

BUILDING DEVELOPMENT MANAGEMENT: OUTDOOR ADVERTISING  
APPLICATION FOR APPROVAL OF SIGNS

SECTION 1: APPLICATION DETAILS

Applicant (Structure Owner):.....

Physical Address:.....

Postal Address:.....

Contact No:.....Cell. No:.....

E-mail address:.....

Contact person/agent:.....

Physical Address of agent:.....

Postal Address:.....

Office No:.....Cell. No:.....

E-mail address:.....

SECTION 2: LAND OWNER DETAILS

Mark the owner with an (x)

Mogale City Local Municipality

Other State Organs: (Province or National)

Private Land Owner

Name & Surname:.....

Postal Address:.....

Physical Address:.....

Contact Person:.....

Telephone Number:.....Cell phone Number:.....

**SECTION 3: LOCALITY OF THE SIGN**

**ROAD RESERVE**

**Street Name:**.....

**Adjacent to: Portion/Erf No.:**.....

**Near intersection with:**.....

**Area:**.....

**PRIVATE PROPERTY**

**Portion/ Erf No.:**.....

**Street name:**.....

**Area:**.....

**OTHER STATE ORGAN**

**Portion/Erf No.:**.....

**Street Name:**.....

**Near intersection with:**.....

**Area:**.....

.....  
**APPLICANT/ AGENT SIGNATURE**

.....  
**DATE**

**SIGN INFORMATION**

(examples of a Site Plan and detailed drawing will be provided upon request)

Advertising Sign Type							
Type of application			Locality Bound	Non-Locality Bound			
Ownership			Municipal	Private	Provincial	Other (specify)	
Length of the advertising sign			m				
Width of the advertising sign			m				
Area of the advertising sign			m				
Clear Height			m				
Distance to traffic signal			m				
Distance to nearest road sign			m				
Distance to the nearest advertising sign			m				
Distance from sign-pole to the road reserve boundary (front and side boundary)			m		m		
Distance to the nearest intersection/ off ramp			m				
If along a provincial/ national road: distance from road to closest edge of the advertising sign			m				
Class of the road							
Speed limit of the road or adjacent road							
Illuminated	Yes	No	If yes	Externally Top	Internally		
				Externally Bottom			
Is the road/ adjacent road illuminated			Yes			No	
Zoning of the property/ adjacent property							
Special consent use							
Distance to the nearest area of maximum control (i.e. residential property)							

.....  
**APPLICANT/AGENT SIGNATURE**.....  
**DATE**

1. The sign and fittings shall be maintained in a safe and proper condition, and I hereby indemnify and hold the Council harmless from any and all claims whatsoever that may arise as a result of, or in connection with the erection and/or display of this sign.
2. Should the sign become dilapidated, in a state of repair, dangerous or nuisance, I undertake to remove the sign forthwith upon being requested to so, in writing by the relevant municipal official.

.....  
**APPLICANT/AGENT SIGNATURE**

.....  
**DATE**

**FOR OFFICE USE ONLY**

<b>Application Fee:</b>	<b>Inspection Fee:</b>
<b>Municipal Reference Number:</b>	<b>Fees Payment Date:</b>
<b>Receipt Number:</b>	<b>Total Fees Paid:</b>

**To be completed by Mogale City Local Municipality Outdoor Advertising official**

**Signed at:.....day of.....2023.**

**Name and Surname:.....**

**E-mail address:.....Contact Number.....**

**Signature:.....**

CHECKLIST FOR APPLICATION FOR AN ADVERTISING SIGN

(All documentation submitted must be in size A4 format)

1	Fully <b>Completed Application</b> form for each individual sign
2	<b>Proof of Payment</b>
3	<b>Locality Plan</b> indicating the locality of the sign position e.g. (township and main streets)
4	<b>Site Plan</b> indicating all relevant dimensions and information - scale not less than 1:500 including a true bearing North position.
5	<b>If in Road Reserve: Approved S.G. Diagram</b> of adjacent erf (for gantry both adjacent erven), indicating the sign position in the road reserve, showing the back and side dimensions to the boundaries of the nearest adjacent erf / erven
6	<b>Detailed drawings</b> of the advertising sign, indicating height and clear height; as well as dimensions of the advertisement (NB accompanied by an appointment certificate of competent person in terms of <b>National Building Regulations, Regulation A19 (form 2) and Public Indemnity Insurance.</b>
7	<b>If the Advertising structure is erected</b> Form 4 (Certificate of completion of the structure, fire protection, or fire installation in terms of Section 14 (2) (a) of the Act.
8	<b>Coloured Artist Impression</b> / photo with proposed sign superimposed thereon depicting the surrounding area as well as the position of existing signs
9	<b>Private Property: Town Planning Scheme Zoning certificate Road Reserve: Town Planning Scheme Zoning certificate</b> of adjacent erf / erven (gantry)
10	<b>Private Property: Title deed / Deed of Transfer</b>
11	<b>Private Property: Letter of Consent / Lease Agreement / Power of Attorney</b> from the Landowner to the Structure Owner
12	<b>If within visual zone/visible (National and Provincial Roads)</b> A letter of Consent/ Permission/ Positive Comments from other spheres of Government.
13	<b>AIA/ EIA</b>  An Advertising Impact Assessment shall be required for Gantries. Environmental Impact Assessment shall be required for any electronic Billboards

.....  
**APPLICANT / AGENT SIGNATURE**

.....  
**DATE**

Note: Mogale City Local Municipality may request additional information to enable it to process the application. Incomplete applications will not be accepted.