



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING, URBAN PLANNING & ENVIRONMENTAL MANAGEMENT



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Application No:/20.....

APPLICATION FOR LICENCE FOR A SIGN

General: Proof of payment of a non-refundable application fee of **N\$ 353.23 plus VAT (N\$406.21)** must be tendered with this application.
Images may only display businesses located in Swakopmund.
Images may not display any products.

Positioning of the sign:

- ☐ Sidewalk/Intersection ☐ Own premises ☐ Industrial area

I, the undersigned hereby apply for a licence to erect and display a sign on the Premises known as, Street, No.:, Erf No

Renewal of Sign Board

New Sign Board

Replacement

PARTICULARS OF SIGN/SIGNS

(To be completed by all applicants)

Material to be used:

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Height: meters; Length: meters; Width: meters.

Minimum clearance above ground level: meters;

Total mass of sign: kilograms.

Overall projection from building: millimeters; (**where applicable**)

Type of anchorage, bolts, etc. to be used: (**where applicable**)

.....

Image to be displayed:

SIGN APPLIED FOR: Please tick and complete the relevant section & the declaration (Page 3)

A. Illuminated Street Sign

☐ C. Road Traffic Sign

Tourist Information Sign

☐

B. Encroachment

Directional Sign

☐

A-Frame Advertising Sign

☐

Fixed against property boundary

☐

Cantilever Overhead Sign

☐

D. Advertising Sign - Industrial Areas

☐

Please indicate the position by means of a sketch or Provide attachment of the sketch.

SIGN APPLIED FOR: Please tick and complete the relevant section & the declaration (Page 3)

A. Illuminated Street Sign

B. Encroachment

A-Frame Advertising Sign

Fixed against property boundary

Cantilever Overhead Sign

☐ **C. Road Traffic Sign**

Tourist Information Sign

☐ Directional Sign

☐ **D. Advertising Sign - Industrial Areas**

SECTION A Illuminated Street Sign

General Conditions

- An application must be submitted for each sign and only applications approved may be erected.
- A maximum of three illuminated advertising signs per applicant/client are allowed.
- Signs must be similar to existing illuminated signs in Swakopmund.
- All signs are to be erected and manufactured by the applicant for his account.
- The applicant/advertiser remains responsible for the maintenance of the illuminated sign board.
- An illuminated street name board must be part of the total illuminated sign, which becomes the property of Council.
- The connection of illuminated signs to Council's electrical streetlight circuit may only be done by Erongo RED. If faults should occur on the Contractor's side of the circuit, the circuit will be disconnected, and the costs be for the applicants account.
- The contractor will be responsible for the laying of all cables and the repair of streets and pavement areas, as well as for the maintenance and repairing faults that may occur on his side of the circuit.
- That Council must be indemnified against any loss of income due to the non-operation of the illuminated sign/s for whatever reason.

Exact position applied for:

(Locality sketch must accompany this application)

Name and address of contractor who will manufacture/install the sign:

.....
.....

SECTION B Encroachment

General Conditions

- An annual Encroachment Fee of **N\$ 325.16** plus **VAT (N\$ 373.93)** (To be revised annually) is payable.
- Only applications in the name of a locally registered business will be considered.
- An agreement/indemnity available at the Corporate Services Department must be signed by the applicant.

Fixed against property boundary ☐

or

Cantilever Overhead ☐

The encroachment is: sided:

The encroachment is illuminated

If flashing, state number of flashes per minute:

Condensers will be used which are to be approved by the Town Council:

Precautions will be taken to prevent radio disturbance:

Height of building against which the encroachment will be erected: meters.

or

A-Frame Advertising Sign ☐ Only one sign per applicant is allowed. Such sign may only be placed in front of the business premise for which it is applied for without obstructing pedestrian traffic.

Dimensions of sign: **Height 750 mm x Width 400 mm.**

or

Advertising Stand (Fixed) ☐ (e.g. covered permanent notice board for estate agent on private property)

SECTION C *[Once completed, route directly to Manager: Traffic Services]*

Road Traffic Sign ☐ Tourist Information Sign ☐ Directional Sign ☐

A maximum of **three (3)** Road Traffic Information Signs per applicant is allowed provided that the following conditions are adhered to:

- The traffic sign/s must be according to the new standards applicable. (G/G No 1512 - 07/03/97 Tourism Sign Symbols)
- Lettering to be white reflective as prescribed by the new traffic sign system.
- The traffic signs may only be erected at approved street intersections.
- The traffic signs are to be manufactured at the applicant's cost.
- Standard size of signs:
 - Tourist Information Sign - 1.50 m x 0.30 m** - Brown Chromatex. (Single sided only)
 - Directional Sign - 0.60 m x 0.15 m** - Green Chromatex. (Single sided only)
- The completed Road Traffic Information Sign/s must be delivered to the Offices of the Manager: Traffic Services for installation thereof by the Works Department.
- The applicant must be registered as a tourist orientated business. **(Where applicable)**
- An annual maintenance fee of N\$200.00 (to be reviewed annually per sign is applicable).
- Positions of the traffic signs as proposed by the applicant have to be approved by the Manager: Traffic Services and General Manager: Engineering Services and the signs will be erected according to laid down specifications.

The following documents must accompany this application:

- Proposed locality sketch/es.

The following documents must be submitted together with the completed sign board/s:

- Copy of the receipt for payment of the annual maintenance fee of **N\$200.00 per sign**. Payable at the cashier - Municipal Head Office under vote **no 350522027000 - Receipt Code 153** (Maintenance Advert Signs)
- Proof of registration as a tourism related business.

Should you have any further queries, please contact the Manager: Traffic Services.

Proposed position of the sign/s: 1.
2.
3.

Wording to be displayed: 1.
2.
3.

SECTION D Advertising Sign on Municipal property - Industrial Areas

General Conditions

- An annual Fee of **N\$ 325.16 plus VAT (N\$ 373.93)** (To be revised annually) is payable.
- Only applications in the name of a locally registered business will be considered.
- An agreement/indemnity available at the Corporate Services Department must be signed by the applicant.

Advertisement Boards with a maximum size of **1.50 m x 1.00 m** conforming to the specifications as determined by the General Manager: Engineering Services are only allowed in the Industrial and Light Industrial areas of Swakopmund. Only one advertising sign per junction/intersection corner is allowed.

Proposed position of the sign: 1.

Wording/Image to be displayed: 1.

DECLARATION

To be completed by all applicants

The sign will be manufactured and erected in accordance with the specifications hereinafter set forth and the attached drawings and the provisions of the Regulations for Advertising (chapter 17 of the Standard Building Regulations) and I include herewith **N\$ 353.23 plus VAT (N\$406.21)** registration fee. I hereby bind myself and my successors or assigns to the following conditions in the event of the required license being granted, namely:

- a) *I agree to pay the licence charges for such sign in advance in accordance with the scale laid down by the Municipal Council of Swakopmund from time to time.*
- b) *Should I dispose of the sign at any time, I undertake to make known to my successors or assigns the terms and conditions of the licence granted to me by the Municipal Council of Swakopmund in terms of this application.*
- c) *The sign and fittings shall be maintained in a safe condition and in proper repair and I hereby indemnify and hold the Municipal Council of Swakopmund harmless from any and all claims whatsoever that may arise as a result of, or in connection with, the erection and/or display of this sign.*

Postal address:

Physical Address of Business:

Telephone No:

.....
SIGNATURE OF APPLICANT

Dated at Swakopmund this day of 20

APPROVAL OF OWNER OF PREMISES

I, the undersigned: owner of the premises referred to above, hereby consent to the erection of the above-mentioned sign on the terms and conditions set forth above.

.....
SIGNATURE OF OWNER OF PREMISES

Dated at Swakopmund this day of 20

APPROVAL OF OWNER OF SIGN

I, the undersigned: owner of the sign referred to above, do hereby acknowledge that I have read the foregoing conditions, and I agree to abide by them in so far as they affect me or my Company.

.....
SIGNATURE OF OWNER OF SIGN

Dated at Swakopmund this day of 20

FOR OFFICIAL USE ONLY

Application fee received: N\$	Received by:
Voucher No:	Receipt No:
Date:	Vote No: 350522027000

CIRCULATE FOR APPROVAL:

Please add your comments with regard to the attached application and forward this to the next Committee Member.

MANAGER: EMERGENCY & LAW ENFORCEMENT

Sections A, B, C and D

Application approved: ☐ Yes ☐ No

Signed

Date

ERONGO RED

Section A, B and D

Application approved: ☐ Yes ☐ No

Signed

Date

GENERAL MANAGER: HEALTH SERVICES & SOLID WASTE

Sections A, B, C and D

Application approved: ☐ Yes ☐ No

Signed

Date

Back to General Manager: ENGINEERING, URBAN DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

Final comments / conditions

Application approved: ☐ Yes ☐ No

Signed

Date

GENERAL MANAGER: CORPORATE SERVICES, HUMAN CAPITAL & ICT

- For finalization of contractual/indemnity issues.

.....
Signed

.....
Date.

Contract signed on/...../20.....



Application for a sign

Please sign and forward to the next Department

Manager: Emergency & Law Enforcement: _____

Erongo RED: _____

GM: Health Services & Solid Waste Management: _____

GM: Engineering, Urban Development & Environmental Management _____

GM: Corporate Services, Human Capital & ICT: _____

SWAKOPMUND
M U N I C I P A L I T Y