



**APPLICATIONS TO ERECT TEMPORARY POSTERS, BANNERS OR FLAGS ON  
PUBLIC ROADS/ PLACES TO ADVERTISE EVENTS**

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

Name & Surname: .....

Postal/ Physical Address: .....

..... Code: .....

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

Email: .....

**SECTION B: DETAILS OF EVENT & SIGNAGE**

Name of Organisation: .....

Type of Organisation (e.g. political, non-profit etc.): .....

Event Description: .....

Event Venue: .....

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

Type of Signage applied for (posters/ banners/ flags): .....

Number of posters/ banners/ flags: ..... Size: .....

**NB** - Please attach a copy of the proposed poster/ banner/ flag, clearly indicating the wording and design.

**Posters only:** Indicate desired street/s and number of posters per street:

Street Name	No. of posters

**Banners only:** Indicate desired location (tick one):

Beacon Way banner frame (next to Plettenberg Bay Mall/ Checkers exit way)	
Piesang Valley Road circle – grass embankment (to be affixed with metal stakes)	
Other (specify)	
Other (specify)	

Period of advert (14 days max): Displayed from ..... until .....

Date of removal: ..... (max 2 days after event)

Content of sign (attach design): .....

.....

**CONDITIONS FOR THE TEMPORARY DISPLAY OF POSTERS, BANNERS AND FLAGS ON PUBLIC ROADS AND PUBLIC PLACES**

The following conditions are applicable to the display of any temporary posters, banners and flags in public roads or public places for the purpose of advertising events:

1. The name of the host organisation, the date and venue must appear on the material in letters not less than 50mm in height.
2. Posters, banners and flags may only be erected to advertise the event. The name or emblem of a sponsor may not cover more than 20% of the surface of the banner material.

3. The Municipality may levy a tariff to cover the cost for the removal of material which has been erected without the approval of the Municipality, given under the hand of an authorized official.
4. Posters, banners and flags may be displayed for a maximum period of fourteen days prior to the event (unless approved for a longer period) and must be removed within 2 days from the date of the event or the last day thereof as applicable.
5. Posters with a maximum measurement of 80 cm x 50 cm must be mounted on a board and affixed securely with stout string or plastic fastening without damage caused to the poles. No securing material with a metal content is permitted.
6. Banner sizes may not exceed 1m x 2.2m. Banners may be affixed to the banner frame/ poles at the exit of Plettenberg Bay Mall in Beacon Way, securely with stout string or plastic fastening without damage caused to the poles. No securing material with a metal content is permitted. Banners can also be placed opposite the traffic circle at the corner of Beacon Isle Drive and Piesang Valley Road.
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. No political banners will be allowed.
8. Only one poster or flag per event may be erected on every second streetlight pole.
9. Posters and flags must be erected at a uniform height of approximately 2metres.
- 10.No posters, banners or flags may be affixed to trees, traffic signs, traffic signals, central ridges, existing advertising signs or any municipal buildings or over hydrant identification signs.
- 11.No posters, banners and flags may be displayed within 30 metres of any road traffic sign or traffic signal.
- 12.All materials used to affix the posters must be removed together with the posters.
- 13.The Municipality may remove any indecent or torn posters, banners or flags, or any posters, banners or flags which create a traffic hazard in the opinion of the Municipality
- 14.The Municipality is exempted from 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 posters, banners or flags containing commercial elements. The commercial element may not exceed 20% of the extent of the poster, banner or flag.
- 16.Organisations or persons who obtained approval to display posters or flags (excluding banners) must pay a refundable deposit, which shall entitle that person to display the said poster or flag. The deposit amount is as determined in terms of the approved Municipal tariffs. No poster or flag may be displayed without such deposit having been paid. The deposit is refundable after the posters have been removed by the organiser.
- 17.The Municipality may remove or request the applicant to remove all posters or flags should any of the above conditions not be complied with.
- 18.Posters or flags that are not removed by the due date may be removed by the Municipality in which case the deposit paid will be forfeited to the Municipality.
- 19.Street lamp poles may only be used to advertise temporary events, which include festivals and campaigns for political elections.
- 20.All approved posters must display a Bitou Municipality approval sticker. Stickers can be collected from the Land Use Management division at Office 50, Melville's Corner, 3 Kloof Street, Plettenberg Bay, 6600. Posters not displaying the approval stickers will be removed by Law Enforcement. Prior to collection, please make an appointment with Mr Chris Schliemann at 044 501 3324.

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