



DEPARTURE APPLICATION IN TERMS OF SECTION 4.3 OF THE SIGNAGE AND ADVERTISING BY LAW FORM (2025/2026)

(APPLICABLE FROM 1 JULY 2025 – 30 JUNE 2026)

16 Paterson Street / PO Box 20
HERMANUS, 7200
Tel: 028 313 8089

Please complete this form using BLOCK capitals and ticking the appropriate boxes

Application number (To be completed by an official)

SECTION A : APPLICANT DETAILS

First name(s)					
Surname					
Company name (if applicable)					
Postal Address <u>ONLY</u>					
Postal code		E-mail			
Tel		Fax		Cell	

SECTION B: OWNER DETAILS (compulsory)

Registered owner					
Postal Address					
Postal code		E-mail			
Tel		Fax		Cell	

SECTION C : PROPERTY DETAILS

Erf / Portion and Farm no.		Area	
Street Address			
Current Zoning		Extent	m ² /ha

SECTION D : TYPE OF APPLICATION BEING SUBMITTED IN TERMS OF THE OVERSTRAND MUNICIPALITY BY-LAW ON SIGNAGE AND OUTDOOR ADVERTISING AND APPLICATION TARIFFS PAYABLE.

Has there been any previous related application(s)?	Y	N	If yes, reference/application no.		FEES PAID
All tariffs (except the appeal deposit tariff) include VAT (15%) and are valid from 1 July 2025 to 30 June 2026					
	Departure – Section 4.3 –			R738.00	R
	Appeal – Section 4.4			R738.00	R
	SUBTOTAL APPLICATION FEE:				R

ADVERTISING FEES (All prices include VAT (15%) and are valid from 1 July 2024 to 30 June 2025)

INTERESTED AND AFFECTED PARTIES	Registered Letters: >10 : Applicant to pay according to SAPO rates	T.B.A.	R
ADVERTISEMENT IN NEWSPAPERS	Local Newspaper: R5 819.00	R5 819.00	R

*** Placing of advertisements for all applications can be required by the Building Control Officer at his/her discretion.

**SUBTOTAL
ADVERTISING FEE:**

R

**TOTAL
APPLICATION FEE**
(VOTE # 20240627099365):

R

METHOD OF PAYMENT

Electronic transfer (EFT)	Y	N	If yes, is proof of payment attached?	Y	N
Payment at municipal office	Y	N	If yes, is proof of payment attached?	Y	N

BANKING DETAILS

Name Overstrand Municipality
Bank ABSA
Branch Code 632005
Account no. 4066578021
Payment reference Erf number, suburb / Signage Departure

*** KINDLY INCLUDE THE REQUESTED REFERENCE NUMBER ON ALL INTERNET PAYMENTS,
AND ATTACH PROOF OF PAYMENT TO THE APPLICATION.**

SECTION E : DETAILS OF APPLICATION

Brief description of proposed departure

SECTION F : LIST OF ATTACHMENTS & SUPPORTING INFORMATION : REQUIRED (R) / SUBMITTED (S)

Y	N	Power of Attorney / Owner's consent if applicant is not owner	✓	Y	N	Locality plan	✓
Y	N	Trust Resolution (if applicable)	✓	Y	N	To-scale plans & elevations indicating proposal (A4 or A3)	✓
Y	N	Copy of the board of active directors / members / trustees resolution (if applicable)	✓	Y	N	Home Owner's Association consent (if applicable)	✓
Y	N	Copy of Title Deed	✓	Y	N	Copy of Environmental Impact Assessment / Traffic Impact Assessment Traffic Impact Statement **	✓
Y	N	Motivation report / Letter	✓	Y	N	Engineers Appointment Form 2 (if applicable)	✓
Other (Specify)							✓

** (Please note that in terms of the Signage and Advertising Bylaw an application may be subject to an Environmental Assessment)

SECTION G : DECLARATION

I / we hereby wish to confirm the following :

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we am/are properly authorized to make this application on behalf of the owner and (where applicable) that copies of such full relevant Powers of Attorney/Consent are attached hereto.
3. **Where a consultant/agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the By-law will be sent only to the consultant/agent and that the owner will regularly consult with the consultant/agent in this regard.**
4. **I'm aware that it is an offense in terms of Section 84(1) (e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct and in doing so can lead to criminal proceedings of a fine or imprisonment or both.**
5. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application

Registered owner's signature

Date

Full name

Agent / Consultant's signature

Date

Full name

Professional capacity

**If application is made by person other than registered owner (eg. Consultant / Agent), full power of attorney and both signatures above are required.
If property is owned by more than one person, signature of each owner is required. Where the property is owned by a company / trust / other juristic person,
a copy of the board of directors / members / trustees resolution is required.**