

Our Ref: _____ District: _____ Your ref.: _____

APPLICATION FORM FOR APPROVAL OF AN ADVERTISEMENT IN TERMS OF THE REGULATIONS ON ADVERTISING ON OR VISIBLE FROM PROVINCIAL ROADS UNDER THE LIMPOPO ROADS AGENCY LIMITED AND PROVINCIAL ROADS ACT, 1998 (ACT NO. 7 OF 1998)

- (1) This application must be accompanied by an application fee of R3600.00.
- (2) The Agency may refuse to consider the application if this form has not been completed properly or if the application fee has not been paid.
- (3) Applications must be submitted to the address determined in Provincial Gazette No. 1027 of 6 August 2004.
- (4) A separate application must be submitted for each advertisement. An application fee must be paid for each such application in accordance with the determination made by RAL from time to time.

Note: For payment of an application fee, you have to request RAL’s banking details and reference from RAL- Land Use Management unit.

Applicant (owner of advertisement structure)

Name of company / corporation / other juristic person:.....

Name of applicant.....

ID / registration number / other identification number of agent:.....

Type of business:.....
(e.g. advertising, retail, legal etc)

Street address:.....
.....

Postal address:.....
.....

Telephone no(s):.....

Fax no(s):.....

E-mail address:.....

Advertisement identifying information

Date submitted:.....

Location:.....
(e.g. Phalaborwa, Tzaneen, etc)

Road number:.....
(e.g. R518,D316)

Section of road:.....
(e.g. Tzaneen to Nkownkova)

Kilometer distance:.....

GPS coordinates:.....

(If available)

Advertisement details

Description of property on which advertisement will be situated:

Private Property:

Road Reserve:

Advertisement category description:.....

(e.g. tourism, name board, promotional board)

Position of billboard: Free-standing (e.g. erected on a pole) Affixed (e.g. affixed to a building) Other

Size of advertisement: Height..... Width..... Total (m²).....
(e.g. 6x9)

[NB: The applicant should for billboards of 18 m² and above in size, submit DETAILED ENGINEERING DRAWINGS OF THE STRUCTURE and A CERTIFICATE BY A PROFESSIONAL STRUCTURAL ENGINEER for the application to be considered]

Number advertisement sides: Single Double Other.....

Clearance height of the advertisement:.....

Illuminated or Non-illuminated:.....

Animated or Non-animated:.....

Landowner (if different from applicant)

Please note: if on the road reserve leave blank

Name of company / corporate / other juristic person:.....

Name of landowner:.....

ID / registration number / other identification number of agent:.....

Street address:.....

.....

Postal address:.....

.....

Telephone no(s):.....

Fax no(s):.....

E-mail address:.....

Signature of landowner: _____

Date: _____

Signature of an applicant: _____

Date: _____

GENERAL INFORMATION ON APPLICATIONS

APPLICATIONS FOR WAYLEAVES (PIPELINES, POWERLINES, STRUCTURES, ETC); ACCESSES TO PROVINCIAL ROADS; ADVERTISING ON OR VISIBLE TO PROVINCIAL ROADS; CHANGE OF LAND USE (TOWNSHIP ESTABLISHMENT, SUBDIVISION OF LAND, REZONING, ETC); RELAXATION OF BUILDING LINE FROM PROVINCIAL ROADS; CLOSURE AND DEVIATION OF UNNUMBERED PUBLIC AND PROVINCIAL ROADS.

1. **The applications should be addressed to:**

Chief Executive Officer
The Roads Agency Limpopo SOC Ltd
Private Bag X 9554
Polokwane
0700

Email Address: landuse@ral.co.za

N.B. You are encouraged to forward your application/request to the above mentioned email address.

1. **Hand delivered applications**

Hand delivered for the above-mentioned applications should be submitted during working hours (08H00 – 16H30) to:

Roads Agency Limpopo SOC Limited
26 Rabe Street
Polokwane
0699

2. **Payment for application fee, approval and rental fee**

Please take note that only applications for wayleaves, accesses to provincial roads, advertising on or visible to provincial roads, relaxation of building line from provincial roads; closure and deviation of unnumbered public and provincial roads should pay application fee per application. Payment should be made to Roads Agency Limpopo SOC Limited as follows:

For payment of an application fee, you have to request RAL's banking details and reference from RAL- Land Use Management unit.

Please note:

- When making a bank deposit you will have to send a copy of the deposit slip as proof of payment.
- Once we receive payment and confirmation, we will begin processing your application.
- We only accept bank deposits from South African banks (no international transfers)

3. **For enquiry and correspondence**

- On applications and application fee, enquiry should be made with **Roads Agency Limpopo SOC Limited** as follows:

Land Use Management Unit

Tel: (015) 291 4236/9; 015 284 4600/45/79

- On contract, approval and rental fees for applications of advertisement signboards enquiry should be made as follows:

Revenue Generation Unit

Tel: (015) 291 4236/9; 015 284 4600

- On the applications for erection of tourism signboards (brown signs) within the road reserves of provincial roads, enquiry should be made as follows:

Limpopo Department of Economic Development, Environment and Tourism under Tourism, Planning and Development section

Tel: 015 293 8381 / 015 293 8300

NB. The application forms including attachment documents shall become RAL's documents after submission and RAL is not responsible for any reprint/recopy of the above-mentioned documents after submission.

Furthermore, take note that from page 3 to 10 are not for submission but for your information.

Site sketch plan

A sketch plan of the site on which the advertisement is to be erected or displayed; drawn to a scale of roughly 1:500 and for a distance not less than 100m upstream and downstream of the advertisement, showing all natural features and also buildings and structures which may affect sight distance, roads and streets, the provincial road reserve boundary, street names, route and section numbers, kilometre distance along the provincial road, all existing advertisements in the area, road traffic signs and traffic signals, the approximate extent of the visual zone, and the dimensional position of the advertisement being applied for.

Elevation plan or photographs

Elevations of the proposed advertisement to a scale of not less than 1:500, or photographs of a size not less than 200 x 250 mm, taken from points on the road reserve from which the advertisement will be visible, at 50 metre intervals along the left hand-most lane of the roadway over a distance of 500 metres upstream of the advertisement, showing the proposed advertisement superimposed thereon. Elevation plans or photographs are only required for large and small electronic billboards, large and small billboards, tower structures, product replicas and three-dimensional advertisements, balcony and under-awning advertisements, forecourt advertisements, tower and pylon advertisements and aerial advertisements. Details of the position from which an elevation plan is provided or a photograph has been taken, the distance from the advertisement, the position of the advertisement and its structure in relation to its surroundings and the provincial road must be provided, as well as any other information subsequently required by the Agency.

Additional information to be submitted when requested

When required, the Agency will request the applicant to submit any or all of the following additional information:

Layout plan

A layout plan, drawn to a scale of at least 1:2000 and showing a distance of not less than 500m upstream and downstream of the proposed site of the advertisement being applied for. This plan must accurately show all the information as required for the site sketch plan, the positions from which elevations or photographs are provided, horizontal curve positions, road gradients, speed limits, street and road lighting poles, as well as any other information required by the Agency which will allow a detailed evaluation of any factor which could affect road safety.

Such layout plans may be prepared using 1:2000 completion survey drawings obtainable, when available, from the Agency.

Electrical engineer's certificate

When electricity is used, an electrical certificate signed by a licensed electrical engineer or by an inspector duly authorised by a municipality, must be submitted stating that the advertisement will comply with the

requirements of these regulations as well as any other regulations and requirements related to the use of electricity. The certificate must also show the engineer's name, registration number, postal address, telephone no, fax no and e-mail address.

Structural engineer's certificate

The Agency may request submission of additional drawings, calculations and other information and a certificate by an engineer giving details to the Agency's satisfaction to enable it to establish the adequacy of the proposed means of securing, fixing or supporting the advertisement, to resist all loads and forces to which the advertisement may be exposed and the sufficiency of the margin of safety against failure to comply with the provisions of the national building regulations contemplated in section 17 of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977). The certificate must also show the engineer's name, registration number, postal address, telephone no, fax and e-mail address.

Additional information on advertisement contents

When required, the Agency will request the applicant to submit a drawing or photograph at a suitable scale of the advertisement, showing all details of the contents of the advertisement, including words, numbers, symbols, colours, graphics, illumination and animation.

The Agency may also require the applicant to submit an electronic photograph of the erected advertisement, showing the advertisement structure as well as the contents of the advertisement.

Other information

The Agency may request you to submit additional information or documents.

CONDITIONS FOR NAME BOARDS OR DIRECTION SIGNS

4. The board must be erected at least one (1) metre outside the road reserve, ***at the legal access to the property.***
2. The bottom of the board must not be higher than 1,7 metre above ground level.
3. The dimensions of the board must not exceed one (1) square metres.
4. The letters may not exceed 100 mm in size.
5. Letters and background must not be reflective, illuminated or variable.
6. The sign must not be confused with a normal road sign. No shades of white letters on a blue or green background must be used.
7. No trademark of a commercial enterprise is allowed to be advertised on the board, except if it is allowed under the special conditions. The wording allowed on the sign can be a maximum of 3 out of :
 - a) Farm name
 - b) Name of owner or business
 - c) Type of farming activity-wording or symbol
 - d) Name of business
 - e) Telephone or fax number
 - f) Trade marks not exceeding one third of the sign size, or 0,2 square metres
8. If the board is erected at right angle to the road, the lettering may appear on both sides of the board
9. The board must not conceal a road sign in the immediate vicinity.
10. ***Only one set of advertisement boards shall be allowed per applicant.***
11. No other sign, symbol or notice board except the approved one will be allowed.
12. The board must be of good material and must be maintained in a neat condition at all times.
13. Only the wording described in the covering letter may appear on the board.
14. The approval number must be indicated in 15 mm lettering on the reserve side of the board in the left hand corner.
15. The erection of the board and fulfillment of conditions must be complied within 90 days of the date of this approval.
16. Roads Agency Limpopo SOC Ltd reserves the right to alter or revoke these conditions at any time.
17. Roads Agency Limpopo SOC Ltd reserves the right to withdraw this permission immediately and remove the advertisement board if any of the preceding conditions are not complied with.

