



CITY PLANNING DEPARTMENT: OUTDOOR ADVERTISING

APPLICATION FORM: AN ADVERTISING SIGN

	Northern Region	Southern Region	Eastern Region
CCA Areas:	Bedfordview, Edenvale, Kempton Park, Tembisa.	Alberton, Boksburg Germiston, Katlehong, Thokoza, Vosloorus	Benoni, Brakpan, Duduza, Dunnotar, Daveyton Etwatwa, Kwa-Thema, Nigel, Springs, Tsakane, Wattville
Submit to:	Kempton Park Civic Centre 5 th floor , Outdoor Adv Sect. Cnr. C.R. Swart Dr & Pretoria Road, Kempton Park Tel No: (011) 999-3691/92	Golden Heights Building Cnr Victoria St & F H Odendaal Street.Germiston Ground floor level Tel No: (011) 999-0977/74	Kempton Park Civic Centre 5 th floor Outdoor Adv. Sect. Cnr. C.R. Swart Dr & Pretoria Road, Kempton Park Tel No: (011) 999-3691/92

SECTION 1: APPLICANT DETAILS

Applicant (Structure Owner):

Physical Address:

Postal Address:.....

Office No:.....Cell phone (1) :(2).....

Email (1):.....

Email (2):.....

Contact person / Agent:

Physical Address of Agent:

Postal Address:.....

Office No:.....Cell phone (1):.....(2).....

Email (1):

Email (2):.....

SECTION 2: PREVIOUS APPLICATIONS

New or Renewal of Advertising sign.....

Has applicant applied to COE before (Yes)(No).....

If Yes, Name of applicant/agent

Billboard size, location, date of approval (List all applications on a separate page if additional space required)

2.....

SECTION 3: LAND OWNER DETAILS

<input type="checkbox"/>	Ekurhuleni Metropolitan Municipality/ CoE
<input type="checkbox"/>	Other State Organs: Provincial Department or National department (proof of consent must be attached)
<input type="checkbox"/>	Private land owner:

Name & Surname.....

Postal Address:

Physical Address:.....

Contact person:

Tel No:.....

Cell No:

SECTION 4: LOCALITY OF SIGN

Road Reserve	Street name:
	Adjacent to: Portion / Erf No. / Erven (gantry):
	Near intersection of:
	Suburb: CCA:
Private Property	Portion / Erf No.:
	Street name: No:.....
	Suburb: CCA:
	Zoning:.....
Other Sate organ	Portion/Erf No.:..... CCA.....
	Street name:
	Suburb: CCA:

.....
APPLICANT / AGENT SIGNATURE

.....
DATE

SIGN INFORMATION

(Examples of a Site Plan and a Detail drawing are available on request)

Type of advertising sign:							
Type of application:				Non-Locality bound		Locality bound	
1. Council Ownership		2. Private property		3. Provincial Government		*Other (Specify)	
Dimension of the advertisement: Length				M			
Dimension of the advertisement: Width				M			
Area of advertisement:				m ²			
No. of elevations (faces) of advertising sign:				Single		Double	
Total area of advertisements (all sides)				m ²			
Height of advertising sign:				M			
Clear Height:				M			
Distance to closest traffic signal:				M			
Distance to closest road traffic sign:				M			
Distance to closest similar advertising sign:				M			
Distance from sign-pole to the road reserve boundary from both boundaries:				M		m	
Distance to nearest intersection / off ramp:				M			
If along a Provincial / National road: Distance from road to closest edge of advertising sign:				M			
Class of road:				Class			
Speed limit of road & adjacent road:				km/h			
Illuminated:		No		<u>If yes</u>	Externally Top		Internally
					Externally Bottom		
Is road / adjacent road illuminated:				Yes		No	
Applicable Zoning of property/or adjacent property:							
Applicable Special Consent Use:							
Distance to nearest area of maximum control (e.g. Residential and Agricultural zoned property):				M			

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 APPLICANT / AGENT SIGNATURE

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 DATE

FOR OFFICE USE ONLY:

Application Fee: R 1725.98 (Financial year 2023/2024)	Inspection Fee: R 238.98 per m² (Financial year 2023/2024)
Council Reference Number:.....	Date Received/Fees paid:.....
Council Receipt Number.....	Fees Paid.....

To be completed by the City of Ekurhuleni Outdoor Advertising official.

Signed at City of Ekurhuleni on theday of.....2023.

Name and Surname.....

Email:.....

Contact Number:.....

Signature.....3

CHECKLIST FOR APPLICATION FOR AN ADVERTISING SIGN

(All documentation submitted must be in size A4 format)

DOCUMENTS TO BE FULLY SUBMITTED BY APPLICANT

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

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APPLICANT / AGENT SIGNATURE

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DATE

*Note: the City of Ekurhuleni may request additional information to enable it to process the application.
: Incomplete applications will not be accepted.*