



City Of Windhoek
PO Box 59

APPLICATION TO CONSTRUCT, ERECT AND DISPLAY OUTDOOR ADVERTISING SIGNAGE

- 1) **Name of company:**
- 2) **Responsible person:**
- 3) **Tel. no:** **Fax no:** **Mobile no:**
- 4) **Email-address:**
- 5) **Type of sign applied for** (complete the information in full):

Description	Height (A)	Width (B)	Size (m ²) <u>per side</u> (C) A x B = C	Ground Clearance (D)	Total Height (E) A + D = E

- 6) **Is the sign SINGLE or DOUBLE sided or TRIVISION? (please circle applicable) OTHER:**
- 7) **Is the sign illuminated? YES / NO (please circle applicable)**
 - a) If YES, type of illumination INTERNAL / EXTERNAL (please circle applicable)
 - b) Powered: GRID / SOLAR (please circle applicable)
 - c) If Grid, Electricity Account No. for Erf: and consumption in KW per hour:
- 8) **Location of the sign:**
 - o Erf no. and name of suburb/street:
 - o Municipal Rates & Taxes Acc. No. for Erf:
 - o GPS Coordinates: E / S
 - o Owner's agreement/approval letter attached? YES / NO, If YES, valid until: dd/mm/yy
 - o Description of the position on the site (locality and site maps attached)
- 9) **Town planning zone certificate attached? YES / NO (please circle applicable)**

Comments of affected property owners must be attached (where applicable in areas of partial / maximum control).
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I, the applicant, hereby undertake to construct, erect and display the above-mentioned outdoor advertising signage in accordance with the **Outdoor Advertising Regulations: Local Authorities Act, 1992**, that is, as contained in the Government Gazette of the Republic of Namibia, No. 4094 of 7 August 2008.

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

Kindly refer to the "Procedure for Outdoor Advertising Applications" attached, and ensure - to avoid delays - that all requisite docs are attached.



Procedure of Outdoor Advertising Applications for City of Windhoek's Consideration

The following criteria are set for the advertising signs to be erected within the area of jurisdiction of the City of Windhoek:

- a) Before any advertising structure, advertising sign or advertisement is erected, Council's approval needs to be obtained.
- b) An applicable fee is payable with the submission of any application to Council (see Gazetted Tariffs Booklet). No application will be considered until such fee has been paid in full and note that Council considers the date of any application as the date on proof of receipt of fee by Council.
- c) When an application is submitted it must be accompanied by the following documents with the minimum criteria and requirements, as stated below. For temporary signs, Council will specify the needed documentation, per application:
 - i) A locality plan and site plan of the site, including the relevant Erf Number and contours (1m), on which the advertising sign or advertising structure is to be erected or displayed, drawn to scale showing every building on the site, position of any Council water, sewerage, storm water drainage, electricity installation, or any other installation situated on the site, and the position with dimensions of the advertising sign or advertising structure in relation to the boundaries of the site;
 - ii) A clear drawing sufficient to enable the Council to consider the appearance of the advertising sign or advertising structure and all relevant construction detail, and elevations and sections to a scale of 1:100;
 - iii) A structural engineer, professionally register in terms of the Engineering Profession Act, 1986 (Act 18 of 1986), must take full written responsibility for all structural work contemplated by the applicant, and a certificate from such an engineer must be submitted with the application;
 - iv) A full description of the materials and finishes to be employed must be provided on the structure plan, approved by a structural engineer, with elevations and sections;
 - v) An artist's impression of the final product in its setting (i.e. a photo of the site with a superimposed structure on it – as close as possible to the correct scale and size of the sign);
 - vi) An approved Surveyor General (SG) diagram of the site or a copy of the general plan;
 - vii) Certified proof of the land-use rights in terms of the relevant Town Planning Scheme as amended from time to time;
 - viii) GPS coordinates of exact location of the structure;
 - ix) A power of attorney and signed agreement / consent letter by the owner of the land on which the sign is to be erected or displayed or by his agent authorized in writing by land owner.

The above technical criteria for submissions are essential in order to effectively evaluate the application in question on both environmental and technical grounds.