



# CHECKLIST – SIGNAGE PERMIT APPLICATION

This application can be lodged online

Planning and Building Department  
379-397 Whitehorse Road  
Nunawading VIC 3131  
General Enquiries: (03) 9262 6303

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted for an Advertising Signage permit.

**PLEASE NOTE:** This checklist must be completed by the applicant or owner and attached to any Planning Application.  
**If your application does not satisfy the required detail, the application will not be accepted.**

**Please  the items you have submitted.**

1. All items may be submitted electronically within a media storage device (e.g. CD, DVD, USB flash drive) in PDF format, with plans and documents separated and named as appropriate. (Please see over for naming conventions.)   
The address of the site and the submission date must be clearly indicated on the storage device.
2. "Application for Planning Permit" form or "Application to Amend a Planning Permit" completed and signed.
3. Full payment of appropriate application fee.
4. A current and full copy of title (including title plan) and details of any Restrictive Covenants/Section 173 Agreements or other restrictions on the title. This title must have been searched within the last three months.   
Note: If not using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
5. A covering letter or written submission addressing Clause 22.02 - Visual Amenity & Advertising Signs and Clause 52.05 – Signs of the Whitehorse Planning Scheme.
6. A site plan at a scale of 1:100 clearly showing: 
  - the location of all sign/s (existing and proposed) in context to the whole site,
  - distances of the sign from boundaries, buildings & any other relevant reference point,
  - all existing buildings/structures on the site,
  - the entire site and any street frontages.
7. A scaled and dimensioned sign plan showing: 
  - exact wording and dimensions (width, height & total area),
  - colour scheme,
  - lighting details (eg. Non-illumination internally illuminated, floodlit, etc.).
8. An elevation plan of sign at a scale of 1:100 showing: 
  - total height of all signs from ground level,
  - relationship of sign to existing building/s (if attached to building).

This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Application for Planning Permit" or "Application to Amend a Planning Permit" form, and fee schedule are available under 'FORMS ONLINE' on Council's website (<http://www.whitehorse.vic.gov.au>).

**Address:** \_\_\_\_\_

**Declaration:**  
I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: \_\_\_\_\_ (Please print clearly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## NAMING CONVENTIONS FOR DOCUMENTS SAVED IN A MEDIA STORAGE DEVICE

All documents and plans saved in a media storage device are required to be named appropriately, in accordance with the format below:

### “Property Address – Document Name”

e.g.: “2/1000-1004 Whitehorse Rd, Box Hill – Plans”, should be used as the document name of:

*A full set of neighbourhood and site description, design response plans, proposed site and elevation plans for a development at Unit 2, 1000-1004 Whitehorse Road, Box Hill VIC 3128*

Document Name	Documents to be included, where possible
<b>Application</b>	<ul style="list-style-type: none"> <li>• Minimum standard checklist.</li> <li>• Application form.</li> <li>• A copy of title and plan of subdivision.</li> <li>• A copy of any restrictive covenant and agreement.</li> <li>• A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.</li> </ul>
<b>Plans</b>	<ul style="list-style-type: none"> <li>• A full set of architectural drawings in 1 PDF document.</li> <li>• For files larger than 30MB, please separate and name accordingly.</li> </ul> <p>e.g.</p> <ul style="list-style-type: none"> <li>– neighbourhood and site description &amp; design response plans;</li> <li>– basement, ground, 1<sup>st</sup> &amp; 2<sup>nd</sup> level plans;</li> <li>– 3<sup>rd</sup> level, roof and elevation and concept landscape plans.</li> </ul>
<b>Arborist Report</b>	<ul style="list-style-type: none"> <li>• A construction impact assessment undertaken by a qualified arborist.</li> </ul>
<b>Traffic Report</b>	<ul style="list-style-type: none"> <li>• A traffic impact assessment prepared by a qualified transport engineer.</li> </ul>
<p>All other supporting documents, where required, including waste management plan, urban context report, ESD or SDA reports, should be separated and named accordingly when saved to a media storage device.</p>	

### PLEASE NOTE:

The maximum size for each document is 30MB if using a storage device. Maximum size for online lodgment is 100MB per application. Any document exceeding this size must be separated or compressed.

The maximum number of characters of each document name must not exceed 200.