

# VicSmart Checklist 10

Display a sign in a commercial, industrial or special purpose zone



**Pre-application discussion: Was there a pre-application meeting? Who with and when?**

No     Yes – Planning Officer: ..... Date: .....

## Information Requirements

For all planning permit applications the following **MUST** be provided:

- A fully completed application form
  - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- Signed declaration on the application form
- The application fee
- A full and current copy of the Certificate of Title (dated within 3 months of your application). The title information must also include a 'register search statement' and the title diagram, and any associated instruments.

Office Use

Yes    N/A

## Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

- A site context report, using a site plan, photographs or other methods to accurately describe:
  - The location of the proposed sign on the site or building and distance from property boundaries.
  - The location and size of existing signage on the site including details of any signs to be retained or removed.
  - The location and form of existing signage on adjoining properties and in the locality.
  - The location of closest traffic control signs.
  - Identification of any view lines or vistas that could be affected by the proposed sign.

### Office Use Only

Checked by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- The dimensions, height above ground level and extent of projection of the proposed sign.
- The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.
- The colour, lettering style and materials of the proposed sign.
- The size of the proposed display (total advertising area including all sides of a multi-sided sign).

Office Use	
Yes	N/A
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## Note:

- ① If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed. For example:
  - If the land is in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.

Please ensure your development complies with the Electrical Safety (Installations) Regulations 2009 relating to minimum distance of structures from power cables. This aspect is not reviewed during assessment of planning or building applications, and non-compliance may affect construction. For further information contact Energy Safe Victoria - <http://www.esv.vic.gov.au/>

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Checked by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_