



# SWAKOPMUND

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

## REQUEST FOR MUNICIPAL SUPPORT LETTERS

## **Introduction**

The Environmental Management Office of the Municipality of Swakopmund provides Municipal Support Letters for projects requiring an Environmental Clearance Certificate (ECC) from the Ministry of Environment, Forestry and Tourism (MEFT).

A Municipal Support Letter confirms that the Municipality has reviewed the proposed development and provides comments on the proposal from a municipal environmental perspective. The letter may also include specific recommendations or conditions for consideration during the environmental assessment process.

Please note that the issuance of a Municipal Support Letter does not constitute development approval or an Environmental Clearance Certificate.

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## **Who Should Apply?**

A Municipal Support Letter may be required for developments such as:

- Tourism establishments
- Mining activities
- Renewable energy projects
- Infrastructure developments
- Waste management facilities
- Agricultural developments
- Other projects requiring environmental authorisation from MEFT

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## **Application Requirements**

Applicants must submit the following:

- ✓ Completed Municipal Support Letter Request Form
  - ✓ Scoping Report
  - ✓ Environmental Management Plan (EMP)
  - ✓ Locality Map
  - ✓ Site Layout Plan (where applicable)
  - ✓ Proof of Payment of the Municipal Administration Fee
  - ✓ Any additional supporting documentation relevant to the proposed development
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## Municipal Administration Fee

| Description                  | Amount    |
|------------------------------|-----------|
| Municipal Administration Fee | N\$250.00 |

Applications will only be processed once proof of payment has been received.

### Banking Details:

Beneficiary: Swakopmund Municipality

Bank: First National Bank

Account number: 622 4960 3300

Branch: Swakopmund

Branch code: 280472

Account Type: Cheque

Swift code: FIRNNANX

Reference: Environmental Management Administration

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## Assessment Process

Once a complete application has been received, the Environmental Management Office will:

- Review the submitted documentation.
- Assess the proposal from a municipal environmental perspective.
- Consult relevant municipal departments where necessary.
- Conduct a site inspection where required.
- Prepare a Municipal Support Letter with comments and recommendations.

Applicants may be requested to provide additional information if required during the assessment process.

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## Processing Time

Applications are processed upon receipt of all required documentation and payment of the applicable administration fee.

Incomplete applications may result in delays.

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## **Contact Details**

Environmental Management Office

Engineering, Urban Development and Environmental Management Department

Municipality of Swakopmund

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