



**GENERAL FIRST AND THIRD PARTY FORMAL 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 an advertising sign in accordance with the particulars given below, and the plans, structural drawings and photographs attached hereto:

**PROPERTY & COMPANY DETAILS:**

**REGISTERED PROPERTY OWNER DETAILS:**

Date of Application:	Name of owner of property:
Business/Company name:	Registered Business Address:
Owner of Business:	Business partner Number:
Business Registration Number:	ID number:
Site address of proposed sign location:	Cellphone:
Building Name (if applicable):	E-mail:
Erf #:	<p><b>Are you paying all relevant fees for this application: Yes <input type="checkbox"/> / No <input type="checkbox"/></b> Please advise who will be responsible for the applicable fees</p> <p><input type="checkbox"/> <b>Nominated Person</b> / <input type="checkbox"/> <b>Owner of Sign</b></p>

PROPOSAL INFORMATION		PROPOSAL SUBMITTED	PRE-SCRUTINY (E.C.O. USE ONLY)
Type of sign (please tick)	<input type="checkbox"/> Billboard <input type="checkbox"/> Freestanding 1 <sup>st</sup> Party sign <input type="checkbox"/> Flat sign <input type="checkbox"/> Sky sign <input type="checkbox"/> Roof sign <input type="checkbox"/> Canopy sign <input type="checkbox"/> Boundary wall sign <input type="checkbox"/> Construction site sign <input type="checkbox"/> Aerial sign <input type="checkbox"/> Transit sign <input type="checkbox"/> Non-profit sign <input type="checkbox"/> Sign on Municipal land <input type="checkbox"/> Other – Specify _____		Complete/ Incomplete  Non-Waivable/ In breach/ compliant
2 Area of Control (please tick)	<input type="checkbox"/> Maximum <input type="checkbox"/> Partial <input type="checkbox"/> Minimum		Complete/ Incomplete  Non-Waivable/ In breach/ compliant

3	Is the type of sign permitted in this area of control?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Complete/ Incomplete  Non-Waivable/ In breach/ compliant
3(a)	Please provide the following details of the proposed sign:		Size of advertisement ..... m <sup>2</sup> Dimensions of advert(s): .....m X .....m  Overall height of sign structure .....m  Approximate weight of the sign .....kg  Material of construction: .....  <u>Format:</u> <input type="checkbox"/> Landscape / <input type="checkbox"/> Other <u>Illumination:</u> <input type="checkbox"/> None / <input type="checkbox"/> Internal / <input type="checkbox"/> External / <input type="checkbox"/> Backlit <u>Electronic sign / Message:</u> <input type="checkbox"/> No / <input type="checkbox"/> Yes: <input type="checkbox"/> static / <input type="checkbox"/> running / <input type="checkbox"/> changing / <input type="checkbox"/> flashing	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
3(b)	Please tick the type of proposal(s) applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Erection of a new sign Existing sign previously not approved An amendment of a condition attached to an approval A change to approved graphics An extension of an approval period A waiver of a waivable requirement	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
4(a)	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.	<input type="checkbox"/> <input type="checkbox"/>	Are the following indicated (Please tick): Road Traffic signs Commercial signs	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
4(b)	Please <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).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Are the following indicated (Please tick): Position of sign Appearance of sign Before photo After photo	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
4(c)	Please <u>attach</u> drawings showing structural details	<input type="checkbox"/> <input type="checkbox"/>	Are the following indicate (Please tick): Material used Affixing method	Complete/ Incomplete  Non-Waivable/ In breach/ compliant

5	Will the sign obscure any other sign(s) indicated on the plan referred to in 4 above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
6(a)	Is the sign 1 <sup>st</sup> Party or 3 <sup>rd</sup> Party?	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 3 <sup>rd</sup>	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
6(b)	Is the sign on the premises of a non-profit body?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
7(a)	Are the graphics fixed or will they be changed from time to time?	<input type="checkbox"/> Fixed <input type="checkbox"/> Changed	Complete/ Incomplete
7(b)	If fixed, is the actual graphic illustrated in your application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Waivable/ In breach/ compliant
8	Do the graphics contain any custom made elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
9	What is the proposed duration of display of the sign?	<input type="checkbox"/> Months – specify: _____ <input type="checkbox"/> Years - specify: _____	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
10(a)	What is the Zoning of the site of the sign in terms of LUPO? Please specify whether: Departure / Consent Use / Rezoned - <b><u>Attach Land Use approval</u></b>	Zoning: _____ <input type="checkbox"/> Attached <input type="checkbox"/> Not attached	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
10(b)	What is the actual use of the property at present? List all businesses being run.		Complete/ Incomplete  Non-Waivable/ In breach/ compliant
10(c)	Is your business required to have a business licence?  If yes, please provide a copy of such licence	<input type="checkbox"/> Yes <input type="checkbox"/> No Business Licence attached: <input type="checkbox"/> Yes / <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
11	Will the sign be attached to or placed on residential premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant

12	Will the sign, or any of its luminaries project over the Erf boundary?  If yes, please attach the owner and adjoining owners' consent.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Owner consent attached: <input type="checkbox"/> Yes / <input type="checkbox"/> No Adjoining owners' consent attached: <input type="checkbox"/> Yes / <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
13	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
14	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	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
15	Will any existing openings to a building be closed, temporarily or permanently to accommodate the sign?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
16	Is any building extension or alteration or new building required to accommodate the sign?	<input type="checkbox"/> Yes: <input type="checkbox"/> extension / <input type="checkbox"/> alteration / <input type="checkbox"/> new building <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
17(a)	Will the sign be illuminated in any manner?	<input type="checkbox"/> Yes: <input type="checkbox"/> internally / <input type="checkbox"/> externally <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
17(b)	If the sign is to be internally illuminated or electronic, will it exceed 2.1 square metres?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
17(c)	Both internally and externally, how many luminaries are to be used to illuminate each sign face? (each bulb / tube / light source counted)	<input type="checkbox"/> 1 or 2 <input type="checkbox"/> 3 or more	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
17(d)	Do the proposed light fixtures have a timer switch?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant

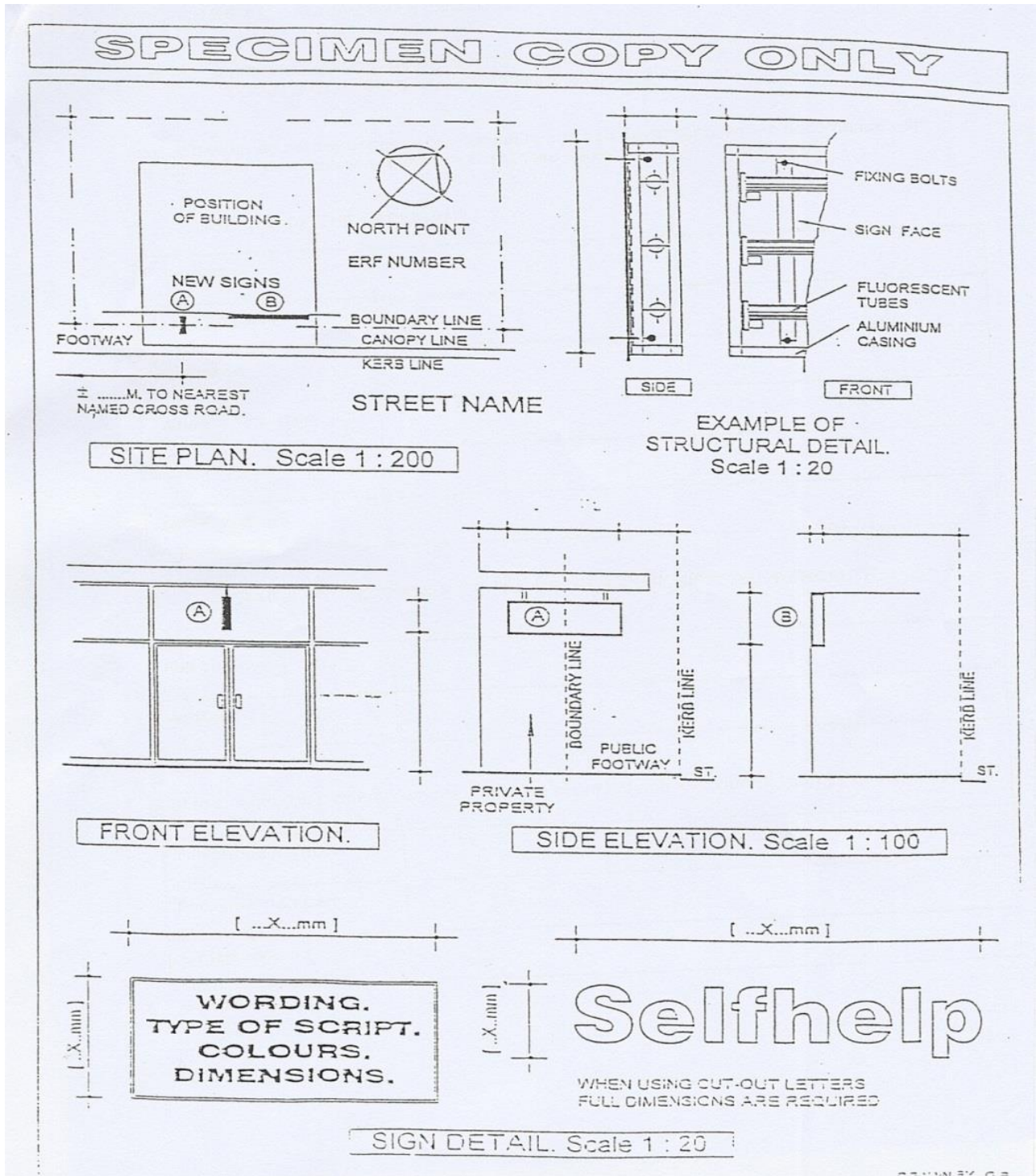
18	Will the sign be visible from a Class 1 Designated Metropolitan Road (freeways and expressways)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
19	Will the sign be visible from a prohibited route or scenic drive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
20	Is the sign to be attached to a bridge, gantry, tower, silo, chimney stack, pylon, cell mast or cooling tower?	<input type="checkbox"/> Yes: <input type="checkbox"/> bridge / <input type="checkbox"/> chimney stack / <input type="checkbox"/> pylon/ <input type="checkbox"/> silo /tower / <input type="checkbox"/> gantry / <input type="checkbox"/> cell mast / <input type="checkbox"/> cooling tower <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
21	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
22	Is the sign within 80 metres of the perimeter of a signalized traffic intersection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant

**The following questions apply only to the proposed erection of Billboards**

23	Is the sign within 250 metres of a prohibited route?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
24	Will any part of the sign encroach over the Erf's boundary line?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
25	Will the sign have a clear height of 2,4 metres?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
26	Will the sign exceed a maximum height of 7,5 metres above natural ground level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complete/ Incomplete  Non-Waivable/ In breach/ compliant
27	Will the sign be single panel or V shaped? If V shaped, what is the total square metreage of such advertising panel?	<input type="checkbox"/> Single <input type="checkbox"/> V shaped - Total square metreage: _____	Complete/ Incomplete  Non-Waivable/ In breach/ compliant

28	State the angle of display of the sign to the direction of oncoming traffic.		..... degrees	Complete/ Incomplete
29	Will the minimum letter height on the graphics be bigger than 285mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Complete/ Incomplete
				Non-Waivable/ In breach/ compliant

Guide for Site Plan, Elevations and Sign Details & Structural Details required in Points 4a & 4c



**REGISTERED PROPERTY OWNER (APPLICANT) & AUTHORISED AGENT (NOMINATED PERSON)**

I, ..... (Registered Erf Owner),  
nominate ..... (Authorised Agent) to be my  
lawful representative and to act on my behalf in the submission of this application and to do all things lawfully required  
by the Local Authority to ensure that the application complies with the provisions of the Outdoor Advertising and  
Signage By-Law 10518 and any other applicable law; and that the above checklist and attachments are true and  
correct.

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

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

.....

Company Registration number: .....

Physical address: .....

Postal address: .....

Tel: ..... Cell: ..... Business Partner #: .....

E-mail: .....

Capacity: ..... 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 Owners Association etc.

**AUTHORISED AGENT (Nominated Person to act on behalf of the Registered Property Owner)**

**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.**

Registered Company Name: .....

Represented by (Full Name): .....

Company Registration number: .....

Physical Address: .....

Postal address: .....

Tel: ..... Cell: ..... Business Partner #: .....

E-mail address .....

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

**REGISTERED OWNER OF ERF WHERE ERECTION OF SIGN IS PROPOSED:**

**ALL APPROVALS AND ENCROACHMENTS ARE TO BE ISSUED TO THE REGISTERED PROPERTY OWNER**

\* The above information has been checked by me and is hereby confirmed to be 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.

**ENCROACHMENT SIGNS:** I, as **Registered Owner**, acknowledge that I will be responsible for the payment of any encroachment permit fees that are applicable to this application.

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

.....

Company Registration number: .....

Physical Address: .....

Tel: ..... Cell: .....

E-mail address .....

Capacity: ..... ID No: .....

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 Owners Association etc.

**NAME OF SIGN COMPANY RESPONSIBLE FOR THE ERECTION OF THE SIGN:**

\* The above information has been checked by me and is hereby confirmed to be 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.

Company Name: .....

Represented by (Full Name): .....

Tel: ..... Cell: ..... Business Partner #: .....

E-mail address: .....

Capacity: ..... ID No: .....

Signature: ..... Date: .....

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

.....

.....

Company Registration number: .....

Physical Address: .....

Postal address: .....

**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.



**NAME OF OWNER OF SIGN (IF DIFFERENT FROM THE REGISTERED PROPERTY OWNER):**

\* The above information has been checked by me and is hereby confirmed to be 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.**

Full Name: .....

Physical Address: .....

Postal address: .....

Tel: ..... Cell: ..... Business Partner #: .....

E-mail address .....

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

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

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

.....

.....

Company Registration number: .....

Physical Address: .....

Postal address: .....

**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.

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

**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 ALL 3<sup>RD</sup> PARTY SIGNS**

**ECO'S TO COMPLETE PRE-SCRUTINY CHECK COLUMN - ONCE COMPLETED PLEASE FORWARD COMPLETE APPLICATION FORM TO CHIEF ECO 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)**

**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:**

.....  
 .....

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

.....  
 .....

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

.....  
 .....

**Other: FINAL RECOMMENDATION:** (ECO to stipulate)

.....  
 .....

ECO: _____	District Office: _____
Assessment date: _____	Date sent to Chief ECO: _____
Chief ECO recommendation: _____	Date returned to ECO: _____

**OFFICE USE ONLY: FINAL ASSESSMENT PRIOR TO APPROVAL OR REFUSAL LETTER BEING ISSUED - please attach draft approval/refusal letter**

ECO: _____	District Office: _____
<b>Final Recommendation by ECO:</b> Approved/Refused	Date sent to Chief ECO: _____
<b>Chief ECO recommendation:</b> Concur/returned  Reasons: _____ _____	Date returned to ECO: _____