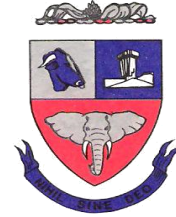


# Municipality of Outjo

7 Hage G. Geingob Ave. • P.O. Box 51 Outjo, Namibia  
Tel. 09-264-67-313013 • Fax 09-264-67-313065  
E-mail: outmun@mweb.com.na



## APPLICATION FOR A BUSINESS AND INDUSTRIAL ERF

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>	
APPLICANT'S DETAILS	
COMPANY 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>	
INDUSTRIAL <input type="checkbox"/>	OFFICE /INSTITUTIONAL <input type="checkbox"/>
BUSINESS <input type="checkbox"/>	GENERAL RESIDENTIAL <input type="checkbox"/>
OTHERS (Specify): .....	

**APPROXIMATE ERF SIZE REQUIRED:**

Erf Size
<p>.....</p>

**NB: Motivations:** For business and industrial erven, please attach a brief business proposal stating exact activities/ that the erf/erven will be used for, and attach a building plan showing ONLY the floor coverage and side elevations.

SECTION C: FINANCIAL INFORMATION	
<i>This section should be completed in full, please indicate your intentions</i>	
INTENDED METHOD OF BUYING THE PLOT: CASH <input type="checkbox"/>	INSTALLMENT <input type="checkbox"/> BANK LOAN <input type="checkbox"/> LEASE <input type="checkbox"/>
ESTIMATED COST OF CONSTRUCTION:	
FINANCIAL INSTITUTION QUALIFIED LOAN AMOUNT:	
INTENDED COMMENCEMENT DATE FOR CONSTRUCTION/LEASE	

SECTION D: DECLARATION
<p>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 erf/erven shall only be utilized for the purpose it has been applied for unless otherwise consented to by the Council.</p> <p>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.</p> <p>SIGNED AT-----ON THIS ----- DAY OF-----20.....</p> <p>_____ SIGNATURE OF APPLICANT</p> <p>_____ SIGNATURE OF SPOUSE</p>

**FOR OFFICIAL USE ONLY**

**PROPERTY MANAGEMENT**

<b>ERF PAID IN FULL /LEASEHOLD AGREEMENT/PTO: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>			
SIZE OF THE PROPERTY	..... m <sup>2</sup>	COST OF THE PROPERTY	N\$ .....
MONTHLY LEASE AMOUNT	N\$ .....	TOTAL 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>	
<b>YES</b> <input type="checkbox"/>	<b>NO</b> <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>WHEELIE BIN PROVISION: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>ANY CONTRAVENTION WITH THE TOWN PLANNING SCHEME PROCEDURES AND LAWS: YES</b> <input type="checkbox"/> <b>NO</b> <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**

**The following conditions must be complied with regarding the purchasing and development of both residential and business properties/plots:**

### **1. Business/Institutional/Industrial Plots**

- 2.1 The purchase of Property should be paid in cash or with a Bank guaranteed cheque.
- 2.2 Should the purchaser be in devoid of the total amount of the purchase value of that specific property, payment agreement could be made on a condition that a minimum 50% of the total purchase price is paid first in cash or on a bank guaranteed cheque as a deposit.
- 2.3 Payment of the remaining amount/balance should not exceed 12 months from the date of the signing of the repayment agreement.
- 2.4 The clients with this arrangement could be allowed to develop that specific property following the necessary procedures as laid down by the Municipal Council.
- 2.5 The client shall complete the development of the property within 12 months from the date of allocation of such property.
- 2.6 The property will remain the property of Municipal Council of Outjo until fully paid.
- 2.7 The application for the purchase of the property will only be forwarded to the Conveyancer for property registration in the name of the purchaser upon the full payment of total purchase value of the property.
- 2.8 The repayment agreement shall be charged interest at a rate of 2.5% on outstanding balance.
- 2.9 The Council shall deduct 10% for administrative cost if the client opts to cancel the purchases of such property or fails to comply with the conditions of the deed of sale.
- 2.10 The Council reserves the right to revoke any sold property if the purchaser fails to comply with the conditions of the deed of sale with 10% deduction for administrative purposes.