

Moonee Valley City Council

All planning permit applications are to be submitted electronically using Council's [Online Lodgements Portal](#). Before you can use this service you must register an account, [which you can do here](#).



CHECKLIST FOR PLANNING APPLICATIONS

Advertising Signage

For all Planning Applications the following <u>must</u> be provided with the below mentioned items:	
A recent copy of Title for the land (the search should be dated not more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restrictive covenant that may affect the land <i>*(Certificate of Title may be obtained on-line at https://www.landata.vic.gov.au/ or by calling the Land Information Centre on 03-9194 0605)</i>	<input type="checkbox"/>
The prescribed Application Fee	<input type="checkbox"/>
All advertising signage applications should be accompanied by: <u>(NB – it is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner)</u>	
The following plans to be provided electronically, at a scale of 1:100 or 1:200 and fully dimensioned (as applicable):	
<ul style="list-style-type: none">Plans showing all relevant information in accordance with the Application Requirements of Clause 52.05-2 (Advertising Signs – Application requirements) of the Moonee Valley Planning Scheme.	<input type="checkbox"/>
A report outlining the following:	
<ul style="list-style-type: none">How the proposal complies with Clause 21.06-5 (Built Environment – Signage) of the Moonee Valley Planning Scheme.How the proposal complies with the Decision Guidelines of Clause 52.05-3 (Advertising Signs – Decision Guidelines) of the Moonee Valley Planning Scheme.	<input type="checkbox"/>

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

Disclaimer:

**Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the Moonee Valley City Council website at <http://www.mvcc.vic.gov.au/planning-and-building/planning.aspx> or contact Council's Statutory Planning Department between 8:30am to 5:00pm, Monday to Friday on 9243 9111.*