

**Ministry of Highways
Road Development Authority**

Part 1 :- INSTRUCTIONS TO APPLICANTS

Part 11:- APPLICATION FORM

Part 1

**INSTRUCTIONS TO APPLICANTS FOR THE ERECTION, MAINTENANCE AND REMOVAL
OF BILL BOARDS/HOARDINGS**

1. Application forms can be obtained from the offices of Executive Engineers and Office of the Director, Property Management & Revenue Division , 03rd floor Sethsiripaya on written requests
2. Four copies of the Applications should be handed over to the office of the Executive Engineer, or two copies could be handed over to the office of the Director, Property Management & Revenue Division , RDA, 3rd Floor, Sethsiripaya, Battaramulla.
3. Applicants shall verify prior to make their applications whether applications have been already submitted or permissions have been given to other parties at or closer to the location where the applicant intends to erect Billboard/Hoarding.
4. Applicants should give complete detail including but not limited to the following:
 - (i) Sketch of the Billboard/Hoarding giving, size, colour, content etc.,
 - (ii) Location give chainage as accurately as possible preferably with a location plan with clear description of landmarks in the vicinity. Whether the location is on the right hand side or left hand side of the road also should be clearly shown in the location plan.
 - (iii) Photograph indicating the proposed location. (Applicants who are unable to enclose a photograph shall send a representative to show the exact location proposed to the inspecting officer)
5. Value Added Tax (VAT) at the prevailing rates shall be levied on all payments for rental and processing fees..

6. This refundable deposit shall be utilized by the Executive Engineer to recover All costs incurred by him in dismantling, removal and transporting the Billboard / Hoarding if no action is taken by the lessee to have the validity period extended or remove the Billboard / Hoarding on due date.
7. Applicants shall make all payments by a bank draft written in favour of "General Manager, Road Development Authority".
8. No hoardings will be permitted wishing the primary residential area. They may be permitted within commercial, industrial and mixed residential areas.
9. No hoardings will be permitted in the vicinity of warning signs and regulatory signs as given here.
 - (i) In advance of the sign – within the range of the clear visibility distance of the sign no hoardings should be permitted. For this purpose the clear visibility distance may be taken as follows ;

In Urban Areas	-	200 ft.(60m)
Outside Urban Areas	-	245 ft.(75m)
 - (ii) Beyond the sign – over the range of distance from the sign to a point 30m. beyond the end of the situation to which the sign relates, no hoardings should be permitted.
 - (iii) Where a warning sign followed by a regulatory sign relates to the same situation the above distance should be determined with respect to the warning sign.
10. No hoardings will be permitted at all intersections or along their approach legs over a range of distance in advance of the intersection which may be taken as;

Urban Areas	-	165 ft. (50 m)
Outside Urban Areas	-	200 ft. (60 m)

Along an approach leg of an intersection where a warning sign and/or a regulatory sign is provided the requirements given in (ii) should prevail over the requirements given here. The intersections at which the above requirements should be normally applied are;

 - (i) Any intersection between an 'A' class road and another 'A' class road or a 'B' class road or a 'C' class road.
 - (ii) Any intersection between a 'B' class road and another 'B' class road or a 'C' class road.
 - (iii) At other intersections which are hazardous.
11. No hoarding will be permitted on the center median or an island of a road.
12. Painting of advertisements and displaying advertisements not be permitted on rocks, trees, road structures, telephone booth or electricity posts, road signs, sign posts and other road furniture.
13. Final permission will be granted by the Road Development Authority for erect the Mini Board / Hoardings only after the settlement of full payment.

14. License will be generally issued up to 31st December, form the date of application. If this period is less than three months, license will be issued up to the 31st December of the following year and corresponding rental will be charged.
15. Structural design and foundation details certified by a chartered engineer must be submitted with the application along with design calculations for Billboards/Hoardings having an area more than 5 sq.m.
16. Applicants who wish to execute the agreement in the office of the Provincial Director for Small Board (Not more than 5 sq.m.) and the all others to be execute with the Director , Property management & Revenue, 03rd Floor, Sethsiripaya may indicate so in their application or attach a request separately with their application.

**Property Management & Revenue Division
Road Development Authority.
3rd Floor, Sethsiripaya,
Battaramulla.**

Raj/-

Part ii Application form

(Print Name, postal address, telephone No.
facsimile No.)

.....
.....
.....
.....
.....

Director,
Property Management & Revenue,
Road Development Authority,

Dear Sir,

**APPLICATION FOR ERECTION, MAINTENANCE AND REMOVAL OF
MINI BOARDS & DIRECTION BOARDS ON HOARDINGS ON
NATIONAL HIGHWAYS**

1. Having reviewed and fully understood the conditions for the erection, maintenance and removal of Mini Boards/Direction Boards/ Hoardings on the National Highways we the undersigned request permission for erection, maintenance and removal of Mini Boards/Direction Boards/Hoardings on the following National Highways at the locations given in Schedule 1 attached herewith.

Name of Road	Location	Mini/Direction/ Hoardings	Size	No

2. We undertake, if our application is approved, to erect the Mini Boards/Direction Boards/Hoardings under the supervision of the Road Development Authority (RDA).
3. We agree to execute a formal agreement prior to the erection of Mini Boards/Direction Boards/Hoardings.
4. We enclose a Bank draft for a sum of Rs.
(Rupees.....) written in favour of
“General Manager, Road Development Authority” as processing fees.
5. We enclose a certificate from Chartered Engineer on structural design, stability and foundation details.
6. We agree to obtain and maintain third party insurance in accordance with the conditions of erection, maintenance and removal of Mini Boards/Bill Boards/ Hoardings on National Highways.

You may contact the following authorized representatives for further information.

Name of Representative	Telephone Number	Facsimile Number
1.		
2.		
3.		

7. The proposed hoarding to be erected in the national high ways, I certify details of size, colour, type of advertisement, photographs showing the locations, of the said hoarding.

Signature :

Name :

Designation :

Date :

My No

Executive Engineer's Office

.....

.....

Director,
Property Management & Revenue,
Road Development Authority

Recommended/* Not Recommended for your approval, please.

.....

.....

.....

.....

Executive Engineer

.....**Division**

*Please give reasons if not recommended.

Raj/-