

Signage

Checklist for Planning Permit Applicants



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

We recommend that you contact Statutory Planning 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 proposal.

Your application must include the following items, otherwise your application will not be lodged:

- A fully completed **Application for Planning Permit 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.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- Drawings (plans)** 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.
 - 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 (sky sign or pole sign only)
 - Drawings must be **A3 size**, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.
- Photographs** of the site and existing signage in the immediate locality (sky sign or pole sign only)
- A **statement and/or graphic representation** of the major elements in the immediate urban environment to which the signs relate (sky sign or pole sign only)

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

How to apply

All application forms, plans and supporting documentation must be submitted in electronic form (e.g. PDF, image, Word document, etc). Hardcopy applications are not accepted.

The easiest way submit your application is to **apply and pay online**. The application fee is calculated automatically. Please visit <http://www.portphillip.vic.gov.au/apply-for-planning-permit.htm> for links to apply online, or alternative options.

For most applications the fee is determined by the cost of the development. Refer to the Planning Fee Schedule and if unsure please contact Planning Business Support at planhelp@portphillip.vic.gov.au or 9209 6424.