



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

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General Notice

OTJIWARONGO MUNICIPALITY

No. 242

2003

OUTDOOR ADVERTISING REGULATIONS

The Council of the Municipality of Otjiwarongo after consultation with the Minister, has under section 94(1)(e) of the Local Authorities Act, 1992 (Act No. 23 of 1992) -

- (a) made the regulations set out in Schedule 1, 2 and 3; and
- (b) repealed the adoption of Chapter 17 of the Standard Building Regulations promulgated in terms of the Standards Act, 1962(Act No. 33 of 1962), as published in Government Notice No.7 of 1975.

SCHEDULE 1

OUTDOOR ADVERTISING REGULATIONS

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PART I**1. DEFINITIONS**

In these regulations a word or expression to which a meaning has been given in the Local Authorities Act, 1992 (Act No. 23 of 1992) shall bear that meaning and, unless the context otherwise indicates -

“Act” means the Local Authorities Act, 1992 (Act No. 23 of 1992);

“advertisement” means any written, graphic or pictorial representation of information which is erected or displayed at any place for the purpose of conveying information about the existence of a product, service, event, place or anything of interest to any person but does not include a road traffic sign;

“advertisement hoarding” means any structure which is used or is intended to be used for the purpose of posting, exhibiting or displaying an advertisement or sign;

“aerial advertisement” means any advertisement which is exhibited, displayed or performed in the air by any means;

“approved hoarding position” means a position approved by Council for the erection of a hoarding that can accommodate a sign or advertisement that is in compliance with these Regulations;

“Council” means the Municipal Council of Otjiwarongo which is constituted under section 6 of the Act and includes any officer or employee of the Council upon whom the Council has delegated or assigned any power, function or duty which is to be exercised or performed under these regulations;

“Council area” means the local authority area of the Municipal Council of Otjiwarongo;

“directional sign” means a sign indicating the way to any place, undertaking or activity for the purpose of advertising or attracting public attention as contemplated in the definition of “Advertisement”;

“erf” means an erf as defined in section 1 of the Townships and Division of Land Ordinance 1963, Ordinance 11 of 1963;

“repealed regulations” means Chapter 17 of the Standard Building Regulations, promulgated in terms of the Standards Act, 1962 (Act No. 33 of 1962);

“road traffic sign” means a road traffic sign as defined in the Road Traffic and Transportation Act, 1999 (Act No. 22 of 1999);

“scheme” means the Otjiwarongo Town Planning Scheme prepared under section 16 of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954);

“signage” and “sign” means any advertisement and any object, structure or device which is in itself an advertisement, in, or in view of any street, or which is used to display an advertisement, but does not include an advertising hoarding or a poster, or any motor vehicle, or animal drawn vehicle with an advertisement thereon;

“sky sign” means any sign erected or placed on or above any roof, parapet wall or the eaves of a building, but does not include a sign painted on a roof of a building;

“special occasion” means a special event of public interest to be held for the benefit of the public over a certain period of time;

“subdivision” means a subdivision as defined in section 1 of the Townships and Division of Land Ordinance, 1963 (Ordinance 11 of 1963).

PART II

2. THE AIM OF THE REGULATIONS

- 2.1 The aim of the regulations is to maintain a balance between the legitimate rights and needs of commerce and industry in a free enterprise economic system on the one hand and road safety principles, aesthetic values and the environment on the other. Signage and outdoor advertising should contribute positively to the visual environment of Otjiwarongo and should not become a source of visual pollution.
- 2.2 These regulations encourage and promote high construction, service and maintenance standards for signage and outdoor advertising structures.

PART III**ADVERTISING AND SIGNAGE IN PUBLIC AREAS****3. ADVERTISEMENTS AND SIGNAGE IN PUBLIC AREAS OTHER THAN THE TOWN ENTRANCES**

- 3.1 No person shall erect or display any signage or advertisement in a Public Area, including on street furniture and refuse bins, without written authority from the Council.
- 3.2 Within a Public Area, the Council will identify and approve specific positions where an advertisement hoarding can be erected. These approved positions are referred to as "approved hoarding positions".
- 3.3 The Council also, within its sole discretion, determines the maximum size of a hoarding to be erected on an approved hoarding position.
- 3.4 The approved hoarding positions are mainly along Main Roads and within Area of Low Control, as indicated in Schedule 2 hereof.
- 3.5 The Council will make available the approved hoarding positions by way of a public tender, in accordance with the Local Tender Board Regulations and subject to such conditions as determined by Council in its sole discretion.
- 3.6 All signs displayed in terms hereof on the approved hoarding, are exempt from the provisions contained in Section 11 hereof, on condition that:
- (a) The sign does not display any material which is indecent, suggestive or prejudicial to public morals or objectionable;
 - (b) The sign is maintained to the satisfaction of the Council.
- 3.7 Council may grant approval to institutional and emergency services to erect a directional sign in public areas in accordance with the provisions of Section 11 hereof.
- 3.8 No approved hoarding shall in any way be altered, moved or re-erected without the approval of the Council.
- 3.9. The Council may impose conditions, including conditions which restrict the period within which the advertisement or signage can be erected or displayed, which are necessary and reasonable in the circumstances.

4. DISPLAY OF EVENT AND ELECTION POSTERS

- 4.1 (a) No person shall display any poster or cause or allow it to be displayed, unless he or she has obtained the written permission of the Council by payment of the required deposit as well as submission of the proposed poster to the Council for approval;
- (b) No permission shall be given for the display of any poster concerning any commercial undertaking or activity or concerning any activity which in the opinion of the Council, is primarily or mainly of a commercial character.
- 4.2 (a) Every application for permission required in terms of sub-section 4.1 shall be accompanied by a deposit to be determined by the Council from time to time and written details of the townships and streets in which the posters are to be displayed and all the posters to which the application relates;

- (b) Every deposit shall be refunded after all the posters to which the deposit relates, have been removed by the applicant to the satisfaction of the Council.
 - (c) The Council shall be entitled to retain one such poster for identification purposes.
- 4.3 Posters shall only be displayed inside the fixed receptacles provided for such purpose and not tied, nailed or fixed in any other manner to trees, electric light standards, telephone poles or any other structures or elements, including road traffic signs unless permitted by Council.
- 4.4 (a) Not more than 70 posters shall be displayed within the municipal area of Otjiwarongo at any time in relation to a meeting, function or event, other than a presidential, national, regional or municipal election or referendum or a meeting relating to an election or referendum.
- (b) No poster relating to a meeting, function or event other than a presidential, national, regional, or municipal election or referendum shall be displayed for longer than fourteen days (14) before the date on which such meeting, function or event commences or in excess of three (3) days after the date on which it terminates;
- (c) No poster relating to a presidential, national, regional or municipal election or to a specific candidate in such election or a poster relating to a referendum shall be displayed for longer than the period extending from the beginning of either the date of proclamation in the Government Gazette declaring that an election or a referendum is to be held, as the case may be, to the end of the tenth day after the date of such election or referendum: Provided that posters not relating to a specific candidates may also be displayed for a period no longer than that extending from a date fourteen (14) days prior to either nomination day or the date of proclamation in the Government Gazette declaring a referendum or election is to be held, as the case may be -
- 4.5 (a) The provisions of subsection 4.2 shall not apply in respect of a poster relating to a parliamentary or municipal election or referendum, which-
- (i) is placed entirely inside private premises;
 - (ii) is displayed in or on a motor vehicle;
 - (iii) is displayed at the committee room or office clearly marked as such, of a candidate in an election;
 - (iv) is affixed to an advertising hoarding for which approval has been granted in terms of section 2.
- 4.6 Any poster which is displayed without the permission of the Council or in contravention of this section may without notice be removed and destroyed at the cost of the person who displayed the poster, caused or allowed it to be displayed.

5. SIGNAGE AND ADVERTISEMENT AT THE TOWN ENTRANCES

- 5.1 The Council will make properly designed advertising space available at the town entrances for purposes of advertising subject to budget considerations.
- 5.2 The entire advertising space per entrance will be made available by way of public tender in accordance with the Local Tender Board Regulations and subject to such conditions as imposed by Council in its sole discretion to an advertising agent for the purpose of obtaining clients who wish to advertise at the entrances of the town and who will be responsible to maintain these advertisements.

- 5.3 Council may also in its sole discretion allow the erection of flagpoles with flags at each entrance of the town. These flagpoles are to be used for the hoisting and display of flags approved by Council.
- 5.4 Any person or institution may apply to Council for the use of the flagpoles prior or during a special occasion.
- 5.5 A person or institution applying for the use of the flag poles for a special occasion is to apply to Council for permission to do so at least 45 days prior to the date on which the flagpole is to be used for display.
- 5.6 Flagpoles at the entrance of town may only be used for a special occasion for such periods as determined by the Council in its sole discretion.
- 5.7 With the exception of road signs and the signs mentioned above, no other sign is to be erected at the town entrances.

PART IV

ADVERTISING AND SIGNAGE IN PRIVATE AREAS

6. DIFFERENT AREAS OF CONTROL IN PRIVATE AREAS

- 6.1 The Council has resolved that advertising and signage in residential areas should be more restrictive and the Council has determined and regulated the erection of signs at approved areas only.

7. SIGNAGE OUTSIDE THE PROCLAIMED TOWN

- 7.1 The Council has no jurisdiction to approve the erection of a sign along a proclaimed road outside the proclaimed town.

8. AREAS OF LOW CONTROL

- 8.1 Areas of low control are indicated in Schedule 2 hereof.
- 8.2 Within areas of low control advertising may only be erected or done in compliance with the provisions of Sections 11, 12 and 13 hereof.
- 8.3 All advertisements and/or signage in areas of low control must relate directly to a specific business or activity situated on the specific property upon which the signage or advertisement is erected.

9. AREA OF HIGH CONTROL

- 9.1 Areas of high control are indicated in Schedule 2 hereof.
- 9.2 Within an area of high control, no single signage or advertisement may exceed a total area of 1.5m² and the total area of all signage and advertisements erected on any erf zoned other than "General Business", may not exceed 2.0m².
- 9.3 On an erf zoned "General Business" any single signage and/or advertisement may not exceed an area of 1.5m² and the total area of all the signage and advertisement erected per business or office on such erf may not exceed 5.0m².
- 9.4 All advertisement and/or signage in areas of high control must relate directly to a specific business or activity situated on the specific property upon which the signage or advertisement is erected.

10. SIGNAGE AND ADVERTISING WITHIN A SPECIAL AREA

- 10.1 Special Areas are indicated in Schedule 2 hereof .
- 10.2 Any interested party can apply to the Council to have an area designated as a Special Area.
- 10.3 Any signage or advertisement within a Special Area is to comply with the following restrictions:
- a) No signage or advertisement exceeding a total area of 2m² may be erected within a distance of 10m parallel to any street boundary.
 - b) Signs must face to the centre of such special area or in such direction as approved by the Council.
 - c) No signage or advertisement may exceed an area of 12m².
- 10.4 Any sign or advertisement to be erected in a Special Area which complies with the provisions of subsection 10.3 is exempt from the provisions of section 11 hereof.
- 10.5 If temporary signs or advertisements, flags and banners are to be erected in a Special Area within an area closer than 10m parallel to any street boundary, approval is to be obtained from the Council in the prescribed manner set out in subsection 10.6 below.
- 10.6 The Council may allow the erection of a temporary sign or advertisement, which include signs such as banners and flags in a Special Area or in a Public Area which shares a common boundary with the Special Area. All applications for the erection of such a sign or advertisement is to be submitted to the Council at least 45 days prior to the intended date of erection of the sign. Such an application is to be done in accordance with Section 11 hereof.

PART V**11. APPLICATIONS FOR APPROVAL OF SIGNAGE AND ADVERTISING HOARDINGS**

- 11.1 No person shall display or erect any signage or advertising hoarding or use any structure or device as a sign or advertising without prior written approval from the Council: Provided that this section shall not apply to signs contemplated in Sections 10 and 12 hereof.
- 11.2 No sign displayed with the approval of the Council shall in any way be altered, moved, re-erected, nor shall any alteration be made to the electric wiring system of such sign except for the purpose of renovation or maintenance, without the further approval of the Council.
- 11.3 An applicant shall complete the prescribed Application Form, set out in Schedule 3 hereof and submit same to the Chief Executive Officer. The application shall be signed by the owner of the proposed sign or advertising hoarding and by the owner of the land or building on which the sign or advertising hoarding is to be erected or displayed, or on behalf of the owner of the land or building by his agent authorised in writing by such owner and shall be accompanied by -
- (a) Drawings, drawn to a scale of not less than 1:20, indicating:
 - (i) The full extent of the proposed sign.
 - (ii) The lettering detail.

- (iii) Colour of the sign.
 - (iv) Dimensions of the sign.
 - (v) Material to be used.
 - (vi) Construction and method of display.
 - (vii) Placing of the sign or advertising hoarding; and
 - (viii) The sign in relation to the street and other erf boundaries.
- (b) Elevations to a scale of not less than 1:100, and or a photograph/s of not less than 200 mm x 250 mm indicating:
- (i) The position of the proposed sign or advertising hoarding.
 - (ii) The relation between the proposed sign and any architectural and/or natural features.
 - (iii) The relation between the proposed sign and any existing signs or advertising hoarding;
 - (iv) The sign in relation to the street and other erf boundaries.
- 11.4 The Council may require the submission of an engineer's certificate signed by an Engineer registered in terms of the Professional Engineers Act, (Act No. 18 of 1986, as amended) to take responsibility for the structure as a whole;
- 11.5 If relevant to the application, Council may require the submission of an electrician's certificate signed by a licensed electrical engineer;
- 11.6 Depending on the size and impact of the proposed sign, Council may request the consent of abutting property owners for the erection of the sign;
- 11.7 The Council shall register every sign or advertising hoarding approved by it and allocate to it a registration number;
- 11.8 All relevant documentation regarding the application and approval of a sign or advertising hoarding shall be retained by the owner of the property on which such sign or advertising hoarding is displayed and shall present such documentation to the Council upon request thereof;
- 11.9 Every owner of land including a building on land on which a sign was erected before the coming into operation of these regulations shall register such a sign with the Council and obtain a registration number as contemplated in Sub-Section 11.7 within a period of twelve (12) months from the date of promulgation.

12. SIGNS EXEMPT FROM REGISTRATION

- 12.1 The following signs are exempt from the provisions of Section 11, but shall comply with all other provisions of these regulations (save for signs contemplated in (a) and (b) hereof which need not so comply):-
- (a) Any sign displayed in an enclosed arcade;
 - (b) Any sign displayed inside a building;
 - (c) Any sign displayed on an approved advertisement hoarding;
 - (d) Any sign advertising a current event in a cinema, theatre or other place of public entertainment, displayed in a fixture on a building especially made for such display;

- (e) An aerial advertisement as long as the advertisement does not cause environmental pollution or produce excessive noise;
 - (f) Any sign not exceeding the sizes specified hereunder, which is displayed on a site where a building, swimming pool, tennis court, paving, fencing or garden landscaping or any other structure is in the course of being constructed, erected, carried out or altered and which describes the building or structure being erected or other work or activity being carried out, and which displays the names of contractors or consultants concerned in such work or activity and identifies the branches of the industry of the professions represented by them during the course of such construction, erection, carrying out or alteration, as the case may be: Provided that only one such sign, or set of signs, shall be permitted per sheet frontage of a site and shall not exceed the following dimensions:
 - Project boards giving the names of Architects, Consultants and Contractors: 2.0m wide x 3.0m high
 - Individual Contractors or Sub-contractors: 1.2m wide x 1.0m high.
 - (g) Any sign, other than a sign provided for in paragraph (f), not exceeding 2.0m in width x 1.5m high which portrays or describes the type of development being carried out on a site and which gives details of the type of accommodation being provided, floor space available, address, telephone number of the developer or his agent, erected during construction work or the carrying out or alterations or additions as the case may be and remaining for a period not exceeding three (3) months after the completion of such work;
 - (h) A sign on a street frontage occupied by shops, showrooms or other business uses as defined in the Otjiwarongo Town Planning Scheme, other than a sign in an office park area, which is below the level of the ground floor ceiling and which is displayed on or fixed to the face of a building or suspended from the soffit or a canopy or veranda roof, provided that such sign is 2.3 metres above the natural ground level;
 - (i) Any flag, not exceeding 1m² hoisted on a suitable pole which displays only a company name and motif. A maximum of 5 flag poles are permitted, unless specific permission has been obtained from Council;
 - (j) A sign of durable material not exceeding 300mm x 400mm indicating the name, address and telephone number of a security company contracted to protect the property, provided that only one sign per stand or subdivision shall be permitted and such sign shall be firmly affixed to the dwelling, boundary wall, fence or gates on the street frontage.
- 12.2 The owner of the business, building or property on which a sign contemplated in Sub-Section 12.1 is displayed, shall indemnify the Council against any consequences flowing from the erection, display or mere presence of the sign.

13. PROHIBITED SIGNAGE AND ADVERTISEMENTS

13.1 No person shall allow, erect or display a sign or advertisement that:

- (a) Is larger than 18m²;
- (b) Is custom made as three dimensional and larger than 1.8 cubic metre;
- (c) Is erected on top of a roof of a building or structure, other than:

- i) on an erf zoned "General Business" where the sign or advertisement extends more than 1.5 metres above the roof measured in a vertical direction from the lowest point where the sign or advertisement is fixed to the roof;
 - ii) on an erf zoned "Light Industrial" or "General Industrial" where the sign or advertisement extends more than 2.0 metres above the roof measured in a vertical direction from the lowest point where the sign or advertisement is fixed to the roof;
 - iii) within a Special Area as contemplated in Section 10.
- (d) Is a trailer or mobile sign with a total area larger than 2m²;
 - (e) Is suspended across a street except with Council's approval for a special occasion as contemplated in section 10;
 - (f) Is, in opinion of the Council, is detrimental to the environment or to the amenity of the neighbourhood by reason of size, intensity of illumination, quality of design or material;
 - (g) Constitutes a danger to any person or property;
 - (h) Obliterates any other approved sign;
 - (i) Obscures a road traffic sign or which may be mistaken for or cause confusion with or interfere with the functioning of a road traffic sign;
 - (j) In the opinion of the Council, is indecent or suggestive of indecency, prejudicial to public morals or is objectionable;
 - (k) Obstructs any window or opening provided for the ventilation of a building or which obstructs any stairway or doorway or other means of exit from a building or which will prevent the movement of persons from one part of a roof to another part thereof;
 - (l) Is an illuminated or flashing sign where the illumination or frequency of the flashes disturbs the residents or occupants of any building or is a source of nuisance to the public;
 - (m) Is not an exempted sign for which neither a permit nor approval has been obtained.

PART VI

14. CONDITIONS APPLICABLE TO ALL SIGNAGE AND ADVERTISEMENTS

- 14.1 Any person who, under these regulations, erects or displays a sign or causes a sign to be erected or displayed shall:
- (a) Ensure that the sign is securely erected or displayed and that it does not cause or threaten damage to any property, animal, or plant;
 - (b) Not, on any place other than an advertisement hoarding or a structure approved by the Council, use water soluble adhesive, adhesive tape or other similar material to secure the advertisement;
 - (c) Take measures to prevent damage to that advertisement or its supporting structure by water;

- (d) Ensure that electrical cables or conduit pipes which are connected to that advertisement are safe, and covered in such a manner that they do not pose danger to any property, plant, animal or person;
 - (e) Comply with any law which governs the supply of electricity or the electrical wiring of premises in the Council area;
 - (f) Prior to connecting the advertisement to any electricity supply point, obtain the written permission of the Council; and
 - (g) Comply with any law which governs the construction of buildings in the Council area;
- 14.2. The owner of property on which an advertisement is erected or displayed and the owner of any advertisement are both jointly and severally responsible for the maintenance and repair of that advertisement.
- 14.3 A person who, whilst erecting, displaying or removing an advertisement, intentionally causes damage to any plant, animal, property or Council service commits a crime and is liable on conviction to the penalties provided for in Section 17.
- 14.4 The clear height of a sign or advertising hoarding shall not be less than 2.3 metres, if not clad with an approved material to ground level.

PART VII

15. POWERS OF COUNCIL

- 15.1 Where an sign or advertisement is not repaired or is not being properly maintained or poses a danger to any person or property, the Council may serve a written notice on the owner of that advertisement if known, or on the owner or occupier of the place or premises on which the advertisement is erected or displayed.
- 15.2 A notice referred to in subsection 15.1 shall:
- (a) Advise the recipient about the nature of the complaint;
 - (b) Advise and instruct the recipient to repair or maintain the advertisement within a specified period;
 - (c) Inform the recipient that if he or she fails to repair or maintain the advertisement within the specified period, the Council may repair or maintain that advertisement, and thereafter recover the cost of doing so from the recipient.
- 15.3 If at the lapse of the period specified in subsection 15.2, the recipient fails to repair or maintain the advertisement, the Council may repair or maintain that advertisement and thereafter recover the cost from the person on whom the notice under subsection 15.1 was served.
- 15.4 Where a person erects or displays a sign or advertisement in contravention of these regulations or conditions, including conditions relating to time limits imposed by the Council, or where a person erects or displays a sign or advertisement which is prohibited by this regulation, the Council may:
- (a) In the case of a prohibited sign or advertisement, serve a written notice on the person who erected or displayed that advertisement if known, the owner of that advertisement and the owner of the property where that advertisement is situated; or

- (b) In any other case serve a notice on the owner of that advertisement.
- 15.5 A notice referred to in subsection 15.4 shall:
- (a) Advise the person concerned to comply with these regulations or a condition, including a condition relating to time limits, imposed by the Council within a specified period; or
- (b) In the case of a prohibited sign or advertisement, order the person concerned to remove the sign or advertisement within a specified time limit.
- 15.6 If a person fails to comply with a notice given under subsection 15.4, the Council may remove, deface, obliterate or destroy the sign or advertisement or take any other remedial action which is necessary and reasonable in the circumstances and thereafter recover any costs incurred from the person who failed to comply with that notice.
- 15.7 Any action taken by the Council under this regulation shall be authorized in addition to any penalty imposed under Section 17 for contravening these regulations.
- 15.8 For the purposes of enforcing these regulations any officer or employee of the Council may exercise the powers conferred by Section 91 of the Act.
- 15.9 A notice required to be served under these regulations shall be served in compliance with Part XVIII of the Act.

16. RECONSIDERATION OF DECISION

- 16.1 A person who is aggrieved by a decision of the Council made under these regulations may, within 14 days of receiving notice of such decision, apply to the Council for reconsideration of that decision.
- 16.2 An application made under subsection 16.1 shall be in writing and shall contain the grounds of such application.
- 16.3 On receipt of an application made under this regulation, the Council shall reconsider its decision and may -
- (a) repeal such earlier decision;
- (b) repeal such earlier decision and impose further conditions, including conditions relating to time limits, which are necessary and reasonable in the circumstances; or
- (c) confirm the earlier decision.
- 16.4 The Council shall, within 30 days of receiving an application under this regulation, notify the applicant in writing of the decision made under subsection 16.3.

17. OFFENCES AND PENALTIES

- 17.1 A person who:
- (a) In the Council area, erects, displays or uses a sign or advertisement or causes a sign or advertisement to be erected, displayed or used contrary to these regulations;
- (b) In the Council area, erects, displays or uses a prohibited sign or advertisement or causes a prohibited sign or advertisement to be erected, displayed or used;

- (c) Contravenes or fails to comply with a requirement set out in a notice issued and served on him or her under these regulations;
- (d) Intentionally makes a false statement when making an application under these regulations; or
- (e) Contravenes or fails to comply with any provision of these regulations or a condition, including a condition relating to time limits, imposed under these regulations,

commits an offence and is liable on conviction to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months or to both such fine and imprisonment.

17.2 In a prosecution for an offence under these regulations:

- (a) The owner of land or a building on which a sign or advertisement was or is erected or displayed is deemed to have erected or displayed that sign or advertisement or caused it to be erected or displayed;
- (b) Any person who was, whether alone or whilst acting jointly with any other person, responsible for organising, or was in control of, any meeting, function or event to which a sign or advertisement relates, is deemed to have erected or displayed any sign or advertisement erected or displayed in connection with that meeting, function or event or to have caused or allowed that sign or advertisement to be erected or displayed; and
- (c) Any person whose name appears on a sign or advertisement is deemed to have erected or displayed that sign or advertisement or to have caused or allowed that sign or advertisement to be erected or displayed,

unless the contrary is proved.

18. SAVINGS

- 18.1 An application which was made to the Council under the repealed regulations and prior to the commencement of these regulations shall be determined in accordance with the repealed regulations.
- 18.2 The owner of a sign or advertisement which was erected with the authorisation of the Council, or displayed before the commencement of these regulations and the owner of the property on which a sign or advertisement was, with the authorisation of the Council, erected or displayed before the commencement of these regulations shall, within 12 months after the commencement of these regulations, remove that advertisement, if that sign or advertisement is prohibited by these regulations, or alter that sign or advertisement to comply with these regulations, if it does not comply with these regulations.

SCHEDULE 3

MUNICIPALITY OF OTJIWARONGO

APPLICATION: ERECTION OF SIGN-BOARDS AND/OR SIGNS
(Subject to the Provisions of Otjiwarongo Advertising Regulations)

ERF NO: _____ DATE: _____

OWNER'S NAME AND ADDRESS: _____

1. Measurement of Sign: Length _____ mm; Width _____ mm;
(Attach dimensioned sketch)
2. Placing of Sign:
 - (a) Distance from Street Boundary: _____ m
 - (b) Distance from Building: _____ m
(Attach sketch showing sign in relation to building(s))
 - (c) Means of Fixing: _____ m
(Free-standing; fixed to building; suspended, etc)
 - (d) Height from underside of Sign to Pavement: _____ m
3. Special Properties of Sign:
 - (a) Illumination: _____
(State whether illuminated; illuminated at intervals; reflecting; not illuminated)
 - (b) Colours: _____
 - (c) Material of Sign: _____
4. Radio Disturbances: _____ Prevented / Not prevented
5. Posters / Banners: Total to be erected: _____
(Delete which is not applicable) Date of Removal: _____

SIGNATURE OF APPLICANT

OFFICIAL USE ONLY

Plan Inspection Fee:	N\$100,00	per m ² surface or portion thereof
Posters/Banners Fee:	N\$500,00	(Refundable)

GENERAL MANAGER COMMUNITY DEVELOPMENT: No objections, if any:

APPROVED / NOT APPROVED DATE: _____

GENERAL MANAGER ROADS AND BUILDING CONTROL: No objections, if any:

APPROVED / NOT APPROVED DATE: _____

Erection of Sign Boards-Forms

