

# Application for On Site Advertising

I herewith make application in terms of the eThekweni Municipality: Outdoor Advertising Bylaws 2018 for permission to display On-Site sign(s)



<b>Is the applicant the owner of the property?</b>	Yes		No	
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<b>Name of Business</b>	
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Applicant Details – Owner of the Business			
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	
P.O Box number	
Suburb & City	
E-mail Address	
Postal Code:	

Details Of Owner of the Property			
<b>Name of Business (If applicable)</b>			
Title	Mr	Mrs	Miss
Full Name			
Identity No			
Tel No (Bus)			
Cell No			
Street No			
Suburb and City			
E-mail Address			

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

Sign Contractor	Applicant	Agent	Signage Company
<b>Name of Sign Company/Agent</b>			
Title	Mr	Mrs	Miss
Full Name			
Identity No			
Tel No (Bus)			
Cell No			
E-mail Address			
Street Address			
Suburb			
Postal Code			

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

Street address where sign/s to be erected	
Unit no	
Street address	
Suburb	

**Type of Sign**

Fascia		Projecting		U/Canopy		Ground		Sky			
Wall		S/Sided		D/Sided		Electronic / Digital		Illuminated	Y	N	
Florescent Tubes – Low voltage											
Neon tubing/Floodlights – High voltage (Fireman’s switch to be installed as per fire regulations)											
Illumination of signs		Stationary		Y		N		Flashing		Y	N

**Type of Material (Tick appropriate box)**

Digital		Metal		Painted		Perspex		PVC		Flexface		Other	
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**Further details of sign**

Position			Color (s)			No of signs		
Width	Length	Thickness	Total m <sup>2</sup>					

I/We hereby agree to **comply with all regulations** for signs displayed within public view to the eThekweni Municipality.

Signature of Applicant

Name of Signatory and Designation

Date

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**FOR OFFICE USE**

Pre-Acceptance Scrutiny Checklist	✓	X
1. Application forms for each sign to be <b>completed in duplicate and signed by the owner</b> . Forms to be completed in original format, as fax/copies are not permitted. <b>If not signed by owner, a commissioned copy of Power of Attorney to be attached</b>		
2. Fee to be paid <b>per sign</b> for the site per application		
3. A comprehensive site plan ( <b>on size A3 paper</b> ) at a minimum scale of 1:500 including dimensions to surrounding structures, boundaries, street names, street edges, and land marks. (E.g. lamp posts) Dimensions to be clearly indicated.		
4. Elevations of sign ( <b>on size A3 paper</b> ) in relation to existing building/structures and <b>wall coverage</b> to be dimensioned.		
5. Section of sign with clearance height and fixing details.		
6. For ground signs applicant to endorse ‘pole within boundary’ ( <b>on size A3 paper</b> ). A separate application must be made for approval in terms of National Building Regulations for structures exceeding 4m in overall height. No ground sign should exceed 12m <sup>2</sup> measured at total height X total width of the advertising structure.		
7. Suitable photographs indicating position of sign in relation to existing building/structures ( <b>on size A3 paper</b> ).		
8. Application forms and information reflected on drawings to correspond.		
9. Method of illumination (if applicable – position of fireman’s switch for high voltage signage)		
10. Area of occupancy to be highlighted on site plan ( <b>on size A3 paper</b> ).		
11. A copy of current Consolidated Billing Account to be attached.		
12. An Environmental Impact Assessment is required by Council Policy for signs > 36m <sup>2</sup>		
13. An Engineers stability certificate is required for ground signs exceeding 4m in height		
14. A letter of consent is required from the owner of the property for the erection of Signage.		
15. A signed indemnity form		
16. Property owner’s consent letter (where applicants are tenants)		
17. AMAFA consent (where the building is older than 60 years)		
18. Copy of Title Deed		

**Note:**

- Should the applicant fail to meet the requirements of the scrutiny list, the relevant items will be marked with ‘X’. The application will be returned for correction and re-submission.
- All application forms are to be submitted in original format, as fax/copies are not permitted.
- Compliance with the above list does not presuppose approval of the application by this Department.
- Application fees are non-refundable.**

Name of Scrutiniser

Date

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Amount Paid		Date Paid				2	0	Receipt No				
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**DECISION:**

<b>APPROVED</b>		<b>REFUSED</b>		<b>REFERRED</b>	
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