

# Msunduzi Municipality

## **ECONOMIC DEVELOPMENT SERVICES** **BUILDING CONTROL AND SIGNAGE BUSINESS UNIT**



### **APPLICATION FORM 'A':**

#### **ERECTION AND DISPLAY OF TEMPORAL AND OR PERMANENT ADVERTISING SIGNS ON PUBLIC ROAD RESERVES AND ON MUNICIPAL OR PRIVATELY OWNED PROPERTY**

I/We, the undersigned, hereby apply for the approval by the *Msunduzi Municipality* in terms of the Signs Advertising By-laws of the erection and display within the public view of the advertisement sign; the details of which are set out hereunder:

1. **NAME OF APPLICANT(PRINT):** \_\_\_\_\_
2. **ADDRESS POSTAL:** \_\_\_\_\_ **STREET** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **CONTACT DETAILS:**
  - a. TELEPHONE:(\_\_\_\_)\_\_\_\_\_ CELL:\_\_\_\_\_
  - b. FAX: \_\_\_\_\_
  - c. EMAIL: \_\_\_\_\_
4. **WARD NO:** \_\_\_\_\_
5. **PREMISES / LOCATION OF SIGN ADVERTISEMENT:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **NATURE OF THE ADVERTISEMENT SIGN:** Please indicate by (x)

1.Ground Signs	2.Flat Signs	3.Projecting Signs	4. Sky Signs	5. Verandah, Balcony, Canopy & Under Awning Signs
6. Aerial Adverts	7. Other: _____			

**\*\*#9 COMPLETED BY SIGNAGE OFFICER:**

9. Schedule Areas of Control: (Tick)	<u>Maximum</u>	<u>Minimum</u>	<u>Partial</u>
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**7. DIMENSIONS:**

1. Height :	Width :	No. of faces:
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**8. SUBMISSION REQUIREMENTS:**

- 8.1 A **NON-REFUNDABLE application fee** (*excluding **R514.00** way leave application fee for structures on council property, this amount is paid to **Land Survey** after the circulation is completed*), must be tendered with each application. Application fees per sign shall be levied for sign types.  
(NB. Application fees for Billboards and Ground Signs will be per sign face.)
- 8.2 A **locality plan** drawn to scale showing the sign in relation to the surrounding roads and structures within a 100m radius to be annotated on plan or part thereof, where applicable.
- 8.3 A **site Plan** showing the precise location of the sign or advertisement on the premises, drawn to scale and giving all dimensions, showing the position of the sign in relation to boundaries, other buildings, structures, services, features and all existing signage on the site and show the streets/intersections and building abutting the site. The scale should not be less than 1:2000.
- 8.4 A **detailed drawing**, not less than 1:20 sufficient to enable the Municipality to consider the appearance of the sign or advertisement including materials, construction, accurate colours that are intended to be used and illumination details where applicable.
- 8.5 Detailed **dimensioned elevations** and sections to a scale of minimum 1:100, showing the position of the advertisement or sign in relation to buildings, structures, features, and other existing advertising signs on the site and in the surroundings
- 8.6 **Coloured photographs** to illustrate the position of the sign in relation to buildings, structures, features, and other exiting advertising signs on the site and in the surrounds.
- 8.7 For private property, a **consent letter** from the owner of the property is required and his/her signature on the application form section 10.2.
- 8.8 A **utility bill** is required for all applications on council and private property.
- 8.9 Such other additional drawings, **Environmental Impact Assessments** or photographs as are necessary, in the opinion of the Municipality, to clarify the true nature, scope of the application.
- 8.10 **Monthly rental fee** for all encroachments on the council land/property, calculated per m<sup>2</sup>
- 8.11 **Annual levy** for all signage within the municipality, standard regulated fee

- **ENVIRONMENTAL IMPACT ASSESSMENT:**( x) YES:\_\_\_\_\_NO:\_\_\_\_\_  
(In excess of 36m2 or if smaller at the discretion of the Municipality)

9. **ILLUMINATED SIGNS:** (Where applicable):

9.1 Wattage/ Voltage: \_\_\_\_\_

9.2 A separate APPLICATION for the supply shall be made to the Msunduzi Municipality Manager: Electricity (Havelock Road).( **IF APPLICABLE**): YES:\_\_\_\_\_NO:\_\_\_\_\_

10. **STRUCTURAL REQUIREMENTS:**

10.1 The applicant shall provide the Municipality with the relevant Engineers details for the design and construction in respect of the structural stability and safety of any sign prior to any approval being granted.

11. **ENCROACHMENT/S:**

11.1 Will the advertisement sign or any portion thereof extend or exist beyond the street line (Boundary of the premises (Yes or No)\_\_\_\_\_

11.2 In the case of an advertisement sign where the whole or any part whereof extends or exists beyond the street line (encroachment),

I/we agree in addition: To pay such rental as is prescribed in the Signs By-laws from time to time.

(NB. Approval of Encroachments does not absolve the applicant from complying with any other legislation e.g. Road and Traffic Act of 1989 and the requirements of such organisations as Telkom.)

12. **AGREEMENT FOR ADVERTISING SIGN RIGHTS:** (x) YES \_\_\_\_\_ NO \_\_\_\_\_

12.1 If YES, the application **must** circulate to **Manager: Estates.**

12.2 Rentals for individuals Outdoor Advertising Signs on Municipal property:  
Rentals shall be charged in respect of all individual Outdoor Advertising Signage on Municipal property in terms of the current Policy and Bylaws on Outdoor Advertising Signs. The applicable monthly tariffs as per the Tariff register.

13. **DECLARATIONS:**

IF THE AUTHORITY FOR THE ERECTION AND DISPLAY OF THE SIGN IS GRANTED BY THE MUNICIPALITY, THE APPLICANT AGREES THAT HE/SHE SHALL BE BOUND BY THE FOLLOWING CONDITIONS:

13.1 The authority shall be for a fixed period and subject to these conditions and shall lapse of\_\_\_\_\_ (terms of Agreement).

13.2 The applicant shall at the time of the application pay the Municipality the relevant fee as set out by the Municipality's Tariff Register.

- 13.3 If the sign erected and displayed by the applicant differs materially from the information supplied in this application, or is not erected in the proper location, the Municipality's authority shall be withdrawn and the Municipality shall be entitled to remove the sign at the applicant's cost.
- 13.4 The sign shall be properly maintained by the applicant to the satisfaction of the Municipality. The Municipality may by written notice to the applicant call upon him within the period of time stipulated in such notice to carry out any maintenance to the sign deemed necessary by the Municipality and if he fails to do so, the Municipality authority shall be withdrawn forthwith.
- 13.5 Upon the lapse of the Municipality's authority for whatever reason, the applicant shall remove the sign and make good the site to the satisfaction of the Municipality.
- 13.6 If the applicant does not remove the sign upon the lapse or withdrawal of the Municipality's authority, or if he fails to make good the site to the satisfaction of the Municipality, the Municipality may itself remove the sign or make good the site and any cost incurred thereby shall be recovered from the applicant.
- 13.7 Notwithstanding the provisions of these conditions the Municipality may upon one calendar months written notice to the applicant withdraw its authority for any reason whatsoever
- 13.8 There shall be no obligation upon the Municipality to refund to the applicant any fee in accordance with these conditions if the Municipality's authority lapses or is withdrawn for any reason whatsoever
- 13.9 The Municipality's authority shall lapse if the applicant removes the sign of his own accord prior to the date referred to in condition 12.1 and does not reinstate the sign within a period of one month from date of removal.
- 13.10 The sign shall be erected and displayed at the applicant's risk and he hereby indemnifies the Municipality against any claims which may be made against it for any loss, damage, injury or death suffered by any person arising directly or indirectly out of the erection, existence, use, maintenance, repair or removal of the sign and the applicants shall reimburse the Municipality any cost incurred by it in defending any such claim.

**SIGNED AT** \_\_\_\_\_ **ON** \_\_\_\_/\_\_\_\_/\_\_\_\_

- 1. APPLICANT'S SIGNATURE** \_\_\_\_\_
- 2. REGISTERED PROPERTY OWNER OR HIS/HER APPOINTED AGENT  
(DULY AUTHOURIZED BY OWNER IN WRITING):**

**OWNER / AGENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\* COMPLETED BY OFFICIAL SIGNAGE OFFICER:**

14. **CIRCULATION PROCESS FOR APPROVAL FROM THE VARIOUS BUSINESS UNITS: MARK:** ☒

14.1 **CHIEF BUILDING INSPECTOR:** ☐  
(2th floor AS Chetty Building: 333 Church Street)

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.2 **Manager : TRANSPORTATION PLANNING:** ☐  
(5th floor AS Chetty Building: 333 Church Street).

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.3 **Manager: ROADS AND STORMWATER:** ☐  
(4th floor AS Chetty Building: 333 Church Street)

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.4 **Manager: DEVELOPMENT MANAGEMENT:** ☐  
(5th floor Prof. Nyembezi Centre: 341 Church Street)

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.5 **Manager: WATER AND SEWERAGE SECTIONS:** ☐  
(3rd floor Prof Nyembezi Centre: 341 Church Street)

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.6 **Manager: LAND SURVEY:** ☐  
(4th floor Prof Nyembezi Centre: 341 Church Street)

\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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14.7 **Manager: PUBLIC SAFETAY (TRAFFIC):**  
**(21 WASHINGTON ROAD)**

\_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.8 **Manager: ELECTRICITY:**  
**(Havelock Road)**

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\_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.9 **SIGNAGE OFFICER:**  
**(2th floor AS Chetty Building: 333 Church Street)**

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\_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.10 **WARD COUNCILOR COMMENTS: Required FOR ALL, Billboards, Wrap signs and Electronic advertising signs.**

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\_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

14.11 **Manager: BUILDING CONTROL AND SIGNAGE:**  
**(2th floor AS Chetty Building: 333 Church Street)**

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\_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICAL USE:**

**OFFICIAL NO:** \_\_\_\_\_/\_\_\_\_\_

1) APPLICATION FEE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

2) ENCROACHMENT TARIFF (ANNUAL) \_\_\_\_\_

3) RENTAL (MONTHLY) \_\_\_\_\_

4) ADVERTISING TRAILERS (SITES):1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_