

# Planning application checklist

## Advertising signs



Merri-bek  
City Council

This checklist applies to applications where a new or replacement advertising sign requires a planning permit under the provisions of the Merri-bek Planning Scheme. Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Transport and Planning website or attending the City planning enquiries counter at the Merri-bek Civic Centre.

### Pre-application meetings

Council encourages applicants to meet with Planning Officers before lodging an application. These meetings are designed to advise applicants whether proposals are generally consistent with the Merri-bek Planning Scheme before they are lodged. Planning staff will also aim to assist applicants to become fully aware of the standard and extent of documentation they are required to provide in order to reduce or avoid the need for Council to request further information.

### Referral to VicRoads

It is recommended you discuss the proposal with VicRoads before lodging an application with Council. An application to display an animated or electronic sign within 60 m of a freeway or arterial road declared under the Road Management Act 2004 must be referred to VicRoads during the application process.

### Submit a planning permit application online

- You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- Once you are a registered user, sign in and lodge a planning permit application.
- As part of the online application process, you pay the fee online with Visa or MasterCard.

To know more please visit the Council website,

---

For more information, call 9240 1111 to speak to a planning officer, or visit the Coburg Civic Centre at 90 Bell Street, Coburg.

---

[www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit-and-business/planning-and-building/planning/apply-planning-permit/](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit-and-business/planning-and-building/planning/apply-planning-permit/)

### What to include with your application

All planning applications for signage must include:

- A completed and signed application form.
- A legible, full and current copy of title showing the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land.
- The application fee (refer to fee schedule).
- Plans and additional information including:
  - A fully dimensioned site layout plan at a scale of 1:100. The plans should show:
    - o The title boundaries and dimensions.
    - o The exact position of all existing and proposed signage on the land.
    - o Exact dimensions of the signage, including

### Other requirements

To enable proper consideration of the application, Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act, 1987*.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the City of Merri-bek website.

If planning approval is also required for development, advertising signs, liquor licensing and/or for other reasons, the relevant checklists should also be consulted. All approvals being sought should be included in one application.

the height of the letters and 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 from natural ground level.
- Extent of projection of the signage, clearance above the footpath or laneway surface and distance to the face of the kerb, fully dimensioned.
- Plans detailing the content of the signs and the proposed colours and materials.
- Details of the method of illumination, floodlighting or animation (if applicable), including any associated baffling, and the method of mounting the sign to the structure.
- A summary of the area of all existing and proposed signs
- A written submission addressing the following:
  - How the proposal meets the requirements of the Merri-bek Planning Scheme, including the Advertising Signs local planning policy (Clause 22.07) and the provisions of Clause 52.05.
  - The effect of the sign on the amenity of the area, the neighbourhood character, 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.

**Disclaimer** This publication is produced by Merri-bek City Council and is intended for information and communication purposes only. Although the publication may be of assistance to you Merri-bek City Council does not guarantee that it is without flaw or is wholly appropriate for your particular purposes. It and its employees do not accept any responsibility, and indeed expressly disclaim any liability, for any loss or damage, whether direct or consequential, suffered by any person as the result of or arising from reliance on any information contained in the publication.

© All applicable copyrights reserved for Merri-bek City Council. Except for any uses permitted under the Copyright Act 1968 (Cth), no part of this publication may be reproduced in any manner or in any medium (whether electronic or otherwise) without the express permission of Merri-bek City Council.

### Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	<b>National Relay Service:</b>		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		