



# Erongo Regional Council

## *Otjimbingwe Settlement Office*

Tel: 064-684002  
Fax: 064-551046

Private Bag 1004  
Karibib

### APPLICATION FOR RESIDENTIAL PLOT IN OTJIMBINGWE SETTLEMENT (2024)

1. Surname:

2. Forename(s):

3. ID No.

4. Date of Birth:

5. SPOUSE (If Married)

Surname:

Forename:

ID No.

6. Address:

P.O. Box

Contact Number

7. Name of Employer:

8. Your Place of Work:  
(Town or Village)

9. Please State Your Annual Income:

SELF: N\$

SPOUSE:  
(If Married)

10. Fill in the Place Name, Erf No and Approximate Size (M<sup>2</sup>) of plot applied:

Town/Village or Settlement

ERF NO.

Approximate Size (M<sup>2</sup>)

11. How many fully Developed plots do you and/or your spouse own (if married) in any urban areas? Please indicate plot numbers in the spaces provided below.

URBAN AREA	Developed	Undeveloped
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

CONDITIONS:

1. Receipt and acknowledgement of an application indicates that the application is being processed for recording on the relevant waiting list.
2. Your application reference number will be communicated to you for future enquiries.
3. Applicants will be informed of their position on respective waiting list by notification from Settlement office.
4. The discovery of incorrect or false information on the application form will lead to the rejection of the application, or if plot has already been allocated, to the forfeiture of the plot.
5. Plot allocation from a waiting list will be conditional upon the provision of a satisfactory financial reference by the applicant, or of a certificate of verification of income, as required by the Settlement Office.
6. Upon allocation of plot, the recipient is expected to submit building plan within six month and subsequent six month start building a fix structure/House. Failure of putting up a structure or to display commitment will result in the allocation of the plot being cancelled.
7. The declaration below must be read and be signed.
8. Completed form should be handed in at Otjimbingwe Settlement office. **(No e-mailed/faxed or couriered applications)**
9. The allocation of plots will be done on **LEASE** basis since Otjimbingwe Settlement is not at the level of a Town/Village yet. **(The Regional Council still owns the land)**

**DECLARATION:**

- (I) I do not own a residential plot in any town/Settlement in Namibia
- (II) My spouse does not own a residential plot in any Town/Settlement in Namibia
- (III) I (my spouse) own a single fully developed residential plot in any Town/ Settlement in Namibia and I am applying for a second plot.
- (IV) I (my spouse) do not own any other developed or undeveloped residential plots in the same town/settlement.
- (V) I am a Namibian citizen over twenty-one years (21) of age.

*I have read, or have had it be read to me, all the above conditions and declaration, which I have understood, and answers given in this application are true and correct in any respect:*

Signature: .....

Date: .....

**FOR OFFICE USE ONLY**

**CHECKLIST**

<b>ID/PASSPORT</b>	
<b>PROOF OF INCOME</b>	

<b>Recommended/Not Recommended: By SDC</b>	<b>Endorsed/Not Endorsed :By LAC</b>	<b>Approved/ Not Approved: By CRO</b>
<b>Application Reference No:</b> OTB...../2024		
<b>Name of Official:</b>	<b>Name of Official:</b>	<b>Name of Official:</b>
<b>Rank:</b>	<b>Rank:</b>	<b>Rank:</b>
<b>Date:</b>	<b>Date :</b>	<b>Date :</b>
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>