



**GUIDELINE FOR APPEAL  
IN TERMS OF SECTION 23 OF THE  
CITY OF TSHWANE  
CONTROL OF OUTDOOR ADVERTISING BY-LAW**

COMPILED BY:

ECONOMIC DEVELOPMENT AND SPATIAL PLANNING DEPARTMENT (BUILT ENVIRONMENT  
AND ENFORCEMENT: OUTDOOR ADVERTISING MANAGEMENT)

JANUARY 2023

## **1. IMPORTANT TO NOTE**

This guideline is aimed at assisting the public and applicants to lodge and appeal in terms of Section 23 of the City of Tshwane Control of Outdoor Advertising By-law, 2006.

This guideline does not bind the City of Tshwane in any form or manner nor derogate from the City's rights to request any information in terms of any legislation found to be necessary that may be required to finalise an appeal application. The appellant is required to familiarise himself/herself with the content of the legislation and/or any policies applicable within the City of Tshwane.

Any criteria or documentation indicated in the guideline that may be required does not bind the decision maker in any way.

Appeals must be submitted per hand as follows:

Outdoor Advertising Management Section  
2<sup>nd</sup> Floor  
Middestad Building  
252 Thabo Sehume Street  
Pretoria

Appeals must be accompanied by an email sent to [outdooradvertising@tshwane.gov.za](mailto:outdooradvertising@tshwane.gov.za) containing a copy of the appeal with all the relevant documentation.

Furthermore, another copy of all the appeal documentation must be delivered to Group Legal and Secretariat Services, which receives the appeal on behalf of the City Manager, as follows:

For attention: Mr Pieter Robinson  
Room GA28  
Ground Floor, Block D  
320 Madiba Street  
Pretoria

An application for the submission of an appeal shall only be considered on payment of the requisite appeal fee (as amended from time to time) and on submission of the appeal documentation on the same day. Any documentation received without full payment shall not be considered.

These guidelines may be amended from time to time, and it remains the responsibility of the appellant to obtain the most recent guideline and familiarise himself/herself with the content.

In terms of Section 23 of the Control of Outdoor Advertising By-law, an appeal may be lodged if a person's rights are affected by a decision of the City by giving written notice of the appeal and reasons for such appeal to the City Manager within 21 days of the date of notification of the decision of the City.

## **2. DOCUMENTS REQUIRED TO SUBMIT AN APPEAL**

### **2.1. Receipt of proof of payment**

An official receipt or proof of EFT payment of the prescribed fee must accompany the submission for the notice of appeal. A separate EFT payment must be made for each appeal.

#### **EFT bank details**

##### **BANKING DETAILS:**

**Name of bank:** ABSA

**Name of account holder:** City of Tshwane Metropolitan Municipality

**Account number:** 406 073 8263

**Branch code:** 632005

**Reference number:** AF641

The appellant **must** ensure that all EFT payments indicate the correct **reference number.**

### **2.2 Cover letter**

The cover letter must be addressed to the Group Head: Economic Development and Spatial Planning.

### **2.2 Notice of appeal**

A complete and signed notice of appeal form as set out below.

### **2.3 Power of attorney**

If the appellant acts on behalf of a different person or group of people, a power of attorney as set out below.

### **2.4. A memorandum**

A memorandum that provides, but is not limited to, the following information:

- (i) All information on the outdoor advertising sign application to which the appeal relates (including plans, diagrams, etc)
- (ii) A demonstration of how the appellant's rights are being affected by the decision of the City

## NOTICE OF AN APPEAL OF AN OUTDOOR ADVERTISING SIGN APPLICATION

ECONOMIC  
DEVELOPMENT AND  
SPATIAL PLANNING  
DEPARTMENT



OUTDOOR  
ADVERTISING  
MANAGEMENT  
SECTION

| APPELLANT DETAILS                     |                                       |       |       |       |                     |       |
|---------------------------------------|---------------------------------------|-------|-------|-------|---------------------|-------|
| Title                                 |                                       |       |       |       |                     |       |
| Initial                               |                                       |       |       |       |                     |       |
| First name(s)                         |                                       |       |       |       |                     |       |
| Surname                               |                                       |       |       |       |                     |       |
| Identity number                       |                                       |       |       |       |                     |       |
| PHYSICAL ADDRESS (WORK)               |                                       |       |       |       |                     |       |
| Street number                         |                                       |       |       |       |                     |       |
| Street name                           |                                       |       |       |       |                     |       |
| Township                              |                                       |       |       |       |                     |       |
| Postal code                           |                                       |       |       |       |                     |       |
| Specify city                          |                                       |       |       |       |                     |       |
| PHYSICAL ADDRESS (HOME)               |                                       |       |       |       |                     |       |
| Street number                         |                                       |       |       |       |                     |       |
| Street name                           |                                       |       |       |       |                     |       |
| Township                              |                                       |       |       |       |                     |       |
| Postal code                           |                                       |       |       |       |                     |       |
| Specify city                          |                                       |       |       |       |                     |       |
| CONTACT DETAILS                       |                                       |       |       |       |                     |       |
| Email address                         |                                       |       |       |       |                     |       |
| APPEAL DETAILS                        |                                       |       |       |       |                     |       |
| Type of application                   | Outdoor advertising sign(s)           |       |       |       |                     |       |
| Relevant legislation applicable       | Control of Outdoor Advertising By-law |       |       |       |                     |       |
| Original application reference number |                                       |       |       |       |                     |       |
| Indicate the decision maker           | Outdoor Advertising Committee         | Other | Other | Other | Authorised official | Other |
| Date of decision                      |                                       |       |       |       |                     |       |

| PROPERTY DESCRIPTION                   |  |
|--|--|
| Township/Agricultural Holding/Farm     |  |
| Erf/Lot/Plot/Farm number               |  |
| Site description                       |  |
| Brief description of grounds of appeal |  |
|  |  |
|  |  |
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|  |  |
|  |  |
| List of attached documents             |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Relief sought by the appellant         |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## REQUIRED DOCUMENTS

|   |  |
|---|--|
| Official receipt of fees  |  |
| All information on the outdoor advertising sign application to which the appeal relates |  |

## DECLARATION

I/We ..... (full names) hereby submit an appeal to the Appeals Authority in terms of Section 23 of the City of Tshwane Control of Outdoor Advertising By-law, 2006. I declare that I shall be bound by all the provisions of this by-law. I solemnly declare that, to the best of my knowledge and belief, all the information contained herein is true and correct.

Signed: ..... Date: .....

## POWER OF ATTORNEY

I/We, .....

ID number: ..... the undersigned, hereby nominate,  
constitute and appoint –.....

*(Include the company name and registration number of the company)* and

.....ID number: .....

*(Name and ID number of person from the company who in turn is granted authority by the said company)* with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place, and stead to submit an application of appeal in terms of Section 23 of the City of Tshwane: Control of outdoor advertising bylaw for application (application ref): ..... on (site description) .....

.....  
at..... the City of Tshwane Metropolitan Municipality and in general to do everything to affect the application and to do whatever I/we would do if I/we were present in person and acting in the matter. I/we hereby ratify, allow, and confirm, and promise and agree to ratify, allow, and confirm everything and anything my/our attorney(s) and agent(s) may do or may permit to be done legally in terms of this power of attorney.

Signed at ..... on this ..... day of.....20....in the presence of the undersigned witnesses.

AS WITNESSES:

.....

Witness 1

.....

Witness 2

.....

Signature of appointer

.....

Signature of appointee