



APPLICATION FORM FOR OUTDOOR ADVERTISING

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

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

PROPERTY AND PAYEE DETAILS

Registered Property Owner:			
Date of Application:			
Site address of proposed sign location:			
Suburb:			
Erf #:			
Building Name (if applicable):			
Who is paying the fees?			
Registered Property Owner	☐		
Applicant	☐		
Nominated person (name):	☐		
.....			
Media/sign owner	☐		
Business partner number: (Compulsory)			
PROPOSAL INFORMATION			PRE-SCRUTINY (E.C.O. USE ONLY)
1	Please tick the type of proposal(s) applicable.	☐ Erection of a new sign ☐ Existing sign previously not approve ☐ New application for previously approved sign ☐ A waiver of a waivable requirement ☐ Alteration or addition to existing approved sign/s	Complete/ Incomplete Non-Waivable/ In breach/ compliant
2	Type of sign. (please tick)	☐ Schedule 2 Billboard ☐ Schedule 3 Freestanding/composite ☐ 1 st Party sign/farm signs/service station ☐ Schedule 4 Flat sign ☐ Schedule 5 Sky sign ☐ Schedule 6 Roof sign ☐ Schedule 7 Canopy sign ☐ Schedule 8 Boundary wall ☐ sign/Construction site sign ☐ Schedule 14 Aerial sign ☐ Schedule 15 Transit sign ☐ Schedule 16 Sign on Municipal land ☐ Schedule 17 NPB signs ☐ Signage Masterplan	Complete/ Incomplete Non-Waivable/ In breach/ Compliant

	☐ Other – Specify _____		
3	<u>Attach</u> a site plan drawn in accordance with sec 5(2)(a) of the By-law, (minimum scale 1:200), indicating, amongst others, all other signs including road traffic signs and commercial signs within 80 metres of the site and within a buffer of 500m for 3rd party applications	Are the following indicated (Please tick): ☐ Road Traffic signs ☐ Commercial signs	Complete/ Incomplete Non-Waivable/ In breach/ compliant
4	<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). If sign is to be externally illuminated, indicate the position of all light fixtures for external light sources.	Are the following indicated (Please tick): ☐ Position of sign ☐ Before photo ☐ After photo ☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
5	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 X m Overall height of sign structure: m Approximate weight of the sign: kg Format: ☐ Landscape / ☐ Portrait / ☐ V-shaped / ☐ Back to back / ☐ Single sided / ☐ three-sided	Complete/ Incomplete Non-Waivable/ In breach/ compliant
6	Type of illumination (please tick):	☐ None ☐ Internal ☐ External ☐ Backlit ☐ Electronic	Complete/ Incomplete Non-Waivable/ In breach/ Compliant
7	Do the proposed light fixtures have a timer switch?	☐ Yes ☐ No ☐ Not applicable	Complete/ Incomplete Non-Waivable/ In breach/ Compliant
8(a)	Is the sign locality bound (1 st Party) or 3 rd Party?	☐ 1st ☐ 3rd	Complete/ Incomplete
8 (b)	If Locality bound, provide name of business for which sign/s is/are being applied for.	Name:	Non-Waivable/ In breach/ compliant

9(a)	Is the sign on the premises of a non-profit body?	☐ Yes ☐ No	Complete/ Incomplete
9(b)	If yes, for a school premises falling under the Western Cape Government, have you attached a copy of the approval letter from the Provincial Minister of Education in terms of circular 008/2019.	☐ Yes ☐ No	Non-Waivable/ In breach/ compliant
10	What is the proposed duration of display of the sign? (only for 3rd party signs)	Years / Months - Specify: _____	Complete/ Incomplete Non-Waivable/ In breach/ compliant
11	What is the Zoning of the site? Please specify whether: Departure / Consent Use / Rezoned.	Zoning: _____ ☐ Attached ☐ Not attached	Complete/ Incomplete Non-Waivable/ In breach/ compliant
12	What is the actual use of the property at present?	_____ _____	Complete/ Incomplete Non-Waivable/ In breach/ compliant
13	Will the sign be attached to or placed on residential premises or portions thereof?	☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
14	Will the sign, or any of its luminaries project over the Erf boundary? If yes, please attach the owner and adjoining owners' consent, except when the encroachment is over the public footway.	☐ Yes ☐ No Attached: ☐ Yes / ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
15	Will any existing openings to a building be closed, temporarily or permanently to accommodate the sign?	☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
16	Is any building extension or alteration or new building required to accommodate the sign?	☐ Yes: ☐ Extension ☐ Alteration ☐ New building ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant

17	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
18	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
19	Is the sign within 80 metres of the perimeter of a signalized traffic intersection?	☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
THE FOLLOWING QUESTIONS APPLY TO THIRD PARTY WALL MOUNTED SIGNS			
20(a)	Is the sign proposed/erected on a blank common boundary façade or public facade	☐ Blank Common boundary ☐ Public façade	Complete/ Incomplete Non-Waivable/ In breach/ compliant
20(b)	If on a public façade, is the sign custom made?	☐ Yes ☐ No	
20(c)	Do the graphics contain any custom made elements?	☐ Yes ☐ No	
20(d)	Are the graphics fixed or will they be changed from time to time?	☐ Fixed ☐ Changed from time to time	
20(e)	If fixed or custom made is the actual graphic illustrated in your application?	☐ Yes ☐ No	
20(f)	Type of building: For 3 rd party & locality bound signs: Is the sign proposed on a-- (i) Non-residential building? (ii) Multi-use building?	☐ ☐	
THE FOLLOWING QUESTIONS APPLY ONLY TO THE PROPOSED ERECTION OF <u>BILLBOARDS</u>			
21	Will the sign have a clear height of 2,4 metres?	☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant

22	Will the sign exceed a maximum height of 7,5 metres above natural ground level? If Yes, complete the waiver section below.	☐ Yes ☐ No	Complete/ Incomplete Non-Waivable/ In breach/ compliant
23	Will the sign be: Single panel Back to back Three sided V-shaped	☐ ☐ ☐ ☐	Complete/ Incomplete Non-Waivable/ In breach/ compliant
24	State the angle of display of the sign to the direction of oncoming traffic.	 degrees	Complete/ Incomplete Non-Waivable/ In breach/ compliant

25. WAIVER REQUEST (Only where a specific waiver is possible in terms of the By-law)

Separate waiver fee is payable when submitting the formal application.

Waiver of By-law provision (indicate section/schedule & clause number): _____

- Written motivation is required: Attached - Yes ☐ / No ☐
- SIA is required for signs exceeding 4.5m²: Attached - Yes ☐ / No ☐

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:

ENCROACHMENT SIGNS: I, as registered property owner, acknowledge that I will be responsible for the payment of any encroachment permit fees, where signs encroach over the City's property.
ALL ENCROACHMENTS ARE TO BE ISSUED TO THE REGISTERED PROPERTY OWNER

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: 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:

ENCROACHMENT SIGNS: I, as registered property owner, acknowledge that I will be responsible for the payment of any encroachment permit fees, where signs encroach over City's property.

ALL ENCROACHMENTS ARE TO BE ISSUED TO THE REGISTERED PROPERTY OWNER

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 Owner's Association, etc.

OFFICE USE ONLY - ECO PRE-SCRUTINY & COMMENT ON WAIVER REQUEST

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 5 to 7 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

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☐ Complete & not in breach – proceed to accept a formal application with fees.

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

☐ Incomplete & not in breach but additional info required. Please elaborate:

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☐ Complete but in breach of non-waivable provision: Please elaborate:

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☐ Incomplete & in breach of non-waivable provision: Please elaborate:

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ECO comment on waiver request:

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DISTRCT HEAD'S comment:

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ECO PRE-SCRUTINY RECOMMENDATION:

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ECO: Name _____

District Office _____

Assessment date: _____

District Head: _____

Comment: _____

Date: _____