

Signs

What is a sign?

A 'sign' can refer to a wide range of structures or devices used to display information, typically for advertising or identification purposes.

It may include any structure or device used to:

- Advertise a business, product, or event
- Provide directions or identification
- Display electronic or illuminated content.

You can find the terms which are used to define different types of signs within Clause [73.02 \(Sign Terms\)](#) of the Cardinia Planning Scheme.



Do I need a planning permit for a sign?

You may need a planning permit to construct or put up for display a sign. The permit requirements for signs vary depending on the zoning of the land, any overlays that apply to the land and the requirements of Clause 52.05 of the [Cardinia Planning Scheme](#).

Restrictive Covenants and Section 173 Agreements

Many parcels of land within Cardinia Shire are affected by Restrictive Covenants or Section 173 Agreements. These documents are registered on the title of the land, and many restrict or prohibit certain types of land use or development.

In most circumstances, Council cannot issue a planning permit if the proposal would breach or be inconsistent with a restrictive covenant or Section 173 Agreement.

Council does not have copies of these documents and cannot provide them. They can be obtained from the [Landata \(Titles Office\) website](#).

VicSmart Applications

Some proposals for signs may qualify for assessment as a 'VicSmart' application, which is a streamlined and generally accelerated planning permit application process.

An application to construct or put up for display a sign in an industrial zone, Commercial zone, Special Use Zone, Comprehensive Development Zone, Docklands Zone, Priority Development Zone, Activity Centre Zone or Precinct Zone is a VicSmart application if the following requirements are met:

- The sign is not within 30 metres of land (not a road) which is in a residential zone.
- The sign is not a pole sign, a sky sign, a reflective sign, internally illuminated sign, floodlit sign, electronic sign or animated sign.
- The display area of the sign does not exceed 10 square metres.

If a planning permit is required under more than one provision of the Cardinia Planning Scheme, the application must also be eligible for VicSmart under all other applicable provisions.

Important

The fact a permit can be granted for a particular proposal does not indicate or imply a permit should or will be granted. Council will assess any application lodged against the relevant facts and provisions of the Cardinia Planning Scheme, as applicable.

Any advice provided within this fact sheet is preliminary advice only and subject to change. Council endeavours to provide clear and accurate advice based on the information provided and the relevant provisions of the Cardinia Planning Scheme.

The advice within this fact sheet is current at the date of publishing but may be impacted by subsequent changes to the Planning Scheme, legislation, the proposal, referral advice, site inspections, the public notification process, and any other change of circumstance.

Further Advice

For general advice, please contact Council's Statutory Planning team on the details below.

For more detailed project/site specific advice (including written confirmation of whether a planning permit is required), it is encouraged to [request planning advice in writing](#) or arrange a [pre-application meeting](#) with Council's Statutory Planning team.

Contact Us

In Person: Visit us at our Civic Centre, 20 Siding Avenue, Officer.

Email: mail@cardinia.vic.gov.au

Phone: 1300 787 624

Web: www.cardinia.vic.gov.au

Translation Information

If you need an interpreter, call the [Translating and Interpreting Service \(TIS National\)](#) on [131 450](#) to speak to an interpreter. Ask them to phone Cardinia Shire Council on [1300 787 624](#)

National Relay Service (NRS)

TTY: 133 677 (ask for 1300 787 624)

Speak and Listen (speech-to-speech relay): 1300 555 727 (ask for 1300 787 624)

Information Requirements – Checklist

If a planning permit is required to construct or put up for display a sign, an application lodged with Council must be accompanied by the necessary supporting documentation and plans, or the application may be void and not able to be assessed.

The below information generally constitutes the minimum information required to accompany an application:

☐	A completed 'Application for a Planning Permit' form – <i>not required if the application is lodged via Council's ePlanning Portal.</i>
☐	The relevant application fee .
☐	A complete copy of title for the subject land, including: ○ A copy of the Register Search Statement (i.e. copy of title). ○ A copy of the Plan of Subdivision for the land. ○ Copies of any restrictive covenants and/or Section 173 Agreements. <i>These documents must be dated no older than 90 days and can be obtained via the Landata website.</i>
☐	Photographs of the subject site and area where the development is proposed.
☐	A written response against the strategies and guidelines of Clause 52.05-8 and Clauses 22.09 and 22.10 of the Cardinia Planning Scheme.
☐	A site context report, using a site plan, photographs or other methods to accurately describe: ○ The location of the proposed sign on the site or building and distance from property boundaries. ○ The location and size of existing signage on the site including details of any signs to be retained or removed. ○ The location and form of existing signage on abutting properties and in the locality. ○ The location of closest traffic control signs. ○ Identification of any view lines or vistas that could be affected by the proposed sign.
☐	Plans showing the details of the sign, including: ○ The location, dimensions, height above ground level and extent of projection of the proposed sign. ○ The height, width, depth of the total sign structure including method of support and any associated structures such as safety devices and service platforms. ○ Details of associated on-site works. ○ Details of any form of illumination, including details of baffles and the times at which the sign would be illuminated.

	○ The colour, lettering style and materials of the proposed sign. ○ The size of the display (total display area, including all sides of a multi-sided sign). ○ The location of any logo box and proportion of display area occupied by such a logo box. ○ For animated or electronic signs, a report addressing the decision guidelines at Clause 52.05-8 relating to road safety. ○ Any landscaping details.
☐	For a sign with a display area of 18 square metres or more: ○ A description of the existing character of the area including built form and landscapes. ○ 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. ○ Level of illumination including: ▪ Lux levels for any sign on or within 60 metres of a Transport Zone 2, Transport Zone 3, a residential zone or public land zone. ▪ The dwell and change time for any non-static images. ○ The relationship to any significant or prominent views and vistas.