

DEVELOPMENT PLANNING DEPARTMENT
ADVERTISING SIGNAGE SECTION
PRE - ACCEPTANCE SCRUTINY CHECKLIST
GENERAL APPLICATIONS
Locality Bound (On-Site)

NAME OF APPLICANT
ADDRESS
APPLICATION NO.

	CHECKLIST		
101	Application forms for each sign to be completed in duplicate and signed by the applicant. Forms to be completed in original format - fax/copies not permitted.		
102	Total sign area : Non-Illuminated _____ m² - Illuminated _____ m²		
103	Fee to be paid per site per applicant.		
104	A comprehensive site plan at a minimum scale of 1:500 including dimensions to surrounding structures, boundaries, street names, street edges and landmarks (e.g lamp posts). Setting out dimensions to be clearly indicated.		
105	Elevations of sign in relation to the existing building/structures to be dimensioned.		
106	Section of sign with clearance height and fixing details.		
107	For ground signs applicant to endorse "pole and base within boundary" A separate application must be made for approval in terms of the National Building Regulations for structures exceeding 2m in overall height.		
108	Suitable photographs indicating position of sign in relation to existing building/structures.		
109	Application forms and information reflected on drawings to correspond.		
110	Method of illumination (if applicable - position of fireman's switch for high voltage signage)		
111	Area of occupancy		
112	A copy of current consolidated Billing Account to be attached.		
113	An Environmental Impact Assessment is required by Council Policy for signs > 36m ² .		
114	Trailer Advertising, Flags & Banners:		
	a) Indemnity form to be completed		
	b) Public Liability of R2.5 million		
	c) Route map indicating site location (Flags)		

Note:

1. Should the application fail to meet the requirements of the scrutiny list the relevant items will be marked with an "X"
The application will be returned for correction and re-submission.
2. Compliance with the above list does not presuppose approval of the application by this Department.

Applicant _____

Date _____

Scrutineer _____