



2023/24

REQUIREMENTS FORMS FOR BANNER/FLAG RIGGING COMPANIES: LAMP POLE BANNERS ON CITY LAND

In line with the **Outdoor Advertising and Signage By-Law 10518 of 2001 (as amended: 2013)** and read with the City's Tariffs: Companies which display, rig, remove brackets and banners on City light poles are required to ADHERE to the REQUIREMENTS.

BANNER/FLAG RIGGING COMPANY DETAILS:			
Registered Name of Company:		Company Registration no:	
Address:		Contact person (Director):	
Does the company have cherry pickers? YES/NO	If yes, HOW MANY?	I.D. number (COPY of Identity Document <u>MUST</u> be attached):	
Does the company have brackets? YES /NO	If yes, HOW MANY?	e-mail:	Cell:
Are all brackets hot dipped galvanised? YES/NO		Telephone:	Fax:
Are cherry pickers used to erect and remove banners? YES/NO			
Are all brackets designed to the specifications on reverse (ANNEXURE 1, 2 & 3)? YES/NO			

IMPORTANT:

1. The completed and signed Indemnity Form and Requirements Forms, provided by the City, MUST be submitted by the Rigger; along with a copy of the Riggers' Public Liability Insurance certificate.
2. The duly authorised signatory must attach a copy of Company/Close Corporation resolution, as proof of authority to sign this registration form.
3. The duly authorised signatory MUST attach a copy of a Municipal Account (in the business name & which reflects their Account Number & Business Partner number held with the City of Cape Town).

Signature

Print Full name:

(Duly Authorised signatory)

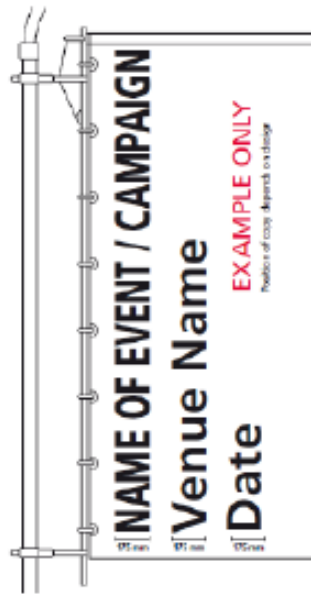
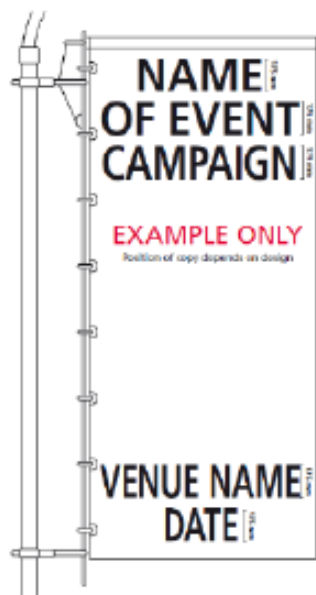
Designation:

Date:

Note: The duly authorised signatory (person) will be held responsible for any charges or fines related to non-compliance or contravention of any of the rules/conditions/specifications stated in, amongst others, the attached Annexures 1, 2 and 3 and read in conjunction with the City's OASBL

Flag: Streetpole: Signage By-law Specification

1,2 m wide x 2,7 m high



"Name of Event/Campaign"

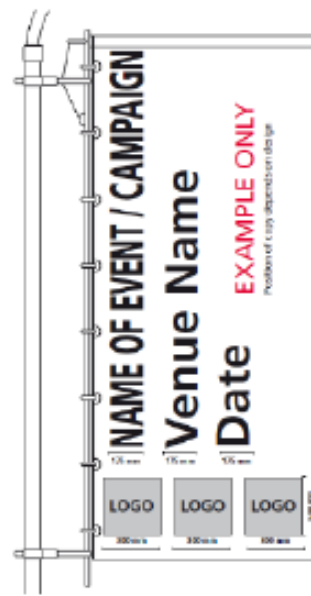
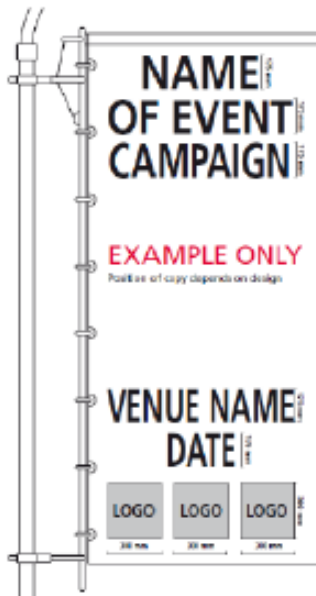
Can be in caps or lower case.

Minimum size: 175 mm

Font: Optional, but no script fonts permitted.

"Venue, Name Date"

Minimum size: 175 mm



Logos: To be located at the bottom of the flag. Total space used not to exceed 5% of flag area.

Minimum size: 300 mm X 300 mm



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STAD KAAPSTAD

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Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

ANNEXURE 2

Only specified temporary swivel-brackets approved by Utility Services, Public Lighting Section may be used.

Public Lighting Tel: 021 590 1401

Fax: 021 590 1411

Cell: 084 354 7717

E-mail: shaun.kemp@capetown.gov.za

Flag: Streetpole: Generic 1,2 m wide x 2,7 m high



System

Galvanised steel mounting

Substrate

Polyester or Airtex with pocket top for bracket.

Print

Silkscreen or digital print.
100% penetration on reverse side.

Typeface

Only Frutiger family may be used.
Any other font illegal.

Example only. City reserves the right
at its discretion.

PANTONE	382	214	312	130	BLACK	74/0
C	28	10	95	0	0	95
M	0	100	0	30	0	50
Y	100	10	15	100	0	25
K	0	0	0	0	100	10



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Print Name:

Signature:

Date:



ANNEXURE 3

GUIDELINES FOR THE ASSESSMENT AND APPROVAL OF TEMPORARY SWIVEL-BANNER SIGNS ON CITY'S ELECTRICAL LIGHT POLES

Applications submitted for consideration under Schedule 10 of the Outdoor Advertising and Signage By-law No. 10518 of 2001 (as amended 2013)

NOTE: EXPO's can only be considered IF a Waiver is applied for in terms of Section D.11 and granted.

When considering applications submitted in terms Section 2 of the By-law regarding the above, the municipality shall have due regard to the general provisions of the By-law in respect of the erection and display of such signs. If bookings are available and both the type of event and the content of proposed Banners is approveable, then temporary permission for display can be favourably considered, subject to any additional Conditions imposed in terms of Section F.44 of the By-law.

The guidelines below apply to **a function or event conducted for religious, educational, social welfare, animal welfare, sporting, civic or cultural purposes or to a function or event relating to a Municipal, Provincial or Parliamentary election or referendum ONLY**, and no other types of functions or events are permitted.

PROCESS FOR APPROVAL OF BANNERS

Please note that the below steps can be done electronically.

- Applicant/Event Organiser may submit application forms to: Environmental & Heritage Management, 2nd Floor Media City Building, Foreshore, Cape Town OR emailed to: Shanaaz.chetty@capetown.gov.za (Contact number: 021 400 6611)
- Bookings are only available per our calendar for sites, with around 1000 approved sites available. Some sites may be reserved for specific events and availability.
- Sites are not guaranteed until payment is made in accordance with the City's published tariffs and approval & booking is confirmed by the City.

THE LIST OF STREETS CLEARED FOR LAMPPOLE BOOKING is available from:

Environmental & Heritage Management
2nd Floor Media City Building
Foreshore
Cape Town
Email: Shanaaz.chetty@capetown.gov.za
Booking Enquiries: 021 400 6611

- If the dates do not clash with another booking or route, the Applicant/Event Organiser submits a sample of the banner to be erected
- Example:



- If the sample complies with the conditions of approval and street pole flag specifications, and booking dates and sites are available, Applicant/Event Organiser pays the applicable fee to Environmental Resources Management Department (TDA).

The most central cash office for payment is in the CBD, namely:

Location **8th Floor, Good Hope Subcouncil building, 44 Wale Street, Cape Town**
 Street Address **C/o Long and Wale and Streets**
 Area **Cape Town** (other regional offices are on our website
 www.capetown.gov.za/environmentandheritage)

- Applicant/Event Organiser provides EHRM with proof of payment
- Applicant/Event Organiser submits the Application Form, as well as arrange with their chosen Rigger, to submit the following: Rigging Suppliers' signed Indemnity Form; Rigging Suppliers' signed Requirements Form; Copy of ID of duly authorized signatory and Copy of Rigging Suppliers' Public Liability Insurance Certificate
- Applicant/Event Organiser obtains a Letter of Approval

NB: It is only AFTER obtaining a Letter of Approval that the Applicant/Event Organizer should contact a service provider (Rigging Supplier) in order that flags can be erected. Costs to the Rigging Supplier, for erection of flags and its removal after the event, shall be at the Event Organiser's own cost. Display of flags shall be in accordance with approved areas/routes (as per the Approval Letter)

Streetpole swivel-banner and bracket specifications:

- Print specs: 100% silkscreen only
- Polyester bunting with 100% penetration on reverse side
- Size per flag: 1.2m*2.7m
- Printing on flags: Only one third of the flag may display (sponsor) logo or advertising.
- Bracket details, swivel hinge, mounting system.

Note: ONLY specified brackets approved by Electricity Department, **must be used**

Note: only brackets and fabric complying with these specs may be used and a drawing of the specs is available.

With set-up of event flags on lamp poles:

- Rigging Supplier must use a cherry picker and not ladders for erection of flags.
- Rigging Supplier must provide their own flag arms, elastic and cable ties for appropriate and safe erection of flags.
- Set-up time for flags must be after hours when there is not major traffic, correct traffic signage and warning signs should be used. The local Traffic Office in the area of set-up, of flags, should be informed and give advice on best procedures.

The City as owner and local government with its core business for which it is responsible, such as public lighting and economic development, has preference and first right to the display of event flags on lamp poles. The City has the right of approval of flags for its core business, specifically displaying its corporate and partnership events.

APPLICATION FEES in accordance with the annual published tariffs must be paid for before applications will be considered:

FEE 1 – Banner booking and display fee

FEE 2 – EXPOs require a Waiver application fee (Outdoor Advertising Waiver application fee) - where a specific waiver is possible in terms of the Outdoor Advertising and Signage By-Law; this is in addition to fees set out in the tariffs, payable on receipt of application, where waiver from the standard requirements is necessary

NOTE: *All applications must be capable of complying with the following Standard Conditions and Additional Conditions, relating to Banners on Council Electrical Light Poles*

Print Name: Signature: Date:

**STANDARD CONDITIONS RELATING TO BANNERS ON
COUNCIL ELECTRICAL LIGHT POLES**

Subject to approval in terms of this By-Law (OUTDOOR ADVERTISING AND SIGNAGE BY-LAW), the erection and/or display of flags is permitted in all areas of control, except natural and rural areas of maximum control. In addition:

1. Locality bound advertising banners, flags and balloons shall comply with the Municipality's standard conditions relating to the display of banners as set out herein below.
2. Approval for third party advertising on banners and balloons shall only be granted for a function or event conducted for religious, educational, social welfare, animal welfare, sporting, civic or cultural purposes or to a function or event relating to a Municipal, Provincial or Parliamentary election or referendum. The display of such banners shall comply with the Municipality's standard conditions relating to the display of banners as set out herein below.
3. The display of banners is prohibited on any bridge or across any public road, and along any road designated by the Municipality from time to time, unless specific consent has been obtained from the Municipality.
4. Banners may not be attached so as to interfere with or constitute a danger to passing pedestrians of vehicular traffic.
5. No banner shall be larger than 3 m² except with the prior written approval of the Municipality.
6. No banner may be displayed within 30 m of any road traffic sign or traffic signal.
7. Banners are not to be affixed to trees, traffic signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic signs, rock, other natural features, street furniture or other Municipal property.
8. Banners may not be affixed in such a way that they unfairly prejudice other businesses/organisations or obscure any approved existing signs.
9. Locality bound banners may only be affixed to the premises concerned.
10. Only one first party advertising banner per premises will be permitted unless the Municipality's written permission is obtained for more than one banner and the applicant is to submit in writing the time frame required for the erection of such banner, which time frame shall not exceed 10 days, unless the Municipality has specified, in its approval, that a longer period has been granted.

**ADDITIONAL CONDITIONS IMPOSED UPON APPROVAL IN TERMS OF SECTION F.44 OF THE OUTDOOR
ADVERTISING AND SIGNAGE BY-LAW, RELATING TO BANNERS ON COUNCIL ELECTRICAL LIGHT POLES**

11. A sample of the banner to be erected shall be presented to the city and is subject to the conditions of street pole flags specifications.
12. The name of the event must be bigger than the supporting, sponsor's name and logo.
13. The municipality may designate other areas where the display of banners will not be permitted.
14. Any banners not removed by the date on the application form shall be removed by the municipality.
15. Banners may be displayed 7 days prior to the event, if the municipality has approved and must be removed within 3 days after the event.
16. The municipality may recover the cost of and as a result of the removal of illegal banners, and the reinstatement of the surface from which such banners were removed, from the person/s responsible for the display of such banners.
17. The display of unauthorized banners (without letter of approval) is illegal and such banners may also be removed by the municipality or its agent and the responsible person/s shall be subject to section 16.
18. Each person intending to display a banner shall pay to the municipality a fee per banner determined by the municipality's schedule of tariffs and charges published from time to time, which is non-refundable and shall entitle that person to display the banner/s for a period stated in the letter of approval.

Print Name:

Signature:

Date: