



ONIIPA TOWN COUNCIL

Tel: +264 65 245 700/10
Fax: +264 65 245 711

OFFICE OF THE CHIEF EXECUTIVE

P. O. Box 25179,
Onandjokwe

Division of Economic Development & Corporate Affairs

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: ()	Mobile: Email:

SECTION B: APPLICANT PARTICULARS *[Please attach a certified copy of your ID]*

Title:	Full 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):		Surname:
Erf Number:	Postal Address:	Suburb:
Zoning:	Title Deed No. if any:	
Cell:	Street Address:	
Signature:	Date:	

SECTION D : LOCATION OF BILBOARD (Please attach colored Sketch of the Sign/ Site Plan)		
Street: Road sides: Street Name:	Public Space: Street Name:	Private Property: Street Name:
Erf Number::	Erf Number:	Erf Number:
Suburb:	Suburb:	Suburb:

SECTION E: DESCRIPTION OF THE PROPOSED OUTDOOR ADVERTISING SIGN/HOARDING <i>Type of Sign (please mark relevant block and specify the schedule you are applying for).</i>				
Billboard / Tower structure	Posters and General Signs	Signs on building, structures or premises	Tourist & Travel signs	Mobile Advertising
<i>Other, (please specify):</i>				

***Attach Certified Copy of Owner's ID and Rental agreement.**

Description of Outdoor Sign (please mark relevant blocks)											
Single Sided:				Double Sided				Triple Sided			
Non-illuminated:				External illuminated:				Internally illuminated:			
New Board:		Existing Board:			Replacement:			3D Sign		New Place	
Height:		Length:				Width:				Sign Area m ²	
Advertising (only):		Directional Sign (only):			Multi-purpose Sign:			3 rd part			
<i>Words to be displayed onto the Board:</i>											

NB: Signs to be erected in the Road reserves of National Roads, requires prior consent from the Road Authority. The application form is available at our Office

<i>Colored sketch of the Sign: must be attached</i>	<i>Attach the Site Plan indicating the position of sign and the street name)</i>
---	--

SECTION F: APPLICATION PROCEDURE AND ATTACHMENTS (Prerequisite Requirements)			
	Please Mark relevant Block	YES	NO
Proof of Payment			
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 colored sketch scale of the sign to be applied – including its dimensions (Height, width and height from 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 particular property.			
Consent/ Agreement letter from the owner of the property if the area is not for the applier.			
Road Authority Approved infringe form.			
Title deed of Property			
NB: The Council may request additional information to enable successful application process, as 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 ae 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:.....

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:.....

DIVISION OF LOCAL ECONOMIC DEVELOPMENT: Check the relevance of the billboard Application recommended: [] Yes [] No

Name: _____ Signature: _____ Date: _____

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

HEIKKY N. AMWELE
CHIEF EXECUTIVE OFFICER