



**GUIDELINES AND APPLICATION FORM
FOR
TOURISM ROAD SIGNAGE**



February 2003

GUIDELINE DOCUMENT
FOR
LOCAL TOURISM BUREAU

1. The Applicant shall obtain the prescribed application form at his nearest Local Tourism Bureau (LTB).
2. The form comprises of various sections – A to G – but constitutes an entity and no leaf or section thereof may be detached or substituted. It is recommended that the LTB stamps every page with its official stamp and fills in a code number and date. A register of all applicants may be kept.
3. The LTB shall have available:
 - (a) A copy of the approved symbols;
 - (b) A copy of the approved warrants;
 - (c) A list of approved sign makers.

These documents shall be available for the Applicant to peruse and enable him to decide on the symbols he wishes to use.

4. The Applicant's attention should be directed to the following:
 - (a) Section A: must be completed and signed by the Applicant;
 - (b) Section B: must be signed by the Applicant and be available before the Road Authority will erect any sign.
 - (c) Section C+D: must be submitted by the Applicant to the Local Municipality and District Municipality for certification.
5. Only when Sections A to D have been completed and signed will the LTD proceed to process the application – a special applicant fee may be payable.
6. The LTB shall complete Section E and depending on the answers to the questions set out in Section A – paragraph 4 (3) and (4) an inspection may be necessary. The LTB shall make a recommendation:

- a.) Should the recommendation be that the application is refused then the reasons for such a recommendation shall be recorded as well as any suggestion(s) for amendment(s) of the application by the Applicant e.g. the Applicant may have applied for a guest house symbol but he in fact only qualified for a B & B. The Applicant is then advised that his application may be recommended should he amend it.
 - b.) If the recommendation is that the application be granted then the application and annexures – in duplicate – must be forwarded to the Regional Tourism Organisation. The RTO will ensure that the application form has been properly completed and that relevant annexures are attached.
7. The RTO will forward one copy of the application to the relevant road authority and a brief summary of the application to the Co-ordinator.
 8. At the next meeting of the Regional Tourism Liaison Committee (RTLCL) the application will be considered. The RTLCL is comprised of representatives of the Tourism Structure, the Road Authorities and the Local Authorities.
 9. Should the RTLCL not recommend the approval of the application the reasons for such a recommendation shall be recorded and be made known to the Applicant.
 10. Should the RTLCL recommend that the application be approved, the relevant Road Authority(ies) will be advised and requested to finalize the matter in collaboration with the Applicant.
 11. At present the Provincial Administration and SANRAL as Road Authorities will issue formal approval for the erection of the sign, furnish the Applicant with specifications of the approved sign and names of recommended signage firms.
 12. The Applicant will arrange with the signage firm of his choice, pay for the signage costs and have them delivered to the relevant Road Authority for erection. The Applicant will be liable for the costs of erection.
 13. In the event of the Road Authority being a Local Municipality or District Municipality, the Applicant must negotiate with such authority and a signage firm for the specifications and making of the signs. Further details will be available at the relevant Local Authority.
 14. Erection of the signs will also be done by the Local Authority for the account of the Applicant.
 15. Provided that all the required information has been furnished timeously the period from submission of the application form till consideration by the RTLCL should not exceed two months.

INFORMATION DOCUMENT

FOR AN APPLICANT WHO WISHES TO APPLY FOR A

TOURISM ROAD SIGN

1. The Applicant shall obtain the prescribed application form at the nearest Local Tourism Bureau (LTB).
2. The form comprises of various sections – A to G – but constitutes an entity and no leaf or section thereof may be detached or substituted.
3. To enable the Applicant to decide on any symbol the LTB shall make available to him/her for inspection:
 - (a) A copy of the approved symbols;
 - (b) A copy of the approved warrants;
 - (c) A list of approved sign makers.
4. The Applicant's attention is directed to the following:
 - (a) Section A: requires information from the Applicant and he must complete this section.
 - (b) Section B: is a copy of the agreement that the Applicant must conclude with the relevant Road Authority. The Applicant must note that the sign becomes the property of the Road Authority when it has been erected within the road reserve.
 - (c) Section C+D: must be submitted – by the Applicant – to the Local Municipality and District Municipality for certification.
5. When Section A to D has been completed the Applicant shall return the form to the LTB for completion and recommendation. Depending on the answers to the questions set out in Section A paragraph 4(3) and (4) – an inspection may have to be done by the LTB or at its request.
6. The LTB may require an application fee to be paid by the applicant.
7. The LTB must then complete Section E and make a recommendation:

- (a) If the recommendation is that the application is refused, then the reasons for such a recommendation shall be recorded as well as any suggestions for amendment(s) of the application by the Applicant.
 - (b) If the recommendation is that the application be granted, then the application plus annexures must be forwarded to the Regional Tourism Organisation (RTO) thereafter to the Regional Tourism Committee (RTLTC).
8. The RTLTC comprised of representatives from the Tourism Structures, the Road Authorities and the Local Authorities – will consider the application and make a recommendation.
 9. Should the RTLTC recommend that the application not be accepted it must record the reasons for its decision and make suggestions to the Applicant for any amendment(s) to the application. The Applicant is advised hereof.
 10. Should the application be recommended for acceptance by the relevant Road Authority, the Applicant is advised hereof and he will then negotiate with the relevant road authority to have the signage specifications made and approved.
 11. The Applicant may then submit these specifications to the sign maker of his choice – from the list approved by the Road Authorities – for construction.
 12. After the sign has been constructed it must be delivered to the relevant Road Authority for erection.
 13. The Applicant is liable for the costs of construction and erection of the sign.
 14. Provided that all the required information has been furnished timeously the period from submission of the application form till consideration by the RTLTC should not exceed 2 months.

APPLICATION FOR THE APPROVAL AND ERECTION OF TOURISM ROAD SIGN

(To be completed by Applicant)

TO :
.....
.....

(Name and address of Local Tourism Bureau to which application form is submitted)

SECTION A

1. DETAILS OF APPLICANT (Facility Owner)

Name :
Identity Number :
Street Address :
.....
Postal Address :
.....
Telephone No : Fax No:
E-mail :

2. TOURISM FACILITY

Name of Facility :
Street Address :
.....
Postal Address :
..... Erf No :
Farm Description :
Telephone No : Fax No:
E-mail :

3. DETAILS

- 1. State the main activity (only one)
attraction or service of the facility
- 2. Description of other activities,
attractions available at the facility
- 3. Available to the Public
(a) 365 Days per year
- (b) Once a week, weekend or
once a month
- (c) Occasionally – indicate

4. MEMBERSHIP

- 1. Indicate membership of any
tourism body or association
- 2 Attach copies of relevant
certificates
- 3 If not a member of any tourism body or association, annex a copy of a grading
certificate failing which an inspection will be required
- 4 If the applicant has recently obtained any certificates/permits from the
Local Authority, annex copies thereof

5. STANDARDS

- 1 Sufficient provision for Safety Issues
(a) Fire Extinguishers
- (b) Electrical Safety Provisions
- (c) Public Liability Insurance
- 2 Standards Inspected
Certification Accreditation Recommendation Grading
Done by Organizations (mention)
- Attach copies of certificates

6. LOCATION

Within	Near

1. In or near a Town/ City
Name of Town/ City
Distance from Town/ City
Name of Local Authority

2. Indicate from which nearest numbered road signage is requested
.....

7. SIGNS REQUESTED

1. Symbols
2. and Primary Name

8. SUPPORTING INFORMATION

Attach the following documentation

1. Copy of a brochure
2. A map or sketch on which are to be indicated:
 - (a) Numbered Routes, roads and access to facility
 - (b) Location of facility and existing road signs
 - (c) Position of proposed tourism signs
 - (d) Speed limits
 - (e) Surface of Relevant Roads

DECLARATION

I
Hereby declare that the details supplied by me and contained in this Application are complete and correct.

.....
APPLICANT

.....
DATE

SECTION B

CONDITIONS APPLICABLE TO TOURISM SIGNS ON NATIONAL, PROVINCIAL ROUTES AND MUNICIPAL STREETS

1. Applications for tourism signs undertake to accept in writing all conditions for the display of such signs before erecting said signs.
2. No tourism signs shall be erected before acceptable arrangements have been made for the display of follow-up signs to the specific facility.
3. All signs erected within the road reserve become the property of the road authority. The cost of erecting and maintaining the signs shall be considered payment for the right to display.
4. Any approval of an application for a road sign shall lapse after one year from date of approval. If the right to erect a road sign has not been exercised within that period, a new application must be submitted.
5. Applicants shall be responsible for the cost of manufacturing, erecting and maintaining the signs.
6. When applications for additional signs are received after approval has already been granted for a sign, the applicant shall become responsible for the total cost of the alterations, including the manufacturing and erecting of new signs.
7. The applicant undertakes the following:
 - 7.1. To have the approved sign made to the specifications and instructions of the road authority at own expense. The quality of the material and craftsmanship shall meet the prescribed requirements and be subject to testing by the road authority. The road signs shall be made by approved and registered manufacturers of road signs.
 - 7.2. To provide at own expense, the road authority with the approved road signs to be erected.
 - 7.3. To fully compensate the road authority for any expenditure incurred in erecting and installing road signs and any work which this may require within the road reserve.
 - 7.4. Not to hold the road authority liable for any loss or expense resulting from the relocation, or amendment to, signs within the road reserve, or within a distance of 5m thereof, for whatever reason.
 - 7.5. Not to hold the road authority responsible for any damage to signs within the road reserve, including the damage caused by the road authority during construction, reconstruction or maintenance of building restriction roads, unless negligence by the road authority can be proved.

- 7.6 The continued display of any tourism sign may be reviewed at any time. If the local tourism bureau and road authority decide that a tourism sign is no longer justified for a certain facility, the tourism authority shall request the road authority to remove the sign. In such a case, the applicant shall be responsible for costs incurred in the inspection and removal thereof.
- 7.7 If the standards for signs change to such an extent that existing signs no longer comply with specifications, the right is reserved to alter the sign at the expense of the applicant to comply with set standards.
- 8. Only the relevant road authority may erect a tourism sign. The facility owner shall be responsible for informing the road when the approved tourism sign has been made. Only signs with approved designs will be erected. The road authority shall erect the sign and recover the costs thereof from the facility owner. The facility owner will have to accept a written quotation from the road authority and payment will have to be made before the sign will be erected.
- 9. The maintenance costs of signs to different facilities belonging to different owners shall be recovered from the owners on a pro rata basis.
- 10. The relevant road authority may impose any further condition (s) it deems necessary.

DECLARATION:

I (Name of Applicant)
 Owner of (Name of Facility)
 hereby accept the conditions for the erection of tourism signs.

.....
SIGNATURE OF APPLICANT

.....
DATE

SECTION C

CERTIFICATION BY LOCAL MUNICIPAL AUTHORITY

PROPERTY DESCRIPTION

.....

DESCRIPTION OF FACILITY

.....

The Local Authority, in whose area the facility operates, must certify below whether the facility complies with all the legal requirements to each of the activities described below:

RELEVANT DEPARTMENT

Certified as in compliance with the regulations of this Local Authority; if not this Local Authority, must state which Authority may issue a certificate

1. Zoning

2. Town Planning

3. Trading/ Operating Licenses/ Permits

4. Special Licenses e.g. Liquor

5. Health/ Hygiene

6. Any other requirements

.....

.....

7. Comments

.....

.....

.....
DATE

.....
OFFICIAL STAMP

.....
SIGNATURE

SECTION D

CERTIFICATION BY DISTRICT MUNICIPAL AUTHORITY

PROPERTY DESCRIPTION

.....

DESCRIPTION OF FACILITIES

.....

The Local Authority, in whose area the facility operates, must certify below whether the facility complies with all the legal requirements to each of the activities described below:

RELEVANT DEPARTMENT Certified as in compliance with the regulations of this Local Authority; if not this Local Authority may issue a certificate

1. Zoning

2. Town Planning

3. Trading/ Operating Licenses/ Permits

4. Special Licenses Permits

5. Compliance with Fire Brigade Regulations

6. Any other requirements

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7. Comments

.....

.....

.....

.....

DATE

.....

OFFICIAL STAMP

.....

SIGNATURE

SECTION E

FACILITY CLASSIFICATION AND STANDARD ASSESSMENT

(To be completed by Local Tourism Bureau)

TO :

.....

.....

(Name and address of Regional Tourism Organisation)

1. FACILITY CLASSIFICATION

- 1. Name of facility
- 2. Indicate the main activity, attraction
or service provided (one only)
- 3. Any other activities, attractions or
services over one already mentioned

4. Indicate the duration of the tourist facility's availability

- (a) Full time (8-24 hours over 365 days)
- (b) Part time
- (c) Occasionally

5. Facility Basic Standards

1 Admission

- (a) Open to general public
- (b) Admission reserved
- (c) By appointment

2 Promotion

- (a) Brochure available
- (b) Annex copy

Yes	No
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.....

3. Rate the Facility Amenities

Legend

- 1. Not acceptable
- 2. Average
- 3. Good

(a) Public Amenities

	<u>Availability</u>	<u>Cleanliness</u>	<u>Maintenance</u>
Toilets			
Drinking Water			
Telephone			
First Aid			
Supervision			
For Handicapped			
Information			
Security			
Reception			

(b) Restaurant

(c) Picnic Area

(d) Public Relations

(e) Vehicle Amenities

(f) Parking for Handicapped

4 Location

On an officially recognized Tourist Route
State name thereof

Yes	No

DECLARATION

Name of Tourism Organisation

Address

Telephone: Code: No:

Fax: Code: No:

E-mail:

COMPLETED BY:

DATE:

This Local Tourism Bureau recommend to the

REGIONAL TOURISM LIAISON COMMITTEE

That this application (Delete whichever does not apply)

- (a) Be granted
- (b) Not be granted – for the following reasons:

- 1.
- 2.
- 3.
- 4.

(c) Recommendations for consideration:
.....
.....
.....

SIGNED: (Tourism Official) (Chairperson)

DATE:

SECTION F

For Office Use:	
DATE APPLICATION RECEIVED BY TOURISM BUREAU	
DATE INSPECTION AND COMMENT COMPLETED	
DATE APPLICATION AND COMMENT FORWARDED TO REGIONAL TOURISM ORGANISATION	

SECTION G

Recommendation by Regional Tourism Liaison Committee

1. At meeting dated:

2. Application of

(a) Recommended for approval by:

SANRAL	
Provincial Road	
Municipal Authority	

(b) Not recommended for the following reasons:

(1)

.....

(2)

.....

(3)

.....

(4)

.....

(c) Recommendations for consideration:

.....

.....

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SIGNED:

CHAIRPERSON R.T.L.C.

DATED: