



Checklist for planning applications

Advertising signage

Application lodgment guidelines

- Please submit your application electronically – by email, online file sharing service or USB. This should include:
 - The complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected
- One hard copy set of architectural plans is required. Please provide this unbound on A3 size standard paper. No other documents are required in hard copy

All planning applications must include:

- A completed application form
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA](https://www.landata.vic.gov.au/)¹ or by contacting the [Land Information Centre](https://www.propertyandlandtitles.vic.gov.au/contact-us).²
- A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceed \$1 million. For more information about the levy and obtaining certificates, please contact the [State Revenue Office](https://www.sro.vic.gov.au/metropolitan-planning-levy).³
- The prescribed application fee

Applications for advertising signage should also include:

- Plans for existing signage including:
 - Clearance
 - Projection
 - Distance to face of kerb
 - Dimensions of sign including height, width, depth and height of letters.
 - Content
- Plans for both existing signage to remain and proposed signage including:
 - Clearance (distance of sign from natural ground level showing building walls)

¹ <https://www.landata.vic.gov.au/>

² <https://www.propertyandlandtitles.vic.gov.au/contact-us>

³ <https://www.sro.vic.gov.au/metropolitan-planning-levy>

- projection
- distance to face of kerb
- Dimensions of sign including height, width, depth and height of letters.
- Content
- Details of the method of illumination, floodlighting or animation (if applicable) and method of fixing the sign to the structure.

This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.

Planning and Building

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