

# Signage Developments

## Statement of Environmental Effects template

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The Statement of Environmental Effects template is to be used for signage applications. Additional assessments, reports and plans may be required to be submitted, where indicated.

Plans to be submitted must include site analysis, signage plan and elevations of which demonstrate size, colour and illumination (if applicable).

### PART A

#### PROPERTY DETAILS

Unit/Street Numbers	Street Name	Suburb	Postcode	Lot Number	DP/SP

### PART B

#### PROPOSED DEVELOPMENT AND SITE PARTICULARS

##### Proposed development

Describe your proposal in detail, including details such as what the purpose of the signage is and what it will advertise, how and where the signage will be mounted, visual appearance and colour schemes, and the dimensions.

**Subject site and adjoining properties**

Describe the subject site including the total site area in m<sup>2</sup>. Provide details of physical features such as slope, vegetation, existing services and existing structures. Also describe the current use and development on adjoining properties.

**Site history**

Detail the existing and historic uses of the site, including existing structures and activities.  
Note: Where potentially contaminating activities have occurred, a Preliminary Site Investigation assessment should be provided in support of your application.

### State Environmental Planning Policies (SEPPs)

List any State Environmental Planning Policies (SEPPs) applicable to your proposed development and provide details demonstrating compliance with the associated provisions of the relevant SEPP(s).

Note: The regularly applicable SEPP(s) have been included in the table below, amend where necessary.

Applicable SEPP	Comments
<b>SEPP (Resilience and Hazards) 2021 Chapter 2 Coastal Management</b>	
<b>SEPP (Resilience and Hazards) 2021 Chapter 4 Remediation of land</b> <u>Note:</u> Provide details of any potential contaminating activities that have previously occurred on the site.	
<b>SEPP (Biodiversity and Conservation) 2021</b> <u>Note:</u> Provide details of the site's ecological values (koala feed trees, threatened species habitat, important habitat features, e.g. hollow bearing trees). If removal is required, an Ecological Impact Assessment is to be submitted with your application.	
[INSERT ADDITIONAL SEPPs HERE]	

Note: SEPP (Industry and Employment) 2021 – Chapter 3 - Advertising and Signage applies to all Development Applications which include signage, the relevant assessment criteria for SEPP 64 is provided below.

<b>SEPP (Industry and Employment) 2021</b>	<b>Comments</b>
<b>Chapter 3 Advertising and Signage</b>	
<b>Schedule 5 – Assessment Criteria</b>	<b>Comments</b>
<b>1. Character of the area</b> Is the proposal consistent with the existing character and theme of advertising in the area?	
<b>2. Special Areas</b> Does the proposal detract from the visual amenity or visual quality of surrounding areas?	
<b>3. Views and Vistas</b> Does the proposal obscure important views? Does the signage respect viewing rights of other advertisers?	
<b>4. Streetscape, setting or landscape</b> Does the signage contribute to the visual landscape of the area, being proportionate in scale and form to the existing streetscape, setting or landscape?	
<b>5. Site and building</b> Is the proposal compatible with existing buildings on and surrounding the site, whilst respecting the existing important features of these buildings? Does the proposal show innovation and imagination in its relationship to the building or site?	
<b>6. Associated devices</b> Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?	

<b>7. Illumination</b> Would illumination result in unacceptable glare, affect safety of pedestrians, vehicles or aircraft, detract from the amenity of surrounding residential or accommodation? Is the illumination subject to a curfew, and can it be adjusted where necessary?	
<b>8. Safety</b> Would the proposal reduce safety for any public road, pedestrians or bicyclists? Or obscure sightlines from public areas?	

### Port Stephens Local Environmental Plan

List the provisions of the Port Stephens Local Environmental Plan (LEP) applicable to your proposed development and provide details demonstrating compliance.

Note: The regularly applicable LEP provisions have been included in the table below, amend where necessary to ensure all relevant provisions applicable to the proposed development have been addressed.

Applicable LEP provision	Comments
<b>2.1 Land use zones</b> <u>Note</u> : Detailed assessment against the zone objectives is required.	
<b>4.3 Height of buildings</b> <u>Note</u> : If the structure is two storeys or greater, or has the potential to overshadow neighbouring properties, shadow diagrams will need to be submitted.	
[INSERT ADDITIONAL CLAUSES HERE]	

## Port Stephens Development Control Plan (DCP)

List the provisions of the Port Stephens Development Control Plan (DCP) applicable to your proposed development and provide details demonstrating compliance.

Should an objective or requirement not be met, justification and an alternative solution should be provided.

Chapter B – General provisions	
<u>Note:</u> The regularly applicable controls have been included in the table below, amend where necessary.	
Provision	Compliance and comment
<b>B2 – Natural Environment</b> <u>Note:</u> If the land is identified as containing critical habitat, threatened species, populations or ecological communities, an Ecological Impact Assessment shall be submitted with your application.	
<b>B4- Flooding</b> <u>Note:</u> Refer to <u>Council's online mapping portal</u> to determine if your land is flood prone, and obtain a flood certificate from Council for more information on your site.	
<b>B7 – Heritage</b> <u>Note:</u> Refer to 'Heritage Reports' and 'Aboriginal Heritage Assessment' if your site is within a heritage conservation area or identified as containing a heritage item.	

Chapter C – Development types	
<u>Note:</u> The regularly applicable controls have been included in the table below, amend where necessary.	
Provision	Compliance and comment
<b>C7 – Signage</b> <u>Note:</u> Consideration should be given to the objectives and requirements listed under Chapter C7 of the DCP.	

**Chapter D – Specific areas**

Note: To determine if your site falls within one of the specific areas, refer to Chapter D of Port Stephens DCP 2025.

Provision	Provision
[INSERT CHAPTER HERE]	

**Other comments (where applicable):**

## YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy, and we take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The purpose of this form is to address the documentation and lodgement requirements of the Environmental Planning and Assessment Act 1979 and Regulations 2021.

**Intended recipients:** Council employees, contractors and other third parties where appropriate.

**Supply:** This document is required to be provided with any development application under the Environmental Planning and Assessment Act 1979 and Regulations 2021.

**Consequence of non-provision:** Council may not take action on the development application or reject the application.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Only the intended recipients will have access to your personal information. If you are seeking to access your personal information from Council, please contact the Privacy Officer on 4988 0255.