

# Advertising signs

yarracity.vic.gov.au



This guide describes what information you need to provide Council when applying for a planning permit to construct and display an advertising sign.

Council requires certain information in order to properly assess your application against the planning controls contained in the Yarra Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included – this guide will help you do this.

## How to apply for a planning permit

To apply for a permit to construct and display an advertising sign, simply follow these steps:

- 1. Check the applicable fee**  
To determine what fee you need to pay to lodge your application, please view the fee schedule on **our website** or contact Statutory Planning on 9205 5373.
- 2. Prepare your application**  
Make sure to include all the information described in this guide, such as plans and a written submission.
- 3. Lodge your completed application on the Council's website**

## What information should be included with your application?

### Certificate of Title

You will need to provide an up-to-date Certificate of Title and Title Plan Diagram/ Plan of Subdivision with your application.

A *Certificate of Title* is a formal legal record about a particular piece of land. It contains basic information about the land including current ownership (see example overleaf).

The copy of the *Certificate of Title* must be clear, legible, complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173 Agreement, a copy will also need to be provided. This will be registered on the *Certificate of Title*.

View **our online guide** on how to obtain a copy.

## Checklist

- Fee (invoice will be sent after lodgement)
- Certificate of Title including any Section 173 agreements and covenants (obtained within the last three months)
- Photographs
- Proposed Elevation
- Proposed Floor Plan
- Area schedule (showing sign type, length, width, total sign area in sqm)
- Written submission against relevant local policy
- Colours, materials, finishes and other specifications

## Example title plan

TITLE PLAN		EDITION 1	TP966034F										
<b>LOCATION OF LAND</b> PARISH: JKA, JKA TOWNSHIP: - SECTION: 35 (P1) CROWN ALLOTMENT: - CROWN PORTION: - LAST PLAN REFERENCE: - DERIVED FROM: - DEPTH LIMITATION: NIL		<b>NOTATIONS</b> <b>WARNING AS TO DIMENSIONS:</b> ANY DIMENSION AND CONNECTING DISTANCE SHOWN IS BASED ON THE DESCRIPTION OF THE LAND CONTAINED IN THE GENERAL LAW TITLE AND IS NOT BASED ON SURVEY INFORMATION WHICH HAS BEEN INVESTIGATED BY THE REGISTER OF TITLES.											
<b>EASEMENT INFORMATION</b>													
<small>E - ENCUMBRING EASEMENT; R - ENCUMBRING EASEMENT (R/O); A - APPURTENANT EASEMENT</small>													
<table border="1"> <thead> <tr> <th>Easement Reference</th> <th>Purpose / Authority</th> <th>Width (Metres)</th> <th>Origin</th> <th>Land benefited / in favour of</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Easement Reference	Purpose / Authority	Width (Metres)	Origin	Land benefited / in favour of						THIS PLAN HAS BEEN PREPARED BY LAND VICTORIA FOR TITLE DIAGRAM PURPOSES Checked by: AJC Date: 09/08/2018 Assistant Registrar of Titles	
Easement Reference	Purpose / Authority	Width (Metres)	Origin	Land benefited / in favour of									
LENGTHS ARE IN METRES		SCALE	DEALING / FILE No: AP141852P GOVERNMENT GAZETTE No:										

This section states when this document was produced and must be within the last 3 months from the date of lodgement of your application with Council.

This section states your lot number and would be accompanied by the title of plan which would show your lot boundaries and any easements.

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**REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958**  
 VOLUME 61204 POLIO 620

**LAND DESCRIPTION**  
 Lot 15 on Plan of Subdivision 522946A.  
 PARENT TITLES :  
 Volume 08617 Polio 218      Volume 09089 Polio 203  
 Created by instrument PS522946A 23/04/2007

**REGISTERED PROPRIETOR**  
 Estate Fee Simple  
 Joint Proprietors  
 MITCHELL STEVEN CITIZEN  
 CARMEN LEE CITIZEN both of 39 FLINDERS DRIVE CASEYTOWN VIC 9420  
 AN735367M 06/03/2015

**ENCUMBRANCES, CAVEATS AND NOTICES**  
 MORTGAGE AN735368K 06/03/2015  
 BIG BANK LTD  
 COVENANT AN383660X 25/09/2014

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

**AGREEMENT** Section 173 Planning and Environment Act 1987  
 AD753553H 18/07/2005

**DIAGRAM LOCATION**  
 SEE PS522946A FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NUMBER	TRANSFER	STATUS	DATE
AN735367M	TRANSFER	Registered	06/03/2015
AN735368K	MORTGAGE	Registered	06/03/2015

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)  
 Street Address: 2 MUNRO COURT BIRDWOOD VIC 9423  
 DOCUMENT END

Security no : 524054339613G  
 Produced 06/03/2015 11:55 am

This section states who the owner of the property is.

If your property has any covenants (restrictions/ instrument) on title it would be listed here along with the date it was registered on title. You must provide Council with a copy of any Covenant (Instrument)

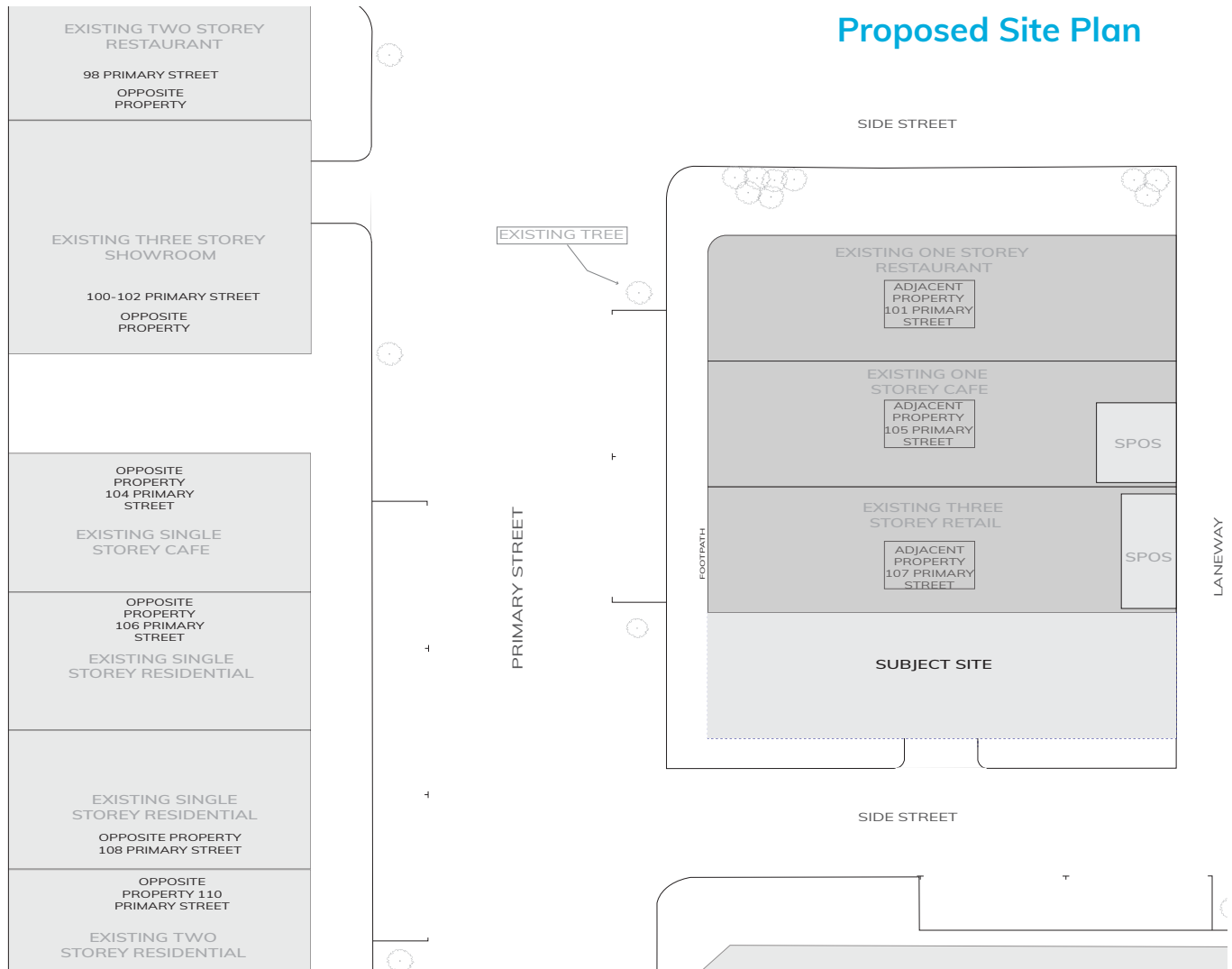
If your property has any legal agreements (instrument) on title, it would be listed here along with the date it was registered. You must provide Council with a copy of any agreements as outlined here.

## Photographs

Photographs help Council to understand the existing conditions of the land and the surrounding area.

Please provide at least one photograph that shows where you would like to put the advertising sign. It is also helpful to provide some context to the application by including photographs of the area surrounding the proposed location of the sign.

## Proposed Site Plan



You need to submit a *Proposed Elevation Plan* with your application.

A Proposed Elevation Plan is a clear drawing that shows the height and location of the proposed advertising sign and other structures on the site.

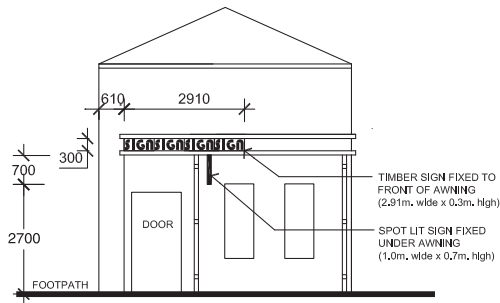
It is drawn as if looking from the front or side to show the height. The plan must be drawn to scale and clearly show:

- The position and size of any existing sign/s
- The position of the proposed sign/s
- The width, length and depth of the proposed sign/s
- Dimension showing the clearance from the edge of the kerb (min. 750mm) and if the sign is above the footpath, the vertical clearance (allowing a min. of 2.70m)
- The width and length of the text/lettering/images
- Any structure to support the sign/s
- The colour, materials and finish of the sign/s
- Whether the sign is to be illuminated internally or externally (including hours of operation of the illumination and Lux levels if known).
- Orientation (e.g. north elevation)
- Dimensions of all signage including a table identifying the display area of each sign, and the total signage area of signs proposed on site in sqm.
- Any other relevant details (see example).

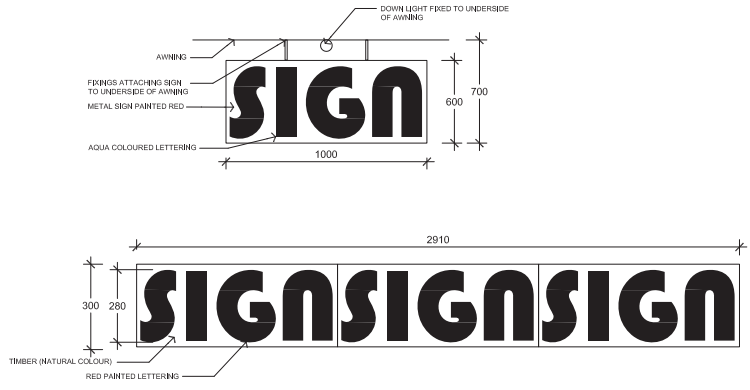
## PROPOSED ELEVATION (SIGN)

scale 1:100

CORNER SHOP (FRONT): NORTH ELEVATION



## Business identification sign



## Colours, materials, finishes and other specifications

Please provide details of the colours, materials, finishes and other specifications of the proposed advertising sign.

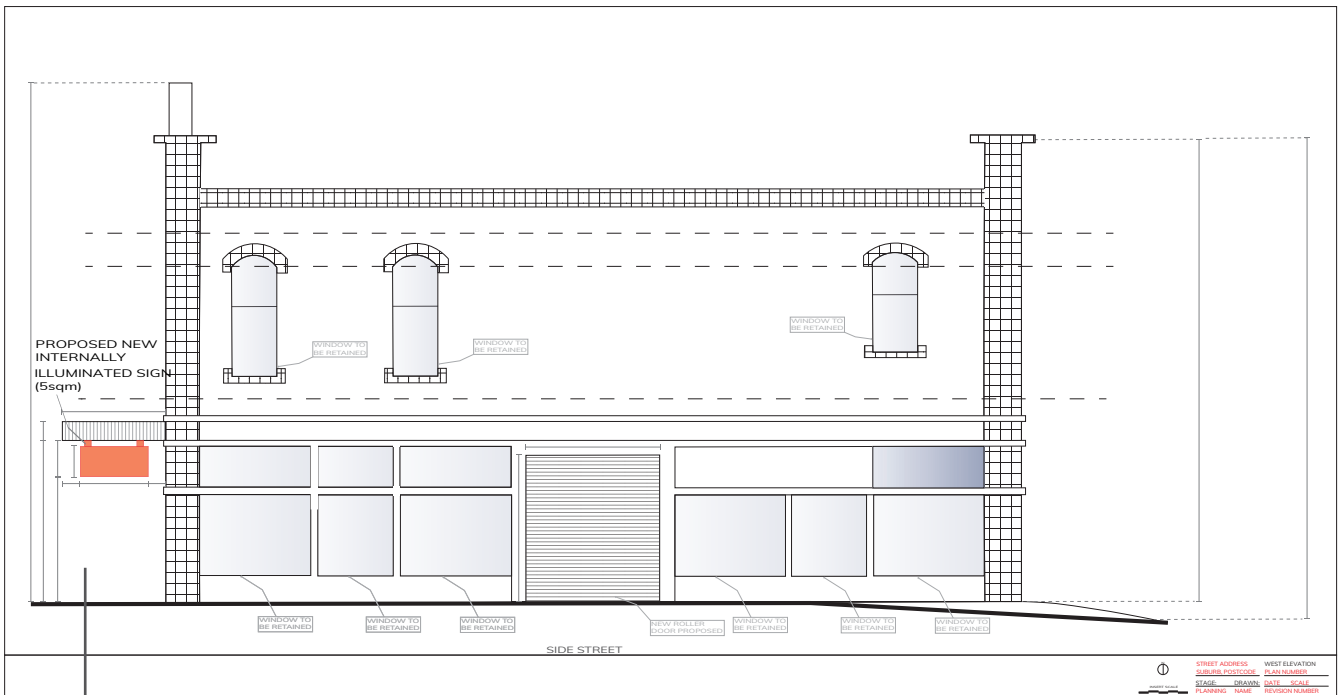
This information can be included on the Proposed Elevation Plan in the form of notations or can simply be written on a separate sheet.

You are encouraged to include samples and product brochures if appropriate.

## Other permits/regulations you may need to consider

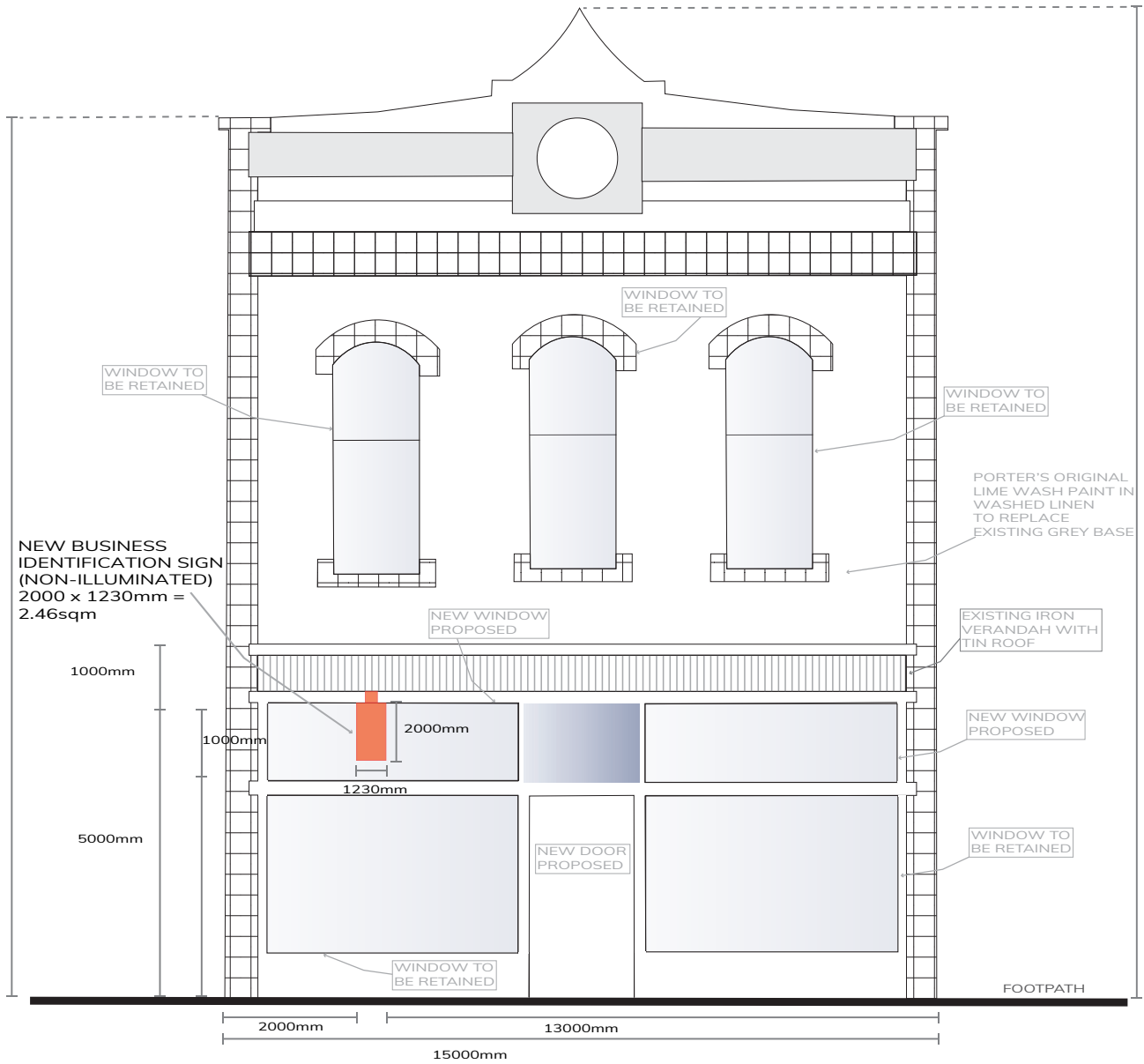
If you obtain a permit from Council to construct and display an advertising sign, before you commence, you may also need to consider:

- Building permit – depending on the size of your signage and how it is to be installed
- Road/footpath occupancy permit – if you need to block the road/footpath in order to install the sign
- Footpath Trading Licence – if you wish to display your advertising sign on the footpath (for example an a-frame sign).



Ensure that the proposed sign meets the following:

- Minimum distance from the kerb of 750 millimetres
- Minimum height clearance of 2.70 metres from the footpath



STREET ADDRESS FRONT EAST ELEVATION  
 SUBURB, POSTCODE PLAN NUMBER  
 STAGE: DRAWN: DATE SCALE  
 PLANNING NAME REVISION NUMBER

INSERT SCALE

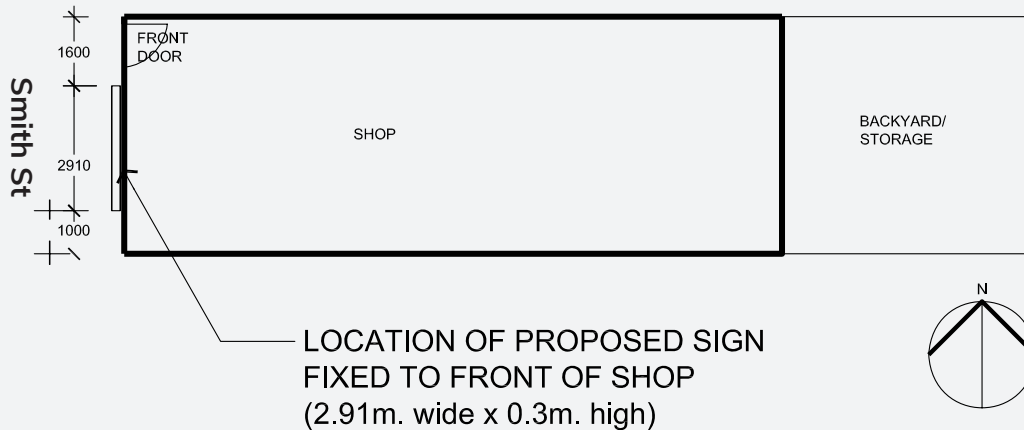


## Proposed Floor Plan

You need to submit a *Proposed Floor Plan* with your application. This is a clear drawing that shows the location of the proposed advertising sign and other structures on the site. It is drawn as if looking down from above the site.

The plan must be drawn to scale, and clearly show:

- Title boundaries of the site
- Where the sign will be located
- The length and width of the proposed advertising sign
- The land's orientation to north (see example below)
- The adjoining street name.



**NOTE** Plans are usually drawn up by an architect or draftsman, however you may feel comfortable to prepare the plan yourself.

## Written assessment against relevant local policy

Depending on the size and scale of your works, you need to submit with your application a written assessment against the relevant local planning policy:

- If your property is in a heritage overlay – an assessment against Yarra's Development Guidelines for Heritage Places policy **Clause 15.03-1L** is required.
- An assessment against the decision guidelines of **Clause 52.05-8 (Signs)** of the Yarra Planning Scheme is required.

## Further information

For more information call 9205 5373 or visit [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

You can also visit Statutory Planning counter at Richmond Town Hall, 333 Bridge Road, Richmond, Monday to Friday, 8.30am–5pm.

View our **guides and resources**. They cover a range of planning issues, such as understanding planning, the planning permit application process, lodging an application, objecting to an application, and useful checklists for different types of applications.

**National Relay Service TTY 133 677 then (03) 9205 5555**

<b>Languages</b>	中文	9280 1937	Italiano	9280 1931	Tiếng Việt	9280 1939	
العربية	9280 1930	Ελληνικά	9280 1934	Español	9280 1935	Other	9280 1940