

# Application for signs bylaw approval

## Signs Bylaw 2022



This is the prescribed form for applications for approval by council, as required by the Signs Bylaw 2022.

Please speak to a Resource Consents planner prior to submitting this application. You can do this by contacting Auckland Council on (09) 301 0101 and requesting to speak to the Planning Helpdesk.

### Signage site location details:

No.: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Legal description(s) (eg Lot 1 DP 234567): \_\_\_\_\_

Building name (if any): \_\_\_\_\_

### Signage type (please indicate the type of sign you require an approval for):

- Freestanding                       Wall mounted – flat                       Wall mounted – horizontal  
 Veranda fascia                       Under veranda                       Poster sign  
 Other

Is the signage associated with premises for commercial sexual services?    Yes     No

Attribute	Measurement		
Dimensions of sign (including frame, supporting device and ancillary equipment whose principal function is to support the advertisement, message or notice) (if applicable, measured in metres (m) and m <sup>2</sup> )	Height	Width	Area
Luminance (if illuminated, measured in cd/m <sup>2</sup> )			
Changeable message details (if applicable; otherwise enter N/A)	Dwell time	Transition	
Materials			
Finished colour			

### Reasons for application

Please provide reasons in support of your application (please refer to the assessment criteria found at clause 33 and 34 of the Signs Bylaw 2022 for further guidance).

**Applicant's details (all invoices will be made out to and sent to the applicant unless otherwise stated below):**

The name of the applicant who will be responsible for the consent and any associated costs unless otherwise stated below

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Or

Company / Trust / Organisation: \_\_\_\_\_

Contact person / all trustee names:

Physical address:

Postcode:

Postal address: (if different from above)

Postcode:

Phone: (day) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please tick if email preferred contact

The applicant is the:

Owner       Occupier       Leasee       Other

Prospective purchaser (of the site to which the application relates)

**Landowner details: (if different from above)**

Please note that you will need to obtain the landowner's permission to carry out any works allowed by this application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal address: (if different from above)

Postcode:

Phone: (day) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please tick if email preferred contact

## Agent/Consultant details (if different from above)

Please note that you will need to obtain the landowner's permission to carry out any works allowed by this application

Company: \_\_\_\_\_ Contact person: \_\_\_\_\_

Postal address:

Postcode: \_\_\_\_\_

Phone (day:): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Alternative address for correspondence and payee of invoices:

All correspondence (excluding invoices) send to:

Applicant  Agent/Consultant

Other (name and address)

Name: \_\_\_\_\_

Address:

Postcode: \_\_\_\_\_

## All invoices made out and sent to:

Applicant  Agent/Consultant  Other (name and address)

Name: \_\_\_\_\_

Address:

Postcode: \_\_\_\_\_

## Pre-application details

Have you had a pre-application meeting with the council regarding this proposal?

Yes  No  Copy of minutes attached

Date of meeting: \_\_\_\_\_

If 'yes', provide the reference number and/or name of staff member: \_\_\_\_\_

## Site visit requirements

Is there a locked gate or security system restricting access by council staff?

Yes  No

Provide details of any entry restrictions or hazards that council staff should be aware of, e.g. dogs, health and safety issues, organic farm, measures to inhibit the transfer of Psa-V, etc.

## Please read these notes before signing the application form

### Site visit

By signing this form, if you are the owner of the application site, you confirm that the council may undertake a site inspection.

### Privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy (available at [aucklandcouncil.govt.nz/privacy](http://aucklandcouncil.govt.nz/privacy) and at our libraries and service centres) and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. You should familiarise yourself with this policy before submitting this form.

Please note that all applications are made available on property files, which are considered public registers under the Privacy Act.

## Signature of the applicant(s) or agent

### Declaration for the applicant or authorised agent or other

I/we confirm that I/we have read and understood the notes above.

If a private or family trust is the applicant, at least two New Zealand-based trustees are required to provide contact details and sign this form.

Applicant's name / s:

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Applicant's signature:

Date:

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Applicant's signature:

Date:

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### Declaration for the agent authorised to sign on behalf of the applicant

As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant's authority to sign this application on their/its behalf.

Agent's full name:

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Applicant's signature:

Date:

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## Information to be submitted with your application

- Two copies (including one unbound) of all information, including plans and elevations for all applications.
- Application fee – Your application must be accompanied by a fee. This fee is not refundable. The relevant fees can be found at [aucklandcouncil.govt.nz/fees](http://aucklandcouncil.govt.nz/fees). Note that the following rules apply for fees:
  - An application fee is required per site location of a signs approval, i.e. where multiple signs are involved in one location, a single fee applies. However, if they relate to multiple locations, then a fee applies per location.
  - As well as the application fee, additional fees may apply as part of the assessment of an application.
- Record(s) of Title less than three months old for the site to which this application relates. Attach the title and any consent notices, covenants, easements attached to the title if relevant or affected by the proposed activity.
- Locality plan or aerial photo. Indicate the location of the site in relation to the street and other landmarks. Show the street number of the subject site and those of adjoining sites.
- Detail(s) of the bylaw clause that the proposed signage requires approval under, and any assessment carried out against the provisions of clauses 33 and 34 of the Signs Bylaw 2022.

**If inadequate information is supplied, this may cause delays in the processing of the application.**