



SWAKOPMUND

M U N I C I P A L I T Y

MUNICIPAL SUPPORT LETTER REQUEST FORM

For projects requiring a Municipal Support Letter
from the Municipality of Swakopmund.



Environmental Management Office

Engineering, Urban Development and
Environmental Management Services
Municipality of Swakopmund



Corner of Rakotoka & Daniel
Kamho Avenue, Swakopmund,
Namibia



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www.swakopmund-mun.com

OFFICE USE ONLY

Item	Details
Application No.	
Date Received	
Receipt No.	
Administration Fee Paid (N\$250.00)	☐ Yes ☐ No
Assigned Environmental Officer	
Date Completed	

SECTION A: APPLICATION DETAILS

Applicant / Company Name:

Contact Person:

Postal Address:

Telephone:

Cell:

Email:

SECTION B: ENVIRONMENTAL ASSESSMENT PRACTITIONER (EAP)

Consultant / Company:

Contact Person:

Telephone:

Email:

SECTION C: PROJECT DETAILS

Project Name:

Location of Project

Erf / Farm / Portion No.

Proposed Activity

Does the project require an Environmental Clearance Certificate from MEFT?

☐ Yes

☐ No

SECTION D: DOCUMENT SUBMISSION CHECKLIST

Please attach the following:

☐ Scoping Report

☐ Environmental Management Plan (EMP)

☐ Locality Map

☐ Site Layout Plan (if applicable)

☐ Proof of Payment (N\$250.00)

☐ Proponent Consent (where applicable)

☐ Additional Supporting Documents

SECTION E: PURPOSE OF REQUEST

Briefly explain why a Municipal Support Letter is required.

SECTION F: DECLARATION

I hereby declare that the information provided in this application is true and correct to the best of my knowledge.

I understand that the Municipality of Swakopmund may request additional information before considering this request.

Applicant Name

Signature

Date

SECTION G: ENVIRONMENTAL MANAGEMENT OFFICE

Comments

Site Inspection Required

☐ Yes

☐ No

Recommendation

☐ Support Letter Recommended

☐ Additional Information Required

☐ Support Letter Not Recommended

Date _____

Signature

Environmental Officer

SECTION H: APPROVAL

Support Letter No.

APPROVED BY:

C McClune

**GENERAL MANAGER: ENGINEERING, URBAN DEVELOPMENT AND ENVIRONMENTAL
MANAGEMENT**