

**BUFFALO CITY MUNICIPALITY**

**SIGNAGE CONTROL BRANCH**

**ARCHITECTS DIVISION**

**APPLICATION FOR AN ADVERTISING SIGN**

TO: THE DIRECTOR OF DEVELOPMENT PLANNING      DATE: \_\_\_\_\_ 20 \_\_\_\_\_

Sir

I (We), the undersigned apply for permission to erect a sign in accordance with the particulars given below and the plans (scale 1:25) attached hereto:

**APPLICANT**

**FULL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

**PREMISES TO WHICH SIGN IS TO BE ERECTED**

Address of premises \_\_\_\_\_

Name of occupier of premises \_\_\_\_\_

Use of which premises are put \_\_\_\_\_

Owner of premises \_\_\_\_\_

Address of owner \_\_\_\_\_

Telephone No. \_\_\_\_\_

**PARTICULARS OF SIGN**

Materials of construction \_\_\_\_\_

Approximate weight of sign (if to be fixed to a building) \_\_\_\_\_ kgs.

Is sign illuminated or non-illuminated? \_\_\_\_\_

If illuminated, is it flashing or non-flashing? \_\_\_\_\_

If illuminated, what colours are used? \_\_\_\_\_

I (We) request the approval of the application by Council agreeing hereby as owner(s) of the sign to conform to the Regulations regulating such signs and to the following conditions in every respect, viz:

1. To be regarded as tenants at will of the Council and to assume all liability and responsibility in connection with such sign.
2. To make an annual inspection of the sign to satisfy myself (ourselves) regarding its safety.
3. To remove the sign within 48 hours of the receipt of a notice from the Director of Development Planning calling upon me (us) to do so, or immediately if such notice condemns it as unsafe.
4. To conform to the height, construction, size, weight, position, support, etc. laid down in the Council's Advertising Signs Policy.
5. To maintain the said sign in a good state of repair and in a presentable condition at my (our) expense.
6. To undertake liability for accidents to persons or property caused by reason of the existence of the said sign due to lack of maintenance and to be responsible for and to pay to the Council or third parties all loss or damage involved by reason of the existence of the said sign.

In witness whereof I (We) append my (our) signature (s).

Signature and address of owner of sign:

Signed: \_\_\_\_\_ Address: \_\_\_\_\_

Received: \_\_\_\_\_

Approved/Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This application must be accompanied by detailed drawings to a scale of 1:25 of the proposed sign showing construction method and fixing and contents.