CITY OF WINDHOEK

Department of Economic Development and Community Services
Division of Economic Development

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Namibia

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City of Windhoek

The Gateway to Endless Opportunities

OUTDOOR ADVERTISING ANNUAL LICENSE: GENERAL STRUCTURES

Outdoor Advertising Regulations by Government Notice No 245 of 7 August 2008

APPLICATION FORM GENERAL

IMPORTANT NOTICE: Please complete form carefully, using BLOCK LETTERS and BLACK INK. See attached Criteria/Conditions. Read carefully and initial confirming having read, understood and agreed to criteria. Thank you!

Name of Applicant / Company: .....

Postal Address: .....

.....

Contact Person: .....

Telephone: .....

Mobile No: .....

Fax No: .....

E-mail: .....

Type of sign applied for (mark the relevant type with an 'X' and complete the information):

Description	**Height** (A)	**Width** (B)	**Size** (m^2) **per side** (C) A x B = C	**Ground clearance** (D)	**Total Height** (E) A + D = E
Billboard (third party sign)					
On-premises sign					
Development board					
Banners/Flags					
A-Frame Trailer					
Other (specify)					

Is the sign single, double, triple or four sided? .....

Is illumination required? ☐ YES ☐ NO

If YES, type of illumination (internal or external): .....

Photo of structure indicating identification of owner: ☐ YES ☐ NO

Location of the sign:

Erf no. ..... Name of suburb .....

Name of street: .....

Owner's approval obtained: .....

Description of the position on the site: .....

.....

GPS Coordinates: .....

Town planning zone (attached certificated): .....

Area of Control: .....

Comments of affected home owners must be supplied /attached.

.....

.....

.....

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.

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

* Kindly refer to the "Procedure for Outdoor Advertising Applications" as per paragraph 5.5 (attached) of the Outdoor Advertising

CRITERIA FOR OUTDOOR ADVERTISING GENERAL STRUCTURES

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. No application will be considered until such fee has been paid.

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) Correct site information according to the Town Planning Scheme with a written approval of the registered owner of the property; together with copies of the applicable Title Deed.

   vii) (An approved Surveyor General (SG) diagram of the site or a copy of the general plan.)

   viii) Certified proof of the land-use rights in terms of the relevant Town Planning Scheme as amended from time to time.

   ix) Council may require the GPS point of exact location of the structure, if needed.

   x) A power of attorney and signed agreement / 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 such owner.

   xi) City of Windhoek Fitness Certificate

   xii) Structure Identification (i.e. an artist impression or photo of the applicant or company's name on the structure)

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

City of Windhoek

Source: Policy on Outdoor Advertising Control: Annexure A, 2007

This form should be submitted to:

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The Manager: Economic Development
Economic Development Division
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