



APPLICATION TO ERECT AN ADVERTISING SIGN IN TERMS OF THE CITY OF CAPE TOWN'S OUTDOOR ADVERTISING BY-LAW OF 2023

Applicants are to complete this form and submit it to the Environmental Management Department, for assessment in terms of the City of Cape Town's Outdoor Advertising By-Law, 2023.

Event Permit Number (office use only): _____

Date of Application: _____

Name of Applicant: _____

Name of owner of premises on which the temporary sign will be displayed: _____

Name of person responsible for the temporary display: _____

Details/type of Event: _____

Date of Event: (start date and end date) _____

Physical Address where temporary sign(s) is/are to be displayed: _____

NON-PROFIT BODY/ COMMERCIAL ENTITY TO COMPLETE

Name of Non-profit Body Organisation /
Commercial Entity

Non-Profit Registration Number / W O Number
/ Company Registration Number

Capacity:

Signature:

Date:

ID No:

Physical Address:

Registered Postal
address:

Business Partner
Number:

Cell:

HOST DETAILS:	
Name of Host:	
Signature:	
PRINTED NAME of signatory:	
Email address:	

TYPE	PLACE	WITH ADVERTISING
Non Profit or Sport/Cultural Event	on NPB Property	Indoors / outdoors (please tick)
	On other Private Property	Indoors / outdoors (please tick)
	On City / Council Property	Indoors / outdoors (please tick)
Commercial Promotion or Commercial Event	On non-commercial Private Property	Indoors / outdoors (please tick)
	On commercial Private Property	Indoors / outdoors (please tick)
	On City / Council Property	Indoors / outdoors (please tick)
1st party event, e.g. On premises sale or promotion	on or attached to building on site	Indoors / outdoors (please tick)
	On ground level freestanding or attached to temporary or moveable structure	Indoors / outdoors (please tick)

Type of sign	Size/s (mm)	Type of material	Number	Sponsor/ commercial branding?	Illumination Y / N
Banners					
Flags/feather flags					
Balloons/Inflatable					
Loose portable signs					
Gazebo's with branding					
Trailers (transit advertising)					
Projected sign					
Posters and swivel banners - apply separately					
Other - please specify					
<u>SIGN CONTENT AND DETAILS</u>					
Will any sign contain any 3 rd Party sponsors or commercial branding?	Yes ☐ / No ☐ Please specify:				

Please show by way of a photomontage, the actual proposed graphics to be displayed	Attached Yes ☐ / No ☐ If No, please specify:
What will the duration or hours or days of display be?	Please specify:
Does the sign require or contain any moveable parts, animation, make use of a generator, motor or air pump for its display?	Yes ☐ / No ☐ Please specify:
<u>SITE PLAN DETAILS:</u>	
Please attach a site plan, indicating proposed position of temporary signs including road traffic signs and commercial signs within 80 metres of the site.	Attached Yes ☐ / No ☐
Please attach drawings showing structural details	Attached Yes ☐ / No ☐ If No, please specify:
What is the actual use of the property at present?	Please specify:
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 ☐
Will the sign be visible from a Class 1 Designated Metropolitan Road (freeways and expressways)?	Yes ☐ / No ☐ Please specify:
Will the sign be visible from a prohibited route or scenic drive?	Yes ☐ / No ☐ Please specify:
Will the temporary display be a regular event, i.e. monthly, annual, etc.	Please specify:

OFFICIAL USE ONLY:	
Approved – no further requirements	
Not approved/ further details required:	:
Reasons/ comments	
Name:	
Capacity:	
Signature	