



Advertising signs (not for VicSmart applications)

Planning guide and checklist

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

Council requires certain information in order to properly assess your application against the planning controls contained in the Moonee Valley Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included – this guide will help you do this.

What information should be included with your application?

1 **Certificate of Title** one (1) copy

You will need to provide an up-to-date *Certificate of Title* with your application.

A *Certificate of Title* is a formal legal record about a particular piece of land. It contains basic information about the land including current ownership.

A copy of the *Certificate of Title* must be clear, legible, complete and obtained within the last (3) months.

If the land is covered by a *Restrictive Covenant* or *Section 173 agreement*, a copy will also need to be provided. This will be registered on the *Certificate of Title*.

A *Restrictive Covenant* is a private agreement between land owners which may restrict the way the land may be used and developed.

If you do not have a copy of the *Certificate of Title*, you can obtain a copy:

in person:

Land Information Centre
Level 10, 570 Bourke Street
Melbourne
Telephone 8636 2831

online: land.vic.gov.au

2 **Photographs**

Photographs help Council to understand the existing conditions of the land and surrounding area.

Please provide at least one photograph that shows where you would like to put the advertising sign. It is also

How to apply for a planning permit

To apply for a permit to construct and display as advertising sign follow these four steps:

- 1 Complete an Application for a planning permit form**
These are available at the Statutory Planning counter or on Council's website at mvcc.vic.gov.au
- 2 Refer to the Fee schedule**
Refer to the *Fee schedule* to determine what fee you need to pay to lodge your application. The *Fee schedule* is available at our Statutory Planning counter or on Council's website at mvcc.vic.gov.au
Please note the fee can only be paid by cheque or money order and must be made payable to the 'City of Moonee Valley'.
- 3 Prepare your application**
Make sure to include all information described in this guide, such as plans and a written submission.
- 4 Lodge your completed application:**
By post to:
Moonee Valley City Council
Statutory Planning unit
PO Box 126
Moonee Valley, VIC 3039
In person at: Civic Centre
9 Kellaway Avenue, Moonee Ponds
Online: mvcc.vic.gov.au – please go to the Planning and Building section



helpful to provide some context to the application by including photographs of the area surrounding the proposed location of the sign.

3 **Proposed Elevation Plan** three (3) copies

You will need to submit with your application with three (3) copies of the *Proposed Elevation Plan*.

A *Proposed Elevation Plan* is a clear drawing that shows the height and location of the proposed advertising sign and other structures on the site. It is drawn as if looking from the front or side to show the height.

The plan must be drawn to scale and clearly show:

- the position and size of any existing sign/s, including all dimensions and the individual and overall area of all proposed signage
- the position of the proposed sign/s
- the width, length and depth of the proposed sign/s
- the width and length of the text/ lettering/ images
- the height of the sign/s above the footpath or natural ground level
- any structure to support the sign/s
- the colour, materials and finish of the sign/s

- whether the sign is to be illuminated internally or externally
- if the sign is to project over the footpath, the horizontal distance of the sign from the kerb
- orientation (e.g. north elevation)
- any other relevant details

4 **Proposed Floor Plan** three (3) copies

You need to submit with your application three (3) copies of the *Proposed Floor Plan*.

A *Proposed Floor Plan* is a clear drawing that shows the location of the proposed advertising sign and other structures on the site. It is drawn as if looking down from above the site.

The plan must be drawn to scale, and clearly show:

- where the sign will be located
- the length of the proposed advertising sign
- the land's orientation to north

A *Proposed Elevation Plan* is a clear drawing that shows the height and location of the proposed advertising sign and other structures on the site. It is drawn as if looking from the front or side to show the height.



Please provide details of the colours, materials, finishes and other specifications of the proposed advertising sign.

5 Written assessment against relevant local policy one (1) copies

Depending on the size and scale of your works, you need to submit with your application a written assessment against the relevant local planning policy:

- If your property is in a heritage overlay, an assessment against Moonee Valley's Clause 21.05 (Built Environment) is required.

These policies are part of the Moonee Valley Planning Scheme and are available on the Department of Transport, Planning and Local Infrastructure's website at planningschemes.dtpli.vic.gov.au (select 'Moonee Valley' from the menu).

6 Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed advertising sign. This information can be included on the *Proposed Elevation Plan* in the form of notations or can be written on a separate sheet.

You are encouraged to include samples and product brochures if appropriate.

Other permits/regulations you may need to consider

- **a building permit**
depending on the size of your signage and how it is to be installed
- **a road/footpath occupancy permit**
if you need block the road/footpath in order to install the sign
- **a Footpath Trading License**
if you wish to display your advertising sign on the footpath (for example an a-frame sign)

For more information, please contact Council's Statutory Planning unit on 9243 8888 or visit our website at mvcc.vic.gov.au.





Checklist

- Completed application form
- Fee
(either cheque or money order)
- Certificate of Title
(1 copy, obtained or produced within the last 3 months)
- Photographs
- Proposed Elevation Plan
(3 copies)
- Proposed Floor Plan
(3 copies)
- Written submission against relevant local policy
(1 copy)
- Colours, materials, finishes and other specifications



Moonee Valley Language Line

عربي	Arabic	9280 0738	Ελληνικά	Greek	9280 0741	Español	Spanish	9280 0744
中文	Cantonese	9280 0739	Italiano	Italian	9280 0742	Türkçe	Turkish	9280 0745
Hrvatski	Croatian	9280 0740	Somali	Somali	9280 0743	Việt-ngữ	Vietnamese	9280 0746

All other languages 9280 0747

National Relay Service 133 677 or iprelay.com.au

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 Telephone 03 9243 8888 | Facsimile 03 9377 2100
 Email council@mvcc.vic.gov.au | Website mvcc.vic.gov.au

