



# CENTRAL DISTRICT COUNCIL

## **ADVERTISEMENT AND HOARDING SIGNS APPLICATION FORM**

### GENERAL CONDITIONS RELATING TO ADVERTISEMENT AND HOARDING SIGNS

1. No advertisement or hoarding sign that require planning permission shall be erected or displayed within planning areas without planning permission from the Council
2. Any advertisement or hoarding sign displayed without the consent of the Council shall be deemed illegal and the owner of such property shall be instructed to remove that sign immediately. Failure to comply would result in the Council removing the sign at the owner's cost.
3. Only Botswana registered companies, individuals, societies and organisations shall apply for the erection of hoardings and signage in public areas.
4. Application shall be made on the prescribed form.
5. Site and location plans of the area applied for shall be submitted in quadruplicate.
6. A graphic representation of the proposed advertisement showing details of dimensions, type, wording, colours, material, illumination and if applicable details of the structure and method of attaching the sign to the structure
7. Where an advertisement sign is proposed within the road reserve, railway reserve or property owner an applicant would be required to provide a letter of consent from the Department of Roads, Botswana Railways or property owner respectively on submission.
8. If the Council is satisfied that safety of pedestrians, cyclists or vehicle movements, amenity of environment, aesthetics or other relevant considerations do not otherwise dictate, it may at its own discretion grant planning permission for erection of advertisements within the planning area.
9. Approved sites shall be occupied, only when handed over by an authorised officer of Council only after payment of the levy. The sites shall be occupied within six months of the date of approval, failing which the site will be forfeited to council
10. The applicant will be notified of the status of application within a period not exceeding one month after the application has been lodged.
11. All hoardings shall be maintained to the Council's satisfaction, failing which Council may take action to effect the necessary maintenance or even removal of such hoarding at the owner's costs.
12. The Planning Permission shall be valid for a period of two years. Application for renewal shall be made in writing within four weeks following the date of expiry failing which the Council may at its own discretion remove the said sign at owner's cost and sublet the site in question to any other qualifying applicant.
13. All approved advertisement and hoarding signs shall bear the name and telephone of the owner and reference(s) number provided by council and any sign(s) without shall be deemed illegal.
14. all payments shall be made to council Revenue office and copies of receipts shall be submitted to the Physical Planning Unit Office for issuing of reference number(s)
15. These guidelines are supplementary to the National Guidelines for regulating Advertisement and Hoardings.

## **PART I**

APPLICANT'S NAME: .....

ADDRESS: .....

.....

TELEPHONE: .....

FAX: .....

## **PART II**

### **PARTICULARS OF THE ADVERTISEMENT**

i) LOCATION: VILLAGE.....WARD.....

ii) ROAD NAME/PLOT NO.....

iii) NATURE/TYPE OF THE ADVERT

(eg hoarding, mobile, trailer, directional) .....

iv) ILLUMINATED ☐ NON ILLUMINATED ☐

v) BOARD SIZE: LENGTH.....WIDTH.....SIGN AREA.....

v) CLEARANCE HEIGHT FROM THE GROUND.....TOTAL HEIGHT.....

vi) DISTANCE FROM THE CENTRE OF THE ROAD:.....

(Note: Proper location plan and site must be provided)

### **DECLARATION BY THE APPLICANT**

I declare that I have read and understood all the conditions for regulating advertisement and hoarding signs and further agree that in the event of the application being successful I shall abide by all terms and conditions to which this application relates to.

Applicant's Name (in full): .....

Signature of the Applicant:.....

Date : .....

**PART III      FOR OFFICIAL USE ONLY**

DATE RECEIVED

(PHYSICAL PLANNING) .....

PERUSAL FEE

.....

STAMP

DATE :.....

RECEIPT NO:.....

SFP & D MEETING DATE: .....

SFP & D DECISION:

.....

PAYMENT OF LEVY:

DATE

.....

AMOUNT

.....

STAMP

DATE :.....

RECEIPT NO:.....

EXPIRY/RENEWAL DATE:.....

## LEVY AND PERUSAL FEE

All advertisement and hoarding signs of area greater than 10sqm	Fixed charge of P550/year/site
All advertisements and hoarding signs of area less than or 10sqm	Fixed charge of P150.00/year/site
All mobile or trailer advertising	P20 per day
Temporary advertisement	P50.00 (first fifty copies) P50.00-Refundable (additional copies)
Perusal fee	P10 per every site applied for

NB: Fees for electric charges shall be based on the consumption rate and shall be added to the above charges. Directional signs shall be charged perusal fees only.