

# APPLICATION TO APPROVE BUILDING PLANS FOR AN OUTDOOR ADVERTISING STRUCTURE



<b>PLAN NUMBER</b>	<b>OFFICE</b>
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## PROPERTY INFORMATION

### OPTION A: ERF, A/HOLDING, FARM PORTION

ERF NO, A/HOLDING NO FARM PORTION		AREA OF PROPERTY	
SUBURB, A/HOLDING, FARM		EXTENSION NO	
STREET NAME		STREET NO	

### OPTION B: ROAD RESERVE

STREET NAME	
SUURB, A/HOLDING, FARM	
STREET NO(S) OF IMMEDIATELY ADJACENT PROPERTIES	

### TYPE OF STRUCTURE

	FREE STANDING	ATTACHED TO BUILDING
BILLBOARD		
GANTRY BILLBOARD		
FLAT SIGN		
SERVICE FACILITY SIGN		
COMBINATION SIGN		
OTHER		

### REGISTERED OWNER(S) OF PROPERTY

FULL NAME		COMPANY NAME	
ID NUMBER		CO REG NUMBER	
POSTAL ADDRESS			
E-MAIL			POSTAL CODE
TEL NUMBER	CELL NUMBER		
SIGNATURE(S) OF REGISTERED OWNER(S)		FAX NUMBER	

### APPLICANT'S INFORMATION

FULL NAME		COMPANY NAME	
ID NUMBER		CO REG NUMBER	
POSTAL ADDRESS			
E-MAIL			POSTAL CODE
TEL NUMBER	CELL NUMBER		
SIGNATURE(S) OF APPLICANT		FAX NUMBER	

### STRUCTURAL ENGINEER'S INFORMATION

PROFESSIONAL ENGINEER(S)	
REGISTRATION NO	

### OFFICE USE ONLY

TARIFF	VOTE NUMBER
RECEIPT NUMBER	DATE

**INFORMATION REQUIRED FOR SUBMISSION**

Office use

..... Zoning Certificate with approved Land Use Rights	Land Use Legislation Administration (LULA)	
S.G. Diagram	Cartographic Services / Surveyor General Office	
Title Deed / Letter of Ownership (Tribal property) / Lease Hold	Owner	
3 x Blackprint on white background, colour in one according to NBR requirements	Owner	
Latest service statement – up to date	Owner	

**COLOURING OF PLANS**

One copy of the plans and drawings shall be coloured as indicated below:					
PLANS AND SECTIONS		SITE PLAN		DRAINAGE	
New masonry	Red	Proposed work	Red	Drain and soil pipes	Brown
New concrete	Green	Existing work	No coloured	Waste pipes	Green
New iron or steel	Blue	Demolitions	Black dotted lines	Soil and combined vents	Red
New wood	Yellow				
New glass	Black				
Existing materials	Grey				
Other materials	Any other colour than the above			Stormwater drains	Black
.....					

**PLAN SCALES**

Plans, drawings and diagrams shall be drawn to a suitable scale selected from one of the scales as indicated below	
Site plans	1:1000, 1:500, 1:300, 1:200 or 1:100
Layout drawings	1:100, 1:50 or 1:20
Layout drawings (elevations)	1:200, 1:100, 1:50 or 1:20
Structural details	1:100, 1:50, 1:20, 1:10, 1L5 or 1:1

<b>EACH SITE SEPARATE APPLICATION</b>	<b>30 DAYS GUARANTEED</b>	<b>ONLY IN PRETORIA OFFICE</b>
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**ROAD RESERVE**

1. Application fee
2. Engineer's appointment certificate
3. Signature of appointed Engineer on structural drawings
4. Completed building plan application form
5. SG Diagram of the immediate adjoining erf
6. Proof of wayleave submission required
7. Letter of consent of Legal Services: Alienation and Acquisitions
8. Letter of approval from Streetscape Management and or Mayoral Committee/ Council resolution that the advertising structure has been approved
9. Application will be referred to:
  - a) Streetscape Management
  - b) Fire Department

**SIGNS ON PRIVATE PROPERTY**

1. Application fee
2. Engineer's appointment certificate
3. Signature of appointed Engineer on structural drawings
4. Completed building plan application form
5. SG Diagram and zoning certificate
6. Title Deed
7. Consent of landowner
8. Application will be referred to:
  - a) Streetscape Management
  - b) Fire Department
  - c) Roads and Stormwater, Traffic Operations and Engineering