**SIGNS - PLANNING PERMIT APPLICATION CHECKLIST**

A planning permit may be required to display a sign, depending on the type and size of the sign and which zone it is located in. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

**FORMS, FEES AND LEGAL DOCUMENTS**

* Complete planning permit application form and pay application fee

For the application form and fee schedule please refer to <https://www.bawbawshire.vic.gov.au/Plan-and-Build/Planning-permits/Application-Forms-and-Permit-Information/Your-Planning-Permit#section-5>

* Certificate of Title not more than 60 days old including:
* Plan of Subdivision or Title Plan
* Restrictive Covenants (if any)
* Section 173 Agreements (if any)

To obtain the Certificate of Title please refer to landata.vic.gov.au

**PLANS**

* Site Plan including:
* Drawn to scale
* North point
* Boundaries and dimensions of the site
* The location and size of the proposed sign on the site
* The location and size of any other existing signs on the site
* Elevation Plan including:
* Dimensions and height above ground level
* The size of the display (total advertising area including all sides of a multi-sided sign)
* Details of any illumination including proposed illumination times
* The colour and materials of the proposed sign

**REPORTS**

* Written response about the proposal and how it satisfies the zone, overlays and other relevant provisions of the planning scheme including Clause 52.05-3 (Signs).

For a copy of planning scheme provisions please refer to [http://planning-schemes.delwp.vic.gov.au](http://planning-schemes.delwp.vic.gov.aut)

**OTHER REQUIREMENTS**

* Ask a Council planner if any other requirements are required

**TERMS EXPLAINED**

**Planning**

Planning covers a broad range of issues, but is essentially about the control of the construction, growth and development of towns, cities and urban areas. Further information is available at

<https://www.planning.vic.gov.au/planning-in-victoria/a-guide-to-the-planning-system>

**Planning Permit**

A planning permit is a legal document that allows a certain use and/or development on land. A planning permit is not a building permit. You may need to obtain both a building permit and a planning permit. Further information is available at

<https://www.planning.vic.gov.au/planning-permit-applications/do-i-need-a-permit>

Under Victoria's planning system, local councils and the State Government develop planning schemes to control land use and development. They contain planning policies, zones, overlays and other provisions that affect how land can be used and developed. Further information is available at <http://planning-schemes.delwp.vic.gov.au/about>

**VicSmart**

VicSmart is a streamlined assessment process for straightforward planning permit applications including:

* prescribed planning permit application fee
* a 10-day planning permit application process
* applications are not advertised and there are no third-party appeal rights
* pre-set information must be submitted with an application
* the Chief Executive Officer or delegate officer (planner) of council is the decision maker

Further information is available at <https://www.planning.vic.gov.au/planning-permit-applications/vicsmart>

**LODGEMENT**

You can lodge the planning permit application with Council via:

**Online:**

[planning@bawbawshire.vic.gov.au](mailto:planning@bawbawshire.vic.gov.au)

**Post:**

Baw Baw Shire Council

Planning Department

PO Box 304

WARRAGUL VIC 3820

**Person:**

Baw Baw Shire Office

33 Young Street

DROUIN VIC 3818