

# Display a sign in a commercial, industrial, or special purpose zone

## Pre-application discussion: Was there a pre-application meeting? Who with and when?

Planning Officer:

Date:

## INFORMATION REQUIREMENTS

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

- A completed application form
- Signed declaration on the application form
- The application fee

### Accompanying information

Note: The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

- Copy of title and any registered restrictive covenant.  
The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
- A site context report, using a site plan, photographs or other methods to accurately describe:
  - 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 adjoining 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.
- The dimensions, height above ground level and extent of projection of the proposed sign.
- The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.
- The colour, lettering style and materials of the proposed sign.
- The size of the proposed display (total advertising area including all sides of a multi-sided sign).

**Note:** If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed.

**As part of the application process you are encouraged to make contact with a Planning Officer prior to lodging your application with Council. Council officers can provide advice to applicants on whether the proposal is generally consistent with the Macedon Ranges Planning Scheme.**

**Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce the need for Council to request further information. Please note that if the application is not up to an acceptable standard it will be returned.**

**A Town Planner is available at Council's Gisborne Office, located at 40 Robertson Street, to discuss your proposal between 8.30am to 5pm Monday to Friday or you may choose to contact Statutory Planning on (03) 5421 9691.**