



**MUNICIPAL OUTDOOR ADVERTISING &
SIGNAGE BYLAW**

Bylaw Number 5 of 2008

Date Promulgated : 19 September 2008

Gazette Number : 77

(3) Any expense incurred by the Council as a result of a contravention of these by-laws or in the doing of anything which a person was directed to do under these by-laws and which he failed to do, may be recovered by the Council from the person who committed the contravention or who failed to do such thing.

20. Repeal of by-laws

Any by-laws relating to Street Trading and Hawkers adopted by the Municipality or any municipality now comprising an administrative unit of the Municipality is repealed from the date of promulgation of these by-laws.

21. Date of Commencement

These by-laws will become effective on 1 December 2008.

22. Short title

This By-law shall be called the Street Trading Bylaw, 6 of 2008

**BY-LAWS FOR THE SETSOTO LOCAL MUNICIPALITY
OUTDOOR ADVERTISING AND SIGNAGE BY-LAWS**

The Municipality of Setsoto Local Municipality hereby publishes the Outdoor Advertising and Signage By-Laws set out in the Schedule hereto. These By-Laws have been adopted by the Municipal Council on 28 August 2007 and are promulgated by the municipality in terms of section 156(2) of the Constitution of the Republic of South Africa, 1996 and in accordance with section 13(a) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

SCHEDULE

OUTDOOR ADVERTISING AND SIGNAGE BY-LAWS

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A. DEFINITIONS

In this By-Law, unless the context otherwise indicates:

'Advertising structure' means any physical structure built or capable of being used to display a sign.

'Advertisement' means any representation of a word, name, letter, figure or object or an abbreviation of a word or name, or any symbol; or any light which is not intended solely for illumination or as a warning against any dangers and *'advertising'* has a similar meaning.

'Aerial sign' means a sign that is displayed or performed in the air, including but not limited to balloons and blimps that can be viewed from within the Municipality's area of jurisdiction.

'Approval' means approval by the Municipality or by officials, sub-council's committees or executive councillors by virtue of powers delegated to them; and *'approve'* has a corresponding meaning.

'Areas of control' means those areas set out in Schedule 1 of the By-Law; and which may be modified and/or amended from time to time, which amendments and modifications will be graphically depicted by way of maps as prepared by the Municipality from time to time.

'Banner' means any material upon which a sign is displayed in such a manner as to be fully legible in windless conditions, attached to one or more ropes, poles or flagstaves projecting vertically, horizontally or at an angle, or attached to buildings or special structures, but excludes banners carried as part of a procession. A flag which is not displayed on an approved flag pole shall for the purposes of this By-Law, be deemed to be a banner.

'Billboard' means any screen or board which stands free and is larger than 4,5 m² in total area; which is supported by, or consists of, a structure used, or intended to be used, for the purpose of posting, displaying or exhibiting a sign.

'Clear height', in relation to a sign, means the vertical distance between the lowest edge of the sign and the natural level of the surrounding ground, footway or roadway immediately below the sign.

'Commercial advertising' means any words, letters, logos, figures, symbols, pictures relating to the name of a business, trade, partnership, individual, or any information, recommendation or exhortation; in respect of any particular goods manufactured or sold, or any particular services rendered or offered, or any event for commerce or entertainment, including sporting events.

'Commercially sponsored sign' means a sign which advertises goods or services; but the erection of which has a secondary purpose, which is to promote or contribute to some recognized public or community goal or function.

'Common boundary façade' means any façade of a building which is built abutting a rear or side boundary of an erf and which façade is blank, meaning having no architectural features, which includes windows.

'Composite sign' means a single freestanding advertising structure for the display of more than one advertising sign.

'Consultant' means a suitably qualified independent person or company that acts on behalf of, or as an agent of, an applicant for approval of a sign in terms of this By-Law.

'Continuing offence' means an offence in terms of this By-Law, which continues to exist, after the expiry of the notice period referred to in a notice served in terms of this By-Law.

'Custom made design' means the design of any sign, which features special effects such as specialist character cut outs and/or shapes and/or three dimensional presentations or moving parts and which is uniquely designed and/or constructed for erection in a particular location.

'Designated Metropolitan Road' means a Class 1 (freeways and expressways), class 2 (primary arterials), class 3 (secondary arterials) road as depicted and issued by the Municipality from time to time.

'Development board' means a sign displayed at premises upon which building operations are currently in progress and relating to any services being provided, work being done or goods being supplied in connection with such building operations. This excludes contract boards for building and civil engineering projects as required in terms of the National Building Regulations and Control Act, 103 of 1977 as amended from time to time and defined in terms of the General Conditions of Contract and/or Specifications of the appropriate institutions.

"Display" means the display of a sign and includes the erection of any billboard, sign or structure intended solely or primarily for the support of a sign or billboard; and, in addition, includes the display of a sign of a business, trade partnership or individual connected with the contents of the sign or sign; and "displayed" has a corresponding meaning.

"Electronic sign" means a sign which has an electronically controlled, illuminated display surface which allows all, or a portion, of the sign to be changed, or illuminated in different ways.

"Environmental Impact Assessment" (EIA) means an assessment carried out in accordance with the Municipality's guidelines for outdoor advertising.

"Estate Agency" means a person who markets and/or sells properties with or without buildings erected thereon and "estate agent" has a corresponding meaning.

"Existing sign" means any sign previously approved by the Municipality.

"Flat sign" means a sign which is affixed to, or painted directly onto, a wall of a building but not onto, or over, windows or doors or architectural articulations and which at no point projects more than 250 mm in front of the surface of such wall.

"Freestanding sign" means any sign or group of signs contained or displayed on one freestanding structure which is not attached to a building or to any structure or object not intended to be used for the primary purpose of advertising.

"Gateway route" means a prominent route with an entrance to or exit from a specific part of the Municipality's jurisdiction, consisting of man-made or natural features and creating a strong sense of arrival or departure and which is consistent with city planning and/or development framework plans or policy. These routes may be geographically depicted by way of maps or listed by the Municipality from time to time.

"Graphic" includes but is not limited to any component which contributes to the visual appearance or aesthetics of a sign; including its background.
"Headline poster" means a temporary poster advertising the contents of a daily or weekly newspaper.

The "Height of a sign" is calculated by measuring the vertical distance between the uppermost and lowest parts of the structure.

"Heritage Impact Assessment" (HIA) means a visual assessment of the impact that any proposed sign may have on the cultural heritage, whether built or recognized, at the locality where the proposed sign will be displayed.

"Internally Illuminated Sign" means an advertisement or structure used to display an advertisement which has been installed with electrical or other power and an artificial light source which is fully or partially enclosed within the structure or sign and which light is intended to illuminate the advertisement or a portion thereof.

"Law" means any law, proclamation, ordinance, Act of Parliament or Provincial Legislature, or any other enactment having the force of law.

"Locality Bound Advertising" means any sign displayed on a specific erf, premises or building and may include (that subject to a prescribe encroachment fee) such a sign on municipal owned land, adjacent to, abutting on and/or within 5 metres of the aforementioned erf; premises or building which sign refers to an activity product service or attraction; located, rendered or provided on or from that erf or those premises.

"Loose portable sign" means a freestanding locality bound notice or advertising board placed or erected in the Road Reserve or in a public open space.

"Movable sign" means a sign not permanently fixed and not intended to remain fixed in one position, but does not include any moving part on a fixed permanent sign.

"Municipality" means the Municipality of Setsoto and includes any executive councillor, or Committee or Sub-Council established by the Municipality, or any employee thereof, or duly authorized agent thereof acting in connection with this By-Law by virtue of a power vested in the Municipality and delegated to such employee or agent.

"New sign" means any sign first displayed after the promulgation of this By-Law;

"Non-profit body" is a body established primarily to promote a community goal or benefit without direct or personal financial gain; and may include educational, sporting, medical, municipal departments; bodies as well as charities or community organizations. The Municipality may call for documentary proof, (which may include the production of bank statements) of the non profit status or community benefit objective of the body.

'Organ of state' means:

- (a) any department of state or administration in the national, provincial or local sphere of government;
- (b) any other functionary or institution:
 - (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or (
 - (ii) exercising a public power or performing a public function in terms of any other legislation.

'Overall height', in relation to a sign, means the vertical distance between the uppermost edge of the sign and the finished level of the ground, footway or roadway immediately below the centre point of the sign.

'Perimeter of an Intersection' means the perimeter of the area embraced within the prolongation of the road reserve lines of two or more public roads that join one another at any angle, whether or not one such public road crosses the other.

'Person' includes:

- (a) any organ of state
- (b) any company incorporated or registered as such under any law
- (c) any body of persons, whether incorporated or not, functioning as a single entity for whatever purpose.

'Poster' means temporary signs capable of being attached to the Municipal electrical light standards and/or pasted to fixed structures to advertise events or campaigns, including elections or referenda of limited duration and excluding signs advertising markets, exhibitions or events which are held on a regular basis of more than two days per month.

'Projected sign' means any sign projected by a laser projector, video projector, or other apparatus.

'Projecting sign' means a sign which is affixed to a wall of a building and which at some point projects more than 250 mm in front of the surface of such wall.

'Public façade' means any façade that has windows or other architectural articulation.

'Public place' means any public road, public street, thoroughfare, bridge, subway, footway, foot pavement, footpath, sidewalk, (or similar pedestrian portion of a Road Reserve), lane, square, open space, garden, park or enclosed place vested in the Municipality, or other state authority or indicated as such on the Surveyor General's records, or utilized by the public or zoned as such in terms of the applicable zoning scheme.

'Public road' means public road as defined in the National Road Traffic Act 93 of 1996.

'Road Authority' means the road authority as defined in Section 2 of the Roads Ordinance (Ordinance 19 of 1976).

'Road Reserve' means the area contained within the statutory width of a road, and includes roadways, shoulders and sidewalks and the airspace above such roadways, shoulders and sidewalks and all other areas within the road reserve boundary.

'Roadway' means that portion of a road, street or thoroughfare improved, constructed or intended for vehicular traffic as defined in the National Road Traffic Act No 93 of 1996.

'Roof sign' means a sign affixed to a roof of a building where the top edge of any point of that sign does not exceed the height of the roof plane to which it is affixed.

'Scenic Drive' means a road designated as such on an approved zoning scheme or from which landscapes or features of aesthetic or cultural significance can be seen or viewed as designated by the Municipality from time to time.

'Security sign' means an outdoor sign for neighborhood watch and similar schemes, and a sign containing the name, logo, address and telephone number of a security company contracted to protect, or security system installed to protect, the premises on which the sign is displayed.

'Service station facility sign' means freestanding signs at petrol filling stations, roadside rest and service areas and includes service station pylon signs. *'Shop'* means a building used for retail trade or services.

'Sign' means any object, product, replica, advertising structure, mural, device or board which is used to publicly display a sign or which is in itself a sign; and includes a poster and a billboard.

"Signalized traffic intersection" means an intersection controlled by traffic signals.

"Sky sign" means a sign where the top edge of any point of that sign exceeds the height of the roof plane to which it is affixed.

"Sponsored sign" means a sign, the primary purpose of which is not to advertise goods or services but which displays a graphic or content which promotes community or public awareness of a recognized public or community goal.

"Street name signs" means pole-mounted, double-sided, internally illuminated or un-illuminated signs displayed in combination with names of streets, not exceeding 1 m².

"Street furniture" means public facilities and structures which are not intended primarily for advertising and includes but is not limited to seating benches, planters, bins, pole mounted bins, bus shelters, sidewalk clocks, drinking fountains, Telkom boxes, traffic signal controllers, electricity boxes, post boxes and telephone booths, but excludes road traffic signs, traffic signals, street lights or any other road-related structures.

"Temporary signs" means signs which are displayed for a maximum period of 14 days, or such other period as may be approved by the Municipality.

"Thickness" in relation to a projecting sign, means the width of such sign measured parallel to the plane of the main wall to which such sign is affixed.

"Third-party advertising" means the advertising of goods or services that are not made, procured, sold or delivered from the property on which the sign and/or sign advertising of those goods or services is fixed or placed, and includes advertising which is not locality bound as well as the display of a sign which is made, procured or sold from the property but advertises goods or services which are not made, procured, sold or delivered from that property.

"Three dimensional sign" means a sign containing more than 2 dimensions, including product replicas.

"Traffic Impact Assessment" (TIA) means a study carried out by a registered Professional Engineer with demonstrable experience in the field of traffic engineering that investigates the impact a proposed sign may have on vehicle/pedestrian/cyclist safety and traffic operation. The study should recommend any mitigating measures that may be required as a result of that impact.

"Traffic Sign" means a road traffic sign as prescribed in the National Road Traffic Act No. 93 of 1996.

"Traffic Signal" means a road traffic signal as prescribed in the National Road Traffic Act No. 93 of 1996.

"Transit advertising" means advertising by means of a movable sign which is capable of being transported by road either on or in conjunction with a motorized vehicle, including trailers primarily used for advertising.

"Transportation Terminals" means any area designated by the Municipality as such, where the formal interchange of modes of public transport takes place by the public, including, but not limited to designated railway stations, official taxi terminals and bus terminals.

"Urban edge line" means a predetermined point to point boundary line as determined by the Municipality from time to time, which has as its purpose, the containment of urban development.

"Verandah" includes a cantilevered canopy and sunblind.

"Window signs" means signs which are temporarily or permanently painted on, or attached to the window-glass of a building.

"Zone" means a land use zone as set out in the relevant zoning schemes or Town Planning Regulations as amended from time to time and applicable to any erf on which a sign is displayed or intended to be displayed and "zoning" has a corresponding meaning.

B. SUBMISSION OF APPLICATIONS

1. Other than those signs referred to in Sections 53 to 60 herein below, no person shall display any advertisement or erect or use any sign or advertising structure for advertising purposes without the Municipality's approval in terms of this By-Law and any other applicable legislation.
2. Every person intending to display a new sign or to alter or to add to an existing approved sign; or submitting a signage plan in terms of a Site Development Plan proposal, shall apply in writing to the Municipality which application shall be accompanied by the following information in duplicate:
 - 2.1 A site plan showing the site on which it is proposed that the sign is to be erected or displayed, drawn to a scale of not less than 1:200 showing clearly and accurately the position of the sign and the building, if any, to which it is to be attached and showing every building and the existing signs on the site, existing and proposed landscaping, traffic signals and road traffic signs, and the positions, with dimensions, of the sign or sign in relation to the boundaries of the site and the location of the streets abutting the site, together with its existing approved zoning conditions.
 - 2.2 A drawing, which complies with the requirements of the National Building and Regulations Standards Act 103 of 1977 and is in sufficient detail to enable the Municipality to consider the appearance of the sign and all relevant construction detail, including a description of the materials of which the sign is to be constructed, the colours to be used, and whether or not the sign is to be illuminated; and in the latter event, the plan shall indicate whether or not the sign is an electronic sign and, if so, full details shall be furnished.
 - 2.3 The drawing referred to in Section 2.2 above shall have detailed drawings of such sign to a scale of not less than 1:20 and a site plan indicating the position of the sign on the site to a scale of not less than 1:50.
 - 2.4 If the proposed graphics of the sign are to be altered or changed at any stage during its proposed period of display, such intention must be specified in the application, together with an undertaking that every proposed change of graphic will be delivered to the Municipality for its prior approval, two weeks prior to the proposed display thereof, failing which only the proposed graphics will be considered for approval.
 - 2.5 If a sign is to be attached to or displayed on the wall or façade of a building, the Municipality may require the submission of an additional drawing showing an elevation of the building in colour, the details and position of the proposed sign and the details and the position of every existing sign on the building drawn to a scale of not less than 1:100, or the Municipality may require a coloured print of or an artist's photographic or computer generated impression of the building with the details of the proposed sign superimposed on such graphic and drawn as nearly as is practicable to the same scale as that of the graphic.
 - 2.6 If the applicant is not the registered owner of the property on which the sign will be erected, the applicant shall obtain the signature of the registered owner of the land or building on which the sign is erected, indicating that person's knowledge of and consent to the application.
 - 2.7 Upon the request of the Municipality; such additional drawings, calculations and other information as is necessary to enable the Municipality to establish the adequacy of the proposed means of securing, fixing or supporting any proposed sign, sign or billboard and its ability to resist all loads and forces to which the sign, advertising or billboard may be exposed and the sufficiency of the margin of safety against failure.
3. The Municipality may require the submission of an Environmental Impact Assessment (either the 1st stage thereof, being the completion of an Environmental Checklist or in its entirety), Heritage Impact Assessment and/or a Traffic Impact Assessment.
4. If in the Municipality's opinion, a community or portion thereof or a person will be affected by the proposed sign, it may require a public-participation process prior to considering the approval, which public participation process shall comply with the Municipality's policy on public participation.
5. The Municipality will require a signage master plan in respect of any development where the erection of numerous signs is proposed or the rationalization of previously approved signs is required so as to allow it to consider a consistent design master plan prior to assessment of any individual sign.
6. The Municipality shall notify the applicant of any additional requirements it has, within 21 working days of the date of submission of the original application and payment of the application fee.

7. The Municipality shall be entitled to retain a copy of every document supplied to it as part of an application, but is not obliged to do so.
8. The Municipality may require written notification, by the applicant or person who erects an approved sign that such sign has been erected.

C. CHARGES AND GENERAL FACTORS IN CONSIDERING APPROVAL AND/OR AMENDMENTS/CONDITIONS TO APPROVAL

9. Every person who applies to the Municipality for approval in terms of this By-Law shall, on making application, pay to the Municipality an application fee as determined by the Municipality from time to time. In addition, on approval of an application, an approval fee as determined by the Municipality from time to time shall be paid. No sign shall be erected until such time as both the application and approval fees have been paid in full.
10. In considering an application for the display of an advertisement or the erection of a sign in terms of this By-Law, or an amendment or condition attaching or to be attached to an approval, the Municipality shall have regard to the following factors:
 - 10.1 The area of control in which the proposed sign is to be erected or displayed is as set out in Schedule 1 annexed hereto. Provided further that if a sign falls into more than one possible area of control or if a proposed sign site located in one area of control may impact on an adjacent area of control, the Municipality shall be entitled to determine the area of control pertaining to that application.
 - 10.2 The type of locality or landscape and the advertising opportunities pertaining to that area of control.
 - 10.3 The number of signs already displayed or proposed to be displayed on the erf and in the area surrounding the erf concerned.
 - 10.4 The findings of any Traffic Impact Assessment, Environmental or Heritage Impact Assessment more specifically any such finding as to whether the proposed sign will be detrimental to the environment or adversely affect the amenity of the locality or neighborhood or affected properties;
 - 10.5 Locality bound signs must relate to the lawful use of a property provided that no such sign shall be affixed to or placed on residential premises or portions thereof other than is permitted by or for home industries and legal temporary uses.
 - 10.6 The outcome of any process of public participation regarding the proposed sign.
 - 10.7 The provisions of Sections 12 to 40 inclusive, of this By-Law.
 - 10.8 That no sign or advertisement may be designed or displayed that:
 - 10.8.1 will constitute a danger to any person or property;
 - 10.8.2 will display any material or graphic which, whether in form, content or both, may reasonably be expected to cause offence to the public or an identifiable class of persons;
 - 10.8.3 will be detrimental to the environment or amenity of the neighborhood by reason of either its size, intensity, frequency of illumination, quality of design, material, proposed graphic, locality or for any other reason;
 - 10.8.4 will obscure any other signs approved in terms of this By-Law or its predecessor;
 - 10.8.5 will be detrimental or otherwise negatively impact on the environment, whether artificial or natural.
 - 10.9 In considering a proposal for new graphics in respect of a sign approved in terms of this By-Law, the Municipality will have regard to the factors referred to in Sections 10.4 to 10.8 inclusive.
 - 10.10 The Municipality will only consider an application for the extension of an approval period (in terms of Section 45 on condition that the said sign complies with the provisions of this By-Law as at the date of application for such an extension.
 - 10.11 The Municipality will have regard to the factors referred to in Section 10.4 to 10.8 in assessing an application for an extension of the approval period in terms of Section 45. In the event of the approval period being extended by the Municipality, the extension period shall not exceed a further 5 year period.
 - 10.12 Any application for an extension of an approval period in terms of Section 45 must be accompanied by the fees referred to in Section 9 hereinabove; being both an application and an approved fee.

D. FACTORS RELATING TO SPECIFIC SIGNS, AREAS OF CONTROL AND COMMERCIAL SPONSORED SIGNS

11. The Municipality shall, in addition to the factors set out hereinabove, apply certain minimum standards to certain sign types and proposed localities when an application for approval is made in respect thereof and will apply certain criteria to applications for the erection of signs by non-profit bodies. These standards and criteria are set out as Schedules to this By-Law. Schedule 1 to this By-Law indicates the areas of control in which certain sign types may be permitted, subject always to approval in terms of this By-Law and furthermore subject to any additional requirement pertaining to a sign type as set out in the Schedules:

The Municipality may grant an exemption from the terms of this By-Law in respect of the sign types or areas of control set out in Schedules 10, 11 and 12 hereto having regard to:

- (i) the area of control where it is proposed to display the sign/s;
- (ii) nature of the event;
- (iii) duration of the erection/display of the sign;
- (iv) size of the proposed sign;
- (v) any traffic and/or safety and/or environmental or heritage impact assessment
- (vi) the outcome of any public participation process

E. STANDARD CONDITIONS FOR APPROVAL : STRUCTURAL REQUIREMENTS

12. All signs shall be properly constructed of the requisite strength and shall be secure and shall comply with the requirements pertaining thereto of the National Building Regulations and Standards Act 103 of 1977 as amended from time to time.
13. The Applicant to whom approval has been granted and the owner of the property or building to which it is attached shall be jointly and severally liable for the maintenance thereof and shall undertake at least one inspection per year thereof with a view to satisfying themselves as to the safety thereof.
14. Where any sign becomes torn or damaged or otherwise falls into a state of disrepair, the applicant to whom the approval has been granted and the owner of the fixture or property which or to which a sign is attached shall within 7 working days of a notice to do so, repair it.
15. All signs and their support structures shall be constructed of incombustible, durable materials suited to the function, nature and permanence of the sign.
16. All glass used in a sign, other than glass used in illumination, must be safety glass of at least 3 mm thick.
17. Glass panels used in a sign must not exceed 0,9 m² in area, each panel being securely fixed in the body of the sign, structure or device independently of all other panels.
18. Every sign and its support structure shall be kept in a state of good repair.
19. No sign may be placed covering any window or opening provided for ventilation of a building or obstruct any stairway or doorway or other means of exit from the building or prevent movement of people from one part of a roof to another.
20. No advertising structure shall be closer to overhead electrical equipment than the minimum distance as prescribed from time to time.

ELECTRICAL REQUIREMENTS

21. All signs needing an electrical connection must preferably be supplied from the existing electrical supply on the erf where it is to be erected. If this is not possible, application for a metered electricity supply must be made to the relevant authority.
22. Every sign in connection with which electricity is used, shall be provided with suitable suppressors to prevent interference with radio and television reception.
23. Each power cable and conduit containing electrical conductors in respect of a sign shall be so positioned and fixed so that it is safe, unseen, inaccessible and child tamper proof and animal proof.
24. Each interior high-voltage installation that runs unattended (such as a window display) and each exterior high-voltage installation shall have an acceptable type of fireman's switch in accordance with the requirements as stipulated in Sections 6.7.2 and 7.5 of SABS 0142 1993 promulgated in terms of The Occupational Health and Safety Act.

ILLUMINATION REQUIREMENTS

25. The Municipality may approve an illuminated sign, provided that the provisions of this By-Law are complied with and that such illumination does not constitute a road safety hazard or cause undue light spillage.
26. Signs may not be illuminated if no sign content is displayed.
27. Requirement for internal illumination and/or electronic signs:
 - 27.1 Internally illuminated and electronic signs containing third party advertising may only be displayed in areas of partial and minimum control and must be less than 2,1 m² per sign face. This size condition may be waived, up to a maximum size of 4,5 m² in any such area upon receipt of an Environmental and Heritage Impact Assessment showing no detrimental impact will be caused by the proposed display, or to any larger size specified by the Municipality in an area designated by the Municipality as a district in which illuminated or electronic signs are to be encouraged.
 - 27.2 Electronic signs may not have subliminal flashes.
 - 27.3 Prior to erection, the Municipality may require a Traffic Impact Assessment to be conducted, the results of which must indicate that no detrimental impact on traffic is envisaged. In addition the Municipality may require subsequent traffic monitoring of any internally illuminated or electronic sign.
28. Requirements for external illumination:
 - 28.1 The light source emanating from floodlights shall not be visible to traffic travelling in either direction.
 - 28.2 Floodlights shall not be positioned so as to create any undue light spillage beyond the surface area of the sign.
 - 28.3 Approved wayleaves MUST be obtained from the Technical department prior to any excavations for the installation of signs. This also applies for signs to be erected in the vicinity of overhead power lines.

ROAD TRAFFIC SAFETY REQUIREMENTS

29. Signs may not be erected in an area where the Roads Authority is of the opinion that they are an unacceptable distraction for drivers or where drivers turn, negotiate curves or traffic merges, diverges or weaves.
30. Electronic signs shall not be permitted if they are visible from a class 1 road, gateway route or a scenic drive unless expressly approved in writing by the Road Authority.
31. Advertising on bridges, towers, telecommunication masts or pylons shall not be permitted.
32. Signs shall not be located within 50m of the perimeter of an intersection of a designated metropolitan road unless expressly approved in writing by the road authority.
33. The graphic content of signs shall not have the potential to be visually interpreted as a road traffic sign, due to any factor, including but not limited to the following:
 - 33.1 any stylised or pictorial presentation of a road traffic sign or traffic signal;
 - 33.2 any word, symbol, logo or other device used on a road traffic sign;
 - 33.3 use of combinations of colours specified for road traffic signs, in a manner likely to lead to confusion;
 - 33.4 any reflecting paint or material.
34. Signs may not be erected in an area where the traffic volume, the average following headway or accident history requires a higher than average degree of awareness from drivers.
35. Signs may not be attached to or obscure a road traffic sign or traffic signal specifically provided for in the South African Road Traffic Signs Manual and/or the South African Development Community Road Traffic Signs Manual.

36. Signs may not be erected within the road reserve of any public road unless expressly approved by the road authority.
37. When located at signalized traffic intersections, signs may not have the colours red or yellow or green as main colours and shall not obscure or interfere with any road traffic sign or traffic signal.
38. Electronic signs shall not be permitted within 80 metres of the perimeter of a signalized traffic intersection.
39. Flashing or running messages or variable transition messages that have a message change interval of greater than 0,3 seconds or have transition effects between message changes shall not be permitted if viewable from a public road.
40. Static display, simple transition signs shall display a complete frame for an information cycle length of not less than 60 seconds when visible from a signalized traffic intersection and 30 seconds at other locations.

LEGAL REQUIREMENTS

41. All signs to be erected and/or displayed within the area of jurisdiction of the Municipality must,
 - 41.1 in addition to complying with this By-Law, comply with all other applicable legislation, including any applicable Land Use Management Scheme or condition of approval of any departure from the applicable Land Use Management Scheme Regulations; and
 - 41.2 be in one of the official languages of South Africa and should as far as possible, be in line with the Free State Language Policy.

F. APPROVAL

42. The Municipality may refuse any application or grant its approval subject to conditions relating to the erection and/or use of the sign and further conditions that:
 - 42.1 The advertiser shall be liable for any damages to any municipal services or property caused by the advertiser during the erection, maintenance, replacements, or removal of the sign.
 - 42.2 The Municipality is irrevocably indemnified against any claim, whether in respect of damages, or otherwise instituted against the Council by any person in pursuance of the advertising sign.
43. The Municipality may, at any time, withdraw an approval granted in terms of this By-Law or its predecessor or amend any condition or impose a further condition in respect of such approval, if a sign or advertising structure is in a state of disrepair, stands empty for more than 90 consecutive days, no longer complies with any provision of this By-Law or is substantially altered from the original approved application by way of either structure or graphic content.
44. Should an approved sign not be erected within 12 months from the date of approval or within such other time as is specified in the approval, such approval shall lapse, unless that period is extended in writing by the Municipality prior to such lapse.
45. Any approval of third party advertising granted by the Municipality in terms of this By-Law, shall endure for a maximum period of 5 years, calculated from the date of approval, unless extended in writing prior to the expiry of the approval period. The Municipality must receive a written application for extension of the approval period at least six calendar months prior to the lapse of the approval period.
46. In the event that the structure supporting such sign is intentionally demolished, other than for maintenance purposes, before the expiry of the approval period, the approval shall lapse and no further sign or supporting structure may be erected or re-erected without the Municipality's prior approval in terms of this By-Law.
47. All decisions by the Municipality regarding applications made in terms of this By-Law shall be in writing and will be provided to Applicants within 30 calendar days of date of submission of a complete application, alternatively, if so required by the Municipality, within 30 calendar days of its receipt of any additional information and/or assessments provided to the Municipality.

G. APPEAL

48. Any persons whose rights are affected by a decision made in connection with this By-Law by the Municipality may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.
49. The Municipal Manager must promptly submit the appeal to the appropriate appeal authority mentioned in Section 51.

50. The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.
51. The appropriate appeal authority will be as determined by the Municipal System's Act No. 32, as amended from time to time.
52. An appeal authority must commence with an appeal within six weeks after receipt of the appeal and decide the appeal within a reasonable period.

H. SUBJECT TO COMPLIANCE WITH THE CONDITIONS PERTAINING THERETO AND/OR SET OUT HEREUNDER, THE MUNICIPALITY'S APPROVAL IS NOT REQUIRED FOR THE FOLLOWING SIGNS

Should any sign not comply with the conditions relative to each sign type listed below, an application in terms of B shall be required. Subject to compliance with the conditions relative to each sign type listed herein below, and any other applicable legislation, or condition imposed by the Municipality, no application for approval is required in terms of this By-Law in respect of:

53. Development Boards

53.1 Development boards shall be removed forthwith when the building operations are complete or forthwith if the building operations are discontinued, or when the provisions of the services, the doing of the work, or the supply of the goods to which the sign relates has ceased;

53.2 The Municipality may order the removal of any such sign if the building operations have been substantially completed or discontinued or an Occupancy Certificate has been issued by the Municipality, or the provision of the services, the doing of the work or the supply of the goods to which it relates, has for all practical purposes ceased, and such signs shall thereupon be forthwith removed but no later than 5 days after the date of the order for removal thereof;

53.3 If the premises on which building operations are in progress, are to be used wholly for residential purposes, only one development board shall be displayed and such development board shall not exceed 3 m² in total area;

53.4 If the premises are not to be used wholly for residential purposes, no more than two development boards shall be displayed and the aggregate area of both development boards shall not exceed 5 m² in total area;

53.5 If the signage, whether on freestanding boards, or flexible building covering material, include any other form of Third Party advertising, such sign must then comply with the provisions of Schedule 8 hereto and Municipal approval for the display thereof must first be obtained in terms of this By-Law.

54. To Let/For Sale Signs

These include any sign not exceeding 400 mm x 500 mm in total area displayed at existing premises or at properties upon which a new building is being erected and relating to accommodation being offered to rent or purchase in the building, on condition that any such sign shall be removed within 60 days after the date upon which the accommodation to which it relates is capable of occupation;

55. On Premises Business Signs

These include any un-illuminated sign not projecting over a public road and not exceeding 0,2 m² in total area notifying only the types of trade, business, industry or profession lawfully conducted by any occupant or permanent resident of the premises to which it is attached, the name of such occupant, the type of activity, the address and telephone number of such premises and the hours of attendance (if any); provided that only one such sign per occupant may be displayed.

56. Window Signs

These include any locality bound signs which are temporarily or permanently painted on or attached to the window glass of a building used for commercial, office, industrial or entertainment purposes, or any other temporary or permanent sign which is displayed within 2 m of any window or external opening through which it can be seen from the outside such a building, on condition that no window sign shall exceed 4,5 m² in an area of maximum control.

57. Signs incorporated in the face of a building

Any sign forming an integral part of the fabric of a building (but excluding a painted sign or a sign affixed in any manner onto the building), on condition that no such sign shall exceed 0,2 m² in total area.

58. Signs on Sports Fields

Except when visible from scenic drives, any sign erected around the perimeter of a sports field, to a maximum size of 2 x 1 m each, provided further that larger signs which face inwards onto the field and are not visible from any other public place, shall also be permitted.

59. Security Signs

Any security sign not projecting over a public road and not exceeding 0,2 m² in total area indicating either that a security watch scheme is in operation or that a security company has been contracted to protect the premises on which the sign is displayed, on condition that:

59.1 only one such sign is displayed on any public road or each street frontage of such premises and;

59.2 the said sign displays only the name, logo, address and telephone number of a security company contracted to protect the premises on which the sign is displayed.

60. Sponsored, Commercially sponsored and Non-Profit Body Signs: less than 4,5 m²:

60.1 Any such sign whether erected by or in connection with a non profit body or not; not exceeding 4,5 m² in total area on condition that no more than 5% of the total surface area of the sign is used for third party advertising; and the sign is not illuminated, and furthermore provided that only one such sign shall be permitted per erf.

60.2 Signs which comply with provisions of Section 60.1 shall, when erected on municipal land, only be erected once agreement has been concluded with the Municipality, wherein the extent of the community or public benefit as jointly agreed between the municipal department responsible for the premises and/or land has been agreed and the terms of the erection of the sign agreed, and a copy of the agreement lodged with the environmental management branch or its successor in title, of the Municipality.

60.3 All other sponsored signs are dealt with in Schedules 16 and 17.

61. Advertising on Flags

Advertising flags shall only be displayed on flag poles, provided that no more than 3 flag poles of 3 m each in total height, shall be permitted on any one property on which they are displayed.

62. Advertising on Vehicles

Signs painted or affixed directly onto the body of a motorized vehicle.

I. DISFIGUREMENT

63. No person shall destroy, harm, damage or disfigure or deface the front or frontage of any street, road traffic sign, wall, fence, land, rock, tree or other natural feature, or the front or frontage or roof of any building or structure in any manner whatsoever during construction or through the display or use of a sign or the writing or painting of any sign, symbol, letters or numerals. Furthermore, no person shall disfigure any sign legally displayed in terms of this By-Law.

J. DAMAGE TO MUNICIPAL PROPERTY

64. No person shall, in the course of erecting or removing any sign, or banner, cause damage to any tree, electric standard or service or other municipal installation or property and street furniture.

K. ENTRY AND INSPECTIONS

65. The Municipality shall be entitled, through its duly authorized officers, and following prior written notification to the owner or occupant of a property, to enter into and upon any premises, at a reasonable time for the purpose of carrying out any inspection necessary for the proper administration and enforcement of the provisions of this By-Law.

L. OFFENCES

66. Any person who:

66.1 contravenes or fails to comply with any provision of this By-Law;

~~66.2 contravenes or fails to comply with any requirement set out in a notice served on him in terms of this By-Law;~~

66.3 contravenes or fails to comply with any condition imposed in terms of this By-Law;

66.4 knowingly makes a false statement in respect of any application in terms of this By-Law,

shall be guilty of an offence and on conviction shall be liable to a fine or imprisonment as set out herein below; and:

67. In the case of a continuing offence, to a fine, as set out herein below, for every day during the continuation of such offence after a written notice has been issued by the Municipality requiring discontinuance of such offence; and
68. For a second or subsequent offence, liable on conviction to a fine or imprisonment as set out herein below.
69. The fines and penalties applicable to offences in terms of this By-Law are:
- 69.1 upon conviction of a first offence, the guilty party shall be liable to a fine not exceeding R10 000,00 as adjusted in terms of the Adjustment of Fines Act No. 101 of 1991 from time to time, or, in default of payment, to imprisonment for a period not exceeding two months;
- 69.2 in the case of a continuing offence, the guilty party shall be liable to a further fine not exceeding R500,00 as adjusted in terms of the Adjustment of Fines Act No. 101 of 1991 from time to time, for every day during the continuance of such offence;
- 69.3 upon conviction of a second or subsequent offence, the guilty party shall be liable to a fine not exceeding R50 000,00 as adjusted in terms of the Adjustment of Fines Act No. 101 of 1991 from time to time or in default of payment, to imprisonment for a period not exceeding 6 months.
70. Notwithstanding the provisions of Sections 66 to 70 hereinabove, in respect of the unauthorized display of posters and/or estate agents' boards, the applicable fines shall be as set out in Schedules 9 and 10 hereto.
71. Unlawful signs removed by the Municipality and/or its delegate/s may be reclaimed from the Municipality on payment in full to it of any costs incurred by the Municipality in the removal of the said sign, as well as payment of the costs of any charges incurred in the storage of such sign within two months. Any unlawful signs removed by the Municipality and not reclaimed within two months of the date of removal shall be disposed of by the Municipality in its sole discretion to defray its removal and/or storage costs.

M. PRESUMPTIONS

72. Any person charged with an offence in terms of this By-Law who is:

72.1 alone or jointly with any other person responsible for organizing, or in control of any meeting, function or event, to which a sign or poster relates, shall be deemed, until the contrary is proved, to have knowingly displayed every unlawful sign or poster displayed in connection with such meeting, function or event or to have caused or allowed it to be so displayed;

72.2 the person whose name appears on an unlawful sign or whose product or services are advertised on such sign, shall be deemed, until the contrary is proved, to have displayed such sign, or to have caused or allowed it to be displayed unless the contrary is proved;

72.3 the owner of any land or building on which any unlawful sign was or is displayed, shall be deemed, until the contrary is proved, to have knowingly displayed such sign, or caused or allowed it to be displayed.

N. ENFORCEMENT AND REMOVAL OF SIGNS

73. If any sign displayed is in contravention of this By-Law, the Municipality may serve a notice on the owner or lessee of the sign, or the land owner on whose land the sign is erected or displayed, or person whose product or services are advertised, calling upon such person to remove such sign or carry out such alteration thereto or do such work as may be specified in such request or notice, within a time frame specified therein. Notwithstanding the service of such notice, it may be withdrawn or varied by the Municipality, by agreement with the person so served, or failing such agreement, by the service of a further notice.
74. Should the Municipality's demands, as set out in the notice, not be carried out within the time period specified therein, the Municipality may, without further notice to the person upon whom the notice was served and after obtaining relief from the appropriate court on an *ex parte* basis, remove or alter the sign or do such work as may be specified in such notice, provided that no court order shall be required, if the unlawful sign is erected or displayed on property belonging to the Municipality, prior to removal or alteration thereof.

42.2.1 In the event of the Municipality removing or altering a sign,

75.1 as envisaged in Section 73 and 74, the advertiser will be liable for the cost thereof.;

75.2 as a result of an urgent removal for rendering urgent services, the municipality has the right to remove such sign, but not the obligation to re-erect it.

76. Any costs incurred by the Municipality in removing signs, or in doing alterations or other works required in terms of a Notice, may be recovered from the person on whom the notice was served.

77. Notwithstanding any other clause in this By-Law, if a sign is, or is reasonably considered to be a danger to life or property, by a duly authorized employee of the Municipality, acting in connection with this By-Law, the Municipality itself may, without prior notice and without a Court Order, carry out or arrange for the removal of such sign. Any costs incurred by the Municipality in carrying out or arranging for the removal of such sign may be recovered from the owner or lessee of the sign, or the landowner on whose land the sign was erected, or the person whose product or services were advertised, jointly and severally.

O. SERVICE OF NOTICES

78. Where any notice or other document is required by this By-Law to be served on any person, it shall be deemed to have been properly served if served personally on him/her, or any member of his/her household, apparently over the age of 16 years, at his place of residence, or on any person employed by or with him at his place of business, or if posted by registered post to such person's residential or her business address, as it appears in the records of the Municipality, or if such person is a company or closed corporation or a trust, if served on any person apparently employed by that company, closed corporation or a trust, at the registered office thereof, or sent by registered post to such office.

P. MAGISTRATE'S COURT JURISDICTION

79. Notwithstanding anything to the contrary contained in any law relating to Magistrates' Courts, a Magistrate shall have jurisdiction, on the application of any Local Authority, to make an Order for the enforcement of any of the provisions of this By-Law or of any approval, refusal or condition granted or applicable in terms hereof.

Q. REPEAL OF BY-LAWS

80. Any by-laws relating to advertising adopted by the Municipality or any municipality now comprising an administrative unit of the Municipality is repealed from the date of promulgation of these by-laws.

81. Anything done under or in terms of any provision repealed by this By-Law shall be deemed to have been done under the corresponding provisions of this By-Law and such repeal shall not affect the validity of anything done under the By-Law so repealed.

82. Anything done prior to promulgation of this By-Law, which was not done in terms of a provision repealed in this By-Law and was unlawful, shall in the event of such act or sign still not complying with the provisions of this By-Law, be unlawful.

R. SAVINGS

83. Any application for the display of any advertisement or erection of any advertising structure for advertising purposes, submitted to the Municipality prior to promulgation of this By-Law and in respect of which a decision has not yet been made by the Municipality prior to promulgation of this By-Law, shall be considered by the Municipality in terms of this By-Law which is applicable thereto.

S. DATE OF COMMENCEMENT

84. These by-laws will take effect on 1 December 2008.

T. SHORT TITLE

85. This By-law shall be called the Municipal Outdoor Advertising and Signage By-law, 5 of 2008

SCHEDULE 1
AREAS OF CONTROL

NATURAL AREA	MAXIMUM		PARTIAL	MINIMUM
	RURAL AREA (outside Urban edge)	URBAN AREA	URBAN AREA (within Urban Edge)	URBAN AREA (within Urban Edge)
Proclaimed nature reserves	Agricultural areas/zones	Urban conservation areas	Central business districts	Industrial zones
Protected natural environments	Horticultural areas	Heritage sites Graded buildings and places Residential zones and adjacent road and rail reserves	Mixed use commercial and residential areas	Designated transportation Terminals
Game reserves	Rural smallholdings	Mobility routes Pedestrian malls and pedestrian squares	Commercial ribbon development and activity corridors	Designated areas within un-determined zones
Proclaimed bird sanctuaries	Large private open spaces		Commercial and business	Specific areas or sites designated as minimum control by way of a map prepared by the Municipality
Forestry areas	(e.g. golf courses)	<i>School sites and institutional zones</i>	districts and adjacent streets and rail reserves	
River corridors	Scenic drives	Scenic features Scenic drives	Entertainment districts or complexes with commercial zones	
1:100 Year flood plains	Scenic landscapes	Gateways		
Wetlands	Scenic features			
	Municipal Parks	Public open spaces Private open spaces	Sports fields and stadia	
Scenic Drives River corridors	Urban edge zones as defined in the Urban Edge Policy	Urban smallholdings Intensive urban agriculture	Underdetermined zones (including railway reserves, transport use zones and Victoria and Alfred Waterfront) and including and referred to in the legal succession to SATS Act	
	Agricultural and horticultural areas and adjacent road and rail reserves	Areas Subsistence urban agriculture Areas		
	Specific areas or sites designated as maximum rural by way of a map prepared by the Municipality	1:100 Year flood plains River corridors Wetlands Community facilities (excluding sports facilities and stadia)		

		<p>Core flora conservation sites as identified by the National Botanical Institute</p> <p>Special business zones</p> <p>Residential components of Mixed use buildings</p> <p>Designated metropolitan Roads</p> <p>Specific areas or sites design- Nated as maximum urban by way of a map prepared by the Municipality</p>	<p>Specific areas or sites design- nated as partial control by way of a map prepared by the Municipality</p>	
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SCHEDULE "2"

BILLBOARDS

Subject to approval in terms of this By-Law, the erection and/or display of Billboards, whether custom made or of standard design, are permitted only in areas of minimum control. In addition Billboards shall:

1. If the proposed erf where the billboard is to be erected borders on a designated metropolitan road and furthermore if the buildings on that erf are more than 50 m from the road reserve line, the billboard may not be placed less than 50 m from the road reserve line this same distance to be calculated at 90° to the nearest point of the road reserve. This distance may be waived to a distance no less than the alignment of the public facades of building on the erf or adjacent erven, if such adjacent buildings or if the buildings on the erf are less than 50 m from the road reserve upon receipt of an Environmental Impact Assessment and Traffic Impact Assessment indicating no detrimental impact. If the proposed site of erection of a billboard has been designated as a gateway then no billboards will be permitted within such gateway.
2. Comply with the standard conditions for approval set out in this By-Law.
3. Not encroach over the boundary line of the property on which it is erected, whether such encroachment is aerial or on ground level.
4. Have a minimum clear height of 2,4 m and a sign structure which does not exceed a maximum height of 7,5 m above natural ground level.
5. Not exceed a maximum total size of 36 m² provided that on any V-shaped single structure, two such panels may be permitted.
6. Be displayed between the angles of 90° and 60° to the direction of oncoming traffic.
7. Be spaced a minimum distance apart as required by the Road Traffic Safety Requirements sections of the By-Law.
8. Only be externally illuminated.
9. If located at signalized traffic intersections: not be erected or displayed within 50 m of the perimeter of the intersection if un-illuminated; and within 80 m of the perimeter of the intersection if illuminated.

10. Any billboard erected along the right hand side of a section of road, such that its graphics are visible to a driver travelling on the left hand side of the road, shall be deemed to have replaced the advertising opportunity that existed on the left hand side of the road.
11. Have a minimum letter or number height of 285 mm.
12. The information content of a proposed advertisement will be measured in "bits". In calculating the information content of a proposed advertisement the bit weights shown in the table below shall be used:—

Elements of the advertisement		Bits per element
Words	up to 4 letters	0,5
	5 to 8 letters	1,0
	more than 8 letters	2,0
Numbers	up to 4 digits	0,5
	5 to 8 digits	1,0
	more than 8 digits	2,0
Logos, symbols and	smaller than 9 sq metres	0,5
	between 9 and 18 sq metres	1,0
	between 18 and 27 sq metres	1,5
	larger than 27 sq metres	2,0

13. The total bits in a proposed advertisement may not exceed 15.

SCHEDULE "3"

LOCALITY BOUND FREESTANDING AND COMPOSITE SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of Locality Bound Freestanding signs are permitted only in Urban areas of maximum, partial and minimum control. In addition:

1. Locality bound freestanding signs shall only be permitted in the following instances:
 - 1.1 Where business premises are set back 15 m or more from the boundary of the road reserve; or
 - 1.2 Where it is not reasonably possible to affix appropriate signs to a building; or
 - 1.3 Where such a sign is necessary to allow the public to locate the entrance to business premises; or
 - 1.4 Where the existence of a freestanding composite sign may prevent the proliferation of signs.
2. Locality Bound freestanding composite signs may not exceed 7,5 m in height and in addition may not exceed 4,5 m² in total area. This provision may be waived to a maximum height of 10 m and a maximum total area of 15 m² per side, having regard to the following factors:
 - 2.1 If such increase reduces the number of individual signs facing any one street boundary of the site, thereby minimizing the visual impact the surrounding environment;
 - 2.2 If more than 2 significant roads approach the site in question;
 - 2.3 The number of businesses which will be advertising on such sign;
 - 2.4 The number of approach/exit routes to the site in question;
 - 2.5 The applicable zoning of the area surrounding the site in question. A surrounding residential zone will not accommodate the same size of sign as will a surrounding commercial/industrial zone.
3. Service Station free standing signs must be locality-bound and may only be erected or displayed at service stations adjacent to and directly accessible from the public road at which such a sign is directed and only one Service Station free standing facility sign per street boundary shall be permitted.
4. Service station free standing signs shall not exceed 7,5 m in height and shall not consist of more than 8 advertising panels of 4,5 m² each in total area. The provisions of this section may be waived to a maximum height of 16 m and 8 advertising panels not exceeding 6 m² each in total area having regard to the factors mentioned in section 2 above.

SCHEDULE "4"

SIGNS ATTACHED TO WALLS OF BUILDINGS : FLAT AND PROJECTING SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of flat and projecting signs are permitted in all areas of maximum, partial or minimum control. In addition, flat and projecting signs shall:

1. Not be allowed within 0,6 m of the edge of a roadway nor shall it extend to within 0,6 m of the edge of a roadway.
2. Not project in front of a wall more than 1,5 m in the case of a sign which has a clear height of more than 7,5 m; or more than 1 m in the case of any lesser clear height.
3. Not project more than 250 mm over a footway unless such sign has more than 2,4 m clear height.
4. Not obstruct the view from any window or any other external opening of any building and no portion of any such sign shall be affixed over or onto any window, door or any other openings.
5. Not exceed 54 m² in total area and may not exceed one-quarter of the overall area of the surface to which they are affixed or painted whichever is the lesser. This size restriction may be waived on condition that:
 - 5.1 An Environmental Impact Assessment is submitted to the Municipality indicating no detrimental environmental impact is envisaged; and
 - 5.2 If it is proposed to erect a flat or projecting sign in a conservation area, a Heritage Impact Assessment is submitted indicating no detrimental impact in respect of Heritage resources is envisaged,
 - 5.3 The graphics which are proposed for the said sign will be fixed for the period of display of the sign.
 - 5.4 Such sign shall only display graphics designed and created by a suitably qualified creative consultant.
 - 5.5 Be considered for approval on blank common boundary facades of non-residential buildings. If on public facades of any building, the sign shall:
 - 5.6 Be so designed as to become an integral part of the building design
 - 5.7 When third party, only be permitted if custom-made and subject to the requirements of 5.1 to 5.4 above.

SCHEDULE "5"

SKY SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of sky signs whether custom made or of standard design are permitted in areas of minimum control only. In addition:

1. Sky signs shall:
 - 1.1 be limited to a maximum total size of 4,5 m², provided that this size requirement may be waived up to a maximum of 18 m² upon receipt of an Environmental Impact Assessment indicating no detrimental environmental impact is envisaged.
 - 1.2 not obstruct the view from any other building.
2. Sky signs along the top edge of the roof of cultural, historic or architecturally significant buildings will only be permitted if they are locality bound, un-illuminated and consist of individual cut-out letters or logos.
3. Have a minimum content of a proposed advertisement and will be measured in "bits" in calculating the information content.

Elements of the advertisement		Bits per element
Words	Up to 4 letters	0,5
	5 to 8 letters	1,0
	More than 8 letters	2,0
Numbers	Up to 4 digits	0,5
	5 to 8 digits	1,0
	More than 8 digits	2,0
Logos, symbols and	smaller than 9 sq metres	0,5
	Between 9 and 18 sq metres	1,0
	Between 18 and 27 sq metres	1,5
	larger than 27 sq metres	2,0

The information content of a proposed advertisement will be measured in "bits". In calculating the information contents of a proposed advertisement, the bit weights shown in the table above should be used.

4. The total bits in a proposed advertisement may not exceed 15.

SCHEDULE "6"

ROOF SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of Roof signs is permitted in all Urban areas of control except areas zoned for residential purposes in areas of maximum control. In addition:

1. The total area of any roof sign affixed flush onto or painted onto a roof of a building shall not exceed one-quarter of the overall area of the roof to which it is affixed or painted.
2. When attached to the bottom edge of a roof or vertically midway on the roof of a building, such sign may not exceed 1 m in height and its total area may not exceed 25% of the area to which it is affixed.
3. It shall be permissible to affix a roof sign along the edge of a roof of a building, if such sign is composed of a single line of individual, cut-out letters, without visible bracing or support but shall not be erected along more than two edges of such roof and shall not exceed 3,6 m² in total area (6 x 0,6 m); with a maximum height of 1 m.

SCHEDULE "7"

SIGNS ON A VERANDAH, BALCONY, CANOPY, SUPPORTING COLUMNS, PILLARS AND POSTS

Subject to approval in terms of this By-Law, the erection and/or display of signs on a verandah, balcony, and canopy, supporting columns, pillars and posts may be permitted in all areas of control on condition that they also comply with the following conditions:

1. No such signs will be allowed on or over architectural features of buildings.
2. Such signs may be affixed flat onto or painted on a parapet wall, balustrade or railing of a verandah or balcony, and beam or fascia of a verandah or balcony. In the aforementioned circumstances, the sign may not exceed 1m in height or project above or below or beyond either end of the surface to which it is affixed, or project more than 250 mm in front of the surface to which it is affixed or project over a roadway or within 0,6 m of the edge of a roadway.
3. Such signs may be affixed flat onto or painted on supporting columns, pillars and posts. In this regard, no sign may project more than 50 mm in front of the surface to which it is affixed and shall not extend beyond any of the extremities of such column, pillar or post. Signs affixed flat onto non-rectangular supporting structures shall be curved to fit the form of such structure. Only one sign shall be allowed per column, pillar or post.
4. Such signs suspended below the roof of a verandah, canopy or the floor of a balcony shall not exceed 1,8 m in length or 600 mm in height. Every such sign shall be at right angles to the building line. No signs suspended under a canopy shall extend beyond the external edge of the canopy or verandah to which it is attached.
5. Such signs on the roof of a verandah, canopy or balcony, excluding the main roof of a building, shall be composed of a single line of freestanding, individual, cut-out silhouette letters without visible bracing or other visible means of support and shall not be erected along more than two edges of such roof of a verandah or balcony.

SCHEDULE "8"SIGNS ON BOUNDARY WALLS AND FENCES AND ON CONSTRUCTION SITE HOARDINGS

Subject to approval in terms of this By-Law, the erection and/or display of signs on boundary walls and fences is permitted only for locality bound signs in Urban areas of maximum, minimum or partial control and in addition:

1. In urban areas of maximum and partial control, the Municipality may approve an application to affix a locality bound sign against a boundary wall only if the sign is indented into the wall or composed of individual, un-illuminated cut-out letters or symbols fixed flat on such wall not projecting more than 50 mm from the face of such wall.
2. In areas of minimum control, the Municipality may approve:
 - 2.1 An application to affix a locality bound sign flat onto a boundary wall only if it does not project more than 50 mm from the face of such wall.
 - 2.2 An application to affix a locality bound flat sign with a maximum size of 0,5 m² onto the permanent fence of an erf.
3. Third party and locality bound advertising on construction site hoardings and fences shall comply with the following conditions:
 - (i) Any one sign shall not exceed a vertical dimension of 3 m and total area of 18 m².
 - (ii) Any such sign shall not project more than 100 mm in front of the hoarding or fence to which it is affixed,
 - (iii) There will be no illumination thereof in areas of maximum and partial control.
 - (iv) There will be no advertising on construction site hoardings and fences within the cone of vision of motorists at signalized traffic intersections.

SCHEDULE "9"HEADLINE POSTERS

Subject to approval in terms of this By-Law, the erection and/or display of headline posters is permitted in all areas except natural and rural areas of maximum control. In addition:

1. Headline posters may not exceed 0,9 m x 0,6 m in area.
2. The commercial content of the poster may not exceed 20% of the area of the poster nor may such commercial lettering be larger than the main lettering in the remainder of the poster.
3. The posters may be attached to Municipal electric light poles only where available and only pasted posters may be affixed to designated structures which are approved by the Municipality for the express purposes of pasting posters. They are not to be affixed to traffic signal poles, or other poles which carry road traffic signs, poles erected for any other purpose, or any other street furniture, wall, fences, trees, rocks or other natural features.
4. Headline posters may not be pasted on municipal electric light poles but are to be mounted on board and affixed securely with stout string or plastic ties unless a permanent frame has been approved for this purpose.
5. Only 1 headline poster per pole, regardless of which newspaper group it is, will be permitted.
6. The number of posters as well as the designated areas for the display of headline posters as submitted by each newspaper group must be strictly adhered to.
7. All "special events" posters are to comply with the following:
 - 7.1 The name of the newspaper group, the "special event" and the date of the "special event" must appear on the posters in letters not less than 50 mm in height.
 - 7.2 The special event posters may not be displayed more than 7 days before the date of the event and they must be removed within 24 hours after the date of the event shown on the poster.

8. Headline posters and fastenings are to be removed on a daily basis failing which the posters will be removed, at the newspaper groups' expense, in accordance with the standard charges for removal of posters.
9. The Municipality may recover the costs of the removal of unauthorized posters, and the reinstatement of the surface from which such posters were removed, from the person/s responsible for the display of such posters or the newspaper group concerned. These costs will be reviewed annually in terms of the annual Schedule of Tariffs.
10. The Municipality or its agent shall remove any poster displayed in contravention of the abovementioned conditions.
11. Any poster not removed on a daily basis or a poster relating to a "special event" by due date referred to in Paragraph 7.2 shall be removed by the Municipality or its agent.
12. The display of unauthorized posters is illegal and the Municipality or its agent will also remove such posters.
13. The Municipality will determine the costs involved for the removal of unauthorized posters by the Municipality from time to time.
14. Application must be made on an annual basis by each newspaper group for permission to display such signs subject to an annual fee per newspaper group/per annum or part thereof.
15. A deposit per newspaper group must be paid annually against which a charge for the removal of any sign which contravenes the By-Law will be levied. In the event of the above deposit being exhausted, permission to display such signage is to be withdrawn until a further deposit is submitted to the Municipality.
16. Fees may be updated annually by the Municipality and in accordance with a published schedule or tariffs and charges.

SCHEDULE "10"

ADVERTISING ON BANNERS, FLAGS AND BALLOONS

Subject to approval in terms of this By-Law, the erection and/or display of banners, flags or balloons is permitted in all areas except natural and rural areas of maximum control. In addition:

1. Locality bound advertising banners, flags and balloons shall comply with the Municipality's standard conditions relating to the display of banners as set out herein below.
2. Approval for third party advertising on banners and balloons shall only be granted for a function or event conducted for religious, educational, social welfare, animal welfare, sporting, civic or cultural purposes or to a function or event relating to a Municipal, Provincial or Parliamentary election or referendum. The display of such banners shall comply with the Municipality's standard conditions relating to the display of banners as set out herein below.
3. The display of banners is prohibited on any bridge or across any public road, and along any road designated by the Municipality from time to time, unless specific consent has been obtained from the Municipality.
4. Banners may not be attached so as to interfere with or constitute a danger to passing pedestrians of vehicular traffic.
5. No banner shall be larger than 3 m² except with the prior written approval of the Municipality.
6. No banner may be displayed within 30 m of any road traffic sign or traffic signal.

7. Banners are not to be affixed to trees, traffic signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic signs, rock, other natural features, street furniture or other Municipal property.
8. Banners may not be affixed in such a way that they unfairly prejudice other businesses/organizations or obscure any approved existing signs.
9. Locality bound banners may only be affixed to the premises concerned.
10. Only one first party advertising banner per premises will be permitted unless the Municipality's written permission is obtained for more than one banner and the applicant is to submit in writing the time frame required for the erection of such banner, which time frame shall not exceed 10 days, unless the Municipality has specified, in its approval, that a longer period has been granted.

SCHEDULE "11"

POSTERS

Subject to approval in terms of this By-Law, the erection and/or display of posters is permitted in all areas of control except natural and rural areas of maximum control. In addition:

1. All posters must be presented to the Municipality in order to be date stamped, with the date upon which the poster is to be removed. This stamp must appear prominently on the front of the poster. Posters must be removed within 3 days of the date stamped onto the poster and must be returned to the Municipality within 4 days of the date stamped on the poster, in order to qualify for a refund of the deposit.
2. The name of the host organization, the date of the function and the venue must appear on the posters in letters not less than 50 mm in height.
3. No more than an aggregate of 1 000 posters per function or group of related functions or event may be displayed at any one time (except election posters) in any area designated by the Municipality.
4. Posters may not exceed 0,9 x 0,6 m in area.
5. The commercial content of the poster may not exceed 20% of the area of the poster nor may such commercial lettering be larger than the main lettering in the remainder of the poster.
6. Posters are to be attached to Municipal electricity light poles where available to a maximum of 3 per pole and pasted posters may only be affixed to designated structures which are approved by the Municipality for the express purpose of pasting posters. Posters are not to be affixed to traffic signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic signs, poles erected for any other purpose, or any other street furniture, walls, fences, trees, rocks or other natural features.
7. Posters may not be pasted on municipal electric light poles but are to be mounted on board and affixed securely with stout string or plastic fastening unless a permanent frame has been approved for this purpose. (No securing material with a metal content is permitted.)
8. Only one poster per function (or event) per body may be displayed on any one pole.
9. No poster may be displayed within 30 m of any road traffic sign or traffic signal.
10. Posters may not be displayed more than 7 days before the date of the function and must be removed within 3 days from the date of the function or the last day thereof as applicable.
11. The display of posters is prohibited on any bridge and the Municipality and/or its sub-councils may designate other areas where the display of posters will not be permitted.

12. The Municipality may recover the costs of and as a result of the removal of illegal posters, and the reinstatement of the surface from which such posters were removed, from the person/s responsible for the display of such posters.
13. The Municipality or its agent shall remove any poster displayed in contravention of the abovementioned conditions.
14. Any poster not removed by the date referred to in Section 1 shall be removed by the Municipality.
15. The display of unauthorized posters is illegal and such posters may also be removed by the Municipality or its agent.
16. The display of posters purely for commercial advertising is not permitted, provided that any poster erected or displayed by a person, for a commercial advantage, which relates to a sport, the arts, or cultural event may be permitted, despite the display of that poster being purely for commercial advertising.
17. Each person intending to display a poster shall pay to the Municipality a deposit, per poster and a non-refundable fee which shall entitle that person to display the said poster for a maximum period of 14 days, or such other time as is stipulated by the Municipality, such fee being determined in accordance with the Municipality's Schedule of Tariffs and charges, published from time to time. No poster shall be displayed without such deposit and fee having been paid.

SCHEDULE "12"

ESTATE AGENT SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of estate agent signs is permitted in all areas except natural areas of maximum control. In addition:

1. Estate Agent signs may be displayed only from 12h00 on Saturday to 20h00 on Sundays.
2. Estate Agent signs are to be attached only to municipal electric light poles where available and only with stout string or plastic ties. No securing material with metal content shall be permitted. Signs may not be affixed to trees, traffic signal poles or other poles which carry road traffic signs, walls, fences, rocks, other natural features or landscaped areas, street furniture or other Municipal property unless such other display is authorized by the Municipality in writing.
3. Only one sign per agency per light pole may be displayed.
4. On each sign, the wording "on show" "Show house, Show flat or Show plot" with the Agency's name and directional arrow must be displayed, (directional sign)
5. Where no municipal light poles are available, signs may be displayed on stakes making use of a design approved 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.
6. Estate agent signs may not exceed 0,3 m² in total area.
7. Not more than six estate agent directional signs will be permitted in total per show house, show plot or block of flats in which a show flat is on display. The definition of one sign shall include the display of two signboards only when such boards are sandwiched back to back around an electric light pole.
8. Estate agent signs may not be displayed along Scenic Drives and/or on any bridge, public park or public open space.
9. Only one directional sign per Show house/flat/plot may be displayed along any proclaimed main road, excluding roads referred to in 8 above.
10. No Estate agent sign shall obscure a road traffic sign or be erected on centre islands.
11. No Estate agent sign shall be erected in such a way that any part of it is closer than 1,5 m from a road verge.
12. Directional signs shall be displayed along main routes only, being the shortest route from a main road to the property.

13. No Estate agent signs may be erected on any tarred areas of pavements.
14. "Sold"/"For Sale"/"To let" signs must be erected flush against the fence/wall of the property.
15. "Sold" signs may be displayed flush against the fence/wall of the property for a maximum of two weeks only.
16. No signs indicating anything other than property for sale may be erected or displayed by Estate agents or agencies.
17. Application by each estate agency on an annual basis must be made for permission to display Estate agent signs and approval shall be subject to payment of an annual fee in accordance with the Municipality's Schedule of tariffs and charges published from time to time.
18. A deposit shall be paid per agency against which a charge for the removal of any sign which contravenes the By-Law will be levied. In the event of the above deposit being exhausted, permission to display such signage will be withdrawn until a further deposit is paid to the Municipality.
19. Any Estate agent sign unlawfully erected, or in contravention of the provisions 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 Municipality 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.

SCHEDULE "13"

LOOSE PORTABLE SIGNS

Subject to approval in terms of this By-law, the erection and/or display of loose portable signs is permitted in areas of minimum and partial control as well as designated areas within urban areas of maximum control. In addition:

1. Loose portable signs placed in the Road Reserve or in Public Open Space without the written permission of the Municipality are not permitted in terms of the By-Law.
2. The Municipality may summarily remove those loose portable signs placed without the Municipality's permission in the Road Reserve or Municipality-owned property. The Municipality will impound these signs. Owners can recover their property on payment of R100,-00 to the Municipality which will be used to defray the cost of removal, storage and transportation.
3. The Municipality will consider applications to permit the placement, within the Road Reserve or on Municipality owned property of certain loose portable signs which comply with the following requirements:
 - 3.1 The loose portable sign does not pose a hazard in terms of safety to the public and is, in this regard, of appropriate structure and size.
 - 3.2 The loose portable sign does not obstruct or inconvenience the public either by its physical size or location.
 - 3.3 The loose portable sign does not unfairly prejudice other traders.
 - 3.4 The loose portable sign, or proposed number thereof does not detract from the amenity of the local streetscape or local environment.
 - 3.5 The loose portable sign is solely to advertise the name of the business, goods and/or services for sale from the advertiser's premises.
 - 3.6 The maximum dimensions of the proposed loose portable sign shall be 1,20 m (height) x 0,6 m (width).
 - 3.7 The loose portable sign shall be placed directly in front of the advertisers' premises, provided that the above criteria are met.
 - 3.8 A minimum clear footway width of 1,2 m adjacent to the sign must remain clear.

4. Approved loose portable signs will be allocated to a demarcated area within the Road Reserve or on Municipal property where, during the normal trading hours, applicants may then place the approved loose portable sign. The said loose portable sign must be removed outside normal trading hours and stored away from public view.
5. The demarcated area for displaying the loose portable signs, will be leased to an applicant at a rate to be set by the Municipality and published in accordance with a Schedule of tariffs and charges to be updated annually by the Municipality, payable in advance for a maximum period of six months.
6. Applicants will be required to indemnify the Municipality against any claims for third parties that may arise, due to the placement of loose portable signs within the Road Reserve or on municipal property and shall take out third party insurance.
7. Notwithstanding the above the Municipality may cause the removal or impoundment of the Loose Portable sign/s should the applicant contravene any of the above conditions.
8. The fees set out herein may be updated annually by the Municipality and in accordance with a published schedule of tariffs and charges.

SCHEDULE "14"

AERIAL SIGNS

Subject to approval in terms of this By-Law, the erection and/or display of aerial signs is permitted only in urban areas of partial or minimum control. In addition:

1. No aerial signs affixed to any building or structure shall be flown at a height of more than 45 m from the surface measured from ground level.
2. Aerial signs must not be flown above a public road.

SCHEDULE "15"

TRANSIT ADVERTISING

Subject to approval in terms of this By-Law, the erection and/or display of transit advertising signs is permitted only in urban areas of partial or minimum control. In addition:

1. The parking of a transit advertising sign which is visible from a public road or a public place for the purpose of third-party advertising is prohibited, except if it is displayed on a designated display site approved in terms of this By-Law.
2. Transit advertising signs parked on private property for the purposes of storage shall be positioned in such a manner as not to be visible from a street or public place.
3. The advertising panel or portion of the vehicle used for transit advertising shall not exceed a cumulative total of 18 m² in areas of partial control, which size may be increased to a maximum size of 36 m² in areas of minimum control.
4. The Municipality may designate sites in areas of partial and minimum control for transit advertising and shall publish such sites from time to time.
5. Notwithstanding any provisions of this By-Law, the Municipality or its authorized agent may without prior notice carry out the removal of any unauthorized transit advertising sign from Municipal property, and, in the case of unauthorized transit advertising on private property, the Municipality or its authorized agent may serve a notice calling for removal in terms of this By-Law.

5. Transit advertising signs must be fixed to the ground at the parking location.
6. All such trailers should be registered as mobile transit advertising trailers with the Municipality for ease of law enforcement.

SCHEDULE "16"

SIGNS ON MUNICIPAL LAND/BUILDINGS

Other than as is set out herein below, no signs other than locality bound signs, temporary signs including loose portable sign, estate agents signs, newspaper headline posters and posters (the erection of which must comply with the appropriate schedules pertinent thereto) shall be erected on Municipal owned land.

A. COMMERCIALY SPONSORED SIGNS, OTHER THAN THOSE REFERRED TO IN SECTION 62

1. Notwithstanding the area of control within which it is proposed to erect a commercially sponsored sign on municipal land, and subject to compliance with all other provisions of this By-Law, the Municipality may consider a commercially sponsored sign for approval, subject to the following:
 - 1.1 Public or community needs or goals shall be identified by the Municipality and/or adopted by it and if such needs can be addressed either entirely or in part by the granting of concessions to particular persons for the erection of commercially sponsored signs, the Municipality shall be entitled to call for proposals or counter proposals for such public or community needs or goals and the related advertising opportunities.
 - 1.2 In order to identify such public or community needs or goals, the relevant Municipal department and other interested authorities will be consulted prior to proposals being invited, so as to establish conditions, criteria and constraints in respect of such advertising.
 - 1.3 The Procurement Policy will be applied and the extent of involvement of previous disadvantaged persons, small businesses, job creation and empowerment will be considered in any proposal.
 - 1.4 Any proposal will be evaluated based on the requirements of the By-Law and *inter alia* on the best public or community benefit offered, the design contribution, the creativity and public safety and the adherence to the principals and/or stipulations in the By-Law as opposed to the largest advertising opportunity and/or financial gain. In addition, the permanence of the contribution to the public or community goal or need will be taken into account, as will the recovery cost over the period of the erection of the sign. When contributions in kind are to be recovered by the Municipality, a conversion of this to a monetary contribution to the Municipality's income base will be assessed.
 - 1.5 The relevant municipal departments, municipal property branch and the environmental management branch as well as the transport and roads branch (in the case of advertising within the road reserve) shall jointly evaluate the proposal and approval will be given when such evaluation process is complete.
 - 1.6 The Municipality, as landowner, reserves the right not to proceed with any proposal prior to final approval thereof and the call for invitations for proposals in any respect shall not be regarded as decision by the Municipality to proceed with the erection of a sign in respect of a specific site.
 - 1.7 Once accepted, any sign to be erected in terms of this schedule must be the subject matter of a written agreement between the Municipality as landowner and the person responsible for the erection of the sign which agreement will contain the rights and obligations of both parties but which will not derogate from any of the obligations on either party in terms of this By-Law. No sign may be erected or displayed in terms of this schedule until such agreement has been concluded and a signed copy delivered to the environmental management branch of the Municipality.

B. SPONSORED SIGNS

2. Notwithstanding the area of control within which it is proposed to erect such a sign on Municipal owned land and subject to compliance with all other provisions of the By-Law, the Municipality may consider a sponsored sign for approval on condition that:

- 2.1 In the application to be submitted in terms of Section 2 of this By-Law, written details are delivered clearly indicating the recognized public or community goal which will be promoted by the erection and/or display of the proposed sign.
- 2.2 Signs with a political content will not be permitted.
- 2.3 No more than 5% of the total surface of the sign is used for third party advertising.
- 2.4 The maximum size of any such sign is 6 m x 3 m provided in the event of a V-shaped sign being proposed, its maximum size will not exceed two panels of 6 m x 3 m each.
- 2.5 Applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2.
- 2.6 No sign erected in terms of this clause shall be located within 5 m of a property's boundary lines.

C. NON-PROFIT SIGNS

Notwithstanding the area of control within which it is proposed to erect a sign, and subject to compliance with all other provisions of this By-Law, the Municipality may consider the erection of a sign by or for the benefit of a non-profit body subject to compliance with the requirements set out in Schedule 17 hereto.

SCHEDULE "17"

SIGNS ERECTED BY OR FOR THE BENEFIT OF NON-PROFIT BODIES

1. Notwithstanding the area of control within which it is proposed to erect a sign by or for the benefit of a non-profit body, and subject to compliance with all other provisions of this By-Law, the Municipality may consider such a sign for approval subject to the following:
 - 1.1 In the application to be submitted in terms of Section 2 of this By-Law, written details from the host non-profit body regarding the nature and extent of the support to be received from the erection or display of the sign must be delivered to the Municipality together with the other information set out in Section 2 of the By-Law.
 - 1.2 The extent of involvement of previous disadvantaged communities, small businesses, job creation and empowerment will be considered in any proposal.
 - 1.3 Any proposal will be evaluated based on the requirements of the By-Law and the public or community goal benefit which is being met, the design contribution, the creativity and public safety and the adherence to the principals and/or stipulations in the By-Law as opposed to the largest advertising opportunity and/or financial gain. In addition, the permanence of the contribution to the goal of the non-profit body will be taken into account.
 - 1.4 In the event of it being proposed that the said sign will be erected on municipal land:
 - 1.4.1 the relevant municipal departments, municipal property branch and the environmental management branch as well as the transport and roads branch (in the case of advertising within the road reserve) shall jointly evaluate the proposal and approval will be given when such evaluation process is complete.
 - 1.4.2 The municipality as landowner reserves the right not to proceed with any proposal prior to final approval thereof;
 - 1.4.3 If accepted, any such sign to be erected in terms of this Schedule, on municipal land must be the subject of a written agreement between the Municipality, the person responsible for the erection of the sign and the non-profit body which agreement contains the rights and obligations of all parties but which will not derogate from any of the obligations on any party in terms of this By-Law. No such sign may be erected until such an agreement has been concluded and a copy delivered to the Environmental Management branch of the Municipality.

2. In addition the following conditions will apply:
 - 2.1 Signs with a political content will not be permitted.
 - 2.2 The maximum size of any such sign is 6 m x 3 m provided in the event of a V-shaped sign being proposed, its maximum size will not exceed two panels of 6 m x 3 m each.
 - 2.3 Applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2.
 - 2.4 No sign erected in terms of this clause shall be located within 5 m of a property's boundary lines.
 - 2.5 The name of the non-profit body must be displayed prominently along the top width of the sign with a maximum 300 mm lettering height.
 - 2.6 A public participation process has been held with all parties to be affected by the erection and/or display of such sign.
 - 2.7 The Municipality may require submission of an environmental impact assessment and/or traffic impact assessment and/or heritage impact assessment in accordance with its guidelines thereon.
 - 2.8 No more than two individual signs of 6 m x 3 m each shall be permitted, or alternatively one V-shaped sign with a maximum size of two panels of 6 m x 3 m each on any one property. In addition, only one sign per street frontage will be permitted.

SCHEDULE "18"

SIGNS ERRECTED BY OR FOR THE BENEFIT OF NON-PROFIT BODIES

1. ADVERTISEMENTS ON STREET FURNITURE
2. SUBURBAN ADVERTISEMENTS
3. ROAD DIRECTIONAL INFORMATION SIGNS (RDL) WITH ADVERTISEMENTS
4. TEMPORARY DIRECTION INDICATORS FOR SHOW HOUSES
5. ADVERTISEMENTS FOR SALE OF GOODS OR LIVESTOCK
6. PROJECT BOARDS
7. STREET NAME ADVERTISEMENTS
8. PRODUCT REPLICAS AND THREE - DIMENSIONAL ADVERTISEMENTS
9. FLAT SIGNS
10. PROJECTING SIGNS
11. FORECOURT ADVERTISEMENTS
12. RESIDENTIAL OR COMMUNITY ADVERTISEMENTS
13. ON - PREMISES BUSINESS ADVERTISEMENTS
14. TOWER, BRIDGE AND PYLON ADVERTISEMENTS
15. ADVERTISEMENTS FOR EDUCATIONAL INSTITUTIONS
16. SERVICE FACILITY ADVERTISEMENTS
17. TOURISM SIGNS WITH ADVERTISEMENTS
18. TRAILER ADVERTISING
19. PAMPHLETS
20. ADVERTISING ON LAMPPOSTS
21. PROHIBITED SIGNS

1. ADVERTISEMENTS ON STREET FURNITURE

Subject to approval in terms of this by-law, the erection and/or display of advertisements on Street furniture are permitted only in areas of maximum, partial and minimum control. In addition:

(1) Advertisements on street furniture shall only be permitted in the following instance:

- Placement in natural or rural areas if they harmonize aesthetically with the area.
- Street furniture shall not be placed so as to obstruct pedestrian movement.
- Street furniture shall require the specific consent of the Municipality.
- Street furniture may be illuminated but not animated.
- Street furniture shall not exceed 2,2 in area of sign on a single display side.

(2) Street furniture may be used for commercial advertising.

2. SUBURBAN ADVERTISEMENTS

Subject to approval in terms of this by-law, the erection and / or display of suburban advertisements are permitted only in areas of maximum, partial and minimum control. In addition:

- 1) No suburban advertisement shall be displayed without the written approval of the Municipality, subject to such conditions, as the Municipality may deem expedient.
- 2) A suburban advertisement must be rectangular, and must be not more than 0,65 metres in height and not wider than the suburb name sign.
- 3) A suburban advertisement may not bear colours that may cause confusion with road traffic signs and may not be illuminated or animated.
- 4) A suburban made board plus the advertisement will have a maximum height of 1.3m and shall have a clearance height of not less than 2,0m.

3. ROAD DIRECTIONAL INFORMATIONAL

Subject to approval in terms of this by-law, the erection and / or display of road directional information signs (RDL) with advertisements are permitted only in areas of maximum, partial and minimum control. In addition:

- (1) No RDL advertisement shall be displayed without the written approval of the Municipality, subject to such conditions, as the Municipality may deem expedient.
- (2) A RDL advertisement must be rectangular, and must not be more than 0,65 metres in height and not wider than the RDL sign.
- (3) A RDL advertisement may not bear colours that may cause confusion with road traffic signs and may not be illuminated or animated.
- (4) A RDL sign plus the advertisement will have a maximum height of 5.5m and shall have a clearance height of not less than 2,0m.

4. TEMPORARY DIRECTION INDICATORS FOR SHOW HOUSES

- (1) Only an estate agent, who is a registered member of the recognized Estate Agency Affairs Board, may display direction indicators for show houses;
- (2) Direction boards indicating the position of a property (known as "trail blazer boards"), shall be permitted subject to the following:

- (i) Direction signs to show houses may be displayed over weekends only from Friday 10H00 until Monday Morning 10H00 and in the case of public holidays from 06h00 to 18H00 on the public holiday;
 - (ii) Each face of sign shall not be larger than 600mm x 600mm;
 - (iii) The selling or letting agent shall not display more than 15 signs per show house or property, irrespective of the number of routes to the show house property, of which such signs may be double-sided;
 - (iv) No signs shall be displayed on the N4/7 National Road;
 - (v) Direction signs shall:
 - a) not be displayed on the middle island of all roads;
 - b) be displayed at a minimum distance of 20m from such intersection,
 - c) be displayed at a minimum distance of 5m from such intersection, 2m from edge of kerb, with a maximum height of one metre; provided that only one indicator (per direction) per estate agent shall be permitted;
 - (vi) Signs shall use only an arrow to indicate the direction of the show premises;
 - (vii) Only the estate agent's name and the words "show house/skouhuis" shall appear on the signs;
 - (viii) The selling or letting agent shall register with the Municipality or the appointed agent of the Municipality before being allowed to erect signs in the Municipal area;
 - (ix) A registration fee as determined from time to time by the Municipality is payable annually;
 - (x) The selling or letting agent who disregards any of the restrictions forfeits the registration deposit and the agent, his/her principal and / or agency will be considered unregistered;
 - (xi) No signs shall be placed on traffic circles, traffic medians, traffic islands, traffic lights, road traffic signs, power masts, trees, pillars, fencing, electrical substations, bridges or any similar structures;
- (3) The Municipality may, without prior notice to anybody, remove and temporary advertisement in respect of the sale or letting of immovable property, which is erected in contravention of these by-laws, and the person who displayed, will be responsible for the costs of removal.
- (4) The Municipality may withdraw/ cancel a registered agent's right to display direction boards if, in the opinion of the Municipality, the registered agent fails to comply with the provision of these by-laws.

5. ADVERTISEMENTS FOR SALE OF GOODS OR LIVESTOCK

- (1) Only one advertisement for sale of goods or livestock per sale shall be allowed.
- (2) The size of such an advertisement may not exceed 2 (two) m² metres in a natural or rural area or an urban area of maximum or partial control, and 2,8m² in an urban area of minimum control, and no part of the advertisement shall be higher than three metres above the ground.
- (3) Such an advertisement may be displayed only on the premises or property where the advertised sale is to take place, or be attached to the boundary fence of such a property or premises.

- (4) No illumination or animation of such an advertisement shall be allowed.
- (5) Such an advertisement may be erected no earlier than one day before the sale in question and must be removed not later than one day after such sale, and advertisements of a permanent nature are not allowed.

6. PROJECT BOARDS

- (1) A project board must be approved by the relevant developer or employer, and may display only:
 - (a) a description of the building or structure being erected or other work or activity being carried out;
 - (b) the names and the company symbols or logos of the contractors or consultants;
 - (c) the branches of their industry or profession;
 - (d) a description of the development being carried out;
- (2) Only one combined project board listing constructors and consultants shall be allowed per street front of a site.
- (3) A project board shall not exceed 1.5m² in area of advertisement per consultant or contractor, and may not exceed a total area of 9m².
- (4) A project board may be erected on a road reserve, only if there is insufficient space on the development site, but a board concerning road construction may be positioned in any road reserve.
- (5) A project board may not be illuminated or animated.
- (6) A project board may be displayed only while the relevant works are actually taking place on the site and until such time that an occupation certificate has been issued.

7. STREET NAME ADVERTISEMENTS

Subject to approval in terms of this by-law, the erection and / or display of street name advertisements are permitted only in areas of maximum, partial and minimum control. In addition:

- (1) A street name advertisement shall be permitted only in an urban area on a road other than a freeway.
- (2) A street name advertisement, which omits the street name shall not be permitted.
- (3) No one may erect a street name advertisement without first obtaining the written approval of the Municipality.
- (4) Where illuminate, the illuminated portion of the advertisement must be above the level of standard pole-mounted traffic lights and may not extend over the road surface. Where non- illuminated no height restriction is required.
- (5) A street name advertisement may be erected only at an intersection and may be erected on a road reserve or road median.

7. PRODUCT REPLICAS AND THREE - DIMENSIONAL ADVERTISEMENTS

- (1) A product replica or three-dimensional advertisement shall be permitted in a shopping centre or other commercial area or in an entertainment or industrial area situated in an area of partial or minimum control.

- (2) The highest point of a free-standing product replica or three-dimensional advertisement above ground level shall not exceed 4 metres in an urban area of partial control and 7,5 metres in an urban area of minimum control.
- (3) A product replica or three-dimensional advertisement may only be displayed within the boundaries for the commercial site, and may only be displayed at the premises where the business is conducted.

9. FLAT SIGNS

- (1) Flat signs shall only be allowed in urban areas of minimum, partial and maximum control and at centres of economic activity in rural and natural area of maximum control, but shall be limited to buildings utilised for commercial, or entertainment purposes and larger accommodation facilities.
- (2) Only locality bound flat signs shall be allowed.
- (3) An environmental impact assessment regarding the visual, social and traffic safety aspects shall be required for any flat sign in excess of 36m².

10. PROJECTING SIGNS

- (1) Projecting signs shall only be allowed in urban areas of minimum, partial and maximum control and at centres of economic activity in rural and natural area of maximum control, but shall be limited to buildings utilised for commercial, industrial, or entertainment purposes and larger accommodation facilities.
- (2) Only locality bound projecting signs shall be allowed in the Municipal area.
- (3) A projecting sign shall not be fixed at a clear height of less than 2,4m not exceed 300m in thickness.
- (4) Only one projecting sign shall be allowed per enterprise facade.

11. FORECOURT ADVERTISEMENTS

- (1) A forecourt advertisement may be displayed only in an urban area. In any other area, it may only be displayed in a centre of economic activity.
- (2) A forecourt advertisement may not be displayed in or over a road reserve and may not interfere with pedestrian calculation.
- (3) A forecourt advertisement may not be animated.

12. RESIDENTIAL OR COMMUNITY ADVERTISEMENTS

- (1) A residential or community advertisement may be affixed flat or painted on a gate or wall, or on a pole mounted advertisement or an advertisement with supporting structures forming a visual structure around the sign panel.
- (2) In the case of an advertisement showing the name and nature of an enterprise or place of residence or the name of a proprietor or practitioner, one advertisement per premises is allowed, that may not exceed the following sizes: provided that where there is more than one entrance to the same premises on different road frontages, two advertisements may be displayed, each on a different frontage:

Consent use	Permissible size
Guest House	1,5m x 1,5m
Home Business	420 mm x 300 mm
Day mothers/ play group	420 mm x 300mm
Pre-school	1,5m x 1,5 m

- (3) In the case of a residential or community advertisement, a name or logo of a sponsor of the advertisement may not be displayed except on the name of a farm or small holding. The sponsor advertisement may not exceed one third to the total advertisement area.
- (4) A residential or community advertisement may be displayed only on the premises to which it refers, or on the boundary wall, fence or gate of such premises;
- (5) A farm or smallholding name sign must be displayed next to the entrance of the access road thereto or affixed to the gate at the entrance of such access road. Where more than two farms or smallholdings share an unnumbered or private access road, a direction road traffic sign must be used to indicate the access road;
- (6) A free standing residential or community advertisement is allowed only where it is not aesthetically or practically acceptable to attach a sign to a building or boundary wall, fence or gate, and may not be erected in a road reserve;
- (7) A residential or community advertisement may not be animated, and may be illuminated only in an urban area. It must harmonise with the buildings and other structures on the premises as to materials, colour, texture, form, style and character.

13. ON-PREMISES BUSINESS ADVERTISEMENTS

- (1) An on-premises business sign must be locality bound and shall only provide information on the name and nature of the enterprise, the brand-name and the nature of goods sold or produced and the nature of services provided and the name of the proprietor(s) or practitioner(s).
- (2) An on-premises business sign may be a combination sign for a variety of businesses in the same locality and may also be freestanding.
- (3) An on-premises business sign shall only be displayed if:
- (i) signs affixed to the building may not be noticed by passing pedestrian or motorists due to the position of the building;
 - (ii) it is not structurally possible or visually feasible to affix appropriate signs to a building;
 - (iii) the sign is needed to locate the entrance to business premises or the private access road to a business;
- (4) An on-premises business sign requires the specific consent of the Municipality and / or the relevant roads authority and may not protrude over or on road reserve.
- (5) In the case of a combination sign;
- (a) the design must harmonise with the architecture of the particular building or other adjacent buildings or structures;
 - (b) messages on individual panels of the signs must be concise and legible;

- (c) combination signs shall be designed and located as not to create a traffic safety hazard.
- (6) Only one on-premises business sign shall be allowed per enterprise, unless there is more than one entrance on different road frontages, in which the latter will be allowed, one per frontage.
- (7) In an area of maximum control the sign shall be a maximum of 6m² in area and 7,5 m in height.
- (8) In area of partial or minimum control, the sign shall be a maximum of 14m² in area and 7,5m in height.
- (9) A height increase to 10m can be considered subject of a height restriction relaxation in terms of the relevant Town Planning Scheme as amended from time to time.
- (10) The name or logo of the sponsor of the on-premises business sign may be displayed if it refers to products or services available at that specific enterprise, but shall not occupy more than one third or the total area of the sign.
- (11) An on-premises business sign may be placed closer to the road reserve boundary than the ruling building line, subject to a building line relaxation being obtained in terms of the relevant Town Planning Scheme as amended from time to time.
- (12) An on-premises business sign may be illuminated.
- (13) An on-premises business sign shall not be animated in areas of maximum control.
- (14) An on-premises business sign shall not obstruct the view from any adjacent building.

14 TOWER, BRIDGE AND PYLON ADVERTISEMENTS

Subject to approval in terms of this by-law, the erection and/ or display of tower, bridge and pylon advertisements are permitted only in areas of maximum, partial and minimum control. In addition:

- (1) No person may erect or display a tower, bridge or pylon advertisement in a natural area, or an urban area of maximum control, or over a freeway in any area.
- (2) No one may erect or display a tower, bridge or pylon advertisement in an urban area without first obtaining the written approval of the Municipality, or if necessary the written approval of the South African National Roads Agency.
- (3) The maximum area of advertisement on tower, bridge and pylon advertisements per structure shall not exceed 36m².
- (4) The clear height of a pylon advertisement may not be less than 2,1m.
- (5) The clear height of a bridge sign shall not be less than 6m.
- (6) A sign shall not project more than 300mm from the main supporting structure.
- (7) No person may erect or display a tower, bridge or pylon advertisement that is illuminated or animated except in an urban area of minimum or partial control, and then only if;
- (a) it is not a safety hazard;
 - (b) it does not cause undue disturbance;
 - (c) the source of the illumination is concealed from oncoming traffic.

- (8) No person may attach an advertisement to a pylon unless the pylon is independently supported without the aid of guys, stays, brackets or other restraining devices, and is properly secured to an adequate foundation in the ground.
- (9) The sign shall form an integral part of the design of the structure.

15. ADVERTISEMENTS FOR EDUCATIONAL INSTITUTIONS

- (1) No person may erect a freestanding advertisement at an educational institution without first obtaining the written approval of the Municipality.
- (2) A freestanding sign at educational facilities and at institutions may indicate the name and nature of the facility or institution and the name of a sponsor/s.
- (3) A maximum total sign area of 18m² is allowed, provided that this area may be divided into panels of equal size, form and construction incorporated into one individual combination freestanding sign.
- (4) Only one individual freestanding sign shall be permitted per vehicle entrance.
- (5) Illumination of freestanding signs at educational facilities and at institutions will only be allowed with the specific consent of the Municipality.
- (6) Freestanding signs at educational facilities and at institutions shall not, in the discretion of the Municipality, in any way detrimentally affect the residential character and amenity of the neighbourhood or other amenities of the area and/or the surroundings.
- (7) Only small billboards and tower structure which are "internally orientated" shall be permitted at educational facilities and at institutions.

16. SERVICE FACILITY ADVERTISEMENTS

- (1) No person may erect a service facility advertisement without first obtaining the written approval of the Municipality.
- (2) A service facility advertisement may refer only to the name or logo of business providing a service, and type of service provided;
- (3) A service facility advertisement must be locality-bound and may be erected or displayed only in service facilities adjacent to and directly accessible from national, provincial or urban roads at which the advertisements is directed. Only one such advertisement per direction of traffic flow will be allowed;
- (4) No service facility advertisement may exceed the following dimensions;

Natural areas and Urban freeways	10m in height and 3m in width
Other urban areas	7m in height and 2m in width
Rural areas	20m in height and 6m in width

- (5) The Municipality may stipulate requirements for the positioning to the advertisement;
- (6) A service facility advertisement may not be animated, and illumination is allowed only while the service concerned are being provided;

- (7) No advertisement shall be allowed in a roadside service area except a service facility advertisement permitted under these by-laws, unless used for internal direction and orientated and aimed at motorist within the facility;
- (8) No person may erect service facility advertisement without a road reserve without approval of the Municipality;
- (9) No person may erect a service facility advertisement in the road median or on an island.

17. TOURISM SIGNS WITH ADVERTISEMENTS

Subject to approval in terms of this by-law, the erection and/ or display of tourism signs with advertisements are permitted only in areas of maximum, partial and minimum control. In addition:

- (1) No person may erect a tourism sign with advertisements without first obtaining the written approval of the Municipality.
- (2) Tourism signs with advertisements is permitted in all areas of control;
- (3) A tourism signs advertisement must be rectangular, and must not be more than 0,65 metres in height and not wider than the RDL sign.
- (4) Tourism signs be displayed within all road reserves, except road medians and road island;
- (5) Tourism signs must have a distractive white and brown colour and must use symbols according to the specifications in terms of the Road Traffic Signs Manual and the Road Traffic Act (Act 93 of 1996);
- (6) Only one tourism sign may be erected at only the nearest intersection to the tourism facility within urban areas, subject to (6).
- (7) No tourism sign is permitted at an intersection with a major arterial road as classified by the relevant roads authority;
- (8) Tourism signs shall be erected by the Municipality or by any other relevant authority at the applicable rent, as from time to time be prescribed by the Municipality or by any other relevant authority to be by the applicant.

18. TRAILER ADVERTISING

- (1) Trailer Advertising, whether stationery or not, is not permitted in the Municipal area.

19. PAMPHLET

- (1) The distributing company shall register with the Municipality before being allowed to distribute pamphlets.
- (2) A registration fee as determined from time to time by the Municipality is payable annual.
- (3) The distributing company shall upon registration provide a list of clients that intends to advertise by means of the distribution of pamphlets in the Municipal area.
- (4) Pamphlets may only be distributed in post boxes at residential dwelling units or parked vehicles at demarcated parking spaces.
- (5) No one may distribute pamphlet to motorists in the moving traffic within public roads.

20. ADVERTISING ON LAMPPOSTS

Subject to approval in terms of this by-law, the erection and/or display of advertising on lampposts are permitted only in areas of maximum, partial and minimum control. In addition:

- (1) These advertisements shall not exceed 1,2m³ in size and shall be not less than 2,4 from the ground.
- (2) Advertisements in this class shall be a minimum of 2 metres below any light fixture.

- (3) These signs shall only be permitted within a road reserve with the specific consent of the Council.
- (4) No sign in this class shall be permitted within a Restricted Area.
- (5) These signs shall be limited to assigned electrical light standards within the road reserve, and no signs shall be erected on road traffic signs and signals, walls, columns, and posts of verandas and balconies, electricity boxes, trees or bridges.
- (6) Illumination may be permitted provided such illumination does not, in the opinion of the Council, constitute a road safety hazard or cause undue disturbance. No animation will be allowed.
- (7) Not more than one sign back to back shall be allowed on any lamppost an advertisement consisting of a single board shall be displayed perpendicular to or at an angle of 30° to the direction of oncoming traffic.
- (8) Approval for display shall not be granted for an indefinite period. The Council may at its direction grant approval for a limited period only, ranging from 1-5 years with options of renewal.
- (9) These signs may be allowed on a road island or road median, to the discretion of the Council.

21. PROHIBITED SIGNS

- (1) Any sign type not covered by these by-laws shall be regarded as an illegal sign unless the specific consent of the Municipality has been obtained;
- (2) No person shall erect or display any of the following signs or causes or allow any such sign to be erected or displayed:
 - (a) Any animated or flashing sign the frequency of the animation or flashes or other intermittent alterations of which disturbs the residents or occupants of any building or is a source of nuisance to the public;
 - (b) Any swinging sign;
 - (c) Any moveable or transit sign, or trailer advertising sign, whether stationary or not;
 - (d) Any poster pasted onto supporting columns, pillars or any poster pasted otherwise than on a hoarding legally erected for the purpose of accommodating such poster;
 - (e) Super billboards;
 - (f) Sky signs;
 - (g) The distribution of pamphlets at road intersection;
 - (h) Any sign to be suspended across a street;
 - (i) Street pole ads for advertising of commercial products, Services or events by means of pavement posters notices attached to electrical light poles;
 - (j) Advertisements on land situated in an area of maximum control, except where otherwise provided for in terms of these by-laws.
 - (k) Any permanent sign of which the maximum display period has expired;
 - (l) Gantry billboards.

PROVINCIAL GAZETTE
(Published every Friday)

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein. Free Voucher copies of the Provincial Gazette or cuttings of advertisements are NOT supplied. If copies of the Provincial Gazette are required, R10.50 must be sent for each copy.

Subscription Rates (payable in advance)

The subscription fee for the Provincial Gazette (including all Extraordinary Provincial Gazettes) are as follows:

Half-yearly (post free)	R 348.20
Yearly (post free)	R 696.50
Price per single copy (post free)	R 10.50

Stamps are not accepted

Closing time for acceptance of copy

All advertisements must reach the Officer in Charge of the Provincial Gazette not later than 12:00, seven workings days prior to the publication of the Gazette. Advertisements received after that time will be held over for publication in the issue of the following week, or if desired by the advertiser, will be inserted in the current issue as a "Late Advertisement". In such case the advertisement must be delivered to the Officer in Charge not later than 10:30 on the Thursday of the week preceding the publication of the Gazette and double rate will be charged for that advertisement.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

Advertisement Rates

Notices required by Law to be inserted in the Provincial Gazette: R11.50 per centimeter or portion thereof, single column.

Advertisement fees are payable in advance to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein, 9300.

PROVINSIALE KOERANT
(Verskyn elke Vrydag)

Alle korrespondensie, advertensies, ens. moet aan die Beampte Belas met die Provinsiale Koerant, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Provinsiale Koerant of uitknipsels van advertensies word NIE verskaf nie. Indien eksemplare van die Provinsiale Koerant verlang word, moet R10.50 vir elke eksemplaar gestuur word.

Intekengeld (vooruitbetaalbaar)

Die intekengeld vir die Provinsiale Koerant (insluitend alle Buitengewone Provinsiale Koerante) is soos volg:

Halfjaarliks (posvry)	R 348.20
Jaarliks (posvry)	R 696.50
Prys per los eksemplaar (posvry)	R 10.50

Seëls word nie aanvaar nie.

Sluitingstyd vir die Aannee van Kopie

Alle advertensies moet die Beampte Belas met die Provinsiale Koerant bereik nie later as 12:00 sewe werksdae voordat die Koerant uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit in die Koerant wat op die pers is as 'n "Laat Advertensie" geplaas word. In sulke gevalle moet die advertensie aan die Beampte oorhandig word nie later as 10:30 op die Donderdag van die week voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanige geplaas word nie.

Advertensietariewe

Kennisgewings wat volgens Wet in die Provinsiale Koerant geplaas moet word: R11.50 per sentimeter of deel daarvan, enkelkolom.

Advertensiegelde is vooruitbetaalbaar aan die Beampte belas met die Provinsiale Koerant, Posbus 517, Bloemfontein 9300.

