

Planning Application Requirements - Signage

For all applications:

- A completed and signed Application for a Planning Permit form.
- A full and current copy of title, dated within 90 days of the date of application. This must include the Register Search Statement, Plan of Subdivision and complete copies of any covenants or restrictions registered on title.
- The prescribed application fee (Class 11-16). If you wish to pay by credit card, please submit your application and you will be sent an invoice which can be paid via Council's secure payment portal; <https://mygreaterdandenong.com/>
- A written submission against all relevant provisions of the Greater Dandenong Planning Scheme including all relevant:
 - Zones, Overlays, Particular Provisions (including all application requirements under Clause 52.05 - Advertising Signs)
 - State and Local Policies (including Clause 22.05 - Greater Dandenong Gateways Policy and Clause 22.11 – Advertising Signs Policy)
 - any reference documents (including the Signs Information Guide, and the City of Greater Dandenong Gateways Strategy, December 2011).
- A complete set of development plans (site plans and elevations plans), drawn to scale (preferably 1:100 / 1:200) with dimensions, and of a professional standard. The plans must include:
 - A site context report, using a site plan, photographs or other methods to accurately describe:
 - the location of the proposed sign on the site or building, and distance from property boundaries
 - the location and size of existing signage on the site, including details of any signs to be retained or removed
 - the location and form of existing signage on abutting properties and in the locality
 - the location of closest traffic control signs
 - identification of any view lines or vistas that could be affected by the proposed sign.

Continued overleaf...

- Sign details, including (as relevant):
 - the location, dimensions, height above ground level, and extent of projection of the proposed sign
 - the height, width, depth of the total sign structure, including method of support and any associated structures such as safety devices and service platforms
 - details of associated on-site works
 - details of any form of illumination, including details of baffles and the times at which the sign would be illuminated
 - the colour, lettering style, and materials of the proposed sign
 - the size of the display (total display area, including all sides of a multi-sided sign)
 - the location of any logo box, and proportion of display area occupied by such a logo box
 - for animated or electronic signs, a report addressing the decision guidelines at Clause 52.05-8 relating to road safety
 - any landscaping details.

For signs with a display area of 18 square metres or more:

- a description of the existing character of the area, including built form and landscapes
- the location of any other signs with a display area of more than 18 square metres, or scrolling, electronic or animated signs, within 200 metres of the site
- any existing identifiable advertising theme in the area
- photo montages or a streetscape perspective of the proposed sign
- level of illumination, including:
 - Lux levels for any sign on or within 60 metres of a Road Zone or a Residential Zone or Public Land Zone
 - the dwell and change time for any non-static images
 - the relationship to any significant or prominent views and vistas.

 (03) 8571 1000  council@cgd.vic.gov.au  greaterdandenong.vic.gov.au	 	TTY: 133 677 Speak and listen: 1300 555 727 Online: relayservice.gov.au TIS: 13 14 50	Follow us:     
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

updated January 2021