



SIGNAGE

Checklist for Planning Permit Applicants

The erection and display of many signs will often require planning approval.

We recommend that you contact our Planning Department directly to determine if a permit is required for your proposal.

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to arrange an appointment with our fast-track planner to discuss your intended proposal.

If all information is not provided at the time of submission, your application **will not** be lodged.

- Completed Application for Planning Permit form showing the correct address of the land, an accurate description of your proposal, is it signed and dated, have you provided us with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like any mail to be sent to?
- Have you provided a full and current (within 3 months of lodging) copy of certificate of title, including a title plan/diagram showing any relevant covenants and restrictions? (instructions attached)
- Have you provided at least 3 sets of all required drawings (one coloured and none larger than A3 size) drawn to scale and showing the following:

The location of the proposed sign(s) on the premises, including the distance from the property boundaries/ setbacks and the location, size and proposed changes (if any) of any existing signage

The elevations above ground level with all relevant dimensions of the sign, and, where relevant, the structure of the sign and the method of support

The colour, content and lettering style of the sign (not relevant for a promotion sign), including details of any internal or external illumination.

If applying for a sky sign or pole sign the following additional information should also be provided:

- Photographs of the site and existing signage in the immediate locality
- A streetscape perspective, showing the relationship of the proposed sign to the existing building or site, surrounding buildings and other signage in the immediate locality
- A statement and/or graphic representation of the major elements in the immediate urban environment to which the signs relate

- Have you paid the correct application fee, or included with your application the correct fees? For most applications the fee is determined by the cost of the development. If unsure please contact our Planning Business Support Staff.

Please note that this checklist is prescriptive only and that additional information may be required depending on the particulars of the application.

Our enquiries counter at the St Kilda Town Hall is open at the following times:

8.30am – 6.00pm Monday only

8.30am – 5.00pm Tuesday to Friday