

DEVELOPMENT PLANNING: BUILDING CONTROL SECTION

OUTDOOR ADVERTISING

Cnr. Chief Albert Luthuli & Hullet Street (OK Mall, First Floor)
Cnr. Basil Hullelt & Garden Street, Salt Rock (By Salt Rock Library)



P.O.BOX 72
KWADUKUZA. 4450

Telephone: 032 437 5134/ 032 437 5541
Fax: 032 551 1221
Fax To email: 086 241 4298

Advertising Application Checklist for Applicant

- Forms completed.
- Artistic Impression of the event poster or banner.
- Proof of NPO registration (*where applicable*)
- Application fee as prescribed in Advertising invoice.

Please note that you are required to provide any other information relevant to the application if asked to do so by the authorized officer elected by The KwaDukuza Municipality.

APPLICATION FOR TEMPORARY ADVERTISING

DATE: _____

FILE No: _____ (*for official use*)

I herewith make application to erect **POSTERS/BANNERS** in the Municipal area of KwaDukuza. All Temporary Advertising display period is 14 Days.

NAME OF APPLICANT	
NAME OF COMPANY/ORGANISATION	
POSTAL ADDRESS	
TELEPHONE No	
FAX. No.	

TYPE OF POSTER/BANNER	POLITICAL		ADVERTISING		<i>(please tick relevant type)</i>
TYPE OF ADVERTISING	POSTER		BANNER		<i>(please tick relevant type)</i>

PERIOD OF DISPLAY :

NOTE: All temporary applications must be submitted within 5 working days, prior to the date of event/display and be removed within 3 days after the date of event/display.

CONDITIONS OF APPROVAL:

1. A copy of the Poster to accompany this Application Form for identification purposes.
2. There is a limit of **200 (100 North, 100 South)** Posters and 2 Banners per Organisation except in the case of Elections where the limit is at the discretion of the local authority.
3. The posters must have a blank white box at the bottom right corner for the approval sticker – 7.5cm by 7.5cm
4. One Poster/Banner may be displayed per location except at the Voting locations on the day of Elections.
5. The Posters shall be attached in such a manner that it will not become wholly or partially dislodged by wind or rain, to **a neat and firm board made of wood or other suitable material**, the maximum size being 850mm X 600mm, and at least 2.4m above ground level.
6. No Posters are permitted to be displayed on bridges, traffic lights, traffic signs, fibre glass street lamp post (includes supporting structure for such signs), transformer kiosk, natural features, trees, freeways and/or national routes. Positioning of posters shall be restricted to electricity lamp standards.
7. The Banners shall be attached in such a manner that it will not become wholly or partially dislodged by wind or rain, to be neat and made of a strong suitable material, the maximum size being 6 sq.m The Banners should not cause obstructions to Traffic or Pedestrians.
8. All Posters must be fixed by means of string, fibre tape or covered wire only. No nails or uncovered wire will be permitted.
9. Posters may be displayed 14 days prior to commencement of the Meeting, Function, and Event.
10. A refundable Deposit is payable in accordance with the Tariff of Charges and only when all Posters/Banners have been removed within **72 hours** after the Event, failing which the Deposit will be forfeited.
11. The Posters/Banners are to be maintained in a safe, clean and proper condition for the full period they are displayed.
12. In the case of Election Posters, the erection of Posters/Banners must be in compliance with the Electoral Act, 1993 (Act No. 202 of 1993)
13. No Advertisements relating to the same Meeting, Function, Event or Election Candidate shall be placed within 120m of each other.
14. Every Poster for which permission is granted shall visibly display the Municipality's approved sticker.
15. Posters erected on electricity poles are subject to removal and maintenance work as necessary without giving notice to anyone.
16. Every Poster must comply with the poster guidelines as amended from time to time.

APPLICANT SIGNATURE

DATE: _____

**AUTHORISED OFFICER SIGNATURE
APPROVED / DISAPPROVED**

DATE: _____

INDEMNITY

I/ WE

NAME OF APPLICANT

**BEING THE APPLICANT RESPONSIBLE
FOR THE ERECTION OF POSTERS AND BANNERS
DO HEREBY AGREE
TO INDEMNIFY AND HOLD THE COUNCIL HARMLESS
AGAINST ALL OR ANY DEMANDS, INTERDICTS OR OTHER CLAIMS WHATSOEVER ARISING FROM THE
ERECTION, MAINTENANCE AND REMOVAL OF ANY POSTERS/BANNERS**

SIGNATURE OF APPLICANT
ON BEHALF OF

NAME OF ORGANISATION

CAPACITY

DATE

For Official Use

Type	Quantity	Application Fee	Refund Amount	Total
Posters				
Banners				
Receipt Number				