

APPLICATION FOR ADVERTISEMENT LICENCE

[By-law 6(1)]

The City Secretary
 Council of the City of Kuching South
 Jalan Padungan
 93675 Kuching

Sir

I/We _____ I.C No.: _____ of

MBKS Registration No.: RAC

[name of company/agency/department]

[Correspondence Address]

Tel. No.: _____ Email Address: _____ Fax No.: _____

on behalf of

[name of company/agency/department]

[address of company/agency/department]

Tel. No.: _____ Email Address: _____ Fax No.: _____

would like to apply for the following advertisement license under By-law 6(1) of The Local Authorities (Advertisements) By-laws, 2012.

Tick [v] the type of Ads apply	Type of Advertisement	Security Deposit	Measurement	Quantity
	Advertisement	RM5000 per ads		
	Business Name	RM0		
	Small Advertisement [Less than 1 sq metre or 10.76 sq ft]	RM200 per ads		
	Horizontal Banner [Max. size: 4'(H) x 20'(W)]	RM50 per banner		
	Vertical Banner (Fishtail) [Max. size: 10' (H) x 2.5' (W)]	RM250 for every 50 pieces or part thereof		
	Others (Huge Banner/Balloon, etc) [.....]	RM1000 per advertisement		

Display Location(s)	
Duration of Licence	From to
Purpose of Advertisement	

Declaration:

I/We hereby declare that I/We have read and fully understand the terms and conditions as per **Appendix I** and the information given in this form is correct and I/We undertake to notify the Council of the City of Kuching South [MBKS] of any changes in these circumstances.

I/We hereby understand that the Council of the City of Kuching South [MBKS] has the right to revoke any licence(s) issued in connection with this application on account of any false information given by me.

Date:

.....
[NAME & SIGNATURE]

FOR OWNER CONSENT*

I/We, I.C No. : of

.....
[name of company/agency/department, etc]

hereby certify that I/We am the owner of this land / building and that I/We have given full consent to this application.

Date:

.....
[NAME & SIGNATURE]

FOR OFFICE USE

Date of application received	Application reference number	Date of Approval	Licence Number	Processed by
			 []

CHECKLIST FOR ADVERTISEMENT APPLICATION

Type of documents to be submitted		No. of Copies required		Checklist
		Banner/Fishtail/ Huge Banner/Balloon	Advertisement /Business Name	
1	Application Form	1	4	
2	2.1 Site / Location Plan / Photograph showing the location of the advertisement	1	4	
	2.2 Approved sites for horizontal banner: Please tick [v] the site(s) that you want to apply	N/A	N/A	
	Roadside railing at junction of Jalan Pending / Sekama	N/A	N/A	
	Roadside railing in front of Kuching Park Hotel	N/A	N/A	
	Fencing of MBKS Swimming Pool	N/A	N/A	
	Fencing of Stutong Community Market	N/A	N/A	
	Railing at the Junction of Setia Commercial Centre, Jalan Song/Setia Raja	N/A	N/A	
	Roadside railing at Kuching Sentral facing Jalan Lapangan Terbang	N/A	N/A	
3	Sketch plan showing full details of the advertisement (design, measurement, material, picture, etc.)	1	4	
4	Plan of advertisement hoarding or structure to be erected for the purpose of exhibiting the advertisement shall be endorsed / certified by the registered architect / engineer	N/A	4	
5	Extract of land title, Certified True Copy of Land title/S&P [for Yearly Advertisement application only]	N/A	1	
6	Certified true copy of Tenancy Agreement / Letter of Consent from the proprietor of the building	N/A	1	
7	Planning approval for advertisement (other than business name) from Land & Survey Department or State Planning Authority (SPA)	N/A	2	
8	Lesen Pembangunan Perumahan dan Permit Jualan from Ministry of Housing and Urbanization	1	1	
9	License from Kementerian Pelancongan & Kebudayaan Malaysia for display of Umrah Advertisement	N/A	1	
10	Certificate 9 / Certificate of Registration or Form 1 / Form 24 / Form 49 [from Inland Revenue Board / Suruhanjaya Syarikat Malaysia (SSM) / District Office] or Certificate of Registration from Registrar of Society if any [for Association, Club, etc]	N/A	1	
11	Registered trade mark [for Business Name only]	N/A	1	
12	Occupation permit if it is a building	N/A	4	
13	Latest paid assessment bill	N/A	1	
14	Public liability insurance certificate.	N/A	1	

Note:

*Consent/authorization letter shall be by the Power of Attorney holder. In the event that there is no Power of Attorney holder, majority shareholders suffice.

APPENDIX I

Huge Banner Licence Condition

- (i) Size of banner shall not exceed the approved size and content must be of non-offensive nature, etc.
- (ii) All tobacco and liquor advertisements are not allowed.
- (iii) If the display of advertisement (banner) on building, the consent of the owner must be obtained and banner must be properly affixed to the wall of the building.
- (iv) Banner shall not cover the window opening, glass panel.
- (v) Huge banner shall provide a **white space of 4 × 18 inch** at the bottom right hand corner of the said banner for display of licence number.
- (vi) **Licence number** must be written on the banner for identification. Banner without licence number will be removed by Council.
- (vii) Banner must be removed within **two (2) days** after the expiry of the licence.
- (viii) Advertiser is required to maintain the banner in a clean, stable and safe condition during the validity period of the license.
- (ix) Security deposit will be forfeited for non-compliance with any of the above condition(s).

Signature : _____

Name of Signatory : _____

Name of Company : _____

Date : _____