

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

To provide a set of guidelines governing outdoor advertising and signage and for matters incidental thereto.

1. PREAMBLE: POLICY STATEMENT

The aim of the LASAA Law is to regulate and control outdoor advertising and signage in Lagos State. All advertisements affect the appearance of the building structure or the place (and by extension the environment) where they are displayed. The main purpose of the advertisement control system is to ensure that everybody involved in the display of outdoor advertising contributes positively to the appearance of an attractive and cared-for environment in cities.

Virtually all outdoor advertisements are within the scope of the Lagos State Structures for Signage & Advertisement Agency Law, 2006.

The Governments aim is to provide a system for controlling advertisement displays which is fair, balanced, consistent, speedy, efficient, responsive to change, and promotes a pleasant and safe environment.

Given the potential impact of outdoor advertising on amenity (both positive and negative) there is need to reconcile the requirements of both business (the advertiser) and the outdoor advertising industry with maintaining, and where possible, enhancing and protecting the character of our city.

The LASAA Law applies the following general principles in the regulation of outdoor advertising and signage in Lagos State:

- 1) Landscape types of similar sensitivity to possible impacts from outdoor advertising and signage have been listed in groupings of similar areas or landscapes.
- 2) These landscape types are grouped into five main categories thus; maximum natural environment, maximum rural environment, maximum urban environment, partial urban environment and minimum urban environment. Urban environment is broken down into three further groups, being sensitive, less sensitive and least sensitive. These are the five basic areas of control which are applied in this guideline.
- 3) Three different appropriate levels of regulation, viz. Maximum, Partial and Minimum are applied to these five landscape types.
- 4) Different forms of outdoor advertising and signs are categorized into different sign types.
- 5) The LASAA Law distinguishes between First party Signs and Third party Advertising.

- 6) The LASAA guideline sets out, *inter alia*, the pre-scrutiny and Formal Application procedures to be followed, charges or payments, and the applicable criteria in the assessment of all applications for the display of outdoor signs in Lagos State. The Lagos State Signage & Advertisement Agency recognizes that outdoor advertising is performed in a variety of methods and that there is thus an extensive amount of detail pertaining to outdoor advertising and Signs which is required in order for it to properly consider such applications.

3. DEFINITIONS

"Abandoned Structure" means a sign which is not supported properly or which no longer correctly stands but advertises:

- (i) a *bona fide* business, lessor, owner, product, activity conducted, or
- (ii) a product available on the premises where the sign is displayed;

"Advertisement" means any word, letter, logo, figure, symbol, product-replica, cut-out, picture or combination thereof, relating to: the name or services or products of a business, corporate entity, trade, partnership, individual; or any information, recommendation or exhortation pertaining to a service, product, campaign or event; and "Advertise" and "Advertising" have a corresponding meaning.

"Aerial Sign" means a Sign that is displayed in the air while moored to a point on the ground, including but not limited to balloons and blimps that are visible from a public place.

"Approval" means written approval by LASAA in terms of Section 23-25 of the LASAA Law, and "Approved" has a corresponding meaning.

"Banner" means a Sign made of cloth, plastic or similar material displayed in such a manner as to be fully legible in windless conditions, but excludes banners carried as part of a procession.

"Billboard" means a Free Standing Sign that has a Total Advertisement Area that is larger than 4.5m².

"Canopy Sign" means a Sign attached to, or painted on, any part of a verandah, verandah roof, balcony, canopy, pergola, awning, supporting column, pillar and post.

"Clear Height", in relation to a Sign, means the vertical distance between the lowest edge of the Sign and the natural level of the ground, walkway or roadway immediately below the Sign.

"Common Boundary Façade" means any building façade which is built at a setback of 0 meter abutting on a rear or side boundary (not being a street

boundary) of a property; and which façade is blank, with no architectural features or windows.

"Composite Sign" means a single freestanding structure which consists of more than one Sign.

"Construction Site Sign" means a Sign on a construction site hoarding, scaffolding, scaffold mesh screen, scaffolding wrap or pedestrian safety canopy.

"Custom-made Sign" means a Sign, the design or construction of which is, in some way unique.

"Directional Sign" means any Sign which serves to designate the location or direction of any place or area. This includes, but is not limited to, such Signs as those identifying restrooms, telephone, parking area, entrances and exits;

"Development Board" means a First party Sign displayed at a construction site at which building operations are in progress and which relates to any services being provided, work being done or goods being supplied, in connection with such building operations but excludes a Property Marketing Sign.

"Display" includes erect, project, affix, place, exhibit or show; and "displayed" and "displaying" have a corresponding meaning.

"Electronic Sign" means a Sign, the display of which is controlled or manipulated electronically, and includes projected or displayed slides, videos, laser images or animated graphics.

"Environmental Assessment" means an environmental impact assessment carried out by an appropriately qualified independent person.

"Frontage" means the length of the property line of any one premises parallel to and along each public right-of-way it borders;

"First Party Advertising" means the Advertising of anything which is produced, procured, sold, delivered, performed or provided from the premises on which, or within 5 metres of which, the Advertisement is displayed; and First Party Sign has a corresponding meaning.

"Flag Sign" means a Sign made of cloth or similar material displayed in such a manner as to be illegible in windless conditions, but does not include national, State or municipal flags.

"Feather Sign" means a banner consisting of material stretched taut on a single, flexible curved rod which extends along one side and the top edge of the material or Sign.

"Flat Sign" means a Sign which is affixed to, or painted directly onto, a building or item of Street Furniture and which does not project more than 250 mm in front of the surface of such wall of such building.

"Freestanding Sign" means a Sign which is not attached to a building or structure.

"Graphic" includes, but is not limited to, any component of an Advertisement which contributes to the visual appearance of that Advertisement; including its background.

"Height of a Sign" shall be calculated by measuring the vertical distance between the uppermost and lowest parts of the Sign Structure.

"Heritage Assessment" means an assessment by an appropriately qualified person regarding the impact that any Sign may have on the cultural heritage, (whether built or recognized), of a locality.

"Inflatable Sign" means any Sign which is displayed, displayed or maintained by means of air or gas.

"Internally Illuminated Sign" means a Sign which has an artificial light source which is fully or partially enclosed within the structure of the Sign and in which the light source is either directly visible (for example in neon and electric signs) or indirectly visible through an opaque or transparent Advertisement area (for example in backlit Signs).

"LASAA" means the Lagos State Signage & Advertisement Agency and includes any employee thereof or duly authorized agent thereof, acting in connection with the LASAA Law by virtue of a power vested in the Lagos State Signage & Advertisement Agency and delegated to such person.

"LASAA Law" means the Lagos State Structures for Signage & Advertisement Agency Law, 2006; subsequent amendments thereto; subsidiary legislation and/or by-laws in respect thereof.

"L.E.D" means Light Emitting Diode;

"Loose Portable Sign" means a Freestanding Sign, placed close to and adjacent to the premises to which the Sign relates.

"Ministry of Transportation" means the road authority of the Lagos State Government.

"Movable Sign" means a Sign which is capable of being moved easily and which has a Total Advertisement Area that is larger than 0.5m²; and includes a Transit Sign.

"Newspaper Headline Poster" means a poster advertising the news content of a daily or weekly newspaper.

"Non-Profit Body" means a body established primarily to promote a community goal or benefit, without direct or personal financial gain; and may include educational, sporting, or medical bodies, as well as charities or community organizations, or organs of state.

"Outdoor Structures" means any structure free-standing or mounted in such a way that it offers a display of a Sign or advertisement;

"Overall Height", in relation to a Sign, means the measured vertical distance between the uppermost edge of the Sign and the finished level of the ground, immediately below the centre point of the Sign.

"Perimeter of an Intersection" means the perimeter of the area embraced within the prolongation of the road reserve lines of two or more public roads that join one another at any angle, whether or not one such public road crosses the other.

"Person" includes:

- a) Any organ of state;
- b) Any corporate entity incorporated or registered as such under any law;
- c) Any body of persons, whether incorporated or not, functioning as a single entity for whatever purpose.

"Poster" means a Sign of a temporary nature either in its construction material or content and which is usually made of paper, board and/or plastic.

"Prohibited Area" means an area or route designated as such by the Managing Director/General Manager/C.E.O of the Lagos State Signage & Advertisement Agency in terms of the LASAA Law and includes scenic drives or a prominent route of scenic value or a scenic entrance to or exit from a specific part of Lagos State, consisting of man-made or natural features and creating a strong sense of arrival or departure and which is consistent with LASAA's planning and/or development framework plans or policy.

"Projected Sign" means an electronic Sign which is displayed by means of a laser projector, video projector, or other similar apparatus.

"Projecting Sign" means a Sign which is affixed to a wall of a building, does not project vertically above the highest edge of the walls of the building, but which at some point projects more than 250 mm in front of the surface of such wall.

"Property Marketing Sign" means a Sign displaying information relating to the development, marketing, selling or letting of immovable property.

"Public Façade" means any building façade that has windows or other architectural articulation.

"Road Reserve" means the area contained within the statutory width of a road, and includes roadways, shoulders and sidewalks and the airspace above such roadways, shoulders and sidewalks and all other areas within the road reserve boundary.

"Roadway" means that portion of a road, street or thoroughfare improved, constructed or intended for vehicular traffic.

"Roof Sign" means a Sign affixed to a main roof of a building including any lift block or service structures on a roof, where the top edge of any point of that Sign does not extend more than 600mm above the highest edge of the roof plane to which it is affixed.

"Scenic Drive" means a road designated as such on an approved zoning scheme of LASAA or its equivalent.

"Security Sign" means a Site Boundary Sign promoting a neighborhood watch or similar community security scheme and containing only the name, logo, address and telephone number of a security company contracted to protect, or security system installed to protect, the premises on which the Sign is displayed.

"Service Station Facility Sign" means a freestanding Sign displayed at petrol filling stations.

"Sign" means any emblem, painting, banner, pennant, placard, design, identification, description, illustration, illuminated, or non-illuminated to advertise, identify, convey information or direct attention to a produce, service, place, activity, person, institution, business including any permanently installed or situated merchandise, signs shall also include all sign structures;

"Sign Structure" means any structure or part thereof, including but not limited to, a frame, stand, pole, fabric, board, fastenings, brackets or lighting device, which is used to support or display a Sign, whether this is its primary function or not.

"Signalized Traffic Intersection" means an intersection controlled by traffic signals.

"Site Boundary Sign" means a Sign which is displayed flat against a property's boundary wall and/or boundary fence.

"Sky Sign" means a Sign where the top edge of any point of that Sign exceeds 600mm above the uppermost edge of the roof plane to which it is affixed and any Sign affixed to a property so as to project vertically directly above a building and higher than a horizontal plane at the level of the highest point of the main roof, gable or parapet of the building shall be deemed to be a Sky Sign for the purposes of this Law.

"Street Name Sign" means a pole-mounted, double-sided Sign which displays the names of streets, either alone or in combination with an advertisement and not exceeding 1 m² in Total Advertisement Area.

"Street Furniture" means public facilities and structures which are not intended primarily for advertising and includes but is not limited to seating benches, planters, bins, pole mounted bins, bus shelters, poster pillars, drinking fountains, traffic signal controllers, electricity boxes, and any other road-related structures.

"Temporary Sign" means a Sign which is displayed, or proposed to be displayed, for a period not exceeding 3 months.

"Third Party advertising" means the advertising of anything which is not produced, procured, sold, delivered, performed or provided from the premises on which, or within 5 meters of which, the advertisement is displayed; and Third Party Sign" has a corresponding meaning.

"Total Advertisement Area" means the portion or area of a Sign which is directly utilized in the display of an advertisement, as opposed to the structural support thereof.

"Traffic Assessment" means a study investigating the impact that a Sign may or will have on vehicle/pedestrian/cyclist safety and traffic operations.

"Transit Sign" means a Sign mounted, drawn by or affixed onto a motor vehicle, boat, vessel, trailer or container, which is primarily used for advertising rather than conveyance.

"Transportation Terminal" means any area designated as such by the Managing Director/General Manager/C.E.O of the Lagos State Signage & Advertisement Agency from time to time, where the formal interchange of modes of public transport takes place by the public, including, but not limited to designated railway stations, official taxi terminals and bus terminals.

"Urban Edge" means the point to point boundary line as determined by LASAA, from time to time, in its policy on the containment of urban development.

"Window Sign" means a poster or First Party Advertisement which is painted, pasted, stuck, attached, sandblasted or written onto, or attached to, the window-glass of a building, which is visible from a public place, and does not extend over or beyond window frames, lintels and windowsills of the building in question.

"Zone" means a land use zone as set out in the relevant zoning schemes or Town Planning Regulations as amended from time to time and applicable to any property on which a Sign is displayed or intended to be displayed and "zoned" and "zoning" have a corresponding meaning.

4. **WRITTEN APPROVAL**

- 4.1. Murals, artworks and graffiti which do not contain or display an advertisement, do not fall within the ambit of the LASAA Law.
- 4.2. No person shall display a Sign, or alter or add to an existing Sign, without first obtaining LASAA's Approval in terms of Sections 23 and 25 of the Law, other than those Signs referred to in sub-clauses 4.3 and 4.4 below.

4.3. **SIGNS WHICH DO NOT REQUIRE LASAA'S APPROVAL IN TERMS OF THE LAW**

Notwithstanding the provisions of sub-clauses 4.2 above, the following Signs do not require LASAA's Approval prior to being displayed:

- 4.3.1. Authorized tourist destination Signs as defined in the Road Traffic Manual.
- 4.3.2. Unilluminated community information Signs, which have a Total Advertisement Area of less than 3.0m² and which do not display Third Party Advertising, including educational Signs, visitor information Signs, Lions/Rotary meeting Signs and neighborhood watch Signs.
- 4.3.3. Any Sign required to be displayed by law, including road traffic Signs and/or Signs required in terms of the National Building Regulations and political campaign and political event posters displayed during official election periods.
- 4.3.4. Political campaign and political event posters displayed during official election periods.
- 4.3.5. Signs attached to or expelled from aircraft.
- 4.3.6. Signs which are not visible from a public place.

4.4. **SIGNS WHICH ARE DEEMED TO HAVE OBTAINED THE WRITTEN APPROVAL OF LASAA**

Subject to compliance with the requirements set out below and the general factors applicable to all Signs set out in clause 9 below; the display of the following Signs shall be deemed to have been Approved by LASAA:

- 4.4.1. Posters with a Total Advertisement Area of not more than 0.5m², where a sphere of government is a host, co-host or partner to an event or campaign being advertised on the posters; provided that:
 - 4.4.1.1. The name or logo of the host government department appears on such posters in letters of not less than 50mm in height; and

4.4.1.2. The host government department has supplied LASAA with the required number of permit stickers on which authorization permits are to be printed, which shall not exceed 2000 in number; and

4.4.1.3. The posters display the permit stickers at all times; and

4.4.1.4. The posters are not displayed for a period exceeding 7 days prior to the event/campaign and 3 days after the last day of the event/campaign; and

4.4.2. Development Boards provided that:

4.4.2.1. These are removed forthwith on completion or discontinuance of the building works, or when the provision of the services, the doing of work, or the supply of the goods to which the Development Board relates has for all practical purposes ceased; whichever is the earliest; and

4.4.2.2. If the building operations relate to a single or double dwelling unit, only one Development Board shall be displayed on the property, the Total Advertisement Area of which does not exceed 0.5m²; or

4.4.2.3. If the building operations relate to a development of three or more residential dwelling units, only one Development Board shall be displayed on the property, the Total Advertisement Area of which does not exceed 3m²; or

4.4.2.4. If the building operations relate to a mixed use or commercial use development, no more than two development boards per street frontage shall be displayed on the property, the aggregate Total Advertisement Area of which (both Development Boards) shall not exceed 3.0m²; and

4.4.2.5. No Third Party Advertising is displayed on the Development Board(s); and

4.4.2.6. These Signs may not be illuminated.

4.4.3. Property Marketing Signs, provided that:

4.4.3.1. Only one Property Marketing Sign, the Total Advertisement Area of which does not exceed one half of a square meter in area or two meters in height is displayed, per owner, on a property upon which a new building is being displayed advertising only the accommodation being offered for rent or purchase in the building;

4.4.3.2. Only one Property Marketing Sign, not exceeding 0.5m² in Total Advertisement Area, is displayed per owner, per property (s) which are/is for sale, or to be auctioned;

4.4.3.3. These Signs may not be illuminated;

4.4.3.4. The Property Marketing Sign is removed within 5 days after the date upon which the premises to which it relates:

- can be occupied; or
- has been sold in terms of a signed deed of sale, or
- is let, in terms of a lease agreement; or
- is auctioned (and notwithstanding that the premises was not sold at the auction), as the case may be.

4.4.4. First Party Signs provided that:

4.4.4.1. Such Signs are unilluminated flat Signs or Site Boundary Signs which do not project over a public road and:

- In areas of maximum control they do not exceed 0.2 m² in Total Advertisement Area; and
- In areas of partial or minimum control they do not exceed 2m² in Total Advertisement Area.

4.4.4.2. When such Signs are displayed at a residential premises or property, the content of the advertisement is limited to only the type of trade, business, industry or profession lawfully conducted by any occupant or permanent resident of the said premises or property, as well as the name of such occupant, the type of activity, the address and telephone number of such premises and the hours of attendance (if any).

4.4.4.3. Only one such Sign per business may be displayed per property.

4.4.5. Window Signs provided that:

- In areas of minimum control, the Window Sign constitutes no more than 50% of the total glazed area;
- In areas of partial control, the window Sign constitutes no more than 25% of the total glazed area;
- In areas of maximum control the Window Sign is displayed on ground and first floor windows only and constitutes no more than 10% of the glazed area of windows on those floors.

- In areas of minimum and partial control, only Window Signs with a Total Advertisement Area of up to 4.5m² may be illuminated; and in areas of maximum control, only Window Signs with a Total Advertisement Area of up to 2m² may be illuminated.

4.4.6. Signs incorporated in the face of a building provided that:

- 4.4.6.1. Such Signs form an integral part of the fabric of a building; and are not painted onto or affixed, in any manner onto the building; and do not exceed 0.2m² in Total Advertisement Area.

4.4.7. Signs on sports facilities, excluding golf courses, provided that:

- 4.4.7.1. Such Signs are displayed inwards onto the sports field or facility; do not exceed a maximum size of 2 x 1m each in Total Advertisement Area and are not visible from a Prohibited Area.

- 4.4.7.2. Such Signs on the immediate perimeter of the sports field or facility; and which are visible from a public place, do not extend 1m above the field/court level in Overall Height and may not have a Total Advertising Area which exceeds 4.5 m².

- 4.4.7.3. In the event of such Signs being attached to or against grand stands or ancillary buildings and visible from a public place, these must comply with the requirements of Schedule 3 hereto if visible from a public place.

4.4.8. Signs attached to or which form part of score boards at sports facilities, provided that:

- 4.4.8.1. For the duration of any fixture and/or match at the sports field or facility concerned, the perimeter of the score board is deemed to be a minimum control area;

- 4.4.8.2. The score board may be electronic or illuminated only for the duration of the match;

- 4.4.8.3. Third Party Advertising displayed on the score board may not exceed 50% of the score board's total display area;

- 4.4.8.4. When such a score board is visible from a public place, it may not display a Sign which exceeds 18m² in Total Advertising Area, nor may the Sign exceed a maximum height of 5.5m, without the prior written approval of LASAA.

4.4.9. Security Signs provided that:

4.4.9.1. They do not project over Local Government/State property or a Public Road and do not have a Total Advertisement Area which exceeds 0.2m²; and

4.4.9.2. They are not illuminated; and

4.4.9.3. The display of only one such Security Sign per street frontage is permitted.

4.4.10. First Party Advertisements on Banners, Flag Signs and Feather Signs subject always to an Administrative Use Permit provided that they are unilluminated and only a maximum of either:

4.4.10.1. One Banner with a Total Advertisement Area of 3m², in any Area of Control for a display period not exceeding 14 days; or

4.4.10.2. Three Feather Flag Signs with a Total Advertisement Area of 2m² each, in any Area of Control provided that in Natural and Rural Areas the display period may not exceed 14 days, or

4.4.10.3. Three Flag Signs with a Total Advertisement Area of 1m² each, displayed on flag poles, of 3m each in any Area of Control provided that in Natural and Rural Areas the display period may not exceed 14 days ;

The above Signs may not encroach on land owned or controlled by the Local Government/State or LASAA and may not cause a nuisance in terms of traffic distraction or noise.

4.4.11. Political signs not to exceed one and a half square meters on residential property and three square meters on the residential property and three square meters on non-residential properties. The height of the sign shall not exceed two meters. No political sign shall be placed in the right-of-way or in any location or manner as to block visibility to any roadway or property. Political signs shall be removed not later than (10) days following the election.

4.4.12. Unilluminated murals containing or displaying an Advertisement that does not exceed 5% of the total mural content, provided that:

4.4.12.1. The mural must also display a valid LASAA Administrative Use Permit; and

4.4.12.2. The Advertisement does not exceed 0.2m² in Total Advertisement Area.

4.4.13. Signs, other than those referred to in sub-clauses 4.4.7 and 4.4.8 above, which are site identification Signs or displayed at a property owned or rented by a Non-Profit Body, provided that:

4.4.13.1. The Total Advertisement Area of such Sign, if freestanding, does not exceed 4.5m²; and the height of the Sign does not exceed 4m;

4.4.13.2. No more than 5% of the Total Advertisement Area of the Sign is used for the display of Third Party Advertising;

4.4.13.3. The Sign is not illuminated;

4.4.13.4. Only one such Sign may be displayed;

4.4.14. First Party Loose Portable Signs:

4.4.14.1. Provided that such Signs:

4.4.14.1.1. May only be displayed in urban areas of control;

4.4.14.1.2. Must have a Total Advertisement Area which does not exceed 0.5m²;

4.4.14.1.3. Must not be illuminated;

4.4.14.1.4. Must not pose a hazard, obstruct or inconvenience the public in terms of safety and must be of an appropriate structure and size;

4.4.14.1.5. Must not unfairly prejudice other traders;

4.4.14.1.6. Must not detract from the amenity of the local streetscape or environment;

4.4.14.2. The content on such Signs must relate solely to the name, business, goods and/or services available from the First Party in question

4.4.14.3. The actual dimension of the Loose Portable Sign Structure must not extend 1m in height and 0.5m in width; and may be double sided.

4.4.14.4. Only one such Sign per trader or business may be displayed in terms of this sub-clause 4.4.14.

4.4.14.5. In the event of a Sign contravening any of the above clauses and displayed in the Road Reserve or on Local Government/State or LASAA controlled property, then in that event LASAA may remove the said Sign forthwith and the owner of the Sign may recover it from LASAA on payment of a published removal charge to LASAA.

5. APPLICATION PROCESS

Other than those Signs referred to above, every person intending to display a Sign or Sign Structure, or to alter or to add to an existing Sign, or requiring the amendment to a prior condition of Approval, shall apply in writing to LASAA for its Approval thereof in terms of the LASAA Law, prior to proceeding with such display, addition or amendment.

No person may display, add to, or amend a Sign without the approval of LASAA in terms of the LASAA Law and all other approvals which may be required in terms of other legislation.

5.1 Pre-Scrutiny Process

5.1.1. Prior to the submission of a Formal Application in terms of Sections 23 and 25 of the LASAA Law, every person who wishes to display a Sign, other than a Temporary Sign, shall submit a completed pre-scrutiny checklist, in the form as contained in Annexure 1 hereto, to LASAA in order for it to determine whether the proposed Sign, or alterations to an existing Sign, as the case may be, meets with the Requirements applicable to the proposed Sign, or alteration, as are contained in the law.

5.1.2. Should the proposed Sign, or alteration, as the case may be, fail to comply with the General and/or Specific Requirements pertaining thereto, or be in conflict with a standard condition of Approval, LASAA must return the pre-scrutiny checklist to the person.

5.1.3. No Formal Application may be submitted to LASAA until a pre-scrutiny checklist has been passed in writing by LASAA.

5.1.4. The passing of the pre-scrutiny checklist by LASAA does not bind it to approve the Sign or alteration, as the case may be.

5.2 Formal Application

5.2.1. Other than in respect of Temporary Signs, once a pre-scrutiny checklist has been passed in writing by LASAA, a person ("the applicant") may submit a Formal Application, in the form as contained in the Annexure 2 hereto, to LASAA.

5.2.2. In the Formal Application the applicant must furnish LASAA with all the information requested in Annexure 2 and any other information requested in terms of this clause 5.2 and must provide information indicating compliance with all other requirements which are applicable to the proposed Sign type or alteration in the LASAA Law, as the case may be.

- 5.2.3 LASAA may ask the applicant to furnish it with additional drawings, calculations and other information as are necessary to enable LASAA to establish the adequacy of the proposed means of securing, fixing or supporting any proposed Sign, and its ability to resist all loads and forces to which the Sign Structure, may be exposed and the sufficiency of the margin of safety against failure.
- 5.2.4 LASAA may also require the applicant to complete and submit a checklist detailing environmental, heritage or traffic issues and a full Environmental Assessment, Heritage Assessment and/or a Traffic Assessment, or a component of such assessments as it may reasonably determine it requires in order to properly consider the Formal Application.
- 5.2.5. Notwithstanding any other provision of the LASAA Law, if, in LASAA's opinion, a community or portion thereof or a person will be affected by the proposed Sign, it may require a Public Participation Process prior to considering the Formal Application, which Public Participation Process shall then comply with the provisions as set out in the Formal Application.
- 5.2.6. LASAA may require the Applicant to submit a signage master plan, in respect of all the proposed outdoor Advertising and Signage for a property where the display of more than three Signs is proposed or probable, or where the rationalization of previously approved Signs is required, so as to allow LASAA to consider a consistent signage master plan, prior to the assessment of any individual Sign application.
- 5.2.7. If an applicant has made, or is required to make an application to LASAA for its approval in terms of any other law, in order to lawfully display a proposed Sign, or alter an existing Sign, LASAA may insist that a coordinated process (including a public participation process) be conducted in respect of all the various approvals sought by the applicant from LASAA.
- 5.2.8. LASAA shall notify the applicant of any additional requirements it has, within 21 working days of the date of submission of a completed Annexure 2 Formal Application and payment of the applicable fees.
- 5.2.9. LASAA may retain a copy of every document supplied to it as part of a Formal Application, but is not obliged to do so.

6. FEES, TARIFFS, GUARANTEES, DEPOSITS, RATES AND CHARGES

- 6.1. No Sign may be displayed until such time as all fees and charges payable to LASAA in respect thereof have been paid in full.
- 6.2. Every person who submits a Formal Application to LASAA shall, on delivery of such Application, pay to LASAA an assessment fee as determined from time to time by LASAA.
- 6.3. In addition, prior to issuing a written Approval of a Third Party Sign, an inspection and monitoring fee, as determined from time to time by LASAA, shall be paid by the applicant, within 30 days of being notified by LASAA that these fees are due and payable. In the event of such fees not being paid within the 30 day period, the Formal Application shall be deemed to have been withdrawn.
- 6.4. In addition, every person shall pay to LASAA an inspection and monitoring deposit prior to approval being granted by LASAA, where applicable, and in such amounts as is determined from time to time by LASAA.
- 6.5. In respect of posters, LASAA shall also be entitled to charge the owner and/or the person Advertising thereon, a removal fee, as determined from time to time by LASAA in respect of any unlawful poster removed by LASAA, and which removal fee will, where applicable, be deducted from the inspection and monitoring deposit, previously paid by the applicant.
- 6.6. In addition, concession fees for encroachment by Signs onto or over public or private property are payable prior to the display thereof, in such amount as is determined for time to time by LASAA.
- 6.7. The applicant for the issuance of a site permit or renewal of a site permit shall be liable for the payment of a permit fee which shall be determined from time to time by LASAA.
- 6.8. The terms and conditions on the permit for ownership of a site shall constitute a binding agreement between LASAA and the recipient, and the recipient thereof shall be liable for the legal fees in respect of the said agreement.
- 6.9. The owner of a site by virtue of a LASAA permit shall be liable to pay annual rental/artwork fees, which sum shall be determined from time to time by LASAA.

7. PUBLIC PARTICIPATION PROCESS

- 7.1. Where LASAA has determined that a public participation process is to be conducted, prior to the Approval of any Sign, the process of Fair Administrative Procedures shall apply to such process.
- 7.2. Notwithstanding the provisions of sub-clause 7.1 above, where Approval is sought for a Third Party Sign which has a Total Advertisement Area of more than 4.5m², the Applicant must implement the following public participation process and provide proof to LASAA when submitting the Formal Application that he has complied with the provisions of sub-clause 7.2.1 to 7.2.4 below:
 - 7.2.1. The applicant shall cause a notice containing the details of the Formal Application to be published once a week for two consecutive weeks in a National newspaper circulating in the form contained in Annexure 3
 - 7.2.2. The applicant shall post a notice in such form as prescribed in Annexure 3 in a conspicuous place and within 3 meters from the proposed sitting of the proposed Sign or in such other place, form and manner as may be determined by LASAA from time to time. Such notice shall be maintained by the applicant for a period of at least 14 days from the date of the first publication of the notice contemplated in sub-clause 7.2.1 above.
 - 7.2.3. The notice referred to in sub-clause 7.2.1 and 7.2.2 shall, in addition to containing full and precise details of the Sign, state that the application documents relating to the Formal Application will be open for inspection, from the date of the first publication as contemplated in sub-clause 7.2.1 above, and at specified times and a specified place at LASAA offices.
 - 7.2.4. The notices shall further state that any objection in regard to the Formal Application shall be submitted in writing to LASAA by courier, registered post or by hand within a period of 21 days from the date of the publication of the first notice contemplated in sub-clause 7.2.1 above. LASAA will forward the contents of objections to the Applicant and the Applicant shall within 14 (fourteen) days from receipt of the objection forward its reply thereto to LASAA.

8. GENERAL REQUIREMENTS

The general requirements set out below will be applied by LASAA in its assessment of all pre-scrutiny checklists submitted to it:

8.1 Structural Requirements

- 8.1.1. All Signs shall be structurally sound, and if required by LASAA, a certified Structural Engineer's Certificate shall be submitted in support of the pre-scrutiny checklist.
- 8.1.2. All Signs and Sign Structures shall be constructed of incombustible, durable materials suited to the function, nature and permanence of the Sign.
- 8.1.3. All glass used in a Sign, other than glass used in illumination, must be safety glass of at least 3mm thick. Glass panels used in a Sign must not exceed 0.9m² in area, each panel being securely fixed in the structure of the Sign, independently of all other panels.

8.2 Electrical Requirements

- 8.2.1 No Sign shall be closer to overhead electrical equipment than the minimum distance as statutorily prescribed from time to time.
- 8.2.2 All Signs which require an electrical connection must be supplied with electricity from the existing electrical supply on the property or boundary where the Sign is to be displayed.
- 8.2.3 Each power cable and conduit containing electrical conductors in respect of a Sign shall be so positioned and fixed so that each is safe, unseen, inaccessible, child tamper proof and animal proof.
- 8.2.4 Approved way leaves must be obtained from the Planning, Design and Beautification department of LASAA prior to any excavations for the display of Signs or Sign Structures or the displaying of Signs in the vicinity of overhead power lines.

8.3 Illumination Requirements

- 8.3.1 Unless specifically permitted in terms of any other clause in this guidelines and in addition to any other specific illumination requirements pertaining to Signs or Areas of Control, as set out in the LASAA Law:
 - 8.3.1.1. Signs may not be illuminated if no advertisement is being displayed;
 - 8.3.1.2. LASAA may limit the times in which a Sign may be illuminated and may also limit a Sign's brightness, including its candela, lumens, or watts;
 - 8.3.1.3. LASAA may, by written notice to the Applicant at any stage, amend, vary or adjust its illumination requirements pertaining to the Sign, if LASAA has received complaints that the illumination of the Sign is creating a nuisance or undue light spillage.

- 8.3.2. Where a Sign may be externally illuminated, such external illumination must be top-lit, with well shielded fixtures, unless a waiver of sub-clause 8.3.4 is satisfactorily motivated so as to persuade LASAA to permit any other direction of external illumination.
- 8.3.3. Notwithstanding the Area of Control in which a Sign is displayed, when visible from either a Prohibited Area, or a designated road within the Metropolis, the Signs specified in the table herein below may not be illuminated in any way, unless the Prohibited Area, or designated road is lit by overhead lighting, over the full distance within which the Sign is visible from such road.

Billboards: : All Billboards

Freestanding & Composite Signs	With a Total Advertising Area greater than 3m ² (Excluding Service Station Signs)
Sky Signs	; With a Total Advertising Area greater than 2m ²
Roof Signs	; With a Total Advertising Area greater than 2m ²
Flat and/or Projecting Signs	; With a Total Advertising Area greater than 2m ²
Projected Signs	; With a Total Advertising Area greater than 2m ²

- 8.3.4. The light source emanating from flood-lights, or other external lighting in respect of any Sign, may not be visible to vehicle traffic travelling in either direction.
- 8.3.5 Temporary Signs may not be illuminated.
- 8.3.6 All external light sources (including but not limited to bulbs, tubes, lamps and flood-lights) must be fully shielded and the angle of beam spread must be controlled to prevent light spillage beyond the advertisement area on the Sign.

8.4. Road Traffic Safety Requirements

- 8.4.1. Signs may not be displayed in an area where the Ministry of Transportation is of the opinion that they are an unacceptable distraction for drivers or where drivers turn, negotiate curves or traffic merges, diverges or weaves or where the traffic volume, the average following headway or accident history requires a higher than average degree of awareness from drivers.
- 8.4.2. Electronic Signs shall not be permitted if they are visible from a designated road within the Metropolis, or Prohibited Area, unless expressly approved in writing by the Planning, Design and Beautification Department of LASAA.

- 8.4.3. Third Party Signs may not be displayed:
 - 8.4.3.1 Within 50m of the perimeter of an intersection of a designated road within the Metropolis, unless expressly approved in writing by the Planning, Design and Beautification Department of LASAA;
 - 8.4.3.2 at a height which will make it visible within the core of vision of motor vehicle drivers at signalized intersections.
- 8.4.5. Signs may not be displayed within a Road Reserve of any Public Road unless expressly approved by the Planning, Design and Beautification Department of LASAA.
- 8.4.6 Electronic, projected or internally illuminated Signs shall not be permitted within 80 meters of the perimeter of a signalized traffic intersection.
- 8.4.7 When located at signalized traffic intersections, Signs may not have the colours red or yellow or green as main colours and shall not obscure or interfere with any road traffic Sign or traffic signal.
- 8.4.8 Signs with variable messages in the form of moving units or animation or involving other special effects including flashing lights, running lights, revolving panels or similar devices, shall display a complete frame for an information cycle length of not less than 60 seconds when visible from a signalized traffic intersection; and 30 seconds at other locations.

8.5 Requirements Relating To the Use of Land and Buildings, Areas of Control and Landscape Types

- 8.5.1. Where a building or structure has been erected, or is to be erected or is to be converted for the purposes of accommodating a Sign, or LASAA has reasonable grounds to believe this to be the case, then LASAA may regard the building or structure to be an advertising structure which falls within the ambit of the LASAA Law, notwithstanding the fact that the other legislation may also apply to such building or structure.
- 8.5.2 No Sign may be displayed, or advertisement displayed in such a way that it covers any window or opening providing for ventilation of a building, or obstructs any stairway or doorway or other means of exit from the building, or prevents movement of people from one part of a roof to another and no portion of any such Sign may be affixed over or onto any window, door or any other opening and no such opening may be closed either temporarily or permanently for the purposes of accommodating such a Sign.

- 8.5.3. All Signs or alterations thereof must meet the requirements of the area of control designation and landscape type in which they are to be displayed as set out in Table 1 below; provided further that, where there is uncertainty about either the type of Sign or relevant area of control, or landscape pertaining thereto, LASAA shall determine the applicable area of control, landscape or type of Sign.

TABLE 1 SPECIFIC AREAS OF CONTROL AND LANDSCAPE TYPES

AREAS OF CONTROL: MAXIMUM			PARTIAL	MINIMUM
LANDSCAPE TYPES: NATURAL AREA	LANDSCAPE TYPES: RURAL AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA
Proclaimed nature reserves	Agricultural areas/zones	Urban conservation areas, Heritage sites	Central business districts	Industrial zones
Protected natural environments	Horticultural areas	Residential zones and adjacent road & rail reserves	Mixed use commercial & residential areas	Designated transportation terminals
Beaches & sea shores	Large private open spaces (e.g. golf courses)	Pedestrian malls & pedestrian squares	Commercial development & activity corridors	Designated areas within undetermined zones
Oceans		School sites & Institutional zones		
Forestry areas	Scenic drives	Scenic features, Scenic drives and Prohibited routes	Commercial & business districts & adjacent streets & rail reserves	Specific sites, designated by LASAA.
River corridors	Scenic landscapes			
Scenic Drives	Scenic features	Declared Metropolitan Open Space and Public open spaces	Entertainment districts or complexes with commercial zones	
Specific sites designated by LASAA	Agricultural & horticultural areas & adjacent road & rail reserves	Private open spaces	Sports fields & stadia	
Conservation sites as identified by the National Botanical Institute	Specific sites designated by LASAA.	Community facilities (sports facilities & stadia)	Underdetermined zones (inc. Railway reserves, transport use zones)	
		Special business zones		
		Residential components of mixed use buildings	Specific sites designated by LASAA.	
		Designated metropolitan roads		
		Specific sites designated by LASAA.		

9. GENERAL FACTORS

The general factors set out below will be applied by LASAA in its assessment of all Formal Applications for Approval of the display or erection of Signs and of all applications for amendments to existing approved Signs:

- 9.1 The number of Signs already displayed or proposed to be displayed on the property and in the area surrounding the property concerned.
- 9.2 The findings of any Traffic, Environmental or Heritage Assessment.
- 9.3 The comments received from any process of public participation.
- 9.4 No Sign or Sign Structure may be displayed that:
 - 9.4.1 any portion thereof, other than a Window Sign, obstructs views including from any window or any other external opening of any building or clear vision of an area under surveillance by a Close Circuit Television camera, or its equivalent; or
 - 9.4.2 will constitute a danger to any person or property; or
 - 9.4.3 will be detrimental to the environment or amenity of the neighborhood, or a residential unit or dwelling by reason of either its size, intensity, frequency, illumination, quality of design, material, proposed graphic or locality; or
 - 9.4.4 will obscure any other Signs approved in terms of the LASAA Law or its predecessors; or
 - 9.4.5 whether temporary or not, is painted, cut, engraved, planted, tiled, graded, projected or affixed in any other manner, using the natural surrounding landscape or street surfacing or any other features of that landscape, as an integral part of the Sign, unless specifically authorized elsewhere in the LASAA Law.

10. SPECIFIC REQUIREMENTS RELATING TO SPECIFIC SIGN TYPES, AND/OR FORMS OF ADVERTISING AND/OR AREAS OF CONTROL

- 10.1 In its consideration of pre-scrutiny checklists and Formal Applications, LASAA shall also take into account and apply the specific requirements relating to specific Sign types, forms of Advertising and Areas of Control, as the case may be, which are set out in the LASAA Law and the Schedules hereto.
- 10.2 Certain areas of the specific requirements set out in the Schedules may be waived by LASAA, where indicated and then only within the limits specified.

11. SIGNS DISPLAYED FOR THE BENEFIT OF NON-PROFIT BODIES

11.1 Signs with Total Advertising Areas of greater than 4.5m² to be displayed on property owned or controlled by a Non Profit Body, which can be shown, to the reasonable satisfaction of LASAA, to be providing a substantial contribution to the expenses or goals of that Non Profit Body, may be Approved by LASAA under the applicable Schedule, if the proposed Sign meets the General and Specific Requirements relating to the said Sign, on condition that:

11.1.1. Full details as to the nature and support that the Non Profit Body will receive from the display of the Sign, including copies of any lease agreements, are provided to LASAA.

12. GENERAL CONDITIONS OF APPROVAL

The general conditions of Approval set out below apply to the Approval of all Signs unless a specific condition of Approval expressly states otherwise.

12.1 All Approvals granted in terms of the LASAA Law are granted to the owner of the property on which the Sign is displayed, irrespective of the identity of the applicant.

12.2. All Signs displayed within the area of jurisdiction of LASAA must, in addition to complying with the LASAA Law, comply with all other applicable legislation, including any Zoning Scheme Regulations or departures therefrom pertaining thereto.

12.3. LASAA may, at any time, withdraw an Approval granted by it or its predecessor, or amend any condition or impose a further condition in respect of such Formal Approval, if a Sign or Sign Structure is in a state of disrepair, stands empty for more than 90 consecutive days, no longer complies with any provision of the LASAA Law or is substantially altered in any way from the original Sign or Structure which was approved.

12.4. Should an Approved Sign not be displayed within 12 months from the date of Approval, or within such other time as is specified in the Approval, such Approval shall lapse, unless that period is extended in writing by LASAA, prior to such lapse.

12.5. Approvals granted under the LASAA Law are not permanent and the period of validity of any Approval given under the Law is limited:

12.5.1. to a maximum period of five (5) years in respect of Third Party Signs, calculated from the date of the Approval, unless a lesser period is stated in the Approval, but which period may be extended, by a maximum further period of five (5) years on written request to LASAA, not less than 90 days from the date of expiry of the first Approval period, on condition that the Sign in question still complies with the provisions of the LASAA Law at the expiry date of the first Approval period, and on payment of all applicable fees charged by LASAA.

- 12.5.2. In respect of First Party Signs, to the period during which the Sign in question qualifies as 'First Party Advertising' after which it shall automatically lapse;
- 12.5.3. In the event that a Sign or the Sign Structure is intentionally demolished by the owner of the property on which it is displayed, on which date the said Approval shall lapse and no further Sign or Sign Structure may be displayed or erected without LASAA's Approval.
- 12.6. No person shall destroy, harm, damage or disfigure or deface the front or frontage of any public property, land, rock, tree or other natural feature, or the front or frontage or roof of any building or structure in any manner whatsoever during construction or through the display or use of a Sign or the writing or painting of any Sign.
- 12.7. No person shall, in the course of displaying or removing any Sign cause damage to any electric standard or service or other public installation or property.
- 12.8. The owner of the property on which the Sign is displayed shall be liable for the maintenance thereof and shall undertake at least one inspection of the Sign per year.
- 12.9. Where any Sign becomes torn or damaged or otherwise falls into a state of disrepair, the applicant and the owner of the property on which the Sign is displayed, shall within 7 working days of a notice to do so, repair it.
- 12.10. The graphic content of Signs shall not have the potential to be visually interpreted as road traffic Signs, due to any factor, including but not limited to the following:
 - 12.10.1. Any stylized or pictorial presentation of a road traffic Sign or traffic signal; or
 - 12.10.2. Any word, symbol, logo or other device used on a road traffic Sign; or
 - 12.10.3. Use of combinations of colours specified for road traffic Signs, in a manner likely to lead to confusion; or
 - 12.10.4. Any reflectors paint or material.

13. APPROVAL OR REFUSAL OF FORMAL APPLICATIONS AND THE IMPOSITION OF SPECIAL CONDITIONS AND BANK GUARANTEE REQUIREMENTS

- 13.1. LASAA may refuse any Formal Application or any request to extend the period of Approval, or grant its Approval or extension of the period of Approval subject to conditions relating to the display, illumination, period of Approval and/or use of the Sign.
- 13.2. LASAA may, as a condition of Approval, or at any time subsequent to Approval; and on reasonable grounds, require traffic monitoring of any illuminated, variable message, projected or electronic Sign.
- 13.3. LASAA may, prior to Approval, or subsequent hereto, on reasonable grounds require the Applicant to lodge a bank guarantee issued by a reputable bank, in the form as set out in Annexure 4 hereto, which will be held by LASAA as security for the due fulfillment of any construction, display, removal or expiry date conditions pertaining to a Sign, and which guarantee shall be for a sum up to a maximum of 25% of the total cost of construction of the Sign.
- 13.4. LASAA may, as a condition of Approval, or at any time subsequent to Approval; on reasonable grounds, require the owner of the land or building on which a Sign is displayed, and/or both such owner and/or the person whose product and/or services is/are being advertised, to indemnify LASAA against any consequences flowing from the display or presence of such Sign.
- 13.5. All decisions by LASAA regarding Formal Applications, amendments to Approvals and the extension of Approval periods shall be in writing.
- 13.6. In the event of a coordinated process of approvals taking place, in terms of sub-clause 5.2, LASAA may pend its decision in respect of a Formal Application until such time as all other applicable approvals from LASAA have been obtained.

14. APPEALS

- 14.1. Any persons whose rights are affected by a decision made by LASAA may appeal against that decision by giving written notice of the appeal and reasons to LASAA within 21 days of the date of notification of the decision.
- 14.2. LASAA may consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.
- 14.3. LASAA shall commence with the appeal within six weeks after receipt of the appeal and decide the appeal within a reasonable period.

15. MONITORING AND INSPECTIONS

LASAA shall be entitled, through its duly authorized officers to enter into any property or premises, at a reasonable time for the purpose of carrying out any inspection necessary for the proper administration and enforcement of the provisions of the LASAA Law

16. OFFENCES

Any person who:

- 16.1. Contravenes or fails to comply with any provision of the LASAA Law;
- 16.2. Contravenes or fails to comply with any requirement set out in a notice served on him in terms of the LASAA Law;
- 16.3. Contravenes or fails to comply with any condition imposed in terms of the LASAA Law;
- 16.4. Knowingly makes a false statement in respect of any application in terms of the LASAA Law;
- 16.5. Disfigures or damages any Sign or Advertisement legally displayed in terms of the LASAA Law,

Shall be liable in terms of the LASAA Law

17. PRESUMPTIONS

- 17.1 Any person whose name appears on an unlawful Sign or whose product or services are Advertised on such Sign, shall be deemed, until the contrary is proved, to have displayed such Sign, or to have caused or allowed it to be displayed, unless the contrary is proved;
- 17.2 Any owner of land or building on which any unlawful Sign was or is displayed, shall be deemed, until the contrary is proved, to have knowingly displayed such Sign, or caused or allowed it to be so displayed.

18. ENFORCEMENT AND REMOVAL OF SIGNS

- 18.1 If any Sign is displayed in contravention of the LASAA Law, LASAA may serve a notice on the owner of the property/boundary on which the Sign is displayed, or the person whose product or services are being Advertised, calling upon such person(s) to remove such Sign or carry out such alteration thereto or do such work as may be specified in such request or notice, within a time frame specified therein. Notwithstanding the above:
 - 18.1.1 such notice may be withdrawn or varied by LASAA, by agreement with the person so served, or failing such agreement, by the service of a further notice; and
 - 18.1.2 If a Sign is displayed on public land or land controlled by LASAA, without Approval, then LASAA may remove such Sign in terms of sub-clause 18.2, without first issuing a notice in terms of this sub-clause 18.1.

- 18.2 Should LASAA's demands, as set out in the notice, not be carried out within the time period specified therein, LASAA may remove or alter the Sign or do such work as may be specified in such notice, prior to the removal or alteration thereof.
- 18.3 If a Sign is, or is reasonably considered to be a danger to life or property by LASAA, it may, without prior notice; carry out any work on the Sign that it deems necessary or arrange for the removal of such Sign. Any costs incurred by LASAA in carrying out work or arranging for the removal of such Sign may be recovered from the owner of the property/ boundary on which the Sign was Unlawful displayed, or the person whose product or services the Sign Advertised, jointly and severally.
- 18.4 Signs removed by LASAA may be reclaimed from LASAA on payment in full to it of any costs incurred by LASAA in the removal of the said Signs, as well as payment of the costs incurred by it in the storage of such Signs. Any unlawful Signs removed by LASAA and not reclaimed within two months of the date of removal shall be disposed of by LASAA in its sole discretion.

19. SERVICE OF NOTICES

Where any notice or other document is required by the LASAA Law to be served on any person, it shall be deemed to have been properly served:

- 19.1 if served personally on him/her, or any member of his/her household, apparently over the age of 16 years, at his place of residence, or on any person employed by or with him at his place of business, or
- 19.2 if posted by courier or registered post to such person's residential or business address, as it appears in the records of LASAA, or
- 19.3 if sent by telefax, and a transmission verification report indicating that such fax has been successfully transmitted, or
- 19.4 if such person is a company, partnership or a trust, if served on any person apparently employed by that company, partnership or trust, at the registered office or main place of business thereof, or sent by registered post to such office.

20. AUTHORITY TO ADMINISTER THE LAW.

The administration of the LASAA Law is delegated to the Managing Director/ General Manager/Chief Executive Officer of the Lagos State Signage & Advertisement Agency, who may sub-delegate these powers to employees under his/her control.

21. SIGNS EXISTING PRIOR TO LASAA

- 21.1 Any Sign displayed prior to the promulgation of the LASAA Law, which was not approved or approved by its predecessors shall, in the event of LASAA not receiving a Formal Application in respect thereof, within 30 (thirty) days of the date (of promulgation of the LASAA Law) continue to be unlawful.
- 21.2 In the event of LASAA receiving a Formal Application in respect of a Sign referred to in sub-clause 21.1 above, the removal of the Sign in question shall be stayed pending LASAA's decision in respect of the Formal Application for Approval of the said Sign and:
 - 21.2.1 If the Formal Application is rejected by LASAA, the Sign shall be unlawful and removed by the owner of the property on which it is displayed forthwith;
 - 21.2.2 If Approval for the Sign is granted by LASAA, the Sign shall remain displayed on condition it complies with the conditions of approval (if any) and the LASAA Law.
- 21.3 Any request for Approval of the display of a Sign submitted to LASAA or its predecessors prior to the promulgation of the LASAA Law and in respect of which a decision has not yet been made by LASAA, must be considered by LASAA in terms of the LASAA Law.

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SCHEDULE "1"

THIRD PARTY BILLBOARDS

The erection of Billboards for the display of Third Party Advertising ("Third Party Billboards") may be Approved only in areas of minimum control and is subject to the following:

- A. Third Party Billboards shall:
1. If the proposed property where the billboard is to be erected borders on a designated road within the metropolis and furthermore if the buildings on that property are more than 50m from the Road Reserve line, not be placed less than 50m from the Road Reserve line, this same distance to be calculated at 90° to the nearest point of the Road Reserve. This distance may be waived to a distance no less than the alignment of the public facades of buildings on the property or adjacent property, if such adjacent buildings or the buildings on the property are less than 50m from the Road Reserve and only upon receipt of an Environmental Assessment and Traffic Assessment indicating no detrimental impact will be occasioned by the Sign.
 2. Not be permitted within 250m of a Prohibited Area and may not be temporary Signs.
 3. Not encroach over the boundary line of the property on which it is erected, whether such encroachment is aerial or on ground level and not be displayed in a Road Reserve.
 4. Have a minimum Clear Height of 2.4m and a Sign Structure which does not exceed a maximum height of 7.5m above natural ground level for landscape format Signs, and a maximum height of 9m above natural ground level in the case of portrait format billboards.
 5. Not exceed a maximum Total Advertising Area of 36m² provided that on any V-shaped single structure, two panels with each having a Total Advertising Area of 36m² may be permitted.
 6. Be displayed between the angles of 90° and 60° to the direction of oncoming traffic.
 7. If located at Signalized traffic intersections, may not be erected or displayed:
 - 7.1 within 50m of the perimeter of the intersection if unilluminated; and
 - 7.2 within 80m of the perimeter of the intersection if illuminated.
 8. If a billboard has already been erected or is displayed along the right hand side of a section of road, and the graphics are visible to a driver travelling on the left hand side of the road, not be erected or displayed on the corresponding section of the left hand side of the road.
 9. Have a minimum letter or number height of 285mm.
 11. Have the Sign owner's name or logo clearly displayed.
 12. Only be considered for illumination in accordance with table 12.1 below:

12.1

	Total Advertisement Area up to 18m ²			Total Advertisement Area greater than 18m ²		
	If visible from:			If visible from:		
	Maximum Area of Control	Partial Area of Control	Minimum Area of Control	Maximum Area of Control	Partial Area of Control	Minimum Area of Control
Internal Illumination And Electronic Signs	Not Permitted	EIA Required	May be Applied For	Not Permitted	Not Permitted	May be Applied For
Externally Illuminated	EIA Required	EIA Required	May be Applied For	Not Permitted	EIA Required	May be Applied For

12.2 The Environmental Assessment referred to in the table above must address the visual and light pollution impacts of the type of illumination proposed, taking into account the proposed Sign's location in – and visibility from – an environment which is either intrinsically dark landscape at night, or an area of low to medium ambient brightness, or an urban area of high ambient brightness. The Environmental Assessment must stipulate recommendations which may include timer limits on hours of illumination, or limits to brightness in terms of shielding, lumen or watts limits or other mitigation measures.

12.3 If Approval for external illumination is sought, and such illumination does not comprise of top-lit, well shielded fixtures to save energy and to minimize light pollution, then the Environmental Assessment must demonstrate the comparative impact and desirability of the other external lighting proposed.

B. Third Party Billboards erected or displayed for the benefit of a Non-Profit Body on premises owned or leased by the Non-Profit Body in question, are permitted in Urban Areas of Control, subject to the above requirements, provided further that:

(a) In Urban Areas of Partial and Maximum Control, the maximum size of any such Sign is 18m², and in Minimum Control Areas, the maximum size is 36m², provided further that:

- (i) in the event of a V-shaped Sign being proposed, its maximum size will not exceed two panels of 18m² each;
- (ii) if erected in connection with sports stadia scoreboards and facing inwards onto the sports field/facility, this size may be increased in accordance with a signage master plan. If the Sign will be visible from any public place outside the sports facility, then an Environmental Assessment, showing no undue detrimental impact must be submitted with a signage master plan. Further, the Third Party Advertisement displayed may not exceed 50% of the total area of the scoreboard.

(b) The name of the Non-Profit Body or public benefit to which it is committed must be displayed prominently along the top width of the Sign with a minimum 300mm lettering height.

- (c) In Urban Areas of Partial and Maximum Control, such Billboards may only be displayed on property where:
 - (i) an existing building on such property is set back 15m or more from the boundary of the Road Reserve; or
 - (ii) it is not reasonably possible to affix an appropriate Sign to a building; or
 - (iii) such a Sign is necessary to allow the public to locate the entrance to a Non-Profit Body's premises.
- (d) A waiver of the distances specified in sub- clauses A1 and A2 above may be sought to Approve such Sign to be located not closer than 5m of the property's boundary lines.
- (e) Only one such Sign per street frontage will be permitted, and not exceeding two single-face Signs per premises, or one V-shaped Sign per premises.

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SCHEDULE "2"

FIRST PARTY BILLBOARDS, FIRST PARTY FREESTANDING SIGNS SMALLER THAN 4.5m² IN TOTAL ADVERTISING AREA, THIRD PARTY FREESTANDING SIGNS SMALLER THAN 4.5m² IN TOTAL ADVERTISING AREA, SERVICE STATION FACILITY SIGNS AND COMPOSITE SIGNS

A. SERVICE STATION FACILITY SIGNS

1. Service Station Facility Signs may only be First Party Signs.
2. Service Station Facility Signs may be displayed in any Area of Control.
3. Service Station Facility Signs may be illuminated.
4. Only one Service Station Facility Sign per street boundary shall be permitted provided however that two such Signs may be permitted if these are visible from different angles.
5. Service Station Facility Signs may not exceed 7.5m in Overall Height and shall not exceed 15m² per side, (in the case of V-shaped Signs, with a maximum of 30m²) in Total Advertising Area, irrespective of whether they are double-sided or not. The provisions of this clause may be waived only where these Signs are visible from a designated area within the Metropolis to a maximum height of 16m and 32m² per side, and a maximum of 64m² in Total Advertising Area, having regard to the general factors set out in clause 9 of the LASAA Guidelines.

B. GENERAL REQUIREMENTS FOR ALL OTHER SCHEDULE 2 SIGNS

1. All other First Party freestanding or composite Signs, and Third Party freestanding Signs with a Total Advertising Area that is smaller than 4.5m², may be Approved for display in Urban Areas of Control, in the following instances:
 - (a) Where the existing building or premises is set back 15m or more from the boundary of the Road Reserve; or
 - (b) Where it is not reasonably possible to affix appropriate Signs to a building;
 - (c) Where such a Sign is necessary to allow the public to locate the entrance to business premises; or
 - (d) Where the existence of a First Party freestanding or composite Sign will prevent the proliferation of Signs,
 - (e) If illumination is proposed, Table 12.1 of Schedule 1 is applicable.

C. ADDITIONAL REQUIREMENTS FOR:

1. Freestanding First Party Single Signs

- (a) In areas of Maximum Control, Freestanding First Party Signs Advertising one business only, may be displayed on condition they do not exceed an Overall Height of 3.5m and a Total Advertisement Area of 2m²;
- (b) In areas of Partial and Minimum Control, First Party Signs Advertising one business only, may be displayed on condition they do not exceed an overall height of 4m and Total Advertising Area of 4.5m² per side. This provision may be waived to a maximum height of 7.5m in commercial activity corridors.

2. First Party Freestanding Composite Signs

- (a) First Party Freestanding Composite Signs may not exceed 7.5m in Overall Height and in addition may not exceed 4.5m² in Total Advertisement Area. This provision may be waived to a maximum Overall Height of 10m and a maximum Total Advertisement Area of 15 m² per side up to a total maximum of 30m² if:
 - (b) such waiver reduces the number of individual Signs facing any one street boundary of the site, thereby minimising the visual impact on the surrounding environment;
 - (c) more than 2 roads approach the site in question;
 - (d) there are a number of businesses which will be Advertising on such Sign;
 - (e) the number of approach/exit routes to the site in question mean that a single taller Sign would reduce the number of lower Signs necessary;
 - (f) The findings of an Environmental Assessment where the proposed waiver will make a Sign visible from a Natural or Rural Area of Maximum Control, or could impact on the view of a scenic or heritage area, or be visible from a residential property surrounding the site in question, are in favour of the proposed waiver.

3. Combined First And Third Party Freestanding Composite Signs

- (a) If a First Party Freestanding Composite Sign displays any third party advertising, this may not exceed one third of any side of the Sign and in addition may not exceed 4.5m² on any one side of the Sign. The provisions of clauses 2(b) and 2(c) above are also applicable to the Signs.
- (b) Only one Composite Sign per vehicular street entrance of a site will be allowed.

4. **Freestanding and Composite Signs: Non-Profit Bodies**

Freestanding and Composite Signs erected or displayed on property owned or controlled by a Non-Profit Body, for its benefit, may be approved, subject to the above conditions and provided that:

- (a) in Areas of Minimum Control, these Signs may not exceed 7.5m in height and 15m² in Total Advertising Area per side, up to a total maximum of 30m²;
- (b) in Areas of Partial Control, these Signs may not exceed 7.5m in Height and 15m² in Total Advertising Area irrespective of the number of sides to the Sign;
- (c) in Areas of Maximum control, these Signs can be applied for up to a maximum of 4.5m² in Total Advertising Area if single-sided, or 3m² per side if double-sided or v-shaped; and to a maximum Height of 4m;
- (d) no more than 50% of the Total Advertising Area may be utilised for Third Party Advertising;
- (e) no Sign erected in terms of this clause may be located within 5m of a property's boundary lines;
- (f) the name of the Non-Profit Body or the public benefit it promotes must be displayed prominently along the top width of the Sign with a minimum 300mm lettering height;
- (g) in addition, only one such Sign per street frontage is permitted.

D. Any of the above mentioned Signs may not be erected as Temporary Signs.

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SCHEDULE "3"

FLAT, PROJECTED AND PROJECTING SIGNS

- A. The erection and/or display of the above Signs in all Areas of Control, may be Approved and shall:
1. Not be allowed within 0.5m of, or to project over, the edge of the vehicular travelled way of a roadway.
 2. Not project in front of a wall more than 1.5m in the case of a Sign which has a Clear Height of more than 7.5m; or more than 1m in the case of any lesser Clear Height.
 3. Not project more than 250mm over a walkway unless such Sign has more than 2.4m Clear Height, nor may the Sign Structure project over a common boundary without the written consent of the owner of the abutting property.
 4. Not project above the top of the main wall of a building or beyond either end of the main wall.
 5. Not exceed 54m² in Total Advertising Area and may not exceed one-quarter of the visible overall area of the surface to which they are affixed or painted, whichever is the lesser. This size restriction may be waived, provided that:
 - (a) An Environmental Assessment is submitted indicating no undue detrimental environmental impact is envisaged; and
 - (b) If a Flat or Projecting Sign in a heritage or conservation area is proposed, a Heritage Assessment is submitted indicating no undue detrimental impact in respect of heritage resources is envisaged; and
 - (c) The graphics which will actually be displayed by or on the Sign are submitted with the Formal Application and will, if Approved, be fixed for a minimum period of 1 year from the date of Approval; and
 - (d) Such Signs shall only display graphics designed and created by a suitably qualified creative consultant.
 6. Only be considered for Approval:
 - 6.1. on blank Common Boundary Facades of:
 - (a) non-residential buildings;
 - (b) the non-residential portion only of mixed-use buildings;
 - (c) any other building in designated Central Business District areas (if any), these being areas in which waivers from the provisions of this clause 6 may also be sought from LASAA,
 - 6.2. if the Sign in question is a Projected Sign.
 7. If a Projected Sign, be deemed to be a Third Party Sign unless both the light source or projector and the Advertisement or image position are on the premises of the same party.

8. If displayed on Public Facades of:
 - 8.1. non residential buildings; or
 - 8.2. the non-residential portion only of mixed-use buildings; or
 - 8.3. any other building in designated Central Business District areas;
 - 8.4. such Signs shall be so designed as to become an integral part of the building design, taking the existing architectural features into account.
 9. When Third Party advertising is displayed on these Signs, be custom-made and comprise of cut-out letters and logos and shall be subject to the requirements of sub-clauses 5(a) to 5(c) above.
 10. Internally illuminated signs, projected signs, externally illuminated signs with 3 or more light sources and/or electronic signs:
 - 10.1. used to display third party advertising may only be erected in areas of partial and minimum control and must be less than 2.1sq.m. in total area.
 - 10.2. used to display first party advertising may be erected in all areas of control but must be less than 4.5sq.m.
 11. Subject to the specific requirements pertaining to the proposed Sign and upon receipt of, if required by LASAA, an Environmental, Traffic and/or Heritage Assessment showing that no detrimental impact will be caused by the proposed display, the size restrictions in sub-clause 8.2 above may be waived:
 - 11.1. up to a maximum Total Advertisement Area size of 4.5m² for Third Party Advertising in any partial or minimum control area, or
 - 11.2. up to a maximum Total Advertisement Area size of 18sq.m. in areas designated by LASAA as a place where the display of illuminated or electronic Signs attached to walls and buildings is to be permitted, or
 - 11.3. up to a maximum Total Advertisement Area size of 18sq.m in a minimum control area, only if attached to walls and buildings.
 - 11.4. up to a larger size, only if the Sign is on a building and fixed graphics, and Custom-made of consists of cut out lettering or logo in an area of minimum control or designated area.
- B. Projected Signs are not permitted on Public Facades.

- C. Notwithstanding the above, Flat, Projected and Projecting Signs displayed at property owned or controlled by Non-Profit Bodies may be Approved, provided that:
1. Such Signs may not exceed 18m² in Total Advertisement Area in areas of Maximum and Partial Control.
 2. The name of the Non Profit Body or public benefit must be displayed prominently along the top width of the Sign, with a minimum lettering height of 300mm.
 3. Only one such Sign per street frontage may be Approved.
- D. The only types of Temporary Signs which may be Approved in terms of this schedule are Projected Signs.

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SCHEDULE "4"

SKY SIGNS

1. Sky Signs shall:
 - (a) be limited to a maximum Total Advertisement Area of 4.5m², provided that this size requirement may be waived in Areas of Minimum Control, up to a maximum of 18m², upon receipt by LASAA of an Environmental Assessment indicating no undue detrimental environmental impact is envisaged;
 - (b) display Third Party Advertising only in Areas of Minimum Control;
 - (c) display only in First Party Advertising in Areas of Minimum Control;

provided further that when such First Party Signs are to be erected or displayed along the top edge of the roof of cultural, historic or architecturally significant buildings, this will be permitted in all Areas of Control only if the Sign is not illuminated and consists of individual cut-out letters or logos, and complying with any policy or guidelines in respect of specific urban conservation sites, if applicable.
 - (d) not be Temporary Signs.
 - (e) be Internally or Externally illuminated with a Total Advertisement Area of up to 4.5m², which limitation may be waived, up to a maximum of 18m², upon receipt of an Environmental Assessment indicating no undue detrimental environmental impact is envisaged by the illumination of the Sign.

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SCHEDULE "5"

ROOF SIGNS

The erection and/or display of Roof Signs in Urban Areas of Control may be Approved, except in areas zoned for residential purposes within Areas of Maximum Control, subject to the following:

1. The Total Advertisement Area of any Roof Sign affixed flush onto or painted onto a roof of a building shall not exceed one-quarter of the overall area of the roof plane to which it is affixed or painted.
2. The top edge of any Roof Sign may not project higher than the uppermost edge of the main roof of a building and the face of the Sign may not exceed 1m from top to bottom edge measured parallel to the face of the Sign, and further provided that:
 - (a) The Total Advertisement Area of the Sign may not exceed 25% of the roof plane to which it is affixed.
 - (b) A person may affix a Roof Sign projecting above the uppermost edge of a roof of a building, if such Sign is composed of a single line of individual, cut-out letters and/or factitious shapes, without visible bracing or support but shall not be erected along more than two edges of such roof and shall not exceed 3.6m² in total area (6 x 0.6m); with a maximum height of 0.5m above the uppermost edge. Any Sign not complying with this requirement will be treated by LASAA as a Sky Sign.
3. Roof Signs may not be erected/displayed or used for:
 - (a) Third Party Advertising; or
 - (b) As Temporary Signs.

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SCHEDULE "6"

CANOPY SIGNS

The erection and/or display of First Party Canopy Signs, may be approved in all Areas of Control subject to the following:

1. Such Signs:
 - (a) must not be erected or displayed on or over architectural features of buildings in a way which dominates, detracts from or obscures these features;
 - (b) must not be affixed onto or painted onto a balustrade or railing of a verandah, pergola, canopy or balcony;
 - (c) must either be:
 - (i) affixed flat onto or painted against the outer edge elevation of a beam or fascia of a verandah, pergola, awning or canopy where no part of the Sign other than a 400mm high cut-out letter or logo projects higher or lower than, or beyond either end of the outer edge, or be
 - (ii) affixed on top of or suspended under the outer edge of a verandah, pergola, balcony or canopy, parallel to or at 90 degrees to the outer edge, provided that the elevation of the verandah, pergola, balcony or canopy remains visible;

but only one of these positions may be used for any one premise.

 - (d) must not exceed 1m in height or project more than 250 mm in front of the surface to which it is affixed or project over a Roadway or within 0.5m of the edge of a Roadway.
 - (e) must be affixed flat onto or painted on supporting columns, pillars and posts. In this regard, no such Sign may project more than 50mm in front of the surface to which it is affixed and shall not extend beyond any of the extremities of such column, pillar or post. Signs affixed flat onto non-rectangular supporting structures shall be curved to fit the form of such structure. Only one such Sign shall be allowed per column, pillar or post.
 - (f) suspended below the roof of a verandah, pergola, canopy or the floor of a balcony, shall not exceed 1.8m in length or 600mm in height. Every such Sign shall be either parallel to or at right angles to the building line. No Sign suspended under a canopy, shall extend beyond the external edge of the canopy or verandah to which it is attached.
 - (g) on the roof of a verandah, pergola, canopy or balcony, excluding the main roof of a building, shall be composed of a single line of freestanding, individual, cut-out silhouette letters without visible bracing or other visible means of support and shall not be erected along more than two edges of such roof of a verandah, pergola or balcony.
2. The conditions set out above, may be waived by LASAA in respect of historical buildings and/or at heritage sites if the proposed Signs comply with any policies or guidelines for such Signs, or for specific urban conservation sites applicable, and must be motivated together with a Signage master plan.
3. Canopy Signs, which are Temporary Signs, may be Approved in terms of this Schedule.

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SCHEDULE "7"

SITE BOUNDARY SIGNS CONSTRUCTION SITE SIGNS

The display of Site Boundary Signs and Construction Site Signs and Signs on hoardings, scaffolding, scaffold mesh screens and pedestrian safety canopies and construction sites may be Approved in all Areas of Control, subject to the following:

1. SECURITY SIGNS

- (a) In all areas of control, the display of a Security Sign, other than those referred to in sub-clause 4.4.8, indicating the geographic area of a neighborhood patrol or similar crime prevention scheme is permitted on condition that:
 - (i) They are not illuminated;
 - (ii) A maximum of four such Signs may be displayed per neighborhood or patrol area;
 - (iii) Such Signs may only be displayed on a boundary wall or fence of designated properties within the patrol area;
 - (iv) The Advertisement may not exceed 0.36m² (600mmx600mm) in Total Advertisement Area;
 - (v) The name of the neighborhood patrol scheme, emergency telephone number and security message cannot occupy less than 70% of the said Total Advertisement Area;
 - (vi) The name, logo or details of any private security company cannot occupy more than 10% of the Total Advertisement Area; and
 - (vii) Where a Security Sign is Approved the erection of the said Sign will be permitted in addition to a Sign referred to in sub-clause 4.4.8 on the same street boundary.
- (b) Temporary Signs are not permitted of Security Signs.

2. FIRST PARTY ADVERTISEMENTS ON BOUNDARY WALLS AND FENCES

- (a) In areas of maximum and partial control, LASAA may Approve:
 - (i) A Formal Application to affix a First Party Sign of up to 0.5m² in Total Advertisement Area against a boundary wall, only if the said Sign is unilluminated and fixed flat on such wall not projecting more than 50mm from the face of such wall.
 - (ii) A Formal Application to affix a First Party Sign bigger than 0.5m² in Total Advertisement Area against a boundary wall only if the said Sign is unilluminated and indented into the wall or composed of individual, cut-out letters or symbols and fixed flat on such wall not projecting more than 50mm from the face of such wall.

- (b) In areas of minimum control, LASAA may approve:
 - (i) A Formal Application to affix an unilluminated First Party Sign up to 1m² in Total Advertisement Area affixed flat onto a boundary wall only if it does not project more than 50mm from the face of such wall.
 - (ii) A Formal Application to affix a First Party Sign bigger than 1m² in Total Advertisement Area affixed onto a boundary wall only if the said Sign is indented into the wall or composed of individual, cut-out letters or symbols and fixed flat on such wall not projecting more than 50mm from the face of such wall. Such Signs may be illuminated.
 - (iii) A Formal Application to affix an un-illuminated First Party Flat Sign with a maximum size of 0.5m² onto the permanent fence of a property.
- (c) Any Temporary Sign on a boundary wall or fence may be applied for in terms of Schedule 8.

3. CONSTRUCTION SITE SIGNS

Third Party and First Party Development Board Signs, Construction Site Signs, hoardings, temporary scaffolding, scaffold mesh screens, pedestrian safety canopies and construction site fences may be approved in all Areas of Control for the reasonable duration of approved building work; and on condition that such hoardings, scaffolding, mesh, canopy etc. is required to be erected for legal, safety or construction reasons, and has not been erected solely or primarily for the purposes of Advertising. These Signs shall also comply with the following:

- (a) Development Boards not complying with size requirements set out in sub-clause 4.4.2 may be Approved for a maximum size of 4.5m² in Total Advertisement Area in Areas of Maximum Control, or 9m² in Areas of Partial Control, or 18m² in Areas of Minimum further criteria pertaining thereto in sub-clause 4.4.2.
- (b) Any one Construction Site Sign (other than a Development Board), which displays a Third Party Advertisement shall not exceed a Total Advertising Area of 18m², which may be waived, up to an additional maximum of 20m² per 100m² of mesh screen.
- (c) Any such Sign shall not project more than 100mm in front of the hoarding, screen, canopy or fence to which it is affixed.
- (d) There will be no illumination of such Signs in Areas of Maximum and Partial Control.
- (e) There will be no Approval of such Signs if proposed to be displayed within the cone of vision of motorists at Signalized traffic intersections, unless written approval is first obtained from the Ministry of Transportation.
- (f) The duration of the construction period for the site in question must be submitted to LASAA in a time-line plan for construction, specifying the different phases for development, and its Approval may be limited and/or linked to a specified phase of construction.
- (g) If, as a condition of Approval, a portion of the Sign is required by LASAA to be dedicated to displaying details of the construction project or conveying a community message, such message area can be calculated as part of the (per) 100m² artwork ratio in terms of a waiver granted under sub-clause (b) above.

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SCHEDULE "8"

ADVERTISING ON BANNER SIGNS, FLAG SIGNS AND FEATHER-FLAG SIGNS

The erection and/or display of the above Signs may be Approved in all areas of control, except Natural and Rural Areas of Maximum Control, subject to the following:

1. Illumination of these Signs is permitted.
2. Approval for the erection or display of such Signs on Local Government/State property shall only be granted for community events or for functions or events conducted by a Non-Profit Body or for religious, educational, social welfare, sporting, civic or cultural purposes.
3. Third Party Advertising on such Signs erected or displayed on Local Government/State property will only be permitted where the Third Party Advertisement is displayed in conjunction with the name of the Non-Profit Body or community event or campaign which is being sponsored.
4. The erection or display of the above Signs may only be Approved on a bridge or a road which has been temporarily closed for motorized public traffic.
5. The above Signs may not be affixed to trees, traffic Signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic Signs, or to rocks or other natural features.
6. Banner Signs:
 - (a) When displaying Third Party Advertisements in terms of clause 3 above:
 - may not be larger than 4.5m² in Total Advertisement Area for a local neighborhood event;
 - may not be larger than 18m² in Total Advertisement Area for a metropolitan, national or international event.
 - will be limited to a maximum of 2 banners for a local neighborhood event or campaign, of which one may be placed remote from the event venue;
 - for a metropolitan, national or international event or campaign, the number and positions of banners must be in accordance with an approved signage master plan for the event/campaign;
 - provided that additional bracket-mounted opportunities for the banners on electricity poles may be designated in a master plan by LASAA for certain events from time to time.
 - (b) When displaying First Party Advertising will be limited to either one banner not exceeding 4.5m² in Total Advertisement Area per premises, or to two banners not exceeding 3m² each in Total Advertisement Area.
 - (c) May be displayed on a property for a maximum period of 14 days in any one calendar month, unless LASAA approves that a longer period, which it may grant for a national or international, event or campaign.

7. Flags and Feather Flags:

- (a) When displaying Third Party Advertising in terms of clause 3 above:
- may not be larger than 2.2m² in Total Advertisement Area for a local neighborhood event and may not be larger than 3.6m² in Total Advertisement Area for a metropolitan, national or international event;
 - will be limited to a maximum of 4 such Signs for display at the venue for a local neighborhood event or campaign, or
 - will be limited to the number and positions set out in a signage master plan, if for a metropolitan, national or international event or campaign.
- (b) when displaying First Party Advertising, will be permitted, provided that where more than three such Signs are proposed per premises, a Signage master plan must be submitted to LASAA, indicating height, positions, sizes, measures to mitigate wind-induced noise, other Signs on the site and proposed duration of display.
- (c) May be displayed for a maximum period of 14 days, unless LASAA approves a longer period.

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LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

PRE-SCRUTINY NO: LASAA/1/A.....

ANNEXURE 1 (A)

PRE-SCRUTINY CHECKLIST FOR INFORMATION ON PROPOSED OUTDOOR SIGN(S)

For each of the checklist items below, please consult the Lagos State Structures for Signage & Advertisement Agency Law, 2006 and the Agency's Guidelines on Outdoor Advertising and Signage.

ALL CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO SUBMISSION TO THE LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY (LASAA) FOR PRESCRUTINY. Any incomplete information or any incorrect information in the checklist will mean that it cannot be assessed.

The approval of the Pre-scrutiny Checklist by LASAA must be obtained prior to a formal application being submitted to LASAA in terms of the Law. **(Kindly submit this form and documents in triplicate)**

PROPERTY DETAILS:

Site Address	Proposed Sign Location		Building Name (if applicable)
Local Government Area			
Co-ordinates of the premises (for GIS record of the sign)	Latitude		South
	Longitude		East

1. Type of sign (please tick)	?	Billboard
	?	Street Lamp pole sign
	?	Freestanding 1 st Party sign
	?	Flat sign
	?	Sky sign
	?	Roof sign
	?	Canopy sign
	?	Boundary wall sign
	?	Construction site sign
	?	Aerial sign
	?	Transit sign
	?	Non-profit sign
	?	Other
2. Area of Control (See Attachment A)		Please circle the applicable area of control on Attachment A

3.	Is the type of sign permitted in this area of control?		Yes/No
3(a)	Please provide the following details of the proposed sign:		Size of advertisement sq.m Dimensions of advert/sm x m Overall height of sign structurem Format: Portrait/Landscape Illumination: None/ Internal /External /backlit Electronic sign/message: no / yes: static/running/changing/flashing
3(b)	Please tick the type of proposal/s applicable	? ? ? ? ? ?	erection of a new sign existing sign previously not approved an amendment of a condition attached to an approval. a change to approved graphics, an extension of an approval period, a waiver of a waivable requirement
4(a)	Please attach a site plan, (minimum scale 1:200), indicating all other signs including road traffic signs and commercial signs within 80 meters of the site.		plan attached Yes/No
4(b)	Please attach photomontage		Yes/No
5.	Will the sign obscure any other sign(s) indicated on the plan referred to in 4 above?		Yes/No
6(a)	Is the sign 1 st Party (on- premise) or 3 rd Party (off-premise)?		1 st / 3 rd If 1 st party, show evidence of registration within your local government area.
6(b)	Is the sign on the premises of a none profit body?		Yes/No
7.	Are the graphics fixed or will they be changed from time to time?		Fixed/Changed
8.	Do the graphics contain any custom made elements?		Yes/No
9.	What is the proposed duration of display of the sign?		
10(a)	What is the Area of control of the site of the sign in terms of LASAA?		
10(b)	What is the actual use of the property at present?		
11.	Will the sign be attached to or placed on residential premises?		Yes/No
12.	Will the sign, or any of it's luminaries project over the property boundary? If yes, please attach the owner and adjoining owners' consent.		Attached/not attached
13(a)	Does the proposed sign comply with the General Requirements as set out in Schedules 2, 3, 4 & 5 of the Law?		Yes/No
13(b)	Does the proposed sign comply with the General conditions of approval as set out in Section 12 of the guidelines? If no Please state which.		Yes/No

NB: Please contact LASAA for assistance with your site plan

14.	Will the sign, sign structure or any part of it be displayed so as to obstruct the view from any window or other opening of a building?	Yes/No
15.	Will any existing openings to a building be closed, temporarily or permanently to accommodate the sign?	Yes/No
16.	Is any building extension or alteration or new building required to accommodate the sign?	Yes/No
17(a)	If the sign is to be internally illuminated or electronic, will it exceed 2.1 square meters?	Yes/No
17(b)	Both internally and externally, how many luminaries are to be used to illuminate each sign face? (each bulb/tube/light source counted)	2 or more? 3 or more?
18.	Will the sign be visible from designated roads within the Lagos Metropolis?	Yes/No
19.	Will the sign be visible from a prohibited route or science drive?	Yes/No
20.	Is the sign to be attached to a bridge, gantry, tower, silo, water tank, pylon, cell mast or cooling tower?	Yes/No
21.	What is the distance of the nearest point of the sign to the nearest point of the road reserve?	
22.	Is the sign within 80 meters of the perimeter of a signalized traffic intersection?	Yes/No
23a	Is there any public/community benefit being offered?	Yes/No
23b	If yes, submit evidence of such	

The following questions apply only to the existing / proposed erection of Billboards

23.	Is the sign within 250 meters of a prohibited route?	Yes/No
24.	Will any part of the sign encroach over the property boundary line?	Yes/No
25.	Will the sign have a clear height of 2.4 meters?	Yes/No
26.	Will the sign exceed a maximum height of 7.5 meters above natural ground level?	Yes/No
27.	Will the sign be single panel or V shaped? If V shaped, what is the total square meter of such advertising panel?	Single/ v shaped – Total square metreage....
28.	State the angle of display of the sign to the direction of oncoming traffic. degrees
29.	Will the minimum letter height on the graphics be bigger than	Yes/No

285mm?		
30. (a) Were you ever registered to practice the business of Outdoor Advertising with the Directorate of Signage and Outdoor Advertising of the Lagos State Ministry of Environment? (b) If yes, kindly provide evidence of such (c) Do you operate in any other State within Nigeria? If so, where?		Yes/No
31. (a) Was your sign ever registered with the relevant Local Government of your area? (b) If yes, kindly provide evidence of such.		Yes/No

I, (full name), declare that I/my company is the owner / duly authorized agent of the owner of the property where it is proposed to erect the sign, if approved, and that the above checklist and attachments are true and correct.

Signature:

Name of Company/or Individual (if a Company, please include full names of all Directors/Members):

.....

Physical address.....

.....

Tel:..... Mobile No: Fax:.....

Poster Contractor Proposed:

Contact Name and Number.....

TO BE SIGNED BY THE OWNER OF THE PROPERTY WHERE ERECTION OF SIGN IS PROPOSED:

The above information has been checked by me and is hereby confirmed to be correct.

Full Name:

Address:

Capacity:.....

Signature: Date:.....

Full Name of Individual/Company/Partnership/Trust (if a Trust, Partnership or Company, please include full names of all Trustees/Directors/Partners/ members):.....

Telephone No Mobile No.....

E-mail address.....

Fax No.....

LASAA COMMENTS RE PRE-SCRUTINY CHECKLIST ONLY:

This is not an Approval to erect a Sign.

Reasons/comments:.....

.....

Name:..... Capacity:..... Date:.....

For Planning, Design & Beautification Department

Please note that LASAA may request additional information, in terms of the Law prior to assessing a Formal Application, depending on the proposed Sign and site (see next page):

Additional Information to be supplied if requested:

1.	(a) Photomontage (to scale – scale bar visible)
	(b) Sign plan visible
	(c) Survey General Diagram of the property indicating the exact position of the sign
	(d) Evidence of Public Notice being published
2.	All signs in above list to be marked on site plan with distance and pacing between all signs on list relative to proposed sign
3.	Will any existing signs be removed and/or replaced by this sign?
4.	If there are more than 2 outdoor advertising signs at this locality, has a signage Master-Plan been prepared?
5.	Does the sign proposed increase or decrease the number of signs in the 80 meter radius?
6.	A Visual Impact Assessment
7.	A Heritage Impact Assessment
8.	(a) An Environmental Impact Assessment
	(b) An Environmental Checklist
9.	A Traffic Impact Assessment
10.	Were the Impact Assessments conducted by an independent consultant?
11.	If the sign is for 1 st party advertising, is the 1 st part use in compliance with the Zoning Scheme of LASAA regulations?
12.	Is the sign in a central business district area or business area?
13.	Is the sign visible from any surrounding properties?
14.	If yes, are any of these properties residential?
15.	Have any of the surrounding property owners been consulted?
16.	Will the sign be freestanding or attached to a building?
17.	Will the sign constitute a danger to any person or property?
18.	Have you taken into account the impact of the sign on the amenity of the neighborhood?
19.	Does the sign include any construction work in the surrounding landscape?
20.	Will there be any landscaping implemented with the sign?
21.	How will the sign's floodlighting, or lighting by other means (and resulted light spillage) be contained?
22.	Have lighting / floodlighting fixtures, brackets, etc been shown and dimensioned on sign plans? (See 1(a) and 1 (b))
23.	If the sign is to be internally illuminated or electronic, will it exceed 4.5 meters?
24.	If the sign is to be internally illuminated, or electronic, will it exceed 18 square meters?
25.	If yes to the above, has this been motivated with an Environmental Checklist?
26.	Has the area been designated a place in which such illuminated signs are to be permitted?
27.	Does the sign comply with the spacing requirements of the LASAA Law?
28.	If no, is a decrease in the minimum distances required?
29.	If the sign borders on a designated road, is it more or less than 50 meters from the road reserve?
30.	If less, is a waiver being proposed?

ATTACHMENT A: AREAS OF CONTROL (See checklist item 2)

SPECIFIC AREAS OF CONTROL AND LANDSCAPE TYPES

AREAS OF CONTROL: MAXIMUM			PARTIAL:	MINIMUM
LANDSCAPE TYPES: NATURAL AREA	LANDSCAPE TYPES: RURAL AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA
Proclaimed nature reserves	Agricultural areas/zones	Urban conservation areas, Heritage sites	Central business districts	Industrial zones
Protected natural environments	Horticultural areas	Residential zones and adjacent road & rail reserves	Mixed use commercial & residential areas	Designated transportation terminals
Beaches & sea shores	Large private open spaces (e.g. golf courses)	Pedestrian malls & pedestrian squares	Commercial development & activity corridors	Designated areas within undetermined zones
Oceans	Scenic drives	School sites & Institutional zones	Commercial & business districts & adjacent streets & rail reserves	Specific sites, designated by LASAA.
Forestry areas	Scenic landscapes	Scenic features, Scenic drives and Prohibited routes	Entertainment districts or complexes with commercial zones	
River corridors	Scenic features	Declared Metropolitan Open Space and Public open spaces	Sports fields & stadia	
Scenic Drives	Agricultural & horticultural areas & adjacent road & rail reserves	Private open spaces	Underdetermined zones (inc. Railway reserves, transport use zones)	
Specific sites designated by LASAA	Specific sites designated by LASAA.	Community facilities (sports facilities & stadia)	Specific sites designated by LASAA.	
Conservation sites as identified by the National Botanical Institute		Special business zones		
		Residential components of mixed use buildings		
		Designated metropolitan roads		
		Specific sites designated by LASAA.		

FORMAL APPLICATION SUBMITTED BY:

Name Date..... Signed

Required Documents:

1.	Pre-Scrutiny Clearance Page 5	Attached/Not Attached
2.	Receipt of fees paid	Attached/Not Attached
3.	Any additional documentation required by Pre-scrutiny	Attached/Not Attached

FOR LASAA USE ONLY:

Approved	Not Approved
----------	--------------

Date	Signed:
------	---------

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

PRE-SCRUTINY NO: LASAA/1/B.....

ANNEXURE 1(B)

PRE-SCRUTINY CHECKLIST FOR TEMPORARY SIGNS:

***Including: MOVEABLE SIGNS, POSTERS/DEVELOPMENT BOARDS/BANNERS
FLAGS AND BALLOONS***

For each of the checklist items below, please consult the Lagos State Structures for Signage & Advertisement Agency Law, 2006 and the Agency;s Guidelines on Outdoor Advertising and Signage.

ALL CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO SUBMISSION TO THE LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY (LASAA) FOR PRESCRUTINY. Any incomplete information or any incorrect information in the checklist will mean that it cannot be assessed.

If LASAA approves this Checklist, you may submit the approved checklist as your Formal Application for Approval, together with such other information as LASAA requires in terms of the Law. **(Kindly submit this form and attached documents in triplicate)**

PRE-SCRUTINY STAGE

SIGN DETAILS:

Site Address	Proposed Sign Location		Building Name (if applicable)	
Local Government Area				
Co-ordinates of the premises (for GIS record of the sign)	Latitude			South
	Longitude			East

1. Type of sign (please tick)	? ? ? ? ?	Moveable sign Posters Development Boards Banners, Flags and Balloons Other – specify
2. Area of Control (see Attachment A)		Please circle the applicable area of control on Attachment A
3. Is the sign being proposed on public or private land?		Public.....Private.....
4(a) Is the type of sign permitted in this area of control?		Yes/No
4(b) Please tick the type of proposal/s applicable	? ? ? ? ? ?	erection of a new temporary sign existing temporary sign previously not approved an amendment of a condition attached to a temporary approval, a change to approved graphics, an extension of a temporary approval period, a waiver of a waivable requirement
5. Will the sign obscure any other sign(s) indicated on the plan referred to in 4 above?		Yes/No
6(a) Is the sign a temporary 1 st Party (on-premise), 3 rd Party (off-premise) or non-profit sign?		1 st / 3 rd / non-profit
6(b) Is the sign on the premises of a non-profit body?		Yes/No
7. Do the graphics contain any custom made elements?		Yes/No
8 What is the actual use of the property at present?		
9. Will the sign be attached to or placed on residential premises?		Yes/No
10(a) Does the proposed sign comply with the General Requirements as set out in Schedule 2, 3, 4 & 5 of the Law?		Yes/No
10.(b) Does the proposed sign comply with the General conditions of approval as set out in Section 12 of the guidelines? If no, Please state which		Yes/No
11. Will the sign, sign structure or any part of it be displayed so as to obstruct the view from any window or other opening of a building?		Yes/No
12. Will any existing openings to a building be closed, temporarily or permanently to accommodate the sign?		Yes/No
13. Is any building extension or alteration or new building required to accommodate the sign?		Yes/No
14. Will the sign be visible from designated roads within the Lagos Metropolis?		Yes/No
15. Will the sign be visible from a prohibited route?		Yes/No
16. Is the sign to be attached to a bridge, gantry, street lamp pole, tower, silo, water tank, pylon, cell mast or cooling tower?		Yes/No
17. What is the distance of the nearest point of the sign to the nearest point of the road reserve?		
18. Is the sign within 80 meters of the perimeter of a signalized traffic intersection?		Yes/No

TYPE OF TEMPORARY SIGN: PLEASE TICK AND COMPLETE APPROPRIATE SIGN TYPE SECTION ONLY:

MOVEABLE SIGNS – INCLUDING TRANSIT ADVERTISING SIGNS, INFLATABLE SIGNS AND PORTABLE SIGNS OVER 0.5M²

1.	If a transit sign, Please supply proof of vehicle license and registration no.	Attached? Yes/No
2.	Is the proposed sign to be displayed in a designated site/area?	Yes/No
3.	Please attach a site plan, (minimum scale 1:2000), indicating all other signs including road traffic signs and commercial signs within 80 meters of the site.	Plan attached Yes/No
4.	Please show by way of a photo-montage, the proposed graphics to be displayed.	Photomontage attached? Yes/No
5.	What will the duration or hours of display be?	
6.	Please provide the following details of the proposed sign:	Size of advertisement..... sq.m Dimensions of advert/s m x.....m Illumination: none/Internal/ External/ backlit
7(a).	Is there any public/community benefit being offered?	Yes/No
7(b).	If yes, submit evidence of such	
8.	State the angle of display of the sign to the direction of oncoming traffic. Degrees
9.	Will the minimum letter height on the graphics be bigger than 285mm?	Yes/No
10.	Please advise where the sign will be stored at night.	
11(a)	Does the sign require or contain any moveable parts, animation, make use of a generator, motor or air pump for it's display?	Yes/No
11(b)	If yes, a Traffic statement will be required	Yes/No Attached

NB: Please contact LASAA for assistance with your site plan



OTHER TEMPORARY SIGNS

1. What type of sign are you applying for?		
2(a) Is the proposed sign to be displayed in a designated site/area?		
2(b) Please attach a site plan, (minimum scale 1:2000), indicating all other signs including road traffic signs and commercial signs within 80 meters of the site.		Plan attached
3. Please show by way of a photomontage the proposed graphics to be displayed.		Photomontage attached? Yes/No
4. What will the duration or hours of display be?		
5. Please provide the following details of the proposed sign:		Size of advertisementsq.m Dimensions of advert/s.....m x.....m
6. Is there any public/community benefit being offered?		Yes/No
7. State the angle of display of the sign to the direction of oncoming traffic.	degrees
8. Will the minimum letter height on the graphics be bigger than 285mm?		Yes/No
9. Please advise where the sign will be stored at night.		
10(a) Does the sign require or contain any moveable parts, animation, make use of a generator, motor or air pump for it's display?		Yes/No
10(b) If yes, a Traffic statement will be required		Yes/No Attached

NB: Please contact LASAA for assistance with your site plan

I..... (Full name), declare that I/my Company/Trust (circle which is appropriate) is the duly authorized agent of the owner of the property where it is proposed to erect the sign, if approved; and that the above checklist and attachments are true and correct.

Signature:

Full Name of Individual/Company/Partnership or Trust (if not an individual, please include the full names of all Directors/Members/Partners/Trustees):

.....

Tel: Mobile No

Physical address:.....

.....

Fax:

Poster Contractor Proposed:

Address:.....

.....

Contact Name and Number:

TO BE SIGNED BY THE OWNER OF THE PROPERTY WHERE ERECTION OF SIGN IS PROPOSED:

The above information has been checked by me and is hereby confirmed to be correct.

Full Name:

Address:

Capacity:.....

Signature: Date:.....

Full Name of Individual/Company/Partnership/Trust (if a Trust, Partnership or Company, please include full names of all Trustees/Directors/Partners/ members):.....

Telephone No: Mobile No:.....

E-mail address:.....

Fax No:.....

LASAA COMMENTS RE PRE-SCRUTINY CHECKLIST ONLY:

This is not an Approval to erect a Sign.

Reasons/comments:.....

.....

Name:..... Capacity:..... Date:.....

For Planning, Design & Beautification Department

Please note that LASAA may request additional information, in terms of the Law prior to assessing a Formal Application, depending on the proposed Sign and site (see next page):

Additional Information to be supplied if requested:

1.	(a) Photomontage (to scale – scale bar visible)
	(b) Sign plan visible
	(c) Survey General Diagram of the property indicating the exact position of the sign
	(d) Evidence of Public Notice being published
2.	All signs in above list to be marked on site plan with distance and spacing between all signs on list relative to proposed sign
3.	Will any existing signs be removed and/or replaced by this sign?
4.	If there are more than 2 outdoor advertising signs at this locality, has a signage Master-Plan been prepared?
5.	Does the sign proposed increase or decrease the number of signs in the 80 meter radius?
6.	A Visual Impact Assessment
7.	A Heritage Impact Assessment
8.	(a) An Environmental Impact Assessment
	(b) An Environmental Checklist
9.	A Traffic Impact Assessment
10.	Were the Impact Assessments conducted by an independent consultant?
11.	If the sign is for 1 st party advertising, is the 1 st part use in compliance with the Zoning Scheme of LASAA regulations?
12.	Is the sign in a central business district area or business area?
13.	Is the sign visible from any surrounding properties?
14.	If yes, are any of these properties residential?
15.	Have any of the surrounding property owners been consulted?
16.	Will the sign be freestanding or attached to a building?
17.	Will the sign constitute a danger to any person or property?
18.	Have you taken into account the impact of the sign on the amenity of the neighborhood?
19.	Does the sign include any construction work in the surrounding landscape?
20.	Will there be any landscaping implemented with the sign?
21.	How will the sign's floodlighting, or lighting by other means (and resulted light spillage) be contained?
22.	Have lighting / floodlighting fixtures, brackets, etc been shown and dimensioned on sign plans? (See 1(a) and 1 (b))
23.	If the sign is to be internally illuminated or electronic, will it exceed 4.5 meters?
24.	If the sign is to be internally illuminated, or electronic, will it exceed 18 square meters?
25.	If yes to the above, has this been motivated with an Environmental Checklist?
26.	Has the area been designated as place in which such illuminated signs are to be permitted?
27.	Does the sign comply with the spacing requirements of LASAA Law?
28.	If no, is a decrease in the minimum distances required?
29.	If the sign borders on a designated road, is it more or less than 50 meters from the road reserve?
30.	If less, is a waiver being proposed?

ATTACHMENT A: AREAS OF CONTROL (See checklist item 2)

SPECIFIC AREAS OF CONTROL AND LANDSCAPE TYPES

AREAS OF CONTROL: MAXIMUM			PARTIAL:	MINIMUM
LANDSCAPE TYPES: NATURAL AREA	LANDSCAPE TYPES: RURAL AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA	LANDSCAPE TYPES: URBAN AREA
Proclaimed nature reserves	Agricultural areas/zones	Urban conservation areas, Heritage sites	Central business districts	Industrial zones
Protected natural environments	Horticultural areas	Residential zones and adjacent road & rail reserves	Mixed use commercial & residential areas	Designated transportation terminals
Beaches & sea shores	Large private open spaces (e.g. golf courses)	Pedestrian malls & pedestrian squares	Commercial development & activity corridors	Designated areas within undetermined zones
Oceans	Scenic drives	School sites & Institutional zones	Commercial & business districts & adjacent streets & rail reserves	Specific sites, designated by LASAA.
Forestry areas	Scenic landscapes	Scenic features, Scenic drives and Prohibited routes	Entertainment districts or complexes with commercial zones	
River corridors	Scenic features	Declared Metropolitan Open Space and Public open spaces	Sports fields & stadia	
Scenic Drives	Agricultural & horticultural areas & adjacent road & rail reserves	Private open spaces	Underdetermined zones (inc. Railway reserves, transport use zones)	
Specific sites designated by LASAA	Specific sites designated by LASAA.	Community facilities (sports facilities & stadia)	Specific sites designated by LASAA.	
Conservation sites as identified by the National Botanical Institute		Special business zones		
		Residential components of mixed use buildings		
		Designated metropolitan roads		
		Specific sites designated by LASAA.		

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

ANNEXURE 2

APPLICATION TO ERECT ADVERTISING SIGN IN TERMS OF THE LAGOS STATE STRUCTURES FOR SIGNAGE & ADVERTISEMENT AGENCY LAW 2006.

I the undersigned hereby apply for permission to erect an advertising sign in accordance with the particulars given below, the attached plans and approved pre-scrutiny checklist attached hereto:

1. DETAILS OF THE APPLICANT

Full name	
Postal address	
Local Government Area	
Signature	
Telephone number	
Mobile phone number	
Facsimile number	
E-mail address	

2. DETAILS OF THE OWNER OF THE PROPERTY (IF DIFFERENT FROM THE APPLICANT)

Full name	
Capacity/Title	
Provide names of all Directors, Shareholders, Partners, Associates etc	
Address	
Local Government Area	
Signature	
(If this is not the property owner's signature, please attach a Power of Attorney or authority from the owner)	
Telephone number Office: Home:	
Mobile phone number	
Facsimile number	
E-mail address	

NB: Kindly submit this form and all attached documents in triplicate.

3. DETAILS OF THE PREMISES ON WHICH SIGN IS TO BE DISPLAYED IN ADDITION TO THE INFORMATION SUPPLIED ON THE PRE-SCRUTINY CHECKLIST:

Address					
Building name (if applicable)					
Co-ordinates of the premises (for GIS record of the sign)	Latitude				South
	Longitude				East
Name of Occupier of premises/property					
Use to which the premises/property are put					
Does the sign project over public footway*	Yes	No	Maybe		
*If the sign projects over a public footway, this may be subject to an encroachment fee if approved.					
Full name of business of proprietor or partners or company responsible for payment of annual encroachment fees	Name	Business	Signature	Date	

4. DETAILS OF THE PROPOSAL IN ADDITION TO THE INFORMATION SUPPLIED ON THE PRE-SCRUTINY CHECKLIST:

Please indicate what this application is for:	New sign	Extension/ Amendment Of approval of existing sign	Changes to an existing sign	Custom Made sign	Commercially sponsored signs	Sponsored sign	Non-Profit signs
Type of sign Materials of construction							
Approximate weight of sign (kilograms) (if to be affixed to a building)							
Size (m ²) and dimensions of the sign							
Use of the sign	First Party Advertising (on-premise signs)			Third Party Advertising (off-premise signs)			
Will the sign be illuminated externally or internally?							
If illuminated, what colours will be used?							
If illuminated will it be flashing?							
Will an electronic message be displayed?							
Proposed duration of use of the infrastructure							
Are the graphics fixed or will the graphics on the sign be changed from time to time?							
Source of Electricity: (a) Power Holding Company of Nigeria (b) Generator (c) Location of Generator							

5. CHECKLIST OF PLANS/DOCUMENTS TO BE ATTACHED BY APPLICANT

	Attached	Not Attached
Approved pre-scrutiny checklist		
Consent letter of registered owner of property		
Detailed Site Plan (minimum scale 1:2000) With measurements/GPS Reading – a block plan of the Site on which the advertising sign is to be erected or displayed, showing every building on the Site and the position with dimensions of the sign in relation to the boundaries of the site and the location of the streets and buildings on properties abutting the Site. <i>(Kindly highlight the site boundary in red and contact LASAA for assistance with your site plan if need be)</i>		
Drawings showing structural details		
Drawings/details of proposed lighting, which must include type of lighting being used, how many luminaries are proposed, sizes of the light structures, amount of wattage, lumens, and the numbers and positions of each luminaries and light source.		
Elevation drawing front (minimum scale 1:100)		
Elevation drawing side (minimum scale 1:100)		
Photomontage of proposed sign		
Photo of existing sign		
Environmental checklist		
Environmental Impact Assessment report		

Please note that LASAA may also, for any third party signs larger than 4.5m², require the applicant to publish an Advertisement in the Newspaper as well as a Notice to be placed on the proposed site of the sign.

The following documentary evidence will be required with every Public Notice Published:

- (a) Copy of 1st notice published in newspaper
- (b) Copy of 2nd notice published in newspaper

Photo of notice as per 2nd notice on the site together with a sworn affidavit that the notice has been up for 14 days and maintained.

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

ANNEXURE 4

PRO-FORMA BANK GUARANTEE

(Bank letterhead)

The Lagos State Signage & Advertisement Agency,
Block H, Plot 3, Central Business District,
Obafemi Awolowo Way,
Opposite Lagos State Secretariat Main Gate,
Alausa, Ikeja,
Lagos State.

SIGN APPLICATION NO :
OUR GUARANTEE NO. :
DATE :

PERFORMANCE GUARANTEE

We have been informed that(hereinafter referred to as "the Client") is/are required to provide a bank guarantee for ₦ to the Planning, Design & Beautification Department of the Lagos State Signage & Advertisement Agency (hereinafter referred to as "the Beneficiary") to:

- a. ensure compliance with the Construction Phase/approval conditions and/or Environmental Management Plan (EMP) for the Outdoor Advertising Sign to be built on property located at (address) as per the above application;
- b. cover the protection of
- c. cover implementation of the approved Landscaping required;
- d. ensure the sign is erected in accordance with the approval;
- e. ensure the appointment of a Site Inspector from LASAA during the construction process from the time the builders take over the site, to completion of the landscaping; and
- f.

On behalf of the Client we, Bank plc (hereinafter referred to as "the Bank") hereby undertake to pay to you ("the Beneficiary") any amount or amounts not exceeding in aggregate the sum of =N=....., on receipt of your first written demand, your signatures having been duly authenticated by your bankers, accompanied by the original guarantee. Your demand must state the amount claimed by you and that the Client has failed to fulfill its obligations due to the occurrence of one or more of the conditions as listed above, specifying the relevant condition or conditions.

This guarantee will expire on final inspection of the site and the issuance of a Completion Certificate by the Planning, Design & Beautification Department of the Lagos State Signage & Advertisement Agency to the Client under advice to us.

The Bank may only withdraw from this guarantee by giving the Beneficiary 30 (thirty) day's written notice of its intention to do so and provided that the Beneficiary does not furnish its written claim or objection to such withdrawal. The Bank shall not be relieved of any of its obligations under this guarantee until the expiry of the 30 (thirty) days notice period and shall continue to be so obliged if a written claim or objection is lodged by the Beneficiary. All claims should have been received at the bank's address mentioned below on or before the expiry of the 30 (thirty) days notice period and any claims received thereafter shall not be considered.

This guarantee is neither negotiable nor transferable and will be limited to the payment of money only.

FOR AND ON BEHALF OF **plc.**

.....
TITLE
Name:
Address:
Signature:

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

PLANNING, DESIGN & BEAUTIFICATION DEPARTMENT

ANNEXURE 5

INDEMNITY FORM

Given and entered into by:

In favour of :

THE LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY (LASAA)

Whereas may be given permission to _____ within Lagos State, subject to LASAA being indemnified to the satisfaction of the Accountant-General of the Lagos State Government.

NOW THEREFORE THESE PRESENT WITNESS:

The _____ does hereby indemnify LASAA and hold it harmless against:

1. any damage to Lagos State Government Property, whether moveable or immovable, including any consequential damage or loss directly flowing from physical damage to such property or any act or omission on the part of the _____;
2. liability in respect of any claims which may be made against LASAA arising out of damage to the property, whether moveable or immovable, of any third parties, including any consequential damage; directly or indirectly flowing from physical damage to such property;
3. liability in respect of the death or injury to any person, including a servant of LASAA and any consequential damage of loss flowing therefrom;
4. any claims in respect of any loss or damage suffered by any person flowing from the removal of the sign at the request of LASAA.
5. any legal costs or expenses reasonably incurred in connection with claims or actions arising out of the foregoing.

Whenever the damage, loss, injury or death contemplated in (1), (2), (3) or (4) above is due to or arising out of, whether directly or indirectly, by or on behalf of _____, provided that the indemnity conferred upon LASAA herein shall not extend to damage, loss, injury or death which is predominantly due to the misconduct or negligence of LASAA or any servant of LASAA acting within the course and scope of his or her employment.

.....
DIRECTOR

.....
SECRETARY

.....
NAME OF DIRECTOR

.....
NAME OF SECRETARY

LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY

OUTDOOR ADVERTISING AND SIGNAGE

For Preliminary Impact Assessment

ENVIRONMENTAL AND SIGNAGE CHECKLIST

The purpose of the checklist is to provide the information required for the relevant department to make an informed decision regarding authorization of the proposed activity.

Applicants are responsible for the accuracy of the information supplied and are therefore required to complete the checklist fully and correctly. Incomplete or inadequate information will not be accepted and will be returned to the applicant, which may result in delays. The Lagos State Signage & Advertisement Agency Guidelines for Outdoor Advertising and Signage can be used to assist with completion of the checklist.

Please provide the following:

- Completed Pre-scrutiny checklist
- Photographs of the site and its surroundings in appropriate detail. Photographs of the surrounding land use from the site in all four compass directions should be provided.

1 DETAILED DESCRIPTION OF THE PROPOSED SIGN

What area will need to be cleared in order to erect the structure (m²)?

Please describe

Will the sign be in portrait or landscape orientation?

Will the sign form its own skyline? If yes, describe

Will the proposed project involve alterations to existing buildings or structures? If yes, describe

Will the proposed project involve new structures; buildings and infrastructure? If yes, describe

Who is the advertising aimed at?

e.g. Motor vehicle drivers and pedestrians

2 DETAILED DESCRIPTION OF THE PROPOSED SITE

Describe the proposed site

Please provide a photograph of the site showing its' context (eg. taken from approximately 50m from the site). Additional photographs may also be provided if appropriate.

Describe the built environment in the vicinity of the sign.

Please provide details of height, style and density of buildings and any visible service infrastructure (e.g. street lights, electricity lines)

Describe the environmental character in the vicinity of the sign.

Please provide details regarding the degree of urban, natural or rural character and proximity to natural features.

What is the nature of the topography in the vicinity of the sign?

3 THE RECEIVING ENVIRONMENT

4.1 Surrounding land use:

<p>Describe the surrounding land use Please provide photographs of the surrounding land use from the site. Four photographs, one in each of the following directions, taken with the 50mm lens, should be provided: N, E, S, W (=360°)</p>	
North	
East	
South	
West	

4.2 Proximity to sensitive features:

<p>Is the proposed sign located in close proximity to any of the following? (this applies in all directions from the proposed sign)</p>			
Feature	Y/N	Distance (m)	Explanatory comments
A formal or informal residential area or building			
Unique architectural area (e.g. Urban Conservation Area)			
Cultural or historical sites (e.g. historical monument, graveyard, sites for burial, worship, initiation, building older than 60 years, significant landscape e.g. avenue, historic park, plantation, garden etc)			
Designated or proposed nature conservation area (e.g. nature Reserve, conservancy).			
A green belt or public open space A scenic landscape			
Area or site of natural beauty			
A significant tourism route or scenic drive.			
A designated prohibited route			

Please show the above on a contextual A4 plan at a scale 1:5 000 (sign site in centre of A4).

4 ENVIRONMENTAL IMPACTS

5.1 Visual impacts: Distinguish day time and night time impacts as follows:

Use the principles of the Dark -Sky Association on website: www.darksky.org as a guide for nighttime impacts

<p>From where will the proposed sign and its structure be visible? Specify surrounding Area of Control, including residential areas, commercial areas, road intersections, bridges and viewpoints/lookout area. etc</p>
<p>Will the proposed sign involve lighting, illumination or video projection? If yes, describe. Include source and direction of lighting and anticipated luminance levels</p>
<p>Will the sign message be electronic, either fully or partly, or with other instant message change or moving message capacity?</p>
<p>If the sign is to be illuminated, describe other night-time light sources located in the vicinity of the site. Include street lights, lit up buildings, etc</p>
<p>Will the sign contain any moving parts or animation?</p>
<p>What light source type is to be used ie. incandescent, halide, neon, led, etc</p>
<p>How many individual light sources are proposed? Eg. 2 bulbs or 40 tubes etc</p>
<p>Give details of lumens/watts, stating the actual proposed and the minimum required, with details of control measures.</p>
<p>Is the angle of the light beam adequate to prevent light trespass? If not, how should it be adjusted?</p>
<p>Is the luminaire containing the light source fully, partly or not shielded? Please explain measures to prevent light spillage from various angles of view.</p>
<p>Describe the comparative impacts for the sign if it were to be unilluminated, down lit, up lit, side lit, back lit or projected. What actual direction of lighting is proposed, if any?</p>
<p>If back lit or internally illuminated, will the background of the advertisement panel be opaque or dark and what percentage of the advertising area will contain light/white/pale colours or graphics and evaluate impact. This should include a statement of impact if the graphics are not fully fixed.</p>
<p>What is the ambient lighting character of the receiving environment? Lighting zone 0 = very dark, natural areas, sea scapes; lighting zone 1 = dark, developed areas in recreation/natural settings; lighting zone 2 = low, rural and low density neighbourhoods, historic areas, residential suburbs.; lighting zone 3 = medium, general CBD and Urban districts; lighting zone 4 = high, limited parts of urban districts containing entertainment precincts, regional shopping centres, industrial areas</p>

Will there be intrusion on the after hours amenity of surrounding residences?
What are the hours of lighting proposed, are any timing devices proposed in mitigation?
Can/will alternative energy sources be used for illumination? E.g. generator, solar or wind
Describe any positive contribution of illumination to the security lighting of the area
Please attach any recommended mitigation measures for any negative impacts described

5.2 Noise impacts

Are any noise impacts (e.g. mechanical devices, audio, wind/flags, MWradio interference) associated with the proposed sign? If yes, explain
--

5.3 Traffic Safety Impacts:

Does the proposed sign meet the general traffic safety requirements set out in the LASAA Law? Please substantiate as necessary.
--

5.4 Social benefits

Are any public or social benefits or public contributions associated with the proposed sign? If yes, explain.
--

5.5 Botanical impacts:

Describe the ground cover. (e.g. natural vegetation, grass, gravel etc)
Are there any existing trees affected directly by the sign or obstructing intended sight of the sign, and any trees proposed to be lopped, topped or felled? If yes, explain
Are there existing invasive alien plant species in the vicinity of the sign? If yes, describe

5.6 Construction, maintenance and decommissioning:

Will an existing route be used to access the site?

If yes, describe. If no, explain proposed access

5.7 Servicing:

What services will the project require and how will these be provided?

(e.g Electricity, Water)

Will new service lines need to be installed? If yes, explain

5 POSSIBLE MITIGATION MEASURES

Describe any measures that are considered, possible or proposed to mitigate any possible detrimental impacts from the display of the sign.

6 PUBLIC CONSULTATION

Has there been any public consultation about the proposed sign? If so, please summarize the process and attach any written comments.

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