



APPLICATION FOR REDUCTION IN TARIFFS FOR NON-PROFIT BODIES (NPB) OR FOR THE
EXTENSION OF TIME FOR DISPLAY OF POSTERS

(tick applicable box)

1. APPLICANT DETAILS
2. REQUEST FOR REDUCTION IN TARIFF FEES BY (NPB) ☐
3. REQUEST FOR EXTENSION OF TIME FOR DISPLAY OF POSTERS ☐
4. APPROVAL

1. APPLICANT DETAILS

Name (Applicant):	Date of Application:
Address:	HOST: (Name)
	Address:
Business Partner No: (NOTE: Please submit a copy of a municipal account in Applicants name)	
I.D. No:	Venue:
Contact No:	Name of Event:
Name of Distributor:	Date of Event:
Telephone (office):	Size of Poster:
Cell. No:	No. of permits:

2. REQUEST FOR REDUCTION IN FEES IN TERMS OF PUBLISHED TARIFFS: CAMPAIGN AND EVENT POSTERS

For each of the checklist items below, please consult the City's Tariffs & Outdoor Advertising By-Law or one the Environmental Management Department's district offices for more information.

ALL CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO SUBMISSION TO THE CITY FOR PRESCRUTINY. Any incomplete information or any incorrect information in the checklist will mean that it cannot be assessed.

1.	NON-REFUNDABLE FEES: REDUCTION IN FEES PROPOSED (SEE TARIFFS FOR THE YEAR) Actual Poster Fee Category Applicable To Proposed Tariff Category for Reduced Fees PER POSTER	(PLEASE TICK ONE ONLY)
(a)	Category A, <A3 with 0%-10% sponsor's/commercial content (R0,00) TO (R0,00) n/a (fee is already R0.00, therefore no reduction possible)	
(b)	Category A, A3-A2 with 0-10% sponsor's/commercial content (R5,30) TO (R1,60)	
(c)	Category A, A2+, with 0-10% sponsor's/commercial content (R12,40) TO (R5,00)	
(d)	Category B, <A3 with 11%-20% sponsor's/commercial content (R25,30 TO (R12,40)	
(e)	Category B, A3-A2 with 11%-20% sponsor's/commercial content (R51,30) TO (R23,90)	

(f) Category B, A2+, with 11%-20% sponsor's/commercial content (R76,90) TO (R51,30)	
1.1 <u>NUMBER OF POSTER PERMITS FOR WHICH REDUCED FEES ARE PROPOSED</u> <i>Actual applicable Tariff amount x No. Posters =</i> Tariff due IF reduction granted – see 1 above= Difference = subsidy proposed	(Up to 2000) R00 R..... 00 R..... 00
1.2 What will the duration of display be? <i>7 Days before event and 3 days after last day of event</i>	
1.3 Will the name of your NPB appear on the Poster in letters not less than 50mm in height? Will all commercial names, product images/sponsors' logos on the Poster be less than 50mm in height? Will the total commercial content (incl. business/commercial names, logos, images, icons) be less than 20% of the total area of the Poster? Please attach draft layout of Poster	☐ Yes ☐ No ☐ Yes ☐ No Yes (0%-5%, 6%-10%, 11%-20%) / No ☐ Attached ☐ Not attached
2. <u>MOTIVATION:</u> <i>CAMPAIGN AND EVENT POSTERS in CCT are restricted to Non-Profit Bodies, performances and expo's only. Please motivate why your NPB requires a reduced fee as an exception to the standard fee which all other NPB's are required to pay</i>	
2.1 Are you applying because the <u>size of the proposed Poster</u> pushes the tariff into a category your NPB cannot afford? Yes ☐ No ☐ <i>A3 Posters with up to 10% commercial content are FREE (excl. refundable deposits) for a NPB. Why not reduce the size of your Posters down to a lesser-tariffed category or to the "Free" A3 category?</i>	

2.2	Are you applying because <u>the % commercial content</u> pushes the tariff into a category your NPB cannot afford? Yes ☐ No ☐
	Why not reduce the % of commercial/sponsor's content on your Posters to comply with a lesser tariff?
2.3	Are you applying because <u>the number of Posters you propose</u> pushes the cumulative tariff up to an amount your NPB cannot afford? Yes ☐ No ☐
	Why not reduce the number of Posters to a quantity you can afford?
3.	Is this event organized by or for the City of Cape Town, WesternCape Province or a National government department?
	Yes ☐ No ☐
3.1	<i>If 'Yes', please give the following contact details;</i> Name of event host Department Name of official responsible Official's tel # Official's e-mail Office location..... Official's signature I confirm that the above Department is a Host or co-Host of the above event Staff number
4.	<i>Is the Applicant NPB the primary event Host, or is the event being hosted by another organisation which is making a donation to your NPB?</i>
4.1	<i>The display of the City (CCT) logo on a poster DOES NOT qualify as 'hosting' or 'co-hosting' the event or campaign.</i> Is the campaign/event on the City Events Diary?
	Yes ☐ No ☐
4.2	<i>If 'Yes', please attach official diary page.</i>
	Attached ☐ Not Attached ☐
4.3	<i>If 'No', does the event/campaign involve any other financial support from the City or subsidised use of City venue/facilities?</i>
	Yes ☐ No ☐
	Please give details.....

5. What other advertising media are to be used to publicise this event/campaign?	Newspapers ☐ Radio ☐ Television ☐ Internet ☐ Flyers ☐ Other ☐
5.1 Did any of the above alternative media reduce or waive their costs for this event/campaign?	Yes ☐ No ☐ Please give details.....
5.2 What budget have you provided for Posters, including DTP, printing, distribution and Permits? Who will pay for Poster printing?	
5.3 Will the NPB receive 100% of the income/funds raised from this event/ campaign? If 'No', is only a portion of the proceeds/income/fund raised being donated to a NPB? Is this a campaign for other purposes (e.g. educational)?	Yes ☐ No ☐ Name of NPB% of income or amount being donated arising from this event% or R State purpose.....
6. Are there any other co-Hosts (other than the applicant) which are NPB's?	Yes ☐ No ☐ Please supply name/s..... Tel No:
6.1 Are there any other co-Hosts/sponsors (other than the applicant) which are commercial/business organisations? <i>If yes, have the sponsors been approached by your NPB for sponsorship of Poster Fees?</i>	Yes ☐ No ☐ Please supply name/s..... Type (e.g. Pty, CC) Tel# Yes ☐ No ☐
6.2 If you have a commercial name/logo appearing on the Poster, why are they not paying for the Poster Fee? Will you remove all commercial content from the Poster if Poster Fees are reduced? Yes ☐ No ☐ If not, what is their connection with this event/campaign (i.e. why is their name/logo necessary on the Poster)?	
7. What is the public/community benefit being offered? (i.e. why should ratepayers subsidise this event?)	

8. Is your event/campaign regular or a once-off?	Once-off	☐
	Monthly	☐
	Annual	☐
	Predicament for this event	☐
Is the fee reduction applied for a particular predicament for this event, or will future reduction in fees also be sought?	Future reduction in fees will be sought	☐
	No future reduction in fees will be sought	☐

Please Note: Prior to an application for formal approval being considered it may be necessary to provide any other information the Municipality may require, depending on the proposed poster.

Declaration

I,.....(full name), declare that I/my NPB is duly authorised to submit the above application and will abide by the terms of the Permits/By-Law, if approved; and that the above checklist and attachments are true and correct.

Signature: Date:

Name of NPB (if a CC or Company, include full names of all Directors/Partners/Shareholders):

Tel No: Cell no.....

Physical address:

Distributor Name:

Distributor Contact Details: (Office)..... / Mobile:

NPB TO COMPLETE

The above information has been checked by me and is hereby confirmed to be correct.

Full Name:

Address:

Capacity: Date:

Signature:

Name of NPB/Company/Individual (if a CC or Company, include full names of all Directors/Partners/Shareholders):

Telephone No. Cell No.....

E-mail Address:

Fax no:

3. REQUEST FOR EXTENSION OF DISPLAY OF POSTERS

Are you applying for an extension of the 14-day display period: ☐ Yes ☐ No

State proposed extended display period (quantity of days):

Please provide motivation for extension:

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Please note: If approved, **R1.60** per poster will be required to be paid. The amount of days applied for is not guaranteed.

4. FOR MUNICIPAL USE ONLY:

Case ID: (e-Signage):

E.TA.: Environmental Technical Assistant Reduction of Tariffs ☐ Extension no. of days ☐ Recommended By: Name:..... Signed: Date:	Chief ECO: Environment/Senior ECO/ ECO Reduction of Tariffs ☐ Extension no. of days ☐ Approved by: Name: No. of days approved: Signed: Date:	Manager: Environment Reduction of Tariffs ☐ Extension no. of days ☐ Not Approved By ☐ Rejected By ☐ Name: Signed: Date:
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