

# Municipality of Outjo



Tel: +264 67 313 013  
Fax: +264 67 313 065

P O Box 51  
Outjo, Namibia  
[info@outjomun.com.na](mailto:info@outjomun.com.na)

## APPLICATION FOR PLOT (60 PLOTS)

**Please note that certified copies of the following documents must be submitted together with this form where applicable:**

1. ID document
2. Companies or Close Corporation registration certificate
3. A Business plan and the Building plan
4. Proof of funding or income

SECTION A: PARTICULARS OF APPLICANT	
<i>The details/information of the Company must also be filled in where applicable</i>	
<b>APPLICANT'S DETAILS</b>	
COMPANY/APPLICANT NAME	
COMPANY REGISTRATION NO.	
TYPE OF COMPANY	Pty Ltd <input type="checkbox"/> CC <input type="checkbox"/> or Others: .....
BUSINESS ADDRESS:	
POSTAL ADDRESS:	
TEL:	
FAX:	
EMAIL ADDRESS:	
NAME:	
SURNAME	
ID NO:	
CONTACT NO:	

SECTION B: DESCRIPTION OF THE ERVEN/PLOTS REQUIRED			
<i>Please indicate the Erf/plot of your choice by ticking in the appropriate land use category</i>			
PLOT NUMBER	<input type="text"/>	SIZE	<input type="text"/>
PLOT NUMBER	<input type="text"/>	SIZE	<input type="text"/>
PLOT NUMBER	<input type="text"/>	SIZE	<input type="text"/>

**SECTION C: FINANCIAL INFORMATION**

*This section should be completed in full, please indicate your intentions*

<b>INTENDED METHOD OF BUYING THE PLOT: CASH</b> <input type="checkbox"/>	<b>BANK LOAN</b> <input type="checkbox"/>
<b>ESTIMATED COST OF CONSTRUCTION:</b>	
<b>FINANCIAL INSTITUTION QUALIFIED LOAN AMOUNT:</b>	
<b>INTENDED COMMENCEMENT DATE FOR CONSTRUCTION</b>	

**SECTION D: DECLARATION**

I, the undersigned hereby declare that the information supplied in this form is correct and I shall adhere to the conditions printed overleaf as well as to abide to the Council's Building Standard Regulations and that the requested plot shall only be utilized for the purpose it has been applied for unless otherwise consented to by the Council.  
I further declare that I understand that this application, whether approved or not, does not constitute a valid agreement between the Municipality of Outjo and the applicant and that the Municipality of Outjo reserves the right not to approve any application that is not fully completed or supported by the documents as required and that should it at any stage transpire that any of the information supplied is incorrect or false, the Municipality of Outjo reserves the right to cancel such application.

**SIGNED AT**-----**ON THIS** ----- **DAY OF**-----**20**.....

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**SIGNATURE OF SPOUSE**

**FOR OFFICIAL USE ONLY**

**PROPERTY MANAGEMENT**

<b>PLOT PAID IN FULL :</b>		<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
SIZE OF THE PROPERTY	..... m <sup>2</sup>	COST OF THE PROPERTY	N\$ .....
<b>SIGNATURE:</b>		<b>DATE:</b>	

**COMMENTS: MANAGER: FINANCE, ADMINISTRATION & ICT**

<b>ALL ACCOUNTS PAID IN FULL: YES</b> <input type="checkbox"/>		<b>NO</b> <input type="checkbox"/>
<b>ANY REPAYMENT AGREEMENT IN PLACE IF ACCOUNT NOT PAID IN FULL:</b>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>SIGNATURE:</b>		<b>DATE:</b>

**COMMENTS: MANAGER: HEALTH, SANITATION, PLANNING & TECHNICAL SERVICES**

<b>WATER &amp; SEWERAGE CONNECTION: YES</b> <input type="checkbox"/>		<b>NO</b> <input type="checkbox"/>
<b>ELECTRICAL CONNECTION: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>ANY CONTRAVENTION WITH THE TOWN PLANNING SCHEME</b>		
PROCEDURES AND LAWS: YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>SIGNATURE:</b>		<b>DATE:</b>

**COUNCIL APPROVAL**

<b>ALLOCATION APPROVED</b> <input type="checkbox"/>	<b>ALLOCATION NOT APPROVED</b> <input type="checkbox"/>
<b>COUNCIL'S MEETING DATE:</b>	
<b>COUNCIL'S RESOLUTION NO:</b>	

SIGNED AT OUTJO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20.....

\_\_\_\_\_  
CHAIRPERSON: MANAGEMENT COMMITTEE

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

## TERMS AND CONDITIONS OF SALE

### SALE OF 23 OF 60 PLOTS IN PORTION 10 OF OUTJO TOWNLANDS NO. 193

#### 1. SELLING PRICE:

- 1.1 The selling price will not be negotiable or will not be changed.
- 1.2 The price will be the same until new tariffs for 2018/2019 Financial year has been approved and gazetted in Namibia Official Government Gazette (as on 15 July 2018)
- 1.3 The selling price does not include transfer fees, which the purchaser has to pay at the Legal Practitioner/ Conveyancer.
- 1.4 The selling price must be paid in full before the property will be transferred to the name of the new owner in the Deeds Office.
- 1.5 No development will take place on the purchased plot if not fully paid by the purchaser.
- 1.6 The plots will remain the property of the Municipality until fully paid.
- 1.7 The Council shall deduct 10% from the purchase price for administration cost if the client opts to cancel the purchase of such property or fails to comply with the conditions of the deed of sale.

#### 2. PROVISION OF SERVICES:

- 2.1 The Council will make provision for gravel roads and water infrastructure.
- 2.2 The Electricity will be supplied by CENORED at owner's cost.
- 2.3 Sewer services will be provided by means of Municipal Suction Truck. The owner must install a Septic Tank of which the specifications will be provided by the Municipality.