



## APPLICATION FOR BILLBOARD ADVERTISEMENT

### **SECTION 1: COMPANY INFORMATION**

Name of Business: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_ VAT NO: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

### **SECTION 2: BILLBOARD DESCRIPTION**

TYPE OF BILLBOARD	SIZE (WINDTH & LENGTH)	GROUND ELEVATION	PREFERRED SITES/AREA
Lamp pole			
Large Billboard/Maxi Light			
Small Sized Billboard			
Gantry			
Others (Specify)			

Purpose of Erecting the Billboard					
Date of Installation		Duration of Signage	12 Months		More

**NB:** Attach detailed sketches/drawings/illustrations of the billboard as it would be erected on site.

### **SECTION 3: DECLARATION**

<p>We/I ..... (Company Name) do hereby declare that the information provided herein is factual and that we do agree to adhere/comply with the terms and conditions as well as regulations governing the erection of billboards in the town of Eenhana.</p>	
Signature	Date

**SECTION 4: TERMS AND CONDITIONS**

1. Billboards must be erected as per the Roads Authorities standard specifications and Council's street signage specifications.
2. No billboard/signage must be installed/erected that is obstructing traffic or visibility of traffic signs or pedestrians or that are obstructing municipal service provisions.
3. No offensive or controversial billboards are accepted to be erected in town.
4. All road signs must be erected at least 10 meters from the road.
5. All gantries must comply with minimum height/elevation above the road.
6. Billboards are to be paid as per the existing Tariff Structure or as per the agreement entered into with Council.
7. Unpaid billboards will be regarded as illegal and will be removed without notice. An illegal erection of a billboard fee (N\$2,000.00) will be charged.
8. Renewal of expired billboards should be done within 60 days of expiration of the agreed term and expired (*no-longer paid for*) billboards will be removed without notice.
9. Council reserves the right of admission for the allocation and erection of billboards.

**SECTION 5: APPROVAL**

FOR OFFICE USE ONLY			
Processed By		Position	
Renewal	<input type="checkbox"/>	New Application	<input type="checkbox"/>
		Tariff Rate	<input type="checkbox"/>
		Agreement	<input type="checkbox"/>
Duration of Billboards		Date of Renewal	
Number of sites Approved		Names of approved Sites	
Unit Cost		Total Amount	
If not approved, reasons for non-Approval:			
Signature		Date	

**SECTION 6: PAYMENT**

To Be Completed at Cashier/Teller			
Total Amount Paid		Receipt No:	
Processed By		Signature:	

Cashier Date Stamp