



ADVERTISING SIGNS

VicSmart is a simple and fast assessment process for straightforward planning permit applications designed to deliver planning outcomes in 10 business days. There are certain categories of application that form part of the VicSmart process with details available on the Council website.

This checklist relates to an application to erect or display certain types of advertising signs within the **Industrial 1 Zone, Industrial 2 Zone, Industrial 3 Zone, Commercial 1 Zone and Commercial 2 Zone**. It sets out all of the information that is required to be submitted with an application. If the land is also in a Heritage Overlay also complete **Checklist 7 – Heritage Overlay**.

If a planning permit is required under another zone or some other overlays then you will need to follow a different process. Please have a chat to a planner to discuss your options.

All of the information in the checklist needs to be provided to ensure that your application can be assessed as quickly as possible. Please use the tick box and sign the declaration at the bottom to confirm you have provided all of the information.

APPLICATION REQUIREMENTS		Applicant use	Council use
1	A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed declaration on the application form	<input type="checkbox"/>	<input type="checkbox"/>
3	The application fee	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of title and any registered restrictive covenant <i>Provide a full, current copy of the title (no more than three months old) for each individual parcel of land forming the subject site. (The title includes the covering registered search statement, the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of a site context report, using a site plan, photographs or other methods to accurately describe: <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	The dimensions, height above ground level and extent of projection of the proposed sign	<input type="checkbox"/>	<input type="checkbox"/>
7	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	<input type="checkbox"/>	<input type="checkbox"/>
8	The colour, lettering style and materials of the proposed sign	<input type="checkbox"/>	<input type="checkbox"/>
9	The size of the proposed display (total advertising area including all sides of a multisided sign)	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that if I have not provided all of the information set out in the checklist or if there are any errors in the documentation then Council will request further information in order to properly assess the application. This will result in longer processing times.

Sign / Date