

Hoarding Procedure

There are two steps for Applying Hoarding Application


Step - 1

In e-Nagarpalika portal for the application process of Hoarding service, it is mandatory for the applicant to register before applying.

Step – 2

Apply for hoarding licence with help of registration number

Hoarding License

 Hoarding vendor or an individual can erect and display his advertisement under the municipal act 1956 & act of sec. 366 & 322, Under the Hoarding licenses License rule 1956, It is mandatory to obtain the license for every hoarding which is used for advertising of trade and commodities in India. It is mandatory to obtain the License before displaying of hoarding.

At Nagar Palika/ Nigam / Parishad there are two types of Hoarding License.

1. Hoarding on Municipal OR government land.
2. Hoarding on Private land.


Every Hoarding will have a unique no. which shows its location like ward/zone/locality. The Applicant has two options to apply for Hoarding License:

- In Nagar Nigam/Palikir/Parishad office
- On site



Documents required:

1. A drawing showing the locality plan, Marginal open spaces (MOS)
2. Complete specification and drawing showing dimension of outdoor media device, If applicable
3. Design and structure certified by a structural engineer, If applicable
4. Approved Building plan approved by competent authority, If applicable
5. Any Other updated information in the applicable form (Form-iii) which the competent authority may require from time to time
6. Self-certification regarding the property is not in any prohibited zones for the purpose of advertisement.

Application

-  The applicant submits the application along with the required documents. System calculates and shows the total fees according the size of Hoarding and ULB's defined pricing as per hoarding activity. After final approval, a notification message will be sent to the applicant informing the approval status and fees payment.

Renewal

-  The renewal is made only for the financial year. After 31st March the renewal period is till June. It is sometimes extended up to 31st Dec. After 31st Dec if the citizen has to renew the license then 15% surcharge is charged above the regular fees.
-  The applicant would get alert message 15 days and 7 days prior before the expiry of the valid hoarding license for renewal.