

## PUBLIC NOTICE

### NON-COMPLIANT DISPLAYING OF ESTATE AGENT BOARDS

The Municipal Council of Windhoek has noted with concern the non-compliant displaying of ESTATE AGENT BOARDS in the Jurisdiction of Windhoek. **This public notice serves to inform Estate Agents as to who may, and how agents must apply to Council to display "for sale", "to let" signboards in the Jurisdiction of 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.***

**This notice serve to inform each and 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 Council before 31 January of each year for an Estate Agents' Boards annual license.**

The Municipal Council of Windhoek hereby gives notice to all Estate Agents who want to market their business and display their boards in the city to apply to Council within 14 days of this notice being published by following the below procedures:

**1. Secure application form (accompanied by the criteria / conditions for Class 11 advertising signs):**

- download from the Municipal Council of Windhoeks' website: [www.windhoekcc.org.na](http://www.windhoekcc.org.na), or
- collected from Counter No. 4 at the Customer Care Centre (Town House), or
- upon written request to the Outdoor Advertising Unit email: [OutdoorAdvertising@windhoekcc.org.na](mailto:OutdoorAdvertising@windhoekcc.org.na), the Unit will email an application form.

**2. Duly completed application form and accompanying documents to be:**

- scanned and emailed to email: [OutdoorAdvertising@windhoekcc.org.na](mailto:OutdoorAdvertising@windhoekcc.org.na) or
- be delivered to Counter No. 4 at the Customer Care Centre (Town House).

**3. The Outdoor Advertising Unit will issue a sundry invoice (totaling N\$3 675.00 (excl. VAT) per agent per annum or a pro-rata amount after 30 June) and email said to the email address provided.**

**4. Cash or card payments can be made at**

- any of the City of Windhoek 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, Acc. 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](mailto:OutdoorAdvertising@windhoekcc.org.na).

No annual license will be processed until fees have been paid in full and confirmation of payment received by Council. The list of documents required to accompany an application can also be found on the City's website: [www.windhoekcc.org.na](http://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, Council 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 Agents' Boards annual license and will result in Council;

- removing the sign(s) and
- charging a fee of N\$ 452,55 per sign for seizing and confiscating of each individual signboard (this excludes removal / dismantling costs), as well as
- a fine of N\$ 1000,00 per sign per day up to a maximum of N\$ 6000,00 may be issued for erecting signs less than 4,5m<sup>2</sup> anywhere in the Council area without the written approval of the Council.

**Enquiries:** Department of Economic Development and Community Services, Economic Development Division, Outdoor Advertising Unit,  
**Tel:** +264 290 3002 / 3198 / 2576, **email:** [OutdoorAdvertising@windhoekcc.org.na](mailto:OutdoorAdvertising@windhoekcc.org.na)

Issued by: Office of the Chief Executive Officer  
Corporate Communication, Marketing and Public Participation

Tel: +264 61 290 3081 / 3648 / 2365 / 2044

E-mail: [cwcommunication@windhoekcc.org.na](mailto:cwcommunication@windhoekcc.org.na)

