



OKAHAO TOWN COUNCIL

P.O. BOX 699
OKAHAO
OMUSATI REGION

OFFICE OF THE CHIEF EXECUTIVE OFFICER

TEL: +264-65-252204/5
FAX: +264-65-252201
Website: www.okahaotc.com.na
E-mail: info@okahaotc.com.na

ADVERTISING BILLBOARD APPLICATION FORM

SECTION 1. APPLICANT PARTICULARS

Title First Name(s)

Telephone

Surname

Home

Business Address

Work

Business Name

Cell

Erf Number

e-mail

Street

Postal Address

Suburb

SECTION 2. BILLBOARD PARTICULARS

Please tick appropriately

Standard Board

Backlight Board

Flag/Banner

Size:meters X.....meters

Single Sided

Double Sided

Words to be displayed on the board

.....
.....
.....

.....

SECTION 3. LOCATION OF BILLBOARD

Street *tick*

Public Space *tick*

Private Property *tick*

Street name

Street name

Erf Number

Suburb

Suburb

Suburb

If property is NOT owned by applicant:

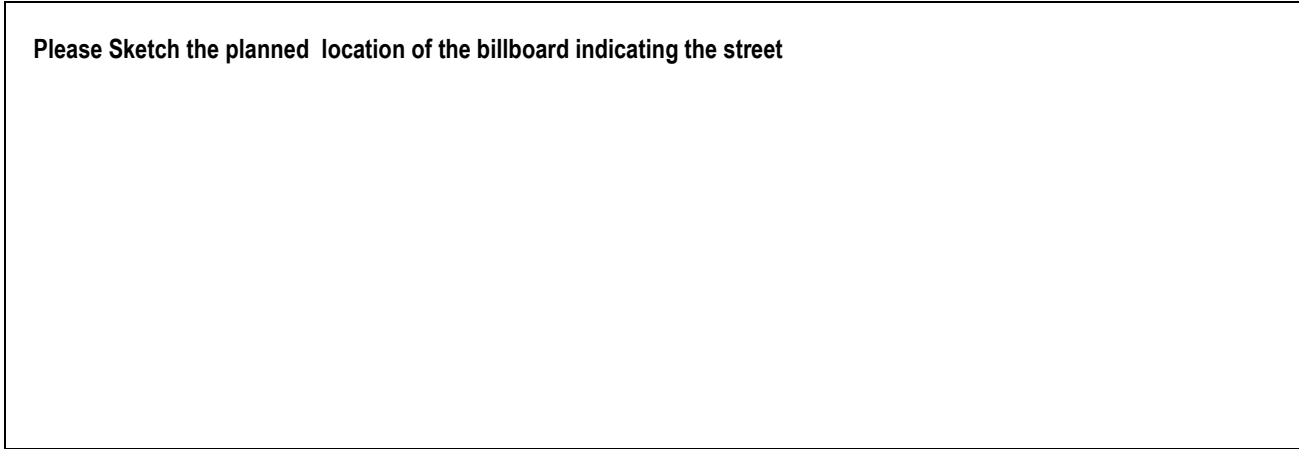
Owner's name

Owner's Surname

Contact No.

NB: Please attach written consent from the owner endorsing your business as the preferred applicant

Please Sketch the planned location of the billboard indicating the street



SECTION 5. BILLBOARD CHARGES

| Type | Size | Cost per month |
|---------------------|------------------------------|--------------------------------|
| Standard Billboard | 2.5 m ² and less | N\$ 100.00 |
| | More than 2.5 m ² | N\$ 40.00 every m ² |
| Backlight Billboard | All sizes | N\$ 500.00 |
| Flag/Banner | All sizes | N\$ 50.00 |

SECTION 5. CONDITIONS OF ISSUE

1. Any permission obtained as a result of providing false or misleading information will be cancelled
2. Advertising boards can only be manufactured and erected as per particulars and location provided and approved in this application
3. Change of location of any billboard should be requested **IN WRITING** and should only be done with the Councils written permission
4. Prior to erection of the approved billboard, the applicant should notify Council in order to avail an authorized official to ensure that the board is erected as approved
5. The monthly fees for advertisement boards as indicated in this form are subject to annual reviews
6. Billboards erected without approval carry a penalty and will be removed and stored at a daily cost
7. In the case of Backlight billboards, the applicant is responsible for making necessary arrangements with the power supplier
8. It is the responsibility of the applicant to notify Council in writing at least 14 days before the permanent or temporary removal of the approved billboard, in order to cease the monthly billing thereof

SECTION 4. STATEMENT OF ACCEPTANCE

I declare that the information I have provided is true and correct. I have read, understood and accepted the “Conditions of Issue” and want to apply for permission in accordance with these terms. I acknowledge that should the information I provided in support of this application be found untrue, permission can be cancelled and the advertising board be removed at my cost.

Applicant Name Signature Date

FOR OFFICE USE

COUNCIL RESOLUTION: _____ DATE OF THE MEETING: _____

| |
|---|
| <i>APPROVED/NOT APPROVED</i> |
| <i>IF NOT APPROVED, REASONS(IF ANY):</i> |
| |
| <i>IF APPROVED, CONDITIONS (IF ANY):</i> |
| |
| |

SIGNED BY:

CHAIRPERSON OF THE MANAGEMENT COMMITTEE

CHIEF EXECUTIVE OFFICER

DATE: _____

DATE: _____