

Municipality of Swakopmund

AGENDA ORDINARY COUNCIL MEETING

ON
THURSDAY
07 MAY 2026

AT
19:00



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Ref No: **5/2/1/1/2**

Enquiries: **Ms A Kahuika**

28 April 2026

The Chairperson and Members
of the Management Committee
Municipality of SWAKOPMUND

Dear Sir / Madam,

NOTICE: ORDINARY COUNCIL MEETING

Notice is hereby given in terms of Section 24 (1) of the Local Authorities Act of 1992, Act 23 of 1992 as amended, of a **ORDINARY COUNCIL MEETING** to be held:

DATE : THURSDAY, 07 MAY 2026

**VENUE : COUNCIL CHAMBERS,
MUNICIPAL OFFICE BUILDING,
C/O RAKOTOKA STREET AND DANIEL KAMHO
AVENUE, SWAKOPMUND**

TIME : 19:00

Alfeus Benjamin
CHIEF EXECUTIVE OFFICER

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INDEX

1. **OPENING BY PRAYER, IF SO DESIRED**

2. **APPLICATIONS FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL**

3. **ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL**

4. **CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING OF COUNCIL**

(C/M 2026/05/07 - 5/2/1/1/2)

- 4.1 Minutes of the **Ordinary Council Meeting** held on **26 March 2026**.
(pp 41/2026 - 53/2026)
-

5. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL**

None.

6. **PETITIONS**

None.

7. **MOTIONS OF MEMBERS**

None.

8. **ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN**

None.

9. **OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS**

10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1) (E) OF THE ACT**

10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING APRIL 2026**

		PAGE
10.(A)	Minutes of the Ordinary Management Committee Meeting held on 16 April 2026	19

11. **RECOMMENDATION OF THE MANAGEMENT COMMITTEE**11.1 **MANAGEMENT COMMITTEE MEETINGS HELD IN APRIL 2026**

ITEM NO	SUBJECT	REF NO	PAGE
11.1.1	The Naming Of Streets, Public Places, Natural Area, And Council-Owned Buildings/Facilities Advisory Committee Of Swakopmund	17/1/4/1/6	20
11.1.2	Unik Construction Engineering Namibia (Pty) Ltd: Application For An Additional Lease Period	4/1/1/5	22
11.1.3	Transfer Of Ownership Of Three Erven Zoned "Authority" Located In Extension 2, Myl 4 To Erongo RED	M4 E 432; M4 E 495, M4 E 602	38
11.1.4	Transfer Of Erf 1409 (A Portion Of Erf 62), Mondesa To Karel Shivute	M 1409	54
11.1.5	Roman Catholic Church: Request To Exchange Erf 4370, Extension 7, Mondesa With Erf 2745, Extension 13, Matutura	E 4370 M, E 2745 M	59
11.1.6	Rezoning Of Erf 4225, Swakopmund Extension 13 From "Single Residential 1" With A Density Of 1:600m ² To "General Residential 1" With A Density Of 1:600m ² And Consent To Operate A "Residential Guesthouse"	E 4225	72
11.1.7	Request For The Establishment Of A Container Food Court At The Mondesa Taxi Rank	15/1/3/1, M 4353	123
11.1.8	Motion No. 1/2026 Moved By Councillor M Kooitjie Regarding The Upholding Of The Standing Rules And The Deferment Of Item 11.1.41 Processed By The Ordinary Council Meeting Of 05 March 2026, Pertaining To The Appointment Of Aesthetic Committee Members	12/2/1/1/3	152
11.1.9	Request For Permission For Swakopmund Municipality To Participate In The NALASRA Games 2026 - Grootfontein And Request For Additional Funds	13/6/3	176
11.1.10	Objections For The Proposed Use Of The Old Skating Ring (Yellow Bus) Site As A Mobile Food Trading Area	15/1/3/1	187
11.1.11	Presentation Of Audited Financial Statements For The 2023 / 2024 Financial Year	3/3/2/3	224
11.1.12	Application To Purchase A Portion Of Public Open Space - Erf 5031 (Public Open Space), Extension 14, Swakopmund	E 5031; E 4981	253
11.1.13	Application For The Consent To Build And Operate A Dining Hall On Erf 5803, Swakopmund, Extension 18	E 5803	260

12. **REPORTS AND RECOMMENDATIONS OF COMMITTEES OR THE CHIEF EXECUTIVE OFFICER**

None.

13. **DRAFT REGULATIONS AND TARIFFS, IF ANY**

None.

41 / 2026

MINUTES

of an **Ordinary Council Meeting** held in Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 26 March 2026** at **19:00**.

PRESENT:

Councillor S M Kautondokwa	:	Mayor
Councillor E Salomon	:	Deputy Mayor
Councillor A S Angula	:	Chairperson of the Management Committee
Councillor M N Amushila	:	Alternate Chairperson of the Management Committee
Councillor H U Weiman	:	Member of the Management Committee
Councillor C A Hartung	:	Member of the Management Committee
Councillor B H Naweses	:	Alternate Member of the Management Committee
Councillor M Kooitjie	:	Member of Council
Councillor S S Iitembu	:	Member of Council

OFFICIALS:

Mr M Haingura	:	Chief Executive Officer (Acting)
Mr V S Kaulinge	:	General Manager: Economic Development Services
Mr H !Naruseb	:	General Manager: Finance
Mr A Kationdorozi	:	General Manager: Health Services and SWM (Acting)
Ms D Hanes	:	Personal Assistant to the Mayor
Mr U Tjiurutue	:	Corporate Officer: Administration

ALSO PRESENT:

Members of the public.

1. OPENING BY PRAYER

Pastor Oppermann opened the meeting with a scripture reading and a prayer.

2. ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL

(C/M 2026/03/26 - 5/2/1/1/2)

On the proposal of Councillor M N Amushila, seconded by Councillor A S Angula, it was:

RESOLVED:

That the agenda be adopted.

42 / 2026

3. **APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATION OF INTEREST BY MEMBERS OF COUNCIL**

3.1 Application for leave of absence:

- Councillor D Namubes - Approved

3.2 Declaration of interest:

None.

4. **CONFIRMATION OF MINUTES**

4.1 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 05 MARCH 2026**
(C/M 2026/03/26 - 5/2/1/1/2)

On the proposal of Councillor C A Hartung, seconded by Councillor B H Naweses, it was:

RESOLVED:

That the minutes of the Ordinary Council Meeting held on 05 March 2026, be confirmed as correct.

5. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL**

None.

6. **PETITIONS**

None.

7. **MOTIONS OF MEMBERS**

7.1 **MOTION NO. 1/2026 MOVED BY COUNCILLOR M KOOITJIE REGARDING THE UPHOLDING OF THE STANDING RULES AND THE DEFERMENT OF ITEM 11.1.41 APPROVED BY THE ORDINARY COUNCIL MEETING OF 05 MARCH 2026, PERTAINING TO THE APPOINTMENT OF AESTHETIC COMMITTEE MEMBERS**
(C/M 2026/03/26 - 12/2/1/1/3)

RESOLVED:

- (a) That the Motion No. 1/2026, moved by Councillor M Kooitjie regarding the upholding of the Standing Rules and the deferment of Item 11.1.41 approved by the ordinary Council meeting of 05 March 2026, pertaining to the appointment of aesthetic committee members, be noted.
- (b) That it be recorded that the Chairperson of the Council referred the motion to the Management Committee for report to the Council in terms , point 18(1)(b) of the Standing Rules In Connection With Convening And Holding Of, And Procedure At, Meetings Of Local Authority Councils And Committees Established By Local Authority Councils: Local Authorities Act, 1992.

43 / 2026

8. **ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN**

None.

9. **OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS**

(C/M 2026/03/26

5/5/21)

Honourable Councillors, Mr. Alfous Benjamin, the Chief Executive Officer, General managers, Managers and Officials of Council, Pastor, Members of the community, Members of the media, Ladies and gentlemen

Good evening once again.

It is with great delight that I hereby share the updates for the month of March.

During the month of March, as from 16-19 March, the Municipality of Swakopmund proudly hosted its first-ever Global Money Week celebrations, an important initiative aimed at strengthening financial literacy across our community. This programme brought together young people and residents from all walks of life, equipping them with the knowledge and skills to make informed financial decisions and to build sustainable livelihoods.

The official opening ceremony was graced by the Deputy Governor of the Bank of Namibia, Ms. Laennie Dunn, and the event was supported by key stakeholders including the Bank of Namibia, First National Bank Namibia, Financial Literacy Initiative Namibia, and the Ministry of Education, Arts and Culture, with active participation from schools across our town.

We extend our sincere appreciation to these institutions, as well as to our Economic Development Services and the Peace Corps Namibia, for delivering a successful and impactful programme.

Furthermore, Council continues to handover the equipment under the Youth Entrepreneurship Development Initiative (YEDI). It is truly encouraging to witness how the initial investment of N\$1 million is translating into tangible outcomes within our community. Through initiatives such as these, we are confident that by empowering our youth we are laying a solid foundation for a more inclusive and sustainable local economy.

I am sure that the beneficiaries of this programme will contribute meaningfully towards economic growth and job creation in Swakopmund.

In the same vein, we wish to remind all business owners that business registrations are currently underway and will close on 31 March. We strongly encourage all businesses to ensure compliance, as registration not only enables you to operate legally but also allows you to contribute to local economic development and benefit from opportunities available both locally and nationally. A thriving economy depends on active participation from all stakeholders.

These efforts reflect a broader principle, and it is our responsibility to use available resources wisely to build and develop our town.

However, it is against this backdrop that we must address the ongoing concern of vandalism within our community. The destruction of public infrastructure, particularly standpipes in DRC, does not build – it breaks down. It diverts limited resources away from development and forces Council to spend funds on repairs instead of expanding essential services.

In essence, resources that are meant to uplift our community are instead being used to fix preventable damage. We therefore call on all residents to take ownership, remain vigilant, and protect public infrastructure so that we can continue to grow as a town.

Honourable Councillors, Ladies and gentlemen

I must say that despite these challenges, Swakopmund continues to distinguish itself as a leading local authority. We have become one of the most referenced municipalities in terms of good governance, service delivery, and innovation and it is an achievement made possible through the collective efforts of Council, our stakeholders, and the community at large.

It is within this context that we are proud to celebrate a significant milestone for our town. I have been appointed as the Vice President of the Network of Young Local Elected Officials in Africa. This appointment was made during the Annual General Meeting held in Dakhla, Kingdom of Morocco, under the auspices of United Cities and Local Governments of Africa. This recognition not only affirms the strength of leadership within our Municipality but also elevates Swakopmund's standing on the continental stage.

As we continue to build this great town together, we invite all community members to be active. With that said, I hereby invite attend our first public meeting, scheduled to take place this coming Sunday in the DRC area. This platform will provide an opportunity for engagement on key developmental matters affecting your community and the town at large. We encourage all residents to participate and to engage in a constructive and solution-driven manner.

44 / 2026

Let us continue to use our resources wisely, protect what we have built, and work together to make Swakopmund even greater.

I now move that we proceed with the agenda for this evening.

Thank you.

10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1)(E) OF THE ACT**

10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING MARCH 2026**

(C/M 2026/03/26 - 5/2/1/1/2)

RESOLVED:

That the report to Council on the resolutions taken by Management Committee meetings held on 12 March 2026 be noted.

11.1.1 **ERF 113, VINETA: RECONSIDERATION OF APPLICATION TO PURCHASE A PORTION OF ERF 113, VINETA BY HALLIE INVESTMENT NUMBER TWO HUNDRED AND THIRTEEN CC**

(C/M 2026/03/26 - 113, V 31)

RESOLVED:

- (a) That Council declines the application received from Plan Africa Consulting Town and Regional Planners CC on behalf of their client, Hallie Investment Number Two Hundred and Thirteen CC to purchase a portion of Erf 113, Vineta (measuring 173m²) located to the north of their erf, Erf 31, Vineta.
- (b) That Council conserves the size of Erf 113, Vineta zoned "Local Business" and approves the consolidation of the erf with Remainder Erf 108, Vineta to create an erf zoned "Local Business" measuring 1 803m² in extent which will comply with the statutory required parking and be an extremely valuable future investment should the erf be sold upon expiry of the future lease period of Wursthude in 2034 (see previous separate submission).

11.1.2 **AFTER-HOURS FLIGHT FEE STRUCTURE REVIEW**

(C/M 2026/03/26 - 19/1/1/1)

RESOLVED:

That the council decision taken on 2024/08/08, under item 11.1.13 be repealed and replaced with:

- (i) **That the revised hourly rate structure for after-hour flight operations be approved as follows:**
- **General Aviation (Private Operators): N\$500.00 per hour**
 - **Charter / Commercial Flights: N\$800.00 per hour**
 - **Skydiving Operations: N\$800.00 per hour**
 - **That applicants complete an after-hour flight operation form at the apron office on or before 16h00 daily to secure approval prior to commencement of the flight.**

45 / 2026

11.1.3 **SWAKOP KARTERS: AMENDMENT OF LEASE AREA FOR GO-KART FACILITY**
(C/M 2026/03/26 - 13/3/1/5)

RESOLVED:

- (a) That Council accepts and approves the amendment of the lease area for Swakop Karters, relocating it from a portion of land within the Salt Mining boundary to the lease area over Portion 48 (a portion of Portion B) of the Farm Swakopmund Town and Townlands No. 41, outside the Mining boundary area as per diagram Annexure "A", on file.
- (b) That the size of the new lease area be amended from 9.4982 ha to 9 ha, and that the subsequent annual rental amount be adjusted accordingly.
- (c) That all other conditions of the existing resolutions remain unchanged.
- (d) That permission be obtained from the Minister of Urban and Rural Development, as required in terms of Section 63(2) of the Local Authorities Act, Act 23 of 1992, as amended, to enable Council to proceed with the Lease Area over Portion 48 (a portion of Portion B) of the Farm Swakopmund Town and Townlands No. 41 to Swakop Karters.

11.1.4 **APPLICATION TO PURCHASE A PORTION OF THE STREET ADJACENT TO ERF 4063 AND SUBSEQUENT CONSOLIDATION WITH ERF 4063. EXTENSION 11, SWAKOPMUND**
(C/M 2026/03/26 - E 4063)

RESOLVED:

- (a) That Council approves the sale of a portion of Dr Schwietering Street, Extension 11, Swakopmund adjacent to Erf 4063, Swakopmund, Extension 9 Swakopmund measuring $\pm 140\text{m}^2$ as per (Annexure "B", on file) to Mr Phillip Christiaan Mr Philip and Mrs Ericka Bertha Thys (the owner of Erf 4063, Swakopmund).
- (b) That a valuation be obtained from Council's valuer to determine the purchase price.
- (c) That upon approval of the purchase price, the requirements regarding the alienation of immovable property as prescribed in the Local Authorities Act, (Act 23 of 1992), as amended, Urban and Regional Planning Act, (Act 5 of 2018) and the Environmental Management Act, (Act 7 of 2007) respectively be dealt with successfully.
- (d) That the purchaser appoints a town planner at their cost to attend to the following statutory processes:
 - (i) *Subdivision of Dr Schwietering Street into Portion A and Remainder.*
 - (ii) *Alteration of township's boundaries,*
 - (ii) *Incorporation of the street portion into Swakopmund Extension 11,*
 - (iii) *Permanent closure of Portion of Dr Schwietering Street as "street" in terms of Section 50(1) of the Local Authorities Act, (Act 23 of 1992) as amended;*
 - (iv) *That an Environmental Impact Assessment be conducted for the closure of the Public Open Space in terms of the Environmental Management Act, (Act 7 of 2007);*

46 / 2026

- (v) *Public consultation in terms of Section 105 (1) (e) reads in conjunct with Section 107 of the Urban and Regional Planning Act, Act 5 of 2018, and in terms of the Environmental Management Act, (Act 7 of 2007);*
- (vi) *Consolidation of Portion A with Erf 4063, Swakopmund, Extension 11 into Erf "X" and assuming the single residential zone of Erf 4063, Swakopmund;*
- (vii) *That the purchaser be granted Power of Attorneys to act on behalf of the Swakopmund Municipal Council to lodge all necessary planning procedures;*
- (viii) *That the applicant be issue with a closure certificate, once the closure process is finalized, and*
- (ix) *That all costs for planning and cadastral procedure be for the applicant's account.*

11.1.5

ATTENDANCE OF COUNCILLORS AT TRADE FAIRS, FUNCTIONS, EXHIBITIONS, AND GALA DINNERS

(C/M 2026/03/26 - 12/1/1, 13/4/2)

RESOLVED:

- (a) **That Council does not approve the pre-determined limitations and declines to adopt the guidelines for attendance of Councillors at trade fairs, functions, shows, exhibitions and gala dinners.**
- (b) **That the attendance of Councillors at trade fairs, functions, exhibitions and gala dinners, etc. will be done based on merit and be guided by the nature of the event.**
- (c) **That Council budgets the following amounts spend per annum for pledges at gala dinners, trade fairs, etc. based on a sliding scale to be adjusted annually:**
 - **Part 1 Municipalities: N\$10,000.00**
 - **Part 2 Municipalities: N\$7,000.00**
 - **Town Councils: N\$7,000.00**
 - **Village Councils: N\$5,000.00**
- (d) **That Councillors submits post-event reports to ensure accountability and knowledge-sharing for each event.**

11.1.6

ESTABLISHMENT OF A SWAKOPMUND TOURISM FORUM (STF)

(C/M 2026/03/26 - 15/1/5/3)

RESOLVED:

- (a) **That Council designates the Mayor as Chairperson of the Swakopmund Tourism Forum, and that formal invitations be issued requesting representation from the following stakeholders:**
 - (i) **External representatives:**
 1. **A representative from the Namibian Police: Station Commander**
 2. **A representative from the Namibian Tourism Board**
 3. **A representative from the Ministry of Environment, Forestry and Tourism**
 4. **Representatives from the Namibian Chamber of Commerce and Industry**
 5. **A representative from the Swakopmund Business Chamber**
 6. **A representative of the Hospitality Association of Namibia**

47 / 2026

7. A representative from tour companies
8. Transport representative (Taxi Union)

(II) Internal representatives:

1. General Manager: Economic Development Services
2. Manager: Economic Development Services;
3. Economic Development Officer;
4. Traffic and Law Enforcement Superintendent,
5. Public Relations Officer,
6. Tourism and Investment Officer,
7. Environmental Officer,
8. Health Practitioner

- (b) That quarterly progress reports from the Swakopmund Tourism Forum be submitted to Council and to the Erongo Regional Tourism Forum for information.
- (c) That Council takes note of the reappointment of the Tourism Officer to represent Council at the Erongo Tourism Forum for a period of (5) five years from date of appointment to 31 August 2030 per the National Sustainable Tourism Growth and Development Strategy 2016-2026 (NSTGDS).

11.1.7

POLICY PROPOSAL FOR THE ABOLITION OF REFUNDABLE KEY DEPOSITS AND IMPLEMENTATION OF A CASHLESS BREAKAGE FEE SYSTEM

(C/M 2026/03/26 - 15P, 15/2/7/1/2)

RESOLVED:

- (a) That Council approves the abolition of refundable key deposits for all Swakopmund Municipal Rest Camp accommodation and conference facilities.
- (b) That Council approves the introduction of a 2% mandatory, non-refundable breakage charge with effect 01 July 2026.
- (c) That the General Manager: Finance allocates a dedicated vote for breakages, to which the 2% breakage charge funds will be transferred by means of journal entries processed by the Financial Administrative Officer: Bungalows.
- (d) That Council approves the implementation of a cashless payment policy for the Swakopmund Municipal Rest Camp, with payments to be made preferably by EFT and card, and cash payments to be phased out in line with Council's financial control policies.
- (e) That appropriate signs be placed at the counters and that emails, documents such as invoices be amended to reflect the change to a cashless system.
- (f) That the General Manager: Economic Development Services be authorised to update the booking system, payment processes and internal procedures to give effect to the above changes.

48 / 2026

11.1.8 **NOTIFICATION TO COUNCIL FOR A CALL FOR EXPRESSIONS OF INTEREST TO OPERATE THE MARTIN LUTHER MUSEUM**

(C/M 2026/03/26 - 14/1/1/3)

RESOLVED:

That Council takes note of the public call for Expressions of Interest at the Martin Luther Museum and supports the preparation and implementation thereof.

11.1.9 **RE-SUBMISSION: SUBDIVISION OF THE REMAINDER OF PORTION 29 OF FARM 163 INTO PORTIONS A, B AND REMAINDER**

(C/M 2026/03/26 - PTN 29 OF FARM 163) G2 (29))

RESOLVED:

- (a) That the subdivision of the Remainder of Portion 29 of Farm 163 Swakopmund into Portions A, B and Remainder be approved as per the table below:

Portion Number	Size in Ha	Zoning
Portion A	3.50 ha	Agriculture
Portion B	3.68 ha	Agriculture
Rem/PTN 29	3.66ha	Agriculture
Total	10.84 ha	

- (b) That Conditions registered against the Remainder of Portion 29 of Farm 163 Swakopmund be retained for the Remainder of Portion 29 of Farm 163 Swakopmund.
- (c) That the following conditions be registered against the newly created portions A and B:
- (i) That the portion shall be used or occupied for the purposes which are in accordance with, and the use or occupation of the portion shall at all times be subject to, the provisions of the Swakopmund Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018),
- (ii) The building value of the main building, excluding the outbuilding to be erected on the portion shall be at least four times the municipal valuation of the portion.
- (d) That the subdivision of the Remainder of Portion 29 of Farm 163, Swakopmund be subject to an endowment fee of 7.5% as provided for in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) as well as the Municipality of Swakopmund Property Policy.
- (e) That required additional infrastructures resulting from the proposed development be for the account of the applicant and in accordance with the specifications of the General Manager: Engineering Services.
- (f) That no building plans inclusive of relaxation of building lines or aesthetics application be approved until proof of payment of the compensation (endowment) fee for the subdivision has been received by Council.
- (g) That the applicant provides proof that the subdivision of the Remainder of Portion 29 of Farm 163 into Portions A, B and Remainder has been

49 / 2026

approved by the Minister of Urban and Rural Development and provide Council with approved diagrams to the Town Planning Department before any submission of building plans to the Engineering Services Department for approval, and

- (h) That the on-site parking requirements be as per the Swakopmund Zoning Scheme.

11.1.10

APPLICATION FOR THE RELAXATION OF THE STREET BUILDING LINES ON ERF 68, VINETA

(C/M 2026/03/26 - V 68)

RESOLVED:

- (a) That the application to relax street building lines on Erf 68, Vineta from 5m to 0m for a carport is not supported.
- (b) That the General Manager: Engineering Services be mandated to engage with the applicant on potential alternative options.
- (c) That the applicant considers the following alternatives:
- (i) *Relocating the carport behind the three (3) metre street building line, using lightweight, open-sided construction subordinate to the primary dwelling with increased internal height to accommodate the caravan.*
 - (ii) *Reconfiguring on-site parking or driveway layout to accommodate the caravan without encroaching on the street boundary at least at the three (3) meter street building line; or*
 - (iii) *Converting the existing garage left of the property and to the side of Erf 67 into the storage for the caravan in compliance with coverage, height, and setback controls.*
- (d) That the applicant be informed of this decision and of their rights that they may appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with Regulations 18 of the Urban and Regional Planning Act.

11.1.11

APPLICATION FOR RELAXATION OF LATERAL BUILDING LINE ON ERF 9769, SWAKOPMUND, EXTENSION 39

(C/M 2026/03/26 - E 9769)

RESOLVED:

- (a) That the lateral building line on the western boundary of Erf 9769, Swakopmund Extension 39 be relaxed from three (3) metres to zero (0) metres.
- (b) That the building plans submitted be revised by the applicant to the true reflection of number of gates on the ground before its approval.
- (c) That the objector be informed of their right to appeal to the Minister against Council's Resolution in terms of Clause 8 of the Swakopmund Town Planning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.

50 / 2026

11.1.12 **WRITING OFF REDUNDANT VEHICLES & MATERIAL: WATER & SEWERAGE SECTION**

(C/M 2026/03/26 - 17/2/5/1)

RESOLVED:

- (a) That the following old and redundant vehicles and material from the Sewerage Works & Water Works Section be written off and sold at the next public auction:

Fleet No.	Reg. No.	Make	Model
Water Works			
WA 0034	N 6055 S	ISUZU KB200i	2009
Sewerage Works			
SE 0242	N 6613 S	Nissan Tanker	2012
SE 0299	N 19636 S	HINO SEWER JETTER 500/1626	2014
SE 0059	N 4432 S	Isuzu Carrier	2008

Quantity	Description	Location
1	Grundfos 43kW S/N 174219 - Pump	Pump Station 1 (Jetty Pump Station)
1	Grundfos 43Kw S/N 174218 - Pump	
1	Sulzer 45kW S/N 0003012 - Pump	
1	Brush Cutter - STIHL FS 250 FSE 0437	

- (b) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset price for the above-mentioned redundant vehicle.

11.1.13 **IDENTIFICATION, SUBDIVISION AND REGISTRATION OF LAND FOR THE ESTABLISHMENT OF A TRUCK PORT**

(C/M 2026/03/26 - 17/1/4/2/1/12)

RESOLVED:

That this item be referred back to the Management Committee.

11.1.14 **ERONGO RED : REMOVAL OF DIRECTORS**

(C/M 2026/03/26 - 9/1/4/12)

RESOLVED:

- (a) That Council approves the recall and removal of the following Directors and alternate Directors currently representing the Swakopmund Municipal Council on the Erongo RED Board of Directors:
- Mr Martin Tjipita (Substantive Director)
 - Mr Sam Januarie (Substantive Director)
 - Mr Edwin Tjiriange (Alternate)
 - Mr David Dhila (Alternate)
- (b) That Council approves the appointment of Mr Wilfried Otto Groenewald and Mr Ismael N. Kalipi as substantive Directors to represent Swakopmund Municipality on the Erongo RED Board of Directors.

51 / 2026

- (c) That a written notice be submitted to Erongo RED and the other shareholders confirming the removal and replacement of the relevant Directors in accordance with Section 4.3.1.6 of the Shareholders Agreement.
- (d) That the appointment of alternate Directors to represent the Swakopmund Municipal Council on the Erongo RED Board be at a later stage with a clearly defined nomination process and selection criteria.
- (e) That the affected Directors be formally informed of Council's decision accordingly.

11.1.15

FEEDBACK ON THE ALLOCATION OF THE 20 ALLOTMENT PLOTS

(C/M 2026/03/26 - 18/5/2)

RESOLVED:

- (a) That Council takes note that the initial (20 applicants) allocation approved by Council changed, in that some of the applicants cancelled their applications and others could not be traced (13 in total); therefore, point (a) of Council's resolution passed on 24 November 2025 under item 11.1.2 be repealed.
- (b) That Council endorses the list of the twenty (20) qualifying applicants, including their correct plot allocations, respective plot sizes, and applicable monthly rental tariffs, as set out below:

	Business Name	Applicant's Name	Plot No.	Plot Size (m ²)	Rental Tariff (NS)	Activities
1		Anna Hamutenya	3	11000	2 200.00	Poultry Production
2	William Reith	William Reith	89	10450	2 090.00	Mixed Farming
3	General Farming Investment CC	Gustaf. Gustaf	24	19 477	3 895.4	Mixed Farming
4		Vilma Shingindwa	90	10450	2 090.00	Crop farming
5	Agriculture Scheme-Coastal Town	Thoman Samba	81	10450	2 090.00	Mixed Farming
6	Kondobolo Trading CC	Erwin Kavetuna	73	11000	2 200.00	Poultry farming
7	CDM Investments CC	Chrisley. Mpahleni D	88	10450	2 090.00	Mixed Farming
8		Mrs Grace Nakalondo	77	8811	1 762.20	Crop Farming
9		Debbie Giannios	87	10450	2 090.00	Mixed Farming
10	Oraceland and farming	Germina Josef	26	15674	3 134.80	Crop Farming
11		John Moody	78	9248	1 849.60	Horticulture
12		Vilofet Witbeen	86	10449	2 089.80	Poultry farming
13	Erongo Regional Council	Erongo Regional Council	5	11000	2200.00	Poultry Farming
14	Palms of Africa cc	Achim Lorenzo	76	11707	2 341.4	Organic Manure Production
15	Star light Solution cc	Urban Muniazo	58	11824	2 364.80	Poultry farming
16	Taata's Backyard Gardening	Edla Kazondandona	25	13157	2 691.40	Crop Farming

52 / 2026

	Business Name	Applicant's Name	Plot No.	Plot Size (m²)	Rental Tariff (N\$)	Activities
17	KM Stone Investment	Karen Muranda	82	10450	2 090.00	Mixed Farming
18		Mr Hambelela Anyolo	84	11350	2 270.00	Mixed Farming
19	Team Building Investments	Natalia Petrus	79	10450	2 090.00	Mixed farming
20	Marco Trading Enterprises	Uveni Amutima	83	10450	2 090.00	Mixed farming

- (c) That as previously approved by Council, and to ensure prompt allocation to next qualifying applicants listed chronologically for the first phase allotment plots, Council approves the applicant waiting list, to be considered should any selected applicant withdraw or untraceable.
- (d) That Council complies with the Local Authorities Act, Act 23 of 1992, as amended by publishing Council's intention to lease 20 allotment plots to pre-qualified applicants.
- (e) That upon completion of the point (d), a submission be tabled to the Minister of Urban and Rural Development to proceed with the lease transactions.
- (f) That once approval is received from the Minister of Urban and Rural Development lease agreements be entered into.
- (g) That Council permits Mr Robeam Ujaha to engage relevant stakeholders to provide capacity building support to beneficiaries in the following areas:
- (i) *Animal husbandry (with emphasis on poultry production)*
 - (ii) *Crop production*
 - (iii) *Agribusiness management and entrepreneurship*

11.1.16 **REQUEST FOR ADDITIONAL FUNDS FOR SECURITY GUARDS AND REALIGNMENT OF SECURITY SITES TO SAVE COSTS**
(C/M 2026/03/26 - 4/1/2/1)

RESOLVED:

- (a) That permission be granted to the General Manager: Finance to transfer an amount of N\$2,500,000.00 to the Security Guards Vote: 150515543500.
- (b) That permission be granted to the General Manager: Corporate Services, Human Capital & ICT to cancel non-essential sites in order to contain the cost.

53 / 2026

11.1.17 **REQUEST FOR THE ESTABLISHMENT OF A CONTAINER FOOD COURT AT THE MONDESA TAXI RANK**

(C/M 2026/03/26 - 15/1/3/1, M 4353)

RESOLVED:

That this item be referred back to the Management Committee.

11.1.18 **AUDIENCE: MR RYNO DU PREEZ: VISTA BUSINESS VENTURES**

(C/M 2026/03/26 - Erf 4666, Swk, 17/1/4/2/1/12)

RESOLVED:

- (a) That Council takes note of the various applications which were received for truck port and hospital developments.
- (b) That Council takes note that Mr Ryno du Preez and Ms Ciske Howard made a presentation to Management on 07 October 2025 for a truck port development and that this is the second presentation by one of various applicants.
- (c) That Council takes note of the presentation by Mr Ryno du Preez for a truck port and hospital development, but remains with its decisions to call for development proposals when a portion of land is availed and Erf 4666, Swakopmund is transferred in Council's name.

11.1.19 **REQUEST FOR PERMISSION FOR SWAKOPMUND MUNICIPALITY TO PARTICIPATE IN THE NALASRA GAMES 2026 - GROOTFONTEIN AND REQUEST FOR ADDITIONAL FUNDS**

(C/M 2026/03/26 - 13/6/3)

RESOLVED:

That this item be referred back to the Management Committee of 16 April 2026.

12. **DRAFT REGULATIONS AND TARIFFS, IF ANY**

None.

The meeting adjourned: **19:37.**

Minutes to be confirmed on **30 April 2026.**

Mr Mipasi Haingura
CHIEF EXECUTIVE OFFICER (ACTING)

Councillor S M Kautondokwa
MAYOR

10. **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD DURING APRIL 2026**

10.1 (A) **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 16 APRIL 2026**

2. **CONFIRMATION OF MINUTES**

(M/C 2026/04/16 - 5/2/1/1/2)

2.1 **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 12 MARCH 2026**

On the proposal of Councillor H U Weiman and seconded by Councillor M N Amushila, it was:

RESOLVED:

That the Minutes of the Management Committee meetings held on 12 March 2026 February 2026 be confirmed as correct.

2.2 **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 05 MARCH 2026**

On the proposal of Councillor H U Weiman and seconded by Councillor M N Amushila, it was:

RESOLVED:

That the Minutes of the Management Committee meetings held on 05 March 2026 February 2026 be confirmed as correct.

2.3 **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 26 MARCH 2026**

On the proposal of Councillor H U Weiman and seconded by Councillor M N Amushila, it was:

RESOLVED:

That the Minutes of the Management Committee meetings held on 26 March 2026 February 2026 be confirmed as correct.

2.3 **MATTERS ARISING FROM THE PREVIOUS MINUTES**

None.

7.2 PAYMENT OF ANNUAL MEMBERSHIP FEES - ALAN

(M/C 2026/04/16 - 12/6/1)

RESOLVED:

- (a) That the payment of the current annual membership fees to ALAN amounting to N\$100,000.00, be kept in abeyance.
- (b) That ALAN president be invited for a presentation to the Management committee for Councilors to familiarize themselves with ALAN operations, membership fees and purpose of existence.
-

7.3 2026 ALAN LEADERSHIP TRAINING

(M/C 2026/04/16 - 12/5/1)

RESOLVED:

That the Management Committee declines the invitation to attend the ALAN Leadership Training scheduled from 28 to 30 April 2026 at NIPAM in Windhoek.

7.10 IDENTIFICATION, SUBDIVISION AND REGISTRATION OF LAND FOR THE ESTABLISHMENT OF A TRUCK PORT

(M/C 2026/04/16- 17/1/4/2/1/12)

RESOLVED:

That this item be referred to back and be resubmitted to the 19 May 2026 Management Committee Meeting for consideration together with the expression of interest document.

7.11 SMART WATER SOLUTION & TECHNOLOGY CC: PRESENTATION OF A SMART WATER METER READING SOLUTION

(M/C 2026/04/16- 12/2/1/2/2, 17/2/1/7/1)

RESOLVED:

That Management Committee takes note of the presentation.

7.14 NETWORK OF YOUNG ELECTED LOCAL OFFICIALS OF AFRICA (YELO)

(M/C 2026/04/16 - 12/5/1)

RESOLVED:

That the Feedback Report for the Network of Young Elected Local Officials Caucus and Annual General Meeting be noted.

11.1.1 **THE NAMING OF STREETS, PUBLIC PLACES, NATURAL AREA, AND COUNCIL-OWNED BUILDINGS/FACILITIES ADVISORY COMMITTEE OF SWAKOPMUND**
(C/M 2026/05/07 - 17/1/4/1/6)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.1** page **03** refers.

A. This item was submitted to the Management Committee for consideration:

1. Purpose

The purpose of this submission is for Council to consider the addition of a title to a name previously approved for a street name.

2. Introduction and Background

Council at its meeting held on the **2nd October 2025**, under Item 11.1.13, quoted below resolved:

- (a) *That Council approves the renaming of Aukas Street to Chief Christian Eerike Zeraeua Street.*
- (b) *That due to space limitations, the street be named "Christian Zeraeua Street".*

The Zeraeua Traditional Authority expressed their gratitude to Council for the renaming of Aukas Street in honour of Chief Christian Eerike Zeraeua. The Traditional Authority, however, requests that Council kindly consider adding the title "*Chief*" and foregoing the name "*Eerike*" for the sake of space as stipulated in point (b) of Council's decision above. The street name would then read as "**Chief Christian Zeraeua Street**". According to the Zeraeua Traditional Authority, this will signify the chief's status in the Namibian society and ensure that he is known not just as an ordinary person but as a chief. The email from the Zeraeua Traditional Authority is attached as **Annexure A**.

B. After the matter was considered, the following was:-

RECOMMENDED:

That Council's Resolution dated 02/10/2025 under Item 11.1.13. (b) be amended to read:

"That due to space limitations, the street be named Chief Christian Zeraeua Street"

ANNEXURE A

RE: Renaming of Aukas Street

JH Johannes Heita
To: Manasse C Zeraeua
Cc: Ndinchago Kuwa

Public

Summary

Reply Reply All Forward

Thu 30/10/2025 13:01

Dear Chief, Zeraeua,

I will take the matter up with the authority and revert in due course.

Regards
John

Johannes Heita | Manager: Town Planning | Engineering & Planning Services | +264 64 410 4403
-----Original Message-----
From: Manasse C Zeraeua <mczeraeua@gmail.com>
Sent: Thursday, 30 October 2025 11:47 am
To: Johannes Heita <jheita@swkmun.com.na>
Subject: Renaming of Aukas Street

[You don't often get email from mczeraeua@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good morning Mr Heita. I hereby wish to express our deepest thanks and gratitude to the Swakopmund Municipality for renaming Aukas Street in honour of our beloved and revered late Chief Christian Eerike Zeraeua for that single honour. As regard the limited space I humbly request that you add title of Chief. To read as: Chief Christian Zeraeua, as is the case with Dr. Chief Kuaima Riruako. That will also signify his status in the Namibian society and for the people including foreigners to know that he was a chief not an ordinary person. I hope and trust that this is not much to ask. I appreciate your understanding and approval. Kind regards. Chief M.C. Zeraeua Sent from my iPhone

11.1.2

UNIK CONSTRUCTION ENGINEERING NAMIBIA (PTY) LTD: APPLICATION FOR AN ADDITIONAL LEASE PERIOD

(C/M 2026/05/07 - 4/1/1/5)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.4** page **19** refers.**A. This item was submitted to the Management Committee for consideration:****1. Introduction**

The purpose of this submission is for Council to consider a new lease period for Unik Construction Engineering Namibia (Pty) Ltd (referred to as UNIK) as per their application letter dated **12 February 2026 (Annexure "A")**.

The current lease period expired **31 October 2025**. Due to the continued execution and completion of their contractual obligations in terms of their tender (RA/DC-CR/05-2015) to construct a further portion of road towards Walvis Bay, they are applying for the renewal of the lease period for an additional period ending **31 October 2027** (additional 2 year period). A letter dated **08 August 2025** is also attached to **Annexure "A"** with reference to further works allocated (W/DP/CPBN-02/2025).

The standard lease agreement provides for a notice period of 3 months should the tender be executed earlier.

The lease account is paid up to date as confirmed by the Finance Department on **12 February 2026**. Attached lease account statement as proof of payment of the lease.

Attachments:

Annexure "A"	:	Letter received from Unik Construction Engineering Namibia (Pty) Ltd dated 12 February 2026 , to which a letter from the Central Procurement Board of Namibia dated 08 August 2025 is attached.
Annexure "B"	:	Current lease account dated 12 February 2026 paid up to date.
Annexure "C"	:	Map indicating the site location.
Annexure "D"	:	Regulations for the Control and Keeping of Dogs

2. Late Submission of the Renewal Application

The Municipal Official responsible for the contract management of the lease agreement with UNIK retired 31 March 2025 and the matter was not diarized to issue a notice of the expiry to the lessee.

The expiry of the lease period was noticed on **11 February 2026** and the lessee was requested to confirm their intentions with regard to the lease site in writing.

3. Brief Background

Various decisions were passed by Council in respect of the lease with UNIK and are chronologically summarized below for information:

3.1	Council of 30 Jun 2016 , item 11.1.16	The initial lease application was approved for a period of 36 months for the exclusive purpose of establishing a construction site to store equipment and establish a workshop necessary for the execution of their project for the construction of the Swakopmund-Walvis Bay Road.
3.2	Council of 31 May 2017 , under item 11.1.7	Council considered an application to allow staff members to reside at the camp site and decided to remain with its decisions passed on 30 June 2016 under item 11.1.16 and 31 August 2016 under item 11.1.9 not to allow staff members to reside at construction camp sites. UNIK was given 30 days to evacuate their employees from the site camp.
3.3	Council of 31 Aug 2017 , item 11.1.24	Following an application from UNIK dated 11 July 2017 , Council approved that staff members may be accommodated on site subject to an increased rental and various conditions. Council also approved that the rehabilitation deposit be increased from N\$100 000.00 to N\$250 000.00, meaning UNIK had to secure an additional N\$150 000.00.
3.4	Council of 31 May 2018 , item 11.1.5	Council repealed the requirement of the additional payment for the rehabilitation deposit. Roads Authority in their letter dated 05 March 2018 confirmed their responsibility for the satisfactory rehabilitation of the lease area in terms of the Environmental Management Plan which forms part of the Construction Contract Agreement Document with UNIK.
3.5	Council of 23 May 2019 item 11.1.18	Council approved the additional lease period subject to the same conditions approved previously. The approved period was from 01 July 2019 until 30 June 2022 .
3.6	Council of 29 September 2022 , item 11.1.4	Council approved the extension of the lease period ending 31 November 2024 on the same conditions approved previously by Council.
3.7	Council of 28 November 2024 , item 11.1.9	Council approved the extension of the lease period ending 31 October 2025 on the same conditions approved previously by Council.

4. **Request to Relax Clause 6.2 of the Lease Agreement**

UNIK requests that Council considers the relaxation of Clause 6.2 (housekeeping rules) of the lease agreement prohibiting the keeping of dogs on the lease premises:

"6.2 In addition to the conditions prescribed by the Roads Authority, the following conditions are applicable to the lease of the staff accommodation units and are the responsibility of the LESSEE:

8. No pets may be kept on site."

UNIK undertakes to comply with the following:

- all dogs will be kept under proper control at all times and will not be allowed to roam;

- the number of dogs will comply fully with the Swakopmund Municipality by-law relating to the Control and Keeping of Dogs (**Annexure "D"**);
- no nuisance, disturbance, or safety risk will be created for neighboring properties or the public;
- all required health, vaccination, and registration requirements will be strictly adhered to; and
- any instruction issued by the Chief Executive Officer authorized official will be complied with immediately.

5. **Rental**

Finance confirmed the rental tariffs from **1 July 2025** were as follows (15% VAT excluded):

5.1	<u>Temporary Construction Site</u>	:	N\$ 43 970.00
5.2	<u>6 x Accommodation Units</u>	:	N\$ 2 545.63

The rental tariffs are subject to an annual escalation of 7% from **1 July 2027**.

Attached as **Annexure "B"** is the lease account and proof of payment of the outstanding amount. Whilst reviewing the lease site, it was determined that the lease site measures 17 241m² instead of 14 250m² (**Annexure "C"**).

Therefore the monthly rental for the construction site is as follows: 17 241m² x N\$3.08 = N\$53 199.00 + N\$7 979.86 (15% VAT) = **N\$61 178.86.08** to be levied back dated from 01 November 2025 (the commencement date of the additional period).

6. **Proposal**

It is proposed that Council approves the application by letter dated **12 February 2026** from UNIK Construction Engineering Namibia (Pty) Ltd for an additional lease period commencing on **01 November 2025 and lapsing on 31 October 2027**, subject to the same lease conditions approved by Council on **30 June 2016**, item 11.1.16; **31 August 2017**, item 11.1.24, **31 May 2018**, item 11.1.5, **30 June 2016** under item 11.1.16, **23 May 2019**, item 11.1.18 and **29 September 2022**, item 11.1.4 and Council of **28 November 2024**, item 11.1.9.

It is further proposed that Council relaxes clause 6.2, point 8 relating to the keeping of pets on site to allow keeping 4 dogs at the 6 combined accommodation units on site in compliance with the bylaw for the Control and Keeping of Dogs, Government Gazette No 3019 of 15 July 2003:

2. **Restriction on keeping of dogs**

- 2.1 Unless the council in any particular case determines otherwise, not more than ~~four~~(4) dogs may be kept on any single erf irrespective as to whether such dogs have been licensed or not: provided that this provision shall not apply to -
- a breeder;
 - the litter of a bitch when such a litter is younger than six months;
 - dogs kept in a veterinary surgeon's clinic for treatment; or
 - dogs kept on premises occupied by any Animal Welfare Society within the area of jurisdiction of the council.

The rental is paid monthly and no complaints from the public with regard to the construction site and accommodation units are received.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council takes note of the application dated 12 February 2026 by Unik Construction Engineering Namibia (Pty) Ltd for the renewal of the current lease period which commenced 01 November 2025 and lapses on 31 October 2027.
- (b) That Council approves the application by Unik Construction Engineering Namibia (Pty) Ltd for an additional lease period, subject to the lease conditions approved by Council on:
- 30 June 2016, item 11.1.16;
 - 31 August 2017, item 11.1.24;
 - 31 May 2018, item 11.1.5;
 - 23 May 2019, item 11.1.18;
 - 29 September 2022, item 11.1.4; and
 - 28 November 2024, item 11.1.9
- (c) That as per confirmation from Finance Department (account dated 12 February 2026) the lease tariffs were as follows on 01 November 2025, subject to a 7% annual increase on 01 July 2026:

(i)	<u>Temporary Construction Site</u> Calculated based on 17 241m ² x N\$3.08/m ²	:	N\$53 199.00 + N\$7 979.86 (15% VAT) = N\$61 178.86.08
(ii)	<u>6 x Accommodation Units</u>	:	N\$2 545.63 + N\$381.84 (15% VAT) = N\$2 927.47

☞ That the above lease tariff for the amended size of the construction site (from 14 250m² to 17 241m²) be levied back dated from 01 November 2025 (commencement date of the additional lease period).

- (d) That Council relaxes clause 6.2, point 8 of the lease agreement and allows the keeping of a maximum of 4 dogs at the combined 6 accommodation units, subject to the Control and Keeping of Dogs, Government Gazette No 3019 of 15 July 2003.
- (e) That an application be submitted to the Ministry of Urban and Rural Development to continue with the extended lease period for Unik Construction Engineering Namibia (Pty) Ltd to lease the construction site.
-


Unik Construction Engineering Namibia (Pty) Ltd

Tel: +264 833378900 | Fax: +264 61 251 031
 Email: uniknamibia@unikconst.com
 Address: 26 Rensburger Street, Cnr. of Hasum Cl and Rensburger
 St. Lafrenz, Namibia
 P O BOX 81779, Windhoek
 Reg: 2013/0261 VAT No: 6025622-01-5

12 February 2026

Ms Stephny Bruwer
 Corporate Officer: Property
 Corporate & Property Department
 Municipality of Swakopmund
 Cur Rakatoka Street & Daniel Kamho Avenue
 P O Box 53
 Swakopmund
 Namibia

Dear Ms Bruwer

RE: REQUEST FOR TWO-YEAR EXTENSION OF CONSTRUCTION SITE LEASE AND RELAXATION OF CLAUSE 6.2 (CONDITION 8)

We refer to the Construction Site Lease Agreement concluded between the Municipal Council of Swakopmund and UNIK Construction Engineering Namibia (Pty) Ltd in respect of the Temporary Construction Site measuring approximately 14 250m².

The lease period terminated on 31 October 2025. Due to ongoing operational and project-related requirements, the Temporary Construction Site remains necessary for the continued execution and completion of our contractual obligations.

We hereby respectfully request that the Municipality grant an extension of the lease for a further period of two (2) years, on terms and conditions as may be determined and approved by Council.

UNIK Construction Engineering Namibia (Pty) Ltd confirms its willingness to:

- Continue paying the agreed monthly rental, inclusive of all applicable annual escalations;
- Settle all municipal service charges and related costs as required;
- Maintain full compliance with all provisions of the existing Lease Agreement;
- Ensure that the Temporary Construction Site remains properly secured, managed, and maintained to the satisfaction of the Municipality; and
- Rehabilitate the site upon final termination in accordance with the Agreement.

Furthermore, we acknowledge Clause 6.2, Condition 8 of the Lease Agreement, which stipulates that no pets may be kept on site. We respectfully request Council's consideration for the relaxation of this clause to permit a limited number of dogs on the premises.

Should this request be granted, we confirm that:



Unik Construction Engineering Namibia (Pty) Ltd

Tel: +264 833378900 | Fax: +264 61 251 031
 Email: uniknamibia@unikconst.com
 Address: 26 Rensburger Street, Cnr. of Hasum Cl and Rensburger
 St. Lefrenz, Namibia
 P.O. BOX 81779, Windhoek
 Reg: 2013/0261 VAT No: 6025622-01-5

- All dogs will be kept under proper control at all times and will not be allowed to roam;
- The number of dogs will comply fully with the Swakopmund Municipality By-Law relating to the Control and Keeping of Dogs;
- No nuisance, disturbance, or safety risk will be created for neighbouring properties or the public;
- All required health, vaccination, and registration requirements will be strictly adhered to; and
- Any instruction issued by the Chief Executive Officer or authorised official will be complied with immediately.

This request is made in good faith, and we undertake to comply with any additional reasonable conditions that Council may deem appropriate to impose.

We kindly request that this matter be submitted for the necessary internal consideration and approval processes.

We trust that the Municipality will give favourable consideration to our request and remain available should any further information or clarification be required.

Yours faithfully

Billy Li Yao

A handwritten signature in black ink, appearing to be "李尧" (Li Yao), written over a dotted line.

Unik / Thohi J. V

P.O. Box 81779 Windhoek

Tel: +264 61 248 638

Fax: +264 61 251 031

uniknamibia@yahoo.com

VAT Reg No: 6025622-01-5

(HR Manager- Swakopmund Road Project)

Duly Authorised Representative

UNIK Construction Engineering Namibia (Pty) Ltd



Procuring with Integrity

+264 (0) 447 700 pr@cpb.org.na www.cpb.org.na P.O. Box 23650, Pionierspark Erf 8161, Julius Nyerere Street, Windhoek, Namibia

NOTIFICATION LETTER OF AWARD

08 August 2025

The General Manager
Unik Construction Engineering Namibia (Pty) LTD JV Thohi Construction CC
26 Rensburger Street,
Lafrenz,
Windhoek

Attention: Mr. Jinbo Dong,

SUBJECT: DIRECT PROCUREMENT OF UNIK/THOHI JOINT VENTURE FOR THE CONSTRUCTION TO FREEWAY STANDARDS OF TR 2/1 BETWEEN SWAKOPMUND AND WALVIS BAY, PHASE 2: FARM 58 TO WALVIS BAY TRAFFIC CIRCLE (8KM), REFERENCE NUMBER: W/DP/CPBN-02/2025

1. The Board at its meeting of 31 July 2024 resolved to approve the Direct Procurement appointment for the construction to freeway standards of TR 2/1 Between Swakopmund and Walvis-Bay: Phase 2: Farm 58 to Walvis Bay traffic Circle (8 km) in terms of section 36 (2) (c) of the Public Procurement Act, Act 15 of 2015 as amended.
2. The estimated value of the works for the Direct Procurement is N\$ 449,458,775.97 (Incl. VAT).
3. In view of the above, Unik Construction Engineering Namibia (Pty) LTD JV Thohi Construction CC is hereby requested to furnish the Central Procurement Board of Namibia (CPBN) with a new prescribed performance security and insurances within Thirty (30) working days. The performance security shall be equal to 10% of the estimated value of works of N\$ 449,458,775.97 (Incl. VAT).
4. Unik Construction Engineering Namibia (Pty) LTD JV Thohi Construction CC is required to accept or decline this offer in writing within seven (7) days of receipt of this letter.

MEMBERS OF THE BOARD: Ms. M. Shimil (Chairperson), Mr. A. Collard, Ms. J. Koenig-Ode, Mr. I. Kadhila, Mr. L. Kazetjuria, Mr. S. Shivute, Mr. P. Tshiningsyemwe, Mr. I. Itope (CEO), Ms. E. Shigoneni (Corporate Governance Practitioner)

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5. In the event that this offer is accepted, a contract between yourself and the CPBN shall be signed once the performance guarantee as stipulated above has been furnished to the CPBN.
6. Please acknowledge receipt of this letter in writing addressed to the Chairperson of the CPBN.

Yours sincerely,


Ms Mary Shi
Chairperson



II
K

BO080-Current Account Details



[Owner](#)
[Erf](#)
[Acct](#)
[O/T](#)
[Meter](#)
[Age A](#)
[Sum](#)
[CR](#)
[Save Doc](#)
[View Doc](#)

Account Number: 01000061810 TENANT UNIK CONSTRUCTION ENGINEERING NAM P
Stand: 001 001 00000000 00000 000000000 Sect-Title:
Addr: 01 SUNDRY ACCOUNT Term-D:
Post-Add: P O BOX 81779 WINDHOEK
Deb Tp: 12 - SUNDRY RENT
Clearance Information
Certificate Print: N
Application Date:
Date from:
Date to:
Deposit Amt: 147024.00

Post. Code: 10005 **ID:** **Cycle:** 100 **Deposit Amt:** 147024.00

NT Region: **202507** **PENDING / UNALLOCATED Receipts** **Total H/O:** **0.00** **Coll:**

Options	Tran Date	Description	Reference	Tariff	Debit	Credit	Vat
Option	20250623	BALANCE B/F			49993.43		
Option	20250707	000018 RECE	0264246401			49993.43	
Option	20250726	RENT TEMP C			43970.00		6595.50
Option	20250726	ACCOMMODATI			2545.63		381.84
Option		TOTAL			53492.97		
Option			CURRENT BAL:				
Option			CASH UNTIL-	20260210			
Option							
Option							
Option							

No-Dep: 1 **No-Notes:** 40 **No-Ext/Arr:** **Due-Date:** 20260209

[OK](#)
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ANNEXURE "C"



- 1 -



By-Law Control and Keeping of Dogs

Updated: June 2008



- 2 -

**By-law relating to the
Control and Keeping of
Dogs**



Government Gazette No. 3019

of

15 July 2003

No. 3019

Government Gazette 15 July 2003

BY-LAW RELATING TO THE CONTROL AND KEEPING OF DOGS

Notice is hereby given in terms of Section 94(1)(z)(a) of the Local Authorities Act, Act No. 23 of 1992 as amended, that the Municipal Council of Swakopmund has, in substitution of Government Notice No. 131 of 1968, adopted the following new regulations in respect of the Control and Keeping of Dogs.

Definitions

1. In this by-law, unless the context otherwise indicates-

"authorized officer" means any person appointed as such by council or any member of the Namibian Police."

"breeder" shall mean only breeders of proven thoroughbred and registered dogs and the holder of a valid license, issued by the Council.

"council" means the Municipal Council of Swakopmund.

"dog" means a dog over the age of six months.

"owner" in relation to a dog means any person who keeps a dog.

"Chief Executive Officer" means the person occupying or acting in the post of Chief Executive Officer of the Swakopmund Municipality and includes any person duly authorized by him to exercise the powers or perform the functions granted or imposed on him in terms of this by-law, and

"veterinarian" means a person who is qualified as such in accordance with the provisions of the Veterinary Act, 1933 (Act 16 of 1933).

And any other word or expressions defined in the Local Authorities Act, Act 23 of 1992 (as amended), or the Municipal Dog Tax Ordinance, 1967 (Ordinance 13 of 1967), ~~as the case may be, shall~~, when used in this by-law, have the meaning assigned thereto in such Ordinance.

2. **Restriction on keeping of dogs**

- 2.1 Unless the council in any particular case determines otherwise, not more than four(4) dogs may be kept on any single erf irrespective as to whether such dogs have been licensed or not: provided that this provision shall not apply to -

- (a) a breeder;
- (b) the litter of a bitch when such a litter is younger than six months;
- (c) dogs kept in a veterinary surgeon's clinic for treatment; or
- (d) dogs kept on premises occupied by any Animal Welfare Society within the area of jurisdiction of the council.

- 4 -

- 2.2 Notwithstanding the provisions of subsection (1), a person who keeps dog/s on the date of promulgation of this by-law shall be liable to pay the registration fees as prescribed by Council from time to time.

3. **Dogs to be under control**

No person shall allow any dog owned or kept by him to be at large in a public street or place other than the premises on which it is kept unless such dog is on a leash and under control.

4. **Vicious, dangerous and stray dogs and bitches on heat**

- 4.1 If a written complaint is made to the Chief Executive Officer that a dog:

- (a) is ferocious, vicious or dangerous or is a bitch on heat and is not kept under proper control;
- (b) is constituting a hazard to traffic along any public street or a source of danger or injury to any person outside the premises on which such dog is kept, or
- (c) strays beyond the boundaries of its owner's property or trespasses on any other property

such officer may cause a notice to be served on the owner of the dog requiring such owner to take such steps as will effectively abate such nuisance and to establish to the satisfaction of the Chief Executive Officer that such dog is being kept under proper control. Such steps may include the fencing of any land or portion on which dogs are kept, in such a way that the fencing shall prevent the dogs from leaving such land.

- 4.2 In the event of an owner failing to comply with any requirement of a notice contemplated in subsection (1), the Chief Executive Officer may order such owner in writing to remove such dog from the municipal area of Swakopmund and the owner shall thus remove such dog within 96 hours from 12h00 noon on the day such order was served.

5. **Dogs causing nuisance**

- 5.1 No person shall allow any dog owned or kept by him to be a source of annoyance or discomfort or to create a disturbance or nuisance to the neighbours or to the neighbourhood by constant or excessive barking, howling or whining or to behave in any other manner so as to interfere materially with the ordinary comfort, convenience, peace or quiet of neighbours.

- 5.2 In the event of the Chief Executive Officer being of the opinion that a dog is a dog contemplated in subsection (1), he may cause a notice to be served on the owner of the dog requiring such owner to take such steps as will effectively abate such nuisance and to establish to the satisfaction of the Chief Executive Officer that such dog is being kept under proper control. In the event of an owner failing to comply with any requirement of such notice, the Chief Executive Officer may order such owner in writing to remove such dog from the municipal

- 5 -

area of Swakopmund and the owner shall thus remove such dog within 06 hours from 12h00 noon on the day of serving of such notice.

- 5.3 No person shall keep a dog that suffers from mange or some other infectious or contagious disease, provided that this provision does not prohibit such dog from being kept in a veterinary surgeon's clinic for treatment.
- 5.4 In the event of the Chief Executive Officer being of the opinion that a dog is a dog contemplated in subsection (3), he may cause a notice to be served on the owner of the dog requiring such owner to deliver such dog forthwith to a veterinary surgeon for examination and such treatment as the veterinary surgeon may prescribe. Such costs for examination and treatment shall be for the account of the owner of the dog concerned.
- 5.5 Any dog suffering from mange or some other infectious or contagious disease, found in any public street or public place may be seized by an authorised officer and on the recommendation of the General Manager: Health Services or a veterinarian, be destroyed.

6. ***Dogs not to be urged to attack***

No person shall:

- (a) set any dog on any person or animal, or
- (b) permit or urge any dog owned or kept by him to attack, worry or terrify any person or animal except where necessary for the defense of such first-mentioned person or his property or that of any other person.

7. ***Destruction of dogs***

Notwithstanding any other provision of this by-law any authorized official of the council or a qualifying police officer, may destroy a dog if any of the circumstances in sections 3, 4, 5 and 6 occur and only after consultation with either a qualified Municipal officer, a qualified SPCA official or a Veterinarian.

- 7.1 Notwithstanding the conditions of this section, nothing prohibits the council or anybody else who suffered any loss or damage through the action of such dog, to institute legal action against the owner of such dog after such dog has been destroyed.

8. ***Impoundment of dogs***

- 8.1 Any authorised official of the Council, a qualified Police Officer, a qualified SPCA official or any other person may take any dog which is at large and apparently ownerless to the pound where such dog shall be detained until the person claiming it produces to the Council or any authorised officer or any employee of the Council or an official of the SPCA a tax receipt in respect thereof and pays the pound fees fixed by the Council by special resolution.
- 8.2 In the event of any dog not being claimed by any person entitled to it within a period of 3 days from the posting of such notice on the Notice Board, the day of impoundment being the first day of notice or the day immediately following, Council may cause such dog to be sold in such manner as the council may deem fit and if such dog is not sold, cause such dog to be destroyed.

- 6 -

- 8.3 The Council shall obtain from the SPCA a monthly register showing the date, on which any dog has been impounded, sold or destroyed and reimburse the SPCA for all dogs impounded and or euthanased or not collected or sold, and at a rate as decided by Council from time to time.
- 8.4 The Council shall not be liable for any damages which the owner or any other person who is entitled to the dog, or any purchaser of such dog, may claim in respect of any action taken under this section.
- 8.5 Any person who forcibly or otherwise takes away or attempts to take away any dog being lawfully brought to the pound from the person or persons in whose charge it is or who frees or attempts to free any dog which has been lawfully impounded by the Council or any authorised officer or any employee of the Council, shall be guilty of an offence.

Liability

9. Neither the Council nor any authorised officer or any employee of the Council shall be liable for any damage caused to any dog or loss suffered by the owner thereof as a result of or during the exercise of their duties in terms of the Ordinance or this by-law.

Offences and penalties

- 10.1 Any person who contravenes or fails to comply with any provision of this by-law or any order, direction, prohibition, condition, requirement or notice made, given, imposed or issued thereunder, shall be guilty of an offence.
- 10.2 Any person who continues to commit an offence after notice has been served on him to cease committing such offence or after he has been convicted of such offence shall be guilty of a continuing offence.
- 10.3 Any person convicted of an offence under this by-law shall be liable to a fine not exceeding N\$300,00 or imprisonment for a period not exceeding 6 months or, to such imprisonment without the option of a fine or, to both such fine and such imprisonment or, to both such fine and such imprisonment and, in the case of a continuing offence, to an additional fine not exceeding N\$10,00 or additional imprisonment not exceeding 10 days or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued.

Any court convicting any person of keeping any dog which is not kept under control in accordance with the provisions of this by-law may, in addition to the penalty referred to in subsection (3), call for the destruction of the dog concerned, and thereupon a veterinarian may destroy such dog.

EFFECTIVE DATE

These regulations shall become effective on 1 January 2004.

11.1.3 **TRANSFER OF OWNERSHIP OF THREE ERVEN ZONED "AUTHORITY" LOCATED IN EXTENSION 2, MYL 4 TO ERONGO RED**
(C/M 2026/05/07 - M4 E 432; M4 E 495, M4 E 602)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.5** page **35** refers.

A. This item was submitted to the Management Committee for consideration:

1. **PURPOSE**

The purpose of this submission is for Council to consider and approve the transfer of ownership of Erven 432, 495 and 602, Myl 4 to Erongo Regional Electricity Distributor Company (Pty) Ltd (hereinafter referred to as "Erongo RED").

Erongo RED requires transfer of ownership of these erven before connecting the township service installations to its network, although no statutory provision has been cited to Council in support of that requirement. Ownership of these erven vests in Council in terms of Certificate of Registered Title No 4354/2019. The township is registered as Extension 2, Myl 4.

2. **INTRODUCTION**

A letter dated **24 March 2026** was received from Swakopmund Ombundu Investments (Pty) Ltd, the private developer of Extension 2, Myl 4, requesting Council to approve the transfer of ownership of the subject erven to Erongo RED. Any delay in the transfer of ownership may delay the developer's connection to electricity services, which may adversely affect the viability of the project.

In order to expedite the transfer of ownership, Swakopmund Ombundu Investments (Pty) Ltd settled the purchase price of these three erven on behalf of Erongo RED on **26 March 2026**.

The letter received from Swakopmund Ombundu Investments (Pty) Ltd is attached as **Annexure "A"**. A map indicating the location of the three subject erven is attached as **Annexure "B"**.



3. **CURRENT SITUATION**

Due to the longstanding disagreement between Council and Erongo RED regarding the acquisition of erven on which electrical infrastructure is located, Council made the following decision on **01 April 2025** under item 11.1.25:

"(a) That Council takes note:

(i) That property forming part of the Transfer Agreement listed in Schedule B are transferred to Erongo RED at zero purchase price, but all costs related to the transfer of ownership be for the account of Erongo RED.

(ii) That erven not forming part of Schedule B of the Transfer Agreement be sold to Erongo RED at the purchase price equal to the costs for installation of services per square metre (this includes substation erven in new townships).

(iii) That Erongo RED, by signing the Transfer Agreement (Schedule A), accepted the transfer of related powers, rights, services, duties, and functions in terms of sections 52 to 55 of the Local Authorities Act, Act 23 of 1992, as amended. Section 52(a) is quoted below:

"(a) establish, acquire, construct or provide, for purposes of the supply of electricity and gas to the residents in its area, any works and machinery whether within or outside its area, and maintain and carry on such works and machinery;"

(b) That Council approves point (a) (ii) as an item to be discussed at the Shareholders' meeting scheduled for 18 March 2025."

Attached as **Annexure "C"** is the submission tabled to Council on **02 April 2025**, which explains, in particular, point (a) (iii) above.

The decision was based on the position that Council and private developers currently finance and construct substations and electricity reticulation networks that Erongo RED requires to be transferred to it. Council accordingly resolved that, where erven do not form part of Schedule B to the Transfer Agreement, such erven should be sold to Erongo RED at the purchase price equal to the costs for installation of services per square metre.

Although Council is a shareholder in Erongo RED, Council is not aware of any agreement obliging it to provide Erongo RED with erven, electrical networks or equipment free of charge, nor has any statutory obligation to that effect been identified in this submission. In the absence of such an agreement or statutory requirement, Council has maintained the position reflected in its decision of **01 April 2025**.

Accordingly, the proposed transfer should proceed subject to payment of the applicable purchase price and transfer costs in accordance with Council's prior decision and any required external approval.

4. **PROPOSAL**

It is proposed that Council approves the transfer of ownership of Erven 432, 495 and 602, Myl 4 to Erongo RED, subject to payment of the purchase prices at the rate of N\$ 600.00 per square metre, as resolved by Council on **01 April 2025** under item 11.1.25, point (a) (ii), and subject to any required approval for alienation:

	Erf Number	Size	Purchase Price @ N\$600.00/m²
1.	Erf 432	168m ²	100 800.00
2	Erf 495	143m ²	85 800.00

3	Erf 602	167m ²	100 200.00
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It is recorded that Swakopmund Ombundu Investments (Pty) Ltd paid the above purchase price in the meantime on behalf of Erongo RED; and that the purchase price will be levied to Erongo RED by Council in terms of the above decision which was an item on the shareholders meeting of 2025.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council takes note that Erongo Regional Electricity Distributor Company (Pty) Ltd requires transfer of ownership of erven prior to connecting the township to its network, and that no statutory provision has been cited to Council in support of that requirement.
- (b) That Council takes note of its decision made on 01 April 2025 under item 11.1.25, with specific reference to point (a) (ii):

“(a) That Council takes note:

- (i) That property forming part of the Transfer Agreement listed in Schedule B are transferred to Erongo RED at zero purchase price, but all costs related to the transfer of ownership be for the account of Erongo RED.
- (ii) That erven not forming part of Schedule B of the Transfer Agreement be sold to Erongo RED at the purchase price equal to the costs for installation of services per square metre (this includes substation erven in new townships).”

- (c) That Council approves, subject to the conditions set out below and any required approval from the Ministry of Urban & Rural Development, the transfer of ownership of the erven listed below to Erongo Regional Electricity Distributor Company (Pty) Ltd:

	Erf Number	Size	Purchase Price @ N\$600.00/m²
1	Erf 432	168m²	100 800.00
2	Erf 495	143m²	85 800.00
3	Erf 602	167m²	100 200.00

- (d) That Council takes note that Swakopmund Ombundu Investments (Pty) Ltd on 26 March 2026 settled the purchase prices of the erven listed above on behalf of Erongo Regional Electricity Distributor Company (Pty) Ltd in order to expedite the transfer of ownership, provided that such arrangement does not release Erongo Regional Electricity Distributor Company (Pty) Ltd from liability for payment should such third-party payment not be made.
- (e) That the above purchase prices be levied by the Finance Department for payment by Erongo Regional Electricity Distributor Company (Pty) Ltd.
- (f) That all costs associated with the transactions, including transfer and registration costs, be for the account of Erongo Regional Electricity Distributor Company (Pty) Ltd.

- (g) **That, to the extent required, Council apply for approval from the Ministry of Urban & Rural Development in terms of section 30(1)(t) of the Local Authorities Act, 1992 (Act No. 23 of 1992), as amended, to proceed with the alienation process.**
 - (h) **That, as a condition of transfer, Erongo Regional Electricity Distributor Company (Pty) Ltd be required to fence and maintain the subject erven and substations.**
-

ANNEXURE "A"**A LETTER DATED 24 MARCH 2026 RECEIVED FROM SWAKOPMUND OMBUNDU INVESTMENTS (PTY) LTD**

Pieter Hamman Legal Practitioners | Swakopmund

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THE CHIEF EXECUTOR OFFICER
 MUNICIPALITY OF SWAKOPMUND
 SWAKOPMUND

ATT. STEPHNY BRUWER

Your reference
 Myl 4 (Extension No 2)

Our reference
 PFH/hp-
 pieter@phlegal.com.na

Date
 24 March 2026

Dear Sir / Madam

Re: SWAKOPMUND OMBUNDU INVESTMENTS (PTY) LTD (DEVELOPER) : ERF NO 432, 495 & 602 MYL 4 (EXTENSION NO 2)

We refer to the above matter and to the e-mail correspondence and telephone conversation earlier today between your Ms Stephny Bruwer and our Mr Pieter Hamman.

This letter serves to confirm that the developer is prepared to settle the purchase price, being N\$600.00 per square metres, on behalf of Erongo Red to simply to expedite the matter.

Kindly submit this matter to your Council as a matter of urgency.

Yours faithfully,

PIETER HAMMAN LEGAL PRACTITIONERS
 Per: P F HAMMAN
 (pieter@phlegal.com.na)

Before making payment via eft, kindly verify the banking details telephonically with the relevant secretary dealing with your transaction.

Practitioners: Pieter Frederik Hamman B. Proc | Notary and Attorney

AUTHORIZED AND REGULATED BY THE LAW SOCIETY OF NAMIBIA

ANNEXURE "B"

A MAP INDICATING THE LOCATION OF ERF 432 M4, ERF 495 M4 AND ERF 602, M4



SUBMISSION TABLED TO COUNCIL ON 02 APRIL 2025 UNDER ITEM 11.1.25

132

Ordinary Council Meeting - 01 April 2025

11.1.25

AGENDA POINT FOR SHAREHOLDERS' MEETING: TRANSFER AGREEMENT BETWEEN ERONGO REGIONAL ELECTRICITY DISTRIBUTOR COMPANY (PTY) LTD AND MUNICIPAL COUNCIL OF SWAKOPMUND
(C/M 2025/04/01 - 12/6/3)

Ordinary Management Committee Meeting of 17 March 2025, Addendum 10.7 page 80 refers.

A. This item was submitted to the Management Committee for consideration:

1. Introduction

This submission is tabled to the Management Committee to address the issue regarding compensation to Council for:

- 1.1 the erven created in new townships on which substations are located at a minimum purchase price calculated per square metre at the cost for the installation of services; and
- 1.2 the cost for the construction of the substation and reticulation system.

This submission deals with newly created erven not listed in Schedule B of the Transfer Agreement.

In this regard, Council passed the following decision on **26 July 2012** under item 11.1.14:

- (e) That the transfer of the existing assets as per Schedule B of the Transfer Agreement be approved.
- (b) That the Chief Executive Officer discusses the acquiring of erven by Erongo RED for the construction of substations in new residential areas with the Erongo RED Board of Directors at the next meeting; i.e. that Erongo RED pay for these erven at development cost.

On **31 October 2019** under item 11.1.18 Council passed a decision attached as **Annexure "A"** (special reference is made to points (e) and (g)); quoted:

- (e) That the purchase price per square metre for the following two erven be approved; the actual size will only be available once the property is subdivided and new erf numbers are available:

#	Erf #	Description	Purchase Price / m ²
4	M 1698	Mandume Sub-Station Mondesa	N\$200.00 / m ²
15	Still to be confirmed by Erongo RED.	Sud-Strand Str. Sub-Station	N\$500.00 / m ²

- (g) That the point (b) of Council's resolution passed on 27 June 2013 under item 11.1.9 be repealed:
- (b) That, in future, land be donated to parastatals as new townships develop and that parastatals be required to provide the equivalent value as social responsibility in Swakopmund.

Council therefore resolved on **26 July 2012** under item 11.1.14 and on **31 October 2019**, under item 11.1.18 that erven which do not form part of the Transfer Agreement be sold to Erongo Red. Council and Erongo RED have not yet reached agreement regarding the sale of these erven.

133

Ordinary Council Meeting - 01 April 2025

It is necessary that the future sale of erven for substations be discussed by the shareholders of Erongo Regional Electricity Distributor Company (Pty) Ltd (hereinafter Erongo RED) in order to reach consensus in this regard.

Council cannot justify the donation of land to a profit generating entity of which the asset base is increased and income generated in perpetuity, without being compensated for the alienation of these erven.

2. Establishment of Erongo RED

Council approved the Articles of Association of the Management Co-Ordination Committee for the Erongo Region for the electricity supply industry restructuring in the Erongo Region on **26 September 2002**. The Articles of Association was signed by Council on **13 December 2005**.

The Transfer Agreement and Shareholders Agreement were also signed by Council and Erongo Red on **13 December 2005**.

3. Transfer Agreement

3.1 **Schedule A** of the Transfer Agreement deals with *powers, rights, duties, services and functions* transferred to the company (attached as **Annexure "B"** (A.2 and A.5)).

Attached as **Annexure "C"** is the transfer of related *powers, rights, services, duties and functions in terms of section 52 to 55* of the Local Authorities Act, Act 23 of 1992 as amended which is transferred to Erongo RED. For ease of reference section 52 (a) is quoted below:

"(a) establish, acquire, construct or provide, for purposes of the supply of electricity and gas to the residents in its area, any works and machinery whether within or outside its area, and maintain and carry on such works and machinery;"

As quoted below under point 3.2, clause 3.4 of the Transfer Agreement, Erongo RED accepted the transfer of the related *powers, rights, services, duties and functions*.

Currently Council still carries the cost of "establish", "construct or provide" for the provision of electricity as quoted under point (a) above.

3.2 **Schedule B**, being a list of assets, rights and interests transferred to the Company (Erongo Regional Electricity Distributor Company (Proprietary) Limited) by the Municipal Council of Swakopmund, forms part of the Transfer Agreement.

Clause 3, Transfer of Assets of the Transfer Agreement is quoted:

*3.1 As contemplated in clause 2 above, MS transfer on the Transfer Date to the Company, and the Company takes transfer of the following assets:

(a) All immovable property owned by MS and any right in or to property which relates to or is connected with the Distribution and Supply of electricity in MS's area of jurisdiction as set out in Schedule B;

3.4 MS hereby assigns to the Company, and the Company hereby accepts from MS, all rights and interests, as set out in Schedule B, so assigned to it "

For information:

MS means Municipal Council of Swakopmund
Transfer Date means the date of commencement of the New Act replacing the Act, or such later date as the PARTIES may in writing agree upon;

134

Ordinary Council Meeting - 01 April 2025

- **Act** means the Electricity Act, 2000 (Act 2 of 2000)
- **New Act** means the Electricity Bill, 2005, which is expected to replace the Act not later than 2006

4. **Alienation of Erven Forming Part of the Asset Transfer Agreement**

Erven forming part of the Asset Transfer Agreement are transferred to Erongo RED without any purchase price. Erongo RED is responsible for the transfer and associated costs.

In this regard, on **26 July 2012** under item 11.1.14 Council passed the following resolution:

- (a) That the transfer of the existing assets as per Schedule B of the Transfer Agreement be approved.
- (b) That the Chief Executive Officer discuss the acquiring of erven by Erongo RED for the construction of substations in new residential areas with the Erongo RED Board of Directors at the next meeting; i.e. that Erongo RED pay for these erven at development cost.

On **31 October 2019** under item 11.1.18 Council resolved that those erven forming part of the Transfer of Assets agreement be transferred to Erongo RED at zero purchase price:

- (a) That Council takes note of the transfer of the existing assets as per Schedule B of the Transfer Agreement.
- (b) ...
- (c) That the following erven be transferred to Erongo Regional Electricity Distributor Company (Proprietary) Limited in terms of Schedule B of the Transfer Agreement:
...
- (d) ...
- (e) That Ministerial approval be requested in terms of Section 30 (1) (f) of the Local Authorities Act 23 of 1992, as amended to proceed with the alienation process.
- (g) ...
- (h) ...

The complete decision is attached as **Annexure "A"**.

5. **Current Situation**

Council and private developers are currently financing, constructing substations and electricity reticulation networks which Erongo RED insists must be transferred to them free of charge. Therefore Erongo RED, a private company, insist on the donation and transfer of multimillion-dollar infrastructure which increases their asset register and generate profits without any financial expenditure or investment by them.

Although Council is a shareholder in Erongo RED, Council is not bound by an agreement that Council should supply Erongo RED with erven, electrical network or equipment, nor does any law require of Council to do so. Normally, if a shareholder gives money or value to a private company, it is to purchase shareholding or its regarded as a loan. An increased shareholding would increase Council's dividend payout or royalty payment. However, there is no such offer from E-RED to increase Council's shareholding or to reflect the value of the assets given to it by Council as loan on its books.

E-RED is a private company and such companies fund the expansion of balance sheet from its resources. Meaning, if Erongo RED wants to own new electrical services in Swakopmund, it should fund the construction of electrical infrastructure, or purchase it.

135

Ordinary Council Meeting - 01 April 2025

Attachments:

Annexure "A"	1	Council's resolution passed on 31 October 2019 under item 11.1.18.
Annexure "B"	2	Schedule A of the Transfer Agreement deals with powers, rights, duties, services and functions transferred to Erongo RED.
Annexure "C"	3	Section 52 to 55 dealing with the transfer of related powers, rights, services, duties and functions of the Local Authorities Act, Act 23 of 1992 as amended which is transferred to Erongo RED and accepted by Erongo RED in terms of clause 3.4 of the transfer agreement.

B. After the matter was considered, the following was:-

RECOMMENDED:

(a) That Council takes note:

- (i) That property forming part of the Transfer Agreement listed in Schedule B are transferred to Erongo RED at zero purchase price, but all costs related to the transfer of ownership be for the account of Erongo RED.
- (ii) That erven not forming part of Schedule B of the Transfer Agreement be sold to Erongo RED at the purchase price equal to the costs for installation of services per square metre (this includes substation erven in new townships).
- (iii) That Erongo RED by signing the Transfer Agreement (Schedule A) accepted the transfer of related powers, rights, services, duties, and functions in terms of section 52 to 55 of the Local Authorities Act, Act 23 of 1992, as amended, section 52 (a) is quoted below:

"(a) establish, acquire, construct or provide, for purposes of the supply of electricity and gas to the residents in its area, any works and machinery whether within or outside its area, and maintain and carry on such works and machinery;"

(b) That Council approves point (a) (ii) as an item to be discussed at the Shareholders' meeting scheduled for 18 March 2025.

ANNEXURE "A"

11.18

TRANSFER OF ELECTRICAL SUBSTATIONS: ERONGO RED

(C/M 2019/10/31 - A 4/3/1/16, A 4/3/1/16/1, E 2053, E 1394, E 4519, M 1898, E 3618, E 5997, E 6177, E 5978, E 5359, E 2606, T 504, VS 154, E 921)

RESOLVED:

- (a) That Council takes note of the transfer of the existing assets as per Schedule B of the Transfer Agreement.
- (b) That it be noted that Erf 1898, Mondesa is being subdivided by the appointed town planner of Erongo RED; and the correct erf number for the substation listed as "Sud-Strand Str Sub-Station" has not yet been confirmed by Erongo RED.
- (c) That the following erven be transferred to Erongo Regional Electricity Distributor Company (Proprietary) Limited in terms of Schedule B of the Transfer Agreement:

#	Erf #	Description	Asset Number
1	E 2053	Dr Boss (Welwitchia Switching Stations) - Vineta / Ext 1	SWNL 0013
3	E 4519	Papaver Sub-Station - Ocean View / Ext 9	SWNL 0014
5	E 3618	Aukas Sub-Station - Kramersdorf	SWNL 0007
11	E 2606	Diamond Str Sub-Station - Vineta: Ext 8	SWNL 0020
14	VS 154	Sandpiper Sub-Station - Vogelstrand	SWNL 0085

- (d) That the following erven not forming part of the Asset Transfer Agreement be sold to Erongo RED as indicated below:

#	Erf #	Description	Purchase Price / m ²	Size	Purchase Price
7	E 5997	Sardine Sub-Station - Mile 4: Ext 19	N\$ 500.00	230	115 000.00
8	E 6177	Mussel Sub-Station - Mile 4: Ext 20	N\$ 500.00	146	73 000.00
9	E 5978	Pacific Sub-Station - Mile 4: Ext 23	N\$ 500.00	195	97 500.00
10	E 5359	Tsavorite Sub-Station - Mile 4: Ext 15	N\$ 500.00	730	365 000.00
12	T 504	Franziska van Neel Str Sub-Station - Ocean View / Ext 1	N\$ 250.00	1 593	398 250.00

- (e) That the purchase price per square metre for the following two erven be approved; the actual size will only be available once the property is subdivided and new erf numbers are available:

#	Erf #	Description	Purchase Price / m ²
4	M 1898	Mandume Sub-Station Mondesa	N\$200.00 / m ²
13	Still to be confirmed by Erongo RED.	Sud-Strand Str Sub-Station	N\$500.00 / m ²

- (f) That Ministerial approval be requested in terms of Section 30 (1) (t) of the Local Authorities Act 23 of 1992, as amended to proceed with the alienation process.
- (g) That the point (b) of Council's resolution passed on 27 June 2013 under Item 11.1.9 be repealed:
- (b) That, in future, land be donated to parastatals as new townships develop and that parastatals be required to provide the equivalent value as social responsibility in Swakopmund.
- (h) That Erongo RED be requested to fence and maintain the substations.

Transfer Agreement

ERONGO REDMS

**SCHEDULE A: POWERS, RIGHTS, DUTIES, SERVICES AND FUNCTIONS
TRANSFERRED TO THE COMPANY**

The following powers, rights, duties, services and functions reflected in the Local Authorities Act:

- A.1 Section 30(1)(f) relating to the power to supply electricity.
 - A.2 Sections 52 to 54 relating to the Supply of electricity.
 - A.3 Sections 90A and 91 in so far as they relate to electricity.
 - A.4 Regulations made under section 94 pertaining to electricity, alternatively, the Model Electricity Supply Regulations in so far as they apply to MS.
 - A.5 The exercise, rendering or performance of any other electricity related powers, rights, services, duties and functions conferred or imposed upon MS in terms of the Local Authorities Act or any other law.
-

imprisonment.

repealed by Act 34 of 2020

Offences and penalties in relation to streets and public places

51. (1) Any person who without the prior approval in writing of the local authority council and otherwise than in accordance with such conditions, if any, as may be determined by the local authority council in the public interest -

- (a) constructs, closes or diverts any street in its area;
- (b) erects any building or other structure, whether movable or immovable, so as to encroach upon any street;
- (c) refuses or fails to comply with an order referred to in subsection (2).

shall be guilty of an offence and on conviction liable to a fine not exceeding R2 000 or to imprisonment for a period not exceeding six months or to both such fine and such imprisonment.

- (2) (a) A local authority council may by notice in writing order any person who has contravened or failed to comply with the provisions of subsection (1)(b)-
 - (i) to demolish or alter any building or structure referred to in that subsection in so far as it encroaches upon such street or deal with such building or structure in such manner and within such period as may be specified in such notice;
 - (ii) to restore the surface of the street to its former condition.
- (b) If a person referred to in paragraph (a) refuses or fails, within the period specified in the notice so referred to, to comply with the order contained in such notice to the satisfaction of the local authority council, the local authority council may cause such steps as may be necessary in order to comply with such notice and recover the costs connected therewith from the person concerned.

**PART X
SUPPLY OF ELECTRICITY AND GAS**

Construction of works and machinery in relation to supply of electricity and gas

52. For purposes of the provisions of section 30(1)(f), a local authority council may -

- (a) establish, acquire, construct or provide, for purposes of the supply of electricity and gas to the residents in its area, any works and machinery whether within or outside its area, and maintain and carry on such works and machinery;

- (a) subject to the provisions of the Expropriation Ordinance, 1978 (Ordinance 13 of 1978), or on such terms and conditions as may otherwise be determined by mutual agreement between the local authority council and the owner of any immovable property, enter upon such property and -
- (i) lay across, through or under any such immovable property, whether within or outside its area, any main and branch cables, wires and conduits for conveying electric current or gas, of which the ownership shall at all times vest in the local authority council;
- (ii) connect, at the request of any owner or occupier of such property, such cables, wires and conduits within such property;
- (c) lay any such cables, wires and conduits through, across, under or over any street or public place;
- (d) generally, perform or carry out any other function which is necessary for, or conducive to, the power of supplying electricity and gas to the residents in its area.

Supply of electricity or gas to persons other than residents

53. A local authority council may, on such terms and conditions as may be determined by mutual agreement, supply electricity or gas to any person other than a resident in its area, or cause electricity to be so supplied.

Granting of assistance by local authority councils to residents for purposes of acquisition of appliances in relation to supply of electricity or gas to their immovable property

54. (1) A local authority council may render, upon the request of an owner of any immovable property and on such conditions, including conditions relating to the levying of interest, as may be determined by mutual agreement, assistance to such owner to provide a supply of electricity or gas for such immovable property by way of advance or loan to such owner or by constructing itself any appliances for purposes of such supply, and cause particulars of such advance, loan or expenses incurred in respect of the construction of such appliances to be noted by the registrar of deeds in his or her registers in respect of the immovable property in question.

Failure by town council or village council to discharge adequately its functions in relation to services

54A. (1) The Minister may if he or she considers it necessary or expedient in the interest of any town or village by reason of the refusal, failure or inability of the town council or village council concerned to discharge adequately all or any of its functions in relation to any service, including the determination, levying or recovery of charges, fees or other moneys in connection with that service, by notice in writing call upon such town council or village council to show cause, within such period as may be specified in the notice, why that council shall not be divested of all or any of the functions specified in the notice.

(2) If the town council or village council fails to show cause as required by the notice under subsection (1), or in the opinion of the Minister has failed to show sufficient cause, he or she may declare, by further notice in writing to that town council

or village council, such council to be divested of all or any of the functions referred to in subsection (1) and specified in the notice under this subsection.

(3) If the Minister declares a town council or village council to be divested of all or any of the functions specified in the notice under subsection (2), it shall be deemed that an agreement as contemplated in section 32 has been concluded between the Government and such town council or village council providing for the exercise or performance of the functions by the Minister with effect from the date of delivery of the notice under subsection (2).

(4) The Minister may enter, notwithstanding anything in this Act contained, into an agreement with any person, institution or body, providing for the performance on behalf of the Minister and the town council or village council concerned of any power, duty or function vested in the Minister by virtue of a notice issued under subsection (2), except the power conferred by section 94 to make regulations, or the power conferred by section 30(l)(u) to determine charges, fees and other moneys, in connection with the service concerned.

(5) Any person, institution or body with whom the Minister has concluded an agreement in terms of subsection (4) shall for the purposes of section 32(2) be deemed to be a functionary of the Government.

(6) The Minister may re-vest, after consultation with the town council or village council concerned, at any time the council concerned with all or any functions of which it has been divested under subsection (2), and may for that purpose terminate any agreement that may have been entered into with a person, institution or body referred to in subsection (4).

(7) The Minister shall make known, by notice in the *Gazette*, particulars of any action taken under subsection (2), (4) or (6).

section 54A inserted by Act 24 of 2000

[(2) Any agreement entered into by the Minister before the commencement of section 54A of the principal Act, as inserted by subsection (1) of this section, whereby any person, institution or body has been entrusted with the function of rendering the service concerned in the area of any local authority council in the stead of the local authority council concerned, shall be deemed to be an agreement entered into pursuant to the provisions of subsection (4) of section 54A, notwithstanding that the provisions of subsection (1) of that section have not been complied with.]

subsection (2) a further provision of section 28 of Act 24 of 2000

(2) Any advance or loan granted under subsection (1) or expenses incurred in respect of the construction of appliances under that subsection, together with any interest payable thereon, shall be a first charge upon the immovable property in respect of which such advance or loan has been granted or such expenses have been incurred and in respect of which particulars have been noted by the registrar of deeds in terms of that subsection.

Offences and penalties in relation to supply of electricity and gas.

55. (1) Any person who -

- (a) without the prior approval in writing of the local authority council and otherwise than in accordance with such conditions, if any, as may be determined by the local authority council or otherwise than in accordance with an agreement contemplated in section 32, sells, supplies or enters into any agreement to sell or supply electricity within the local authority area in

question:

- (b) without the prior approval in writing of the local authority council and otherwise than in accordance with such conditions, if any, as may be determined by the local authority council, makes any connection to any main or branch cable, wire or conduit for conveying any electric current or gas;
- (c) damages, endangers, renders inoperable or destroys any main or branch cable, wire or conduit for conveying any electric current or gas,

shall be guilty of an offence and on conviction liable to a fine not exceeding R2 000 or to imprisonment for a period not exceeding six months or to both such fine and such imprisonment.

(2) (a) A local authority council may by notice in writing order any person who has contravened or failed to comply with the provisions of subsection (1) -

- (i) to remove any connection referred to in paragraph (b) of subsection (1) in such manner and within such period as may be specified in such notice;
 - (ii) to repair or render operable any main or branch cable, wire or conduit for conveying any electric current or gas in such manner within such period as may be so specified.
- (b) If a person referred to in paragraph (a) refuses or fails, within the period specified in the notice so referred to, to comply with the order contained in such notice to the satisfaction of the local authority council, the local authority council may cause such steps to be taken as may be necessary in order to comply with such notice and recover the costs connected therewith from the person concerned .

PART XI
PUBLIC TRANSPORT SERVICES

11.1.4 **TRANSFER OF ERF 1409 (A PORTION OF ERF 62), MONDESA TO KAREL SHIVUTE**
(C/M 2026/05/07 - M 1409)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.6**
page **50** refers.

A. This item was submitted to the Management Committee for consideration:

1. Introduction

The purpose of this submission is for Council to confirm the transaction for the sale of Erf 1409, (a Portion of Erf 62), Mondesa to Mr Karel Shivute due to the lapse in time since the date of sale in 1999. Confirmation is required in order to finalize the transfer of ownership of Erf 1409 (a portion of Erf 62), Mondesa in the name of Mr Karel Shivute.

Currently the erf is still registered in Council's name.

2. Background

Council's record indicates that Erf 1409, Mondesa measuring 591m² was sold to Mr Karel Shivute at a public auction on **29 October 1999**. A deed of sale attached as "**Annexure A**" was signed during 1999 by Mr Karel Shivute and two witnesses, but the Council representatives never signed the deed of sale at the time. There is no reason indicated on the file why the agreement was not signed on behalf of Council.

Erf 1409, Mondesa was purchased for N\$ 14 500.00. The Finance Department confirmed that Mr Karel Shivute paid the full purchase price of the erf in December 2001 and the service account has been in his name since 1999 when Council allocated the erf to him.

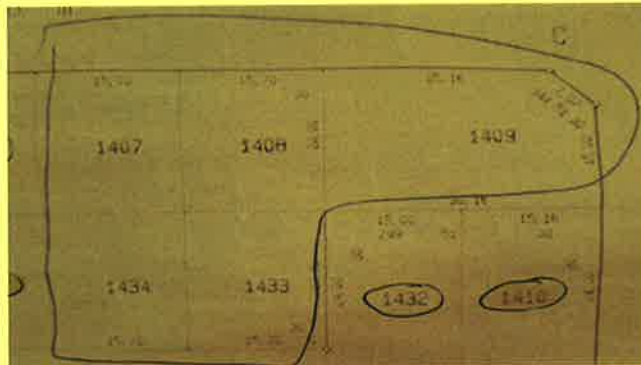
Attached is a confirmation email from Finance Department that the service account is up to date ("**Annexure B**").

3. Current Situation

On **20 January 2026** an enquiry was received from Mr Karel Shivute regarding the delayed transfer of Erf 1409, Mondesa pending since 1999.

A deed of transfer, T 7584/1996 ("**Annexure C**") for Erf 62, Mondesa and Erf 174, Swakopmund was traced on Council's record which indicates that Erf 1409, Mondesa is part of the erven created by the subdivision of Erf 62, Mondesa.

Erf 1409, Mondesa are circled on the General Plan with four other erven (see allocations on the next page:



The following information was extracted from the erf files of the above erven listed on the General Plan;

- Erf 1407 was sold under the Kandjemuni Project and ownership was transferred from Council to the owner on 04 April 2002.
- Erf 1408 was sold during 1998 as a backyard squatter erf and transfer was registered from Council to the owner on 24 October 2003.
- **Erf 1409 - a deed of sale was signed during 1999 by the purchaser but not by Council (unknown why not).**
- Erf 1433 is not recorded as a specific project on file, ownership was transferred from Council to the owner on 22 February 2002.
- Erf 1434 was sold under the Kandjemuni Project and ownerships was transferred from Council to the owner on 03 July 2000.
- Erven 1410 and 1432 were sold under the NHE Project consisting of 100 erven and ownerships was transferred from NHE to the owners on 22 June 2011.

In addition to the above, Kinglaw Associates incorporated was requested to do a deeds office search with specific reference to a deed of transfer T 7584/1996 for Erf 62, Mondesa to confirm if ownership of erf 1409, Mondesa is vested Council in order to enter into a deed of sale With Mr Karel Shivute and to finalize the delayed transfer of Erf 1409, Mondesa.

Kinglaw confirmed by email dated **27 January 2026**, that erf 1409, Mondesa is still registered in Council's name. Attached as "**Annexure D**" is the Deeds Office search confirming ownership.

4. Transfer Ownership of Erf 1409, Mondesa

The delay on the transfer of Erf 1409, Mondesa is not the purchaser's fault. It is unclear why the deed of sale was not concluded by Council's representatives since 1999 to date.

Kinglaw was requested to provide a quotation for the transfer fees of the erf at a purchase price of N\$ 14 500.00 of which it is proposed that Council pays on behalf of the purchaser, in order to finalize the long outstanding transfer pending issue of the property.

The current transfer costs for a property transferred from Council to an individual with a value of N\$14 500.00 is calculated as follows:

Transfer Fee : N\$ 5 000.00

15% VAT on Transfer Fee	: N\$ 750.00
Transfer Duty	: N\$ 0.00
Stamp Duty	: N\$ 0.00
Deeds Office Fee	: N\$ 345.00
Matter Initiation and Sundries	: N\$ 1 100.00
15% VAT thereon	: N\$ 165.00
Online Fee	: N\$ 283.55
Total	: N\$ 7 643.55

5. **Proposal**

Although Mr Shivute signed the deed of sale, the agreement cannot be concluded now in its current form because the contract reflects Mr Demasius (previous Chief Executive Officer) as the sole representatives of Council.

The old agreement must therefore be cancelled and replaced with a new agreement reflecting the new representatives of Council, and Council must enter into agreement with Mr K Shivute on the same terms and conditions as the deed of sale he entered into with Council in **1999** in order to facilitate transfer of ownership.

It is further proposed that Council be responsible for the transfer costs on behalf of the purchaser since the delay was beyond the purchaser's control.

B. **After the matter was considered, the following was:-**

RECOMMENDED:

- (a) **That Council confirms and approves the transfer of ownership of Erf 1409, Mondesa to Mr Karel Shivute.**
 - (b) **That Council enters into a new agreement with Mr Karel Shivute on the same terms and conditions as the agreement he signed alone without Council signatories during 1999.**
 - (c) **That Council fully accounts for the transfer cost on behalf of the purchaser's in order to finalize for the registration process for Erf 1409, Mondesa to Mr Karel Shivute.**
-

MUNICIPALITY OF SWAKOPMUND

DEED OF SALE

MEMORANDUM OF AGREEMENT made and entered into by and between

THE COUNCIL OF THE MUNICIPALITY OF SWAKOPMUND
(hereinafter referred to as the SELLER)

and herein represented by

ECKART ULRICH WILHELM DEMASIUS
(In his capacity as TOWN CLERK)

and acting by virtue of the authority granted in terms of section 31(1) of the Local Authorities Act, 1992 (Act 23 of 1992).

OF THE ONE PART

and

KAREL SHIVUTE

the person mentioned in paragraph 1 of Annexure "A" hereto
(hereinafter referred to as the PURCHASER)

OF THE OTHER PART

K Shivute *AN Muband*
Ulrich *[Signature]*

1.

The agreement witnesseth that the SELLER hereby sells to the PURCHASER who hereby purchases the unimproved property as more fully described in paragraph 2 of Annexure "A" hereto. (Hereinafter referred to as the ERF)

2.

The purchase price in respect of the ERF shall be the amount as more fully set out in paragraph 3 of Annexure "A" hereto and shall be payable by the PURCHASER to the SELLER, free of any bank costs or other deductions wherever the SELLER may indicate, in cash, or bank guaranteed cheque, or per cheque drawn by any Financial Institution per written guarantee by a Financial Institution or Conveyancer, whichever is acceptable to the SELLER, which payments shall occur in the manner and time as more fully set out in the aforementioned paragraph 3 of Annexure "A"

3.

Subject to the provisions of the Formalities in respect of Contracts of Sale of Land Act No 71 of 1969, the date of sale is determined to be:

- (a) In the case of a sale by means of private negotiation or by tender, the date on which this Agreement is entered into as indicated at the bottom hereof

4.

The PURCHASER is from date of sale entitled as well as obliged to take possession of the ERF and from the said date accepts the sole risk of the destruction of or damages to the said ERF as well as the obligation to pay to the SELLER all rates and taxes, sanitary fees, water charges and any other fees to which the SELLER may be entitled to in accordance with statutory regulations as if the ERF was transferred into the PURCHASER' name on date of sale

K. Bunt / *A. N. ...*
H. H. ... 

- 3 -

5.

Should the ERF not appear on the municipal valuation roll on the date of sale, the PURCHASER agrees to pay municipal rates levied on the purchase price as if it is a provisional valuation of the ERF, provided that any such payment is subject to amendment as soon as the valuation in accordance with the stipulations of the Local Authorities Act, 1992 (Act 23 of 1992) appears on the main valuation roll.

6.

This sale is subject to the following conditions, whether such conditions are registered against the Title of the Property in the Deed of Transfer or not and which shall be binding on any successor-in-title

- (a) The conditions imposed or which may be imposed in terms of the provisions of the Townships and Division of Land Ordinance, No 11 of 1953 and Division of Land Amendment Act 1992 (Act 28 of 1992) or any previous enactment's,
 (b) The conditions of the Town Planning Scheme of Swakopmund, as amended

11.1.5

ROMAN CATHOLIC CHURCH: REQUEST TO EXCHANGE ERF 4370, EXTENSION 7, MONDESA WITH ERF 2745, EXTENSION 13, MATUTURA
(C/M 2026/05/07 - E 4370 M, E 2745 M)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.7** page **55** refers.

A. This item was submitted to the Management Committee for consideration:

1. Purpose

The purpose of this submission is for Council to consider an application of Roman Catholic Church also known as Holy Rosary Roman Catholic Parish to relinquish the allocation of Erf 4370, Extension 7, Mondesa in exchange for Erf 2745, Extension 13, Matutura.

List of Attachments

1. **Annexure "A"** : The application letters dated **02 September 2023** and **31 July 2025**.
2. **Annexure "B"** : Ministerial Approval for the sale of Erf 4370, Mondesa dated **22 October 2022**.
3. **Annexure "C"** : Maps indicating the location of Erven 4370, Mondesa and Erf 2745, Extension 13, Matutura

2. Introduction

Attached as **Annexure "A"** is an application letter dated **31 July 2025** from Holy Rosary Roman Catholic Parish requesting an exchange of erven.

In another prior application letter dated **02 September 2023**, they mentioned that their church has grown rapidly in recent years and more of their church members live in the vicinity of Matutura and DRC informal settlement.

Therefore, they would like to exchange the allocation of Erf 4370, Extension 7, Mondesa with Erf 2745, Extension 13, Matutura. The maps indicating both erven is attached as **Annexure "C"**.

3. Background

Council on **24 November 2011** approved the consolidation of 24 corner erven located in Mondesa and 6 erven were created. These erven are zoned "Institutional". Erf 4370, Mondesa is one of the 6 erven. On **26 July 2018** under item 11.1.2 Council made the following decision:

- (a) That Erf 4730, Mondesa, Extension 7 be offered to a religious institution listed on Council's waiting list in chronological order, together with the erven approved by Council on 31 May 2018 under items 11.1.1 and 11.1.2.
- (b) That the sale of Erf 4730, Mondesa, Extension 7 be subject to Council's standard conditions of sale for erven zoned "Institutional".
- (c) That the purchase price be N\$113 192.50 calculated as follows:
- 2 118m² x N\$51.11 = N\$ 108 251.00

• 50% of consolidation cost	=	N\$ 2 875.00
• 50% of surveying cost	=	N\$ 1 566.55
• Standard Deed of Sale	=	N\$ 500.00

(d) That once the allocation of the available erven zoned "Institutional" are finalized a report be submitted to the Management Committee."

With reference to point (a) above, Roman Catholic Church was listed as a compliant applicant on Council's waiting list on **04 March 2004**.

On **26 March 2020** under item 11.1.2 Council **rectified the above erf number** to read Erf 4370, Mondesa:

"That item 11.1.2 of Council's resolution passed on 26 July 2018 be amended to reflect the erf number as Erf 4370, Mondesa."

Ministerial approval to proceed with the sale of Erf 4370, Mondesa to Roman Catholic Church dated **22 October 2020** is attached as **Annexure "B"**.

Council entered into deed of sale with Roman Catholic Church **17 December 2020**. An instruction to transfer ownership was issued on **14 January 2021**.

At the time Roman Catholic Church did not pursue the transfer of ownership, they informed Council of their intention to apply for an exchange of erven.

4. **Erf 2745, Extension 13, Matutura**

The erf is serviced with basic amenities including sewer, water and electricity. The cost of installation services was determined at N\$ 125.00/m². Erf 2745 is measuring 2 338m²; therefore, the purchase price will be calculated as follows: 2 338m² x N\$ 125.00 = N\$ 292 250.00. The purchase price for non-profit entities is subsidized with 50% of the municipal services installation cost per square meter, therefore N\$ 292 250.00 / 2 = **N\$ 146 125.00**.

Although the size of Erf 2745 is smaller than the minimum required size for the allocation to a religious institution (2 500m²) to sufficiently provide for parking, the erf is located in a less densely populated area with better access than Erf 4370 which was also not in compliance with the minimum size and has limited access to and from the erf (**Annexure "C"**).

5. **Purchase Price Shortfall**

Holy Rosary Roman Catholic Parish paid the purchase price for Erf 4370 in the amount of N\$113 692.00 in full on **16 November 2020**. Should Council approve the proposed exchange with Erf 2745 there is a shortfall in the amount of N\$32 433.00. The church has paid the purchase price in instalments as follows:

Date	Amount	Receipt No
03/11/2020	N\$ 10 000.00	466246
28/10/2020	N\$ 20 000.00	262040
24/10/2020	N\$ 20 000.00	262039
24/10/2020	N\$ 20 000.00	262038
23/10/2020	N\$ 20 000.00	262037
12/11/2020	N\$ 23 192.50	No receipt
12/11/2020	N\$ 500.00	No receipt

Total Purchase Price	N\$ 113 692.00
-----------------------------	-----------------------

Although the purchase price is paid in full, the transfer has not been finalized pending the intention of the church to be allocated an alternative erf.

6. **Current Situation**

- 6.1 Engineering and Planning Services confirmed by memo dated **15 September 2025** that Erf 2745, Extension 13, Matutura is not occupied by illegal structures.

More residents in Swakopmund recently relocated to Matutura for better housing / recently allocated houses / erven through 40/40 projects and NHE housing resulting in most of the church congregation being located more to the north than was the case at the time of allocation of Erf 4370, Mondesa.

- 6.2 On **25 February 2022** under item 11.1.8 Council made the following decision with regard to the alienation of erven zoned "institutional":

"(c) That development proposals be called for the erven zoned "Institutional" subject to the conditions prescribed in Council's Property Policy.

(d) That prior to every sale, the Engineering & Planning Services Department confirms whether the erven are unoccupied by informal dwellings."

- 6.3 Prior to the above decision, Council on **31 May 2018** under item 11.1.2 made the decision below to either call for ① development proposals for allocation of available erven zoned "institutional"; or to ② allocate such available erven to religious institutions on the waiting list. Since the decision made on **25 February 2022** Council invited development proposals for available erven zoned "institutional".

"(a) That Council takes note of the 5 erven zoned "Institutional" as per Annexures "A" and "B":

	Erf No.	Size m ²	Development Cost
1	Erf 9060, Ext 35, Swk	2 089	N\$292.00 / m ²
2	Erf 9029, Ext 35, Swk	1 889	N\$292.00 / m ²
3	Erf 9104, Ext 34, Swk	1 886	N\$292.00 / m ²
4	Remainder of Erf 674, Ext 3, Tam	2 841	N\$175.00 / m ²
5	Erf 1327, Ext 3, Tam	2 642	N\$175.00 / m ²

(b) That Council offers the erf in Extension 3, Tamariskia to churches on the waiting list in the chronological order:

	Ext #	Actual Erf #	Size	Purchase Price (subsidized)
1	Ext 3,	Rem of Erf 674	2 841	N\$248 587.50+N\$16 335.75

(c) That expressions of interest / development proposals be invited for the remaining 4 erven at a fixed purchase price of 50% of the cost of installation of services (see table under point (a) above), subject to the entity being registered as a qualifying institution and the conditions listed under point 4 above.

(d) That no religious institutions be considered for the erven measuring less than 2 500m²."

The minimum size requirement is in order to ensure sufficient parking.

Erf 4370, Extension 7, Mondesa will therefore not be available for allocation to a religious entity.

7. Proposal

It is proposed that Council approves the exchange of Erf 4370, Extension 7, Mondesa for allocating Erf 2745, Extension 13, Matutura to Roman Catholic Church, subject to the standard conditions applicable for the sale of Erf 4370, Extension 7, Mondesa.

That the purchase price paid for Erf 4370, Extension 7, Mondesa, be transferred for part payment of the purchase price for Erf 2745, Extension 13, Matutura.

That the exchange be advertised in terms of the Local Authorities Act, Act 23 of 1992, as amended for possible objection. Whereafter approval be sought from the Minister of Urban and Rural Development.

That Erf 4370, Extension 7, Mondesa be published for the invitation of development proposals from non-profit entities (excluding religious entities due to limited access and the minimum size required for religious institutions) subject to the decision made by Council on **25 February 2022** under item 11.1.8 and Council's standard conditions of sale for the sale of land zoned "institutional" as contained in the Property Policy.

B. After the matter was considered, the following was:-**RECOMMENDED:**

- (a) That Council approves the application by Roman Catholic Church in terms whereof they relinquish the allocation of Erf 4370, Extension 7, Mondesa in exchange for the allocation of Erf 2745, Extension 13, Matutura; therefore the deed of sale signed for Erf 4370, Extension 7, Mondesa is cancelled.
- (b) That the purchase price for Erf 2745, Extension 13, Matutura be approved as set out below and the amount paid as purchase price for Erf 4370, Extension 7, Mondesa be deducted, resulting in a shortfall:

Erf Number	Erf Size	Purchase Price
4370	2 118m²	N\$113 192.50
2745	2 338m²	N\$ 146 125.00
		(N\$ 32 932.50)

- (c) That the exchange be published as required in terms of the Local Authorities Act, Act 23 of 1992, as amended for possible objection at the cost of Roman Catholic Church, i.e a deposit of N\$ 10 000.00 be paid.
- (d) That after confirmation from Engineering & Planning Services Department that no informal households are located on Erf 4370, Extension 7, Mondesa, development proposals be invited in terms of Council's decision made on 25 February 2022 under item 11.1.8 from qualifying entities (excluding religious entities due to limited access and the size not complying with the minimum size for such entities) for the allocation of the erf at a purchase price in the amount of N\$ 113 192.50 and subject to Council's standard conditions of sale applicable to the sale of land to non-profit entities as contained in the Property Policy.
-

ANNEXURE "A"

Roman Catholic Church

P. O. Box 3

Swakopmund, Namibia

2nd September 2023

The Chief Executive Officer
Municipality of Swakopmund
P O Box 53 Swakopmund
Attention: Mr Mpasu Haingura
GM: Corporate Services

REQUEST TO EXCHANGE ERVEN

The Roman Catholic Church applied for land to accommodate their parishioners living in and around the DRC informal settlement. The church was allocated erf 4370 Mondesa (Ext.7) which was the closest to the DRC at the time.

As the transfer process have also dragged on for many years due to various reasons it appears that the services and development within the DRC also improved. As a result, we have seen many houses being constructed within the area and also an institutional center for women being constructed in the area.

The church is therefore concerned about its residents within the area and thus wish to propose to exchange erf 4370 for an alternative erf within the DRC vicinity with a similar size which is 2118m². We have identified the following erven as possibilities for exchange:

- Erf 6645 DRC (Ext 25) - 3377
- Erf 6650 DRC (Ext 25)- 2290
- Erf 7891 DRC (Ext 29)- 1993
- Erf 8159 DRC (Ext 30)- 2020
- Erf 7547 DRC (Ext 28)-2325

We hope you will consider our request favourably for the sake of our residents within the area who are the beneficiaries of this transaction.

We thank you in advance for your consideration in this regard.

You may contact the Parish Priest for any enquiries regarding the information forwarded.

Yours sincerely,

Father Albertus Sheehama
Parish Priest
Roman Catholic Church Swakopmund
+264 8112722953/5





HOLY ROSARY ROMAN CATHOLIC PARISH

Office of the Priest, P. O. Box 3, Swakopmund, Namibia.

14 Nathaniel Masuilili - Swakopmund.

Tel/Fax: +264 6440 6938 / Tel: +264 6440 6465. Email:
holyrosary@iway.na



21st November, 2025.

The Chief Executive Officer,
 Municipality of Swakopmund,
 P.O Box 53 Swakopmund,
 Attention: Mr Mpasu Haingura.
 GM: Corporate Services.

Dear Sir,

ERVEN EXCHANGE- ERF 4370 MONDESA

We acknowledge receipt of the response letter dated August 18, 2025, regarding the proposed erf exchange from Erf 4370 Mondesa to an alternative erf of either Erf 2745 Matutura or Erf 10186 Swakopmund Extension 40. We are grateful to the Council for the consideration being given to our request.

Our aim for the erf change is to enable the Catholic Congregation, to render service to the community of DRC and the surrounding communities. It is not our intention to cancel the Erf 4370 Mondesa transaction and sit without being allocated an alternative Erf. We rather intend to exchange it for an alternative Erf as per our earlier request. We propose that all funds paid by the Catholic Church for Erf 4370 be used to settle the cost of the exchange and as part payment or full payment for the new Erf that will be allocated to the Church by the Council.

We remain committed to adhering to the council's erf allocation policy and procedures, as we strive to bring faith-based services to the community. If additional information is needed, please contact the Priests, Fr. Albertus Sheehama, 0812266415, or Fr. Sidney Sakala, OMI, 0813578833.

We thank you in advance for your consideration in this regard.

Yours Sincerely,

Fr. Sidney Sakala, OMI,
 Associate Parish Priest,
 Walvis Bay – Swakopmund Pastoral Region
 Cell: 0813578833 / Email: sidsakala@gmail.com.





Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: E. Gende
Tel: (+264+61) 297-5175
Fax: (+264+61) 297-5096Government Office Park
Luther StreetPrivate Bag 13289
Windhoek, NamibiaOur Ref.: 14/17/3/S2
Your Ref.Mr. Alfeus Benjamin
Chief Executive Officer
Swakopmund Municipality
P.O. Box 53
SWAKOPMUND


Dear Mr. Benjamin,

RE: SALE OF ERF 4370, MONDESA TO ROMAN CATHOLIC CHURCH

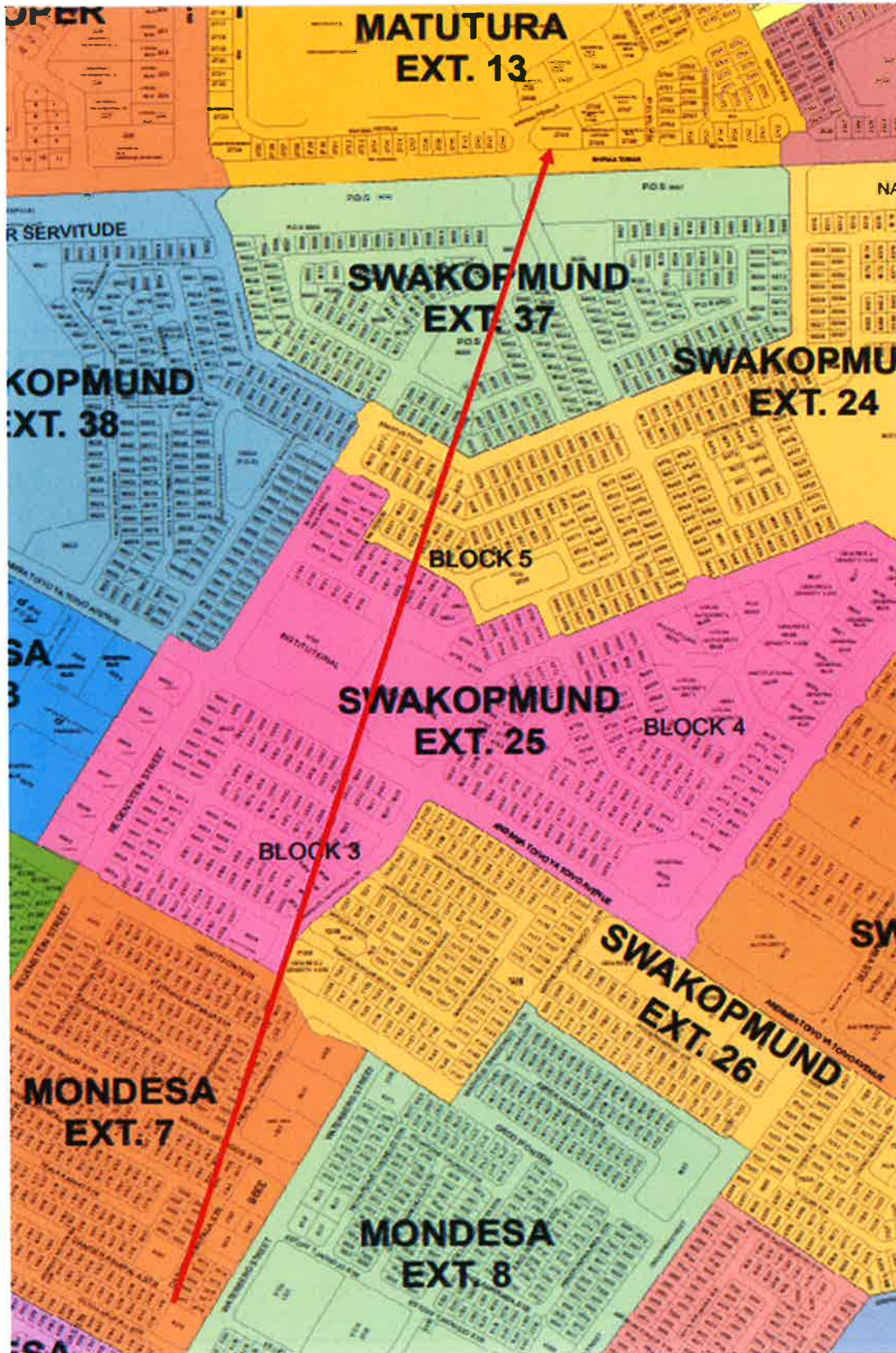
Your letters dated 20 December 2018 and 20 May 2020 has reference.

Approval is granted to the Swakopmund Municipality in terms of Section 30 (1) (t) of the Local Authorities Act, 1992 (Act No.23 of 1992) as amended, to sell Erf 4370, Mondesa (Extension 7) measuring 4 911 m² in extent, zoned institutional to Roman Catholic Church at a subsidized price of N\$ 277 475.00 by way of private treaty, subject to the conditions of the said Council Resolution.

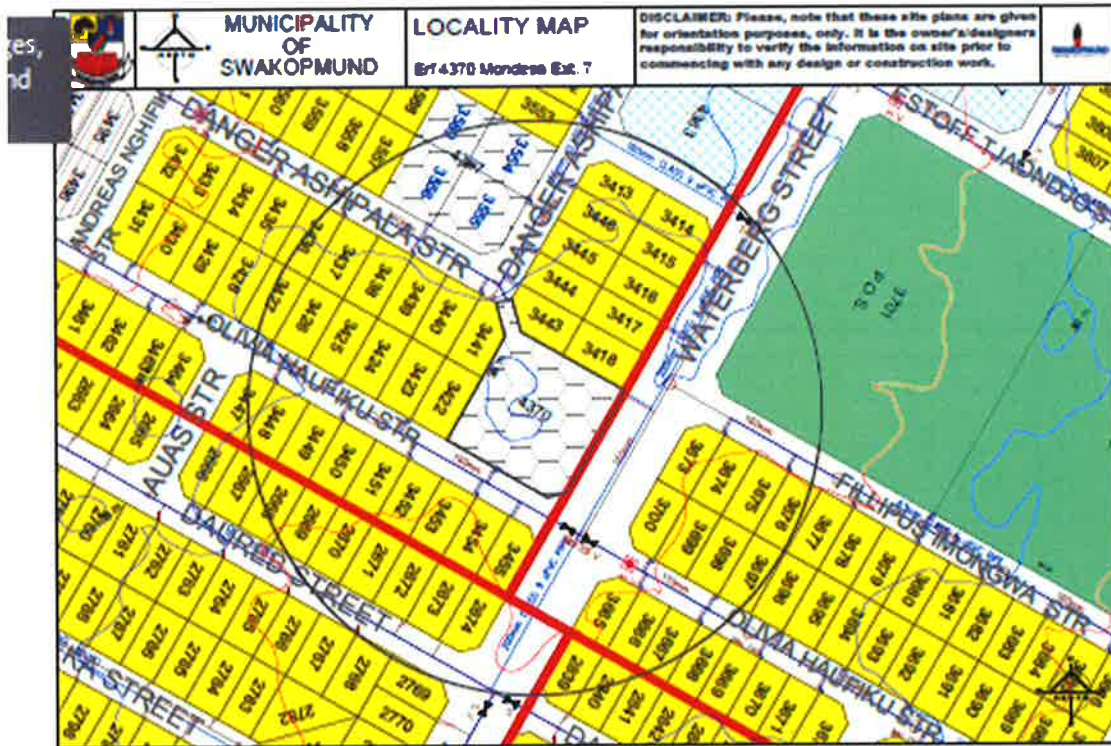
Yours faithfully,


NGHIDINUA DANIEL
EXECUTIVE DIRECTOR

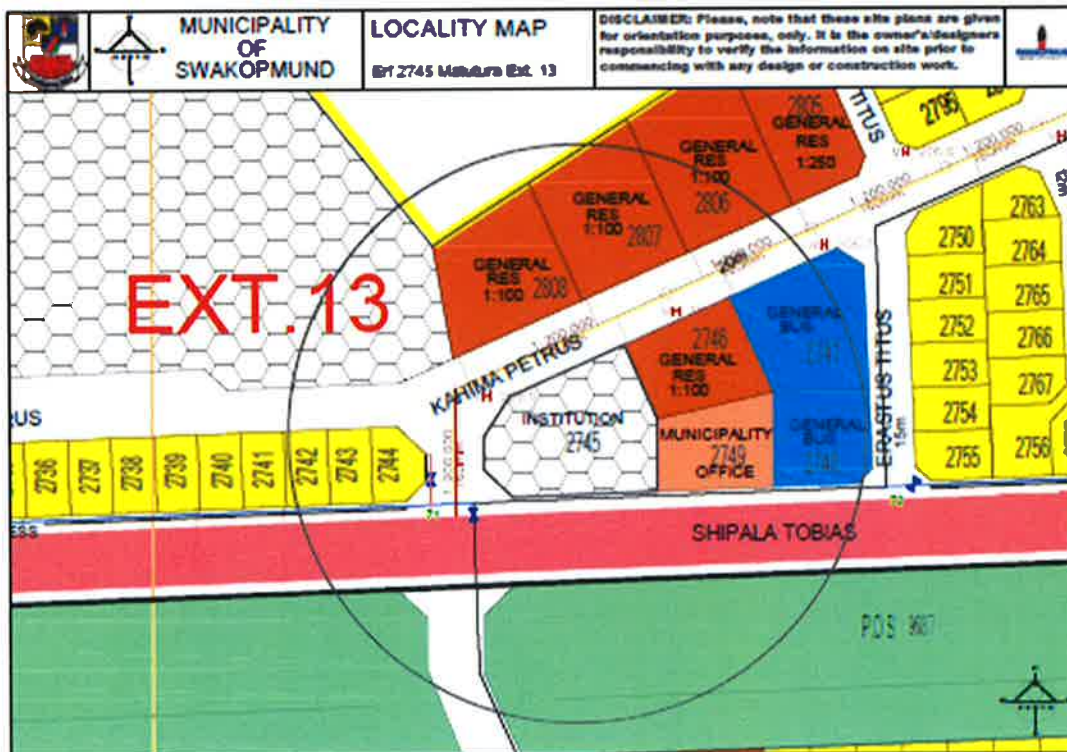
ANNEXURE "C"



Erf 4370, Extension 7, Mondesa



Erf 2745, Extension 13, Matutura



ANNEXURE "D"

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THIS DOCUMENT IS AN ORIGINAL PRINTED RECEIPT. IT IS VALID.

SWAKOPMUND MUNICIPALITY
Municipal Council
Municipal Office
Private Bag 10001
Swakopmund, Namibia
Tel: +264 81 200 1000
Fax: +264 81 200 1001
www.swakopmund.na

SWAKOPMUND

MUNICIPALITY

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REZONING OF ERF 4225, SWAKOPMUND EXTENSION 13 FROM "SINGLE RESIDENTIAL 1" WITH A DENSITY OF 1:600M² TO "GENERAL RESIDENTIAL 1" WITH A DENSITY OF 1:600M² AND CONSENT TO OPERATE A "RESIDENTIAL GUESTHOUSE"

(C/M 2026/05/07 - E 4225)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.8** page **69** refers.

A. This item was submitted to the Management Committee for consideration:

1. Purpose

The purpose of this submission is for Council to consider the application for the rezoning of Erf 4225, Swakopmund Extension 13 from "Single Residential " with a density of one dwelling per 600m² to "General Residential 1" with a density of 1:600m² and consent to operate a residential guesthouse.

2. Introduction and Background

This item previously served before Council; at its meeting held on **8th October 2024** under item 11.1.23, as per insert below. The density that was requested in that application differed from the current request.

- (a) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential " with a density of 1:600m² to "General Residential 1" with a density of 1:250m² be turned down.
- (b) That the application for the relaxation of the parking requirements on Erf 4225, Swakopmund, Extension 13 be turned down.
- (c) That consent to operate a residential guesthouse on Erf 4225, Swakopmund, Extension 13 while the rezoning is in process be turned down.
- (d) That the applicant be informed of the Council's decision and their right to appeal to the Minister against the Council's Resolution in terms of Section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) within 21 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.

Since Council turned down the initial request, the applicant appealed against the Council's decision and in the appeal, they requested for a change in density to 1:600m² instead of 1:250m². Pending the outcome of the appeal, the applicant re-applied to Council for the Rezoning of Erf 4225, Swakopmund from "Single Residential" with a density of 1:600m² to "general residential" with a density of 1:600m² to enable consistency with the appeal submission and for Council's reconsideration. The applications for the rezoning and consent were submitted separately but are being addressed by this one submission. It is against this background that separate and revised applications are submitted and attached as **Annexure A**.

3. Ownership

The ownership of Erf 4225, Swakopmund Proper, vests in Barbara Müller as held by Deed of Transfer No: T 6260/2023. (See **Annexure B**)

4. Locality, Zoning and Size

Erf 4225, Swakopmund Extension 13, is located in the southeastern part of Swakopmund, along Dr. Kuaima Riruako Avenue. The erf is zoned "Single Residential" with a density of 1:600m² and measures 991m² in extent.



Figure 1: Locality of Erf 4225, Swakopmund Ext. 1

5. Access, Parking and Municipal services

Access to Erf 4225, Swakopmund Extension 13 is currently obtained from Dr Kuaima Riruako Avenue and will be maintained. Dr. Kuaima Riruako Avenue is 13 meters wide. The erf is in an area that is already connected to the services network.

In terms of parking, the owners will be required to provide on-site in terms of the Swakopmund Zoning Amendment Scheme. The amount of parking available on site will determine the number of rooms they can offer as part of the Residential Guesthouse and this will be verified upon inspection during the business registration process in collaboration with the Health and Solid Waste Department.

6. Public Consultation

The public consultation for the rezoning was made in terms of Section 107 and Regulation 10 of the Urban and Regional Planning Act, (Act No 5 of 2028).

The proposed Consent and Rezoning was advertised in the Namibian and Namib Times newspapers on the 30th May 2025 and the 6th of June 2025, respectively. A notice was also placed on site and was published in the Government Gazette No. 8665, Item No. 352 dated 13th June 2025.

Neighbouring property owners were notified in writing of the intent via registered mail. The last date for the submission of comments and objections

was the 27th June 2025. No objections were received by the closing date. Please see proof of notice report attached as **Annexure C**.

7. **Development Proposal**

The proposal to rezone to general residential and to retain the current density of 1:600m² stems from the desire of the applicant to operate a residential guesthouse at full capacity. In terms of Council's Accommodation Establishment and Swakopmund Zoning Scheme, a "Residential Guesthouse" is permitted on a single residential zone, however only at a limited scale. The floor area ratio of all buildings in the "Single Residential Zone" to be used for accommodation establishments may not exceed 40% of the total floor area of the house. This restriction, however, does not apply to the general residential zone. In this zone, the entire building can be used for this purpose, hence the rezoning.

Clause 2.3 (a) of the Swakopmund Zoning Scheme quoted below states that the minimum erf size for residential buildings and town houses in the general residential 1 zone is 1000m², Erf 4225, is 991m² in extent, Council may however at its discretion apply clause 2.3 (b) also quoted below as per the request of the applicant.

The minimum prescribed erf sizes for this zone are as follows:

Minimum Erf Size	Blocks of Flats	Licensed Hotels	Residential Buildings, Townhouses and institutions
<i>Minimum size of site</i>	1500m ²	1500m ²	1000m ²

Clause 2.3 (b), however states the following:

- (a) *Notwithstanding the condition in sub-paragraph (a) above the Council may in certain cases, beyond the control of the applicant, give its special consent for the erection of any of the listed buildings on an erf smaller than the prescribed area in sub-paragraph (a) above.*

8. **Evaluation**

The current building plans for the property indicate diversions from the plans that Council approved in January 2005. What was initially a three-bedroom house has now been converted into a five (5) bedroom house excluding the out-building. The internal staircase was removed, and an external one was created. This staircase leads to bedrooms 4 and 5. It is important to note that with Council's approval of the building plans in 2005, there was an oversight where bedrooms 2 and 3 in figure 2 above were permitted despite them not being accessible to the main house, they have their own entrance.

Please see comparisons below:

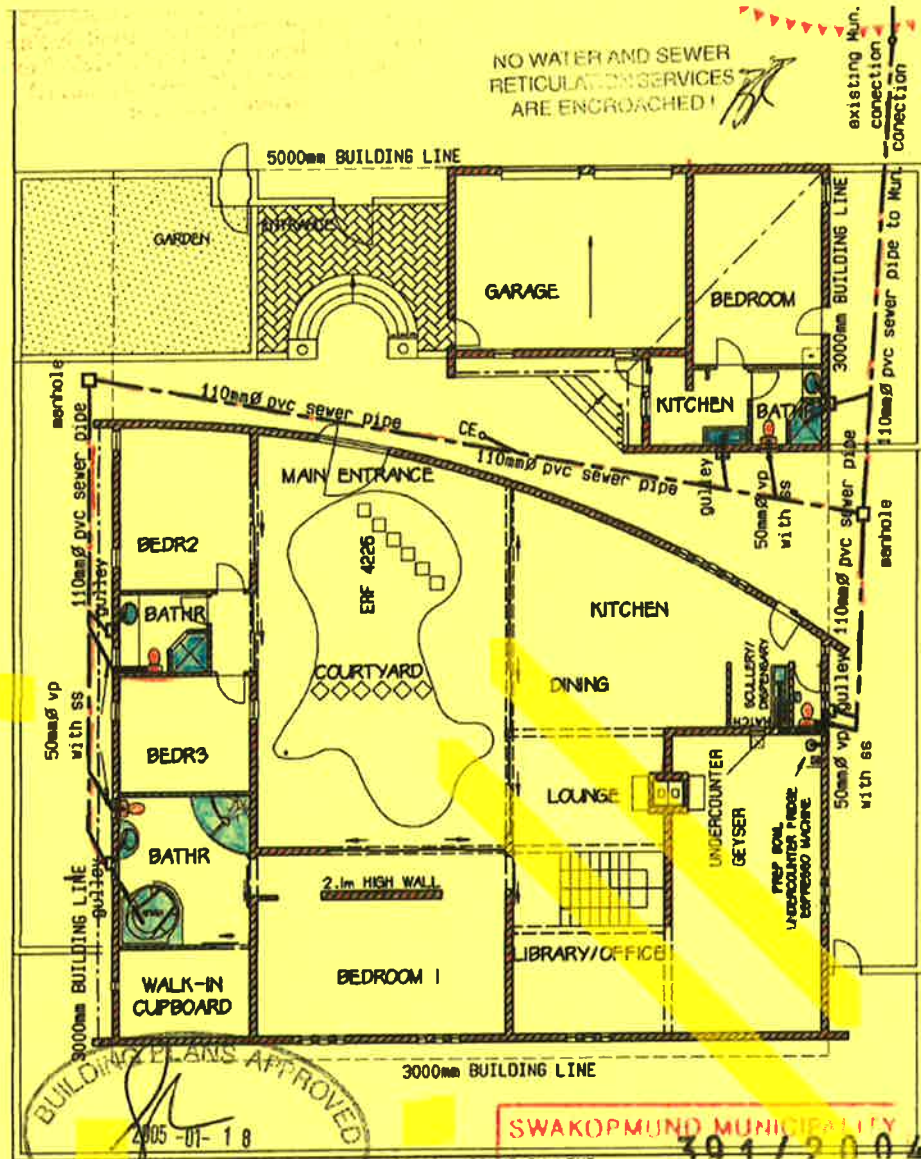


Figure 2: Approved Building plans- Ground

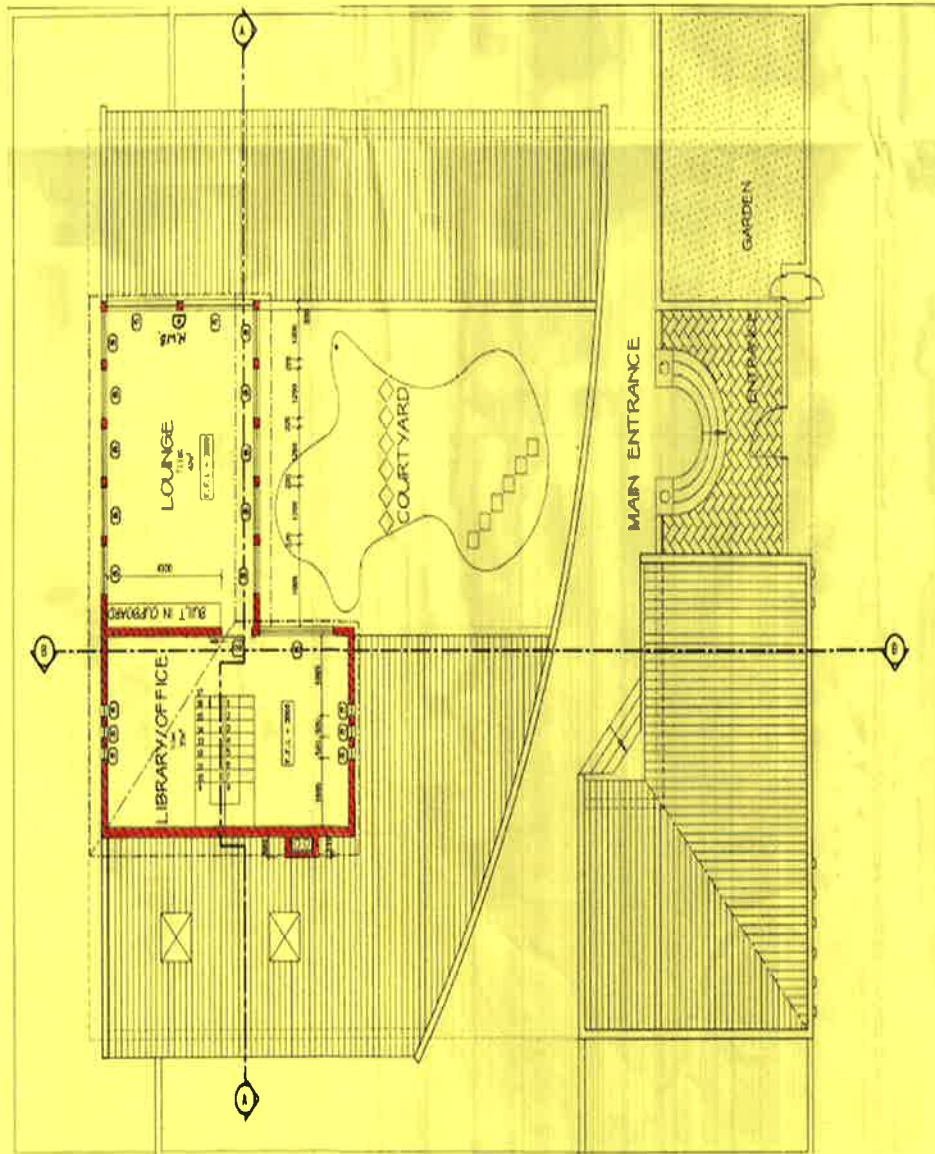


Figure 3: Approved Building Plans -First Floor

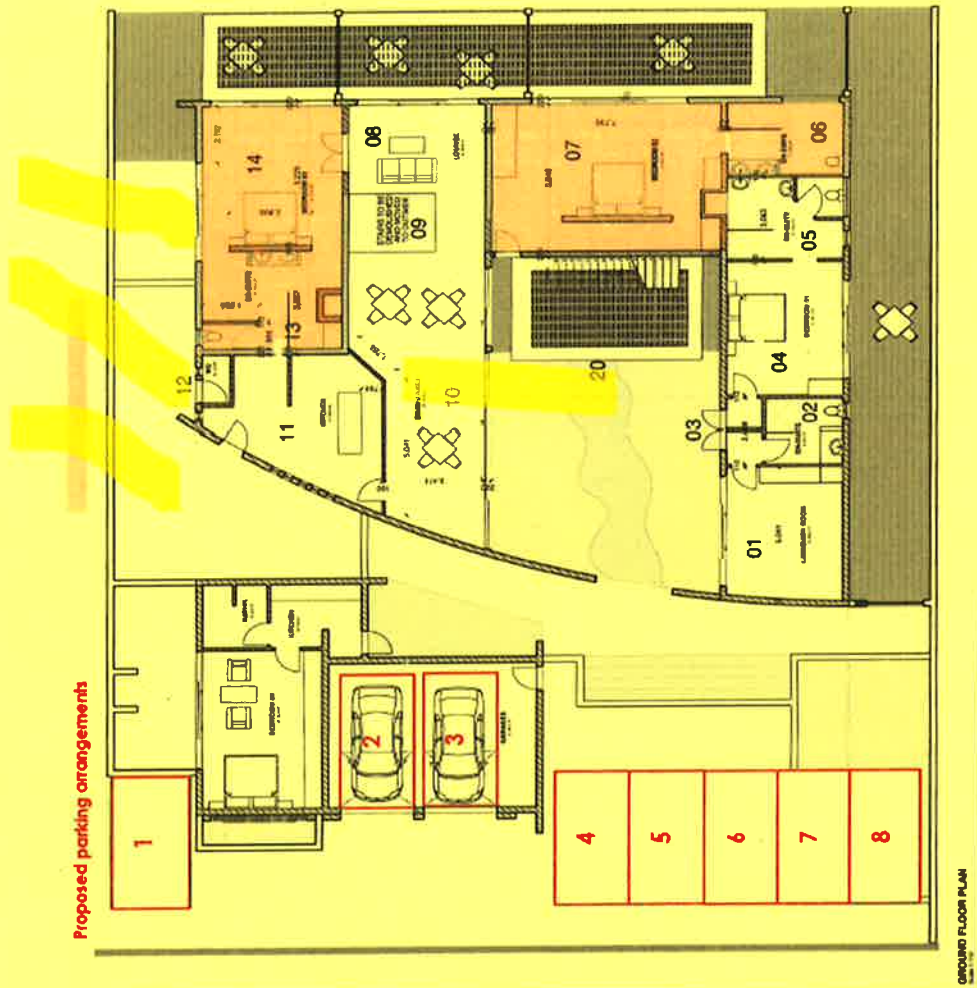


Figure 4: Current Building plans- Ground Floor

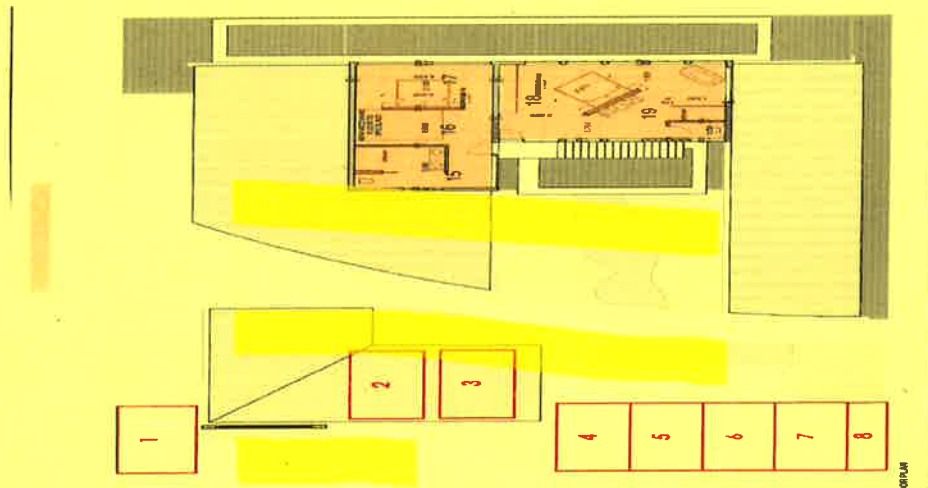


Figure 5: Current Building Plans: First Floor

Inputs from the Design Office and Building Control section were requested, and the following advice was provided: *the alterations that were made do not constitute a fineable offense.*

A density of 1:600m² could be considered as it may facilitate the consent to operate the residential guesthouse at full capacity, however, the number of rooms cannot be absorbed by a density of 1:250m² and a density of 1:100m² cannot be introduced in this area as it is too dense and may create a precedent that Council will not be able to manage with the current infrastructure in place especially road, and the existing traffic concerns (its proximity to the school) . A rezoning to general business is also undesirable in this area for the same reasons.

Due to the sensitivity of the area in terms of traffic generated in relation the school, on-street parking is non-negotiable. The applicant is expected to provide sufficient parking on-site to the satisfaction of the General Manager: Engineering and Planning Services before the processing of the business registration for the proposed "residential guesthouse".

The Engineering and Planning Services Department will in the long term re-route the traffic that emanates from the school along the passage between Erven 4226 and 4227, Swakopmund Extension 13, as this project will require capital and Council's approval.

Turning down the application will result in the land use issue not being resolved. A rezoning to "special" is therefore proposed. This zoning is often used for complex, mixed-use, or unique developments where the standard zoning categories do not fit the developer's vision or the municipality's restrictions. A "Special zone" is unique because its rights are custom written into an annexure specifically for that one property. In the Swakopmund Zoning Scheme, special uses are listed in Annexure A. The proposal is for the property to be rezoned to special for the use of a residential guesthouse and that a compensation fee of 50% in respect to betterment be imposed due to the proposed rezoning. It is further proposed that the compensation fee recovered from this rezoning be put aside and be used towards the re-routing project.

9. Conclusion

The rezoning of Erf 4225, Swakopmund Extension 13 from "single residential" with a density of 1:600m² to "special" for the purposes of a residential guesthouse be favourably considered given the evaluation presented above.

B. After the matter was considered, the following was:-**RECOMMENDED:**

- (a) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential " with a density of 1:600m² to "General Residential 1" with a density of 1:600m² be turned down.
 - (b) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential" with a density of 1:600m² to "Special" for the purposes of a Residential Guesthouse be approved instead.
 - (c) That no more additional units be constructed on the property.
 - (d) That consent to operate a "Residential Guesthouse" while the rezoning is in process be approved.
 - (e) That no penalties to be levied for the alteration made on the property.
 - (f) That parking be provided on site to the satisfaction of the General Manager: Engineering and Planning Services prior to registration with the Health and Solid Waste Department and that no on street parking will be tolerated.
 - (g) That the applicant registers with the Health and Solid Waste Department and that the standard Health Regulations will apply.
 - (h) That the rezoning of Erf 4225, Swakopmund, Extension 13 be subject to a betterment fee calculated according to the betterment fee policy of 2009 at 50% and be paid by the applicant before submission of building plans to the Engineering Services Department for approval.
 - (i) That a portion of the financing for the re-routing of traffic project in Dr. Kuaima Riruako Avenue, through the existing access road between Erven 4226 and 4227, Swakopmund, Extension 13 be deferred from the Betterment Fee Vote: 200522081000.
 - (j) That the applicant be informed of Council's decision and their right to appeal to the Minister against Council's Resolution in terms of Section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) within 21 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.
-

REZONING APPLICATION

ERF 4225 SWAKOPMUND EXTENSION 13:

- (1) Rezoning Erf 4225 from "Single Residential" (1:600) to "General Residential 1" (1:600).



Date: 04 December 2025

Prepared for: Barbara Müller
PO Box 5237
Divundu

Prepared by: Stewart Planning
PO Box 2095
Walvis Bay, 13013

Submission to: Chief Executive Officer
Swakopmund Municipality
PO Box 53
Swakopmund, 13001

E 4225

CONSENT USE APPLICATION

ERF 4225 SWAKOPMUND EXTENSION 13:

(1) Consent for a Residential Guest House (5 Bedroom Bed and Breakfast).



Date: 04 August 2025

Prepared for: Barbara Müller
PO Box 5237
Divundu

Prepared by: Stewart Planning
PO Box 2095
Walvis Bay, 13013

Submission to: Chief Executive Officer
Swakopmund Municipality
PO Box 53
Swakopmund, 13001





STEWART PLANNING

TOWN & REGIONAL PLANNERS

First Floor, 122 On Main
122 Sam Nujoma Avenue
Walvis Bay

P.O. Box 2095
Tel: (064) 280 773
Email: otto@sp.com.na

Purpose

The purpose of this report is to obtain Council's permission to rezone Erf 4225, Swakopmund Extension 13, in terms of the Swakopmund Zoning Scheme and Urban and Regional Planning Act of 2018 to permit a guest house.

This application is to be considered in conjunction with the consent use application dated 04 August 2025.

Background

Stewart Planning were previously appointed to apply for consent/rezoning of Erf 4225 Swakopmund Extension 13 (the site) with relaxation of on-site parking requirements. The application was advertised and received four objections due to the 1:250 density and traffic congestion as a result of the nearby school. However, two of the objectors were in support of a guest house.

The application was submitted to the Municipality of Swakopmund on 10 May 2024 and was turned down by the Swakopmund Council at their meeting held on 08 October 2024 (Item 11.1.25) as follows:

- (a) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential" with a density of 1:600m² to General Residential 1" with a density of 1:250m² be turned down.
- (b) That the application for the relaxation of the parking requirements on Erf 4225, Swakopmund, Extension 13 be turned down.
- (c) That consent to operate a residential guesthouse on Erf 4225, Swakopmund, Extension 13 while the rezoning is in process be turned down.

The owner was aggrieved with this decision, and requested Stewart Planning to lodge an appeal to the Ministry of Urban and Rural Development, which was submitted on 18 December 2024.

In the appeal submission, the density was changed from 1:250 to 1:600 to address the density concerns and as a compromise to objectors. In addition, the relaxation of on-site parking was withdrawn, and hence the following approvals were sought from the Appeal Committee:

- (a) The rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential" with a density of 1:600m² to General Residential 1" with a density of 1:600m² be approved.
- (b) That consent to operate a residential guest house on Erf 4225, Swakopmund, Extension 13 while the rezoning is in process, be approved.

A site meeting was held on 22 April 2025 between the Appeal Committee, officials from the Swakopmund Municipality, Stewart Planning, and representatives of the owner. At this meeting, new information was introduced, such as:

- The proposed zoning density was changed back from 1:250 to 1:600 as a compromise to objectors who were against the potential development of townhouses.
- The establishment previously thought to be 6 bedrooms was 5 bedrooms, which reduces the parking spaces required.
- The request for parking relaxation was formally withdrawn as all parking can be provided on-site and no parking will be provided in the street. The owner should not be penalised for parking issues created by the nearby school.
- Through-flow traffic will likely decrease in the future when new road links are developed for Kramersdorf east.
- The interior of the building and rooms have well-appointed finishes and the site has fantastic views of the river and dunes, which is excellent for an accommodation establishment.

Officials from the Swakopmund Municipality argued that the appeal submission is different to what the Council turned down, and new information had been introduced which was not previously considered. Consequently, it was recommended and agreed that the application should be re-advertised and resubmitted for the Council's consideration.

The consent and rezoning application was re-advertised in June 2025 and received no objections and three "do not object" responses. Although the consent and rezoning were advertised at the same time, this report will only deal with the rezoning component as a separate/standalone application. The consent application was submitted to the Swakopmund Municipality on 08 August 2025 of which a decision is pending.

About the owner

During one of her many trips to Africa, Barbara Müller's daughter Laura fell seriously ill in northern Namibia in 2013. Laura received treatment at the Bush Hospital in Andara, where Barbara experienced the shortages of the local healthcare system firsthand. What stood out to her during this challenging time was the compassionate dedication of the hospital staff and their commitment to patient care. Fortunately, Laura recovered and was able to leave the hospital in good health.



Figure 1. Barbara Müller.

This experience motivated Barbara to take action. In 2014, she established the charity organisation **Mudiro**, which means "Fire" in Thimbukushu, symbolising its dedication to the people of Namibia.¹

For nearly a decade, Barbara has been actively involved with Mudiro in northern Namibia. Throughout this period, the organisation has worked to enhance access to quality healthcare education for local communities, the Ministry of Health, other hospitals, and the University of Namibia (UNAM), all with the support of Swiss medical volunteers. Since 2019, Barbara has been living and working on-site as the project manager, furthering Mudiro's mission.

Barbara and her daughter have a shared passion for intentional living and meaningful hospitality, and creating spaces that feel like home. With their deep roots in Namibia's remote regions, Barbara dreamed of establishing a coastal retreat where comfort and connection with the national environment can meet.

¹ www.mudiro.com

In 2023, Barbara bought Erf 4225 for its tranquil location in Kramersdorf and its fantastic views of the river and dunes. *Sandseed Bed and Breakfast* was brought to life by Barbara and Laura, and at least N\$4 million has been spent to purchase and renovate the dwelling house on Erf 4225. They intend to create a home when they visit Swakopmund, and also a bed and breakfast for guests when they are working in the north. The intention is to employ a manager and staff to manage the accommodation establishment while they are away. This will create jobs in the hospitality industry and provide luxury accommodation which promotes Swakopmund.

Planning Proposal

The owner intends to operate a 5-bedroom bed and breakfast establishment on Erf 4225, Swakopmund Extension 13 (the site), which requires consent from the Swakopmund Council. Previously, it was thought to be a 6-bedroom, which is not the case.

The site is situated at 67 Riverside (Dr Kuaima Riruako) Avenue, as indicated by the red rectangle in Figure 2 below.



Figure 2: Location of Erf 4225 Swakopmund Ext 13 in the red rectangle.

The erf measures 991m² (28.14m x 35.23m) in extent and takes direct access from Dr Kuaima Riruako Avenue (the street). It shares a common border with Erf 5663 to the south, which is a large public open space erf, followed by Duneside Avenue, the Swakop River, and dunes. The site has excellent views of the natural landscape and is thus a suitable and desirable location to accommodate guests who will be visiting Swakopmund.

The site is currently zoned "Single Residential" with a density of one dwelling unit per 600m² (1:600) in terms of the Swakopmund Town Planning Amendment Scheme No.12 (the zoning scheme). The current zone permits a dwelling house as a primary use, provided building plans are approved. It also permits a residential guest house with consent from the Swakopmund Council.

A. SINGLE RESIDENTIAL ZONE

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|----|------------------|--|
| 1. | Colour Notation: | Yellow fill |
| | Primary Uses: | Dwelling House |
| | Consent Uses: | Place of Public Worship, Place of Instruction, Resident Occupation, Residential Guest House. |

The site contains a double-storey dwelling house which has been registered with the Swakopmund Municipality and the Namibia Tourism Board as a self-catering dwelling house. This permits the whole house to be leased to a single family or guest without the provision of breakfast. The intention is to lease the bedrooms to different guests/visitors, with the provision of breakfast, hence the need to obtain permission to operate a residential guest house.

The proposed accommodation establishment will comprise five (5) en-suite bedrooms for guests, a kitchen, dining area, laundry room, and an administrative office. The manager will be staying in a flat attached to the double garage ("bedroom 04"). Only breakfast will be provided; therefore, guests will have to make their provisions for lunch and dinner. Guests will check in between 15h00 to 18h00, and check-out time will be before 11h00.

Internal building changes and renovations have been made to the dwelling house, and significant financial investments have been made to establish a luxury boutique accommodation establishment.

It has recently come to light that the owner intends to leave the country and sell the property with guest house rights. Therefore, it is desirable to rezone the property in order to secure these permanent use rights.

The following are interior photos of the dwelling house to help illustrate the visual appeal of the building and its suitability to be operated as a luxury establishment.



Figure 3: Left: Dining area and view of dune landscape. Right: Well-landscaped courtyard taken at night.



Figure 4: Main bedroom with bathroom on first floor.



Figure 5: Bedroom on the ground floor opening up to a beautiful landscape.



Figure 6: Bedroom with a sea theme.



Figure 7: En-suite bathrooms are well-appointed with a modern rustic finish.



Figure 8: Ground-floor bedroom and bathroom.



Figure 9: Left: Staircase to upper bedrooms. Right: On-site parking and landscaped trees.

No further building additions or external changes are proposed. The intention is to use the existing dwelling house, as it stands on the property, as an accommodation establishment.

No public restaurant or conference facilities are proposed; therefore, the physical building and proposed land use will retain a residential scale and character. All parking will be provided on the erf, and no guest will be permitted to park within the street or on neighbouring properties, which will be enforced by the appointed manager of the establishment.

Site Development Plan

The owner has appointed Chrismari de Wit to prepare building plans for the internal changes and renovations to the dwelling house as indicated in Figures 10 to 12.

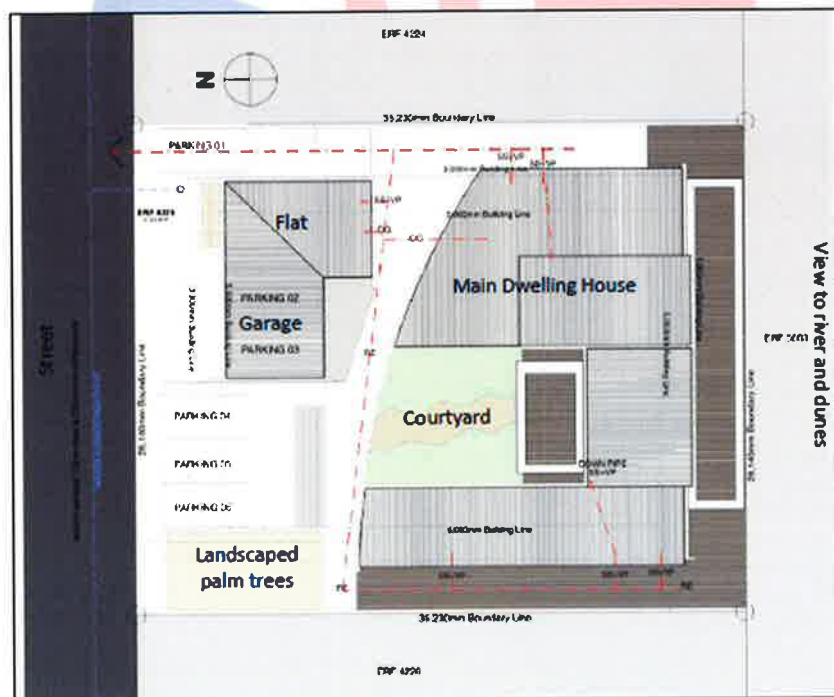


Figure 10: Site Plan for Erf 4225 Swakopmund Extension 13 (Credit: Chrismari de Wit)

The site plan indicates a total of six (6) on-site parking bays: four at the front of the erf, and two within the double garage. The parking bay measures 2.5m x 5m in extent, and is set back 1.5 metres from the street boundary. No proposal is made to provide parking on the street. A detailed parking evaluation is provided on pages 9 to 12.

It has come to light that the building plans shown in this report (and Annexure B) was never submitted and approved by the Swakopmund Municipality and deviations has been made to the approved building plans of 2004. The owner and architect was advised to submit as-built plans and to pay the applicable building penalties for the deviations made.



Figure 11: Ground Floor Plan (Credit: Chrisman de Wit)



Figure 12: First Floor Plan (Credit: Chrismarie de WR).

Parking Evaluation

Swakopmund Zoning Scheme No. 12 and the Accommodation Establishment Policy require a minimum of 2 parking bays plus 1.5 bays per room. It was previously thought that the establishment would have 6 bedrooms, which required $2 + (1.5 \times 6) = 11$ parking bays; however, only 5 bedrooms are for guests, therefore, the new parking requirement is $2 + (1.5 \times 5) = 9.5$, which is rounded to the nearest integer, which is 10 bays.

Currently, 6 parking bays are indicated on the site plan (see Figure 10), which indicates a shortfall of 4 bays. In order to meet parking requirements, one has to provide additional parking or reduce the number of bedrooms. Alternatively, the Council may relax parking requirements if it is satisfied that no interference with the amenities of the neighbourhood will occur.

The following is a summary of minimum parking requirements for the applicable number of bedrooms in terms of Zoning Scheme No.12.

Number of Guest Rooms	Minimum Parking	Provided Parking	Shortfall
• 5 Rooms	10 Bays	6 Bays	4 Bays
• 4 Rooms	8 Bays	6 Bays	2 Bays
• 3 Rooms	7 Bays	6 Bays	1 Bay
• 2 Rooms	5 Bays	6 Bays	None

If no additional parking bays are provided, then the owner will need to reduce the number of rooms from 5 to 2 to comply with parking requirements. This will have a direct negative impact on the feasibility of the establishment and is not recommended.

The opportunity exists to remove the well-landscaped palm trees/garden (see Figure 13) and to convert this into one or two additional parking bays.



Figure 13: Photo of the palm trees on Erf 4225 that can be converted into a parking space.

Should the palm trees be replaced with parking, then a total of 8 on-site parking bays can be provided, as shown in Figure 14. The parking bays have a setback of 1.5m from the street boundary, and measure 2.5m x 5m in extent. The setback for bays 4 to 8 can be even be increased, if needed.

More parking can be provided in front of the garage, but this will be regarded as obstructed/tandem parking, which will not be counted. So, for this evaluation, just the 8 parking bays are considered.



Figure 14: Proposed parking bays for Erf 4225.

This new parking arrangement is reviewed in terms of Zoning Scheme No.12 as follows:

Number of Guest Rooms	Minimum Parking	Provided Parking	Shortfall
• 5 Rooms	10 Bays	8 Bays	2 Bays
• 4 Rooms	8 Bays	8 Bays	None
• 3 Rooms	7 Bays	8 Bays	None
• 2 Rooms	5 Bays	8 Bays	None

With the removal of the palm trees, the owner will need to reduce the number of bedrooms from 5 to 4 to meet parking requirements. This again is undesirable as it will replace the green space with more parking, which can detract from the residential character and appeal of the property, and still impact the feasibility of the business.

To comply with parking requirements, the Council may relax parking requirements as contemplated by Clause 2.5(d) of the "Single Residential" zone of Swakopmund Zoning Scheme No.12. The previous parking relaxation was turned down; therefore, it is clear that the Department of Engineering and Planning Services dislike parking relaxations.

It should be noted that in draft Zoning Scheme No.71, the new parking minimums will be 2 bays plus 1 bay per room for accommodation establishments. This will be a well-received reduction in parking minimums. Although this scheme has not yet been approved, it does indicate that parking minimums could be as follows one day:

Number of Guest Rooms	Minimum Parking	Provided Parking	Shortfall
• 5 Rooms	7 Bays	8 Bays	None
• 4 Rooms	6 Bays	8 Bays	None
• 3 Rooms	5 Bays	8 Bays	None

In terms of future parking minimums, the establishment would need to reduce the number of bedrooms from 5 to 4 without the need to add a parking bay. Alternatively, the establishment can add one parking bay and operate with 5 rooms.

From the owner's point of view, the provided parking is sufficient due to the following reasons:

- The manager will only require one parking bay, and a space is only needed for each guest room, which equals 6 parking bays, which are provided. In addition, the manager will arrange for staff and some guests to be collected and dropped off with a shuttle, which reduces the need for parking spaces.
- Significant effort was put into creating the landscaped garden to add beauty to the area. It would be a shame to partially remove this garden area and trees for parking that will most likely be underutilised.
- The accommodation establishment is not expected to operate at full occupancy throughout the year. There will be non-peak seasons with perhaps one or two rooms being occupied, which could result in a hollow, unappealing, and out-of-character "parking lot".

However, given that the municipality is unlikely to grant any relaxation on parking, it is recommended that a total of 7 parking bays be provided on-site, or the number of bedrooms be reduced from 5 to 4 rooms to meet parking requirements.

Policy Evaluation

The proposal has been evaluated in accordance with the following legislation and/or policies:

- **Swakopmund Council Accommodation Establishment Policy.**
 - The establishment is compliant and will comply with the requirements of the policy as evaluated in Table 1 below.

Table 1: Evaluation of proposal in terms of the requirements of the Accommodation Establishments Policy.

Requirement	Evaluation
<p>The following definitions are included to describe the proposed use and are taken from the new Town Planning Amendment Scheme No.12</p> <p>"RESIDENTIAL GUEST HOUSE" means all pensions, guest houses, bed and breakfasts and backpackers establishments operating from private dwellings with a maximum of nine bedrooms available for not more than 20 tourists, and where the owner/manager permanently resides in the house.</p> <p>"BED AND BREAKFAST" means any premises comprising no more than 10 bedrooms or 20 beds, whichever is the most restrictive, in or on which the business of providing accommodation without meals except breakfast is conducted against payment to tourists but exclude a Residential Guest House.</p> <p>"PENSION" means any premises comprising no more than 20 bedrooms or 40 beds, whichever is the most restrictive, in or on which the business of providing accommodation with or without meals is conducted against payment to tourists and in which liquor may be served on payment to overnight guests only but excludes a Residential Guest House.</p>	<p>Although the business/trading name is a bed and breakfast, the intended use of the land is legally defined as a Residential Guest House, as this is the only permitted consent use in the current "Single Residential" zone.</p> <p>A bed and breakfast or pension is a consent use in other zones, such as, for example, the General Residential 1 zone.</p> <p>The proposal will comply with the requirements of a Residential Guest House as the owner or manager will permanently reside on the premises, and the number of bedrooms will not exceed nine.</p>
<p><u>General Requirements:</u></p> <p>(i) LOCATIONS: Residential Guest Houses, Pensions and Bed & Breakfasts must be seen as residential land use; hence, they must principally be located in a residential area. Appearance of buildings and ground shall be residential in character.</p>	<p>Erf 4225 is situated in a residential area, and the appearance of the building has a residential character. Furthermore, the site has unobstructed views of the Swakop River and dunes (see Figure 3) and has an excellent location for an accommodation establishment. In conclusion, the proposal will comply with the location requirement.</p>
<p>(ii) ERF SIZE AND MINIMUM NUMBER OF ROOMS: The density of the erf as well as the number of rooms allowed must be according to the Town Planning Amendment Scheme regulations for the applicable zone.</p>	<p>The erf is currently zoned "Single Residential" with a density of one dwelling unit per 600m², which permits a dwelling house and outbuilding on an erf size of 991m². The number of rooms allowed is determined by the approved building plans and the definition of a "Residential Guest House" as contemplated by the Town Planning Scheme, and subject to other requirements such as on-site parking.</p>

Requirement	Evaluation
<p>(iii) HEIGHT: The height of all buildings shall not exceed 8m or as permitted in the Town Planning Scheme for the relevant zone. The privacy of neighbors should be maintained as far as possible, overlooking etc. should be kept to the minimum.</p>	<p>The height of the building does not exceed 8m and is compliant with the Town Planning Scheme. Most guest rooms will face the public open space rather than towards neighbours and will comply with privacy requirements.</p>
<p>(iv) COVERAGE: The coverage of all buildings shall not exceed 60% as prescribed in the relevant zone according to the Town Planning Scheme.</p>	<p>The building footprint is 365.4m² or 36.9% of the erf size (991m²) and is compliant with the coverage requirements of the Town Planning Scheme. No additions or extensions are proposed.</p>
<p>(v) FLOOR AREA RATIO: The floor area ratio of all buildings to be used for the accommodation establishment may not exceed 40% of the total floor area of the house. This is to be applicable in the "Single Residential" zone.</p>	<p>This also necessitates the need to change the zoning of the property to "General Residential 1" to remove the 40% floor area ratio restriction that only applies in the "Single Residential" zone.</p>
<p>(vi) PARKING AND ACCESS REQUIREMENTS:</p> <p>NOTE: If tandem parking spaces are indicated on a parking layout for a premises, same will only be approved for the exclusive use of the property owner. Additional provision must be made for guests to have parallel/unobstructed single parking spaces i.e. if all parking spaces indicated are occupied simultaneously, a vehicle in an approved parking space may not obstruct a guest's vehicle parked in an approved parking space.</p> <p>Residential Guesthouse: A minimum of 2 plus 1.5 per room</p> <p>Pensions: A minimum of 2 plus 1.5 per room.</p> <p>Bed & Breakfast Establishments: A minimum of 2 plus 1.5 per room</p> <p>The street lending access to the erf should be able to carry the increased traffic flow and the entrance/exit must satisfy the municipal requirements.</p> <p>Parking must be provided on the erf and owners of such establishments must ensure that visitors make use of such parking and no parking by guests or visitors on any street will be allowed.</p>	<p>No tandem parking spaces are proposed, so all parking will be unobstructed and directly accessible from the street.</p> <p>A recommendation is provided under the "Parking Evaluation" heading on page 9 of this report.</p> <p>It is our considered opinion that the street can carry the additional traffic flow due to the following reasons:</p> <ul style="list-style-type: none"> • The accommodation establishment will have different peak hours compared to the nearby school. • Through-flow traffic was previously higher than usual due to the temporary road closure of Libertina Amathila Avenue, which means more residents had to use Dr Kuaima Riruako Avenue to get to the town (this road has now been re-opened). • According to the Swakopmund Structure Plan, new roads are also planned to link Kramersdorf east with the B2 Road, which will significantly reduce through-flow traffic for Dr Kuaima Riruako Avenue. • According to consultations with Riverside Primary School, they plan to require learners and parents to make use of Anton Lubowski Avenue and to create a pedestrian link over the back plots. This will significantly reduce congestion on Dr Kuaima Riruako Avenue. <p>In conclusion, the establishment will comply with parking and access requirements.</p>
<p>(xvii) WARNING: The Namibian Tourism Board may withdraw the license to operate an accommodation</p>	<p>The owner is aware of this requirement, and a similar condition can be imposed in the</p>

Requirement	Evaluation
<p>establishment if it is not operated according to boards regulations.</p> <p>The Town Council reserves the right to cancel the consent, should any of the above mentioned conditions not be complied with or any valid objections/complaints be received.</p>	<p>approval letter to ensure compliance. The owner has, in the meantime, registered the premises as a self-catering dwelling house with NTB.</p>
<p>(xviii) APPLICATIONS: Anyone who possesses a site with the necessary requirements may apply in writing for consent to construct and operate a Residential Guesthouse, Pension or Bed & Breakfast and the following will be required along with the application:</p> <ul style="list-style-type: none"> ❖ Municipal approved plan indicating the number of rooms to be used and area to be utilized. ❖ A site plan indicating the required parking and access to the Erf. ❖ Written comments/objections of all neighbours required. ❖ The required advertising fee to place the notice in the newspapers. <p>Once the application has been received and advertised for any comments/objections, the application will be submitted to the Council as per the Town Planning Regulations for approval of a consent use. On approval the applicant must then further apply to the NTB (Namibian Tourism Board) for approval. With the conditional consent of Council as well as the approval of NTB the applicant may then approach the health department for final approval.</p>	<p>It is our considered opinion that the owner possesses a site which meets the requirements.</p> <p>Not applicable to rezoning applications, but similar requirements apply.</p>
<p>(vii) QUALITY AND NATURE OF DEVELOPMENT: Residential Guesthouse, Pension and Bed & Breakfast must consist of residential rooms, en-suite bathrooms plus units of limited services such as a lounge, dining room, kitchen and private bar.</p>	<p>The Residential Guest House will comprise well-appointed and luxurious en-suite bedrooms, a dining area and a kitchen. No private bar for guests is proposed.</p> <p>It is our considered opinion that the establishment is of high quality and will help promote the hospitality industry of Swakopmund. Consequently, the proposal will comply with the quality and nature of development.</p>
<p>(viii) ERECTION OF SIGNS: Signs for Residential Guesthouses, Pensions and Bed & Breakfast must comply with the Council's advertising sign policy and should be to the Town Engineer's approval. No signs shall be erected without the consent of the Town Engineer.</p>	<p>The owner has erected an inconspicuous sign which blends in with the building and advertises the business/trading name as: "Sandseed Bed & Breakfast". The owner is willing to amend this sign if needed to comply with the Council's advertising and sign policy, to the satisfaction of the Town Engineer.</p> <p>Subject to the requirements of the Town Engineer, the owner will comply with this requirement.</p>

Requirement	Evaluation
<p>(ix) LICENSING AND SERVICES: The public/service areas (kitchen/lounge/dining room and private bar) shall only be used by bona-fide residents and their guests and not by the general public. Meals may only be supplied to bona-fide residents and their guests and not to the general public. Only an on-site consumption liquor license will be permitted.</p>	<p>The limited services will only be for bona-fide residents and guests and will not be open to the general public and will comply with this requirement.</p>
<p>(x) ENTERTAINMENT: Neither the buildings nor the grounds may be used for or as a Social/entertainment hall, Place of amusement or for any other similar use.</p>	<p>The owner has no intention of using the buildings or land as a social or entertainment hall or place of amusement and will comply with this requirement.</p>
<p>(xi) SITE DEVELOPMENT PLAN: In the case of a new building, a site development plan shall be submitted for approval to the Town Engineer prior to any development taking place on site.</p>	<p>The site development plan is shown in Figure 10 on page 4, which indicates the internal building changes and renovations made. The exterior structure of the building has not changed, and no future building plans are proposed.</p> <p>Given that no new development is proposed, it is not necessary to submit a new site development plan.</p>
<p>(xii) ACCOMMODATION ESTABLISHMENT AND TOURISM ORDINANCE: The regulations of the above ordinance shall be complied with.</p>	<p>We have reviewed the regulations, and it is our considered opinion that the establishment will comply with the Accommodation Establishment and Tourism Ordinance of 1973 and the Namibia Tourism Board Act of 2000.</p>
<p>(xiii) TOURISM ADVISORY BOARD APPROVAL: Final approval to operate a Residential Guesthouse, Pension or Bed & Breakfast will only be given once written approval has been received from NTB (Namibia Tourism Board) that such an establishment meets all their requirements according to the Accommodation Establishment and Tourism Ordinance (Ord.20 of 1973) and its Amendments.</p>	<p>The owner has registered the establishment with NTB and will make the necessary change in the type of registration once the Council's consent has been issued for a Residential Guest House. In any case, the owner will comply with NTB regulations and requirements.</p>
<p>(xiv) ADVERTISEMENT AND NEIGHBOUR'S CONSENT: In all cases applications must be advertised for comments and objections in terms of Clause 6 of the Town Planning Scheme for comments/objections. The neighbour's (owners & occupiers) written consent in a radius of ±100m of the property will be required by Council.</p>	<p>The consent use application was advertised as required by Clause 6 of the Town Planning Scheme, which is fully explained on page 19 of this report.</p> <p>All neighbours within 100m of the erf were notified by hand-delivered notices and comply with this requirement.</p>
<p>(xv) The approval is subject to the applicable laws and regulations of both Government and the Municipality.</p>	<p>The owner will comply with all laws and regulations of the Government and the Municipality of Swakopmund.</p>

Requirement	Evaluation
(xvi) All rates and service charges for business will be applicable.	The owner will comply with this requirement.

- In conclusion, the proposed establishment will be fully in accordance with the general guidelines of the Council's Accommodation Establishment Policy, provided that the rezoning is approved in order to remove the 40% floor area ratio restriction of the policy.

- **Strategic Plan 2022-2026**

- According to this plan, "Tourism and Investment Promotion" is one of five strategic pillars of the Swakopmund Municipality.
- The hospitality industry has a direct link with tourism, and thus, favourable approval of this consent can be seen as meeting this strategic pillar.

In conclusion, the proposal is fully in accordance and supported in terms of the Accommodation Establishment Policy and Strategic Plan of Swakopmund.

Legal Evaluation

- **Swakopmund Urban Structure Plan 2020-2040.**

- The structure plan does not contain a specific plan or policy to evaluate accommodation establishments in the Kramersdorf area. It does, however, recognise Swakopmund as a tourist and holiday resort.
- According to Figure 65 on page 84 of the structure plan, it indicates "important road linkages" for Swakopmund, and in particular, two new road links for Kramersdorf:
 - A B2 Road link is situated further east.
 - Daniel Tjongarero/Kunene Street link.



Figure 15: Extract of Figure 65 of the Swakopmund Structure Plan and future road links for Kramersdorf.

- Once these road links are developed, they will provide a quicker route to town and back, and residents are less likely to filter through the residential streets, such as Dr Kuaima Riruako Avenue. Therefore, through-flow traffic is expected to decrease in the long term. This has an indirect benefit for affected residents and accommodation establishments.
- **Swakopmund Zoning Scheme No.12:**
 - The current use of land and builds are fully compliant with the restrictions of the current "Single Residential" zone. The owner is permitted to operate a self-catering dwelling house as registered with the Swakopmund Municipality and the Namibia Tourism Board. No unauthorised land use is being undertaken.

- It is recommended that the standard 20% betterment or compensation fee be levied for the rezoning.
 - The building will retain residential character and scale to complement the upmarket houses in Dr Kuaima Riruako Avenue.
 - The proposed residential guest house is not expected to create a danger or injury to life, health and the amenity of the neighbourhood.
 - The consent and rezoning application was advertised and is compliant with Clause 6 of the zoning scheme.
- **Urban and Regional Planning Act of 2018.**
 - The rezoning was advertised in accordance with the provisions of this Act.
 - **Environmental Management Act of 2007.**
 - The rezoning application is not a listed activity and does not require an Environmental Clearance Certificate.
 - **Namibia Tourism Board Act of 2000.**
 - The owner has registered the accommodation establishment with the Namibia Tourism Board as a self-catering dwelling house and will pay the applicable levies. Once the rezoning and consent has been issued, then the owner will then re-register the type of accommodation establishment with NTB.
 - **Accommodation Establishment and Tourism Ordinance of 1973.**
 - The establishment meets the minimum requirements of a guest house as set out in Schedule XIA, including all other applicable regulations.

In conclusion, the proposed rezoning and residential guest house will be fully compliant with the Swakopmund Urban Structure Plan, Swakopmund Zoning Scheme No.12, the Namibia Tourism Board Act, and the Accommodation Establishment and Tourism Ordinance of 1973.

Potential Impacts

The following potential impacts have been identified from previous public consultation and comments received.

- **Parking issues:**
 - Affected parties have identified parking issues, which are largely caused by the school, which also takes access from the same street. The street is narrow (13 metres) and heavily congested when parents drop their kids off in the morning and when they collect them again around 13h10. Due to the lack of parking, parents (and school staff) often park on the road and/or in front of the garages, which often block through-flow traffic or access to houses.
 - There was a concern that a proposed density of 1:250 would worsen the existing traffic/parking situation. Hence, retaining the same density at 1:600 is a potential mitigation to this concern.
 - There is also a general concern that accommodation establishments, if permitted, will allow other property owners to do the same, which will have a cumulative impact on traffic and parking.

- However, it should be noted that peak traffic generation for a school is counter-cyclical to accommodation establishments in two ways:
 - Weekly cycle: Schools are closed over the weekends and during school holidays when accommodation establishments are busier. Likewise, schools are open during the week, when accommodation establishments have fewer bookings.
 - Daily cycle: Guests will likely check out before 11h00 when kids are already in school, and when most parents have left for work. Similarly, guests will check in between 15h00 to 18h00 when most kids have already been collected from school.
- Potential school parking solutions:
 - A potential solution is to require parents and school staff to park along Anton Lubowski Avenue, which has a wider road reserve (20m) and sufficient space for on-street parking. Arrangements can be made, with permission from the owner(s), to provide secure kid/staff access to the school over Erven 1514 or 1515 or 1695. This will help alleviate parking and traffic issues on the street. However, this potential solution must be addressed separately, and initiated by the school or affected parties and/or the Swakopmund Municipality, rather than the owner of Erf 4225.
 - The school has limited space for expansion and may be experiencing a growing shortage of classroom space. There may be a need and desire for the school to relocate to larger premises in the long term. Relocation of the school, if financially feasible, may be the best solution to the ongoing traffic/parking problems.
 - The principal of the school was consulted on 06 June 2025, and they have plans to expand the school and make use of Anton Lubowski Avenue or to relocate entirely.
- Through flow traffic:
 - Dr Kuaima Riruako Avenue experiences higher than usual through-flow traffic as Libertina Amathila is temporarily closed for road works. Once this road reopens, then traffic will be distributed more evenly along the residential streets.
 - Once the new road links are developed for Kramersdorf east (see explanation and Figure 15 on page 16), then less traffic is likely to filter through Dr Kuaima Riruako Avenue.
- Impact on neighbourhood:
 - The dwelling house on Erf 4225 will retain its residential character and scale and is not expected to negatively affect the character and amenity of the neighbourhood.
 - Accommodation, although operated on a commercial basis, is a residential land use that is complementary to a residential neighbourhood.

- o The size of the proposed accommodation (5 bedrooms, no restaurant, no conference facilities) is also limited in size and operation, and consequently has a low parking demand.
- o All parking can be provided on-site. No guests will be allowed or permitted to park within the street or on adjacent properties.

Public Consultation

The consent and rezoning application was re-advertised as follows:

- Notices in Namibian and Namib Times on 30 May and 06 June 2025.
- Notice on the boundary wall of Erf 4225 from 02 June to 27 June 2025.
- Notice on the notice board of the Swakopmund Municipality from 02 June to 4 July 2025.
- Previous objectors (Erven 4217, 4222, 4224, and 4242) were notified by email on 06 June 2025.
- Notices were hand-delivered on 06 June 2025 to the owners/occupants of Erven 4222, 4223, 4224, 4226, 4227, 4235, 4236, 4237, 4238, 4239, 4240, 4241, and on 18 June for Erf 4228.

The deadline for written comments/objections was 27 June, which was extended to 04 July 2025 to allow neighbours more time to respond to the notices. Proof of consultation is attached Annexure D.

Neighbour Feedback

Three "do not object" responses were received in favour of the rezoning application, namely:

- Mr Ernest Olivier, occupant of Erven 4235 to 4237 (Riverside Private School).
- Mr H. Ries von Bergen, owner of 4240.
- Mrs CD Grobler, owner of Erf 4224.

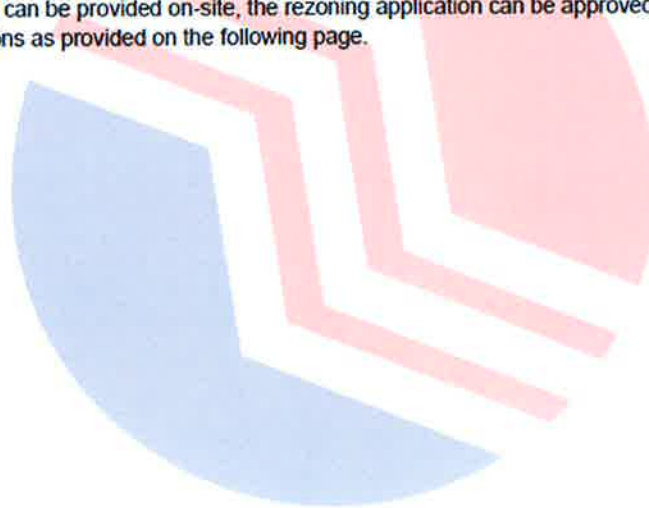
These are attached as Annexure C. No other written comments and/or objections were received during the public consultation period.

Conclusion

The following is a summary of the application:

- The purpose of this report is to obtain Council's permission to rezone Erf 4225 Swakopmund Extension 13 (the site) from "Single Residential" (1:600) to "General Residential 1" (1:600) in terms of the Swakopmund Amendment Scheme No.12 and the Urban and Regional Planning Act of 2018.
- This rezoning report to be considered in conjunction with the consent report dated 04 August 2025.
- The Council previously turned down the rezoning and consent due to traffic and parking-related reasons. This rezoning application is resubmitted as it introduces new information not previously considered by the Council, such as new parking arrangements as indicated in Figure 14 on page 10.

- The site measures 991m² in extent and contains a newly renovated dwelling house at 67 Dr Kuaima Riruako (Riverside) Avenue. It is zoned "Single Residential" with a density of 1:600 and permits a residential guest house with consent from the Council.
- The owner, Barbara Müller, has made significant charitable contributions in the northern regions of Namibia and has spent about N\$4 million to establish a luxury boutique accommodation establishment, which will help create employment opportunities in Swakopmund.
- The proposal will be fully in accordance with the Council's Accommodation Establishment Policy and Strategic Plan and will be fully compliant with the Swakopmund Urban Structure Plan, Swakopmund Zoning Scheme, the Namibia Tourism Board Act of 2000, and the Accommodation Establishment and Tourism Ordinance of 1973.
- Potential impacts such as parking, potential school traffic solutions, through-flow traffic, and impact on the neighbourhood have been addressed on pages 17-18.
- The application was re-advertised and received three "do not object" responses from nearby neighbours, indicating general support from residents in the area.
- Given the small nature of the establishment, limited impacts on traffic, and that all parking can be provided on-site, the rezoning application can be approved subject to conditions as provided on the following page.



Recommendation

It is recommended that –

- a) Council Resolution Item 11.1.25 of 08 October 2024 be rescinded in toto and be replaced with this resolution.
- b) the rezoning of Erf 4225, Swakopmund Extension 13 from "Single Residential" with a density of one dwelling unit per 600m² to "General Residential 1" with a density of one dwelling unit per 600m² be approved in terms of Section 101(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).
- c) all parking must be provided on-site in accordance with the Swakopmund Zoning Scheme and no parking within the street shall be permitted.
- d) that a 20% compensation fee be levied in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as the current use is permitted as self-catering dwelling house.
- e) the owner to submit as-built plans to indicate the changes made to the dwelling house and to pay the applicable building penalties fees for any deviations made from the approved building plans.

I hope the above recommendation receives your favourable approval. Please feel free to contact me if you would like to discuss the application in more detail.

Yours sincerely,



Johann Otto

Registered Town & Regional Planner



Tel: +264 04 280 773 | Email: otto@sp.com.na

Attachments

- Annexure A: Deed of Transfer
- Annexure B: Locality and Site Plans
- Annexure C: Written Neighbour Feedback
- Annexure D: Proof of Consultation

ANNEXURE B

Prepared by me


CONVEYANCER
BEZUIDENHOUT C

I hereby certify that in terms of the Stamp Duties Act (Act No 15 of 1993) stamp duty to the value of N\$29 000.00 has been paid and that receipt no 00141089 dated 11-10-2023 has been issued.


Receiver of Revenue

DEED OF TRANSFER

BE IT HEREBY MADE KNOWN:

6260 2023

THAT **CLIFFORD BEZUIDENHOUT**

appeared before me, Registrar of Deeds, at Windhoek he, the said appearer, being duly authorised thereto by a Power of Attorney granted to him by

CHRISTIANE PETRA BERKER

Identity Number 590901 0023 7

Unmarried

dated the 31st day of August 2023 and signed at Prien am Chiemsee, Germany,

1




AND the said appearer declared that his said Principal had truly and lawfully sold on 1 August 2023.

AND that he in his capacity aforesaid, did, by these presents, cede and transfer, in full and free property, to and on behalf of

BARBARA MÜLLER

Born on 27 July 1975

Unmarried

Her Heirs, Executors, Administrators or Assigns,

CERTAIN ERF NO 4225 SWAKOPMUND
 (EXTENSION NO 13)

SITUATE IN THE MUNICIPALITY OF SWAKOPMUND
 REGISTRATION DIVISION "G"
 ERONGO REGION

EXTENT 991 (NINE NINE ONE) SQUARE METRES

FIRST transferred and still held by Deed of Transfer No T7489/2004 with General Plan
 S.G No A.582/2003, relating thereto

SUBJECT to the following conditions in terms of Urban and Regional Planning Act, 2018
 (Act No 5 of 2018) namely: -

IN FAVOUR OF THE LOCAL AUTHORITY

- a) The erf must only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Swakopmund Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No 5 of 2018).
- b) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the prevailing valuation of the erf.



WHEREFORE the appearer, renouncing all the rights and title which the TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge her to be entirely dispossessed of, and disentitled to the same and that, by virtue of these presents, the said TRANSFEREE, her Heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights; and finally, acknowledging that the purchase price is the sum of N\$3 500 000.00.

2025-10-20

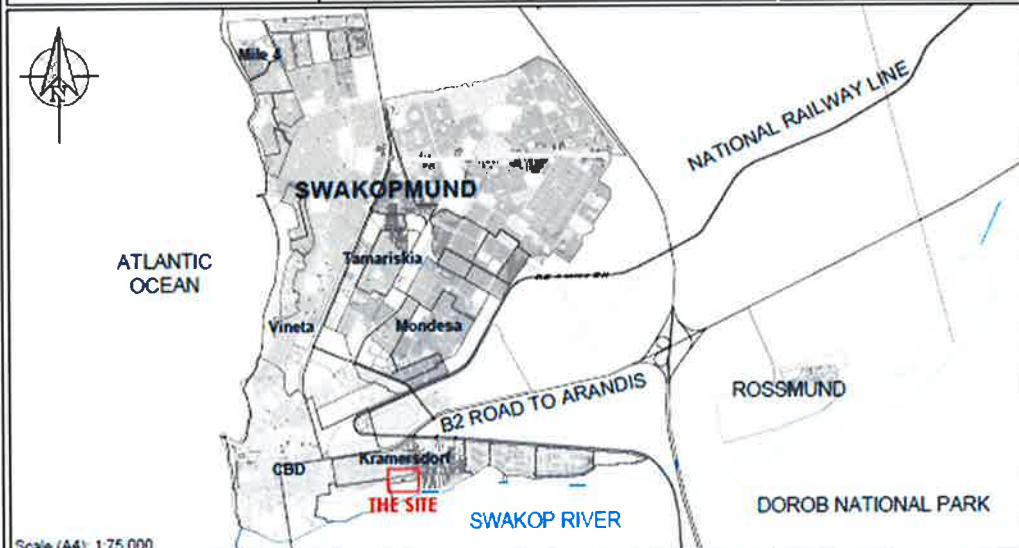
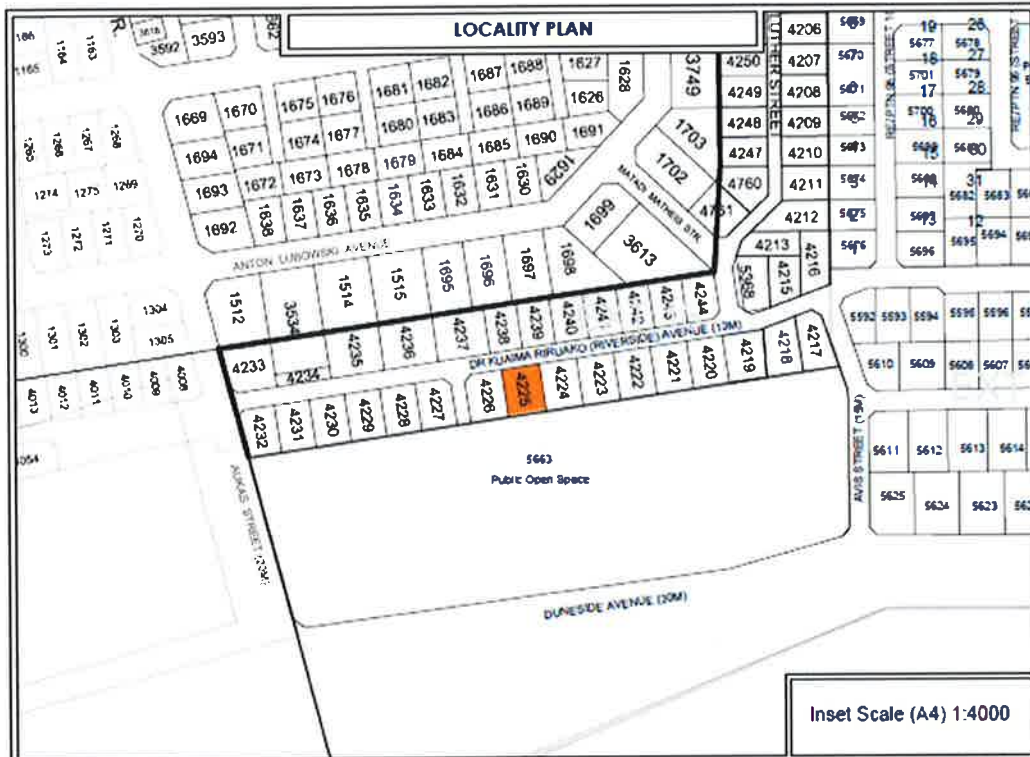
SIGNED at WINDHOEK, on
together with the appearer, and confirmed with my seal office.

SIGNATURE OF APPEARER

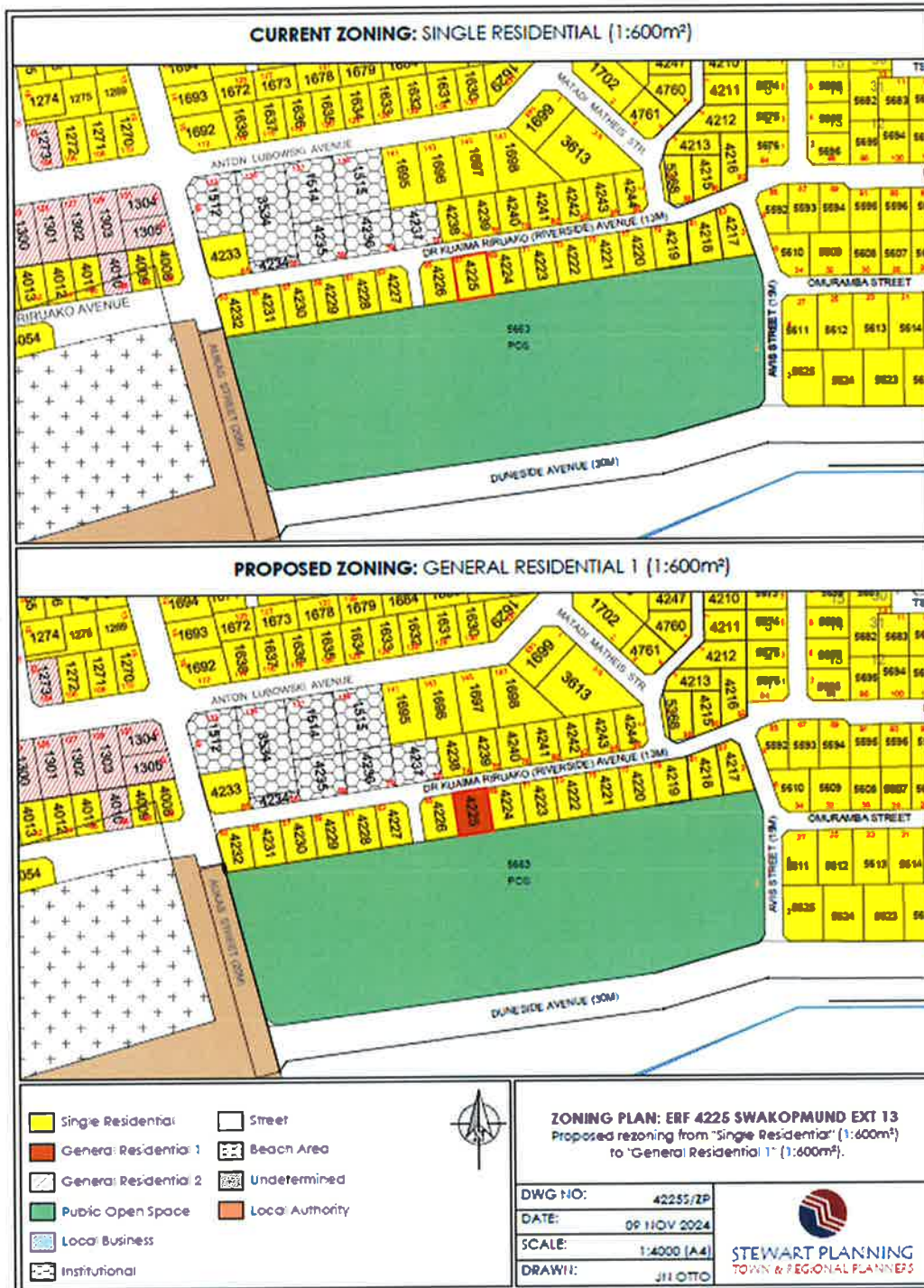
In my presence,

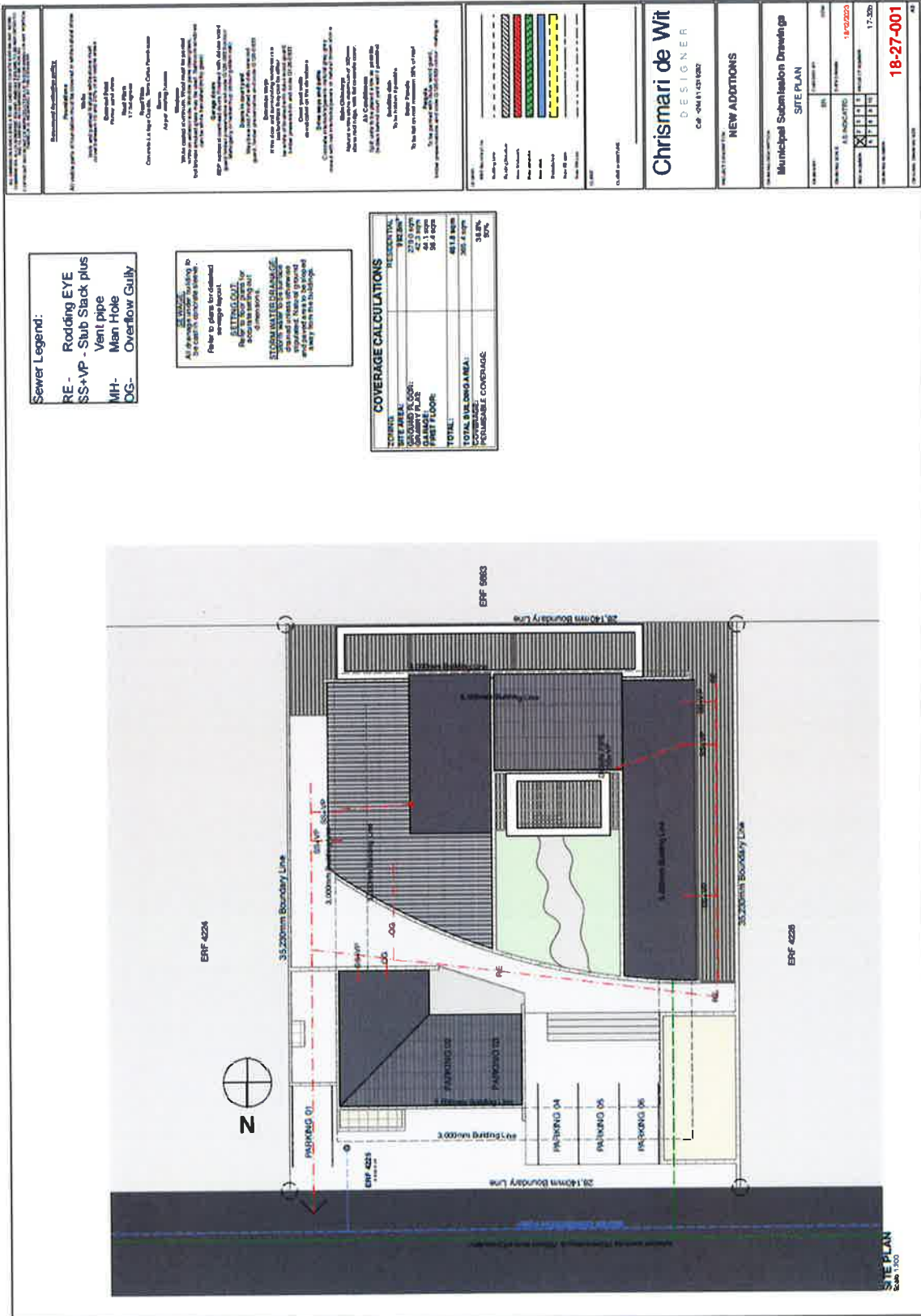


Handwritten initials or signature.



DWG NO:	42255/LP	TITLE:	LOCALITY PLAN: ERF 4225 SWAKOPMUND EXT 13 No. 67 Dr Kuaima Rivaako (Riverside) Avenue, Kramerisdorf		
DATE:	18 APR 2024	Version:	V1	otto@sp.com.na	064 280 773
SCALE:	A5 SHOWII				
DRAWN:	JH OTTO				





Recommended construction materials:
 Foundations: Reinforced concrete
 Walls: Reinforced concrete or brickwork with render
 Floors: Reinforced concrete or brickwork with render
 Roofs: Reinforced concrete or brickwork with render
 Windows: Reinforced concrete or brickwork with render
 Doors: Reinforced concrete or brickwork with render
 Stairs: Reinforced concrete or brickwork with render
 Drains: Reinforced concrete or brickwork with render
 Sewer pipes: Reinforced concrete or brickwork with render
 Manholes: Reinforced concrete or brickwork with render
 Vent pipes: Reinforced concrete or brickwork with render
 Overflow gullies: Reinforced concrete or brickwork with render

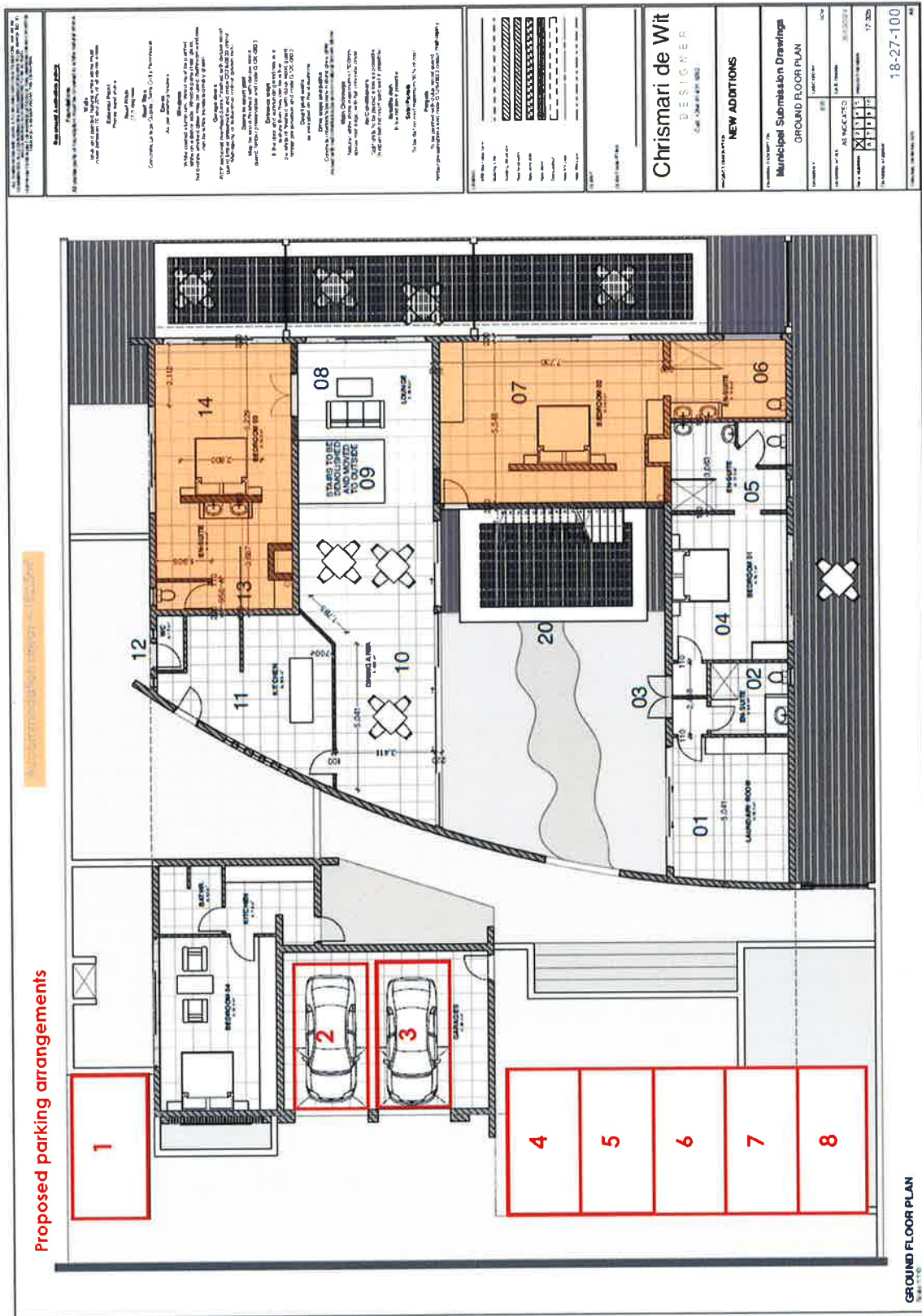
Notes:
 1. All proposed structures shall be constructed in accordance with the relevant provisions of the Building Act 2004 and the Building Regulations 2004.
 2. All proposed structures shall be constructed in accordance with the relevant provisions of the Resource Management Act 1991 and the Resource Management Regulations 2002.
 3. All proposed structures shall be constructed in accordance with the relevant provisions of the Resource Management Act 1991 and the Resource Management Regulations 2002.
 4. All proposed structures shall be constructed in accordance with the relevant provisions of the Resource Management Act 1991 and the Resource Management Regulations 2002.

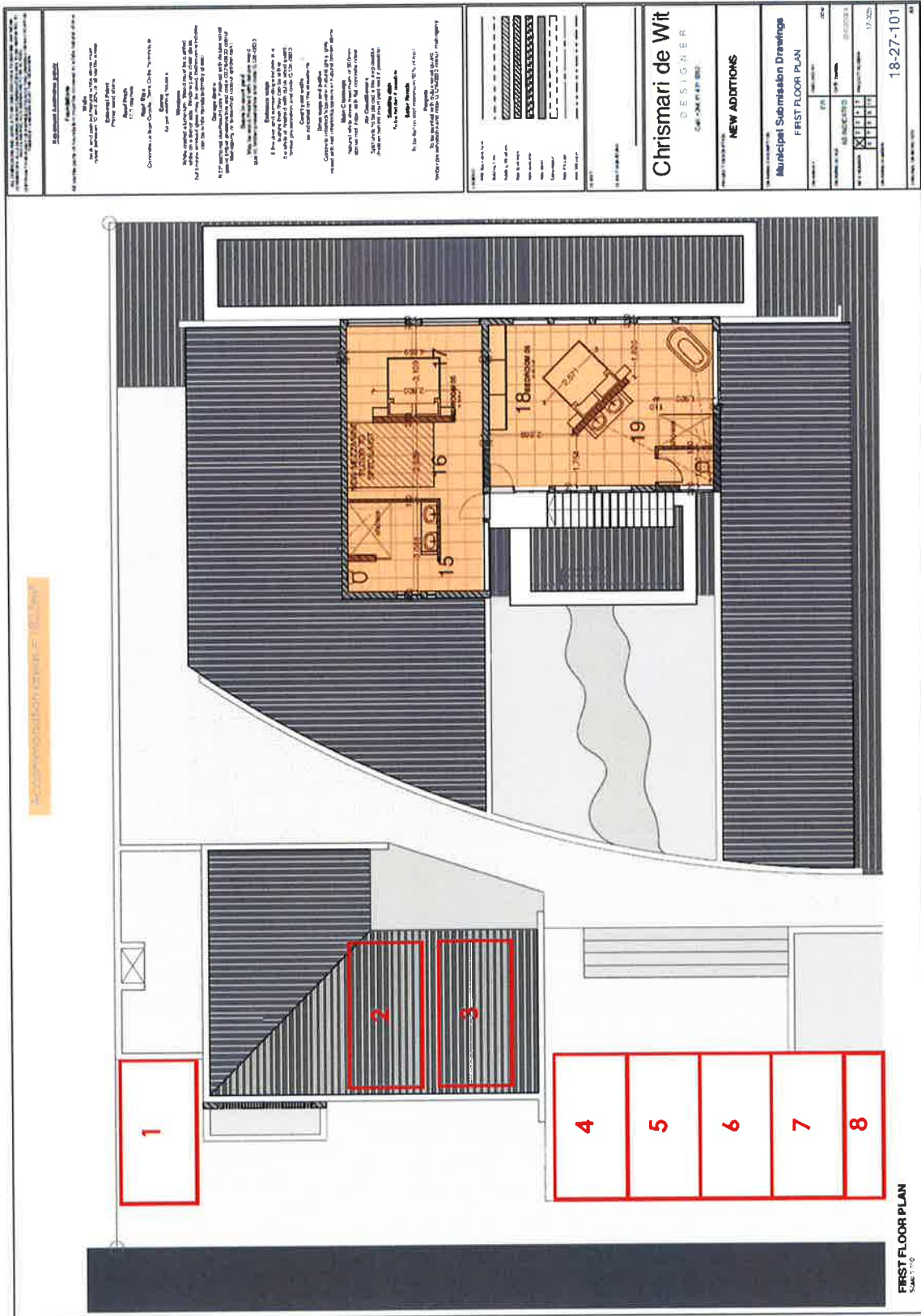
NEW ADDITIONS

Christmari de Wit
 DESIGNER
 CAP: 00411421002

Municipal Submission Drawings
 SITE PLAN

DATE: 18-07-2020
 SCALE: 1:750
 PROJECT: 18-27-001





18-27-101

NEW ADDITIONS

Christmari de Wit
DESIGNER

Municipal Submission Drawing
FIRST FLOOR PLAN

DATE	18-27-101
BY	Christmari de Wit
CHECKED BY	
DATE	
APPROVED BY	
DATE	

18-27-101

FEEDBACK FORM: REZONING APPLICATION

Name: ERNEST OLIVIER (RIVERSIDE PRIVATE SCHOOL)
 Address: DE KWAMO RIPO ALE STREET
 Email: principal.secondary@mps.edu.na
 Mobile no: 081 621 3826

Occupants
 I/We, the owner(s) of Erf 4235 - 4237 Swakopmund Ext 13 (Kramersdorf)

Do not object to Please tick where applicable, for example:
 Object to

ERF 4225 SWAKOPMUND EXTENSION 13 (991m²): APPLICATION TO REZONE FROM SINGLE RESIDENTIAL WITH A DENSITY OF ONE DWELLING UNIT PER 600m² TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF ONE DWELLING UNIT PER 600m² WITH CONSENT IN THE PROPOSED ZONING FOR A BED AND BREAKFAST (THE PROPOSED ZONING IS TO REMOVE THE 40% FLOOR AREA RESTRICTION IN TERMS OF THE COUNCIL'S ACCOMMODATION ESTABLISHMENT POLICY)

Please state your reason(s) for your feedback, if any:

(The feedback area is crossed out with a diagonal line.)

Signature: *[Handwritten Signature]*

Date: 06/06/2025

Note: The deadline for submission of this feedback form is 04 July 2025.

FEEDBACK FORM: REZONING APPLICATION

Name: HOLGER RIES VON BERGEN
Address: P.O. Box 2769 SWK 78 RIVERSIDE AVE KRAMERSDORF
Email: ho.riesvонbergen@g.mail.com
Mobile no: 081 84 55 462


I/We, the owner(s) of Erf 4280Swakopmund Ext 13 (Kramersdorf)

Do not object to Please tick where applicable, for example:
Object to

ERF 4225 SWAKOPMUND EXTENSION 13 (991m²): APPLICATION TO REZONE FROM SINGLE RESIDENTIAL WITH A DENSITY OF ONE DWELLING UNIT PER 600m² TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF ONE DWELLING UNIT PER 600m² WITH CONSENT IN THE PROPOSED ZONING FOR A BED AND BREAKFAST (THE PROPOSED ZONING IS TO REMOVE THE 40% FLOOR AREA RESTRICTION IN TERMS OF THE COUNCIL'S ACCOMMODATION ESTABLISHMENT POLICY)

Please state your reason(s) for your feedback, if any:

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Signature:  Date: 6/6/2025

Note: The deadline for submission of this feedback form is 04 July 2025.

FEEDBACK FORM: REZONING APPLICATION

Name: C. D. GROBLER

Address: 69 KUATIMA RIRUAKO AVENUE

Email: adadir.k1962@gmail.com

Mobile no: 081 151 0030

I/We, the owner(s) of Erf 4224 Swakopmund Ext 13 (Kramersdorf)

Do not object to

Please tick where applicable, for example:

Object to

ERF 4225 SWAKOPMUND EXTENSION 13 (991m²): APPLICATION TO REZONE FROM SINGLE RESIDENTIAL WITH A DENSITY OF ONE DWELLING UNIT PER 600m² TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF ONE DWELLING UNIT PER 600m² WITH CONSENT IN THE PROPOSED ZONING FOR A BED AND BREAKFAST (THE PROPOSED ZONING IS TO REMOVE THE 40% FLOOR AREA RESTRICTION IN TERMS OF THE COUNCIL'S ACCOMMODATION ESTABLISHMENT POLICY)

Please state your reason(s) for your feedback, if any:

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Signature: [Signature]

Date: 10/07/2025

Note: The deadline for submission of this feedback form is 04 July 2025.

Johann Otto

From: Johann Otto
Sent: 06 June 2025 14:37
To: Koos Calitz; ralf.schommarz@mineconsult-nam.com; Dirk Grobler; maritz@wkh-law.com
Cc: Johannes Heita; Johanna Angolo
Subject: Erf 4225 Swakopmund Ext 13: Notice of consent and amended rezoning
Attachments: 4225 S_General Notice2.pdf; 4225 S_Neighbour Feedback Form_Consent2.pdf; 4225 S_Neighbour Feedback Form_Rezoning2.pdf; 4225 S_BID.V2.pdf

Dear Interested and/or Affected Parties,

Please take note we intend to resubmit the consent and rezoning application for Erf 4225 Swakopmund Extension 13. This was recommended way forward at the Appeal Committee meeting with representatives from the Municipality of Swakopmund. Note that we have changed the rezoning to retain the current 1:600 density, therefore, there is no increase in residential density.

More information is contained in the attached General Notice and BID (Background Information Document). The BID also addresses parking and traffic-related issues which were previously raised.

It is requested to carefully review the BID and complete and return the attached feedback forms. Two forms are attached, one for the consent application, and one for the rezoning which are two separate applications. The deadline to submit the forms to my office is 04 July 2025.

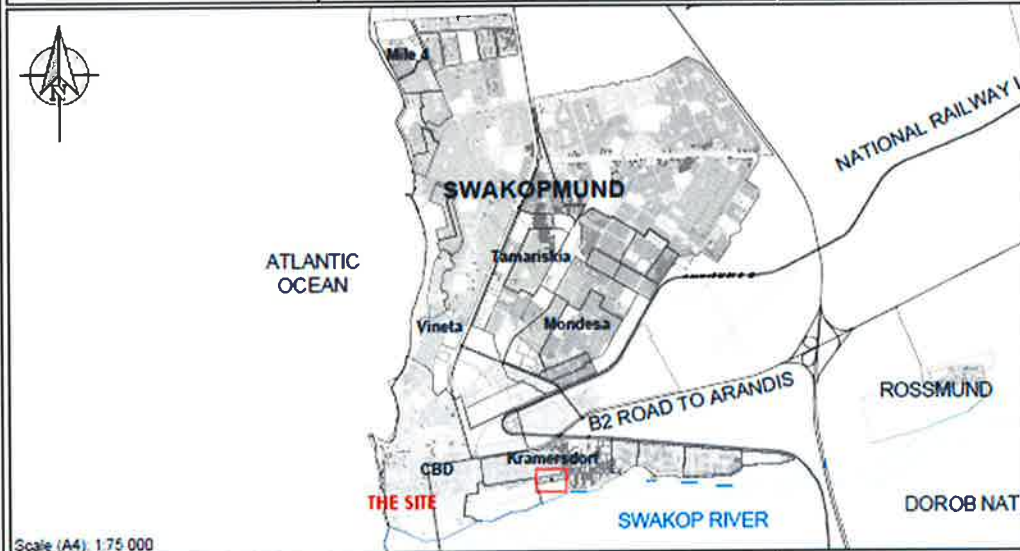
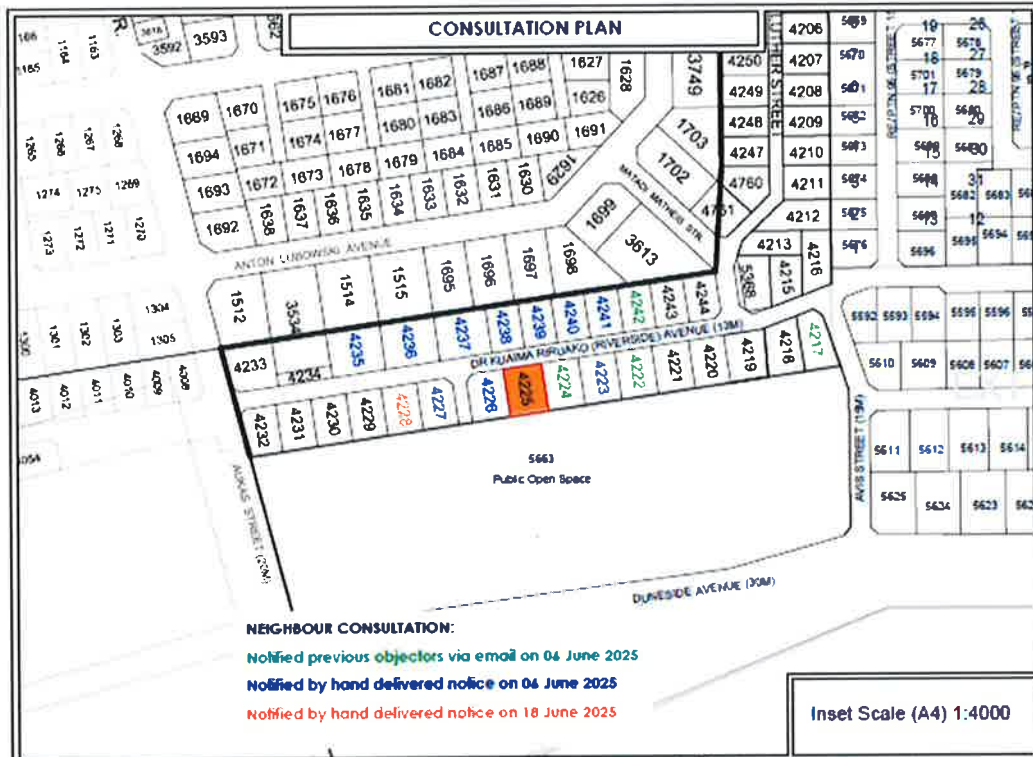
Please do not hesitate to contact me should you have any questions regarding the above.

Yours sincerely,
Johann

Johann Otto
Town Planner



122 Sam Nujoma Avenue | First Floor, 122 On Main | PO Box 2095 Walvis Bay
Tel: (064) 280 773 | Email: otto@sp.com.na | Website: www.sp.com.na



DWG NO:	42255/LP	TITLE	PUBLIC CONSULTATION PLAN: ERF 4225 SWAKOPMUND EXT 13	
DATE:	04 AUG 2025	Version:	v3	064 280 773
SCALE:	AS SHOWN	otto@sp.com.na		
DRAWN:	JH OTTO	 STEWART PLANNING TOWN & REGIONAL PLANNERS		



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor, 122 On Main
122 Sam Nujoma Avenue
Walvis Bay

P.O. Box 2095
Tel: (064) 280 775
Email: otto@sp.com.na

Date: 06 June 2025

**NOTICE TO:
INTERESTED AND/OR AFFECTED PARTIES
OWNERS/OCCUPIERS
RIVERSIDE AVENUE, KRAMERSDORF**

**ERF 4225 SWAKOPMUND EXTENSION 13: APPLICATION FOR CONSENT AND AMENDED
REZONING: RE-ADVERTISING OF PUBLIC CONSULTATION**

To Whom It May Concern,

Mrs Barbara Müller (the owner) intends to operate a 5-bedroom bed and breakfast establishment on Erf 4225, Swakopmund Extension 13, which requires consent from the Swakopmund Council and a change in zoning.

Erf 4225 is situated at 67 Riverside (Dr Kuaima Riruako) Avenue, measures 991m² in extent, and is currently zoned "Single Residential" with a density of one dwelling unit per 600m² (1:600). The erf contains a double-storey dwelling house which was registered with the Swakopmund Municipality and the Namibia Tourism Board as a self-catering dwelling house. This permits the whole house to be leased to a single family or guest without the provision of breakfast. The intention is to lease the bedrooms (5 in total) to different guests/visitors, with the provision of breakfast.

Internal building changes and renovations have been made to the dwelling house, and significant financial investments have been made to establish a luxury boutique bed and breakfast. No further building additions or external changes are proposed. The intention is to use the existing dwelling house, as it stands on the property, as a bed and breakfast. No public restaurant or conference facilities are proposed, therefore, the physical building and proposed land use will retain a residential scale and character. All parking will be provided on the erf, and no guest will be permitted to park within the street or on neighbouring properties, which will be enforced by the appointed manager of the establishment.

The previous consent and rezoning were turned down by the Swakopmund Council due to parking and traffic-related reasons; however, at the site meeting held with the Ministry of Urban and Rural Development, it was decided to re-advertise and resubmit the consent application and an amended rezoning application to the Swakopmund Council for their consideration.

A density of 1:250 was previously requested to allow for the potential redevelopment of the erf into four dwelling units/townhouses. However, due to receiving objections and traffic/parking related concerns, this density has been changed back to 1:600 to only permit one dwelling house on an erf size of 991m².

The purpose of this notice is to seek your written feedback concerning two applications that will be submitted to the Swakopmund Council, namely:

1. APPLICATION FOR COUNCIL'S CONSENT FOR A RESIDENTIAL GUEST HOUSE (5 BEDROOM BED AND BREAKFAST)
2. APPLICATION TO REZONE FROM SINGLE RESIDENTIAL WITH A DENSITY OF ONE DWELLING UNIT PER 600m² TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF ONE DWELLING UNIT PER 600m² WITH CONSENT IN THE PROPOSED ZONING FOR A BED AND BREAKFAST (THE PROPOSED ZONING IS TO REMOVE THE 40% FLOOR AREA RESTRICTION IN TERMS OF THE COUNCIL'S ACCOMMODATION ESTABLISHMENT POLICY)

The above applications are advertised and submitted in accordance with the Swakopmund Town Planning Amendment Scheme No.12 and the Urban and Regional Planning Act of 2018.

Take note that:

- a) the background information document, which sets out particulars of the application, lies open for inspection at Stewart Planning, First Floor, 122 Sam Nujoma Avenue, Walvis Bay, during normal office hours, or a PDF copy can be requested from Johann Otto: otto@sp.com.na
- b) any person having comments or objections to the consent and/or rezoning applications may, in writing, lodge such comments or objections, together with the grounds thereof, with the Chief Executive Officer and Stewart Planning. Attached are two feedback forms (one for the consent application and the other for the rezoning), which can be used to provide a written response.
- c) completed feedback forms and/or written objections/comments must be submitted before or on 04 July 2025 to the addresses provided below.

Johann Otto
Stewart Planning
PO Box 2095 Walvis Bay
otto@sp.com.na

Chief Executive Officer
Municipality of Swakopmund
PO Box 53 Swakopmund
jheita@swkmun.com.na

Please do not hesitate to contact me (064 280 773) should you have any questions or need additional information.

Yours sincerely,



Johann Otto
Town & Regional Planner

 **STEWART PLANNING**
TOWN & REGIONAL PLANNERS
Tel: +264 64 280 773 | Email: otto@sp.com.na

Legal
 Information on the Environmental Assessment process. Public Consultation regarding details will be held on the 27th of June 2025. For more information, please contact the Environmental Assessment Unit at the Department of Environmental Affairs and Forestry (DEAF) on 011 302 1234. The contact details are: Tel: 011 302 1234, Fax: 011 302 1235, Email: info@deaf.gov.za

Legal
 NOTICE OF ENVIRONMENTAL IMPACT ASSESSMENT FOR THE PROPOSED DEVELOPMENT OF A RESIDENTIAL DEVELOPMENT IN THE MUNICIPALITY OF... The project is located at... The assessment will be conducted in accordance with the Environmental Assessment Act of 2014.

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Ministry of Finance
 ANNOUNCEMENT: PUBLIC ENTERPRISE BOARD VACANCY
 DUE DATE: 30 JUNE 2023
 Ministry of Finance (MofF), is seeking applications from Namibians for the following positions:
 • Namibia Civil Aviation Authority (NCAA)
 • Business and Intellectual Property Authority (BIPA)
 To register and apply, visit us at the link: <https://www.mof.gov.na>



Photo: Alja Babin of Marine Conservation Namibia (MCN)

Life on the Edge

The Source That Gives Us Life
Long before humans walked the Earth, life is believed to have first taken root deep in the ocean. According to Damian Schreiber, Field and Research Officer at Ocean Conservation Namibia (OCN) the sea is the very birthplace and backbone of life as we know it.

Now, more than ever, experts are calling for strong protection of this vital resource. "Scientists believe the ocean is where life itself first started into existence," Schreiber told the Namib Times. He explained that simple organic molecules likely formed at energy-rich underwater vents billions of years ago, setting the stage for all life as we know it. Today, the ocean continues to emerge the planet. When sunlight strikes the water surface, the energy is absorbed by water molecules and transported across the globe by ocean currents, shaping weather patterns and regulating climate. Namibia's coastline, especially the nutrient-rich Benguela Current, plays a crucial role in ocean health. "Phytoplankton can grow in abundance, sometimes allowing its green colour to be seen from space," said Schreiber. These microscopic marine plants perform essential work. They generate about half the oxygen we breathe and form the base of the food chain in Namibian waters. Schreiber noted the double benefit of these organisms, "along with some productive marine habitats including seagrass beds,

managrove forests and silt muds, they also bind CO₂ from the atmosphere. The ocean absorbs roughly 30% of global CO₂ emissions, helping to slow climate change. But the increased carbon load also brings challenges. Too much CO₂ makes the ocean acidic, which reduces minerals needed by marine animals." According to Schreiber, Namibian coastal waters also host another climate hero: giant brown kelp. Growing in thick underwater forests, kelp pumps oxygen, stores carbon and shelters marine species. It's also harvested to enrich agricultural soil and feed salmon, contributing to food security and job creation. Meanwhile, giant kelp-rich sea-bed shoppings continue to support Namibia's green economy. "Collected from artificial platforms and exported, kelp is a highly valued fertilizer, rich in nutrients derived from the fish stocks it consume in sea," Schreiber explained. However, the ocean's generosity is at risk. "Producing more emissions near the ocean absorbs more CO₂, making it warmer and more acidic," he warned. This threatens marine ecosystems and, ultimately, human wellbeing. Schreiber urges collective action. "By reducing carbon emissions in our everyday lives, supporting ocean-friendly policies and protecting marine ecosystems, we can still turn around the current trajectory and allow our children and their children to reap the life-giving benefits of our oceans."

Public Input Still Vital as Off-shore Oil Project Moves Forward

By Anja van der Hoff

The proposed development of the Venus offshore oil field off the coast of southern Namibia is one step closer to becoming a reality, and local communities are being reminded that they still have an opportunity to stay informed and involved.

The oil field project, led by TotalEnergies EP Namibia B.V. (TEI-PNA) in partnership with Impact Oil & Gas, NAMCOR, and Quantum Energy, plans to produce oil from Block 29130, located about 320 km southeast of Luderitz in waters 3 000 metres deep. The development includes the drilling of up to 40 subsea wells, the installation of seabed equipment, and the anchoring of a Floating Production Storage and Offloading Vessel (FPSO). This vessel will store and process the oil before it is shipped to international buyers. The operation will be supported by supply ships and aircraft operating from existing facilities onshore. If approved, the construction and setup phase will take around five years, followed by more than 20 years of production. To comply with Namibia's environmental laws, the project must secure an Environmental Clearance Certificate (ECC) from the Ministry of Mines and Energy (MME) and the Ministry of Environment, Forestry and Tourism (MEFT) for review.

The report was developed in line with Section 8 of the Environmental Impact Assessment (EIA) Regulations of 2012, and it takes into account all comments received from the public during the Draft Scoping Report review period, which ran from 2 April to 13 May. Community members, farmers, businesses, and other interested parties are encouraged to review the Final Scoping Report, now available online for information purposes: <https://www.impactoil.com/na/public-documents/EIA-ECC-Venus-Offshore-01/>

The report was developed in line with Section 8 of the Environmental Impact Assessment (EIA) Regulations of 2012, and it takes into account all comments received from the public during the Draft Scoping Report review period, which ran from 2 April to 13 May. Community members, farmers, businesses, and other interested parties are encouraged to review the Final Scoping Report, now available online for information purposes: <https://www.impactoil.com/na/public-documents/EIA-ECC-Venus-Offshore-01/>

Liedjieskryfwerkswinkel kom Walvisbaai toe

By Anja van der Hoff

"Opportunity van 'n Leefstyl" - Ien

Vir die eerste keer ooit word die Afrikaanse Taal- en Kultuurvereniging (ATKV)-Crecoendo se gesogte musiekmentorskapprogram buite Suid-Afrika se grense tot in die hartjie van Namibië gebring en Walvisbaai is nie uitgesluit nie.

ATKV-Crecoendo, een van die grootste Afrikaanse musiekontwikkelingsprojekte in die wêreld, het op 14 Junie gratis liedjieskryfwerkswinkels in Walvisbaai met Walvisbaai se nuwe kulturele sentrum geopen. Die projek is deur die ATKV-Crecoendo se Afrikaanse Taal- en Kultuurvereniging geïnisieer en word deur die ATKV-Crecoendo se Afrikaanse Taal- en Kultuurvereniging ondersteun. Die projek is deur die ATKV-Crecoendo se Afrikaanse Taal- en Kultuurvereniging geïnisieer en word deur die ATKV-Crecoendo se Afrikaanse Taal- en Kultuurvereniging ondersteun.

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CONSENT NOTICE
ERP 1004 SWAKOPMUND EXT 15: RELAXATION OF DEVELOPMENT STANDARDS

Notice is hereby given in terms of Clause 6 of the Development Amendment Scheme No.12, that certain Planning permits to apply to the Swakopmund Council for the following nature and extension of development standards:

1. Relinquish of building lines from 5m to 0m for all houses on all boundaries.
2. Heightation of building height from 15m to 16m.
3. Consent to erect a batch of three or residential building on the ground floor.

(S) The Swakopmund Council (the owner) purchased Erf 1004 Swakopmund Ext 15 (On De Reunisiering and Front Kluisse Street).

- a) The background information document (BIG) and building plans can be requested from Johnnie Oltz, Development Officer, The HDL has open for inspection, being issued office hours at Swakopmund, 122 Kam Hooplaan, Walvis Bay.
- b) Any persons having any objections/concerns to the proposed application(s) may lodge such objections/concerns with the Council and Swakopmund Planning in writing.
- c) The deadline to submit written objections/concerns will be on or before 17:00 Friday, 27 June 2025.

Applicant: Swakopmund Planning, Town & Regional Planning, PO Box 2005, Walvis Bay, 09032005000
Local Authority: Chief Executive Officer, Swakopmund Municipality, PO Box 53, Swakopmund, 09032005000

CONSENT AND REZONING OF
ERP 4125 SWAKOPMUND
EXTENSION 13

The use that Swakopmund Planning has been approved by the Council to apply to the Development Council and the Ministry of Urban and Rural Development for the following free application:

1. Application for Consent for a Residential Guest House (1 Bedroom Bed and Breakfast)
2. Application to Rezone ERP 4125 (to be situated with a quantity of 0.15 hectares) from the General Residential 1 with a Density of One Dwelling Unit Per 0.15 ha to a Residential 1 with a Density of One Dwelling Unit Per 0.15 ha (to be situated with a quantity of 0.15 hectares) from the General Residential 1 with a Density of One Dwelling Unit Per 0.15 ha.

The above application was advertised and submitted to the Council with the Development Planning Amendment Scheme No. 12 and the Urban and Regional Planning Act 2015.

The purpose of this application is to permit the owner to operate a 1-bedroom bed and breakfast establishment on Erf 4125, Swakopmund Extension 13. The use is situated at 47 Huiswag (the Huiswag Property), Avenue, no. 404 in a corner, and it currently uses "Single Residential" with a density of one dwelling unit per 0.15 ha (1:00).

Persons that all the background information document, which sets out particulars of the application, is open for inspection at the Swakopmund Planning, First Floor, 122 Kam Hooplaan, Walvis Bay, during normal office hours, as a PDF copy can be requested from Johnnie Oltz, Development Officer, HDL, at any persons having objections or concerns to the consent and zoning application(s) may, in writing, lodge such objections or concerns, together with the grounds thereof, with the Chief Executive Officer and Swakopmund Planning. All written objections/concerns must be submitted before on 27 June 2025 for the relevant proposed date.

Applicant: Swakopmund Planning, PO Box 2005, Walvis Bay, 09032005000
Local Authority: Chief Executive Officer, Swakopmund Municipality, PO Box 53, Swakopmund, 09032005000

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GOVERNMENT GAZETTE
OF THE
REPUBLIC OF NAMIBIA

N\$29.60

WINDHOEK - 13 June 2025

No. 8665

CONTENTS

Page

PROCLAMATION

- No. 28 Determination of period for supplementary registration of voters in respect of general elections for election of members of local authority councils and members of regional councils: Electoral Act, 2014 3

GOVERNMENT NOTICES

- No. 134 Application that a portion of District Road No. 1418 be closed: District of Windhoek 3
- No. 135 Determination of categories of quota from total allowable catch in respect of Monk: Marine Resources Act, 2000 4
- No. 136 Proposal that District Road No. 3318 be proclaimed: District of Tsumkwe 4
- No. 137 Proposal that District Road (No.: 4182, 4183, 4184, 4185 and 4186) be proclaimed: District of Oudangwa 5
- No. 138 Change of surname: Aliens Act, 1937 6

GENERAL NOTICES

- No. 349 Notice on the setting, establishing and issue of Namibian Standards including their full particulars and the description of each of the Namibian Standards 7
- No. 350 Amendment of title conditions of Erf 1574, Oshikango Extension 6 7
- No. 351 Consent to use the Remainder of Erf 102, Keemanshoop 8
- No. 352 Consent and rezoning of Erf 4225, Swakopmund Extension 13 9
- No. 353 Extension of Gobabis local authority boundary to include Portion 1 of Farm Okatjekopo No. 315 10
- No. 354 Permanent closure of Erf 2260 and subdivision of Erven 2170, 2180 and 10984, Rundu Extension 5 10
- No. 355 Rezoning of Erf 437, Ausblick 11
- No. 356 Rezoning of Erf 483, Academia 12
- No. 357 Rezoning of Erf 494, Manatara Extension 1 13
- No. 358 Rezoning of Erf 676, Pionierspark 13

Any person objecting to the proposed use of the land as set out above may lodge such objection together with the grounds thereof, with the Keetmanshoop Municipality and with the applicant (Plan Africa Consulting cc) in writing within 14 days of the last publication of this notice (final date for objections is 3 July 2025).

Applicant: Plan Africa Consulting cc, Town and Regional Planners
P.O. Box 4114
8 Delius Street, Windhoek West
Tel: (061) 212096 Cell: 0812716189
Fax: (061) 213051
Email: pafrica@mwweb.com.na

No. 352

2025

CONSENT AND REZONING OF ERF 4225, SWAKOPMUND EXTENSION 13

Stewart Planning has been appointed by the owner to apply to the Swakopmund Council and/or Ministry of Urban and Rural Development for the following two applications:

- Application for Council's consent for a residential guest house (5 bedrooms bed and breakfast); and
- Application to rezone from "single residential" with a density of one dwelling unit per 600m² to "general residential 1" with a density of one dwelling unit per 600m² with consent in the proposed zoning for a bed and breakfast (the proposed zoning is to remove the 40% floor area restriction in terms of the Council's Accommodation Establishment Policy).

The above applications are advertised and submitted in accordance with the Swakopmund Town Planning Amendment Scheme No.12 and the Urban and Regional Planning Act of 2018.

The purpose of the application is to permit the owner to operate a 5 bedrooms bed and breakfast establishment on Erf 4225, Swakopmund Extension 13. The erf is situated at 67 Riverside (Dr Knaima Riruako Avenue), measures 991m² in extent, and is currently zoned "single residential" with a density of one dwelling unit per 600m² (1:600).

Take note that:

- a) The background information document, which sets out particulars of the application, lies open for inspection at Stewart Planning, First Floor, 122 Sam Nujoma Avenue, Walvis Bay, during normal office hours, or a PDF copy can be requested from Johann Otto: otto@sp.com.na;
- b) Any person having comments or objections to the consent and/or rezoning applications may, in writing, lodge such comments or objections, together with the grounds thereof, with the Chief Executive Officer and Stewart Planning; and
- c) Written objections/comments must be submitted before or on 4 July 2025 to the addresses provided below.

Applicant:
J. Otto
Stewart Planning
P.O. Box 2095, Walvis Bay
otto@sp.com.na

Local Authority
Chief Executive Officer
Municipality of Swakopmund
P.O. Box 53, Swakopmund
jheita@swkmun.com.na

11.1.7

REQUEST FOR THE ESTABLISHMENT OF A CONTAINER FOOD COURT AT THE MONDESA TAXI RANK

(C/M 2026/05/07 - 15/1/3/1, M 4353)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.9** page **120** refers.**A. This item was submitted to the Management Committee for consideration:****1. INTRODUCTION**

This submission seeks Council's approval for the leasing of a portion of Erf 4353 at the Mondesa Taxi Rank for the establishment of the Mondesa Container Food Park, a community-driven, containerised food court focusing on African cuisine. The initiative serves to complement the NIPDB-led Container Food Park currently in planning at Erf 118.

2. BACKGROUND

The proposal attached was previously tabled before Council at the Council Meeting held on **18 November 2025**. At that time, the proposed lease amount, calculated in accordance with Council's gazetted tariff for the leasing of open municipal land, amounted to **N\$38,334.81 (VAT inclusive)**. A discounted rate of **50%**, reducing the amount to **N\$19,167.41**, was proposed; however, Council was of the view that the amount remained unreasonable considering the developmental nature and intent of the project. The matter was therefore referred back for repricing and further consideration.

Following the repricing exercise, the item was resubmitted and tabled at the Management Committee Meeting held on **12 March 2026**, during which the Management Committee requested that the process and considerations applied in arriving at the revised pricing be clearly outlined before the matter could proceed further for consideration.

Although the original costing framework was technically correct from a tariff perspective, it did not sufficiently take into account the low foot traffic currently experienced within the taxi rank area, the start-up risks associated with activating the space, and the infrastructure responsibilities to be undertaken by the proponent, Ms Dalene Stephanus, as outlined in the correspondence attached as **Annexure "A"**. Furthermore, Council's economic development mandate is creating an enabling environment that promotes economic development activities and supports the growth and sustainability of local MSMEs.

Consequently, a revised leasing approach has been explored to ensure the commercial viability and long-term sustainability of the initiative, while enabling Council to realise broader socio-economic development, small business support, and urban regeneration benefits associated with the project.

3. PROJECT DESCRIPTION

The *Mondesa Container Park* will transform the underutilised Mondesa Taxi Rank and help keep the area more active and improve the site by converting a

part of it into a multi-purpose hub operating initially from Friday to Sunday, with potential expansion based on demand.

In the proposal Ms Stephanus requests for a lease of 3,676.15 m² of Erf 4353 for a period of 10 years with option of renewal. The map attached as **Annexure 'C'** indicates the portion of Erf 4353 that Ms Stephanus wishes to lease, included in the identified area a request is also made to sublease the 4 stalls, ablution facilities and car wash at an additional cost.

3.1 The project per the proposed business plan includes the following features:

6x initial container units:

- Fish Grill
- Shisa Nyama (braai meats)
- Local Snacks & Drinks
- Dessert & Coffee Bar
- Takeaway/Event Orders
- Lounge Bar strict compliance with licensing and safety standards.
- Weekend operating model (Friday-Sunday)
- Local DJs, cultural performances, and family events.
- African cultural marketplace: Space for artisans, crafters, and speciality goods.

3.2 Operational plan:

- Operations will be from Monday to Sunday with a weekly prep
- All vendors will be operating with food handling certificates
- The parking area will be secured for both pick up and drop off zones
- Two security guards and CCTV technology will be employed
- Access will be controlled for the sake of safety.
- Floodlights will be installed for better lighting

4. DISCUSSION

Council's existing gazetted tariffs do not make provision for developments of this nature, particularly where a space is being activated through a developmental, small-enterprise incubation model rather than a conventional lease of open municipal land. The application of the standard public open area tariff therefore presents limitations in fairly assessing the viability of the proposed initiative.

4.1.1 REVISED LEASING COST

While the application of the standard tariff ensures consistency, it is important to note that the tariff model is primarily designed for established, income-generating commercial developments and does not adequately cater for start-up, catalytic, or developmental projects of this nature. The Mondesa Container Food Park is intended to activate an underutilised public transport precinct, stimulate township-based economic activity, and support emerging entrepreneurs who would otherwise struggle to access formal trading spaces.

Furthermore, the proponent is required to:

- Fully fund container procurement and customisation;
- Install security infrastructure, lighting, and access control;

- *Contribute to site preparation and traffic management measures;*
- *Pay for separate utility connections, waste management, and ongoing operational compliance.*

In addition, Council stands to derive substantial indirect benefits from the project, including:

- *Improved safety and activity levels at the taxi rank;*
- *Increased utilisation of existing SME stalls;*
- *Job creation and skills development for Mondesa residents;*
- *Enhanced township tourism offerings;*
- *Long-term revenue growth once the area is fully activated.*

These upfront and recurring costs significantly increase the financial risk borne by the proponent, particularly during the initial years when foot traffic and revenue streams are still being established.

Furthermore, while Council previously considered a **50%** reduction on the applicable tariff, of the monthly rental of **N\$38,334.81** (calculated as **N\$0.29 × 3,676.15 m² × 1 month**) plus an additional charge of **N\$1,352.12 (N\$338.03 × 4)** for sublease of four business stalls per month, excluding VAT. Bring it down to a discounted Net Total (50%) = **N\$19,167.41** per month. A proposing a reduction of nearly **75%** or more from the gazetted rate could not be sufficiently justified within the existing tariff framework and would set a precedent that may be difficult to defend in future similar applications.

4.1.2 ALTERNATIVE RECOMMENDATIONS FOR COUNCIL CONSIDERATION

In light of the above, Council referred the item back to the Economic Development Department to relook at the pricing to consider a more developmental, phased leasing approach, which prioritises project establishment and long-term success over short-term rental returns. In thus suggesting a longer grace period of about a year with the inclusion of reduced rates.

As a result, the Economic Development Department explored an alternative pricing approach, moving away from the public open area tariff structure and instead assessing the individual business units that will ultimately operate from the site. This approach allows the development to be evaluated based on the number of operational vendor units and their potential commercial activity, rather than the total open land area alone.

It is recommended that the lease charges be aligned with Council's approved tariffs for Mobile Kiosks, whereby the rental is calculated per container unit to be placed on site, rather than on total land area. This will align the rental structure more closely with the actual economic activity that will be generated, while still maintaining a level of fairness, sustainability, and accountability in Council's land allocation and revenue considerations.

This would also incorporate Councils suggestion for an extended grace period of no charges.

Option	Monthly Rental (Incl. VAT)	Notes
Mobile Kiosk Tariff	N\$4,238.97	Container-based, developmental

Mobile Kiosk-Based Tariff (Per Container Model)

Rental calculated in line with Council's approved Mobile Kiosk tariff, charged per container unit placed on site.

- Container rental:
N\$388.99 × 6 containers = N\$2,333.94
 - Business stalls (4):
N\$338.03 × 4 stalls = N\$1,352.12
- Total Monthly Rental (excluding VAT):
N\$3,686.06
- Total Monthly Rental (including VAT @15%):
N\$4,238.97

With a 12-month Grace period / Flat reduced rate (5 years) price to be increased on review

4.2 SITE PREPARATION AND INFRASTRUCTURE REQUIREMENTS

Traffic Control and Parking Management

The Traffic and Law Enforcement Division, when reviewing the proposal for the Mondesa Food Park, highlighted that the initiative will significantly increase activity within the identified area. It is therefore important that adequate space remains available for the continued operation of the existing taxi rank.

However, it was also noted that the introduction of the food court could result in a high concentration of both vehicular and pedestrian traffic in the vicinity. To mitigate potential congestion, proactive measures are recommended. These include the removal of the concrete blocks located along the western boundary of the taxi rank to create an access point for entry, loading, and drop-offs. Additionally, it is proposed that the rear section of the taxi rank be levelled and demarcated for designated parking, which will help to reduce overcrowding within the main taxi rank area and improve overall traffic flow.

Access to utilities

To facilitate the establishment of the Mondesa Container Food Park, a new and separate water meter will need to be installed to effectively divide utility usage between both users of Erf 4353. The proponent is also required to pay for the additional waste bins and waste removal. The proponent is also required to consult Erongo Red for electric services, noting that any cost to infrastructural improvements or developments be covered by the proponent.

Infrastructural Improvements to the Site

Any improvements to the site being leased needs to be consulted with the General Manager: Engineering and Town Planning Departments and should be done in accordance with Council's structural plan abiding to the aesthetics regulations as outlined by the department. Additionally, the Engineering and Town Planning Departments will be required to remove the existing concrete blocks currently limiting access to the eastern side of the Mondesa Taxi Rank,

thereby creating a new opening to allow for improved movement, accessibility, as well as operations at the proposed site.

5. CONCLUSION:

The request from Ms Dalene Stephanus presents an innovative, community-driven initiative that complements a culinary spirit while promoting small business development. By offering an African taste to enhance the overall experience for both locals and visitors. Council has an opportunity to assess its value and impact with minimal risk or cost. Approval of this initiative would further demonstrate the Council's commitment to supporting local entrepreneurship, enhancing the taxi rank, and reinforcing Swakopmund's position as a dynamic and inclusive destination.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council approves in principle the proposal submitted by Ms. Dalene Stephanus for the establishment of the *Mondesa Container Park* at a portion of Erf 4353, situated at the Mondesa Taxi Rank.
- (b) That Council approves the following lease option for the proposed *Mondesa Container Park* at a portion of Erf 4353, Mondesa Taxi Rank below:
 - (i) *A monthly rental in accordance with Council's approved Mobile Kiosk tariff, calculated per container unit placed on site, as follows:*
 - *N\$388.99 per container × six (6) containers = N\$2,333.94 per month;*
 - *Plus an additional charge of N\$1,352.12 per month for the sublease of four (4) business stalls, calculated at N\$338.03 per stall;*
 - *Resulting in a total monthly rental of N\$4,238.97 (VAT inclusive).*
 - *The first 12-month post the commencement of operations fees waived.*
 - *The lessee be responsible for the upkeep and management of one of the ablution facilities and the carwash on the site.*
- (c) That the Economic Development Services Department collaborates with the proponent to finalise site allocation, infrastructure requirements, and operational guidelines.
- (d) That Council enters into a lease agreement of 9 years and 11 months, with the following provisions:
 - *The first 5 years at the discounted rate above (Phase 1).*
 - *A review of the leasing fees after the initial 5-year period, subject to contract revision.*
 - *Inclusion of the car wash, ablution facilities, 4 stalls, and 3,676.15 m² of the Taxi Rank.*
 - *Option for renewal upon expiry.*
- (e) That Phase 1 becomes operational by December 2026.

- (f) That the existing concrete blocks along the western boundary of the Mondesa Taxi Rank be removed to create an additional access point for entry, loading, and drop-offs and that the rear section of the taxi rank be levelled and clearly demarcated for designated parking to alleviate congestion and enhance both vehicular and pedestrian movement.
 - (g) That any proposed infrastructural improvements or alterations to the leased site be carried out in consultation with the General Manager: Engineering and Town Planning Departments and that all structural enhancements conform to Council's approved structural and aesthetic guidelines to preserve uniformity and visual appeal in the area.
 - (h) That the Engineering Services Department removes the existing concrete barriers limiting access to the western side of the Mondesa Taxi Rank and appropriate road signage and pedestrian crossings be installed to improve safety and guide traffic circulation around the Food Park.
 - (i) That the proponent bears all costs associated with the installation of the water meter, procurement of additional waste bins, and provision of waste removal services and that a separate water meter be installed for the Mondesa Container Food Park to ensure accurate measurement and fair allocation of utility usage between both users of Erf 4353.
 - (j) That the proponent consults Erongo RED for the provision of electricity, and that all costs related to electrical connections or infrastructural improvements be borne by the proponent.
 - (g) That joint promotional efforts and traffic management measures be undertaken between Council and the proponent to ensure the project's success ensuring that clear demarcation of operational zones for taxis, pedestrians, and Food Park patrons be implemented and maintained through signage and physical markings.
-

Business Plan: Mondesa Container Park

Prepared by:

Dalene Stephanus

July 2025

Executive Summary

The Mondesa Container Park is a township-based culinary, cultural, and social enterprise hub, strategically located at the Mondesa Taxi Rank in Swakopmund. This dynamic venue will house food vendors, a bar lounge, and provide entertainment and social upliftment to the community, with scalable expansion into backpacker accommodation and a training facility.

Vision & Mission

Vision: To become Namibia's leading township culinary and cultural destination.

Mission: To offer authentic food and entertainment experiences, while fostering local employment, youth training, and entrepreneurship.

Concept Overview

The Mondesa Container Park aims to bring vibrancy, tourism, and economic activity to Swakopmund's townships. It will include: - 6 initial container units: - Fish Grill - Shisa Nyama (braai meats) - Local Snacks & Drinks - Dessert & Coffee Bar - Takeaway/Event Orders - Lounge Bar - Weekend operating model (Friday-Sunday) - DJ music, cultural themes, Sunday braai buffet

Phased Development

Phase 1 (2026-2027): - Launch 6 themed containers - Employ 10+ locals - Core F&B experience

Phase 2 (2028): - Add backpacker accommodation units (6-8 beds) - Launch a Hospitality & Culinary Training Facility

Phase 3 (2028-2029): - Expand concept to Katutura (Windhoek) and Oshakati - Add mobile units for regional festivals

Significance of the Concept

- Supports the township economy
- Attracts both local and international visitors

Proposal for the Establishment of the Mondesa Container Park

Submitted to: The Municipality of Swakopmund

Date: 2025/08/06

Prepared by: Dalene Stephanus

Executive Summary

This proposal outlines the development of the Mondesa Container Park, a vibrant, safe, and economically impactful space designed to foster small business growth, create jobs, and strengthen community ties in Swakopmund's Mondesa area. The project will transform underutilized municipal land into a multi-purpose hub featuring food vendors, entertainment, and cultural activities. This initiative directly supports the Municipality's objectives of SME development, local job creation, urban regeneration, and social inclusion. Through structured community engagement, priority will be given to Mondesa residents for employment and business opportunities, ensuring that economic benefits remain within the community. We are seeking the Council's formal endorsement, partnership, and support to make this a sustainable, long-term contribution to Mondesa's economic and social development.

Background & Context

Mondesa is a vibrant and growing community with immense entrepreneurial potential. However, local SMEs often face challenges in accessing affordable, visible, and safe trading spaces. Young people in the area need more structured recreational spaces, while residents desire safe, family-friendly venues close to home. Across Africa, container-based commercial hubs have proven effective in revitalizing communities, creating sustainable micro-economies, and improving safety through active, well-managed public spaces. The Mondesa Container Park will serve as a landmark urban development — showcasing local cuisine, culture, and entertainment, while acting as a springboard for small business growth.

Project Description

The Mondesa Container Park will operate from Friday to Sunday in its initial phase, with scope to expand based on demand. Key Features: - Food and Beverage Stalls: Offering local cuisine and diverse culinary experiences. - Bar & Refreshment Facilities: Managed under strict licensing and safety standards. - Live Entertainment: Local DJs, traditional performances, and family-friendly events. - Braai Buffet Sundays: Featuring local delicacies and promoting culinary heritage. - Cultural Marketplace: Space for artisans, crafters, and specialty products. Safety & Compliance: - Professional security and crowd management. - Fire safety equipment and protocols. - Traffic flow plan to manage customer access and parking. - Hygiene and food handling standards in line with municipal regulations.

Community Support Structure

A key pillar of this project is its community integration. We are committed to: - Local Hiring: Prioritising recruitment from Mondesa for operational staff, security, and event management roles. - Vendor Development Academy: In partnership with accredited training institutions, vendors will receive training in business management, food safety, and customer service before joining the park. - Youth Engagement: Hosting skills workshops, music competitions, and sports viewing events for young

- Celebrates Namibian cuisine and music
- Creates employment, training, and tourism value

Anticipated Community Benefits

- 10–15 jobs in first year
- Upskilling youth through training programs
- Business development for local foodpreneurs
- Township beautification and crime reduction through consistent activity and engagement

Operational Plan

- Operating Hours: Friday to Sunday (10am–11pm)
- Weekly prep and cleaning on Thursdays
- Full-time site supervisor on duty
- Each container run by trained stallholders
- Centralized POS and mobile payment options
- On-site staff: operations manager, security guards, cleaning staff, and DJ/events coordinator

Number & Types of Food Stalls

1. Fish Grill Container (fresh hake, snoek, etc.)
2. Shisa Nyama Grill (beef, boerewors, tripe)
3. Traditional Snacks & Drinks (vetkoek, oshikundu, maguni)
4. Dessert & Coffee (koeksisters, donuts, cakes)
5. Takeaway Orders/Pre-packed Event Platters
6. Lounge Bar (Namibian beers, spirits, cocktails)

Traffic Management Strategy

- Partnership with Municipality for routing
- Dedicated drop-off & pick-up zone
- Weekend traffic flow management (signage, staff)
- Secure parking area demarcated with assistance from local traffic office

Security & Fire Safety Measures

- Private security: 2 guards per shift (entrance and roaming)
- LED floodlights across venue
- CCTV coverage on entry, bar, and parking zones
- Fire extinguishers in all containers
- Staff trained in basic fire response

Food Handling & Health & Safety Training

- Mandatory food hygiene certification for all vendors
- Bimonthly food safety audits by management
- Regular health inspections coordinated with Municipality
- Training partner: Business School of Excellence (hospitality & food safety courses)

Marketing & Customer Acquisition

- Launch campaign targeting social media, radio, and local influencers
- Launch event with VIP guests and food media
- Community outreach in Mondesa and Tamariskia
- Loyalty cards and family meal combos

Founder Profile & Track Record

Dalene Stephanus is the Founder of the Swakop Food Festival and Marketing Manager at the Business School of Excellence. She has over 10 years of experience in food events, community-based programming, and vendor development.

Relevant Projects: - Swakop Food Festival (7 editions, 6,000+ attendees annually) - Holistic Workplace Wellness Event (Corporate HR clients) - SFF Vendors Academy (Training & mentoring for township vendors)

References available upon request.

Financial Projections (Phase 1)

Start-Up Costs: N\$400,000 - Containers (x6): N\$180,000 - Equipment & Furnishing: N\$100,000 - Permits, Launch, Marketing: N\$40,000 - Operating Capital: N\$80,000

Monthly Revenue Forecast: - January 2026: N\$85,000 - June 2026: N\$120,000 - December 2026 (peak): N\$150,000

Net Profit by June 2026: N\$49,000/month

Break-Even Point: Revenue ≥ N\$50,000/month

Lease Agreement

The Mondesa Container Park will operate on land leased from the Swakopmund Municipality under a 10-year lease agreement, with terms renewable every 10 years subject to mutual agreement. This long-term lease ensures stability for operations, vendor investment, and phased development plans. The agreement includes:

- Exclusive rights to operate the container park at the Mondesa Taxi Rank for the duration of the lease.
- Renewal options every 10 years, providing flexibility for expansion and continued partnership with the Municipality.
- Responsibility for routine maintenance and adherence to municipal safety and operational regulations.
- Opportunities for renegotiation of lease terms in alignment with park growth and community development objectives.

This lease arrangement provides a secure foundation for long-term planning, vendor confidence, and sustainable community impact.

Conclusion & Request

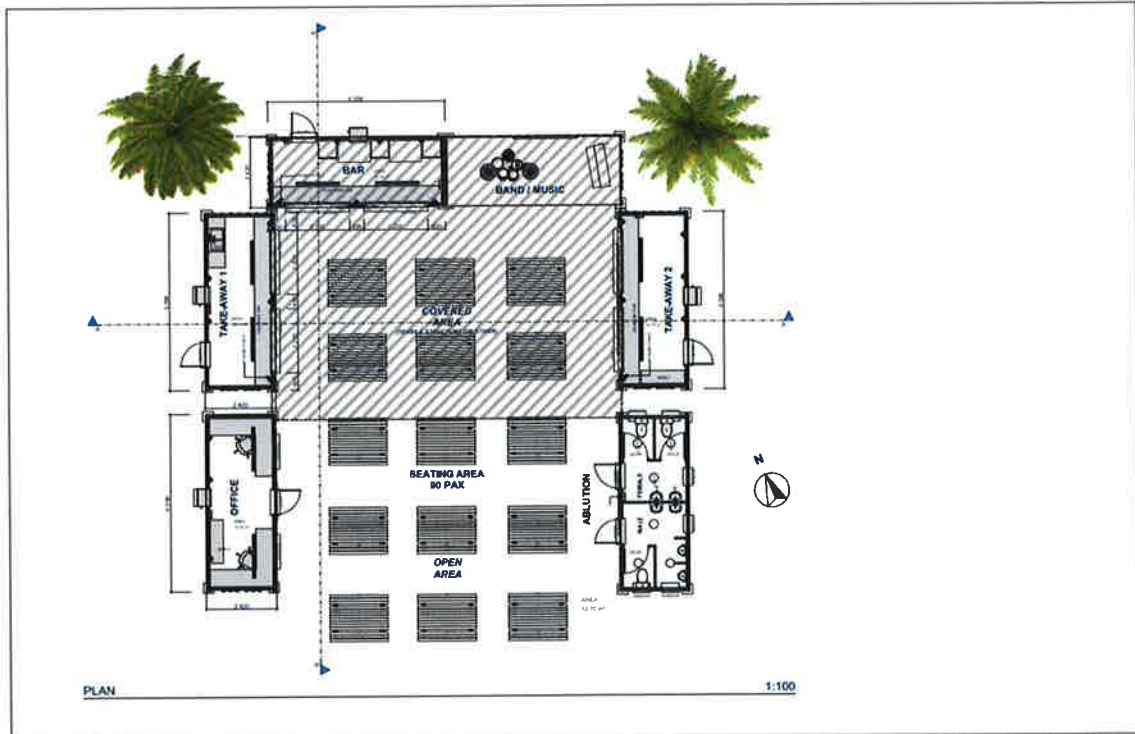
The Mondesa Container Park presents a scalable, high-impact, locally-grounded opportunity. We request Council's continued support and approval for land-use and operations.

Attachments available: - Site Layout Plan - Letters of Support - Training Program Outline

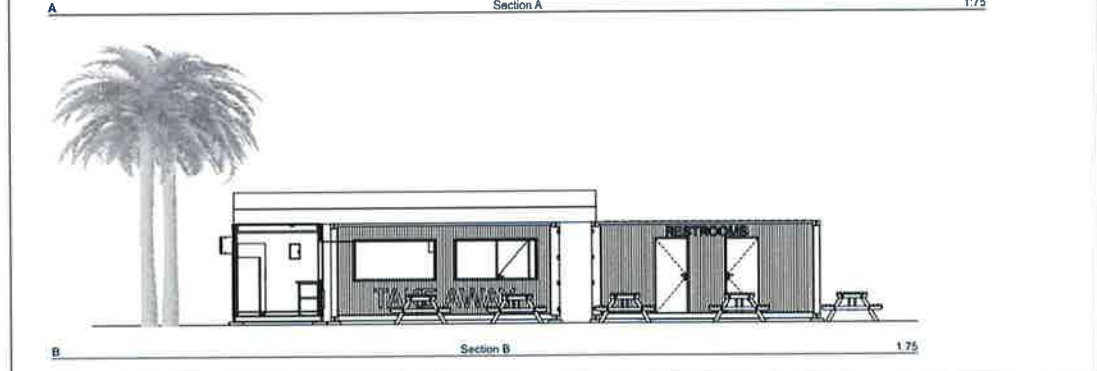
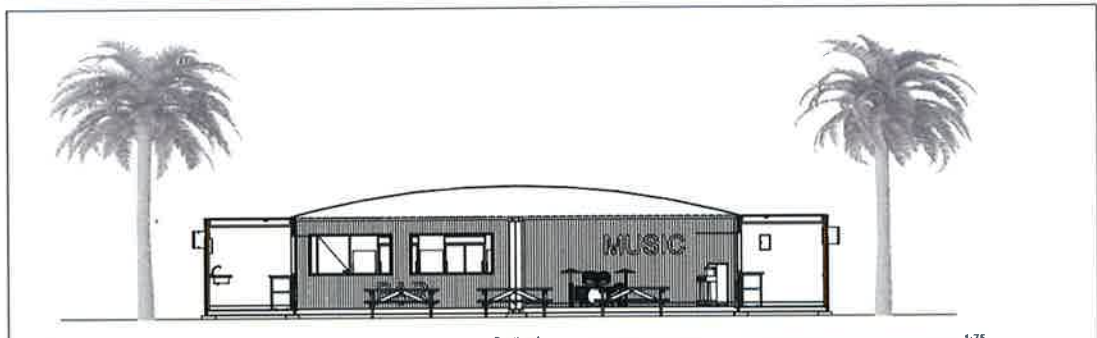
Thank you for the opportunity to partner with Swakopmund Municipality in this township transformation.

Prepared by:

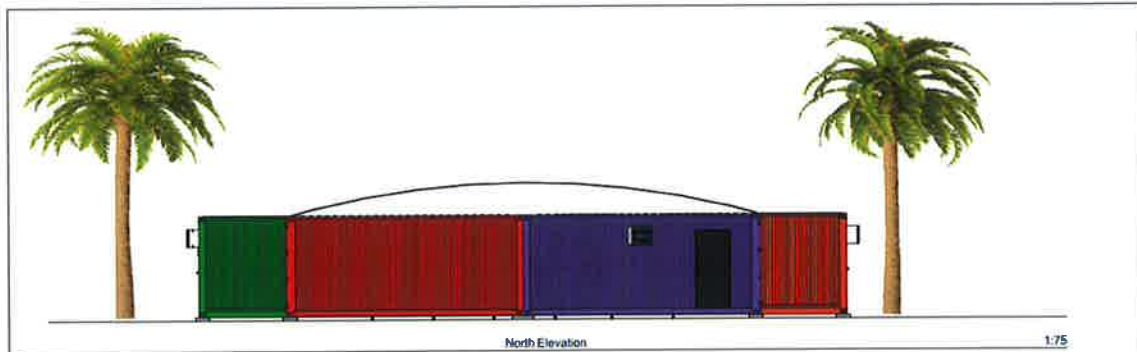
Dalene Stephanus July 2025



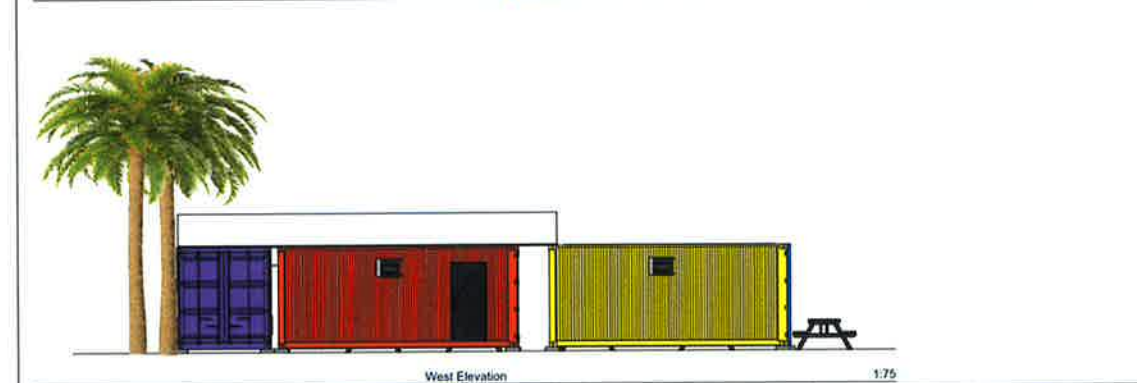
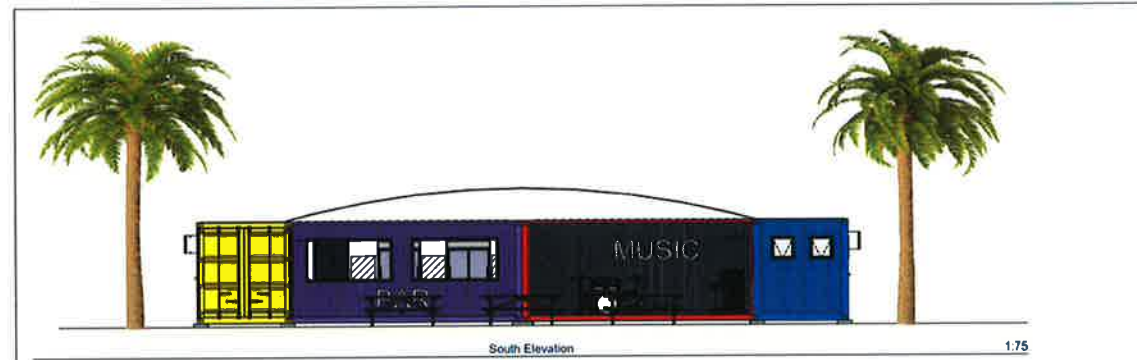
	TAKE AWAY AT THE RANK SHAKHUBAD PHASE 1 Plan		DRAWN BY: [] CHECKED BY: [] DATE: []
	SCALE: 1:100	SHEET NO: []	



	TAKE AWAY AT THE RANK SHAKHUBAD PHASE 1 Section		DRAWN BY: [] CHECKED BY: [] DATE: []
	SCALE: 1:75	SHEET NO: []	



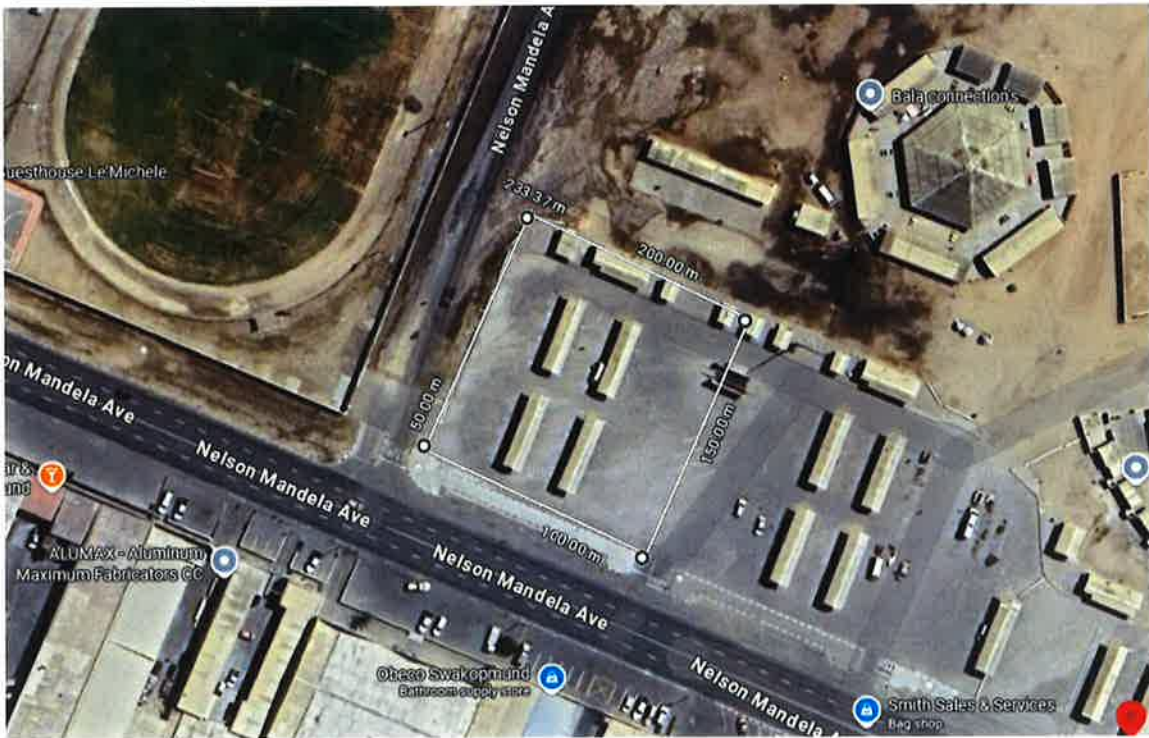
		TAKE AWAY AT TAURANGA SHAMPOO PHASE 1 Elevation	DATE: 2025-05-06 TIME: 10:30 AM DRAWN: AL CHECKED:
--	--	---	---



		TAKE AWAY AT TAURANGA SHAMPOO PHASE 1 Elevation	DATE: 2025-05-06 TIME: 10:30 AM DRAWN: AL CHECKED:
--	--	---	---



<p>Project Name: TAXI RANK BUILDING</p> <p>Client: ...</p>	 <p>Company Name: ...</p>	<p>DATE: 2024/05/20</p> <p>PROJECT: TAXI RANK BUILDING</p> <p>3D Render</p>	<table border="1"> <tr> <td>Author</td> <td>Checked</td> <td>Approved</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> </tr> </table>	Author	Checked	Approved
Author	Checked	Approved							
...							



7.

Should any of the conditions referred to in clause 6 hereof not be registered in the Title Deed of the ERF, the PURCHASER shall nevertheless be obliged to bind his successor-in-title thereto in terms of the provisions of clause 12 of this agreement.

8.

This sale is further subject to the terms and the conditions imposed and set out in Annexure A and B hereto which Annexures shall form an integral part of this agreement.

W. Smith *A. M. M. M.*
W. Smith *A. M. M. M.*

9.

Notwithstanding registration of the ERF in its name, the PURCHASER is obliged prior to or on the date referred to in paragraph 4 of Annexure "A" hereto, to erect and complete a main building together with the necessary boundary fences, in accordance with the approved plans and specifications in terms of the SELLER's building regulations. The building value of such main building (outbuildings and fencing excluded) shall be at least the amount referred to in the aforementioned paragraph 4 and shall thereafter be maintained at the said value and such main building, outbuildings and fencing (hereinafter referred to as the "improvements") shall not be considered completed until such time as the SELLER has issued a Completion Certificate in respect of the ERF.

10.

Should the improvements referred to in clause 9 hereof, indeed erected by the PURCHASER on the ERF in fact be greater in value than the value referred to in paragraph 4 of Annexure "A" hereto, then the SELLER shall be entitled in his sole discretion to levy rates and taxes in terms of section 73 of the Local Authorities Act, 1992 on the actual value thereof and shall not be bound to levy the rates and taxes on the lower building value thereof, which shall be equal to the building value referred to in clause 4 of Annexure "A" hereto.

11.

Notwithstanding any provisions or conditions to the contrary contained herein, the SELLER shall have the right, after giving 60 (sixty) days notice in writing to the PURCHASER to do so, to require that the PURCHASER shall -

11.1

completely fence in the whole circumference of the ERF and/or

W. Smith *A. M. M. M.*
W. Smith *A. M. M. M.*



- 10 -

25.

The PURCHASER undertakes not to store any building material, equipment, tools or vehicles of any nature whatsoever on the ERF or to erect a builders shed unless and until building plans in respect of a main building have been lodged with and approved by the SELLER, but on the distinct understanding that notwithstanding such approval having been obtained, no building material, equipment and tools (or the erection of a builders shed) may be stored or erected on the ERF for a period exceeding 30 days prior to the commencement of building operations. The SELLER retains the right to instruct the PURCHASER of the Property after expiry of the aforesaid period of thirty (30) days to remove the building material, equipment, tools or vehicles and building shed within a specific period if the PURCHASER should have failed to commence with the erection of the main building, failing which the SELLER shall retain the right to remove these at the cost of the PURCHASER, in which case the PURCHASER undertakes to compensate the SELLER for such expenses.

26.

For the purpose of any notification in writing or any other notice, which may be required to be given to the PURCHASER, the PURCHASER chooses as his domicilium citandi et executandi the address referred to in clause 6 of Annexure "A" hereto, or any such other address whereof the PURCHASER shall notify the SELLER by registered post or by notice in writing delivered to the SELLER, on the distinct understanding that such address shall be within Namibia and further that such address shall be situated within 10 (ten) kilometres from a magistrates court, established in terms of the Magistrate's Court Act No 32 of 1944, as amended.

- 11 -

27.

Should the SELLER make any concession in favour of the PURCHASER in respect of the extension of any time limit within which the PURCHASER should have fulfilled any obligation in terms of this agreement, or should the SELLER condone (either explicitly or implicitly or tacitly) the non-compliance by the PURCHASER of any of the PURCHASER's obligations in terms of this agreement, then, under no circumstances whatsoever, shall such concession or condonation be construed as or deemed to be, a waiver of the SELLER's right (or an execution of its election) to nevertheless at any time after such concession or condonation, insist upon the strict and punctual compliance by the PURCHASER with any obligation under this agreement.

28.

Should the PURCHASER be in breach of any term or condition of this agreement of sale, the SELLER shall be entitled to claim costs from the PURCHASER on a scale as between attorney and client.

29.

In this agreement, unless the context explicitly or by necessary implication bears a contrary meaning.

- (a) Masculine shall also include the feminine or neuter and vice versa.
- (b) "Notice in writing" shall mean a document in writing sent by prepaid registered post and addressed to the PURCHASER's domicilium citandi et executandi, or personally delivered to the PURCHASER's domicilium citandi et executandi, or delivered to the PURCHASER personally.

K. Buntz *A. N. M. M. M.*
H. H. Heita

- 12 -

30.

The parties hereby consent to the jurisdiction of the Magistrate's Court for the district of Swakopmund in respect of any claim which may arise from or as resulting from the provisions of this agreement of sale in terms of the stipulations of section 45 of Act 32 of 1944 (Magistrate's Court Act), as amended, notwithstanding the fact that the said Magistrate's Court, otherwise possibly might have had no jurisdiction over such claim, on the distinct understanding that it will nevertheless be in the SELLER's exclusive discretion to decide whether any claim or dispute will be referred to the High Court of Namibia for adjudication.

THUS DONE AND SIGNED at _____ on this _____ day of _____ 19 _____

AS WITNESSES

ON BEHALF OF THE MUNICIPALITY

1. *K. Buntz* *A. N. M. M. M.*

2. _____

TOWN CLERK

THUS DONE AND SIGNED at _____ on this _____ day of _____ 19 _____

AS WITNESSES

1. *K. Buntz*.....

2. *H. H. Heita*.....

[Signature].....

PURCHASER

K. Buntz *A. N. M. M. M.*
H. H. Heita

ANNEXURE A

PARAGRAPH 1

1 1 SURNAME SHIVUTE
 1 2 FULL NAME KAREL
 1 3 NAMIBIAN IDENTITY NUMBER 570710 00 115
 1 4 DATE OF BIRTH 10 JULY 1957
 1 5 IF FEMININE N/A
 1 5 1 MAIDEN NAME N/A
 1 5 2 ARE YOU SINGLE, MARRIED, DIVORCED OR A WIDOW SINGLE
 1 5 3 IF MARRIED, ARE YOU MARRIED N/A

IN COMMUNITY OF
PROPERTY.

OUT OF COMMUNITY OF
PROPERTY.

1 5 4 IF MARRIED OUT OF COMMUNITY OF PROPERTY, PLEASE ENCLOSE A
COPY OF THE ANTENUPTIAL CONTRACT
 1 5 5 HUSBAND'S FULL NAMES N/A
 1 5 6 ALL SURNAMES PREVIOUSLY KNOWN BY N/A

PARAGRAPH 2

2 1 DESCRIPTION OF PROPERTY
 2 1 1 ERF NO 1409 (EXTENSION 3)
 2 1 2 TOWN MONDESA
 2 1 3 SITUATED IN THE MUNICIPAL AREA OF SWAKOPMUND REGISTRATION-
DIVISION 'G'
 2 1 4 MEASURING APPROXIMATELY 591 SQUARE METRES

K Shivute *A K Shivute*


PARAGRAPH 3

3 1 PURCHASE PRICE IN RESPECT OF PROPERTY: N\$ 14 500
 IN WORDS: (Fourteen Thousand Five Hundred)
 3 2 WAY OF PAYMENT:
 3 2 1 N\$ 4 333.33 (EXCLUDING THE INITIAL DEPOSIT OF N\$ 500)
 IN WORDS (Four Thousand Three Hundred Thirty Three Dollars and Thirty -
Three cents)
 ON DATE OF SIGNATURE HEREOF
 3 2 2 THE BALANCE OF N\$ 9 666.67
 (IN WORDS: Nine Thousand Six Hundred Sixty Six Dollars and Sixty -
Seven)

3 2 2 1 PAYABLE AS FOLLOWS As per annexure 'B' hereto

ARAGRAPH 4

4 1 DATE OF SALE IN CASE OF A PUBLIC AUCTION **29 OCTOBER 1999**

PARAGRAPH 5

5 1 DATE OF COMPLETION OF MAIN BUILDING (CLAUSE 9) **24 MONTHS
AFTER DATE
OF SALE**

5 2 BUILDING VALUE OF MAIN BUILDING (CLAUSE 9) **N\$ 58 000**
IN WORDS **(Fifty Eight Thousand Dollars)**

K. Smith *AN... ..*
[Signature] *14/11/2026* *N\$ 58 000*

PARAGRAPH 6

6 1 GENERAL PLAN NO: 19

ALTERNATIVELY

6 2 DIAGRAM NO 19

PARAGRAPH 7


7 1 ADDRESS: **P O BOX 1849 - 116
SWAKOPMUND**

BEING DOMICILIUM CITANDI ET EXECUTANDI

PARAGRAPH 8

8 1 THE FOLLOWING CONDITION SHALL BE REGISTERED IN FAVOUR OF THE LOCAL AUTHORITY.

'NO TREE OF THE PROSOPIS SPECIES MAY BE PLANTED OR IS ALLOWED TO GROW ON THE ERF'

K. Smith *A. Munkh*
 *11/11/2026*


ANNEXURE "B"

Annexure "B" to the Deed of Sale, more specific to paragraph 3 of Annexure "A" (way of payment).

The Seller sells to the Purchaser Erf No. 1409 Mondosa for N\$ 14 500.00 (in words: Fourteen Thousand Five Hundred Dollars) of which one third of the purchase price N\$ 4 333.33 (in words: Four Thousand Three Hundred Thirty Three Dollars and Thirty Three cents) is paid a deposit on the day of purchase.

The Purchaser undertakes to pay the balance of the purchase price N\$ 9666.67 (in words: Nine Thousand Six Hundred Sixty Six Dollars and Sixty Seven) which is payable within 24 months at 16.5% (Sixteen point Five percent) interest compounded monthly, to the Seller in terms of the undermentioned conditions:

- (i) The Purchaser pays a monthly instalment in respect of the capital sum plus interest of N\$ (in words) the first instalment of which is payable on or before the last day of the month which is on or before and after that monthly on or before the last day of each month until the full purchase price plus interest is paid in full.
- (ii) Interest as in terms of (i) above, is calculated on the outstanding capital amount as on the first day of each month for that month, an interim interest will be applicable and levied from the day of sale until the day on which the loan contract is effective.
- (iii) Loan instalments as well as other costs due and payable in terms of the Deed of Sale and amounts and levies that might arise from the Deed of Sale, shall be payable at the Cashier of the Municipality of Swakopmund.
- (iv) The loan part of the Deed of Sale starts on the first day of the month following the month in which the sale occurred.

K. Smith *A. Munkh*
 *11/11/2026*

ANNEXURE "B"



Municipality of Swakopmund

P.O. Box 53, Swakopmund
Tel (064) 410 4111 Fax (064) 651 9141
ACCOUNT ENQUIRIES FAX: 0686528144 / E-MAIL: enquiries@swkmun.com.na

SHIVUTE K
P O BOX 1961
SWAKOPMUND
13001

TAX Invoice	
VAT No.	0687546-01-5
Statement Date	2025/01/21
Account Number	70140900021
Reference	20250122-22887
Debit	

Details/Meter Readings			Date	Description	Vat %	Vat charge	Amount (VAT excl)	Amount (VAT incl)
Previous	Present	Consumption						
1040	1068	19 000	12/22	WATER 1/100		1.30	10.91	12.21
			01/24	WATER 08/100	0.53	0.30	10.91	11.44
			02/21	WATER 08/100	0.53	0.30	10.91	11.44
			03/21	WATER 08/100	0.53	0.30	10.91	11.44
			04/21	WATER 08/100	0.53	0.30	10.91	11.44
			05/21	WATER 08/100	0.53	0.30	10.91	11.44
			06/21	WATER 08/100	0.53	0.30	10.91	11.44
			07/21	WATER 08/100	0.53	0.30	10.91	11.44
			08/21	WATER 08/100	0.53	0.30	10.91	11.44
			09/21	WATER 08/100	0.53	0.30	10.91	11.44
			10/21	WATER 08/100	0.53	0.30	10.91	11.44
			11/21	WATER 08/100	0.53	0.30	10.91	11.44
			12/21	WATER 08/100	0.53	0.30	10.91	11.44
Meter Readings Dates								
Previous	Current							
2025/11/22	2025/12/29							
			Total			1.76	1252.71	1252.71

Arranged	Handed Over	30 Days Plus	60 Days	90 Days	Current	Amount Due
0.00	0.00	0.00	0.00	0.00	1252.71	1252.71

MESSAGE

PLEASE NOTE: THE ACCOUNTS ARE PAYABLE ON OR BEFORE 09 FEBRUARY 2026.
THE HOMEOWNERS INSURANCE WILL INCREASE TO N\$ 15.00 FROM 01 FEBRUARY 2026.

Property Information				Details of Property Assessment	
Stand No	00001409	Ward	1	Valuation	
Township	001 070 MONDESA			Land	Improvements
Street Address	MONDESA ERF 1409			108000.00	824000.00
Portion	00000			Building Clause	
Area	661			Valuation	Date
Use	001 070 00000 000000 000000 0000			Annual Levy	

KINDLY TEAR OFF AND RETURN WITH PAYMENT



Swakopmund Municipality
P.O. Box 53
Swakopmund

Name	Due Date	2025/02/09
SHIVUTE K	Account No.	70140900021
RESISTANCE ADVISE	Amount	1252.71

Bank Details: FNB, Swakopmund
Account Number: 62242653300 * Branch Code: 280 472
Pass No for confirmation: 0630518140
E-Mail for confirmation: payments@swkmun.com.na

DEED OF TRANSFER

NO. 1 1994 19

Swakopmund
MUNICIPAL COUNCIL OF WINDHOEK

ERF No. 62, MONDESA AND ERF 174, SWAKOPMUND

erf 174 Form part of erf 3770.

*original to keep on
- 20/1/2026
L. B. Bone*

LORENTZ & BONE
ATTORNEYS NOTARIES AND CONVEYANCERS
PO Box 85
WINDHOEK

REVENUE
Nº 50

Prepared by me

[Signature]
CONVEYANCER
COLEMAN, M

Para 2

TRANSFERRED TO Municipal Property, LID
No. 7585 Remainder

3033 97 Para 1

numbered (1st-105) and remainder
(106-107)

A 100% fee

21/07/2016

[Signature]

LORENTZ & BONE
Attorneys, Notaries & Conveyancers
Standard Bank Chambers
P O Box 88, WINDHOEK

DEED OF TRANSFER

BE IT HEREBY MADE KNOWN

L 7584 /19

THAT MARINDA COLEMAN

appeared before me, Registrar of Deeds, at Windhoek, Namibia, the said Apparer, being duly authorised thereto by a Power of Attorney granted to him/her by the

GOVERNMENT OF NAMIBIA

(hereinafter styled the **TRANSFEROR**)

dated the 5TH day of SEPTEMBER 1996 and signed at WINDHOEK

- 2 -

AND THAT APPEARER DECLARED THAT

Whereas the GOVERNMENT OF NAMIBIA did on 23 September 1996 agree to transfer to the undermentioned transferee the properties hereinafter referred to in exchange for certain Portion 59 (a Portion of Portion 8) of the farm Swakopmund Town and Townlands No.41, situate in the Municipality of Swakopmund and held by the transferee under Deed of Transfer No.T.No.T. 7583 /1996;

Now therefore to transfer the full and free properties to and on behalf of the
MUNICIPAL COUNCIL OF SWAKOPMUND

(hereinafter styled the **TRANSFEEE**)

its successors in Title or Assigns,

1. CERTAIN ERF No 62, MONDESA
- SITUATE In the Municipality of SWAKOPMUND
Registration Division "G"
- EXTENT 12,8903 (Twelve Comma Eight Nine Nought Three) Hectares

FIRST TRANSFERRED and still held by Deed of Transfer No.T.2892/1984 with General Plan S.G.No A 379/1982, relating thereto

2. CERTAIN ERF No 174, SWAKOPMUND
- SITUATE In the Municipality of Swakopmund
Registration Division "G"
- EXTENT 945 (Nine Hundred and Forty Five) Square metres

FIRST REGISTERED and still held by Certificate of Registered State Title No J 7583 /1996 with Diagram No A 214/1979, relating thereto

- 3 -

SUBJECT to the following conditions imposed in terms of Section 19 of the Townships and Division of Land Ordinance 1963 (Ordinance 11/1963), and created in the said Certificate of Registered State Title No T. 7583 1996, namely:-

IN FAVOUR OF THE LOCAL AUTHORITY

The erf shall be used or occupied only for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance 1954 (Ordinance 18 of 1954)

1

- 4 -

WHEREFORE the Appearer, renouncing all the Right and Title the TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge the TRANSFEROR to be entirely dispossessed of and disentitled to, the same, and that, by virtue of these Presents, the said TRANSFEREE, Its successors in Title, or Assigns, now and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its Rights.

SIGNED at Windhoek on ~~10 11 2026~~
together with the appearer, and confirmed with my seal of office.



Signature of Appearer

In my presence, _____


REGISTRAR OF DEEDS

up

26/1/2026

Not Registered

Junice

DEEDS OFFICE SEARCHES

NAME	MUNICIPAL COUNCIL OF SWAKOPMUND		
IDENTITY NUMBER			
MARITAL STATUS			
ERF NUMBER	ERF NO. 1489		
TOWNSHIP AND EXTENSION	MONDESA		
MUNICIPALITY	SWAKOPMUND		
REGISTRATION DIVISION	-		
REGION	ERONGO REGION		
EXTENT			
CRANT-CCT-CRT-DOOT-NO			
CONDITIONS			
NOTARIAL CONDITIONS			
TOWNSHIP CONDITIONS			
TESTAMENTARY CONDITIONS			
USUFRUCT			
INTERDICTS			
	BOND NO	INSTITUTION	AMOUNT

This deeds search is issued subject to the following limitations and qualifications:

- (i) that, as of the date hereof, the Land Register, Title Deed Indices, Index Copon system and electronic records are current, properly maintained and reflect all registrations recorded in the Windhoek Deeds Registry in respect of the above written and other properties;
- (ii) that, by virtue of the provisions of Section 56 of the Deeds Register Act, 47 of 1957, the Government of Namibia gives no guarantee as to the accuracy of the Register.

11.1.8

MOTION NO. 1/2026 MOVED BY COUNCILLOR M KOITJIE REGARDING THE UPHOLDING OF THE STANDING RULES AND THE DEFERMENT OF ITEM 11.1.41 PROCESSED BY THE ORDINARY COUNCIL MEETING OF 05 MARCH 2026, PERTAINING TO THE APPOINTMENT OF AESTHETIC COMMITTEE MEMBERS
(C/M 2026/05/07 - 12/2/1/1/3)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.12** page **172** refers.

A. This item was submitted to the Management Committee for consideration:

The motion was tabled to the Council meeting of 26 March 2026, under item 7.1 which resolved as follows:

- (a) *That the Motion No. 1/2026, moved by Councillor M Kooitjie regarding the upholding of the Standing Rules and the deferment of Item 11.1.41 approved by the ordinary Council meeting of 05 March 2026, pertaining to the appointment of aesthetic committee members, be noted.*
- (b) *That it be recorded that the Chairperson of the Council referred the motion to the Management Committee for report to the Council in terms, point 18(1)(b) of the Standing Rules In Connection With Convening And Holding Of, And Procedure At, Meetings Of Local Authority Councils And Committees Established By Local Authority Councils: Local Authorities Act, 1992.*

Attached is Motion No. 1/2026 moved by Councillor M Kooitjie regarding the upholding of the Standing Rules In Connection With Convening And Holding Of, And Procedure At, Meetings Of Local Authority Councils And Committees Established By Local Authority Councils: Local Authorities Act, 1992 And The Deferment Of Item. 11.1.41 Passed By The Ordinary Council Meeting held on 05 March 2026, Pertaining To The Appointment Of Aesthetic Committee Member.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That in terms rule 17(1)(a) of the Standing Rules and Order of local authorities in Namibia, it states that:**
- "A member of a council or committee may not introduce a motion to rescind a resolution taken within the preceding six months; unless, subject to rule 13, the motion has been signed by three members in addition to the proposer".***
- (b) **That, therefore, the tabled motion falls short of the requirements of Rule 17(1)(a) of the Standing Rules and Order of Local Authorities and can therefore not be considered for discussion.**

motion no 01/2026

12/2/1/13

MOTION

16 March 2026

Dear Mr, A Benjamin – C.E.O. – Swakopmund Municipality

I, the undersigned councillor, Mr Martinus Kooitjie hereby move a **motion** according to standing rules in connection with convening and holding of, and procedure at, meetings of local authority councils and committees established by local authority councils; Local Authority Act, 1992.

Mr Benjamin, I **move** to defer the agenda item 11.4.41 (**agenda item not known**) during the Ordinary Council meeting on 5 March 2026. The decision impacts the community significantly as it contravenes standing rules. Only items listed on the agenda may be discussed. This ensures transparency and prevents surprise motions. Standing rules typically requires urgent items not on agenda need a two thirds-majority vote to be added **only** if that item's urgency and reason for late inclusion must be explained. My reason is that it was not properly notified and lacks sufficient information for informed decision-making.

If urgent, you may move that the council agree to add the item. Councils often have standing rules allowing "urgent business" to be added if the chairperson and majority agree. If something urgent arises, propose a motion to suspend standing orders and add the item. Without this approval, the matter must wait for the next meeting.

Ordinary Council Meetings Urgent Agenda Items must be procedural as follows:

The Councillor must raise the issue formally during the meeting. He/she must prepare a written motivation for why your item is urgent. He/she must state clearly: "Chairperson, I move that [item] be considered as urgent business." He/she must provide a short justification for urgency (e.g., time-sensitive, cannot wait until next meeting). He/she must keep his/her request concise and procedural to avoid debate until the item is accepted. The chairperson has discretion to allow urgent matters to be discussed even if not on the agenda. This requires agreement that the matter is urgent and cannot wait until the next meeting. If allowed, the council may then debate and resolve it.

Mr Benjamin it is important to bring this matter under your attention because of the legality, accountability and transparency.

- **Legality:** Decisions taken on items not properly placed on the agenda can be challenged as invalid.
- **Accountability:** Agenda rules protect against abuse of power and ensure councillors and the public are informed in advance.
- **Transparency:** Public notice of agendas is required, so adding items improperly undermines governance. The risk of ignoring procedures may damage public trust in the council.

In Namibia, if a matter is not listed on the official council meeting agenda, the Local Authorities Act (Act 23 of 1992) requires that it cannot be discussed or decided upon unless the council formally agrees to add it as an item. As a councillor, you must follow the procedures set out in the Act and the council's standing rules to request inclusion.

- Local Authorities Act, 1992 (Act 23 of 1992) governs council meetings in Namibia.
- Section 14 & related regulations outline how agendas are prepared and adopted.
- Standing Rules of Procedure provide detailed steps for handling items not on the agenda.

Conclusion: I urge the council to uphold its standing rules and defer item 11.4.41 for proper consideration.

I thank you



Martinus Kooitjie – Swakopmund Local Authority Councillor

39 / 2026

11.1.41

UPDATED POLICY ON AESTHETIC CONTROL AND CONSECRATION AREA DEVELOPMENT AND THE APPOINTMENT OF MEMBERS TO THE AESTHETICS COMMITTEE

(C/M 2026/03/05 - 12/5/1)

During the discussion of this item, the Chairperson of the Management Committee requested Council to consider an additional item under 11.1.41 Policy on Aesthetic Control and Conservation Area Development and Compilation of an Aesthetic Committee. The MC Chairperson informed Council that the item/submission was erroneously omitted from the agenda. However, the item was already presented and discussed at the Special Management Committee (SMC) Meeting of 3 February 2026 under which it was recommended on condition that the proposed names of the Aesthetic Committee members be submitted to Council for consideration. At the SMC meeting of 3 February 2026 both Members of the Management Committee (MC) and members of the Council were in attendance. Thus, the resubmission with the proposed names of the members to serve on the Aesthetic Committee. The house was divided as some members of the Council opted for the item to be deferred due to procedural flaws. On the other hand, other members of the Council opinioned that the matter is of such great importance for Council to pronounce itself since there are quite a number of drawings/building plans that awaits the Aesthetic Committee's decision.

The Chairperson of the Council, Her Worship the Mayor who presided the Council meeting requested that the matter be voted upon due to two proposals on the table. Hon. Cllr Dina Namubes requested for permission to leave the meeting, which was duly granted. The voting proceeded and seven (7) members voted in favor of the proposed names and policy approval while one (1) member namely Hon. Cllr M. Kooitjie abstained. It was therefore:

RESOLVED:

- (a) That the updated Policy on Aesthetic Control and Consecration Area Development and the appointment of members to the Aesthetics Committee be approved, adopted, and implemented.
- (b) That aesthetic control be limited exclusively to developments within the Conservation Area, and that aesthetic review requirements for developments outside the Conservation Area be formally removed.
- (c) That Council recalls the decision taken at the Ordinary Council Meeting held on 4 November 2025 under Item 11.1.5, in terms of which the following people were appointed to serve on Council's Aesthetics Committee:

<i>Registered Local Architects</i>	<i>Community Representatives</i>
<i>Mr Stefano Campetti</i>	<i>Mr Nehemia Salomon</i>
<i>Ms Phil-Marie Engelbrecht</i>	<i>Mrs Lynette van Niekerk</i>

and that the above-mentioned members shall no longer serve on the Aesthetics Committee.

- (c) That Council constitutes the Aesthetics Committee as an advisory committee in terms of Section 30(1)(w) of the Local Authorities Act 23 of 1992.
- (e) That Council appoints the following members to serve on the Aesthetics Committee for a bi-annual term:

Council Representation

40 / 2026

- **Primary Member: Councillor H U Weiman**
- **Alternate Member: Councillor A S Angula**

Registered Local Architects

- **Ms Nadine Cohen**
- **Mr Stefano Campetti**

Community Representatives

- **Mr Silvanus T. Kathindi**
- **Mr Johannes G. van der Merwe**

Municipal Administration

- **Chief Executive Officer**
- **Manager: Towns Planning.**

12. **DRAFT REGULATIONS AND TARIFFS, IF ANY**

None.

The meeting adjourned: **20:20.**

Minutes to be confirmed on **26 March 2026.**

Mr C McClune
CHIEF EXECUTIVE OFFICER (ACTING)

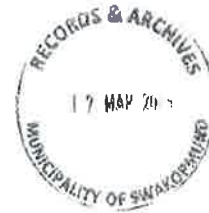
Councillor S M Kautondokwa
MAYOR

motion no 01 / 2026

12/2/1/1/3

Sharon D. Pogisho

From: Annalize Swart
Sent: 16 March 2026 06:07 PM
To: Mpasí Haingura
Cc: Sharon D. Pogisho; Alfeus Benjamin
Subject: MOTION : CLLR MARTINUS KOOTJIE
Attachments: doc02513420260316172745.pdf
Importance: High



Dear GM: Corporate Services, Human Capital & ITC

Please find attached a motion submitted by Councillor Martinus Kootjie dated 16 March 2026, addressed to the Office of the Chief Executive Officer.

Kindly take note that the motion has been received and is hereby referred to your office to be dealt with in accordance with the applicable provisions governing councillor motions, as prescribed under the Local Authorities Act, 1992, as well as Council's Standing Rules and Orders regulating the convening and conduct of Council meetings.

You are requested to attend to the necessary administrative processing of the motion, including advising on the appropriate procedural steps for its consideration by Council, and to ensure that the matter is handled in compliance with the relevant statutory and governance requirements.

Please keep this office informed of the progress and the procedural arrangements made in this regard.

Kind regards,
Office of the CEO

Annalize Swart | Executive Assistant to the Chief Executive Officer | Chief Executive Office | +264 64 410 4100



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$7.20

WINDHOEK - 2 April 2015

No. 5705

CONTENTS

Page

GENERAL NOTICE

No. 140	Standing Rules in connection with convening and holding, and procedure at, meetings of Local Authority Councils and Committees established by Local authority Councils: Local Authorities Act, 1992	1
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General Notice

MINISTRY OF REGIONAL AND LOCAL GOVERNMENT, HOUSING AND RURAL DEVELOPMENT

No. 140

2015

STANDING RULES IN CONNECTION WITH CONVENING AND HOLDING OF, AND PROCEDURE AT, MEETINGS OF LOCAL AUTHORITY COUNCILS AND COMMITTEES ESTABLISHED BY LOCAL AUTHORITY COUNCILS: LOCAL AUTHORITIES ACT, 1992

In terms of Section 14(6)(b) of the Local Authorities Act, 1992 (Act No. 23 of 1992), I have made the standing rules set out in the Schedule.

C. NAMOLOH
MINISTER OF REGIONAL AND LOCAL
GOVERNMENT, HOUSING AND RURAL
DEVELOPMENT

Windhoek, 16 March 2015

SCHEDULE

ARRANGEMENT OF RULES

1. Definitions
2. Notice of meetings
3. Miniting of names

4. Quorum at commencement of and during meeting
5. Sequence of business and agenda of ordinary meeting of council
6. Sequence of business and agenda of first council meeting
7. Minutes of meetings
8. Opening of council meeting
9. Language
10. Deputations
11. Petitions
12. Motions
13. Notice of motions
14. Order of motions
15. Unopposed motions
16. Opposed motions
17. Motion to rescind or motion with same tenor as previous motion
18. Reference of motions to management committee
19. Motion of no confidence in management committee
20. Questions
21. Reports of management committee to council
22. Recommendations of management committee
23. Reports of committees
24. Proposals and motions of order which may be introduced
25. Amendments
26. Proposal that matter be voted upon
27. Motion of order that meeting be adjourned
28. Motion of order that debate be suspended
29. Motion of order that debate be closed
30. Motion of order that next matter on agenda be proceeded with
31. Motion of order that matter be remitted to Management Committee
32. General provisions relating to motion of order
33. Withdrawal of motions and proposals
34. Voting
35. Minuting of dissenting vote
36. Right to speak and reply
37. Duration of speeches
38. Members to stand and address chairperson
39. Discussion to be to point
40. Chairperson has precedence
41. Repetition, irrelevancy and disturbance of order
42. Removal of person from chamber
43. Suspension of right to attend meetings
44. Suspension of rules
45. Interpretation of rules
46. Adjournment of meetings
47. Committee of whole council
48. Time of committee meetings
49. Resignation as member of committee
50. Filling of vacancy in committee
51. Filling of vacancy in committee during absence of member
52. Official communications

Definitions

1. In these regulations a word or an expression to which a meaning has been given in the Act has that meaning, and unless the context otherwise indicates -

“chairperson of council” means a chairperson of the council elected in terms of section 11 of the Act;

"chairperson of management committee" means a chairperson of the management committee elected in terms of section 25 of the Act;

"committee" means a committee of a council;

"council" means a local authority council;

"first council meeting" means the meetings referred to in section 14(1)(a) of the Act and includes any other meeting where a chairperson of council, vice-chairperson of council or members of the management committee are elected;

"meeting" means a meeting of a council or committee;

"member" means a member of a council;

"motion" means a motion referred to in regulation 12;

"ordinary council meeting" means a meeting of a council other than a first council meeting;

"proposal" means a proposal, other than a motion, proposed and seconded during a meeting of a council or a committee;

"the Act" means the Local Authorities Act, 1992 (Act 23 of 1992); and

"these rules" means the standing rules in connection with the convening and holding of, and procedure at, meetings of councils and committee contained herein.

Notice of meetings

2. (1) The chief executive officer must cause a notice issued by him or her to be furnished to each member of a council or committee or to be delivered to his or her business or residential address at least 72 hours before the commencement of a meeting.

(2) A notice referred to in subrule (1) must state the date, time and place of the meeting and the business to be dealt with at the meeting.

(3) If a meeting is adjourned, the chief executive officer must give written notice of the continuation of the meeting as contemplated in subrule (1).

(4) If the date, time and place of the continuation of a meeting is determined at the meeting which is adjourned, the chief executive officer must give written notice to every member of a council or committee, who was absent from the meeting which was adjourned, to reach the member at least 72 hours before the commencement of the continuation of the meeting.

(5) A member of a council or committee -

(a) must provide the chief executive officer in writing with his or her business and residential address for the purpose of delivery of the notice referred to in subrule (1) or (3); and

(b) must forthwith notify the chief executive officer in writing of a change in an address referred to in paragraph (a).

and a delivery of a notice at an address referred to in paragraph (a) or (b) is considered to have reached the member at the time of delivery of the notice.

Minuting of names

3. The minutes of a meeting referred to in rule 7 -
- (a) must include the names of the members of a council or committee or staff member present, absent with leave and absent without leave at the meeting; and
 - (b) is *prima facie* proof of the presence, absence with leave or absence without leave of the member of a council or committee or a staff member at the meeting.

Quorum at commencement of and during meeting

4. (1) The quorum of -
- (a) a council is as set out in section 14(3) of the Act; and
 - (b) a committee is -
 - (i) half of the total membership of the committee, if the total membership of the committee is an even number; and
 - (ii) the majority of the total membership of the committee, if the total membership of the committee is an uneven number.
- (2) The business of a meeting may only be proceeded with, if a quorum is present.
- (3) If at the expiration of five minutes after the time set for the meeting a quorum is not present, the members of a council or committee present may decide by majority vote to wait another ten minutes to try and obtain a quorum.
- (4) If a decision is not taken in terms of subregulation (3) or if the decision is taken and at the expiry of ten minutes there is still no quorum, the members of a council or committee present may, by majority vote, decide to adjourn the meeting to a specified date, time and place, and in that case the provisions of regulation 2(3) and (4) apply.
- (5) If a decision is not taken under subrule (4) -
- (a) the chairperson of council or in the absence of the chairperson, the chief executive officer; or
 - (b) the chairperson of a committee or in the absence of the chairperson, a member of the committee,

must adjourn the meeting to a specified date, time and place and in that case the provisions of regulation 2(3) and (4) apply.

- (6) If during a meeting of a council or committee, the attention of the chairperson of council or committee is drawn to the number of members present, the chairperson must count the members present and if it is found that there is no quorum, the meeting may not proceed and subrule (4) and (5) apply with the necessary amendment as if no decision had been taken in terms of subrule (3).

Sequence of business and agenda of ordinary meeting of council

5. (1) The sequence of business of an ordinary meeting of a council is as set out in the agenda of meeting of the council and must, as far as possible, be as follows -

- (a) opening by prayer, if so desired;
- (b) adoption of the agenda of the meeting of a council;
- (c) application of leave of absence by members of a council;
- (d) confirmation of the minutes of the previous meeting of a council;
- (e) interviews with deputations or persons summoned or requested to attend the meeting of a council;
- (f) official announcements, statements and communications;
- (g) petitions;
- (h) motions of members;
- (i) answers to questions of members of which notice has been given;
- (j) report of the management committee referred to in section 26(1)(e) of the Act;
- (k) recommendations of the management committee;
- (l) reports and recommendations of committees or the chief executive officer; and
- (m) draft regulations and tariffs, if any.

(2) The sequence of business and agenda of a meeting of a committee is, with the necessary changes, substantially the same as in the case of a council.

Sequence of business and agenda of first council meeting

6. The sequence of business of a first council meeting convened in terms of section 12 of the Act is as set out in the agenda of the meeting and must as far as possible be as follows -

- (a) opening prayer, if so desired;
- (b) the election of the chairperson of council and other persons elected in terms of section 12 of the Act; and
- (c) the election of the members of the management committee as contemplated in section 22 of the Act.

Minutes of meetings

7. (1) The minutes of a meeting of a council are confirmed at the next ordinary meeting of the council.

(2) The minutes of every meeting of a committee are confirmed at the next ensuing meeting of the committee, unless the minutes or a portion of the minutes are, prior to the confirmation by the committee, submitted to a council for consideration and acceptance.

(3) If the minutes of a meeting of a committee or any portion of the minutes are submitted to a council as contemplated in subrule (2), the minutes or the portion of the minutes are confirmed by a quorum of the members of the committee at the meeting of the council.

(4) The minutes of a previous meeting which have not yet been approved must first be read at a meeting and must be signed by the chairperson of council or committee and the chief executive officer if they are confirmed.

(5) Despite subrule (4), the minutes of a previously meeting are considered as read, if the minutes lay for inspection by all members of a council or committee for 48 hours prior to the meeting at which they are submitted for confirmation.

(6) A motion or proposal on the minutes of a previously meeting may not be submitted, nor may any discussion regarding the minutes be entered into save in so far as the correctness of the minutes is concerned.

(7) An objection to the correctness of the minutes of a previous meeting must be submitted in writing to the chief executive officer, at least 24 hours prior to a meeting, for submission to the meeting together with the comments of the chief executive officer, except minor amendments approved by the members at a meeting.

(8) Any information furnished at a meeting concerning the powers or lack of powers of a council or the interest of a member in terms of section 19 of the Act must be entered in the minutes of that meeting.

(9) The minutes of a meeting must record the resolutions taken, but does not need to be a verbatim record of the meeting minuted.

Opening of council meeting

8. (1) If a chairperson of council and chief executive officer enter a council chamber, the members of council must rise and remain standing until the chairperson of council and the chief executive officer have sat down or until completion of the prayer referred to in subregulation (2), if applicable.

(2) It is optional for a council to open its meeting by a reading from the scriptures, a short lesson or a prayer by a person designated from time to time by the chairperson of council.

Language

9. (1) The chairperson of council or committee may allow a person to addresses a council or committee in a language other than the official language if that language is commonly used in the area of the council.

(2) The chairperson referred to in subrule (1) may only allow the use of the language other than the official language if he or she is of the opinion that the person addressing the council is not sufficiently proficient in the official language so as to properly express himself or herself.

(3) If a meeting is addressed in a language other than the official language, a member of a council, committee or staff member present at the meeting may request the chairperson referred to in subrule (1) to translate that language into the official language or to cause it to be translated and the translation must be verbal.

Deputations

10. (1) A deputation desirous of having an interview with a council or committee must submit to the chief executive officer a written memorandum in which the representations it wishes to make are set out.

(2) The chairperson of a council or committee must decide whether the deputation is to be heard and whether the matter can be disposed of under the ordinary powers of the meeting of the council or committee.

(3) If the chairperson of a council decides that the deputation is not to be heard, he or she may refer the matter to the management committee which must then consider the request as if it is a request for an interview with the management committee.

(4) A deputation consists of not more than five members, and only one member of the deputation may address members of council or committee, except when a question of a member of the council or committee is being answered.

(5) The council or committee may -

- (a) hear the deputation and gather all relevant information and may, after the deputation has departed, deal further with the matter; or
- (b) express, after hearing the deputation, the view or opinion of the council or committee on the representations made by the deputation.

Petitions

11. (1) A member of a council or committee may submit a petition to the chief executive officer.

(2) A petition referred to in subrule (1) -

- (a) must be properly motivated; and
 - (b) may not be read to a council or committee, and no speech or comments concerning it may be heard, but must be referred to the next ordinary meeting of the management committee which must report to the council.
- (3) Every petition must have the word "Petition" as a heading.

Motions

12. (1) Subject to rule 13, a member of a council or committee may introduce a motion which must relate to a matter in connection with the administration or conditions in a local authority area.

(2) The chairperson of a council or committee may reject a motion if, in his or her opinion -

- (a) it is contrary to these rules or any law;
- (b) it deals with a matter in respect of which a council or committee has no jurisdiction;
- (c) it leads to the discussion of a matter already contained in the agenda of the meeting; or
- (d) there is no seconder for a motion in the case of an opposed motion.

(3) More than four motions by a member of a council or committee may not appear on the same agenda, which number does not include motions which stand over from a previous meeting.

Notice of motions

13. (1) A member of a council or committee must give notice under the heading "Motion" of every motion he or she wishes to introduce and the notice must contain proper motivation of the motion and be signed by the member.

(2) Every notice referred to in subrule (1), must be submitted to the chief executive officer who must -

- (a) date it with the date of receipt;
- (b) number it in sequence; and
- (c) enter it into a book kept for that purpose.

(3) The chief executive officer must, in writing, acknowledge receipt of the motion referred to in subrule (1) if a member referred to in that subrule so request.

(4) A motion may only be placed on the agenda of a meeting if it is received at least six days prior to the date of the next ensuing meeting.

Order of motions

14. Subject to rule 13(4), a chief executive officer must place every motion on the agenda of the meeting in the order in which it was received.

Unopposed motions

15. (1) The chairperson of a council or committee must read out the number of every motion coming up for discussion as well as the name of the mover of the motion in order to ascertain which motion is unopposed.

(2) Subject to rule 12(2) and 18, an unopposed motion is passed without discussion and without being seconded.

Opposed motions

16. (1) A member of a council or committee who wishes to oppose a motion appearing on the agenda must, before the commencement of a meeting, lodge with the chief executive officer a written notice signed by the member to the effect that the motion is being opposed.

(2) Subject to rule 12(2), the chairperson of a council or committee must call on the mover of each opposed motion, a seconder must be obtained and the matter must be ruled open for discussion.

(3) If the mover of the motion is not present at the meeting, a seconder must be obtained and the matter must be ruled open for discussion.

Motion to rescind or motion with same tenor as previous motion

17. (1) A member of a council or committee may not introduce a motion -

- (a) to rescind a resolution taken within the preceding six months; or
- (b) with the same tenor as one rejected during the preceding six months.

unless, subject to rule 13, the motion has been signed by three members in addition to the proposer.

(2) A motion introduced in accordance with subrule (1), may only be carried by a majority of 75 percent of the total membership of a council or committee.

(3) After a council or committee has disposed of a motion referred to in subrule (2), a similar motion may not be introduced within six months of such disposal.

Reference of motions to management committee

18. (1) Prior to the passing by a council of any motion which may -
- (a) result in the expenditure or revenue of a council being affected; or
 - (b) affect the drafting, amendment or repeal of a rule or other law.

the chairperson of the council must refer the motion to the management committee for report to the council.

(2) Subrule (1) applies with the necessary changes to a proposal before a council having the effect contemplated in subrule (1), excluding a recommendation of a management committee.

Motion of no confidence in management committee

19. (1) Subject to rules 13 to 16 inclusive, a member of a council may introduce a motion of no confidence in the management committee.

(2) Despite any provision to the contrary contained in these rules, a motion referred to in subrule (1) may not be placed on the agenda of the next ordinary meeting, but the chief executive officer must at that meeting read out the motion and the motivation advanced in respect of the motion.

(3) After reading out the motion and the motivation advanced under subrule (2), the motion must be placed on the agenda of the next ordinary meeting or a special meeting of a council convened for that purpose and the council must consider the motion.

(4) Every member of a management committee in respect of which a motion of no confidence has been introduced as contemplated in subrule (1) must be given an opportunity to address a council, and if a motion referred to in that subrule is carried by a council every member of the management committee must resign and a member who fails or refused to resign is considered to have resigned.

(5) A council must immediately determine a date for a meeting in order to elect members of a management committee in accordance with section 22 of the Act.

(6) A former member of a management committee is, at an election referred to in subrule (5), eligible for re-election.

Questions

20. (1) A member of a council or committee may put a question at a meeting relating to a matter which arises from or relates to the business of a council or committee.

(2) A member referred to in subrule (1) must submit to the chief executive officer a written and signed notice of the question, referred to in that subrule, at least 48 hours prior to the commencement of the meeting.

- (3) The chief executive officer must -
- (a) as early as possible after receipt of the notice referred to in subrule (2), submit a copy of the notice to the chairperson of a council or committee from whose business the question originates; and
 - (b) prior to the commencement of the meeting at which the question must be answered, furnish a copy of the notice referred to in subrule (2) to every other member of a council or committee and to the chairperson of a council or committee or the member presiding at the meeting.
- (4) The chairperson of a council or committee to whom a notice referred to in subrule (2) has been submitted under subrule (3)(a), must answer the question in writing.
- (5) The chairperson referred to in subrule (4) must hand the written answer to the chief executive officer at least two hours prior to the commencement of the meeting at which the question is to be answered and the chief executive officer must hand it over to the members of the council or committee together with a copy of the notice referred to in subrule (3).
- (6) The chairperson of a council or committee may decide that the answering of a question stands over to the meeting of the council or committee following on the meeting referred to in subrule (1).
- (7) Despite subrule (1), a member of a council or committee, subject to subrules (8), (9) and (10) and after written notice, may put a question which in the opinion of the chairperson of a council or committee is of urgent public interest.
- (8) A notice referred to in subrule (7) must -
- (a) be signed the member and be co-signed by the chairperson of the council or committee from whose business the question originates; and
 - (b) be handed to the chief executive officer at least 10 minutes prior to the commencement of the meeting at which the question is to be answered.
- (9) A question referred to in subrule (7) is answered verbally and not in writing.
- (10) If the member who has put a question referred to in subrule (7) so request, the chief executive officer must ensure that the answer to the question is given in writing to the member together with the minutes of the meeting at which the question is answered.
- (11) If a shorter notice than 48 hours as required under subrule (2) of putting of a question has been given to the chief executive officer or if a member has given a notice under subrule (7) and the question is not of urgent public interest as contemplated in subrule (7), the question must be disposed of in the manner contemplated in subrule (3), (4), (5) and (6) on the next ordinary meeting following the meeting prior to which the question was put.
- (12) The chairperson of a council or committee may rule that a question put under subrule (1) or (7) be disposed of in the interests of good order on the next ordinary meeting of the council.
- (13) Subject to this rule, a question referred to in this rule may be discussed after it has been answered in the manner provided for in this rule.
- (14) A chairperson of a council or committee may reject a question if he or she is of the opinion that it is out of order or is not clearly put or that this rule has not been complied with.

Reports of management committee to council

21. (1) The report of a management committee regarding its decisions on matters delegated to it or in respect of the exercise of its powers or the performance of its functions as contemplated in section 26(1) of the Act must be placed on the agenda of every ordinary meeting of a council.

(2) The chairperson of the management committee or in his or her absence, a member of the management committee requested by the chairperson, must put the report referred to in subrule (1) to a council for information.

(3) A report referred to in subrule (1) may be discussed, but a motion or proposal may not be introduced on the report, except that cognisance of the matter may be taken.

(4) Any question or proposal in connection with a report referred to in subrule (1) must be submitted, prior to the meeting on which the report is placed on the agenda of that meeting, to the chief executive officer in writing and it may only be disposed of at the meeting subsequent to the first mentioned meeting.

Recommendations of management committee

22. (1) The recommendation of the management committee to a council must be placed on the agenda of an ordinary meeting of a council in accordance with rule 5.

(2) The chairperson of a management committee or in his or her absence, a member of the management committee requested by the chairperson must propose each recommendation of the management committee for acceptance by the council.

(3) Subject to subrule (4), a proposer referred to in subrule (2) may, with the consent of at least two-thirds of the members of the management committee present, amend a recommendation of the management committee or withdraw an item on the report of the management committee for remission to the management committee.

(4) An ordinary majority of the members of a management committee is sufficient for an amendment referred to in subrule (3) which, in the opinion of the chairperson of a council, is of a non-material nature.

(5) For the purposes of these rules a recommendation of a management committee is considered as a proposal which has been seconded.

Reports of committees

23. (1) A report of a committee to a council must be placed on the agenda of an ordinary meeting of the council in accordance with rule 5.

(2) The chairperson of a committee or in his or her absence a member of the committee requested by the chairperson must propose each recommendation of the committee for acceptance by a council.

(3) A proposer referred to in subrule (2) may, with the consent of at least two-thirds of the members of the committee present, amend a recommendation of the committee or withdraw an item on the report of the committee for remission to that committee.

(4) Rule 21(3) applies with necessary changes to a report submitted for information in terms of subrule (1).

Proposals and motions of order that may be introduced

24. Subject to any provision to the contrary contained in these rules, if a motion or proposal is under discussion during a meeting it may only be proposed that -

- (a) the motion or proposal be amended;
- (b) the matter be voted upon; or
- (c) any of the following motions of order be introduced, namely that the -
 - (i) meeting be adjourned;
 - (ii) debate be suspended;
 - (iii) debate be closed;
 - (iv) next matter on the agenda be proceeded with; or
 - (v) matter be remitted to the management committee.

Amendments

25. (1) Every amendment of a motion or proposal must relate to the motion or proposal before a council or committee in respect of which it is introduced.

(2) An amendment may not be introduced in respect of an unopposed motion.

(3) If the chairperson of a council or committee require, an amendment must be put in writing, signed by the proposer and be submitted to the chairperson and chief executive officer.

(4) Every written amendment must be read out by the chairperson referred to in subrule (3) and after the reading the proposer may speak on the amendment.

(5) After a proposer has spoken on an amendment, under subrule (4), the amendment must be seconded, before a council or committee discusses it or votes on the amendment.

(6) An amendment lapses if there is no a seconder under subrule (5).

(7) A member may only address a council or committee once on an amendment, but a proposer of a motion or proposal to which the amendment under discussion was proposed may reply.

(8) A member who has formally seconded an amendment may immediately or later speak on the amendment.

(9) After an amendment to a motion or proposal has been introduced and seconded, further amendment may not be introduced before the first amendment is disposed of.

(10) If an amendment is carried, the original motion or proposal, as amended, is the motion or proposal before a council or committee and any further amendment may be introduced in respect of the amended motion or proposal.

Proposal that matter be voted upon

26. (1) If a proposal that a matter under discussion be voted upon is carried, the matter must be voted upon without further discussion.

(2) A proposal referred to in subrule (1) may be made at any time during the course of the debate, but not while a speech is in progress.

(3) Subject to subrule (4), a proposal referred to in subrule (1) may not be discussed.

(4) A proposer of a matter referred to in subrule (1) may, if the proposal is seconded, speak on the proposal for not more than five minutes.

(5) A proposal referred to in subrule (1) lapses if there is no seconder to the proposal.

Motion of order that meeting be adjourned

27. (1) If a motion of order that a meeting be adjourned is carried, the meeting must adjourn in accordance with rule 46.

(2) A member may not introduce or second more than one motion referred to in subrule (1) in respect of the same sitting of a meeting.

Motion of order that debate be suspended

28. (1) Subject to subrule (2), if a motion of order that a debate be suspended is carried, the discussion of the matter must resume at the next ordinary meeting and a council or a committee must proceed to the next matter on the agenda.

(2) Despite subrule (1), a special meeting may be convened for the discussion of a matter in respect of which a debate has been suspended as contemplated in subrule (1).

(3) When a suspended debate is resumed the member who proposed the suspension is entitled to speak first.

(4) A member may not introduce or second more than one motion of order referred to in subrule (1) in respect of the same debate.

Motion of order that debate be closed

29. (1) If a motion of order that a debate be closed is carried, the motion lapses completely.

(2) A member may not introduce or second more than one motion referred to in subrule (1) in respect of the same debate at the same meeting.

Motion of order that next matter on agenda be proceeded with

30. (1) If a motion of order that the next matter on the agenda be proceeded with is carried, the motion under discussion lapses and a council or committee must without further discussion proceed to the next matter on the agenda.

(2) A member may not introduce or second more than one motion referred to in subrule (1) at the same meeting.

Motion of order that matter be remitted to management committee

31. If a motion of order that a matter be remitted to the management committee is carried, the matter must be remitted without further discussion to the management committee and a council or committee must proceed to the next matter on the agenda.

General provisions relating to motions of order

32. (1) A motion of order may be introduced verbally.
- (2) As soon as a motion of order is introduced all discussions of the matter is discontinued immediately and after a seconder for the motion of order has been obtained the proposer is entitled to speak on the motion of order for not more than five minutes.
- (3) A motion of order lapses if there is no seconder to the motion.
- (4) A seconder of a motion of order may not speak on the motion.
- (5) After the proposer of a motion of order has spoken, the proposer of the matter under discussion when the motion of order is introduced may, for not more than five minutes, speak on the motion of order and thereafter the motion of order must be voted upon without further discussion.
- (6) A motion of order may not be introduced within 30 minutes after a similar motion of order in respect of the same matter has been dealt with, unless if in the opinion of the chairperson of council or committee the circumstance justifies the introduction of such motion of order.

Withdrawal of motions and proposals

33. (1) A proposer may, with the consent of a council, withdraw a motion or proposal, including an amendment to the motion or proposal.
- (2) A discussion may not be held during the discussion of consent for a withdrawal referred to in subrule (1).

Voting

34. (1) Subject to subrule (4), voting at a meeting of a council or committee is done by the show of hands and the result of the voting is announced by a chairperson of council or committee.
- (2) If a member of a council or committee questions a decision by the show of hands, a chairperson referred to in subrule (1) must request all members -
- (a) in favour of the motion or proposal;
 - (b) not in favour of the motion or proposal; and
 - (c) who have abstain from voting.
- to rise from their seats and the chairperson must record their names and the total votes obtained.
- (3) The chairperson referred to in subrule (1) must announce who voted in favour of, and who voted against, the motion or proposal and who abstained from voting, and whether the motion or proposal has been carried or rejected.
- (4) If a member insists, voting must take place by secret ballot.
- (5) The voting under subrule (4) is checked by a chairperson of council or committee and the chief executive officer and the chairperson must announce the result of the voting.
- (6) A chairperson of council or committee has, in the event of an equality of votes, a casting vote in addition to his or her deliberative vote.

Minuting of dissenting vote

35. (1) Subject to subrule (2), a member of a council or committee may request immediately that his or her vote against a motion, proposal or resolution be recorded in the minutes.

(2) A chairperson of council or committee may refuse to have a vote referred to in subrule (1) recorded if, in his or her opinion, an improper motive can be attributed to it.

Right to speak and reply

36. (1) Subject to any provision to the contrary contained in these rules and to subrule (2), a member of a council or committee may not speak more than once on a motion or proposal.

(2) Subject to any provision to the contrary contained in these rules, the proposer of a motion or proposal may reply before the motion or proposal is voted upon, but a member is only restricted to reply to previous speakers and may not introduce new matters.

(3) A council or committee may allow the proposer of a proposal referred to in rule 21(2) or 22(2) to clarify a matter before a specified recommendation is considered or during the discussion of the recommendation in reply to a specific question.

Duration of speeches

37. Subject to any provision to the contrary contained in these rules, a member of a council or committee may not speak for more than ten minutes on a motion or proposal, but the council or committee may allow a speech to proceed for a further period of not more than five minutes.

Members to stand and address chairperson

38. (1) A member of a council or committee, except a chairperson of council or committee, must stand when speaking unless if a chairperson allows the member to remain seated.

(2) A member of a council or committee must address a chairperson of council or committee when speaking.

Discussion to be to point

39. A member of the council or committee must confine himself or herself strictly to the matter, motion of order or point of order under consideration and no discussion anticipating a matter on the agenda may be allowed.

Chairperson has precedence

40. If a chairperson of a council or committee rises during a debate, a member speaking or about to speak must sit down and remain silent so that the chairperson may be heard undisturbed.

Repetition, irrelevancy and disturbance of order

41. (1) A chairperson of a council or committee must direct the attention of a meeting to irrelevancy, unnecessary repetition, unseemly language or any disturbance of the order by a member of the council or committee and if the member persists the chairperson must order him or her to stop his or her behaviour.

(2) If a member referred to in subrule (1) persists in disregarding the authority of the chairperson referred to in that subrule, the chairperson must order the member to retire from the meeting.

(3) If a member refuses to comply with an order given under subrule (2), the chairperson referred to in that subrule may instruct a law enforcement officer to remove the member from the meeting and to preclude the member from returning to the meeting.

Removal of person from chamber

42. If-

(a) in the opinion of a chairperson of a council or committee, a person is not properly dressed; or

(b) a chairperson of a council or committee considers it necessary for maintaining order,

the chairperson may at any time during a meeting -

(i) give instructions that the person be removed from a council or committee chamber; or

(ii) in a case referred to in paragraph (b), instruct that the public gallery be cleared.

Suspension of right to attend meetings

43. (1) Subject to subrule (3) and (4), a council or committee may suspend the right of a member of a council or committee to attend a meeting of a council or committee, if the member -

(a) fails or refuses to comply with an order referred to in rule 41(2);

(b) wilfully obstructs the business of a meeting of the council or committee;

(c) fails or refuses to comply with an order given under rule 42; or

(d) publishes or discloses -

(i) a document of a council or committee;

(ii) the proceedings of a council, committee or a committee relating to land or other property which a council is acquiring or expropriating;

(iii) legal or arbitration proceedings in which a council is part of, or

(iv) any other matter in which the publication or disclosure may prejudice the interest of the council or committee.

(2) Despite any provision to the contrary contained in these rules, a proposal to suspend a member as contemplated in subrule (1) may be moved at any stage during a meeting.

(3) A proposal to suspend a member as contemplated in subrule (1) may not be decided upon before the member proposed to be suspended is afforded an opportunity to state his or her case to a council or committee.

(4) A member referred to in subrule (1) may be suspended under that subrule for a period not exceeding one month.

Suspension of rules

44. (1) Despite any provision to the contrary contained in these rules, but subject to subrule (2), a member of a council or committee may propose during a meeting propose that these rules be suspended for a purpose which such member must state.

(2) A council or committee may, by majority vote of members, suspend one or more provisions of these rules for the purpose of discussing a specific matter, except rules 4, 7, 13(1), 15, 24, 34, 39,40 and 46.

(3) A proposal referred to in subrule (1) may only be made in regard to a specific matter, but lapses if it is not adopted by a majority vote of members of a council or committee.

(4) A chairperson of a committee may, at a meeting of the committee, apply any provision of these rules which is not applicable to the committee if he or she is of the opinion that it is necessary or expedient for the proper dispatch of the business of the committee.

Interpretation of rules

45. (1) A member of a council or committee may request that a ruling of a chairperson of the council or committee on the interpretation of these rules be recorded in the minutes of the meeting.

(2) A chief executive officer must keep a list of rulings referred to in subrule (1).

(3) A chairperson referred to in subrule (1) must sign the entry in a list referred to in subrule (2) of each ruling he or she has given.

(4) A member of a council or committee who made a request under subrule (1) may verbally require during the meeting or in writing within five days after the meeting that the chief executive officer submit the matter to the management committee.

(5) A management committee referred to in subrule (4) must consider the matter and report to a council.

(6) A council may, on the recommendation of the management committee, order that the ruling of the chairperson of the council or committee be withdrawn or amended.

Adjournment of meetings

46. (1) A chairperson of a council or committee may adjourn a meeting to a specified day, time and place if it appears to him or her that further continuation of the meeting is undesirable on account of irrelevancies or disturbance of the peace.

(2) If a meeting is adjourned by the chairperson of a council or committee under subrule (1), the members of the council or committee must rise and remain standing until the chairperson and the chief executive officer have left the chamber.

Committee of whole council

47. A council may, at any time before or during a meeting, go into committee of the whole council for the purpose of considering a matter referred to in section 14(2)(a) of the Act.

Time of committee meetings

48. (1) A committee may itself determine the date, time and venue of its meetings.

(2) A meeting of a committee may only be held with the consent of a council during a meeting of the council.

Resignation as member of committee

49. (1) A member of a committee who wishes to resign as member of the committee must submit a written resignation to the chief executive officer.

(2) A resignation referred to in subrule (1) may not be withdrawn.

Filling of vacancy in committee

50. (1) A chairperson of a committee must report a vacancy which has occurred in the committee to a council and the council may fill the vacancy.

(2) A report referred to in subrule (1) is submitted before the next ordinary meeting a council after the committee meeting at which the vacancy referred to in that subrule is reported.

Filling of vacancy in committee during absence of member

51. If leave is granted to a member of a committee to be absent from a meeting of the committee and such absence may result in the lack of a quorum at the meeting, a council may designate another member to serve on the committee in the place of the absent member during his or her absence.

Official communications

52. An official communication on behalf of a council or committee may only be made by the chief executive officer or by a member of the council or a staff member designated for that purpose by the council.

11.1.9

REQUEST FOR PERMISSION FOR SWAKOPMUND MUNICIPALITY TO PARTICIPATE IN THE NALASRA GAMES 2026 - GROOTFONTEIN AND REQUEST FOR ADDITIONAL FUNDS

(C/M 2026/05/07 - 13/6/3)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.13** page **196** refers.**A. This item was submitted to the Management Committee for consideration:**

An invitation letter dated 02 February 2026 was received from the Secretary General of the Namibian Local Authority Sport and Recreation Association (NALASRA), inviting the Swakopmund Municipality to participate in the **15th NALASRA Games 2026**, under the theme: **"Promoting Unity and Team Spirit through Sports, Recreation and Wellness Activities."**

The Games are scheduled to take place from 25-29 May 2026 in Grootfontein, with accreditation commencing on 23 May 2026 and closing on 24 May 2026. Participating municipalities are therefore required to arrive prior to 24 May 2026 to finalise accreditation.

PARTICIPATION:

The Swakopmund Municipality intends to participate in the following sport codes:

- Netball
- Soccer
- Over-40 Soccer
- Volleyball (Male, Female and Mixed)
- Darts
- Pool
- Owela
- Ringboard
- Tug of War
- Marathon

Approximately 100 participants have indicated interest in participating. A final list will be submitted upon approval by respective Supervisors/Managers. Participating staff members will be required to apply for special leave for the duration of the Games. Councillors are to be nominated to accompany and support the team.

LOGISTICS

Permission is requested for the use of the following Municipal vehicles for travel to and from Grootfontein, as well as for operational use during the Games:

- Municipal 16-seater minibus
- Municipal 9-seater vehicle

The utilisation of both vehicles will reduce transport costs and improve efficiency. The **9-seater vehicle** will specifically be utilised for logistical support, including transport

between venues, coordination activities, meetings, and general operational requirements during the Games.

FINANCIAL IMPLICATIONS

An amount of N\$200,000.00 was initially budgeted under Vote 101015563500 (NALASRA/SAIMSA Games) for the 2025/2026 financial year. However, participation in the SAIMSA Games held in Lesotho in September 2025 resulted in total expenditure of N\$743,765.62, mainly due to:

- *Long travel distance - higher transport costs*
- *High accommodation costs*
- *Introduction of a daily meal allowance of N\$350.00 per participant per day*

A total of 70 participants attended those Games. As a result, only N\$32,234.38 remains available under the vote. The estimated cost for upcoming participation is **N\$420,000.00**, based on **100** participants, covering transportation, accommodation, and meals.

SPORT CLUB & PARTICIPANTS CONTRIBUTION:

The Swakopmund Municipal Sport and Social Club, of which most participants are members, currently has a balance of N\$ 87,138.79. These funds are primarily generated through monthly member contributions of N\$ 50.00.

The Club utilises these funds mainly for the procurement of playing gear and equipment, which are used by all participants, including non-members. In addition, the Club ensures uniformity among participants by procuring tracksuits for all affiliated members. The funds are also used to support participants during the games by providing essentials such as water, energy drinks, and fruits to ensure adequate hydration. Due to the limited timeframe between the SAIMSA Games held in September 2025, the December holiday period, and the upcoming event, no fundraising initiatives were undertaken to supplement available funds.

The Swakopmund Municipal Sport and Social Club will therefore contribute an amount of N\$40,000.00 towards the costs to assist Council in ensuring participation. Furthermore, each participant will be required to contribute N\$500.00 towards the trip. With an estimated 100 participants, this will generate an additional N\$50,000.00.

The total combined contribution from the Club and participants will therefore amount to N\$90,000.00.

ESTIMATED BUDGETED BREAKDOWN:

<i>Transportation and Fuel:</i>	N\$ 110,000.00
<i>Accommodation & Breakfast (6 Nights):</i>	N\$ 119,000.00
<i>Meal Allowances (Lunch & Dinner @ 300.00 pp/Day):</i>	N\$ 180,000.00
<i>Sports Attires and Equipment:</i>	N\$ 0.00
<i>Registration and Affiliation Fees:</i>	N\$ 11,000.00
TOTAL BUDGETED EXPENPENDITURE	N\$420,000.00

FUNDING GAP

Total Estimated Cost:	N\$420,000.00
Available Budget on VOTE:	N\$ 32,234.38
Contribution from Club:	N\$ 40,000.00
Participants Contributions:	N\$ 50,000.00
Funding Shortfall:	N\$297,765.62

MOTIVATION

Participation in the NALASRA Games contributes to:

- *Employee wellness and morale*
- *Team building and organisational cohesion*
- *Strengthening inter-municipal relations*
- *Promoting the image of Swakopmund Municipality at national level*

Despite reduced travel costs compared to international participation, the increased number of participants and associated logistical requirements necessitate additional funding to ensure effective participation.

B. After the matter was considered, the following was:-**RECOMMENDED:**

- (a) **That permission be granted to members of the Swakopmund Municipal Sport Team to participate in the 2026 NALASRA Games in Grootfontein from 25-29 May 2026.**
- (b) **That additional funding amounting to N\$297,765.62 be approved to cover the shortfall for participation in the 2026 NALASRA Games.**
- (c) **That permission be granted to the Swakopmund Municipal Sports and Social Club to proceed with preparations and organisation for the event.**
- (d) **That permission be granted for the use of one of the council vehicles for travel and logistical purposes during the Games.**
- (e) **That Council, in principle, approves special leave for participating staff members, subject to approval by respective Heads of Departments.**
- (f) **That Councillors be nominated to accompany the team.**
- (g) **That Councillors receive subsistence and travelling allowances in accordance with Council's S&T Policy, should they opt to accompany the team.**
- (h) **That the General Manager for Health Services and Solid Waste Management, be authorised to accompany the team, and that she be paid subsistence and travel allowances in accordance with Council's Subsistence and Travel Allowance (S&T) Policy, should she opt to accompany the team.**

- (i) **That each participant receives a daily meal allowance of N\$300.00 for lunch and dinner for the duration of the Games.**
 - (j) **That breakfast be provided for the participants.**
 - (k) **That all goods and services be procured in accordance with the Public Procurement Act, Act 15 of 2015, as amended.**
 - (l) **That the General Manager: Finance be mandated to avail the additional funding amounting to N\$ 297,765.62 under Vote: 101015563500.**
-



NAMIBIAN LOCAL AUTHORITY SPORTS AND RECREATION ASSOCIATION (NALASRA)

P.O. BOX 59

WINDHOK

TEL: +264 61 209 2816

CELL: +264 61 129 6322

OFFICE OF SECRETARY GENERAL

Enquiries: Secretary-General - Mr. G van Wyk 061 290 2616/0811296322 - Gert.vanWyk@nalasra.na
 Deputy Secretary-General - Cornelia Koenig 061 129 6322 - Cornelia.Koenig@nalasra.na

**To: HONOURABLE MAYORS
 MANAGEMENT COMMITTEE CHAIRPERSON
 CHIEF EXECUTIVE OFFICERS
 SPORTS AND RECREATION OFFICERS
 INCUMBENT (NALASRA) NATIONAL EXECUTIVE COMMITTEE MEMBERS
 ALL REGIONAL COORDINATORS**

2 FEBRUARY 2026

Dear Sir/Madam

RE: AMENDED INVITATION TO THE 15th EDITION OF THE NALASRA GAMES 2026 – GROOTFONTEIN

With reference to our earlier invitation to the 15th Edition of the NALASRA Games, dated 8th December 2025.

This letter serves to inform all the Local Authorities, including those inactive members, that the National Executive Committee (NEC) of NALASRA were requested to reconsider the change of dates for the games based on economic reasons. Based on the reasons submitted by the Acting Chief Executive Officer of the Grootfontein Municipality, the National Executive Committee reconsidered the proposal and agreed to change the dates of the games from 10-15 May 2026 to 25-29 May 2026.

It is my honor and privilege to address this amended letter of invitation for participation in the 2026 NALASRA Games, which are to be hosted by Municipality of Grootfontein, as from 25th – 29th May 2026 under the theme: "Promoting unity and team spirit through sports, recreation and wellness activities". Local Authorities are therefore requested to participate and compete for honors in various sports codes (as attached).

The 2026 NALASRA Games celebrates its 15th year, of successful facilitation of the games by NALASRA.

The participating Local Authorities are expected to arrive in the town of Grootfontein as from 23rd May 2026 for accreditation as well as the Team Manager's meeting and to depart on 30th May 2026.

Local Authorities are expected to pay their affiliation and membership fees (as indicated below) no later than Monday 18th May 2026 at 17:00. Only paid-up members in good standing will be permitted to participate in the 2026 edition of the NALASRA Games.

President: Mr. Daniel A Mouson Vice - President: Mr. Penda Kashiakumwa; Secretary General: Mr. Gert van Wyk;
 Deputy Secretary - General: Mr. C Tjvane Treasurer: Mr. Heinrich Mukuve, Deputy Treasurer: Ms. Lotje Elago
 Additional Members: Mr. Pini Andreki, Ms. Annalisa Koren - Jeremia, Ms. Theophilina Mack, Mr. Rachilpus Gwesob, Ms. H Kasete

Membership and registration fees are as follows:

Local Authority	Membership and affiliation fees (N\$)	Total amount (N\$)
All Local Authorities	N\$10,000.00	N\$10,000.00

(NB: Late registration - An additional late registration fee of N\$500.00, is payable for the period running from 19th May 2026 until 22nd May 2026). No late registration will be accepted after the closing date.

Strict measures will be adhered to during the registration process hence the request of original documentation during the accreditation process when players cards are to be collected.

22nd MAY 2026 AT 17:00 SHALL BE THE FINAL DATE FOR ALL LATE PAYMENTS AND REGISTRATION.

The indicated fees for participation in the NALASRA Games, as agreed during the Elective General meeting on 24 November 2023, must be paid into the NALASRA account as indicated below.

Account name : Namibian Local Authorities Sport and Recreation Association
 Account Type : Business cheque account
 Account no. : 622 253 495 06
 Bank : First National Bank
 Branch : Ausspannplatz, Windhoek

Please scan and email proof of payments and registration to the Treasurer, Mr. Heinrich Mukuve, email address heino@omuthiyatc.org.na, lelago@omuthiyatc.org.na and or the Secretariat, Mr. Gert van Wyk/Mr. Corrie Tjivahe at e-mail address: Gert.VanWyk@windhoekcc.org.na or call 0811296322, Proof of payment should be forwarded no later than 22nd May 2026.

Kindly contact the Local Organizing Committee (LOC) Chairperson, Ms. Lucia Mukoja at the Grootfontein Municipality, Cell no. 081 274 2522 at her e-mail address at l.mukoja@gmail.com for any further information.

Local Authorities are kindly informed to contact the following Sub Committee chairpersons in regard to:

- Accreditation: Ms. Talent TT Mulundu, Cell no. 081 416 7150 and e-mail address: pa@grootfonteinmun.com.na
- Accommodation: Ms. Kuno Mleze, Cell no. 081 670 7499 and e-mail: kuno.o5@grootfonteinmun.com.na

Local Authorities are hereby urged to forward the following documentation to the Secretary General and the Local Organizing Committee not later than 18th May 2026 in order for the accreditation process to commence.

- Passport photo in jpeg format
- Registration form for participation in sport codes (One form per Local Authority)
- List of players per sports code (Names, Surnames and ID numbers)

President: Mr. Danki A Moulton; Vice – President: Mr. Penda Keshihakumwa, Secretary General: Mr. Gert van Wyk, Deputy Secretary – General: Mr. C Tjivahe Treasurer: Mr. Heinrich Mukuve; Deputy Treasurer: Ms. Loida Eliaga Additional Members: Mr. Piet Andreki; Ms. Annelies Korea – Jeremia; Ms. Theophiline Mack; Mr. Rachtious Gowaseb; Ms. Il Kaseke

Local Authorities are requested to prepare the following documentation for the collection of accreditation cards as from 23rd – 24th May 2026.

- Valid Passport/Identity document.
- Latest original pay slips (February, March and April or January, February and March)
- List of Social Security membership number of all staff members.

Deadline for the submission of these documents is not later than 18th May 2026.

It will be highly appreciated if the names and contact details of all Team Managers, who will accompany the teams to Grootfontein for the games, be forwarded to the Secretary General for administrative arrangements. (Please note that a minimum of two (2) Team Managers are permitted for this purpose).

The National Executive Committee (NEC) hereby would like to inform Local Authorities of a tendency of Local Authorities who registers for a sports code and does not, at the day of the event, participate. Strict measures will be taken against such Local Authorities.

Attached hereto, find the registration form for completion and submission with the requested documents.

The National Executive Committee of NALASRA would hereby like to thank you and your Council for your continues support and backing of all activities, without which NALASRA would not be able to operate.

It is important that the Local Authorities keep on supporting the activities of NALASRA as the organization grows from strength to strength.

Yours in sports,



Mr. Gert van Wyk
SECRETARY GENERAL: NALASRA



GO040-Financial Information - Summary and Detail



Year: 2526 Account: 101015563500 Opening Balance: 0.00

SAIMSA / NALASRA GAMES

Adj:

M	Month	Budget	Movement	Difference
<input type="checkbox"/>	Jul	16667.00	0.00	16667.00
<input type="checkbox"/>	Aug	16667.00	133950.25	-117283.25
<input type="checkbox"/>	Sep	74267.00	554012.25	-479745.25
<input type="checkbox"/>	Oct	74267.00	5242.58	69024.42
<input type="checkbox"/>	Nov	74267.00	50560.54	23706.46
<input type="checkbox"/>	Dec	74267.00	0.00	74267.00
<input type="checkbox"/>	Jan	74267.00	0.00	74267.00
<input type="checkbox"/>	Feb	74267.00	0.00	74267.00
<input type="checkbox"/>	Mar	74267.00	0.00	74267.00
<input type="checkbox"/>	Apr	74267.00	0.00	74267.00
<input type="checkbox"/>	May	74267.00	0.00	74267.00
<input type="checkbox"/>	Jun	74263.00	0.00	74263.00
TOTAL:		776000.00	743765.62	32234.38

Budget	
Approved:	200000
Additional:	576000
TOTAL:	776000

Commitments	
Issue Requisitions:	0.00
Purchase Requisitions:	0.00
Purchase Orders:	0.00
Standing Payments:	0.00
Other:	0.00
Jobs:	0.00
TOTAL:	0.00

Movement	
Actual:	743765.62
Not Updated:	0.00
TOTAL:	743765.62
BALANCE:	32234.38

ANNEXURE: 3- PRELIMINARY NAME LIST**SOCCER LIST**

NAME
1. Natsantu Elago
2. Ronaldo Januarie
3. Pasha P Ndara
4. Paulus Samuel
5. Sipanga Gideon
6. Metusalem Paulus
7. Philipus Amunyela
8. Willem Shilipipo
9. Wilbard Mukendenge
10. David Olavi
11. Josef Kandyimwena
12. Engelhardt Awaseb
13. Martin Mupetani
14. Marvin Beukes
15. Penomwene Vatekuleni
16. Ngumatjua Hindjou
17. Atak Jansen
18. Shaun Goabab
19. Paulus Petaya
20. Vaino Munenge
21. Paulus Varerinus
22. Natanael Hamunyela
23. Christy Haragaeb (contract)
24. Abel Kationdorozu
25. David Guruseb
26. Gideon Shoonyeka (contract)
27. Christiano Diergaardt

Invited 25

OVER 40 SOCCER

NAME
1. Stefanus Uazenga
2. Michael Tjikusere
3. Ellis Geibeb
4. Costa Linovene
5. Martin Nepando
6. Nicolas Goliath
7. Roba Pakara
8. Alfeus Shivute Angula
9. Bethuel Tjauana (tug of war)
10. Ashly Olyn
11. Fillipus Sem
12. Hartmund Kanduombe
13. Benneth Khaibeb
14. Manhe Kruger
15. Willem Mouton

Invited 15**TUG OF WAR**

NAME
1. Eseguel Tjahikika
2. Reyvin Besser
3. Robeam Ujaha
4. Sacky Raban
5. Wilfred Tjirare
6. Mathias Kambinda
7. Ehrenfried Mauha
8. Pius Nghidipa
9. Ngola JF
10. Jerome Dean Tieties
11. Uhanika Ndjavera (Netball)

Invited 12

NETBALL

NAME
1. Elda Ngaizuvare
2. Ivy Kandjavera
3. Lydia Mutenda
4. Fredrika Namukwambi
5. Klaudia Kookayi
6. Paulina Amunyela
7. Tjikapua Katjangua
8. Pomulo Musialike
9. Shelley Mundjindjiri
10. Elna Shipanga
11. Chandel Katjire
12. Jubeline Tjirare
13. Eiron Hange (10km, 100km, relay)
14. Mathilde Mwalishi
15. Mirjam Khumiseb

Invited 12**OWELA**

NAME
1. Laina Kornelius
2. Martha Shinendima
3. Peny Shikeshele
4. Renathe Mauha
5. Stefania Namwenjo

Invited 4**RINGBOARD**

NAME
1. Bennis Kazombiaze (Soccer 40)
2. Stanly Kandovazu (Soccer 40)
3. Rachel Mundjindi
4. Rosemary Mbendura

11.1.10 **OBJECTIONS FOR THE PROPOSED USE OF THE OLD SKATING RINK (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA**
(C/M 2026/05/07 - 15/1/3/1)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **7.15** page **210** refers.

A. This item was submitted to the Management Committee for consideration:

1. INTRODUCTION

This submission presents the outcome of the Call for Objections issued under Notice No. 68/2025 regarding the proposed use of the Old Skating Rink (Yellow Bus site) on Strand Street as a designated mobile food trading area. It provides Council with a summary of the background of proposal, and a consolidated overview of the objections received, for consideration and guidance on the appropriate way forward regarding the proposed mobile food trading area.

2. BACKGROUND

The Municipality of Swakopmund has, for several years, engaged stakeholders on the regulation and allocation of mobile food kiosks, with the objective of balancing:

- *Local economic development and entrepreneurship,*
- *Public safety and health requirements, and*
- *Residential and tourism amenity considerations.*

Due to ongoing discussions and public objections regarding the allocation and regulation of mobile food kiosks, Council has previously considered alternative, specifically demarcated sites for trading to address these concerns.

On **27 October 2022**, under item 11.1.8 resolved as follows:

- That all applications to lease the mobile kiosk sites are not renewed.*
- That mobile kiosks be categorized into two groups i.e., those cooking on-site (mobile restaurant) and those serving ready-to-eat food.*
- That the mobile kiosks cooking on-site be required to have extractor fan and fat traps in their trucks.*
- That owners of mobile kiosks ensure that their vehicles are properly licensed and permitted to operate in terms of all applicable laws before any lease agreement (new or renewal) is signed.*
- That like any other food preparation building, food trucks be inspected by the health department to review and verify that the food is being prepared, maintained, and created in a safe manner.*
- That the fire brigade section be required to do routine inspections to all mobile kiosks, especially those using cooking equipment on board to ensure that they comply with fire regulations.*

- (g) That a checklist for registering mobile kiosks be developed to ensure that applicants adhere to all legal instruments before a lease agreement is signed.
- (h) That mobile kiosk sites be allowed at the following sites: north of aquarium, tennis court, parking area opposite the Statehouse, Saturday Market (Daniel Kamho Ave) erf 118 opposite Swakopmund Prison.
- (i) That the Engineering and Planning Services department identifies new mobile kiosk sites in all suburbs and Industrial Area and that sufficient electrical points and fixed ablution facilities be developed at these areas.
- (j) That the mole and old skateboard area only be used for special events and the current kiosks in these areas be moved to the newly created area.
- (k) That a notice be placed on various notice boards, and on social media informing the public that Council has reviewed the mobile kiosk area effective from February 2023.
- (l) That the Municipality of Swakopmund develop a policy that guides mobile kiosk businesses in Swakopmund.

Subsequent to the above resolution, a mobile kiosk policy was compiled and submitted to Council on **23 February 2023** under item 11.1.5 where it was resolved as follows:

- (a) That Council condones the Mobile Food Kiosks Policy (on file) for Swakopmund and that the proposed policy be reviewed by Council's Legal Advisor.
- (b) That the existing mobile kiosks that need to relocate in respect of Council's decision be given the first preference to reapply and select their preferred sites in the newly demarcated area.
- (c) That Council approves a new mobile kiosks site at Erf 626, Tamariskia, Erf 2349, Matutura.
- (d) That the mobile kiosk sites at the DRC Settlement be delayed until the complete decongestion process has been finalized.
- (e) That Council takes note that no suitable trading areas have been identified at the following suburbs / areas:
 1. Industrial Area
 2. Ocean view
 3. Mile 4
 4. DRC & Mondesa
- (f) That the policy be implemented in phases to be announced.
- (g) That Council provides public consultation.

- (h) That the reasons for relocation of the mobile food kiosks be stated in a press release.
- (i) That a time frame be put in place for the current mobile food truck for relocation.

Mobile Food Kiosks vendors were notified of the Council decision regarding the reviewed operations of the mobile food kiosks. A public petition from some of the vendors was received, opposing the Council decision.

After receiving public petition pertaining to relocation of mobile food kiosks, Council on **31 August 2023** under item 11.1.32 resolved the following:

- (a) That Council take note of the petitions and objections lodged by the affected stakeholders against the relocation of mobile food kiosks.
- (b) That the Council takes note that there is no proof that the Town Planning Scheme was complied with when permission was granted for the utilization of the current mobile kiosk locations.
- (c) That a comprehensive public scoping exercise be carried out with all interested and affected parties, in consideration for the mobile kiosks currently operational within the beach area.
- (d) That comments, inputs and concerns raised by the relevant stakeholders during the public scoping exercise in (c) above, be submitted to the Council for consideration.
- (e) That the comments, inputs and concerns be investigated within the framework of the policy and regulations, before Council takes a final decision.

Following the Council resolutions outlined above, the following activities took place:

- Mobile Food kiosk policy was compiled and approved.
- Mobile Food kiosks policy was forwarded to the Council Legal Officers for scrutiny and advice. The legal officers advised that Mobile food kiosks being part of the informal trading activities cannot be regulated separately hence form part of the informal trading regulation which was still under review and in the process to be formalized. The mobile food kiosks policy was therefore reviewed and aligned to the draft informal trading regulation
- All mobile kiosks vendors were informed of the Council resolution through written notices and requested to adhere to the requirements.
- Public announcement regarding the Council resolution was done through social media platforms i.e. Municipal Facebook page
- Layout plans for the mobile kiosks' sites at the Tennis Court and Amphitheatre Parking area were done.
- Demarcations for five additional sites at the Tennis Court Parking area as well as three sites at the Amphitheatre parking area were done.
- A cost estimation to upgrade the electricity supply at the Tennis Court parking area was also received from Erongo Red which was submitted to Council and funds were approved.

- A public scoping exercises as outlined in the Council resolution of 31 August 2023, were carried out on **25 & 26 October 2023** where about 22 (mobile kiosks tenants & other affected stakeholders) attended.

Following the public scoping exercise, Council on **12 December 2023**, resolved that:

"Council apply for consent use in terms of Town Planning Scheme (Clause 6 - Consent use) for all mobile kiosk sites as per Council resolution of 27 October 2022, under item 11.1.8 and on 23 February 2023, under item 11.1.5".

Advertisement for Consent use as per Council resolution

- Public notices for consent use were advertised twice in the two newspapers (i.e. Namib Times and the Namibian) on **19th & 26th January 2024**.
- Objections were received after the advertisement and submitted to Council which on **02 April 2024**, under item 11.1.16 resolved as follows:
 - (a) That Council takes note of the objection received from various stakeholders objecting against creating new mobile kiosk sites as per Notice 07/2024.
 - (b) That Council takes note that the objection from Ms Ursula Klein, objecting against keeping the Mobile Food Kiosks at the Strand Street (Old Skateboard Area) was received in November 2023 before the Notice 07/2024 was placed in the newspaper.
 - (c) That Council approves alternative sites, not in dispute.
 - (d) That Mobile Kiosk Regulations be enforced, and lease (rental) fees be determined.
 - (e) That a six (6) month grace period be given for compliance purposes.

After various objection received from stakeholders against moving the kiosks to new identified sites, Council decided to keep all mobile food kiosks at their current location subject to that they comply with all the requirements as outlined.

Site inspections and enforcement of the Mobile Food Kiosks requirements to ensure compliance.

- A meeting between Swakopmund Municipality officials and mobile food kiosks vendors took place on **18 April 2024** where the vendors were informed of the council resolution and given 6 months grace period to comply to all the requirements of trading as a mobile food kiosks.
- On **22 August 2024**, first joint operation was carried out by the officials from the Emergency & Law enforcement section, Economic Development services & Health and Solid Waste department to check on the compliance of all mobile food kiosks.
- All mobile food kiosks found not fully compliant were issued with a notice informing them of the defects that they need to rectify before the end of the grace period.

- Final site inspection was carried out on the **18 October 2024**, all mobile food kiosks found not fully compliant were issued with the final notice to rectify or vacate the site if not compliant by the **30 October 2024**.

3. DISCUSSION

While a comprehensive public scoping exercise was undertaken in **October 2023** to call for objections and inputs on the identified sites for the operation of mobile food kiosks, Old Skating Rink was inadvertently omitted from that process.

To ensure procedural fairness and compliance with Council's requirement for public participation, Notice No. 68/2025 was issued to specifically invite objections for this site.

All objections received were analysed and categorised. A consolidated summary and the corresponding Council actions are documented to guide Council's final determination.

4. OBJECTIONS RECEIVED

(a) **Horst Uwe Weimann raised the following objections:**

- **Residential Character:** The area is a residential neighbourhood, and the proposed commercial use would set an undesirable precedent for further commercial encroachment, which goes against the original planning intent.
- **Parking Concerns:** Existing public parking spaces currently used by walkers, park runners, and beachgoers should be preserved for public amenity, rather than being allocated specifically for food mobile stalls.
- **Unfair Competition:** The proposal is considered unfair to established restaurants in Swakopmund, which must adhere to stricter regulations, pay rent and provide proper bathroom facilities.
- **Alternative Sites:** The objection questions why a previously identified location next to the tennis courts, understood to be designated for this purpose, is not being used.

(b) **Residents Monika Ruppel and Wilko Lorck raised the following objections:**

- **Waste Management and Hygiene:** The current lack of proper wastewater and sewage facilities results in existing food stalls dumping waste onto lawns, creating unpleasant odours and potential health hazards. Limited waste bins lead to littering by bin raiders, which is unsightful in a prime tourist area.
- **Aesthetics and Environment:** The area has been recently developed with features like volleyball fields and outdoor gyms, and residents believe adding extra sewage facilities needed for the stalls would "ruin the area completely".
- **Nuisance and Rates:** The existing smell from the three current food trucks is already unpleasant in a high-rates and taxes area.
- **Infrastructure Strain:** Insufficient and poorly maintained toilet facilities are already a problem, and more consumers would strain these limited amenities further.

- **Parking Concerns:** Existing free parking for the beach area would become even more limited as more space is used by additional stalls.
- **Inconsistency with Past Decisions:** The residents struggle to understand the new proposal because a council decision made around 2023 was intended to move the yellow bus and other trucks from the area.

(c) **Hans Johann Schuster raised the following objections:**

- **Noise Pollution:** The expected noise from crowds, generators, and vendors operating for extended hours.
- **Odours and Smoke:** Strong food odours and smoke drifting into nearby residential properties, especially during windy coastal conditions.
- **Waste Management:** Littering, waste disposal, and hygiene issues that typically accompany open-air food operations.
- **Disturbance of Peace and Safety:** A disturbance of peace and safety for residents living close to the site who need rest and quiet, particularly during the night.
- **Congestion:** The area is already busy, and adding temporary food stalls will worsen congestion and create further nuisance.

(d) **Andy Thomson, raised the following objections:**

- **Unfair Competition:** The proposal poses a negative economic impact on permanent local businesses that carry year-round costs like rent, rates, licenses, taxes, and staff wages. Allowing seasonal pop-up traders to occupy a prime beachfront space during the busiest time of year unfairly disadvantages established operators.
- **Aesthetics and Littering:** Multiple temporary food stalls would likely cause crowding and littering and alter the visual character of the Strand Street area.
- **Tourism Impact:** The initiative risks harming both established operators and the town's tourism image.
- **Proposed Postponement:** As an alternative to rejecting the use entirely, Thomson requested that the Municipality postpone the consent use until after the main tourist season to protect local livelihoods and the town's economic stability.

(e) **Kristian Woker raised the following objections:**

- **Odours:** The food stalls disseminate unwanted odours (like fish and chips) that are noticeable even some distance away from the site.
- **Safety and Nuisance:** The food kiosks attract street kids who ransack rubbish bins for food and have become hostile to and harass passing pedestrians.
- **Waste Management:** Food kiosk staff have been observed disposing of cooking residuals onto the grass area or the beach, creating unhygienic conditions.
- **Infrastructure Strain:** There are not enough toilet facilities at the parking lot for the current number of kiosks, let alone more.
- **Parking and Traffic:** Parking is already a problem during weekends and holidays, and more stalls would limit access to the beach area and

cause vehicles to park on the dedicated green bicycle path, disrupting traffic flow.

- **Alternative Suggestions:** If the council insists on stalls at this location, Woker suggests a maximum limit of five kiosks and points to alternative, more suitable locations with better parking and toilet facilities, such as below Café Anton or near the Aquarium/Mole Parking lot.

(f) Christo Swarts, raised the following objections:

- **Traffic Congestion and Safety:** The establishment of more mobile stalls will worsen existing traffic congestion and create a safety hazard due to insufficient parking and a single entrance/exit for the busy parking area. People using the walking and cycling lane will be put in danger.
- **Health and Hygiene:** Refuse removal and littering are already major concerns, with people raiding refuse sites at night and refuse being blown away, which could lead to a rat infestation. Residents already endure the smell of cooking oil when the south westerly wind blows.
- **Loitering and Crime:** An increase in people and stalls will increase the risk to homeowners, as unwanted criminals might loiter in the area with criminal objectives.
- **Noise Pollution and Residential Peace:** The increase in stalls, people, and traffic will increase noise pollution and disturb the peace and harmony of residents in the residential area.

(g) Jessica Wegener-Klein formally raised the following objections:

- **Odors:** Food vendors make nearby homes smell "terrible with all the food and oil smells".
- **Residential Character:** The site is in a residential area and not a suitable place for food vendors.
- **Prior Complaints:** There have already been many previous complaints from residents regarding the existing yellow bus site.

(h) Detlef and Ursula Klein raised the following objections:

- **Residential Character:** The area is a residential neighbourhood, and the presence of kiosks significantly impacts the aesthetic and tranquillity the community prides itself on. The commercial activity compromises the general ambience of the area.
- **Congestion, Noise, and Litter:** The kiosks contribute to congestion, noise, and litter, which detracts from the quality of life for residents.
- **Health and Safety Risks:** The presence of kiosks leads to health risks, safety risks, and unpleasant smells.
- **Safety Hazards (Traffic):** The current yellow bus kiosk is positioned at the entrance/exit of a public car park, with seating in the driving area, which is dangerous. Children run around while vehicles are entering or exiting, creating an accident risk. There is no alternate entrance/exit to this car park.
- **Loitering and Crime:** The kiosks attract street children and bin diggers who loiter in the area after hours.
- **Unfair Competition:** It is unfair to existing restaurants that pay high rent and have proper sanitation and infrastructure.

- **Alternative Sites:** The objectors note that other areas, such as those demarcated at the Mole, have no impact on residential areas and sufficient parking space.

5. MUNICIPAL MEASURES IN PLACE

This table below demonstrates that each of the above objections was assessed, mitigation and regulatory options identified to address identified concerns. The table outlines:

- Objection parties as well as categories;
- Issues raised;
- Council's mitigating actions in place; and
- Limitations falling under national level mandates.

No.	Objection Category	Objecting Parties	Concerns Raised	Council Actions Taken	Limitations / National-Level Matters
1	Waste Management & Hygiene	Ruppel/Lorck, Schuster, Woker, Swarts, Klein	Inadequate waste disposal, improper handling of cooking waste, littering, bin raiding, odours, health risks	Enforce health & solid waste compliance; require sealed refuse containers and approved grease/wastewater systems; prohibit dumping; increase inspections; issue compliance notices and revoke permits for repeat violations	Vagrancy and bin-raiding by non-vendors fall under broader social welfare and policing mandates
2	Odours & Smoke	Ruppel/Lorck, Schuster, Woker, Swarts, Wegener-Klein, Klein	Persistent food odours and smoke drifting into residences due to coastal winds	Enforce extractor systems and grease traps; restrict incompatible cooking methods/fuels; limit operating hours; conduct joint inspections	Wind direction and intensity cannot be controlled
3	Traffic, Parking & Congestion	Weimann, Ruppel/Lorck, Woker, Swarts, Klein	Loss of parking, congestion, unsafe traffic movement, blocked pedestrian/cycle paths	Limit number of kiosks; prohibit kiosks in traffic/access zones; enforce parking controls; require trading within demarcated areas	Seasonal tourism-related traffic peaks
4	Aesthetics & Environmental Impact	Ruppel/Lorck, Thomson, Klein	Visual clutter, degradation of recreational space, beachfront character impact	Prescribe uniform aesthetic standards; prohibit permanent structures; preserve landscaping; require daily removal of equipment and site restoration	—
5	Unfair Competition	Weimann, Thomson, Klein	Mobile traders perceived to have	Enforce licensing, inspections, fire	National legislation

			<i>lower operating and compliance costs</i>	<i>safety and rental fees; limit trading periods and hours; apply informal trading policy framework</i>	<i>governs differences between formal and informal trading regimes</i>
6	<i>Residential Character & Zoning</i>	<i>Weimann, Wegener-Klein, Klein</i>	<i>Commercial activity in a residential-dominated area</i>	<i>Subject site to consent use; restrict activity to mobile food trading; prohibit expansion; ongoing review of suitability</i>	–
7	<i>Noise Pollution</i>	<i>Schuster, Swarts, Klein</i>	<i>Generator noise, crowds, extended operating hours</i>	<i>Enforce noise regulations; restrict evening hours; prohibit amplified music and excessive generator noise</i>	–
8	<i>Safety, Crime & Loitering</i>	<i>Schuster, Woker, Swarts, Klein</i>	<i>Increased loitering, harassment, perceived crime risks</i>	<i>Limit trading to approved hours; increase law enforcement patrols; remove non-compliant vendors</i>	<i>Criminal policing and social welfare issues fall under national authorities</i>
9	<i>Infrastructure Strain (Toilets)</i>	<i>Ruppel/Lorck, Woker</i>		<i>Insufficient ablution facilities for increased public use</i>	<i>Prohibit trading without approved sanitation access; limit kiosks based on capacity; monitor usage during peak periods Permanent facilities require broader planning and environmental approvals</i>
10	<i>Procedural Concerns & Alternative Sites</i>	<i>Weimann, Ruppel/Lorck, Woker</i>		<i>Omission from initial scoping; availability of alternative sites</i>	<i>Rectified omission via Notice No. 68/2025; considered objections in consent process; ongoing evaluation of alternative sites</i>

6. CONCLUSION

The objections received under Notice No. 68/2025 have been fully analysed and dully considered. Council's role therefore requires balancing:

- *Local economic development,*
- *Tourism activity, and*
- *The residential amenity of Strand Street.*

While objectors raised legitimate concerns, these relate primarily to management, enforcement, and infrastructure capacity—issues that can be mitigated through enforceable conditions, regular inspections, and inter-departmental coordination. More importantly it should be noted that:

- *The objections does not present sufficient grounds to justify the removal of existing compliant businesses operating at the site.*
- *The consent use can be supported with clear, enforceable conditions addressing waste disposal, sanitation, aesthetics, operating hours, and safety.*

In addition, it is advised that limiting the number of kiosks from 5 to 3 will help maintain order, preserve parking availability, and reduce residential impacts.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That Council takes note of the objections received as per the Notice No. 68/2025.**
- (b) **That Council notes that based on the assessment undertaken the objections do not constitute sufficient grounds to discontinue or remove existing mobile food trading operations at the site.**
- (c) **That Council approves the use of the Old Skating Rink (commonly referred to as the Yellow Bus site) on Strand Street, Swakopmund, as a designated mobile food trading area subject to consent use conditions aligned with the Town Planning Scheme (Clause 6).**
- (d) **That Council limits the number of mobile food kiosks operating on the Old Skating Rink (commonly referred to as the Yellow Bus site) on Strand Street, to a maximum of three (3) sites, with trading restricted to formally demarcated platforms to reduce congestion and preserve parking and pedestrian movement.**
- (e) **That the joint inspection team continue to conduct inspections and ensure that the following mandatory conditions are in place to ensure compliance and mitigate residential impacts:**
 1. **Waste Management & Hygiene:**
 - *Use of sealed refuse containers;*
 - *Approved grease traps/wastewater systems;*
 - *Zero-tolerance prohibition on dumping.*
 2. **Odours, Noise & Operating Hours:**
 - *Mandatory extractor and fire-safety compliance;*
 - *Restrictions on evening operating hours;*
 - *Prohibition of amplified sound and high-noise generators.*
 3. **Aesthetics & Environmental Protection:**
 - *Uniform kiosk appearance;*
 - *No permanent structures;*
 - *Daily site clean-up and restoration.*

4. **Traffic & Safety:**
 - **Enforcement of parking controls;**
 - **Law-enforcement support during peak periods.**

 5. **Sanitation:**
 - **Trading permitted only where approved ablution access is ensured;**
 - **Regular monitoring of capacity during peak periods.**

 6. **Compliance Monitoring:**
 - **Joint inspections at least quarterly;**
 - **Written notices for non-compliance;**
 - **Suspension or revocation of consent/permits for repeat non-compliance.**
-

MOBILE FOOD TRUCKS/TRAILES REQUIREMENTS CHECKLIST**1. ADMINISTRATIVE (ECONOMIC DEVELOPMENT SERVICES)**

- Certified copy of Vendor Applicant ID
- Certified copy of Assistant
- Certified copy of a valid work permit for non-Namibians Applicants
- Two ID photos for both Applicant & Assistant
- Copy of Vehicle Registration Certificate & License
- Copy of a valid Business Registration & Fitness Certificates
- Copy of a valid Fire safety Compliance Certificate
- Copy of a valid food Handlers Certificate

2. OPERATIONAL REQUIREMENTS**2.1 Law Enforcement & Emergency Services**

- Displaying of Business Registration & Fitness Certificate
- Displaying of a valid License disc
- Functioning lights and indicators
- Tyres in good conditions
- General roadworthiness of a vehicle
- Fire protection (fire extinguishers/fire blankets)
- First Aid Kit

2.2 Health Service & Solid Waste Management

- Adequate ventilation/extraction
- Adequate lighting
- Sink
- Personal hygiene
- Medical fitness
- Protective clothing for food handlers
- Effective cleaning materials
- Effective pest control measures
- Refuse removal measures.
- Effective grey water removal measures
- Fat traps (optional)

Detlef and Ursula Klein
 P. O. Box 42 Erf 553
 No. 4 Dünen Street
 SWAKOPMUND
 9000
 NAMIBIA

13 October 2025

Swakopmund Municipality
 Mr Oscar Homatani
 ohomatani@swkmun.com.na



Good Afternoon Mr Homatani,



Re: Mobile Food Trading Area in Strand Street -
 OBJECTION LETTER

I am writing to formally express my objection regarding the mobile kiosks in our residential neighbourhood, Strand Street, Swakopmund. I have also been doing this ongoing for many years and attended the public meetings in this regard. All to no avail, as I see now the other areas demarcated for mobile kiosks are not being considered, yet our neighbourhood is significantly impacted by their presence and with that the aesthetic and tranquility our community prides itself on.

These kiosks contribute to congestions, noise, and litter, detracting from the quality of life for the residents. Furthermore, the overall

ambience, which is a key aspect of our neighbourhood's appeal, is being compromised by the commercial activity that these kiosks bring. Our neighbourhood is one of the premium paying rates and taxes areas of Swakopmund, and I feel we are being totally disregarded. The homes are all mostly, and currently, being renovated, rebuilt, millions spent, showing the pride of the area and it's neighbours. Yet, we now face the health risks, safety risks, small factors to our beautiful homes, not to mention the street children, bin diggers that loiter in the area after hours.

These mobile kiosks, especially currently the Yellow Bus, is at the entrance/exit of a public car park, with seating area in the driving area. This is dangerous and we have already seen time and time again how children run around while vehicles are entering or exiting. Are we waiting for an accident to occur, and who is then at fault? There is no alternate entrance or exit of this car park.

Mobile food trucks started as fun, summer, quick, on the go meals, but have turned into a lifestyle today and what remains is that people cannot go for walks along our beautiful beachfront without the lure of food and various frivolous consumption opportunities along the way. Keep our spaces free and have meals at home with your family around the table or in a restaurant. Support those paying a lot of rent with the correct sanitation and infrastructure.

I kindly urge you, once again, to reconsider the placement of those kiosks, taking into account the potential negative impact on our community's character and livability. We value our neighbourhood as a peaceful and elegant environment and I believe that the introduction of mobile kiosks should be regulated more strictly, and the areas demarcated at the Mole have no impact on the residential areas and more than enough space for parking.

Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 28, 2025 8:42 AM
To: Salt Company; Jessica Klein
Cc: Oscar Homateni; ursulak@iway.na
Subject: RE: Mobile Food Trading Area-Objection Letter from Mrs Ursula Klein

Dear Jessica & Ursula

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and progress it in terms of Council's administrative operating procedures. Every effort will be attempted to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,



ANNALIZE SWART
Executive Assistant to the Chief Executive Officer
Admin & Risk Control/Recs | Filming | Events | Receptionist
Municipality, Swakopmund

101 Waterloo Street & Galleys Road, Swakopmund | Swakopmund
Office: +264 54 410 2100 | Email: annalize@swakopmund.na | Mobile: +264 81 140 9702
www.swakopmund.na
Stree: 101 Waterlo Street & Galleys Road, Swakopmund

From: Salt Company; Jessica Klein <saltco2@saltco.com.na>
Sent: Tuesday, October 28, 2025 8:16 AM
To: Annalize Swart <aswart@swkmun.com.na>
Cc: Oscar Homateni <ohomateni@swkmun.com.na>; ursulak@iway.na
Subject: Mobile Food Trading Area-Objection Letter from Mrs Ursula Klein

You don't often get email from annalize@swakopmund.na.

Dear Swakopmund Municipality,

Hope all is well.

Kindly find attached Objection Letter from Mrs Ursula Klein regarding the Mobile Food Trading Area in Strand Street

Please kindly acknowledge receipt of email

Thank you very much

I hope for a resolution that considers the sentiments of the residents.

Yours Sincerely



DETLEF KLEIN
0811296302

detlef@atfoc.com

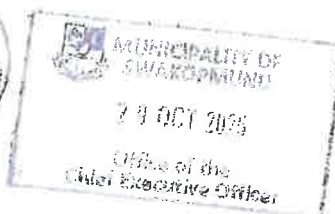


URSULA KLEIN
0812520900



Tel: +254 (061) 305 200
 Fax: +254 (061) 305 211
 Email: info@lubbelsaalman.com.na
 No. 165 Nelson Mandela Avenue, Eros,
 Windhoek, Namibia
 P. O. Box 997104, Maerua Mall, Windhoek, Namibia

Our Ref: SWA1/0001
 Your Ref:
 Date: 28 OCTOBER 2025



MUNICIPALITY OF SWAKOPMUND
 C/O RAKOTOKA & KAMBO STREET
 SWAKOPMUND

ATT: OSCAR HOMATANI

Per Email: ohomatani@swakmun.com.na /
swakmun@swakmun.com.na

Dear Sir,

RE: OBJECTION TO PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA - NOTICE 66/2025

1. We refer to the above matter and confirm that we act on behalf of Swakopmund Strand Street Investments (Pty) Ltd and Sand and Sea Property Number Fourty (Pty) Ltd, our clients, herein;
2. For your ease of reference, kindly take note of the following:
 - 2.1 Swakopmund Strand Street Investments (Pty) Ltd is the registered owner of Erf 551, Strand Street, Swakopmund; and
 - 2.2 Sand and Sea Property Number Fourty (Pty) Ltd is the registered owner of Erf 552 Strand Street, Swakopmund.
3. Our clients have handed us a Notice, issued by the Swakopmund Municipality ("Municipality"), which circulated in the local newspaper, in terms whereof:
 - 3.1 The Municipality notified the public of its intention to permit the operation of further Mobile Food Kiosks at the Old Skating Ring, Strand Street, Swakopmund ("the Location"); and
 - 3.2 The Municipality invited any person having an objection to the aforesaid, to lodge an objection to the intended development by 2

Directors : Daniellé Lubbe LL.B. & Michellie Maria Saalman LL.B.

authorised and regulated by the Law Society of Namibia
 LUBBE & SAALMAN INC. REG. NO.: 2017/1088

November 2025.

4. A copy of the said Notice is attached hereto for your ease of reference.
5. Our clients' properties are situated directly across from the Location.
6. Upon contacting the Municipality to obtain full details of the intended development, and in accordance with the attached Notice, we were informed by your Mr Oscar Homateni, that:
 - 6.1 The notice only relates to the Municipality's intention to permit the operation of further mobile food kiosks at the Location.
7. In light of the above, we accept that there shall not be any construction of permanent buildings at the Location.
8. Notwithstanding, our clients instructed us to lodge an objection to Council's intention to permit further mobile food trucks to operate at the Location, based on, *inter alia*, the following reasons:
 - 8.1 The Location is currently already occupied by three food kiosks, one of which is not a "mobile" food kiosk. The already existing food kiosks attract a substantial number of customers on a daily basis and until late.
 - 8.2 An outdoor gymnasium was constructed at the Location some time ago, which similarly draws feet to the Location;
 - 8.3 Volleyball and other events are regularly hosted at the Location;
 - 8.4 The Location is a popular spot for people to walk their dogs, usually without restraints and without cleaning up after their animals;
 - 8.5 The Location has recently become an unofficial and unregulated taxi rank, in terms whereof transport companies and long distance mini-busses drop off and collect their passengers;
 - 8.6 Our clients recently observed that tourist with "overlanders" and similar vehicles regularly make use of the Location to overnight;
 - 8.7 Over public holidays, long weekends and the festive season, more food kiosks are allocated to, and operated from, the Location;
 - 8.8 A temporary water recreational park is similarly operated from the Location over said holiday periods;
 - 8.9 The number of customers and visitors drawn to the area over these periods are substantial. Resultantly, the road traffic is routinely congested in Strand Street, but especially in front of our clients' properties;
 - 8.10 The designated parking areas in and around the Location are insufficient to accommodate all customers and guest, resulting in motor vehicles parking in undesignated and unsafe areas, sometime even blocking the entrances to our clients' properties;

Ordinary Council Meeting - 07 May 2026

Annalize Swart

From: Annalize Swart
Sent: Wednesday, October 29, 2025 4:59 PM
To: 'Michelle Saaiman'; Oscar Homatani
Cc: Aina Kuusinen; christovs32@outlook.com
Subject: RE: Objection to Intended Development/s at Old Skating Ring; Notice 68 of 2025

Dear Michelle,

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be passed to the relevant department within the Council who will review the matter and process it in terms of Council's administrative operating procedure. Every effort will be made to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,

From: Michelle Saaiman <michelle@lslaw.com.na>
Sent: Wednesday, October 29, 2025 12:49 PM
To: Oscar Homatani <ohomatani@twikimun.com.na>; Annalize Swart <swart@twikimun.com.na>
Cc: Annalize Swart <swart@twikimun.com.na>; Aina Kuusinen <aina@lslaw.com.na>; christovs32@outlook.com
Subject: Objection to Intended Development/s at Old Skating Ring; Notice 68 of 2025

Dear Mr. Homatani,

The above matter and our previous correspondence refer.

Herewith kindly find our clients objection to the Notice issued under No. 68/2025.


Kindly acknowledge receipt thereof.

Kind regards,



- 17. We trust that you will consider our clients objection, and the reasons therefore, in the serious light which it deserves.
- 18. Should you require any further information, do not hesitate to contact the undersigned.

Yours faithfully,


LUBBE & SAAIMAN INC.
Mrs M. Saaiman
Director

- 8.12 The ablution facilities are insufficient, dirty and not properly maintained, resulting in people relieving themselves on the grass or against walls, including the walls of our clients' properties.
- 8.13 There are insufficient dustbins and waste containers in the area. Unfortunately, our clients have observed that many "guests" and "customers" choose not to make use of such dustbins and waste containers, even when available, resulting in an unpleasant and unclean environment.
- 9 The aforementioned is not an exhaustive list of all the challenges which our clients face on a regular basis as a result of all the activities operating from and hosted at the Location.
- 10 Our clients appreciate the want for tourist attractions and local entrepreneurs to further their businesses, however, this should be subject to a balancing act; taking our clients, as property owners and taxpayers, into consideration. The Location has, with all due respect, already exceeded its capacity. Especially in light of the fact that there are various other sites that can be earmarked for, and which have the capacity to accommodate further developments.
11. The purpose of the Swakopmund Town Planning Scheme No 12, as amended ("Scheme"), is to, *inter alia*,
- 11.1 promote the orderly development of the area to which the zoning scheme applies;
 - 11.2 promote the health, safety and general well-being of the public; and
 - 11.3 determine land use rights and provide for control over land use rights and over the use of land in the area to which the zoning scheme applies.
- 12 Section 9.6 of the Scheme states that: "no land shall be used, and no buildings and structures be erected and / or used for purposes likely to involve danger to life, or danger to or the possibility of harm to health or serious detriment of the neighbourhood."
- 13 Allowing further operations and activities at the Location, given the already dire situation, will most definitely constitute serious detriment to the neighbourhood.
- 14 Our clients invested a considerable amount of funds in acquiring their respective properties, as same was, at the time, a sought after area with attractive sea views.
- 15 In light of the reasons advanced hereinabove, kindly herewith accept our clients' official objection to the granting of consent use and use of land for any further mobile food kiosks or other activities possibly earmarked at the Location.
- 16 Kindly note further that our clients' objection as set out herein is based on the information received from the Municipality. Our clients therefore reserve their rights to file a further objection, alternatively a supplemented objection, should any new information come to light, relating to the development referred to in the attached notice.

- Free parking for the beach area will be even more limited, as existing parking areas would be used up by more stalls.
- The smell already from the 3 existing food trucks is unpleasant for an area where high rates and taxes are charged for this prime area.
- There are not sufficient toilet facilities in place, more consumers require more toilet facilities, which currently are not well looked after already.



- The area has been developed so nicely recently with volleyball fields, outdoor gym, "I love Swakop" signage and the terraces on the grass, that additional sewage facilities (needed in order to accommodate more food stalls) will ruin the area completely.

A decision has been made around 2023, to move the yellow bus and the other trucks. After public petitions etc. It seems that it was decided that they may remain at the spot. So, we struggle to understand this new proposal to do the exact opposite of council decision of that time. What has changed?

We would like you to sincerely consider the above mentioned concerns and revert back to us at your earliest convenience.

Kind regards,

Monika Ruppel and Wilko Lörck

Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 28, 2025 4:59 PM
To: 'Wilko Lorck'; Oscar Homateni
Subject: RE: Objection Food Stalls at old seating ring (Yellow Bus Site)

Dear Mr Lorck

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,

From: Wilko Lorck <lorckw@elinknm.com>
Sent: Tuesday, October 28, 2025 10:37 AM
To: Oscar Homateni <ohomateni@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>
Subject: Objection Food Stalls at old seating ring (Yellow Bus Site)

You don't often get email from lorckw@elinknm.com. [Learn why this is important.](#)

Good day, to whom it may concern ...

Dear Mr Oscar Homateni,

Please receive our objection letter for the above mentioned Food Stalls in Strand Street Swakopmund.

Kind Regards Wilko Lorck
981 124 2936

Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 28, 2025 4:59 PM
To: Vilho Kaulinge
Cc: Oscar Homateni; Ashley Haufiku
Subject: FW: Objection Food Stalls at old scating ring (Yellow Bus Site)
Attachments: Objection food stalls_Lorck_Oct 25.pdf

RE: ED3

1. Correspondence is justified information, action, and response
2. Correspondence acknowledged
3. Correspondence recorded

From: Wilko Lorck <lorckw@elinknam.com>
Sent: Tuesday, October 28, 2025 10:37 AM
To: Oscar Homateni <ohomateni@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>
Subject: Objection Food Stalls at old scating ring (Yellow Bus Site)

You don't often get email from lorckw@elinknam.com. [Learn why this is important](#)

Good day, to whom it may concern ...

Dear Mr. Oscar Homateni,

Please receive our objection Letter for the above mentioned Food Stalls in Strand Street Swakopmund.

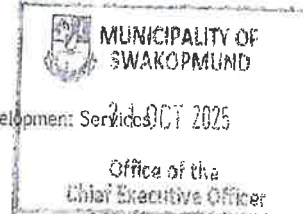
Kind Regards Wilko Lorck
081 124 2936

17

15/1/31

To:
Mr. Alfeus Benjamin, Chief Executive Officer
Swakopmund Municipality
Email: swkmun@swkmun.com.na
Cc: Mr. Oscar Homaeeni - General Manager, Economic Development Services
Email: ohomaeeni@swkmun.com.na

Date: 21 October 2025



Subject: Objection to Proposed Use of the Old Skating Ring (Yellow Bus Site) as a Mobile Food Trading Area

Dear Mr. Benjamin, I, the undersigned, Mr. Hans Johann Schuster, residing at Strand Street 53, Swakopmund, hereby submit my formal objection to the proposed establishment of a Mobile Food Trading Area at the Old Skating Ring (Yellow Bus Site) on Strand Street, Swakopmund. As a nearby resident, I am strongly opposed to this proposal due to the anticipated noise, smells, litter, and general disturbance that such a setup would inevitably cause. The area is already busy with vehicles and pedestrians, and adding temporary food stalls will worsen the congestion and create further nuisance, particularly during evenings and weekends. My main concerns are as follows:

- The expected noise pollution from crowds, generators, and vendors operating for extended hours
- Strong food odours and smoke drifting into nearby residential properties, especially during windy coastal conditions
- Littering, waste disposal, and hygiene issues that typically accompany open-air food operations
- Disturbance of peace and safety for residents living close to the site who need rest and quiet, especially during the night. The Strand Street and beachfront area already attract heavy traffic and visitors during the peak season, and the introduction of a "food street" would create unnecessary discomfort and environmental stress for those of us residing here permanently. For these reasons, I respectfully request that the Municipality reject this proposed consent use at the Old Skating Ring site in the interest of maintaining residential well-being, cleanliness, and peace in the area. Thank you for considering my objection. Yours faithfully,

Mr. Hans Johann Schuster
Resident - Strand Street 53
Swakopmund, Namibia
Tel: [Your Contact Number, if applicable]



Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 21, 2025 4:37 PM
To: Oscar Hornateni
Subject: FW: Objection_Letter_Swakopmund_Municipality_HansJohannSchuster.pdf
Attachments: Objection_Letter_Swakopmund_Municipality_HansJohannSchuster.pdf

Investment Officer

1. Correspondence for your kind attention, action, and response.
2. Correspondence acknowledged.
3. Correspondence recorded.

From: Johann Schuster <schuha@mweb.co.za>
Sent: Tuesday, October 21, 2025 3:25 PM
To: Annalize Swart <aswart@swkmun.com.na>
Subject: Objection_Letter_Swakopmund_Municipality_HansJohannSchuster.pdf

[You don't often get email from schuha@mweb.co.za. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Sent from my iPhone



Wilko Lorck
lorckw@elinam.com
081 124 2936
Strand Street 49
Swakopmund

TO: Swakopmund Municipality
Oscar Homateni

ohomateni@swkmun.com.na
swkmun@swkmund.com.na



RE: Opposition against mobile food trading area (old skating ring)
Notice 68/2025

Dear Mr. Oscar,

We as residents from Strand Street 49 object against the proposed use of the site at the old skating ring (today yellow bus area) to set up a mobile food trading area.

Our concerns are based upon the following:

- No proper waste water/sewage facilities in place (see picture), existing food stalls dump their waste water onto the lawn, which already creates unpleasant odours on the lawn, creating a possible health hazard for the public ... see pictures



- Waste bins facilities are limited and street kids and other bin raiders remove waste from the existing bins and litter, which is very unsightly in this prime area, which is highly frequented by tourists.

Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 21, 2025 4:37 PM
To: Johann Schuster
Subject: RE: Objection_Letter_Swakopmund_Municipality_HansJohannSchuster.pdf

Dear Sir

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,



ANNALIZE SWART
 Executive Assistant to the Chief Executive Officer
 Audit & Risk Committee | Filming | Events | Aesthetics
 Municipality Swakopmund

off: Rakoloka Street & Daniel Kamilo Avenue | Swakopmund
 Office: +264 84 450 4100 | Email: aswart@swkmun.com.na | Mobile: +264 81 140 8702
www.swakopmund.com.na
 Thank you for attending our meetings and for your contribution to our community.

From: Johann Schuster <schuha@mweb.co.za>
Sent: Tuesday, October 21, 2025 3:25 PM
To: Annalize Swart <aswart@swkmun.com.na>
Subject: Objection_Letter_Swakopmund_Municipality_HansJohannSchuster.pdf

[You don't often get email from schuha@mweb.co.za. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Sent from my iPhone

16/1/3/1

To:
 Mr. Alfaus Benjamin, Chief Executive Officer
 Swakopmund Municipality
 Email: swkmun@swkmun.com.na
 Cc: Mr. Oscar Homaeveni - General Manager, Economic Development Services
 Email: ohomaeveni@swkmun.com.na

Date: 21 October 2025



Subject: Objection to Proposed Use of the Old Skating Ring (Yellow Bus Site) as a Mobile Food Trading Area

Dear Mr. Benjamin, I hereby submit my formal objection to the proposed establishment of a Mobile Food Trading Area at the Old Skating Ring (Yellow Bus Site) on Strand Street, Swakopmund, as announced in your recent public notice. As the owner of two long-established restaurants in Swakopmund - Old Sailor Pub and Restaurant and Andy's Sushi, Oyster & Fine Seafood Restaurant - I am deeply concerned about the unfair competition and negative economic impact this proposal poses, especially during the peak tourist season. Permanent local businesses carry year-round costs including rent, municipal rates, licenses, taxes, and staff wages, even in the quiet months. Allowing seasonal pop-up traders to occupy prime beachfront space during the busiest time of the year disadvantages those of us who sustain Swakopmund's hospitality industry all year long. Additionally, multiple temporary food stalls would likely cause crowding, littering, and alter the visual character of the Strand Street area. This initiative risks harming both established operators and the town's tourism image. I therefore respectfully request that the Municipality reconsider or reject this consent use, or alternatively postpone it until after the main tourist season to protect local livelihoods and the town's economic stability. Thank you for your understanding and consideration. I am available to discuss this matter further if needed. Yours faithfully,

Andy Thomson
 Owner - Old Sailor Pub and Restaurant
 Owner - Andy's Sushi, Oyster & Fine Seafood Restaurant
 Swakopmund, Namibia
 Tel: 081 166 6080
 Email: andy.suedwest@yahoo.com



Annalize Swart

From: Annalize Swart
Sent: Tuesday, October 21, 2025 3:08 PM
To: Andy Thomson
Cc: Oscar Homateni
Subject: RE: Objection Food Trading Area

Dear Mr Thomson

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,



ANNALIZE SWART
 Executive Assistant to the Chief Executive Officer
 Audit & Prax Committee | Planning | Events | Aesthetics
 Municipality Swakopmund

our Rakotoko Street 5-Daniel Keimbo Avenue | Swakopmund
 Office +264 54 410 4102 | Email: aswart@swkmun.com.na | Mobile: +264 81 123 6700
www.swkmun.com.na
 Thank you for contacting the municipality. We are always happy to help.

From: Andy Thomson <andy.suedwest@icloud.com>
Sent: Tuesday, October 21, 2025 1:53 PM
To: Annalize Swart <aswart@swkmun.com.na>
Cc: Oscar Homateni <ohomateni@swkmun.com.na>
Subject: Objection Food Trading Area

Von meinem iPhone gesendet

15/10/25

Annalize Swart

From: Michelle Saaiman <michelle@lslaw.com.na>
Sent: Friday, October 17, 2025 12:04 PM
To: Annalize Swart; Aina Kuuahce; Oscar Homateni
Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Attachments: IMG-20251013-WA0005.jpg

Dear Annalize,

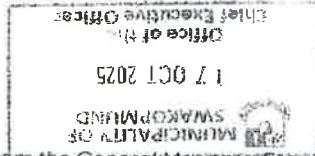
Thank you for your email below.

The attached notice indicates that "Full details are obtainable from the General Manager, Economic Development Services". It is these full details which we require.

For the sake of clarity, we act on behalf of certain property owners along Strand Street, who instructed us to advise whether they should object to the intended consent use, erection of buildings and use of land, which is earmarked for the Old Skating Ring. However, in order to do so, we require full details of exactly what the development entails, in other words, what exactly is being planned there.

We look forward to hearing from you.

Thank you and regards.



From: Annalize Swart <aswart@swkmun.com.na>
Sent: Friday, 17 October 2025 11:53 am
To: Aina Kuuahce <aina@lslaw.com.na>; Oscar Homateni <ohomateni@swkmun.com.na>
Cc: Michelle Saaiman <michelle@lslaw.com.na>
Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Dear AINA KUUAHCE

We acknowledge receipt of your request concerning Notice No. 58/2025

217
Ordinary Council Meeting – 07 May 2026

To assist you appropriately, could you kindly *advise*, with specific details or documents you require regarding the location that will enable us to provide the relevant information accurately. Kindly note that all official requests and correspondence related to municipal matters should be addressed formally to the **Chief Executive Officer**.

We look forward to your clarification.

Yours faithfully,



ANNALIZE SWART
Executive Assistant to the Chief Executive Officer
Audit & Risk Committee | Planning | Events | Aesthetics
Municipality Swakopmund

on: Rakwana Street & Daniel Kamoh Avenue | Swakopmund
Office: +264 64 410 4101 | Email: aswart@swakopmund.na | Mobile: +264 81 140 8700
www.swakopmund.na
Thank you for considering the Swakopmund aspect of parking areas.

From: Aina Kuuahée <ainak@luba.com.na>
Sent: Friday, October 17, 2025 11:10 AM
To: Annalize Swart <aswart@swakopmund.na>; Oscar Homateni <oscarh@swakopmund.na>
Cc: Michelle Saalman <michelle@luba.com.na>
Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA
Importance: High

You don't often get email from ainak@luba.com.na, so please click here to confirm it's you.

Dear All

We refer to the above-mentioned matter and your Notice No. 66/2025 published in the newspapers.

We kindly request that you provide us with the full details regarding the above matter, as we wish to submit the relevant objections or comments accordingly.

Kind regards,

AINA KUAHEE
LUBBE & SAALMAN INC
061305200
WINDHOEK

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Annalize Swart

From: Annalize Swart
Sent: Friday, October 17, 2025 4:07 PM
To: Michelle Saalman, Aina Kuushee, Oscar Homateni
Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Dear Michelle,

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,

Annalize Swart | Executive Assistant to the Chief Executive Officer | Chief Executive Office | +264 51 410 4100

From: Michelle Saalman <michelle@slaw.com.na>

Sent: Friday, October 17, 2025 12:04 PM

To: Annalize Swart <aswart@swkmmun.com.na>; Aina Kuushee <aina@slaw.com.na>; Oscar Homateni <ohomateni@swkmmun.com.na>

Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Dear Annalize,

Thank you for your email below.

The attached notice indicates that "Full details are obtainable from the General Manager: Economic Development Services". It is these full details which we require.

For the sake of clarity, we act on behalf of certain property owners along Strand Street, who instructed us to advise whether they should object to the intended consent use, erection of buildings and use of land, which is earmarked for the Old Skating Ring. However, in order to do so, we require full details of exactly what the development entails, in other words, what exactly is being planned there.

We look forward to hearing from you.

Thank you and regards.

Annalize Swart

From: Annalize Swart
Sent: Friday, October 17, 2025 3:07 PM
To: Vilho Kaulinge
Cc: Michelle Uwites; Ashley Haufiku
Subject: FW: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA
Attachments: IMG_20251013-WA0005.jpg

QUESTIONS:

1. Correspondence for your kind attention, action, and response
2. Correspondence acknowledged
3. Correspondence referred.

From: Michelle Saaiman <michelle@islaw.com.na>
Sent: Friday, October 17, 2025 12:04 PM
To: Annalize Swart <aswart@swkmun.com.na>; Aina Kuuahēe <aina@islaw.com.na>; Oscar Homateni <ohomateni@swkmun.com.na>
Subject: RE: REQUEST FOR OPPOSITIONS - PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Dear Annalize,

Thank you for your email below.

The attached notice indicates that "*Full details are obtainable from the General Manager, Economic Development Services*". It is these full details which we require.

For the sake of clarity, we act on behalf of certain property owners along Strand Street, who instructed us to advise whether they should object to the intended consent use, erection of buildings and use of land, which is earmarked for the Old Skating Ring. However, in order to do so, we require full details of exactly what the development entails, in other words, what exactly is being planned there.

We look forward to hearing from you.

Thank you and regards.

15/13/1 ✓

10

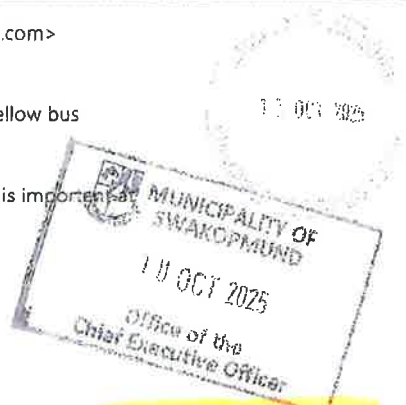
Annalize Swart

From: Jessica Wegener <jessweg23@yahoo.com>
Sent: Friday, October 10, 2025 12:24 PM
To: Annalize Swart
Subject: Object on making vendor street by yellow bus

[You don't often get email from jessweg23@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good day

Hope all is well



We object in making the yellow bus/ skating ring a food vendor street as we reside in strand street and the food vendor makes our homes smell terrible with all the food and oil smells

There has already been many complaint about the yellow bus with the residents living there This is a residential area and not a place for food .

I do hope this does not proceed and hope you take our emails is to big consideration

Thank you

Regards
 Jess Wegener-Klein

Annalize Swart

From: Annalize Swart
Sent: Friday, October 10, 2025 3:04 PM
To: Jessica Wegener
Subject: RE: Object on making vendor street by yellow bus

Dear Ms Wegener

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,



ANNALIZE SWART
 Executive Assistant to the Chief Executive Officer
 Audit & Risk Committee | Planning | Events | Aesthetics
 Municipality Swakopmund

our Rakoboka Street & Daniel Kamilo Avenue | Swakopmund
 Office: +264 84 410 4100 | Email: aswart@swkmun.com.na | Mobile: +264 81 140 6702
www.swakopmund.com.na
 Thank you for contributing to the environmental impact of printing emails

-----Original Message-----

From: Jessica Wegener <jessweg23@yahoo.com>
Sent: Friday, October 10, 2025 12:24 PM
To: Annalize Swart <aswart@swkmun.com.na>
Subject: Object on making vendor street by yellow bus

[You don't often get email from jessweg23@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good day

Hope all is well

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There has already been many complaint about the yellow bus with the residents living there This is a residential area and not a place for food .

I do hope this does not proceed and hope you take our emails is to big consideration

Annalize Swart

From: Annalize Swart
Sent: Friday, October 10, 2025 3:04 PM
To: Vilho Kaulinge, Clarence McClune
Cc: Michelle Uwites, Ashley Haufiku; Oscar Homateni
Subject: FW: Object on making vendor street by yellow bus

GM:EDS

1. Correspondence for your kind attention, action, and response.
2. Correspondence acknowledged.
3. Correspondence recorded.

-----Original Message-----

From: Jessica Wegener <jessweg23@yahoo.com>
Sent: Friday, October 10, 2025 12:24 PM
To: Annalize Swart <aswart@swkmun.com.na>
Subject: Object on making vendor street by yellow bus

[You don't often get email from jessweg23@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>.]

Good day

Hope all is well

We object in making the yellow bus/ skating ring a food vendor street as we reside in strand street and the food vendor makes our homes smell terrible with all the food and oil smells

There has already been many complaint about the yellow bus with the residents living there This is a residential area and not a place for food .

I do hope this does not proceed and hope you take our emails is to big consideration

Thank you

Regards
Jess Wegener-Klein



REQUEST FOR OPPOSITIONS – PROPOSED USE OF THE OLD SKATING RING (YELLOW BUS) SITE AS A MOBILE FOOD TRADING AREA

Notice is hereby given in terms of Clause 6 of the Swakopmund Zoning Scheme Regulations that the Municipal Council of Swakopmund is considering the following consent use, erection of buildings and use of land.
Full details are obtainable from the General Manager: Economic Development Services, Mr. V.S. Kaulinge, Tel: +264 (64) 4104600.
The Swakopmund Municipality herewith intends to permit the operation of Food Mobile Kiosks at the following location:

- **Old Skating Ring (Yellow Bus Site), Strand Street, Swakopmund**



Any persons having any objection against the proposed application is hereby invited to lodge such objection(s) in writing within 14 (fourteen) days from the date of the last publication to the Swakopmund Municipality during normal business hours.

The closing date for objections or comments is **02 November 2025**.

Kindly forward all objections/comments to: swkmun@swkmun.com.na

Contact Person:

Mr Oscar Homateni
Tel: +264 (64) 4104603
Email: ohomateni@swkmun.com.na

**MR ALFEUS BENJAMIN
CHIEF EXECUTIVE OFFICER**

11.1.11 **PRESENTATION OF AUDITED FINANCIAL STATEMENTS FOR THE 2023 / 2024 FINANCIAL YEAR**

(C/M 2026/05/07 - 3/3/2/3)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **8.1** page **03** refers.

A. This item was submitted to the Management Committee for consideration:

1. Purpose

During the deliberations of the Management Committee meeting of **15 January 2026**, it was resolved that:

This submission aims to present the Audited Financial Statements for the **2023 / 2024** financial year to Council, enhance understanding of the statements, and explain the report findings (**Annexure A**).

1. Council have adopted the implementation of the IPSAS Reporting Framework in 2018, see the attached resolution. (**Annexure B**)
2. First phase of the implementation of the IPSAS Reporting Framework was implemented on 1 July 2020.
3. Council informed the office of the Auditor General on the adoption plan for the implementation of the IPSAS Reporting Framework. (**Annexure C**)

The findings of the External Auditor on the Annual Financial Statements for the year **2023 / 2024** as submitted to the Office of the Auditor-General, are outlined in (**Annexure D**) below, and will be presented to the Councillors by the General Manager: Finance.

1.1 Short-term investments not accounted for as part of cash and cash equivalents (Recurring from prior year).

The auditors noted that call accounts investments with a total of N\$ 9,406,060 relating to the general account, build together account and mass housing account were not accounted for under cash and cash equivalents, instead the municipality accounted for them separately on the face of the statement of financial position as investments. These are short-term investments which are readily accessible by the municipality, as such they meet the definition of cash and cash equivalents as defined by IPSAS and therefore cash and cash equivalents has been understated by N\$9,406,060.

Recommendation

We recommend that management should ensure that these short-term investments are disclosed as part of cash and cash equivalents as they meet the definition of cash and cash equivalents as per IPSAS.

Comments GM-Finance: We do not agree.

As per the finding in paragraph 1.15 of the AG's Report to Management for the Year Ended 30 June 2023, all call account investments relating to the General Account, Build Together Account and Mass Housing Account were accounted for under Cash and Cash Equivalents in the 2024 AFS.

The investment of N\$9,406,060 relates to a new Notice Deposit Account. Notice Deposits are investments with a maturity period of less than 12 months and only available after the required 'notice period' and therefore not a cash equivalent and disclosed under current investments.

Please refer to item 2.07, Investments, in the Audit File for the necessary bank statement and further information.

1.2 The cash flow statement in the financial statements was incorrectly prepared (Recurring from prior year)

The auditors noted that the cash flow statement is prepared using the direct method, however the presentation thereof does not entirely align with the direct method as per IPSAS requirements for various reasons. Firstly, management did not calculate cash generated from operations and adjusted it with separately disclosable items to arrive at net cash flows from operating activities.

Instead, the municipality calculated the net cash flows from operating activities by simply taking the difference between receipts and payments which also include separately disclosable items such as interest received N\$12,760,569, dividends received N\$2,914,311, and interest paid (N\$217,242).

Furthermore, the municipality incorrectly accounted for the profit on sale of land (N\$74,949,119) twice on the cash flow statement by including it under net cash flows from operating activities and again under net cash flows from investing activities. Lastly, its inclusion of profit on sale of land under investing activities is incorrect technically as even held for sale are not part of investing activities but rather operating activities as they relate to inventory in line with IPSAS.

Recommendation

We recommend that management should ensure that the cash flow statement is correctly prepared in line with IPSAS.

Comments GM-Finance: We do not agree.

As per Accounting Policy 1, the Cash Flow Statement has been prepared using the Direct Method in terms of IPSAS 2.27(a).

The reason that the amounts for interest received, dividends received, and interest paid are the same in the Statement of Financial Performance and the Cash Flow Statement, is that no accruals for these were made. However, the amount for royalties received differed between the Statement of Financial Performance and the Cash Flow Statement because of accruals recognised.

Profit on sale of land has not been accounted for twice as net cash flows from operating activities does not include profit on sale of land as indicated in note 47.

Profit on sale of land is indeed investing activities and is disclosed as such in line with IPSAS 2.25 which stated that they are resources that are intended to contribute to the entity's future service delivery.

It was illustrated to the External Auditors that the amount of N\$ 74,949,119 as per their finding is only included in the cashflow from investing activities. Cashflow statements and

cashflow calculation working sheets were also availed to the External Auditors to prove that our cashflow statements calculations are IPSAS compliant.

1.3 The value of open land is not included in the 2024 financial statements. (Recurring from prior year)

The auditors noted that the value of open land as defined by IPSAS was not accounted for as part of property, plant and equipment balance in the 2024 financial statements.

Recommendation

We recommend that management should ensure that open land is accounted for in the financial statements going forward.

Comments GM-Finance: We do not agree.

As per Accounting Policy 5.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 17, which allows 3 years for the recognition and/or measurement of Property, Plant and Equipment.

It was therefore not necessary to recognise and measure open land. As indicated in Accounting Policy 5.1, the municipality is in the process of recognising and/or measuring all its Property, Plant and Equipment for inclusion in the 2024/25 Annual Financial Statements.

The Municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of certain provisions. Attached hereto are copies of the Ministerial directive on implementation of the IPSAS of the IPSAS reporting framework, clearly stipulating for the implementation thereof during 2018 / 2019 for those Local Authorities who were ready then.

Attached hereto also find the Council's official correspondence to the Office of the Auditor General informing the latter on the official implementation date of the IPSAS reporting standards.

1.4 The provision for the rehabilitation of dump sites is not included in the 2024 financial statements. (Recurring from prior year)

The auditors noted that the provision for the municipality's rehabilitation of dumpsites is not accounted for in the 2024 financial statements as required by IPSAS.

Recommendation

We recommend that management should look into getting an expert to estimate the value of the provision for the restoration of the dump sites and account for it accordingly in the financial statements in line with IPSAS going forward.

Comments GM-Finance: We do not agree.

As per Accounting Policy 12.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of Provisions.

It was therefore not necessary to recognise and measure the provision for restoration of the dump sites. As indicated in Accounting Policy 12.1, the municipality is in the process of recognising and/or measuring all its Provisions for inclusion in the 2024/25 Annual Financial Statements.

The Municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of certain provisions. Stage 1 (one) report on the cost provisions for closure and rehabilitation of the existing landfill sites were availed to the External Auditors. Council utilised the exemption for IPSAS 17 & 19 in terms of IPSAS 33 and the cost provisions will be implemented during the 2024/25 financial year.

1.5 Inventory not accounted for in line with IPSAS (Recurring from prior year)

Inventory for unsold erven (land) was not accounted for at the lower of cost and Net Realizable Value in line with IPSAS requirements and the municipality's accounting policies.

Recommendation

We recommend that management account for unsold erven at the lower of cost and net realizable value at year end as per the IPSAS requirements relating to inventory and in line with the municipality's accounting policies relating to inventory.

Comments GM-Finance: We do not agree.

As per Accounting Policy 5.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 17, which allows 3 years for the recognition and/or measurement of Property, Plant and Equipment.

In was therefore not necessary to recognise and measure unsold erven. As indicated in Accounting Policy 5.1, the municipality is in the process of recognising and/or measuring all its Property, Plant and Equipment for inclusion in the 2024/25 Annual Financial Statements.

However, we acknowledge the fact that the exemption utilised in terms of IPSAS 33 was not explicitly disclosed in the Accounting Policy for Inventories.

1.6 Cash and cash equivalents is overstated in the financial statements with an amount of N\$1,214,486

The auditors noted that the cash book balances as per the bank reconciliation prepared by the client does not agree with the cash and cash equivalents balance as per the general ledger, resulting in a difference of N\$1,214,486 between the cash books balances as per the bank reconciliation and the cash books balances as per their general ledger. This than resulted in a difference of N\$1,214,486 between the cash and cash equivalents balance as per the bank statements as at 30th June 2024 and balance as per the financial statements.

Recommendation

We recommend that management should ensure that the cash and cash equivalents disclosed on the financial statements agrees to the closing balance general ledger and cash and cash equivalents reconciliations.

Comments GM-Finance: Agreed.

The matter is being taken up with the system service provider.

Finding noted, and Management will investigate to determine the difference. The Cashbook balance and the General Ledger bank balance do not always balance immediately due to timing differences and various transactions that may not yet be recorded in both books.

1.7 Build Together Loans balance overstated by N\$12,573,368.85

The auditors noted that the Build Together balance as per the financial statements does not agree to the balance as per the supporting schedule provided by management. The balance as per the financial statements is N\$31,382,136.62 whereas the balance as per the supporting schedule provided by management is N\$18,808,767.77 resulting in a difference of N\$12,573,368.85.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance: Agreed.

The matter is being taken up with the system service provider to obtain proper age analysis for the loan debtors.

Finding noted and agreed, Management have already engaged with Messrs Business Connexion Namibia to correct the ledger on the balances of the long-term debtor balances.

1.8 Long term loans of N\$33, 589, 473 incorrectly presented as Finance Lease Receivables

The auditors noted that long term receivables relating to Mass Housing and Build Together Loans were incorrectly presented on the face of the statement of financial position as Finance Lease receivable. These loans do not constitute a lease as defined by IPSAS and therefore such a classification and presentation is not in line with IPSAS and it is thus incorrect.

Recommendation

We recommend that management should ensure that Mass Housing and Build Together loans are instead disclosed as long term receivables under receivables from Non-Exchange Transactions as required by IPSAS and not as a finance lease receivable.

Comments GM-Finance: We do not agree.

The characteristics of these loans meet the recognition requirements in terms of IPSAS 13, and not financial instruments in terms of IPSAS 41. The disclosure is therefore correct as IPSAS 41 does not provide for instalment receivables.

1.9 Severance pay provision on the financial statements has been understated by N\$34,368,647

The auditors noted that the severance pay balance as per the supporting report provided by the client is N\$58,762,831 whereas the balance disclosed in the financial statements is only N\$24,394,184 resulting in a difference of N\$34,368,647.

Recommendation

We recommend that management should ensure that the severance pay provision disclosed on the financial statements agrees to the closing balance as per the municipality's calculation.

Comments GM-Finance: We do not agree.

As per Accounting Policy 11.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 39, which allows 3 years for the recognition and/or measurement of Employee Benefit Liabilities.

It was therefore not necessary to recognise and measure severance pay benefits. As indicated in Accounting Policy 11.1, the municipality is in the process of recognising and/or measuring all its Employee Benefits for inclusion in the 2024/25 Annual Financial Statements.

1.10 No supporting documents provided for Post-retirement Pension Benefits Liability of N\$7,523,127.57

The auditors noted could not perform any further work as management did not provide supporting documents to enable us to verify the accuracy and valuation of Post-retirement Pension Benefits Liability disclosed under Employee Benefit Liabilities in the financial statements. Refer to note 18.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to express an opinion thereon.

Comments: GM: Finance: We do not agree.

As per Accounting Policy 11.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 39, which allows 3 years for the recognition and/or measurement of Employee Benefit Liabilities.

In was therefore not necessary to recognise and measure post-retirement pension benefits. As indicated in Accounting Policy 11.1, the municipality is in the process of recognising and/or measuring all its Employee Benefits for inclusion in the 2024/25 Annual Financial Statements.

1.11 No supporting documents provided for Payments received in Advance of N\$11,981,340.69

The auditors noted that no supporting documents was provided by management for the Payments received in Advance amounting to N\$11,981,340.69 which is included in payables from exchange transactions.

Refer to Note 14 of the financial statements.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance:

All supporting documents / information was shared with the Audit Team on 16 December 2024.

1.12 No supporting documents was provided for the sundry deposits amounting to N\$10,954,475.46

The auditors could not perform any further work on sundry deposits disclosed by management under current liabilities as management did not provide supporting documents to enable us to verify the accuracy and valuation thereof as requested.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance:

All supporting documents / information was shared with the Audit Team on 16 December 2024.

1.13 Impairment loss was overstated by N\$5,738,373.83

The auditors noted that impairment loss relating to receivables from exchange transactions as disclosed in the financial statements (Note 3) does not agree to the impairment loss calculations provided by the client. The difference noted reflects that the impairment loss included in the financial statements exceeds the actual loss as per the municipality's calculations, resulting in receivables from exchange transactions understated by the same amount.

Recommendation

We recommend that management should ensure the impairment loss disclosed in the financial statements agrees to the impairment loss as per management's calculations.

Comments GM-Finance: We do not agree.

There is more than one working paper on impairment and AG only compared the one on consumer debtors.

The AG only compared the working paper for the consumer debtors which totals N\$77,122,913.07.

Per Debtor Type	Exchange		Total				
Service	Balance	Vat	Total	Opening Provision	Write-Off	Impair	Closing Provision
Household	2 452 212.41	7 435.11	2 459 647.52	9 432 440.09	-6 562 372.00	10 690 104.45	13 560 172.54
Industrial/Comme	15 011 274.97	740 541.38	15 751 816.35	60 406 242.30	-	-1 272 920.24	59 133 322.06
Government	541 602.17	58 894.99	600 497.16	2 302 831.38	-	-747 759.38	1 555 072.00
Other	653 738.72	75 985.69	729 724.41	2 798 401.69	-	75 944.78	2 874 346.47
	18 658 828.27	882 857.17	19 541 685.44	74 939 915.46	-6 562 372.00	8 745 369.62	77 122 913.07

Furthermore, provision for impairment was provided for the Housing Loans which totals N\$4,442,126.06.

Per Service Type	Total					
30-Jun-24	Balance	Total	Opening Provision	Impair	Closing Provision	
Build Together	3 717 765.15	3 717 765.15	2 739 110.91	926 497.36	3 665 608.27	
Mass Housing	873 309.13	873 309.13	626 594.40	149 923.39	776 517.79	
	4 591 074.28	4 591 074.28	3 365 705.31	1 076 420.75	4 442 126.06	

Furthermore, provision for impairment was provided for the Tourism Debtors (Bungalows) which totals N\$1,296,247.78.

The calculations on the Bungalow Extracts were attached to the journal accounting for this provision. There was no separate supporting document. It seems that the journal was not included in the audit file.

Total impairment provided for Exchange Receivables amounts to N\$82,861,286.91.

All supporting documents / information and explanation thereof was shared with the Audit Team on 16 December 2024 for the corrected version of the finding.

1.14 Employee costs overstated by N\$2,435,141.90

The auditors noted that employee costs were overstated by the above amount as the total employee costs disclosed in the financial statements amounts to \$ 258,346,836.60 whereas the total employee cost as per the payroll register for the year and the additional supporting documents provided is N\$ 255 911 694.70 .

Recommendation

We recommend that management should ensure the employee costs as per the payroll register and the supporting documents agrees to the amount disclosed in the financial statements.

The above came to our attention during our audit and does not necessarily represent a complete list of all weaknesses. Kindly take note that in an effort to add value to your organization's reporting processes, we highly implore you to look into our recommendations on the issues identified and implement them accordingly as you deem fit.

Comments GM-Finance:

Reconciliation of stated differences were shared with the Audit Team on 16 December - Finding was withdrawn.

2. The General Manager: Finance will also present the financial position, financial performance and cashflow statements of Council for the **2023 / 2024** financial year.

2.1 Statement of Financial Position (IPSAS 1)

Purpose: Presents the financial standing of a public sector entity at a specific date.

Contents:

Assets: Current and non-current (e.g., cash, receivables, property, infrastructure).

Liabilities: Obligations such as borrowings, payables, and provisions.

Net Assets/Equity: Residual interest after deducting liabilities.

Key Insight: Helps assess the entity's ability to provide services and meet obligations.

2.2 Statement of Financial Performance (IPSAS 1)

Purpose: Shows how resources have been used and whether the entity generated a surplus or deficit.

Contents:

Revenue: Taxes, grants, service charges, and other income.

Expenses: Employee costs, depreciation, service delivery costs.

Surplus/Deficit: Difference between revenue and expenses.

Key Insight: Provides accountability for resource usage and indicates sustainability of operations.

2.3 Cash Flow Statement (IPSAS 2)

Purpose: Explains changes in cash and cash equivalents during the reporting period.

Contents:

Operating Activities: Cash from day-to-day operations (taxes collected, salaries paid).

Investing Activities: Cash used for or generated from asset purchases/sales.

Financing Activities: Borrowings, debt repayments, or contributions from owners.

Key Insight: Enhances transparency by showing liquidity and cash management practices.

B. After the matter was considered, the following was:-

RECOMMENDED:

That the Report of the Auditor General for the Financial Year 2023 / 2024 in terms of Section 87 (1) (3) of the Local Authorities Act (Act 23 of 1992) be noted.

Annexure B

11.1.10 **ADOPTION OF NEW REPORTING STANDARDS**
(C/M 2019/04/25 - D 11, D 12/1)

Ordinary Management Committee Meeting of 11 April 2019, Addendum 8.2 page 20 refers.

A. The following item was submitted to the Management Committee for consideration:

Council have for the past two (2) consecutive financial years received adverse audit opinion due to non-compliance with internationally recognised reporting framework and as such Council on 27 September 2018 resolved as follows:

- (a) That Council approves the adoption and implementation of the International Public Sector Accounting Standards (IPSAS) reporting standards
- (b) That the Accounting Officer obtains approval from the line Minister to approve the adoption of the IPSAS reporting standards for the Municipality of Swakopmund
- (c) That after the adoption of the reporting standards in (a) above, proposals for the implementation of IPSAS be invited in terms of the Public Procurement Act of 2015

Numerous attempts were made with our line Ministry to obtain their approval, but to no avail.

Council is currently making use of the Solar Financial System for its operations since 1999 as provided by Messrs Business Connexion Namibia, of which the financial reporting is still on Institute for Municipal Financial Officers (IMFO) standards, which is based on fund based accounting.

The IMFO reporting standards are no longer in compliance with any international recognised reporting frameworks.

The financial reporting modules within the current Solar system is compliant with the International Public Sector Accounting Standards (IPSAS), thus only the current accounts structure needs to be changed, as confirmed through attached e-mail correspondence.

This will result in Council submitting financial reports in line with the required IPSAS reporting framework.

The purpose of this submission is to seek Council's approval:

1. That the current account structure of Solar Financial system be changed to be in compliance with IPSAS reporting framework.
2. That the required changes on the Solar System be implemented in phases.
3. That the Financial Reporting Module be dealt with first, to be followed by the Assets Register.
4. The anticipated cost of the structure changes was not available at the time of the submission

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council approves the change of the account structure for the Solar Financial system to be in compliance with the IPSAS reporting framework standards.
 - (b) That the changes be implemented in phases.
 - (c) That the cost of the system changes be incorporated as part of the current agreement with Messrs Business Connexion, as it will be within allowable 15% limit as prescribed in section 62 (3) of the Procurement Act.
 - (d) That the costs be defrayed from surplus funds.
 - (e) That the costs of the account structure be submitted to the Procurement Committee for approval thereof.
-



Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: Ms. F. N. Sindano
Tel: (+264+61) 297-5283
Fax: (+264+61) 258-131Government Office Park
Luther StreetPrivate Bag 13289
Windhoek, NamibiaOur Ref.:
Your Ref.:

Date: 21 June 2018

The Chief Executive Officer
Swakopmund Municipality
P. O. Box 53
Swakopmund

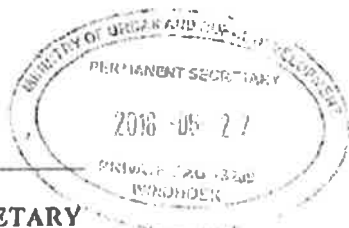
Attention: Mr. Swarts

**SUBJECT: ADOPTION OF NEW REPORTING STANDARDS FOR LOCAL AUTHORITIES
WITHIN NAMIBIA**

We acknowledge, with thanks, receipt of your letter dated 19 June 2018. Your letter has been forwarded to Mr. Lameck Uyepa, Director: Regional & Local Government and Traditional Authorities Coordination for consideration and advice. Mr. Uyepa can be reached at 061 297 5285/5805 and email luyepa@murd.gov.na.

Yours Sincerely,

Handwritten signature of Nghidinoa Daniel in black ink.

NGHIDINUA DANIEL
PERMANENT SECRETARY

Cc: Mr. Lameck Uyepa, Director: Regional & Local Government and Traditional Authorities Coordination



Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: Mr O. Jita
Tel: (+264+61) 297-5210
Fax: (+264+61) 297 5305Our Ref: 14/P
Your Ref:

Date: 13 September 2019

OFFICE OF THE MINISTER**CIRCULAR****TO: HON. CHAIRPERSONS
ALL REGIONAL COUNCILS
ALL LOCAL AUTHORITIES****SUBJECT: ADOPTION AND IMPLEMENTATION OF ACCRUAL BASIS INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR REGIONAL COUNCILS AND LOCAL AUTHORITIES.**

Reference is made to the various consultations and correspondences on the above-mentioned subject matter. Reference is also made to the letters dated 15th April 2019 and 3rd September 2019 from the Auditor-General.

It has come to the attention of the Ministry that most Regional Councils and Local Authorities have been using various financial reporting frameworks which are outdated and found to be inadequate for Regional Councils and Local Authorities to effectively prepare and disclose their financial statements for audit purposes.

As the line Ministry responsible for the coordination of Regional Councils and Local Authorities in the country, we have consulted with relevant stakeholders including the Auditor-General in terms of Section 39 (4) of the Regional Councils Act, as amended and Section 86 (4) of the Local Authorities Act, as amended on the adoption and implementation of the International Public Sector Accounting Standards (IPSAS) which is expected to enhance the quality of general purpose financial statements for auditing purposes.

We are of the view that the adoption and implementation of the said framework holds greater potential for improved transparency and accountability as well as more coherent and uniform financial accountability.

All official correspondence must be addressed to the Executive Director

This Circular therefore serves to direct Regional Councils and Local Authorities, that are ready, to adopt the International Public Sector Accounting Standards (IPSAS) for implementation with the compilation of the financial statements for the 2018/2019 financial year in terms of the provisions of Section 39 (4) of the Regional Councils Act, 1992 (Act No. 22 of 1992) as amended and Section 86 (4) of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended and the consultation we had with the Auditor-General.

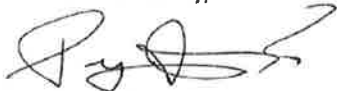
IPSAS may not be fully complied with on the first year of adoption hence IPSAS 33 was developed and approved to facilitate gradual implementation over a three year transitional relief period within which a user shall be expected to comply fully with IPSAS. Professional expertise regarding full compliance with IPSAS may be sought in the second and third financial years which should be at the cost of the respective Regional Councils and Local Authorities.

This Circular further serves to advise Regional Councils and Local Authorities that adopt and implement IPSAS first should nurture and provide technical assistance and guidance to the rest.

Please find attached hereto a copy of the letter dated 3rd September 2019 from the Auditor-General for your reference.

I am counting on your usual cooperation and compliance on this matter.

Yours sincerely,



**DR. PEYA MUSHELENGA, MP
MINISTER**



Republic of Namibia

THE AUDITOR-GENERAL

Tel: (264) 061 2855201
Fax: (264) 061 227016

Private Bag 13299
WINDHOEK
9000

Open Box
Enquiry

Joint Ref

3 September 2019

Honourable Minister
Ministry of Urban and Rural Development
Private Bag 13289
Windhoek

Dear Hon Dr Peya Mushelenga

RE: ADOPTION AND IMPLEMENTATION OF ACCRUAL BASIS INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR LOCAL AUTHORITIES AND REGIONAL COUNCILS

1. I acknowledge receipt of your letter dated 27 August 2019 regarding the abovementioned subject.
2. Kindly be informed that I concur with the adoption and implementation of the International Public Sector Accounting Standards (IPSAS) for Local Authorities and Regional Councils.

Yours sincerely

JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL



Annexure C

+264 64 410 4111 | swi-mun@swimun.com.na | P.O. Box 53, Swakopmund, Namibia

Ref No.: 3/3/2/3

Enquiries: Mr Hellao INaruseb

28 February 2024

The Auditor-General
Office of the Auditor-General
Private Bag 13299
WINDHOEK
10005

Dear Mr Junias Kandjeke,

IMPLEMENTATION OF IPSAS REPORTING FRAMEWORK AT SWAKOPMUND TOWN COUNCIL

We refer to the subject matter

The Municipal Council of Swakopmund, as an accountable entity, has adopted the International Public Sector Accounting Standards (IPSAS) by approval of our Council. Subsequently Council geared itself to the adhering of these standards, the first implementation year being 2022/2023 (i.e. implementation date of 1 July 2022)

Currently Council is busy preparing an IPSAS Implementation Plan which foresee and aim that we fully comply with IPSAS by 2024/2025. Considering our phased approach to implement IPSAS, Swakopmund Municipality hereby request the consent of the Auditor General that we may proceed to be fully compliant by the Financial Year 2024/2025. The timeframe requested is in line with the three-year transitional relief period provided by IPSAS 33.

All required resources have been approved and we are already busy to expedite on this project and Council want to assure your esteemed office of our greatest of intentions to deliver on our goal.

Your confirmation on the implementation dates mentioned above, will enable us to finalise the IPSAS implementation Plan soonest

We trust that the above is in good order.

Yours faithfully,


Mr Hellao INaruseb
ACTING CHIEF EXECUTIVE OFFICER





Republic of Namibia



OFFICE OF THE AUDITOR-GENERAL

Tel: (264) (061) 2858000
Fax: (264) (061) 224301

Private Bag 13299
WINDHOEK
NAMIBIA

Our Ref
Enquiry:

Enquiry: Mr. Katujivirue Neumann
E-mail: Katujivirue.Neumann@oag.gov.na

27 March 2024

Acting Chief Executive Officer
Municipality of Swakopmund
P O Box 53
Swakopmund

Dear Mr Hellao !Naruseh

IMPLEMENTATION OF IPSAS REPORTING FRAMEWORK AT SWAKOPMUND

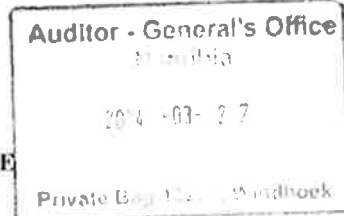
I acknowledge receipt of your letter dated 28 February 2024.

In response to the request, reference is made to the Circular on adoption and implementation of accrual basis IPSAS, issued to all Local Authorities by the Minister of Urban and Rural Development, dated 13 September 2019.

The Minister directed to adopt the IPSAS for implementation with the compilation of the 2018/2019 annual financial statements. Compliance to the Circular is advised.

Yours sincerely

JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL





+264 64 410 4111 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Ref No.: 3/3/2/3

Enquiries: Mr Hellao !Naruseb

18 December 2024

Mostert Landgrebe Chartered Accountants
P O Box 32034
Pionierspark
WINDHOEK
10023

Dear Sir/ Madam,

REPORT TO MANAGEMENT FOR THE YEAR ENDED: 30 JUNE 2024

We have completed our audit of the Municipality of Swakopmund for the year ended 30 June 2024. We conducted our audit in accordance with International Standards on Auditing (ISAs) and International Standards of Supreme Audit Institutions (ISSAIs). According to ISA 260 paragraph 14, the external auditors are required to communicate with those charged with governance (management and councilors), all significant audit findings and difficulties encountered during the audit if any. The following audit findings came to our attention during the audit:

1.1 Short-term investments not accounted for as part of cash and cash equivalents (Recurring from prior year)

The auditors noted that call accounts investments with a total of N\$ 9,406,060 relating to the general account, build together account and mass housing account where not accounted for under cash and cash equivalents, instead the municipality accounted for them separately on the face of the statement of financial position as investments. These are short-term investments which are readily accessible by the municipality, as such they meet the definition of cash and cash equivalents as defined by IPSAS and therefore cash and cash equivalents has been understated by N\$ 9,406,060.

Recommendation

We recommend that management should ensure that these short-term investments are disclosed as part of cash and cash equivalents as they meet the definition of cash and cash equivalents as per IPSAS.

Comments GM-Finance: We do not agree.

As per the finding in paragraph 1.15 of the AG's Report to Management for the Year Ended 30 June 2023, all call account investments relating to the General Account, Build Together Account and Mass Housing Account were accounted for under Cash and Cash Equivalents in the 2024 AFS.



The investment of N\$9,406,060 relates to a new Notice Deposit Account. Notice Deposits are investments with a maturity period of less than 12 months and only available after the required 'notice period' and therefore not a cash equivalent and disclosed under current investments.

Please refer to item 2.07, Investments, in the Audit File for the necessary bank statement and further information.

1.2 The cash flow statement in the financial statements was incorrectly prepared (Recurring from prior year)

The auditors noted that the cash flow statement is prepared using the direct method, however the presentation thereof does not entirely align with the direct method as per IPSAS requirements for various reasons. Firstly, management did not calculate cash generated from operations and adjusted it with separately disclosable items to arrive at net cash flows from operating activities.

Instead, the municipality calculated the net cash flows from operating activities by simply taking the difference between receipts and payments which also include separately disclosable items such as interest received N\$12,760,569, dividends received N\$2,914,311, and interest paid (N\$217,242).

Furthermore, the municipality incorrectly accounted for the profit on sale of land (N\$74,949,119) twice on the cash flow statement by including it under net cash flows from operating activities and again under net cash flows from investing activities. Lastly, its inclusion of profit on sale of land under investing activities is incorrect technically as even held for sale are not part of investing activities but rather operating activities as they relate to inventory in line with IPSAS.

Recommendation

We recommend that management should ensure that the cash flow statement is correctly prepared in line with IPSAS.

Comments GM-Finance: We do not agree.

As per Accounting Policy 1, the Cash Flow Statement has been prepared using the Direct Method in terms of IPSAS 2.27(a).

The reason that the amounts for interest received, dividends received, and interest paid are the same in the Statement of Financial Performance and the Cash Flow Statement, is that no accruals for these were made. However, the amount for royalties received differed between the Statement of Financial Performance and the Cash Flow Statement because of accruals recognised.

Profit on sale of land has not been accounted for twice as net cash flows from operating activities does not include profit on sale of land as indicated in note 47.

Profit on sale of land is indeed investing activities and is disclosed as such in line with IPSAS 2.25 which stated that they are resources that are intended to contribute to the entity's future service delivery.

It was illustrated to the External Auditors that the amount of N\$ 74,949,119 as per their finding is only included in the cashflow from investing activities. Cashflow statements and cashflow calculation working sheets were also available to the External Auditors to prove that our cashflow statements calculations are IPSAS compliant.

1.3 The value of open land is not included in the 2024 financial statements. (Recurring from prior year)

The auditors noted that the value of open land as defined by IPSAS was not accounted for as part of property, plant and equipment balance in the 2024 financial statements.

Recommendation

We recommend that management should ensure that open land is accounted for in the financial statements going forward.

Comments GM-Finance: We do not agree.

As per Accounting Policy 5.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 17, which allows 3 years for the recognition and/or measurement of Property, Plant and Equipment.

It was therefore not necessary to recognise and measure open land. As indicated in Accounting Policy 5.1, the municipality is in the process of recognising and/or measuring all its Property, Plant and Equipment for inclusion in the 2024/25 Annual Financial Statements.

The Municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of certain provisions. Attached hereto are copies of the Ministerial directive on implementation of the IPSAS of the IPSAS reporting framework, clearly stipulating for the implementation thereof during 2018 / 2019 for those Local Authorities who were ready then.

Attached hereto also find the Council's official correspondence to the Office of the Auditor General informing the latter on the official implementation date of the IPSAS reporting standards.

1.4 The provision for the rehabilitation of dump sites is not included in the 2024 financial statements. (Recurring from prior year)

The auditors noted that the provision for the municipality's rehabilitation of dumpsites is not accounted for in the 2024 financial statements as required by IPSAS.

Recommendation

We recommend that management should look into getting an expert to estimate the value of the provision for the restoration of the dump sites and account for it accordingly in the financial statements in line with IPSAS going forward.

Comments GM-Finance: We do not agree.

As per Accounting Policy 12.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of Provisions.

It was therefore not necessary to recognise and measure the provision for restoration of the dump sites. As indicated in Accounting Policy 12.1, the municipality is in the process of recognising and/or measuring all its Provisions for inclusion in the 2024/25 Annual Financial Statements.

The Municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 19, which allows 3 years for the recognition and/or measurement of certain provisions. Stage 1 (one) report on the cost provisions for closure and rehabilitation of the existing landfill sites were availed to the External Auditors. Council utilised the exemption for IPSAS 17 & 19 in terms of IPSAS 33 and the cost provisions will be implemented during the 2024/25 financial year.

1.5 Inventory not accounted for in line with IPSAS (Recurring from prior year)

Inventory for unsold erven (land) was not accounted for at the lower of cost and Net Realizable Value in line with IPSAS requirements and the municipality's accounting policies.

Recommendation

We recommend that management account for unsold erven at the lower of cost and net realizable value at year end as per the IPSAS requirements relating to inventory and in line with the municipality's accounting policies relating to inventory.

mk

Comments GM-Finance: We do not agree.

As per Accounting Policy 5.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 17, which allows 3 years for the recognition and/or measurement of Property, Plant and Equipment.

It was therefore not necessary to recognise and measure unsold even. As indicated in Accounting Policy 5.1, the municipality is in the process of recognising and/or measuring all its Property, Plant and Equipment for inclusion in the 2024/25 Annual Financial Statements.

However, we acknowledge the fact that the exemption utilised in terms of IPSAS 33 was not explicitly disclosed in the Accounting Policy for Inventories.

1.6 Cash and cash equivalents is overstated in the financial statements with an amount of N\$1,214,486

The auditors noted that the cash book balances as per the bank reconciliation prepared by the client does not agree with the cash and cash equivalents balance as per the general ledger, resulting in a difference of N\$1,214,486 between the cash books balances as per the bank reconciliation and the cash books balances as per their general ledger. This then resulted in a difference of N\$1,214,486 between the cash and cash equivalents balance as per the bank statements as at 30th June 2024 and balance as per the financial statements.

Recommendation

We recommend that management should ensure that the cash and cash equivalents disclosed on the financial statements agrees to the closing balance general ledger and cash and cash equivalents reconciliations.

Comments GM-Finance: Agreed.

The matter is being taken up with the system service provider.

Finding noted, and Management will investigate to determine the difference. The Cashbook balance and the General Ledger bank balance do not always balance immediately due to timing differences and various transactions that may not yet be recorded in both books.

1.7 Build Together Loans balance overstated by N\$12,573,368.85

The auditors noted that the Build Together balance as per the financial statements does not agree to the balance as per the supporting schedule provided by management. The balance as per the financial statements is N\$31,382,136.62 whereas the balance as per the supporting schedule provided by management is N\$18,808,767.77 resulting in a difference of N\$12,573,368.85.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance: Agreed.

The matter is being taken up with the system service provider to obtain proper age analysis for the loan debtors.

Finding noted and agreed, Management have already engaged with Messrs Business Connexion Namibia to correct the ledger on the balances of the long-term debtor balances.

1.8 Long term loans of N\$33, 589, 473 incorrectly presented as Finance Lease Receivables

The auditors noted that long term receivables relating to Mass Housing and Build Together Loans were incorrectly presented on the face of the statement of financial position as Finance Lease receivable. These loans do not constitute a lease as defined by IPSAS and therefore such a classification and presentation is not in line with IPSAS and it is thus incorrect.

Recommendation

We recommend that management should ensure that Mass Housing and Build Together loans are instead disclosed as long term receivables under receivables from Non-Exchange Transactions as required by IPSAS and not as a finance lease receivable.

Comments GM-Finance: We do not agree.

The characteristics of these loans meet the recognition requirements in terms of IPSAS 13, and not financial instruments in terms of IPSAS 41. The disclosure is therefore correct as IPSAS 41 does not provide for instalment receivables.

1.9 Severance pay provision on the financial statements has been understated by N\$34,368,647

The auditors noted that the severance pay balance as per the supporting report provided by the client is N\$58,762,831 whereas the balance disclosed in the financial statements is only N\$24,394,184 resulting in a difference of N\$34,368,647.

Recommendation

We recommend that management should ensure that the severance pay provision disclosed on the financial statements agrees to the closing balance as per the municipality's calculation.

Comments GM-Finance: We do not agree.

As per Accounting Policy 11.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 39, which allows 3 years for the recognition and/or measurement of Employee Benefit Liabilities.

It was therefore not necessary to recognise and measure severance pay benefits. As indicated in Accounting Policy 11.1, the municipality is in the process of recognising and/or measuring all its Employee Benefits for inclusion in the 2024/25 Annual Financial Statements.

1.10 No supporting documents provided for Post-retirement Pension Benefits Liability of N\$7,523,127.57

The auditors noted could not perform any further work as management did not provide supporting documents to enable us to verify the accuracy and valuation of Post-retirement Pension Benefits Liability disclosed under Employee Benefit Liabilities in the financial statements. Refer to note 18.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to express an opinion thereon.

Comments: GM: Finance: We do not agree.

As per Accounting Policy 11.1 the municipality has taken advantage of the transitional provisions in IPSAS 33 with the implementation of IPSAS 39, which allows 3 years for the recognition and/or measurement of Employee Benefit Liabilities.

It was therefore not necessary to recognise and measure post-retirement pension benefits. As indicated in Accounting Policy 11.1, the municipality is in the process of recognising and/or measuring all its Employee Benefits for inclusion in the 2024/25 Annual Financial Statements.

1.11 No supporting documents provided for Payments received in Advance of N\$11,981,340.69

The auditors noted that no supporting documents were provided by management for the Payments received in Advance amounting to N\$11,981,340.69 which is included in payables from exchange transactions. Refer to Note 14 of the financial statements.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance:

All supporting documents / information was shared with the Audit Team on 16 December 2024.

1.12 No supporting documents was provided for the sundry deposits amounting to N\$10,954,475.46

The auditors could not perform any further work on sundry deposits disclosed by management under current liabilities as management did not provide supporting documents to enable us to verify the accuracy and valuation thereof as requested.

Recommendation

We recommend that management should ensure all required supporting documents requested are provided as not doing so constitutes a limitation of scope and we are unable to provide an opinion thereon.

Comments GM-Finance:

All supporting documents / information was shared with the Audit Team on 16 December 2024.

1.13 Impairment loss was overstated by N\$5,738,373.83

The auditors noted that impairment loss relating to receivables from exchange transactions as disclosed in the financial statements (Note 3) does not agree to the impairment loss calculations provided by the client. The difference noted reflects that the impairment loss included in the financial statements exceeds the actual loss as per the municipality's calculations, resulting in receivables from exchange transactions understated by the same amount.

Recommendation

We recommend that management should ensure the impairment loss disclosed in the financial statements agrees to the impairment loss as per management's calculations.

Comments GM-Finance: We do not agree.

There is more than one working paper on impairment and AG only compared the one on consumer debtors.

M

The AG only compared the working paper for the consumer debtors which totals N\$77,122,913.07.

Per Debtor Type	Exchange		Total				
	Balance	Vat	Total	Opening Provision	Write-Off	Impair	Closing Provision
Household	2 452 212.41	7 435.11	2 459 647.52	9 437 440.09	-6 567 372.00	10 690 104.45	13 560 172.54
Industrial/Comme	15 011 274.97	740 541.38	15 751 816.35	60 406 242.30	-	-1 272 920.24	59 153 322.06
Government	541 602.17	58 894.99	600 497.16	7 302 831.38	-	-747 759.38	1 555 072.00
Other	653 738.72	75 985.69	729 724.41	2 798 401.69	-	75 944.78	2 874 346.47
	18 658 828.27	882 857.17	19 541 685.44	74 989 915.06	-6 567 372.00	8 745 368.62	77 122 913.07

Furthermore, provision for impairment was provided for the Housing Loans which totals N\$4,442,126.06.

Per Service Type	30-Jun-24		Total			
	Balance	Total	Opening Provision	Impair	Closing Provision	
Build Together	3 717 765.15	3 717 765.15	2 739 110.93	926 497.36	3 665 606.27	
Mass Housing	873 309.13	873 309.13	826 594.40	149 923.39	776 517.79	
	4 591 074.28	4 591 074.28	3 565 705.33	1 076 420.75	4 442 126.06	

Furthermore, provision for impairment was provided for the Tourism Debtors (Bungalows) which totals N\$1,296,247.78.

The calculations on the Bungalow Extracts were attached to the journal accounting for this provision. There was no separate supporting document. It seems that the journal was not included in the audit file.

Total impairment provided for Exchange Receivables amounts to N\$82,861,286.91.

All supporting documents / information and explanation thereof was shared with the Audit Team on 16 December 2024 for the corrected version of the finding.

1.14 Employee costs overstated by N\$ 2,435,141.90

The auditors noted that employee costs were overstated by the above amount as the total employee costs disclosed in the financial statements amounts to \$ 258,346,836.60 whereas the total employee cost as per the payroll register for the year and the additional supporting documents provided is N\$ 255 911 694.70.

Recommendation

We recommend that management should ensure the employee costs as per the payroll register and the supporting documents agrees to the amount disclosed in the financial statements.

The above came to our attention during our audit and does not necessarily represent a complete list of all weaknesses. Kindly take note that in an effort to add value to your organization's reporting processes, we highly implore you to look into our recommendations on the issues identified and implement them accordingly as you deem fit.

Comments GM-Finance:

Reconciliation of stated differences were shared with the Audit Team on 16 December.

We thank you and your staff for the relentless support and cooperation throughout the audit.

MM

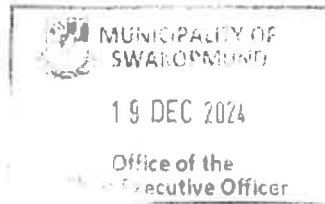
Kindly provide us with the final version of the Management Report after we have submitted all the supporting documents and explanations to the Preliminary Findings, as per the Management Report dated 13 December 2024.

Yours faithfully,



Mpsai Haingura
ACTING CHIEF EXECUTIVE OFFICER

HN/afs





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Ref No.: 3/3/2/3

Enquiries: Mr Hellao !Naruseb

08 May 2024

The Auditor-General
Office of the Auditor-General
Private Bag 13299
WINDHOEK
10005

Dear **Mr Junias Kandjeke,**

REQUEST FOR AN ENGAGEMENT BETWEEN THE AUDITOR GENERAL AND SWAKOPMUND MUNICIPALITY

Council acknowledges receipt of your letter dated 27 March 2024.

Moreover, our discussion with your Deputy Auditor-General, Mr Goms Menette and staff, held in Swakopmund, 26 April 2024, has reference. During the meeting, members of your office indicated that the Auditor General had identified incorrect interpretations of the International Public Sector Accounting Standards (IPSAS) Standards by Part 1 Municipalities during the IPSAS implementation in the past. This is a matter of concern for our Municipality, as we believe it is of the utmost importance for the Namibian Public Sector as a whole, but especially for the Part 1 Municipalities, to comply with the IPSAS. In this regard we refer to the IPSAS 1.26 which states that "Financial statements shall present fairly the financial position, financial performance, and cash flows of an entity. Fair presentation requires the faithful representation of the effects of transactions, other events, and conditions in accordance with the definitions and recognition criteria for assets, liabilities, revenue and expenses set out in IPSAS. The application of IPSAS, with additional disclosures where necessary, is presumed to result in financial statements that achieve a fair presentation".

Swakopmund Municipality has embarked on a project to reform our financial reporting to align with full IPSAS compliance by 30 June 2025, to ensure that its financial statements achieve fair presentation. Hence Swakopmund Municipality would want to prevent a re-occurrence of similar incorrect interpretations of IPSAS identified by the Office of the Auditor-General. To this extent Swakopmund Municipality would want to request support from your office with the following steps:

- 1) To receive a listing and guidance on incorrect interpretations of IPSAS standards identified by your office,
- 2) To have the opportunity to change our IPSAS implementation plans timeously to address the possible incorrect interpretations of IPSAS, where they may be required,



- 3) To have an audience with your office to engage on the matters listed in 1 and 2 above, so that a clear pathway can be created for full IPSAS compliance by our Municipality.

We will be grateful for the support of the Auditor General's Office to assist Swakopmund Municipality with pro-active steps to ensure IPSAS compliance.

The date and time of the audience between our municipality and your good office can be determined once steps 1 and 2 have been finalized.

I trust that you will find the above in order

Yours faithfully,





Republic of Namibia



OFFICE OF THE AUDITOR-GENERAL

Tel: (264) (061) 2858000
 Fax: (264) (061) 224301
 www.oag.gov.na

Our Ref: 13.3/5.1/3/46
 Enquiry: Ms. A. Tauya
 E-mail: Amalia.Tauya@aog.gov.na

Private Bag 13299
 WINDHOEK
 9000

30 July 2024

The Chief Executive Officer
 Swakopmund Municipality
 P O Box 53
 Swakopmund
 Namibia

Dear Mr. Alfeus Benjamin

RE: REQUEST FOR AN ENGAGEMENT BETWEEN THE AUDITOR GENERAL AND SWAKOPMUND MUNICIPALITY

The Auditor General acknowledges receipt of your letter dated 8 May 2024.

I make reference to the following stated in the letter, "*Incorrect Interpretation of IPSAS by Part 1 Municipalities in the Past.*" Member had indicated wrong interpretation of IPSAS in the past."

I have noted your concern with regard to the discussion on the incorrect interpretation of IPSAS's. The objective of an audit is to express an independent opinion on the financial statements prepared in accordance with the relevant reporting framework. The above stated was merely in line with the responsibilities of the auditors. The interpretation of the standard is defined as part of the Accounting Standards, and it is the responsibility of the Management to ensure the preparation of financial statements and consequently the correct interpretation of the applicable standards.

The listing and guidance on interpretation of accounting standards by the auditors will result in a conflict of interest between Auditor and Management responsibilities. The responsibilities of Auditors and Management are outlined in the engagement letter prior to the commencement of the audit.

The Auditor-General therefore recommends that the Management ensure that measures are in place for guidance and review of financial statements, policies, accounting standards, and other financial matters.

I recommend that management ensure that an oversight body, such as the audit committee, reviews the annual financial statements before submitting them for audit. This step is crucial in ensuring the utmost integrity and accuracy of the financial statements.

I trust that you will find the above in order.

Yours sincerely,


 GOMS MENETTÉ
 DEPUTY AUDITOR-GENERAL



+264 64 410 4111 | swakmun@swakmun.com.na | P. O. Box 53, Swakopmund, Namibia

Ref No.: 3/3/2/3

Enquiries: Mr Hellao !Naruseb

27 January 2025

Mostert Landgrebe Chartered Accountants
P O Box 32034
Pionierspark
WINDHOEK
10023

Dear **Mr Martin Mostert**,

REQUEST FOR FINAL AUDIT REPORT AND RECOMMENDATIONS - FISCAL YEAR ENDING 30 JUNE 2024

We make reference to the subject matter.

Our Council would like to extend our appreciation for the diligence and professionalism displayed by your team in conducting the external audit for the Fiscal Year ending on 30 June 2024. Your findings and insights are invaluable to our continuous improvement and governance processes.

We acknowledge receipt of your preliminary audit findings and have provided the necessary explanations and supporting documents to substantiate our responses. In light of this, we are seeking a copy of the Final Audit Report and the accompanying recommendations that will be submitted to the Auditor General's office.

Our Council has expressed a keen interest in reviewing the final recommendations to take proactive steps in addressing any identified issues and implementing best practice measures moving forward. Moreover, we fully understand the need for procedural compliance and confidentiality; however, we believe that having access to these recommendations is crucial for our internal governance and accountability measures.

We would greatly appreciate your prompt attention to this request and look forward to your positive response.

Thank you once again for your collaboration and support.

Yours faithfully,

Lydia Mutenda
ACTING CHIEF EXECUTIVE OFFICER

HN/atS



11.1.12 **APPLICATION TO PURCHASE A PORTION OF PUBLIC OPEN SPACE - ERF 5031 (PUBLIC OPEN SPACE), EXTENSION 14, SWAKOPMUND**
(C/M 2026/05/07 - E 5031; E 4981)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **8.2** page **33** refers.

A. This item was submitted to the Management Committee for consideration:

1. **Introduction**

The attached application (**Annexure "A"**), dated **03 December 2025**, was received from Mr Erikki Kamukwatange to purchase a portion of land measuring a width of 10 meters located on Erf 5031, Extension 14 Swakopmund and consolidate it with Erf 4981 Extension 14, Swakopmund. Mr Kamukwatange is the owner of Erf 4981, Swakopmund.

Mr Kamkwatange intends to consolidate the portion to be purchased with Erf 4981, Swakopmund, in order to enhance the functional use, accessibility and development potential of his property. The portion of land applied for measures approximately 407 m² and is indicated on the attached map marked as **Annexure "B"**. Once the erven are consolidated, an application will be submitted to rezone the property to "General Residential". The consolidated surface area will be 1 193m²

2. **Background**

During 2020, Mr Kamukwatange purchased Erf 4981, Extension 14, Swakopmund, measuring 786m², from Ms Michelle Herbst who acquired it through Municipal close bid sale. At the time of the closed bid, the purchase price of Erf 4981 Swakopmund was N\$ 413 250.00. Therefore, price comparison has been made for the two closed bid sales within Extension 14, Swakopmund in proximity to the subject erven, as follows:

Date	Average Price per m²
06 December 2019	N\$ 641.00
21 April 2023	N\$ 853.00

The price comparison shows that property values in the area increased between 2019 and 2023 and is recorded as reference for the determination of a purchase price for the additional portion of land.

3. **Current situation**

Mr Kamukwatange applies to purchase a portion of land which forms part of a Public Open Space. The size of the portion they intend to purchase is 407 m², adjacent to his current erf.

Should the sale of a portion of Erf 5031, Extension 14 Swakopmund be approved, Mr Kamukwatange intends to rezone the consolidated erf from "Single Residential" and "POS" to "General Residential" with the density of 1:200.

The sale of this portion to the applicant will not interfere with the movement of traffic, nor will it affect access to the adjacent erven. Accordingly, the sale can be supported, as the percentage requirement of land zoned POS is still complied with for extension 14.

4. **Comments with regards to the Application**

4.1 Comments from Engineering & Planning Services

The Engineering and Planning Services Department was requested to provide comments whether the proposed portion can be sold to the applicant taking into consideration a reduction of size of a POS and well as possible municipality service across the portion of land in question.

The Town Planning Section confirmed as per memo dated **12 January 2026** attached as **Annexure "C"** (summarized below):

The Town Planning Section confirmed that at the establishment of Swakopmund Extension 14, the public open spaces constituted 8 423m² of the total area of 154 601m², which translates to 5.4% of public open space.

According to the Town Planning Standard and Urban Design Guidelines, the provision of the public open spaces for developable land for high density areas is 10-15% and 5-10% for medium and low-density area. Swakopmund Extension 14 has a density of 1:600m² and is classified as medium-low density.

The surface area of the public open space applied for by Mr Kamukwatange measures 407m² in extent. Should a desired portion be closed as public open space and be rezoned to another zoning, it brings the total area for the public open space in the township down to 3 595m², a reduction of 0.26% public space.

In conclusion, the Engineering and Planning Services confirm they have no objection against the proposed sale of a portion of Public Open Space to Mr Kamukwatage, subject to the following statutory processes:

- *Erf 5031, Extension 14, Swakopmund must be subdivided into portion A and remainder.*
- *That portion A of Erf 5031, Extension 14, Swakopmund be permanently closed as "public open space" in terms of Section 50 (1) of the Local Authorities Act, Act 23 of 1992, as amended.*
- *An Environmental Impact Assessment must be conducted for the closure of the public open space in terms of the Environmental Management Act, Act 7 of 2007*
- *Public consultation in terms of Section 105 (1) (e) read in conjunction with Section 107 of the Urban and Regional Planning Act, (Act 5 of 2018), and in terms of the Environmental Management Act, Act 7 of 2007.*
- *That a portion of Erf 5031 Extension 14, Swakopmund assume the zoning of Erf 4981 Extension 14, Swakopmund upon consolidation.*
- *The purchaser will require a Power of Attorneys to act on behalf of the Swakopmund Municipal Council to lodge all necessary planning procedures,*
- *The applicant will require a closure certificate, once the closure process is finalized, and*
- *All costs for planning procedures will be for the applicant's account*

The purchaser will bear the costs of the statutory process such as, the closure of portion A of Erf 5031 Extension 14 Swakopmund, subdivision and consolidation thereof and shifting/relocating any services if required. A reminder memo dated **10 February 2026** was issued to Engineering and Planning Services to confirm whether any services crossed the subject portion. To date, no confirmation was received.

In terms of Section 5 of the Environmental Management Act, Act 7 of 2007 as amended "*the rezoning from an open space (street) to any other land use is listed in the new Environmental Management Act (Gazetted on **06 February 2012**) as an activity requiring an environmental clearance certificate*".

Since the portion is zoned "Public Open Space" it is therefore a prerequisite that an Environmental Impact Assessment must be carried out by the applicants at their own cost.

5. Proposal

It is proposed that portion A of "public open space" of Erf 5031 Extension 14, Swakopmund be sold to Mr Kamukwatange and that it be consolidated with Erf 4981, Swakopmund at their costs. Should portion A be consolidated with Erf 4981, Swakopmund, it will result in a consolidated erf measuring 1 193m² in extent.

The sale should be subject to the Council's standard conditions provided by the Property Policy for private treaty transactions. Should Council approve the sale of the "Public Open Space", the purchase price of the portion be determined based on the valuation obtained from Council's Valuer.

The alienation of portion a of "Public Open Space" on Erf 5031, Extension 14 Swakopmund will not have negative effect on the surrounding area therefore it is proposed that sale of a portion approximately 407m² be supported.

Should portion A be consolidated with Erf 4891 Swakopmund, the value of the consolidate erf will increase and Council will yield an income from rates & taxes from the erf owner.

B. After the matter was considered, the following was:-

RECOMMENDED:

That the sale of a portion of Erf 5031, Swakopmund located adjacent to Erf 4981, Extension 14, Swakopmund measuring ±407m² as indicated on the plan (Annexure "B" on file) to Mr Eriki Kamukwatange (the owner of Erf 4981, Extension 14, Swakopmund) not be approved.

Erikki Kamukwatange
P O Box 29102
Windhoek

03 December 2025

The Chief Executive Officer
Swakopmund Municipal Council
P.O. Box 53
Swakopmund, Namibia

Dear Sir/Madam,

RE: REQUEST TO PURCHASE A PORTION OF PUBLIC OPEN SPACE – ERF 5031 (PUBLIC OPEN SPACE), SWAKOPMUND EXTENSION 13

I hereby kindly request the Swakopmund Municipal Council's consideration to purchase an additional portion of land measuring 10 metres wide from the adjoining Public Open Space registered as Erf 5031 (Public Open Space), Swakopmund Extension 13.

I am the registered owner of Erf 4981, Swakopmund Extension 13, and the acquisition of this additional portion of land is intended to enhance the functional use, accessibility, and development potential of my property, while maintaining compliance with all municipal planning requirements.

I understand that such a request is subject to council evaluation, town planning requirements, public participation processes, surveying, valuation, and all applicable municipal procedures. I am fully willing to comply with all required processes, cover associated costs, and submit any further documents or plans the Municipality may require.

I respectfully request that this application be tabled for consideration by the Municipal Council and that I be advised of any additional steps or documentation needed to proceed.

Thank you for your attention to this matter. I look forward to your favourable response.

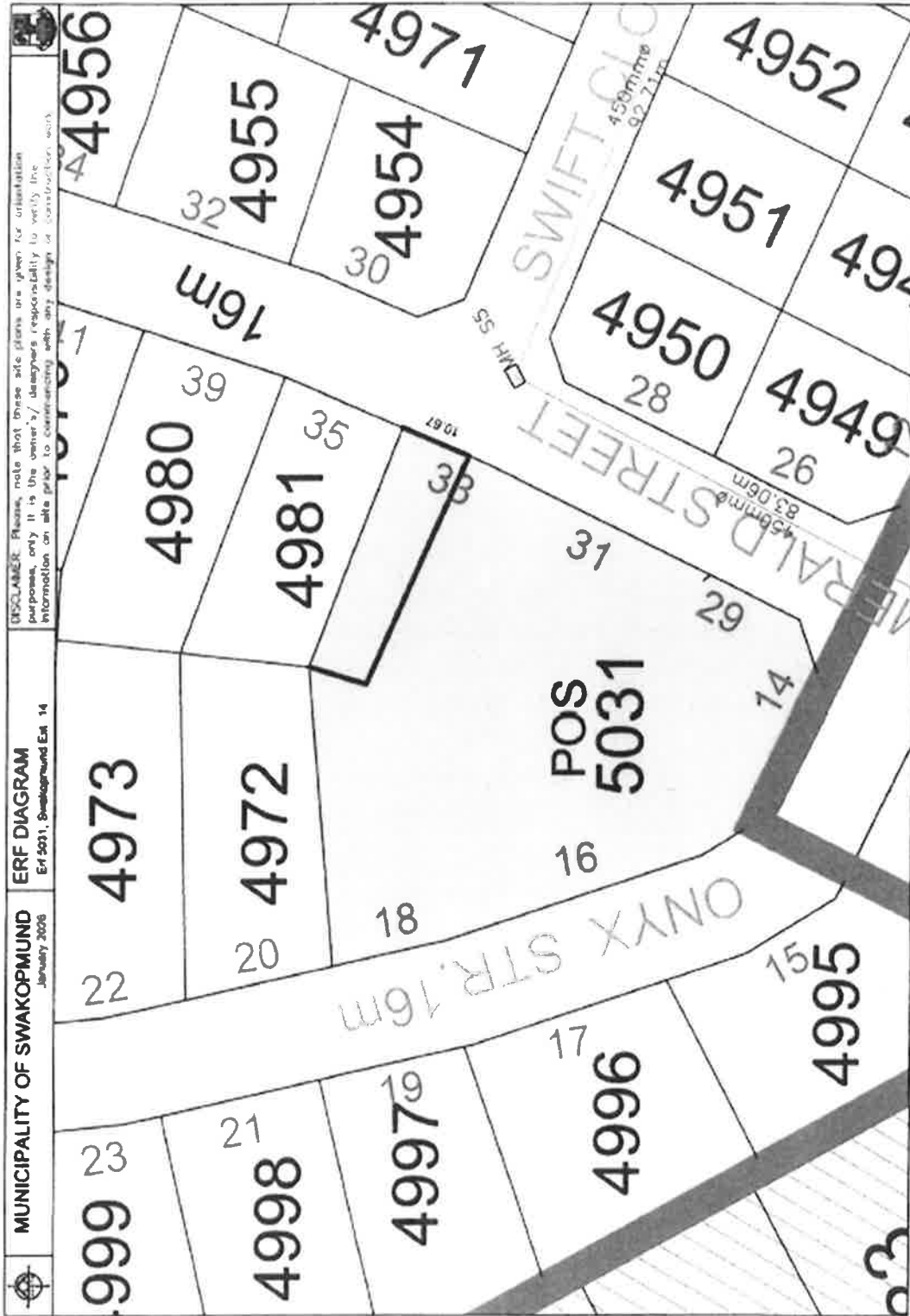
Yours faithfully,

Erikki Kamukwange



Digitally signed by
Erikki Kamukwatange,
Erikki
Date: 2025.12.03
15:00:35 +02'00'

ANNEXURE B





+264 64 410 4400 | cmcclune@swkmun.com.na | P.O. Box 53, Swakopmund, Namibia

Internal Memorandum

TO : General Manager: Corporate Services and Human Capital
 FROM : Office of the Chief Executive Officer
 DATE : 12 January 2026
 REF : E 5031 & E 4981
 SUBJECT : **APPLICATION TO PURCHASE A PORTION OF ERF 5031, SWAKOPMUND EXTENSION 14 ZONED PUBLIC OPEN SPACE**

Your memorandum dated 16th December 2025, refers.

At the establishment of Swakopmund Extension 14, the only two public open spaces total area constituted 8 423m² (4421m² + 4002m²) of the total area of 154 601m², translates to 5.4% of public open space.

According to the Town Planning Standard and Urban Design Guidelines, the provision of the public open spaces for developable land for high density areas is 10%-15% and 5%-10% for medium and low-density areas. Swakopmund Extension 14 has a density of 1:600m² and is classified as medium - low density.

The applicant has unfortunately not thoroughly indicated the size of the portion. He only indicated that it is 10m wide, but no length. The Engineering and Planning Services Department, then took the measurements of 10m wide and pulled down to connect to the south-west boundary of Erf 4981, Swakopmund.

Considering the 10.6m x 38.4m (407m²), the remaining extent of Erf 5031, Swakopmund would be 3595m², reducing the total area of the public open spaces to 8016m², (5.18%) rendering a reduction of 0.26% public space.

The required percentage of 5%-10% for medium to low density is still maintained; therefore, the Town Planning Division has no objection against the proposed sale of a portion of Erf 5031, Swakopmund Extension 14.

The sale is, however, subjected to the following statutory processes:

- a) That Erf 5031, Swakopmund Extension 14 be subdivided into Portion A and remainder.
- b) That Portion A of Erf 5031, Swakopmund Extension 14 be permanently closed as "public open space" in terms of Section 50 (1) of the local authorities Act, as amended.
- c) That an Environmental Impact Assessment be conducted for the closure of Portion A as public open

space in terms of the Environmental Management Act, Act 7 of 2007

- d) Public consultations in terms of Section 105 (1) (e) reads in conjunction with Section 107 of the Urban and Regional Planning Act, (Act 5 of 2018), and in terms of the Environmental Management Act, Act 7 of 2007.
- e) That Portion A of Erf 5031, Swakopmund Extension 14 assume the zoning of Erf 4981, Swakopmund Extension 14 upon consolidation.
- f) That the purchaser be granted Power of Attorneys to act on behalf of the Swakopmund Municipal Council to lodge all necessary planning procedures,
- g) That the applicant be issued with the closure certificate, once the closure process is finalized, and
- h) That all costs for planning procedures be for the applicant's account.

We cannot unfortunately confirm whether the consolidated erf will be rezoned to general residential or subdivided into two erven, as it is premature and all the statutory processes are subject to public consultation.

Regards


A Benjamin
CHIEF EXECUTIVE OFFICER
JA



11.1.13 **APPLICATION FOR THE CONSENT TO BUILD AND OPERATE A DINING HALL ON ERF 5803, SWAKOPMUND, EXTENSION 18**
(C/M 2026/05/07 - E 5803)

Ordinary Management Committee Meeting of 16 April 2026, Addendum **8.3** page **41** refers.

A. This item was submitted to the Management Committee for consideration:

1. Purpose

The purpose of this submission is for Council to consider the application for the special consent to construct and operate an institutional building to be used as a community dining hall on Erf 5803, Swakopmund Extension 18.

2. Introduction and Background

An application for consent to construct and operate an institutional building to be used as a community dining hall on Erf 5803, Swakopmund Extension 18 was received by the Town Planning Department from Hennie Fourie Development Planner on behalf of the registered owners of Erf 5803, Swakopmund Extension 18. The application is attached as **Annexure A**.

Erf 5803, Swakopmund Extension 18 is zoned "general residential 1" with a density of 1:100 and is located in Kavango Street. It currently accommodating eight dwelling units. It is the intention of the owner to further develop the erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

The proposed dining hall is to be used by Beifang employees, who are the occupants of the residence. The company wishes to provide daily meals via a dining room as well as a small kitchen



Map: Erf 5803, Swakopmund Extension 18

3. **Advertisement**

The proposed consent use was advertised in the Namib Times Newspaper on the 25th of April 2025 and 2nd May 2025. A notice was placed on the Municipal Notice Board and on site. The neighbouring property owners were also notified and requested to submit comments. The closing date for objections for the proposal was the 16th of May 2025. By the closing time for objections, four objections were received against the proposed activity by the applicant.

Proof of advertisement as well as placement of the notice on the site has been attached as **Annexure E**.

4. **Discussion**

4.1 **Objection**

Four objections were received from neighbouring properties regarding the proposed consent for a dining hall. The objections have been listed below:

1. **Erf 5802, Swakopmund**

- *The Trustees object as Kramersdorf is a residential area and do not wish to have the excessive noise in the area.*

2. **Erf 5804, Swakopmund**

- *Will appreciate it if the wall between 5803 and 5804 be extended to a height of 4m (same as height of my garage with Erf 5803).*

3. **Erf 5820, Swakopmund**

- *Increase of traffic + Noise volume.*

4. **Erf 5821, Swakopmund (Karine Sonia Burger)**

- *The potential for excessive noise pollution. A community hall (dining) and kitchen will impact the peace and quiet of a residential area.*

The objections have been attached as **Annexure C**.

4.2 **Applicant's response to the objection**

The applicant responded to the objections addressing the concerns of the objectors. The response has been summarised below and attached as **Annexure D**.

According to the applicant, these facilities have existed for the past two years and caused no disturbance as yet. The only difference will be that the present temporary structures will be replaced by permanent structures. It is only used by Beifang employees, mainly occupants of this erf. To prevent further noise and traffic, Council will provide a condition that these facilities may only be used by employees of Beifang Mining and occupants of this erf.

4.3 **Evaluation**

Although both the objectors and the applicant have made some valid arguments, it should be noted that there will be no change to the zoning of the property.

The consent is made in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a dining hall" together with auxiliaries such as kitchenette and ablution facilities. The application is accompanied by a conceptual plan, outlining the location of the proposed building and provision of on-parking.

The objector stated that there will be noise and traffic, however, the property is zoned "general residential" with a density of 1:100 and currently only accommodates ±9 units as opposed to 44 units.

It is as a result thereof, that the noise and traffic component is not really a significant factor as the erf remains residential in nature and the proposed development is an auxiliary use for the residents.

However, it is important to maintain a balance and in order to achieve the above-mentioned development, the applicant ought to ensure that the proposed dining hall and kitchen only serves the residents of Erf 5803, Swakopmund Extension 18. That the applicant will not register for fitness to operate a restaurant due to the fact that the dining is being considered for the Beifang employees who reside on the erf.

5. **Conclusion**

The application for the proposed consent to build and operate a dining hall together with auxiliaries such as kitchenette and ablution facilities can therefore be considered.

The application should therefore be supported on condition that the applicant adheres to all the regulations of their consent approval.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That consent to construct and operate a dining hall together with auxiliaries such as kitchenette and ablution facilities on Erf 5308, Swakopmund, Extension 18 be approved.**
- (b) **That Council reserves the right, to cancel a consent use should there be valid complaints.**
- (c) **That the applicant must operate within the Swakopmund Zoning Scheme regulations.**
- (d) **That sufficient parking will be provided on the premises.**
- (e) **That no on street parking will be tolerated.**
- (f) **That the applicant accepts the conditions in writing stating that the dining hall and auxiliaries will only cater for the residents of Erf 5803, Swakopmund, Extension 18 and not to outsiders.**

- (g) **That the objectors be informed of Council's decision and his right to appeal to the Minister against Council's Resolution in respect of resolution (a) above in terms of Clause 8 of the Swakopmund Zoning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry of Urban and Rural Development, as well as Council within the said period.**
-

ANNEXURE A

22-03-07-5803

E 5803

HENNIE FOURIE
DEVELOPMENT PLANNER

B.Sc., M in Town & Regional Planning
 Dipl. Marketing Management

Cell: 081-1247452
 Desert Oasis 7, Auob Street
 P O Box 2891,
 Swakopmund.
henniefo@afof.com.na

30 June 2025
 The Chief Executive Officer
 Municipality of Swakopmund
 P O Box 53
 Swakopmund

For attention: Mr John Heita



Dear Mr Heita

Consent use application Erf 5803, Kavango Street, Kramersdorf, Swakopmund.

On behalf of the owner of erf 5803, Swakopmund, I apply to the Municipal Council of Swakopmund as follows:

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, applies to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 ext 18 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

The locality of the erf is shown on the attached consent application plan. A Power of Attorney from the owner is also attached.

1. Erf information

Erf 5803 Kramersdorf ext 18, Swakopmund, measuring 4427 m², is zoned General Residential 1 and is situated on Kavango Street, Kramersdorf, Swakopmund. On the northern side of this erf is the railway reserve for the line between Swakopmund and Walvis Bay. To the west as well as the east are erven zoned General Residential 1, most of them with a similar density as erf 5803, namely a density of 1 Dwelling Unit per 100 m². South of this erf is Kavango Street, and opposite that are erven zoned General Residential 2, mostly with a density of 1 Dwelling Unit per 250 m².

All these erven are clearly indicated on the attached consent application plan. Erf 5803 currently accommodates 8 dwelling units. The major (eastern) part of this erf is an open area.

2. Proposal

It is the intention of the owner to continue with the use this erf for residential purposes. To assist the residents of the flats living on this erf, Beifang Mining also decided to provide daily meals via a dining room as well as a small kitchen for these residents (all employees of Beifang Mining). This is now being provided to them in temporary structures. Because these services are appreciated by the residents and the arrangement works well, the company now wishes to apply to the Municipality to erect permanent structures to formalise this arrangement.

Hence the consent application from Beifang Mining to construct and operate an institutional building to be used as a community dining hall, together with auxiliaries such as kitchenette and ablution facilities. There is more than sufficient space on the erf for these facilities and these services provided to residents of this erf cause no disturbance to surrounding properties.

3. Motivation

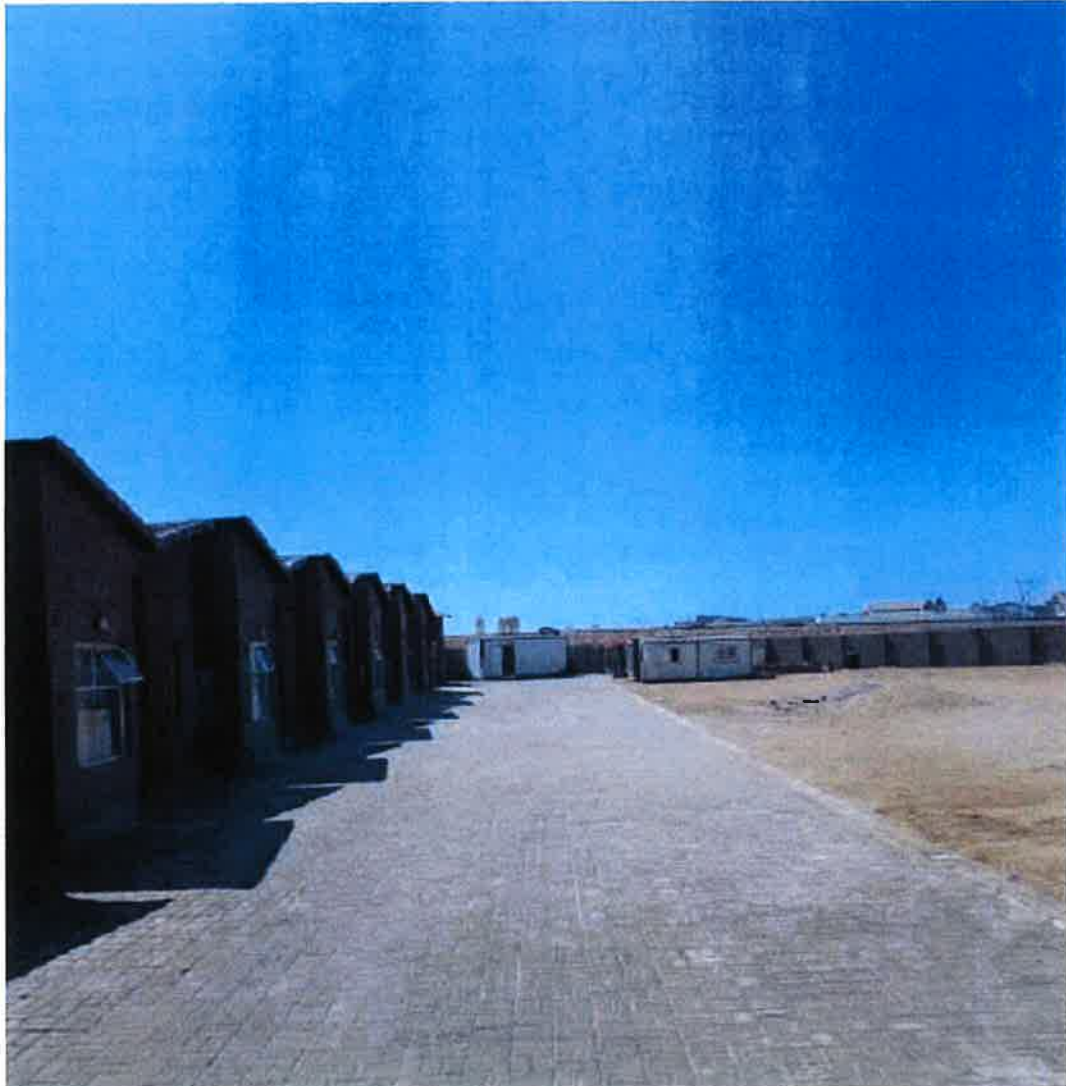
This north eastern part of Kramersdorf consists mainly of flats and townhouses, with higher density developments adjacent to the railway reserve. Due to the fact that nearly all the erven in this area have been, or is in the process of being built up, it has developed into an area with high traffic volumes and also much noisier than a few years ago.



View of entrance to Erf 5803 from Kavango Street

No one in this area was aware of a dining room for residents on this erf due to either increased traffic volumes or any noise emanating from this erf. Erf 5803 is enclosed with a high wall and developments on the erf are not visible from the street.

The provision of a permanent dining room for residents as well as a small kitchen on erf 5803 Kramersdorf Ext 18, should therefore create no additional disturbance and will not detract from the present appearance or character of this area. It should therefore not have a negative impact on the surrounding environment.



View inside erf 5803 with flats on the left and temporary kitchen and dining room in the far centre.

As this dining room and kitchen can be classified as an institutional use, similar for instance to a clubhouse, this will fit in as an institutional building which is a consent use in a General Residential 1 zoning according to the Swakopmund Zoning Scheme. This is therefore allowable should Council grant consent for this landuse.

It is concluded that this new development is in harmony with the spatial development of this area, and special consent by Council for this landuse will not contribute negatively in any sense to the character of this neighbourhood.



View in Kavango Street to east of gate to erf 5803

4. Parking requirements

On an erf zoned General Residential 1 parking needs to be provided at a ratio of 1 parking bay per dwelling unit. The 8 parking bays for the 8 flats on the erf have already been provided at the units. All parking for institutional use will be provided on the site and will be indicated on a building plan. For "other uses", such as Institutional, Council will have to determine the parking requirements. The building plan indicating inter alia parking bays will be finalised when the Municipality has approved the consent application.

5. Advertising procedures and comments

The advertising procedure, as required in terms section 6.2 of the Swakopmund Town Planning Scheme, has been completed. The relevant newspapers notices (placed in the

Namib Times) are attached. A notice was also placed on the erf and the Notice Board of the Municipality. (see copies of photos attached).

Although not required in section 6.2 of the Town Planning Scheme, letters were also provided to adjacent neighbours where they could provide comments on the proposed consent. A few people commented that they opposed granting the consent due to envisaged increase of noise and traffic volumes. Although explained to them that the dining room and kitchen were only meant for residents of the erf, they were still afraid that this would become a public facility attracting many people.

It is therefore proposed that Council approve the consent use subject to the condition that only residents of the erf and employees of Beifang Mining may use this facility. That will prevent any additional noise and traffic due to the dining room in this area.



View in Kavango Street to west of gate to erf 5803

6. Conclusion

It is the intention of the owner to use this erf for 'general residential 1' purposes within the limits specified by the Town Planning Scheme, as well as the consent approval provided by the Municipality.

In view of the information provided in this submission, it is believed that the envisaged development will not have a negative impact on the neighbouring properties. The planned developments will not negatively affect the overall appearance of this area. Based on the above motivation, you are kindly requested to approve this application.

7. Recommendation:

Application is herewith made:

- 7.1 That special Consent in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "*construction and operation of an institutional building to be used as a community dining hall*", together with auxiliaries such as kitchenette and ablution facilities, be granted by Council for Erf 5803 Ext 18 Swakopmund, on condition that only residents of the erf and Beifang Mining employees may use these facilities.
- 7.2 That after consent has been granted, a Building Plan for the new buildings and parking be prepared in accordance with this Council decision, to be submitted for approval to the Municipality.

8. Attachments

Attached 1 electronic copy and 1 hard copy of the following documents:

Submission
Consent application plan
Power of attorney
Copies of newspaper notices
Photo of notice on site
Copies of comments of adjacent erf owners

Please do not hesitate to contact my office if additional information is required.

Kind regards



Hennie Fourie
Town & Regional Planner
Tel: 081-1247452

SPECIAL POWER OF ATTORNEY

I, the undersigned

NAME: Li Xiaoguang ID/Passport No: PE3223842

In my capacity as Vice General Manager at

Beifang Mining Technology Services (Namibia) (Pty) Ltd

registered Owner of

Erf 5803 Kramersdorf, Swakopmund

do hereby nominate, constitute and appoint

Hennie Fourie, Town Planner, P O Box 2891, Swakopmund

with Power of Substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary application to the Municipality of Swakopmund and the Urban and Regional Planning Board, Ministry of Urban and Rural Development for:

The rezoning of Erf 5803 Kramersdorf, Swakopmund, now General Residential 1, and all other associated applications necessary to operate a club with accommodation and dining facilities on this erf,

at the cost of the applicant and generally for effecting the purpose aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes I might or could do if personally present and acting herein - hereby ratifying, allowing and confirm all and whatsoever my said Attorney and Agent shall lawfully do or cause to be done, by virtue of these present.

Signed in Swakopmund on this 20th day of January 2025, in the presence of the undersigned witnesses.

APPLICANT

Li Xiaoguang 李曙光

WITNESSES:

1. Shixiong

2. 王希光

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5821 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

Elmari Botha

Owner of erf 5821 B Swakopmund

- Have no objection to the proposed Special Consent
- Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

.....
.....
.....

Signature: Botha Date: 05/05/25

Please note that the period for objections will expire on 26 May 2025

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5801 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

I, Isaacus Jacobs

Owner of erf 5801 Swakopmund

- Have no objection to the proposed Special Consent
- ~~Object to the proposal for the following reasons:~~

(Delete whichever is not applicable) Provide reasons for objection below:

.....
.....
.....

Signature: [Signature] Date: 20 May 2025

Please note that the period for objections will expire on 26 May 2025

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5821 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

I J. Paschke

Owner of erf 5821 A Swakopmund

- Have no objection to the proposed Special Consent
- Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

.....
.....
.....

Signature: [Signature] Date: 2025-05-05

Please note that the period for objections will expire on 26 May 2025

ANNEXURE C

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5821... Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Belfang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

I, Karine Sonia Burger

Owner of erf 5821 Swakopmund (Unit 4 Madisen-MEWS)

- Have no objection to the proposed Special Consent

Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

* the potential for excessive noise pollution - a community hall (dining) and kitchen will impact the peace and quiet of a residential area.

Signature: K. Burger Date: 20.05.2025

Please note that the period for objections will expire on 26 May 2025

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5820 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

on behalf of Duneside Bldg
I S Oesterle - Corporate (Trustee)

Owner of erf 5820 Swakopmund

~~Have no objection to the proposed Special Consent~~

- Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

Increase of traffic + noise volume.

Signature: Steffen Oesterle Date: 20 May 2025

Please note that the period for objections will expire on 27 May 2025

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

2 May 2025

The Owner: Erf 5804 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

I Marco Syvertsen

Owner of erf 5804 Swakopmund

- Have no objection to the proposed Special Consent
- Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

Will appreciate it if wall between 5803 and 5804 be extended to a height of 4m (same as height of my garage with erf 5803)

Signature: [Signature] Date: 7-05-2025

Please note that the period for objections will expire on 26 May 2025

HENNIE FOURIE
Town & Regional Planner

B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afof.com.na

2 May 2025

The Owner: Erf 5802 Swakopmund

Consent use: Erf 5803 SWP, Comments of affected neighbours

Beifang Mining Technology Services (Namibia), the owner of erf 5803 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Special Consent from Council in terms of Clause 6 & 5(b)(1) of the Swakopmund Zoning Scheme for the "construction and operation of an institutional building to be used as a community dining hall", together with auxiliaries such as kitchenette and ablution facilities.

Erf 5803 Swakopmund, measuring 4427 m², is zoned General Residential 1 with a density of 1 Dwelling Unit per 100 m² and is situated on Kavango Street, Kramersdorf, Swakopmund. It currently accommodates 8 dwelling units. It is the intention of the owner to further develop this erf by adding a community dining hall, together with auxiliaries such as kitchenette and ablution facilities.

Your comments, if any, are hereby requested:

I, Jermoin Kathleen Muroro Managing Agent

Owner of erf 5802 Swakopmund

- Object to the proposal for the following reasons:

(Delete whichever is not applicable) Provide reasons for objection below:

The Trustees object as Kramersdorf is a residential area and do not wish to have the excessive noise in the area.

Signature: [Signature] Date: 23 May 2025

Please note that the period for objections will expire on 27 May 2025

Hennie Fourie

From: Hennie Fourie [henniefo@afol.com.na]
Sent: 21 October 2025 09:22 AM
To: 'blokkievanbijljon@gmail.com'
Cc: 'Rachel Eiki'
Subject: Erf 5280: Consent use for Erf 5803

Dear Mr S Oesterle

I refer to your objection on behalf of erf 5820 to the consent use application for a dining room and associated kitchen and ablution facilities on this erf 5803.

Your objection states that this consent use might cause excessive noise and traffic in a predominantly residential area.

However these facilities have existed for the past 2 years and caused no disturbance as yet.

The only difference will be that the present temporary structures will be replaced by permanent structures.

It is only used by Beifang employees, mainly occupants of this erf.

To prevent further noise and traffic, Council will provide a condition that these facilities may only be used by employees of

Belfang Mining and occupants of this erf.

I trust that you will find this acceptable.

Yours sincerely

Hennie Fourie
Development Planner

Town & Regional Planning
Feasibility & Business Plans
Environmental Studies

P O Box 2891,
Swakopmund, 13001
henniefo@afol.com.na
Cell: 081-1247452

From: Hennie Fourie [mailto:henniefo@afol.com.na]
Sent: 21 October 2025 09:17 AM
To: 'Jermaine Murorua'
Cc: 'Rachel Eiki'
Subject: RE: FW: Erf 5803 SWP Consent application

Dear Ms Murorua

I refer to your objection to the consent use application for a dining room and associated kitchen and ablution facilities on this erf 5803.

Your objection states that this consent use might cause excessive noise and traffic in a predominantly residential area.

However these facilities have existed for the past 2 years and caused no disturbance as yet. The only difference will be that the present temporary structures will be replaced by permanent structures.

It is only used by Beifang employees, mainly occupants of this erf.

To prevent further noise and traffic, Council will provide a condition that these facilities may only be used by employees of Beifang Mining and occupants of this erf.

I trust that you will find this acceptable.

Yours sincerely

Hennie Fourie
Development Planner

Town & Regional Planning
Feasibility & Business Plans
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From: Jermaine Murorua [mailto:management@aschenborn-murorua.com]
Sent: 02 June 2025 09:19 AM
To: Hennie Fourie
Subject: Re: FW: Erf 5803 SWP Consent application