CITY OF WINDHOEK

Department of Economic Development and Community Services
Division of Economic Development

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City of Windhoek

The Gateway to Endless Opportunities

OUTDOOR ADVERTISING ANNUAL LICENSE: ESTATE AGENT'S BOARDS

NEW APPLICATIONS AND RENEWALS

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

APPLICATION FORM FOR CLASS 11

IMPORTANT NOTICE: Please complete form carefully, using BLOCK LETTERS and BLACK INK. See attached Criteria/Conditions for Class 11. Read carefully and initial confirming having read, understood and agreed to criteria. Thank you!

First Names: .....

Surname: .....

Date of Birth: Year ..... Month ..... Day .....

Identity or Passport Number (please attach copy): .....

Nationality: .....

Postal Address: .....

.....

Mobile No.: .....

Name of Agency: .....

Company Registration Number (where applicable, please attach copy from BIPA): .....

NEAB Fidelity Fund Certificate Number (please attach copy): .....

Fidelity Fund Certificate Period: Start Date: ..... Expiry Date: .....

Email Address: .....

Telephone No: (w) .....

Fax No: (w) .....

License Period: Start Date: ..... Expiry Date: .....

Signature: .....

Application Date: .....

The following documents should be attached to the application form:

- Application Form duly completed
- Namibia Estate Agents Board (NEAB) Fidelity Fund Certificate - Company
- NEAB Fidelity Fund Certificate- Agent
- Identity Document of Agent
- Company Registration Documents from BIPA
- City of Windhoek Fitness Certificate

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CRITERIA FOR ADVERTISING SIGNS
CLASS 11 ESTATE AGENTS' BOARDS

1. This class consists of signs which are temporarily displayed to advertise the fact that land, premises, development or any other form of real estate is for sale, to let, sold or on show.
2. This class will be allowed in all areas of control.
3. The requirements for signs allowed in this class, are as follows:

   Non-residential vacant erf:

   Maximum size: $6m^2$

   Height: Less than 3m high

   All other signs:

   Maximum size: $0.3m^2$

   Height: Less than 1m high, measured from the mean ground level below the sign.

   No sign may obscure the sight lines or view of any motorist.

   No sign may have supports which are driven through a tarred or paved surface.
4. The position and spacing requirements for this class of signs are as follows:
   a) Placed close to a boundary fence or within boundary of the relevant erf on sale.
   b) Maximum one sign per agent.
   c) Maximum three signs per erf.
   d) Non-residential vacant erf will not be permitted in the road reserve.
5. These signs may not be illuminated or animated.
6. General requirements, as stated in Section 5.3 of the Policy on Outdoor Advertising, apply.
7. All signs in this class may contain only the words 'For Sale', 'To Let', 'Sold' or 'On Show' and the must contain at least the name of the agency and selling or letting agent.
8. The erection of 'On Show' estate agents' boards on streets reserves may be permitted from 48 hours prior to the show and should be removed no later than 48 hours after the show, and the specific date and show time must appear on the board.
9. A sign may consist of a single sign or two duplicate signs joined at an angle of 120°.
10. Any estate agents board exceeding $2,8m^2$ may require the submission of a special application.
11. The signs may be placed at or fixed to the building concerned, or attached to the boundary fence of the premises concerned, or displayed within the boundaries of such premises, or displayed on the sidewalks to a minimum of 1.5 metres away from the edge of the roadway.
12. "On Show" estate agent's boards may be allowed to be displayed within the road reserve in the event of the sign being a residential sign. Signs may not be displayed on road islands or medians. "On Show" boards may be displayed from the nearest lower order road intersecting with a major road, with no less than 60m intervals between the signs, preferably only where direction changes, and no more than 5 signs being displayed at any one time. A maximum of 10 signs may be allowed, only if there are two accesses from major roads from different directions, to the same property.
13. No sign may project at any point more than 1.3m from the wall of the building or structure to which it is affixed.
14. No limitations to the colour and texture of signs.
15. All 'For Sale' and 'To Let' boards will be removed no later than 3 days after completion of the sale or granting of the tenancy.
16. 'Sold' boards may be displayed for a period not exceeding 30 days after completion of sale.
17. 'On Show' boards for new developments may be erected on the specific site for a period of 6 months where after an extension of an additional 6 months may be obtained at the discretion of the Council.

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

This form should be submitted to:

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Department of Economic Development and Community Services
The Manager: Economic Development
Economic Development Division
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