



**APPLICATION FORM FOR TEMPORARY PROPERTY MARKETING BOARDS**

For each of the checklist items below, please consult the Outdoor Advertising and Signage By-law 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 ESTATE AGENT / AUCTIONEER DETAILS**

AGENT NAME: ..... I.D. No.: .....

ESTATE AGENCY/AUCTION COMPANY: .....

REGISTERED PERMIT NUMBER: .....

**2 SITE ADDRESS OF PROPOSED SIGN**

Erf Owner: .....

Street Address: ..... Suburb: .....

Erf #: ..... Building Name (if applicable): .....

**Please tick/complete the checkboxes below:**

1	Area of Control	<input type="checkbox"/> Minimum <input type="checkbox"/> Partial <input type="checkbox"/> Maximum
2	What type of sign are you proposing?	<input type="checkbox"/> Estate Agent Board <input type="checkbox"/> Auctioneer Board
3	Will the sign be freestanding or wall mounted?	<input type="checkbox"/> Freestanding <input type="checkbox"/> Wall mounted: Bracket / Screws <input type="checkbox"/> Other: _____
4	An Engineers approval and scale drawings are required for all signs larger than 4.5m <sup>2</sup>	<input type="checkbox"/> Attached – Signed by Structural Engineer <input type="checkbox"/> Not attached
5	Please provide the following details of the proposed sign (please attach detailed structural diagrams, in duplicate)	Size of advertisement: _____m <sup>2</sup> Dimensions of sign(s): _____m X _____m
6	Is the sign being proposed on private land?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
7	Please confirm that the sign will <b>NOT</b> be illuminated	<input type="checkbox"/> Yes / <input type="checkbox"/> No
8	What is the date of the Auction/showhouse completion?	
9	What temporary approval period are you applying for? Attach copy of contract / letter to confirm timeframe for start and end	<input type="checkbox"/> Less than 3 months: From: _____ To: _____ <input type="checkbox"/> 3 months: From: _____ To: _____ <input type="checkbox"/> Attached / <input type="checkbox"/> Not attached
10	Type of proposal(s) applicable	<input type="checkbox"/> Erection of a new temporary sign <input type="checkbox"/> Existing temporary sign previously not approved <input type="checkbox"/> An amendment of a condition attached to a temporary approval <input type="checkbox"/> An extension of a temporary approval period
11	Please show by way of a photomontage, the proposed graphics to be displayed (attach colour photos in duplicate)	Photomontage attached? <input type="checkbox"/> Yes / <input type="checkbox"/> No
12	Is site plan showing the proposed position of sign? (please attached site plan clearly indicating position of sign, please include road names and traffic intersections, in duplicate)	<input type="checkbox"/> Yes / <input type="checkbox"/> No
13	Are all existing or proposed signs shown on the site plan?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
14	Will the sign obscure any other sign(s)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
15	What is the actual use of the property at present?	
16	Will the sign be attached to or placed on residential or commercial premises?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial

17	Provide details on how sign is to be affixed (please attached relevant structural drawings of sign and structure in duplicate)	Fixing method: .....
18	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?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
19	Will any existing openings to a building be closed, temporarily or permanently, to accommodate the sign?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
20	Will the sign be visible from a Class 1 Designated Metropolitan Road (freeways and expressways)? If yes, specify	<input type="checkbox"/> Yes / <input type="checkbox"/> No
21	Will the sign be visible from a prohibited route or scenic drive? If yes, specify	<input type="checkbox"/> Yes / <input type="checkbox"/> No
22	What is the distance of the nearest point of the sign to the nearest point of the road reserve? (sign position to property boundary measured from the actual sign to actual ERF property boundary)	_____m
23	Is the sign within 80 metres of the perimeter of a signalized traffic intersection?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

**APPLICANT/AUTHORISED AGENT**

I, ..... (full name), declare that I/my company is the duly authorised agent of the 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.

Signature: ..... ID No.: .....

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

Company Registration number: .....

Tel: ..... Cell no: ..... Fax: .....

Physical address: .....

E-mail: .....

**OWNER OF ERF WHERE ERECTION OF SIGN IS PROPOSED OR COPY OF THE MANDATE** \* The above information has been checked by me and is hereby confirmed to be correct.

Full Name: .....

Address: .....

Capacity: ..... Date: .....

Signature: ..... ID No.: .....

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

Company Registration number: .....

Tel: ..... Cell No: ..... Fax: .....

E-mail: .....

**APPROVAL FROM THE RELEVANT PROPERTY-OWNERS ASSOCIATION** (where applicable)

\* The applicant is responsible for obtaining the permission from the home-owners association specific to the area where the proposed sign is to be erected. Failure to comply with this may allow the City of Cape Town to revoke an approval.

Name of HOA: .....

Telephone No: ..... Fax No: .....

Area of jurisdiction: .....

Name and signature of Chairman: .....

Tel: ..... Cell No: ..... Fax: .....

E-Mail address: .....

Signatures of relevant Trustees: .....

**\*EXAMPLE OF BASIC DRAWINGS REQUIRED - FOR SIGNS LARGER THAN 4.5m<sup>2</sup> (SEE 4 ABOVE)**

Please also Consult Section E of the By-Law – scale representations of sign and fixing detail

