



# KAMPALA CAPITAL CITY AUTHORITY

## Application form for Outdoor Advertising

Financial year applied for.....

PART A: APPLICATION/COMPANY'S PARTICULARS						
Registered name						
Trade Name						
TIN						
Postal Address						
Physical address						
Email Address:						
Office Telephone No						
Division Urban Council						
Has any of your application ever been disallowed or tools defaced or pulled down? If yes in which year?			Yes/No		In which Year	
Explain reasons for the action above						
PARTICULARS OF CONTACT PERSON						
Title	Prof.	Dr.	Mr.	Mrs.	Miss	Designation
First name:	Middle:		Surname:			
Telephone Number			Mobile Phone Number			
Fax			Email Address			
Postal Address		Box No:				
		Physical address:				

PART B: PARTICULAR OF SIGNAGE/ADVERTISING TOOL													
Nature/Name of the Tool													
Location of the Site							GIS Coordinates						
							Landmarks main location features						
							Division Urban Council						
							Parish						
							Road/Street						
Distance of Neighboring Advertising Tool													
Material Used for the signage/Tool		Uni-pole		Double pole		Multi pole							
Does it have a Single or Double face		Single		Double		Multi face							
Is it a moving ,revolving or flashing sign		Moving		Revolving		Flashing							
How is the sign affixed?													
What are the dimensions							Length						
							Width						
							Thickness,						
							Total height from ground level						
							Total weight of the sign						

	If on a building , how far is the sign on the above erf from a building	
Colors Used for:	Letters	
	Figures	
	Background	
Describe the position on the premises		
<b>Attach Artistic Graphic impressions and allocation sketch for new site</b>		

<b>PART C: IMPORTANT</b>	
1.	This form shall be given to applicant after proof of payment of a non refundable application fee of 10,000/= only
2.	Only applicants of advertisement firms that will fully annual subscription of UGX 2,000,000/= shall be processed
3.	Each form covers only one site
4.	This application and subsequent approval is subject to change to cater for any changes in the laws, regulations and or policies at any time they will come into force.
5.	No client shall be allowed to install, erect or maintain any tool before clearing all payments for the tool in question

<b>PART D: DECLARATION</b>					
I hereby declare that the particular herein are true and correct and that i/ we undertake to abide by the stipulated KCCA Terms and Conditions as set and will accordingly be revised by KCCA					
First name			Last name		
Other names			Status(e.g. Director):		
Signature		Date		Place	
Note: If the signatory is not a director, partner or trustee in the business, a letter of authority (powers of Attorney) must accompany the application					

<b>PART D: FOR KCCA USE ONLY</b>					
Directorate of Physical Planning					
KCCA Registration			Date of Return:		
File reference number					
Observations Regarding Suitability of site					
Final Recommendation	Suitable		Not Suitable		
Name of Physical Planner		Sign		Date	
Directorate of Engineering and Technical Services					
Observations Regarding Suitability of Specifications					
Final Recommendation	Suitable		Not Suitable		

Name of Engineer/Building Inspector		sign		Date	
Directorate of Revenue					
Amount Assessed					
BPAF/Assessment					
Date of Assessment					
Payment Receipt Number					
Approval for Permit:		Approved		Not Approved	
Reason incase NOT approved					
Name of Revenue Official		Sign			
Physical Planning					
Permit Number					
Advertising Tool Number					
Date of Issue					
Issued by		Sign		Date	

