



APPLICATION FORM FOR TEMPORARY DEVELOPMENT BOARDS/CONSTRUCTION SITE SIGNS/TEMPORARY
PROPERTY MARKETING SIGNS >0.3m²

For each of the checklist items below, please consult the Outdoor Advertising By-Law, 2023 for more information.

ALL CHECKLIST ITEMS MUST BE COMPLETED. Any incomplete information or any incorrect information in the checklist will mean that it cannot be assessed.

1 APPLICANT'S DETAILS

(Name): _____

Date of application _____

2 SITE ADDRESS OF PROPOSED SIGN

Erf number: _____

Street Address: _____

Suburb: _____

Registered property owner: _____

Building Name (if applicable): _____

Please tick/complete the checkboxes below:

PROPOSAL INFORMATION			PRE-SCRUTINY (E.C.O. USE ONLY)
1	Area of Control	☐ Minimum ☐ Partial ☐ Maximum	
2	Please tick the type of proposal(s) applicable.	☐ Erection of a new temporary sign ☐ Existing temporary sign previously not approved ☐ An amendment of a condition attached to a temporary approval ☐ An extension of a temporary approval period	Complete/ Incomplete Non-Waivable/ In breach/ compliant
3	Type of sign. (please tick)	☐ Development Board ☐ Construction site hoarding, ☐ Construction site scaffolding, ☐ Construction site scaffold mesh screen ☐ Construction site scaffolding wrap, ☐ Construction site self-climbing protective screen ☐ Construction site freestanding locality bound sign ☐ Temporary Property Marketing sign >0.3m ²	Complete/ Incomplete Non-Waivable/ In breach/ Compliant

4	<u>Attach</u> a site plan, (minimum scale 1:200), indicating all other signs including road traffic signs and commercial signs within 80 metres of the site.	☐ Road Traffic signs ☐ Commercial signs	Are the following indicated (Please tick): Complete/Incomplete Non-Waivable/In breach/compliant
5	<u>Attach</u> Photographs/photomontage (indicating the position and appearance of the sign, and the photomontage must include two photographs, "<u>before</u>" photograph which includes a scale bar with 500mm markings and an "<u>after</u>" photograph, with the sign superimposed, to match the scale bar).	☐ Position of sign ☐ Before photo ☐ After photo	Are the following indicated (Please tick): Complete/Incomplete Non-Waivable/In breach/compliant
6	Provide the following details of the proposed sign: (For multiple signs please attach a separate annexure showing all information required in this section as well as site details).	Size of advertisement..... m² Dimensions of sign(s) m Xm Overall height of sign structure: m Approximate weight of the sign: kg Format: ☐ Landscape / ☐ Portrait / ☐ V-shaped / ☐ Back to back	Complete/Incomplete Non-Waivable/In breach/compliant
7	Structural Drawings are required for all signs larger than 4.5m²	☐ Attached – Signed by Structural Engineer ☐ Not attached	
8	Is sign to be illuminated- (*only permitted in areas of minimum control) (please tick):	☐ None ☐ External	Complete/Incomplete Non-Waivable/In breach/Compliant
9	Do the proposed light fixtures have a timer switch?	☐ Yes ☐ No ☐ Not applicable	Complete/Incomplete Non-Waivable/In breach/Compliant

10	What temporary approval period are you applying for? Attach copy of contract /project/ letter to confirm timeframe for commencement and completion dates		Less than 3 months: From: _____ To: _____ More than 3 months: From: _____ To: _____ ☐ Attached / ☐ Not attached	Complete/ Incomplete Non-Waivable/In breach/ compliant
11	Development type	☐ ☐ ☐	Residential (single dwelling) Residential (multi units) Non Residential	Complete/ Incomplete Non-Waivable/In breach/ compliant
12	Will the sign be freestanding or wallmounted?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/In breach/ compliant
13	Is the sign within 80 metres of the perimeter of a signalized traffic intersection?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/In breach/ compliant

PLEASE COMPLETE THE APPLICABLE SECTION BELOW:

A. APPLICANT: IF REGISTERED PROPERTY OWNER

I, the applicant, _____, (full name of registered property owner), declare that I/my company _____, (full name of registered company) is the registered owner of the property where it is proposed to erect the sign, if approved; and that the above checklist and attachments are true and correct.

I hereby irrevocably indemnify the Municipality of Cape Town and keep it indemnified against all actions, proceedings, claims, demands, costs, damages and expenses arising directly or indirectly from or out of the grant or use of the facilities referred to above, whether or not as a result of negligence on the part of the Municipality during the course of erection, presence or removal of the signs aforementioned.

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

Company Registration number:.....

Tel: Cell:

Physical address:

Email:

Signature:.....

Business partner number.....(compulsory)

SIGN/MEDIA OWNER'S DETAILS

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

Company Registration number:.....
Tel: Cell no.....
Physical address:
Email:
Signature:
Rigging Co. proposed:.....
Contact name and number:

NOTE: The signatory must provide an original resolution authorising them to sign on behalf of the said legal entity, e.g. Trust/Body Corporate/Home Owners' Association, etc.

B: APPLICANT (Developer/Construction Company): IF OTHER THAN REGISTERED PROPERTY OWNER

I, the applicant,, (full name of applicant), declare that I/my company, (full name of registered company) has obtained the consent of the registered property owner to make this application, to erect the sign/s where it is proposed, if approved; and that the above checklist and attachments are true and correct.

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

Company Registration number:

Tel: Cell no.....

Physical address:

Email:

Signature:Date:

Business partner number(compulsory)

REGISTERED OWNER OF PROPERTY WHERE ERECTION OF SIGN IS PROPOSED:

I hereby irrevocably indemnify the Municipality of Cape Town and keep it indemnified against all actions, proceedings, claims, demands, costs, damages and expenses arising directly or indirectly from or out of the grant or use of the facilities referred to above, whether or not as a result of negligence on the part of the Municipality during the course of erection, presence or removal of the signs aforementioned.

Full Name:

Address:

Capacity:

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

Company Registration number:

Tel: Cell:

Physical address:.....

Email:

I declare that I have given consent to the above applicant to make this application for the approval of the abovementioned sign/s.

Signature.....

SIGN/MEDIA OWNER'S DETAILS

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

Company Registration number:.....

Tel: Cell no.....

Physical address:

Email:

Signature: Date:

Rigging Co. proposed:

Contact name and number:

Signature: Date:

NOTE: The signatory must provide an original resolution authorising them to sign on behalf of the said legal entity, e.g. Trust/Body Corporate/Home Owners' Association, etc.

OFFICE USE ONLY - ECO PRE-SCRUTINY

The purpose of the pre-scrutiny is to ensure that the proposal meets the Standard Conditions and Requirements in terms of the By-law before it can be accepted as a formal application and fees paid.

				PRE-SCRUTINY (please tick)
1	Area of Control (please tick)	☐ Maximum ☐ Partial ☐ Minimum		Non-Waivable/ In breach/ compliant
2	Is the type of sign permitted in this area of control?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
3	Will the sign obscure any other sign(s)/road signs	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
4	Does the proposed sign comply with the General Requirements and General Conditions of approval as set out in Sections C to E of the By-Law?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
5	Will the sign, sign structure or any part of it be displayed so as to obstruct the view from any window or other opening of a building?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
6	Will the sign be visible from a Class 1 Designated Metropolitan Road (freeways and expressways)?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
7	Will the sign be visible from a prohibited route or scenic drive?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant
8	Will any part of the sign, including light fixtures, encroach over the Erf's boundary line?	☐ Yes ☐ No		Non-Waivable/ In breach/ compliant

ECO RECOMMENDATION:

ECO: Name District Office: Assessment Date:	District Head: Comment: Date:
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