

An application for advertising signage should be accompanied by the following information:

A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement

A Copy of Title and associated restrictions can be accessed www.landata.vic.gov.au. The Title must be no older than 60 days old.

Site Plan

The plan should be drawn to a scale of 1:100 or 1:200 and show:

- The boundaries and dimensions of the site;
- The location of all existing signage on the land;
- The location of all proposed signage on the land;
- Setbacks of the proposed signage from the boundaries of the land;
- Details of any signage illumination;
- Details of any signage to be removed or replaced.

Elevations

Elevation plans drawn to a scale of 1:100 showing:

- The dimensions of the proposed signage (height, width, depth);
- The overall area for each sign calculated in square metres;
- Details of proposed signage in colour showing the advertising content and lettering style;
- The height of the proposed signage from the natural ground level, or finished floor level;
- Details of how the proposed signage will be supported;
- The extent of projection and clearance above the footpath and distance to the face of the kerb (if relevant);
- Details of the method of illumination, floodlighting or animation;
- Details of wattage and light spillage;
- Hours of operation for any proposed illumination.

Any application requirements specified by the zone or overlay

The planning controls which apply to the land can be obtained and viewed at the following link <http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast>

Written submission

A written response against Clause 52.05-3, or Clause 52.05-6 for major promotional signs

http://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_05.pdf

A completed Application for Planning Permit form

The form can be accessed

from <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

The type of licence sought should be included in the proposal section of the form.

The relevant fee

The fee schedule can be accessed

here <https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

Other permits/ regulations you may need to consider

Building Permit – obtained from a Private Building Surveyor.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.