



PUBLIC NOTICE

NON-COMPLIANT DISPLAYING OF ESTATE AGENT BOARDS

The City of Windhoek (CoW) noted with concern the non-compliant displaying of ESTATE AGENT BOARDS in Windhoek. **This public notice serves to inform estate agents as to WHO may, and HOW to apply to the CoW to display "for sale" or "to let" signboards in Windhoek.**

The Municipal Council of Windhoek is mandated under Section 94 (1) (ae) of the Local Authorities Act, 1992 (Act 23 of 1992) to make regulations by notice in the Gazette in relation to the prohibition, restriction, regulation and control of advertising in any manner whatsoever and the posting of bills or other material on streets, walls, roofs of buildings, fences, land, rock, trees or other natural features. The control of outdoor advertising activities in the Windhoek jurisdiction is promulgated under the Outdoor Advertising Regulations by Government Notice No. 254 of 7 August 2008, which under Paragraph 2 (1) Applications for Approval of Advertising Signs, states that, **a person may not display an advertisement sign or structure or device without written approval of the Council unless with exemption.**

Every estate agent who is in possession of a valid NEAB Fidelity Fund Certificate and **who wishes to market their business by displaying temporary signs to advertise an erf, premises, development or any other form of real estate, be it "for sale," "to let," "sold" or "on show" etc. that the estate agent (individual agent - not agency) must apply to the CoW before 31 January of each year for an estate agent boards annual licence.**

We hereby give notice to all estate agents who want to market their businesses and display their boards in the city to apply - within 14 days of this notice being published - by following the below procedures:

- Secure application form (accompanied by the criteria / conditions for Class 11 advertising signs):
 - download from the CoW website: www.windhoekcc.org.na; or
 - collected from Counter 4 at the Customer Care Centre (Town House); or
 - upon written request to the CoW Outdoor Advertising Unit email: OutdoorAdvertising@windhoekcc.org.na. The unit will email an application form.
- Duly completed application form and accompanying documents to be:
 - scanned and emailed to email: OutdoorAdvertising@windhoekcc.org.na; or
 - be delivered to Counter 4 at the Customer Care Centre (Town House).
- The Outdoor Advertising Unit will issue a sundry invoice (totaling N\$3 807.30 (excl. VAT) per agent, per calendar year or a pro-rata amount after 1 July 2022) and email said to the email address provided.
- Cash or card payments can be made at:
 - any of the CoW cash halls by providing the sundry invoice to the cashiers; or
 - an EFT payment can be made to account name: City of Windhoek, Bank: FNB, account no: 62012146115 (Sundry invoice number to be used as reference, for example SI0523153).
 - Proof of payment of Estate Agents' annual license fees to be emailed to: OutdoorAdvertising@windhoekcc.org.na.

No annual licence will be processed until fees have been paid in full and confirmation of payment was received by the CoW. The list of documents required to accompany an application can also be found on the City's website: www.windhoekcc.org.na.

The Outdoor Advertising Regulations by Government Notice No. 254 of 7 August 2008, under Paragraph 2 (1) Applications for Approval of Advertising Signs, as stated above, give the CoW the authority to remove - without notice - non-compliant signboards in and around the city displayed by estate agents that are not in possession of a valid estate agent boards annual licence and will result in the CoW:

- removing the sign(s); and
- charging a fee of N\$407.69 (excl. VAT) per sign for seizing and confiscating of each individual signboard (this excludes removal / dismantling costs); as well as
- a fine of N\$1 000.00 per sign per day up to a maximum of N\$6 000.00 may be issued for erecting signs less than 4,5m² anywhere in the CoW area without the written approval of the CoW.

Enquiries:

Department of Economic Development and Community Services,
Economic Development division,
Outdoor Advertising Unit,
Tel: +264 290 3002 / 2576.

Issued by: Office of the Chief Executive Officer
Corporate Communications, Marketing and Public Participation
E-mail: cwcommunication@windhoekcc.org.na

