

ROAD DEVELOPMENT AUTHORITY

APPLICATION FOR PERMISSION TO DISPLAY ADVERTISEMENT

Under Sections 22 to 25 of the Roads Act

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**Note: A non – refundable processing fee of Rs 500/- is payable per application at the time of application.
Payment to be made by Cheque or Cash, in favour of the Road Development Authority**

1	Applicant's Details:	for Office Use														
	Name of Applicant/Company:															
	Address of Applicant/Company:															
	Business Registration Number of Applicant/Company:															
	Phone No: Fax No: Email:															
	Name of contact person: Phone No:															
2	Type of Advertisement - (tick in appropriate box)															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Billboard</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Trivision</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Directional Panel</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Totem</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Wall Painting</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Flag</td> <td style="width: 12.5%; border: 1px solid black; padding: 2px;">Other</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Billboard	Trivision	Directional Panel	Totem	Wall Painting	Flag	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Billboard	Trivision	Directional Panel	Totem	Wall Painting	Flag	Other										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
3	Purpose of Advertisement Application (tick in appropriate box)															
	New construction <input type="checkbox"/> Renewal <input type="checkbox"/> Alteration <input type="checkbox"/> (for renewal or alteration, applicant to submit previous permit number)	<input type="checkbox"/>														
	• Application for directional panel on Motorway will not be accepted 															
4	Location of Advertisement															
	District:															
	Address:															
	<small>(Town/Village & street names)</small>															
5	Land owner's Details (where advertisement is to be fixed)															
 Name & Address of landowner/s Phone No: ID. Number:															
	Copy of Title Deed/ Certified Copy of Memorandum of Survey submitted	<input type="checkbox"/>														
	Yes <input type="checkbox"/> No <input type="checkbox"/>															
	<i>I/We, undersigned landowner/s hereby authorise above-named applicant to erect an advertisement on my/our property and also undertake to grant the RDA authorisation to enter my/our premises to remove the advertising structure in case Applicant fails to comply with any of the conditions imposed in the Letter of Intent or Permit. I/We understand that legal action may be envisaged against me/us for denial of access to the RDA or its representatives to proceed with the removal of Applicant's illegal advertising structure.</i>															
	Signature of landowner/s															
6	Dimension of Advertisement															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; padding: 2px;">Width (metre)</td> <td style="width: 15%; border: 1px solid black; padding: 2px;">Height (metre)</td> <td style="width: 15%; border: 1px solid black; padding: 2px;">Area (square metre)</td> <td style="width: 55%; border: 1px solid black; padding: 2px;"> Notes for Guidance: Maximum area permitted : (a) Billboard : 75 m² (b) Indication : 1.2m² </td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Width (metre)	Height (metre)	Area (square metre)	Notes for Guidance: Maximum area permitted : (a) Billboard : 75 m ² (b) Indication : 1.2m ²											
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	Advertisement Description – tick in appropriate box (Please note that a permit is required for each face of the advertisement)															
7.1	Type: Single Face <input type="checkbox"/> Double Face <input type="checkbox"/> Triple Face <input type="checkbox"/>															
7.2	Billboard Support System (tick in appropriate box)															
	Free Standing <input type="checkbox"/> On roof <input type="checkbox"/> on Wall <input type="checkbox"/>															
	Miscellaneous (Tick in appropriate box)															
8.1	Have you submitted location & Site Plan?*(mandatory)	<input type="checkbox"/>														
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>														
8.2	Have you submitted an original Certificate from a Registered Professional Civil/Structural Engineer certifying that billboard is capable to withstand a wind gust of 120 km/h (mandatory if billboard is 12m ² or more)	<input type="checkbox"/>														
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>														
8.3	Have you submitted evidence of Insurance cover? (mandatory)	<input type="checkbox"/>														
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>														
8.4	Is billboard to be placed near uninsulated or any live high tension electrical wires?	<input type="checkbox"/>														
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>														
8.5	If yes, have you submitted clearance from CEB															
8.6	State height of billboard (from ground level to top of Billboard)	<input type="checkbox"/> m (maximum permitted – 15 m)														
	If on roof, state height of billboard from roof surface to top of billboard	<input type="checkbox"/> m (Maximum permitted – 5m)														

9	Road Environment (tick in appropriate box)		For office use
	Along Motorway	Along Main Road	
	<input type="checkbox"/>	<input type="checkbox"/>	
10	Proposed or Existing setback of Advertisement (insert distance in box)		
	Distance from nearest edge of advertisement to road border is <input style="width: 100px;" type="text"/> metres SEE NOTE 1 – below) (Note 1)		
	Region & size of billboard	Minimum permitted setback of Billboard from road border/footpath	
	Motorways - Billboard up to 12 m ²	5 metres	
	Motorways - Billboard exceeding 12 m ² but up to 48 m ²	10 metres	
	Motorways - Billboard exceeding 48 m ² but up to 75 m ²	15 metres	
	Main Roads - Billboard up to 12 m ²	2 metres	
	Main Roads - Billboard exceeding 12 m ² but up to 48 m ²	3 metres	
	Main Roads - Billboard exceeding 48 m ² but up to 75 m ²	10 metres	
	<i>*For Indication panel, minimum setback from road border is 2.0 metres</i>		
11	Spacing of billboard - (insert distance in box)		
	State distance of billboard from nearest existing billboard facing the same direction (see notes 2 for guidance) <input style="width: 150px;" type="text"/> metres (Note 2): Billboard & Trivision - Minimum spacing between two billboards / trivision facing the same direction along Motorway and Main Roads shall be 100 metres (except in commercial zones where consideration shall be given on a case to case basis)		
12	Distance of billboard from an intersection / roundabout		
	Distance of billboard from nearest corner/stop line/give way line of intersection/roundabout (see notes 3 & 4) <input style="width: 100px;" type="text"/> metres Note 3 - Along Motorways - Distance of billboard from corner / stop line / give way line of an intersection or roundabout shall be 100 metres Note 4 - Along main roads- Distance of billboard from corner / stop line / give way line of an intersection or roundabout shall be 30 metres		
13	Processing Fee		
	Payment Effected Cheque No. Date Receipt No..... Date		

I hereby declare that the particulars given in this application are true and correct and I am aware that any incorrect information will lead to delay in processing and/or rejection of the application.

I hereby further declare that any non-compliance with respect to the conditions mentioned in Letter of Intent/Permit letter will lead to its cancellation. Furthermore, should I fail to remove the advertisement, the Road Development Authority may cause same to be removed and I agree I will not claim for any costs associated with damages caused to the advertising structure during its removal.

Date: Name of Applicant: Signature of Applicant:

Office Use only

1. Site visit effected by: (a) Name of officer/s : rank: 2. Date of site visit: 3. Is application in conformity with guidelines? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give comments: Sig. of inspecting officers: (a)	4. Recommendation of C.I./SOW: Refundable Fee applicable ? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: Name of C.I./SOW. Signature : 5. Issue of Letter of Intent (LOI) Name of Officer: Rank: Signature : Date:	6. Issue of Permit Date of site visit after LOI: Name of Officer: Rank: Signature : Has Applicant complied with conditions set in LOI? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give comments: Cleared by: Name : Rank: Signature /Seal : Permit no. : Permit issued on :
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