank. For additional help go to: huttcity.govt.nz/apply-online/ or phone 04 570 6666.

You can submit this checklist electronically with the rest of your application by selecting 'Apply for it' under the 'Do it here' menu at huttcity.govt.nz. The address to post or deliver your application is:
Environmental Consents Division, Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040.

- a **Application form** (one (1) copy)
Completed and signed by the owner or by an agent on behalf of the owner.
- b **Proof of ownership** (one (1) copy)
One recent copy of current certificate/s of title (i.e. 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.
- 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.
- 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.
- 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.
- f **Site:**
 - public property
 - private property
- g **Details of sign**
 - under veranda
 - horizontal
 - projecting
 - vertical
 - flashing
 - free standing
 - sky sign
- 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).
- i **Structural calculations**
- j **Height** above pavement level (minimum height 2.5m to base of sign).
- k **Distance** from existing signs (minimum distance 2.4m).