



Checklist for planning applications

Signs

Background Information

This checklist describes what information you need to provide Council when applying for a planning permit to construct and display a sign.

For example if you have a business in the City of Melbourne, people need to know where you are and what you are selling. However, too many signs can create clutter, be distracting and take away from the attractiveness of where we all live and work. The Melbourne Planning Scheme helps protect these areas whilst allowing a reasonable amount of signage so you can successfully run your business.

You may need this checklist if you are:

- Wishing to construct and display a sign to show information about a business or to promote a service

For further guidance about whether you will need to use this checklist, please consider booking a pre-application meeting.

To be accepted for assessment, your application must include:

- A completed application form, including a signed declaration
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA¹](https://www.landata.vic.gov.au/) or by contacting the [Land Information Centre²](https://www.land.vic.gov.au/)
- The prescribed application fees
- Scaled and dimensioned floor and elevation plans which show the location, dimensions and setbacks of the signs from surrounding roads, properties and other relevant areas
- Details on the proposed materials and signage type (i.e. will it be illuminated or flood lit).

Note: An application fee is requested by the Responsible Officer after the application is lodged. Please ensure the section of the application form titled “Cost of Works” is completed when you lodge your application to prevent delays in calculating the correct fee.

In addition to the mandatory items above, you will need some or all of the following:

Note: Please refer to the endnotes at the bottom of this document to determine which requirements may apply to your application. You can also discuss these requirements with a Council Planner via a pre-application meeting.

- A site context report, using a site plan, photographs or other methods to accurately describe:

Note: Depending on the size and scale of your works, you need to submit all or some of the following information along with a written assessment against the relevant local planning policy

- 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 Melbourne Planning Scheme such as [Clause 15.01-1L-02 - Signs³](#) and [Clause 52.05 - Signs⁴](#)

Note if the proposed sign is within a Heritage Overlay the following may also be applicable:

- [Clause 15.03-1L-02 - Heritage⁵](#)
- [Clause 43.01 - Heritage Overlay⁶](#)

¹ <https://www.landata.vic.gov.au/>

² https://www.land.vic.gov.au

³ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/15.01>

⁴ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.05>

⁵ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/15.03>

⁶ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/43.01>

Scaled and dimensioned floor and elevation plans which clearly show the following:

Note: A Floor Plan is a clear drawing that shows the location of the proposed advertising sign and other structures on the site. An Elevation Plan is a clear drawing that shows the height and location of the proposed advertising sign and other structures on the site.

- The location, dimensions, height above ground level and extent of projection of the proposed sign.
- The height, width, depth of the total sign structure including method of support and any associated structures such as safety devices and service platforms.
- Details of associated on-site works
- Details of any form of illumination, including details of baffles and the times at which the sign would be illuminated
- The colour, lettering style and materials of the proposed sign.
- The size of the display (total display area, including all sides of a multi-sided sign).
- The location of any logo box and proportion of display area occupied by such a logo box
- A description of the existing character of the area including built form and landscapes.
- The location of any other signs over 18 square metres, or scrolling, electronic or animated signs within 200 metres of the site
- Any existing identifiable advertising theme in the area.
- Photo montages or a streetscape perspective of the proposed sign.
- Level of illumination including: - Lux levels for any sign on or within 60 metres of a Road Zone or a residential zone or public land zone. - The dwell and change time for any non-static images. (this req. should also apply to any electronic sign) - The relationship to any significant or prominent views and vistas.

For animated or electronic signs, a report addressing the decision guidelines at [Clause 52.05-8](#)⁷ relating to road safety. 3. Signs with a display greater than 18 sqm (extra guidelines exist for major advert signs)

Note: An application to construct or put up for 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 in accordance with section 55 of the Planning and Environment Act 1987 to the authority. In this instance it would be the Department of Transport and Planning who will consider matters like lighting, road safety and frequency of the information changing on the proposed sign.

Helpful Hints

1. This checklist outlines the standard information required for application lodgment. Additional information may be requested by the assessing planning officer.
2. If you would like to discuss your proposed licensed premises, you can arrange a pre-application meeting at [Planning pre-application advice](#)⁸

⁷ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/52.05>

⁸ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services>

3. For information about fees, please refer to the [Schedule of fees](#)⁹. Please note, you may require other permits, and these may incur additional fees.
4. [Clause 73.02 - Sign Terms](#)¹⁰ This Clause will help to explain your proposed signage type and how it is defined under the Melbourne Planning Scheme. For example a typical sign for a new café or gym is referred to as a 'business identification sign'.
5. When thinking about erecting a sign to advertise your business, you should consider the following so as to obtain a favourable decision from Council:
 - Reduce clutter by having fewer signs with legible clear messages
 - Signs should not project outside the building (such as "V Signs" above a verandah). You will also need to ensure the proposed signage complies with [Building guidelines and laws](#)¹¹
 - Signs should face away from residential areas
 - Signs in heritage areas should respect the period and style of the building, and not dominate the architectural forms. See [Clause 15.03-1L-02 - Heritage](#)¹² for further guidance.

Application lodgement guidelines

Please submit your application electronically – by email, online file sharing service or USB. Your email should include the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected. Alternatively, you may lodge the application via our online portal [Lodge a planning application](#)¹³. For other lodgement options, please contact Council.

To get in touch with Council about your application

Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
Online: [Contact us](#)¹⁴

⁹ <https://www.melbourne.vic.gov.au/SiteCollectionDocuments/planning-schedule-of-fees>

¹⁰ <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/73.02>

¹¹ <https://www.melbourne.vic.gov.au/building-and-development>

¹² <https://planning-schemes.app.planning.vic.gov.au/Melbourne/ordinance/15.03>

¹³ <https://www.melbourne.vic.gov.au/building-and-development/planning-and-building-services/planning-applications>

¹⁴ <https://www.melbourne.vic.gov.au/pages/contact-us.aspx>