



City of Harare

**APPLICATION FOR PERMIT TO ERECT AN ADVERTISING SIGN**

**NOTICE IN TERMS OF SECTION 3(1) OF THE HARARE (CONTROL OF ADVERTISING SIGNS) BY-LAWS 1981 AS READ WITH HARARE (CONTROL OF ADVERTISING SIGNS) (AMENDMENT) BY-LAWS 2015**

**1. DETAILS OF PROPERTY**

Stand No. .... Township: .....  
Street Address: .....  
Registered Owner and Address: ..... Cell No.: .....  
Current Land Use: Residential/ Commercial/Industrial/ Other .....Nature of Business.....  
Approved/ Official Land Use: Residential/ Commercial/Industrial/ Other .....  
Details of any Special Consent / Permit Issued: .....  
Change of land use application details: ..... Attach copies .....

**2. DETAILS OF APPLICANT**

Full names of Applicant: ..... State: Owner/Tenant .....  
ID No. .... Contact No. Tel .....Cell ...../  
Address: .....

**3. DETAILS OF PROPOSED/EXISTING ADVERTISING SIGN /BILLBOARD**

Type of Advertising Sign: .....  
Specifications: Length ..... Width .....  
Height from ground .....  
Size of face .....m<sup>2</sup>  
Illumination .....source.....

**4. DETAILS OF ERECTION OF SIGNAGE**

Plan No. .... Ref. .... Dated .....  
Submitted on ..... Approved on ..... By .....  
Name and address of contractor/Engineer .....  
Name and address of sponsoring Advertising Agent .....  
Length of lease agreement: From ..... To: ..... (Attach copy of agreement)  
Is sign facing any public road? ..... If yes, state road and area .....  
State distance from Building line ..... Boundary wall ..... Public road .....

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**Signature of Applicant and Date**

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**Signature of Building/ Land Owner and Date**



City of Harare

## **NOTICE TO ALL PROPERTY OWNERS WITH BILLBOARDS OR ADVERTISING SIGNS ERECTED ON THEIR PROPERTIES**

NOTICE IN TERMS OF SECTION 3(1) OF THE HARARE (CONTROL OF ADVERTISING SIGNS) BY-LAWS: STATUTORY INSTRUMENT 908 of 1981 (CHAPTER 214) AS READ WITH HARARE (CONTROL OF ADVERTISING SIGNS) (AMENDMENT) BY-LAWS 2015

The City is updating its data base on billboards and advertising signs erected on private and public premises facing public roads for rating purposes.

For this purpose, City Traffic and Transportation Enumerators are visiting all such properties for data collection and dropping return form entitled "First Schedule in terms of Sections 3, 7 and 24". The form should be completed in full and returned together with copies of approved billboard plans and lease agreement with advertising agent by 31 November 2016 to:

Director of Works,  
Cleveland House, 92 Leopold Takawira Street, Harare.  
**Attention:** Office 405, 4<sup>th</sup> Floor.

Property owners who do not receive this form should collect it at the foyer at Cleveland House or download it from the City's Website [www.hararecity.co.zw](http://www.hararecity.co.zw)

This requirement includes all adverts printed on or attached to boundary walls and wall murals fixed on high rise buildings in the CBD.

Property owners are warned that failure to submit this form attached with the relevant documents, within the prescribed period will render your billboard or advertising sign illegal, thus drawing action in terms of Section 20 of the same by-laws, *that is to say*, the Municipality will mobilise the necessary resources to effect removal or obliteration of the billboard or signage and charge you the costs.

I wish to emphasise that in this exercise the City is dealing directly with property owners/institutions including schools who are hosting billboards in their premises or whose boundary walls have advertising signs/ inscriptions. No communication will be entertained from billboard companies, advertisers or their agencies.

Mrs J. Ncube  
**ACTING TOWN CLERK**