

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: <ul style="list-style-type: none"> • The boundaries and dimensions of the site; • The location of all buildings on the land; • The location of dwellings on adjoining land which are located within 100 metres of the proposed dwelling; • The location of the new dwelling; • Dimensioned setbacks from boundaries; • Details of any vegetation to be removed from the land; • Location of driveway; • Waste treatment areas.
Elevations	Elevation drawings at a scale of 1:100 or 1:200 which show: <ul style="list-style-type: none"> • Each elevation of the dwelling; • The materials and colours to be used in the construction of the dwelling; Natural ground level.
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 description of the proposal, including: <ul style="list-style-type: none"> • Whether the land is a separate tenement as defined in Clause 22.01 https://planning-schemes.delwp.vic.gov.au/schemes/vpps/52_05.pdf A response to the relevant decision guidelines of Clause 35.07-6 / 35.06-7.
A completed Application for Planning Permit form	The form can be accessed from https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Planning-FAQs#Forms 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/Planning/Planning-FAQs

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.