

## Checklist 9 - Display a sign in a Commercial or industrial zone, Capital City Zone or Docklands Zone

### Pre-application discussions: Was there a pre-application meeting? Who with and when?

<input type="checkbox"/>	Planning Officer:	Date: / /
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### Information Requirements:

#### For all planning permit applications, the following MUST be provided:

<input type="checkbox"/>	A completed application form
<input type="checkbox"/>	Signed declaration on the application form
<input type="checkbox"/>	The application fee

### Accompanying information:

**i** The council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with council. The following information must be provided as appropriate.

<input type="checkbox"/>	Copy of title and any registered restrictive covenant. <b>i</b> The title information must include a 'register search statement' and the title diagram, and any associated 'instruments'. Check if council requires title information to have been searched within a specified time frame.
<input type="checkbox"/>	A site context report, using a site plan, photographs or other methods to accurately describe:
<input type="checkbox"/>	The location of the proposed sign on the site or building and distance from property boundaries.
<input type="checkbox"/>	The location and size of existing signage on the site including details of any signs to be retained or removed.
<input type="checkbox"/>	The location and form of existing signage on adjoining properties and in the locality.
<input type="checkbox"/>	The location of closest traffic control signs.
<input type="checkbox"/>	Identification of any view lines or vistas that could be affected by the proposed sign.
<input type="checkbox"/>	The dimensions, height above ground level and extent of projection of the proposed sign.
<input type="checkbox"/>	The height, width and depth of the total sign structure including the method of support and any associated structures such as safety devices and service platforms.

<input type="checkbox"/>	The colour, lettering style and materials of the proposed sign.
<input type="checkbox"/>	The size of the proposed display (total advertising area including all sides of a multi-sided sign).
<input type="checkbox"/> Check the land is not located within any overlays.	

### 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 Monday to Friday contact: (03) 5320 5107.
- **Verbal advice** in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone (03) 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday to Friday.
- **Pre-Application meeting** with a Statutory Planning Coordinator at Council's Phoenix Building. Pre-Application meetings are held on Tuesday, Wednesday and Thursday afternoons at Council's Phoenix Building. Simply telephone Statutory Planning on (03) 5320 5640 and the booking can be made over the phone. **Please note** 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 can be made by contacting Statutory Planning on (03) 5320 5640 to make an appointment.

### 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](http://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 (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am and 5:00pm, Monday to Friday.