

# Development Planning

**Typical Outdoor Advertising Process within Development Planning**

**PRE ASSESSMENT**

**(High level)**

**Please Note:**

- It is recommended to use the services of a registered Structural Engineer.

**Typical Outdoor Advertising process within Development Planning  
PRE ASSESSMENT  
(High level)**

**Applicant**

**Corporate  
Geo-Informatics  
(CGIS)**

**Building  
Development  
Management  
(BDM)**



**1**

The applicant enquires based on the type of sign and the area. The applicant receives a checklist and application form from the **Outdoor Advertising Section – 6<sup>th</sup> Floor, Metro centre, A Block**



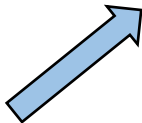
**2**

The applicant compiles the information required before submitting the application

**3**

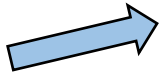


The applicant obtains property related information such as zoning information and locality plans from the **Corporate Geo-Informatics (CGIS) Public Information counter – 8<sup>th</sup> floor, Metro Centre, A Block**



**5**

Preassessment evaluation process:  
**Outdoor Advertising Section** evaluates all the documents received within ten (10) working days



**5(a)**

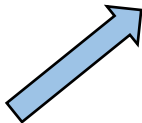


Preassessment conditions not met due to outstanding information:  
**Outdoor Advertising Section** informs the applicant and the application is declined

**4**



The applicant submits the outdoor advertising application and the supporting documents with the **preassessment fee** at the **Outdoor Advertising Section**



**5(b)**



If preassessment is successful:  
**Outdoor Advertising Section** Calculate fees payable and provide the applicant with an invoice and the payment method



**6**

**Outdoor Advertising Section** confirms payment



Typical Outdoor Advertising process within Development Planning  
APPLICATION PROCESS  
(High level)

Building Development Management (BDM)

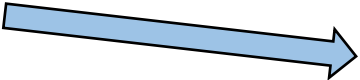
7

Outdoor Advertising Section captures the application on the system



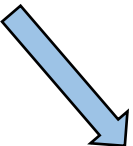
8

The application is allocated to the Technical evaluator



9

Technical evaluator verifies the application and issues comments and a call letter as per Section 32 of the 2009 By-laws



9(a)

If any documents are outstanding: Outdoor Advertising Section informs the applicant that additional information is required

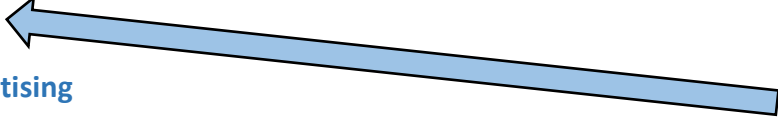
9(b)

Once all documents are available: Outdoor Advertising Section Calculate fees payable and provide the applicant with an invoice and the payment method



10

Outdoor Advertising Section inform Councillors of the application



AND



11

Outdoor Advertising Section issues a call letter as per Section 32 of the 2009 By-laws (public participation)



Typical Outdoor Advertising process within Development Planning  
APPLICATION PROCESS CONTINUED  
(High level)

Building Development Management (BDM)

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Technical Evaluator conducts a site visit to verify information submitted and presents the application to the relevant Committee within 90 working days



13

The Committee evaluates the application and a decision is taken



13(a)

If the application is refused: Outdoor Advertising Section drafts a refusal letter



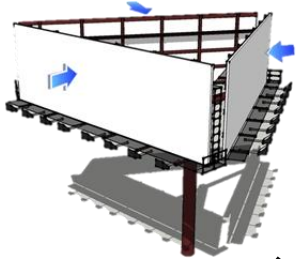
13(b)

If the application is recommended Outdoor Advertising Section drafts an approval letter



14(a)

Once the sign is erected, the applicant must notify council and attach the engineering completion certificate



14

The applicant acknowledges the approval letter and must erect the sign within 6 months.

14(b)

If the application lapses within the 6 months, the applicant will have to resubmit

13(c)

The applicant can appeal to the City Manager and the Appeals Board in terms of Section 37 of the 2009 By-Law against the decision

End of process