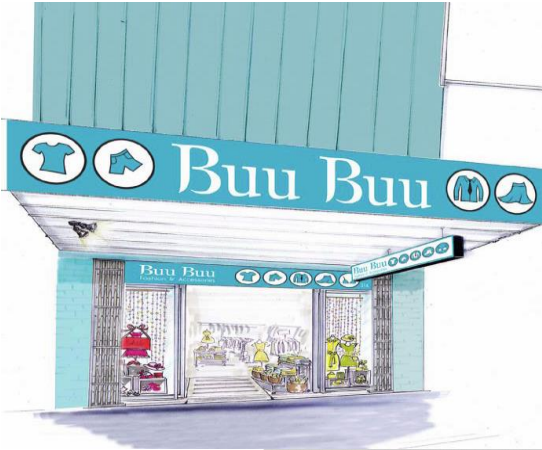


# ADVERTISING SIGNAGE PLANNING APPLICATION CHECKLIST

**Disclaimer:** *This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



## How to Apply for a Planning Permit

To apply for a permit, simply submit the mandatory requirements (see below) and lodge your application by email.

## Electronic Lodgement Guidelines

Council requires electronic lodgement of all plans and supporting documentation in digital form as PDF documents contained on a USB or via email at [planningapplications@maribyrnong.vic.gov.au](mailto:planningapplications@maribyrnong.vic.gov.au)

The plans must be to scale, rotated to landscape and provided in a PDF format. It is preferred that the plans be converted electronically rather than printed and scanned with the appropriate scale.

Files larger than 10Mb should be broken up into parts and supplied as separate files.

Any photos are to be provided as jpeg images.

## Mandatory Information

- A completed and signed application form.
- The application fee (refer to fee schedule).
- A current copy of title. The title must be no older than 3 months and must show any registered covenants/ or s173 agreements.
- An electronic copy of all plans**  
(See below).

**Note: Applications that do not contain these mandatory requirements will not be accepted.**

## Site Plan

A site plan drawn to a scale of 1:100 or 1:200 showing:

- The boundaries and dimensions of the site.
- The north point for orientation purposes clearly indicated on the plans.
- The location of all existing signage on the land.
- The location of all proposed signage on the land.
- Setbacks of the proposed signage from all boundaries.
- Details of any existing signage to be removed.

## Elevations

Elevation plans drawn to a scale of 1:100 showing:

- The dimensions of the proposed signage (height, width and depth).
- The overall area for each sign calculated in square metres.
- Details of the proposed signage in colour showing the advertising content and lettering style.
- The height of the proposed signage from the natural ground level or finished floor level.
- Details of how the proposed signage will be supported (structural details).
- The extent of projection and clearance above the footpath and the distance to the face of the kerb.
- Details of the method of illumination, floodlighting or animation.
- Details of wattage and light spillage.
- Hours of operation for any proposed illumination.

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