



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

DEVELOPMENT MANAGEMENT

UNDERTAKING IN RESPECT OF ON-SITE NOTICE DISPLAY

To be completed and returned by applicant or his/her agent, and thereafter agreed to/accepted by delegated official in district office before on-site display may commence, as part of public participation requirements in development applications.

Application premises Case number:
 (i.e. Erf/farm no and allotment area) (to be completed by an official)

Application site address

Application/Proposal

Owner/Applicant/Agent
 (i.e. party responsible for display)

Details of the proposed on-site display are as follows:

Period of display (date) From: To:

Notice size/ dimensions

Method of display
 (provide description)

Materials to be used
 (provide description)

Notice content
 (attach example) As per example attached

I/We

(property owner/authorised person or agent's name)

hereby undertake to display an advertising notice in respect of the above application on the relevant application premises in accordance with the details set out above (which have been agreed to by the relevant Council official) and the minimum requirements for such on-site display set out overleaf, as well as the provisions of Council's Notification Policy for Land Use Development Applications. In addition, I/we also agree to the further terms and additional requirements set out overleaf.

Property owner/Authorised person signature Date

Agreet/accepted by Delegated official Date

STANDARD MINIMUM REQUIREMENTS FOR ON-SITE NOTICES

The standard minimum requirements for the on-site display of notices as part of public participation requirements in development applications are as follows:

- Notices may not be smaller in dimension than a size of **AT LEAST** A3 in size (297mm by 420mm), (see section 79 (3) (a)).
- Text must be in black lettering of not smaller than font size 16 (+- 5mm in height) on a white background.
- Notices must be displayed in at least two official languages used in the area (i.e. the same used in any related application notice served by post or by hand).
- Notices must be displayed on every boundary, inside the application property, or affixed to a boundary wall or fence, and be clearly legible (from the nearest public road) in a position visible to passers-by, at least 1,6m above ground level.
- Notices must be properly fixed and weather-proofed, i.e. preferably on a hard surface, and covered with plastic or water-proofed).
- Notice content must include the following information:
 - Application property number and site addresses;
 - Application number;
 - Application type and components (s), the enabling legislation, and to which authority the application is being made;
 - Clear description of application proposal;
 - Name and contact details of applicant or registered owner, or their agent or authorised person;
 - Where (municipal district office) and between what times the full application may be inspected;
 - Invitation to comment, and method and closing date by which comments must be submitted;
 - Where such objections or comments can be lodged (incl. copied to Council if submitted to another party);
- Contact details of the relevant municipal official to whom enquiries must be addressed.
- Notice must be displayed for a minimum 30-day period (starting the day after erection), which period is subject to all other advertising rules (e.g. not during 'dead' period, may not close on public holiday or weekend, etc).
- Where any other advertising also takes place (e.g. postal or hand-delivered notices or press adverts), the commenting period must coincide with these, e.g. if a postal notice is also served on an interested party, the commenting period mentioned in such notice must coincide with the period mentioned in the on-site notice.
- Notice board used for display may not include or be used for any other advertising of any kind.

Further terms and additional requirements include the following:

- The property owner or applicant, or their agent or authorised person, is responsible for the erection and maintenance of the on-site display, as well as the prompt removal thereof after the advertising period.
- All costs for construction or erection, maintenance and removal of display, or any cost incidental thereto, or as a result of re-advertising of the application by Council (if required), is borne by the property owner or applicant.
- If required, the property owner or applicant or their authorised person will obtain the necessary building plan approval in terms of the National Building Regulations and Standards Act, Act No 103 of 1977, prior to erection.
- The property owner or applicant or their authorised agent must endeavour to keep the on-site display in good condition for the full duration of the advertising period. Where it is damaged, removed or has disappeared for some reason, the applicant or authorised person must undertake to rectify this promptly and within the advertising period, immediately.
- Photographic proof of the notice and its position on site (with photograph date stamp displayed) taken on commencement date, must be submitted to the District Planning office within 7 days after such photograph is taken.
- Applicant or property owner exempts Council from any liability attributable directly or indirectly as a result of construction or placing on-site or removal of above notice or any damage incidental thereto resulting from these requirements.
- Should the foregoing undertaking or the above standards and requirements not be complied with, re-advertising at Council's discretion and at the owner or applicant's expense may be required.

For more information or any enquiries regarding the above, kindly contact the case officer/responsible official at your nearest District Planning office.