

## ADVERTISING SIGNAGE CHECKLIST

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

### Mandatory Information

- A current copy of title. The title must be no older than 3 months and show all boundaries, easements and any registered covenants/ s173 agreements on the land. A Certificate of Title may be obtained online from LANDATA via <https://www.landata.vic.gov.au/> or Land Information Centre via <https://www.propertyandlandtitles.vic.gov.au/>

### Site Plan

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

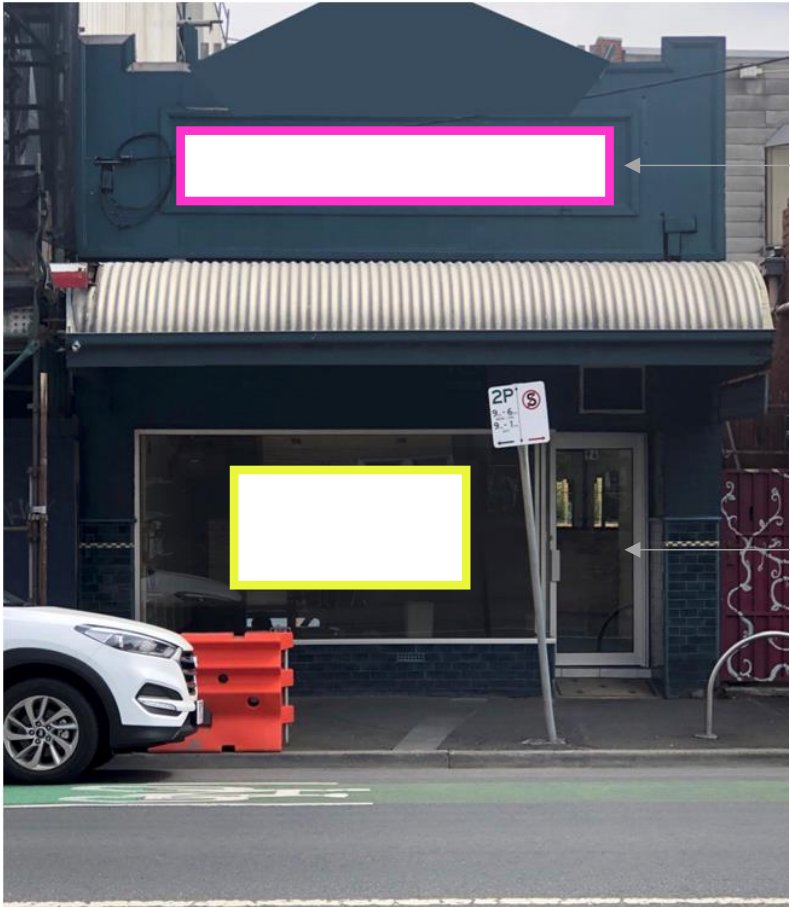
- The boundaries and dimensions of the site.
- The north point for orientation purposes clearly indicated on the plans.
- The location of all **existing** signage on the land.
- The location of all **proposed** signage on the land.
- Setbacks of the proposed signage from all boundaries.
- Details of 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 logo and wording of advertisement/business.
- The height of the proposed signage from the natural surface level or finished floor level.
- Details of how the proposed signage will be supported (e.g. fixed to a window).
- 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.

See following plan examples.






Sign A  
Area: 10m x 2m

Sign B  
Area: 2m x 8m

Sign C  
Area: 8m x 4m





<u>KEY</u>	
Sign A	
Sign B	
Sign C	

Aerial view of the site showing location of proposed signage