



## Application for a planning permit for signage

### Discuss your proposal with a Planning Officer

- Have you discussed your application with a Planning Officer?

### The following information **MUST** be provided with all planning applications

- A completed and signed planning permit application form
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of title by searching on-line at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- Plans - see below for details of what is required

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for signage.

- Three copies of plans drawn to scale (e.g. 1:100 or 1:200) showing as appropriate:
  - The exact location of all existing and proposed signage on the land
  - Exact dimensions of the proposed signage, including the height, width and depth of the signage
  - Front, side and rear elevations of the signage (or location on a building if applicable) including exact height dimensions and the distance above natural ground level
  - Extent of the projection of the signage, clearance above the footpath and or laneway surface and distance to the face of the kerb
  - Plans depicting the proposed colours and building materials
  - Details of the illumination, floodlighting and animation (if applicable)
  - A written submission considering the following as appropriate:
    - The effect of the sign on the amenity of the area, built environment or landscape
    - The advertising pattern and theme in the area and the number of signs of the same type
    - The effect of the sign on existing signs in the area

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**Post applications to:**

**East Gippsland Shire Council**  
PO Box 1618  
BAIRNSDALE VIC 3875

**Email applications to:**  
[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

**Deliver applications to service centres:**

**Lakes Entrance**  
Mechanics Street  
LAKES ENTRANCE VIC3909

**Orbost**  
1 Ruskin Street  
ORBOST VIC 3888

**Omeo**  
Day Avenue  
OME O VIC 3898

**Paynesville**  
55 The Esplanade  
PAYNESVILLE VIC 3880

- 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 on the appearance and efficiency of a road, railway, waterway or other public way, having particular regard to the sign's colour, brightness and location
- Times of the sign illumination
- The need for premises identification and avoidance of multiple signs

#### **Note**

Further information may be required for certain proposals. Many properties in East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection, heritage etc.

An application must address the requirements of any overlays affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

Council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the *Planning Guides and Links* page on Council's website.

**If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.**

**You are encouraged to book a pre-lodgement meeting with a Planning Officer to have preliminary discussions concerning an application (please note Planning Officers are available by appointment only).**

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

**Note:** A planning permit is often only one approval required from Council. Other permits may be required including:

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)