

MUNICIPALITY OF OKAHANDJA



APPLICATION TO CONSTRUCT, ERECT AND DISPLAY OUTDOOR ADVERTISING BILLBOARDS AND SIGNAGE

New Application **Relocate** **Renewal**

1. Name of applicant/company:

2. Contact Person:

Postal Address:

Physical Address: (Street Address):

Tel No: Fax No:

Cell No: Email:

3. Type of signage applied for (please indicate with an X in the appropriate box)

Type of Signage	Height	Width	Size	Ground Clearance
Billboard				
On-premises sign				
Development board				
Banners/Flags				
Trailer				
Other (specify)				

4. Is the sign single or double sided?

5. Is illumination required? Yes/No. If yes, type of illumination:

6. Posters/Banners (delete which is not applicable)

6.1. Total no of posters/banners to be erected:

6.2. Date of construction / erection:

6.3. Date of removal of posters/banners:

7. Location of the sign:

- 7.1. Erf no. Name of suburb/street:
- 7.2. Owners' approval obtained:
- 7.3. Description of advert on the signage/billboard:
-
8. Town Planning Zone:
9. Affected home owners' comments must be supplied / attached on a separate sheet.
10. Name and address of the contracting advertisement.

I (Full name and surname)....., the applicant, hereby undertake to construct, erect and display the above mentioned outdoor advertising signage in accordance with the **Outdoor Advertising Regulations: under section 94(1)(ae) of the Local Authority Act, No.23 of 1992.**

Signature: Place: Date:

Procedure of Outdoor Advertising for Municipality of Okahandja Consideration

The following criteria are set for the advertising signs to be erected and displayed within the jurisdiction of Municipality of Okahandja:

1. Before any advertising structure, sign or advertisement is erected, council's approval needs to be obtained.
2. An applicable fee is payable with the submission of any application to council. No application will be considered until such fee is payable
3. An application must be submitted with the following documents that meet minimum criteria and requirements as stated below.
 - 3.1. A locality plan and site plan including 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 structure in relation to the boundaries of the site.
 - 3.2. 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 elevation and sections to a scale of 1:100.
 - 3.3. 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.
 - 3.4. An artist's impression of the final product in its setting (e.g. photo of the site with superimposed structure on it – as close as possible to the correct scale and size of the sign)
 - 3.5. 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.

- 3.6. An approved Surveyor General (SG) diagram of the site or a copy of the general plan.
- 3.7. Certified proof of the land-use rights in terms of the relevant Town Planning Scheme as amended from time to time.
- 3.8. Council may require the GPS point of exact location of the structure, if needed.

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

Outdoor Advertisements rates 2023/2024:

Signage	
Signs less than 2m ²	N\$46
Fire wall advertisement per month SME's	N\$287
Fire wall advertisement per month Corporates entities	N\$575
Estate Agent's signs per year	N\$2,875
Banners per event	N\$199
Banners across the road per month	N\$265
Sports ground advertisement per month	N\$664.70
Street lights lamp poles per month	N\$202
Mobile A Frame Structure	N\$800
Auctioneer's notice board on show per day	N\$133.40
Gantry per month	N\$6,187
Signage < or = 2m ² per month	N\$300
Billboards	
Billboard more than $\geq 2 - 9\text{m}^2$ per month	N\$500
Billboard more than $\geq 9 - 18\text{m}^2$ p.m.	N\$1,000
Billboard more than $\geq 18\text{m}^2$ per month	N\$1,500
Electronic billboards more than 18m ²	N\$2,415
Penalties	N\$3,000

The rental shall be paid into the nominated bank account of the **landlord** as follows:

Account Name: **MUNICIPALITY OF OKAHANDJA**
 Bank: **BANK WINDHOEK**
 Branch Code: **482773**
 Account Number: **1070769806**
 Reference: **Tenant Trading Name/Municipal Account Number**