



# KARIBIB TOWN COUNCIL

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Our Ref: 01/21  
Date: 5 July 2024

## 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 payment**

### 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)	Tel		Home	Cell
Surname:		Tel		Home	Cell
Postal Address		Residential Address			

### SECTION C: DETAILS OF PROPERTY OWNER AND CONSENT (In case 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/HOARDING

**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):				
Single Sided	Double Sided	Triple Sided		



<b>Description of Outdoor Sign (please mark relevant blocks)</b>							
Non-illuminated		Internal illuminated		Externally Illuminated			
New Board	Existing board	Sign Replacement	3D Signs		New Position		
Dimensions	Height:	Length:	Width:	Sign Area:		m <sup>2</sup>	
Advertising (only)	Directional Sign (only)	Multi-purpose Sign		3 <sup>rd</sup> Party:			
Words to be displayed onto the board:							

**SECTION E: 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

<p><b>Coloured Sketch of the Sign</b></p>	<p><b>Site Plan</b> (Please indicate the position of the relevant sign and the street names)</p>
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**SECTION F: APPLICATION PROCEDURE AND ATTACHMENTS (PRERQUISITE REQUIREMENTS)**

	<i>Please mark relevant block</i>	YES	NO
Proof of payment			
Company Registration Certificate			
Fully completed application form			
Aerial photography of where the sign will be erected			
Locality Map indicating the locality of the sign			
Detailed coloured sketch to scale of the signs applied for, with dimensions, clear height and total height from the ground level			
An approved SG diagram (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 from the owner in which consent is given to the erection of the sign on the particular property		
<b>NOTE: The Council may request additional information to enable it to process the application. Incomplete application will not be accepted.</b>		

**SECTION G: CONDITION OF ISSUE (It is a Prerequisite that you read the below conditions)**

1. Any authorization obtained as a result of providing false or misleading information will be cancelled.
2. Advertising boards can only be erected as per particulars and location provided and approved in this application.
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 applicants 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



Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments.....  
.....  
.....

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments.....  
.....  
.....

**DIVISION OF LOCAL ECONOMIC DEVELOPMENT:** Check the relevance of the billboard

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments.....  
.....  
.....  
.....

**DEPARTMENT 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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Billing Account opened and effective as on...../...../20.....Amount.....for that (CFY)

Comments.....  
.....  
.....

**APPROVAL GRANTED** [ ] Yes [ ] No

**SIGNED BY:**

\_\_\_\_\_

DATE  
CHIEF EXECUTIVE OFFICER