



OUTDOOR ADVERTISING SIGN APPLICATION FORM

The uMlalazi Municipality Advertising bylaws as promulgated by local Government Notice No. 21 of 09 April 2009 regulates all matters relating to advertising. It is in the interest of every advertiser to become conversant with the contents of the regulations referred to before completing this application.

1. APPLICANT DETAILS: POSTERS / BUSINESS NAME SIGNS /MOBILE / BILLBOARDS

NAME OF BUSINESS (IF APPLICABLE)			
COMPANY REGISTRATION NO.			
FULL NAMES OF SIGNATORY			
TEL NO:	CELL NO:	FAX	
EMAIL			
PHYSICAL/POSTAL ADDRESS			
SIGNATURE		DATE	

2. PROPERTY OWNER

FULL NAMES			
TEL NO:	CELL NO:	FAX	
EMAIL			
ID NUMBER			
PHYSICAL/POSTAL ADDRESS			
SIGNATURE		DATE	

3. DESCRIPTION OF PROPOSED OUTDOOR ADVERTISING SIGN

PLEASE MARK THE RELEVANT BOX

TYPE OF SIGN	POSTER		SIGNS ON BUILDING		MOBILE SIGN		BILLBOARD	
WALL	GROUND	S/SIDE	D/SIDED		DIGITAL		ILLUMINATED	Y N
NEW SIGN		EXISTING			FLORESCENT TUBES – LOW VOLTAGE			
NEON TUBING/FLOODLIGHTS – HIGH VOLTAGE (FIREMAN’S SWITCH TO BE INSTALLED AS PER FIRE REGULATIONS)								
ILLUMINATION OF SIGNS	STATIONARY	Y	N		FLASHING	Y		N
TYPE OF MATERIAL								
DIGITAL	METAL	PAINTED	PERSPEX	PVC	FLEX FACE		OTHER	
POSITION OF THE SIGN								
POSITION		COLOR (S)			NO OF SIGNS			
WIDTH		LENGTH		THICKNESS	TOTAL M²			

DURATION OF THE EVENT (TEMPORARY SIGNS)	NUMBER OF DAYS	
FROM:	TO:	

PROPERTY DESCRIPTION		
ERF NO:	PORTION	TOWNSHIP
SITE ADDRESS		
ZONING		

4. DECLARATION

I ACCEPT THAT THE ADVERT, IF APPROVED, SHALL COMPLY WITH SPECIFICATIONS AS LAID OUT IN THE UMLALAZI MUNICIPALITY ADVERTISING BYLAWS AND ANY OTHER CONDITIONS LAID DOWN BY THE DEPARTMENT AND THE COUNCIL RETAINS SOLE JURISDICTION FOR THE DISPLAY OF THE SIGN.

I/WE HEREBY AGREE TO PAY CHARGES FOR THE APPLICATION.

SIGNATURE OF APPLICANT

NAME OF SIGNATORY

DATE: _____

5. APPLICATION CHECKLIST

PRE-ACCEPTANCE SCRUTINY CHECKLIST	YES	NO
Application forms to be completed and signed. No faxed copies		
A copy of contract/lease agreement signed by the owner of property (landlord).		
A copy of Title deed of the property		
A comprehensive motivation in support of the application.		
Artist impression / Suitable photographs to assess visual impact of the sign.		
A locality plan at an appropriate scale, with GPS coordinates which clearly indicates the position of the proposed sign in relation to existing structures, existing signs, traffic signals and roads.		
Approval letter of EIA from the Free State Department of Agriculture, Conservation and Environment in terms of the NEMA Regulations (GN-R385 and GN-R386, 21 April 2006)		
Elevations and sections of sign to be fully dimensioned and also indicating existing building/structure.		
Method of illumination		
The applicant's attention is drawn to the fact that the structure for remote advertising is approved for a 5-year period only.		
An Engineers stability certificate is required for signs exceeding 4m in height.		
Permission is required from the adjacent landowner if the sign is encroaching.		
GPS Coordinates are required for all Billboard structures		
Zoning map of area		

FOR OFFICE USE ONLY

AMOUNT PAID		DATE PAID		RECEIPT NO	
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