

**CITY OF CAPE TOWN
DEPARTMENT OF PLANNING & BUILDING DEVELOPMENT MANAGEMENT**

**UNDERTAKING AND STANDARD MINIMUM REQUIREMENTS IN RESPECT
OF ON-SITE DISPLAY OF NOTICES**

To be completed and returned by applicant or his/her agent, and agreed to / accepted by delegated official in district office before on-site display may commence as part of public participation requirements in development applications

PART A UNDERTAKING

Application premises <small>(ie Ef / Farm no & Allotment area)</small>		Application (Tracking) no	
Application site address			
Application / Proposal			
Owner / Applicant / Agent <small>(ie party responsible for display)</small>			
Details of the proposed on-site display are as follows:			
Period of display <small>(From date To date)</small>			
Notice size / dimensions			
Method of display <small>(Provide description)</small>			
Materials to be used <small>(Provide description)</small>			
Notice content <small>(Attach example)</small>	As per example attached		

I / We,,
(property owner / authorised person or agent's name)
 hereby undertake to display an advertising notice in respect of the above application on the relevant application premises in accordance with the details set out above (which have been agreed to by the relevant Council official) and the minimum requirements for such on-site display (as set out overleaf), as well as the provisions of Council's Notification Policy for Land Use Development Applications. In addition, I / we also agree to the further terms and additional requirements set out overleaf.

Signed by

.....
 Property owner / Authorised person

.....
 Date

Agreed / accepted by

.....
 Delegated official
 for Director : Planning & Building Development Management

.....
 Date

PART B STANDARD MINIMUM REQUIREMENTS FOR ON-SITE DISPLAY OF NOTICES

Standard minimum requirements for the on-site display of notices as part of public participation requirements in development applications are as follows:

- Notices may not be smaller in dimension than A3 (landscape) size
- Text must be in black lettering of not smaller than font size 16 (\pm 5mm in height) on a white background
- Notices must be displayed in at least two official languages used in the area (ie the same used in any related application notice served by post / hand)
- Notices must be displayed inside the application property boundaries or affixed to a boundary wall / fence, and be clearly legible (from the nearest public road) in a position visible to passers-by, at least 1,6m above ground level
- Notices must be properly fixed and weather-proofed, ie preferably on a hard surface, covered with plastic / water-proofed
- Notice content must include the following information:
 - Application property number and site address
 - Application (Tracking) number
 - Application type / components(s), enabling legislation and which authority application made to
 - Clear description of application proposal
 - Name and contact details of applicant / registered owner or agent / authorised person
 - Where (municipal District office) and between what times full application can be inspected
 - Invitation to comment, and method and closing date by which comments may be submitted
 - Where such objections / comments can be lodged (incl copied to Council if submitted to other party)
 - Contact details of relevant municipal official for enquiries
- Notice must be displayed for minimum 30 day period (starting day after erection), which period are subject to all other advertising rules (eg not during dead period, may not close on public holiday or weekend etc)
- Where any other advertising also takes place (eg postal / hand delivered notices or press adverts), commenting period must coincide with these
- Notice board used for display may not include / be used for any other advertising of any kind

Further terms and additional requirements include the following:

- Property owner / applicant or agent / authorised person is responsible for erection and maintenance of on-site display, as well as prompt removal thereof after advertising period.
- All costs for construction / erection, maintenance and removal of display or any cost incidental thereto, or as a result of re-advertising of the application by Council (if required) is borne by property owner / applicant.
- If required, property owner / applicant / authorised person will obtain necessary building plan approval in terms of the National Building Regulations and Standards Act, No 103 of 1977 prior to erection.
- Property owner / applicant / authorised person must endeavour to keep on-site display in good condition for full duration of advertising period. Where it is damaged, removed or disappears for some reason, applicant / authorised person undertake to promptly rectify this still within advertising period.
- Photographic proof of notice and its position, with date displayed thereon, taken on commencement date must be submitted to District Planning office within 7 days after such photograph is taken.
- Applicant / property owner exempts Council from any liability attributable directly or indirectly as a result of construction / placing on-site or removal of above notice or any damage incidental thereto resulting from these requirements.
- Should foregoing undertaking or above standards and requirements not be complied with, re-advertising at Council's discretion and owner / applicant's expense may be required.

For more information or any enquiries regarding the above, kindly contact the case officer / responsible official at your nearest District Planning office.