

# Planning Application - Checklist 1 Advertising Signage

*Disclaimer: This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



## Introduction

If you propose to display advertising signs within the municipality you may need a planning permit from Council. This checklist applies to applications to display advertising signage (excluding major promotional signs and billboards). A development must, amongst other matters meet the requirements of Clause 52.05 of the Maribyrnong Planning Scheme. Other planning scheme controls may affect your proposal (i.e. Heritage).

Please check the planning scheme controls which apply to the land before submitting an application by visiting the Department of Environment, Land, Water & Planning website ([www.planning.vic.gov.au](http://www.planning.vic.gov.au)) or attending the Urban Planning counter at the Footscray Town Hall.

## Can I request a pre-application meeting with Council?

Council encourages applicants to meet with the Urban Planning branch before lodging an application. These meetings will assist in identifying any design issues early on in the process and may reduce or avoid the need for Council to request further information. For applications concerning signage, there is no need to make an appointment. Simply attend the Urban Planning counter at the Footscray Town Hall during business hours.

## What information do I need to provide with my application?

All applications must be accompanied by (at a minimum);

- A completed and signed application form.
- Floor & Elevation Plans (see example on last page).
- The application fee (refer to [fee schedule](#)).
- A legible full copy of title (less than 3 months old), including plan(s) and any restrictions.

Failure to provide this information may result in your application being rejected or delayed.

**Maribyrnong City Council - Urban Planning Department**  
Cnr Hyde and Napier Streets, Footscray  
Postal Address: PO Box 58, Footscray VIC 3011  
T: 9688 0200 E: [urbanplanning@maribyrnong.vic.gov.au](mailto:urbanplanning@maribyrnong.vic.gov.au)

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## Advertising Signage

### How do I submit my application?

Council's Planning Department operates '*paper free*'. We encourage all applications to be submitted online via Council's [online portal](#). Files larger than 10Mb should be separated and lodged as separate attachments.

### How can I request a Title?

Titles can be obtained from Landata Victoria at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Select 'Order a copy of title or plan' from the popular searches menu and enter the street address. You must provide Council with;

- The Registered Search Statement (Title) showing the lot number and owners details.
- The Copy of Plan (there may be multiple).
- Any Instruments(s), limited to Covenants, Caveats and/or Agreements.

### What do my plans need to show?

Plans will generally be prepared by an Architect, Draftsperson or Building Designer. If the works are minor, you may be able to draw the plans yourself. All plans must be drawn to scale (preferably 1:100) and show the following (as relevant);

#### Site/Floor Plans

- A plan reference number, date and north point with title boundaries and dimensions of the site.
- The layout (floor plan) of all buildings including all dimensions.
- The location of all existing signage on the land, including dimensions.
- The location of all proposed signage on the land, including dimensions.
- Setbacks of the proposed signage from all boundaries.
- Details of any existing signage to be removed.

#### Elevation Plans

- The dimensions of the proposed signage (height, width and depth).
- The overall area for each sign in square metres.
- Details of the proposed signage (in colour) showing the advertising content and lettering style.
- The height of the proposed signage from the natural surface level or finished floor level.
- Details of how the proposed signage will be supported (structural details).
- The extent of projection and clearance above the footpath, including distance to the kerb.
- Details of any illumination (internally illuminated, floodlit, etc...) including hours of illumination, wattage and any method to limit light spillage (i.e. shroud).

#### Photographs

- Council Officer's will generally undertake a site visit when assessing the application. If the works are proposed to the rear of the property or in an area not visible from the street, photographs should be provided to assist Council Officer's in undertaking a proper and full assessment.

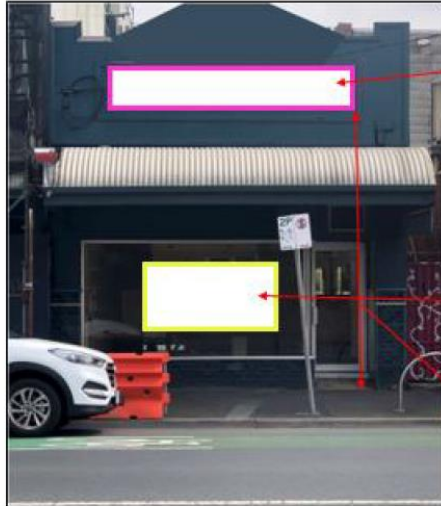
You must also provide a written assessment of the proposal against the requirements of Clause 52.05 of the Maribyrnong Planning Scheme and any other relevant policies (i.e. heritage policy).

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## EXAMPLE OF PLANS / INFORMATION REQUIRED FOR A SIGNAGE APPLICATION



**SIGN A**  
Area:  
10m x 2m

**SIGN C**  
Area:  
2m x 8m

**SIGN B**  
Area:  
8m x 4m

**SIGN A**  
4.5m above the  
footpath



KEY	
Sign A	<span style="color: magenta;">█</span>
Sign B	<span style="color: yellow;">█</span>
Sign C	<span style="color: green;">█</span>

Aerial view of the site showing location of proposed signage

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