



MAJLIS PERBANDARAN PADAWAN

KOTA PADAWAN, BATU 10
JALAN PENRISSEN
93250 KUCHING
PETI SURAT 620
93712 KUCHING
SARAWAK

Appendix I

TEL: 082-615566

FAKS: 082-611832

APPLICATION FOR ADVERTISEMENT LICENCE (By – Law 5(1))

FORM A

A	PARTICULARS OF APPLICANT
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Name in full : _____ I.C No: _____

Company Name : _____

Address : _____

Telephone No. : _____ (O) _____ h/p) _____ (Fax)

B	SPEFICATION ON ADVERTISEMENT
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Type of Advertisement : _____

Size of Advertisement : _____ Number of unit of advertisement : _____

Place/s at which advertisement/s to be displayed : _____

Duration of licence : From _____ to _____

I append:-

(a) two copies of a sketch showing full details of the advertisement;

(b) a site/ location plan showing the location of the advertisement;

*(c) a plan of advertisement hoarding or structure to be erected for the purpose of exhibiting of the advertisement and bearing the certificate of the registered architect/engineer and a copy of receipt of the fee for consideration of plan.

Date: _____

Signature of applicant

C	CONSENT FROM LAND OWNER IF APPLICABLE
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I, _____ I.C. No: _____

Of _____

Certify that I am the owner of this land/building and that I have given consent to this application.

Date: _____

Signature

* If applicable



MAJLIS PERBANDARAN PADAWAN

ADVERTISEMENT TERMS AND CONDITIONS

- (a) All Advertisement application must be submitted to MPP.
- (b) Upon approval, the retention of any advertisement erected or exhibit without licence, a fee equal to five times the prescribed will be charge.
- (c) Any application submitted shall be in Form A and accompanied with:
 - i) Two copies of a sketch showing full detail of the advertisement.
 - ii) Location plan showing location of the advertisement.
- (d) Any structure or advertisement hoarding together with any fixtures to a building or on any land, erected for the purpose of displaying any advertisement shall be certified structurally sound by a registered architect or engineer for the period of the licence.
- (e) The Council may require an applicant to deposit with it such sum not exceeding RM5,000.00 (Five Thousand Ringgit) for each advertisement.
- (f) Every Billboard must obtain Third Party Public Liability Insurance.
- (g) Billboard licence shall be valid for twelve months from the date issue and renewal shall be submitted before the expiry of the licence in Form B prior to Council discretion to such condition and restriction may deem to be imposed.
- (h) Other advertisement licence shall be valid as stated in the licence
- (i) Licence is not transferable.
- (j) The Council may at any time revoke any licence prior to Fourteen (14) days notice.
- (k) No advertisement shall be erected or exhibit in such manner that may cause obstruction.
- (l) The Council shall not be responsible to any damage or lost.
- (m) The Council will charge rental at the rate stipulated in The Local Authorities (Advertisements) By-Laws, 2005. (Amendment 2006)
- (n) It is the duty of Advertising owner/company to print licence number and expiry date at the bottom of every advertisement. Failure to exhibit the mentioned above, the Council will remove the advertisement and the deposit will be forfeited.
- (o) Banner/bunting must be properly tie, neat & tidy.
- (p) Banner/bunting are prohibited to be display across the road, nail at Council tree & next to roadside.
- (q) Failure to remove all banner/bunting the latest two (2) day after the expiry date, your deposit will be forfeited.

Appendix II



MAJLIS PERBANDARAN PADAWAN
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TEL: 082-615566
FAKS: 082-611832

CERTIFICATION OF STRUCTURAL PLANS (By-Law 18(1))

A	PARTICULARS OF REGISTERED ARCHITECT/ENGINEER
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Name in full : _____

Company Name : _____

Address : _____

Telephone No. : _____ (O) _____ (h/p) _____ (Fax)

B	SPESIFICATION
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I
Type of Advertisement: _____

Size of Advertisement : _____ Number of unit advertisement : _____

Place/s at which advertisement/s to be displayed : _____

Duration of licence apply : From _____ to _____

I append:-

(c) two copies of a sketch showing full details of the advertisement;

(d) a site/ location plan showing the location of the advertisement;

*(c) a plan of advertisement hoarding or structure to be erected for the purchase of exhibiting of the advertisement and bearing the certificate of the registered architect/engineer and a copy of receipt the fee for consideration of plan.

C	DECLARATION/CERTIFICATION
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I, _____ being a registered Architect/Engineer * do certify that the above structure shall be structurally sound for the period of _____ and I accept full responsibility accordingly.

Date: _____

Signature of Architect/Engineer

APPENDIX IV

SECOND SCHEDULE

LICENCE FEES

(By-Laws 8 & 9)

<i>No</i>	<i>Type of Advertisement</i>	<i>Fee Payable</i>	<i>City/Municipal Council</i>	<i>District Council</i>
1.	Advertisement (other than business name signboard, sky-high and advertisement on electronic board or any non-print device) of over one square meter in size : measured over the area for display of the advertisement, and includes such superficial area of frame-work or support	(a) For every square meter	RM 350.00 per year	RM 75.00 per year
2.	Small Advertisement (other than business name) signboard or poster	(a) For the first single advertisement	RM 80.00 per year	RM 60.00 per year
	Advertisement not exceeding one square meter in size	(b) For every additional advertisement of the same design	RM 15.00 per year	RM 12.00 per year
3.	Business name signboard	(a) For the first five square meters or part thereof per signboard	RM 25.00 per application	RM 20.00 per application
		(b) For every additional square meter or part thereof per signboard	RM 50.00 per application	RM 35.00 per application
4.	Sky-sign : Measured over the area of the space used for the display of the sky-sign	For every square meter or part thereof	RM 200.00 per year	RM 150.00 per year

<i>No</i>	<i>Type of Advertisement</i>	<i>Fee Payable</i>	<i>City/Municipal Council</i>	<i>District Council</i>
5.	Posters	(a) For the first 100 posters or part thereof	RM 50.00 per month	RM 35.00 per month
		(b) For every additional 100 posters or part thereof	RM 25.00 per month	RM 20.00 per month
6.	Temporary Advertisement (other than posters)	(a) For the first square meter or part thereof	RM 20.00 per month	RM 15.00 per month
		(b) For every additional square meter or part thereof	RM 10.00 per month	RM 8.00 per month
7.	Advertisement by means of electronic or any non print device	(a) For the first 10 square meters or part thereof	RM 2,000.00 per year	RM 1,500.00 per year
		(b) For every additional square meter or part thereof	RM 50.00 per year	RM 35.00 per year
		(c) For every set of device producing non-measurable advertisement	RM 1,000.00 per year	RM 750.00 per year

APPENDIX V




**MAJLIS PERBANDARAN PADAWAN
BAHAGIAN PENGUATKUASA**

1. CAJ PERKHIDMATAN

No	Jenis Perkhidmatan	Jumlah Caj	Tempoh	Cagaran	Catatan
1	Kain Rentang	- RM 20.00 untuk 1meter persegi pertama - RM 10.00 untuk meter persegi tambahan seterusnya	sebulan	RM100.00	
2	Banting	- RM 20.00 untuk 1meter persegi pertama - RM 10.00 untuk meter persegi tambahan seterusnya	sebulan	- RM250.00 permohonan kurang dari 250 helai - RM500.00 permohonan melebihi dari 250 helai	
3	Kain Rentang Besar (Giant Banner)	- RM 20.00 untuk 1meter persegi pertama - RM 10.00 untuk meter persegi tambahan seterusnya	sebulan	RM1,000.00	

4	Papan tanda iklan (Billboard) melebihi 1 meter persegi	- RM 350.00 untuk setiap meter persegi	setahun	RM3,000.00	
5	Papan tanda iklan (Billboard) tidak melebihi 1 meter persegi	- RM 80.00 untuk 1 meter persegi pertama - RM 15.00 untuk meter persegi tambahan seterusnya	setahun	RM1,000.00	
6	Papan tanda nama perniagaan	- RM 25.00 untuk 5 meter persegi pertama atau sebahagian - RM 50.00 untuk meter persegi seterusnya tambahan atau sebahagian	Untuk satu permohonan Untuk satu permohonan	- nil -	
7	Poster	- RM 50.00 untuk 100 keping poster yang pertama - RM 25.00 untuk 100 keping poster tambahan atau sebahagian	sebulan	RM500.0	

8	Papan tanda Elektronik	<ul style="list-style-type: none">- RM 2,000.00 untuk 10 meter persegi pertama - RM 50.00 untuk meter persegi tambahan seterusnya - RM 1,000.00 untuk alat pengiklanan yang tidak dapat diukur	setahun	RM5,000.00	
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	<p>MAJLIS PERBANDARAN PADAWAN</p> <p>CHECK LIST FORM</p>
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		Yes	No	
1.	Application Form Form "A" completed	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Location	Yes	No	
	(a) Availability	<input type="checkbox"/>	<input type="checkbox"/>	
	(b) Suitability	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Document	Yes	No	Not Applicable
	(a) Location Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Sketch Detail of Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Structure Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(d) Certification by Engineer or Architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(e) Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(f) Approval letter from SS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Licence and Payment	Yes	No	
	(a) Payment Received	<input type="checkbox"/>	<input type="checkbox"/>	
	(b) Receipt Issued	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) Licence Issued	<input type="checkbox"/>	<input type="checkbox"/>	

Comment :

Checked by : Confirmed by :

Name : Name :