

Have you
CHECKED
the **LIST?**

City of Darebin
Planning
8470 8850
www.darebin.vic.gov.au

A Planning Permit may be required to display an advertising sign on the site. You should contact the City of Darebin to establish if you require a Planning Permit.

CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council.

For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- plans and elevations of the existing signs drawn to a scale of 1:100 which include the following details:
 - the dimensions of the land as provided on the Certificate of Title
 - the location of all existing signs, including the setbacks from title boundaries
 - a schedule summarising the area in square metres and the location and type of existing signs

(checklist continued from previous page)

- the height of existing signs above ground level
- where an existing sign overhangs the footpath, the height of the sign above the footpath level and the setback of the sign from the kerb
- the extent and dimension of any sign support structure or light fitting
- the elevations must detail the dimensions, advertising area and content of the advertisement, including colours and style of lettering. You should also show the materials, design and colours of any structure supporting the signs
- the illumination of the signs. i.e internally or externally illuminated
- plans and elevations of the proposed signs drawn to a scale of 1:100 which include the following details:
 - the dimensions of the land as provided on the Certificate of Title
 - the location and setbacks from site boundaries of all signs to be retained and proposed.
 - a schedule, in table format, of the signs showing the area, location and type of sign.
 - the height of proposed signs above ground level
 - where a proposed sign overhangs the footpath, the height of the sign above the footpath level and setback of the sign from the kerb edge
 - the extent and dimensions of any support structure or light fitting
 - the elevations must detail the dimensions and content of signs including colours and style of lettering. Also show the materials, design and colours of any structure supporting the signs
 - the illumination method of the signs

Disclaimer:

Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.

Note:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at www.darebin.vic.gov.au/planning or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

