

Checklist 4 - Applications for a Planning Permit for Advertising Signage

For all planning applications the following MUST be provided:

<input type="checkbox"/>	3 copies of the Application form completed and signed
<input type="checkbox"/>	3 full current copies of Title for the land, including the map showing current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land. (The Copy of Title must be clearly legible and no older than 30 days.)
<input type="checkbox"/>	The prescribed application fee

In addition to the information required above for all planning applications, the following should be provided:

<input type="checkbox"/>	3 copies of plans drawn at a scale of 1:100 or 1:200 showing as appropriate:
<input type="checkbox"/>	1 copy of all submitted plans in A3 size suitable for photocopying
<input type="checkbox"/>	The exact location of all existing and proposed signage on the land
<input type="checkbox"/>	Exact dimensions of the proposed signage, including the height, width and depth of the signage
<input type="checkbox"/>	Front, side and rear elevations of the signage (or location on a building if applicable) including exact height dimensions and the distance above natural ground level
<input type="checkbox"/>	Extent of the projection of the signage, clearance above the footpath and or laneway surface and distance to the face of the kerb
<input type="checkbox"/>	Plans depicting the proposed colours and building materials
<input type="checkbox"/>	Details of the illumination, floodlighting and animation (if applicable)
<input type="checkbox"/>	3 copies of written submission considering the following as appropriate:
<input type="checkbox"/>	The effect of the sign on the amenity of the area, built environment or landscape
<input type="checkbox"/>	The advertising pattern and theme in the area and the number of signs of the same type
<input type="checkbox"/>	The effect of the sign on existing signs
<input type="checkbox"/>	The size and likely impact of the sign having regard to the size of the premises on which it is to be displayed and the scale of surrounding buildings
<input type="checkbox"/>	The effect of the sign on the safety, warning and security of premises and public areas
<input type="checkbox"/>	The effect of the sign on the appearance and efficiency of a road, railway, waterway or other public way, having particular regard to the sign's colour, brightness and location
<input type="checkbox"/>	The views of the Roads Corporation if the sign is an animated, floodlit, internally illuminated, panel, reflective or sky sign to be displayed within 60 metres of, or to project over, a freeway, state highway, metropolitan bridge or other road declared under the Transport Act 1983

Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- Telephone advice from a Statutory Planner – between the hours 8.15am and 5pm Mon – Fri – contact 5320 5107.
- Verbal advice in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday – Friday.
- **Pre-Application Meeting** with a Statutory Planning Coordinator at Council’s Phoenix Building. Pre-Application meetings are held on Tuesday and Thursday afternoons at Council’s Phoenix Building. Simply telephone Statutory Planning on 5320 5640 and the booking can be made over the phone. A Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only Pre-Application Meeting** – Meetings with Council’s Heritage Advisor are scheduled on Wednesdays between 1pm and 5pm and Thursdays between 9am and 5pm. Contact Statutory Planning on 5320 5640 and the booking can be made over the phone.

Electronic Lodgement Service

eServices is Council’s electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the [Payments](#) section at www.ballarat.vic.gov.au and follow the links.

Disclaimer

Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required after registration.

General Enquiries

If you have any further enquiries please contact Council’s Customer Service Department on ph: (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am to 5:00pm, Monday to Friday.