

The following information is required:

1. The correct address where the sign will be located.
2. If the application is for a multi-tenanted property, such as a shopping centre or office complex, a suite number should be provided for each individual business (example: shop no. 2, 26 St. Lucia Ave, Kingston 5)
3. For each sign, three sets of drawings to scale should be submitted for each permit requested. One copy will be returned to the applicant upon approval and this should be made readily available on site for inspection.
4. After completing the application, a stake should be placed on the ground at the proposed location of the advertisement so that the property may be inspected for compliance with the Control of Advertisement regulations, 1978 prior to the approval of the application.

Drawings Required

5. Plans should show the size of the advertisement and its position on the land or the building relationship to adjoining properties and show all existing used fixings, colours, height above the ground and where it would project from a building and the amount of projection. The drawing should include the site location plan which need not be to scale but should have sufficient detail to enable the site to be identified.

Owner's Consent

6. It is a condition that every consent granted by or under the Regulations that before the advertisement to which the consent relates is displayed the permission of the owner of the land or the person entitled to grant permission shall be obtained.

Other Consents

7. Consent under the Town and Country Planning (Control of Advertisements) Regulations 1978 does not relieve the applicant from obtaining any other Consent which may be necessary, e.g. Under the St. Catherine Municipal Corporation Building Act 2011 and regulations made there under.

Authorization to exhibit Advertisement

..... of (address)

.....

Is/are hereby authorized, subject to the provisions of the Town & Country Planning Act and the Advertisements Regulation Act, and the regulations made hereunder, to exhibit an advertisement of the under mentioned description on a (object on which advertisement is to be exhibited)

At..... On the land of

.....

Dated the day of 20.....

.....

Technical Director