



## City Planning and Development Department

Suite 305A | 3<sup>rd</sup> Floor | Sammy Marks | Cnr Van der Walt and Vermeulen Streets | Pretoria | 0002  
PO Box 3242 | Pretoria | 0001  
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[www.tshwane.gov.za](http://www.tshwane.gov.za) | [www.facebook.com/CityOfTshwane](https://www.facebook.com/CityOfTshwane)

### Document requirements for applying to erect on-premises business signage

Applications must be handed in at the offices of Outdoor Advertising Management at Suite 305A, Sammy Marks, c/o Vermeulen –and van der Walt Street, Pretoria (address) and must consist of the following: An application form, completed correctly and in full.

The following documents may be obtained at anyone of the following Municipal offices:

|                  |  |
|------------------|--|
| Pretoria Office  | Room G10<br>Ground floor<br>Municipia building (corner of van der Walt –and Vermeulen Streets) |
| Centurion Office | Room F8<br>Town Planning Office<br>Corner Basden –and Rabie Streets, Centurion                 |
| Akasia Office    | Akasia Municipal complex<br>485 Heinrich Avenue (entrance Dale Street)<br>Karen Park           |

- The town-planning scheme zoning certificate and, where applicable, an Annexure B;
- Locality map;
- An approved SG diagram of the property.

In addition to the aforementioned, the following (documents) must also be submitted:

- A letter of consent from the owner of the property giving the applicant permission to apply for the erection of the sign (if the applicant is not the owner);
- Written confirmation from the landowner that all other existing signs on the property have been approved by the Municipality or applications for them are pending;
- The surface area schedule in respect of any existing signs on the property;
- A site plan drawn to scale with dimensions, indicating the position of any free-standing or combination signs on the premises in relation to road intersections, traffic signs, street furniture (eg bus shelters), street trees and other advertising signs in the vicinity;
- Elevation sketches of the building, illustrating the positions of signs on the building;
- Detailed sketches of the proposed signs, with dimensions illustrating the sign design;
- Detailed sketches of any proposed free-standing or combination signs, with dimensions, including clear height and total height above ground level (the sketches must illustrate the design of the structure);
- An artist's impression or photo montage of all the proposed signs on the building and on the premises;
- The title deed;
- The application fees.

The Director: Outdoor Advertising Management may require additional information for the evaluation of the application.

Any application that is incomplete or that does not meet the required standards of clarity will not be processed.

Note: The Municipality is not liable for any repercussions resulting from incorrect information supplied by the applicant.

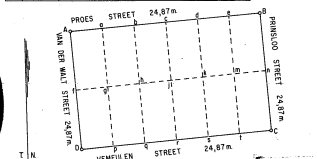
CONSOLIDATED TITLE DIAGRAM

S.G. No. A 6471/75

Approved  
for Surveyor G  
22-12-1975

| SIZES     | ANGLES OF SUBDIVISION |
|-----------|-----------------------|
| AB 221,03 | A 90°00'00"           |
| BC 138,54 | B 90°00'00"           |
| CD 221,03 | C 90°00'00"           |
| DA 138,54 | D 90°00'00"           |

| NO. | FIGURE | DESCRIPTION | DIAGRAM S.G. NO. | TRANSFER NO. |
|-----|--------|-------------|------------------|--------------|
| 1   | Aa1f   | ERF 199     | 2455/45          | 1335/8776    |
| 2   | ab3g   | ERF 200     | 2455/45          | 1335/8776    |
| 3   | bc3h   | ERF 201     | 2456/45          | 1337/8776    |
| 4   | cd4j   | ERF 202     | 2457/45          | 1338/8776    |
| 5   | de4k   | ERF 203     | 2458/45          | 1339/8776    |
| 6   | ef4m   | ERF 204     | 2459/45          | 1340/8776    |
| 7   | fg4n   | ERF 241     | 2460/45          | 1341/8776    |
| 8   | gh4o   | ERF 242     | 2461/45          | 1342/8776    |
| 9   | hi4p   | ERF 243     | 2462/45          | 1342/8776    |
| 10  | jk4q   | ERF 244     | 2463/45          | 1343/8776    |
| 11  | lm4r   | ERF 245     | 2464/45          | 1344/8776    |
| 12  | no4s   | ERF 246     | 2465/45          | 1345/8776    |



SCALE 1:2500

The figure A B C D represents 3,0621 HECTARES of land being ERF NO. 2200 COMPRISING 1-12 AS STATED ABOVE

PRETORIA TOWNSHIP DISTRICT PRETORIA

Province of Transvaal  
Surveyed-in  
COMPILED IN NOVEMBER 1975

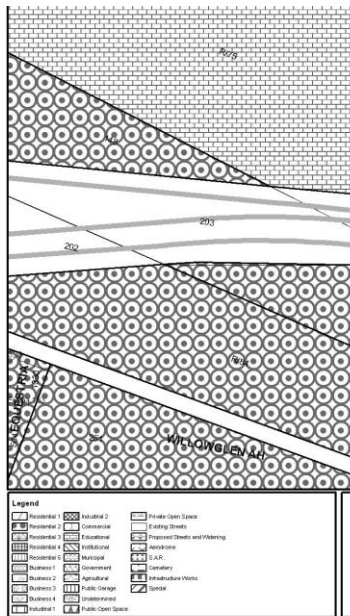
by the  
H.C. FRANK-SCHULTZ Land S.

This diagram is assessed to No. 1530A/1983. The original diagrams are No. as scheduled above.

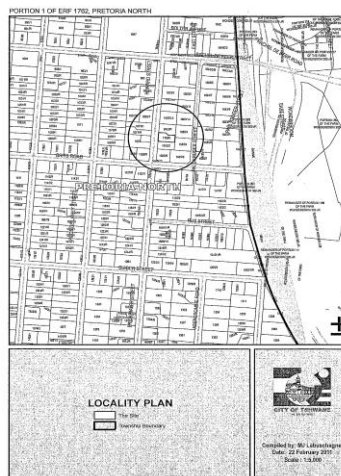
Register of Deeds Transfer Grant

File S.S. No. Comp. JR 50-24/1 TP 629

Example of an SG diagram



Example of a zoning map



Example of a locality map

On request, this document can be provided in another official language.