

Project / Development Boards

Dear professionals, owners & competent persons

In terms of Section 5 of the By-Law relating to Outdoor Advertising and signage, no signs, except for signs described in Section 20 (3) and Section 20 (15) may be displayed without the prior written approval of the Municipality in terms of Section 5(1).

1. Application

Any person intending to display an advertising sign (including project or development boards) must apply in writing and obtain written approval before erecting such sign.

Application forms for advertising signage can be obtained from Planning and Integrated Services, Outdoor Advertising, Montagu Building, 3rd floor Montagu Place, Montagu Street, Mossel Bay.

2. Requirements

Applications must be accompanied with the following information in duplicate:

- a) Site plan, drawn to a suitable scale selected from one of the following scales:
1:1 000, 1:500, 1:250, 1:200 or 1:100
 - (i) Erf number on which the sign will be erected or displayed;
 - (ii) The position of the sign and the building, if any to which it will be affixed;
 - (iii) All existing structures and existing signs on the premises;
 - (iv) Present and proposed site layout, traffic signals and road signs; and
 - (v) The position/location and dimensions of the sign in relation to the boundaries of the site and the location of the streets abutting the site, together with existing approved zoning conditions.
- b) A drawing, which complies with the requirements of the Act on National Building Regulations and Building Standards, 1977 (Act 103 of 1977), to present sufficient details to enable the Municipality to consider the appearance of the sign and all relevant details, including a description of the material of which the sign is to be constructed, colours to be used, whether the sign will be illuminated or not. With the last mentioned, the plan must indicate if the sign is electronic or not, and if so, full details must be supplied.
- c) The application must be submitted with proposed artwork, photo or computer-generated impression with details of the proposed sign and/or its content.
- d) The application must be submitted with a SANS 10400 Form 2 – the structural design of an advertising structure shall be certified by a professional structural engineer.

3. General / Conclusion

The revised By-Law relating to Outdoor Advertising and Signage Provincial Gazette 7195 of 08 November 2013 can be viewed on our website: www.mosselbay.gov.za with regards to different types of signs and requirements.

Project/Development boards must comply with Schedule 11 and all the requirements of the By-Law, as well as other applicable legislation.

For more information or queries, please contact Francis Brand on (044) 606 5078 or email fbrand@mosselbay.gov.za.

Thank you for your co-operation.