



# Checklist for Advertising Signs

***This checklist applies to applications where a new or replacement advertising sign requires a planning permit under the provisions of the Moreland 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 Planning and Community Development Web site or attending the City planning enquiries counter at the Moreland Civic Centre.***

The Moreland Civic Centre is located at 90 Bell Street, Coburg. If you would prefer to speak to an officer via telephone, call 9240 1111.

## 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 Moreland 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 metres 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:**

[www.moreland.vic.gov.au/planning-permit-application](http://www.moreland.vic.gov.au/planning-permit-application)

**All planning applications for signage must include**

(Plans in electronic form are encouraged):

- 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:
    - The title boundaries and dimensions.
    - The exact position of all existing and proposed signage on the land.
    - Exact dimensions of the signage, including 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

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Locked Bag 10  
Moreland Victoria 3058  
[moreland.vic.gov.au](http://moreland.vic.gov.au)

Moreland City Council  
Switchboard and after  
hours emergency:  
Phone: 9240 1111

廣東話 9280 1910  
Italiano 9280 1911  
Ελληνικά 9280 1912  
عربي 9280 1913  
Türkçe 9280 1914  
Tiếng Việt 9280 1915

हिंदी 9280 1918  
普通话 9280 0750  
ਪੰਜਾਬੀ 9280 0751  
All other languages  
9280 1919



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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 Moreland 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.

**Please note**

*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 Moreland 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.*

**More about planning permit applications**

- Council's "Guide for Applicants"
- Moreland City Council web site [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)
- Department of Planning and Community Development web site: [www.dpcd.vic.gov.au](http://www.dpcd.vic.gov.au) - "Planning: a short guide"

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