Application for Estate Agents' / Contractor's Board

I herewith make application in terms of the eThekwini Municipality: Outdoor Advertising Bylaws 2018 for permission to display sign(s) as follows:- Estate Agent's / Contractor's Board

Name of Business	

Name of Branch	

Are you a member of	Network Listings	Institute of Estate Agents	Other
Specify Other			

Applicant Details

Title	Mr	Mrs	Miss
Full Name			
Identity No			
Tel No (Bus)			
Cell No			
Fax No			
E-mail Address			

Postal Address for Address for Notification of service of documents including Physical address and email address.

Unit no	
Street address	
Suburb	
E-mail Address	
Postal Code	

Business Details of Applicant

Sole Proprietor	CC	Pty (Ltd)	Partnership	Other
Name of Business				
CK/Company/Trust No				
Consolidated Billing Acc No				

Region	Central		North		South		Inner West		Outer West	
Area(s)										

Details of sign

Width		Length		Thickness		Total m²	

I/We hereby agree to pay encroachment charges and/or levies and to ***comply with all regulations*** *for signs displayed within public view to the e'Thekwini Municipality.*

Signature of Applicant

Name of Signatory

Date

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FOR OFFICE USE

Checklist	Yes	No
Copy of Certificate of Registration of Business (Estate Agent)		
Registration Number (Company Registration of Contractors)		
Date qualified and appointed as an Estate Agent (Copy)		
A copy of current consolidated Billing Account to be attached		
Company Letterhead Attached		
Picture of signs and dimensions		

Name of Scrutiniser

Date

Amount Paid		Date Paid					2	0			Receipt No					

Received By: _____ **Signature:** _____

CONDITIONS:

Note:

1. All application forms are to be submitted in original format, as fax/copies are not permitted.
2. **Application fees are non-refundable**

1. **"For Sale", "To Let", and "On Show" Signs & Contractors' signs**
   - 1.1 These Estate Agent Signs may be placed at right angles, a maximum of 100mm (i. e 10cm) away from the boundary wall of the property.
   - 1.2 There is also a restriction on the number of "For Sale" signs with 1 sign being permitted per agency and no more than 2 agencies being permitted to advertise on a property
   - 1.3 Contractors' boards must be placed within or on the boundary of the property
   - 1.4 Only one contractor board per street-facing

2. **Pointer / "On Show" Signs**
   - 2.1 Pointer boards may be permitted provided that they are placed in the desired positions where they should not obstruct traffic nor should they be placed on the middle of road intersections, especially not on road islands, and should not be placed on major roads (freeways), from 10am on a Saturday but must be removed by 5pm on the Sunday.
   - 2.2 Estate Agents are reminded to ensure that the uses of such signs are not to cause any hindrance to the safety of road users by causing an obstruction or obscuring any road signage.
   - 2.3 The use of only 4 "On Show" signs directing members of the public to a Show house is permitted.
   - 2.4 No such board shall be displayed within 30m of another such board or to the nearest intersection leading to the property on show.

3. **Restriction on Sizes of Sign**
   - 3.1 As per the Bylaws, "On Show" and "For Sale" signs have a standard size of 600cmX460cm or (0,55m²) for single signs or 0,65m² for double sided boards.
   - 3.2 Estate Agencies who do not adhere to this norm face the consequences of having their boards removed and having fines imposed (according the legislated tariff fees).
   - 3.3 Contractors' boards not to exceed 2m² (W=2m , L=1m)

4. **Restriction on Literature on Advertising Signs (On Premises only)**
   - 4.1 "For Sale" (Estate Agents) or Type of Service being provided (Contractor)
   - 4.2 The name and telephone number of the Estate Agency and Estate Agent OR Contact details of the contractor
   - 4.3 "Sole Mandate" or "Agency" and
   - 4.4 A slogan advertising a property being "On Show this Sunday" must be removed after 5pm of that same Sunday.
   - 4.5 Name of contractor, contact details, service provided & logos
   - 4.6 All boards must display the permit number.

DECISION:

APPROVED		REFUSED		REFERRED	