

Rig alle korrespondensie aan:  
Die Munisipale Bestuurder

Address all correspondence to:  
The Municipal Manager



Private Bage / Privaatsak X2  
Clanwilliam  
8135  
Tel: (027) 482 8000  
Fax/Faks: (027) 482 1933  
E-mail/Epos:  
[admin@cederberg.gov.za](mailto:admin@cederberg.gov.za)  
[www.cederbergmun.gov.za](http://www.cederbergmun.gov.za)

## Application for the erection of an advertising sign

### Details of application

Application in accordance with the policy of the Council of the Municipality Cederberg or any applicable regulations.  
(NOTE : Where space on the application form is limited, information must be given in an additional submission)

#### 1. PERSONAL DETAILS OF APPLICANT

1.1. Name of applicant / person or firm (to whom correspondence will be forwarded) :

\_\_\_\_\_

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

\_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number : \_\_\_\_\_ Dialling code : \_\_\_\_\_

Cell phone number : \_\_\_\_\_ Fax number : \_\_\_\_\_

1.2. Is the applicant the (only) registered owner of the relevant property?

YES/NO

If not, attach a power of attorney by the registered owner(s) to the application. This also applies in case the person who does the application is still busy acquiring the ground unit, or in case the ground unit is owned by a company or more than one person. In case of municipal property, e.g. street or open space, the power of attorney is not necessary.

1.3. Name/Names of registered owner(s) :

\_\_\_\_\_

\_\_\_\_\_

Telephone number : \_\_\_\_\_ Dialling code : \_\_\_\_\_

Cell phone number : \_\_\_\_\_ Fax number : \_\_\_\_\_

#### 2. DETAILS OF GROUND UNIT

2.1. Property description : \_\_\_\_\_

\_\_\_\_\_

2.2. Description of building or premises :

\_\_\_\_\_

2.3. Current use of premises:

\_\_\_\_\_

Check with a cross in the applicable box

### 3. TYPE OF ADVERTISEMENT/SIGN AND DETAILS OF THE LOCATION AND LAYOUT OF THE SIGN

	TYPE OF APPLICATION	SUPPLY DETAILS OF THE SIGN
3.1.	<b>Name sign or direction indicator for advertising sign</b>	Free standing ..... / protruding ..... / flat (wall/window)..... Placement: ..... Area (m <sup>2</sup> ): ..... Advertising sign..... / name sign..... / direction indicator ..... Is sign illuminated: ..... If illuminated, colours: ..... Material of construction: ..... Approx. weight: ..... Is sign flashing: ..... Volts: ..... How many signs are already on premises: .....
3.2.	<b>Other</b>	Free standing ..... / protruding ..... / flat (wall/window)..... Placement: ..... Area (m <sup>2</sup> ): ..... Advertising sign..... / name sign..... / direction indicator ..... Is sign illuminated: ..... If illuminated, colours: ..... Material of construction: ..... Approx. weight: ..... Is sign flashing: ..... Volts: ..... How many signs are already on premises: .....

#### 4. APPLICATION FEES

The following application fees are herewith included:

DESCRIPTION	AMOUNT (Financial Year 2026/2027)	TOTAL
Signs < 1,0 m <sup>2</sup>	R 230.00 per application	

The banking details below:

Account holder : Cederberg Municipality

Bank : Standard Bank

Account code : 082 16 33 24

Branch code : 05-0106

For reference purposes, please use vote/reference number of 02-6695-1765-00 (as well as property's details, i.e. erf number).

#### 5. ATTACHMENTS

Are the following attachments included? Check where applicable

5.1.	Power of attorney	YES	NO	N/A
5.2.	Plan of sign (text layout and detail)	YES	NO	N/A
5.3.	Site plan (see instructions)	YES	NO	N/A
5.4.	Photos / plans of the building	YES	NO	N/A
5.5.	Motivational letter (see instructions)	YES	NO	N/A
5.6.	Any other: Specify	YES	NO	N/A
5.7.	Application form from Tourism office	YES	NO	N/A

In case any of the above answers are NO or N/A, supply reasons:

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I, the undersigned, herewith certify that all the information appearing in this form, as well as the information in the attachments, is correct and complete and that the application is understood (**Note the contents of the Instructions**).

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

FULL NAMES: \_\_\_\_\_

DATE ON WHICH APPLICATION IS SUBMITTED AT MUNICIPALITY: \_\_\_\_\_

## 6. INSTRUCTIONS

### 6.1. GENERAL REMARKS

- 6.1.1. Unless the applicant requests otherwise, all correspondence with relation to this application will be done in the language in which the application form is completed.
- 6.1.2. When an application demands various approvals in accordance with different laws, and two or more of the applications must be advertised, then the applicant must notify the municipality so that all such applications can be advertised simultaneously and can be tabled for approval.
- 6.1.3. All applications will be advertised by the applicant, in two of the official languages in a local or regional newspaper. Commenting periods will not be less than 21 days.
- 6.1.4. Applicants' attention is specifically established on the following:
- 6.1.4.1. Faulty and incomplete applications will be sent back seeing as such applications cause retardations, as well as disadvantaging applicants who complete applications thoroughly.
- 6.1.4.2. Applicants must be more involved in their applications and must see that their own personnel, or organisations that act on their behalf, do not unnecessarily retard the process.
- 6.1.5. Applicants must note that, until the application is approved in writing, any correspondence or conversations that take place with regard to this application should not be considered as an indication that the application will be approved, and that it in no way binds council.
- 6.1.6. The council retains the right to declare any approval, based on incorrect information, null and void. Applicants must therefore ensure that all information, with regard to restricting aspects that influence the application, is supplied.

### 6.2. PRIOR LIAISON WITH OTHER ORGANISATIONS AND ADVERTISING

- 6.2.1. Where an applicant can provide proof that an organisation is satisfied with a plan or proposal by e.g. providing an endorsement of the plan, or a letter, such an organisation will normally not be approached for comment again. Prior liaison with the concerned organisations is strongly encouraged – applications could be accelerated in this way.
- 6.2.2. List of the different authorities and organisations that are involved in the consideration of applications :
- The Municipal Manager, Cederberg Municipality, P Bag x2, Clanwilliam, 8135
  - The Head of Department, Department of Environmental Affairs and Development Planning, Private Bag X9086, Cape Town, 8000
  - The District Roads Engineer: Western Cape, Dept. Transport & Public Works, Privaatsak x2, Ceres, 6835
- 6.2.3. The policy according to which advertising and / or public participation will take place is as follows:

**Applications for the erection of any advertisement or sign on a proclaimed or higher order road – must be advertised in the media.**

In this case all applicable government organisations should be notified according to the standard list.

Each notice must include a short explanation of the proposal, together with information about the availability of the application document, the closing time of input, and contact details of the applicant. A locality plan and a plan of the proposed sign must also be included with the notice.

The notice must be published according to standard wording or in more detail in the local or regional newspaper. Any advertisement must simultaneously comply with the requirements of and set out all laws in terms of which application is made.

The applicant must make copies of all the notices, advertisements, proof of registration, letters, etc, set out above and submit them to the Municipal Manager as proof of compliance with the instructions. All input relating to the application must be submitted in writing, directly to the Municipal Manager, who will refer it to the applicant. All enquiries in connection with the application must be referred to the applicant, who must supply all required information to the interested public.

**Applications for the erection of any advertisement or sign on a heritage building – must be refer to the relevant state institution.**

The applicant must comply with the process set out above and must also refer the application to the South African Heritage Resources Agency (The Director, Department of Cultural Affairs and Sport, Directorate: Cultural and Heritage Resource Management Services, Private Bag X9067, Cape Town, 8000)

**Applications for the erection of any advertisement or sign on a building (that is not a heritage building) – no advertisement needed.**

Any sign that is erected on a building must first be approved by the Cederberg Municipality, therefore plans of the sign must be submitted to the Municipality for consideration, with no need for a public notification process.

**Applications for the erection of any advertisement or sign in a street or any other public place – must be advertised in the media.**

The applicant must follow the advertisement process set out above.

- 6.2.4. Applicants are advised that government bodies and institutions need not submit any comment on any application within the prescribed notice period of no less than 21 days. In terms of provincial policy all government bodies and institutions have three months for consideration of applications and the submission of input. For this reason, no delegated person, committee or council would take a decision on an application within three months of date of first public notice relating thereto. The only exception would be in cases where the applicant can submit written confirmation from all government bodies and institutions that they have no comment and / or objection and that such confirmation is submitted to the Municipal Manager within three months after placing of the first public notices. The municipality does not promote any application with any government bodies or institutions.

## **7. PLANS THAT MUST BE PRESENTED**

### **7.1. Layout plan**

7.1.1. Three copies of the detailed layout plan at a scale of 1:500, 1:250, 1:200 or 1:100, that indicates the following:

- the scale, key, heading, date, as well as the number of the plan (modifications of the plan must have subsequent numbers);
- the layout of the sign along with satisfactory measurements to indicate the area and size there of;
- satisfactory measurements to indicate the font and letter sizes;
- all surfaces of buildings, on which the signs will be erected, with the location of the signs indicated on scale;
- sufficient information about the surrounding environment, indicating the relationship to adjacent properties, streets, etc. ;
- all erven / farms numbered;
- a site plan at a scale of 1:50 000 or 1:10 000 in case the property on which the sign will be erected is outside the urban area; and
- the name and contact details of the person or firm that prepared the plan.

## **8. MOTIVATING LETTER**

A motivation letter indicating the reasons and purpose of the sign must be submitted with the application. The extent of this motivation will depend on the sensitivity of the environment and the nature and size of the intended sign.