

# OUTDOOR ADVERTISING GUIDELINES

## 1. GUIDELINES WHEN SUBMITTING AN APPLICATION

- 1.1.All forms to filled in and signed (Outdoor Advertising Application Forms obtained from the Outdoor Advertising Unit)
- 1.2.Artwork provided
- 1.3.Payment of the relevant fee
- 1.4.Photograph of the signed being applied for
- 1.5.Four (5) sets of drawings of the signs including a site plan, elevations and sections (permanent applications)
- 1.6.Engineers Compliance Certificate (If applicable)
- 1.7.EIA needs to be undertaken and Environmental Authorisation is required from the relevant Authorities (for a structure in excess of 36sqm)
- 1.8.Lease agreement (private property)
- 1.9.Copy of an agreement between property owner and advertising company/tenant, allowing billing to take place utilising the property owner's consumer account number.
- 1.10. Fidelity Fund Certificate (Estate Agent)
- 1.11. Any other requirement imposed by the Authorized Officer.

## 2. APPLICATION PROCESS

The Outdoor Advertising Unit under Building Control Sub-directorate is responsible for the processing of Building Plan applications. The thrust of this sub-directorate (Building Control) is towards the scrutiny and assessment of outdoor advertising applications submitted in terms of the relevant legislation, municipal requirements and outdoor advertising bylaws;

### 2.1.Submission :

- The submission of application should be hand delivery and or electronically.
- Applications can be submitted at both northern and southern offices of the municipality between 08h00 and 15h30
- Applications are accepted by the Outdoor Advertising Officer and or the Senior Outdoor Advertising Officer

### 2.2.Requirements for application submission as outlined on the relevant Application Forms:

REQUIREMENT	TYPE OF APPLICATION	
	P	T
1. Drawing of sign to a scale of 1:20 showing text, colors, materials, construction details, method(s) of support, lettering detail, all with dimensions		
2. Copy of SG diagram.		
3. A mock-up (artistic impression) of billboard in context.		
4. A site plan to scale of 1:500 indicating the position of sign and area of occupancy.		
5. Copy of lease agreement between owner and advertising company.		
6. Title deeds of ERF/LOT for proposed structure.		
7. SANS 10400 Form 3 completed by relevant professional and engineers certificate upon completion.		

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8. Forms completed		
9. Artwork of the poster/banner		
10. NPO / NGO registration certificate (if applicable)		
11. Application fee as prescribed in Advertising invoice.		
12. Any other requirement imposed by the Authorized Officer		

**NOTES: P= Permanent, T= Temporary**

**IMPORTANT NOTE:** An application is considered as formally submitted at the date where all relevant documentation is received and payment effected by the applicant.

## 3. Contact Information

**Contact Persons:** Rushenka Moodley/Siyanda Buthelezi

**Contact Number:** 032-437-5134

**Email Address:** [Rushenkam@kwadukuza.gov.za](mailto:Rushenkam@kwadukuza.gov.za)/ [siyandab@kwadukuza.gov.za](mailto:siyandab@kwadukuza.gov.za)

**Office Addresses:** 34 Chief Albert Luthuli Street,  
KwaDukuza  
4450  
(Northern Region)

10 Leonora Drive, Ballito  
KwaDukuza  
4450  
(Southern Region)