



TEMPORARY SIGNS ON PRIVATE PROPERTY APPLICATION FORM

**APPLICATION TO ERECT AN ADVERTISING SIGN IN TERMS OF THE CITY OF CAPE TOWN'S OUTDOOR
ADVERTISING & SIGNAGE BY-LAW 10518 OF 2001**

I, the undersigned, hereby apply for permission to erect a temporary advertising sign in private property in accordance with the particulars given below, and the plans, structural drawings and photographs attached hereto:

PROPERTY DETAILS:

Registered Property Owner:	
Advertiser name/Business/Company name:	
Date of application:	
Erf#:	
Site Address of Proposed Sign Location:	
Who is paying the fees? Registered Property Owner Applicant Nominated person (name): Media/sign owner Business partner number: (Compulsory)	☐ ☐ ☐ ☐

PROPOSAL INFORMATION			PROPOSAL SUBMITTED	PRE-SCRUTINY (E.C.O. USE ONLY)
1	Application type	☐	1 st Party (Locality bound)	Complete/ Incomplete Non-Waivable/ In breach/ compliant
2	Type of sign (please tick)	☐ ☐ ☐ ☐ ☐ ☐	Tied banner Flag Balloon Inflatable Aerial sign Projected Sign	Complete/ Incomplete Non-Waivable/ In breach/ compliant

3	Please tick the type of proposal(s) applicable	☐ ☐ ☐	Erection of a new sign Existing sign previously not approved A waiver of a waivable requirement	Complete/ Incomplete Non-Waivable/ In breach/ compliant
4	Area of Control (please tick)	☐ ☐ ☐	Maximum Partial Minimum	Complete/ Incomplete Non-Waivable/ In breach/ compliant
5	Is the type of sign permitted in this area of control?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
6	Please provide the following details of the proposed sign:		Size of advertisement m ² Dimensions of advert(s)m Xm Overall height of sign structure m Approximate weight of the sign kg Material of construction Format: ☐ Landscape / ☐ Other	Complete/ Incomplete Non-Waivable/ In breach/ compliant
7	Please <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.	☐ ☐	Are the following indicated (Please tick): ☐ Road Traffic signs ☐ Commercial signs	Complete/ Incomplete Non-Waivable/ In breach/ compliant
8	Please <u>attach</u> Photographs / photomontage (indicating the position and appearance of the sign, and the photomontage must include two photographs, "before" photograph and "after" photograph	☐ ☐ ☐ ☐	Are the following indicated (Please tick): ☐ Position of sign ☐ Appearance of sign ☐ Before photo ☐ After photo	Complete/ Incomplete Non-Waivable/ In breach/ compliant
9	Please <u>attach</u> drawings showing structural details	☐ ☐	Are the following indicate (Please tick): ☐ Material used ☐ Affixing method	Complete/ Incomplete Non-Waivable/ In breach/ compliant
10	Will the sign obscure any other sign(s) indicated on the plan referred to in 7 above?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/ In breach/ compliant

11	Is the sign on the premises of a non-profit body?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
12(a)	Are the graphics fixed or will they be changed from time to time?	☐ ☐	Fixed Changed	Complete/ Incomplete Non-Waivable/ In breach/ compliant
12(b)	If fixed, is the actual graphic illustrated in your application?	☐ ☐	Yes No	Non-Waivable/ In breach/ compliant
13	What is the proposed duration of display of the sign?	☐	Months – specify: _____	Complete/ Incomplete Non-Waivable/ In breach/ compliant
14	Is your business required to have a business licence? If yes, please provide a copy of such licence	☐ ☐	Yes No Business Licence attached: ☐ Yes / ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant

16	Will the sign be attached to or placed on residential premises?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
17	Will the sign, project over the Erf boundary? If yes, please attach the owner and adjoining owners' consent.	☐ ☐	Yes No If 'Yes' Adjoining owners' consent required - attached: ☐ Yes / ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
18	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	Complete/ Incomplete Non-Waivable/ In breach/ compliant
19	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	Complete/ Incomplete Non-Waivable/ In breach/ compliant
20	Will the sign be visible from a prohibited route or scenic drive?	☐ ☐	Yes No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
21	Is the sign to be attached to a bridge, gantry, tower, silo, chimney stack, pylon, cell mast or cooling tower?	☐ ☐	Yes: ☐ bridge / ☐ chimney stack / ☐ pylon/ ☐ silo / ☐ tower / ☐ gantry / ☐ cell mast / ☐ cooling tower No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
22	What is the distance of the nearest point of the sign to the nearest point of the road reserve?		_____ m	Complete/ Incomplete Non-Waivable/ In breach/ compliant

A. APPLICANT: IF 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/s, 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 and ID No. of all Directors/Partners/Shareholders):
.....

Company Registration number:
Tel: Cell:
Physical address:
Email address
Signature: date:
Business Partner #: (compulsory)

SIGN/MEDIA OWNER'S DETAILS (applicable to 3rd party signs)

Name of Company/Individual (if a CC or Company, include full names and ID No. of all Directors/Partners/Shareholders):
.....
Company registration number:
Tel: Cell:
Physical address:
Email:
Signature: Date:
Rigging Co:
Contact name and number:

SIGN MEDIA OWNER'S DETAILS (applicable to 3rd party signs)

Name of Company/Individual (if a CC or Company, include full names and ID No. of all Directors/Partners/Shareholders):
.....
Company registration number:
Tel: Cell:
Email:
Signature: Date:
Rigging Co:
Contact name and number:

B. APPLICANT: IF OTHER THAN PROPERTY OWNER

I, the applicant....., (full name of individual) 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 and ID No. of all Directors/Partners/Shareholders):
.....
Company Registration number:
Tel: Cell:
Physical address:
Company email address

Signature: date:

Business Partner #: (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 and ID No. of all Directors/Partners/Shareholders):

Company registration number:

Tel: Cell:

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 (applicable to 3rd party signs)

Name of Company/Individual (if a CC or Company, include full names and ID No. of all Directors/Partners/Shareholders):

Company registration number:

Tel: Cell:

Email:

Signature: Date:

Rigging Co:

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.

Please note that prior to an application being considered for approval, it may be necessary to provide further information, as well as any other information the Municipality may require, depending on the proposed sign.

OFFICE USE ONLY: FOR 3RD PARTY SIGNS

ECO'S TO COMPLETE PRE-SCRUTINY CHECK COLUMN - ONCE COMPLETED PLEASE FORWARD COMPLETE APPLICATION FORM TO HEAD OFFICE BEFORE PROPOSAL/FEE'S ARE TAKEN IN

The purpose of this checklist is to ensure that the proposal before you, meets the Standard Conditions and Requirements in terms of the By-Law to be accepted as a formal application.

(NB: Do not put the proposal on e-Signage until the CECO has checked and confirmed that the application can comply with the By-Law)

Type of sign

Applicant **Erf no** **Site Address**

☐ **Complete & not in breach** – proceed to submit a formal application with fees

This is not an Approval to erect the Sign and a Formal Application must still be submitted.

☐ **Incomplete & not in breach but additional info required:**

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☐ **Complete but in breach of non-waivable provision:**

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☐ **Incomplete & in breach of non-waivable provision:**

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ECO RECOMMENDATION:

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HEAD OFFICE COMMENT (3rd party signs only):

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.....

ECO: Name: _____

District Office: _____

Assessment date: _____