



HUME CITY COUNCIL ADVERTISING SIGNAGE Planning Application Checklist

If you propose to display advertising signs within the municipality, you are encouraged to schedule a pre-application meeting with a Council Planning Officer prior to the submission of your application. A pre-application meeting will assist in further identifying any design issues with the proposal.

This checklist has been prepared to assist with the faster processing of your application, by outlining the minimum amount of information required to assess your proposal. Delays in an application may occur when the information supplied by the applicant is unclear or incomplete. Please follow this checklist to ensure that the correct information is lodged with your application.

Applications that are incomplete will not be accepted and will be returned accordingly. We recommend that you speak with one of our Planning Team if you have any questions about what to provide with your application.

Information to be submitted

- Completed application form
- Relevant application fee
- A clear and legible full copy of Title (including the diagram) with full details of any restrictions, covenants or agreements. The copy of Title must be no more than 3 months old. A copy of Title can be obtained from:
Land Information Centre
Level 10, 570 Bourke Street
Melbourne VIC 3000
Phone: 8636 2831
www.landata.vic.gov.au
- A written submission detailing the effect of the sign on the amenity of the area, built environment or landscape, the advertising pattern and theme in the area, 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, the effect of the sign to a road, railway, waterway or other public way, having particular regard to the sign's colour, brightness and location. Refer to Clause 22.09 Advertising Signs Local Policy of the Hume Planning Scheme
- Detailed photographs of the subject site and surrounding properties
- Plans (details below).

Site Plan

Site plan in PDF format at a scale of 1:100 or 1:200 and showing:

- The boundaries and dimensions of the site (in accordance with the copy of Title) including easement details
- The north point (for orientation purposes) clearly indicated on the plans
- The location of all existing signage on the land
- The location of all proposed signage on the land
- Setbacks of the proposed signage from all boundaries
- Details of any existing signage to be removed.

Elevations

Elevation plan in PDF format at a scale of 1:100 or 1:200 and showing

- The dimensions of the proposed signage (height, width and depth)
- The overall area for each sign calculated in square metres
- Details of the proposed signage in colour showing the advertising content and lettering style
- The height of the proposed signage from the natural surface level or finished floor level
- Details of how the proposed signage will be supported (structural details)
- The extent of projection and clearance above the footpath and the distance to the face of the kerb
- Details of the method of illumination, floodlighting or animation
- Details of wattage and light spillage
- Hours of operation for any proposed illumination.

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