



South Gippsland
Shire Council

Application Check List

Advertising Sign

Applicants are requested to fill in this checklist and lodge it with their application. A correctly completed application will result in faster processing times in most instances.

When you have completed your checklist, sign below to verify you have included all the information necessary to determine your application. If you are lodging this application over the counter, staff from our Planning Department are available to assist at our Council Office at 9 Smith Street, Leongatha.

- An application form completed and signed.
- A current copy of title for the land, no more than 60 days old
A title can be ordered via the Internet on www.landata.vic.gov.au, or by visiting the Titles Office at Level 10, 570, Bourke St, Melbourne Victoria.
For more information call (03) 8636 2456.

NOTE: Both the Search Certificate and Title Diagram need to be submitted.

NOTE: If the land is burdened by a registered restrictive covenant or Section 173

Agreement the application must be accompanied by a copy of the document.

- The application fee
- Three (3) copies (preferred scales of 1:100 or 1:200 in A4 or A3 size) 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 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.
- The 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 colouring, lettering style and materials of the proposed sign.

The size of the display (total advertising area including all sides of a multi-sided sign).

The location of any corporate logo box and proportion of display areas occupied by such a logo box.

For animated or electronic signs, a report addressing the decision guidelines at Clause 52.05-3 relating to road safety.

Any landscaping details.

For any sign over 18 metres in area:

- 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:
 - o lux levels for any sign on or within 60 metres of a Road Zone, Residential Zone, Public Use Zone or Business 5 Zone.
 - o The dwell and change time of any non-static images.
- The relationship to any significant or prominent views and vistas.

Thank you for completing this checklist to ensure that your application is processed as quickly as possible.

Applicant's name: _____

Applicant's signature: _____

Date submitted: _____

