

APPLICATION FORM: ANNUAL LICENSING OF ASTATE AGENT SIGNS

1 JULY 2023 – 30 JUNE 2024

PLEASE COMPLETE CLEARLY

SECTION 1: APPLICATION DETAILS

Estate Agency name:

Trading as:

Name displayed on signs:

Branch name:

Agency Representative:

Designation:

Area applying for (St Francis Bay, Hankey, etc.)

.....

Number of Signs (**Max. 50 signs per area, per application**):.....

Physical Address:.....

.....

Postal Address:.....

.....

Office No. (1) (2)

Cell No.....

Email (1) (2)

.....

.....

APPLICANT / AGENT SIGNATURE

DATE

REQUIREMENTS:

Subject to approval, the erection and/or displayed of estate agent signs is permitted in all areas except natural areas of maximum control. In addition –

- Estate agent signs may be displayed only from **12h00 on Saturday to 20h00 on Sunday**.
- Estate agent signs are to be attached only on municipal light poles where available and where available and only with stout string or plastic ties. No securing material with metal content will be permitted.
- **Signs may not be affixed to tress, traffic signal poles or other poles which carry road traffic signs**, walls, fence, rocks, other natural features or landscaped areas, streets furniture or other Municipal property unless such other displayed is authorized by the Municipal in writing.
- Only one sign per agency per light may be displayed.
- On each sign, the wording **“On Show” “Show house, show flat or Show plot”, “For Sale and “Sold”** with the Agency’s name and directional arrow must be displayed. (In case of a directional sign).
- Where no municipality light poles are available, sign may be displayed on stakes making use of a design by the Municipality. **Estate agent signs may not be displayed on concrete, premix or paved surfaces**. It is not permissible for stakes to penetrate the ground deeper than 15 cm.
- Estate agent **signs may not exceed 0,3 m² in total area**. Size guidance: 0.6m x 0.45m
- **Not more than six estate directional signs** will be permitted in total per showhouse show plot or block of the flats in which a show flat is on display.
- The definition of one sign will include the display of two signboards only when such boards are sandwiched back-to-back around an electric light pole.
- Estate agent **signs may not be displayed along Scenic Drives and/or any bridge, public park or public open space**.

- Only the directional sign per Showhouse/ flat/plot may be displayed along any proclaimed main roads.
 - ❖ No estate agent sign will obscure a road traffic sign.
 - ❖ No estate agent sign will be erected on central islands.
 - ❖ No estate agent sign will be erected in such a way that any part of it is closer than 1,5 m from a road verge.
 - ❖ Directional signs will be displayed along main routes only, being the shortest route from a main road to the property.
 - ❖ No estate agent sign may be erected on any tarred areas of pavements.
 - ❖ "Sold" /" For Sale" /" To let" signs must be erected flush against the fence /wall of the property.
 - ❖ "Sold" signs may be displayed flushed against the fence/wall of the property for a maximum of two weeks only.
 - ❖ No signs including anything other than property for sale may be erected by estate agents or agencies.
- Application by each estate agency on an annual basis must be made for permission to displayed Estate agent signs and approval will be subject to payments of an annual fee in accordance with the Municipality's Schedule of tariffs and charges published from time to time.
- **Any estate agent signs unlawfully erected, or in contravention of the provision of this Schedule, will be subject to a charge by the Municipality,** calculated in accordance with the published schedule of tariffs and charges irrespective of whether such sign is removed by the Municipal or not. In the event of the said sign not being removed by the Municipality; photographic evidence of the unlawful sign will be obtained by the municipality prior to levying the said charge.

IF THE ABOVE CONDITIONS ARE NOT ADHERED TO, THE SIGNS WILL BE REMOVED AND REMOVAL FEE PER SIGN WILL BE CHARGED – COUNCIL WILL NOT COMPENSATE ANY PERSON FOR LOSS OR DAMAGED SIGN OR STEEL POLE, RESULTING FROM THE REMOVAL.

Declaration/ acceptance of requirement:

.....

.....

APPLICANT/ AGENT NAME

DATE

ANNUAL LICENSING OF ESTATE AGENT SIGNS PAYMENT DETAILS FOR PERIOD 1 JULY 2023 – 30 JUNE 2024

APPLICABLE FEES

Annual licensing fee cost per month: R 305.31	Removal of boards in contravention of By-Law: Boards confiscated per <1m ² - R 232.67 Boards confiscated per >1m ² - R 1,212. 79
--	--

PAYMENT METHODS AND INSTRUCTIONS

ELECTRONIC FUNDS TRANSFER (EFT):

Kouga municipality bank details

BANK : FIRST NATIONAL BANK
BRANCH : JEFFREYS BAY
BANK CODE : 210515
ACCOUNT NUMBER : 525 400 33504

REFERENCE NUMBER TO USE:

9	9	9	9	9	9	9	9	9	9	P	O	S	T	E	R	A	D	V	E	R	T
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Send the EFT proof of payment to Lelihle Mqina lmqina@kouga.gov.za to receive the Kouga Municipality Receipt. Attached the Kouga Municipality Receipt with the fully completed application form to nlappert@kouga.gov.za , athorne@kouga.gov.za or mrutters@kouga.gov.za .

Telephone (042) 200-220 (Option 4) for assistance

PAYING AT ALL KOUGA MUNICIPAL OFFICES CASHIERS:

Inform Kouga Municipality Cashiers you seek to make payment under the vote no: **SR/700/16102**

(Poster Advertising and Estate Agent boards). Attach the Kouga Municipality with fully completed application for to nlappert@kouga.gov.za or athone@kouga.gov.za or mruieters@kouga.gov.za .

Telephone (042) 200-2200 (Option 4) for assistance.

FOR OFFICE USE ONLY:

TO BE COMPLETED BY KOUGA MUNICIPALITY BUILDING AND OUTDOOR ADVERTISING OFFICAL:

Receipt no:

APPROVING OFFICER

Name and Surname:

Email.....

Contact number.....

Signature.....