



**APPLICATIONS TO ERECT TEMPORARY POSTERS, BANNERS AND FLAGS ON  
PUBLIC ROADS AND PUBLIC PLACES**

**SECTION A: APPLICANT/ AGENT'S DETAILS (Print)**

Full Name: .....

Postal Address: .....

.....code: .....

Tel: ..... Cell: .....

Email: ..... Fax: .....

**SECTION B: DETAILS OF ADVERT**

Name of Organisation: .....

Type of Organisation (e.g. political): .....

Purpose of Posters: .....

Venue (events only): .....

Date of Event: ..... Time: .....

Number of posters: ..... Size: .....

Determined Locations:

Street Name	Yes/No	Street Name	Yes/No

Period of advert: .....Date of removal: .....

Content of the advert: .....

.....

.....

**SECTION C: OFFICE USE**

Name of official.....

Motivation: .....

.....

.....

.....

.....

## **Conditions for Approval of Application in Terms of Municipal advertising By-Law**

1. No banner, poster or flags shall be posted on public roads and public places without prior written permission from the Municipality.
2. Posters, banners and flags may only be erected to advertise specific events and the name or emblem of a sponsor may not cover more than 20% of the surface of the material.
3. The name of the host organisation, the date and venue must appear on the material in letters not less than 50mm in height.
4. The Municipality may levy a tariff to cover the cost of the removal of displayed material erected without the approval of the Municipality
5. Posters, banners and flags may be displayed for a maximum period of thirty days prior to the day of the event and must be removed two days after the event thereof.
6. Posters with a maximum measurement of 80cm x 50cm must be mounted on a board and affixed securely with a stout string or plastic fastener without damage caused to the poles. No securing material with a metal content or glued material will be permitted.
7. Posters, banners and flags excluding election posters and flags, may only be erected in the roads, or places as indicated by the Municipality and may not be erected in residential areas or on bridges unless with specific approval.
8. Only one poster or flag per organisation may be erected on every second street light pole, with a maximum of 60 posters per organisation. No banner shall be affixed on the national road without Permission from South African National Roads Agency Limited(SANRAL)
9. Posters and flags must be erected at a uniform height, with the first poster being affixed 2 meters from the ground.
10. No posters, banners or flags may be affixed to trees, traffic signs, central ridges, existing advertising signs or any municipal building or over hydrant identification signs.
11. No posters banners and flags may be displayed within 30meters of any road signs or traffic signal
12. All materials used to affix the posters must be removed together with posters.
13. The municipality may remove any indecent or torn poster, banners or flags, or any posters or banners which create traffic hazards in the opinion of the Municipality.
14. The Municipality is exempted from any claims that may be instituted against the Municipality as a result of the display of posters, banners and flags.
15. The display of posters, banners and flags purely for commercial advertising is not permitted, provided that any poster, banner or flag which relates to a sport, the arts, or cultural event may be permitted, despite such poster, banners or flags containing commercial elements. The commercial element may not exceed 20% of the extent of the poster, banners or flag.
16. The Municipality may refuse any application subject to the condition relating to the erection and display of street signs.
17. Advertised material or graphics must comply with the advertising standards of South Africa.
18. An Organisation or person who obtained approval to display posters or flags must pay a refundable deposit of R2000-00, which will only be refunded if the applicant does not violate any of the above conditions. No poster, banner or flag shall be affixed until such deposit has been paid.
19. Tariffs have to be paid upfront in terms of rates approved by the Council.
20. The Municipality may remove or request the applicant to remove all posters, banners or flags should any of the above conditions not be complied with or remove the posters, banners or flags at the cost of the applicant.
21. Posters banners or flags that are not removed by the due time may be removed by the Municipality, in which case the will be forfeited to the Municipality.

APPLICANT SIGNATURE: .....DATE.....

AUTHORISED BY .....

DATE.....