



OVERSTRAND MUNICIPALITY

APPLICATION TO EXHIBIT TEMPORARY ADVERTISEMENTS

Submit application per area to (please indicate with x):

HERMANUS Ms S Lukas 028-313 8968 slukas@overstrand.gov.za	HANGKLIP-KLEINMOND Ms K Gerber Du Toit 028-271 8415 kgerberdutoit@overstrand.gov.za	GANSBAAI-STANFORD Ms S de Villiers 028-384 8364 sdevilliers@overstrand.gov.za
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Name of applicant:

EVENT:

Step by step process:

1. Submit application for exhibit temporary advertisements form with draft design of poster/banner.
2. Copy of approved events application to be attached (if applicable).
3. Draft design of poster/banner will then be distributed to relevant department/official who will confirm compliance with By-law and/or give input.
4. An approval letter for the posters/banner will be issued indicating the amount payable were applicable.
5. Blue poster stickers (which must be affixed to back of poster/banner) will be issued as soon as proof of payment is received.
6. Your posters/banner may now be printed and exhibited as per the conditions and dates on the approval letter issued.

Type of Event	Detail-, Description-, Date- & Period of Event / Period of Exhibition / Removal Date	Type of Event (Mark with X where applicable)	No of Posters (Enter no. of posters requested to be erected)	Suburb / Town / Area
Banners				
Advertising Signs Auctioneers (per 14 days)				
Function / Meetings: <ul style="list-style-type: none"> • Charitable / Religious / Cultural / Educational / Sporting / Art / Civil 				
Political: Elections / By-elections / Special Message / IEC				
Other				
			Event Name	
BANNERS: Only one (1) banner per event is allowed on the frame at the _____ (location). No banners may be displayed on the welcome sign structure in Hermanus.				

TARIFFS: 2025/2026

Type of Events:
Banners
Advertising Signs Auctioneers (per 14 days)
Function / Meetings: Charitable / Religious / Cultural / Educational / Sporting / Art / Civil

Political: Elections / By-elections / Special Message
IEC

Tariff
Free
R385.00
R25.50 per poster

Deposit
R6 274.00
As per agreement

Payment of application fee may be paid in cash at the cashiers' office in the area as marked above or alternatively an electronic payment to the following bank account *(please send proof of payment to the relevant official in the area as marked on pg. 1)*:

ABSA, Public Sector: Western Cape, Universal Branch Code: 632005: Account No. 3220000035.
Reference: Applicant Name & Posters

NOTES:

1. No advertisement relating to any function, event or presentation outside the Municipality, excluding advertisements relating to charitable, religious, cultural, educational, sporting, political, art or civil functions or meetings, shall be displayed or distributed in any manner.
2. The display of advertisements purely for commercial advertising is not permitted provided that any poster erected or displayed by a person from a commercial advantage which relates to a sport, the arts or a cultural event may be permitted, despite the display of that poster being purely for commercial advertising.
3. The maximum number of advertisements to be displayed at any one time relating to a meeting, function, event or elections shall be determined by the Municipality.
4. No advertisement relating to a meeting, function or event other than an election shall be displayed for longer than 14 days before the day on which it begins or longer than 3 days after the day on which it ends,
5. Election advertisements may be displayed from the date on which an election is proclaimed, provided that no advertisement shall be displayed for longer than 60 days before the day on which the first polling day of the election starts and must be removed no later than 7 days after the day on which the election ends.
6. For control purposes stickers (blue poster stickers) equal to the number of advertisements approved and on which the date on which the advertisement is to be removed is stamped, shall be issued and the applicant shall affix a sticker to each advertisement. All advertisements displayed without the prescribed sticker shall be removed by the Municipality.
7. The Municipality shall itself remove the advertisements which have not been removed within the period specified and the person who displayed such advertisement or caused it to be displayed shall be liable to refund the Municipality an amount of R110.00 per advertisement, as amended from time to time, so removed and for purposes so which an applicant shall sign an undertaking when applying for approval.
 - If removed within agreed (By-law) timeframe, the deposit will be refunded shortly after submission of the request for refund form.
 - If fail to remove all posters within agreed (By-law) timeframe, a fee will be charged/deducted per poster - also refer to nr. 7 above.

The By-law relating "Outdoor Advertising and Signage (14 March 2011)" is available on the Overstrand Municipal Website – www.overstrand.gov.za.

DECLARATION BY APPLICANT:

I confirm that I am duly authorised on behalf of
(organisation) to undertake:

- to comply with the provisions of the municipality's By-law and the information mentioned in this application
- to maintain the advertisements for the duration of this approval.
- should the municipality itself remove the advertisements which have not been removed within the period specified, to pay to the municipality an amount of R110.00 per advertisement so removed.

Signed at on this day of20.....

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Signature

Street Address/Postal Address

Telephone / Cell phone number:

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Email Address:

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(Political parties and IEC will also complete, sign and submit an agreement in respect of the Exhibition of Temporary Advertisements.)

FOR OFFICIAL USE:

Number of temporary advertisements approved:

Hermanus Administration	Amount	B-Key (Cost Code)
Tariff		2025 01300 82758 (18060103150000)
Deposit		30201000221 (20170525139785)
Hangklip / Kleinmond Administration		
Tariff		2025 01300 82758 (18060103150000)
Deposit		30201000221 (20170525139785)
Gansbaai / Stanford Administration		
Tariff		2025 01300 82758 (18060103150000)
Deposit		30201000221 (20170525139785)

Receipt number:

Amount paid: R (tariff)
R (deposit)

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Divisional Manager: Strategic Support Services

Date: 20.....