

DISPLAY A SIGN IN A COMMERCIAL OR INDUSTRIAL ZONE, OR HERITAGE OVERLAY

Checklist for VICSMART planning permit applications

When is a planning permit required and what qualifies it as a VICSMART application?

A planning permit is required to display a non-illuminated sign that is over 8 square metres in area or an internally illuminated sign that exceeds 1.5 square metres in area in any Commercial, Special Use, Comprehensive Development or Industrial Zone within Hobsons Bay. The application qualifies as a VicSmart application if:

- it is not within 30 metres of land (not a road) which is in a residential zone
- the sign is not a pole sign, a sky sign, a reflective sign, internally illuminated, floodlit, electronic or animated sign
- the total display size of the sign does not exceed 10 square metres

A planning permit is also required to display or construct any type of sign within a Heritage Overlay. All applications for signage within a Heritage Overlay qualify as a VicSmart application.

You should check if the subject site is covered by any other overlays to make sure a permit is not required under a separate provision of the Planning Scheme, and also any other relevant VicSmart checklists to ensure the proposal can be classed as a VicSmart application.

To ensure that we can process your application as quickly as possible, please read the checklist on the following page carefully and ensure that you have provided all the necessary documentation otherwise your application will not be accepted.

If you are unclear about any aspect of your application, please contact Town Planning on email townplanning@hobsonsbay.vic.gov.au or telephone 9932 1000 to discuss your proposal.

Office Use Only	
Is this a VicSmart application? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provision: <input type="checkbox"/> Clause 59.09 (Sign) <input type="checkbox"/> Clause 59.07 (Heritage Overlay)
Has all information been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____
Application checked by: _____ Date: _____	

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If all information is not provided at the time of submission, your application WILL NOT be lodged.

For all planning permit applications the following MUST be provided:

- a completed application form

- the application fee

- copy of title and any registered restrictive covenant
Certificate of Title must be less than 90 days old, include the Title Plan and details of any Restrictive Covenants and/or Encumbrances that are referred to on the Title. This information can be obtained from Land Victoria (telephone 8636 2010) or www.land.vic.gov.au

- one electronic copy of 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)

Declaration: This must be signed by the applicant*

I declare that I am the applicant and that I have provided all the information required in this checklist.

Signature:

Date: