



## APPLICATION FORM 2025/2026 DISPLAY OF ESTATE AGENTS SHOW HOUSE BOARDS

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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 estate agent's boards in accordance with the particulars provided hereunder.

### **APPLICANT DETAILS**

NAME / BUSINESS.....  
IDENTITY NUMBER.....  
POSTAL ADDRESS .....,  
.....  
CONTACT TELEPHONE NO. ....  
EMAIL ADDRESS: .....

### **DETAILS OF ESTATE AGENTS BOARDS**

NUMBER OF BOARDS TO BE DISPLAYED (maximum 100) .....  
PERIOD FOR WHICH APPROVAL IS APPLIED FOR (one year): From.....To.....

I understand and accept that:

- 4.14.1. In the case of a residential premises, a real estate agent's sign may not contain information other than the words "for sale", "to let" or "sold", the name, photo, registration number and telephone number of the selling or letting agent and the logo of the real estate agency; and is subject to the specific consent of the Municipality.
- 4.14.2. In the case of a property development, agricultural and or commercial premises, a real estate agent sign may not contain information other than the words "for sale", "to let", or "sold", the name, photo, registration number and telephone number of the selling or letting agent and the logo of the real estate agency; and is subject to the specific consent of the Municipality.
- 4.14.3. The sign area of a real estate agent sign may not be larger than 460 mm X 600 mm inside or on the boundary wall of residential premises and if free-standing, may not exceed a maximum height of 3m measured from the ground.
- 4.14.4. The sign area of a real estate agent sign may not exceed 6m<sup>2</sup> in sign area inside or on the boundary wall or wall of a building of a property development or commercial premises and if free-standing, may not exceed a maximum height of 6m measured from the ground.
- 4.14.5. The sign area of a real estate agent sign may not exceed 6m<sup>2</sup> in sign area inside or on the boundary wall of an agricultural premises and if free-standing, may not exceed a maximum height of 6m measured from the ground.
- 4.14.6. A maximum of one sign per agency and a total of three signs may be permitted on residential premises.
- 4.14.7. Only one sign per real estate agency and a maximum of ten signs in total may be permitted at a residential complex.
- 4.14.8. A maximum of one sign per agency and a total of three signs may be permitted on a commercial and or agricultural premise.
- 4.14.9. A real estate agent sign may not be displayed on residential premises for longer than 3 months and must be removed within fourteen (14) days after conclusion of a contract of sale or lease of the premises in question.
- 4.14.10. A real estate agent sign may not be displayed on commercial or agricultural premises for longer than 12 months and must be removed within fourteen (14) days after conclusion of a contract of sale or lease of the premises in question.
- 4.14.11. Notwithstanding 4.14.3 above, a real estate agency sign may not be erected more than 15 cm from the boundary wall of a residential complex.
- 4.14.12. Real estate agent signs may be permitted in all areas of control.

- 4.14.13. In the case of a property "on show", signs and bunting may be erected only on the premises concerned. Information on the premises on show may only be displayed for the duration of the day and must be removed by the end of the day.
- 4.14.14. Direction signs indicating the location of the show house of a residential premises or property development are permitted subject to the following conditions-
- a) Over weekends, the signs may be displayed only from 12:00 on Friday afternoon until 12:00 on Monday morning; on public holidays, from 12:00 on the day before such public holiday until 12:00 on the next day. Should the public holiday be on a Monday, from 12:00 on the previous Friday; should the public holiday be on a Friday, until 12:00 on the following Monday.
  - b) The sign area on the face of each sign must not be larger than 460 mm by 600 mm.
  - c) The selling or letting agent may not display more than eight signs per show house or premises, irrespective of the number of routes to the show house or premises. Such signs may be double-sided.
  - d) Direction signs may not be displayed on a provincial or national road.
  - e) Each selling or letting agent may erect only one sign per intersection.
  - f) A selling or letting agent may not display more than one sign between consecutive intersections.
  - g) Signs may not be placed on traffic circles or traffic islands, traffic lights, road traffic signs, power masts, trees, pillars, fencing, electrical substations, bridges or any similar structures.
  - h) Stakes or poles to which signs are affixed may not be driven deeper than 120 mm into the ground.
- 4.14.15. No more than two (2) stakes per sign is allowed.
- a) Signs may not be erected on tarred or paved surfaces.
  - b) Signs must not be higher than 1 m and must not obstruct the view of motorists at intersections and/or exits on public roads, or pose a danger to pedestrian or other traffic.
  - c) Only the estate agent's name and/or logo, the words "on show", telephone number, registration number and an arrow indicating the direction to the relevant premises may appear on the signs.
- 4.14.16. Each selling or letting agent must register with the Municipality or the authorised agent of the Municipality before erecting signs in the Municipal area. A property developer who intends displaying signs in terms of Section 4.14 above shall also register with the Municipality or the authorized agent of the Municipality before erecting signs in the Municipal area.
- 4.14.17. A registration fee as prescribed from time to time by the Municipality is payable annually per calendar year. A selling or letting agent who disregards any of the foregoing stipulations forfeits the registration fee and the agent, his or her principal and/or agency will be considered unregistered and may not advertise in the Municipal area until he or she has reregistered.
- 4.14.18. Real estate agent signs may not be displayed on road reserves or on the road reserve boundaries of freeways.
- 4.14.19. Illumination or animation of real estate agent signs or the use of reflective materials on such signs is not allowed.
- 4.14.20. No real estate agent or agency may hoist, display, distribute or erect flags, display boards, bunting, gazebos, tents, balloons, banners, parking caravans, cars, containers or similar devices or material on any part of a road reserve in the Municipal area.

**PLEASE NOTE: A COPY OF THE FIDELITY FUND CERTIFICATE ESTATE AGENTS AFFAIRS BOARD  
MUST BE ATTACHED TO THIS FORM**

The applicant hereby indemnifies the Council against any claims that may arise from the placement of portable boards and estate agent’s boards within the road reserve or on Council property and hereby states that third party insurance for this purpose has been procured.

Failure to comply with the above terms will result in your boards being removed and confiscated but not destroyed by Council and may be repurchased by the owner at the cost incurred as a result of such removal and /or storage for not longer than 60 days from date of impound.

\_\_\_\_\_  
**APPLICANT’S SIGNATURE**

\_\_\_\_\_  
**DATE**

**OFFICIAL USE ONLY**

**COMMENTS.....: DATE.....:**

**PERIOD APPROVED:** From.....To.....

**APPLICATION FEE:** R2 155.84 annual non-refundable Inc. VAT = R2 490.00

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