



BUILDING CONTROL

APPLICATION TO THE SIGNAGE REVIEW SUB COMMITTEE AND THE PUBLIC SIGNAGE SUB-COMMITTEE

I/We the undersigned, hereby apply in terms of the bylaw relating to Outdoor Advertising, Heritage and Building Aesthetics in the Knysna Municipal Area, for the signage according to the application attached hereto.

SECTION A: REGISTERED OWNER

FULL NAMES: SURNAME:

ID NO: COMPANY:

CONTACT NO: VAT NO:

EMAIL: ADDRESS:

..... POSTAL CODE:

CORRESPONDENCE TO - OWNER ☐ PROFESSIONAL ☐ AUTHORISED PERSON ☐

That I am fully aware of the contents of this application. That I appoint the person identified below as my **Legal Agent**, who has the required qualification, to submit the application on my behalf. I accept full responsibility for all actions carried out by my agent on my behalf. That I accept communication by email as a legally valid and binding method of communication.

I nominate: to be my lawful representative and to act on my behalf in the submission of this application and to do all things lawfully required by the Local Authority to ensure this application complies with the provision of the Outdoor Advertising, Heritage and Building Aesthetics bylaws in the Knysna Municipal Area. I certify that the answers on this application are to the best of my knowledge, correct.

Should any of the above be found to be incorrect, the application will be rejected and a new application will have to be made. Notwithstanding the aforesaid, should Council have reason to conclude that incorrect information has been knowingly provided, the Council reserves the right to direct a complaint with relevant professional bodies and/or to institute criminal proceeding for fraud.

REGISTERED OWNERS SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D.....

SECTION B: REGISTERED PROFESSIONAL (if applicable)

FULL NAMES: PROFESSIONAL REG. NO: REG. VALID

Y	N
---	---

REG. CATEGORY EMAIL:

CONTACT NO: COMPANY:

ADDRESS: POSTAL CODE

SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D.....

I AM A REGISTERED PROFESSIONAL ON THE DATABASE OF THE KNYSNA MUNICIPALITY BUILDING CONTROL DEPARTMENT:

Y	N
---	---

SECTION C: AUTHORISED PERSON

FULL NAMES: SURNAME:

IDENTITY NO. : ADDRESS

..... POSTAL CODE:

EMAIL ADDRESS: CONTACT NO:

NOTE: Where the owner is a Company, Close or Trust the relevant sections of the application form are to be completed by an authorised representative thereof and a letter of authority is to be provided. Should the owner be a Body Corporate the relevant sections of this form are to be completed by the Chairperson or Managing agent and a letter of authority to be provided.



SIGNATURE: **DATE:**Y.....Y.....Y.....Y.....M.....M.....D.....D.....

SECTION D: LOCALITY AND DESCRIPTION

ERF/FARM NO: STREET NAME & NO:

SUBURB: DEVELOPMENT:

TOWN/AREA: ZONING:

IF ON MUNICIPAL OR STATE OWNED PROPERTY, PROVIDE A DESCRIPTION AND POSITION:

.....

.....

PROJECT DESCRIPTION:

GPS CO ORDINATES OF PROPERTY: EST. COST OF WORK: R.....

WHAT IS THE PURPOSE OF THE SIGN:

CONSTRUCTION / MATERIALS:

SECTION E: DETAILS OF APPLICATION

Please tick the appropriate category of signage you are applying for:

1.	Signage master plan for a building or building complex	☐
2.	Corporate signage on business properties	☐
3.	Free standing sign ge on private properties	☐
4.	Flag pole(s) on private properties	☐
5.	Teardrop signage on private properties	☐
6.	Banner(s) on private properties	☐
7.	Bill board(s) on private properties	☐
8.	Free standing signage on municipal properties	☐
9.	Flag pole(s) on municipal propertie	☐
10.	Teardrop signage on municipal properties	☐
11.	Banners on municipal properties	☐
12.	Bill boards on municipal properties	☐
13.	A boards on municipal properties	☐
14.	Estate agents boards on municipal properties	☐
15.	Farm or smallholding name sign on municipal properties	☐
16.	Temporary banners or flags	☐
17.	Posters or placards on private buildings	☐
18.	Posters on placards on municipal structures or on municipal properties	☐
19.	Directional sign(s) on municipal properties	☐
20.	Tourism signs on municipal properties	☐
21.	Project, contractor & consultants board(s) on private properties	☐
22.	Project, contractor & consultants board(s) on municipal properties	☐
23.	Signage on street furniture on municipal properties	☐



24.	Signage on bus shelters, refuse bins etc. On municipal properties	☐
25.	Temporary signage at sporting events, festivals, expo's, etc.	☐
26.	Service station pylon	☐
27.	Religious or cultural symbol	☐
28.	Vehicle, trailer, balloon or craft with the sole purpose of advertising	☐
29.	Other unspecified	☐

SECTION F: PROVIDE THE FOLLOWING DETAILS OF THE PROPOSED SIGNAGE

1.	How many businesses operate from this property?																																										
2.	Is there a Signage master Plan for this Property? (If not has/have the property owner /s submitted one)	☐	☐																																								
3.	Enter the No. of signs applied for, as well as each one's size in height, width, depth (if applicable) and area. <table border="1"> <tr> <td>Sign 1 - Height:</td><td></td><td>Width:</td><td></td><td>Depth:</td><td></td><td>Area:</td><td></td></tr> <tr> <td>Sign 2 - Height:</td><td></td><td>Width:</td><td></td><td>Depth:</td><td></td><td>Area:</td><td></td></tr> <tr> <td>Sign 3 - Height:</td><td></td><td>Width:</td><td></td><td>Depth:</td><td></td><td>Area:</td><td></td></tr> <tr> <td>Sign 4 - Height:</td><td></td><td>Width:</td><td></td><td>Depth:</td><td></td><td>Area:</td><td></td></tr> <tr> <td>Sign 5 - Height:</td><td></td><td>Width:</td><td></td><td>Depth:</td><td></td><td>Area:</td><td></td></tr> </table>	Sign 1 - Height:		Width:		Depth:		Area:		Sign 2 - Height:		Width:		Depth:		Area:		Sign 3 - Height:		Width:		Depth:		Area:		Sign 4 - Height:		Width:		Depth:		Area:		Sign 5 - Height:		Width:		Depth:		Area:			
Sign 1 - Height:		Width:		Depth:		Area:																																					
Sign 2 - Height:		Width:		Depth:		Area:																																					
Sign 3 - Height:		Width:		Depth:		Area:																																					
Sign 4 - Height:		Width:		Depth:		Area:																																					
Sign 5 - Height:		Width:		Depth:		Area:																																					
4.	Describe the construction of each sign. 4.1 Sign 1: 4.2 Sign 2: 4.3 Sign 3: 4.4 Sign 4: 4.5 Sign 5:																																										
5.	Describe how each sign is to be installed i.e. Painted on wall, fixed to wall with brackets, mounted on pole, etc 5.1 Sign 1: 5.2 Sign 2: 5.3 Sign 3: 5.4 Sign 4: 5.5 Sign 5:																																										
6.	Is the sign Illuminated? If so, describe how and on how many sides:	☐	☐																																								
7.	What are the operating hours of the business?																																										
8.	Who will be manufacturing the sign(s)? Please provide all the details? 8.1 Name of manufacturer: 8.2 Contact person: 8.3 Tel: 8.4 E-Mail Address:																																										



9.	Who will be installing the sign(s)? Please provide all the details?		
	9.1 Name of contractor		
	9.2 Contact person:		
	9.3 Tel:.....		
	9.4 E-Mail Address:.....		
10.	Describe the following:		
	10.1 Colour scheme(s):		
	10.2 Font Sizes:		

MINIMUM REQUIREMENTS FOR THE SUBMISSION OF AN APPLICATION

1.	Have you filled in the correct application form with all the applicable information and required attachments?	Y	N
2.	Have you attached an aerial photo of the site in context highlighted in red along the boundary of the site? (Can be a Google Earth photo)	Y	N
3.	Have you attached photos of the existing building, and the streetscape if applicable	Y	N
4.	Have you attached a concept drawing, showing all the existing signage on site as well as the proposed signage in an appropriate format, scale and coloured in according to the National Building Regulations and Building Standards Act No. 103 of 1977 (requirements).	Y	N
5.	Does the concept plan include a locality plan, a site plan, floor plans, all elevations and a basic section?	Y	N
6.	Does your proposal include the construction details, mounting details, illumination details, installation height, scaled sizes, colour scheme, correct fonts and sizes of lettering?	Y	N

PREFEREBLY ELECTRONIC SUBMISSIONS IN PDF FORMAT.

SUBMISSION CHECKLIST (Please tick the appropriate block)			
1	Are you registered and accredited by Knysna Municipality to submit this application?	☐	☐
2	Are you the author of this application?	☐	☐
3	Have all the appropriate fields on all the pages been filled in?	☐	☐
4	Is this the first time you submit this application? (i.e. this application has not been considered by this committee previously)	☐	☐
5	If this is the first application, are you aware that it needs to be a concept proposal and not technical working drawings?	☐	☐
6	Are you a member of the Outdoor Advertising, Heritage and Building Aesthetics Committee?	☐	☐
7	Are you aware that if your application does not comply with the applicable By Laws for more than three applications in the period of two years, that your accreditation may be cancelled? (This is written into the By-Law)	☐	☐
8	Have you studied the applicable By Law as well as the Urban Conservation Area Guide Lines, and familiarized yourself with the contents thereof?	☐	☐
9	Does your application fall within the Urban Conservation Area?	☐	☐



10	Is the property relating to this application listed in the Municipal Inventory of Listed Buildings / Sites? What is the listing number in the inventory of listed buildings (if applicable)?	☐	☐
11	If it is listed, are you qualified and experienced in applications relating to listed buildings/sites? If yes, provide an addendum to this application to prove your qualification and experience.	☐	☐
12	Is any building (are any buildings) on the property relating to this application older than 60 years?	☐	☐
13	If your answer is yes to Item 12 above, have you submitted an application to Western Cape Heritage for this proposal? (If your answer is yes, please attach a copy of the application.)	☐	☐
14	Is this a second or subsequent submission of this application?	☐	☐
15	If your answer is Yes to Item 14 above, have you attached hereto a copy of your previous application and the outcome thereof? (This is a requirement)	☐	☐
16	Have you had the submission fee calculated and paid? (Attach a copy of the receipt)	☐	☐

NOTE: Please note that the municipality reserves the right to ask for any additional documentation, as it may be necessary to process this application. This application will only be valid on full payment of fees and processed on proof of receipt not on notice of payment. Corporate applications are to be accompanied by a corporate authorisation resolution.

FOR OFFICE USE ONLY

ALL INFORMATION SUPPLIED BY APPLICANT

Y	N
---	---

RECEIVED ON

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

CHECKED BY

ON

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

RECEIPT NO.

ON

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

☐	Application to be referred back for further information	☐
☐	Application checked and passed on to Chairman of Main AHA Committee	☐
☐	Application passed on to the Architectural & Heritage Review Sub Committee for a Signage Master Plan (AHRS)	☐
☐	Application passed on to the Signage Review Sub Committee	☐
☐	Application passed on to the Public Signage Sub Committee	☐
☐	Application approved and applicant notified	☐
☐	Application rejected with notification to applicant	☐
☐	Application referred to Appeal Sub Committee	☐
☐	Receipt Fees Paid	☐
☐	Other:	☐
☐		☐
☐		☐

COMMENTS:

.....

For queries you may contact the Building Control Office at Tel: (044) 302 6352 or (044) 302 6325