

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 the title by searching online at landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke St, Melbourne between 8.30am and 4pm, Monday to Friday;
- Application fee – see the fee schedule on the ‘Frequently asked questions’ page;
- A letter/submission detailing what is proposed and responding to the relevant provisions of the *Wodonga Planning Scheme* – see wodonga.vic.gov.au/planning-scheme; and
- 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 (for example 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); and
 - 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;
 - 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; and
 - The need for premises identification and avoidance of multiple signs.

Note:

Further information may be required for certain proposals. Many properties in Wodonga are subject to planning scheme overlays. These overlays can include matters such as bushfire, environmental significance, vegetation protection and heritage.

An application must address the requirements of any overlays affecting the property. Review the *Wodonga Planning Scheme* (see wodonga.vic.gov.au/planning-scheme for further information).

The 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 'These documents will help you page' on the 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).

A planner is available in the office from 9am to 1pm, Monday to Friday, for appointments. After 1pm, they may be contacted by phone on (02) 6022 9300. You can make an appointment by phoning the community focus team on (02) 6022 9300 or you can book online at wodonga.vic.gov.au/book-planner.

A planning permit is often only one approval required from the council. Other permits may be required including:

- Building permit (the council does not issue building permits; these are issued through private building surveyors);
- Road opening permit (undertaking works within a council road reserve such as vehicle crossover or service connection); or
- Septic tank permit (from the council's environmental health team).