



**UMSINGA MUNICIPALITY
UMKHANDLU WASEMSINGA**

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TUGELA FERRY 3010
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**UMSINGA MUNICIPALITY
UMKHANDLUWASEMSINGA**

**TOWN PLANNING DEPARTMENT APPLICATION : OUTDOOR ADVERTISING
FORM: ERECTION OF POSTERS**

ADDRESS TO:	Municipal Manager uMsinga Local Municipality R33 Main Road, opposite Home Affairs Tugela Ferry 3010
CUSTOMS-CONTROLLED AREAS (CCA)	POMEROY; CWAKA; TUGELA FERRY; KEATES DRIFT; MSINGA TOP & NHLALAKAHLE.
SUBMIT TO:	Town Planning Department linda.cebekhulu@umsinga.gov.za Tel: 033 493 8019

APPLICANT DETAILS

Applicant Name	:		
I.D. No	:	((Please provide copy of I.D. document of the bank account holder, and a stamped banking letter that is not older than 3 months.))	
Postal Address	:	Code	:
Office Tel No.	:	Cell No.	:
Contact person / Agent:	:		
Tel No. / Cell No.	:		
Email	:		
Event:	:		
No. of Posters	:		
Event date on Poster:	:		

REQUIREMENTS

NB: IF THE FOLLOWING CONDITIONS ARE NOT ADHERED TO, THE DEPOSIT WILL BE FORFEITED

- Event posters may not be used to advertise a commercial event, product, or sales promotion. (No prices)
- Applicant to submit a street list indicating positions of posters displayed, within 5 Days prior to the event.
- An example of the poster to be displayed must accompany your application.
- All posters shall be displayed a uMsinga Municipality sticker with a reference number on each sticker.
- A maximum of 100 posters permitted per CCA.
- Posters may not be displayed against any road traffic signs or signals, trees, fencing, traffic island or medians, and may not cause any obstruction.
- Posters may not be larger than 900mm x 600mm.
- Posters may only be fastened with cord/string or rope.
- Posters may only be attached to streetlight poles. Not permitted on a streetlight pole that shares a pole with a traffic light or on a short street light pole (4,5m).
- A maximum of four posters per post or standard, affixed in a double-sided manner back-to-back; i.e., only two poster visible per direction of travel.
- Advertisement may not have any text smaller than 50mm in height.
- Posters must be erected only 14 days prior to the event, the display period may not exceed 30 days, and must be removed 3 days after the event with all backing boards, cord, and string.
- Minimum height (clearance from the ground) 2,4m and at least 2m below light fixtures.

DATE: ____ / ____ / 202__

APPLICANT / AGENT SIGNATURE

4.2 FOR OFFICE USE ONLY:

Application Fee (As per Schedule B of Advertising Policy)	:	
Fees paid	:	
Date Received	:	
Removal Fee:	:	Unlicensed poster: R100,00 per poster Licensed posters: R50.00 per poster
Decision Status	:	

TO BE COMPLETED BY THE UMSINGA MUNICIPALITY OUTDOOR ADVERTISING DULY AUTHORISED OFFICIAL.

Signed at uMsinga Municipality on theday of.....2021.

Name(s)	:	
Surname	:	
Email	:	
Contact Number	:	
Signature	:	