

Application for On Site Advertising

I herewith make application in accordance with the Advertising Signage Bylaws & Policy for permission to erect/display sign (s) as follows:-



Is the applicant the owner of the property?	Yes		No	
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Applicant Details

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

Postal Address for Correspondence

_____ (Code)

Owner Details

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

Business Details

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

Sign Contractor	Applicant		Agent	
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Agent Details

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

Postal Address for Correspondence

_____ (Code)

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

Street address where sign to be erected

_____ (Code)

Type of Sign

Fascia		Projecting		U/Canopy		Ground		Sky	
Wall		S/Sided		D/Sided		Electronic		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

Further details of sign

Position	Color (s)		No of signs	
Width	Length	Thickness	Total m ²	

I/We hereby agree to pay encroachment charges and/or levies for signs displayed within public view to the eThekweni Municipality.

Signature of Applicant

Date

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Pre-Acceptance Scrutiny Checklist	✓	X
1.Application forms for each sign to be completed in duplicate and signed by the owner. Forms to be completed in original format, as fax/copies are not permitted.		
2.Fee to be paid per site per application		
3.A comprehensive site plan 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 in relation to existing building/structures to be dimensioned.		
5.Section of sign with clearance height and fixing details.		
6.For ground signs applicant to endorse ‘pole within boundary’. 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 ² measured at total height X total width of the advertising structure.		
7.Suitable photographs indicating position of sign in relation to existing building/structures.		
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.		
11.A copy of current Consolidated Billing Account to be attached.		
12.An Environmental Impact Assessment is required by Council Policy for signs > 36m ²		
13.An Engineers stability certificate is required for ground signs exceeding 4m in height		

- Note:**
- 1.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.
 - 2.All application forms are to be submitted in original format, as fax/copies are not permitted.
 - 3.Compliance with the above list does not presuppose approval of the application by this Department.
 - 4.Application fees are non-refundable.**

Name of Scrutiniser

Date

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For office use only

Amount Paid		Date Paid				2	0	1	Receipt No				
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