

Theewaterskloof Municipal Signage Regulations relevant to Greyton
Province of Western Cape: Provincial Gazette 6234 of 8 March 2005

3. Submission of application

1. Every person intending to display a new sign or to alter or add to an existing sign (hereinafter referred to as “applicant”) shall make written application to the municipality in the form prescribed by the municipality from time to time, submitting therewith plans drawn in accordance with the following requirements:-
 - i) The plans shall be drawn in black ink on tracing linen or stout durable drawing paper on a white background or a computer designed print on durable paper. Such form and plans shall be in duplicate (one set of which shall become the property of the municipality) and shall be dated and signed in ink by the applicant or by a person authorized by such person in writing to sign on his behalf, and all alterations and corrections to such form and plans shall be similarly dated and signed.
 - ii) Where the sign is to be affixed to a building the plans shall include an elevation and a section of the façade and, where necessary of the roof of the building, drawn to a scale of 1:100 upon which shall be depicted the sign, any other signs affixed to the façade or roof and enough of the main architectural features of such façade or roof to show the position of the sign in relation to such other signs and features. The location of the sign relative to ground level and, where necessary, the kerb line shall also be shown on such elevation section.
 - iii) Where the sign is not to be affixed to a building, the location of the sign relative to the ground level and where necessary, the kerb line shall be shown on an elevation, plan and section drawn to a scale of 1:100.
 - iv) Elevations, including full particulars of the subject matter as defined in section 6, plans and sections of the sign itself as may be necessary to show whether it complies with this by-law, accurately drawn to a large enough scale (but in no event less than 1:50) shall also be included.
 - v) The plans shall also depict full details of the structural supports of the sign, drawn to a scale of 1:20.
 - vi) The plans shall also include a site plan, drawn to a scale of 1:200, showing clearly and accurately the position of the sign and the building, if any, to which it is to be attached, in relation to such of the boundaries of the erf as may be affected by such position, and giving the name of the abutting street and the distance to and the name of the nearest cross-street, and showing the direction of true north.
 - vii) The plans shall indicate the materials of which the sign is to be constructed, the manner in which the lettering thereon is to be executed, the colours to be used, and whether or not the sign is to be illuminated; and in the latter event the plans shall indicate whether or not the sign is a flashing sign, and if the sign is a flashing sign, full details of its periodicity and variations or changes in appearance shall be furnished. (Note: Former Greyton regulations precluded the erection of flashing illuminated signs.)
2. The municipality may, subject to such conditions as it may deem fit, grant permission for the display of posters on special occasions such as elections, festivities, processions etc.
3. The municipality shall, within 30 days after receiving the form and plans referred to in subsection 1., specify to the applicant the provisions, if any, of this by-law, or of any other laws that the municipality is required to administer, with which such form or plans do not comply; and the municipality shall, if it deems it necessary, return the form and plans to the applicant.
4. Where the form and plans comply with this by-law and any other laws aforesaid, the municipality shall approve them and shall forward one set thereof to the applicant.
5. Approval granted in terms of subsection 4. shall become null and void if the sign has not been completed in accordance with the approved form and plan within twelve months of the date of such approval.

4. Compliance of existing signs

- i) Every sign existing at the date of the promulgation of this by-law shall be made to comply in all respects within one year from the date of such promulgation. Where any sign does not comply after the said period of one year, it shall forthwith be removed.
- ii) Where any sign not complying with the provisions of this by-law has not been made to comply therewith

within the aforementioned period of one year, or where any sign has been erected which is not in conformity therewith, the municipality may order the owner to remove such sign. Upon failure to do so the municipality may remove the sign and recover the cost from the person who erected the sign or permitted erection thereof.

iii) Whenever, through change of ownership or occupancy or change in the nature of the business, industry, trade or profession conducted on any premises or through the erection of new traffic signal lights or through the alteration in the level or position of any street, footway or kerb, or through any cause whatsoever, a new sign ceases to comply with this by-law, such sign shall forthwith be removed, obliterated or altered by the person displaying such sign so as to comply with this by-law.

5. Enforcement

- i) Any person who displays or attempts to display a new sign or who alters or adds to, or attempts to alter or add to, and existing sign without the prior approval of the municipality given in terms of section 3, where such approval is required by the said section 3, shall be guilty of an offence.
- ii) Any such person shall forthwith, after an order in writing to that effect by the municipality, cease or cause to cease all work on the display of such new sign, or shall cease or cause to cease any alteration or addition to such existing sign, as the case may be, and any such person who fails to comply with such order shall be guilty of an offence.
- iii) Any person who, having obtained such approval, does anything in relation to any sign which is a departure from any form or plan approved by the municipality shall be guilty of an offence.
- iv) Any such person shall forthwith, after an order in writing to that effect by the municipality, discontinue or cause to be discontinued such departure, and any person who fails to comply with such order shall be guilty of an offence.
- v) vi) and vii) *See original by-law.*

6. Contents of signs

- 1. No sign on any premises shall contain any words, letters, figures, symbols, pictures or devices (hereinafter called "subject matter") unless every part of such subject matter falls into one or more of the following categories:-
 - a) The name, address and telephone number of such premises or part thereof.
 - b) The name of the occupier of such premises or part thereof.
 - c) A general description of the type of trade, industry, business or profession lawfully conducted on such premises or part thereof by the occupier thereof.
 - d) Any information, recommendation or exhortation concerning, or any name, description, particulars or other indication of –
 - i) any goods not being samples, regularly and lawfully manufactured, kept and sold or kept and offered for sale on such premises; or
 - ii) any services regularly and lawfully rendered or offered on such premises; or
 - iii) any catering or entertainment or amusement or any cultural, educational, recreational, social or similar facilities lawfully provided or made available on such premises, or any meeting, gathering or function lawfully held on such premises;

provided that this paragraph shall not be construed as permitting subject matter which, in the opinion of the municipality is an evasion of or not in accordance with the intent of this paragraph.

2. Notwithstanding the provisions of subsection 1. in the case of any premises partly or wholly used for residential purposes, no other sign than the name of such premises shall be displayed on the part of such premises used for residential purposes unless the premises is zoned for business purposes in terms of the municipality's town planning scheme regulations.
3. and 4. *Not relevant to Greyton – see original by-laws held in the Municipal offices.*

7. Signs on buildings

NOTE: *More to be typed – went on to Estate Agent signs and Loose Portable signs – because I felt them more immediately important.*

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SCHEDULE 1

Estate Agent Signs

Subject to approval in terms of this by-law, the erection and/or display of estate agent signs is permitted in all areas. In addition:

1. “On Show” signs may only be displayed from 08:00 to 20:00 on Saturdays, Sundays and Public Holidays.
2. Estate Agent signs may not be affixed to trees, traffic signal poles, electric light poles or other poles which carry road traffic signs, walls, fences, rocks, or other natural features or landscaped areas, street furniture or other municipal property unless such display is authorized by the municipality in writing.
3. On each sign, the wording “On Show”, “Show House, Show Flat, Show Plot” with the Agency’s name and directional arrow must be displayed.
4. Signs may be displayed on stakes making use of a design approved by the municipality. Estate Agent signs may not be displayed on concrete, premix or paved surfaces. It is not permissible for stakes to penetrate the ground deeper than 15 cm.
5. Estate Agent signs may not exceed 0,3m² in total area. (600mm x 500mm)
6. Not more than six estate agent directional signs will be permitted in total per show house, show plot or block of flats in which a show flat is on display. The definition of one sign shall include the display of two signboards only when such boards are sandwiched back to back.
7. Estate Agent signs may not be displayed along scenic drives or access routes and/or on any bridge, public park, public open space or in areas where it will detract from the amenities of the streetscape or environment.
8. Only one directional sign per Show house/flat/plot may be displayed along any proclaimed road, excluding roads referred to in 7. above.
9. No Estate Agent sign shall obscure a road traffic sign.
10. No Estate Agent sign shall be erected on centre islands.
11. No Estate Agent sign shall be erected in such a way that any part of it is closer than 1,5 m from a road verge.

12. Directional signs shall be displayed along main routes only, being the shortest route from the main road to the property.
13. No Estate Agent signs may be erected on any tarred or paved areas of pavements.
14. Estate Agent signs are only allowed within the boundaries of premises and not on any sidewalk. Where such property is fenced with a wall, such sign may be affixed flat against the wall on a side walk.
15. Estate Agent signs shall be limited to six signs per premises and one sign per agency.
16. "Sold"/"For Sale"/"To Let" signs must be erected flush against the fence/wall of the property. On vacant stands such signs must be displayed on stakes making use of a design approved by the municipality and only placed on the said stand or stands, not on the sidewalk.
17. "Sold" signs may be displayed flush against the fence/wall of the property for a maximum of two weeks only.
18. No signs indicating other than a property sale may be erected by estate agents or agencies.
19. Application by each estate agency on an annual basis must be made for permission to display Estate Agent signs and approval shall be subject to payment of an annual fee in accordance with the municipality's Tariff Policy.
20. Any Estate Agent sign unlawfully erected, or in contravention of the provisions of this Schedule, will be subject to a charge by the municipality, in accordance with its Tariff Policy irrespective of whether such sign is removed by the municipality or not. In the event of such sign not being removed by the municipality; photographic evidence of the unlawful sign will be obtained by the municipality prior to levying the said charge.

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SCHEDULE 2

Loose Portable Signs

Subject to approval in terms of this by-law, the erection and/or display of loose portable signs is permitted. In addition:

1. Such signs placed in any road reserve or public open place without written permission of the municipality is not permitted in terms of the by-law.
2. The municipality may remove those loose portable signs placed without its permission in any road reserve or municipal property. The municipality will impound these signs. Owners can then recover their property on payment of the fees determined by the municipality from time to time which will be used to defray the cost of removal, storage and transportation.
3. The municipality will consider applications to permit the placement within any road reserve or municipal property of loose portable signs which comply with the following requirements:
 - a) that signs do not pose a hazard in terms of safety to the public and are, in this regard, of appropriate structure and size;
 - b) that signs do not obstruct or inconvenience the public either by its physical size or location;
 - c) that signs do not unfairly prejudice other traders;

- d) that the signs, or proposed number thereof do not detract from the amenity of the local streetscape or local environment;
 - e) that signs are solely to advertise the name of the business, goods and/or services for sale from the advertiser's premises;
 - f) the maximum dimensions of the proposed signs shall be 1,20m (height) x 0,6m (width);
 - g) that the signs be placed directly in front of the advertiser's premises, provided that the above criteria are met;
 - h) a minimum clear footway width of 1,2m adjacent to the sign be kept clear.
4. Approved loose portable signs will be allocated to a demarcated area within any road reserve or on municipal property where, during the normal trading hours, applicants may then place the sign. The said sign must be removed outside normal trading hours and stored away from public view.
 5. The demarcated area for displaying loose portable signs, will be leased to an applicant at a rate set by the municipality from time to time.
 6. Applicants will be required to indemnify the municipality against any claims for third parties that may arise, due to the placement of loose portable signs within any road reserve or on municipal property and shall take out third party insurance.
 7. Notwithstanding the above, the municipality may cause the removal or impoundment of loose portable signs should the applicant contravene any of the above conditions.