



## APPLICATION FORM 2025/2026 GROUND SIGNS ON COUNCIL PROPERTY (NON LOCALITY SIGNS)

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I, the undersigned, do hereby make application in terms of the Advertising Signs Bylaws for permission to display, erect, alter and/or maintain a ground sign in accordance with the particulars provided hereunder.

### **APPLICANT DETAILS**

NAME / BUSINESS: .....  
POSTAL ADDRESS: .....  
CONTACT TELEPHONE NO.....EMAIL ADDRESS.....

### **DETAILS OF SIGN:**

PHYSICAL ADDRESS / LOCALITY DESCRIPTION WHERE SIGN IS TO BE DISPLAYED:  
.....  
DIMENSIONS OF SIGN: Height:..... Width: .....

**CONTACT SITHEMBILE MTSHALI ON 035-9075224 FOR A SITE PLAN OF THE LOCALITY SITE OF THE SIGN**

<b>PLEASE NOTE: IF THE SIGN IS ON COUNCIL PROPERTY, A SEPARATE LEASE AGREEMENT WILL HAVE TO BE ENTERED INTO, AND THE RELEVANT LEASE AMOUNT WILL BE PAYABLE</b>				
<i>Documents required for lease area agreement is a Certified Copy of the CK document and copy of the resolution on company letterhead authorizing one member to sign on behalf of the company if the applicant is applying on behalf of a company,</i>				
<b><u>LESSEE DETAILS (ONLY COMPLETE IF SIGN IS LOCATED ON COUNCIL-OWNED LAND)</u></b>				
REGISTERED NAME OF COMPANY: .....				
FULL NAMES OF DIRECTOR / PERSON AUTHORISED TO SIGN ON BEHALF OF COMPANY:.....				
I IDENTITY NUMBER OF PERSON AUTHORISED TO SIGN .....				
DOMICILIUM	FOR	SERVING	OF	NOTICES:
.....				
CONTACT TELEPHONE NO..... CONTACT EMAIL ADDRESS.....				

I understand and accept the following;

- 4.9.1. On-site, non-locality bound freestanding ground signs in the form of business signs and tower structures may not exceed 7,5m in overall height and 6m<sup>2</sup> in total area. In addition, they may not exceed 4,5m<sup>2</sup> in total area in respect of any individual advertisement thereon and have a clear height of less than 2,4m. Where a more solid structure is used, the maximum area per sign maybe increased to 9m<sup>2</sup> and where the sign incorporates a combination sign, the maximum area per signage structure may be increased to 12m<sup>2</sup>.
- 4.9.2. Only one sign or advertising panel on a combination sign shall, be allowed per enterprise per street frontage.
- 4.9.3. A remote, non-locality bound ground sign which does not have an overall height in excess of 7,5m above the ground at any point nor dimensions which exceed 6m in length and 3m in height, a total area of 18m<sup>2</sup>, shall be deemed to be of appropriate dimensions; provided that a ground sign which has greater dimensions shall not be erected unless, in the opinion of the Council, such sign will be or is deemed to be erected or displayed in an appropriate place.
- 4.9.4. All signs erected on a monopole shall, be appropriately designed so that the height of the support is proportionally not too long in relation to the size of the sign.
- 4.9.5. Every ground sign or sign on towers, bridges and pylons shall be independently supported and properly secured to an adequate foundation and be without the aid of guys, stays, struts, brackets or other restraining

devices and/or be entirely self-supporting and not dependent upon any existing structure for its support in any way.

4.9.6. Non-locality signs shall, not be erected less than 50m from the road kerb of an intersection between an arterial road and a lower road and not less than 80m from a transport shelter on any side of the road.

4.9.7. Non locality signs must not be smaller than 2.4m with the exception of Section 3.4 category exempt advertisements & signs

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**APPLICANT'S SIGNATURE**

.....  
**DATE:**

**FOR OFFICE USE ONLY**

Non-refundable application fee per application R539.39 including VAT R623.00  
Approval fee per m<sup>2</sup> (minimum fee of R156.52 per application) R155.84 Inc. VAT: R180.00

**TOTAL AMOUNT PAYABLE:** ..... **APPROVED:** .....

**uMHLATHUZE LOCAL MUNICIPALITY**  
**FIRST NATIONAL BANK**  
**ACC NO: 63039446843**  
**BR CODE: 210554**  
**REF NO: Q54**

**NOTE: IMPORTANT INFORMATION**

The application shall be signed by the owner of the proposed advertising sign and by the registered owner of the land or building on which the advertising sign is to be erected or displayed or, on behalf of the owner of the land or building, by his/her agent authorised in writing by such owner and shall be accompanied by the following plans drawn in accordance with the following requirements:

- A locality plan drawn to scale showing the sign in relation to surrounding roads and structures within a 500m radius, where applicable.
- A site plan showing the position of the sign or advertisement on the premises, drawn to a minimum scale of 1:500 and giving all dimensions, showing the position of the sign in relation to the boundaries, other buildings, structures, services and features on the site and showing the streets and buildings on properties abutting the site.
- Detailed dimensioned drawings sufficient to enable the Council to consider the appearance of the sign or advertisement including materials, construction and illumination details.
- Detailed dimensioned drawings showing the full text and graphic details of the advertisement to a scale of minimum 1:20 where applicable.
- Detailed dimensioned elevations and sections to a scale of minimum 1:100 showing the position of the advertisement or sign in relation to the buildings, structures, features and other existing advertising signs on the site and in the surrounds.
- Coloured photographs to illustrate the position of the sign in relation to the buildings, structures, features and other existing advertising signs on the site and in the surrounds.
- Such other additional drawings, Environmental Impact Assessments and/or photographs as are necessary, in the opinion of the Council, to explain the true nature and scope of the application.

In addition, where required, the applicant shall submit additional structural and other drawings and certification as required giving full details of the calculations, size and materials used in the supporting framework, its fixings, securing and anchorage as well as for the structure and its advertisement to ensure the sign's structural stability, fire and safety compliance with the provisions of the National Building Regulations and Building Standards Act No.103 of 1977 as well as the Occupational Health and Safety Act No. 85 of 1993; as amended from time to time. The approval of signage will be subject to the uMhlathuze Land Use Scheme.

In addition, the applicant shall indemnify the Council against any consequences arising from the erection, display or mere presence of such advertising sign.

All signs to be erected or displayed must comply with the applicable Town Planning Scheme Regulations, as well as other relevant legislation, as amended from time to time.

In considering applications, in addition to any other relevant factors, the Council shall ensure that the design and display of all advertising signs conforms to Council's Policy and to SAMOAC's guidelines for control in terms of the general conditions and principles as set out in these documents, as amended from time to time.