

Initial Assessment Checklist

This checklist is a useful tool for decision makers to help understand the planning application process for signs. Customers do not often consider if a sign requires a permit or not, therefore this checklist can help provide clarity to the applicant and decision maker.

Step 1 Summary

In this section, summarise the nature of the proposal including:

- Address;
- Planning controls (zones and overlays); and
- Proposal.

Note* Clause 52.05 will have further information regarding what information should be provided in the initial assessment of an application.

Step 2 Consider Planning Requirements

In this section, consider:

- Zoning;
- Overlays;
- External referrals (Department of Transport and Planning or the relevant fire authority); and
- Adjacent zoning (Transport 2 Zone TR2Z).

Note * It is important to consider if the zone triggers a signage planning permit. Refer to Signs (Section) in the relevant zone and refer to Buildings and Works (Section), as this could trigger a planning permit for the zone.

Step 3 Particular Provisions

- Signs will generally trigger a planning permit for Clause 52.05 Signs. Refer to this Clause and consider 52.05 Section 8 Decision guidelines.
- Consider what sign is being proposed by using Clause 52.05 Section 11,12,13 and 14.

Step 4 Local Policy

- Local policy will always be considered after Zone and State provisions are analysed. Local policy provides a context for preferred signage in a municipality.
- Refer to Clause 15.01 Built Environment where local urban design or sign guidelines are found.

Step 5 Background Documents

- Refer to any background documents related to local design or signage guidelines.

Planning Permit Triggers

Please refer to the flowchart at Figure 1 for further information on how a sign application is assessed.

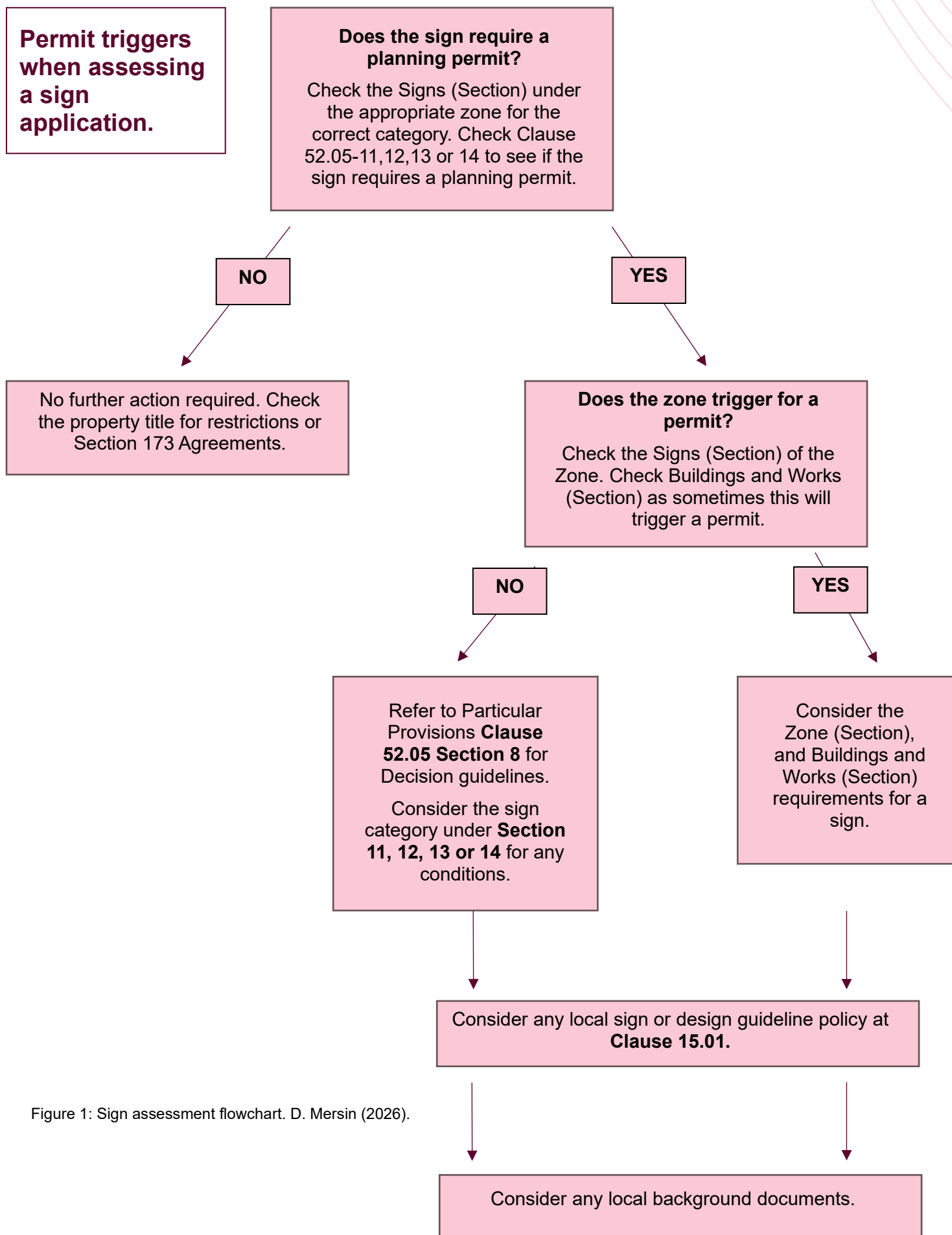


Figure 1: Sign assessment flowchart. D. Mersin (2026).