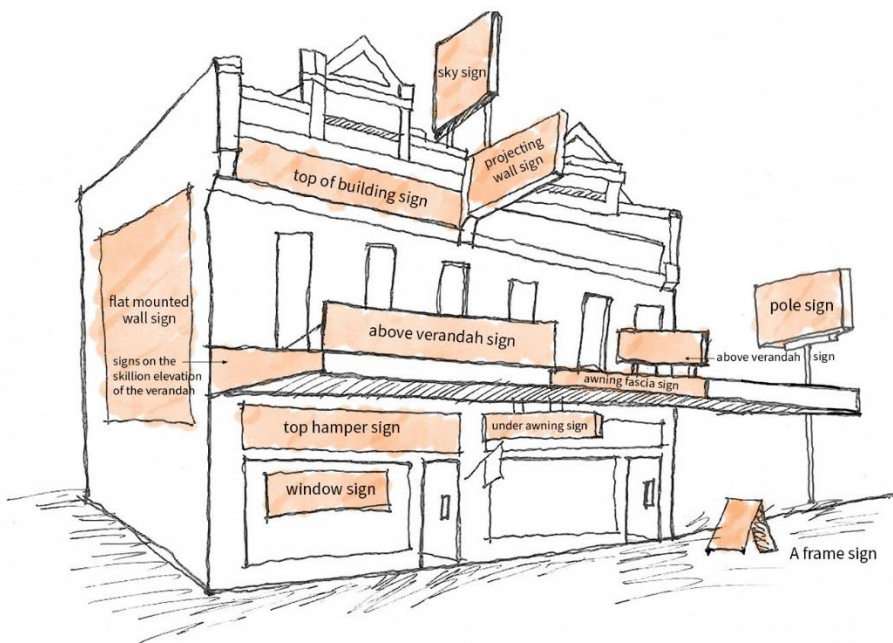


This checklist outlines the documents required for planning application lodgement. Including these documents with your application will allow us to commence assessment of the application and can reduce processing time. Additional information may be requested by the assessing planning officer. All referenced forms can be found on the [Moyne Shire Council website](#).

Use this checklist for applications for signs

Under the Moyne Planning Scheme, 'signs' are defined as structures specifically built to support or illuminate a sign. [Clause 73.02](#) defines sign types, and illustrations of various sign types are shown below. Whether a planning permit is required depends on the zone, use and exemptions specified in [Clause 52.05-10](#).



Note: the total display area of signs for each premises must not exceed the area specified in the category section of Clause 52.05.

Need help?

For more information on how to apply for a planning permit:

- Visit the [planning department website](#)
- Telephone us on 03 5568 0555
- Email us at moyne@moyne.vic.gov.au
- Meet us by appointment at the Moyne Shire Council office, Princes Street Port Fairy VIC 3284
From 8.45am to 4.45pm, Monday to Friday

Book a pre-application meeting

Before you submit your planning application, we encourage you to book a pre-application meeting with a planning officer for planning advice. Please contact the planning department to schedule a meeting. Meetings will be scheduled at a time that is mutually convenient. You need to provide a description of the proposal, the title and any relevant documents. A pre-application meeting fee may apply.

Minimum requirements for a planning permit application for signs

- A completed application form**
 - Application form is available at [planning forms, fees and checklists](#).
 - Ensure 'cost of works' is completed when you lodge.
- A recent copy of the title and the relevant plan for the land (dated no more than 3 months prior to the application)**
 - A copy of the title and the relevant plan can be obtained online from [Landata](#).
 - Provide a copy of any registered covenant and Section 173 agreement if applicable.
- An electronic copy of scaled and dimensioned site plan in accordance with the requirements of [Clause 52.05-6](#)**
 - Site plan is appropriately scaled to show the exact locations of proposed signs, clearly indicating distances from property boundaries, and identifying any view lines that could be affected by the proposed signs.
 - Site plan includes the following information, as appropriate:
 - Location and size of existing signage on the site and details of any signs to be retained or removed.
 - Location and form of existing signage on abutting properties and in the locality.
 - Location of nearby traffic control signs.
- An electronic copy of scaled and dimensioned elevations in accordance with the requirements of [Clause 52.05-6](#)**
 - Provide front, side and rear elevations of proposed signs scaled at least 1:100, including exact dimensions for width, length, depth and height above ground level.
 - Illustrate sign structure dimensions, supporting method and associated structures (e.g. safety devices, service platforms).
 - Provide detail sign specifics:
 - Colour, lettering style and materials.
 - Display size.
 - Logo box location and area proportion.
 - On-site and landscaping details.

Specifications for different types of signs

- For projecting signs, specify the extent of projection and clearance above footpath or laneway surfaces.
- For illuminated signs, include details of baffles and the times at which the sign would be illuminated.
- For animated or electronic signs, provide a report addressing the decision guidelines at [Clause 52.05-8](#) relating to road safety. If an animated or electronic sign is within 60 metres of a freeway or arterial road, the application will be referred to the Department of Transport and Planning¹. A lighting impact assessment report, lighting compliance report and lighting compliance record may be required.

Signs with a display area of 18 square metres or more (major promotion sign)

For a sign with a display area of 18 square metres or more, the following additional documents need to be provided:

- A description of the existing character of the area including built form and landscapes.

¹ Requirements and Guidelines for Illuminated Outdoor Advertising Signage, Department of Transport and Planning, <https://content.vic.gov.au/sites/default/files/2023-10/DTP-Requirements-and-Guidelines-for-Illuminated-Outdoor-Advertising-Signage.pdf>

- The location of any other signs over 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.
- Include the level of illumination, encompassing lux levels for any sign within 60 meters of Transport Zone 2, Transport Zone 3, residential zones, or public land zones, and specify the dwell and change time for any non-static images.
- The relationship to any significant or prominent views and vistas.

Moyne Shire Signage Guideline

The guideline assists applicants in developing proposals for signs in the commercial historic areas of Port Fairy and Koroit. It is recommended that applicants ensure that the principles and requirements outlined in the guideline are met, as this will expedite the assessment of your application.

Other permits you may need to consider

- **Footpath Trading** - You may also need a local law permit if you intend to erect your sign on footpaths (e.g., sandwich board sign or A-frame sign). Please contact the local law department to discuss these requirements.
- **Building Permit** - A building permit may be required for constructing Class 10b structures (e.g., signs). Please consult with a registered building surveyor to determine if a building permit is required.
- **Consent from the Road Authority** - You must obtain written consent from the relevant road authority to erect a sign on a road reserve. Please contact the Department of Transport and Planning for consent to erect signage on freeways and declared arterial roads, or contact the Council for other public roads.

How to lodge your application

Please submit your application electronically by email to moyne@moyne.vic.gov.au. For other lodgement options, please contact Moyne Council.

How to pay your application fee

After we acknowledge the receipt of your application, an invoice will be sent to your preferred contact person's email address. Payment options include mail, in-person, by phone, or via BPAY.

Councils provide services under the *Planning and Environment Act 1987*, which incur fees in accordance with the *Planning and Environment (Fees) Regulations 2016*. For detailed information on application fees, please see [fees \(planning.vic.gov.au\)](http://fees.planning.vic.gov.au).

What happens next

1. Additional information may be requested by the assessing planning officer. A request for further information may be sent to the contact person listed on the application form.
2. Once your application is considered to be complete, the planning officer will decide whether your application needs to be notified or referred to any Referral Authorities under the Moyne Planning Scheme and the *Planning and Environment Act 1987*.
3. You may need to adjust your plans in response to objections from the community, recommendations and decisions made by Referral Authorities.
4. At the end of the notification and referral period, the planning officer will assess the proposal and make a decision to issue a notice of decision, grant a permit, or refuse a permit. You will be informed of the outcome in writing.
5. Upon receiving a planning permit, carefully review the conditions and take note of any that must be complied with before the use and development starts.
6. If you receive a notice of decision to grant a permit, an objector has 28 days to appeal the council's decision to the Victorian Civil and Administrative Tribunal (VCAT). If no appeal is lodged within this period, the planning permit will be issued.
7. You can lodge an application for review with the VCAT if your application is refused by the council, if you are dissatisfied with the conditions, or if a decision has not been made in time.

To get in touch with Council with your application

- Telephone: 03 5568 0555
- Email: moyne@moyne.vic.gov.au
- In person: Moyne Shire Council office, Princes Street Port Fairy VIC 3284

