

CHECKLIST FOR LODGING A HOARDING APPLICATION

Description	Notes	Copies required	Copies required	
			Applicant	Officer
Site and Elevations Plan	Full drawings of approved subdivision (1:100 Scale/1:200)	4	<input type="checkbox"/>	<input type="checkbox"/>
Structural engineers details for the proposed hoarding	Signatures of ALL owners		<input type="checkbox"/>	<input type="checkbox"/>
Copy of Public Liability Insurance Policy to value of \$10,000,000	(where applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plan	(where applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Details of hoarding contractor including after-hours contact details			<input type="checkbox"/>	<input type="checkbox"/>
24 hour emergency contact details			<input type="checkbox"/>	<input type="checkbox"/>
Correct Fee	In accordance with Councils schedule of fees	1	<input type="checkbox"/>	<input type="checkbox"/>
CD ROM and Scanning Fee	All plans and all docs on CD ROM, please refer to "CD ROM requirements" for more details OR Scanning Fee		<input type="checkbox"/>	<input type="checkbox"/>
Signature	Applicant		<input type="text"/>	
		Building Surveyor	<input type="text"/>	
Date			<input type="text"/>	

TYPE OF APPROVAL

Hoarding Type	Applicant	Officer
A	<input type="checkbox"/>	<input type="checkbox"/>
B	<input type="checkbox"/>	<input type="checkbox"/>
C	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL NOTES