

DEVELOPMENT PLANNING DEPARTMENT
ADVERTISING SIGNAGE SECTION

PRE - ACCEPTANCE SCRUTINY CHECKLIST
POSTER APPLICATION

NAME OF APPLICANT
ADDRESS
APPLICATION NO.

	CHECK ITEM		
201	Application forms to be completed in full and in duplicate and signed by the applicant. Forms to be completed in original format - fax/copies not permitted.		
202	Application fee to be paid per event.		
203	A white block of 75mm ² at the bottom right hand corner to be provided on posters for Council stamp and stickers.		
204	Copy of poster/facsimile 21 days before event		
205	N P O certificate from Department of Social Welfare		
206	No. of posters required to be indicated		
207	Letter of motivation for posters in excess of 100.		
208	A distribution list indicating the areas where posters will be erected(road names and the quantity to be erected in each road) for posters in excess of 100.		
209	Town Planning approval must be submitted with application.		

Note

1. Should the applicant fail to meet the requirements of the scrutiny list the relevant items will be marked with "X". The applicant will be referred for correction and submission of information required.
2. Compliance with the above list does not presuppose approval of the application by this Department.

APPLICANT

DATE

SCRUTINEER