



**Development Planning,: Heritage and Signage Section
Directorate Planning and Economic Development**

T: +27 21 808 8603 • F: +27 21 886 6899

E:mail: kaizer.makati@stellenbosch.gov.za

Information Document for Completing your Application Form for the Outdoor Advertising Signs Applications

A Please read the following Compliance Instructions carefully before completing the Application Form:

1. **IMPORTANT:** Please note that the application form must be completed in full and all required documentation provided.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
2. **Please note that it is illegal to furnish the local authority with false information and that providing false and/or misleading information may result in your application being refused.**
3. All applications for the Outdoor Advertising Signs can be submitted to the Office of the Senior Manager: Development Planning: Stellenbosch Municipality, Applications can be submitted via e-mail to Kaizer.makati@stellenbosch.gov.za

B COMPLIANCE INSTRUCTIONS FOR OUTDOOR ADVERTISING SIGN COMMITTEE APPLICATIONS

1. Please note, that this Application Form should include all the necessary documentation requested in item 12 in the application form, together with the confirmation of payment of the relevant Application Fee, to the Office of the Senior Manager: Development Planning for consideration.
2. Please note that unless this form is properly signed it will not be processed.
3. Unless all requested documentation, detailed drawings and photographs are provided in the requested format, the application will not be processed.

4. It is an offence, in terms of the Stellenbosch Municipality Signage Policy, to make any false statement or representation in this application and any offence in terms of the policy, carries heavy penalties.
5. **Please attach the following documentation for the assessment of this application:**
 - 5.1 Three (3) sets of architectural drawings/plans, elevations of all facades, site development plans and locality plans in A3 size
 - 5.2 Site plan (minimum scale 1:200) including all other signs as well as traffic road signs and commercial signs within 80m of the site.
 - 5.3 Photographs/photomontage
 - (a) Showing the position and appearance of the sign
 - (b) The photomontage must include 2x photographs. The “before” photograph which includes a scale bar with 500mm markings and an “after” photograph, with the sign superimposed, to match the scale bar.)
 - (c) Photo showing the contextual situation or streetscape in which the outdoor advertising sign work is proposed.
 - 5.4 If the sign or any of its luminaries project over the erf boundaries. Attached the owner as well as the adjacent owner’s consent
 - 5.5 Power of Attorney (registered owner's consent).

APPLICANT/OWNER

Date:.....

For Official use only:		
DATE RECEIVED:	Ukey: 20170608984509	Proof of Payment Ref No:
SIGNAGE FEE (Incl VAT): R	DATE PAID:	APPROVED/DECLINED: Date of Signage Meeting:.....
ERF NO:	PHYSICAL ADDRESS:	
APPLICATION FORM ACCEPTED:		

2018-06-30



**Heritage and Signage Management
Directorate Planning and Economic Development**

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APPLICATION FOR OUTDOOR ADVERTISING SIGNS

PLEASE COMPLETE APPLICATION AND SIGN DECLARATION

1. SIGNAGE INFORMATION (location)			
Business name:		Zoning: Business <input type="checkbox"/> Residential <input type="checkbox"/>	
Name of Signage:			
Street address:		Town:	Code
Erf No (where signage will be placed):		Shop Unit No:	
2. APPLICANT INFORMATION			
Last Name:		First Name:	
Address:		Town:	Code:
Tel no:	Fax no:	E-mail:	
3. OWNER INFORMATION (if different from Applicant)			
Last Name:		First Name:	
Address:		Town:	Code:
Tel no:	Fax no:	E-mail:	
4. AUTHORIZED AGENT/CONTRACTOR			
Last Name:		First Name:	
Address:		Town:	Code:
Tel no:	Fax no:	E-mail:	

5.1 TARIFFS FOR FINANCIAL YEAR 1 JULY 2022 TILL 30 JUNE 2023:

Signs <1m² minimum fee per sign R430,00 (Inclusive of 15% VAT) (All advertising signs are also subject to Outdoor Advertising Policy as well as formal building plan approval)	R430,00 (Incl 15% VAT)	<input type="checkbox"/>
Signs >1m² minimum fee (R430,00) plus additional fee (R1 070,00) per additional m ² (All advertising signs are subject to Outdoor Advertising Policy as well as formal building plan approval.)	R430,00 + R1 100,00 per add m ² (Minimum Fee PLUS additional fee per additional m ²) (Incl 15% VAT)	<input type="checkbox"/>
Flags (<5 flags) minimum fee up to 5 flags. All advertising signs are subject to the Outdoor Advertising Policy	R1 100,00 (Incl 15% VAT)	<input type="checkbox"/>
Flags (>5 flags) More than 5 flags. Minimum flag fee (R1 100.00 plus an additional fee per flag). R130,00 per additional flag. All advertising signs are subject to the Outdoor Advertising Policy	R1 060,00 + R130,00 Minimum Flag fee PLUS an additional fee (R130,00) per flag (Incl 15% VAT)	<input type="checkbox"/>

5.2 Signs Specifications
(Note that the cost will be calculated by officials of Spatial Planning, Heritage and Environment)

TOTAL SIZE m ²	HEIGHT OF SIGN	WIDTH OF SIGN	DEPTH OF SIGN	APPROXIMATE WEIGHT OF SIGN	Official use only
Sign 1: Total Size m ²	mm	mm	mm	kg	R
Sign 2: Total Size m ²	mm	mm	mm	kg	R
Sign 3: Total Size m ²	mm	mm	mm	kg	R
Sign 4: Total Sizem ²	mm	mm	mm	kg	R

5.3 Flag Specifications:	TOTAL OF SIGNS (Official use only)
(a) Flags – quantity:	
(b) Size of Flags:	
(c) Description of flags:	
(d) Location of flags:	

6. TYPE OF SIGN TO BE CONSTRUCTED/FITTED

New
 Existing Sign
 Other:.....

None Illuminated
 Internally Illuminated
 Externally Illuminated
 Backlit
 Electrical

Other:.....

Indicate size of Illuminated area:m² Do it exceed 2.1 m²:.....

Indicate how many illuminators (indicate number) be used to illuminate each sign’s face:

Do proposed light fixtures have a timer switch?.....

Bill Board
 Boundary Wall
 Canopy
 Construction Site
 Freestanding (1st Party)

Non Profit
 Roof
 Sky
 Transit
 Other:.....

7. Area of Control		
<input type="checkbox"/> Maximum	<input type="checkbox"/> Minimum	<input type="checkbox"/> Partial
8. Zoning of Site		
(a) Please indicate the zoning of the site of the sign in terms of LUPO		
(b) Please indicate the current use of the property (e.g. General Business, etc)?.....		
9. Please answer the following regarding information on your proposed sign:		
(a) Will the sign be attached to or placed on residential premises:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(b) Will the sign, or any of its luminaries, project over the erf boundary? (If Yes, attached owner's and adjacent owners consent)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(c) Will the sign, sign structure or any part of it be displayed so as to obstruct the view from any window or other opening of a building	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Please answer the following regarding information on your proposed sign:		
(d) Will any existing openings to a building be closed, temporarily or permanently to accommodate the sign?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(e) Will the sign be visible from a prohibited route or scenic drive:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(f) Is the sign within 80 m of the perimeter of a signalized traffic intersection?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(g) Is the sign attached to any of the following: Bridge, Gantry, Tower, Silo, Chimney Stack, Pylon, Cell Mast or Cooling Tower:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(h) What is the distance of the nearest point of the sign to the nearest point of the road reserve?	m	
(i) Does the proposed sign comply with the General Requirements and General Conditions of approval?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Graphics in sign:		
(a) Is the sign:	<input type="checkbox"/> 1 st Party	<input type="checkbox"/> 2 nd Party
(b) Is the graphics fixed or will they be changed from time to time? (If fixed, the graphics must be illustrated in your application)	<input type="checkbox"/> Fixed	<input type="checkbox"/> Changed
(c) Do the graphics contain any custom made elements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. The following questions apply only to the proposed construction/fitting of Billboards:		
IMPORTANT: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) MAY BE REQUIRED		
(a) Is the sign within 250 m of a prohibited a prohibited route?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(b) Will any part of the sign encroach over the boundary line of the erf?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(c) Will the sign have a clear height of 2.4 m	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(d) Will the sign exceed a maximum height of 7.5 m above natural ground level?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(e) Will the minimum letter height on the graphics be bigger than 285mm?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(f) State the angle of display of the sign to the direction of oncoming traffic:.....		
(g) Will the sign be single panel or V-shaped?.....		

12. ATTACHMENTS TO APPLICATION

- (a) Three (3) sets of architectural drawings/plans, elevations of all facades, site development plans and locality plans in A3 size and one (1) set in A1 size.
- (b) Site plan (minimum scale 1:200) including all other signs as well as traffic road signs and commercial signs within 80m of the site.
- (c) Photographs/photomontage
 - (i) Showing the position and appearance of the sign
 - (ii) The photomontage must include 2x photographs. The “before” photograph which includes a scale bar with 500mm markings and an “after” photograph, with the sign superimposed, to match the scale bar.)
 - (iii) Photo showing the contextual situation or streetscape in which the outdoor advertising sign work is proposed.
- (d) If the sign or any of its luminaries project over the erf boundaries. Attached the owner as well as the adjacent owner’s consent.
- (e) Power of Attorney (registered owner's consent)

13. DRAWINGS/PLANS SUBMITTED FOR THIS APPLICATION

Drawings/Plans reference no	Date of Drawings/ Plans	Title of Drawings/Plans	Quantity

14. DECLARATION OF APPLICANT

I (print name) certify that I/my company is the duly authorized agent of the owner of the property, applying for the outdoor advertising sign, and that above checklist and attachments are true and correct.

I am hereby applying for permission to fit an advertising sign in accordance with the particulars given above, and the plans attached.

I confirm that the Tariff Rules have been read in conjunction with the Tariff Structure for the 2013/2014 and the fees paid as per Municipal Invoice issued by the Department Spatial Planning, Heritage and Environment.

APPLICANT/COMPANY.....

COMPANY REGISTRATION NO:

PHYSICAL ADDRESS:

TEL NO:FAX NO.....MOBILE NO.....

E-MAIL ADDRESS:.....

DATE

SIGNATURE OF APPLICANT

15. DECLARATION OF OWNER WHERE FITTING/CONSTRUCTION OF SIGN IS PROPOSED:

I (print name) certify that I am the owner of the property, applying for the outdoor advertising sign, and that above information in No 1 – 12 has been checked by myself and confirmed to be correct.

I am hereby applying for permission to construct an advertising sign in accordance with the particulars given above, and the plans attached.

I confirm that the Tariff Rules have been read in conjunction with the Tariff Structure for the 2013/2014 and the fees paid as per Municipal Invoice issued by the Department Spatial Planning, Heritage and Environment.

FULL NAME.....:

PHYSICAL ADDRESS:

TEL NO:FAX NO.....MOBILE NO.....

E-MAIL ADDRESS:.....

DATE

SIGNATURE OF APPLICANT

16 COMPANY RESPONSIBLE FOR FITTING/CONSTRUCTION OF THE SIGN:

I (print name) certify that I am authorized by the applicant and/or owner of the property, to construct the proposed sign and that the information applicable to myself are confirmed to be correct.

I am hereby applying for permission to fit an advertising sign in accordance with the particulars given above, and the plans attached.

NAME OF COMPANY.....

FULL NAME OF PERSON RESPONSIBLE

PHYSICAL ADDRESS:

COMPANY REGISTRATION NO:

TEL NO: FAX NO..... MOBILE NO.....

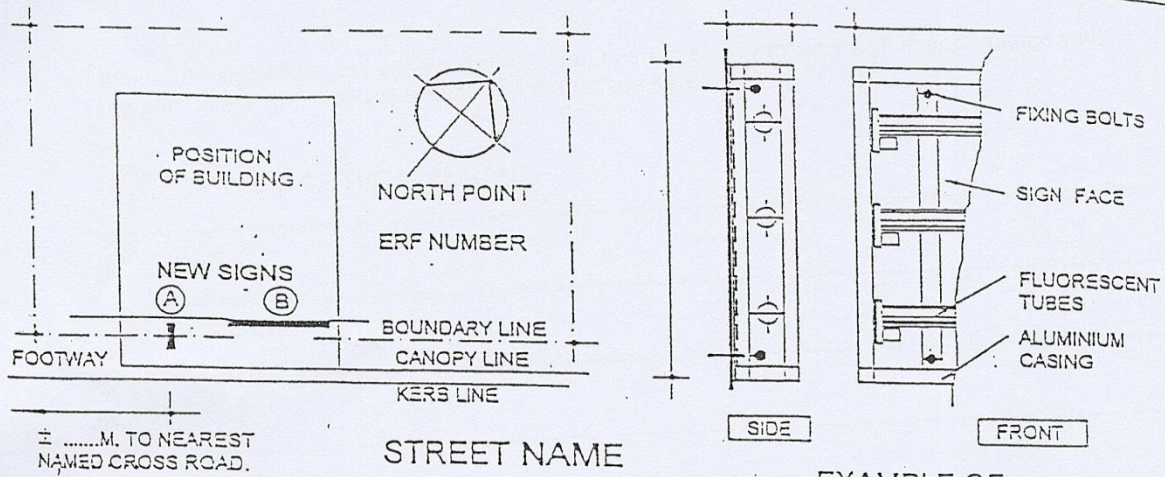
E-MAIL ADDRESS:.....

DATE

SIGNATURE OF APPLICANT

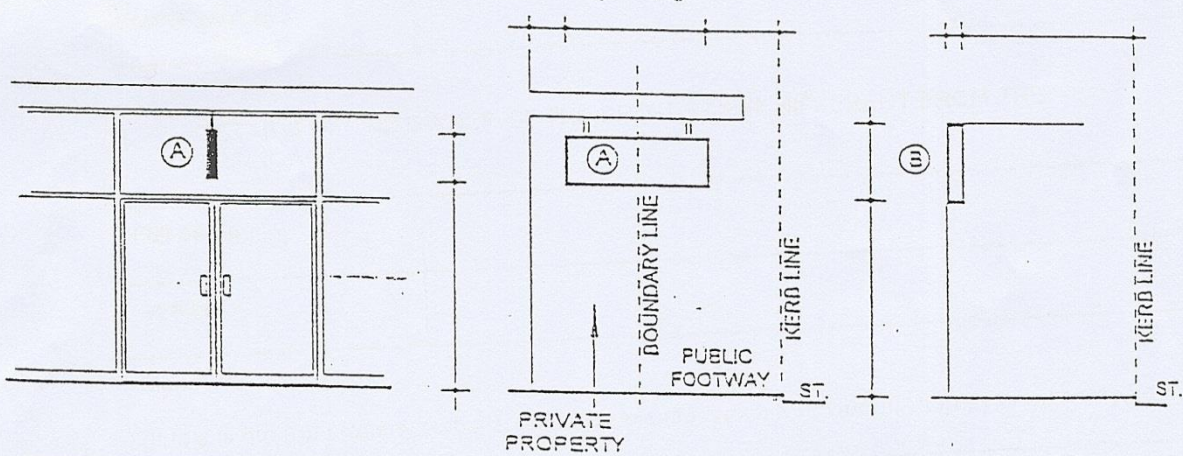
[Signage Application Form_2019]

SPECIMEN COPY ONLY



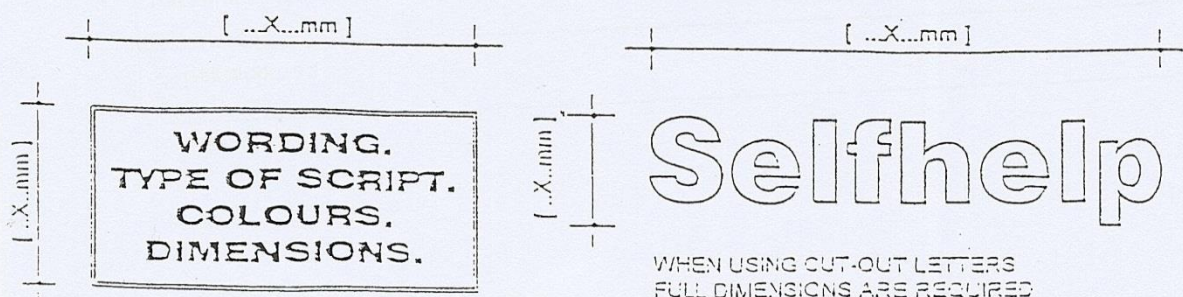
SITE PLAN. Scale 1 : 200

EXAMPLE OF STRUCTURAL DETAIL. Scale 1 : 20



FRONT ELEVATION.

SIDE ELEVATION. Scale 1 : 100



SIGN DETAIL. Scale 1 : 20

FOR OFFICIAL USE ONLY:					
DATE RECEIVED:		UKEY:	2017 060 898 4509		
PAC TARIFFS	Minor Application	R	Major Application:	R	
ERF NO:		STELLENBOSCH		FRANSCHHOEK	

Signage Information

- Business Name
- Name of Sign
- Erf Number

Application/Owner/Agent - Detail

- Completed
- Information incomplete.

Tariffs:

- Calculations been done by officials

Information

- Sign specifications
- Type of sign to be constructed/fitted
- Zoning Site
- Information on proposed signs
- Graphics in sign
- Information on Billboards

Application plans/illustrations attached:

- Received all drawings/plans as required per item 12 in application form
- Plan reference numbers completed
- Power of Attorney (registered owner's consent)

SIGNATURE HERITAGE PLANNER:	
DATE:	