



CITY PLANNING DEPARTMENT: OUTDOOR ADVERTISING

APPLICATION FORM: ANNUAL LICENSING OF PORTABLE SIGN

	Northern Region	Southern Region	Eastern Region
CCA Areas:	Boksburg North, Bedfordview, Edenvale, Kempton Park, Tembisa.	Alberton, Boksburg (South), Germiston, Katlehong, Thokoza, Vosloorus	Benoni, Brakpan, Duduza, Dunnotar, Daveyton, Etwatwa, Kwa-Thema, Nigel, Springs, Tsakane, Wattville
Submit to:	Kempton Park Civic, Cnr. C.R. Swart Dr & Pretoria Road, Kempton Park 5 th floor Tel No: (011) 999-3691/2	Golden Heights Building Cnr Victoria St & F H Odendaal Street. Germiston Ground level Tel No: (011) 999-0977/74	Kempton Park Civic, Cnr. C.R. Swart Dr & Pretoria Road, Kempton Park 5 th floor Tel No: (011) 999-3691/2

APPLICANT DETAILS

Information on sign: Position of the Sign:

Applicant (Company):

*CCA (Area) applying for: **Contact person:**

Physical Address of the Shop:

Office Tel No.: Fax No.:

Tel No. / Cell No.: Email:

REQUIREMENTS

- *IF THE FOLLOWING CONDITIONS ARE NOT ADHERED TO, THE SIGNS WILL BE REMOVED*

- ❖ In forecourts of businesses or on sidewalk in front of business premises.
- ❖ Not be positioned in such a way as to interfere with pedestrian circulation.
- ❖ Free-standing and moveable.
- ❖ Maximum height: 1m; Maximum area – Single sided: 0.75m² Double sided: 1.5m² , Maximum area per forecourt frontage / premises: 3 m² ; Filling stations and roadside service areas: Maximum area per forecourt frontage / premises: 8m² ,
- ❖ A maximum of one sign is permitted per business only during business hours, and must be removed from the forecourt or sidewalk on close of business at the end of normal trading hours
- ❖ Handwritten messages are permitted on signs for this purpose
- ❖ Every portable sign for which approval is granted, shall display a municipal sticker with a reference number that will be always visible.
- ❖ The license is valid for a year starting from 1 July of the specific year to the last day in June of the following year.

The Municipality is indemnified against any claim against it in respect of the display of any advertisement or the erection of any advertising sign or structure, whether such display or erection was pursuant to permission or authorisation granted by the Municipality

APPLICANT/AGENT SIGNATURE: **DATE:**

FOR OFFICE USE ONLY:

Annual Licensing Fee: R 604.10 per annum per Enterprise Removal fee: R604.10 per sign	Period paid for: 1 JULY 2023- 30 JUNE 2024
Receipt no:	

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.....