

Checklist Advertising Signage



Pyrenees
Shire Council

An application for advertising signage should be accompanied by the following information:

Item	Completed
A completed application for planning permit form	
Pay the prescribed application fee	
A copy of the Certificate of Title and Title Plan/Plan of Subdivision including any covenants or agreements (produced within the last 3 months) - purchase a copy from https://www.landata.vic.gov.au/	
Fully dimensioned plans at preferred scales of 1:100 or 1:200 including: <ul style="list-style-type: none"> • 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 site context report, using a site plan, photographs, or other methods to accurately describe: <ul style="list-style-type: none"> • The location of the proposed sign on the site or building and distance from property boundaries • The location and size of existing signage on the site including details of any signs to be retained or removed • The location and form of existing signage on abutting properties and in the locality • The location of closest traffic control signs. • Identification of any view lines or vistas that could be affected by the proposed sign. • How the proposed signage responds to relevant section of the Pyrenees Planning Scheme such as Clause 52.05 	

Please note that this is a standard checklist which provides documentation required for lodging an application under for Advertising Signage. However, additional information may be required depending on other planning controls affecting the land, the nature and complexity of the proposal and in some cases vegetation removal requirements.

For more information, please contact the Planning Department on (03) 5349 1100 or you can email pyrenees@pyrenees.vic.gov.au Attn: Planning