



PAYMENT ID:

APPLICATION NO:

PLEASE TICK THE APPROPRIATE (OFFICIAL USE ONLY)

- First Party Sign
- Directional Sign
- SLP Directional Sign
- Bulk Application

## LAGOS STATE GOVERNMENT

### LAGOS STATE SIGNAGE & ADVERTISEMENT AGENCY (LASAA)

#### OUTDOOR ADVERTISING STRUCTURE APPLICATION (FIRST PARTY)

INSTRUCTION: Please fill ALL portions of this form and submit with your application processing fee teller with other relevant documents where required.

PART 1. (APPLICANT'S INFORMATION & SIGN SPECIFICATIONS)

DATE OF INSTALLATION/DURATION:

NAME OF APPLICANT (COMPANY):				
HEAD OFFICE ADDRESS (LINE 1):				
LOCATION ADDRESS (LINE 2):				
NEAREST BUS-STOP:		BUILDING NAME (IF APPLICABLE):		LOCAL GOVERNMENT AREA:
PURPOSE OF APPLICATION:				
<input type="checkbox"/> Application for new sign		<input type="checkbox"/> Redesigning of un approved sign		<input type="checkbox"/> Change of sign/size
<input type="checkbox"/> Additional sign		<input type="checkbox"/> Relocation of sign/business		<input type="checkbox"/> Bulk Application
TYPE OF SIGN				
<input type="checkbox"/> Flat Sign	<input type="checkbox"/> Sky Sign	<input type="checkbox"/> Roof Sign	<input type="checkbox"/> Free-standing 1 <sup>st</sup> Party Sign	<input type="checkbox"/> Boundary Wall Sign
<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Canopy Sign	<input type="checkbox"/> LED	<input type="checkbox"/> Street Lamp Pole ( SLP Directional)	<input type="checkbox"/> Non-profit Sign
<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Neon Sign	<input type="checkbox"/> Building Wall Sign	<input type="checkbox"/> Others (Specify)	
DIMENSION OF ADVERT(e.g 3m x 4m):		SIZE OF ADVERT (sq.m.)		
NUMBER OF POLES (Street Lamp Poles):		ATTACH PHOTOMONTAGE OR PHOTOGRAPH		
ADDITIONAL SIGN(S) / BULK APPLICATION				
S/N	TYPE	DIMENSION	SIZE	QUANTITY
TYPE OF MATERIALS USED FOR FABRICATION:				
WHAT IS THE ACTUAL USE OF THE SITE/PROPERTY AT PRESENT?				
<input type="checkbox"/> Single Business Unit		<input type="checkbox"/> Multi-tenanted Business		<input type="checkbox"/> Mixed Use
NAME & SIGNATURE OF THE PROPERTY OWNER (ON WHICH SIGN WOULD BE ERECTED):				

**The Outdoor Place**

33, Mobolaji Johnson Avenue, Ikeja Lagos

Telephone: +2349029289003 Website: www.lasaa.com Email: info@lasaa.com



**CONSENT OBTAINED AND ATTACHED?**

YES  NO

PROPERTY OWNER'S PHONE NUMBER/ & E.MAIL ADDRESS:

**PART 2.**

**Application Checklist & Affirmation**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Will any openings to a building be permanently sealed to accommodate the sign?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the sign be visible from the highways or roads within the Metropolis?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the sign to be affixed on the building above 15sqm?<br>(If Yes, please attach a Structural Integrity Test Report which must be prepared by a COREN registered Engineer) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does your company/business have mobile advertisement (vehicle branding)?<br>If Yes, please provide proof of payment.   | <input type="checkbox"/> | <input type="checkbox"/> |

I, \_\_\_\_\_ (full name) declare that am the duly authorized agent or owner of the business/company that has submitted this application to erect a sign. I verify that all information provided above are true and accurate and understand that false or misleading information provided by me in the course of this application will result in automatic disqualification and attract a penalty which I undertake to pay. I also undertake to obtain the Agency's approval before I implement any changes to any sign approved by the Agency. I agree to notify the Agency of any change in my mailing address, status and/or telephone number.

Signature: ..... Date:.....

Contact e.mail:..... Contact phone:.....

Name of individual and company presenting this application:.....

If a company, please include the full name of the Chief Executive Officer:.....

**NOTICE: APPLICANT(S) SHALL BE HELD LIABLE AND PENALISED BY THE AGENCY FOR A FORGED REPORT!**



**FOR OFFICE USE ONLY**

**CHECKLIST OF PLANS/DOCUMENTS TO BE ATTACHED BY APPLICANT**

	Attached	Not Attached
Application form duly filled and certified		
Proof of payment of application processing fee (please see below)		
Duly signed property owner's consent		
Full mailing address to be used for official notices; daytime telephone number		
Photomontage of proposed sign (before & after sign installation)		
Structural Integrity Test Report attached (sizes above 15sq. m.)		
Proof of payment of mobile registration		

**APPLICATION PROCESSING FEES FOR FIRST-PARTY SIGNS**

- LED application form..... **₦500,000**
- Streetlamp pole..... **₦ 10,000 per street/location**
- Application form for single business premises:..... **₦11,000**
- Application form for multi-tenanted business premises:..... **₦ 6,000**
- Additional sign form for single business premises..... **₦ 5,500**
- Additional sign forms for multi-tenanted business premises:..... **₦ 3,000**
- Change of sign form..... **₦ 1,000**
- Annexure 1G form..... **Free**
- Site inspection for directional sign..... **₦ 10,000 per location**
- Application form for directional sign..... **₦ 4,500**

**SPECIAL NOTICE: PLEASE DO NOT PAY CASH OR ANY "CONSULTING FEES" TO ANY PERSON CLAIMING TO ACT ON BEHALF OF THE AGENCY**

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