





+264 64 410 4201



info@swakopmund.na



P O Box 53, Swakopmund, Namibia

Ref No: **12/2/1/1/2**

Enquiries: **Ms A Kahuika**

**21 May 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, 02 JUNE 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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None.

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None.

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**MINUTES**

of an **Ordinary Council Meeting** held in Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 07 May 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 Kootjie	:	Member of Council
Councillor S S Iitembu	:	Member of Council
Councillor D Aribes	:	Member of Council

**OFFICIALS:**

Mr A Benjamin	:	Chief Executive Officer
Mr M Haingura	:	General Manager: Corporate Services, Human Capital & ICT
Mr C McLune	:	General Manager: Engineering Services
Mr H INaruseb	:	General Manager: Finance
Mr A Kationdoruzu	:	General Manager: Health Services and SWM (Acting)
Ms M Uwites	:	General Manager: Economic Development Services (Acting)
Mr J T Heita	:	Manager: Town Planning
Ms D Hanes	:	Personal Assistant to the Mayor
Ms I Mupupa	:	Public Relations Officer
Mr U Tjiurutue	:	Corporate Officer: Administration

**ALSO PRESENT:**

Members of the public.

**1. OPENING BY PRAYER**

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

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

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

On the proposal of Councillor M N Amushila, seconded by Councillor C A Hartung, it was:

**RESOLVED:**

**That the agenda be adopted.**

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

3.1 Application for leave of absence:

None.

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 2026/05/07 - 5/2/1/1/2)

On the proposal of Councillor H U Weiman, seconded by Councillor C A Hartung, it was:

**RESOLVED:**

**That the minutes of the Ordinary Council Meeting held on 26 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**

None.

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

None.

9. **OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS**  
(C/M 2026/05/07 - 5/5/2)

*Honourable Councillors, Mr. Alfeus 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.*

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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. Leonnie 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

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*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.*

*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 APRIL 2026**

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

**RESOLVED:**

**That the report to Council on the resolutions taken by Management Committee meetings held on 16 April 2026 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)

**RESOLVED:**

**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 Zeraoua Street"***

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

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

**RESOLVED:**

(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:**

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- 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 <sup>2</sup> x N\$3.08/m <sup>2</sup>	:	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 250m<sup>2</sup> to 17 241m<sup>2</sup>) 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.

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)

**RESOLVED:**

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

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- (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:

	<b>Erf Number</b>	<b>Size</b>	<b>Purchase Price @ N\$600.00/m<sup>2</sup></b>
1	Erf 432	168m <sup>2</sup>	100 800.00
2	Erf 495	143m <sup>2</sup>	85 800.00
3	Erf 602	167m <sup>2</sup>	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.

11.1.4

**TRANSFER OF ERF 1409 (A PORTION OF ERF 62), MONDESA TO KAREL SHIVUTE**

(C/M 2026/05/07 - M 1409)

**RESOLVED:**

- (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.

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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)

**RESOLVED:**

- (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:

<i>Erf Number</i>	<i>Erf Size</i>	<i>Purchase Price</i>
4370	2 118m <sup>2</sup>	NS113 192.50
2745	2 338m <sup>2</sup>	NS 146 125.00
		(NS 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 NS 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 NS 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.

11.1.6 **REZONING OF ERF 4225, SWAKOPMUND EXTENSION 13 FROM "SINGLE RESIDENTIAL 1" WITH A DENSITY OF 1:600M<sup>2</sup> TO "GENERAL RESIDENTIAL 1" WITH A DENSITY OF 1:600M<sup>2</sup> AND CONSENT TO OPERATE A "RESIDENTIAL GUESTHOUSE"**  
(C/M 2026/05/07 - E 4225)

**RESOLVED:**

- (a) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential " with a density of 1:600m<sup>2</sup> to "General Residential 1" with a density of 1:600m<sup>2</sup> be turned down.
- (b) That the rezoning of Erf 4225, Swakopmund, Extension 13 from "Single Residential" with a density of 1:600m<sup>2</sup> 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.

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- (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.

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)

**RESOLVED:**

- (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.*

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- (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 m<sup>2</sup> 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.
-

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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**

(C/M 2026/05/07 - 12/2/1/1/3)

During the discussion of this item Councillor M Kooitjie stated that the Standing Rules and Order of Local Authorities cannot supersede the provisions of Section 30 of the Local Authorities Act (Act 23 of 1992), as amended.

Councillor D Aribes advised Council not to condone unlawful actions. After the matter was discussed, the following was:

**RESOLVED:**

- (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.**

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)

**RESOLVED:**

- (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.**

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- (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 NS300.00 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 NS 297,765.62 under Vote: 101015563500.

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)

**RESOLVED:**

- (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;

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- *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.*

11.1.11 **PRESENTATION OF AUDITED FINANCIAL STATEMENTS FOR THE 2023 / 2024 FINANCIAL YEAR**  
(C/M 2026/05/07 - 3/3/2/3)

**RESOLVED:**

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.

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)

**RESOLVED:**

That the sale of a portion of Erf 5031, Swakopmund located adjacent to Erf 4981, Extension 14, Swakopmund measuring  $\pm 407\text{m}^2$  as indicated on the plan (Annexure "B" on file) to Mr Erikki Kamukwatange (the owner of Erf 4981, Extension 14, Swakopmund) not be approved.

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)

**RESOLVED:**

- (a) That consent to construct and operate a dining hall together with auxiliaries such as kitchenette and ablution facilities on Erf 5803, 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.

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- (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.

11.1.14

SUBDIVISION OF PORTION 28 (STREET) INTO PORTION 1 AND REMAINDER, PARTIAL CLOSURE OF PROPOSED PORTION 1 (A PORTION OF PORTION 28) AS STREET, INCORPORATION OF PORTION 1 (A PORTION OF PORTION 28) INTO SWAKOPMUND EXTENSION 10, DONATION OF PORTION 1 (A PORTION OF PORTION 28) TO MULTI BAU (PTY)LTD, CONSOLIDATION OF PORTION 1 (A PORTION OF PORTION 28) AND ERF 8684 SWAKOPMUND, EXTENSION 10 INTO CONSOLIDATED PORTION A, SUBDIVISION OF CONSOLIDATED PORTION A INTO 12 PORTIONS, REZONING OF PORTION 11 FROM GENERAL INDUSTRIAL TO PARASTATAL, REZONING OF THE REMAINDER FROM GENERAL INDUSTRIAL TO STREET AND ENVIRONMENTAL IMPACT ASSESSMENT FOR THE CREATION OF STREET  
(C/M 2026/05/07 - PTN 28 AND E 8684)

**RESOLVED:**

- (a) That the subdivision of Portion 28 (Street) into Portion 1 and Remainder be approved.
- (b) That the permanent closure of proposed Portion 1 (a portion of Portion 28) as street be approved.
- (c) That the proposed Portion 1 (a portion of Portion 28) be incorporated into Swakopmund, Extension 10.
- (d) That the requested donation of proposed Portion 1 (a portion of Portion 28) be turned down.
- (e) That only 147m<sup>2</sup> of the proposed Portion 1 (a portion of Portion 28) be sold to Erongo RED, and all costs relating to the transfer of ownership be for the account of Erongo RED.
- (f) That the remaining 243m<sup>2</sup> of proposed Portion 1 (a portion of Portion 28) be sold to Multi Bau (Pty)Ltd subject to Council's standard conditions of sale.
- (g) That the proposed Portion 1 (a portion of Portion 28) assume the same zoning as Erf 8684 Swakopmund, Extension 10 in accordance with the Clause 8.17 of the Swakopmund Zoning Scheme and be consolidated with Erf 8684 Swakopmund, Extension 10 into Consolidated Portion A.
- (h) That the subdivision of Consolidated Portion A into 12 portions be approved.

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- (i) That the rezoning of proposed Portion 11 from General Industrial to Parastatal be approved.
  - (j) That the rezoning of the proposed Remainder of Consolidated Portion A from General Industrial to Street be approved.
  - (k) That the street portion (Remainder of Consolidated Portion A) be transferred to the Municipal Council of Swakopmund at no cost or compensation.
  - (l) That the applicant provides proof that the subdivision, incorporation consolidation and the rezoning of both Portion 28 and Erf 8684 Swakopmund has been approved by the Minister and promulgated before any submission of building plans inclusive of relaxation of building lines and aesthetics approval to the Engineering and Planning Services Department for approval.
  - (m) That the applicant be levied a compensation fee in the form of endowment for the subdivisions.
  - (n) That no building plans be approved until proof of payment of the compensation fee for the newly created portion has been received by Council.
  - (o) That all the costs of additional infrastructure and the re-routing of services required because of the proposed development be for the account of the owner and be installed in accordance with the specifications and to the satisfaction of the General Manager: Engineering and Planning Services.
  - (p) That the current title deed conditions registered against Erf 8684 Swakopmund, Extension 10 be retained for proposed Portions 1-10 of the Erf, and the following conditions be registered against the title deed of the newly created Portions 12 and the Remainder Erf 8684 Swakopmund, Extension 10:
    - (i) *The Remainder Erf 8684, Swakopmund, Extension 10 be reserved for street.*
    - (ii) *The proposed portion 12 be reserved for Parastatal.*
  - (q) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve shall be tolerated.
  - (r) That the applicant be provided with a Power of Attorney by the Municipality of Swakopmund to undertake the statutory processes on Portion 28.
  - (s) That the applicant be informed of this decision and of their rights to 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.
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11.1.15

**APPLICATION FOR THE REZONING OF ERF 2098, SWAKOPMUND, EXTENSION 1, FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:900M<sup>2</sup> TO OFFICE WITH A BULK OF 0.6 AND CONSENT USE FOR A RESIDENTIAL BUILDING AND CONSENT TO OPERATE THE OFFICE WHILE THE REZONING IS IN PROCESS**

(C/M 2026/05/07 - E 2098)

**RESOLVED:**

- (a) That the rezoning of Erf 2098, Swakopmund Extension 1 from "Single Residential" with a density of 1:900m<sup>2</sup> to "Office" with a bulk of 0.6 be approved.
- (b) That the consent use for a residential building on Erf 2098, Swakopmund Extension 1, not be approved as the bulk factor has already been exceeded with 1m<sup>2</sup>.
- (c) That consent to operate an administrative office on Erf 2098, Swakopmund while the rezoning is in process be approved.
- (d) That the rezoning of Erf 2098, Swakopmund Extension 1 from "Single Residential" with a density of 1:900m<sup>2</sup> to "Office" with a bulk of 0.6 is subject to a 75% compensation fee calculated according to the National Betterment Fee Policy of 2009 and be paid by the applicant.
- (e) That no building plans inclusive of relaxation of building lines or aesthetics application be approved until proof of payment of the compensation fee for the rezoning has been received by Council.
- (f) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.
- (g) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated, before any submission of building plans to the Engineering and Planning Services Department for approval.
- (h) That the cost of all additional infrastructure required at the erf as a result of the proposed development be for the account of the applicant and be installed in accordance with the specifications of the General Manager: Engineering and Planning Services.

11.1.16

**APPLICATION FOR THE REZONING OF ERVEN 818 & 819, VINETA NORTH, EXTENSION 1 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1: 600M<sup>2</sup> TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:300M<sup>2</sup>, SUBSEQUENT CONSOLIDATION OF ERVEN 818 & 819, VINETA NORTH, EXTENSION 1 INTO CONSOLIDATED ERF X, HEIGHT RELAXATION FROM 8 METER TO 10 METER AND THE AMENDMENT OF TITLE CONDITIONS**

(C/M 2026/05/07 - V 818, V 819)

**RESOLVED:**

- (a) That Erven 818 and 819, Vineta North, Extension 1 be consolidated into Consolidated Erf X.
- (b) That the rezoning of Consolidated Erf X, Vineta North Extension 1 from "Single Residential" with a density of 1:600m<sup>2</sup> to "General Residential 2" with a density of 1:300m<sup>2</sup> be turned down.

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- (c) That Consolidated Erf X , Vineta North, Extension 1 be rezoned from "Single Residential" with a density of 1:600m<sup>2</sup> to "General Residential 2" with a density of 1:250m<sup>2</sup> instead.
- (d) That the rezoning of Consolidated Erf X, Vineta North, Extension 1 is subject to a compensation fee of 20% with respect to Betterment calculated in accordance with Section 9 (b) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) Regulations in conjunction with the national betterment fee policy of 2009.
- (e) That no building plans inclusive of relaxation of building lines or aesthetics application be approved until proof of payment of the compensation fee for the rezoning has been received by Council.
- (f) That the applicant provides proof that the consolidation and the rezoning of Consolidated Erf X ,Vineta North, Extension 1, has been approved by the Minister and promulgated.
- (g) That the current title conditions registered against Erven 818 & 819, Vineta North, Extension 1 be cancelled and that the following conditions be registered against newly consolidated Erf X:
  - (i) *The erf shall 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 5 of 2018);*
  - (ii) *The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.*
- (h) That the cost of all additional service infrastructure required at the Erf as a result of the proposed development be for the account of the applicant or the owner and be installed in accordance with the specifications and satisfaction of the General Manager: Engineering Services.
- (i) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve shall be tolerated.
- (j) That the applicant be informed of this decision and of their rights that they may appeal the Council decision in terms of (b) and (c) above, 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.
- (k) That the Objectors be informed of this decision and of their rights to appeal the Council decision in terms of (b) and (c) above, 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.

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11.1.17 **APPLICATION FOR THE REZONING OF ERF 9791, SWAKOPMUND, EXTENSION 39 FROM GENERAL BUSINESS WITH A BULK OF 2.0 TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:100M<sup>2</sup>**

(C/M 2026/05/07 - E 9791)

**RESOLVED:**

- (a) That the rezoning of Erf 9791, Swakopmund, Extension 39 from "General Business" with a bulk of 2.0 to "General Residential 1" with a density of 1:100m<sup>2</sup> be approved.
- (b) That the rezoning of Erf 9791, Swakopmund, Extension 39 is not subject to a compensation fee as some development potential rights are being discarded.
- (c) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.
- (d) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated, and any development plan or proposal before and after of such approval should be confined to "General Residential 1" and a density of 1:100m<sup>2</sup>.
- (e) That the cost of all additional infrastructure required at the erf as a result of the proposed development be for the account of the applicant and be installed in accordance with the specifications of the General Manager: Engineering and Planning Services.

11.1.18 **DELEGATION OF AUTHORITY: SIGNING OF MEETING NOTICE**

(C/M 2026/05/07 - 12/2/4/4)

**RESOLVED:**

That the signing of notices for Council and Management Committee meetings be delegated to the General Manager: Corporate Services, Human Capital and ICT or his/her duly appointed delegate, in terms of Section 31 of the Local Authorities Act, 1992 (Act No. 23 of 1992), as amended.

11.1.19 **WRITING OFF OF REDUNDANT VEHICLES - ECONOMIC DEVELOPMENT SERVICES DEPARTMENT-TRAFFIC SECTION**

(C/M 2026/05/07 - 17/2/5/1)

**RESOLVED:**

That the following vehicles be written off and be donated to Namibian Police, Traffic Unit Swakopmund Constituency:

No	Registration No	Make	Fleet No	Model Year	Km
1	N 123-129 S	Peugeot	TF0420	2021	51174
2	N 123-133 S	Peugeot	TF0433	2022	66460
3	N 5356 S	V/W Golf	TH0161	2009	79 243
4	N 11666 S	Opel Astra	FTF0228	2011	105 614

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

(C/M 2026/05/07 - 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
<b>Water Works</b>			
WA 0034	N 6055 S	ISUZU KB200i	2009
<b>Sewerage Works</b>			
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.

11.1.21 **WRITING OFF AND DISPOSAL OF REDUNDANT OFFICE FURNITURE: ENGINEERING AND PLANNING SERVICES (HEAD OFFICE)**

(C/M 2026/05/07 - 17/2/5/1)

**RESOLVED:**

- (a) That the following old and redundant office furniture from the Engineering and Planning Services Department (Head Office) be written off and sold at the next public auction:

Item No	Quantity	Description	Barcode No.
1	1	Cupboard	002751
2	1	Cupboard	002524
3	1	Brown Chair	002538
4	1	Black Chair	002150
5	1	Black Chair	002242
6	1	Black Chair	002814
7	1	Brown Visitors Chair	002529
8	1	Brown Bookshelf	002565
9	1	Round Table	002527
10	2	Table Pieces	002544
11	1	Heater	002589
12	1	Brown Chair	002526
13	1	Black Chair	002531
14	1	Black Chair	002560
15	1	Brown Chair	002594
16	1	Grey Box (Similar to the one with Tender documents)	

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

11.1.22

**WRITING OFF AND DISPOSAL OF OLD AND REDUNDANT VEHICLES & EQUIPMENT: ENGINEERING & PLANNING SERVICES DEPARTMENT: WORKS SECTION**

(C/M 2026/05/07 - 17/2/5/1)

**RESOLVED:**

- (a) That the following old and redundant vehicles & equipment within the Works Section be written off and sold at the next public auction.

**Vehicles & Equipment:**

Total	Description	Section
1	N13543S - Isuzu Water Tanker - FWT0174 - Engine No: 65D1410824 - VIN No: ADMFVZ23S6T392462	Works Section
1	N14066S - MAN Cla Water Tanker - FWT0285 - Engine No: 6DEJ18852 - VIN No: AAMMC63PX32370	Works Section
1	N3219S - Renault Kangoo - FTE0012 - Engine No: R225654 - VIN No: VF1FCOMBF32117032	Engineering and Planning Services Department
1	Wacker Rammer - FSI0047 S/No: 9416-5493491	Works Section

- (b) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the above-mentioned redundant vehicles, equipment and materials.

11.1.23

**SUBDIVISION OF PORTION 3 OF FARM NO. 166 SWAKOPMUND INTO 13 PORTIONS AND REMAINDER, REZONING OF PROPOSED PORTIONS A TO G AND PORTION H FROM BUSINESS TO SINGLE RESIDENTIAL AND GENERAL RESIDENTIAL WITH A DENSITY OF 1:900M<sup>2</sup> AND 1:250M<sup>2</sup>, RESPECTIVELY AND SUBSEQUENT REGISTRATION OF A RIGHT OF WAY SERVITUDE OVER THE REMAINDER OF PORTION 3 IN FAVOUR OF PORTION A TO J, L & M**

(C/M 2026/05/07 - PTN 3 OF FARM 166, 17/1/4/2/1/7)

**RESOLVED:**

- (a) That subdivision of Portion 3 of Farm 166 into 13 portions and remainder be turned down.
- (b) That Council reaffirms its position that the developer remains bound by the terms and conditions of the original Sale Agreement, including all obligations relating to servicing and development implementation.
- (c) That the applicant be informed of this decision and of their rights to 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.

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11.1.24

**APPLICATION FOR THE REZONING OF ERVEN 6141 & 6142, 6143, 6152 6153 AND 6154, SWAKOPMUND, EXTENSION 20 FROM INSTITUTIONAL, SINGLE RESIDENTIAL AND GENERAL RESIDENTIAL WITH A NO BULK, DENSITY OF 1: 600M<sup>2</sup> AND 1:250<sup>2</sup>, RESPECTIVELY TO INSTITUTIONAL WITH A BULK OF 1.0, SUBSEQUENT CONSOLIDATION INTO PORTION Z AND CONSENT TO PROCEED WITH THE DEVELOPMENT WHILE THE REZONING AND CONSOLIDATION PROCEDURES ARE IN PROGRESS**

(C/M 2026/05/07 - E 6141, E 6142, E 6143, E 6152, 6153, E 6154)

**RESOLVED:**

- (a) That the rezoning of Erf 6141, Swakopmund, Extension 20 from *Institutional* to *Institutional* with a bulk of 1.0 be approved.
- (b) That the rezoning of Erven 6142, 6143, 6152, and 6153, Swakopmund, Extension 20 from *Single Residential* with a density of 1: 600m<sup>2</sup>, to *Institutional* with a bulk of 1.0 be approved.
- (c) That the rezoning of Erf 6154, Swakopmund, Extension 20 from general residential 2 with a density of 1:250m<sup>2</sup>, to institutional with a bulk of 1.0 be approved.
- (d) That Erven 6141, 6142, 6143, 6152, 6153 and 6154 Swakopmund, Extension 20 be consolidated into Erf Z.
- (e) That the consent to commence with the development while the rezoning and consolidation are in progress be turned down.
- (f) That the rezoning of Erven 6141 & 6142, 6143, 6152, 6153 and 6154, Swakopmund Extension 20 from *Institutional, Single Residential, and General Residential*, respectively, to *Institutional* with a bulk of 1.0 is not subject to a compensation fee.
- (g) That the applicant provides proof that the consolidation and the rezoning of Consolidated Erf Z, Swakopmund, Extension 20, has been approved by the Minister and promulgated before submission of any development proposal for approval.
- (h) That the current title conditions registered against Erven 6141, 6142, 6143, 6152, 6153 and 6154, Swakopmund, Extension 20 be cancelled and that the following conditions be registered against newly consolidated Erf X:
  - (i) *The erf shall 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 5 of 2018);*
  - (ii) *The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least two times the municipal valuation of the erf.*
- (i) That the cost of all additional service infrastructure required at the erf as a result of the proposed development be for the account of the applicant or the owner and be installed in accordance with the specifications and satisfaction of the General Manager: Engineering Services.
- (j) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.

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11.1.25

**REZONING OF PORTION 94 (A PORTION OF PORTION 71) OF FARM 163, SWAKOPMUND FROM AGRICULTURAL TO INSTITUTIONAL**

(C/M 2026/05/07 - PTN 94)

**RESOLVED:**

- (a) That the rezoning of Portion 94 (a Portion of Portion 71) of the Farm 163, Swakopmund from "Agricultural" to "Institutional" be approved, subject to the following conditions:
- That the facility shall operate strictly as a care and training centre, and no additional unrelated activities shall be permitted without prior Council approval.
  - That the operating hours for external activities (such as deliveries or visits) shall be limited to reasonable daytime hours to maintain the tranquillity of the area.
  - That adequate on-site parking shall be provided to prevent any spill-over onto surrounding properties or access roads.
  - That the property shall be appropriately fenced and secured to prevent unauthorised access and to ensure the safety of patients and neighbouring properties.
  - That landscaping and buffering measures shall be introduced along property boundaries to maintain privacy and reduce any potential visual or noise impacts.
  - That appropriate security measures, including controlled access and on-site supervision, shall be always implemented.
- (b) That all additional infrastructure and services required because of the proposed development be for the account of the applicant or the owner and in accordance with the specifications and satisfaction of the General Manager: Engineering and Planning Services,
- (c) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated,
- (d) That the applicant provides proof that the rezoning has been approved by the Minister and the rezoning is promulgated before any submission of building plans inclusive of relaxation of building lines and aesthetics approval to the Engineering and Planning Services Department for approval,
- (e) That the rezoning of Portion 94 (a Portion of Portion 71) of the Farm 163, Swakopmund from "Agricultural" to "Institutional" is not subject to a compensation fee,
- (f) That the objector be informed of this decision and of their rights to 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.

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11.1.26

**ESTABLISHMENT OF THE HEARING COMMITTEE AND HEARING RULES FOR THE SWAKOPMUND AUTHORISED PLANNING AUTHORITY**

(C/M 2026/05/07 - 1/1/1/16, 2/1/2/1)

**RESOLVED:**

- (a) That for the interim, the Swakopmund Authorised Planning Authority conduct hearings itself and only consider establishing a Hearing Committee after six months from the date of the first hearing.
- (b) That the Town Planning Department provide secretarial duties for the hearings.
- (c) That the following rules be adopted for the hearings:
  - (i) Parties must confirm their availability for the hearing at least twenty-four (24) hours prior to the meeting date, if no confirmation received or no turn-up to the hearing, it will be deemed that the party is not interested in defending their case and the application will be processed.
  - (ii) Prior to the hearing, the persons opting for the representation as provided for in terms of Section 100(7) must inform the Chief Executive Officer at least twenty-four hours before the meeting date that a representative has been appointed, the notification to the Chief Executive Officer should be accompanied by the appointment of such representative. If witnesses are to be called or there will be cross-examination of any person or access to evidence document is required.
  - (iii) At the beginning of the hearing, participant must be requested to introduce themselves, indicate their capacities and produce the notice issued to them in terms of Section 100(4) of the Act.
  - (iv) Both applicant and the objector should be afforded equal opportunities to express and counter-respond, which should not be more than three chances for either part.
  - (v) No dialogues or unnecessary interruption should be tolerated, all opportunities for expression should be granted by the chairperson of the hearing.
  - (vi) A hearing session should be held for no more than two (2) hours and any session likely to extend over the prescribed period must be adjourned to a later date to be agreed upon by the parties for the finalization of the hearing, and parties must submit written arguments on which they must only provide clarity at the hearing.
  - (vii) The public as well as the participants of the hearing should be seated separately, and according to their roles or form of participation.
  - (viii) No weapons are permitted at the hearing premises.

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11.1.27

**POWERCOM (PTY) LTD: APPLICATION FOR 2 NEW SITES TO ERECT TELECOMMUNICATION TOWERS IN SWAKOPMUND**

(C/M 2026/05/07 - 13/3/1/7; E 6305, E 979)

**RESOLVED:**

- (a) That Council approves the application by PowerCom (Pty) Ltd dated 30 June 2025 for the following 2 new lease sites zoned "Public Open Space" and "Beach Area" for the erection of telecommunication towers and appurtenant equipment rooms:

Location	Erf No.	Zone	Erf Size	BTS Size
Swakopmund Extension 22	6305	Public Open Space	1 954 m <sup>2</sup>	100 m <sup>2</sup>
Platz Am Meer	979	Beach Area	407 216m <sup>2</sup>	100 m <sup>2</sup>

- (b) That PowerCom (Pty) Ltd be granted permission to sublease space on all towers indicated in the table above as it forms part of their business model.
- (c) That PowerCom (Pty) Ltd adheres to the following requirements:
- That Council take note that the proposed lease of a portion of Erf 979, Swakopmund (beach area) and a portion of Erf 6305 Swakopmund, for the construction of an equipment room and erection of a telecommunications tower (maximum height of 25 metres) is subject to the provisions of the Swakopmund Town Planning Scheme.
  - That Council approve, in principle, the lease of the identified portions, subject to compliance with all applicable statutory requirements.
  - That the applicant be required to obtain approval in terms of Clause 6 of the Swakopmund Town Planning Scheme, including the submission of a consent use application and the completion of the prescribed public participation process.
  - That the applicant be required to undertake and complete an Environmental Impact Assessment (EIA) process, to the satisfaction of the relevant authorities, and obtain an Environmental Clearance Certificate prior to the commencement of any development.
  - That the lease agreement be subject to all necessary approvals being obtained, including town planning and environmental authorisations, and that no construction activities commence prior to such approvals being granted.
  - That all costs associated with statutory applications, environmental assessments, and compliance requirements be borne by PowerCom (Pty) Ltd.
- (d) That the following standard lease conditions be applicable to the leasing of the lease portions in (a) above.
- (i) Lease period of 5 years.
  - (ii) That building plans of all proposed buildings must be submitted to the Engineering and Planning Services Department.
  - (iii) That the portion of land is leased on the explicit condition that the lessee indemnifies Council against any claim for damages resulting from its occupation by the lessee.
  - (iv) That the lease be at the current tariff of NS42.05/m<sup>2</sup> per month with an annual escalation of 7% every July (first being 1 July 2026).

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- (e) That the Engineering & Planning Services Department provides a layout plan for the exact location on the identified erven to be used for the 100m<sup>2</sup> lease portions.
- (g) That PowerCom (Pty) Ltd installs their own electrical meter so that any expenses and costs generated be allocated to PowerCom (Pty) Ltd.
- (h) That the proposed lease of the sites be dealt with in terms of section 63 of the Local Authorities Act 23 of 1992, as amended.
- (i) That Council's standard lease conditions be made applicable to the leases.
- (j) That all costs relating to the lease, including, but not limited to advertising costs, be for the account of the lessee.
- (k) That the following conditions be made applicable in addition to point (d) above:
  - (i) *That Council will not reimburse PowerCom (Pty) Ltd for any costs relating to the installation or removal of its properties or any other expense incurred during or after the termination of the lease agreement.*
  - (ii) *That any damages that may be caused to the lease site be for the account of PowerCom (Pty) Ltd and shall be repaired at their cost and on demand.*
  - (iii) *That PowerCom (Pty) Ltd be responsible for the proper maintenance of the equipment, failure to maintain the water tower and equipment on a structural and aesthetic level satisfactory to the General Manager: Engineering and Planning Services will result in the cancellation of the lease and the removal of the lease equipment at the cost of the lessee.*
  - (iv) *That Council be indemnified of any and all possible claims.*
- (l) That all costs relating to the lease, including, but not limited to advertising costs, be for the account of the lessee.

11.1.28 **2026 ALAN BOARD NOMINATION**  
(C/M 2026/05/07 - 12/5/1)

**RESOLVED:**

- (a) That Council nominates a sitting Mayor as the Municipality of Swakopmund's representative on the ALAN Board.
- (b) That the ALAN board representative be permitted to travel for ALAN meetings as per requests.
- (c) That the Office of the Chief Executive Officer inform ALAN in writing of the nominated representative.

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15	Maroon Chairs with black armrest	2		006806 & 006876	Old
16	Window Frame	1			Old
17	Table with a glass on top	1		006898	Old
18	Mahindra N25414S & N24573S tralie	2			Old
19	Citi-golf bumper	1			Old
20	Geysers	2			Old
21	Green chair with black armrest	1			Old
22	Kitchen sink	2			Old
23	Shower sliding door	1			Old
24	Toolbox	1			Old
25	Lockers	6			Old
26	Toilet window	1			Old
27	Ceiling exhaust fan	5			Old
28	HP Laser Jet 1012	1		CNFD0495 49	Old
29	Garage doors	15			Old
30	Bucket bins	14			Old

- (b) That the listed redundant items be auctioned at the next auction.
- (c) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the listed redundant items.

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11.1.31 **CAPITAL AND OPERATIONAL BUDGETS FOR 2026 / 2027 FINANCIAL YEAR**  
(C/M 2026/05/07 - 3/1/1/1/1; 3/1/1/2/1)

During the discussion of this item, Council was divided on whether to increase the with 5% or to keep the increase in abeyance until NamWater announces its bulk water supply increase. The Mayor called for a vote on the matter and the results were as follows:

In favour of the 5% increase	-	6
Against the 5% increase	-	1
Abstain	-	2

After the discussion it was:

**RESOLVED:**

- (a) **That due to prevailing economic circumstances, Council approves tariff increases of 5% for the 2026 / 2027 Financial Year.**
- (b) **That the tariffs increase for rates and taxes only be considered after the approval of the General Valuation Roll of 2025.**
- (c) **That the tariffs increases for water supply be submitted to Council for consideration only after NamWater announces its increases, if any, for the bulk water purchase.**
- (d) **That current Tariffs of the Senior Citizens remain unchanged.**
- (e) **That Council approves the Capital Budget amounting to N\$104,000,000.00 for the 2026 / 2027 Financial Year.**
- (f) **That Council approves the balanced Operational Budget amounting to N\$600, 267,000.00 for the 2026 / 2027 Financial Year.**

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

None.

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The meeting adjourned: **20:17**

Minutes to be confirmed on **02 June 2026**.

**Mr A Benjamin**  
**CHIEF EXECUTIVE OFFICER**

**Councillor S M Kautondokwa**  
**MAYOR**

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

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10.1 (A) **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 19 MAY 2026**

2. **CONFIRMATION OF MINUTES**  
(M/C 2026/04/16 - 5/2/1/1/2)

2.1 **MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 16 APRIL 2026**

On the proposal of Councillor M N Amushila and seconded by Councillor C A Hartung, it was:

**RESOLVED:**

**That the Minutes of Management Committee meetings held on 16 April 2026 be confirmed as correct.**

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2.2 **MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 07 MAY 2026**

On the proposal of Councillor M N Amushila and seconded by Councillor C A Hartung, it was:

**RESOLVED:**

**That the Minutes of Management Committee meetings held on 07 May 2026 be confirmed as correct.**

2.3 **MATTERS ARISING FROM THE PREVIOUS MINUTES**

None.

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8. **POLICY MATTERS**

8.1 **PRESENTATION BY SHACK DWELLERS FEDERATION OF NAMIBIA (SDFN) AND NAMIBIA HOUSING ACTION GROUP (NHAG)**

(M/C 2026/05/19 - 15/2/1/4)

**RESOLVED:**

**That Management Committee takes note of the presentation by Shack Dwellers Federation of Namibia (SDFN) and Namibia Housing Action Group (NHAG).**

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8.2 **PHASE 4: DONATION OF 66 ERVEN TO REMAINING RESIDENTS IN EXTENSIONS 27, 29 AND 30, SWAKOPMUND**

(M/C 2026/05/19 - 15/2/1/2; 15/2/1/3; 17/1/4/2/1/7)

**RESOLVED:**

**That this item be referred to the next Management Committee meeting.**

8.13 **INVITATION TO ATTEND THE NALAO 22<sup>ND</sup> ANNUAL CONFERENCE AND AGM, 15-17 APRIL 2026, ONGWEDIVA**

(M/C 2026/05/19 - 12/6/2)

**RESOLVED: (CONDONED)**

(a) That Management Committee condones the attendance of the Mayor and the Traffic Officer's travel to Ongwediva to attend the NALAO 22<sup>nd</sup> Annual Conference and AGM as from 15-17 April 2026.

(b) That the following expenditure be approved.

Item	Lunch Tarif (2x 400,00)	Overnight Allowance (4 Days X N\$1000,00)	Accommodation (4 Days X N\$1000,00)	Total
Overnight allowance in Ongwediva	N\$400.00	N\$4000.00	N\$4,000.00	N\$8400.00
Mayor Traffic Officer	N\$400.00	N\$4000.00	N\$4000.00	N\$8400.00
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>N\$16,800.00</b>

(c) That it be noted that the amount of N\$16,800.00 was defrayed from the Conference Vote 101015505500 where N\$23636.93.00 is available.

8.14 **INVITATION FOR THE ALAN SITE MEETING AT THE NALAO AGM ON 16 APRIL 2026 IN ONGWEDIVA**

(M/C 2026/05/19- 12/6/1)

**RESOLVED: (CONDONED)**

(a) That Management Committee condones the attendance of Councillor Dina Aribes at the ALAN Board Meeting during the NALAO AGM in Ongwediva on 16 April 2026.

(b) That the following expenditure be approved.

Item	Lunch Tarif (1x 400,00)	Overnight Allowance (2 Days X N\$1000,00)	Accommodation (2 Days X N\$1000,00)	Transport Cost (N\$5.00/Km)	Total
Overnight allowance in Ongwediva (N\$2000.00) Dina Aribes	N\$400.00	N\$2,000.00	N\$2,000.00	N\$8,000.00	N\$12,400.00
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>-</b>	<b>N\$12,400.00</b>

- (c) That it be noted that the amount of N\$12,400.00 was defrayed from the Conference Vote 101015505500 where N\$23636.93.00 is available.

8.15 **INVITATION TO STAKEHOLDERS' MEETING & MEDIA BRIEFING- ERONGO TVET CENTRE**

(M/C 2026/05/19 - 12/1/1)

**RESOLVED: (CONDONED)**

- (a) That Management Committee notes and endorses the participation of the Deputy Mayor and the Councillors in these important regional engagements, as they are aligned with Council's mandate to promote socio-economic development and regional cooperation from 16-17 April 2026.
- (b) That the following expenditure be approved:

Item	Lunch Tarif (N\$ 400,00)	Overnight Allowance (X 1 Night N\$1000,00)	Accommodation (X 1 Night N\$1000,00)	Total
Overnight allowance in Omaruru	N\$400.00	N\$1000.00	N\$1000.00	N\$7200.00
	N\$400.00	N\$1000.00	N\$1000.00	
Mayor Chairperson Traffic Officer	N\$400.00	N\$1000.00	N\$1000.00	
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>N\$7,200.00</b>

- (c) That it be noted that the amount of N\$7,200.00 was defrayed from the Conference Vote 101015505500 where N\$23636.93.00 is available.

8.16 **UIS ERONGO REGIONAL TOURISM FORUM STAKEHOLDERS' ENGAGEMENT AND SPORTS STADIUM GROUND-BREAKING CEREMONY**

(M/C 2026/05/19 - 12/1/1)

**RESOLVED: (CONDONED)**

- (a) That Management Committee notes and endorses the participation of the Deputy Mayor and the Councillors in these important regional engagements, as they are aligned with Council's mandate to promote socio-economic development and regional cooperation from 16-17 April 2026.
- (b) That the following expenditure be approved.

Item	Lunch Tarif (N\$ 400,00)	Overnight Allowance (4 Days X N\$1000,00)	Accommodation (4 Days X N\$1000,00)	Transport Cost (N\$5.00/Km)	Total
Overnight allowance in Ongwediva	N\$400.00	N\$1000.00	N\$1000.00	N\$2000.00	N\$12,200.00
	N\$400.00	N\$1000.00	N\$1000.00		
Cllr Eugenia Salomon Cllr Sem Itembu	N\$400.00	N\$1000.00	N\$1000.00		

<i>Cllr Biola Naweses</i>				
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>N\$12,200.00</b>

- (c) That it be noted that the amount of N\$12,200.00 was defrayed from the Conference Vote 101015505500 where N\$23636.93 is available.

9.2 **NAMIBIA NATIONAL MAYORS FORUM EXCO MEETING**

(M/C 2026/05/19 - 12/5/5)

**RESOLVED:**

- (a) That Management Committee approves the Mayor and the PA to the Mayor's attendance at the National Mayors Forum Executive Committee Meeting scheduled for 05 May 2026 in Otjiwarongo.
- (b) That the following expenditure be approved:

<i>Item</i>	<i>Lunch Tarif (N\$ 400,00)</i>	<i>Overnight Allowance (2days X N\$1000,00)</i>	<i>Accommodation (2days X N\$1000,00)</i>	<i>Total</i>
<i>Overnight allowance in Otjiwarongo</i>	<i>N\$400.00</i>	<i>N\$2000.00</i>	<i>N\$2000.00</i>	<i>N\$8800.00</i>
<i>Suamma Kautondokwa Delinda Hanes</i>	<i>N\$400.00</i>	<i>N\$2000.00</i>	<i>N\$2000.00</i>	
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>N\$8,800.00</b>

- (c) That Management Committee approves the Mayor and the PA to the Mayor's participation in subsequent NMF-related engagements during the year 2026/2027.
- (d) That the travelling expenses to the value of N\$8,800.00 be defrayed from the Conference Vote 101015505500 where N\$23636.93 is available.

10.1 **AUDIENCE: APPLICATION TO LEASE A FARM AT THE AQUACULTURE AREA: OKONDEKA TROUT AQUACULTURE (PTY) LTD**

(M/C 2026/05/19 - 17/1/4/2/1/1; 17/1/4/2/1/14)

**RESOLVED:**

That Management Committee takes note of the presentation and the matter be resubmitted to Management Committee incorporating the outcome of the discussions at the Investment Coordination Committee of 02 April 2026.

10.2 **AUDIENCE 1: DR HOSEA NGHIPANDULWA AND DR TSHALI IITHETE: PRIVATE HOSPITAL DEVELOPMENT PROPOSAL**

(M/C 2026/05/19 - Erf 4666, Swk and 17/1/4/2/1/12)

**RESOLVED:**

- (a) That Management Committee takes note of the various applications which were received for hospital developments.

- (b) That Management Committee takes note of the presentation by Dr Hosea Nghipandulwa and Dr Tshali lithete for private 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.
- (c) That Dr Hosea Nghipandulwa and Dr Tshali lithete further be informed that if business erven become available such will be sold by closed bid sale as resolved by Council on 01 April 2025 under item 11.1.15, point (a) (i).

10.3 **AUDIENCE 2: DR LEONARD KAMBONGO: MEDICAL PRACTICE IN MATUTURA SUBURB PROPOSAL**  
(M/C 2026/05/19 - 17/1/4/2/1/11)

**RESOLVED:**

- (a) That Management Committee takes note of the various applications which were received for hospital developments.
- (b) That Management Committee takes note of the presentation by Dr Leonard Kambongo for a medical practice development but remains with its decision made on 01 April 2025 under item 11.1.15 and the applicant be encouraged to take part in the closed bid sale when the remaining 5 erven zoned "business" located in Extension 6, Matutura is offered for sale.

10.8 **PRESENTATION TO COUNCIL OF FORMAL STRUCTURAL REPORT ON THE DAMAGED HOUSES THAT WAS BUILD UNDER THE 40/40 HOUSING PROGRAM**  
(M/C 2026/05/19 - 15/2/12, E 1023 M,E 1061 M,E 1076 M,E 1062 M,E 1063 M,E 1064 M,E 1065 M)

**RESOLVED:**

**That this item be moved to the I-Camera Agenda.**

10.9 **WELWITCHIA HEALTH TRAINING CENTRE - EXTENSION OF DEVELOPMENT PERIOD**  
(M/C 2026/05/19 - E 3342)

**RESOLVED:**

- (a) That Council takes note of the progress made by Messrs Welwitchia University on the development of Erf 3342, Swakopmund.
- (b) That Council notes the submitted Project Implementation Plan (Revision 04, dated 11 March 2026) and the anticipated construction commencement date of November 2026.
- (c) That Council grants the five (5) year extension of the development period, calculated from the current expiry date as per the Agreement of Sale and Notarial Deed of Imposition of Conditions.

- (d) **That the General Manager: Corporate Services, Human Capital and ICT be authorised to amend the relevant clauses in the Sales Agreement and Notarial Deed to reflect the extended development period.**
  - (e) **That the General Manager: Engineering, Urban Development and Environmental Management to continuously engage with Messrs Welwitchia University to ensure that the new timeline for the development is followed for the project to reach completion.**
-

11.1.1

**DETERMINATION OF PURCHASE PRICE FOR A PORTION OF LAND LOCATED ADJACENT TO ERF 4063, SWAKOPMUND**

(C/M 2026/06/02 - E 4063)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **7.1** page **03** refers.**A. This item was submitted to the Management Committee for consideration:****1. Introduction**

The purpose of this submission is for Council to determine the purchase price for the sale of a portion of Dr Schwietering Street, Extension 11, located adjacent to Erf 4063, Swakopmund, Extension 9.

The determination is based on a valuation obtained from the Municipal Valuer, (i.e. SBN Property Investments), to facilitate the sale of the street portion to the owner of Erf 4063, Swakopmund. The valuation report is attached as **Annexure "A"**.

**2. Background**

On **06 November 2025** an application was received from Mr Phillip Christiaan Thys and Mrs Ericka Bertha Thys (hereinafter referred to as "Mr Thys"), to purchase a portion of Dr Schwietering Street located adjacent to Erf 4063, Swakopmund. The portion of land measures approximately 140m<sup>2</sup>.

The applicant indicated that the portion will be consolidated with Erf 4063 to enable the expansion of the existing dwelling. A map indicating the location of the portion in question is attached as **Annexure "B"**.

The application of Mr Thys was approved by Council on **26 March 2026** under item 11.1.4 as follows:

- (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 ±140m<sup>2</sup> as per (Annexure "B", on file) to Mr Phillip Christiaan 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).
- (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.

Mr Thys was informed of the decision on **30 March 2026**. Subsequently, a valuation was requested from SBN Property Investments to determine the probable market value of the portion as required in terms of point (b) above.

### **3. Determination of Purchase Price**

SBN Property Investments determined the average market value based on comparable sales of 6 (six) vacant erven zoned "Single Residential" in the vicinity during 2025. The valuation resulted in an average price of N\$ 1,230.00/m<sup>2</sup>.

Based on this rate, the purchase price for the portion measuring 140m<sup>2</sup> is thus calculated, **140m<sup>2</sup> × N\$ 1,230.00/m<sup>2</sup> = N\$ 172,200.00**.

For comparative purposes, Erf 4935, Swakopmund, located behind Erf 4063, was sold at a closed bid sale held on **21 April 2023** at an average price of N\$ 582/m<sup>2</sup>. Other Single Residential erven in the vicinity were sold on the same date at an average of N\$ 946.00/m<sup>2</sup>. Below is a calculation reflecting an annual escalation of 5% from April 2023 to April 2026, which equates to approximately N\$ 1,095.00/m<sup>2</sup>:

Years	Purchase Price (N\$/m <sup>2</sup> )	5% Escalation (ADD)
21 April 2023	946.00	N\$ 47.30
21 April 2024	993.30	N\$ 49.67
21 April 2025	1,042.97	N\$ 52.15
21 April 2026	1,095.11	

Considering that the land is currently not generating any income for Council, it is appropriate to support the escalated amount of N\$ 1,095.11, rounded off to **N\$1,100.00** per square meter. The escalated value is further justified by the

fact that the purchaser will be required to undertake substantial work and incur significant capital investment to comply with statutory processes, including subdivision, alteration of township boundaries, consolidation, rezoning, street closure, and the completion of an Environmental Impact Assessment (EIA).

In addition, the applicant is a senior citizen who relies on income from his pension. In light of these factors, it is recommended that the escalated value be supported as the basis for determining the purchase price per square meter for the sale of the street portion to the applicant.

Based on the rate of N\$ 1100.00, the purchase price for the portion measuring 140m<sup>2</sup> is thus calculated, **140m<sup>2</sup> × N\$ 1,100.00/m<sup>2</sup> = N\$154 000.00.**

#### **4. Conclusion**

It is proposed that Council approves the purchase price of the portion of Dr Schwietering Street, Extension 11, located adjacent to Erf 4063, Swakopmund, Extension 9, at a rate of N\$ 1100.00 based on the escalated value.

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

##### **RECOMMENDED:**

- (a) **That Council approves the purchase price for the sale of a portion of Dr Schwietering Street, Extension 11 located adjacent to Erf 4063, Swakopmund, Extension 9 measuring approximately 140m<sup>2</sup> at a rate of N\$ 1 230.00/m<sup>2</sup> i.e. 140m<sup>2</sup> × N\$ 1 100.00/m<sup>2</sup> = N\$ 154 000.00 to Mr Phillip Christiaan and Mrs Ericka Bertha Thys (the owner of Erf 4063, Swakopmund) subject to the conditions as approved by Council on 26 March 2026, under item 11.1.4.**
- (b) **That upon acceptance of the purchase price by Mr Phillip Christiaan and Mrs Ericka Bertha Thys, Council's intention to sell a portion a portion of Dr Schwietering Street, Extension 11 be advertised for possible objections as required in terms of the Local Authorities Act, Act 23 of 1992 as amended, at the cost of the purchaser.**
- (c) **That the requirements regarding the alienation of immovable property as prescribed in the Local Authorities Act, Act 23 of 1992, (as amended), the Urban and Regional Planning Act, Act 5 of 2018, the Town Planning Amendment Scheme and Council's Property Policy be dealt with successfully.**
- (d) **That Council applies for approval from the Ministry of Urban and Rural Development in terms of section 63(2) (b) read together with Section 30 (1) (t) to proceed with the sale a portion of Dr Schwietering Street, Extension 11 located adjacent to Erf 4063, Swakopmund to Mr Phillip Christiaan and Mrs Ericka Bertha Thys.**
- (e) **That Mr Phillip Christiaan and Mrs Ericka Bertha Thys appoint a town planner at their cost to attend to the statutory processes as approved by Council on 26 March 2026, under item 11.1.4.**
- (f) **That the following standard conditions be applicable:**

- (i) That the purchaser pays a deposit of N\$ 10 000.00 towards the statutory costs relating to the transaction including, but not limited to advertising cost, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.**
  - (ii) That the above deposit be paid within 90 days from the Council resolution approving the sale and purchase price, failing which Council's resolution will be revoked at the next Council meeting following the expiry of the 90 days.**
  - (iii) That any remainder of the deposit in (i) above be refunded to the purchaser on completion of the transfer of the erf.**
  - (iv) That all costs related to the transaction be for the account of the purchaser.**
  - (v) That the purchaser takes note that in terms of Council's Property Policy if the transaction is not concluded within a year the purchase price escalates annually by 5% from the date Council approved the purchase price until date of transfer and if a period of 5 years lapses new valuations are obtained.**
  - (vi) That payment of the purchase price be secured either in cash or bank guarantee in favour of the Swakopmund Municipality within 120 days from the date of the Surveyor-General-approved plan being in place. Failure to secure the purchase price will result in cancellation of the transaction without further notice.**
  - (vii) Should the purchase price be secured by a bank guarantee the transfer must be effected on / before the 120<sup>th</sup> day, otherwise interest will be levied as from the date of last party signing the agreement (date of sale) until the date of registration of transfer at a rate as confirmed with Council's bank on the date of sale, i.e. date of last party signing the agreement.**
  - (viii) Failure to secure the purchase price within the required period will result in cancellation without the need to place the purchaser on terms.**
  - (ix) That the purchaser accepts that no rights will accrue to them from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.**
-

ANNEXURE "A"



**MARKET VALUE FOR A PORTION OF DR  
SCHWIETERING STREET, EXTENSION 11,  
SWAKOPMUND LOCATED ADJACENT TO ERF  
4063, SWAKOPMUND, EXTENSION 9  
SWAKOPMUND**



We hereby certify that the rate per square meter for single residential vacant erven is NS1,230.00 (ONE THOUSAND TWO HUNDRED AND THIRTY NAMIBIAN DOLLARS), and that the estimated market value, assuming single residential zoning, is NS172,200.00 (ONE HUNDRED AND SEVENTY-TWO THOUSAND TWO HUNDRED NAMIBIAN DOLLARS).

07 April 2026

Mr. BEFREE. N SHOOMBE (Sworn Appraiser/Valuer)

BACHELOR OF PROPERTY STUDIES HONOURS NQF: 8 (Namibia University of Science and Technology)

Tel 2259, Gifhorn Street, Windhoek 1 | P.O. Box 10542 Khomasdal, Namibia  
C: 0264 81 3603514 | E: bshoombe@bshoombe.com

Registration no: 002/2015/15006 Income Tax no: 2119220-01-1 | VAT no: 2119220-01-5



## 1.0 INSTRUCTION

We have been instructed to determine the market value per square meter for a portion of Dr Schwietering Street, Extension 11, Swakopmund, located adjacent to Erf 4063, Extension 9, Swakopmund. For the purposes of this valuation, the portion of the street is to be considered as if it were zoned for single residential use. The objective is to establish an appropriate purchase price per square meter based on current market conditions and comparable property sales in the surrounding area.

## 2.0 DATE OF VALUATION

07 April 2026

## 3.0 DESCRIPTION OF PROPERTY

- Portion size: +- 140sqm
- Extension: 9
- Zoning: Street

## 4.0 SALES COMPARISON & VALUATION

### 4.1 SINGLE RESIDENTIAL

NO.	TITLE DEED	ERF NO	LOCALITY	EXTENT (SQM)	ZONING	DATE OF SALE	PURCHASE PRICE (NS)	RATE/SQM (NS)
1	T7409/2025	6046	SWAKOPMUND EXTENSION 19	536	RESIDENTIAL	13/11/2025	650,000.00	1,208.18
2	T5551/2025	5344	SWAKOPMUND EXTENSION 15	600	RESIDENTIAL	05/09/2025	950,000.00	1,583.33
3	T5950/2025	2653	SWAKOPMUND EXTENSION 9	1084	RESIDENTIAL	22/09/2025	1,400,000.00	1,291.51
4	T5292/2025	4636	SWAKOPMUND EXTENSION 9	723	RESIDENTIAL	27/08/2025	675,000.00	933.61
5	T5392/2025	6054	SWAKOPMUND EXTENSION 19	593	RESIDENTIAL	29/08/2025	900,000.00	1,517.71
6	T4096/2025	4465	SWAKOPMUND EXTENSION 9	632	RESIDENTIAL	15/07/2025	530,000.00	636.61
							<b>AVERAGE</b>	<b>1,228.82</b>

The table above indicates registered single residential sales within the area of Swakopmund (Swakopmund Extension 9,15&19). The sales indicate a range between NS838.61 – NS1,583.33 for vacant single residential erven's within the aforementioned area. An average of all the comparables was used to determine the sell-out rate as they are all arms-length transactions between a willing buyer & willing seller. We are of the opinion that a sell-out rate of NS1,230.00 is a good reflection of the market for the subject property and will be used to establish the single residential market value for this report



## 5.0 OPINION OF VALUE

DETAILS	SQM	N\$	N\$
A PORTION OF DR SCHWIETERING STREET EXTENSION 9 SWAKOPMUND	±140	1,230.00	172,200.00

We hereby certify that the rate per square meter for single residential vacant erven is N\$1,230.00 (ONE THOUSAND TWO HUNDRED AND THIRTY NAMIBIAN DOLLARS), and that the estimated market value, assuming single residential zoning, is N\$172,200.00 (ONE HUNDRED AND SEVENTY-TWO THOUSAND TWO HUNDRED NAMIBIAN DOLLARS).

SBN Property Investments cc

Befree N Shoombe (Sworn Appraiser/Valuer)  
Managing Director



+264 64 410 4111 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Ref No: E 4063

Enquiries: Ms Margaret Sheehama

30 March 2026

SBN Property Investments CC

[sbnpropinvestments@gmail.com](mailto:sbnpropinvestments@gmail.com)

Dear Sir

**MARKET VALUATION FOR A PORTION OF DR SCHWIETERING STREET, EXTENSION 11, SWAKOPMUND LOCATED ADJACENT TO ERF 4063, SWAKOPMUND, EXTENSION 9 SWAKOPMUND**

The above mentioned refers.

On **26 March 2026** under Item 11.1.4 Council approved to sell a portion of Dr Schwietering Street, Extension 11 Swakopmund located adjacent to Erf 4063, Swakopmund, Extension 9 Swakopmund.

Please provide the market valuation per square metre, assuming a zoning of "Single Residential". Attached is a map indicating the location of the portion measuring  $\pm 140m^2$ .

Quoted below are relevant points of Council resolution passed on **26 March 2026**, item 11.1.4 for ease of reference.

- (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  $\pm 140m^2$  as per Annexure "B", on file) to Mr Phillip Christiaan 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.

Should you have any further enquiries, please do not hesitate to contact Ms M Sheehama at [tel: 064-4104213](tel:+264644104213) or [msheehama@swkmun.com.na](mailto:msheehama@swkmun.com.na).

Yours faithfully

  
Mpsai Haingura

General Manager: Corporate Services, HC & ICT

/ms







ANNEXURE "C"

+264 64 410 4111 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Ref No: E 4063

Enquiries: Ms M Sheehama

30 March 2026

Mr Phillip and Ms Ericka Thys  
P O Box 4407  
VINETA  
Swakopmund  
13003

📧 pthys1234@gmail.com  
☎ 081 139 1896 / 081 604 4128

Dear Sir & Madam

**INTENTION TO PURCHASE A PORTION OF LAND LOCATED ADJACENT TO ERF 4063, SWAKOPMUND**

Your application dated **06 November 2025** regarding the above matter was discussed at Council's meeting on **26 March 2026** and the following was resolved under item 11.1.4:

- "(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 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,*
  - (iii) *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);*



- (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."**

In order to proceed with the transaction, please confirm in writing on / before **Monday, 20 April 2026** whether you accept the conditions indicated above. Once written confirmation is received from you accepting the Council's decision the following procedures will follow:

- ① the valuations will be obtained as per point (b) above in order to determine a purchase price for consideration by Council. You will once again be requested to confirm in writing acceptance of the purchase price.
- ② Upon acceptance the purchase price, an amount of N\$ 10 000.00 is payable to cover the advertising fee for the intended sale.

Attached is Council's banking details. Please e-mail proof of payment to Ms Margaret Sheehama at: [mshsheehama@swakmun.com.na](mailto:mshsheehama@swakmun.com.na)

Irrespective whether objections are received or not, an application must be made to the Minister of Urban and Rural Development for permission to proceed with the transaction.

This process might take up to four months to finalize.

- ③ Depending on the response from the Minister of Urban and Rural Development, you can proceed with the statutory processes of subdivision, consolidation, Environmental Impact Assessment and alteration of township's boundaries as set-out under point (c) above.
- ④ Once a Surveyor General approved diagram is in place, a deed of sale will be compiled and the purchase price will become payable.

Should you have any further enquiries, please do not hesitate to contact Ms M Sheehama at ☎ 064 4104213

Yours faithfully

  
**Mpsai Haingura**  
 General Manager: Corporate Services, HC & ICT

/ms 



11.1.2

**REQUEST TO WAIVER BUSINESS STALLS RENTAL FEES FOR MESSRS ISHANA DESIGN AND FOUR OTHERS ON ERF 4348, MONDESA DUE TO COVID-19 PANDEMIC**

(C/M 2026/06/02 - 15/2/3/3/3, E 4348)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **7.4** page **36** refers.**A. This item was submitted to the Management Committee for consideration:****Introduction**

This submission seeks Council's approval to waive monthly rental payments of Messrs Ishana Design, a former tenant of the Germina Shitaleni Multipurpose Centre, Business Stall No. 5, Erf 4348, Mondesa together with two other affected tenants.

**Background**

Council on 29 October 2020, Council considered the impact of COVID-19 pandemic on tenants operating from Municipal trading facilities and resolved under item 11.1.18

*That Council approves a provisional relief/waiver of the rental payments for a period of four (4) months starting from April to July 2020 for tenants trading from Business Trading facilities (i.e. Erf 4352, 4353, 4354 and Open markets on erf 1823 & 3215) in Mondesa.*

On 22 of September 2020, the Economic Development Services (EDS) received a letter (**Annexure "A"**) from tenants operating from at the Municipal trading facilities i.e. erf 4352, 4353, 4354, 1832 & 3215. The tenants highlighted the severe economic and financial challenges they faced due to the national and regional COVID-19 lockdown.

Tenants indicated that their businesses were significantly affected, resulting in reduced income and inability to meet rental obligations and operational expenses. Consequently, they requested Council to waive their rental fees during lockdown period to allow for business recovery. Council subsequently approved the waiver for qualifying applicants in line with the above resolution.

**Proposal**

Messrs Ishana Design (highlighted) and four tenants who operated from the Germina Shitaleni Multipurpose Centre business stalls (Erf 4348) were inadvertently omitted from the original submission to Council and therefore, did not benefit from the approved relief.

Messrs Ishana Design has since submitted a letter (**Annexure "B"**) requesting a reduction or waiver of outstanding arrears, citing the prolonged impact of COVID-19 lockdown and the resulting loss of income during that period.

In light of above, EDS hereby submits for Council's consideration the request to grant Messrs Ishana Design and other four affected tenants a waiver of rental payments to a tune of N\$ 45 510.60: a combined amount for a period of four (4) months, from April to July 2020.

**Discussion**

Considering that none of the tenants operating from the Germina Shitaleni Multipurpose Centre business stalls on Erf 4348 benefited from Council's previously approved relief, it is reasonable and equitable to extend the same rental waiver to all five tenants for the specified period.

While it is acknowledged that Messrs Ishana Design delayed in notifying the office of the omission from the relief programme, it is also requested that this should not disqualify them from receiving the same consideration afforded to others in similar circumstances.

Below is a summary table of tenants who operated at the Germina Shitaleni Multipurpose Centre in Mondesa during the COVID-19 period and who qualify for consideration for rental waiver. Council entered into lease agreements with these tenants, and their monthly rental fees are outlined in the table below. (Rental fees exclude VAT and other municipal service charges.)

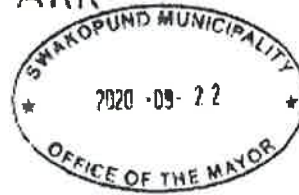
<b>Name</b>	<b>Stall No.</b>	<b>Monthly Rental Fee</b>	<b>Arrears</b>	<b>Proposed Waive Amount</b>	<b>Balance</b>
<i>Ishana Design</i>	1	1 729.00	30 304.00	6 916.00	23 388.00
<i>William Signs</i>	3	1 802.00	-	7 208.00	-7 208.00
<i>Erongo Consulting Group</i>	4	1 836.00	25 497.61	7 344.00	18 153.61
<i>Baytech Investment cc</i>	5	1 686.65	2 271.41	6 746.60	-4 475.19

Messrs Ishana Design and Erongo Consulting Group will be informed to make the necessary arrangements with the Finance department to settle their outstanding fees.

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

- (a) That Council take note of the request from Ishana Design to waive the rental fee during the COVID - 19 in 2020 to benefit from the relief like other tenants from Council's other trading facilities e.g. erven 4352, 4353,4354, 3215 &1823.
  - (b) That Council approves to waive the total rental payment of N\$45,510.60 due to the five (5) tenants for four (4) months i.e. April to July 2020, at Germina Shitaleni Multipurpose Centre business stalls, erf 4348 Mondesa during COVID - 19.
  - (c) That the proposed waiver amounts for tenants (i.e. *William Signs* N\$7,208.00, *Baytech Investment cc* N\$4475.19 & *Gracies Catering* N\$17,296.00) without arrears, credited to their Municipal accounts
  - (d) That the Messrs Ishana Design and Erongo Consulting Group be referred to the Finance department to make necessary arrangements to settle their outstanding fees.
-

Municipality SME PARK  
Request for assistance



Date: 21 September 2020

To: Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 57

Request for assistance due to the impact of COVID-19 pandemic on our business we have faced a big challenge since from the 1st lock-down in March 2020 our business had suffered a great loss and we never receive any assistance compared to the other street vendors.

Until to this time our business is hardly to raise enough income to pay our rent fee and to keep the business going we therefore would like to humbly ask for your assistance in the following:

- 7 months Retail fee break from March to July
- Food Parcel to assist our family

Your Sincerely

Business Name	Owner	Contact	Signature
At. vases & ceramics	At. vases	0812 21 11 11	[Signature]
Bachal Trading Company	Conrad Conrad	0812 21 11 11	[Signature]
Best of the best	Best of the best	0812 21 11 11	[Signature]
Berry's Electrical	Berry's Electrical	0812 21 11 11	[Signature]
Malakia Freshies	Malakia Nampoko	0812 21 11 11	[Signature]
L. J. Importing	Nelindekato	081 30 84 270	[Signature]
Benardo Oberfeld	Benardo Oberfeld	0810 41 83 14	[Signature]
Budweiser Math Group	Budweiser Math Group	081 42 23 49	[Signature]
Janet and Steve's Bakery	Janet and Steve's Bakery	081 65 26 444	[Signature]
Setona-Konaleswami	Setona-Konaleswami	081 65 78 64	[Signature]
Willem's Super	Willem's Super	081 21 11 11	[Signature]
Alan Ishom Design	Alan Ishom Design	0819 50 93 03	[Signature]
Pencupit Signs	Pencupit Signs	081 66 05 15 4	[Signature]
Jurias Kato	Jurias Kato	081 27 50 06	[Signature]
Willem's Super	Willem's Super	081 20 04 92	[Signature]
Monty's Bakery	Monty's Bakery	081 68 37 99 4	[Signature]
Alan Ishom Design	Alan Ishom Design	081 21 11 11	[Signature]



ANNEXURE "B"

Mr. ...  
...

...

The Chief Engineer office,  
Municipality of Swardhana,  
P.O. Box 815,  
Swardhana.



Dear Sir,

I hope this letter finds you well. I am writing to respectfully request the withdrawal of a bid submitted regarding withdrawing rental terms relating to a release of rental from Municipality during 2025 to 2026.

During 2024, my business was affected by the lockdown. I was recalled by family members. I was officially insured a bonded order by Municipality to acquire the premises and my business operations were halted. In such a scenario, due to these circumstances, I was unable to generate revenue and subsequently failed to pay the ongoing rental amount.

Since my business was halted and I was unable to generate any activity, my business is extremely low, including all operations and cannot maintain a bid. I have all my financial records and the bank's records and deposits.

The Council has received a report from the Council Manager regarding the progress of the Council's work during the period from 1 January to 31 May 2026. The report covers the following areas:

- 1. **Financial Performance:** The Council's income has increased by 5% compared to the same period last year, while expenditure has decreased by 2%. This has resulted in a surplus of £100,000.
- 2. **Service Delivery:** The Council has successfully completed the majority of its key projects, including the development of the new leisure centre and the improvement of the town's infrastructure.
- 3. **Community Engagement:** The Council has held several public consultations and has received a number of suggestions from the community regarding the improvement of local services.
- 4. **Environmental Matters:** The Council has implemented a number of measures to reduce its carbon footprint, including the installation of solar panels on the town hall and the introduction of a recycling scheme.

The Council Manager has also reported on the progress of the Council's work in the following areas:

- 1. **Planning and Development:** The Council has granted planning permission for a number of new developments, including a new residential development and a new commercial development.
- 2. **Transport and Roadworks:** The Council has completed a number of roadworks, including the resurfacing of the main road through the town and the installation of new street lighting.
- 3. **Public Works and Maintenance:** The Council has carried out a number of public works, including the maintenance of the town's parks and the repair of the town hall.
- 4. **Health and Safety:** The Council has implemented a number of measures to improve the health and safety of the town, including the installation of new fire alarms and the improvement of the town's drainage system.

The Council Manager has also reported on the progress of the Council's work in the following areas:

- 1. **Human Resources:** The Council has recruited a number of new staff, including a new town clerk and a new leisure centre manager.
- 2. **Information Technology:** The Council has implemented a number of measures to improve its information technology systems, including the installation of new computers and the development of a new website.
- 3. **Legal and Governance:** The Council has completed a number of legal matters, including the review of the Council's constitution and the appointment of a new chair.
- 4. **Other Matters:** The Council has also considered a number of other matters, including the proposed new town hall and the proposed new leisure centre.

The Council Manager has also reported on the progress of the Council's work in the following areas:

- 1. **Public Works and Maintenance:** The Council has carried out a number of public works, including the maintenance of the town's parks and the repair of the town hall.
- 2. **Health and Safety:** The Council has implemented a number of measures to improve the health and safety of the town, including the installation of new fire alarms and the improvement of the town's drainage system.

11.1.3

**BAR CODING ASSET MANAGEMENT STANDARD OPERATING PROCEDURES**

(C/M 2026/06/02 - 5/P)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **7.5** page **42** refers.

---

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

**INTRODUCTION**

The purpose of asset bar coding is to identify and track office equipment, furniture and vehicles of Council as part of the IPSAS standard implementation financial reporting framework.

Finance implemented the bar-coding last year 2025 and recorded all office furniture, office equipment and Council vehicles on the Asset Register. The aim is to ensure proper accountability and improve accuracy for instant visibility of the location, usage of assets and for inventory control for Council.

The drafted Standard Operating Procedure is for asset management bar coding by using the application forms for Asset register, Asset transfer and write off to guide user departments on the bar-coding process.

This system will enable Council to know the status, procurement date, location and price of each office equipment, furniture and Council vehicles.

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

**RECOMMENDED:**

- (a) That Council approve the drafted Bar-Coding Standard Operating Procedure.**
  - (b) That Finance Department reviews the Bar-Coding Standard Operating Procedure frequently.**
-

# **MUNICIPALITY OF SWAKOPMUND**



## **BAR CODING ASSET MANAGEMENT STANDARD OPERATING PROCEDURE**

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ASSET REGISTER FORM, ASSET TRANSFER FORM & ASSET WRITE OFF FORM

**1. PURPOSE**

- 1.1. To establish procedures for the acquisition, registration, tracking, maintenance, and disposal of Council's assets
- 1.2. To ensure proper accountability, control, and efficient use of resources

**2. SCOPE**

This procedure applies to all fixed assets owned or controlled by Council, including:

- Office furniture
- Machinery and equipment
- Vehicles
- Tools and technical equipment

**3. RESPONSIBILITIES**

## 3.1 Procurement officer

- 3.1.1 Ensure assets are purchased according to procurement procedures

## 3.2 User department

- 3.2.1 Responsible office submit asset purchase documentation to finance by submitting Asset register form with a copy of the tax invoice

## 3.3 Assistant Accountant Expenditure

- 3.3.1 Perform asset identification, barcode and data entry
- 3.3.2 Assign asset identification numbers
- 3.3.3 Track asset movement
- 3.3.4 Conduct asset verification

## 3.4 Accountant Cost and Management

- 3.4.1 Maintain the Asset Register
- 3.4.2 Oversees the barcoding process and ensures compliance

## 3.5 Manager Finance

- 3.5.1 Ensure assets in their areas are barcoded and reported
- 3.5.2 Verify the Asset transfer, register and write off forms
- 3.5.3 Ensure annual asset verification

## 3.6 Departmental Heads

- 3.6.1 Ensures assets are properly used and safeguarded
- 3.6.2 Report loss, damage, or transfer of assets to Finance.

**4 ASSET ACQUISITION PROCEDURE**

As per procurement process:

- 4.1. User Department obtains quotations from suppliers.
- 4.2. Management approves the purchase.
- 4.3. Stores issue a Purchase Order (PO)
- 4.4. Supplier delivers the asset with an invoice and delivery note.

## 5 MATERIALS AND EQUIPMENT REQUIRED

- 5.1 Barcode compatible labels (durable, suitable for asset environment)
- 5.2 Barcode scanners: Tablets
- 5.3 Asset tracking software / system
- 5.4 Computer or mobile device for data entry and tracking
- 5.5 Power supply / battery packs and internet access for mobile devices

## 6 ASSET REGISTRATION

Upon receipt of the asset:

- 6.1 User Department complete Asset register form, and send the form with copy of tax invoice to Manager: Finance
- 6.2 Asset details are recorded in the **Asset Register** including:
  - Asset ID number
  - Serial number
  - Invoice number
  - Purchase date
  - Purchase price
  - Supplier
  - Location
  - Departmental responsibility
- 6.3 Each asset is assigned a **unique asset barcode number**.

## 7 PROCEDURES FOR BARCODING ON ASSET DYNAMIC SYSTEM:

### Step 1: Asset Identification

- Compile a list of assets requiring barcoding, including asset description, location, and current status.
- Verify asset existence and condition before barcoding.

### Step 2: Assign barcode Number

- Assign a barcode number to each asset, which will be encoded in the barcode.

### Step 3: Asset tracking system

- Use the asset tracking system to generate barcode labels linked to the assigned asset.
- Verify label print quality and accuracy before proceeding.

### Step 4: Attach Barcode Labels to Assets

- Clean the asset surface to ensure proper adhesion.
- Attach the barcode label securely in a visible and accessible location on the asset.
- For assets where adhesive labels are unsuitable, use fasteners or tags.

### Step 5: Data Entry and Verification

- Scan the barcode on each asset using a barcode device to capture the asset into the asset tracking system.

- Enter or update asset details in the system, including location, condition, and custodian.
- Verify that scanned data matches physical asset information.

#### **Step 6: Quality Control and Approval**

- Conduct a physical audit to confirm all assets are correctly tagged and data is accurate.
- Submit the updated asset list and barcode data for approval by the Manager Finance or designated authority.

#### **Step 7: Integration and Monitoring**

- Integrate barcode data with other management systems (e.g., accounting, maintenance).
- Set up alerts for asset movement, maintenance schedules, or audits based on barcode tracking.

#### **Step 8: Maintenance of Barcodes**

- Periodically inspect barcode labels for damage or wear.
- Replace any unreadable or damaged labels promptly to maintain tracking integrity.

### **8 ASSET BARCODING**

8.1 All assets must be labelled with an asset tag or barcode

8.2 The code should contain:

Asset number

Organizational name (optional)

8.3 The label must be placed in a visible and secure location on the asset.

### **9 TOOLBOX (GROUP ASSET(S) )**

9.1 Count how many assets are there

9.2 Use the app option of tool boxing assets (Toolbox)

9.3 Take a picture of the group assets being tool boxed

### **10 Asset Movement and Transfer**

10.1 When an asset is transferred between departments:

- Complete an Asset Transfer form.
- Obtain approval from the responsible manager.
- Send Asset transfer form to Manager Finance

10.2 Finance updates the Asset Register with the new location and custodian.

### **11 Asset Maintenance**

11.1 Departments responsible for assets must ensure:

- Regular maintenance of equipment
- Reporting of faults or damages
- Proper handling and storage

11.2 Maintenance activities should be recorded where applicable.

**12 Physical Asset Verification**

12.1 The Finance team must conduct asset verification:

- At least once per year
- By physically checking assets against the Asset Register
- Investigating missing or damaged items
- Verify asset register with capital expenditure report GS630
- Verify asset register with capital expenditure payment vouchers

12.2 A **verification report** must be prepared by the Accountant Cost Financial Management and submitted to Manager Finance.

**13 Asset write off**

13.1 Assets may be written off when they are:

- Obsolete
- Damaged beyond repair
- No longer required

**14 Write off process**

14.1 Submission to Management Committee by Department

14.2 Management reviews and approves write off.

14.3 Departments submit Asset write off form with council's resolution to Manager: Finance

14.4 Asset is removed from Asset Register.

**15 Internal Controls**

15.1 To protect organizational assets:

- Maintain a complete asset register
- Conduct regular asset audits
- Segregate duties between purchasing, recording, and custody
- Ensure proper documentation for all asset transactions

**16 Record Keeping**

16.1 The following records must be maintained:

- Asset Register Forms
- Asset Transfer Forms
- Asset write off Forms
- Asset Verification Reports
- Purchase Documents (Purchase Orders, invoices)

**17 ANNEXURES:**

Figure 1: Asset Register Form

Figure 2: Asset Transfer Form

Figure 3: Asset Write Off Form



# ASSET REGISTER FORM

Asset Reference:	
------------------	--

Name:			
Description:			
Office number:			
Department:			
Model:			
Supplier:		Invoice number:	
Purchase date:		Serial number:	
Asset type:		Purchase price:	
Depreciation:			

PLEASE TICK:

Insured:	YES	NO
----------	-----	----

History: Insurance/ Depreciation/ Maintenance etc

History:	Insurance/ Depreciation/ Maintenance etc

**BARCODING DETAILS:**

Submitted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance received by (signature): \_\_\_\_\_ Date: \_\_\_\_\_  
 Date of asset registration: \_\_\_\_\_  
 Barcode number: \_\_\_\_\_  
 Verified by Manager: Finance(signature): \_\_\_\_\_ Date: \_\_\_\_\_

**\*Submit with copy of tax invoice to Manager: Finance**



# ASSET TRANSFER FORM

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. ASSET DETAIL:

Item Description:

*PLEASE INCLUDE PICTURE (S)*

Manufacturer:

Year & Model:

Serial Number:

(if applicable) Fleet Number:

License Plate number:

Barcode Number:

### 2. TRANSFER DETAIL:

Current Department: \_\_\_\_\_ Current Location: \_\_\_\_\_

New Department: \_\_\_\_\_ New Location: \_\_\_\_\_

Date Transferred: Month \_\_\_\_\_ Day \_\_\_\_\_ Year 20 \_\_\_\_\_

Briefly explain why asset is being transferred:

---

---

---

### 3. COMMUNICATION DETAILS:

Submitted by (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Finance received by (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Asset transferred in accounting system (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Verified by Manager: Finance(signature): \_\_\_\_\_

Date: \_\_\_\_\_

**\*Submit to Manager: Finance**



# ASSET WRITE OFF FORM:

Name:

Department Section:

Location of Asset:

Date:

Asset(s) Description	Make / Model	Reason for write off	Quantity	Condition	Barcode number	Serial number

Other information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by (signature):

Date: \_\_\_\_\_

Finance received by (signature):

Date: \_\_\_\_\_

Asset transferred in accounting system (signature):

Date: \_\_\_\_\_

Verified by Manager :

Date: \_\_\_\_\_

*If applicable, please include any photographs or other information that may help with the write off of asset (s).*

**\* Attach council resolution**

**\*Submit completed form to Manager: Finance**

- 11.1.4 **PRESENTATION BY SHACK DWELLERS FEDERATION OF NAMIBIA (SDFN) AND NAMIBIA HOUSING ACTION GROUP (NHAG)**  
(C/M 2026/06/02 - 15/2/1/4)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.1** page **03** refers.

---

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

Mr Amushila, the Director of Shack Dwellers Federation of Namibia (SDFN) and Namibia Housing Action Group (NHAG) has on **27 March 2026**, requested a meeting (**letter attached as Annexure "A"**), which has been agreed to take the form of a formal presentation. The purpose of this engagement is to address the following:

1. *To introduce the activities of the Federation*
2. *To discuss progress and challenges facing the Federation in Swakopmund*
3. *Proposal for action or way forward*

The presentation will be conducted in person.

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

**RECOMMENDED:**

**That Management Committee takes note of the presentation by Shack Dwellers Federation of Namibia (SDFN) and Namibia Housing Action Group (NHAG).**

---

**SHACK DWELLERS FEDERATION OF NAMIBIA (SDFN) AND  
NAMIBIA HOUSING ACTION GROUP (NHAG)**



P. O BOX 21010  
WINDHOEK  
NAMIBIA

Tel 239398 fax 239397  
E-mail  
[heinrich@nhag.org.na](mailto:heinrich@nhag.org.na)

*Improving the lives of Poor People in Namibia*

27 March 2026

Chief Executive Officer  
Swakopmund Municipality  
Swakopmund  
Namibia

Dear Mr. Benjamin

**RE: Request to meet with all Honorable Town Councillors.**

I have been requested by members of the Shack Dwellers Federation of Namibia to request a meeting with all Honourable Town Councillors of Swakopmund, the main purpose of the meeting is as follows:

- 1. To introduce the activities of the Federation**
- 2. To discuss progress and challenges facing the Federation in Swakopmund**
- 3. Proposal for action or way forward**

We would appreciate it if this matter received your attention.

Yours in development

**Heinrich Amushila**  
NHAG Director  
[heinrich@nhag.org.na](mailto:heinrich@nhag.org.na)  
0811473839/0817046373

11.1.5

**REQUEST FOR CONSENT TO TRANSFER OWNERSHIP FROM TANGENI SHILONGO NAMIBIA TO WERNER ERKES FOUNDATION:****1. ERF 8159, EXTENSION 30, SWAKOPMUND****2. ERF 9104, EXTENSION 34, SWAKOPMUND**

(C/M 2026/06/02 - E 8159, E 9104)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **7.2** page **14** 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 dated **03 March 2026** by Etzold-Duvenhage, acting on behalf of Tangeni Shilongo Namibia (hereinafter TSN) and Werner Erkes Foundation (hereinafter WEF) to allow the transfer of ownership of Erven 8159, Extension 30 and Erf 9104, Extension 34, Swakopmund from TSN to WEF.

The duly motivated application is attached as **Annexure "A"**.

**2. INTRODUCTION**

Both erven (Erf 8159 and Erf 9104) are zoned "institutional" and ownership vests in TSN. The relevant pages of the respective title deeds are attached as **Annexures "B"** and **"C"**.

As the sale of erven zoned "institutional" to qualifying entities are subsidized by 50% of the cost of installation of services, various restrictive clauses are registered in the title deeds of these transactions. Among others, the following restriction as per page 3 of the title deeds:

- 1 The Transferee, his Successors-in-title or assigns shall not be entitled to cede, assign or in any other manner make over its rights, title and interest in the Property or the preceding Agreement of Sale or any of its liabilities, responsibilities, duties or obligations therein to any third party, without the prior written consent of the Municipal Council, which consent shall not be unreasonably withheld.

Therefore, Council's approval is required for any amendment to the ownership of these erven.

**3. BACKGROUND**

TSN acquired the two subject erven as follows:

3.1	Erf 9104 1 886m <sup>2</sup>	On <b>29 April 2021</b> under item 11.1.2 Council allocated Erf 9104, Swakopmund to TSN after inviting development proposals for the subject erf. N\$20 million was invested in the construction and establishment of the facility. It is an Open Doors Education Centre which includes an ECD-centre and a primary school is operating on this erf.
-----	---------------------------------	--

3.2	Erf 8159 2 020m <sup>2</sup>	On <b>24 May 2022</b> under item 11.1.24 Council approved the cession of Erf 8159, Swakopmund from DRC School Project & Community Centre to TSN. N\$22.5 million was invested in the construction and establishment of the facility. It is an Open Doors Education Centre known as Horizon Primary School which includes an ECD-centre and a secondary school will be operating on this erf.
-----	---------------------------------	--

As stated by Etzold-Duvenhage TSN fully met and exceeded the development obligations on the above two erven (supporting costs reports are available to file for confirmation).

Both these educational institutions provide free education to learners from the surrounding informal settlements.

The location of these two erven is indicated on **Annexure "D"**.

#### 4. **MOTIVATION/REASON FOR CHANGE OF OWNERSHIP**

At the time the above erven were bought by TSN, the Werner Erkes Foundation was not yet registered in Namibia. This foundation operates locally under the umbrella of the *Werner Erkes Stiftung* in Germany, a charitable organisation based in Dusseldorf dedicated to supporting education and development in Africa. It funds and operates schools, kindergartens, vocational facilities and community centre to improve learning opportunities.

Quoted from their application (**Annexure "A"**) the transfer of ownership is motivated as follows:

Now that the Foundation is formally registered in Namibia, and all development obligations to the Municipality have been fulfilled, our clients wish to transfer the Properties to the Foundation. The purpose of the Properties remain unchanged—exclusively educational—and the transfer involves only a change of ownership. The transfer ensures long-term sustainability of the schools and its infrastructure. The Foundation has a stronger and more secure financial structure, enabling permanent development and safeguarding of the educational activities—something TSN cannot guarantee to the same extent. This is substantiated by the Foundation's financial reports.

Furthermore, ownership strengthens the Foundation's credibility under German regulatory requirements, reinforcing its charitable status and facilitating additional funding for educational projects in Namibia. The transfer therefore directly supports future investments in the education sector.

#### 5. **DISCUSSION**

It is proposed to approve the application by Etzold-Duvenhage to allow the change of ownership of Erven 8159, Extension 30, Swakopmund and Erf 9104, Extension 34, Swakopmund from TSN to WEF based on compliance with all development obligations being complied and exceeded with.

Changing ownership will secure financial support for these free education establishments.

The remaining title conditions be maintained with special reference to clauses 3 and 4 (**Annexures "B" and "C"**).

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

**RECOMMENDED:**

- (a) **That in terms of clause 1 of the Deed of Transfer for Erf 8159, Extension 30, Swakopmund (T 2537/2023) and of the Deed of Transfer for Erf 9104, Extension 34, Swakopmund (T 7593/2021) Council consents to the change of ownership from Tangeni Shilongo Namibia to Werner Erkes Foundation.**
  - (b) **That the consent be based on the fact that Tangeni Shilongo Namibia fully complied with the development obligations of both erven and the change of ownership will secure long term sustainability of the schools and infrastructure and a more secure financial structure.**
  - (c) **That clauses 3 and 4 of both deeds of transfer be re-imposed on Werner Erkes Foundation.**
  - (d) **That copies of all transfer documentation be submitted to the Office of the Chief Executive Officer.**
-

## ANNEXURE "A"



Chief Executive Officer  
Swakopmund Municipality  
Corner of Rakotoka &  
Daniel Kamho Avenue  
**Swakopmund**  
Namibia

**Attention: Mr. A. Benjamin**

e-mail: [swakopmund@swakopmund.com.na](mailto:swakopmund@swakopmund.com.na)

**Our ref: UE/pg/WER11/0002**

## Partners

Swakopmund  
Erf 1101, 1102, 1103, 1104

1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104

Swakopmund  
Erf 1101, 1102, 1103, 1104

Swakopmund  
Erf 1101, 1102, 1103, 1104

## Address:

1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104  
1101, 1102, 1103, 1104

1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104

Swakopmund  
Namibia

## Website:

[www.wernererkesfoundation.com.na](http://www.wernererkesfoundation.com.na)

## Trust Account:

Swakopmund  
Erf 1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104

## VAT Registration No:

1101, 1102, 1103, 1104

1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104

1101, 1102, 1103, 1104

1101, 1102, 1103, 1104  
Erf 1101, 1102, 1103, 1104

3 March 2026

Dear Sir

**Request for Consent to transfer:**

**Erf 8159, Extension 30, DRC, Swakopmund**  
**Erf 9104 Swakopmund (Extension No. 34)**

**from Tangeni Shilongo Namibia (Non-Profit Association Inc. under Section 21) to the Werner Erkes Foundation**

We act on behalf of Tangeni Shilongo Namibia ("TSN"), a Section 21 Non-Profit Association, and the Werner Erkes Foundation ("the Foundation"), a trust duly registered under Namibian law (together, "our clients"), on whose instructions we address this letter.

Our clients intend to transfer **Erven 8159, Extension 30, Swakopmund, and Erf 9104 Swakopmund (Extension No. 34)** ("the Properties"), currently registered in the name of TSN, to the Werner Erkes Foundation.

The Deed of Transfers impose conditions in favour of the Municipal Council of Swakopmund, requiring its prior written consent for any transfer to a third party. **Erf 8159** currently hosts Horizon Primary School (grades 1-7), and Erf 9104 hosts the OPEN DOORS Education Centre ("ODEC"), both providing free education to learners

from the surrounding informal settlements. At the time of acquisition, the Foundation was not yet registered in Namibia; it operates locally under the umbrella of the *Werner Erkes Stiftung* in Germany, established in 2013.

The *Werner Erkes Stiftung* is a charitable organisation based in Dusseldorf, dedicated to supporting education and development in Africa, particularly in regions with limited access to schooling. It funds and operates schools, kindergartens, vocational facilities, and community centres to improve learning opportunities.

The title deeds further required that improvements with a value of at least twice the municipal land be effected within five (5) years of transfer. This obligation has been fully met and exceeded in respect of both properties, with infrastructure investments exceeding N\$22.5 million N\$20 million respectively, fully funded by the Foundation through TSN. Supporting cost reports are attached hereto.

Now that the Foundation is formally registered in Namibia, and all development obligations to the Municipality have been fulfilled, our clients wish to transfer the Properties to the Foundation. The purpose of the Properties remain unchanged—exclusively educational—and the transfer involves only a change of ownership. The transfer ensures long-term sustainability of the schools and its infrastructure. The Foundation has a stronger and more secure financial structure, enabling permanent development and safeguarding of the educational activities—something TSN cannot guarantee to the same extent. This is substantiated by the Foundation's financial reports.

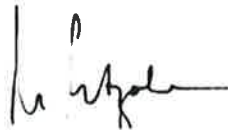
Furthermore, ownership strengthens the Foundation's credibility under German regulatory requirements, reinforcing its charitable status and facilitating additional funding for educational projects in Namibia. The transfer therefore directly supports future investments in the education sector.

We respectfully request the Council's consent for this transfer, as provided for in the title deeds of the Properties, copies of which are attached.

Please do not hesitate to contact the undersigned should you require any further information.

Yours faithfully  
**ETZOLD - DUVENHAGE**

Per:



**ULRICH ETZOLD**

2023-05-12

WR/db/0522740

**DEED OF TRANSFER  
NO T.**

2537 / 2023

MUNICIPAL COUNCIL OF SWAKOPMUND

to

**TANGENI SHILONGO NAMIBIA**

ERF NO. 8159, SWAKOPMUND  
(EXTENSION NO. 30)



**ENSafrica | Namibia**

Incorporated as LorentzAngula Inc

REG 126593-12/2018

- 3 -

1. The Transferee, his Successor-in-title or assigns, shall not be entitled to cede, assign or in any other manner make over its rights, title and interest in the Property or the preceding Agreement of Sale or any of its liabilities, responsibilities, duties or obligations therein to any third party, without the prior written consent of the Municipal Council, which consent shall not be unreasonably withheld.
2. The Property shall revert to the Municipal Council in the event of the Transferee not complying with the following conditions:
- 2.1. If the Transferee fails to develop or erect within 5 years from date of registration of transfer improvements on the ERF (including outbuildings) to the value equal to at least twice (2x) the municipal valuation of the ERF as determined by the Municipal Valuator from time to time then:
- 2.1.1. The Transferee shall retransfer the Property to the Municipal Council at the Transferee's cost and the Municipal Council shall refund the purchase price, less any amounts owed to it by the Transferee, however the Municipal Council shall not be liable to pay the Transferee any compensation for the improvements on the Property.
- Or, alternatively, in the discretion of the Municipal Council:
- The Transferee shall pay the Municipal Council within 30 (thirty) days from having been requested to do so, the difference between the purchase price paid by the Transferee and the market valuation of the unimproved property based on the highest land use of the Property on date the reverting clause shall apply.
3. The Transferee shall not use the Property for any other purpose than for which it was bought or sell, sublease or donate the Property without the consent of the Municipal Council for a period of **30 (Thirty)** years from date of sale. Should the Municipal Council at its sole option consent to a different use or the sale, sublease or donation of the Property to a third party, the Transferee undertakes to pay to the Municipal Council the difference between the Purchase Price paid by the Transferee and the market valuation of the unimproved property based on the highest land use of the Property or portion thereof, on date of approval of the different use or the sale, lease or donation to a third party.

1

2

- 4 -

4. The Municipal Council retains a right of first refusal with regard to the property in the instance where the Transferee duly complied with its obligation under the proceeding Agreement of Sale as more specifically set out in clause 2 abovementioned and the Transferee further agrees to the registration against the Title Deed of the Property, of the right of first refusal of the Municipal Council. The transferee, despite compliance with clause 2 abovementioned will offer the property to the Municipal Council in writing and the Municipal Council may accept or reject the Transferee's offer within 60 (sixty) days of receipt of Transferee written offer made in terms thereof. The value and usefulness of any improvements shall be determined by the Municipal Council's official valuator at the cost and expense of the Transferee and the said valuator's appraisal shall be final and binding on the parties.
5. Should the Transferee procure a loan to finance the PROPERTY, the Municipal Council herewith agrees and undertakes to sign any document to waive its right of preference in respect of the PROPERTY in favour of the bank/financial institution.



2021-10-28

WR/ab/050 0443

# DEED OF TRANSFER

NO T. 7593 / 2021

**TANGENI SHILONGO NAMIBIA  
COMPANY NO. 21/2021/0266**

ERF NO. 9104 SWAKOPMUND  
(EXTENSION NO. 34)



**ENSafrica | Namibia**  
Incorporated as LorentzAngula Inc  
tel: +264 61 399700

- 3 -

- The Transferee, his Successors-in-title or assigns shall not be entitled to cede, assign or in any other manner make over its rights, title and interest in the Property or the preceding Agreement of Sale or any of its liabilities, responsibilities, duties or obligations therein to any third party, without the prior written consent of the Municipal Council, which consent shall not be unreasonably withheld.
- 2 The Property shall revert to the Municipal Council in the event of the Transferee not complying with the following conditions:
- 2.1 If the Transferee fails to develop or erect within 5 years from date of registration of transfer improvements on the ERF (including outbuildings) to the value equal to at least twice (2x) the municipal valuation of the ERF as determined by the Municipal Valuator from time to time then:
- 2.1.1 The Transferee shall retransfer the Property to the Municipal Council at the Transferee's cost and the Municipal Council shall refund the purchase price, less any amounts owed to it by the Transferee, however the Municipal Council shall not be liable to pay the Transferee any compensation for the improvements on the Property.
- Or alternatively, in the discretion of the Municipal Council:
- The Transferee shall pay the Municipal Council within 30 (thirty) days from having been requested to do so, the difference between the purchase price paid by the Transferee and the market valuation of the unimproved property based on the highest land use of the Property on date the reverting clause shall apply.
- 3 The Transferee shall not use the Property for any other purpose than for which it was bought, or sell, sublease or donate the Property without the consent of the Municipal Council for a period of **30 (Thirty)** years from date of sale. Should the Municipal Council at its sole option consent to a different use, or the sale, sublease or donation of the Property to a third party, the Transferee undertakes to pay to the Municipal Council the difference between the Purchase Price paid by the Transferee and the market valuation of the unimproved property based on the highest land use of the Property or portion thereof, on date of approval of the different use or the sale, lease or donation to a third party.



- 4 -

4. The Municipal Council shall have a right of first refusal in respect of the property that the Transferee intends to alienate same. Should the Transferee intend to alienate the said property, he shall offer the Property to the Municipal Council in writing, and the Municipal Council may accept or reject the Transferee's offer within 60 (sixty) days of receipt of Transferee written offer. The value and usefulness of any improvements shall be determined by the Municipal Council's official valuator at the cost and expense of the Transferee and the said valuator's appraisal shall be final and binding on the parties.
5. Should the Transferee procure a loan to finance the PROPERTY, the Municipal Council herewith agrees and undertakes to sign any document to waive its right of preference in respect of the PROPERTY in favour of the bank/financial institution.

M

ANNEXURE "D"



11.1.6

**ADOPTION AND IMPLEMENTATION OF THE SWAKOPMUND PUBLIC PARKS DEVELOPMENT AND MANAGEMENT POLICY**

(C/M 2026/06/02 - 15/P)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.3** page **40** refers.**A. This item was submitted to the Management Committee for consideration:****1. INTRODUCTION**

This submission seeks approval for the adoption and implementation of the Public Parks Policy for Swakopmund as demanded by the Swakopmund Strategic Plan.

**2. BACKGROUND**

Over the past years, the municipal council has been receiving growing number of applications and formal requests from community members advocating for the development and establishment of public parks within their residential areas. These requests reflect a broader desire to enhance quality of life, promote outdoor activities, and create safe, inclusive spaces where people of all ages can relax, socialize, and engage in community life.

However, despite the clear need, the Council has been unable to adequately respond to these requests due to competing interest. As a result, many neighbourhoods continue to lack sufficient recreational facilities, highlighting the gap between community expectations and available municipal resources.

**3. PROPOSAL**

To address the matter, the **Swakopmund Strategic Plan for 2020-2025** recommended the establishment of the policy, which provides a comprehensive framework for the planning, development, enhancement, and long-term management of public parks. The policy sets out clear guidelines and principles to ensure that both new and existing parks are designed and maintained to meet high standards of quality, sustainability, and community value. By providing structured direction, the policy supports decision-makers, planners, and stakeholders in creating outdoor spaces that are functional, welcoming, and beneficial to all users.

The policy further provides for the structured and sustainable development of public open spaces by committing to the development of a **minimum of two (2) parks annually**. This phased approach ensures continuity, manageable resource allocation, and positions park development as an ongoing municipal programme rather than a once-off intervention.

The initial implementation phase will prioritise the development of all **existing open spaces** as identified in the approved spatial map attached **Annexure ("A")**. Upon completion of this phase, the programme will be extended to include future town expansions and new suburban developments. To support this long-term objective, the policy requires that the Town Planning Department formally incorporate its provisions into future planning frameworks, ensuring that adequate land is reserved and aligned with the Municipality's vision for accessible and inclusive green spaces.

Equally important is the upgrading and maintenance of existing parks. The policy highlights the need for regular assessments, rehabilitation of aging infrastructure, and the introduction of modern amenities to keep parks relevant and safe. Maintenance strategies are to be proactive and sustainable, prioritizing durability, efficient use of resources, and cost-effectiveness over time.

Inclusivity and accessibility are foundational principles underpinning this policy. Parks within all suburban developments must be intentionally designed to serve individuals of all ages, abilities, and backgrounds by eliminating both physical and social barriers to access. This includes the provision of universally accessible pathways, inclusive play facilities, clear and user-friendly signage, and safe, welcoming environments that promote participation from all sectors of the community.

Furthermore, the policy stipulates that a **minimum of 20 percent** of large-scale developments must be allocated for open space, specifically designated for park development.

Safety is another critical pillar of the policy. It promotes the incorporation of design elements and management practices that enhance user security, such as adequate lighting, visibility, regular patrols or monitoring where appropriate, and well-maintained facilities. Safe parks foster greater community use and contribute to overall well-being.

Environmental sustainability is also a guiding objective. The policy encourages the use of eco-friendly materials, water-sensitive design, biodiversity conservation, and climate-resilient landscaping practices. Parks are recognized not only as recreational spaces but also as vital ecological assets that contribute to environmental health and resilience.

Ultimately, this policy also provides for the establishment of **Friends of Parks Groups**, to be formed by residents within the park's surrounding areas to help safeguard parks, particularly in the absence of security personnel. Their role is to address vandalism and unacceptable behaviour by promoting community pride, encouraging responsible use of park facilities, and supporting awareness initiatives. They act as observers by reporting incidents and maintenance issues to the relevant authorities, while also contributing to safety through advocating for improved lighting, visibility, and stronger community involvement. By organizing activities and building local partnerships, they help create a positive park environment that discourages misconduct. Importantly, their role remains non-confrontational—they observe, support, and report rather than enforce laws.

### 3. CONCLUSION

The adoption of the Public Parks Policy will provide a structured and sustainable approach to managing Swakopmund's green spaces. It will ensure that public parks continue to serve as valuable assets that enhance environmental resilience, social well-being, and economic development. The approval of this policy is therefore essential to support the Municipality's long-term vision of becoming a green, inclusive, and sustainable urban environment.

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

**RECOMMENDED:**

- (a) That the Council approves the adoption and implementation of the Swakopmund Public Parks Development and Management Policy.
  - (b) That approval be granted to the General Manger: Economic Development Services to establish "Friends of Parks Groups, to be formed by residents in the surrounding neighbourhoods to voluntarily assist in safeguarding parks within their communities.
-

SWAKOPMUND: PUBLIC OPEN SPACES



Swakopmund Municipality  
Department of Engineering & Planning Services  
DIE-GIS  
Tel: 064 444444  
Web: www.swakopmund.nam





# SWAKOPMUND

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

## Swakopmund Public Parks Development and Management Policy



Prepared by

\_\_\_\_\_

Document Title: Swakopmund Public Parks Development and Management Policy Date Submitted for approval to Council: <b>April 2025</b>			
<b>SIGN-OFF</b>			
Date approved by Council:	Chief Executive Officer Name:	Signature:	Version number:
Item Number: _____			

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## 1. Introduction

This policy provides a framework for the establishment, development, and management of public parks in Swakopmund to enhance the quality of life, promote environmental sustainability, and foster community well-being. Parks serve as critical green spaces that support recreation, tourism, and biodiversity while contributing to climate resilience and urban aesthetics.

Public parks are vital components of urban life, contributing to community well-being, environmental resilience, and social cohesion. This policy sets the framework for the planning, development, management, and maintenance of public parks within Swakopmund. It ensures that parks contribute to sustainable urban development in alignment with the Municipality's broader goals, including the Green City Development Strategy and Urban Greening Strategy.

This Public Parks Policy supports urban green infrastructure (UGI) planning to address climate change, protect biodiversity, promote a green economy, and enhance social inclusion. The policy draws on four key UGI planning principles:

- o **Green-grey integration:** coordinating green spaces with urban infrastructure
- o **Connectivity:** linking parks with ecological corridors and public areas
- o **Multifunctionality:** delivering recreational, ecological, and cultural services
- o **Social inclusion:** involving diverse stakeholders in planning and design

## 2. Vision

To develop and maintain an inclusive, accessible, and sustainable public park system that enhances the quality of life, promotes biodiversity, and fosters a green and resilient Swakopmund.

## 3. Purpose of the Policy

This policy provides clear guidelines and principles for:

- 1) Planning and establishing new parks
- 2) Upgrading and maintaining existing parks
- 3) Promoting inclusivity, accessibility, and safety
- 4) Aligning public park development with environmental sustainability and urban resilience goals

## 4. Objectives

- 1) Ensure equitable access to green spaces for all residents of Swakopmund, regardless of socio-economic status.
- 2) Promote environmental conservation and biodiversity unique to the coastal ecosystem.
- 3) Provide diverse recreational and leisure opportunities that cater to different age groups and interests.
- 4) Enhance urban aesthetics and sustainable land use through proper park planning.
- 5) Support economic growth and tourism through well-maintained parks that attract visitors.
- 6) Foster a culture of environmental responsibility and civic pride through community participation.
- 7) Improve public health by providing spaces for exercise, relaxation, and social interaction.
- 8) Integrate smart and sustainable infrastructure into park design and management.
- 9) To ensure equitable access to well-maintained parks for all residents of Swakopmund
- 10) To promote the multifunctional use of parks for recreation, education, culture, and ecological services
- 11) To integrate park planning with broader urban infrastructure and transport systems
- 12) To enhance connectivity between parks, open spaces, and ecological corridors
- 13) To support biodiversity by using indigenous and adaptive plant species
- 14) To encourage public participation and ownership in park design and management
- 15) To contribute to Swakopmund's climate adaptation and sustainability goals



## 5 Scope

This policy applies to all public parks and green open spaces managed by the Municipality of Swakopmund, including neighbourhood parks, community parks, town parks, urban forests, and green corridors.

### 5.1 PUBLIC OPEN SPACES: PROVISION, DISTRIBUTION AND SERVICING

#### 5.1.1 Planning and Reservation

Public open spaces shall be identified, reserved, and demarcated during the planning and layout design phase of all new township extensions, in accordance with the Municipality's spatial development objectives.

#### 5.1.2 Interdepartmental Coordination

A multidisciplinary approach shall be adopted in the planning of public open spaces. The Engineering Services Department must be consulted and provided with the opportunity to contribute to decisions relating to the number, size, distribution, and servicing requirements of such spaces.

#### 5.1.3 User-Centred Design Principles

The design and layout of public open spaces shall not be guided solely by engineering or spatial considerations but must reflect how communities interact with and utilise these areas. Planning must incorporate principles of accessibility, safety, inclusivity, and usability for all age groups.

#### 5.1.4 Hierarchy of Open Spaces

Provision shall be made for a hierarchy of public open spaces, including:

- a) Larger, centrally located parks intended for community events, gatherings, and recreational activities; and
- b) Smaller, distributed neighbourhood parks designed to serve daily recreational needs, particularly for children and families.

#### 5.1.5 Accessibility and Distribution

Neighbourhood parks should, where feasible, be evenly distributed and located within safe and convenient walking distance of residents to ensure equitable access. Over-reliance on single, large open spaces is discouraged where it limits accessibility for surrounding communities.

#### 5.1.6 Infrastructure and Basic Services

All public open spaces intended for active public use shall be supported by appropriate infrastructure and basic services, including but not limited to:

- a) Water supply;
- b) Sanitation facilities (public ablutions);
- c) Electricity; and
- d) Stormwater management systems.

These services must be incorporated into the engineering design and budgeting processes from the outset.

#### 5.1.7 Sustainability and Maintenance Considerations

The design of public open spaces shall take into account long-term sustainability, operational efficiency, and ease of maintenance to ensure continued usability and cost-effectiveness for the Municipality.

### 5.2 Number of Parks Per Year (Part of a Strategic Plan)

- 5.2.1 A minimum of two new parks shall be established annually, prioritizing underserved areas within Swakopmund.



- 5.2.2 Existing parks will undergo upgrades and maintenance as per the annual municipal plan to ensure safety, accessibility, and environmental sustainability.
- 5.2.3 The municipality will conduct an annual assessment to determine additional park needs based on population growth and urban expansion.

#### 6 Park Classification

Public parks in Swakopmund are categorized as follows:

- 6.1 **Neighbourhood Parks:** Small-scale parks catering to local communities within residential areas, typically featuring playgrounds, seating areas, and open green spaces.
- 6.2 **Community Parks:** Medium-sized parks offering diverse recreational facilities, including playgrounds, sports fields, and picnic areas, serving multiple neighbourhoods.
- 6.3 **Regional Parks:** Large parks that serve the entire town, incorporating multi-functional spaces, event venues, and ecological conservation areas.
- 6.4 **Specialized Parks:** Thematic parks such as botanical gardens, heritage sites, wildlife sanctuaries, and sports complexes designed for specific activities and attractions.
- 6.5 **Coastal and Dune Parks:** Parks designed to preserve the unique coastal and desert landscape while providing controlled access for recreation, including boardwalks, viewing decks, and dune conservation areas.

#### 7 Site Selection Criteria

Public parks shall be established on sites that are accessible, environmentally appropriate, and aligned with Swakopmund's planning frameworks. The following considerations shall guide site selection:

- 7.1 Proximity to residential areas and public transport to enhance accessibility.
- 7.2 Access to a well-developed affluent water system.
- 7.3 Availability of adequate space with minimal environmental disruption.
- 7.4 Compliance with Swakopmund's urban planning and environmental regulations.
- 7.5 Consideration of community input and specific recreational needs.
- 7.6 Protection of natural habitats and integration with the town's coastal and desert environment.
- 7.7 Provisions for climate resilience, including flood control and erosion management.

#### 8 Park Design Standards Planning and Design Principles

- 8.1 **Accessibility:** Inclusive infrastructure designed for all users, including persons with disabilities, children, and the elderly.
- 8.2 **Sustainability:** Landscaping incorporating indigenous flora, water-wise gardening, and eco-friendly materials.
- 8.3 **Safety:** Well-lit pathways, designated pedestrian zones, and emergency access points.
- 8.4 **Recreational Facilities:** Dedicated areas for sports, children's play, relaxation, and social gatherings.

##### 8.5 Public Amenities:

- 8.5.1 **Guard Houses:** Security booths at park entrances to enhance safety.
- 8.5.2 **Public Toilets:** Accessible and well-maintained restrooms for visitor convenience.
- 8.5.3 **Rest Areas:** Shaded seating areas, benches, and picnic zones.
- 8.5.4 **Waste Management:** Adequate waste disposal bins and recycling stations.

##### 8.6 Play Equipment:

- 8.6.1 Swings, slides, seesaws, and climbing structures for various age groups.
- 8.6.2 Sensory play equipment for children with disabilities.
- 8.6.3 Fitness stations for adults, including pull-up bars and balance beams.

##### 8.7 Pavements and Walkways



- 8.7.1 Well-paved paths with non-slip surfaces for safe walking and jogging.
- 8.7.2 Clearly marked cycling lanes where applicable.
- 8.7.3 Shaded walkways lined with trees or pergolas.

#### 8.8 Lighting:

- 8.8.1 Energy-efficient LED lighting along pathways, playgrounds, and public spaces.
- 8.8.2 Solar-powered lights in designated areas to enhance sustainability.
- 8.8.3 Emergency lighting near guard houses and restrooms for safety at night.

8.9 **Smart Features:** Wi-Fi hotspots, security cameras, and digital information kiosks where feasible.

8.10 **Coastal Parks:** Special infrastructure for dune conservation, erosion control, and marine ecosystem protection.

#### 8.11 Vegetation and Landscaping

Each park shall include a diverse selection of vegetation, chosen based on Swakopmund's climate, water availability, and aesthetic value.

##### 8.11.1 Trees:

- 8.11.1.1 Date Palms (*Phoenix dactylifera*) for shade and ornamental appeal.
- 8.11.1.2 Coconut Palms (*Cocos nucifera*) in coastal parks for tropical aesthetics.
- 8.11.1.3 Indigenous acacias (*Acacia erioloba*, *Acacia karroo*) for ecological balance.
- 8.11.1.4 Baobab trees (*Adansonia digitata*) as a cultural and landmark feature in larger parks.

##### 8.11.2 Flowers and Plants:

- 8.11.2.1 Desert roses (*Adenium obesum*) for their resilience and beauty.
- 8.11.2.2 Aloe vera and other succulent varieties for water-wise landscaping.
- 8.11.2.3 Bougainvillea for vibrant color and natural fencing.
- 8.11.2.4 Lavender and rosemary for fragrance and biodiversity support.

##### 8.11.3 Grass and Ground Cover:

- 8.11.3.1 Kikuyu grass (*Pennisetum clandestinum*) for playgrounds and sports fields.
- 8.11.3.2 Buffalo grass (*Stenotaphrum secundatum*) for drought resistance.
- 8.11.3.3 Indigenous dune grasses (*Sporobolus virginicus*) in coastal parks for erosion control.

##### 8.11.4 Hedges and Shrubs:

- 8.11.4.1 Spekboom (*Portulacaria afra*) for carbon sequestration and drought resistance.
- 8.11.4.2 Wild olive (*Olea europaea subsp. africana*) for decorative and shade purposes.
- 8.11.4.3 Milkwood (*Sideroxylon inerme*) in regional parks for ecological conservation.

#### 8.12 Climate Constraints

- 8.12.1 Soil salinity and limited water.
- 8.12.2 Preference for low-maintenance, drought-resistant plants.
- 8.12.3 Rooftop or vertical greening where space is limited.

#### 8.13 Maintenance and Management

- 8.13.1 Establishment of a Parks and Green Spaces Management Unit within the municipality to oversee operations.
- 8.13.2 Routine maintenance schedules to ensure cleanliness, safety, and functionality.



- 8.13.3 Use of sustainable practices such as water conservation, renewable energy integration, and waste recycling
- 8.13.4 Deployment of trained park rangers to ensure security and environmental protection.
- 8.13.5 Public-private partnerships to assist with maintenance, security and enhancement projects.

#### 9. Community Stewardship, Safety and Vandalism Prevention (Friends of Parks)

Addressing vandalism and unacceptable behaviour within public parks is a shared responsibility that requires a collaborative, community-driven approach. "Friends of Parks" groups and community stakeholders play a vital supportive role in promoting responsible park use, while working in partnership with the Municipality and relevant authorities.

##### 9.1 Preventing Vandalism

- 9.1.1 Promote a strong sense of community ownership and civic pride in public parks to discourage vandalism and misuse.
- 9.1.2 Organise awareness campaigns and outreach initiatives highlighting the social, environmental, and economic impacts of vandalism.
- 9.1.3 Support preventative initiatives such as educational signage, public art installations, and community mural projects that foster respect for shared spaces.

##### 9.2 Monitoring and Reporting

- 9.2.1 Act as the "eyes and ears" of the park by observing and identifying incidents of vandalism, damage, or inappropriate behaviour.
- 9.2.2 Promptly report all incidents to the Municipality, park management, or relevant law enforcement authorities through established reporting channels.
- 9.2.3 Maintain informal records of recurring issues or hotspots to assist the Municipality in implementing targeted preventative measures.

##### 9.3 Promoting Positive Behaviour

- 9.3.1 Encourage respectful, safe, and responsible use of park facilities by all users.
- 9.3.2 Lead by example during community activities, events, and engagements.
- 9.3.3 Support educational programmes and initiatives that promote good citizenship, environmental stewardship, and community values.

##### 9.4 Supporting Safety Initiatives

- 9.4.1 Collaborate with the Municipality and local authorities on safety awareness campaigns and programmes.
- 9.4.2 Advocate for and support improvements in park safety infrastructure, including adequate lighting, clear signage, and enhanced visibility.
- 9.4.3 Encourage and support the presence of park rangers, wardens, or community-based patrols where appropriate.

##### 9.5 Community-Based Deterrence

- 9.5.1 Encourage increased, positive use of parks through regular community events and activities, recognising that well-utilised parks experience lower levels of vandalism.
- 9.5.2 Build strong relationships with local residents, youth groups, schools, and community organisations to foster long-term respect and care for public spaces.

##### 9.6 Code of Conduct and Limitations

- 9.6.1 Community members and "Friends of Parks" groups shall not directly confront offenders or engage in enforcement actions.
- 9.6.2 Their role is limited to observation, positive engagement, and reporting of incidents.
- 9.6.3 All actions must prioritise personal safety and uphold a non-confrontational, cooperative approach.



at all times.

#### 10. Urban Greening Integration

To ensure consistency with broader municipal sustainability goals, this policy is aligned with the **Swakopmund Urban Greening & Green Infrastructure Strategy (2025)**. The integration of greening principles into park development and management shall be guided by the following:

- 10.1 Prioritize the use of indigenous, drought-resistant, and salt-tolerant plant species that can thrive in Swakopmund's arid coastal conditions.
- 10.2 Implement water-wise gardening techniques, including drip irrigation, mulching, and the reuse of semi-purified water where applicable.
- 10.3 Where feasible, parks should accommodate vertical gardens, rooftop greenery on adjacent buildings, and other forms of urban greening that contribute to biodiversity and microclimate regulation.
- 10.4 Park designs must account for poor soil quality and salinity levels. Soil enhancement and planting schemes shall follow recommendations from the Urban Greening Strategy.
- 10.5 Parks shall contribute to a broader network of green spaces across the town to improve ecological connectivity, walkability, and heat island mitigation.
- 10.6 Park performance in terms of water use, biodiversity, and community satisfaction will feed into the monitoring framework of the broader Urban Greening Strategy.

#### 11. Funding and Sustainability

- 11.1 Municipal Budget Allocations
- 11.2 Revenue Generation through events, permits, and vendor concessions.
- 11.3 Grants and Sponsorships from environmental organizations and NGOs
- 11.4 Corporate Sponsorships to encourage private investment
- 11.5 Eco-Initiatives such as carbon credit programs and green investments.

#### 12. Policy Review and Evaluation

- 12.1 Regular assessments of park usage, community feedback, and ecological impact.
- 12.2 Benchmarking against international best practices.
- 12.3 Adjustments based on population growth, climate conditions, and trends.
- 12.4 Oversight committee for policy implementation reviews.



### 13. Conclusion

Public parks are essential assets in building a liveable, sustainable, and green Swakopmund. This policy provides a guiding framework that enables the inclusive and resilient development of urban green spaces, grounded in the principles of urban green infrastructure planning. It supports the Municipality's commitment to enhancing environmental quality, social equity, and public health.

#### Appendix: Guiding Documents (Attached)

1. Swakopmund Urban Greening & Green Infrastructure Strategy (2025)
2. National Urban Green Infrastructure Guidelines
3. Environmental Management Act, 2007

11.1.7 **REVISED STANDARD OPERATING PROCEDURES WITH REGARDS TO PURCHASES, FUEL ISSUE (STORES), PAYMENTS AND INSURANCE PROCESS**  
(C/M:2026/06/02 - 3/P)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.4** page **03** refers.

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

**INTRODUCTION**

Standard operating procedure for payment and purchases established standardized and controlled process for acquiring goods and services and disbursements of funds.

To establish an accountable method for handling, storing, dispensing fuel, compliant and efficient framework for processing claims and Council's insurance portfolio. Council at its meeting held on 28<sup>th</sup> November 2012 under item 11.1.22 (INTERNAL AUDIT REPORT: EXPENDITURE & STORES), point (f) resolved as follows:

- (f) *That the findings made that policies and procedures are not comprehensive for the ordering, receiving and inventory management be noted and that the General Manager: Finance develops policies and procedures for the ordering and receiving process to be submitted to Management Committee for approval and once approved be communicated to all staff members dealing with ordering and receiving.*

The drafted Standard Operating Procedures (SOP) with regards to Purchase & Payment Cycle was submitted to planning forum for deliberation in September 2013. The approved Standard Operating Procedures (SOP) with regards to Purchase & Payment Cycle was last reviewed on 14 January 2021 (M/C 2021/01/14)

**PURPOSE**

1. The purpose of these procedures is to ensure that Councils approved Financial Rules are always adhered to, thus ensuring the completeness, accuracy and efficiency of all expenditure paid or to be paid. It will furthermore ensure that all payments voucher for expenditure paid complied with the financial regulations and filed for proper record keeping.
2. Safeguard of Council's assets at Stores.
3. Compliance of Procurement Act 15 of 2015 on all procurements and ensure payments of all accounts in accordance with the Financial Policies and Regulations
4. Compliance to the Council's Insurance process and procedures handling claims, adding and extract new assets.

Finance services have revised the Standard Operating Procedure regarding Purchases, Payments of Creditors, Insurance processes and Fuel issues on fleet vehicles for guidance and compliance thereof by the respective sections.

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

**RECOMMENDED:**

- (a) That Council approve the reviewed Standard Operating procedures regarding Purchases, Payments of Creditors, Insurance processes and Fuel issues on fleet vehicles for guidance and compliance thereof.
  - (b) That Finance Services reviews frequently the Standard Operating Procedures regarding Purchases, Payments of Creditors, Insurance processes and Fuel issues on fleet vehicles for guidance and compliance thereof.
-

**PLEASE TAKE  
NOTE  
ATTACHMENTS  
TO THIS ITEM  
WILL BE  
DISTRIBUTED AS  
SEPARATE  
BOOKLET**

11.1.8

**STANDARD OPERATING PROCEDURES FOR THE REFUNDS PROCESS AND MANAGEMENT OF THE TARIFFS**

(C/M 2026/06/02 - 3/P)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.5** page **03** refers.

---

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

**INTRODUCTION**

The Ernst and Young Internal Auditors observed in the audit report for 2017 that inadequate monitoring of the cash payment of refunds by management may result in unapproved refunds to clients might lead to possible financial losses to Council. As a medium risk, it was recommended to management to draft a standardized operating procedure for the refund process for the Bungalow operations, booking of halls, cemetery, sale of properties and Municipal head office.

The audit report observed that inadequate independent review of approved tariff on innkeeper booking system as a medium risk may lead to inaccurate tariff updates, not being detected timely, incorrect rates being charged may lead to inaccurate financial reporting or loss.

Considering the risks from the operation as per audit report, Finance services combined a standard operating procedure for guidance and compliance thereof by the respective sections.

Council at its meeting held 12 November 2020 (M/C 2020/11/12) approved the drafted Standard Operating Procedure for the Refund process and Management of tariffs.

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

**RECOMMENDED:**

- (a) **That Council approve the reviewed standard operating procedures for the Refunds process and Management of the tariffs for compliance thereof.**
  - (b) **That Finance Services reviews the Standard Operating Procedures for the Refunds process and Management of the tariffs.**
-

**PLEASE TAKE  
NOTE  
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BOOKLET**

11.1.9

**SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF FARM 163 INTO PORTION A AND REMAINDER**

(C/M 2026/06/02 - PTN 150/PTN 40 OF FARM 163)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.6** 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 reconsider an application to subdivide Portion 50 (a Portion of Portion 40) of Farm 163 into Portion A and Remainder in terms of Section 105 (1) (e) (ii) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

An application to subdivide Portion 150 (a portion of Portion 40) into Portion A and Remainder has been received by the Town Planning Department from van der Westhuizen Town Planning and Properties, applying on behalf of the registered owner Ms. Sara W. E Louw. The application is attached as **Annexure A**.

**3. Ownership**

Ownership of Portion 150 (a portion of Portion 40) of Farm 163 is held in the Deed of Transfer T 4722/2011 and vests in Sara Wilhelmina Elizabeth Louw. Proof of ownership has been attached together with the application.

**4. Zoning, Locality and Size**

Portion 150 (a portion of Portion 40) of Farm 163 Swakopmund is zoned "agriculture" as indicated in the figure below. The portion is situated within Smallholdings also known as Swakop River Plots. It measures 10.0628 Hectares in extent. The portion currently accommodates three existing dwelling houses.

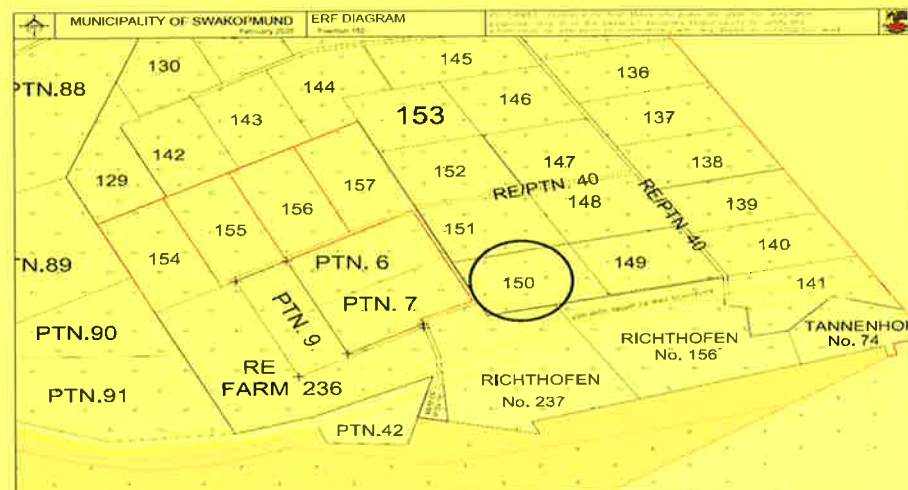


Figure 1: Portion 150, Smallholdings locality and zoning map

5. **Access and municipal services**

Access to Portion 150 (a portion of Portion 40) of Farm 163, Swakopmund is obtained from the internal road network. The remainder of Portion 150 (a portion of Portion 40) of Farm 163, Swakopmund will be accessed via a 6m wide right of way servitude over Portion 149.

The portion is connected to the electrical grid of Erongo Red and has already three water metres connected to each house. In terms of sewer, all houses have septic tanks.

Any further extension or upgrading of services due to this subdivision, should be done to the satisfaction of the General Manager: Engineering Services, at the cost of the applicant (landowner).

6. **Public Consultation**

In terms of the Urban and Regional Planning Regulations Section 10 (4) for subdivision, only the affected neighbouring property owners must be notified. No publication of notices in newspapers and government gazette is required. The applicant notified four (4) neighbouring property owners in writing of the intention for the proposed subdivision.

The closing date for objections or comments was Monday, 21<sup>st</sup> of October 2025, and no objections were received.

7. **Proposal**

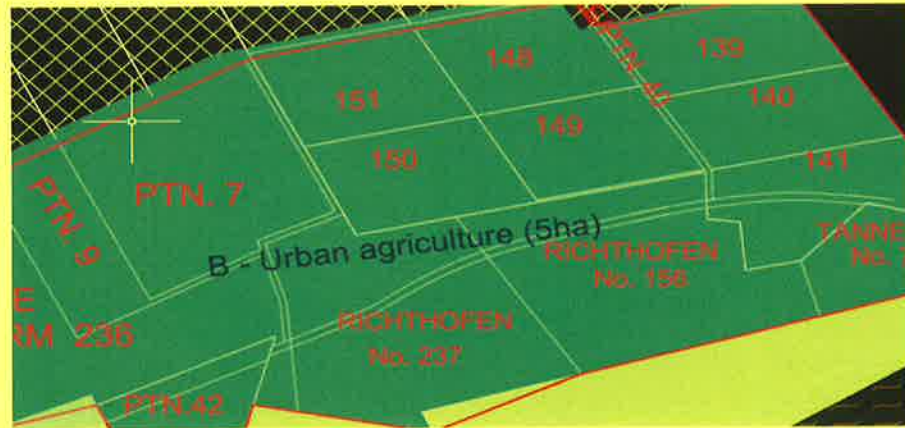
The owner intends to subdivide the property into a portion and the remainder, which will then be transferred in the names of the current owner's two children.

The table below illustrates the subdivision proposal:

<b>Portion Number</b>	<b>Size in hectares</b>	<b>Zoning</b>
Portion A	5.0314ha	Agriculture
Remainder PTN 150	5.0314ha	Agriculture
<b>Total</b>	<b>10.0628ha</b>	

8. **Evaluation**

Previously, Council only allowed agricultural portions and farms to be subdivided into portions not less than 10 hectares. This has subsequently been changed for certain areas as identified in the Swakopmund Structure Plan 2020-2040. With the approval and adoption of the Swakopmund Structure Plan 2020-2040, certain areas have been identified and provided with an opportunity to allow for further subdivision. Portion 150 (a portion of Portion 40) of the Farm 163, Swakopmund falls within **Zone B - Urban Agriculture** with a **minimum area of 5 hectares**. Therefore, the subdivision is in line with the Swakopmund Structure Plan 2020-2040.



In terms of Section 59 and 66 (k) of the Urban and Regional Planning Act, (Act No. 5 of 2018), an endowment fee "must be made to a local authority or the State in trust for a future local authority" read in conjunction with Regulations 17 (d) of the Act, which stipulates that "a proof of payment of the endowment" before the Registrar of Deeds register the transfer of any portion which is subject to a condition of endowment. Furthermore, the Swakopmund Council's Property Policy stipulates that an endowment fee should be levied at a rate of 7,5% of the land value (market value as determined by the Municipal Valuer) of the first 10 erven created.

9. **Conditions to be registered against the newly created portion**

The current title deed conditions registered against Portion 150 (a portion of Portion 40) of Farm 163, Swakopmund should be retained for the Remainder of Portion 150, of Farm 163, Swakopmund, and the following conditions should be registered against the title deed of the newly created Portion A:

- (a) *That the portions 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),*
- (b) *The building value of the main building, excluding the outbuilding to be erected on the Erf shall be at least four times the municipal valuation of the Erf.*

10. **Conclusion**

The proposed subdivision of Portion 150 (a portion of Portion 40) of Farm 163, Swakopmund into Portion A and Remainder is in line with the Swakopmund Structure Plan 2020-2040 and not foreseen to have any significant negative impacts on the area. It can therefore be supported.

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

**RECOMMENDED:**

- (a) That the subdivision of Portion 150 (a portion of Portion 40) of Farm 163 Swakopmund into Portion A and Remainder be approved as per the table below:

<i>Portion Number</i>	<i>Size in Ha</i>	<i>Zoning</i>
<i>Portion A</i>	<i>5.0314 ha</i>	<i>Agriculture</i>
<i>Rem/PTN 150</i>	<i>5.0314ha</i>	<i>Agriculture</i>
<i>Total</i>	<i>10.0628 ha</i>	

- (b) That Conditions registered against Portion 150 (a portion of Portion 40) of Farm 163 Swakopmund be retained for the Remainder of Portion 150 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 Portion 150 (a portion of Portion 40) 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 infrastructure 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 Portion 150 (a portion of Portion 40) of Farm 163 into Portion A and Remainder has been 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.
-

**ANNEXURE A - APPLICATION**

22-03-01. Ptn 150/Ptn 40/F 163

TOWN PLANNING &amp; PROPERTIES

PO BOX 1598  
SWAKOPMUND, NAMIBIA

Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia



11 November 2025

Dear Sir,

**SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF THE FARM 163, SWAKOPMUND, INTO PORTION "A" AND REMAINDER.**

Van Der Westhuizen Town Planning & Properties cc has been appointed by Sara Wilhelmina Elizabeth Louw, the registered owner of Portion 150 (a Portion of Portion 40) of the Farm 163, Swakopmund to undertake all necessary statutory steps for the

- **SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF THE FARM 163, SWAKOPMUND, INTO PORTION "A" AND REMAINDER.**

Application is herewith made in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the subdivision of Portion 150 (a Portion of Portion 40) of the Farm 163, Swakopmund, into Portion "A" and Remainder

## 1. BACKGROUND

With the approval and adoption of the Swakopmund Structure Plan certain areas along the river plots were provided with the opportunity to further subdivide. In the past Council only allowed plots to be subdivided in to portion of no less than 10ha. This has subsequently been changed for certain areas as identified in the Swakopmund Structure Plan. Portion 150 located within the Zone B identified as Urban Agriculture (5ha)

On Page 119 under B. Residential Estate with specific reference to **Restrictions** the following is indicated

*"Strict restrictions should be put in place to restrict owners of these plots to further subdivide any smallholding if the minimum site requirement cannot be met. However, exemptions can be made for plots that accommodate two or more existing residential structures (main dwelling units) which were constructed with approved building plans prior to the adoption of this Structure Plan who wish to subdivide".*

As indicated above strict restrictions should be put in place to ensure that the minimum of 5ha size

be met. In this case, the proposed subdivision of Portion 150, meets the requirement of 5ha portions as prescribed by the Structure Plan. Council may also consider smaller plots provided that there are two or more existing residential buildings constructed with approved plans before the Structure plan came into operation.

It is against this background that we formally apply for the subdivision of Portion 150 (a Portion of Portion 40) of the Farm 163, into Portion A and Remainder.

## 2. LOCALITY

Portion 150 is located in Junction 5 of the Swakopmund River plots (**Annexure A**). Portion 150 is located in a zone that allows the portion to be subdivided in portion of not less than 5ha.

## 3. OWNERSHIP

Ownership of Portion 150 vests with Sara Wihelmina Elizabeth Louw by means of Deed of Transfer 4722/2011 as attached at **Annexure B** to this document. Power of Attorneys for the proposed intentions were also given by the owner and is attached as **Annexure C**.

## 4. INTENTION OF CLIENT AND PROPOSED SUBDIVISION

It is the intention of our client to have Portion 150 subdivided into Portion A and Remainder (**Annexure D**). Both portions created through the subdivision will be transferred in the names of Ms. Louw's two children. The nature of use will remain agriculture as per the current zoning of the property.

According to the Deed of Transfer (**Annexure B**) the property being subdivided measures approximately 10.0628ha in extent and is suitable for the intended subdivision. The intended subdivision is also in line with the requirements of the Swakopmund Structure Plan as approved and adopted by the Municipality of Swakopmund.

The proposed subdivision and new erf sizes will be as follows:

Proposed Portions	Portion Sizes in ha
Remainder of Portion 150	5.0314 ha
Portion A	5.0314 ha
<b>Total ha</b>	<b>10.0628 ha</b>

## 5. ACCESS

Access to the property is currently obtained from the internal road network of the Swakopmund river plots. Access for the remainder of Portion 150 will be by means of a 6m wide right of way servitude over Portion 149 as is currently enjoyed by Portion 150 (**Annexure D**). Portion A can obtain access from the existing street network bordering the said proposed Portion A.

## 6. INFRASTRUCTURE SERVICES

Portion 150 is currently connected to the Municipal water supply and operated on solar power. Once the subdivision is concluded Portion A will secure its own electrical and water supply connection at the concerned institutions. Sewer is currently accommodated for by means of a septic tank system, as is the norm for the area.

## 7. PUBLIC PARTICIPATION

Neighbouring property owners have been requested for their comments/objections on the proposed subdivision. Attached please find copies of letters to neighbours via registered mail (Annexure E). Site notices were also placed on the erf and Municipal Notice Board for public comments (Annexure F). Closing date for comments or objections to the proposed subdivision was on 21 October 2025. No Objections were received against the proposed intentions of our client (Annexure G).

## 8. CONCLUSION

It is our professional opinion that the intended subdivision is in line with the provisions as contained in the approved and accepted Structure Plan of Swakopmund.

The intentions of our client will in no way exert any negative impact on the surrounding area. The nature of circumstances makes it very hard for some of the plots to be fully utilized for agricultural purposes and as such smaller portions have become more affordable and financially viable.

With Swakopmund reaching its limits in terms of northern, southern and eastern growth and becoming somewhat landlocked to a sense, it is envisaged that the areas from Rossmund Golf Course to the east and including the whole of the Swakopmund River Plots, will experience greater pressure to adapt. Council should as a matter of urgency start with the planning of formal service infrastructure network work for the area. These areas will become Proclaimed Extensions of Swakopmund in the very near future.

## 9. APPLICATION

Application is herewith made in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the subdivision of Portion 150 (a portion of Portion 40) of the Farm 163, Swakopmund, into Portion A and the Remainder.

It is trusted that you will find the above application in order and favorable for approval by Council.

Yours Faithfully,

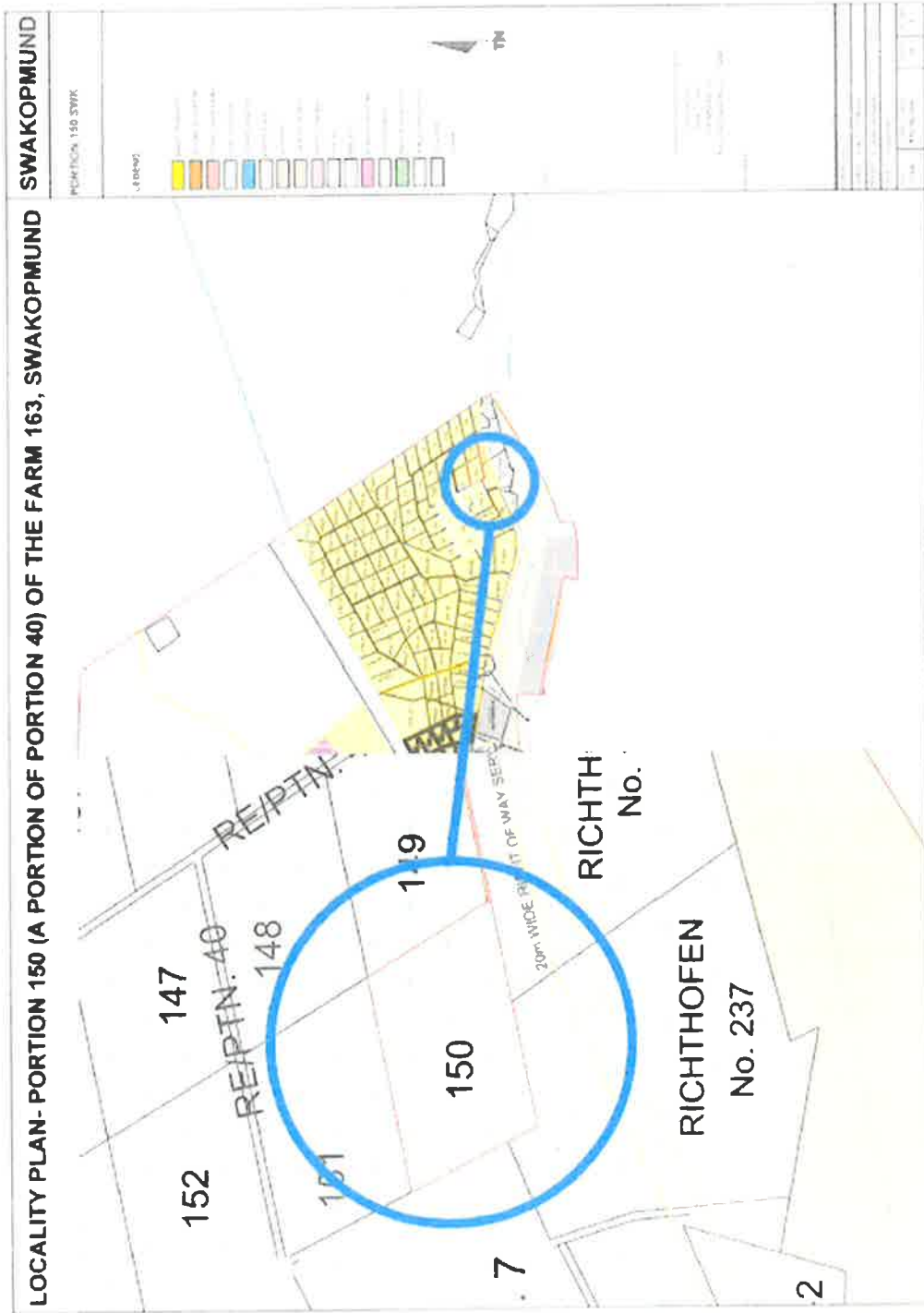


A.R. VAN DER WESTHUIZEN

**LIST OF ANNEXURES**

<b>Annexure A:</b>	<b>Locality Plan</b>
<b>Annexure B:</b>	<b>Deed of Transfer</b>
<b>Annexure C:</b>	<b>Power of Attorney</b>
<b>Annexure D:</b>	<b>Subdivision Plan</b>
<b>Annexure E:</b>	<b>Registered Mail</b>
<b>Annexure F:</b>	<b>Site and Municipal Notices</b>
<b>Annexure G:</b>	<b>No Objections</b>

## **ANNEXURE A**





Prepared by me  
  
 CONVEYANCER  
 KOTZE W C

1/19 Windhoek, 28/7/2011  
 M. W. KOTZE W C

### DEED OF TRANSFER

Be it hereby made known: T 4722 2011

THAT BEATE KAREN LOCH

appeared before me, Registrar of Deeds at WINDHOEK ho/Sha, the said Appearer, being duly authorised thereto by a Power of Attorney granted to him/her by

DIETENHOFEN CC  
 (Registration Number: CC/98/401)

dated the 28th day of JULY 2011, and signed at SWAKOPMUND

|

f.

\_\_\_\_\_

- 2 -

And the said Appearer declared that his/her Principal had truly and legally sold on the 27th day of APRIL 2011

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

**ERIC LOUW**

(Identity Number: 480623 0014 5)

AND

**SARA WILHELMINA ELIZABETH LOUW**

(Identity Number: 510522 0022 2)

MARRIED IN COMMUNITY OF PROPERTY TO EACH OTHER

their Heirs, Executors, Administrators or Assigns.

**CERTAIN:** PORTION 150 (A PORTION OF PORTION 40) OF THE FARM NO. 163

**SITUATE:** IN THE MUNICIPALITY OF SWAKOPMUND  
REGISTRATION DIVISION "G"  
FRONGO REGION

**MEASURING:** 10,0628 (TEN COMMA NIL SIX TWO EIGHT) HECTARES

**FIRST REGISTERED** and still held by Certificate of Registered Title No. T 4160/2009 with General Plan S.G. No. A 272/2007 relating thereto

**SUBJECT** to the following conditions imposed in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954), and created in Certificate of Registered Title No. T 4160/2009, namely:

**IN FAVOUR OF THE LOCAL AUTHORITY:**

- 1 The erf shall 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 Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended.
- 2 The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.


**ENTITLED** to a Servitude of Right of Way (the area which is indicated by the figure 149c, 149b, 149a, e3, e2, 150b) on General Plan S.G. No. A 272/2007 in favour of Portion 149 (a Portion of Portion 40) of the Farm No. 163 measuring 10,0870 Hectares and held by Deed of Transfer No. T 4161/2009

WHEREFORE the Appearer, renouncing all the right and title which the said TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge the said TRANSFEROR to be entirely dispossessed of, and disentitled to, the same, and that, by virtue of these presents, the said TRANSFEREE, their 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 the purchase price to be the sum of N\$550 000,00.

Signed at WINDHOEK on 18 AUGUST 2011

together with the appearer, and confirmed with my seal of office

In my presence:

  
\_\_\_\_\_  
Registrar of Deeds

  
\_\_\_\_\_  
Signature of Appearer

1 Transfer Duty Receipt No.  
DK Exemption Certificate: 303087263  
Issued at Walvis Bay  
On 18 AUGUST 2011  
for N\$1 500,00

Checked: 1 \_\_\_\_\_  
2 \_\_\_\_\_

2 I, the undersigned, WILLEM CAREL KOTZE hereby certify in terms of Section 78(a) of Act 23/1992 ("the Act") that all rates leviable in respect of the immovable property contained in this Deed, and all the fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of the Act, inclusive of any availability charge and minimum charge provided for in section 30(1)(u) of the Act, have been paid up to and including the date of registration thereof.

\_\_\_\_\_  
CONVEYANCER

*[Faint, illegible text, possibly a signature or stamp]*

The Council agrees to the...

and the Council will...

**PROCEED**

THE COUNCIL HAS...

**DATA WORKS MANAGEMENT SYSTEM**

...  
...  
...

**ORDINARY** ...

**STATUS** ...

**MEASURES** ...

**IF ANY REGISTERED** ...

**SUBJECT** ...

**IN FAVOR OF THE LOCAL AUTHORITY**

1. The Council is advised...

2. The Council is advised...

**ENTRUSTED** ...

...  
...

Handwritten: 11 7717 18181

Printed by me  
  
 ERIC LOUW

APPLICATION IN TERMS OF SECTION 45(1)  
 OF THE DEEDS REGISTRIES ACT 1937

WHEREAS

CERTAIN Portion 150 (a Portion of Portion 40) of the farm no. 163  
 SITUATED In the Municipality of Swakopmund  
 Registration Division "G", Erongo Region  
 MEASURING 10,0628 (ONE NH (COMMA NH) SIX TWO EIGHT) hectares

is registered under Deed of Transfer no. T47222011 in the name of

ERIC LOUW  
 Identity number 480623 0014 5  
 and  
 SARA WILHELMINA ELIZABETH LOUW  
 Identity number 510522 0022 2  
 Married in community of property to each other



AND WHEREAS SARA WILHELMINA ELIZABETH LOUW, Identity number 510522 0022 2, was married in community of property to the late ERIC LOUW, Identity number 480623 0014 5, who died on 9 July 2014 and by virtue of such community of property is entitled to one half (1/2) share of the said land.

AND WHEREAS the said SARA WILHELMINA ELIZABETH LOUW is entitled to the remaining one half (1/2) share in the said land by virtue of the last Will dated 7<sup>th</sup> July 2014 of the said deceased.

NOW THEREFORE L CORNELIUS JACOBUS GREFF, Identity number 490617 0057 8 as Nominant of Estate Planning and Administration Services CC, the Executor in the ESTATE OF THE LATE ERIC LOUW, duly appointed under Letter of Executorship no. T136/2014 WHR issued to me by the Master of the High Court of Namibia at Windhoek on 3 November 2014

do hereby in terms of the aforementioned section apply for the endorsement of the aforesaid title deed to the effect that

SARA WILHELMINA ELIZABETH LOUW  
 Identity number 510522 0022 2  
 Unmarried

Handwritten signature of Sara Louw

2. appropriate distribution of the balance of the fund, subject to the provisions of the ...  
shall be in effect on the 1st day of ...

SECTION 4 of the resolution subject to the said ... and ... of the ... of the ...  
dated 1 July 2014, namely:

"We direct that no trust or account to any beneficiary (including any ... will or any ...  
beneficiary, proceeds or investment thereof or any ... or any ... or any ...  
shall form part of any trust or community estate of any beneficiary and shall remain the  
separate and sole property of such beneficiary. In the event of such beneficiary being or  
becoming a member of any trust or community estate, the benefit of any account, proceeds and  
agreements shall expressly be excluded from community of property."

DATED this 30th day of July 2016

AS WITNESSES

*[Handwritten signatures of witnesses]*

CERTIFICATE PURSUANT TO SECTION 42(1) ACT 66/1965

I certify that the within mentioned transfer is in accordance with the Liquidation and  
Distribution Account which has been inspected without objection and that the property has  
been valued in terms of the provisions of the said ACT 66/1965.

*[Handwritten signature]*  
L. J. ...

*[Handwritten signature]*

SPECIAL POWER OF ATTORNEY



I/We, the undersigned,

SARA WILHELMINA ELIZABETH LOUW (ID: 510522 0022 2)

In my/our capacity as

REGISTERED OWNER OF PORTION 150 (A PORTION OF PORTION 40) OF THE FARM NO. 163

do hereby nominate, constitute and appoint,

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P O BOX 1598, SWAKOPMUND

With power of Substitution, to be my lawful Attorney and Agent in my/our name, place and stead, negotiate and to make all necessary applications to Municipality, Town Council, Ministry of Urban and Rural Development or any other authority, for the:

- SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF FARM NO. 163, INTO PORTION "A" AND REMAINDER.

At the cost of the applicant and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes as I/We might or could do if personally present and acting herein – hereby ratifying, allowing and confirm all and whatsoever my/our said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these present.

SIGNED at Ndaba's Bay this 13<sup>th</sup> day of October 2025

In the presence of the undersigned witnesses.

WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
SARA WILHELMINA ELIZABETH LOUW







149

10m WIDE RIGHT OF WAY SERVICED

RICHTHOFEN  
No. 156

RICHTHOFEN

TOWN PLANNING & PROPERTIES

**NOTICE OF INTENTION:**

**NOTICE OF INTENTION IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 2018 (ACT 5 OF 2018): SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF FARM NO. 163 INTO PORTION "A" AND REMAINDER.**

Van Der Westhuizen Town Planning and Properties CC, on behalf of our Clients, the registered owners of Portion 150 (a Portion of Portion 40) of Farm No. 163, S.W.E. LOUW, intends to apply to the Swakopmund Municipality for the following:

**SUBDIVISION OF PORTION 150 (A PORTION OF PORTION 40) OF FARM NO. 163 INTO PORTION "A" AND REMAINDER.**

Portion 150 currently measures approximately 10,002,694 in extent and is located on towards the eastern border of the Smallholding plots in Portion 40. Currently the portion accommodates numerous structures used for residential purposes and farming related activities. It is the intention to subdivide Portion 150 into Portion A (2 5,021,464) and Remainder (2 5,021,464), in line with the provision of the Structure Plan approved. It is thus required and necessary to formally apply to the Local Authority and the Ministry of Urban and Rural Development proposed Subdivision of the property.

Other take note that:-

Proposed Subdivision plan of the Erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the corner of Rakotzka Street & Daniel Kameho Avenue.

Any person having objections to the proposed Subdivision or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality and the applicant within 14 days of the last publication of notice.

It is noted that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act. Such written objection or comment must therefore be submitted by no later than 17:00 on 20 October 2025.

Van Der Westhuizen Town Planning & Properties cc  
 A van der Westhuizen  
 0811224867  
 andrew@vdtown.com  
 1698, Swakopmund, Namibia

11.1.10

**APPLICATION FOR THE REZONING OF ERF 7159 SWAKOPMUND, EXTENSION 26 FROM GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:250M<sup>2</sup> TO GENERAL BUSINESS WITH A BULK OF 2.0**

(C/M 2026/06/02 - E 7159)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.7** page **78** 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 7159, Swakopmund Extension 26 from "General Residential 2" with a density of 1:250m<sup>2</sup> to "General Business" with a bulk of 2.0 in terms of Section 105 (1) (a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

An application for the rezoning of Erf 7159, Swakopmund Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 2.0, in terms of Section 105 (1) (a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) was received by the Town Planning Department from Stewart Planning Consultants on behalf of the registered owner. The application is attached as **Annexure A**.

**3. Zoning, Locality and Size**

Erf 7159, Swakopmund Extension 26 is zoned "general residential" with a density of 1:250m<sup>2</sup> and it is situated at the corner of three streets, namely, Grootfontein, Samuel Maharero and Immanuel Shikongo Streets. The Erf measures approximately 2812m<sup>2</sup> in extent. The erf is currently vacant, temporarily occupied by street vendors.



Figure 1: Locality and zoning plan for Erf 7159, Swakopmund Ext 26

**4. Ownership**

The ownership of Erf 7159, Swakopmund Extension 26 vests in Nambaza Investments cc as indicated in the Deed of Transfer T 6529/2024.

#### **5. Access, parking and municipal services**

The erf is highly accessible from three wide streets namely, Grootfontein being 25m, Samuel Maharero 15m and Immanuel Shikongo 20m.

Parking for the proposed development will be provided on-site in accordance with the provision of the Swakopmund Zoning Scheme. According to the proposed development, which is a shopping centre, the parking requirement is 1 parking bay per 33.33m<sup>2</sup>.

The property is already connected to the services network. However, all additional infrastructure resulting from the proposed development should be the responsibility of the applicant or the property owner.

#### **6. Advertisement**

The proposed rezoning was advertised on the 4<sup>th</sup> and 11<sup>th</sup> July 2025 in the Namib Times and the Namibian newspapers.

The neighbouring property owners were notified via WhatsApp and SMS. A notice was placed onsite and on the municipal notice board. Additionally, a notice was published in the Government Gazette No 8688 dated 15<sup>th</sup> July 2025.

The closing dated for objections and comments to the proposal was Monday, 4<sup>th</sup> August 2025. No objections were received.

#### **7. Proposal**

The property owner wishes to rezone Erf 7159, Swakopmund Extension 26 from general residential 2 with a density of 1: 250m<sup>2</sup> to general business with a bulk of 2.0. The intended plan is to establish a shopping centre with retail and related land uses for the provision of goods and services to the surrounding community. The envisaged shopping centre is comprising of a carwash, salon, liquor store, a grocery shop and hungry lion.

The above-mentioned proposal cannot materialize if the property maintains the current zoning, which is general residential. The proposed commercial activities are only permitted on general business zoned property, hence the rezoning.

#### **8. Evaluation**

The proposed development seeks to respond to the market growth and demand for retail in the neighbourhood. The proposal is aligned with the principles of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), which promotes efficient land use, urban densification, sustainable development, and spatial integration. The Act recognises that planning must remain flexible and responsive to changing socio-economic conditions and urban growth patterns.

Swakopmund Extension 26 is predominantly residential; however, the proposed rezoning is more conveniently for residential occupants as it brings services closer to them. The proposed development is compatible

to the area and the existing land use pattern as there are commercial facilities such as Namcor gas station and Shoprite, in proximity. The erf is ideally located between three wide streets, namely, Grootfontein being 25m, Samuel Maharero 15m and Immanuel Shikongo 20m, making it highly accessible and eliminate the traffic impact associated with the proposed land use.

Additionally, the proposal is consistent with the Swakopmund Structure Plan 2020-2040, which advocates for walkability, vibrancy, sustainable and inclusivity. The structure plan further promotes economic nodes and economic corridors to serve smaller localized areas with business opportunities that compliment and support communities living further away from the central business district, to maintain vibrancy throughout the city by allowing mixed land uses.

Council realizes the need for the town's commerce area to be revitalized and enhanced. The Swakopmund Historical CBD area has no room for expansion or transformation due to the restrictions by the National Heritage Act, No. 27 of 2004.

The bulk factor of 2.0 being applied is not in line with Swakopmund Structure Plan, as the Plan states that these economic nodes should have a lower bulk allocation than the central business area. Instead, a bulk of 1.0 is allocated as it the prevailing bulk factor for the surrounding business erven. (e.g Erf 3289, Mondesa Extension 9).

In terms of Sections 59(1) and Regulations 9 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), in conjunction with the National Betterment Fees Policy of 2009, The rezoning of Erf 7159, Swakopmund, Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 1.0 is subject to a 40% compensation fee in respect of a betterment fee.

#### **9. Environmental Clearance Certificate**

In terms of Section 27 of the Environmental Management Act, Act 7 of 2007, in conjunction with Section 5.1 (a) of the Environmental Impact Assessment Regulations, rezoning of land from residential to commercial use, is a listed activity that cannot be undertaken without an environmental clearance certificate, within the built-up environment.

Therefore, the rezoning of Erf 7159, Swakopmund, Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 1.0 is subject to an environmental impact assessment.

#### **10. Conclusion**

The proposed rezoning of Erf 7159, Swakopmund Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 1.0 is in line with the Swakopmund Structure Plan 2020-2040 and remains compatible with the character of the area and does not have any significant detrimental impacts on the neighbourhood. It can therefore be supported.

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

**RECOMMENDED:**

- (a) That the rezoning of Erf 7159, Swakopmund Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 2.0 be turned down, and instead; Erf 7159, Swakopmund Extension 26 be rezoned from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 1.0,
  - (b) That the rezoning of Erf 7159, Swakopmund Extension 26 from "general residential 2" with a density of 1:250m<sup>2</sup> to "general business" with a bulk of 1.5 is subject to a 40% compensation fee calculated according to the National Betterment Fee Policy of 2009 and be paid by the applicant,
  - (c) That the environmental impact assessment be undertaken and a copy of the environmental clearance certificate be submitted to Council before the submission of the application to the Urban and Regional Planning Board,
  - (d) That no building plans inclusive of relaxation of building lines or aesthetics application be approved until proof of payment of the compensation fee for the rezoning has been received by Council,
  - (e) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated,
  - (f) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated, before any submission of building plans to the Engineering, Urban Development and Environmental Management Department for approval,
  - (g) That the cost of all additional infrastructure required at the erf as a result of the proposed development be for the account of the applicant and be installed in accordance with the specifications of the General Manager: Engineering, Urban Development and Environmental Management, and
  - (h) That the applicant be informed of this decision and of their rights that they may appeal the Council decision with regard to the bulk factor, 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.
-

**ANNEXURE A- APPLICATION**

22.03.07.7159

E 7159


**STEWART PLANNING**  
 TOWN & REGIONAL PLANNERS

First Floor, Old Minn Building  
 222 Sam Nujoma Avenue  
 Walvis Bay



PO Box 2095  
 Tel: (064) 200775  
 Email: info@stplanning.com.na

**Reference: 7159 M****Date: 19 August 2025****ERF 7159 SWAKOPMUND EXTENSION 26:**

REZONING FROM "GENERAL RESIDENTIAL 2" (1:250m<sup>2</sup>) TO "GENERAL BUSINESS"  
 (BU\_K OF 2).

**Submission to:**

Swakopmund Municipality  
 PO Box 53  
 Swakopmund, 13001

**Prepared for:**

Abisai Konstantinus  
 PO Box 7227  
 Swakopmund, 13001

**Prepared by:**

Stewart Planning  
 PO Box 2095  
 Walvis Bay, 13013

Attention: Mr. J Heita

Manager: Town Planning

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**Annexures:**

Annexure A:	Close Corporation Resolution and Power of Attorney
Annexure B:	Deed of Transfer
Annexure C:	Locality Map
Annexure D:	Subdivision Plan
Annexure E:	Zoning Plan
Annexure F:	Proof of Consultation
Annexure G:	Conditions to be registered



## STEWART PLANNING

TOWN & REGIONAL PLANNERS

First Floor, On Main Building  
122 Sim Nujoma Avenue  
Walvis Bay

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

---

**Reference: 7159 M**

**Date: 19 August 2025**

**ERF 7159 SWAKOPMUND EXTENSION 26:**

REZONING FROM "GENERAL RESIDENTIAL 2" (1:250m<sup>2</sup>) TO "GENERAL BUSINESS" (BULK CF 2).

**Submission to:**

Swakopmund Municipality  
PO Box 53  
Swakopmund, 13001

**Prepared for:**

Abisai Konstantinus  
PO Box 7227  
Swakopmund, 13001

**Prepared by:**

Stewart Planning  
PO Box 2095  
Walvis Bay, 13013

---

Attention: Mr. J Heita

Manager: Town Planning

## 1. Introduction

Steward Planning has been appointed to apply to the Swakopmund Municipality and the Ministry of Urban and Rural Development for permission to rezone Erf 7159 Swakopmund Extension 25 in terms of the Urban and Regional Planning Act 2018 (Act No.5 of 2018) and the Swakopmund Zoning Scheme, as amended. The rezoning of land zoned 'residential' to "business" is a listed activity, and an application for an Environmental Clearance Certificate will be made in terms of the Environmental Management Act, 2007 (Act No.7 of 2007).

An application is hereby made for the following:

- **Rezoning of Erf 7159 Swakopmund Extension 26 from "General Residential 2" with a density of 1:250m<sup>2</sup> to "General Business" with a bulk of 2.0.**

This report will outline the site description, development proposal, proposed rezoning, need and desirability of the application, potential impacts and statutory/policy support for the application for further consideration.

## 2. Site Description

The site is situated in Swakopmund Extension 26 on the corner of 3 streets; 1) Grootfontein Street, 25m road reserve, 2) Immanuel Shikongo Street, 20m road reserve and 3) Samuel Maharero Street, 15m road reserve, which makes it highly accessible and visible from the 3 surrounding streets and considered ideal for business land use purposes.

The site is undeveloped and measures ± 2800m<sup>2</sup> in extent. The current zoning is "General Residential 2" with a density of 1 dwelling unit per 250m<sup>2</sup> (1:250m<sup>2</sup>).

The owner intends to rezone the site from General Residential 2 (1:250m<sup>2</sup>) to General Business with a bulk of 2.0 in order to obtain the land use rights needed to establish a shopping centre with retail and related components for the provision of goods and services to the surrounding community.

Figure 1 on the next page shows the locality of the site. The Locality Map is also attached as **Annexure C**.



Figure 1. Locality of Erf 7159 Mondesa Extension 26.

The utilisation of the site as a shopping centre will benefit surrounding residents as it is in close proximity which shortens the travel distance to business land uses. The site is strategically situated for business land use and will not be a disturbance to the surrounding residents as it is boarded by 3 streets and only 2 Single Residential erven.



Figure 2 : Erf 7159 Swakopmund Extension 26 and surrounding area

### 2.1. Ownership

In terms of Deed of Transfer, No.T6529/2024, the registered owner of Erf 7159 Swakopmund Extension 26 is Nambaza Investment CC, Registration Number CC/2009/3926. The sole member of Nambaza Investments CC is Mr. Abisai H Konstanstinus who has given Special Power of Attorney to Stewart Town Planning CC (see **Annexure A**) for the application.

### 3. Site Development Proposal

Erf 7159 Swakopmund Extension 26 (the site) is currently vacant. The owner plans to establish a shopping centre comprising of a carwash, salon, liquor store, Choppies grocery shop, and Hungry Lion. The site being a corner erf is an important contributing factor for the proposed retail land use as it makes the property highly accessible and visible, which is advantageous in this regard.

Any development on site will be subject to the provisions and restrictions of the Swakopmund Zoning Scheme such as coverage, density, bulk, height, building lines, and parking in terms of the "General Business" zone as set out below. Compliance and/or the need for relaxation will be evaluated and considered with the submission of building plans.

- Coverage: Residential – 70%  
Shops, Office, Business - 85%
- Bulk Residential buildings – 1.2  
Shops & Offices – 2.0
- Height: Maximum of 13m.  
Height may be relaxed to 16m with special consent from Council.

- Building lines: Zero (0) meters from any street or side boundary.  
Three (3) meters from any rear boundary.
- Parking: Shops/Offices – 1 per 33.33m

Figure 3 below shows the conceptual plan of how the site will be utilised as a shopping centre. The final site plans will be submitted to the Municipality of Swakopmund building plans section for approval before development commences.

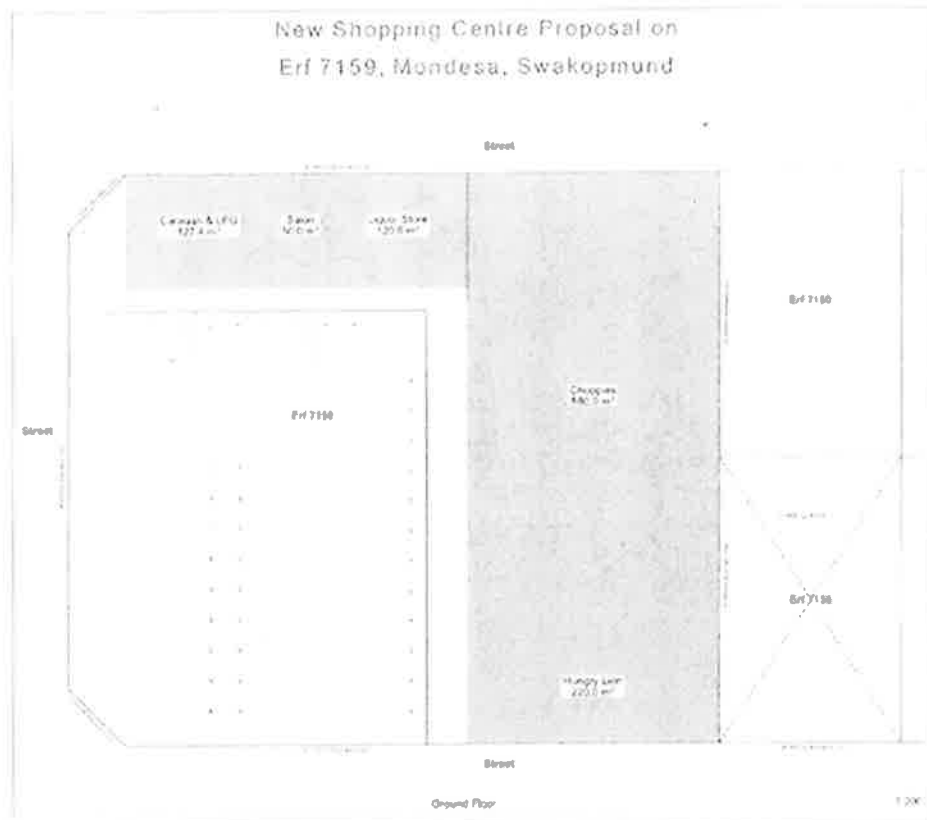


Figure 3: Conceptual layout of proposed shopping centre on Erf 7159 Mndesa Extension 26

#### 4. Proposed Rezoning

It is proposed that the site be rezoned from General Residential 2 (1:250m<sup>2</sup>) to General Business with a bulk of 2.0 to establish a shopping centre with retail and related land uses for the provision of goods and services to the surrounding community.

The intended land uses are not permitted in the current "General Residential 2" zoning therefor, the property needs to be rezoned. To permit the intended commercial activities on the property, the "General Business" zoning is required. Hence this application to rezone

the site from General Residential 2 (1:250m<sup>2</sup>) to General Business with a bulk of 2.0 to obtain the land use rights required for the establishment of a shopping centre with retail and related land uses.

All the Single Residential erven in Swakopmund Extension 26 have been developed, however, not 1 of the 5 earmarked General Residential erven are developed yet. With the proposed rezoning of the site from General Residential to General Business, there remains 4 large erven that are zoned General Residential within Swakopmund Extension 26, as well as 2 large vacant General Residential zoned sites in the nearby Mondesa Extension 7. Based on the vacant land use status, it can be assumed that there might be an oversupply of land for higher-density residential development.

Figure 4 below shows an aerial view of Swakopmund Extension 26 as well as the surrounding townships with the availability of vacant General Residential erven. It can be concluded that the proposed rezoning will not result in the lack of land for high-density residential development and that the proposed shopping centre is a more desirable and urgent need for the residents in the surrounding community.

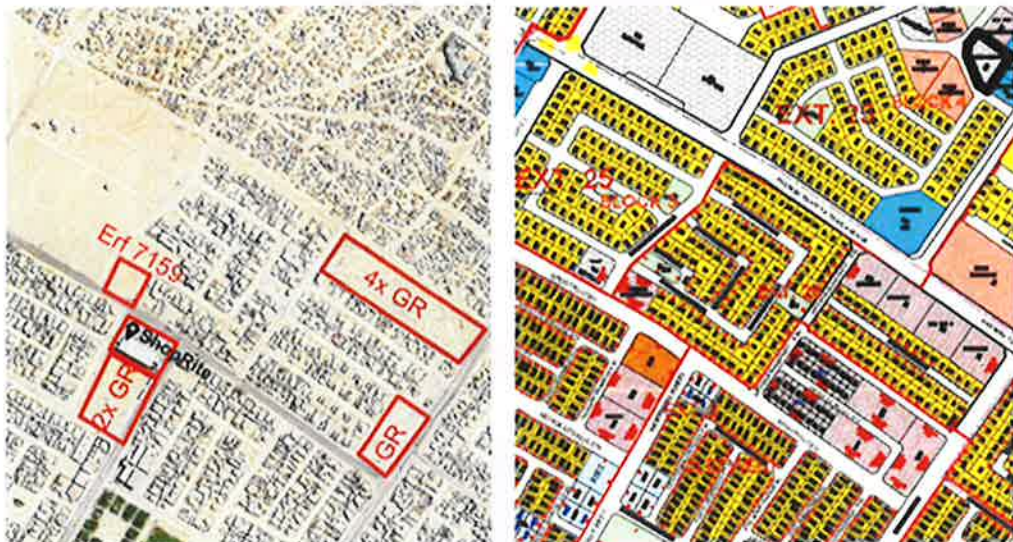


Figure 4: Availability of vacant General Residential zoned erven in Mondesa Extension 26 and surroundings.

Furthermore, it can also be seen from Figure 4 above that there is a Shoprite Mini, which is accompanied by a Namcor Service Station and other small scale commercial shops near the site, the success of the existing Shoprite Mini is a clear indication that there is a need for commercial facilities in close proximity to the residential neighbourhoods that serve the surrounding community and makes their daily needs for goods and services more conveniently accessible. The proposed shopping centre will complement the already existing commercial activities and provide the surrounding community with a variety of choice for their daily needs, good and services.

## 5. Need and Desirability

The proposed rezoning can be supported from a town planning point of view due to the following reasons:

- I. There is a need for more business erven near residential neighbourhoods for convenient access to goods and services.
- II. Based on the number of vacant General Residential erven, there is an assumed over supply of erven for high density residential development in the area.
- III. The site is large enough ( $\pm 2800\text{m}^2$ ) to accommodate the envisioned development of a shopping centre with retail and related components.
- IV. The site is highly accessible and visible making it ideal for business land use purposes.
- V. Business developments within Residential neighbourhoods contribute to convenience, promote walkability and are generally more environmentally friendly.

In conclusion, the proposed land use and rezoning are considered needed and desirable and can be supported in principle.

## 6. Potential Impacts

The following potential impacts have been identified and will be addressed as outlined below:

### 6.1. Impact on the neighbourhood

The area within which the site is situated, has a mix of land uses, including business, single residential and general residential erven. The overall character is residential and the proposed shopping centre and related land uses will operate during normal business hours and are unlikely to create objectional noise to adjacent neighbours. The property across the street has a similar land use and thus the proposed rezoning and land use is expected to be compatible and complementary to its surrounding environment.

### 6.2. Impact on services such as water, sewerage, and refuse removal.

- Any additions, alterations, and/ or relocation of services will be the responsibility of the owner to the satisfaction of the Local Authority and Erongo RED.
- The potential increase in use of services will be offset through increased municipal rates, taxes, service charges and the betterment fee.

### 6.3. Impact of increased traffic on roads

The proposed land use might generate additional light vehicle traffic during normal business hours which will mostly be distributed along Grootfontein Street, which has a wide road reserve of 25 metres to allow for reciprocal movement of vehicles, sidewalks, street lighting, and parallel on-street parking.

Vehicle access can also be taken from Immanuel Shikongo (15m) and Samuel Maharero Street (20m). The development of the site will increase traffic volumes which will have a minimal impact on the local roads. Due to having three street frontages, the existing or future entrance/exit to the property is unlikely to cause a condition for traffic accidents.

In conclusion, the impact on traffic and access will be marginal.

#### 6.4. Impact of parking and access

Parking will be provided in accordance with the parking requirements outlined in the Swakopmund Zoning Scheme as per the proposed General Business zones provisions and will be evaluated and/or considered for relaxation upon building plan submission to the satisfaction of the Local Authority.

The parking requirements for the proposed shopping centre and related land uses is 1 per 33.33m<sup>2</sup> of the floor area. As per the conceptual layout of the proposed shopping centre (**Figure 2**), the total floor area is ±1397.4m<sup>2</sup> which equates to a total of 42 parking bays (1397 ÷ 33.3 = 42) required on-site.

The preliminary plans make provision for 39 parking bays; however, this is not the final site plan and there is still ample space for the provision of additional on-site parking.

Alternatively, the developer can make a payment in lieu of the 3 parking bays in accordance with **Clause 8.20.3(a)** of the Swakopmund Zoning Scheme.

### 7. Legislation Overview

The application has been evaluated in accordance with the following statutory provisions:

#### 7.1. Swakopmund Zoning Scheme

The proposed rezoning is evaluated in terms of Swakopmund Amendment Scheme No. 12 as summarised in Table 2 below.

Land Use Restriction	Evaluation
<b>Coverage</b> <ul style="list-style-type: none"> <li>Shops, Offices – 85%</li> </ul>	The site is currently vacant. The preliminary conceptual layout makes provision for a variety of shops; a car wash and a salon. The proposed buildings have a total area of approximately ± 1 396m <sup>2</sup> (coverage ± 50%). Therefore, the proposed development will comply.
<b>Bulk</b> <ul style="list-style-type: none"> <li>Shops, Offices – 2.0</li> </ul>	The proposed buildings will generate an actual bulk factor of less than 2.0 and will comply.
<b>Height</b> <ul style="list-style-type: none"> <li>No building shall exceed a height of 13 metres</li> <li>Height relaxation up to a maximum building height of 16m may be permitted with special consent of the Council</li> </ul>	The proposed buildings will not be higher than 13 metres and will comply.

<p><b>Building Lines</b></p> <ul style="list-style-type: none"> <li>• Zero (0) meters from any street or side boundary</li> <li>• Three (3) meters from any rear boundary</li> </ul>	<p>Any development on-site will comply with the building line provisions of the Scheme, and where necessary the owner will obtain adjacent neighbour's consent for relaxation of building line developments.</p>
<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Shops and Offices – 1 per 33.3m<sup>2</sup> of floor area</li> </ul> <p>Council may relax parking provisions as per Clause 8 20 3 of the Scheme</p>	<p>The total floor area of the shops will determine the amount of parking bays required. Based on the conceptual site development plan, 39 parking bays are provided on site of which compliance will be evaluated once the building plan is submitted to Council for approval.</p>

The intended development is expected to comply fully with the provisions of the General Business zone as per the Swakopmund Zoning Scheme.

### **7.2. Urban and Regional Planning Act**

Rezoning requires public consultation and permission/approval of Local Authority and the Urban and Regional Planning Board. This application is submitted to obtain consent from the local authority in accordance with the provisions of the Urban and Regional Planning Act, 2018 (Act No 5 of 2018).

### **7.3. Environmental Management Act**

The rezoning of land from "residential use to industrial or commercial use" is a listed activity and requires an Environmental Clearance Certificate (ECC) in terms of the Environmental Management Act of 2007 (Act No.7 of 2007). Therefore, the "General Business" rezoning can be recommended for approval, provided that a ECC is obtained before the application is lodged with the Urban and Regional Planning Board.

## **8. Policy Overview**

The proposed application is evaluated in terms of the following policies :

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

The site is located in Swakopmund Extension 26, which although predominantly residential has a variety of land uses including Public Open Space (POS); Institutional and General Business in close proximity.

The Swakopmund Structure Plan envisions creating a sustainable, liveable and inclusive city, it further makes provision for low economic nodes that compliment and support communities living further away from the CBD to maintain vibrancy throughout the city by allowing for a mix of uses.

The proposed rezoning will not only bring economic activity closer to Swakopmund Extension 26 and the surrounding neighbourhoods which are located further away from the CBD, it will also contribute to making the area more sustainable, liveable and inclusive by locating commercial facilities and services more conveniently for residential occupants

Furthermore, the site being situated across the existing Namcor service station, Shoprite Mini and other commercial activities in the area makes it ideal for a small-scale low to medium intensity economic node that will serve the resident of Swakopmund Extension 26 and the surrounding neighbourhoods.

The proposed rezoning can therefore be supported in terms of the Swakopmund Urban Structure Plan.

### 8.2. Swakopmund Zoning Scheme

The proposed General Business zone will allow the operation of the intended uses as it permits shops/business space as a primary land use right and liquor stores as a consent use. The table below shows the land uses permitted under the General Business zone as per Clause 4.3 (Table B) of the Scheme.

ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED	PURPOSES FOR WHICH LAND MAY BE USED AND BUILDINGS MAY BE ERRECTED AND USED WITH THE SPECIAL CONSENT OF THE COUNCIL ONLY
General Business	Blue fill	Shops, Office Buildings, Parking Garages, Licensed Hotels, Blocks of Flats, Residential Buildings	Service Stations, Service Industry, Laundrettes, Dry-cleanettes, Place of Assembly, Place of Amusement, Institutional Buildings, Drive in Cafes, Funeral Parlours and Chapels, Warehouses, Liquor Stores, Bed and Breakfast, Pensions.

### 8.3. Betterment Fee Policy

In terms of the Ministerial Betterment Fee Policy of 2009, a 40% betterment fee is recommended when rezoning from residential to business.

## 9. Public Consultation

The public was notified of the application to rezone Erf 7159 Swakopmund Extension 26 from "General Residential 2" with a density of 1 dwelling per 250m<sup>2</sup> (1:250m<sup>2</sup>) to "General Business" with a bulk of 2 in accordance with the Urban and Regional Planning Act of 2018 (Act No.5 of 2018) and the Swakopmund Zoning Scheme.

The proposed rezoning was advertised in the Government Gazette No.8688, dated 15 July 2025 as well as the Namib Times and Namibian newspapers on 04 July 2025 and 11 July 2025 respectively. A Site Notice of the rezoning was displayed on the site and at Council offices from 03 July 2025 to 04 August 2025. Additionally, all adjacent neighbours were notified of the intention to apply for a rezoning via WhatsApp and SMS.

The proof of consultation is attached as **Annexure D** (proof of consultation). The consultation period started on Tuesday, 15 July 2025 and the due date for objections was **Monday, 04 August 2025**.

No comments or objections were received against the application.

## 10. Recommendation

Given the suitability of the site and the need and desirability for the proposed shopping centre with retail and related land uses for the provision of goods and services to the surrounding community, the following is recommended for your favourable consideration:

- **Rezoning of Erf 7159 Swakopmund Extension 26 from "General Residential 2" with a density of 1:250m<sup>2</sup> to "General Business" with a bulk of 2.0.**

Yours sincerely,



Mbute Shaningwa  
Town and Regional Planning Officer



STEWART PLANNING  
TOWN & REGIONAL PLANNERS

Tel: +264 64 280 770 | Email: [mbute@sp.com.na](mailto:mbute@sp.com.na)



Bruce Stewart  
Registered Town & Regional Planner



STEWART PLANNING  
TOWN & REGIONAL PLANNERS

Tel: +264 64 280 770 | Email: [bruce@sp.com.na](mailto:bruce@sp.com.na)



STEWART PLANNING

CLOSE CORPORATION RESOLUTION

RESOLUTION OF THE SOLE MEMBER OF NAMBAZA INVESTMENTS CLOSE CORPORATION (CC REG NO: CC/2009/3926)

Meeting held on the 18th day of June 2025 at Swakopmund, Namibia

Abisai Hashokuali Konstantinus

In my capacity as sole member of NAMBAZA INVESTMENTS CC (CC REG NO: CC/2009/3926)

- 1. I hereby authorize Abisai Hashokuali Konstantinus to sign on behalf of Abisai Hashokuali Konstantinus on behalf of NAMBAZA INVESTMENTS CC in relation to STEWART PLANNING – TOWN AND REGIONAL PLANNERS, and
- 2. I hereby nominate, constitute and appoint STEWART PLANNING – TOWN AND REGIONAL PLANNERS with full power of substitution to be my true and lawful Attorney and Agent for me and in my name, place and stead to make the necessary application to the Namibia Council of Wards, City and/or Urban and Regional Planning Board for the

REZONING OF ERF 7159 SWAKOPMUND EXTENSION 26 FROM GENERAL RESIDENTIAL 2 (1:250m<sup>2</sup>) TO GENERAL BUSINESS (BULK OF 2.0)

This done and signed at SWAKOPMUND

This 18 day of June 2025 in the presence of the undersigned witnesses

Member Signature

Abisai Hashokuali Konstantinus

Witness 1

Witness 2

Name *Paul Namukoyi*

Name *Carlotta Namukoyi*

Signature *[Handwritten Signature]*

Signature *[Handwritten Signature]*

20

Prepared by me

*[Signature]*  
DANIEL ROSSOUW  
KOCK

*Deed of Transfer of Land in Swakopmund*

2024-10-01 - 100 to 319

100 to 319

an additional amount of an existing 100 to 319

*[Signature]*

SWAKOPMUND

### DEED OF TRANSFER

BE IT HEREBY MADE KNOWN

**T 6529 / 2024**

THAT DANIEL ROSSOUW KOCK

appeared before me, the Registrar of Deeds at WINDHOEK, he/she the said  
Apparator, being duly authorised thereto by a Power of Attorney granted to him/her  
by

THE MUNICIPAL COUNCIL OF SWAKOPMUND

signed at SWAKOPMUND on 01 OCTOBER 2024

REGISTERED  
ATTORNEY  
NAME  
TRUSTEE, NAME

10/01/2024

AND THAT APPEARER DECLARED THAT the said Property had sold on 08 JULY 2024 and that he/she/it has/had capacity a/forwards, did by these presents, cede and transfer, in full and free property to and on behalf of

**NAMBAZA INVESTMENTS CC**  
Registration Number CC/2009/3926

It's heirs, executors, administrators or assigns

<b>CERTAIN</b>	ERF NO 7159, SWAKOPMUND (EXTENSION NO 28)
<b>SITUATE</b>	IN THE MUNICIPALITY OF SWAKOPMUND REGISTRATION DIVISION "G", ERONGO REGION
<b>MEASURING</b>	2 812 (Two Eight One Two) Square Metres as indicated on General Plan S.G. No. G184 (A 314/2013)
<b>HELD BY</b>	Certificate of Registered Title No. T. 5701/2016
<b>A. SUBJECT</b>	To the following conditions imposed in terms of Government Notice No. 228 of 2018, namely -

**IN FAVOUR OF THE LOCAL AUTHORITY**

- 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 Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954).
- The building value of the main building, excluding the outbuilding to be erected on the erf must at least be equal to the prevailing valuation of the erf.

MASIZA LAW CHAMBERS  
ATTORNEYS  
NAMIBIA

Erfaalplan ERF 7159 van 15 1448  
S.G. 184\_NA 102 - 13-01-2013

B. FURTHER SUBJECT to the condition that the purchaser may not acquire the aforesaid property until a completion certificate in respect of the improvements on the property has been issued by the Municipal Council of Swakopmund and that such improvements must be erected and completed within 24 months from date of transfer and the minimum building value of the main building should at least be equal to the municipal value of the erf.

WHEREFORE the Appearer, renouncing all the Right and Title which the said TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge him to be entirely dispossessed of and disentitled to the same, and that, by virtue of these Presents, the said TRANSFEREE, his heirs, executors, administrators or assigns now are and henceforth shall be entitled thereto, conformably to local custom, the State, however reserving its Rights, and finally acknowledging the the purchase price amounting to the sum of NS1 265 400.00.

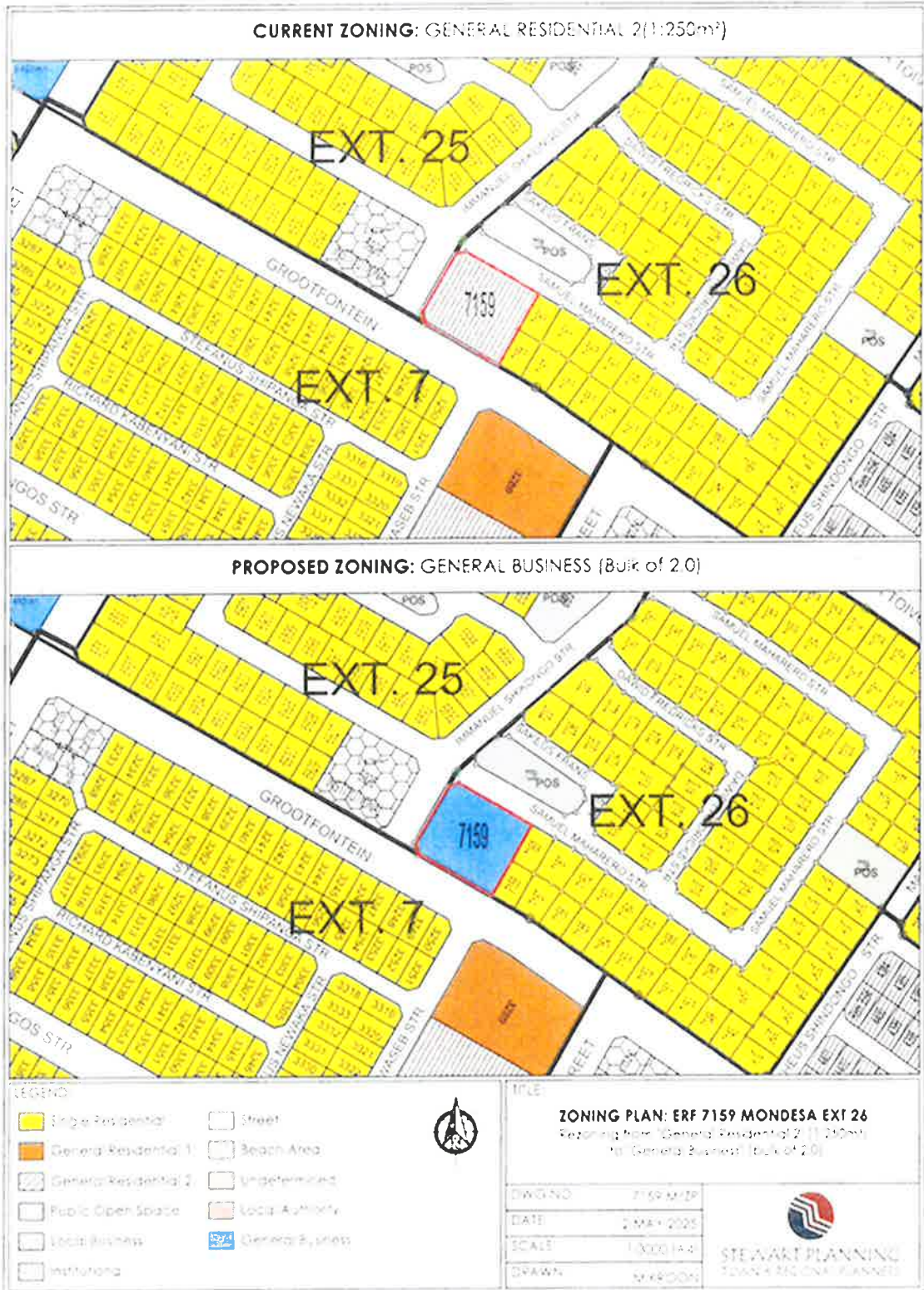


SIGNED AT WINDHOEK on 2024-11-13

together with the Appearer, and confirmed with my Seal of Office.

  
SIGNATURE OF APPEARER





12 NAMIB TIMES

# NOTICES & VACANCIES

4 JULY 2025

### EXTRA NOTICE

In the Estate of the late Norman Oswald Curry who died on 28 October 2022 and was residing at Erf 1211 Vegetarisch Suikopland Farm No. 24

Notice hereby given that the first and final liquidation and Distribution Accounts are lying for inspection at the office of the Master of the High Court at Windhoek and the Magistrate's Office at New-London for a period of 31 (thirty one) days from date of publication hereof for all interested parties.

If no objection against the aforesaid account is lodged within the period stated the Receiver will proceed to pay out in accordance with the aforesaid account.

Peter Hamann  
Legal Practitioner  
Attorneys  
111 Victoria  
Avenue, SWAKOPMUND  
Private Bag 2114  
Swakopmund  
Tel: 064 201 1111  
Fax: 064 201 1111

### NOTICE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, 2018 AND THE ENVIRONMENTAL MANAGEMENT ACT, 2007.

Please take note that Urban Planning - Town & Regional Planning intends to apply, on behalf of regional council, to the Municipal Council of Walvis Bay, the Urban and Regional Planning Board and the Environmental Commission for permission for the following:

Re-zoning of Erf 1274 Walvis Bay (41 South Street) from "Single Residential 1 (S1)" to "General Business" (G1.1)

Consent to proceed with development while the re-zoning is ongoing, and

Application for an Environmental Clearance Certificate for the proposed re-zoning.

The above re-zoning and consent application are submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 14 of 2018) and the Environmental Management Act, 2007 (Act No. 107 of 2007).

The above re-zoning and consent application are submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 14 of 2018) and the Environmental Management Act, 2007 (Act No. 107 of 2007).

The following information is provided for the information of the Council, the Board and the Commission:

The proposed re-zoning and consent application are submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 14 of 2018) and the Environmental Management Act, 2007 (Act No. 107 of 2007).

Application  
Town & Regional Planning  
Private Bag 2007  
Walvis Bay  
municipal@wb.gov.na  
tel: 201 5173

### NOTICE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, 2018 (ACT NO. 14 OF 2018)

Please take note that Urban Planning - Town & Regional Planning intends to apply, on behalf of regional council, to the Municipal Council of Walvis Bay, the Urban and Regional Planning Board for permission for the following:

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The following information is provided for the information of the Council, the Board and the Commission:

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Private Bag 2007  
Walvis Bay  
municipal@wb.gov.na  
tel: 201 5173

### URGENT VACANCY: Senior Industrial Refrigeration Technician (specializing in Factory Plants and Vessels)

Min 5 years' experience  
Namibian Citizen  
Qualified Trade Certificate  
Advantage: experience in Ammonia Welding and electrical

Please forward CV to: [recruitment@sanitech.co.za](mailto:recruitment@sanitech.co.za) before 7 July 2025



### VACANCY: Position: Branch Manager

Area: Windhoek - Billing to clients  
Individuals should have:  
1. Strong managerial experience  
2. HR experience  
3. Sales experience  
4. Strong operational background and Admin. experience

If you don't have the above experiences, please don't apply.  
Email CV to: [recruitment@sanitech.co.za](mailto:recruitment@sanitech.co.za)

### MUNICIPALITY OF SWAKOPMUND

#### Sale of 4 Single Residential Sites in Lot 24, Development, to Develop (Urban) - Swakopmund

Notice is hereby given in terms of the provisions of Section 63 (2) of the Local Authorities Act, Act 23 of 1988, as amended, that the Municipal Council of Swakopmund intends to sell a Single Residential site at Erf 1274, Swakopmund, to the applicant of Swakopmund, on per cent 11.27 of the Council Meeting held on 25 April 2025, as follows:

No	Name	Erf No.	Site size	Est. Purchase Price (R1000 000's)
1	Erk 1274a	0936	412	165 10 000,00
2	Erk 1274b	0937	600	165 19 000,00
3	Erk 1274c	0938	600	166 72 000,00
4	Erk 1274d	0939	400	165 72 000,00

All particulars of the above re-zoning applications can be inspected at the Municipal Head Office situated at the corner of Republic Street, Swakopmund, from 08:00 (8h) to 16:00 (4p) on every day, and 11 July 2025.

Any person objecting to the proposed sale may lodge an objection with the Chief Executive Officer, P.O. Box 2007, Swakopmund, on or before 12:00 on 11 July 2025.

Please take note that NO objections will be considered. Objections must be made by delivering a hard copy to the office of the Chief Executive Officer and not by e-mail or by telephone.

Only enquiries will be considered in the email address below.

Enquiries: [info@wb.gov.na](mailto:info@wb.gov.na)  
Tel: 064 201 5173

NOTICE NO. 15/2025  
Chief Executive Officer

### NOTICE IN TERMS OF URBAN AND REGIONAL PLANNING ACT ENVIRONMENTAL MANAGEMENT ACT

Please take note that Urban Planning - Town & Regional Planning intends to apply, on behalf of regional council, to the Municipal Council of Walvis Bay, the Urban and Regional Planning Board and the Environmental Commission for permission for the following:

Re-zoning of Erf 1274 Walvis Bay (41 South Street) from "Single Residential 1 (S1)" to "General Business" (G1.1)

Consent to proceed with development while the re-zoning is ongoing, and

Application for an Environmental Clearance Certificate for the proposed re-zoning.

The above re-zoning and consent application are submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 14 of 2018) and the Environmental Management Act, 2007 (Act No. 107 of 2007).

The following information is provided for the information of the Council, the Board and the Commission:

The proposed re-zoning and consent application are submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 14 of 2018) and the Environmental Management Act, 2007 (Act No. 107 of 2007).

The following information is provided for the information of the Council, the Board and the Commission:

Application  
Town & Regional Planning  
Private Bag 2007  
Walvis Bay  
municipal@wb.gov.na  
tel: 201 5173

### NOTICE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 2018, ENVIRONMENTAL MANAGEMENT ACT OF 2007, AND SWAKOPMUND ZONING SCHEME.

Urban Planning intends to apply to the Municipality of Swakopmund, the Municipality of Urban and Rural Development and the Environmental Commission for the following:

Re-zoning of Erf 1274 Walvis Bay (41 South Street) from "Single Residential 1 (S1)" to "General Business" (G1.1)

Consent to proceed with development while the re-zoning is ongoing, and

Application for an Environmental Clearance Certificate for the proposed re-zoning.

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Consent to proceed with development while the re-zoning is ongoing, and

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NOTICE OF INTENTION TO VARY THE TERMS OF THE HAMBHAM...

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SWAKOPMUND MUNICIPALITY

Stewart Planning – Town and Regional Planners  
 P.O. Box 22296, Windhoek  
 No. 89 Jenner Street, Windhoek, West  
 Windhoek  
 thandiwe@stewartps.com

Applicant:  
 Stewart Planning – Town and Regional Planners  
 P.O. Box 22296, Windhoek  
 No. 89 Jenner Street, Windhoek, West  
 Windhoek  
 thandiwe@stewartps.com

Chief Executive Officer:  
 City of Windhoek  
 P.O. Box 59, Windhoek  
 No. 89 Independence Avenue

Subject: Zoning Change

**RE ZONING AND THE SWAKOPMUND EXTENSION 26**

Stewart Planning – Town and Regional Planners hereby respectfully requests the Municipality of Swakopmund to consider the rezoning of the Swakopmund Extension 26 from “general residential 2” with a density of 1:250 to “general business” with a bulk of 2:0.

Plot 7159, Swakopmund Extension 26, corner of Samuel Maharero, Immanuel Shikongo and Grootfontein Streets. Rezoning from “general residential 2” with a density of 1:250 to “general business” with a bulk of 2:0.

It is necessary to rezone the area in order to allow the Swakopmund Extension 26 to develop as a commercial and business area and to allow the area to be used for business purposes. The rezoning is necessary to allow the area to be used for business purposes.

The above-mentioned application is submitted in terms of the Swakopmund Zoning Scheme by amendment number 1 (amended) (Zoning Scheme No. 1000) (Act No. 5 of 1988). The rezoning of and re-use of the property is a lawful activity and an application for an environmental assessment certificate is not a condition of the Environmental Management Act (Act No. 5 of 2004).

Background:

The background information document has been for inspection at the Town Planning Department of the Municipality of Swakopmund, corner of Rikotoela and Daniel Bantu Street, Swakopmund. An electronic copy may be requested from: Mrs. Melissa Kroon, melissa@sp.com.na.

Interested and affected parties are requested to contact Stewart Planning and Town and Regional Planners to register their objections and suggestions. The rezoning application is subject to the approval of the Chief Executive Officer of the Municipality of Swakopmund and with Stewart Planning (Pty) Ltd. A copy of the application is provided.

Written on 04 August 2025 at Swakopmund, No. 1100, Monday, 4 August 2025

Applicant:  
 M. Kroon  
 Stewart Planning – Town and Regional Planner  
 P.O. Box 2095, Walvis Bay  
 Tel: 064 280 773  
 Melissa@sp.com.na

Local Authority:  
 Chief Executive Officer  
 Municipality of Swakopmund  
 P.O. Box 53, Swakopmund  
 Tel: 064 410 4103  
 thandiwe@cityofswakopmund.na

AFFIDAVIT CERTIFYING  
NOTICE TO NEIGHBOURS

For applications made in terms of the Urban and Regional Planning Act, Act No. 5 of 2018 (the Act) and the Swakopmund Zoning Scheme, the Zoning Scheme, as amended.

DO hereby certify that:

Johann Niel Otto (ID No: 911218 0006 8) of Stewart Town Planning CC

is hereby duly sworn and has taken an oath according to the Act and the Zoning Scheme for

Erf 7159 Mondesa/Swakopmund Extension 26 (corner of Samuel Maharero, Immanuel Shikongo and Grootfontein Street): Rezoning from General Residential 2 with a density of 1:250m<sup>2</sup> to General Business with a bulk of 2.0 for the establishment a shopping centre with retail and related land uses

were sent via Whatsapp or SMS on 24 May 2024 to the following landowners: Erven 7158, 7160, 3289, 3247, 3248, 3249, 3250, 6892, 6893, and 6928, Mondesa as required by Act and the Zoning Scheme

  
SIGNATURE OF DEPONENT

I certify that the Deponent has acknowledged that he/she/they knows/know and understands/understand the contents of this Affidavit which was signed and sworn before me at: St. Mary's on 28.05.26

  
COMMISSIONER OF OATHS



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

122 The Main Building  
44 West Nyanga Avenue  
7700 Brixton

www.stewartplanning.co.za  
Tel: 021 934 2000  
Email: info@stewartplanning.co.za

**Reference: 7159\_M**

**14 May 2025**

To whom it may concern,

We have received instruction to proceed with a rezoning application for Erf 7159 Mondesa Extension 26 and we need to notify neighbouring land owners. Will you please provide the contact details of the following property owners? The information can also be emailed to me [melissa@sp.com.na](mailto:melissa@sp.com.na).

Erf Number	Owner's Name	Postal Address	Email Address	Contact Number
Erf 7160 Mondesa Ext 26	NARIS BELINDA	P O BOX 4938 VINETA	n/a	0813749223
Erf 7158 Mondesa Ext 26	OASEB ROMEO	P O BOX 604 SWAKOPMUND	n/a	0812019201
Erf 3289 Mondesa Ext 7	KONSTANTINUS ABISAI HASHOKUALI	T/A NAMBAZA INVESTMENTS CC P O BOX 7227 SWAKOPMUND	n/a	0851651126
Erf 3250 Mondesa Ext 7	SILAS KAINO & DAVID	P O BOX 2283 SWAKOPMUND	n/a	0812809022;064405250
Erf 3249 Mondesa Ext 7	LIMBARE NIKOLAUS	P O BOX 2328 SWAKOPMUND	n/a	0812986548

Erf 3249 Mondesa Ext 7	GASES LUCIA	n/a	n/a	n/a	0614346777 / 064461547
Erf 3247 Mondesa Ext 7	ELINDY ELIZABETH	P O BOX 5153 MONDESA	n/a	n/a	0812597390 / 064414000
Erf 6928 Mondesa Ext 25	municipality				
Erf 6663 Mondesa Ext 25	TSARAEB NELSON NESLEY	P O BOX 2551 SWAKOPMUND	NELSON.TSARAEB@GMAIL.COM		0812287939
Erf 6662 Mondesa Ext 25	MWINGA LLOYD MWINGA	n/a		LLOYDBANKS56.LM@GMAIL.COM	0814037028

I thank you for your time and assistance.



Melissa Kroon

STEWART PLANNING

AFFIDAVIT CERTIFYING  
DISPLAY OF PUBLIC NOTICE

for applications made in terms of the Urban and Regional Planning Act (Act No.6 of 2018) (the Act) and the Swakopmund Zoning Scheme (the Zoning Scheme), as amended.

I/We, the undersigned:

Melissa Kroon (ID No: 9301220071081) of Stewart Town Planning CC

do hereby make oath and say that a notice advertising my/our application in terms of the Act and the Zoning Scheme for

Erf 7159 Swakopmund Extension 26 (corner of Samuel Maharero, Immanuel Shikongo and Grootfontein Street); Rezoning from General Residential 2 with a density of 1:250m<sup>2</sup> to General Business with a bulk of 2.0 for the establishment of a shopping centre with retail and related land uses

were conspicuously displayed on the said erf/land portion/land parcel and at the notice board of the Local Authority for a period of at least 14 days from 3 July 2025 to 4 August 2025 as required by Act and the Zoning Scheme

SIGNATURE OF DEPONENT

I certify that the Deponent has acknowledged that he/she/they know/know and understands/understand the contents of this Affidavit which was signed and sworn before me at *Walvis Bay* on *01<sup>st</sup> August 2025*

Rhiverna Hildegard Williams  
Commissioner of Oaths  
Ex-Officio Legal Practitioner  
Unit 3, 122 Sam Nujoma Avenue  
Walvis Bay  
P.O.Box 2156 Walvis Bay

  
COMMISSIONER OF OATHS

Erf 7159 Swakopmund Ext.26 On-site Notice



11.1.11 **APPLICATION FOR THE RELAXATION OF THE STREET BUILDING LINES ON ERF 1167, SWAKOPMUND**

(C/M 2026/06/02 - E 1167)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.8** page **111** refers.

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

**1. Purpose**

The purpose of this submission is to seek Council's consideration for the "special consent" to relax the street building lines from five (5) metres to zero (0) metres on Erf 1167, Swakopmund to enable the construction of a carport.

**2. Introduction and Background**

An application for consent to relax the street building line from five (5) metres to zero (0) metres on Erf 1167, Swakopmund, has been submitted to the Town Planning Department by Mr Pierre C. Gouws on behalf of the registered owners, Mr Harald Pack and Mrs Erica Pack.

The applicants propose the construction of a carport along the common boundary shared with the adjoining property, Erf 1168, Swakopmund.

The requested relaxation is necessitated by the need to accommodate an off-road vehicle fitted with a rooftop tent and solar panels. The existing garage structure is unable to accommodate the vehicle due to height restrictions. Given the high value of the equipment mounted on the vehicle, covered off-street parking is required to ensure adequate protection against the harsh coastal weather conditions.

The proposed carport will be utilised solely for parking and shelter purposes and will not be converted into habitable space. The structure will be constructed in full compliance with all applicable building regulations, zoning scheme provisions, and municipal by-laws. Furthermore, no permanent works are proposed that would negatively impact adjoining properties, public services, or municipal infrastructure.

Considering the above, the application is hereby submitted for consideration. The relevant supporting documentation is attached hereto as **Annexure A**.

**3. Ownership**

The ownership of Erf 1167, Swakopmund vests in Mr Harald Pack as indicated in the Deed of Transfer T7596/2024 and T7596/2024.

**4. Zoning, Locality and Size**

Erf 1167, Swakopmund, is in Ebony Street. The erf is zoned "single residential" with a density of 1:900 and measures approximately 823m<sup>2</sup> in extent.



## 5. Discussion

In terms of Clause 5(A) 2.4(a)(i) and (iii) of the Swakopmund Zoning Scheme, no building, permanent structure, or portion thereof—other than boundary walls and fences—may be erected within five (5) metres of any street boundary. Furthermore, a garage may not be located closer than five (5) metres from a street boundary or half the height of the building, whichever is greater. These provisions establish mandatory spatial controls aimed at protecting the public realm, maintaining streetscape coherence, and ensuring orderly development.

Clause 5(A) 2.4(e) further provides that Council may relax these requirements only where it is satisfied that such relaxation will not interfere with the amenities of the neighbourhood, whether existing or as envisaged by the Scheme. This constitutes a limited discretionary power, to be exercised judiciously, consistently, and in alignment with the overarching intent of the Scheme. It does not confer an automatic entitlement to development rights, nor does it permit departures that undermine fundamental planning principles.

Within planning and building control practice, a carport is generally understood to be a roofed structure intended for the shelter of vehicles, typically open on more than one side and ancillary in nature. It is distinguished from a garage by its lightweight construction, limited permanence, and reduced visual and spatial impact. Although the Swakopmund Zoning Scheme and the applicable Standard Building Regulations do not provide a specific definition of a carport, the term is consistently interpreted in accordance with established regulatory practice as a temporary or semi-permanent ancillary structure, subordinate to the primary building.

Upon assessment, it is evident that the proposed structure does not conform to this accepted interpretation. The proposal entails the use of permanent structural elements, including beams and enclosure features, resulting in a structure that is substantial in scale, permanent in character, and functionally comparable to a garage or outbuilding rather than a lightweight carport. Accordingly, the proposed development cannot reasonably be regarded as a

minor or incidental structure warranting exceptional consideration under the Zoning Scheme.

Furthermore, the Swakopmund Zoning Scheme does not permit the erection of buildings or permanent structures at zero (0) metres from a street boundary. Street building lines constitute a fundamental planning control designed to safeguard provision for future road widening and municipal services, ensure traffic safety and adequate sightlines, preserve streetscape uniformity and spatial order, and protect the amenity and character of the public environment.

A relaxation to zero metres effectively amounts to a complete removal of the prescribed setback and represents a material and substantial deviation from the Scheme, rather than a marginal adjustment. Such an encroachment is inherently inconsistent with the spatial framework and development pattern envisaged by the Zoning Scheme and is likely to interfere with neighbourhood amenity as contemplated therein.

The motivation submitted in support of the application is based primarily on private functional considerations, namely the accommodation of an off-road vehicle of a particular height and the protection of valuable equipment from adverse weather conditions. While these factors are acknowledged, they do not constitute sufficient planning grounds to outweigh the public-interest objectives embodied in the Swakopmund Zoning Scheme. The Scheme does not guarantee development rights based on individual storage or vehicle accommodation requirements, particularly where compliant alternatives may reasonably be pursued.

Approval of the proposed relaxation would further create an undesirable precedent by effectively permitting permanent structures within street building lines under the guise of carports. Such a precedent would undermine the consistent application of the Scheme, weaken regulatory enforcement, and expose Council decisions to potential challenge based on unequal or arbitrary treatment.

Considering the above, it is concluded that the proposed structure does not align with the accepted definition, intent, or character of a carport. It constitutes a permanent structure rather than a lightweight ancillary use, and the requested relaxation represents a substantial departure from prescribed street building line controls. Council cannot reasonably be satisfied, as required by Clause 5(A)2.4(e), that the proposal will not interfere with the amenities of the neighbourhood as envisaged by the Zoning Scheme.

Accordingly, the discretionary power to relax the street building line cannot be appropriately exercised in this instance, and the application is not supported.

Notwithstanding the above, the applicant may consider the following alternative options within the prescribed street building line:

- (i) *Relocating the carport behind the three (3) metre street building line, utilising a lightweight, open-sided design that remains subordinate to the primary dwelling, with sufficient internal height to accommodate the vehicle and equipments;*

- (ii) *Reconfiguring the on-site parking or driveway layout to accommodate the vehicle without encroaching on the street boundary, at a minimum maintaining the three (3) metre building line; or*
- (iii) *Increasing the height of the existing garage situated on the property adjacent to Erf 1168, Swakopmund, for storage purposes, subject to compliance with all applicable coverage, height, and setback requirements.*

These alternatives would facilitate secure off-street parking while preserving the integrity of the streetscape and ensuring compliance with Clause 5(A) 2.4(a)(i) and (iii) of the Swakopmund Zoning Scheme.

Lastly, it is noted that Council, at its meeting held on **26 March 2026**, resolved to refuse a similar application on comparable grounds. There has been a growing number of such applications, and while each submission is duly considered on its individual merits, consistency in decision-making remains essential.

In the present case, the subject properties are of sufficient size to accommodate the proposed development through alternative means, including the conversion of existing structures or the relocation of the proposed carport to a more appropriate position on the erf. Where spatial constraints are demonstrably limiting, a more flexible approach may be warranted; however, this is not applicable in this instance, as viable alternatives are available within the properties.

Accordingly, the proposal cannot be supported.

## **6. Conclusion**

Having regard to the applicable provisions of the Swakopmund Zoning Scheme, the nature and extent of the proposed development, and the intent of the prescribed street building line controls, it is concluded that the application does not meet satisfactory requirements for a relaxation in terms of Swakopmund Zoning Scheme. It is therefore suggested that the application for consent to relax the street building line from five (5) metres to zero (0) metres on Erf 1167, Swakopmund should not be supported.

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

**RECOMMENDED:**

- (a) That the application to relax street building lines on Erf 1167, Swakopmund from 5m to 0m for a carport is not supported,
  - (b) 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 vehicle.*
    - (ii) *Reconfiguring on-site parking or driveway layout to accommodate the vehicle without encroaching on the street boundary at least at the three (3) meter street building line; or*
    - (iii) *Increasing the height of the existing garage situated on the property adjacent to Erf 1168, Swakopmund, for storage purposes, subject to compliance with all applicable coverage, height, and setback requirements.*
  - (c) 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.
-

**ANNEXURE A - APPLICATION FORM**

P. Gouws

P.O. Box 1569

Swakopmund

17 December 2025

The Chief Executive Officer

Swakopmund Municipality

**APPLICATION FOR THE RELAXATION STANDARDS TO ERRECT A CARPORT ON ERF 1167,  
KRAMERSDORF, SWAKOPMUND**

Dear Sir / Madam,

I hereby apply on behalf of Mr. Harald Pack and Mrs. E. Pack, the lawful owners of the property situated at No. 10, Ebony Street, Erf 1167, Kramersdorf, Swakopmund, for permission to erect a **carport** on the above-mentioned property.

I am authorised to act on behalf of the above-mentioned owners in this matter.

I hereby respectfully request permission to construct a carport on his property located at No.10 Ebony Street, Erf 1167, Kramersdorf, Swakopmiund.

The location of the proposed carport is the most practical and also will allow to accommodate the owner's off-road vehicle which is equipped with a rooftop tent and solar panels (The existing garage cannot accommodate such vehicle due to its size). The vehicle is equipped with expensive equipment and therefore needs to be parked under a roof in order to keep the harsh weather elements at bay.

The proposed carport will be used solely for the parking and protection of his private motor vehicle. The structure will be constructed in accordance with the applicable building regulations, zoning requirements, and municipal by-laws. No permanent alterations will be made that may negatively affect neighboring properties or public infrastructure.

Attached are the plans together with the adjacent property owner's consent for your perusal.

I undertake to obtain all necessary approvals and inspections before commencement of construction and to ensure that the work complies fully with approved plans and regulations.

You're sincerely



Pierre C. Gouws

621113 0017 9

Tel.: +264 (0) 81 128 1221

[gouwsia@iway.na](mailto:gouwsia@iway.na)

**On behalf of:**

Mr. Harald Pack and Mrs. Erika Pack

Tel.: +264 (0) 81 124 7165

[haraldpack1969@gmail.com](mailto:haraldpack1969@gmail.com)



MUNICIPALITY OF SWAKOPMUND  
DEPARTMENT OF ENGINEERING & PLANNING SERVICES

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APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 1167	CONSENTERS ERF NO: 1168
Suburb: KRAMERSBURG	Street Address: 10 E BAY
Particulars of Owner: MR. F. P. H. FOCK	
Name of Owner: DITTO	
Name of Authorized Person: P. GILLES	
Postal Address (Owner): P.O. Box 16, WINDHOLE	
Tel No (Owner): 021 24 7165	
E-mail Address (Owner): HOKKAN@GMAIL.COM	

Application for relaxation of: (Please tick appropriate)  
(The written consent of the adjacent neighbors and a signed site plan must attached)

- A. **Building Lines:**
- For the relaxation of Rear Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Building Line  From: 3 meter to: 0 meter
  - For the relaxation of Street Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Street Building Line (Garage)  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
- B. **Boundary Wall Height:**
- For the relaxation of Rear Boundary wall  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Boundary wall  From: 2.15 meter to: 2.70 meter (2.70 meters)
  - For the relaxation of Street Boundary wall  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
- C. **Relaxation of setback - 1<sup>st</sup>  or 2<sup>nd</sup>  Floor**
- For the relaxation of Rear Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Street Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
- D. **Relaxation of Building Height: (Incl. cate)**

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number; \_\_\_\_\_ dated \_\_\_\_\_  
(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

- E. **Relaxation of Garages (Maximum 100m<sup>2</sup>)**
- For the relaxation of Garages  From: \_\_\_\_\_ m<sup>2</sup> to \_\_\_\_\_ m<sup>2</sup>
- F. **As Built Plans**  Yes  No

Reasons for the relaxation

\_\_\_\_\_  
SIGNATURE OF APPLICANT or  
DULY AUTHORIZED PERSON  
WITH POWER OF ATTORNEY

\_\_\_\_\_  
DATE

**156**  
**Ordinary Council Meeting - 02 June 2026**



**MUNICIPALITY OF SWAKOPMUND**  
**DEPARTMENT OF ENGINEERING & PLANNING SERVICES**



**APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS**

APPLICANTS ERF NO: 1105	CONSENTERS ERF NO: 50007 (Munis)
Suburb: Rössingstrand	Street Address:
Particulars of Owner: 100 E. Main St. Erbe	
Name of Owner: Erbe	
Name of Authorized Person: A. Erbe	
Postal Address (Owner): P.O. Box 1105	
Tel. No (Owner): 081 264 7115	
E-mail Address (Owner): a.erbe@munis.com.na	

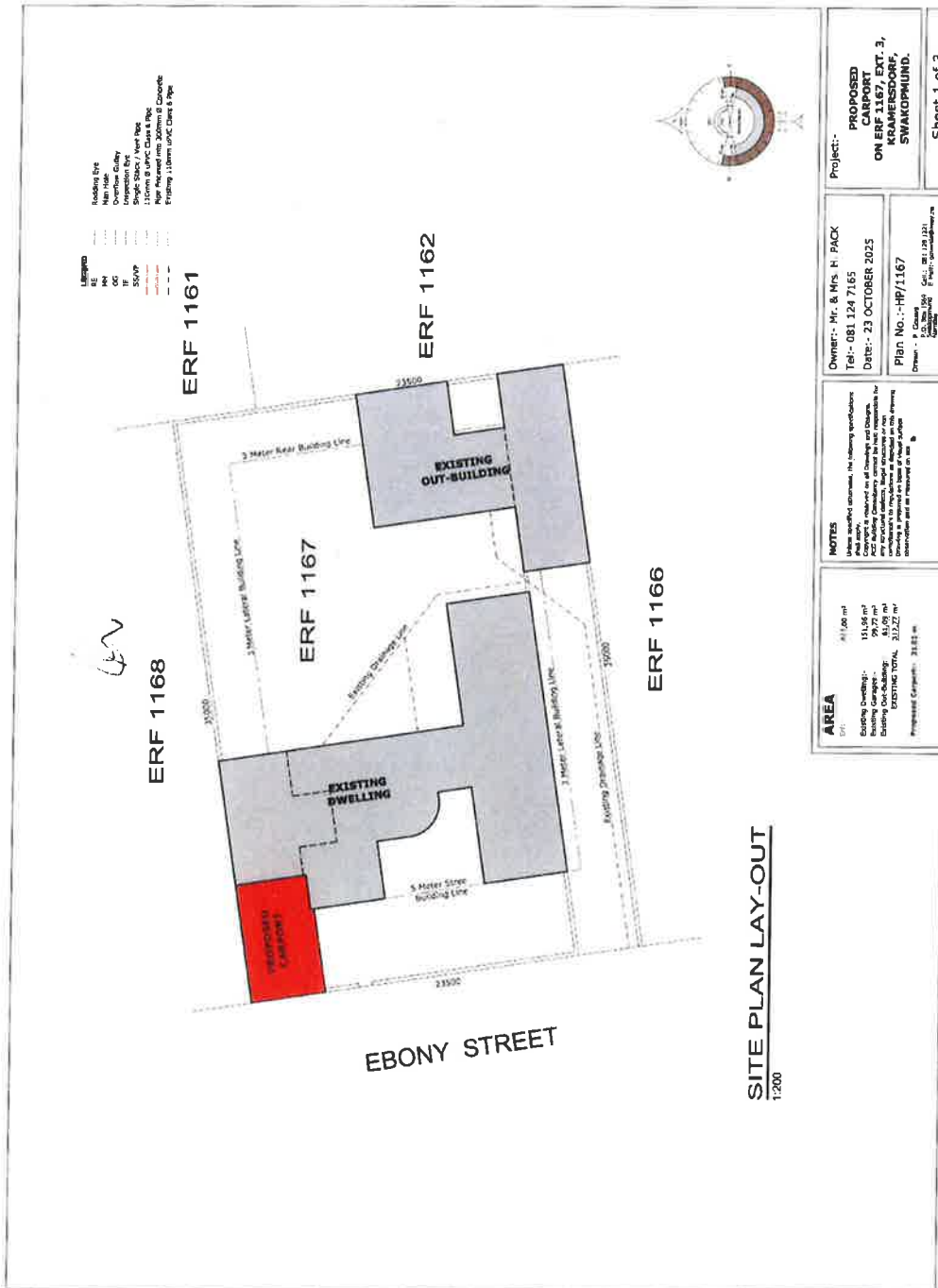
**Application for relaxation of:** (Please tick appropriate)  
 (The written consent of the adjacent neighbors and a signed site plan must be attached)

- A. Building Lines:**
- For the relaxation of Rear Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Street Building Line  From: 5 meter to: 0 meter
  - For the relaxation of Street Building Line (Garage)  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
- B. Boundary Wall Height:**
- For the relaxation of Rear Boundary wall  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Boundary wall  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Street Boundary wall  From: 2.25 meter to: 2.76 meter (continued)
- C. Relaxation of setback - 1<sup>st</sup> or 2<sup>nd</sup> Floor:**
- For the relaxation of Rear Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Lateral Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
  - For the relaxation of Street Building Line  From: \_\_\_\_\_ meter to: \_\_\_\_\_ meter
- D. Relaxation of Building Height (Indicate):**
- .....
- A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number, \_\_\_\_\_ dated \_\_\_\_\_  
 (Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)
- E. Relaxation of Garages (Maximum 100m<sup>2</sup>):**
- For the relaxation of Garages  From: \_\_\_\_\_ m<sup>2</sup> to: \_\_\_\_\_ m<sup>2</sup>
- F. As Built Plans**  Yes  No

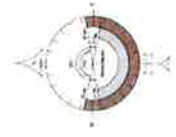
Reasons for the relaxation:

.....  
 SIGNATURE OF APPLICANT or  
 DULY AUTHORIZED PERSON  
 WITH POWER OF ATTORNEY

.....  
 DATE



- Legend**
- Existing Erf
  - Main Road
  - Overhead Gully
  - Water
  - 500mm x 500mm x 100mm
  - 150mm Ø uPVC Class 4 Pipe
  - Pipe recessed min 300mm Ø Concrete
  - 100mm Ø uPVC Class 4 Pipe



**Project:-**  
**PROPOSED CARPORT**  
**ON ERF 1167, EXT. 3,**  
**SHANGHAI ROAD, SHAKOPHUND.**

**Owner:- Mr. & Mrs. N. PAK**  
**Tel:- 081 124 7165**  
**Date:- 23 OCTOBER 2025**  
**Plan No.:-HP/1167**  
 Drawn: P. Chetty  
 Checked: P. Chetty  
 E-mail: pchetty@cityeng.co.za

**NOTES**  
 Please specify dimensions for following quantities:  
 1. All dimensions to be in meters and decimals.  
 2. All dimensions to be in meters and decimals.  
 3. All dimensions to be in meters and decimals.  
 4. All dimensions to be in meters and decimals.  
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 7. All dimensions to be in meters and decimals.  
 8. All dimensions to be in meters and decimals.

**AREA**

Site	41,100 m <sup>2</sup>
Building Footprint	19,100 m <sup>2</sup>
Existing Out-building	4,100 m <sup>2</sup>
Proposed Carport	3,127 m <sup>2</sup>
<b>EXISTING TOTAL</b>	<b>23,200 m<sup>2</sup></b>
<b>Proposed Carport</b>	<b>3,127 m<sup>2</sup></b>

**SITE PLAN LAY-OUT**  
 1:200





2024-12-06

**DEED OF TRANSFER NO. T**

ROLF-PETER MENG

TO

**T 759 / 2024**

HARALD PACK

ONE HALF SHARE IN AND TO  
ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)

**DR. WEDER, KAUTA & HOVEKA INC.**  
LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS  
3rd Floor, WKH House, Jan Jonker Road, Ausspännplatz

P.O. Box 864 - Tel: 061-275550 - Fax: 238802  
WINDHOEK, Namibia

DREYER/ah  
On behalf of  
REF: MAT111282/NVS/yjvr



Prepared by me,

*Manfred Grevenstein*

Conveyancer,  
GREYVENSTEIN, B

DR WEDER, KAUTA & HOVEKA INC  
ATTORNEYS - NOTARIES AND CONVEYANCERS  
SHOP 208 1ST FLOOR  
PLATZ AM MEER MALL, WATERFRONT, SWAKOPMUND  
P O BOX 2570 SWAKOPMUND

T 759 / 2024

DEED OF TRANSFER NO.

BE IT HEREBY MADE KNOWN

THAT *MANFRED GREYVENSTEIN*

appeared before me, the Registrar of Deeds at WINDHOEK he/she the said Appearer, being duly authorised thereto by a Power of Attorney granted to him/her by

**ROLF-PETER MENG**  
Identity Number 610718 0036 1  
Married out of community of property

*RP Meng*

dated the 19<sup>th</sup> day of NOVEMBER 2024 and signed at SWAKOPMUND

DR WEDER, KAUTA & HOVEKA INC  
ATTORNEYS  
PLATZ AM MEER MALL, WATERFRONT SWAKOPMUND

LEGAL PERFECT Version 11.6.404  
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AND THAT APPEARER DECLARED THAT the said Principal had on 07 November 2024 sold, and that he/she in his/her capacity aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of

**HARALD PACK**  
**Identity Number 601206 0042 0**  
**Married out of community of property**

his heirs, executors, administrators or assigns

**ONE HALF SHARE IN AND TO**

**CERTAIN** ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)  
**SITUATE** IN THE MUNICIPALITY OF SWAKOPMUND  
 REGISTRATION DIVISION "G"  
 ERONGO REGION  
**MEASURING** 823 (EIGHT HUNDRED AND TWENTY THREE) SQUARE METRES  
**FIRST TRANSFERRED** by Deed of Transfer No T 1609/1969 with General Plan No A 491/1967 relating thereto  
**AND HELD** by Deed of Transfer No T 3521/1993  
**A. SUBJECT** to the following conditions imposed in terms of the Urban and Regional Planning Act 2018 (Act 5 of 2018), namely -

**IN FAVOUR OF THE LOCAL AUTHORITY**

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) as amended.

**B. FURTHER SUBJECT** to the following conditions created by the Council of the Municipality of Swakopmund to its benefit, created in Deed of Transfer No T 1609/1969 namely -

- (1) The said property shall be used for residential purposes only for the housing of one family and not more than one dwelling house with the necessary outbuildings and appurtenances shall be erected thereon, provided, however, that the main building to be constructed shall be erected and completed simultaneously with the outbuildings; provided further, that such outbuildings shall not be used for residential purposes otherwise than by non-European domestic servants of the owner or tenants and during the period of construction of any of the buildings on the said erf/erven such outbuildings shall not be occupied by any person without the Council's prior written consent.
- (2) Unless a dwelling house, as described in paragraph 1 hereof, of a building value of at least R6 000.00 shall be erected on the said property on or before the 27<sup>th</sup> June 1970, and thereafter maintained at the said value, the Council shall have the right at its option and in its entire discretion, to demand payment from the owner annually or half-yearly of an amount equal to such Municipal rates and taxes as would be payable if a dwelling house of the said minimum value were in fact upon the said property.

DR WEDER, KAUTA & HOVEKA INC  
 ATTORNEYS  
 PLATZ AM MEER MALL WATERFRONT SWAKOPMUND

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 TRFDOT\_NA.DOC – 05-05-2021

WHEREFORE the Appearer, renouncing all the Right and Title which the said ROLF-PETER MENG heretofore had to the premises, did, in consequence, also acknowledge him to be entirely dispossessed of and disentitled to the same, and that, by virtue of these Presents, the said HARALD PACK, his heirs, executors, administrators or assigns now is and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving his Rights and finally acknowledging the purchase price amounting to the sum of N\$1 600 000.00 (ONE MILLION SIX HUNDRED THOUSAND NAMIBIA DOLLARS)

SIGNED AT WINDHOEK on

2024-06-02

together with the Appearer, and confirmed with my Seal of Office

  
SIGNATURE OF APPEARER





DOMESTIC TAXES DEPARTMENT

## TRANSFER DUTY PAYMENT RECEIPT

Receipt Number: 0400040512

Office Code	TIN	Taxpayer Name	Postal Address	Received by
02	00029731	Harald Pack	Box 16: Witvlei; Namibia;	Emily Ndilimeke Nambool

## Transfer Duty Details:

Transferor Name(Seller)	Rolf Peter Meng		
Transferee Name (Purchaser)	Harald Pack		
Conveyancer Name	Dr Weder , Kauta And Hovcka Incorporated		
Physical Address of Property	ONE HALF SHARE IN AND TO ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)		
Town	SWAKOPMUND	Region	ERONGO
Size of Property	823	Date of Transaction	07-11-2024
Consideration (Purchase Price)(N\$)	1,600,000.00	Transfer Duty paid on (N\$)	1,600,000.00

Tax Type	Year	Period	Payment Date	Liability Type	Payment Mode	Received Amount (N\$)
Transfer Duty	2025	-	03-12-2024	Duties & Levies	Direct Deposit	5,800.00
<b>Total Amount(N\$)</b>						<b>5,800.00</b>

This is the original receipt

T 7597 / 2024

**DEED OF TRANSFER NO. T**

**ROLF-PETER MENG**

**TO**

**ERIKA PACK**

**ONE HALF SHARE IN AND TO  
ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)**

**DR. WEDER, KAUTA & HOVEKA INC.**  
LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS  
3rd Floor, WKH House, Jan Jonker Road, Ausspanplatz

P.O. Box 864 - Tel: 061-275550 - Fax: 238802  
WINDHOEK, Namibia

DREYER/ah  
On behalf of  
REF: MAT111282/NVS/yjvr



Prepared by me  
*W. Grevenstein*  
Conveyancer  
GREYVENSTEIN, B

DR WEDER, KAUTA & HOVEKA INC  
ATTORNEYS, NOTARIES AND CONVEYANCERS  
SHOP 208, 1ST FLOOR  
PLATZ AM MEER MALL, WATERFRONT, SWAKOPMUND  
P O BOX 2970 SWAKOPMUND

T 7591 / 2024

DEED OF TRANSFER NO.

BE IT HEREBY MADE KNOWN

THAT *LOT 11A WINDHOEK 1000 1000*

appeared before me, the Registrar of Deeds at WINDHOEK, he/she the said Appearer, being duly authorised thereto by a Power of Attorney granted to him/her by

**ROLF-PETER MENG**  
Identity Number 610718 0036 J  
Married out of community of property

*RM*

dated the 19<sup>th</sup> day of NOVEMBER 2024 and signed at SWAKOPMUND

DR WEDER, KAUTA & HOVEKA INC  
ATTORNEYS  
PLATZ AM MEER MALL, WATERFRONT, SWAKOPMUND

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TRIDOT\_NA 1105 - 05-05-2021

*11/11*

**AND THAT APPEARER DECLARED THAT** the said Principal had on **07 November 2024** sold and that he/she in his/her capacity aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of

**ERIKA PACK**  
**Identity Number 610114 0028 6**  
**Married out of community of property**

her heirs, executors, administrators or assigns

**ONE HALF SHARE IN AND TO**

**CERTAIN** ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)  
**SITUATE** IN THE MUNICIPALITY OF SWAKOPMUND  
 REGISTRATION DIVISION "G"  
 ERONGO REGION  
**MEASURING** 823 (EIGHT HUNDRED AND TWENTY THREE) SQUARE METRES  
**FIRST TRANSFERRED** by Deed of Transfer No T 1609/1969 with General Plan No A 491/1967 relating thereto  
**AND HELD** by Deed of Transfer No T 3521/1993  
**A. SUBJECT** to the following conditions imposed in terms of the Urban and Regional Planning Act 2018 (Act 5 of 2018), namely: -

**IN FAVOUR OF THE LOCAL AUTHORITY**

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) as amended.

**B. FURTHER SUBJECT** to the following conditions created by the Council of the Municipality of Swakopmund to its benefit, created in Deed of Transfer No T 1609/1969, namely: -

- (1) The said property shall be used for residential purposes only for the housing of one family and not more than one dwelling house with the necessary outbuildings and appurtenances shall be erected thereon, provided, however, that the main building to be constructed shall be erected and completed simultaneously with the outbuildings; provided, further, that such outbuildings shall not be used for residential purposes otherwise than by non-European domestic servants of the owner or tenants, and during the period of construction of any of the buildings on the said erf/erven such outbuildings shall not be occupied by any person without the Council's prior written consent.
- (2) Unless a dwelling house as described in paragraph 1 hereof, of a building value of at least R6 000 00 shall be erected on the said property on or before the 27<sup>th</sup> June 1970, and thereafter maintained at the said value, the Council shall have the right at its option and in its entire discretion, to demand payment from the owner annually or half-yearly of an amount equal to such Municipal rates and taxes as would be payable if a dwelling house of the said minimum value were in fact upon the said property.

DR WEDER, KALITA & HOVEKA INC  
 ATTORNEYS  
 PLATZ AM MEER MALL WATERFRONT SWAKOPMUND

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 TRF DOT\_NA.C00 - C6.06-2021

WHEREFORE the Appearer, renouncing all the Right and Title which the said **ROLF-PETER MENG** heretofore had to the premises did, in consequence, also acknowledge him to be entirely dispossessed of and disentitled to the same, and that, by virtue of these Presents, the said **ERIKA PACK**, her heirs, executors, administrators or assigns now is and henceforth shall be entitled thereto conformably to local custom the State, however, reserving her Rights, and finally acknowledging the purchase price amounting to the sum of **N\$1 600 000.00 (ONE MILLION SIX HUNDRED THOUSAND NAMIBIA DOLLARS)**

2026-06-07

SIGNED AT WINDHOEK on  
together with the Appearer, and confirmed with my Seal of Office

  
SIGNATURE OF APPEARER





WESTERN REGIONAL OPERATIONS

DOMESTIC TAXES DEPARTMENT

## TRANSFER DUTY PAYMENT RECEIPT

Receipt Number: 0400040516

Office Code	TIN	Taxpayer Name	Postal Address	Received by
02	02686585	Erika Pack	Box 90562; Klein-Windhoek, Namibia;	Lyambayi Gongolf Hantoka

## Transfer Duty Details:

Transferor Name(Seller)	Rolf Peter Meng		
Transferee Name (Purchaser)	Erika Pack		
Conveyancer Name	Dr Weder, Kauta And Hoveka Incorporated		
Physical Address of Property	ONE HALF SHARE IN AND TO ERF NO 1167 SWAKOPMUND (EXTENSION NO 3)		
Town	SWAKOPMUND	Region	ERONGO
Size of Property	823	Date of Transaction	07-11-2024
Consideration (Purchase Price)(N\$)	1.600.000,00	Transfer Duty paid on (N\$)	1.600.000,00

Tax Type	Year	Period	Payment Date	Liability Type	Payment Mode	Received Amount (N\$)
Transfer Duty	2025	-	03-12-2024	Duties & Levies	Direct Deposit	5.800,00
<b>Total Amount(N\$)</b>						<b>5,800.00</b>

This is the original receipt

11.1.12 **SUBDIVISION OF THE FARM RICHTHOFEN NO. 237, SWAKOPMUND INTO PORTION A AND REMAINDER**

(C/M 2026/06/02 - Farm Richthofen No. 237)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.9** page **131** refers.

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

**1. Purpose**

The purpose of this submission is for the Council to consider the application for the subdivision of the Farm Richthofen No. 237, Swakopmund into Portion A and Remainder, in terms of Section 105 (1) (e) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

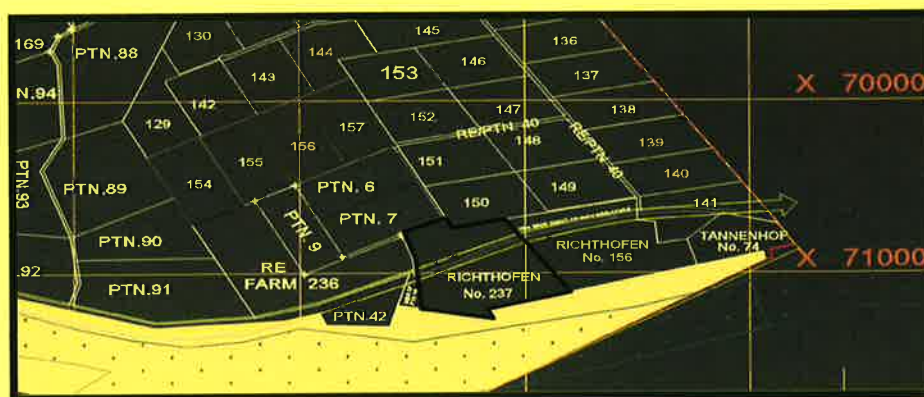
A subdivision application was received by the Town Planning Department from Stewarts Planning Town and Regional Planners on behalf of the registered owner Adolf Michael Florin. The application is attached as **Annexure A**.

**3. Ownership**

Ownership of Farm Richthofen No. 237, Swakopmund is held in the Deed of Transfers Title No. T1283/2007 and T3853/2012 and vests in Adolf Michael Florin. Proof of ownership has been attached together with the application.

**4. Zoning, Locality and Size**

Farm Richthofen No. 237, Swakopmund is zoned agricultural and is located approximately 20km from Swakopmund at the smallholding area. The property measures 28.0001 Ha in extent.



**5. Access, parking and municipal services**

Access to the Farm is currently gained from a 30m wide road. Parking for the proposed development will be provided as stipulated by the Swakopmund Zoning Scheme. The farm is currently connected to the municipal infrastructure

and any infrastructure resulting from the proposed development shall be the responsibility of the owner of the property.

## 6. Public Notification

The public consultation for the proposed development was conducted in accordance with the Urban and Regional Planning Act, 2018 (Act No.5 of 2018). The neighbours were notified by email on the 4<sup>th</sup> December 2025. The deadline for written comments or objections for the proposed development was the 9<sup>th</sup> January 2026. No objections were received.

## 7. Proposal

It is the applicant's intention to subdivide the farm to create a portion measuring 5 hectares in extent, following the conclusion of a sale agreement for the said portion. The proposed portion will retain the existing zoning.

Provision is made for the proposed portion to have a dedicated 5-metre-wide access, measured from the existing wooden fence located on Farm 236, Swakopmund. As the existing servitude and the proposed 5-metre-wide access do not connect, it is necessary to establish a new right-of-way servitude measuring 5 metres in width and 10 metres in length over the Remainder of Farm Richthofen No. 237, Swakopmund in favour of the proposed Portion A (a Portion of Farm Richthofen No. 237, Swakopmund).

The proposed subdivision will comply with the Property Policy of the Swakopmund Municipality, particularly regarding the 7.5% endowment fee levy applicable to the first ten portions. Furthermore, it should be noted that the previous Property Policy requirement prescribing a minimum erf size of 10 hectares has been superseded by the provisions of the Swakopmund Structure Plan (2020-2040). Farm Richthofen No. 237, Swakopmund, falls within Category B (Urban Agriculture - 5 hectares) of the Structure Plan, and the proposed subdivision is therefore compliant with these requirements.

The owner will be responsible, at their own cost, for the provision and installation of municipal services, including water and sewerage, to the satisfaction of the Swakopmund Municipal Council. In addition, the owner will arrange for connection to the existing powerline serving the broader area, to the satisfaction of Erongo RED.

The proposal is indicated in the table below:

<b>Proposed Portion Number</b>	<b>Area (Ha)</b>	<b>Zoning</b>
<i>Portion A</i>	5	<i>Agricultural</i>
<i>Remainder Farm Richthofen No. 237</i>	23.0001	<i>Agricultural</i>
<b>TOTAL</b>	28.0001	

## 8. Evaluation

The proposed subdivision of Farm Richthofen No. 237 to create a 5-hectare portion is supported on sound planning principles and aligns with the applicable legislative and policy framework governing land use and development within Swakopmund.

In terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) the primary objective of land use management is to promote sustainable development, efficient land utilisation, and orderly spatial planning. The proposed subdivision gives effect to these objectives by facilitating the optimal use of agricultural land without introducing any change in zoning or land use intensity. The creation of a 5-hectare portion is consistent with the principle of incremental and managed land development, particularly in peri-urban and urban agriculture zones.

The proposal further complies with the provisions of the Swakopmund Zoning Scheme, as the existing zoning will remain unchanged. As such, the subdivision does not introduce any land use rights that are incompatible with the current zoning framework, nor does it create any additional land use pressures or conflicts within the surrounding area.

From a strategic planning perspective, the subdivision is fully aligned with the Swakopmund Structure Plan 2020-2040. The subject property falls within Category B (Urban Agriculture - 5 hectares), which specifically provides for subdivisions of this nature. The proposed 5-hectare portion therefore meets the minimum erf size requirements as prescribed by the Structure Plan, effectively superseding the previous 10-hectare minimum standard contained in the municipal Property Policy. This demonstrates clear compliance with current spatial planning guidelines and policy direction.

The issue of access has been adequately addressed through the provision of a 5-metre-wide access route and the establishment of a right-of-way servitude over the remainder of the property. This ensures that the proposed portion will have legal and practical access, in line with accepted planning and cadastral requirements, thereby promoting functional integration with the surrounding land parcels.

In terms of engineering services, the applicant has committed to the provision and installation of water and sewer infrastructure at their own cost, as well as connection to the existing electricity network to the satisfaction of the relevant authorities, including the Swakopmund Municipal Council and Erongo RED. This ensures that the development will not place an undue burden on existing municipal infrastructure.

From a compatibility perspective, the proposed subdivision is in keeping with the surrounding land use character, which is defined by agricultural and low-density activities. The retention of the existing zoning ensures that the development will not disrupt the prevailing land use pattern or negatively impact adjacent properties. The proposal is therefore considered compatible with the existing spatial context.

Furthermore, the absence of objections to the application is a strong indication that the proposal is socially and environmentally acceptable. It reflects that the subdivision does not adversely affect the rights or interests of neighbouring landowners or the broader community.

## **9. Title Deeds Conditions**

The current title deed conditions registered against the Remainder Farm Richthofen No. 237 should be retained. The following conditions should be

registered against the title of the newly created Portion A of Farm Richthofen No. 237, Swakopmund:

- (i) *The erf shall 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).*
- (ii) *The building value of the main building, including the outbuildings, to be erected on the erf, must be at least four times the prevailing valuation of the erf.*

#### **10. Conclusion**

Considering the foregoing, the proposed subdivision is consistent with the applicable legislative framework, policy directives, and sound planning principles. It promotes orderly and sustainable land development, complies with the relevant provisions of the Urban and Regional Planning Act, aligns with the Swakopmund Structure Plan 2020-2024, and remains in full conformity with the Swakopmund Zoning Scheme. The proposal will not adversely impact the surrounding area, is compatible with the existing land use character, and has not elicited any objections. Furthermore, adequate provision has been made for access and services, with no financial burden placed on the local authority. It is therefore respectfully submitted that the application is well-founded and merits approval by the relevant authority.

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

##### **RECOMMENDED:**

- (a) That the subdivision of Farm Richthofen No. 237, Swakopmund into Portion A (measuring 5 Ha) and Remainder, be approved.**
- (b) That the proposed Portion A retains the "Agriculture" zoning.**
- (c) That the applicant provides proof that the subdivision of Farm Richthofen No. 237, Swakopmund into Portion A and Remainder has been approved by the Minister before any submission of building plans including building line relaxations to the Engineering, Urban Development & Environmental Management for approval.**
- (d) That compensation in the form of an endowment fee of 7.5% of the land value (market values as determined by Council valuer) for the Proposed Portion A excluding the Remainder be levied.**
- (e) That no building plans be approved until proof of payment of the compensation fee for the newly created portion has been received by Council.**
- (f) That all additional infrastructure (roads, water, sewerage and electricity) that are required as a result of the proposed development be for the account of the applicant and in accordance with the specifications of the**

**Erongo Red and the General Manager: Engineering, Urban Development & Environmental Management.**

- (g) That the applicant shall, at their own cost, make provision for the following, as indicated in the application:
- (i) *Arrange for connection to the existing powerline serving the broader area, to the satisfaction of Erongo RED.*
- (h) That the existing title deed conditions registered against the Remainder of Farm Richthofen No. 237 be retained. Furthermore, the following conditions shall be registered against the title deed of the newly created Portion A of Farm Richthofen No. 237, Swakopmund:
- (i) *The erf shall 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).*
  - (ii) *The building value of the main building, including the outbuildings, to be erected on the erf, must be at least four times the prevailing valuation of the erf.*
- (i) That a right-of-way servitude, measuring 5 metres in width and 10 metres in length, be surveyed and registered over the Remainder of Farm Richthofen No. 237, Swakopmund, in favour of the proposed Portion A (a portion of Farm Richthofen No. 237, Swakopmund).
- (j) That onsite parking be provided in accordance with the Swakopmund zoning scheme.
-

**ANNEXURE A - APPLICATION FORM**

**TOWN PLANNING APPLICATION**

FARM RICHTHOFEN NO. 237 (GUT RICHTHOFEN): SUBDIVISION INTO  
PORTION A AND THE REMAINDER



**Date:** 16 January 2026

**Prepared for:** Adolf Michael Florin  
Farm Richthofen No. 237  
Swakopmund

**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

### 1. Purpose

The purpose of this report is to obtain Council's approval for the subdivision of Farm Richthofen No. 237 into Portion A and the Remainder of Farm Richthofen No. 237 in terms of Section 97 of the Urban and Regional Planning Act of 2018.

### 2. Introduction

Farm Richthofen No. 237 (the site) contains the well-known Gut Richthofen Manor House which covers a small part of the site. The owner, Mr Florin, intends to sell an undeveloped portion of his property in accordance with a signed sale agreement. The sale is subject to a condition that the subdivision be undertaken and approved in terms of the Urban and Regional Planning Act of 2018.

### 3. Planning Proposal

The owner has entered into a sale agreement to sell a 5-hectare portion of Farm Richthofen No. 237 as sketched below. The area in pink will be Portion A, measuring at least 5 hectares, to be sold hence it is desirable for the owner to subdivide his property.

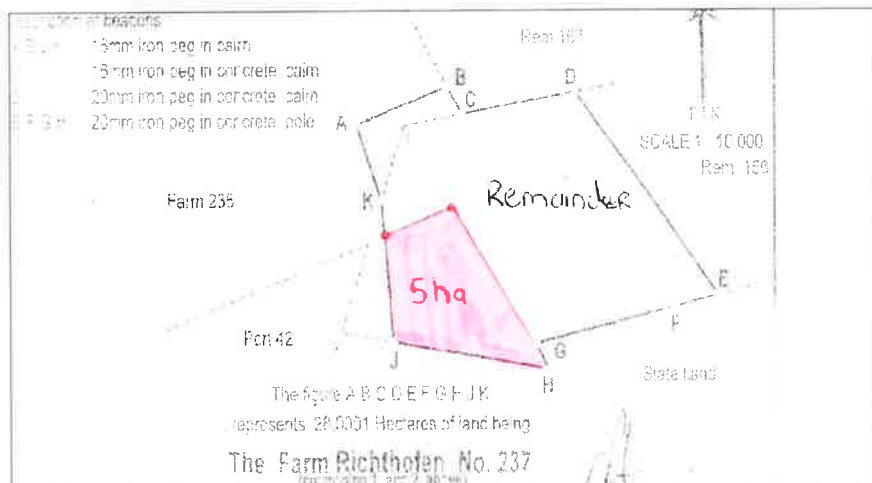


Figure 1. Provisional subdivision sketch, indicating the locality and position of Portion A in pink.

### 4. Site Development Plan

No specific development proposals or building plans have been prepared for Portion A, as subdivision approval is first sought. The preparation of building plans will be premature at this stage. Nevertheless, Portion A will be used for "Agriculture" purposes only and will be subject to the provisions and restrictions of the Swakopmund Zoning Scheme.

## 5. Site Description

### a. Location, access and size

The site, measuring 28.0001 hectares in extent, is situated approximately 20km from Swakopmund, at the smallholding area, at the end of the D1901 Road. Locality plan attached Annexure B.



Figure 2: Location of Farm RIchthofen No. 237 (Gut RIchthofen)

Access is taken from the D1901 Road. This road is maintained by the Swakopmund Municipality but falls under the jurisdiction of the Roads Authority. The approximate boundary of the site is shown below:



Figure 3: Approximate boundaries of Farm RIchthofen No. 237.

The land slopes gradually downward toward the Swakop River; however, it remains well above the established flood line and is suitable for development. The portion of land to be sold, as indicated in Figure 4, contains a powerline but no buildings.



Figure 4: Photo of the land (Portion A) to be sold (date taken: 17 November, 2025)

**b. Ownership**

Adolf Michael Florin  
 Identity Number: 690913 0015 9  
 Married out of community of property

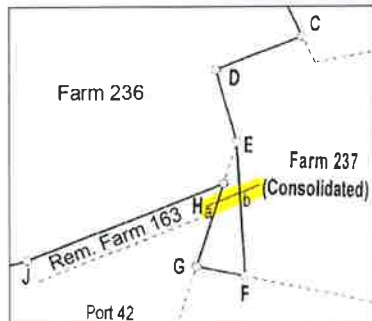
The registered owner has a three-quarter share in the Farm Richthofen No. 237 as endorsed on the first page of Certificate of Consolidated Title No. 1283/2007 whereas a quarter share was transferred to him in terms of Deed of Transfer No. 3853/2017 (Annexure F). Therefore, Adolf Michael Florin is the 100% owner of Farm Richthofen No. 237.

Stewart Planning has permission from the registered owner to make the necessary subdivision application (Annexure E).

**c. Title deed conditions and servitudes**

Farm 237 is subject to standard, but outdated, zoning scheme provisions, a minimum building value of two, and a last will and testament in terms of Certificate of Consolidated Title No. T1283/2007 read together with Deed of Transfer No. T3853/2017 (Annexure F).

The property is also entitled to a right of way servitude over adjacent Farm 236 which gives access to Farm 237. Below is an extract of the title deed and SG Diagram No. A325/2005 (Annexure F):



B. <sup>Carriage</sup> ~~SUBJECT FURTHER~~ to a Servitude of Right of Way 30 metres wide, the line a b on Diagram S.G. No. A325/2005 representing the centre line of the servitude herein annexed over the Farm 236 and created in Notarial Deed No. K58-20075

Figure 5: Extract of Farm 236 diagram with servitude highlighted.

The above servitude (line a b) gives legal access to Farm 237 over Farm 236 and is 30 metres wide. This is a short servitude, running across a triangular portion of Farm 236. This triangular portion was previously known as Portion 2 (a portion of Portion 1) of the Farm Richthofen No. 156 which was consolidated with the Remainder of Portion 18 of Farm No. 163 into Farm No. 236 as depicted on Diagram No. A325/2005 (see Annexure F).

While the subdivision of Farm 236 to formalise the road reserve (and thereby replace the existing servitude) would be desirable, permission from the registered owner has not been obtained. Furthermore, such action falls outside the scope of the current subdivision application. Accordingly, the existing servitude will remain in place, with no changes proposed at this stage.

The above-mentioned servitude (line a b) should not be confused with the 20-metre-wide servitude depicted on the zoning map (see Figure 6 below), which traverses Farms Richthofen 237 and 156, as well as Farm 141. This servitude is neither surveyed nor registered over Farm 237, although a gravel road exists along its alignment. According to the owner of Farm 237 this road has been closed to public access and is therefore deemed a private road, due to the ruling of a court case. Consequently, the public road terminates at the Gut Richthofen gate, where it intersects with the Junction 4 Road.

#### d. Zoning

Farm 237 is zoned "Agriculture" in terms of the Swakopmund Zoning Scheme (see Figure 6).

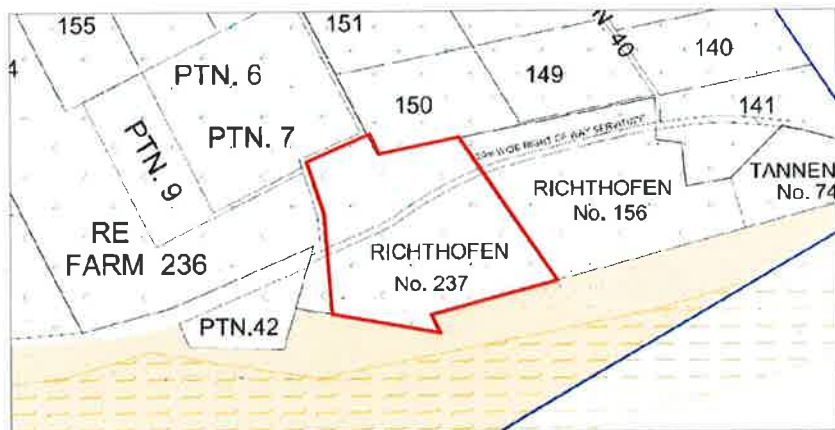


Figure 6: The land is currently zoned "Agriculture" in terms of the Swakopmund Zoning Scheme.

The following restrictions and provisions apply to the property.

K. AGRICULTURE	
1.	<p><b>Colour Notation:</b> Green Outline</p> <p><b>Primary Uses:</b> Agricultural Building</p> <p><b>Consent Uses:</b> Tourist Facilities, Dwelling Houses, Farm Stall, Place of Instruction, Place of Public Worship, Shop, Tourist Establishment, Private Open Space.</p>
2.	<b>Land Use Restrictions</b>
2.1	<b>Number and Type of Buildings</b>
(a)	In this zone, except with the consent of the Council, only one residential dwelling, together with such buildings which are normally used in connection with agriculture, may be erected on each farm portion or agricultural holding.
2.2	<b>Building Lines</b>
(a)	No building may be erected nearer than: <ul style="list-style-type: none"> <li>(i) 10 metres from any street, including a Right of Way,</li> <li>(ii) 15 metres from any other boundary.</li> </ul>
(b)	No building for agricultural purposes may be erected within a distance of 10 metres from any dwelling house, except with the consent of the Council.
(c)	With the consent of the Council or the Commissioner, a building (with opening windows overlooking the neighbouring property) can be erected on a common border with a Public Open Space.

6. Proposed subdivision

Discussions were held with the owner and purchaser to determine the location and boundaries of Portion A. Portion A will be located on the southwestern side of the site, along the Swakop River as indicated below:

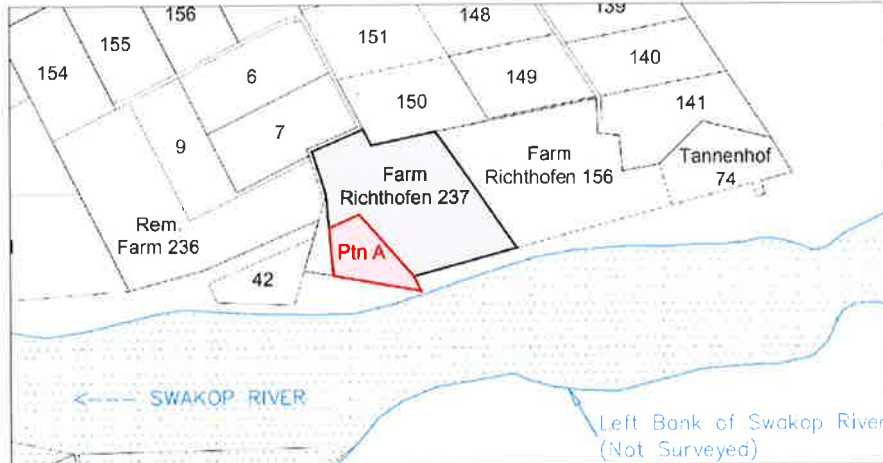


Figure 7: Location and proposed boundaries of Portion A, a portion of Farm Richthofen No. 237.

A further requirement was that Portion A should have its own entrance and should not share the Gut Richthofen entrance gate and private road. Portion A access should be 5 metres wide, measured from the existing wooden fence located on Farm 236 as shown in Figure 8. The existing servitude, shown in yellow (line a-b on Diagram No. A325/2005), do not link up with the proposed access to Portion A. This necessitates the need to create a new right of way servitude over the Remainder of Farm 237 in favour of Portion A. The proposed servitude, shown in blue, will measure 5 metres in width and 10 metres in length. The purpose of this servitude is to give legal access to Portion A.

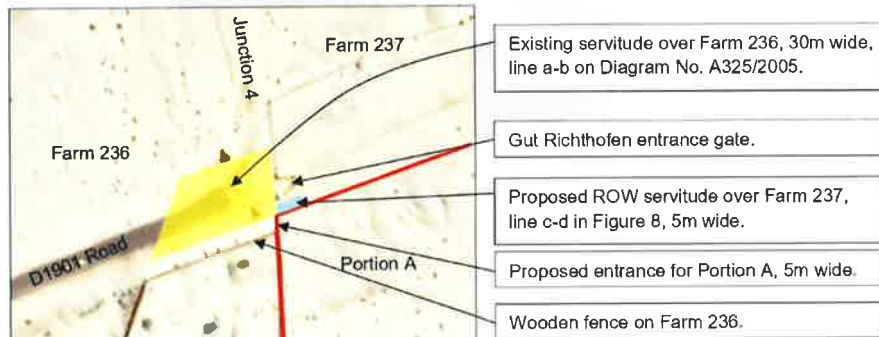


Figure 8: Proposed access and servitudes in favour of Portion A.

a. Subdivision plan

Considering the requirements of the owner and existing status of access to Farm Richthofen No. 237, it is recommended to subdivide the site into Portion A and the Remainder as set out below (subdivision plan also attached Annexure C):

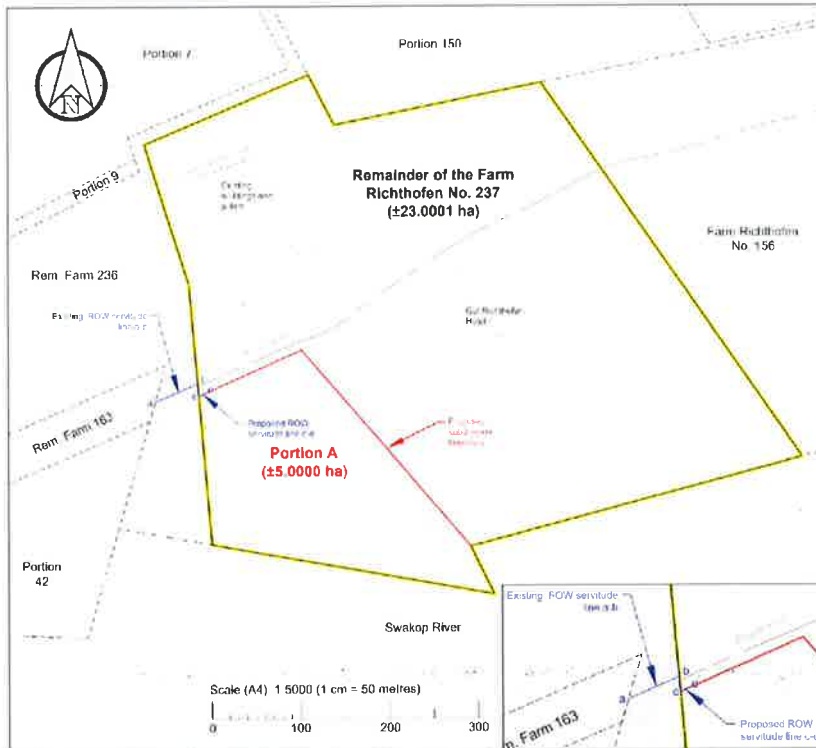


Figure 9: Proposed subdivision of Farm Richthofen No 237 into Portion A and the Remainder, and proposed right of way servitude

**b. Size of land portions**

The size of the land portions will be as follows:

Table 1: Approximate size of new land portions

Erf Number	Size
Portion A	5.0000 hectares
Remainder of Farm Richthofen No. 237	23.0001 hectares
<b>Total</b>	<b>28.0001 hectares</b>

Final sizes to be determined by the survey of the site.

**c. Services**

The owner will be responsible, at own cost, for the supply and installation of municipal services, such as water and sewerage, to the satisfaction of the Swakopmund Council. Refuse will be collected by the Council on a weekly basis.

Portion A has an existing powerline serving the wider area. The owner will make the necessary connection to this powerline to the satisfaction of Erongo RED.

**d. Conditions to be registered**

The recommended conditions to be registered for Portion A is provided in Annexure D.

## 7. Applicable Policy/Legislation

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

### a. Swakopmund Structure Plan 2020-2040:

- o Farm Richthofen No. 237 falls in Zone B (Urban Agriculture Estates) as shown in Figure 10 which permits smallholdings not less than 5 hectares.

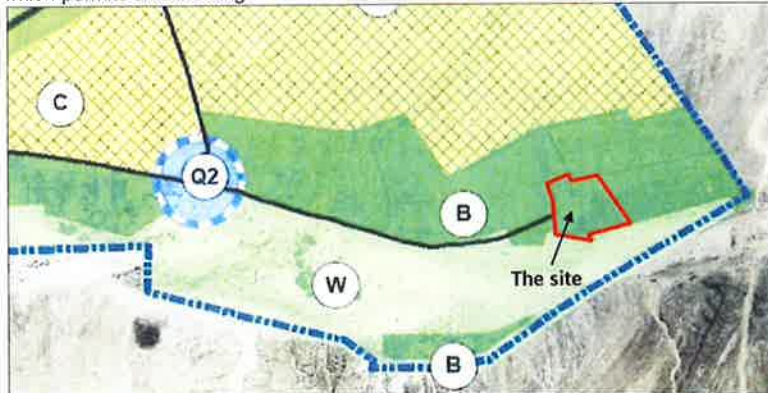


Figure 10: The site falls in Zone B of the Swakopmund Structure Plan 2020-2040 (Map 7 on page 124).

- o The following policy guideline for Zone B applies:

*"Agricultural land needs to be reserved for urban farming to diversify the economy and create jobs for food and economic security. Agriculture does not necessarily refer to ploughing and growing crops, but can be in the form of feedlots, horticulture, mariculture/aquaculture, urban farming within existing town (to encourage backyard or even rooftop gardening), allotment gardens and/or ornamental gardens making use of recycled water etc."*

*"This area (Zone B) can be utilised for market gardens, poultry or pig farms, feedlots, hydroponic and ornamental gardens, horticulture, mariculture/aquaculture or then similar uses. Within residential areas, small scale urban agriculture can also be practised to encourage backyard or even rooftop gardening."*

- o In conclusion, the size of Portion A will meet the minimum plot size of 5 hectares and is fully in accordance with the Swakopmund Structure Plan of 2020-2040.

### b. Property Policy of 2013

- o The Property Policy also deal with Endowment Fees which recommend the following guidelines:

- That where a subdivision involves no rezoning and no streets or other public places are created by reason thereof and endowment of 7.5% of the land value (market value as determined by the Municipal Valuer) of the first 10 erven and 1% of the value of additional erven created by the subdivision (but excluding the remainder) shall be payable.
- That where a subdivision in an existing township involves no rezoning but involves the creation of streets or public places, the necessity for which streets or other public places arises from the subdivision, such streets or public places shall be transferred free of compensation, sub divisional costs and transfer fees to the Municipality and an endowment fee as provided above shall be payable in respect of the balance of the newly created erven.

- That Council reserves the right to amend the endowment percentage required when subdivision of land outside proclaimed townships is involved.
- It is recommended to levy a 7,5% endowment against Portion A excluding the remainder.
- The Property Policy deals with the Subdivision of Smallholdings which provide the following guidelines:
  - *Smallholdings may be subdivided into portions with a minimum size of not smaller than 10ha. (note: this specific provision has been replaced by the Swakopmund Structure Plan).*
  - *Owners who wish to subdivide their smallholding shall provide services to the subdivided portions according to the specification of the Engineering Services Department.*
  - *The smallholding owners are specifically prohibited from developing housing schemes on the plots.*
  - *The portions created by such subdivisions shall only be used for purposes as stipulated in the Town Planning Amendment Scheme Regulations.*
  - *Any upgrading of services is for the account of the applicant.*
  - *An endowment fee of 7.5% of the land value (as determined by the Municipal Valuator) of the portion, shall be paid for each newly created portion by the applicant.*
  - *No building plans shall be approved until proof of payment of the endowment fee and completion of services, for the newly created portion/s has been received by the Council.*
  - *That all layout plans of applicants must be submitted to the Council for approval.*
- The proposed subdivision will be in accordance with the above policy guidelines.
- c. **Swakopmund Zoning Scheme**
  - The newly subdivided Portion A (and the Remainder) will retain the current "Agriculture" zone. The subdivision will not conflict with the Swakopmund Zoning Scheme.
- d. **Urban and Regional Planning Act of 2018**
  - The proposed subdivision will be undertaken in terms of this Act and is fully in accordance with the urban structure plan, therefore, it can be considered by the Swakopmund Municipality as the Authorised Planning Authority in terms of Part 1 of Chapter 9 (Sections 97 to 104).
- e. **Environmental Management Act of 2007**
  - The proposed subdivision is not a listed activity that requires an environmental clearance certificate in terms of the Environmental Management Act, 2007 (Act No. 7 of 2007).

### 8. Evaluation

The creation of an urban agriculture plot along the Swakop River with a size of 5 hectares is fully in accordance with the Swakopmund Structure Plan of 2020-2040 and can be considered as an Authorised Planning Authority application.

The 5-hectare size does not affect the existing Gut Richthofen establishment and buildings, which will be located on the Remainder of Farm 237. The size of Portion A will be a low density akin to the rural character of the smallholding area. Furthermore, the "Agriculture" zoning will be retained, therefore, the permitted primary and consent uses will integrate well with the surrounding land uses.

The creation and development of Portion A will help meet the demand for river plots in Swakopmund, and increase the general improvement value of the area, which will result in increased rates and taxes for the Council. The ap

Due to these reasons, it is recommended to approve the proposed subdivision.

### 9. Public Consultation

In terms of Section 99 of the Urban and Regional Planning Act of 2011, on receipt of a complete application, the Chief Executive Officer of the Authorised Planning Authority, must request the applicant to give notice of the application in the prescribed manner to prescribed persons and the general public (if applicable).

Notwithstanding the above requirement, neighbouring landowners were inadvertently notified of the proposed subdivision on 04 December 2025, with the submission period for written objections closing on 09 January 2026. No objections were submitted, and one neighbouring landowner provided a written indication of no objection.

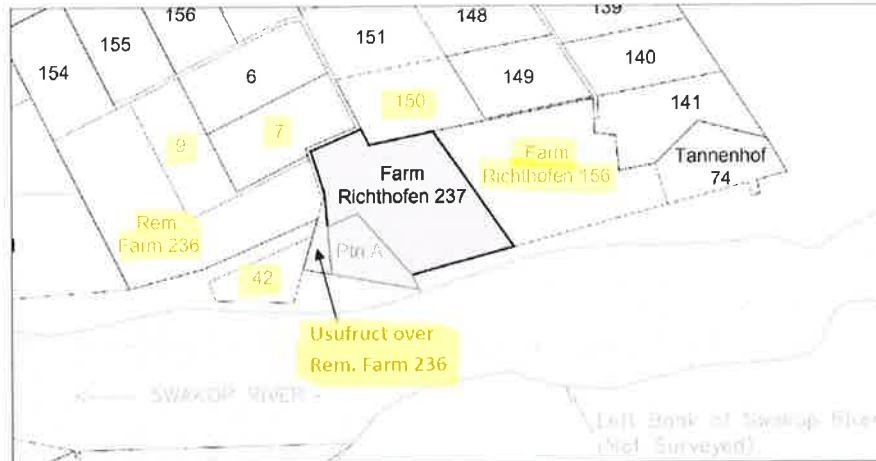


Figure 11: Neighbouring land owners, highlighted in yellow, were notified of the proposed subdivision.

In terms of the Act and Regulations, subdivision applications only require notice to neighbouring landowners. No publication in the press, Gazette, or on-site is prescribed. We hereby seek retroactive authorisation, in terms of Section 99(1), to give notice to the following neighbouring landowners:

1. Usufruct over Rem. Farm 237
2. Portion 150 of Farm 163
3. Farm Richthofen 156
4. Rem. Farm 236
5. Portion 7 of Farm 236
6. Portion 9 of Farm 236
7. Portion 42 of Farm 163

In addition, we intend to give notice to the Roads Authority due to D1901 Road, and Erongo RED due to the powerline.

#### 10. Summary

The following provides a summary of the subdivision application:

- The purpose of this report is to obtain subdivision approval, in terms of Section 101(2)(a) of the Urban and Regional Planning Act of 2018, from the Swakopmund Council as an Authorised Planning Authority.
- Mr AM Florin, the registered owner of Farm Richthofen No.237 (Farm 237), intends to sell a 5-hectare portion of his land in accordance with a signed sale agreement which is subject to a condition that a subdivision application be lodged and approved.
- Farm 237 contains the Gut Richthofen Manor House, situated at the end of the D1901 Road of the Swakopmund smallholdings.

- Stewart Planning has written permission from the owner to attend to the subdivision application. Farm 237 measures 28,0001 hectares in extent and is zoned "Agriculture" in terms of the Swakopmund Zoning Scheme. It is recommended to subdivide Farm 237 into Portion A (5 hectares) and the Remainder (23 hectares) as indicated in Figure 9 on page 7 of this report. The subdivision plan is also attached Annexure C. It is necessary to register a right of way servitude over the Remainder in favour of Portion A for access purposes.
- The size of Portion A is fully in accordance with Zone B (Urban Agriculture Estates) which specify a minimum plot size of 5 hectares in terms of the approved *Swakopmund Structure Plan of 2020-2040*.
- The proposed subdivision will also be fully in accordance with the *Property Policy of 2013*, the *Swakopmund Zoning Scheme*, and *Urban and Regional Planning Act of 2018*. No Environmental Clearance Certificate is required in terms of the Environmental Management Act of 2007.
- The owner will pay a 7.5% endowment fee to the Council for the creation of Portion A, and added load on services.
- The owner, at own cost, will be responsible for the provisions of services to the satisfaction of the Engineering Services Department and Erongo RED.
- Neighbouring landowners were notified, and no written objections were received. A "do not object" response was received from one neighbour. Authorisation is sought, retrospectively, to give notice to neighbours in terms of Section 99 of the Urban and Regional Planning Act of 2018 as indicated in Figure 11 on page 10.

#### 11. Recommendation

After due consideration, it is recommended that:

1. The subdivision of the Farm Richthofen No. 237 into Portion A and the Remainder of Farm Richthofen No. 237 be approved in terms of Section 101(2)(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) subject to the following conditions:
  - (a) The size of Portion A be a minimum of 5 hectares (50,000m<sup>2</sup>) in accordance with Zone B (Urban Agriculture Estates) of the approved *Swakopmund Structure Plan 2020-2040*.
  - (b) That a right of way servitude be registered against the Remainder of Farm Richthofen No. 237 in favour of Portion A for access purposes as shown on subdivision plan dated 15 January 2026.
  - (c) That the following conditions must be registered against Portion A (a portion of the Farm Richthofen No.237) in favour of the Local Authority:
    - i. The erf shall 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) as amended.
    - ii. The minimum building value of the main building, excluding the outbuildings, to be erected on the erf shall be at least four times the municipal valuation of the erf.

- (d) An endowment fee of 7.5% of the land value (market value as determined by the Municipal Valuer) for Portion A excluding the Remainder, be levied.
- (e) That the Registrar of Deeds be requested not to register and transfer any portion before confirmation has been received from the Council by way of receipt or certificate under the hand of the Chief Executive Officer or the General Manager: Engineering Services that endowment has been paid.
- (f) The owner shall, at own cost, make suitable arrangements to provide and/or upgrade essential services to the satisfaction of the General Manager: Engineering Services.
- (g) No building plans shall be approved until proof of payment of the endowment fee and completion of services, for the newly created portion(s) has been received by the Council.
- (h) The owner shall, at own cost, make suitable arrangements to provide electrical services to each new portion(s) to the satisfaction of Erongo RED.
- (i) That all costs of the above be borne by the owner.

Yours sincerely,



Johann Otto  
Town and Regional Planner  
**STEWART PLANNING**

**12. Attachments:**

Annexure A:	Prescribed Form
Annexure B:	Locality Plan
Annexure C:	Subdivision Plan
Annexure D:	Conditions to be Registered
Annexure E:	Special Power of Attorney
Annexure F:	Title Deeds & Diagrams

## FORM 8 OF ANNEXURE 4

## MINISTRY OF URBAN AND RURAL DEVELOPMENT

## APPLICATION FOR THE SUBDIVISION/CONSOLIDATION OF LAND

NB: Applicants are requested to complete this application form carefully and give sufficient particulars, as failure to do so may lead to unnecessary correspondence which may delay the final decision on the application.

TO: Chief Executive Officer  
Swakopmund Municipality  
PO Box 53  
Swakopmund

1. Full names and residential and postal address of applicant:  
**Johann Otto**  
**Stewart Town Planning CC**  
**PO Box 2095**  
**Walvis Bay**
2. Land Owner  
**Adolf Michael Florin**  
**Identity Number: 690913 0015 9**  
**Married out of community of property**  
(Attach a power of attorney if landowner is not applying personally.)
3. Registered name(s) and number(s) of the land:  
**The Farm Richthofen No. 237**  
**In the Municipality of Swakopmund**  
**Registration Division "G"**  
**Erongo Region**
4. Approximate sizes of the land and new portions:

**Proposed subdivision:**

<b>Erf Number</b>	<b>Size</b>
Portion A	5.0000 hectares
Remainder of Farm Richthofen No. 237	23.0001 hectares
<b>Total</b>	<b>28.0001 hectares</b>

5. Is the land situated within an approved local authority area or outside an approved local authority area:  
**Within the approved local authority area of Swakopmund.**
6. The reasons for the proposed subdivision/consolidation\*:  
**The owner intends to sell Portion A to an interested buyer. Portion A is currently undeveloped and unoccupied by buildings and suitable to be subdivided.**


7. If buildings are to be erected, for which purpose(s) will they be used?  
**The buildings will be used for “Agriculture” purposes as contemplated in terms of the Swakopmund Zoning Scheme.**
8. In what manner, and by whom, will water, electricity, storm water drainage, streets and sewerage be supplied to the relevant portions of land?  
**The owner will be responsible for the provision, installation and/or relocation of essential services to the satisfaction of the Swakopmund Municipality and Erongo RED.**
- 9.1 What is the \*zoning (zoning scheme)/\* land use (title conditions)?  
**The land is zoned “Agriculture”. The title deeds are attached.**
- 9.2 What is the proposed minimum building value of the main building, excluding the outbuildings, on each portion of land?  
**The current and proposed minimum value is four times the prevailing valuation.**
10. If access is to be taken from a public road, has permission been obtained from the Roads Authority?  
Yes  No  Not applicable
11. Is any portion of the land situated within 100 metres from the median of a building or restriction road?  
Yes  No  **District Road 1901**
12. Is the consolidation with other portions of land intended?  
Yes  No
13. Motivate the proposed new boundaries, in particular any unusual boundaries:  
**The subdivision boundary will follow the existing southwestern boundaries being beacon points J H and G on Diagram No. A326/2005 so that the property shares a common boundary with the Swakop River. Two additional pegs will be placed to the north to create an irregular shape which measure exactly 5 hectares in extent which is part of the condition of sale. The northwestern peg will be placed 5 metres north of the wooden fence on adjacent Farm 236 to ensure Portion A has a separate entrance.**
14. Motivate the size of the new erven or portions of land in relation to the surrounding areas:  
**Surrounding plot sizes vary in size from 5 to 25 hectares. The land falls in Zone B of the Swakopmund Structure Plan 2020-2040 which support urban agriculture plots with minimum sizes of 5 hectares. Therefore, Portion A is fully in accordance with the approved urban structure plan.**
15. If buildings will lie within 3 metres of a proposed boundary, submit the comments of the ~~authorised planning authority or other~~ local authority ~~or the Board~~ as well as proposals for a fire wall and fire prevention methods.

**No building will lie within 3 metres of a proposed boundary.**

16. If a new street or portion of a street is created which is to be transferred to the authorised planning authority or other local authority, submit the comments of the authorised planning authority or other local authority or the Board\* regarding who will be responsible for the design and construction of the street.

**Not applicable as no new street will be created.**

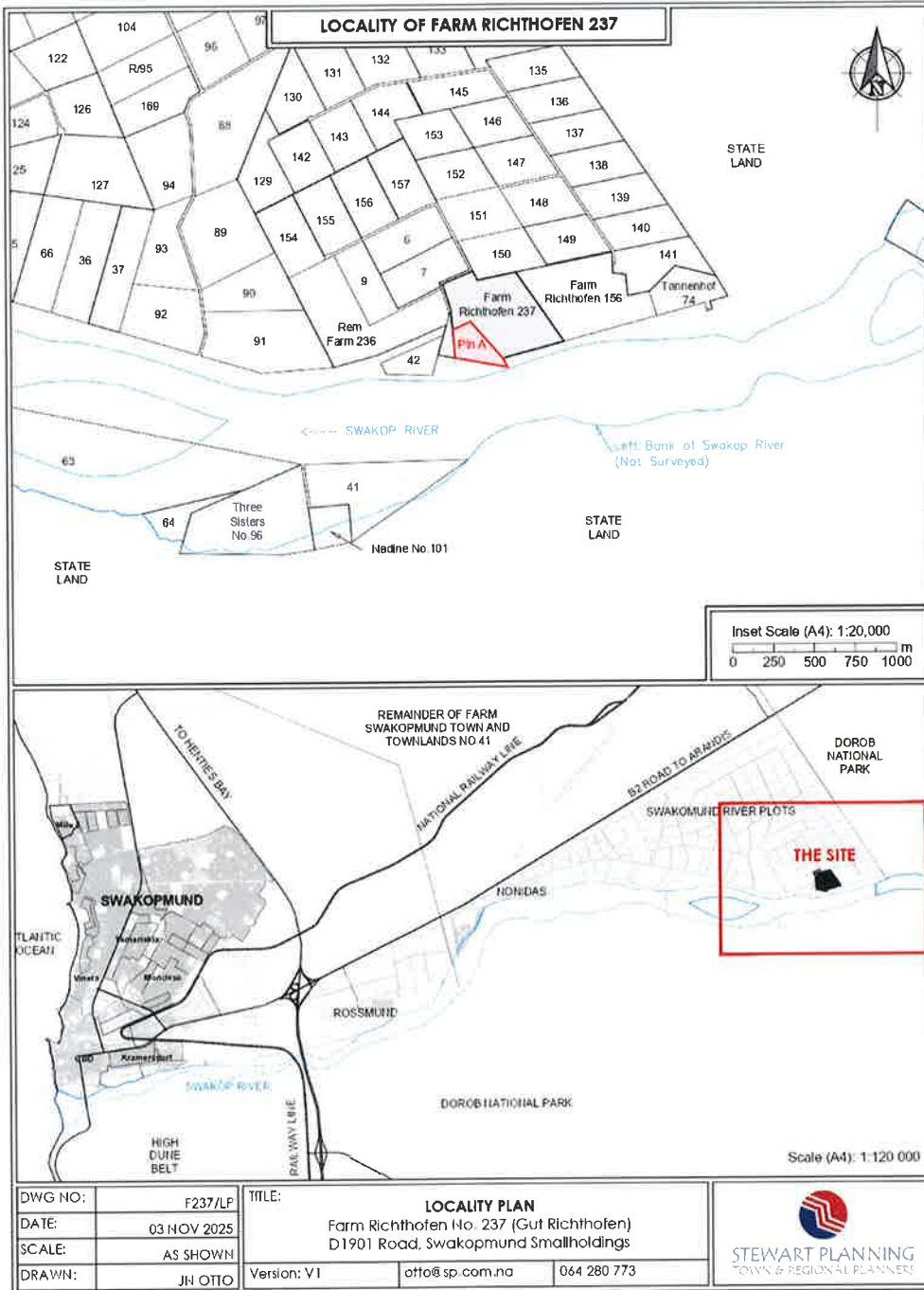
17. If any closure of a street or open space is involved, has all the necessary legal procedures been followed? Yes  No  Not applicable

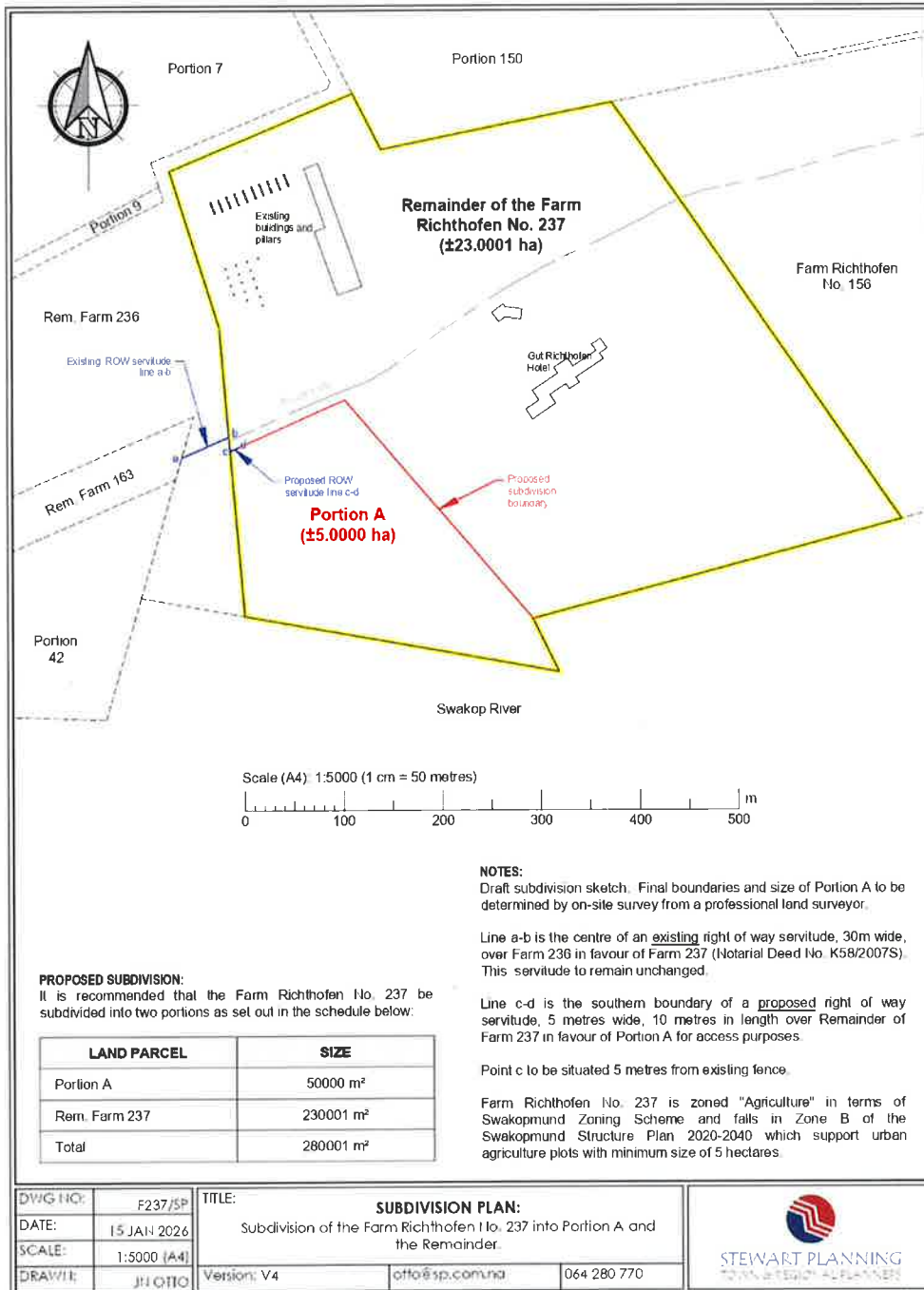
  
.....  
Signature of applicant

16 January 2026

.....  
Date

\* Delete whichever is not applicable.





**NOTES:**  
 Draft subdivision sketch. Final boundaries and size of Portion A to be determined by on-site survey from a professional land surveyor.

Line a-b is the centre of an existing right of way servitude, 30m wide, over Farm 236 in favour of Farm 237 (Notarial Deed No. K58/2007S). This servitude to remain unchanged.

Line c-d is the southern boundary of a proposed right of way servitude, 5 metres wide, 10 metres in length over Remainder of Farm 237 in favour of Portion A for access purposes.

Point c to be situated 5 metres from existing fence.

Farm Richthofen No. 237 is zoned "Agriculture" in terms of Swakopmund Zoning Scheme and falls in Zone B of the Swakopmund Structure Plan 2020-2040 which support urban agriculture plots with minimum size of 5 hectares.

**PROPOSED SUBDIVISION:**  
 It is recommended that the Farm Richthofen No. 237 be subdivided into two portions as set out in the schedule below:

LAND PARCEL	SIZE
Portion A	50000 m <sup>2</sup>
Rem. Farm 237	230001 m <sup>2</sup>
Total	280001 m <sup>2</sup>

DWG NO:	F237/SP
DATE:	15 JAN 2026
SCALE:	1:5000 (A4)
DRAWN:	JH OTTO

<b>TITLE:</b>		
<b>SUBDIVISION PLAN:</b>		
Subdivision of the Farm Richthofen No. 237 into Portion A and the Remainder.		
Version: V4	otto@sp.com.na	064 280 770



**CONDITIONS TO BE REGISTERED**

It is recommended to register the following conditions against Portion A (a portion of the Farm Richthofen No. 237):

**A. SUBJECT** to the following conditions 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 municipal valuation of the erf.

**B. ENTITLED** to a right of way servitude, line ..... on Diagram No. .... representing the southern boundary of the servitude over the remaining extent of the Farm Richthofen No. 237.

**SPECIAL POWER OF ATTORNEY**

I, the undersigned,

**ADOLF MICHAEL FLORIN**  
Born on 13 September 1969  
Married out of community of property



in my capacity is the registered owner of **THE FARM RICHTHOFEN NO. 237**

do hereby nominate, constitute and appoint

**JOHANN OTTO**  
**STEWART TOWN PLANNING CC**  
**PO BOX 2095 WALVIS BAY**

with full power of substitution to be my true and lawful Agent and Attorney for me and in my name, place and stead, to make the necessary application to the Local Authority and/or Authorised Planning Authority and/or the Urban and Regional Planning Board, Ministry of Urban and Rural Development for the:

**SUBDIVISION OF THE FARM RICHTHOFEN NO. 237 INTO PORTION A AND THE REMAINDER IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 2018 AND THE SWAKOPMUND ZONING SCHEME**


at the cost of the applicant and generally for effecting the purposes 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 confirming all and whatsoever my said Agent and Attorney shall lawfully do, or cause to be done, by virtue of these presents.

Signed at Swakopmund on 10 November 2025 in the presence of the undersigned witnesses.

Signature:   
**ADOLF MICHAEL FLORIN**

Witness 1 Full name: Elozaine van Wyk Witness 2 Full name: ANGA SCHROEDER

Signature:  Signature: 


Prepared by me  
  
CONVEYANCER  
KOTZE W C

## DEED OF TRANSFER

Be it hereby made known:

3853 2017

THAT WILLEM CAREL KOTZE

  
appeared before me, Registrar of Deeds at WINDHOEK he/she, the said Appearer, being duly authorised thereto by a Power of Attorney granted to him/her by the EXECUTOR in the

**ESTATE OF THE LATE ELFRIEDE MUSCHEID**

dated the 18th day of MAY 2017, and signed at SWAKOPMUND

|

Ⓟ  
117  
50

- 2 -

And the said Appraiser declared that

WHEREAS in terms of the Last Will and Testament dated 25 AUGUST 2010 of the late ELFRIEDE MUSCHIED who died on 7 OCTOBER 2011 the hereinaftermentioned property was bequeathed to the hereinaftermentioned Transferee subject to the testamentary conditions hereinafter described;

NOW THEREFORE to cease and transfer in full and free property to and in favour of:

ADOLF MICHAEL FLORIN  
(Identity Number: 690913 0015 9)  
MARRIED OUT OF COMMUNITY OF PROPERTY

His Heirs, Executors, Administrators or Assigns.

CERTAIN: ONE QUARTER SHARE IN THE FARM RICHTHOFFEN NO. 237

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

MEASURING: 28,0001 (TWENTY EIGHT COMMA NIL NIL NIL ONE) HECTARES

FIRST REGISTERED and still held by Certificate of Registered Title No. T1283/2007 with Diagram S.G. No. A326/2005 annexed thereto

A. SUBJECT to the following conditions imposed in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954), namely:

**IN FAVOUR OF THE LOCAL AUTHORITY:**

1. The erf shall 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 Swakomund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended
  2. The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.
- B. ~~SUBJECT FURTHER~~ <sup>Calified</sup> to a Servitude of Right of Way, 30 metres wide, the line a-b on Diagram S.G. No. A325/2005 representing the centre line of the servitude herein annexed over the Farm 236, and created in Notarial Deed No. K58/2007S

**C.** SUBJECT FURTHER to the following conditions imposed in terms of clause 5 of the Last Will and Testament dated 25 AUGUST 2010, namely:

I direct that no benefit devolving upon any beneficiary either directly or indirectly, shall form or constitute a portion of any communal or joint estate of any such beneficiary, and shall be and remain the sole, separate and exclusive property of such beneficiary, and should any such beneficiary be married in community of property, then any benefit so accruing shall be expressly excluded from the community of property.

②

WHEREFORE the Appraiser, renouncing all the right and title which the said ESTATE OF THE LATE ELFRIEDE MUSCHER had to the premises, did in consequence also acknowledge the said ESTATE OF THE LATE ELFRIEDE MUSCHER to be entirely dispossessed (and disentitled to the same) and that, by virtue of these presents, the said TRANSFEREE, His heirs, Executors, Administrators or Assigns (now or hereafter) shall be entitled thereto, conformably to local custom; the State, however, reserving its rights, and finally acknowledging that the abovementioned property was valued at N\$7 676 590,00.

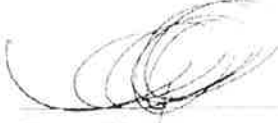
Signed at WINDHOEK on

2027 05 15

together with the appraiser and confirmed with my seal of office.

In my presence,

  
\_\_\_\_\_  
Registrar of Deeds

  
\_\_\_\_\_  
Signature of Appraiser

I, the undersigned, WILLIAM GARRETT KOEZE, hereby certify in terms of Section 75(a) of Act 23(1992 (the Act) that all rates leviable in respect of the immovable property contained in this Deed, and of the fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of the Act, inclusive of any availability charge and minimum charge provided for in section 36(1)(a) of the Act, have been paid up to and including the date of registration thereof.

\_\_\_\_\_  
CONVEYANCER



Prepared by me  
*[Signature]*  
CONVEYANCER  
SCRIBA C-H



2007

### CERTIFICATE OF CONSOLIDATED TITLE

Issued under Section 40 of the Deeds Registries Act, 1937 (Act 47 of 1937)

WHEREAS

1. ELFRIEDE MUSCHEID

Born on 5 September 1933

Unmarried

2. ADOLF MICHAEL FLORIN

Born on 13 September 1968

Married out of community of property

*[Handwritten signature]*

## Ordinary Council Meeting - 02 June 2026

has applied for the issue to him/her of a Certificate of Consolidated Title under the provisions of section 40 of the Deeds Registry Act, 1937

AND WHEREAS he/she is the registered owner of -

1. CERTAIN PORTION 119 (A PORTION OF PORTION 18) OF THE FARM NO 163  
SITUATE IN THE MUNICIPALITY OF SWAKOPMUND  
REGISTRATION DIVISION "G"  
ERONGO REGION  
HELD by DEED OF TRANSFER NO T 4/2007

And

2. CERTAIN REMAINDER OF PORTION 1 OF FARM RICHTHOFEN NO 156  
SITUATE IN THE MUNICIPALITY OF SWAKOPMUND  
REGISTRATION DIVISION "G"  
ERONGO REGION  
HELD by DEED OF TRANSFER NO T 58/2006 AND DEED OF TRANSFER NO  
T 59/2006

which have been consolidated into the land hereinafter described;

NOW THEREFORE, in pursuance of the provisions of the said Act, I, the Registrar of Deeds at Windhoek do hereby certify that the said

**1. ELFRIEDE MUSCHEID**

Born on 5 September 1933

Unmarried

**2. ADOLF MICHAEL FLORIN**

Born on 13 September 1969

Married out of community of property

Their Heirs, Executors, Administrators or Assigns,

is the registered owner of --

CERTAIN THE FARM RICHTHOFEN NO 237  
SITUATE IN THE MUNICIPALITY OF SWAKOPMUND  
REGISTRATION DIVISION "G"  
ERONGO REGION  
MEASURING 28,0001 (Two Eight Comma Nil Nil Nil One) HECTARES, as indicated on  
Diagram S.G. No A326/2005 hereunto annexed

A SUBJECT to the following condition imposed in terms of Section 21 of the Townships and Division of Land Ordinance, 1963 (Ordinance 11 of 1963), created in the said Deed of Transfer No T 6990/1993, namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

The property may only be used for Agricultural and related purposes.

B.FURTHER SUBJECT to the conditions in terms of Section 21 of the Townships and Division of Land Ordinance, 1963 (Ordinance 11 of 1963) namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

The land may only be used for purposes permissible in terms of the Town Planning Scheme of Swakopmund which has been compiled in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954), as amended, and may therefore be used only subject to the conditions laid down in, and in pursuance of the above mentioned Town Planning Scheme.

AND THAT by virtue of these presents, the said

1. ELFRIEDE MUSCHEID  
Born on 5 September 1933  
Unmarried

2. ADOLF MICHAEL FLORIN  
Born on 13 September 1939  
Married out of community of property

Their Heirs, Executors, Administrators or Assigns, now is and henceforth shall be entitled thereto,  
conformably to local custom, the State, however, reserving its rights

SIGNED AT WINDHOEK ON  
AND CONFIRMED WITH MY SEAL OF OFFICE.

REGISTRAR OF DEEDS

---

1

S.G. No. : A326/2005

REGISTRAR-GENERAL

S. No.	ANGLES OF DIRECTION	Constants	CO-ORDINATES		Designation	
			Y	X		
1	221.16	247.10.20	A	- 39 537.85	+ 70 757.57	F2
2	53.61	332.48.40	B	- 30 552.45	+ 70 679.53	f1
3	230.30	258.34.00	C	- 30 323.38	+ 70 736.11	Port C
4	814.22	325.10.00	D	+ 30 689.72	+ 70 686.51	AB7141
5	91.86	74.53.20	E	+ 29 796.01	+ 71 150.99	AB7142
6	295.88	75.01.20	F	+ 29 884.50	+ 71 134.88	2
7	90.00	334.00.10	G	+ 30 170.13	+ 71 214.30	1
8	323.38	100.07.50	H	+ 30 143.83	+ 71 285.22	A
9	293.99	175.02.10	J	+ 30 462.25	+ 71 206.31	f4
10	166.63	162.22.10	K	+ 30 487.69	+ 70 915.42	f3
				+ 48 805.71	+ 75 236.63	Swakop
				+ 48 844.38	+ 74 891.14	Leucht

REMARKS:

The figure ABCIK represents Portion 119 (a Portion of Portion 18) of the Farm No. 163 vide

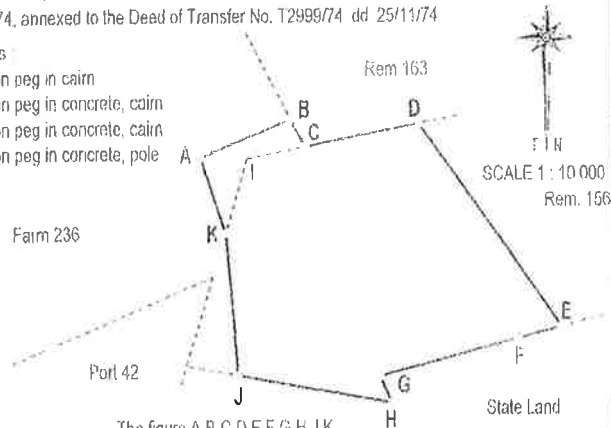
Diagram No. A324/2005 /2004, annexed to the Deed of Transfer No. T

The figure CDEFGHJKI represents the Remainder of Portion 1 of the Farm Richthofen No. 156 vide

Diagram No. A220/74, annexed to the Deed of Transfer No. T2999/74 dd 25/11/74

Description of beacons

- A, B, K 16mm iron peg in cairn
- C 16mm iron peg in concrete, cairn
- D 20mm iron peg in concrete, cairn
- E, F, G, H 20mm iron peg in concrete, pole



The figure A B C D E F G H J K represents 28,0001 Hectares of land being

**The Farm Richthofen No. 237**  
(comprising 1. and 2. above)

is situated in the Municipal Area of Swakopmund  
Registration Division G, ERONGO REGION, NAMIBIA  
Surveyed in May 2004 me

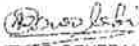
*C.G. Pieterse*  
C.G. Pieterse  
Land Surveyor

This diagram is annexed to

The original diagram are as quoted above  
Transfer/Grant

S.R. No.: Compiled  
Gen. Plan No.:  
Noting Plan: MD-SMD-6C  
File No.: G237

Registrar of deeds

APPROVED			S.G. No. : A325/2005				
 for SURVEYOR-GENERAL			16 SEP 2005		SHEET 1 OF 2 SHEETS		
SIDES	metres	ANGLES OF	DIRECTION	CO-ORDINATES		Designation	
		Constants		Y	System: Lo.22/15	X	
AB	1014.12	243.23.10	A	+ 31 677.07		+ 70 320.19	PortAA
BC	914.71	332.48.40	B	+ 30 770.40		+ 69 865.89	PortBB
CD	201.16	67.10.20	C	+ 30 352.45		+ 70 679.53	f1
DE	165.63	342.22.10	D	+ 30 537.85		+ 70 757.57	F2
EF	293.99	355.02.10	E	+ 30 487.69		+ 70 915.42	f3
FG	106.62	100.07.50	F	+ 30 482.25		+ 71 208.31	f4
GH	191.31	196.10.40	G	+ 30 567.12		+ 71 189.59	B24B
HJ	456.14	66.36.20	H	+ 30 513.91		+ 71 005.81	PortE
JK	278.67	74.57.50	J	+ 30 932.55		+ 71 186.93	PortF
KA	1052.51	153.09.00	K	+ 31 201.68		+ 71 259.22	PortG
				+ 48 805,71		+ 75 238.83	Swakop
				+ 48 844,38		+ 74 891,14	Leucht


Description of beacons :

A,B,G,H,J,K.....16mm iron peg in concrete, cairn  
 C,D,E,F ..... 16mm iron peg in cairn

COMPONENTS:

1. The figure ABCDEHJK represents the Remainder of Portion 18 of the Farm No. 163 vide, Diagram No. A 446/92, annexed to the Deed of Transfer No. T6998/1993 dd 19/10/1993
2. The figure EFG represents Portion 2 (a Portion of Portion1) of the Farm Richtshofen No. 156 vide, Diagram SG No. A322/2005, annexed to the Deed of Transfer No. T

**TRUE COPY.**


  
 C. SURVEYOR GENERAL

The figure ABCDEFGHJK  
 represents 109,6814 Hectares of land being

**Farm 236**  
 (comprising 1. and 2. above)

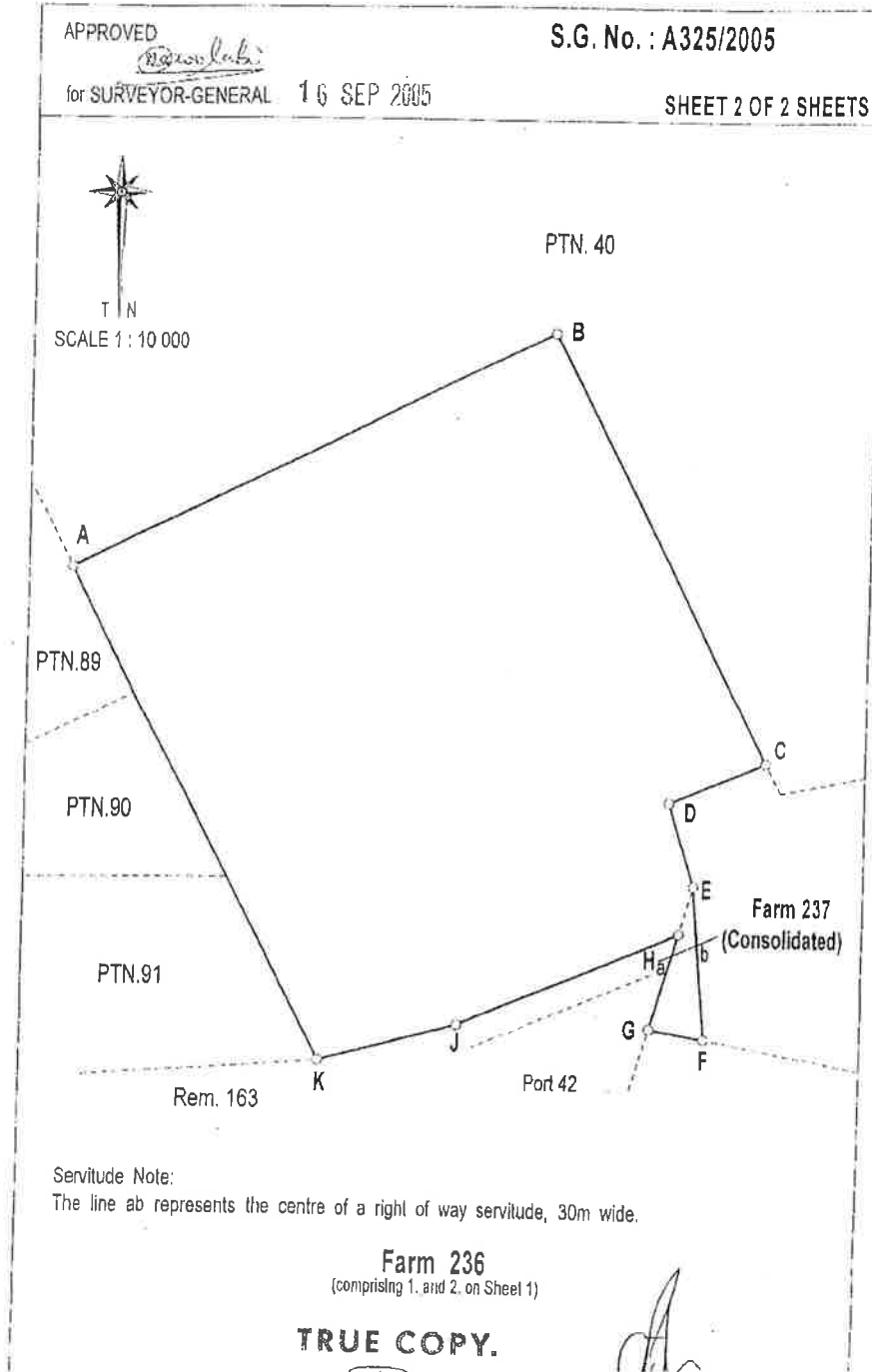
Situate in the Municipal Area of Swakopmund  
 Registration Division G, ERONGO REGION, NAMIBIA

Compiled in May 2004 me

  
 C.G. Pieterse  
 Land Surveyor

This diagram is annexed to No. d,d	The original diagram are as quoted above Transfer/Grant	S.R. No.: Compiled Gen. Plan No.: MD-5, MD-6C
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AN





**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor 122 On Main  
122 Sam Nujoma Avenue  
Walvis Bay

www.sp.com.na  
Tel: (064) 280 770  
Email: otto@sp.com.na

Reference: F237

20 November 2025

Customer Care  
Municipality of Swakopmund  
PO Box 53  
Swakopmund

Per email: Klaudia Kookayi [kkookayi@swkmun.com.na](mailto:kkookayi@swkmun.com.na)

**REQUEST FOR NEIGHBOURS INFORMATION**

*mm@aaa-tv.net*

Dear Klaudia,

We have been appointed to subdivide Farm Richthofen No. 237 (Gut Richthofen) situated in the Swakopmund Smallholding Area, and we need to give notice to surrounding plot owners in terms of the Urban and Regional Planning Act of 2018.

*Ernst 04/10/2025*

Will you kindly assist our office in providing the owner's name, postal address and/or email address for the plots listed in the table below?

*2* *Usubtract Farm 236 A. Schreder*

*as.namibia@iway.na*

Plot Number	Owner Name	Postal Address	Email Address
<i>2</i> Portion 150 of Farm No. 163 (Plot 150)	<i>Louw ERIC</i> <i>Released 2011</i>	<i>P.O. Box 2913</i> <i>Walvis Bay</i>	<i>081 23022 / 081 23022-7152</i> <i>(1)+(2)</i>
<i>3</i> Farm Richthofen No. 156	<i>Richthofen Co</i> <i>PO Box 8374</i> <i>Swak</i>	<i>P.O. Box 8374</i> <i>Swak</i>	<i>Jana@iway.na</i> <i>081 276311</i>
<i>4</i> Remainder of Farm No. 236	<i>Stewart</i> <i>Dorenda</i>	<i>P.O. Box 8504</i> <i>Swak</i>	<i>081 2809-1000</i> <i>081 2809 2114</i>
<i>5</i> Portion 7 of Farm No. 236	<i>Shogun Fikano</i>	<i>P.O. Box 4013</i> <i>Wlk</i>	<i>081 26 91999</i> <i>081 26 91999</i>
<i>6</i> Portion 9 of Farm No. 236	<i>Herr Etienne Walter</i>	<i>Steen Weg 07, Heerw</i> <i>Bio Emfontein</i> <i>2A</i>	<i>hennelw@netnam.com</i>
<i>7</i> Portion 42 of Farm No. 163 (Plot 42)	<i>Kersten Martin</i>	<i>P.O. Box 8194</i> <i>Vineta</i>	<i>081 214097</i>

I thank you for your assistance herein.

*J Otto*  
Johann Otto  
STEWART PLANNING

*(2) Altus Rossouw*

*081 312 2011*  
*altus@iway.na*

*itumba construction@cut.koeb.com*

*(1) Jac van Zyl*

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 10:15 am  
**To:** 'Tina Schröder'  
**Subject:** 1. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 1. F237\_Notice to Neighbour\_A Schroder.pdf

Dear Anita,

I hope and trust you are well.

The owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



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

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 11:04 am  
**To:** 'itumbaconstruction@outlook.com'; 'altusr@iway.na'  
**Subject:** 2. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 2. F237\_Notice to Neighbour\_J van Zyl & A Rossouw.pdf

Dear Jacqueline and Altus,

As discussed, the owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 10:19 am  
**To:** 'joca@iway.na'  
**Subject:** 3. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 3. F237\_Notice to Neighbour\_Richthofen CC.pdf

Dear Member(s) of Richthofen CC,

Take note that the owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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Tel: (064) 280 773 | Email: [otto@sp.com.na](mailto:otto@sp.com.na) | Website: [www.sp.com.na](http://www.sp.com.na)

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 11:17 am  
**To:** mm@aaa-tv.net  
**Subject:** 4. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 4. F237\_Notice to Neighbour\_D Steward.pdf

Dear Mr. D. Steward,

As discussed, the owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 10:22 am  
**To:** 'fabsproperties@gmail.com'  
**Subject:** 5. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 5. F237\_Notice to Neighbour\_S Fabian.pdf

Dear Mrs S. Fabian,

Take note that the owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



122 Sam I Lujoma Avenue | First Floor, 122 On Main | PO Box 2095 Walvis Bay  
Tel: (064) 280 773 | Email: [otto@sp.com.na](mailto:otto@sp.com.na) | Website: [www.sp.com.na](http://www.sp.com.na)

**Johann Otto**

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**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 10:25 am  
**To:** 'hennew.md@gmail.com'  
**Subject:** 6. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 6. F237\_Notice to Neighbour\_H Wilhelm.pdf

Dear Mr H.E. Wilhelm,

Take note that the owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
Town and Regional Planner



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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

**Johann Otto**

---

**From:** Johann Otto  
**Sent:** Thursday, 4 December 2025 10:36 am  
**To:** 'marsongr@mweb.com.na'  
**Subject:** 7. Notice to Neighbour: Application to subdivide Farm Richthofen No. 237, Swakopmund  
**Attachments:** 7. F237\_Notice to Neighbour\_M Karsten.pdf

Dear Martin,

I hope and trust you are well.

The owner of Farm Richthofen No.237 intends to subdivide the property into Portion A (5 hectares) and the Remainder (23 hectares). Please find attached notice, locality and subdivision plans, and feedback form for your careful review and feedback. You are receiving this notice as a neighbouring land owner in terms of the Urban and Regional Planning Act of 2018.

The deadline to submit written objections and/or comments to the proposed subdivision will be **9 January 2026**.

Yours sincerely,  
Johann

**Johann Otto**  
*Town and Regional Planner*



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

FEEDBACK FORM

Full name: ANITA SCHROEDER

Address: PLOT 236

Email: as.numibia@iway.na

Contact No: 081 3607 404

I/We, the undersigned, and owner(s) of

erf/plot/portion no.: PLOT NO 236

do not object

object (tick applicable box)

to the following application

FARM RICHTHOFEN NO. 237 (GUT RICHTHOFEN): SUBDIVISION INTO PORTION A (±5 HECTARES) AND THE REMAINDER (±23 HECTARES) IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 2018 AND THE SWAKOPMUND ZONING SCHEME

Additional comments or reasons, if any (attach more pages if needed):

w/a

Signature(s): ASchroeder

Date: 05/12/2025

**SWORN DECLARATION UNDER OATH ON THE SERVICE OF NOTICES AND DOCUMENTS AS PER STIPULATIONS OF SECTION 121 OF THE URBAN AND REGIONAL PLANNING ACT, 2018, (ACT 5 OF 2018) AND REGULATION 10 OF ITS REGULATIONS.**

I, TOHANN OTTO  
ID Number 911218 000 68, the applicant,  
representative of the planning firm: STEWART PLANNING  
and consultant for the application for the  
FARM RICHTHOFEN No. 237: SUBDIVISION  
INTO PORTION A AND THE REMAINDER

hereby declare under oath in the presence of a commissioner of oath that I have complied with the provisions of the Urban and Regional Planning Act, 2018, obtained the clearance to advertise as provided for under Section 99 or 107 of the Act, and exhausted all options for the service of notice and documents as provided under Section 121(1), (2) and (3) of the Act and Regulation 10 of its regulations.

I know, understand the contents and take full responsibility of any misrepresentation of this declaration, and consciently bound by the contents of this oath / solemn affirmation.

This sworn declaration is made on this 26TH day of MARCH, 2026,  
at WALVIS BAY

Applicant signature: [Signature]

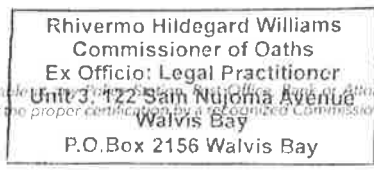
I certify that the applicant has acknowledged that he or she knows and understand the contents of the statement, which was sworn / solemnly affirmed, before me and, he or she placed his or her signature thereon in my presence on this date 26 day of MARCH 2026.

Name of the Commissioner of oaths: Rhivermo H. Williams

Profession / qualification: Legal Practitioner  
Commissioner of Oaths / Police Officer / Justice of the Peace / Minister of Religion / Medical Practitioner / Bank Accountant

Place: Walvis Bay

Official stamp:



NB: Commissioners of Oaths are available for duty at the Police Station, Post Office, Bank or Attorney's Office. No certificate will be accepted without the proper certification by a recognized Commissioner of Oaths.

- 11.1.13 **REZONING OF ERF 3332 SWAKOPMUND, EXTENSION 9 FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1:900M<sup>2</sup> TO "GENERAL RESIDENTIAL 1" WITH A DENSITY OF 1:250M<sup>2</sup>**  
(C/M 2026/06/02 - E 3332)

**Ordinary Management Committee Meeting of 19 May 2026**, Addendum **8.10**  
page **03** refers.

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

**1. Purpose**

The purpose of this submission is for the Council to consider the application for the rezoning of Erf 3332, Swakopmund, Extension 9 from "single residential" with a density of 1:900m<sup>2</sup> to "general residential 1" with a density of 1:250m<sup>2</sup> in terms of Section 105 (1) (a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

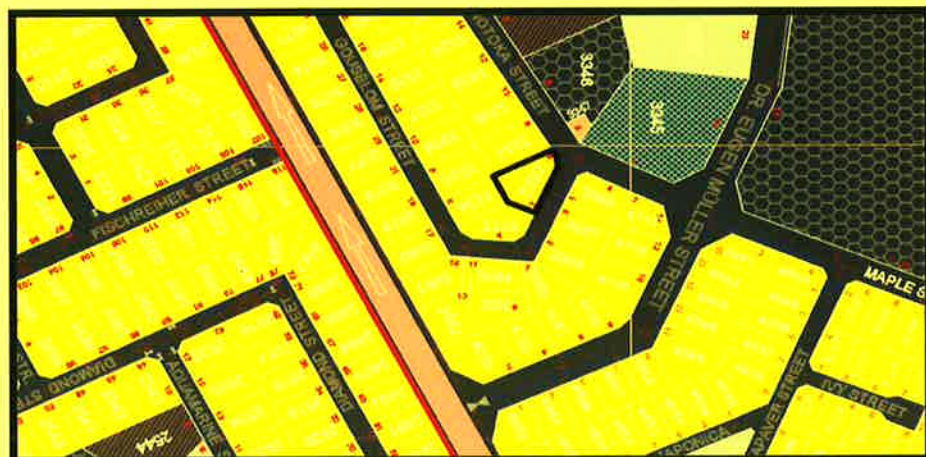
A rezoning application was received by the Town Planning Department from Hennie Fourie Development Planners on behalf of the registered owner, Mr Gino Edward Meyer. The application is attached as **Annexure A**.

**3. Ownership**

Ownership of Erf 3332, Swakopmund, Extension 9 is held in the Deed of Transfer T3613/2025 and vests in Mr Gino Edward Meyer. Proof of ownership has been attached together with the application.

**4. Zoning, Locality and Size**

Erf 3332, Swakopmund Extension 9 is zoned "single residential" with a density of 1:900m<sup>2</sup> as indicated on the figure below. The erf is situated at the corner of Monotoka Street and Gousblom Street and measures 1 288m<sup>2</sup> in extent. The Erf is currently vacant.



**5. Access, parking and municipal services**

Access to Erf 3332, Swakopmund, Extension 9 is obtained via Gousblom Street. Parking for the proposed will be provided as stipulated by the Swakopmund Zoning Scheme. The Erf is already connected to the services network. However, all additional infrastructure resulting from the proposed development shall be the responsibility of the owner of the property.

**6. Advertisement**

The proposed rezoning was advertised on the 3<sup>rd</sup> and 10<sup>th</sup> October 2025 in the Namib Times Newspaper and 9<sup>th</sup> and 16<sup>th</sup> October in the Market Watch. Closing date for objections was on the 31<sup>st</sup> October 2025.

A notice was also placed on site for public comments and neighbouring property owners were notified of the intent. A notice was published in the Government Gazette No. 8755 dated, 1<sup>st</sup> October 2025.

The last date for objections was 29<sup>th</sup> October 2025, and four objections were received.

**7. Proposal**

The applicant proposes the development of five medium-density townhouses on the subject erf. The surrounding properties of Erf 3332, Swakopmund Extension 9 comprise a mix of zoning categories, including Single Residential, General Residential, Institutional, and General Business. In this context, the proposed rezoning to General Residential to accommodate a medium-density development is considered appropriate, as the site is located within a transitional area between varying land uses.

Furthermore, Erf 3332, Swakopmund Extension 9 is larger than the average Single Residential erf within the vicinity, and the proposed density of 1 dwelling unit per 250m<sup>2</sup> would reasonably allow for the establishment of five townhouse units without compromising spatial quality. The proposed development aligns with prevailing development trends in this part of Swakopmund, and a well-designed townhouse complex is expected to enhance and complement the character of the surrounding area.

Provision will be made for two parking bays per townhouse unit to adequately accommodate on-site parking requirements.

**8. Objection**

The objectors have raised concerns regarding the suitability and potential impacts of the proposed development. These concerns are primarily based on the limited information provided, particularly the absence of detailed layout plans, which makes it difficult to fully assess the proposal. It is further contended that the rezoning may undermine the expectations and criteria upon which neighbouring property owners based their decision to acquire their properties.

The objectors also express concern over a potential loss of privacy, noting that the proposed townhouses are likely to be double-storey structures that may overlook adjacent properties. In addition, it is argued that the proposed

rezoning is incompatible with the existing neighbourhood character, as the introduction of higher-density development could adversely affect the currently quiet and low-density nature of the area.

Concerns have also been raised regarding the potential strain on existing infrastructure, as well as an anticipated increase in traffic volumes and noise levels within the vicinity. Furthermore, it is suggested that increased densification may lead to a reduction in green space and alter the social fabric of the neighbourhood, thereby impacting the overall quality of life of residents. There is also a concern that approval of the rezoning could set a precedent for similar applications, gradually eroding the established residential character of the area.

Lastly, the objectors note that the proposed development is not restricted to a specific age group, such as elderly residents, which may result in higher levels of activity and associated noise within the neighbourhood.

## **9. Applicants Response**

The applicant has indicated that three objectors, namely the owners of Erven 3087, 3086, and 3334, Swakopmund, initially raised concerns relating to the limited information provided, the anticipated increase in activity within the area, potential privacy impacts, as well as broader social and environmental considerations. However, following engagements with these objectors and upon presentation of the concept development plan, all three parties subsequently withdrew their objections.

The applicant further notes that the owner of Erf 3331, Swakopmund, objected on the basis that the proposed development could negatively affect the south-western views from the property due to the potential height of structures on Erf 3332. Upon submission and review of the concept layout plan, the objector indicated that this concern had been adequately addressed.

Notwithstanding the above, the objector raised an additional concern regarding potential noise impacts from garages associated with four adjacent townhouse units. In response, the applicant submitted that vehicle-related noise would be minimal, as it is not customary for vehicles to idle for extended periods in this context, and therefore such activity is unlikely to constitute a significant or sustained source of disturbance. Accordingly, the applicant is of the view that the objection on this basis is not substantiated.

## **10. Evaluation**

The subject property is of sufficient size to accommodate the proposed rezoning and associated development. The surrounding area is characterised by a mix of residential, institutional, and business land uses, and the proposal is therefore compatible with the existing land use pattern and prevailing densities.

In terms of Clause 5(c) read with 2.3(a) of the Swakopmund Zoning Scheme No. 12, the minimum prescribed erf size for residential buildings, townhouses, and institutional uses is 1000m<sup>2</sup>. The proposed rezoning to General Residential 1 on an erf measuring 1228m<sup>2</sup> complies with these provisions. Furthermore, the

proposed density of 1 dwelling unit per 250m<sup>2</sup> is consistent with the densities of comparable General Residential erven in the area.

There is an increasing demand for residential accommodation within the area, particularly from young professionals seeking affordable housing options. The proposed rezoning will contribute to a broader range of housing typologies, thereby addressing market demand and alleviating pressure on Council to continuously provide housing.

The proposal is aligned with the principles of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), which promotes efficient land use, urban densification, sustainable development, and spatial integration. The Act recognises that planning must remain flexible and responsive to changing socio-economic conditions and urban growth patterns. In this regard, the proposed rezoning constitutes a rational and appropriate response to the increasing demand for medium-density housing in Swakopmund.

Additionally, the proposal is consistent with the Swakopmund Structure Plan 2020-2040, which advocates for densification within transitional areas, efficient utilisation of land and infrastructure, and the diversification of housing options. Erf 3332, Swakopmund Extension 9 is situated within a mixed-use transitional zone comprising Single Residential, General Residential, Institutional, and General Business uses, and is therefore well-suited for moderate densification.

The subject erf is larger than the average Single Residential erf in the vicinity, making it suitable for the proposed development without resulting in overdevelopment. The scale of five units is contextually appropriate and maintains a balance between density and liveability.

Given the mixed-use character of the surrounding area, the proposed General Residential zoning represents a logical transition between lower- and higher-intensity land uses. The development will not introduce an incompatible use but rather reinforce the existing urban fabric.

The proposal further supports the provision of diverse and increasingly sought-after medium-density housing options, in line with broader planning objectives of promoting a compact and efficient urban form.

Although initial objections were raised due to limited information, the applicant has since provided a concept layout plan and engaged with affected neighbours. As a result, three objectors withdrew their objections, indicating that their concerns were satisfactorily addressed.

Potential privacy concerns arising from double-storey units can be effectively mitigated at the building plan stage through compliance with setback requirements and appropriate design measures as prescribed by the Swakopmund Zoning Scheme. Such considerations are standard in development control and do not justify refusal at the rezoning stage.

Claims that the development is incompatible with the neighbourhood character are not substantiated, given the existing diversity of land uses in the area. The proposal represents appropriate and incremental densification consistent with approved planning policies.

The development scale is modest and unlikely to generate significant traffic or noise impacts. Residential noise levels are typical of urban environments and are considered acceptable.

While the property is currently serviced as a single residential erf, the proposed development will require additional service connections. Any upgrades or additional infrastructure requirements will be the responsibility of the applicant.

It must be noted that each rezoning application is considered on its own merits, and approval of this application does not establish a precedent. The size and location of the subject erf make it particularly suitable for the proposed development. Furthermore, there is no planning basis to impose age restrictions on residential developments unless specifically zoned for such purposes. The proposal therefore complies with the permissible land use rights under the Swakopmund Zoning Scheme.

The applicant has demonstrated a proactive and constructive approach to stakeholder engagement, and the withdrawal of objections by several neighbours reflects a responsive and consultative process.

In terms of Sections 59(1) and 9 of the Regulations under the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), the Swakopmund Municipal Council is mandated to enforce its zoning scheme and may recover betterment contributions arising from increased land value. In accordance with the Betterment Fee Policy of 2009, a levy of 20% is applicable for changes in land use rights.

## **11. Conclusion**

Planning is inherently dynamic and responsive, and it is essential that land use management adapts to changing urban conditions. The proposed development represents a balanced, context-sensitive, and forward-looking intervention that will contribute positively to the area. Therefore, the proposed rezoning of Erf 3332 Swakopmund, Extension 9 from "single residential" with a density of 1:900m<sup>2</sup> to "general residential 1" with a density of 1:250m<sup>2</sup> can be supported as it does not have any negative or detrimental impacts on the existing character.

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

**RECOMMENDED:**

- (a) That the rezoning of Erf 3332, Swakopmund, Extension 9 from *"Single Residential"* with a density of 1:900m<sup>2</sup> to *"General Residential 1"* with a density of 1:250m<sup>2</sup> be approved.
  - (b) That the applicant provides proof that the rezoning of Erf 3332, Swakopmund, Extension 9 from *"Single Residential"* with a density of 1:900m<sup>2</sup> to *"General Residential 1"* with a density of 1:250m<sup>2</sup> has been approved by the Minister and promulgated before any submission of building plans to the Engineering, Urban Development and Environmental Management for approval.
  - (c) That the rezoning of Erf 3332 Swakopmund, Extension 9 from *"Single Residential"* with a density of 1:900m<sup>2</sup> to *"General Residential 1"* with a density of 1:250m<sup>2</sup> is subject to a 20% compensation fee calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant.
  - (d) That no building plans inclusive of relaxation of building lines relaxation or aesthetics application be approved until proof of payment of the compensation fee has been received by Council.
  - (e) That all additional infrastructures that are to be required as a result of the proposed development be for the account of the applicant and in accordance with to the specifications of the General Manager: Engineering, Urban Development and Environmental Management.
  - (f) That parking requirements be onsite as per the Swakopmund Zoning Scheme.
  - (g) That the objectors 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.
  - (h) That access to the property as a result of the proposed development be controlled and provided to the satisfaction of the General Manager: Engineering, Urban Development and Environmental Management.
-



The Spar Oceanview shopping centre situated northeast of erf 3332. This centre provides a number of services, supermarket etc. to the surrounding community.



Image of erf 3332 in front centre, with open Erf 3333 on the back left, with Erf 3334 in centre back and other single residential erven to its right.



On the western side of erf 3332 is erf 3331 with a large double storey single residential house on it



View from Erf 3332 in a north westerly direction. To the north west of erf 3332 is a small substation (erf 3347), then an open erf 3346 zoned institutional and about 100 m further to the right general residential erven (Erf 3348, 3349 etc )

**Proposal**

It is the intention of the owner, Mr Gino Meyer, to permanently use erf 3332 for medium density housing, for which a zoning of 'General Residential 1' with a density of 1:250 m<sup>2</sup> is required. It is intended to utilize and develop this erf for the development of a complex of 5 Townhouses

**Motivation**

The erven to the southeast, south and west of erf 3332 Swakopmund are utilized mainly for Single Residential purposes. To its northeast is a large General Business erf where a medium sized Spar supermarket, a coffee shop, car wash and other services such as banking facilities and a carwash are located. The other erven directly north of erf 3332 are the small erf 3347, used as an electrical substation, and erf 3346 which has an institutional zoning and has not yet been developed. Further northwest is erf 3348 which is zoned General Residential 2 and has a flat building on it. The area north of erf 3332 can therefore be considered as an area with mixed zoning.

Erf 3332 is therefore situated on the border of an area with general residential, institutional as well as business zonings to its north, and single residential zonings to its south. Due to this situation, a general residential zoning for medium density residential development could fit in well in this transitional area. Erf 3332 is also larger than the average single residential erf in this area and 5 townhouses can fit in well on this erf, should a density of 1 dwelling unit per 250 m<sup>2</sup> be allowed.

**Conclusion:** The proposed use of Erf 3332 Swakopmund for General Residential 1 is in line with the present trend for development in this part of Swakopmund and Oceanview. A well developed townhouse complex, as intended by Mr Meyer, should fit in well in this area and will complement this area.

**Parking requirements**

On a General Residential 1 erf used for town houses, parking needs to be provided at a ratio of 1 parking bay per accommodation unit. With the intended 5 accommodation units, that will mean at least 5 parking bays. Mr Meyer intends providing 2 parking bays for each townhouse on this erf. All parking for this development will be provided on the present Erf 3332 and is indicated on the concept building plan attached to this application.

**Registered conditions**

Erf 3332 Swakopmund is registered per Deed of Transfer No T 3613/2025, of which a copy is attached hereto. The only land use condition registered against this erf is that the erf may only be used for purposes permitted in accordance with and subject to conditions laid down in terms of the Swakopmund Town Planning Scheme. According to this Scheme, the erf is presently zoned as Single Residential with a density of 1 900 m<sup>2</sup>. There are no servitudes registered against the erf.

**Advertising procedures and comments**

The advertising procedure for the rezoning and the consent applications, as required in terms of the Swakopmund Town Planning Scheme and the Urban and Regional Planning Act, 2018, has been completed. The relevant newspaper notices (Namib Times and DMH Republikein Market Watch) are attached. The publications in the Official Gazette are also attached. A notice was placed on the erf (see copies of photos attached) as well as on the notice board of the Customer Care Centre of the Municipality of Swakopmund. The comments of the surrounding neighbours were also personally requested in writing. Please refer to the attached list of comment forms as proof.

To summarize, The following comments or objections were received from adjacent owners of erven:

Erf 3088, 3085, 3346 and 3345: no comments or objections.

Erf 3333: Owner could not be contacted at contact details provided by Municipality. A registered letter was sent to him on 26 October 2025 requesting comments, but no response was received.

Erf 3087: Owner (based in Oranjemund) objected due to limited information and increased activity in this area. After the concept plan of the proposed development was provided to him, he did not lodge any further objections.

Erf 3086: Owner objected due to limited information provided. After the concept plan of the proposed development was provided to him, he did not lodge any further objections.

Erf 3334: The owner of this erf had various problems as provided with his comments letter relating to loss of privacy, traffic concerns and environmental & social impact.

These problems were discussed with him and his wife, and a concept plan of the proposed development was provided to them. After that they withdrew objections.

Erf 3331: The owner of this erf, Mr. Dussing, recently from Austria, initially had a problem that his view to the southwest could be spoilt by a high structure in the southwest corner of erf 3332. After the concept plan of the proposed development was provided to him, that satisfied him in this regard. He however then complained due to the potential of

noise emanating from the garages of 4 of the adjacent townhouse units on erf 3332. Even explaining that people do not let their cars idle for a long period such as happens in Austria where people – due to the cold – have to warm their cars before driving off – he is still not satisfied that the cars and garages will not be a source of noise next to his home. He therefore still objects against the rezoning, mainly due to the perceived noise of vehicles next to his erf. A copy of the correspondence with Mr Dussing in this regard is attached.

The applicant however is of the opinion that the objection is not valid due to the fact that people do not let their vehicles idle for a long time before driving off in Swakopmund – and a single residential erf could easily have 3 or 4 vehicles on this erf in any case. The owner also promised that the units will be leased to older people who will not normally cause disturbances and he will ensure that they do not disturb their neighbours.

### **Conclusion**

It is the intention of the owner – Mr Gino Meyer – to permanently use the land for medium density housing – for which a zoning of “General Residential 1” is required. It is intended to utilize this erf for the development of 5 single storey Townhouses. It is believed that the envisaged development will not have a negative impact on the neighbouring properties because of the limited scale of the development as well as the present developments and zonings, mainly to the north of this erf – in this part of Ocean View. Mr Meyer plans to develop a complex – which will add to the attractiveness of this area.

This proposed development will be consistent with the overall use and appearance of the buildings in this area. The development should also not contribute significantly to noise levels in this area. Based on the above motivation, you are kindly requested to approve the application.

### **Application**

Application is herewith made for

Rezoning of erf 3332 Extension 9 Swakopmund – from Single Residential with a density of 1.900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

- **Attachments:**

**Attached 1 hard copy, as well as 1 electronic copy of the following documents:**

Application

Rezoning & locality plans

Power of Attorney

Deed of Transfer T 0338/2020

Concept Plan of the proposed development of 5 Townhouses

Copies of newspaper and Government Gazette notices

Comments of neighbours

Copy of correspondence between owner of erf 3331 and applicant regarding objection

Photo of rezoning notice on site

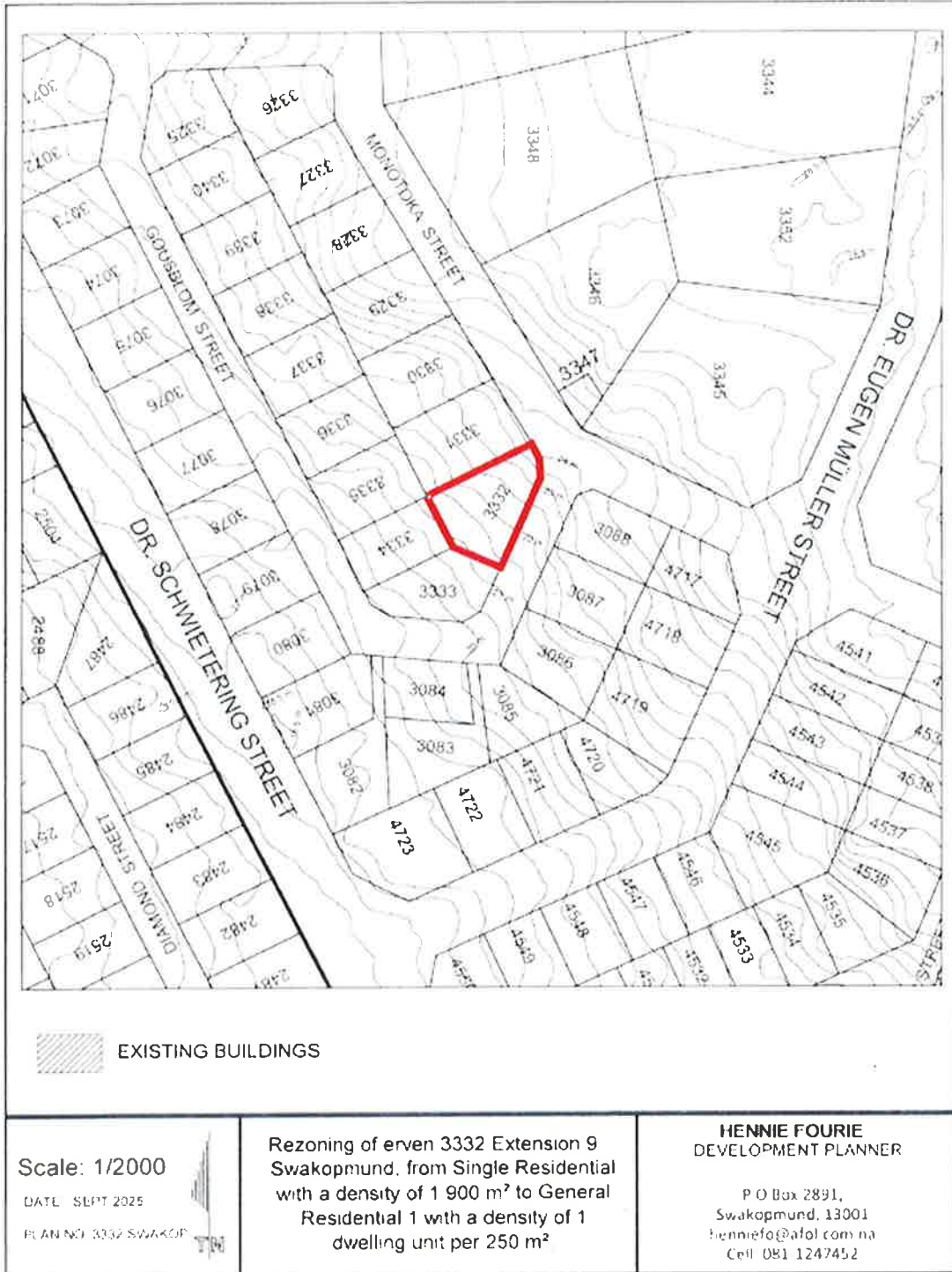
Photo of notice on the notice board of the Customer Care Centre of Municipality

Considering the motivation and the mixed zoning in this area, I trust that you will favorably consider the application for the rezoning of Erf 3332, to enable Mr Gino Meyer to use this erf for the development of a Townhouse complex.










Hennie Fourie



Town & Regional Planner Tel 081-1247452





<p><b>LEGEND</b></p> <p>SINGLE RESIDENTIAL </p> <p>GENERAL RESIDENTIAL 1 </p> <p>GENERAL RESIDENTIAL 2 </p> <p>LOCAL BUSINESS </p> <p>GENERAL BUSINESS </p> <p>INSTITUTIONAL </p> <p>AUTHORITY </p> <p>PUBLIC OPEN SPACE </p>	<p><b>Current zoning of erf 3332 Gousblom street</b>  <b>Swakopmund Ext. 9</b>  <b>("Single Residential wit a density of 1 900m<sup>2</sup>")</b></p>	<p><b>HENNIE FOURIE</b>                  DEVELOPMENT PLANNER</p> <p>P O Box 2891,                  Swakopmund, 13001                  hennief@afol.com.na                  Cell 081 1247452</p>
	<p><b>Scale: 1/2500</b></p> <p>DATE: SEPT 2025                  PLAN NO: 3332 SWAKOP</p> <p style="text-align: center;">                  TN</p>	



LEGEND	
SINGLE RESIDENTIAL	
GENERAL RESIDENTIAL 1	
GENERAL RESIDENTIAL 2	
LOCAL BUSINESS	
GENERAL BUSINESS	
INSTITUTIONAL	
AUTHORITY	
PUBLIC OPEN SPACE	

**Rezoning of erven 3332 Extension 9 Swakopmund.**  
 from Single Residential with a density of 1 900 m<sup>2</sup> to  
 General Residential 1 with a density of 1 dwelling  
 unit per 250 m<sup>2</sup>.

**Scale: 1/2500**

DATE: SEPT 2025  
 PLAN NO: 3332 SWAKOPMUND

**HENNIE FOURIE**  
 DEVELOPMENT PLANNER

P.O. Box 2891,  
 Swakopmund, 13001  
 hennief@afol.com.na  
 Cell 081-1247452



SPECIAL POWER OF ATTORNEY

I, the undersigned

NAME: GINO EDWARD MEYER

ID: 80040816038

in my capacity as registered Owner of

Erf 3332 Swakopmund

do hereby nominate, constitute and appoint

Hennie Fourie, Town Planner, ID: 49042800240

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 3332, Extension 9, Ocean View, Swakopmund from Single Residential to General Residential 1, and all other associated applications necessary to operate a Residential Building 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 23<sup>rd</sup> day of August 2025, in the presence of the undersigned witnesses.

APPLICANT

WITNESSES:

1.

2.

DEED OF TRANSFER NO. T T 3613 / 2026

DIGITS INVESTMENTS CC  
Registration number CC/2018/08776

to

GINO EDWARD MEYER

ERF NO 3332 SWAKOPMUND  
(EXTENSION NO 9)

**DR. WEDER, KAUTA & HOVEKA INC.**  
LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS  
3rd Floor, WKH House, Jan Jonker Road, Ausspannplatz

P.O. Box 864 - Tel: 061-275550 - Fax: 238802  
WINDHOEK, Namibia

BG/MAT118013/SW/ab

NR. 3613

Prepared by me

Conveyancer  
GREYVENSTEIN E

DR WEDER, KAUTA & HOVERA INC  
ATTORNEYS, NOTARIES AND CONVEYANCERS  
SHOP 208 1ST FLOOR  
PLATZ AM MEER MALL WATERFRONT SWAKOPMUND  
P O BOX 2970 SWAKOPMUND

3613 2025

### DEED OF TRANSFER NO.

BE IT HEREBY MADE KNOWN

THAT

LEANA TRIBERSA VAN DEN BERG

appeared before me, the Registrar of Deeds at WINDHOEK, hereto the said Appearer being duly authorised thereto by a Power of Attorney granted to her/him by

DIGITS INVESTMENTS CC  
Registration Number CC/2018/08776

dated the 22<sup>nd</sup> day of MAY 2025 and Signed at SWAKOPMUND

DR WEDER, KAUTA & HOVERA INC  
ATTORNEYS  
PLATZ AM MEER MALL WATERFRONT SWAKOPMUND

LEGALPRACTICE Version 11.6.48  
TRFDOT.NA.Doc. 05-05-2021

AND THAT APPEARER DECLARED THAT the said Principal had on 16 May 2025 sold (and that he/she in his/her capacity aforesaid, did by these presents, deed and transfer, in full and free property to and on behalf of

**GINO EDWARD MEYER**  
Identity Number 800408 1003 8  
Unmarried

his heirs, executors, administrators or assigns

**CERTAIN** ERF NO 3332 SWAKOPMUND (EXTENSION NO 9)  
**SITUATE** IN THE MUNICIPALITY OF SWAKOPMUND  
REGISTRATION DIVISION "G"  
ERONGO REGION  
**MEASURING** 1 288 (ONE THOUSAND TWO HUNDRED AND EIGHTY EIGHT)  
SQUARE METRES  
**FIRST TRANSFERRED:** by Deed of Transfer No T7985/2005 with General Plan No A160/1983 relating thereto  
**HELD BY** Deed of Transfer No T4060/2024  
**SUBJECT** to the following conditions imposed in terms of the Urban and Regional Planning Act, 2018 (Act No 5 of 2018) namely:-

**IN FAVOUR OF THE LOCAL AUTHORITY**

The erf must be used or occupied for purposes which are in accordance with, and the use or occupation of the erf must 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), as amended.

Tel: 061 2250621 Mobile: 0815 784164 Email Address: <a href="mailto:tp@windhoek.com.na">tp@windhoek.com.na</a>	Urban and Transport Planning Office: +264 61 290 2264 <a href="mailto:Kristobina.Axino@windhoek.org.na">Kristobina.Axino@windhoek.org.na</a>
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No. 761

2025

#### RE-ZONING OF Erf 2335, OSHAKATI NORTH EXTENSION 4

Nghivelwa Planning Consultants, Town and Regional Planners on behalf of the owner of Erf 2335 (Oshakati) North Extension 4, has applied to the Oshakati Town Council and intends applying to the Urban and Regional Planning Board for

**Rezoning of Erf 2335, Oshakati North Extension 4 from "single residential" with a density of 1:500 to "business" with a bulk of 1.0**

The intention for the owner to rezone the property is to allow for the construction of a town centre on the rezoned property.

The locality plans of the erf lie on inspection in the Town Planning Notice Board of the Oshakati Town Council, Civic Centre, First Floor, Town Planning Office, Sam Nujoma Road, Oshakati and the applicant, Nghivelwa Planning Consultants, Office No. 3, 64, Jenner Street, Windhoek West.

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 Oshakati Town Council and with the applicant (Nghivelwa Planning Consultants) in writing within 14 days of the last publication of this notice.

The last date for any objections is 24 October 2025.

**Applicant:** Nghivelwa Planning Consultants  
 P.O. Box 40900, Ausspannplatz  
 Cell: 081 4127 359  
 Email: [planning@nghivelwa.com.na](mailto:planning@nghivelwa.com.na)

No. 761

2025

#### RE-ZONING OF Erf 3332, SWAKOPMUND EXTENSION 9

Hennie Fourie, Town Planner on behalf of the owner of Erf 3332, Swakopmund Extension 9 intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for

**Rezoning of Erf 3332, Swakopmund Extension 9 from "single residential" with a density of 1:900 to "general residential 1" with a density of 1 dwelling unit per 250m<sup>2</sup>**

Erf 3332, Swakopmund Extension 9, measuring 1288m<sup>2</sup>, is zoned "single residential" and is situated at Nemonoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wishes to utilize this for the erection of a town house complex.

Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

The rezoning and locality plans of this erf are available for inspection on the Notice Board at the Municipal Building, Rikonoka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below.



3332

1 OCTOBER 2025

COMMUNITY NEWS

# Namport Launches Community Wallnacc



## Woman Accused of Killing Brother to Apply for Bail in November

The incident was reported by his wife, who is his next of kin. Police have opened an investigation docket (inquest) when she saw that he had left behind his throw, work jacket, are ongoing.

### REZONING NOTICE

Please note that Hennie Fourie, Town Planner on behalf of the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for:

Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Morosoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Rakoskwa Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below. Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice (first day for objection is 31 October 2025).

Applicant: Hennie Fourie, Town Planner, P O Box 2891, Swakopmund, Tel: 081 124 5452  
E-mail: hennief@afid.com.na

### NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME

CONSENT: Self Catering ON ERF NO. 374 TOWNSHIP: AREA: Langstrand STREET NAME & NO: Langstrand

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that I/we, the undersigned, have applied to the Walvis Bay Municipality for permission to erect/establish on the site a/an: Self Catering Accommodation.

Plans may be inspected by participants of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager: Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 24 October 2025.

#### NAME AND ADDRESS OF APPLICANT:

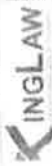
Paulina N Ndahilwa, P O Box 213, Swakopmund  
email: pndahilwa@gmail.com

NT, 3332 + 9791

NAMIB TIMES II

10 OCTOBER 2025

### NOTICES



**ESTATE NOTICE**  
 MARGA'S Succession  
 E-11529264

In the estate of the late  
 Anthea Grace Schreiner,  
 to the estate of MARGA'S  
 Succession, I hereby notice that  
 the late Margie Schreiner was  
 deceased on 13 March 2024, and  
 who was unmarried.

In terms of Section 36 (b) of Act  
 66 of 1965, notice is hereby  
 given that the FIRST AND  
 FINAL Liquidation and  
 Distribution Account of the  
 above estate will be open to  
 inspection of all persons  
 interested therein for a period of  
 six (6) months from the date of  
 publication of this notice at the office  
 of the Master of the High Court  
 in Windhoek and the Magistrate  
 Court Swakopmund.

Should an objection be made  
 against the Master's  
 account, the objector must  
 lodge the objection with the  
 Master's account and proceed  
 to make payment in accordance  
 with the account.

**THE ATTORNEYS**  
 KINGLAW ASSOCIATES  
 101 Windhoek  
 P.O. Box 1195  
 Swakopmund  
 Telephone: +264 905 20900  
 Telefax: +264 905 20900  
 E-MAIL: info@kinglaw.com.na

### NOTICE IN TERMS OF:

#### URBAN AND REGIONAL PLANNING ACT, 2018, ENVIRONMENTAL MANAGEMENT ACT, 2007

Please take notice that the Urban and Regional Planning Committee of the Municipality of Swakopmund, in terms of the Urban and Regional Planning Act, 2018, and the Environmental Management Act, 2007, has resolved to grant a rezoning application for the following:

Subdivision of 01 n 11 40 Walvis Bay (52 Smith Street) into 24 lots.

The rezoning is in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and the Environmental Management Act, 2007 (Act No. 1 of 2007). The rezoning is from "Single Residential" (1:1000) to "Township Residential" (Bulk 2.0).

Consent to proceed with development which the rezoning is ongoing, and

Application for an Environmental Clearance Certificate for the proposed rezoning.

The above application is submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and the Environmental Management Act, 2007 (Act No. 1 of 2007). The rezoning is from "Single Residential" (1:1000) to "Township Residential" (Bulk 2.0). The rezoning is for an open erf and the owner wants to utilize this for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Raxosooka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below. Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds thereof, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice (Final day for objection is 31 October 2025).

**Applicant:** Hennie Fourie, Town Planner, P O Box 2891, Swakopmund, Tel: 081-124-452  
 E-mail: hennief@afel.com.na

(G) Representation and written comments of objection, must be submitted before 14:00 Friday, 7 November 2025.

**APPLICANT:**  
 Chief Executive Officer  
 Municipality of  
 Swakopmund  
 Private Bag 3017  
 PO Box 2095  
 Windhoek  
 Telephone: +264 905 20900  
 Fax: +264 905 20900

**LOCAL AUTHORITY:**  
 Chief Executive Officer  
 Municipality of  
 Walvis Bay  
 Private Bag 3017  
 Walvis Bay  
 Telephone: +264 905 20900  
 Fax: +264 905 20900

### MUNICIPALITY OF WALVIS BAY

Notice is hereby given in terms of section 10(2)(b) of the Local Government Act, 2007.

### REZONING NOTICE

Please note that Hennie Fourie, Town Planner on behalf of the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund and the Municipality of Swakopmund for Development for:

Rezoning of erf 3332, Extension 9 Swakopmund, from Single Residential with a density of 1:900 (42 to General Residential) with a density of 3 dwelling unit per 250 m<sup>2</sup>.

Erf 3332, Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monooka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Raxosooka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below. Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds thereof, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice (Final day for objection is 31 October 2025).

**Applicant:** Hennie Fourie, Town Planner, P O Box 2891, Swakopmund, Tel: 081-124-452  
 E-mail: hennief@afel.com.na

### REZONING NOTICE

Please note that Hennie Fourie, Town Planner on behalf of the owner of erf 9791, Extension 39 Swakopmund, intends to apply to the Municipal Council of Swakopmund and the Municipality of Swakopmund for Development for:

Rezoning of erf 9791, Extension 39 Swakopmund, from General Business with a bulk of 2:0 to General Residential with a density of 1 dwelling unit per 100 m<sup>2</sup>.

Erf 9791, Swakopmund, measuring 1177 sqm, is zoned General Business and is situated at Agulhas Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Raxosooka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below. Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds thereof, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice (Final day for objection is 31 October 2025).

**Applicant:** Hennie Fourie, Town Planner, P O Box 2891, Swakopmund, Tel: 081-124-452  
 E-mail: hennief@afel.com.na



Procurement Management Unit  
 OPEN NATIONAL BID INVITATION



Procurement Management Unit  
 OPEN NATIONAL BID INVITATION



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12 OCTOBER 2025  
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**BRICK MANUFACTURING**

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DM0202500423794

**REZONING NOTICE**

ERF 273 Marienla is 1800m<sup>2</sup> in ex-  
tension is zoned "Residential" with  
a density of 1/900. The erf currently  
has an existing residential build-  
ing on the property. The owner of  
the property intends to construct a  
block of flats consisting of 7 units  
on the subdivided Portion A. Take  
note that a similar notice shall duly  
be advertised in the Government  
Gazette and is affixed on site. The  
neighboring erf owners/occupants  
have also been duly notified.  
The plan of the erf lies for inspec-  
tion at the Marienla Municipality  
and with the applicant  
(Patu Planning Consultancy and In-  
vestments CC) in writing within 14  
days (the final date for objection  
is 30 October 2025  
Patu Planning Consultancy and In-  
vestments CC  
P.O. Box 25772  
Windhoek  
Cell: 081 7920379/081 1229050  
shuang@25sigmail.com  
DM0202500423796

**NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIQUOR ACT, 1998**

Notice is given that an application in terms of the Liquor Act, 1998, particulars of which appear below, will be made to the Regional Liquor Licensing Committee, Region KHOMAS

1. Name and postal address of applicant: JOHANNNA MARITZ, P O BOX 86075, FROS, WINDHOEK, NAMIBIA

2. Name of business or proposed business to which application relates: LIFESTYL CAFE

3. Address/location of premises to which application relates: ERF 1346, CHASIE STREET, KLEINE KUPPE, WINDHOEK, NAMIBIA

4. Nature and details of application: SPECIAL LIQUOR LICENSE

5. Clerk of the court with whom application will be lodged: WINDHOEK

6. Date on which application will be lodged: 21 OCTOBER 2025

7. Date of meeting of Committee at which application will be heard: 17 DECEMBER 2025

Any objection or written submission on in terms of section 28 of the Act in relation to the application must be sent or delivered to the Secretary of the Committee to reach the Secretary not less than 21 days before the date of the meeting of the Committee at which the application will be heard.

DM0202500423700

**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE SWAKOPMUND MUNICIPALITY TOWN PLANNING SCHEME**

CONSENT BY: BAREFOOT & DAUGHTERS SAFARIS CC, 2 ERNST BAUMGART STREET, SWAKOPMUND IN TERMS OF SWAKOPMUND TOWN PLANNING SCHEME. NOTICE IS HEREBY GIVEN THAT I, THE UNDERSIGNED, HAVE APPLIED TO THE SWAKOPMUND MUNICIPALITY TOWN PLANNING COUNCIL FOR PERMISSION TO ESTABLISH ON THE SITE A TOUR FACILITATOR OFFICE. PLANS MAY BE INSPECTED OR PARTICULARS OF THIS APPLICATION MAY BE OBTAINED AT TOWN PLANNING OFFICE AT SWAKOPMUND MUNICIPALITY. ANY PERSON HAVING ANY OBJECTION TO THE APPROVAL OF THIS APPLICATION, MUST LODGE SUCH OBJECTION TOGETHER WITH REASONS THEREOF, WITH

DM0202500423700

**HELD AT WINDHOEK**

CASE NO: HC-MD-CIV-ACT-CON-2023/04479

In the matter between:

FIRST NATIONAL BANK OF NAMIBIA LIMITED PLAINTIFF

and

ALVIN VAN WYK DEFENDANT

NOTICE OF SALE IN EXECUTION

in execution of a judgment by the High Court on Namibia, Windhoek given on the 06th DECEMBER 2023, the following movable property will be sold at NO 163 RENSBURGER STREET LAFRENZ WINDHOEK, by Deputy Sheriff public auction on Friday, 28TH NOVEMBER 2025 at 10h00 and stored at the premises of Deputy Sheriff Windhoek.

MAHINDRA PICKUP

CONDITIONS OF SALE

1. The sale will be held without reserve and goods will be sold to highest bidder.

2. The goods will be sold "as is" without warranty.

3. Payment shall be made in cash or by bank guaranteed cheque

Dated at WINDHOEK on this 02nd day of OCTOBER 2025

ANNE SHIKENGUWA INCORPORATED

LEGAL PRACTITIONERS FOR PLAINTIFF

NO 34 BERG STREET KLEIN WINDHOEK

WINDHOEK

THE MESSENGER OF THE COURT WINDHOEK

DM0202500423705

**IN THE HIGH COURT FOR THE REPUBLIC OF NAMIBIA**

(NORTHERN DIVISION)

HELD AT OSHAKATI

CASE NO: HC-NLD-CIV-ACT-CON-2024/00053

In the matter between:

MARTINA ALFRED EXECUTION CREDITOR

And

EVELINE MPINGE EXECUTION DEBTOR

NOTICE OF SALE IN EXECUTION

IN THE EXECUTION of a judgment granted against the Defendant by the above Court, the following movable

property will be sold in execution on the 30TH OF OCTOBER 2025 at 12h00, ADVANCED REFRIGERATION, MAIN ROAD, OSHAKATI.

(1x) Toyota Hilux N206-791W

CONDITIONS OF SALE: VOETSTOOTS AND CASH TO THE HIGHEST BIDDER.

DATED at TSUMEB this 1st day of October 2025

DEPUTY SHERIFF FOR THE DISTRICT OF TSUMEB, GROOTFONTEIN & OSHAKATI

P.O. Box 288

TSUMEB

DM0202500423770

**IN THE HIGH COURT OF NAMIBIA**

NORTHERN LOCAL DIVISION

HELD AT OSHAKATI

CASE NO: HC-NLD-CIV-ACT-CON-2024/00217

In the matter between:

CREST DISTRIBUTORS (PTY) LTD PLAINTIFF AND

1ST DEFENDANT ITUYENI TRADING ENTERPRISES CC

AND DEFENDANT MALAKIA LEONARD

2ND DEFENDANT FOIBE

**AU A S L PLASTIC CANS VARIOUS BUCKETS**

2 X COUNTOPS

3 X STEEL SHELVES

1 X DUSTBIN

2 X MOPS

2 X BROOMS

1 X RAKE

7 X MOP HANDLES

4 X DISINFECTANT FOR MACHINE

1 X SANITISOR MACHINE

10 X WHITE OVERALLS

CONDITIONS OF SALE: VOETSTOOTS - CASH TO THE HIGHEST BIDDER Dated and SIGNED at OSHAKATI on this the 2ND DAY OF OCTOBER 2025

SIGNED J GREYLING

GREYLING & ASSOCIATES

ERF 849: ROBERT NUGABE STREET

PRIVATE BAG 5552 OSHAKATI

TEL 065 221617/8

OR FAX 221619

REF JG/003569

DM0202500423792

**REZONING NOTICE**

Please note that Hennie Fourie, Town Planner on behalf of the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for

Rezoning of arven 3332 Extension 9 Swakopmund, from Single Residential with a density of 1/900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund.

This is currently an open erf and the owner wants to utilize this for the erection of a Town House complex.

Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Rakotoka Street, Swakopmund.

An electronic copy can be requested from the applicant, contact details below.

Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice.

(Final day for objection is 31 October 2025)

Applicant:

Hennie Fourie

Town Planner

P.O. Box 2891

Swakopmund

Tei: 081-1247452

E-mail: henniefo@tel.com.na

DM0202500423770

**Market Watch**

OM TE ADVERTEER SKAKEL:

Kleinadvertensies

1 081 207 2176

9 Oct 2025

**General Business and is situated at Agulhas Street, Ocean View, Swakopmund**

This is currently an open erf and the owner wants to utilize this for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Further note that the rezoning and locality plans of this erf is available for inspection on the Notice Board at the Municipal Building, Rakotoka Street, Swakopmund.

An electronic copy can be requested from the applicant, contact details below.

Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice.

(Final day for objection is 31 October 2025)

Applicant:

Hennie Fourie

Town Planner

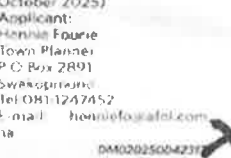
P.O. Box 2891

Swakopmund

Tei: 081-1247452

E-mail: henniefo@tel.com.na

DM0202500423770



**HELP FOR RELATIVES OF ALCOHOLICS**

**AL-ANON Family groups offer help for friends & relatives of alcoholics.**

**MAIL:**

vol@merdy@telecom.na  
Dawnnam@gmail.com

VENUE  
one Lüderitz and Kasino Streets

DATE AND TIME:  
Thursdays at 19H00

Reh. 9791 + 3332

9 Oct 2025



**HENNIE FOURIE**  
**Town & Regional Planner**  
B.Sc., M in Town & Regional Planning  
Dipl. Marketing Management

Cell: 081-1247452  
P O Box 2893,  
Swakopmund, Namibia  
hennief@afol.com.na

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

I Ryno du Toit

Owner of erf 33345 Swakopmund

- Have no objection to the proposed rezoning
- ~~Object to the proposal for the following reasons:~~

(Delete whichever is not applicable)

.....  
.....  
.....

Signature: [Signature] Date: 17/10/25

Please note that the period for objections will expire on 31 October 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  
hennief@afol.com.na

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

I Rylo d. Free

Owner of erf 3346 Swakopmund

- Have no objection to the proposed rezoning
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

.....  
.....

Signature: [Signature] Date: 17/10/25

Please note that the period for objections will expire on 31 October 2025

HENNIE FOURIE  
Town & Regional Planner  
B.Sc., M in Town & Regional Planning  
Dipl. Marketing Management

Cell: 081-2347487  
P.O. Box 2891  
Swakopmund, Namibia  
hennie@zafel.com.na

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

I, Rainer Karl Schulz .....

Owner of erf 3088 ..... Swakopmund

- Have no objection to the proposed rezoning
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

We will welcome the development and will also be interested to invest .....

Signature:  Date: 20/10/2025

Please note that the period for objections will expire on 31 October 2025



**HENNIE FOURIE**  
**Town & Regional Planner**

B.Sc., M in Town & Regional Planning  
Dipl. Marketing Management

6 October 2025

Cell: 081-1247452  
P O Box 2891,  
Swakopmund, Namibia  
henniefo@aol.com.na

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

JASPER LOCHNER

Owner of erf 3086 Swakopmund

- ~~Have no objection to the proposed rezoning~~
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

Would like to get see proposed plans for the erf

Signature: [Signature] Date: 29/10/2025

Please note that the period for objections will expire on 31 October 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  
 henniefu@afol.com.na

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:200 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

We, Gottfried J Grobbelaar and M Grobbelaar

Owners of erf 3087 Swakopmund

- Object to the proposal for the following reasons:

- 1) Limited information and no lay-out plans were provided.
- 2) The proposed development will increase activity within the immediate area significantly.
- 3) We bought our property based on the area and the status of the surrounding properties.
- 4) Rezoning the adjacent erven will negatively impact on the criteria we set for procuring a property.

Signature:  Date: 30 October 2025

Please note that the period for objections will expire on 31 October 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

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below.

Your comments, if any, are hereby requested:

I Catherine Dörgeleh

Owner of erf 3334 Swakopmund

- ~~Have no objection to the proposed rezoning~~
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

Please refer to attached summary of objections.

Signature: [Handwritten Signature] Date: 30-10-2025

Please note that the period for objections will expire on 31 October 2025

## Objection to Rezoning Application

### Reasons for Objection

- **Loss of Privacy:** The proposed development, likely to include double-storey units, will overlook our property, resulting in a significant loss of privacy.
- **Incompatibility with Existing Neighborhood Character:** The increased residential density is inconsistent with the established low-density, quiet nature of the area and will negatively affect its character.
- **Infrastructure and Traffic Concerns:** The development may place undue pressure on existing infrastructure and increase traffic and noise levels in the vicinity.
- **Environmental and Social Impact:** The densification could reduce green space and alter the social atmosphere of the neighborhood, impacting residents' quality of life.
- **Precedent for Future Densification:** Approval of this rezoning may encourage similar developments, leading to further erosion of the area's current residential profile.

### Closing Statement

We respectfully request that the municipality consider these concerns and the broader impact on the community before approving the proposed rezoning. We believe the development, as proposed, is not in the best interest of maintaining the integrity and livability of our neighborhood.

**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

6 October 2025

Comments of affected neighbours:

Please note that the owner of erf 3332, Extension 9 Swakopmund, intends to apply to the Municipal Council of Swakopmund for:

- Rezoning of erf 3332 Extension 9 Swakopmund, from Single Residential with a density of 1:900 m<sup>2</sup> to General Residential 1 with a density of 1 dwelling unit per 250 m<sup>2</sup>.

Erf 3332 Swakopmund, measuring 1288 sqm, is zoned Single Residential and is situated at Monotoka Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this erf for the erection of a Town House complex. Parking will be provided in accordance with the Swakopmund Town Planning Scheme. Please note that a rezoning plan of this erf is attached. An electronic copy of other plans can be requested from the applicant, contact details below. Any person objecting to this proposed use of land, may lodge such objection, together with the grounds therefore below. !!

Your comments, if any, are hereby requested:

I, HORST PÜSSING

Owner of erf 3331 Swakopmund

- ~~• Have no objection to the proposed rezoning~~
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

I will not make a decision until you submit your plans.  
I see the plans dated 21.10.2025

Signature: [Signature] Date: 27.10.2025

Please note that the period for objections will expire on 31 October 2025

Correspondence with owner of Erf 3331 regarding objection.

**From:** Horst Kurt Dussing [mailto:horst.dussing@outlook.com]

**Sent:** 10 December 2025 09:14 AM

**To:** Hennie & Antoinette

**Subject:** Re: Rezoning: Erf 3332

Dear Mr. Fourie,

I don't believe there's an age limit for this project, like in a retirement home. If elderly people only have one car, why would they need two garages for such small apartments?

If the project would be restricted to older people, something like a retirement home, with special noise regulations, like in the apartment where I live now, and if the garage doors face the street, then we could discuss it further on.

It's good that there are strict noise restrictions here. But what's the reality? At Spar, the trucks leave their engines running while loading. Often, one or two other trucks are waiting with their engines running because of the air conditioning. They park between the houses. This often lasts three hours. Who's enforcing the regulations?

Mr. Fourie, I could give you a long list of experiences with noise, especially from garages. These experiences are real. In the building where I live now, there are some disciplined people who strictly adhere to the rules. If it weren't for them, things would escalate. In the new house I would be alone against 4 or 5 families.

In Namibia, and in many other countries, experienced urban planners have created different building zones. I would like to follow this line of thinking from experts. I deliberately chose such a zone when I bought the house. Where I currently live, many people live together in a confined space. Of course, this creates more noise and problems. I wanted to go to a quieter area with corresponding restrictions on the building plans.

I realize that they do not understand my arguments or my intention to live in a suitable zone at all, and therefore it is not possible to agree on a coordinated concept. My suggestions and experiences are obviously of no importance to them. Considering their arguments and the plan the risk is too high for me to accept such a rezoning.

Regards, Horst Dussing

**From:** Hennie Fourie <henniefo@afol.com.na>

**Sent:** Friday, November 21, 2025 9:10:26 AM

**To:** 'Horst Kurt Dussing' <horst.dussing@outlook.com>

**Subject:** RE: Rezoning: Erf 3332

Dear Mr. Dussing,

I find it difficult to understand your arguments. If you have a problem with the quality of the plan, you should have raised it at the public hearing. I would be glad to discuss it with you. If you have any other concerns, please let me know.



