
Checklist 4 - Applications for a Planning Permit for Advertising Signage

For all planning applications the following **MUST** be provided:

- An Application form completed and signed
- A full current copy of Title for the land showing the plan of subdivision
- The prescribed application fee
- Full copy of instrument and transfer if a registered restrictive covenant applies to the land

In addition to the information required above for all planning applications, the following should be provided:

- 3 copies of plans drawn at a scale of 1:100 or 1:200 showing as appropriate:
 - The exact location of all existing and proposed signage on the land
 - Exact dimensions of the proposed signage, including the height, width and depth of the signage
 - Front, side and rear elevations of the signage (or location on a building if applicable) including exact height dimensions and the distance above natural ground level
 - Extent of the projection of the signage, clearance above the footpath and or laneway surface and distance to the face of the kerb
 - Plans depicting the proposed colours and building materials
 - Details of the illumination, floodlighting and animation (if applicable)
 - A written submission considering the following as appropriate:
 - The effect of the sign on the amenity of the area, built environment or landscape
 - The advertising pattern and theme in the area and the number of signs of the same type
 - The effect of the sign on existing signs
 - The size and likely impact of the sign having regard to the size of the premises on which it is to be displayed and the scale of surrounding buildings
 - The effect of the sign on the safety, warning and security of premises and public areas
 - The effect of the sign on the appearance and efficiency of a road, railway, waterway or other public way, having particular regard to the sign's colour, brightness and location
 - The views of the Roads Corporation if the sign is an animated, floodlit, internally illuminated, panel, reflective or sky sign to be displayed within 60 metres of, or to project over, a freeway, state highway, metropolitan bridge or other road declared under the Transport Act 1983