

# Checklist – Advertising Signage



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

<b>A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement</b>	A Copy of Title and associated restrictions can be accessed <a href="http://www.landata.vic.gov.au">www.landata.vic.gov.au</a> . The Title must be no older than 60 days old
<b>Site Plan</b>	The plan should be drawn to a scale of 1:100 or 1:200 and show: <ul style="list-style-type: none"> <li>• The boundaries and dimensions of the site;</li> <li>• The location of all buildings on the land;</li> <li>• The location of dwellings on adjoining land which are located within 100 metres of the proposed dwelling;</li> <li>• The location of the new dwelling;</li> <li>• Dimensioned setbacks from boundaries;</li> <li>• Details of any vegetation to be removed from the land;</li> <li>• Location of driveway;</li> <li>• Waste treatment areas.</li> </ul>
<b>Elevations</b>	Elevation drawings at a scale of 1:100 or 1:200 which show: <ul style="list-style-type: none"> <li>• Each elevation of the dwelling;</li> <li>• The materials and colours to be used in the construction of the dwelling;</li> </ul> Natural ground level.
<b>Any application requirements specified by the zone or overlay</b>	The planning controls which apply to the land can be obtained and viewed at the following link <a href="http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast">http://planning-schemes.delwp.vic.gov.au/schemes/surfcoast</a>
<b>Written submission</b>	A written description of the proposal, including: <ul style="list-style-type: none"> <li>• Whether the land is a separate tenement as defined in Clause 22.01 <a href="https://planning-schemes.app.planning.vic.gov.au/Surf%20Coast/ordinance/52.05">https://planning-schemes.app.planning.vic.gov.au/Surf%20Coast/ordinance/52.05</a></li> </ul> A response to the relevant decision guidelines of Clause 35.07-6 / 35.06-7.
<b>A completed Application for Planning Permit form</b>	The form can be accessed from <a href="https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Planning-FAQs#Forms">https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Planning-FAQs#Forms</a> The type of licence sought should be included in the proposal section of the form.
<b>The relevant fee</b>	The fee schedule can be accessed here <a href="https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Planning-FAQs">https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Planning-FAQs</a>

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.