



ONIPA TOWN COUNCIL

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OFFICE OF THE CHIEF EXECUTIVE

P.O. Box 25179
Onandjokwe

APPLICATION FOR OUTDOOR ADVERTISING SIGNS

The Council regulates all matters relating to advertisements. It is in the interest of every advertiser to become conversant with the content of the guidelines provided in this form before completing it.

NB! Proof of payment of a non-refundable application fee must be tendered with this application

SECTION A: BUSINESS PARTICULARS (Please attach Company Registration Documents)

Business Name:		Registration Number:	
Postal Address:		Erf Number:	
Street:		Suburb:	
Tel: ()	Cell No:	Fax: ()	
E-mail:			

SECTION B: APPLICANT PARTICULARS (Please attach a certified copy of your ID)

Title	First Name (s)			
Surname:	Tel	Home	Cell	
Postal Address	Residential Address			

SECTION C: DETAILS OF PROPERTY OWNER AND CONSENT (in case Property not owned by Applicant)

First Name (s)	Postal Address		Surname	
Erf Number	Postal Address	Suburb		
Zoning	Title Deed number if any			
Cell	Street Address			
Signature:	Date			

***Attach certified copy of property owner's ID and rental agreement.**

SECTION D: DESCRIPTION OF THE PROPOSED OUTDOOR ADVERTISING SIGN/HOARDING

Type of Sign (please mark relevant block) and specify the schedule you are applying for:

Billboard/Tower Structures	Posters and General Signs	Signs on Buildings, Structures and Premises	Tourist & Traveler Signs	Mobile Signs
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Other (please specify):

Description of Outdoor Sign (please mark relevant blocks)

Single Sided		Double Sided		Triple Sided	
Non-illuminated		Internal illuminated		Externally Illuminated	
New Board	Existing board	Sign Replacement		3D Signs	New Position
Dimensions	Height:	Length:		Width:	Sign Area: m ²
Advertising (only)	Directional Sign (only)		Multi-purpose Sign		3 rd Party:

Words to be displayed onto the board:

SECTION E: LOCATION OF BILBOARD (Please attach coloured Sketch of the Sign/ Site Plan)

Street: (Road Sides)	Public Space	Private Property
Street Name:	Street Name:	Erf Number
Suburb:	Suburb:	Suburb

NB: Signs to be erected in the Road reserves of National Roads requires prior consent of the Roads Authority. Application form is available at our office for this purpose

<p>Coloured Sketch of the Sign</p>	<p>Site Plan (Please indicate the position of the relevant sign and the street names)</p>
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SECTION F: APPLICATION PROCEDURE AND ATTACHMENTS (PRERQUISITE REQUIREMENTS)

Proof of payment	<i>Please mark relevant block</i>	YES	NO	
Company Registration Certificate				
Fully completed application form				
Aerial photography of where the sign will be erected				
Locality Map indicating the locality of the sign				
Detailed coloured sketch to scale of the signs applied for, with dimensions, clear height and total height from the ground level				
An approved SG diagram (if sign is to be erected on private property)				
Site plan drawn to scale with dimensions, indicating the position of the sign on the premises				
If the applicant is not the owner of the property, the application must be accompanied by the letter from the owner in which consent is given to the erection of the sign on the particular property				
Roads Authority Approved Infringe Form				
Title Deed of property				
NOTE: The Council may request additional information to enable it to process the application. Incomplete application will not be accepted.				

SECTION G: CONDITION OF ISSUE (It is a Prerequisite that you read the below conditions)

1. Any authorization obtained as a result of providing false or misleading information will be cancelled.
2. Advertising boards can only be erected as per particulars and location provided and approved in this application.
3. The monthly fees for advertisement boards as prescribed in the Council Tariff are subjected to annual increments.
4. Application submitted without the approved infringe form from Roads Authority will not be considered. In case the billboard is to be erected alongside the main roads.
5. Billboards erected without Council approval are subjected to a penalty and will be removed and stored at a daily cost.
6. Change of location of any billboard should be requested in writing and should only be done with Councils written consent.
7. It is the responsibility of the applicant for making necessary arrangements with the power suppliers in this case NORED.
8. It is the applicants responsibility if the billboard/Sign become dilapidated, has fallen into disrepair or becomes dangerous or a nuisance, to remove the sign immediately.

SECTION H: PRONOUNCEMENT BY THE APPLICANT

I.....of.....
Undersigned, apply for approval to erect and display sign on the address mentioned herein, in accordance with the specifications set out in this document, the attached drawings and the provisions of the Oniipa Town Council's outdoor advertising and signage procedures read in conjunction with the conditions of issue herein. I further declare that the information I have provided is true and correct. I have read, understood and accepted the Condition of Issue. I acknowledge that should the information I provided in support of this application be found not true, approval/permission can be cancelled and the advertising board be removed at my cost.

Applicant
 Name _____ Signature _____ Date _____

SECTION G: STATEMENT OF ACCEPTANCE, FOR OFFICIAL USE (please circulate for comments)

Please your input is required with regard to the above application and forward to the next Department/Division as indicated beneath.

DIVISION OF TOWN PLANNING: Check if the proposed site does not encroach into the road reserve and property boundaries/future developments. **Application recommended:** [] Yes [] No

Name _____ Signature _____ Date _____

Comments.....
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DIVISION OF TECHNICAL SERVICES: Find out if the proposed site does not obstruct any underground services or any registered servitudes. **Application recommended:** [] Yes [] No

Name _____ Signature _____ Date _____

Comments.....
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DIVISION OF LOCAL ECONOMIC DEVELOPMENT: Check the relevance of the billboard

Application recommended: [] Yes [] No

Name _____ Signature _____ Date _____

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DEPARTMENT OF FINANCE: Check if the Council services at property at which the billboard is to be erected are paid up. Finalization of billing agreements. **Application recommended:** [] Yes [] No

Name _____ Signature _____ Date _____

Billing Account opened and effective as on...../...../20.....Amount.....for that (CFY)

Comments.....
.....
.....

APPROVAL GRANTED [] Yes [] No

SIGNED BY:

Mr. Junias Shawapala Jakob
CHIEF EXECUTIVE OFFICER

_____/_____/20_____
DATE