

**KARIBIB TOWN COUNCIL**

Tel: 064-550016 P.O. Box 19

Fax: 064-550032Karibib

**APPLICATION FOR OUTDOOR ADVERTISING SIGNS**

*The Council regulates all matters relating to advertisements. It is in the interest of every advertiser to become conversant with the content of the guidelines provided in this form before completing it.*

***NB! Erection can only be done after Approval***

**SECTION A: BUSINESS PARTICULARS (*Please attach Company Registration Documents*)**

|  |  |
| --- | --- |
| Business Name: | Registration Number: |
| Postal Address: | Erf Number: |
| Street: | Suburb: |
| Tel: ( )  | Cell No: |  | Fax: | ( ) |
| E-mail:  |

**SECTION B: APPLICANT PARTICULARS (Please attach a certified copy of your ID)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | First Name (s) |  |
| Surname: | Tel | Home |  | Cell |  |
| Postal Address |  | Residential Address |  |

**SECTION C: DETAILS OF PROPERTY OWNER AND CONSENT (Incase Property not owned by Applicant)**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name (s) |  | Surname |  |
| Erf Number |  | Postal Address |  | Suburb |  |
| Zoning |  | Title Deed number if any |  |
| Cell  |  | Street Address |  |
| **Signature:** |  | **Date** |  |

***\*Attach certified copy of property owner’s ID and rental agreement.***

**SECTION D: DESCRIPTION OF THE PROPOSED OUTDOOR ADVERTISING SIGN**

|  |
| --- |
| ***Type of Sign (please mark relevant block) and specify the schedule you are applying for:*** |
| **Billboard/Tower****Structures** | **Posters and General****Signs** | **Signs on Buildings,****Structures****and Premises** | **Tourist & Traveler** **Signs** | **Mobile Signs** |
| **Other (please specify):** |
| **Description of Outdoor Sign (please mark relevant blocks)** |
|  |
| **Single Sided** | **Double Sided** | **Triple Sided** |
| **Non-illuminated** |  | **Internal illuminated** |  | **Externally Illuminated** |  |
| **New Board** |  | **Existing board** |  | **Sign Replacement** |  | **3D Signs** |  | **New Position** |  |
| **Dimensions** | **Height:** | **Length:** | **Width:** | **Sign Area: m2** |
| **Advertising (only)** |  | **Directional Sign (only)**  |  | **Multi-purpose Sign**  |  | **3rd Party:** |
|  |
| **Words to be displayed onto the board:** |
|  |
|  |

**SECTION E: MANDATORY DOCUMENTS TO BE ATTACHED**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Please mark relevant block*** | **YES** | **NO** |
| Proof of payment |  |  |
| Company Registration Certificate |  |  |
| Aerial photography of where the sign will be erected |  |  |
| Locality Map indicating the locality of the sign |  |  |
| An approved SG diagram / proof of ownership for the erf (if sign is to be erected on private property) |  |  |
| Site plan drawn to scale with dimensions, indicating the position of the sign on the premises |  |  |
| If the applicant is not the owner of the property, the application must be accompanied by the letter of consent from the property owner, granting permission to erect the advertising board |  |  |

**SECTION F: LOCATION OF BILBOARD (Please attach coloured Sketch of the Sign/ Site Plan)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Street: (Road Sides)** |  | **Public Space** |  | **Private Property** |  |  |
| **Street Name:** | **Street Name:** | **Erf Number** |
| **Suburb:** | **Suburb:** | **Suburb** |

|  |
| --- |
| **Site Plan** (Please indicate the position of the relevant sign and the street names) |

**SECTION G: TERMS AND CONDITION**

1. The applicant must ensure to provide authentic information, should the authority by any chance find the information provided not authentic, the application will be cancelled.
2. Advertising boards can only be erected as per particulars and location provided and approved in this application and upon approval granted by Council.
3. The monthly fees for advertisement boards as prescribed in the Council Tariff are subjected to annual increments.
4. Billboards erected without Council approval are subjected to a penalty and will be removed and stored at a daily cost.
5. Change of location of any billboard should be requested in writing and should only be done with Councils written consent.
6. It is the responsibility of the applicant for making necessary arrangements with the power suppliers in this case ERONGORED.
7. It is the applicant’s responsibility if the billboard/Sign become dilapidated, has fallen into disrepair or becomes dangerous or a nuisance, to remove the sign immediately.

**SECTION H: PRONOUNCEMENT BY THE APPLICANT**

I…………………………………………………………………………….of………………………………Undersigned, apply for approval to erect and display sign on the address mentioned herein, in accordance with the specifications set out in this document, the attached drawings and the provisions of the Karibib Town Council’s outdoor advertising and signage procedures read in conjunction with the conditions of issue herein. I further declare that the information I have provided is true and correct. I have read, understood and accepted the Condition of Issue. I acknowledge that should the information I provided in support of this application be found not true, approval/permission can be cancelled and the advertising board be removed at my cost.

**Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION G: STATEMENT OF ACCEPTANCE, FOR OFFICIAL USE (please circulate for comments)**

Please your input is required with regard to the above application and forward to the next Department/Division as indicated beneath.

**DIVISION OF TOWN PLANNING (Check** if the proposed site does not encroach into the road reserve and property boundaries/future developments. **Application recommended: [ ] Yes [ ] No**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Town Planner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVISION OF TECHNICAL SERVICES (**Find out if the proposed site does not obstruct any underground services or any registered servitudes). **Application recommended: [ ] Yes [ ] No**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tech Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVISION OF LOCAL ECEONOMIC DEVELOPMENT (**Check the relevance of the billboard)

**Application recommended: [ ] Yes [ ] No**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LED Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVISION OF FINANCE (**Check if the Council services at property at which the billboard is to be erected are paid up. Finalization of billing agreements.)  **Application recommended: [ ] Yes [ ] No**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finance Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHIEF EXECUTIVE OFFICER DATE