

Municipality of Swakopmund

AGENDA
PART 3
ORDINARY
COUNCIL MEETING
ON
THURSDAY
03 SEPTEMBER 2026
AT
19:00



CONTACT US:

Telephone: +264 64 410 4206

Email: akahuika@swkmun.com.na

Website: www.swkmun.com.na

INDEX**11. RECOMMENDATION OF THE MANAGEMENT COMMITTEE****11.1 MANAGEMENT COMMITTEE MEETING(S) HELD IN AUGUST 2026**

ITEM NO	SUBJECT	REF NO	PAGE
11.1.35	Application For The Relaxation Of Lateral Building Line On Erf 162, Vogelstrand	VS162	3
11.1.36	Invitation To Participate In The Walvis Bay Maritime Week 2026	13/4/2	21
11.1.37	Request For Council Recognition And Support - DRC Youth Against Crime Group	3/15/1/1	27
11.1.38	Request For Support Towards Accommodation For A Peace Corps Volunteer And An Erf For Men On The Side Of The Road Project Namibia	15/2/7/1/2, T628	40
11.1.39	Request For Donation Of Plants For Beautification Of School Ground	3/15/1/1, 15/2/8/1/1	49
11.1.40	Request For Additional Funds To Install A Fifa Quality Artificial Turf At The Mondesa Sport Stadium	15/2/2/1/4	54
11.1.41	Application To Host The Swakop Food Festival At The Tennis Courts Parking Area	15/2/5/3	61
11.1.42	Request For Permission To Conduct A Competition At The Windhoek Show 2026	13/3/1/2, 3/15/1/1	83
11.1.43	Namibian Heritage Week 2026: Request For Collaboration And Funding	3/15/1/1	89
11.1.44	Invitation: The 39 th Swakopmunder Karnevalsverein (Küska)	8 /2/3	100
11.1.45	Request For Payment - Partnership Investment For The Production And Printing Of 1 000 Conference Booklets	3/15/1/1	109
11.1.46	Submission Of Outstanding Debts Owed By Pensioners And Destitute Persons For Consideration Of Write-Off	3/11/2/1/4	118
11.1.47	Audience: Ondjira Okujenda Komurungu (Pty) Ltd Private Treaty Application To Acquire Erven 2428, 2429 And 2430, Extension 11, Matutura	Erven 2428 M, 2429 M And 2430, M	119
11.1.48	Approval For The Municipality Of Swakopmund's Participation In The Namibia National Mayors Forum, Payment Of The Annual Membership Fee, Attendance Of Executive Committee Meetings, And Submission Of Municipal Best Practices	12/5/5	127
11.1.49	Request For Approval For The Mayor And Chairperson To Travel To New York, USA - International Forum On African-Caribbean Leadership (IFAL 2026) 21 - 28 September 2026	12/1/1	135
11.1.50	Public Health And Environmental Concerns On Erf 1152 And Erf 1183, Independence Street	M 1152, 1183	140
11.1.51	Request For Additional: Information Communication Technology Funds	6/1/4/2/1/13	148
11.1.52	Request For A Purchase Price Reduction Or Payment Plan Option For The Sale Of A Remainder/ Erf 9821, Swakopmund, Extension 38	E 9821	150
11.1.53	Request For Audience By Ms Dalene Stephanus On The Swakop Food Festival Venue Application	15/2/5/3	170

11.1.35

APPLICATION FOR THE RELAXATION OF LATERAL BUILDING LINE ON ERF 162, VOGELSTRAND

(C/M 2026/09/03 - VS162)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **8.10** page **58** refers.

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 lateral building line from three (3) metres to zero (0) meters on Erf 162, Vogelstrand.

2. Introduction and Background

An application for consent to relax the lateral building line from three (3) meters to zero (0) for the two-bedroom outbuilding with a gym and double garage, on Erf 162, Vogelstrand was received by the Town Planning Department from Dr. Anna Jonas.

The property owner, Dr. Anna Jonas, approached the two adjoining property owners to obtain their consent for the proposed relaxation of the building line. The rear neighbour granted consent, subject to a comment, while the other neighbour on the lateral objects to the proposed development. Consequently, the application for the relaxation of the building line is being submitted to the Management Committee for consideration. The application is attached as **Annexure A**.

3. Ownership

The ownership of Erf 162, Vogelstrand currently vests in Ms. Anna Jonas.

4. Locality, Zoning and Size

Erf 162, Vogelstrand is situated in Goshwak Street and is zoned "single residential" with a density of 1:600 and measures approximately 614.3m² in extent.

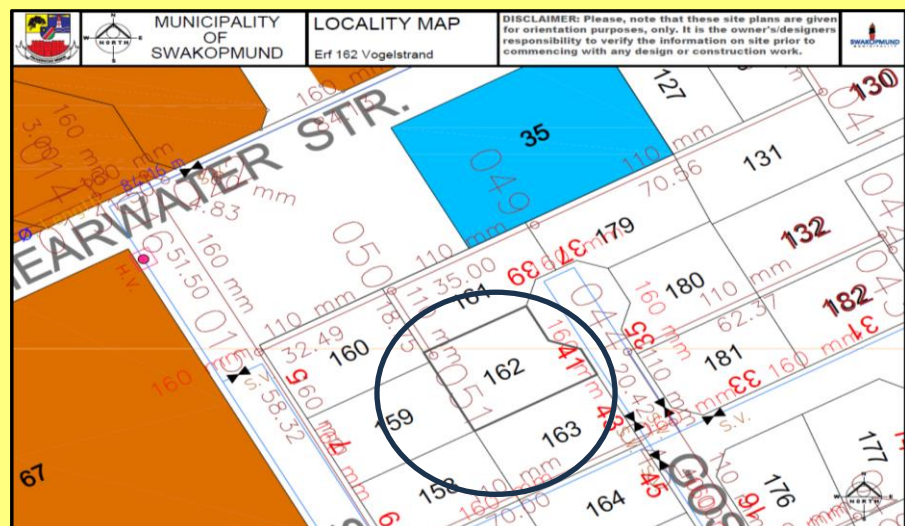


Figure 1: Locality of Erf 162, Swakopmund

5. Zoning Scheme Provisions

In terms of Clause 5, sub-clause (A) 2.4 of the Swakopmund Zoning Scheme stipulates that:

2.4 Building lines

- (a) *No building, permanent structure or portion thereof, except for boundary walls and fences, may be erected on the site within:*
 - (i) *5 metres from any street boundary;*
 - (ii) *3 metres from any rear boundary;*
 - (iii) *3 metres from any side boundary; and*
 - (iv) *5 metres in the case of a garage from any street boundary or half the height of the building, whichever is greater.*
- (e) *The Council may relax these requirements if it is satisfied that no interference with the amenities of the neighbourhood, existing or as contemplated by the Scheme, will result.*

6. Neighbours' Consent and comments

The owner of Erf 159, Vogelstrand, on the rear side, granted consent to the proposed relaxation of the building line, subject to the condition that the shared boundary wall be increased to a height of 2.1 meters before the commencement of the proposed construction, in the interest of privacy.

The owner of Erf 163, Vogelstrand which adjoins the property on the lateral boundary, declined to grant consent for the proposed relaxation. The reasons provided were that she wishes to maintain the prescribed three (3) meter lateral building line and will not consent to any relaxation or encroachment along the common boundary between Erf 162 and Erf 163, Vogelstrand.

7. Evaluation

The application has been assessed against the applicable town planning requirements and the comments received from the adjoining property owners.

The owner of Erf 159, Vogelstrand has no objection to the proposed development, however, commented with a condition that the shared boundary wall, with height of 2.1 meters as indicated in the building plans submitted, be constructed prior to the commencement of construction to safeguard privacy during the construction phase. This condition relates to the actual construction stage of the proposed development and does not constitute an objection to the proposed relaxation of the building line.

The owner of Erf 163, Vogelstrand objects to the application on the grounds that she wishes to retain the prescribed three (3) meters lateral building line and does not support any relaxation or encroachment along the common boundary. While the objection reflects the neighbour's preference to maintain the existing building line, no planning-related evidence has been provided to demonstrate that the proposed relaxation would result in unacceptable adverse impacts, such as an invasion of privacy, any direct

windows overlooking into the neighbor's properties, reduced access to light and ventilation, or any other material planning concern.

The proposed outbuilding comprises a two-bedroom dwelling with a gym and a double garage and it is intended to be constructed along the lateral boundary. Building line relaxations are considered on individual merits, considering the site's characteristics, the nature and scale of the proposed development, and its potential impact on adjoining properties and the surrounding area.

In addition, the proposed development will remain entirely within the boundaries of Erf 162, Vogelstrand and it is not expected to encroach onto any adjoining property. The encroachment is solely to the prescribed building line, which is reserved for municipal services when necessary.

The Municipal Council remains committed to fair and lawful application of all provisions under the regulations and applicable pieces of legislation; the Council is also committed to ensure that all community members of the town are accorded the same opportunity to enjoy their property benefits. The proposed development falls within the perimeters of the scheme therefore denying the applicant an opportunity to develop his property and utilize it to its maximum potential, while still compliant to the laws, will not be fair.

8. Conclusion

The proposed relaxation for the lateral building line on Erf 162, Vogelstrand will not have significant negative impact and no interference with the amenities of the neighbourhood. Therefore, it can be supported.

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

RECOMMENDED:

- (a) **That the lateral building line on the western boundary of Erf 162, Vogelstrand be relaxed from three (3) metres to zero (0) metres.**
 - (b) **That the comment and condition raised by the owner of Erf 159, Vogelstrand, who granted consent to the proposed relaxation of the building line, be maintained and implemented as reflected on the submitted building plans. The shared boundary wall shall be increased to a height of 2.1 metres prior to the commencement of the proposed construction to ensure adequate privacy.**
 - (c) **That the objector be informed of this decision and the rights to appeal to the Minister against Council's Resolution in terms of Clause 8 of the Swakopmund Town Planning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.**
-

ANNEXURE A- APPLICATION



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 84 410 4400 www.swakopmund.nam P O Box 53 Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	162	CONSENSERS ERF NO:	159
Suburb:	Vogel Strand	Street Address:	Goshanille
Particulars of Owner	Anna Jonas		
Name of Owner:	Anna		
Name of Authorized Person:	Anna Jonas		
Postal Address (Owner):	Box 5004, Swakopmund		
Tel. No (Owner):	0811220900/081127		
E-mail Address (Owner):	Anna.Jonas@mhss.gov.na / jehafo2017@gmail.com		

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: 3 meter to: 0.00 meter
 For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ 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: _____ meter to: _____ meter
 For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter

C. Relaxation of setback - 1st or 2nd 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 100m²)

- For the relaxation of Garages ☐ From: _____ m² to: _____ m²

F. As Built Plans

- ☐ Yes ☐ No

Reasons for the relaxation

Making addition to the house i.e extension and floor

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

03/09/2026
DATE

**CONSENT FROM ADJOINING OWNER / NEIGHBOUR (NO TENANTS) FOR THE
RELAXATION OF DEVELOPMENT STANDARDS**

I, JOHN ESTERHUIZEN the owner of erf no.: 159 Extension/Suburb VOGELSTRAAT
P O Box No: 2908, SWAKOPMUND have scrutinized and signed the building plan
no.: _____ prepared by Messrs _____
and ☒ **object** ☒ **do not object** (mark with an "X" which is applicable) against the proposed encroachment
relaxation of development standards on erf no. 162 being the following:

(PLEASE TICK APPROPRIATE)

☒ Building Lines

☐ Double Storey within relaxed Building Lines

☐ Relaxation of Boundary Wall Height

☐ Relaxation of Building Height

☐ Relaxation of Garages

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

REMARKS/REASONS:

See above note, signed boundary wall to be built to 2.1m
height as per drawing before other add. has to enter privacy.

Signature

FULL NAME

DATE

Contact Details: Tel. No / Cell Phone: _____

NB: Please attach certified copy of Identity document of the owner of erf.

OFFICE USE ONLY			
TOWN PLANNING SCHEME REGULATIONS - REPORT			
Zoning of Erf:			
Notice Number:			
Comments:			
Recommended:	YES / NO	TOWN PLANNING	
		NAME	SIGNATURE DATE
Recommended:	YES / NO	PROJECTS	
		NAME	SIGNATURE DATE
Approved:	YES / NO	GENERAL MANAGER: ENGINEERING & PLANNING SERVICES	
		NAME	SIGNATURE DATE



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 84 410 4400 | info@engr.planning.swakopmund.na | P.O. Box 53, Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	162	CONSENTERS ERF NO:	163
Suburb:	Vogel Strael	Street Address:	Goshank
Particulars of Owner	Anna Jones		
Name of Owner:	Anna		
Name of Authorized Person:	Anna Jones		
Postal Address (Owner):	Box 5004 Swakopmund		
Tel. No (Owner):	0811 22 0900		
E-mail Address (Owner):	Anne.Jones@int.s.gov.na / elap@2017@gmail.com		

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
 For the relaxation of Lateral Building Line
 For the relaxation of Street Building Line
 For the relaxation of Street Building Line (Garage)

- ☐ From: _____ meter to: _____ meter
☒ From: 3 meter to: 0.60 meter
☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall
 For the relaxation of Lateral Boundary wall
 For the relaxation of Street Boundary wall

- ☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter

C. Relaxation of setback - 1st or 2nd Floor

- For the relaxation of Rear Building Line
 For the relaxation of Lateral Building Line
 For the relaxation of Street Building Line

- ☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter
☐ 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 100m²)

For the relaxation of Garages

- ☐ From: _____ m² to: _____ m²

F. As Built Plans

- ☐ Yes ☐ No

Reasons for the relaxation

Making addition to house & flat
 Signature of APPLICANT or DULY AUTHORIZED PERSON WITH POWER OF ATTORNEY
 DATE 03/09/2026

**CONSENT FROM ADJOINING OWNER / NEIGHBOUR (NO TENANTS) FOR THE
RELAXATION OF DEVELOPMENT STANDARDS**

* NOREEN HARAWA the owner of erf no: 163 Extension/Suburb Vogelstrand
P.O. Box No: _____ have scrutinized and signed the building plan/drawing
no: 01 ~~for~~ prepared by Messrs Kenneth of Utdraw
and ☒ **object** ☐ **do not object** (mark with an "X" which is applicable) against the proposed encroachment
relaxation of development standards on erf no: 162 being the following.

(PLEASE TICK APPROPRIATE)

- ☒ Building Lines
- ☐ Double Storey within relaxed Building Lines
- ☐ Relaxation of Boundary Wall Height
- ☐ Relaxation of Building Height
- ☐ Relaxation of Garages

* N Harawa
Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

REMARKS/REASONS:

I have declined to grant any boundary line relaxation/encroachment related to its boundary between Erf # 163 and Erf # 162 because I would like the ~~maintain~~ 3 meters to be maintained.

* N Harawa
SIGNATURE

NOREEN HARAWA
FULL NAME

DATE

17/2/2026

Contact Details: Tel. No / Cell Phone: +1 571 236 9661

NB: Please attach certified copy of Identity document of the owner of erf.

OFFICE USE ONLY			
TOWN PLANNING SCHEME REGULATIONS - REPORT			
Zoning of Erf:			
Notice Number:			
Comments:			
Recommended:	YES / NO	TOWN PLANNING	
		NAME	SIGNATURE DATE
Recommended:	YES / NO	PROJECTS	
		NAME	SIGNATURE DATE
Approved:	YES / NO	GENERAL MANAGER: ENGINEERING & PLANNING SERVICES	
		NAME	SIGNATURE DATE



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 64 410 4400

town@eraplanet.com

P.O. Box 53, Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 162	CONSENTERS ERF NO: Street
Suburb: Vogelstrand	Street Address:
Particulars of Owner: Anna Jonas	
Name of Owner: Anna	
Name of Authorized Person: Anna Jonas	
Postal Address (Owner): BOX 5004	
Tel. No (Owner): 0611 22 0900	
E-mail Address (Owner): Anna.Jonas@mshs.gov.na / elchap2017@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
 For the relaxation of Lateral Building Line
 For the relaxation of Street Building Line
 For the relaxation of Street Building Line (Garage)

- ☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter
☒ From: 5 meter to: 3.4 meter
☒ From: 5 meter to: 3.3 meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall
 For the relaxation of Lateral Boundary wall
 For the relaxation of Street Boundary wall

- ☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter

C. Relaxation of setback - 1st or 2nd Floor

- For the relaxation of Rear Building Line
 For the relaxation of Lateral Building Line
 For the relaxation of Street Building Line

- ☐ From: _____ meter to: _____ meter
☐ From: _____ meter to: _____ meter
☐ 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 100m²)

For the relaxation of Garages

- ☐ From: _____ m² to: _____ m²

F. As Built Plans

- ☐ Yes ☐ No

Reasons for the relaxation

Making addition to the house and flats.

SIGNATURE OF APPLICANT or
 DULY AUTHORIZED PERSON
 WITH POWER OF ATTORNEY

03/09/2026
 DATE

SEE OVERLEAF FOR CONSENT INFORMATION

Council

CONSENT FROM ADJOINING OWNER / NEIGHBOUR (NO TENANTS) FOR THE RELAXATION OF DEVELOPMENT STANDARDS

I _____ the owner of erf no.: _____ Extension/Suburb _____
 P O Box No: _____ have scrutinized and signed the building plan
 no.: _____ prepared by Messrs _____
 and ☐ **object** ☐ **do not object** (mark with an "X" which is applicable) against the proposed encroachment
 relaxation of development standards on erf no _____ being the following:

(PLEASE TICK APPROPRIATE)

- ☐ Building Lines

 Signature of Owner
- ☐ Double Storey within relaxed Building Lines

 Signature of Owner
- ☐ Relaxation of Boundary Wall Height

 Signature of Owner
- ☐ Relaxation of Building Height

 Signature of Owner
- ☐ Relaxation of Garages

 Signature of Owner

REMARKS/REASONS:

.....

.....
 SIGNATURE FULL NAME DATE

Contact Details: Tel. No / Cell Phone:
 NB: Please attach certified copy of Identity document of the owner of erf.

OFFICE USE ONLY			
TOWN PLANNING SCHEME REGULATIONS - REPORT			
Zoning of Erf:			
Notice Number:			
Comments:			
Recommended:	YES / NO	TOWN PLANNING	
		NAME	SIGNATURE DATE
Recommended:	YES / NO	PROJECTS	
		NAME	SIGNATURE DATE
Approved:	YES / NO	GENERAL MANAGER: ENGINEERING & PLANNING SERVICES	
		NAME	SIGNATURE DATE

Dr. Anna Jonas
Box 5004, Swakopmund
+264 811220900

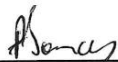
To: Swakopmund municipality council
Swakopmund

OBJECTION BY ERF 163, VOGEL STRAND ON DRAWING PLANS FOR ERF 162

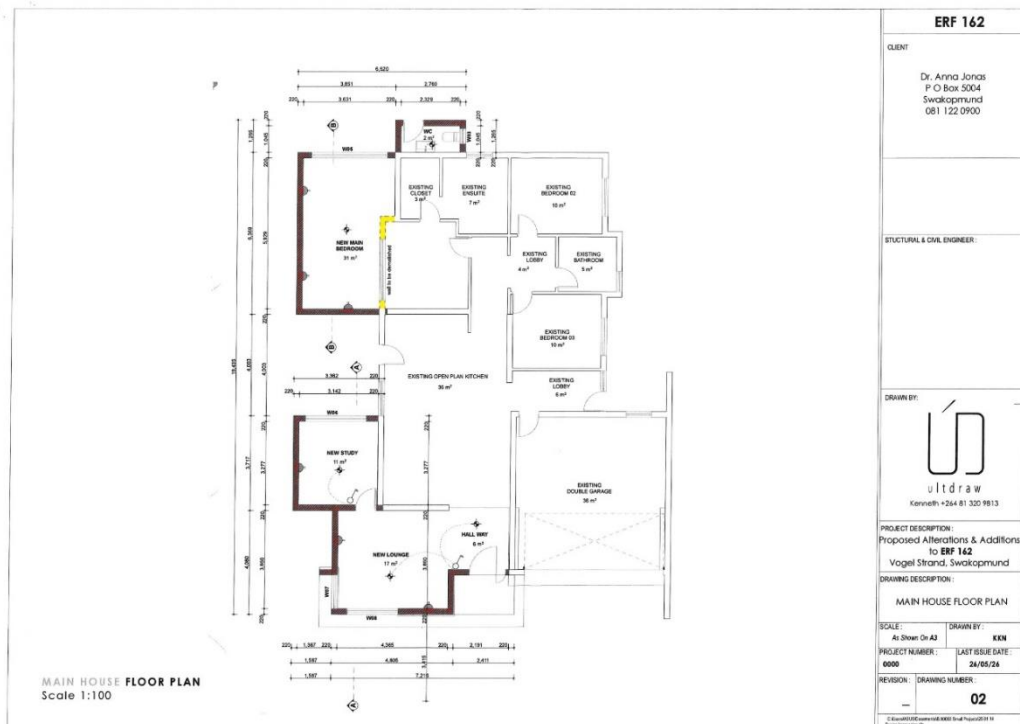
As the owner of erf 162, Vogel strand Goshawk Street, I would like to confirm that I read the objection. However, I do not encroach into her erf as state in her objection comments because the construction is confined within my erf. Moreover, my space is constraint, I want to maximize my space and thus can't reduce it to what my neighbor is expecting.

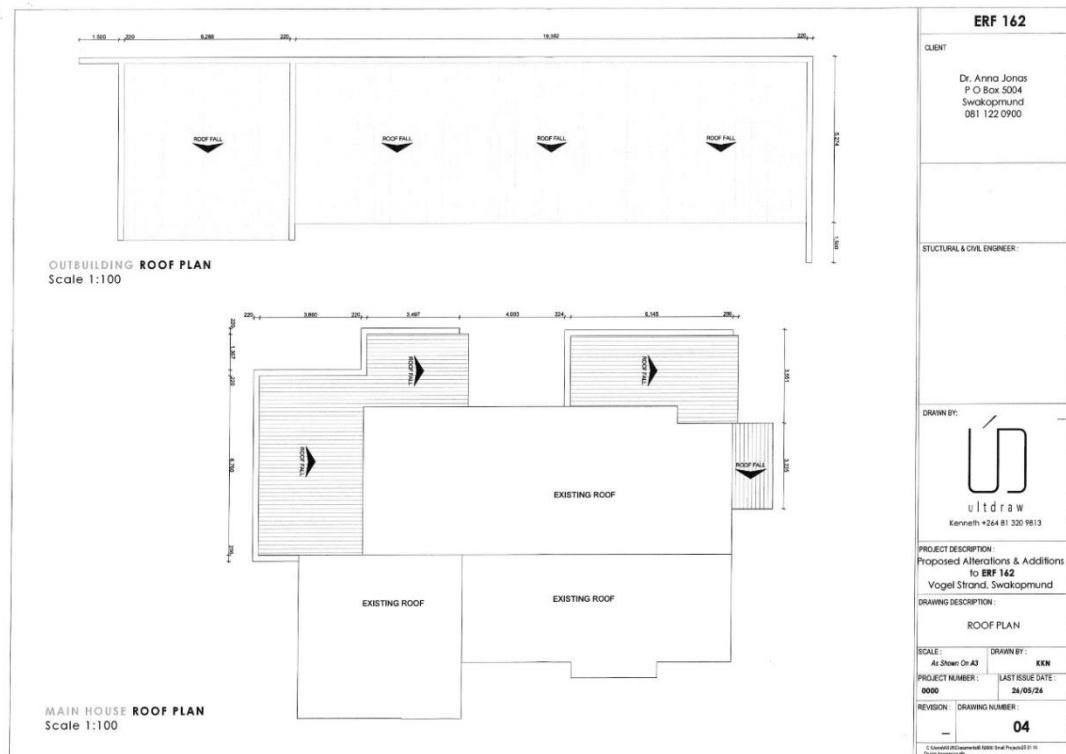
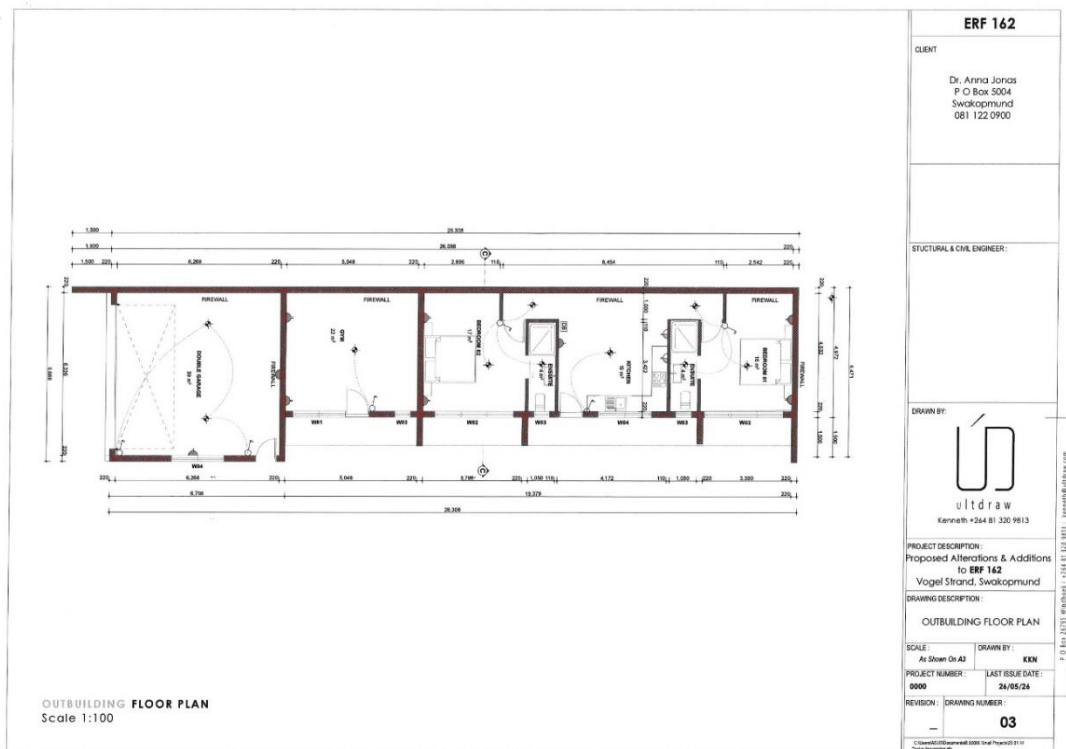
Based on the above, my position is to retain my current drawings.

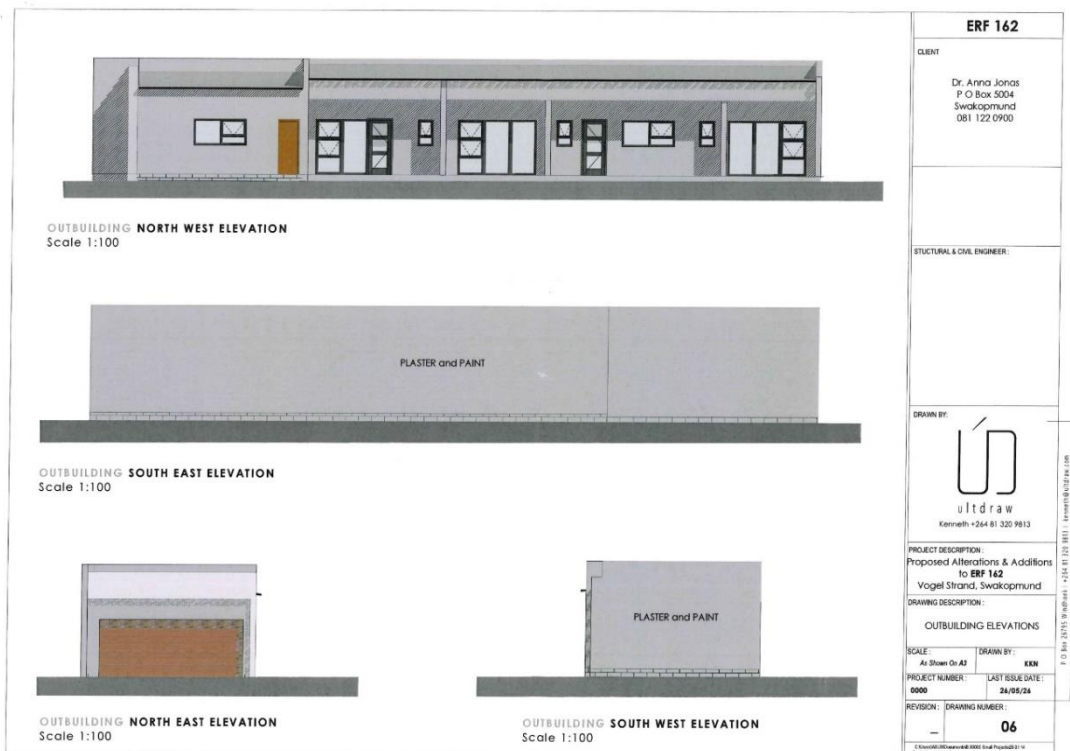
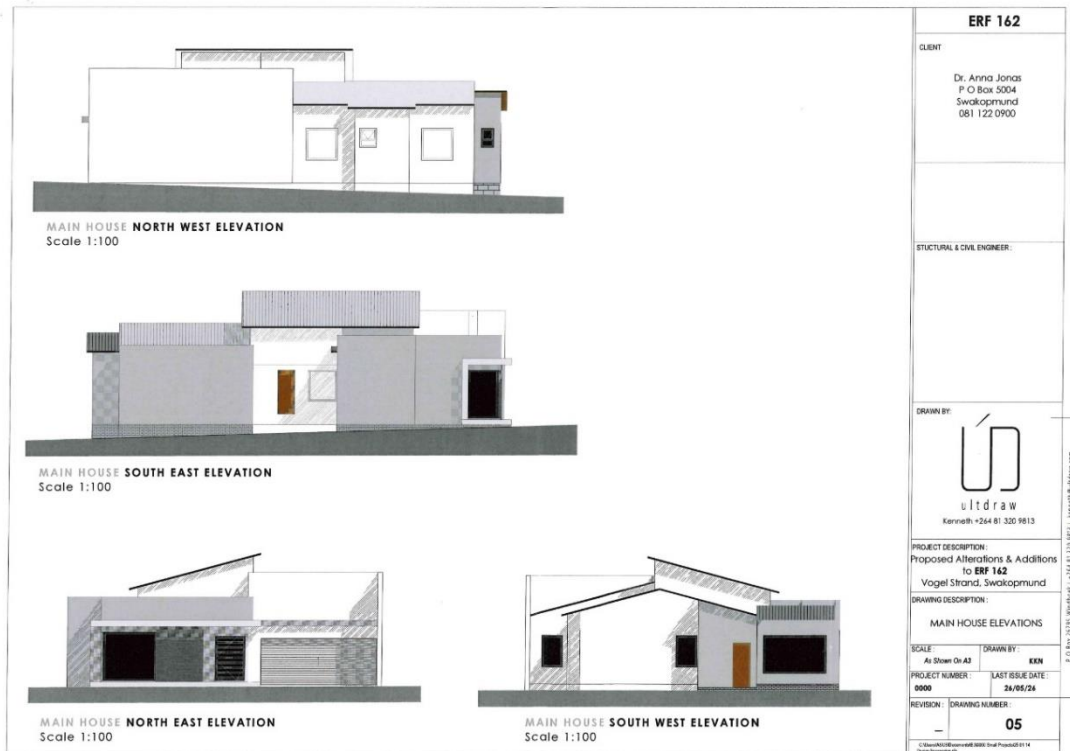
Thank you.

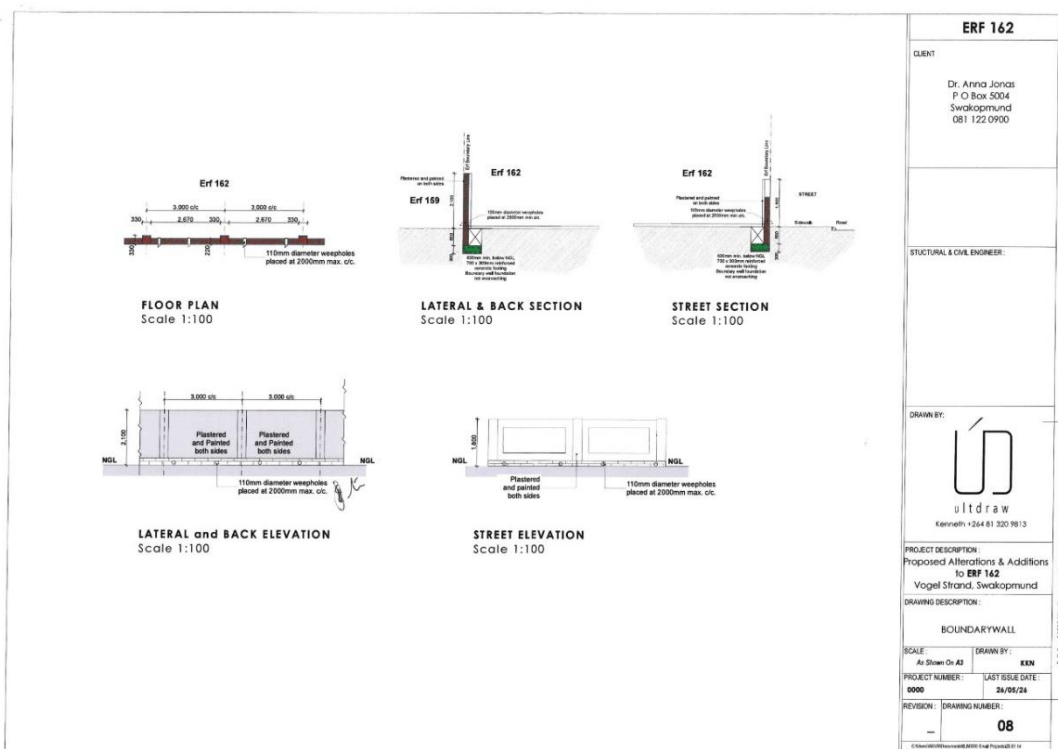
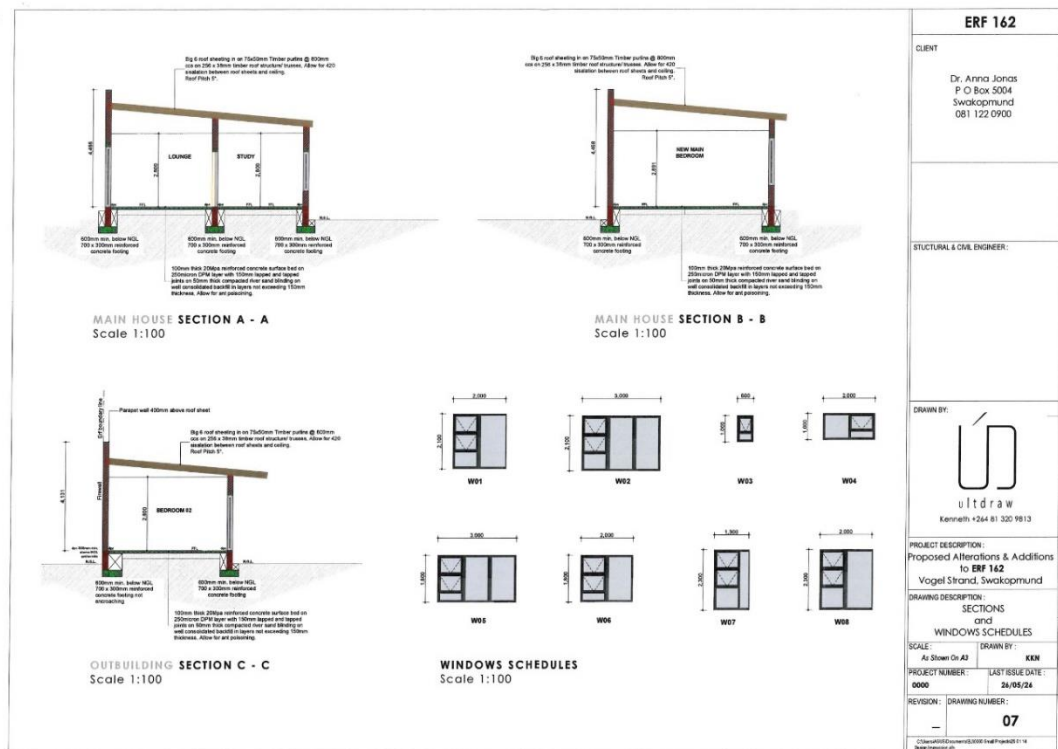


Dr. Anna Jonas, PhD
+264 811220900
ehafo2017@gmail.com











MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES
(TOWN PLANNING DIVISION)



+264 64 410 4400 | email@swakopmund.na | P O Box 53, Swakopmund, Namibia

PAYMENT FOR TOWN PLANNING APPLICATION FEES

Name of Owner	Anna Jonas	Date	16/06/2026
Postal Address	P. o. Box 5004 SWAKOPMUND	Erf Number	162 Vogelstrand

Town Planning Application Fees Vote Nr: 500022043500	Mark Applicable	Amount	VAT	Total
Resident Occupation		N\$ 383.48	N\$ 57.52	N\$ 441.00
Consent Use (Table B of Zoning Scheme)		N\$ 1929.37	N\$ 289.41	N\$ 2 218.78
Servitudes and right of ways		N\$ 958.70	N\$ 143.80	N\$ 1102.50
Relaxation of development restrictions (building lines etc)	X	N\$ 191.74	N\$ 28.76	N\$ 220.50
Naming and renaming of Street and Place		N\$ 479.35	N\$ 71.90	N\$ 551.25
Miscellaneous		N\$ 191.74	N\$ 28.76	N\$ 220.50
Total Amount due inclusive of VAT				N\$ 220.50

Checked by: MARIA SH.

Signature: Maria

FINANCIAL SERVICES DEPARTMENT

Cashier: Klaudia	Date/Stamp:
Receipt No.: 375606 & 375627	
Banking details	
First National Bank Swakopmund Branch Acc No. 62249603300 Branch code 280472	

43 Goshawk Street (Erf No. 163)
Vogelstrand
Swakopmund

Municipality of Swakopmund
Corner of Rakotoka & Daniel Kamho Avenue
P.O. Box 53
Swakopmund

ATTENTION: ENGINEERING & PLANNING SERVICES

Dear Sir/Madam:

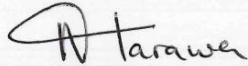
REFUSAL OF BOUNDARY RELAXATION

I, **Noreen Harawa**, the registered owner and lawful occupier of **Erf No. 163**, situated at **43 Goshawk Street, Vogelstrand, Swakopmund**, hereby formally confirm that I do not consent to, and have declined to grant any boundary relaxation, encroachment, servitude, related deviation affecting the common boundary between **Erf No. 163** and **Erf No. 162**, Swakopmund.

The above decision relates specifically to request made by **Ms. Anna Jonas**, the owner of **Erf No. 162, Swakopmund**, and applies to any current or future application submitted to the Municipality or any other competent authority unless expressly withdrawn or amended by me in writing.

This refusal has been communicated to the relevant party and is issued for official record and municipal purposes.

Signed at: Swakopmund on this 17th day of February, 2026.



NOREEN HARAWA



MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 64 410 400 | town@eng.planning.swakopmund.na | P.O. Box 53, Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: <u>162</u>	CONSENTERS ERF NO: <u>163</u>
Suburb:	Street Address:
Particulars of Owner	
Name of Owner:	
Name of Authorized Person:	
Postal Address (Owner):	
Tel. No (Owner):	
E-mail Address (Owner):	

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: 3 meter to: 0.60 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: _____ meter to: _____ meter
 For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter

C. Relaxation of setback - 1st or 2nd 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 100m²)

- For the relaxation of Garages ☐ From: _____ m² to: _____ m²

F. As Built Plans

- ☐ Yes ☐ No

Reasons for the relaxation

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

DATE

SEE OVERLEAF FOR CONSENT INFORMATION
PAGE 1 OF 2



**CONSENT FROM ADJOINING OWNER / NEIGHBOUR (NO TENANTS) FOR THE
RELAXATION OF DEVELOPMENT STANDARDS**

* NOREEN HARAWA the owner of erf no. 163 Extension/Suburb Vogelstrand
P O Box No. — have scrutinized and signed the building plan/drawing
no. 01 ~~for~~ prepared by Messrs Kenneth of Uldraw
and ☒ **object** ☐ **do not object** (mark with an "X" which is applicable) against the proposed encroachment
relaxation of development standards on erf no. 162 being the following:

(PLEASE TICK APPROPRIATE)

☒ Building Lines

* Ntawwa
Signature of Owner

☐ Double Storey within relaxed Building Lines

Signature of Owner

☐ Relaxation of Boundary Wall Height

Signature of Owner

☐ Relaxation of Building Height

Signature of Owner

☐ Relaxation of Garages

Signature of Owner

REMARKS/REASONS:

I have declined to grant any boundary line relaxation/encroachment related to the boundary between Erf # 163 and Erf # 162 because I would like the ~~maintain~~ 3 meters to be maintained.

* Ntawwa
SIGNATURE

NOREEN HARAWA
FULL NAME

DATE

17/2/2026

Contact Details: Tel. No / Cell Phone: +1 571 236 9661

NB: Please attach certified copy of identity document of the owner of erf.

OFFICE USE ONLY			
TOWN PLANNING SCHEME REGULATIONS - REPORT			
Zoning of Erf:			
Notice Number:			
Comments:			
Recommended:	YES / NO	TOWN PLANNING	
		NAME	SIGNATURE DATE
Recommended:	YES / NO	PROJECTS	
		NAME	SIGNATURE DATE
Approved:	YES / NO	GENERAL MANAGER: ENGINEERING & PLANNING SERVICES	
		NAME	SIGNATURE DATE

11.1.36 **INVITATION TO PARTICIPATE IN THE WALVIS BAY MARITIME WEEK 2026**
(C/M 2026/09/03 - 13/4/2)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.6** page **104** refers.

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

1. INTRODUCTION:

This submission serves to seek approval for the Municipality of Swakopmund (MoS) to participate in the Walvis Bay Maritime Week 2026 from **28 September – 03 October 2026**.

2. BACKGROUND:

The Municipality of Walvis Bay, through its Chief Executive Officer Mrs. Victoria N. Kapenda, has formally invited Council to participate in the 4th Annual Walvis Bay Maritime Week 2026, scheduled to take place from **28 September to 03 October 2026** at the Walvis Bay Civic Centre.

The event is hosted under the theme *“From Policy to Practice: Powering Maritime Excellence”*, in alignment with global observances of World Maritime Day 2026. Walvis Bay Maritime Week has evolved into a significant platform that brings together key stakeholders from the maritime, logistics, tourism and related economic sectors.

In recognition of Swakopmund’s geographic location and its contribution to Namibia’s coastal economy, the Municipality of Walvis Bay has extended this invitation to foster inter-municipal collaboration and to support coordinated coastal development efforts.

3. DISCUSSION

The Walvis Bay Maritime Week 2026 promotes inter-municipal and stakeholder collaboration. Engagement with the Municipality of Walvis Bay and other participating stakeholders will facilitate knowledge sharing, strengthen partnerships, and support the development of coordinated approaches to coastal management, tourism promotion, and maritime-related economic initiatives. Such collaboration is essential in ensuring sustainable development along Namibia’s coastline.

Participation in the Walvis Bay Maritime Week 2026 presents a strategic opportunity for Council to strengthen its role within Namibia’s blue economy while advancing its tourism and local economic development objectives.

Through participation in the exhibition component, Council will have the opportunity to showcase its tourism assets, investment opportunities, and economic development initiatives to a diverse audience, including industry stakeholders, government entities, and the public. This aligns with Council’s ongoing efforts to promote Swakopmund as a leading coastal tourism destination and economic hub.

Furthermore, the event’s focus on youth engagement and maritime career awareness provides an opportunity for Council to contribute to human capital development. Participation in educational and awareness

components can support local efforts to expose youth to opportunities within the maritime and tourism sectors, thereby contributing to long-term socio-economic development.

4. CONCLUSION

Council's participation in the Walvis Bay Maritime Week 2026 is both timely and strategically beneficial. The event provides a valuable platform to promote Swakopmund's tourism, investment and local economic development opportunities, while strengthening collaboration with the Municipality of Walvis Bay and other key stakeholders within the blue economy. Participation will further support environmental awareness, youth engagement and regional destination marketing efforts, thereby contributing to sustainable coastal development. It is therefore deemed appropriate for Council to approve participation in the event and support the necessary arrangements to ensure meaningful representation.

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

RECOMMENDED:

- (a) **That Council approves its participation in the Walvis Bay Maritime Week 2026 from 28 September – 03 October 2026.**
 - (b) **That the General Manager: Finance avails funds for the lease of an exhibition stall at the cost of N\$3,500.00.**
 - (c) **That permission is granted for the following Municipal officials to represent Council throughout the duration of the Walvis Bay Maritime Week 2026:**
 - 1. Public Relations Officer, Office of the CEO Mrs. Linda Mupupa**
 - 2. Investment & Tourism Officer, EDS Mr. Oscar Homateni**
 - 3. Youth Development Officer, EDS Mrs. Sabina Kathena**
 - 4. 1x Student**
 - (d) **That Council's minibus be availed to travel to and from Walvis Bay from 28 September to 03 October 2026.**
 - (e) **That permission be granted for the procurement of professional exhibition stand set-up, break-down and decoration services, including the decoration of the stand with balloons, arts and crafts, as well as the provision of refreshments (water and peppermint sweets), with expenses to be defrayed from the Corporate Services Publicity Vote 150515533000 where N\$ 200,000.00 is available.**
-



Municipality of Walvis Bay

Civic Centre - P.O. Box 53 Walvis Bay - P.O. Box 53 Walvis Bay - P.O. Box 53 Walvis Bay
Phone: +264 (0)64 201 3307 Fax: +264 (0)64 209 714 Cell: +264 (0)81 124 7377 E-mail: jmonde@walvisbaycc.org.na Date: 27 April 2026

Mr. Alfeus Benjamin
Chief Executive Officer
Swakopmund Municipality
P.O. Box 53
Swakopmund
Namibia



Enquiries Johanna Monde
Phone +264 (0)64 201 3307
Fax +264 (0)64 209 714
Cell +264 (0)81 124 7377
E-mail jmonde@walvisbaycc.org.na
Date 27 April 2026

abenzamin@swakmun.com.na / agebhardt@swakmun.com.na

Dear Mr. Benjamin,

INVITATION TO PARTICIPATE IN THE WALVIS BAY MARITIME WEEK 2026

Ref. No: 11/2/27

The Council is pleased to invite Swakopmund Municipality to participate in the 4th Annual Walvis Bay Maritime Week, scheduled to take place from the 28th of September to the 3rd of October 2026 at the Civic Centre in Walvis Bay, under the theme 'From Policy to Practice: Powering Maritime Excellence' (World Maritime Day 2026).

The week-long event will highlight existing economic activities in the maritime sector, explore emerging opportunities and create awareness amongst the Namibian youth on the various career opportunities the sector presents. The event also creates opportunities for stakeholder engagement activities and on-site awareness sessions during the exhibitions. Given that the town of Swakopmund plays an integral role in Namibia's maritime, tourism and logistics sectors, we cordially invite the Swakopmund Municipality to participate in the Walvis Bay Maritime Week. Your involvement will enhance inter-municipal collaboration and support coordinated coastal developments. We, therefore, kindly request the Municipality's participation in the following activities (draft programme attached):

1. 28 September 2026: Maritime Clean-up Campaign
2. 30 September – 03 October 2026: Exhibition stalls sold @ N\$3,500.00 per 9m²
3. 03 October 2026: Maritime Industry Street procession

Lastly, Council herewith invites you to the Official Opening ceremony which is scheduled to take place as follows (the Official Opening programme will be communicated at a later stage):

Date: Thursday, 1st of October 2026
Time: 08:00
Venue: Civic Centre, Walvis Bay

For planning purposes, we kindly request written confirmation of your support on or before 29th May 2026. Should you require any additional information, please contact Ms. Johanna Monde at jmonde@walvisbaycc.org.na or on 064 201 3037 / 081 124 7377.

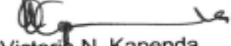
WPM



Please Address all correspondence to the Chief Executive Officer

We appreciate your consideration and look forward to your favourable response.

Yours sincerely,


Victoria N. Kapenda
Chief Executive Officer





WALVIS BAY MARITIME WEEK 2026

"From Policy to Practice: Powering Maritime Excellence"
Draft Event Programme

TIME	ACTIVITY	VENUE
Monday, 28 September 2026		
08:00	Clean-Up Campaign (open to all exhibitors and public)	TBA
	Preliminary school debating competitions (by invitation only)	Narraville Community Hall
Tuesday, 29 September 2026		
08:00 – 20:00	Exhibitions set-up by the exhibitors	
10:00	Maritime Art Competition exhibitions???	Exhibition tent, Civic Centre
	Miss Maritime for the young ones???	TBA
Wednesday, 30 September 2026		
10:00	Exhibition halls open to public	
15:00-16:30	Maritime Edu-Corner programme	Municipal Grounds, Civic Centre
22:00	Exhibition halls close	Municipal Grounds, Civic Centre
Thursday, 1 October 2026		
08:00	Official opening (4hrs)	
10:00	Exhibition halls open to public	Municipal Grounds, Civic Centre
14:30	VIP delegation walk-through the Exhibition	Exhibition tent, Civic Centre
15:00- 16:30	Maritime Edu-Corner programme	Municipal Grounds, Civic Centre
22:00	Exhibition halls close	Municipal Grounds, Civic Centre
Friday, 2 September 2026		
10:00	Exhibitions open to public	
10:00	Port Open day tours (free for the public)	Exhibition tent, Civic Centre
12:00	Port Open day tours (free for the public)	Pick-up point from the Civic Centre
14:00	Port Open day tours (free for the public)	Pick-up point from the Civic Centre
16:00	Port Open day tours (free for the public)	Pick-up point from the Civic Centre
18:00	Seafood Cook-off competition Round 1 (2.5hrs)	Pick-up point from the Civic Centre
19:00	Comedy night	NFCPT tent, Municipal Grounds, Civic Centre
22:00	Exhibition halls close	Town Hall, Civic Centre
Saturday, 3 October 2026		
09:30	Street Parade	
10:00	Exhibitions open to public	Assembly point TBA
10:00	Port Open day tours (free for the public)	Exhibition tent, Civic Centre
11:00	Sports Competitions	Pick-up point from the Civic Centre
12:00	Port Open day tours (free for the public)	Municipal Grounds, Civic Centre
14:00	Seafood Cook-off competition Final	Pick-up point from the Civic Centre
15:00	Port Open day tours (free for the public)	NFCPT Tent, Civic Centre
17:00	Entertainment (live performances)	Pick-up point from the Civic Centre
22:00	Exhibition halls close	Municipal Grounds, Civic Centre
		Exhibition tent, Civic Centre

Powered by

DEBMARINE



J

Annalize Swart

From: Annalize Swart
Sent: Tuesday, May 5, 2026 9:14 AM
To: 'jmonde@walvisbaycc.org.na'
Cc: Aili Gebhardt
Subject: RE: Invitation to participate in the Walvis Bay Maritime Week 2026

Dear Johanna

We acknowledge receipt of your correspondence.

We would like to confirm that the contents of your correspondence have been received and will be escalated to the relevant department/section in Council who will review the content and process it in terms of Council's administrative operating procedures. Every effort will be attended to address the matter and to respond to you in a timely manner. Our officials will attempt to ensure that all aspects are thoroughly addressed.

Sincerely,

From: Johanna Monde <jmonde@walvisbaycc.org.na>
Sent: Thursday, 30 April 2026 4:46 pm
To: Alfeus Benjamin <abenjamin@swkmmun.com.na>
Cc: Aili Gebhardt <agebhardt@swkmmun.com.na>
Subject: Invitation to participate in the Walvis Bay Maritime Week 2026

Dear Mr. Benjamin,

Greetings from the Municipality of Walvis Bay.

Please find attached an invitation to participate in the 4th Annual Walvis Bay Maritime Week for your kind consideration.

The hardcopy hereof will be couriered your office.

We look forward to your favourable response.

Best regards,



Johanna Monde

Tourism Promotion
 Municipality of Walvis Bay

Civic Centre, Nangolo Mbumba Drive, Walvis Bay, Namibia
 M: +264 (0) 81 124 7377

E: jmonde@walvisbaycc.org.na W: www.walvisbaycc.org.na

Annalize Swart

From: Annalize Swart
Sent: Tuesday, May 5, 2026 9:17 AM
To: Michelle Uwites
Cc: Oscar Homateni; Megan Steenkamp; Linda Mupupa; Aili Gebhardt
Subject: FW: Invitation to participate in the Walvis Bay Maritime Week 2026
Attachments: SKM_C28726043009560.pdf; SKM_C28726042101500.pdf

Acting GM:EDS

Kindly note the instructions from the CEO

Receipt acknowledged and recorded. Please ensure a formal reply is sent to the sender.

Kind regards,

Annalize Swart | Executive Assistant to the Chief Executive Officer | Chief Executive Office | +264 64 410 4100

From: Alfeus Benjamin <abenjamin@swkmun.com.na>
Sent: Tuesday, May 5, 2026 8:24 AM
To: Annalize Swart <aswart@swkmun.com.na>
Subject: FW: Invitation to participate in the Walvis Bay Maritime Week 2026

Dear Mrs Swart,

Kindly acknowledge receipt of correspondence and refer to EDS for action.

Regards

Alfeus Benjamin | Chief Executive Officer | Office of the Chief Executive Officer | +264 64 410 4102

From: Johanna Monde <jmonde@walvisbaycc.org.na>
Sent: Thursday, 30 April 2026 4:46 pm
To: Alfeus Benjamin <abenjamin@swkmun.com.na>
Cc: Aili Gebhardt <agebhardt@swkmun.com.na>
Subject: Invitation to participate in the Walvis Bay Maritime Week 2026

Dear Mr. Benjamin,

Greetings from the Municipality of Walvis Bay.

Please find attached an invitation to participate in the 4th Annual Walvis Bay Maritime Week for your kind consideration.

The hardcopy hereof will be couriered your office.

We look forward to your favourable response.

Best regards,

11.1.37 **REQUEST FOR COUNCIL RECOGNITION AND SUPPORT – DRC YOUTH AGAINST CRIME GROUP**

(C/M 2026/09/03 - 3/15/1/1)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.7** page **110** refers.

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

1. INTRODUCTION

Attached (**Annexure “A”**) is a letter from Mr. Ralph Greyton, Group commander of the DRC Youth Against Crime Group. This submission seeks Council’s recognition of the group and requests financial support for the procurement of basic equipment required to effectively carry out community safety activities.

2. BACKGROUND

DRC Youth Against Crime Group (DRCYAC) was established in 2015 and has since been dedicated to crime prevention, youth empowerment and promotion of safer neighbourhoods. The group members serve voluntarily to combat crime, promote public safety and strengthen relationships between law enforcement and the community. The group is guided by the patrol policy and operational guidelines aligned with the Namibian Law and NAMPOL Community Policing Framework (**ANNEXURE “B”**).

Driven by a strong commitment community service, DRCYAC strives to contribute towards making DRC a safer, crime-free environment. The group operates in collaboration with and under the supervision of NAMPOL as confirmed in the support letter attached (**Annexure “C”**).

3. PROPOSALS

To enable the group to perform its duties safely, effectively and with clear public identification, DRCYAC requires basic protective clothing and operational equipment. DRCYAC therefore requests Council to consider sponsoring equipment worth an amount of N\$ 11 933.30 as per the revised quotation attached (**Annexure “D”**):

(i)	Reflective Vest Zip & R/Sleeve Lime	-	15 units
(ii)	Embroidery Front Left Chest	-	15 units
(iii)	Embroidery done on Back	-	15 units
(iv)	Pique Knit Golf Shirt White	-	6 units
(v)	Embroidery Front Left Chest	-	6 units
(vi)	Combat Pants Navy	-	10 units

These items are essential to enhance volunteer safety, improve public visibility and support the group’s effectiveness during community patrols and crime awareness activities.

4. DISCUSSION

The effort of DRCYAC in contributing towards making Swakopmund, particularly DRC a safer place is highly recommendable and deserve recognition. Their commitment to community safety through voluntary services is an initiative worthy of Council’s support.

EDS fully supports the initiative as it aligns with the objective of promoting community safety, youth development and social well-being. Supporting community-based organisations such as DRCYAC contributes to creating a safer and more stable communities, which in turn promote economic growth, improved educational opportunities and enhance the overall quality of life for all residents.

Furthermore, this youth-led initiative provides positive role models within the community and creates opportunities for young people to engage with mentors who offer guidance, encouragement and inspiration. By promoting constructive community involvement, DRCYAC helps steer young people away from criminal activities and provides alternative pathways towards personal growth and responsible citizenship.

To sustain and strength these valuable contributions, it is essential that members are equipped with the necessary protective clothing and safety equipment to perform their duties safely and professionally. Council has once again demonstrated its commitment to building a safer community when supported the Mondesa Youth Against Crime initiative last year with protective and safety clothing worth of N\$ 6959.90. This gesture enabled members to perform their community safety responsibilities more effectively.

5. CONCLUSION

Council's valued support in providing safety equipment as it has done for the Mondesa Youth Against Crime initiative will not only enhance operational capacity but also demonstrate a strong commitment to youth participation in community development and law enforcement. Such support will empower the DRCYAC to carry out their duties more effectively while contributing to a safer and more secure community.

6. SPONSORSHIP COMMITTEE DISCUSSION

This item was discussed at the Sponsorship Committee meeting on **22 July 2026** under item 5.5 and approved the sponsorship request. It was resolved that the item be submitted to the next Management Committee meeting with the recommendation below.

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

RECOMMENDED:

- (a) **That Council takes note of the request from DRC Youth Against Crime group for safety equipment for its members.**
- (b) **That Council supports the sponsorship request from DRC Youth Against Crime Group to the amount of N\$11,933.30 (quotation attached), worth the below listed items.**

(i)	Reflective Vest Zip & R/Sleeve Lime	-	15 units
(ii)	Embroidery Front Left Chest	-	15 units
(iii)	Embroidery done on Back	-	15 units
(iv)	Pique Knit Golf Shirt White	-	6 units
(v)	Embroidery Front Left Chest	-	6 units
(vi)	Combat Pants Navy	-	10 units

- (c) That the funds be defrayed from the Publicity Vote: **150515533000** where N\$182,217.00 is available.
 - (d) That a formal partnership be established between Council and DRC Youth Against Crime to strengthen this initiative and expand its activities through educational community outreach, and capacity building programs to promote youth leadership and responsible citizens.
 - (e) That the DRCYAC be represented at relevant Council Forums or Committees in DRC to facilitate youth engagement and create awareness.
 - (f) That confirmation be made if the DRCYAC is also in collaboration with the neighbourhood watch network or operate similar activities in the fight against crime.
-

ANNEXURE "A"

3/15/1/1

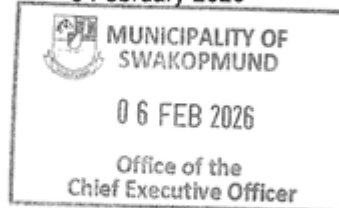
DRC YOUTH AGAINST CRIME

The Chief Executive Officer
Municipality of Swakopmund
P O Box 53
SWAKOPMUND



Husab Street 2685
Matutura/Mondesa
+264 81 2920390

6 February 2026



Dear Mr Alfeus Benjamin

REQUEST FOR COUNCIL RECOGNITION AND SUPPORT – DRC YOUTH AGAINST CRIME (MONDESA)

The DRC Youth Against Crime Group is a community-based initiative operating exclusively in Mondesa. The group was established in 2015 under the leadership of Group Commander Mr Randal Greyton and consists of dedicated youth volunteers from the local community.

The initiative focuses on crime prevention, youth empowerment, and the promotion of safer neighbourhoods. Members work voluntarily and tirelessly in cooperation with the Namibian Police Force (NAMPOL) to combat crime, promote public safety, and build positive relationships between law enforcement and the community. Their work is driven by a strong commitment to service and the upliftment of Mondesa as a safer, crime-free environment.

The group operates in conjunction with the local police and has formalized its operations through an internal policy framework, which is attached hereto for Council's consideration. Council is further kindly requested to note the **attached letter of support from the Station Commander, Inspector J Aron, DRC Police Station**, which acknowledges and supports the work of the DRC Youth Against Crime Group.

To enable the group to perform its duties safely, visibly, and effectively, there is a need for basic equipment and identifiable protective attire. These items are essential for public recognition, volunteer safety, and operational effectiveness during community patrols and awareness activities.

The DRC Youth Against Crime Group respectfully requests Council's assistance with:

- Formal recognition and endorsement as a community crime prevention initiative;
- Public acknowledgment through Council's official communication platforms, including social media;
- Consideration of support for basic equipment required to carry out community safety activities.

The group is willing and available to meet with Council to formally introduce its leadership and members and to discuss how its work aligns with Council's community safety objectives.

Estimated Basic Equipment Budget (Indicative Only)

Item	Quantity	Estimated Unit Cost (NAD)	Estimated Total (NAD)
Branded reflective safety vests	20	350	7,000
Handheld flashlights / torches	20	250	5,000
Branded T-shirts (uniform)	20	250	5,000
Trousers (durable patrol wear)	20	450	9,000
Boots	20	900	18,000
Caps (uniform/identification)	20	150	3,000
Identification badges & holders	20	100	2,000
Estimated Total			49,000

Note: The above amounts are estimates only. Formal quotations can be submitted upon request.

The DRC Youth Against Crime Group kindly seeks Council's support and recognition of the meaningful contribution made by its youth volunteers in enhancing safety, empowering young people, and fostering positive community relations in Mondesa.

We trust that Council will find this request deserving of favourable consideration and we look forward to further engagement.

Yours faithfully



Ralf Randal Greyton
Group Commander
ID 77031600197
DRC Youth Against Crime – Mondesa
+264 812920390

Copy: Office of the Mayor, Cllr Suamma Kautondokwa

DRC YOUTH AGAINST CRIME

CRIME PREVENTION COMMUNITY POLICING GROUP / FORUM (CPCPG/F)

PATROLLER POLICY AND OPERATIONAL GUIDELINES

(Aligned to Namibian Law and NAMPOL Community Policing Framework)

1. LEGAL BASIS AND AUTHORITY

This policy is developed in support of community safety initiatives and operates **within the laws of the Republic of Namibia**, including but not limited to:

- **Namibian Constitution, Article 5 (Protection of Fundamental Rights)**
- **Police Act, 19 of 1990**
- **Criminal Procedure Act, 51 of 1977 (as applicable in Namibia)**
- **Road Traffic and Transport Act, 22 of 1999**
- **Arms and Ammunition Act, 7 of 1996**
- **Common law principles governing citizen participation**

The CPCPG/F **has no policing powers** and does not replace or act independently of the Namibian Police Force (NAMPOL).

2. ROLE OF THE CPCPG/F

The CPCPG/F exists to:

- Support crime prevention through **visibility, observation, and reporting**
- Promote cooperation between the community and NAMPOL
- Assist law enforcement **only when requested or authorised**

Members **may not**:

- Enforce laws
 - Conduct searches
 - Stop or detain persons or vehicles (except as provided under lawful citizen's arrest)
-

3. MEMBERSHIP AND PARTICIPATION

Only **registered CPCPG/F members** may participate in patrol activities.

All members must:

- Be familiar with this policy
- Act under the supervision of an appointed **Patrol Leader**
- Follow all lawful instructions issued by NAMPOL officers

Participation is voluntary and at the member's own risk.

4. IDENTIFICATION, UNIFORM, AND PUBLIC PERCEPTION

In line with the **Police Act** and principles preventing impersonation of police officers:

Mandatory:

- CPCPG/F-issued identification card
- Reflective jacket or bib clearly marked CPCPG/F

Permitted attire (non-police):

- Black cap
- White CPCPG/F T-shirt or golf shirt
- Long dark pants
- Closed shoes

❗ **Police-style uniforms, insignia, rank markings, or blue-light apparel are strictly prohibited.**

5. FIREARMS (STRICT LEGAL COMPLIANCE)

In accordance with the **Arms and Ammunition Act, 7 of 1996**:

- Firearms may only be carried by members who:
 - Hold a valid firearm licence
 - Are legally entitled to carry the firearm
- Firearms must remain **concealed at all times**
- Firearms may **not** be used to threaten, intimidate, or enforce compliance

Firearm details must be recorded in the **Occurrence Book (OB)** before duty:

- Make, model, calibre
- Serial number
- Number of live rounds and spare magazines

Any discharge of a firearm requires:

- Immediate reporting to NAMPOL
- A written statement submitted within **24 hours**

6. PATROL VEHICLES AND ROAD TRAFFIC COMPLIANCE

In compliance with the **Road Traffic and Transport Act**:

- Only CPCPG/F-approved decals may be displayed
- The following are **illegal and prohibited**:
 - Red or blue lights
 - Yellow emergency lights
 - Sirens, strobes, spotlights, or LED beams

Vehicles must:

- Be roadworthy and legally registered
- Be staffed by a **minimum of two members** at all times (mandatory)
- Have at least one operational cellphone

7. PATROL SCHEDULING AND OVERSIGHT

- All patrols must be pre-approved and scheduled
 - Members must report:
 - **On duty** at commencement
 - **Off duty** at completion
 - Reporting must be done via:
 - NAMPOL (where applicable), and/or
 - Patrol Leader
 - All patrols must be recorded in the **Occurrence Book (OB)**
-

8. COMMUNICATION AND WHATSAPP REPORTING

WhatsApp groups are used strictly for **operational reporting**.

DUTY ON (Mandatory Information)

- Date and time
- Names of all members
- Vehicle details
- Firearm details (if applicable)
- Equipment carried
- Standard indemnity declaration

DUTY OFF

- Date and time
- Member names
- Vehicle and firearm details
- "NINC – No Injury, No Complaints" if applicable

WhatsApp communication **does not replace official reporting** to NAMPOL.

9. OBSERVATION AND REPORTING (NO ENFORCEMENT)

Members may:

- Observe
- Record information
- Report suspicious activity

Members may **not**:

- Conduct stop-and-search operations
- Set up roadblocks
- Chase suspects

Following a suspicious vehicle is permitted **only**:

- For observation purposes
 - While awaiting police assistance
 - With continuous location updates to NAMPOL or Patrol Leader
-

10. ARRESTS – STRICT LEGAL LIMITS

Under the **Criminal Procedure Act**:

- A citizen's arrest may only occur:
 - When a serious offence is committed in the member's presence
- Members must:
 - Immediately hand the suspect over to NAMPOL
 - Use minimal force only where absolutely necessary

Members are **strongly discouraged** from making arrests unless unavoidable.

11. FOOT PATROLS

- Minimum of **five members**
- Route and area must be approved and recorded
- All OB and reporting rules apply
- **Foot patrols after sunset or in darkness are strongly discouraged**

12. CONDUCT, DISCIPLINE, AND PUBLIC INTERACTION

In line with constitutional rights and common law:

Members must:

- Treat all persons with dignity and respect
- Avoid confrontation, intimidation, or harassment
- Never antagonise or provoke members of the public

Strictly prohibited:

- Alcohol or drug use during patrols
 - Vigilantism
 - Entrapment tactics
 - Random stops or searches
-

13. GUESTS, NON-MEMBERS, AND MINORS

- Guests must:
 - Be 18 years or older
 - Sign a **date-specific indemnity form before patrol**
- Children may only participate with:
 - Written consent from parents/guardians
 - Guardian-signed indemnity form

Guests wishing to continue participation must apply for full membership.

14. REPORTING AND ACCOUNTABILITY

Each CPCPG/F patrol unit must submit a **monthly report** to the relevant police station, covering:

- Patrol activities
- Observations
- Incidents reported
- Follow-up actions

Failure to comply with this policy may result in:

- Suspension from patrol duties
 - Termination of membership
 - Reporting to NAMPOL where required
-

15. FINAL LEGAL POSITION

The CPCPG/F operates **in support of**, and not in substitution for, the Namibian Police Force.

All actions must be lawful, proportionate, and accountable.

ANNEXURE "C"

3-2/0285

POL 700

**REPUBLIC OF NAMIBIA**

Department of Police

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Tel No : (+264 64) 0819559882
 Fax No : (+264 64) 402722
 Enquiries : Insp. Aron/WO¹ Haufiku

The Station Commander
 Namibian Police
 Private Bag 5016
DRC, SWAKOPMUND

Our Ref :
 Your Ref :

28 January 2026

TO WHOM IT MAY CONCERN

SUBJECT: REQUEST FOR SPONSORSHIP: DRC YOUTH AGAINST CRIME MEMBERS: DRC POLICE STATION: ERONGO REGION.

1. The above matter refers
2. This office acknowledge that Youth against Crime was established in March 2025 at DRC Police Station and consist of women and men .The leader (ground commander) is Mr Ralph Randall Greyton ID No: 77031600197 a resident of Matutura contact details cell: 0812920390.
3. The members are committed towards crime prevention, obtaining information and assisting in crime related matters, and are very hard working. They are working together with the members of Namibian police.
4. This group is also part of successful crime solving when it comes to crime reduction in our town. This office hereby request from your good office in assisting them when seeking sponsorship from your good office. For any enquiries please don't hesitate to contact our office.
5. For your office information and further handlings.

Yours Sincerely,

J. ARON : INSP
STATION COMMANDER : DRC POLICE STATION



ANNEXURE "D"

Copy Quotation

Date 06/02/26
Page 1

QU304336

SAFEWEAR
NAMIBIA CC

SAFE WEAR NAMIBIA CC

P.O. Box 2899
SWAKOPMUND
NAMIBIA

Bill To: CJUN26

CASH JUNE 2026

Ship To:

DRC Youth Against Crime
SwakopmundDue By
Sales Rep Marco
Payment Terms 30 daysYour Reference
Tax Reference
Tax Exempt N

Code	Description	Qty	Unit	Unit Price	Disc%	Tax Amount	Excl Price
REF-VESTSA13L-L	Reflective Vest & R/Sleeve Lime	15		302.50	10.00	612.56	4 083.75
P-EMB	Embroidery Front Left Chest	15		30.50	10.00	61.76	411.75
P-EMB-BACK01	Embroidery done on Back	15		42.00	10.00	85.05	567.00
GS-LAS-WH-L	Pique Knit Golf Shirt White	6		138.60	10.00	112.27	748.44
P-EMB	Embroidery Front Left Chest	6		30.50	10.00	24.71	164.70
P-SEC-P-N-38	Combat Pants Navy	10		489.50	10.00	660.83	4 405.50
0312000	Rounding difference					0.00	-0.02

QUOTATION VALID FOR 7 DAYS

First National Bank

kcc 62243018109 Branch 280472

Name: _____

Signature: _____

Date: _____

PLEASE USE QUOTE OR INVOICE NUMBER
AS PAYMENT REFERENCE

Sub Total	10,311.12
Discount @ 0.00%	0.00
Amount Excl Tax	10,311.12
Tax	1,517.18
Total	11,933.30

- 11.1.38 **REQUEST FOR SUPPORT TOWARDS ACCOMMODATION FOR A PEACE CORPS VOLUNTEER AND AN ERF FOR MEN ON THE SIDE OF THE ROAD PROJECT NAMIBIA**
(C/M 2026/09/03 - 15/2/7/1/2, T628)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.8** page **122** refers.

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

1. Introduction

Attached (**Annexure “A”**) is a letter from Ms Crystal Beukes, the Chief Executive Officer of Men on the Side of the Road Project Namibia (MSR). The MSR seeks Council’s assistance to provide subsidised accommodation for their Peace Corps Volunteer at the Municipal Rest Camp as well as land allocation to operate their office in Swakopmund.

2. Background

MSR is a registered non-profit organization that has been operating in Swakopmund since 2017. The program aims to address unemployment, poverty, and social vulnerability through skills development, work readiness training, entrepreneurship support, and linkages to employment opportunities in Swakopmund.

MSR has built a database of more than 4,000 unemployed individuals across the regions in which it operates, with more than 1,200 registered in Swakopmund alone. Through direct partnerships and linkages with companies, businesses, and private individuals, MSR has facilitated 378 employment opportunities. In addition, many job seekers have benefited from MSR’s support services, which include free internet access, CV development assistance, online job application support, and printing services to enhance their employment prospects. Council on **29 October 2020**, while discussing the related matter under item 11.1.26, resolved as follows:

- (a) *That Council repeals its resolution of 27 March 2018.*
- (b) *That Council approves the utilization of Municipal Training Room by Messrs the Man on the Side of the Road Project for trainings purposes and the Mondesa library for computer classes at no cost.*
- (c) *That Council approves the use of office space for Messrs the Man on the Side of the Road Project at the Mondesa SME Park at a monthly rental fee of N\$607.00.*
- (d) *That the request from Messrs the Man on the Side of the Road Project to pay the Manager’s salary and office supplies not be approved because it is not in line with Council financial regulations.*
- (e) *That the request from Messrs The Man on the Side of the Road Project to automatically qualify their members for opportunities such as cleaning, gardening, grave digging etc. not approved but Messrs The Man on the Side of the Road Project members be advised to apply for any employment or bidding opportunities as per Council procedures.*

- (f) *That Council enter into a Memorandum of Understanding with Messrs the Man on the Side of the Road Project to address the issues of trainers, training facility, computer training room and office space.*
- (g) *That Messrs the Man on the Side of the Road Project indemnifies Council against all and any claims in respect of damage to property and / or bodily injury to / loss of life of people that may arise from the utilization of the property.*

As per resolution above, the Economic Development Services (EDS) Department continues to share productive working relationship with MSR through the provision of complementary services. This collaboration has included joint training initiatives, information sharing, and mutual referrals, which have been maintained throughout the past nine (9) years of MSR's operations in Swakopmund.

As part of this MoU Council has provided MSR with office space at the MSME Park and the Multipurpose Centre, access to the Municipal Training Room for training activities, and the use of municipal halls for meetings and workshops.

3. Proposal

3.1. Accommodation

MSR has applied for a Peace Corps Volunteer from the United States of America to strengthen the execution of the organization's programs in life skills training, financial literacy, entrepreneurship development, small business mentoring and coaching, as well as initiatives aimed at addressing unemployment.

Due to their limited budget, MSR has requested Council to avail one of the Municipal Bungalows for the Volunteer's accommodation, either at a reduced rental rate or, alternatively, on a pro bono basis for the duration of the Volunteer's placement. This arrangement would promote mutual support, enhance safety, and provide opportunities for social interaction between the two volunteers while maintaining independent living arrangements.

3.2. Application for Land

MSR has operated from various rental spaces and with their increasing growth in operations the need for a more permanent center have become increasingly important. The MSR thus seeks assistance from Council to allocate municipal land or suitable premises for the establishment of a permanent centre from which to deliver its services.

The organization has identified Erf 628, Tamariskia, as its preferred site for office accommodation but is open for any other suitable vacant municipal land or premises that Council may deem appropriate for this purpose.

4. Discussion

Based on the Municipality's own experience of hosting Peace Corps Volunteers, such placements add considerable value by enhancing service delivery. Volunteers contribute new knowledge, skills, programmes, and initiatives, while sharing international best practices that benefit the host organisation, stakeholders, and the broader community.

The estimated cost to Council for providing Municipal Bungalow Brandberg A to accommodate the MSR Peace Corps Volunteer for a period of one (1) year is **N\$400,949.64**, as reflected in **(Annexure "B")**.

While Council recognizes and supports MSR's contribution to community development, the financial implications for the Municipal Rest Camp must be carefully considered. The facility currently accommodates four displaced families due to housing challenges, as well as Council's own Peace Corps Volunteer, which places additional demand on available accommodation and revenue-generating capacity.

It is therefore proposed that the accommodation be made available at a **50% discounted rental rate** based on the annual accommodation cost of **N\$400 949.64**. On this basis, Council's contribution would amount to **N\$200 474.82**, with MSR responsible for the remaining 50% of the rental cost. This approach provides meaningful support to MSR while limiting the impact on municipal revenue.

With regard to the request for land; Erf 628, Tamariskia, has been rezoned for General Business use and is therefore not available for allocation to MSR, particularly as essential services traverse the erf **(Annexure "C")**.

The Property Section has further confirmed that there are currently no vacant institutional erven available for allocation, and the applicant was advised to engage the section.

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

RECOMMENDED:

- (a) That Council takes note of the request received from Men on the Side of the Road Project Namibia (MSR) for discounted accommodation for its Peace Corps Volunteer at the Municipal Rest Camp, as well as the request for Erf 628, Tamariskia, or any other suitable municipal property for the establishment of a permanent operating center.**
 - (b) That Council approves the allocation of one Brandberg A unit at the Municipal Rest Camp to MSR for the accommodation of its Peace Corps Volunteer for a period of one year, subject to a 50% discounted rental rate.**
 - (c) That MSR be requested to make the relevant reservation with the Municipal Rest Camp for the approved Brandberg A unit for the MSR Peace Corps Volunteer.**
 - (d) That Council declines the request for the allocation of Erf 628, Tamariskia, for office premises, as the erf is not available for allocation.**
 - (e) That MSR be advised to liaise with the Property Section regarding the possible availability of suitable institutional land or premises should such property become available in future.**
 - (f) That MSR indemnifies Council against any claims arising from damage to property, bodily injury, or loss of life resulting from the occupation and use of the Municipal Rest Camp accommodation.**
-

16

ANNEXURE "A"

15/2/1/2

22-03-03-628

T 628



Connecting people to employment opportunities

THE MEN ON THE SIDE OF THE ROAD PROJECT (NAMIBIA)

(INCORPORATED ASSOCIATION NOT FOR GAIN)

Reg. No. 21/2007/025

WO348

P O BOX 9056, EROS, WINDHOEK

Email: swakopmund@msr.org.na

TEL NO: +264 (81) 2406368

Website: www.msr.org.na

18 May 2026

The Chief Executive Officer
Swakopmund Municipality
Swakopmund
Namibia



Dear Mr. Benjamin

**REQUEST FOR SUPPORT TOWARDS ACCOMMODATION FOR A PEACE CORPS
VOLUNTEER AND OFFICE SPACE FOR MSR(MEN ON THE SIDE OF THE ROAD)**

MSR (Men on the Side of the Road) hereby respectfully requests the support and consideration of the Swakopmund Municipality regarding two important matters that will greatly enhance our ability to serve unemployed and vulnerable members of the Swakopmund community.

MSR is a registered non-profit organisation committed to addressing unemployment, poverty, and social vulnerability through skills development, work readiness training, entrepreneurship support, and linkages to employment opportunities. Since establishing services in Swakopmund in 2017, MSR has built a database of more than 4,000 unemployed individuals across the regions where we operate, of which more than 1,200 members were recruited in Swakopmund alone.

Through direct partnerships and linkages with companies, businesses, and private individuals, MSR has successfully facilitated 378 employment opportunities for unemployed persons. In addition, many individuals have been assisted in accessing job opportunities through MSR's support services, including the provision of free internet access, CV development assistance, online applications, and printing services for job-seeking purposes.



THE MEN ON THE SIDE OF THE ROAD PROJECT (NAMIBIA)
(INCORPORATED ASSOCIATION NOT FOR GAIN)

Reg. No. 21/2007/025
WO348

P O BOX 9056, EROS, WINDHOEK
 Email: swakopmund@msr.org.na

TEL NO: +264 (81) 2406368

Website: www.msr.org.na

Beyond employment placement support, MSR has also invested significantly in entrepreneurship development by training and mentoring individuals in business idea development, business setup, and the practical management of small enterprises. This has enabled many unemployed individuals to pursue self-employment opportunities and improve their household livelihoods.

MSR further facilitated access to vocational skills development opportunities by referring members to accredited training institutions for various vocational programmes, as well as first aid, safety, and related workplace readiness training. These interventions continue to contribute towards improving employability, promoting self-reliance, and restoring dignity among unemployed community members

1. Request for accommodation for Peace Corps volunteer.

MSR has been approved to host a Peace Corps Volunteer from the United States of America who will commence his placement in 1 July 2026 for a period of one year. The volunteer will play an important role in strengthening our programmes by assisting with:

- ✓ Life skills training
- ✓ Financial literacy training
- ✓ Entrepreneurship development
- ✓ Small business mentoring and coaching
- ✓ Support to unemployed youth and vulnerable community members

As the Municipality may be aware, accommodation in Swakopmund has become extremely scarce and costly, making it very difficult for non-profit organisations such as MSR to secure suitable housing for international volunteers serving the community.

We have learned that the Peace Corps Volunteer attached to the Municipality is currently accommodated at the municipal bungalows. We would therefore like to humbly request the Municipality to consider allowing MSR to rent one of the municipal bungalows at a reduced rate, or alternatively to provide such accommodation on a pro bono basis for the duration of the volunteer's stay.



THE MEN ON THE SIDE OF THE ROAD PROJECT (NAMIBIA)
(INCORPORATED ASSOCIATION NOT FOR GAIN)

Reg. No. 21/2007/025

WO348

P O BOX 9056, EROS, WINDHOEK
 Email: swakopmund@msr.org.na

TEL NO: +264 (81) 2406368

Website: www.msr.org.na

Having two Peace Corps volunteers residing within the same municipal premises, albeit in separate units, may also provide an added benefit of mutual support, safety, and social connection for the volunteers who have both committed themselves to serving the Namibian people and contributing to community development.

This support would significantly strengthen MSR's capacity to provide quality services to unemployed individuals in Swakopmund and surrounding communities.

2. Request for office space / land allocation for MSR

MSR is furthermore experiencing an urgent need for permanent office and service delivery space in Swakopmund. Our current operations continue to grow as more unemployed individuals seek assistance from our organisation on a daily basis.

We would therefore like to kindly request the Municipality to consider allocating open space or premises to MSR where we can establish a permanent centre from which unemployed community members can access support services, training, mentorship, and employment assistance.

MSR has identified Plot No. 628 in Tamariskia as a possible alternative option.

Should this property not be available, we would greatly appreciate it if the Municipality could consider identifying any other suitable municipal land or premises that may be allocated to MSR for this important community purpose.

The establishment of a dedicated MSR service centre would create a safe and accessible environment where unemployed individuals can receive assistance with:

- Work readiness preparation
- Job seeking support
- Entrepreneurship development



THE MEN ON THE SIDE OF THE ROAD PROJECT (NAMIBIA)
(INCORPORATED ASSOCIATION NOT FOR GAIN)
Reg. No. 21/2007/025
WO348

P O BOX 9056, EROS, WINDHOEK
Email: swakopmund@msr.org.na

TEL NO: +264 (81) 2406368

Website: www.msr.org.na

-
- Small business incubation
 - Training and mentoring
 - Linkages to employment opportunities and vocational institutions

MSR remains fully committed to partnering with stakeholders, including the Swakopmund Municipality, in addressing the socio-economic challenges faced by many residents in our community.

We sincerely hope that the Municipality will favourably consider our request and partner with us in creating opportunities and hope for unemployed Namibians.

We would welcome an opportunity to meet and discuss the request further at your convenience.

Thank you for your time, consideration, and continued service to the community of Swakopmund.

Yours faithfully

Crystal Beukes
CEO

ANNEXURE "B"

Swakopmund Municipality Bungalows

Cnr Hendrik Witbooi & Swakop st, Swakopmund, Namibia

Phone: +264(64) 4104618/9 / +264(64) 4104621

Fax: +264(64) 4104130 E-mail: restcamp@swkmun.com.na

Tax Reg. No: VAT 0687546-01-5



Peace Corps
P O Box 6862
Aussanplatz
Windhoek

june.hiatt21@gmail.com

Pro-Forma Invoice

Date 1 Jul 2026 15:00
Booking 225337.1
Reference
Status Provisional
Tax Number
Staff Eddie Khoaseb
1 of 2

counts: [6217828][225337 LUX176] Peace Corps

etail	Exclusive	Standard (15%)	NTB Levy (2%)	Inclusive
Accommodation: 225337, SMB BRANDBERG A, 364 days @ N\$1 101.51 per day Guest: Peace Corps Tariff: Standard Guest Rate Unit: LUX176 1 Jul 2026 – 30 Jun 2027, Adults: 1, Children: 0	N\$342 691.44	N\$51 404.08	N\$6 854.12	N\$400 949.64
Deposit schedule summary N\$200 475.00 by 1 Jul 2026				
	N\$342 691.44	N\$51 404.08	N\$6 854.12	N\$400 949.64

VERY IMPORTANT:

1. Please read our Booking conditions.
2. Full payment is required for all reservations upon arrival.
3. A compulsory key deposit is payable in cash upon arrival;
 - N\$200.00- Fish, Gecko, Dunes, Welwitschia & Spitzkoppe Resthouses
 - N\$300.00- Brandberg & Moon Valley Resthouses

The key deposit is refundable in cash upon check-out: CHECK OUT TIME IS 10:00
4. Please take note of the deposit due date. Bookings will be deemed cancelled if no payment is received before or on that date.
5. In order to guarantee your reservation you have to fax /email your proof of payment with the NAME and BOOKING NUMBER clearly indicated.
6. Prices are subject to change without prior notice..
7. Cancellation rules :

+30 days before arrival	10% of booking value shall be forfeited
30-15 days before arrival	25% of booking value shall be forfeited

ANNEXURE "C"



11.1.39 **REQUEST FOR DONATION OF PLANTS FOR BEAUTIFICATION OF SCHOOL GROUND**

(C/M 2026/09/03 - 3/15/1/1, 15/2/8/1/1)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.9** page **131** refers.

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

1. INTRODUCTION:

This submission serves to present for consideration a formal request (**Annexure A**) received from Festus !Gonteb Primary School, seeking donation of plants for the beautification of school grounds.

2. BACKGROUND:

The school is in the Erongo Region under the Swakopmund Circuit and operates as a non-profit institution committed to providing a conducive learning environment. The Principal, Mr F L Abraham, visited the Municipal Nursery to identify available plants, after which a list of required plants was compiled.

The requested plants will be used to beautify the school grounds and promote a clean, green environment that supports learners' well-being. The quotation (**Annexure B**) issued by the Municipality nursery on **15 May 2026** outlines the total cost of the plants as **N\$ 1,283.00**.

3. DISCUSSION

The Municipal Nursery has previously supported local schools, including Hanganeni Primary School and Vrede Rede Primary School, by providing technical guidance and horticultural expertise. It is therefore appropriate to support this request, as it aligns with the Council's Strategic Plan to promote Green City concept and enhance beautification of schools in Swakopmund.

4. SPONSORSHIP COMMITTEE DISCUSSION

This item was discussed at the Sponsorship Committee meeting on **22 July 2026** under item 5.1 and approved the sponsorship request. It was resolved that the item be submitted to the next Management Committee meeting with the recommendation below.

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

RECOMMENDED:

- (a) **That Council approves the request for donation of plants for beautification of school ground from Festus !Gonteb Primary School to the value of N\$1,283.00.**
- (b) **That funds be defrayed from the Corporate Services Publicity Vote: 150515533000 where N\$200,000.00 is available.**
- (c) **That technical guidance and horticultural expertise support be offered to the school.**

ANNEXURE A

15/2/8/1/1

10



ERONGO REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS & CULTURE
FESTUS !GONTEB PRIMARY SCHOOL

ERONGO REGION

P. O. BOX 349

TEL: 064-462424

festusgontebps@gmail.com

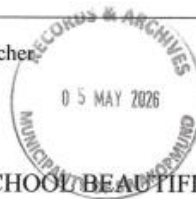
SWAKOPMUND

Enquiries: 0813675566

Natural Science teacher

Date: 30 April 2026

Dear Ms Michelle,



REQUEST FOR DONATION OF PLANTS FOR SCHOOL BEAUTIFICATION

I hope this message finds you well. I am writing on behalf of Festus !Gonteb Primary School, a non-profit institution committed to providing a supportive and inspiring learning environment for our learners.

On 29 April 2026, I visited the Municipality nursery and had the opportunity to view the available plants. We would greatly appreciate it if your department could assist us with a donation of the following as well as suitable ground cover plants on the list attached at the back.

These plants will be used to beautify our school environment. A clean, green and attractive space positively influences learners' well-being, motivation and overall learning, while also encouraging environmental awareness and a sense of responsibility.

We would sincerely appreciate your support in helping us create a nurturing and visually appealing environment for our learners. Please advise if there are any procedures to follow regarding this request.

Thank you for your time and consideration.

Yours faithfully,

F. L. Abraham

Principal



- 1 Hibiscus (red flower)
- 2 banana plants
- 2 Malva/Pelargonium
- 3 Dragon fruit
- 3 white flowering Calla lilies
- 4 Aeonium arboreum (SMSC 001)
- 4 Cotyledon (Pig's Ear 079)
- 4 Echium fastuosum (SMSC 052)
- 4 Coprosma
- 4 Kalanchoe
- 4 Aloe vera



+264 64 410 4602

municipality@swakmun.com.na

P.O.Box 53, Swakopmund, Namibia

QUOTATION

Enquiries : Ida (0644104445) nursery@swkmun.com.na

Attention : The principal (0813675566)

Festus! Gonteb Primary School

P.O. BOX349 Swakopmund

Qty	Description	Unit Price	Line Total
1	Hibiscus Red (No Stock)	80.00	80.00
2	Malva/Pelargonium	30.00	60.00
3	Dragon Fruit Small	50.00	150.00
3	White Flowering Calla Lilies	35.00	105.00
4	Aeonium Arboreum	30.00	120.00
4	Cotyledon (Pig's Ear)	30.00	120.00
4	Echium Fastuosm	25.00	100.00
4	Coprosma	32.00	128.000
4	Kalanchoe	45.00	180.00
4	Aloe vera	60.00	240.00
		Subtotal	1283.00
		Sales Tax x1.15	
		Total	1283.00

Thank you for your business!

ANNEXURE C



+264 64 410 4445 | juvanga@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Ref No: 15/2/8/1/1

Enquiries: J.Uvanga

26 May 2026

F.L. Abraham
Principal
Festus !Gonteb Primary School
Swakopmund
Namibia

Dear Mr Abraham

REQUEST FOR DONATIONS OF PLANTS FOR SCHOOL BEAUTIFICATION

We acknowledge receipt of your correspondence dated 30 April 2026 regarding the subject matter.

We appreciate your initiative in seeking sponsorship for beautification of the school. Kindly be informed that due to the cost of the donation (Annexure) the request must be submitted to the sponsorship committee who will then present it to the Council for consideration. We will revert to you as soon as feedback has been received.

Should you have any enquiries, kindly contact Mr J Uvanga @ 064 410 4445 or juvanga@swkmun.com

Sincerely,


MF UWITES
ACTING GM: ECONOMIC DEVELOPMENT SERVICES





11.1.40 **REQUEST FOR ADDITIONAL FUNDS TO INSTALL A FIFA QUALITY ARTIFICIAL TURF AT THE MONDESA SPORT STADIUM**
(C/M 2026/09/03 - 15/2/2/1/4)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.10** page **136** refers.

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

1. INTRODUCTION:

The purpose of this submission is to request Council approval for additional funding of N\$4,000,000.00 towards the procurement and installation of FIFA-quality artificial turf at the Mondesa Sport Stadium. The proposed upgrade is intended to improve the safety, durability, accessibility, and long-term usability of the playing surface for community sport, youth development, and future tournament hosting.

2. BACKGROUND:

The Mondesa Sport Stadium serves as a key recreational facility for sports development in Swakopmund. The high frequency of bookings places significant pressure on the existing natural turf, while annual rest periods are insufficient to meet ongoing demand for training, matches, and tournaments. This operating environment limits turf recovery and contributes to repeated deterioration of the playing surface.

The current surface is no longer adequate for the volume of use required by the community. Uneven soil, bald patches, and recurring surface damage create safety concerns for athletes and often require closures for rehabilitation. Maintaining the natural grass also requires substantial municipal water usage and continuous expenditure on fertiliser, mowing, reseeding, and general maintenance. These challenges prompted a comparative assessment of natural, artificial, and hybrid turf systems.

3. PROPOSAL:

This proposal seeks additional funding to upgrade the Mondesa Sport Stadium playing surface into a safer, more resilient, and multi-functional facility. The project supports the Municipality's broader objective of improving sports infrastructure for residents, schools, clubs, youth development programmes, and potential regional sporting events.

The transition to artificial turf, supported by appropriate drainage and infrastructure specifications, presents a practical response to current maintenance, safety, water-use, and usage-pressure challenges. The comparison below summarises the main operational differences between the available turf options:

Factor	Natural Turf	Artificial Turf	Hybrid Turf
Initial Cost	Low	High	Very High
Water Usage	Very High	Minimal	Moderate
Maintenance Labour	High	Low-Medium	Medium-High
Play Frequency	Limited	Very High	High
Lifespan	5-10 years	8-15 years	10-12+ years

Climate Suitability (Coastal)	<i>Requires intensive management</i>	<i>Strong</i>	<i>Optimized balance</i>
Recovery Time	<i>Slow</i>	<i>None required</i>	<i>Moderate</i>

The table shows that **artificial turf** has the highest upfront cost but offers the strongest operational benefits, including minimal water use, lower maintenance, very high play frequency, no recovery time, and strong coastal suitability. The **Natural turf** is cheaper initially but requires high water use, high maintenance, limited play frequency, and slow recovery, while the **hybrid turf** offers a balanced option but comes at a very high initial cost and still requires moderate maintenance and recovery.

4. **FINANCIAL BREAKDOWN AND PROJECT SCOPE**

The cost of a full-scale upgrade, including ground preparation, drainage, turf installation, and related works, cannot be absorbed within the current budget without affecting other service delivery priorities. Additional Council funding is therefore required to enable the first phase of implementation and to position the project for possible further investment.

Three quotations were obtained (**Annexure "A"**) to establish the indicative budget required for the project. The quotations are summarised below:

Company	Estimated Costs
<i>Sports Turf Namibia</i>	<i>8,755,000.00</i>
<i>Stephen Gaeseb Consolidated Trading cc</i>	<i>3,915,947.43</i>
<i>Alfred Ndyenge Investment cc</i>	<i>3,036,000.00</i>

Based on the quotations received, Alfred Ndyenge Investment cc submitted the lowest estimated cost; however, the significant disparity between the quoted amounts warrants further technical and procurement review. Any appointment must remain subject to the applicable procurement requirements, technical compliance, final specifications, and confirmation of value for money.

While our ideal scenario involves full funding to create a state-of-the-art facility, the current financial status have prioritized the components of the soccer field expansion to ensure that even partial funding can yield significant positive impacts. The priorities are as follows:

1. **Phase 1: Ground Preparation and Drainage (Highest Priority):** *This includes all earthworks, levelling, and the installation of a proper subsurface drainage system. A flat, well-drained playing area is the absolute foundation for any safe and usable field. Without this, all other elements are compromised.*
2. **Phase 2: Playing Surface and Goalposts:** *This involves the establishment of the chosen turf (natural & artificial grass) and the installation of regulation-sized, permanent goalposts. This phase ensures the field is playable and functional for its primary purpose.*
3. **Phase 3: Fencing and Basic Seating:** *Securing the perimeter with fencing is crucial for safety and preventing unauthorized access or ball loss. Basic, durable seating allows the community to gather comfortably and support local matches.*
4. **Phase 4: Lighting and Ancillary Facilities:** *If additional funds are available, this phase would cover the installation of lighting for evening use and the development of basic changing rooms or small*

storage facilities, enhancing the field's utility and extending its hours of operation.

This phased approach ensures that core playability and safety are addressed first, providing immediate benefits to the community, with further enhancements possible as additional funding becomes available.

5. DISCUSSION

Providing a well-structured soccer field is about investing in the social fabric and providing an environment where talents are developed through the establishment of a space for constructive energy outlet. By securing funding, we envision transforming a simple grass patch into a safe, multi-functional facility that will not only foster athletic talent but also serve as a vital hub for various sports development.

This project will include removing the existing natural grass and replacing it with artificial turf to improve sustainability, reduce long-term maintenance costs, and enhance the aesthetic appearance of the area. It must however be noted that such an investment needs guidance from the Namibia Football Association (NFA) in order to meet international standards, set by the Confederation of African Football (CAF) and FIFA. This is to avoid repeating the predicament of Sam Nujoma Stadium where the artificial turf was removed after proving problematic as there is no proper drainage system. The stadium was banned in 2021 from hosting international matches after failing to meet the required standards. In the meantime, the construction of the state-of-the-art Ondangwa Sports Stadium is envisioned at a costly N\$276 million with phase 1 comprising earthworks at a cost of N\$8 million.

Given that the quotations range between approximately N\$3 million and N\$8 million, and considering the cost implications of comparable stadium works, the project specifications should be guided by relevant NFA, CAF, and FIFA requirements. An initial allocation of N\$4,000,000.00 would enable commencement of the first phase and provide a credible foundation for further funding discussions with public or private partners.

The proposed artificial turf solution is expected to reduce water consumption, lower routine mowing and fertilisation requirements, and provide a durable low-maintenance playing surface with an estimated lifespan of approximately 10 to 15 years. The installation of A-grade perimeter fencing should be prioritised alongside the turf works as a risk-control measure to protect the upgraded asset from unauthorised entry, vandalism, and premature damage after handover.

The upgrade will also improve the stadium's capacity to support community sport, school and club activities, youth development, and future regional events. Subject to proper technical design and implementation, the project can contribute to safer play, reduced closures, improved facility use, and increased local economic activity linked to sporting events.

Implementation should include technical verification of drainage specifications, quality assurance during installation, formal handover documentation, warranty confirmation, and clear assignment of post-installation maintenance responsibilities.

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

RECOMMENDED:

- (a) That Council approves additional funding of N\$4,000,000.00 towards the procurement and installation of FIFA-quality artificial turf at the Mondesa Sport Stadium, subject to applicable procurement processes, technical compliance, confirmed project specifications, and appropriate implementation oversight.
 - (b) That Council notes that the proposed upgrade is intended to improve playing safety, reduce long-term maintenance pressure, support community and youth sport, and enhance the Municipality's capacity to host future sporting activities.
-

**SPORT TURF NAM**

P.O.Box 11897 Windhoek
 Email: rene@sportturfnam.com
 Email: clyde@sportturfnam.com
 Cell: 0811480915/0816841722

11 February 2026

Mr Immanuel Shivolo
 Swakopmund Municipality
 Swakopmund, Namibia

ESTIMATED PROPOSAL**PROJECT: ARTIFICIAL FIFA APPROVED FOOTBALL FIELD****ESTIMATED SUPPLY & INSTALLATION**

Size requirement – Dimensions: 100x100m = 10,000m²

- Warranty 6-8 years
- 25mm Supply Non-fill Football Turf @ N\$339.25/m² = N\$3,392,500.00 excl. VAT
- 30mm Supply Non-fill Football Turf @ N\$389.25/m² = N\$3,892,500.00 excl. VAT
- Installation N\$109,25/m² = N\$1,092,500.00 excl. VAT
- Includes all required materials for installation, joining materials, anchor materials & labor (on sand or paving)
- Excluding Shockpad
- Sub-Base installation: Built up sand subbase and preparations on 10,000m² including drainage/slope systems, sub-base layers & compactions needed = N\$877,500.00 excl. VAT

Terms & Conditions

- Order placements and ground works only to begin upon receipt of required deposits as per payment requirements.
- Payment of 70% deposit required upon final quotation acceptance. The remaining 30% are required upon total project completion & handover.
- On import projects, order duration due to unstable market & industry delays: 3 months. Civil works commence after a period of 2-3 weeks after receipt of deposit. Estimated project duration up to 3 months depending on logistics.
- Possible Sport Turf signage at completed site will remain for a duration of 3 years minimum, at Sport Turf cost.
- Water & ablution facilities to be available on site.

ESTIMATE

Grand Total (NAD)

\$3,680,000.00

BILL TO

Swakopmund Town Council

Estimate Number: 11

Estimate Date: July 13, 2026

Valid Until: August 12, 2026

Grand Total (NAD): \$3,680,000.00

Items	Quantity	Price	Amount
Brand New Turfing Resurfacing, Compacting and Comprehensive Turf Layout and installation for 8800square meters (110x80m) FIFA quality turf 30 year guarantee	8800	\$300.00	\$2,640,000.00
Street Light Floodlight Replacement to CAF standard	1	\$285,000.00	\$285,000.00
Security Fence 100mx4 A grade Security fence	1	\$275,000.00	\$275,000.00
Value Addition Renovate and Build Both Stands (South and North) to Standard Seating Capacity Build a VIP stand with upstairs to create free flow for players and match officials at no cost..	1	\$0.00	\$0.00

Subtotal: \$3,200,000.00

TAX 15% (10093765-011): \$480,000.00

Grand Total (NAD): \$3,680,000.00

Alfred Ndyenge Investment cc
1121, Cobalt Street, Prosperita
11 Mudorib Street, Cimbabasia
Windhoek - Namibia 9000
Canada

Powered by  wave

STEPHEN GAESEB
CONSOLIDATED TRADING CC.
VAT num: 3584173015



Quotation 106

Date
22 July 2026

To: Swakopmund Municipality

Description of work

SUPPLY AND INSTALLATION OF Artificial Turf - Mondesa

Description	Unit Price	Total
Turf Layout and resurfacing and installation of Turf	N\$3,405,171.68	N\$3,405,171.68

Subtotal	N\$3,405,171.68
Vat 15%	N\$ 547,260.79
Total Due	N\$ 3,915,947.43

Thank you for your business!

FIRST NATIONAL BANK
OKAHANDJA
ACCOUNT 62273851214
BRANCH CODE 280373

A handwritten signature in black ink, appearing to read 'S. GAESEB', is written over a red line.

Authorized by Mfr. S. Gaeseb

11.1.41 **APPLICATION TO HOST THE SWAKOP FOOD FESTIVAL AT THE TENNIS COURTS PARKING AREA**
(C/M 2026/09/03 - 15/2/5/3)

Ordinary Management Committee Meeting of 19 August 2026, Addendum 10.11 page 142 refers.

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

1. INTRODUCTION

Attached (**Annexure A**) is an application from Ms. Dalene Stephanus, Owner/Organiser of the Swakop Food Festival, requesting approval to host the Swakop Food Festival from **16 - 19 December 2026** from the Tennis Courts parking area.

2. BACKGROUND

The Swakop Food Festival has been hosted for the past seven years and has consistently attracted a significant number of attendees. The proposed event will comprise approximately 30 food stalls, a kiddies' area, a VIP tent with a live DJ, and alcohol sales from 09h00 to 22h00. The organiser will liaise with E-med Rescue and the Swakopmund Fire Brigade to ensure that emergency services are available throughout the duration of the event.

The formal application form was received on **18 April 2026** and subsequently tabled at the 5th Events Coordination Committee (ECC) meeting held on **12 May 2026**, where it was approved in principle (**Annexure B**).

In a letter dated **22 June 2026** addressed to the applicant (**Annexure C**), she was informed that the event had been approved in principle by the ECC. However, the requested venue was unavailable, as it had already been booked from **09 December 2026 - 10 January 2027**. The applicant was therefore requested to submit alternative proposed dates for consideration to host the Swakop Food Festival at the desired venue or a different venue.

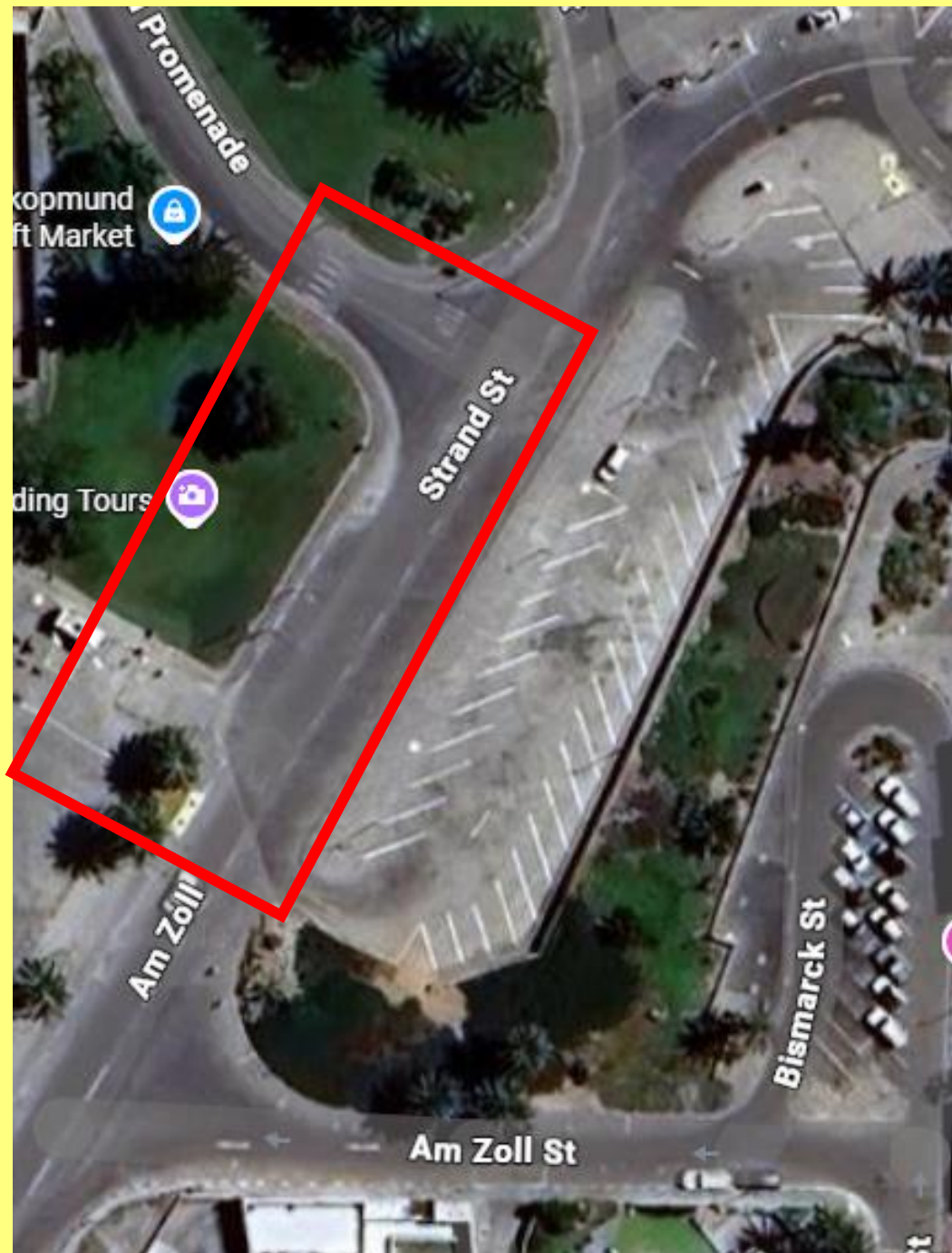
The applicant responded by e-mail on **22 June 2026 (Annexure D)**, expressing strong disappointment with the ECC's decision to relocate the Swakop Food Festival. She further requested a transparent explanation of the decision-making process, including the criteria and supporting policies applied, and indicated her intention to formally challenge the decision.

Following receipt of the above-mentioned email, a meeting was scheduled and held on **02 July 2026** with the applicant and members of the ECC (**Annexure E**). It was resolved that:

- 2.1.1** *The applicant will consider the proposed venue alternatives and provide feedback after assessing the site.*
- 2.1.2** *Municipal officials will arrange a site visit with the applicant to review the proposed alternative street layout and assess its suitability.*
- 2.1.3** *The ECC will further deliberate on possible solutions for the 2026 Swakopmund Food Festival venue allocation.*

2.1.4 *The ECC will investigate the possibility of a longer-term venue allocation strategy for major annual events.*

Subsequently, on **08 July 2026**, the applicant met with Mr. Cloete and Ms. Steenkamp at the proposed alternative venue for a site visit to discuss the possible relocation of the Swakop Food Festival. To accommodate all event organisers, it was proposed that the applicant make use of a portion of Strand Street, together with an adjacent parking area however, the applicant indicated in an email dated **09 July 2026 (Annexure F)** that this option could be not considered, due to its limited capacity. See insert below:



The matter was then revisited at the ECC meeting held on **14 July 2026**, where it was recommended that:

2.1.1 *That the organisers of the Swakopmund Fair relinquish the use of the parking lot adjacent to the Amphitheatre to allow the organisers of the Swakop Food Festival to utilise the area for their event.*

2.1.2 *That the organisers of the Swakopmund Fair relocate their event to Daniel Tjongarero Avenue, as was done in 2025.*

2.1.3 *That either of the event organisers of the Swakopmund Fair or the Swakop Food Festival consider amending their event dates.*

3 DISCUSSION

The ECC explained that the venue challenge arose as a result of overlapping events and that venue allocation decisions, especially events scheduled to take place during the festive season are not based solely on a "first come, first served" basis but various factors are considered, including **(Annexure E)**:

3.1 *Economic impact*

3.2 *Event duration*

3.3 *Parking and traffic management*

3.4 *Environmental considerations*

3.5 *Public safety and logistical requirements*

3.6 *Overall benefit to the town and tourism sector*

The possible alternatives discussed included amending the dates of the Swakop Food Festival and relocating the event to the Amphitheatre. This option would benefit vendors by enabling them to participate in both the Swakop Food Festival and the Swakopmund Festive Fair. The latter was held at Daniel Tjongarero Avenue in December 2025 and has since been relocated to the Amphitheatre for the 2026 festive season, from **17 - 19 December**.

4 CONCLUSION

The ECC takes into account the earlier application received by the applicant and the economic impact that the Swakop Food Festival has on Swakopmund. At this stage, the matter remains unresolved and is therefore submitted to the Management Committee for a final resolution.

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

RECOMMENDED:

- (a) That Council recognises the Swakop Food Festival as an annual festive season event.**
 - (b) That the organiser of the Swakop Food Festival amend their event dates to enable the event to be accommodated at the Amphitheatre.**
-

ANNEXURE A

Swakopmund Events Permit Office
Economic Development Services
Corner of Rakotska & Daniel Kamoho Street
P O Box 53, Swakopmund, Namibia
Tel: +264 64 410 4612
Web: www.swakopmund.na
Email: gakmun@swakmun.com.na


SWAKOPMUND
MUNICIPALITY

Application No.:

SWAKOPMUND EVENT HOSTING APPLICATION FORM

The following information and documentation are required from ALL organizers of events wishing to host events in Swakopmund on public open spaces and/or Local Authority property.

Event Information			
Name of Event:	Swakop Food Festival		
Event Venue: (Full address)	Option 1	Jennus Court, Swakopmund	
	Option 2	Amphitheatre Swakopmund	
Date/s of proposed Event:	16-19 December 2026		
Event Start Time:	07H00	Event End Time:	23H00
Set-Up: Date & Time:	15 DEC	Strike Down Date & Time:	20 DEC 09H00
Event Overview: (Full event proposal/profile to be attached)	We are hosting the annual food festival		
Event Format:	Food Stalls, stage, entertainment.		

Overall Event Profile (Please indicate the most applicable event (✓))			
Concert/ Music Festival	☒ Sports	☐ Trade Shows Exhibition/Launches	☐ Religious/ Church Event
Fireworks – Pyrotechnic Displays	☐ Charity Fundraiser Cycling/Run/Walk	☐ Conference Meetings/ Seminars	☐ Cultural Event
Carnivals	☐ Award Ceremonies	☐ Day/Night Market	☐ School Event
Leisure & Lifestyle Food & Wine	☐ Community Event	☐ Corporate Party	☐ Weddings/Birthdays (if using Municipal facilities)
Other - Please Specify: 			

Expected attendance at the Event / Event Size			
Category	Pax	Tick (✓)	Minimum time to submit the Application
Very Small	01 - 50	☐	20 working days (4 weeks)
Small	51 - 2000	☐	25 working days (5 weeks)
Medium	2001 – 5000	☒	60 working days (3 months)
Very Large	5001 – 10 001 + Above	☐	90 working days (6 months)

Event Organizer			
Name:	Dulene	Surname:	Stephan
Organization:	Swakop Food Festival		
Designation:	Event owner / director		
Contact Number:	0812444143	E-mail Address:	Swifoodfest@gmail.com

Municipality of Swakopmund
Event Hosting Application

Event Requirements (This section is compulsory)		
Road Closure required?:	No ☒ Yes ☐ If yes, please provide details and complete (Form 01)	
▪ Roads:		
▪ Section of Road(s):		
▪ Times:		
Traffic Control required?	No ☐ Yes ☒ If yes, please provide details and complete (Form 02)	
Traffic Escort:	No ☒ Yes ☐	
Section of Road(s):	Strand Street	
Times:	09H00 - 23H00	
NB: Depending on the extent of the Road Closure and/or Traffic impact a detailed Traffic Management Plan may be required.		
Amplified Sound/PA system?	No ☐ Yes ☒ Permission to be obtained from Nampol - Submit consent letter	
Details:		
Structures /Marquees/ Tents?	No ☐ Yes ☒ If yes, please provide details and plans.	
Ground Disturbance	No ☐ Yes ☒ (e.g., driving pegs, spikes, marquee/stage anchors, earthing rods, etc into the ground/interlocked area)	
Vending/Catering/Food Stands:	No ☐ Yes ☒ Total Number of Stands: 30 ⁺	
NB: Conditional Health Certificate are required for food stalls from the Health Department (Form 3).		
Fire Compliance	No ☐ Yes ☒ Number of Barbecue + Hot Oils stands: 10	
NB: Conditional Fire Prevention Certificate are required for stands using wood and coal barbecue cooking, and/or using hot oil of any kind from the Fire Brigade Section (Form 4).		
Alcohol Sales/Consumption	No ☐ Yes ☒ If yes, please provide copy of Liquor license.	
Alcohol sales/consumption hours?	From 09H00 To 22H00	
The granting of an Event Permit by Swakopmund Municipality does not authorize the sale/consumption of alcohol. A separate application must be made for a Liquor License at the Ministry of Justice - approval to be submitted before event commencement.		
Public Liability Insurance?	Required/Compulsory	Confirmation of Public Liability Insurance / Provide proof
Other Services Required	NB: Provision of Municipal Services may be charged as per applicable tariffs.	
▪ Waste Removal	No ☐ Yes ☒	
Details:		
▪ Water Connection	No ☐ Yes ☒	
Details:		
▪ Fire Prevention	No ☐ Yes ☒	
Details:		
▪ Electricity	No ☐ Yes ☒ If yes, please apply at Erongo RED	
Any other Requirements?:		
Declaration		
I declare that all the information provided is complete and correct to the best of my knowledge. I understand that submission of this application does not mean Municipality of Swakopmund has supported my event.		
Signature of Applicant	18.04.2026	
Application Date		

The timeous provision of the complete information will support and assist with the processing of the application, the approval process by the range of Municipality of Swakopmund departments and compliance with legislative requirements.

Application to be accompanied/attached:	
• Layout Plan for event indicating:	- Stages, Marquees & other temporary structures - Access & Evacuation Routes - Fencing & Crowd barriers - Catering facilities & Vendor Area - Draft programme event
• Event Programme	- Medical Plan – including details of medical services - Security Plan – including details of private security provider/s - Emergency response plan - Civil Aviation application/approval (if applicable)
• Safety Plan	
• Fires and Safety	- Making of fires – a person may not make, cause, or permit to be made, a fire in the open air or in such a manner as to endanger the safety of any person, building, premises, or property. - All fires must be attended at all times, failure to do this will result in suspension of permit. The wind direction at the site of burning must be such that the smoke will generally be carried away from public roads and areas of human habitation and surrounded buildings. All burning shall cease if wind velocity reaches or exceeds 10 m.p.h. Check with fire department dispatch or local radio for information on winds. No natural or synthetic rubber or petroleum products shall be burned at any time. - All governmental regulations are also in effect when making fire. - Certificate of Acceptability – wood and coal barbecue cooking, and/or using hot oil of any kind – Condition of Fire Prevention Certificate
• Health Requirements	- Ablution Facilities and/or Mobile Toilets - Details of Vendors / Caterers, including licences - Certificate of Acceptability – Food Vendors – Condition of Health Certificate
• Community Participation	Approval/communication/consent with affected residents/businesses/business associations

NOTE:

This application excludes any specific or special application directives which the Municipal Council may issue from time to time which may vary by event type, risk, size, the time of the year, duration venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location on the transport network or any other activity). The timeframes provided do not include event applications where a land use planning approval is required i.e., where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for very large event will apply.

OFFICE USE			
Application received	Date:		
Application decision	Accepted	☐	Rejected ☐
Accepted Motivation(s)			
Rejected Reason(s)			
After approval requirements			
Indemnity Form	Completed Indemnity Form	(after Council approval, before Event)	
Conditional Health Form/s	Completed form/s authorized by Council's Health Department for every food stand/stall	(after Council approval, before Event) If Applicable	
Conditional Fire Prevention Form/s	Completed form/s authorized by the Fire Brigade for every stand using wood and coal barbecue cooking, and/or using hot oil of any kind	(after Council approval, before Event) If Applicable	
Approval of	• Noise exemption • Liquor Licenses (if applicable)		

GENERAL MANAGER
ECONOMIC DEVELOPMENT SERVICES

DATE STAMP

		
FORM 01		
EMERGENCY & LAW ENFORCEMENT UNIT		
Enquiries: Manager, Emergency & Law Enforcement Unit	 (064) 4104650  53 Swakopmund NAMIBIA  traffic@swkmun.com.na	

APPLICATION FOR STREET CLOSURE

I/We _____

In my/our capacities as _____

Of (name of deceased) _____

Hereby unconditionally indemnify the **COUNCIL OF THE MUNICIPALITY OF SWAKOPMUND** against all and any claims in respect of damage to property and/or bodily injury to loss of life of people that may arise from the utilisation of streets, roads and/or any other land during an event of funeral, weddings and memorial services within the municipal area of Swakopmund by participants and/or authorised officials of The Traffic Section to provide street closure duties.

on occasion of _____

to be held on (date) _____

APPLICANT CHECKLIST/REQUIREMENTS

		YES	NO
1	Applicant obtains approximate positions of Municipal services in the area for safe erection of tents from the Engineering		
2	Applicant proposes detours during the street closure period to prevent interruption to the traffic flow in consultation with Engineering.		
3	Damages to the road surface and/or Municipal services be for the account of the applicant and be repaired upon notification by the Engineering.		
4	Applicant indicates whether refuse bins will be required and pay for the lease thereof as well as the removal afterwards (N\$15.00 per bin and N\$357.50 per truck load for the removal (15% VAT excluded)) in consultation Health Service.		
5	That the applicant ensures that sufficient ablution facilities are provided for in consultation Health Service.		
6	Applicant to obtain written consent from adjoining property owners.		
7	The Applicant indemnifies Council from any claims that may arise in respect of damages to property or injury to people, using the area applied for.		
8	Applicant obtains road traffic signs for street closure from the Work Section, for placement by the Traffic Officers, to secure the street for safety reasons.		
9	That sound be restricted to the immediate surrounding area. On receipt of any complaints due to noise or misbehavior, the use of the area is cancelled immediately by the Traffic Section.		
10	Applicant liaises with the Traffic Section for the requirements to ensure that road users comply with traffic rules		
11	The area be restored to its original condition and to the satisfaction of the Swakopmund Municipality after the event		
12	Applicant be responsible for keeping the area clean at all times during and after the event.		

APPLICANT DETAILS

Contact Person Name / Surname	
Telephone / Mobile Number	
Remarks	

ARRANGEMENTS

Engineering Services	: Woks Section
----------------------	----------------

☐ Funeral	From:	To:	Time:
☐ Memorial Services	From:	To:	Time:
☐ Wedding	From:	To:	Time:

NB: TO BE SUPPLIED BY THE APPLICANT

Tent	No	Yes	Drums	No	Yes	Barrier Tape	No	Yes
------	----	-----	-------	----	-----	--------------	----	-----

Applicants Financial Responsibility – Payable by the Applicant

- Daily rental/lease fee of N\$99,00 (VAT Excl.) (N\$99,00 x 15% = N\$114,00/day)
- Refundable deposit when using roads with the following surfaces:

i. Gravel Road	N\$750,00	
ii. Interlocks	N\$1 500,00	
iii. Bitumen	N\$2 000,00	
- Damages to road surfaces (if needed) be defrayed from the refundable deposit mentioned in (2.) above.

Finance : Cashier

Amount to be Paid:	Receipt No.	Cashier Stamp
Rental [101]	Days:	N\$
Refundable Deposit [129]		N\$

Thus, signed at _____ this _____ day of _____ 20____

APPLICANT SIGNATURE	
ENGINEERING SERVICES	
HEALTH SERVICES	
TRAFFIC SERVICES	

INSPECTION AFTER EVENT – DEPOSIT REFUND

ENGINEERING SERVICES	
REMARKS	

					
		FORM 02			
EMERGENCY & LAW ENFORCEMENT UNIT		(064) 4104650 53 Swakopmund NAMIBIA traffic@swkmun.com.na			
Enquiries: Manager: Emergency & Law Enforcement Unit					
APPLICATION FOR ESCORT DUTIES					
I/We _____ In my/our capacities as _____ Of (name of deceased) _____ Hereby unconditionally indemnify the COUNCIL OF THE MUNICIPALITY OF SWAKOPMUND against all and any claims in respect of damage to property and/or bodily injury to/loss of life of people that may arise from the utilisation of streets, roads and/or any other land within the municipal area of Swakopmund by participants and/or authorised officials of The Traffic Section to provide escort/assistance duties. on occasion of _____ To be held on (date) _____					
TRAFFIC SECTION: ESCORT DUTIES					
FROM					
TO					
DATE	TIME				
FROM					
TO					
DATE	TIME				
FROM					
TO					
DATE	TIME				
APPLICANT DETAILS					
Contact Person Name / Surname	SIGNATURE:				
Telephone / Mobile Number					
thus, signed at _____ this _____ day of _____ 20____					
OFFICE USE					
Payment received	Yes	No	Not Applicable	Receipt Date:	Receipt no.:
Traffic Official					
				Signature of Traffic Official	Official Date Stamp
Municipality of Swakopmund				Event Hosting Application	

FORM 05

HEALTH & SOLID WASTE MANAGEMENT

(064) 4104500
53 Swakopmund
NAMIBIA
swakmund@swakmund.com.na

Enquiries: Stephania Namwenyo

APPLICATION - SOLID WASTE MANAGEMENT FOR EVENT HOSTING

ORGANIZATION/EVENT	Swakop Food Festival
ADDRESS	88 August Namgelo
CONTACT NUMBER	0812444143
EMAIL ADDRESS:	swkfoodfest@gmail.com
NAME OF PERSON RESPONSIBLE	Dalene Stephanus
ADDRESS WHERE EVENT TAKES PLACE:	Tennis Court Swakopmund
DATE/S OF EVENT	18-19 December 2026

Solid Waste Management request (Please indicate your requirements (✓))

Waste Removal ☒ Once a day ☐ Twice a day ☒ Three times and more ☐

Bins required ☒ Number of bins required? 30

SIGNATURE OF APPLICANT *Dalene Stephanus* PRINT: NAME OF APPLICANT DATE 18.04.2026

OFFICIAL USE ONLY

OBSERVATIONS/RECOMMENDATIONS:

APPROVED: ☐ | REJECTED: ☐

OFFICIAL DATE STAMP GENERAL MANAGER : HEALTH & SWM

OFFICE USE & FINAL PROCESSION

Application received	Date:
Application decision	Accepted ☐ Rejected ☐
Accepted Motivation(s)	
Rejected Reason(s)	

CHIEF FIRE OFFICER Municipality of Swakopmund

OFFICIAL DATE STAMP Event Hosting Application



MUNICIPALITY OF SWAKOPMUND

P O Box 53, Swakopmund
Tel: (064) - 4104650
E-Mail: traffic@swkmun.com.na

CERTIFICATE OF INDEMNITY

I/We Dalene Stephany
In my / our capacity/capacities as Owner / event director
of Swakop Food Festival

Hereby unconditionally indemnify the **Council of the Municipality of Swakopmund** against all and any claims in respect of damage to property and/or bodily injury to or loss of life of any person that may arise from the utilisation of streets, roads and/or any other land within the municipal area of Swakopmund by participants and/or authorised officials of

on the occasion of The Swakop Food Festival
to be held on (date) 16 - 19 December 2026

This indemnity excludes any liability arising directly from gross negligence, intentional, or unlawful conduct of the Municipality, its officials, or representatives. This clause shall not be construed to limit or exclude any rights or remedies available in law to third parties, including but not limited to the event organizer, whose rights remain expressly reserved under condition they abide by the resolutions per the approval permit or letter.

THUS signed at Swakopmund this 18 day of April 2026

SIGNATURE:

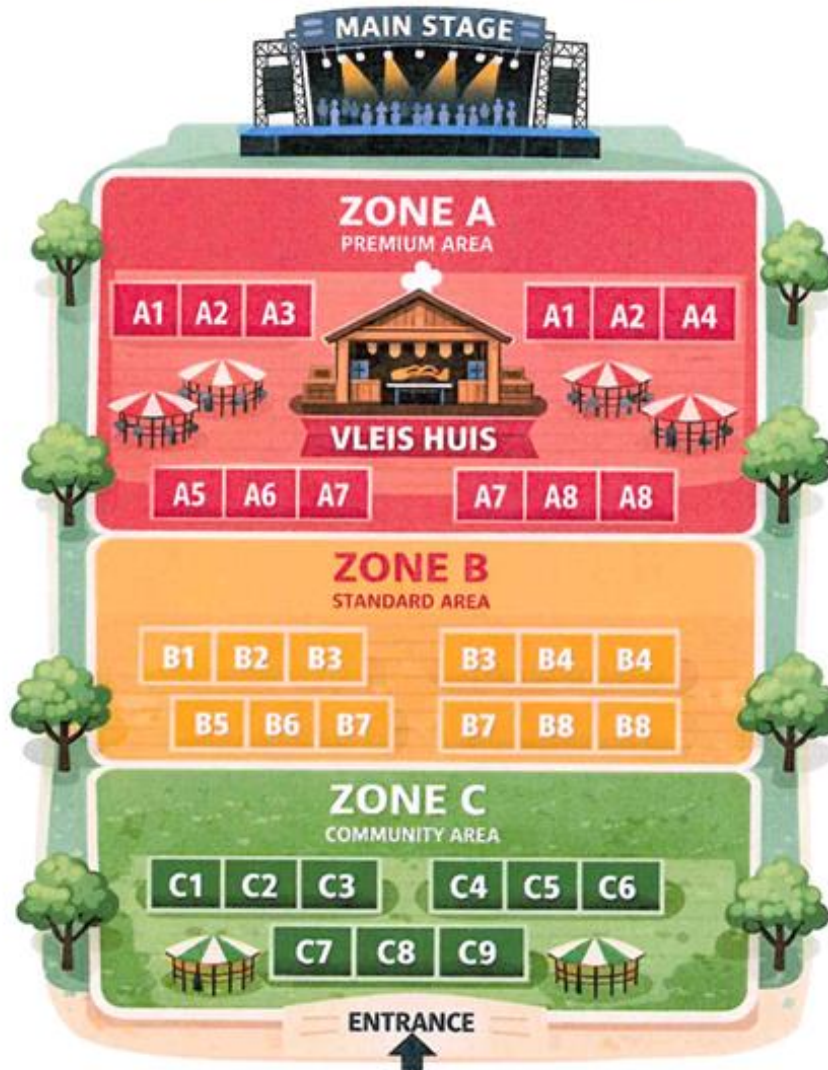
Witnesses:

TRAFFIC DEPT. : 24 HOUR STANDBY CELLPHONE NUMBERS
0811274330 or 0811224679

Please inform us in advance with any changes on the above-mentioned application.

Copy of original document must be handed to applicant

Swakop Food Festival 2026



FESTIVAL ZONE MAP

ZONE A	PREMIUM AREA
ZONE B	STANDARD AREA
ZONE C	COMMUNITY AREA

EVENT SAFETY PLAN

Swakop Food Festival 2026

Location: Tennis Courts, Swakopmund

Duration: 4 Days 16-19 December 2026

1. Event Overview

The Swakop Food Festival 2026 is a 4-day food, lifestyle, and entertainment event bringing together vendors, partners, and the public.

2. Safety Objectives

- Ensure the health and safety of all attendees, vendors, and staff
- Prevent and manage emergencies effectively
- Maintain compliance with municipal regulations and safety standards
- Provide a safe, controlled, and enjoyable environment

3. Key Risks Identified

- Overcrowding
 - Fire hazards (gas, open flames, braais)
 - Food safety & hygiene risks
 - Alcohol-related incidents
 - Medical emergencies
 - Power failure
 - Weather disruptions
 - Theft and security incidents
-

4. Safety Personnel & Roles

Role	Responsibility
Event Safety Officer	Overall safety coordination
Security Team	Crowd control, access control, incident response
Medical Team	First aid and emergency response
Fire Marshal	Fire prevention and response
Vendor Compliance Officer	Ensures vendors meet safety standards

5. Crowd Management

- Controlled entry and exit points
- Security at gates
- Capacity monitoring
- Barrier systems for queue control
- Designated walkways between vendor stalls

6. Fire Safety Measures

- Fire extinguishers at every food stall
- Central fire points across the venue
- No open flames without approval
- Gas cylinder inspections before event
- Fire marshal on-site at all times

7. Food Safety & Hygiene

- All vendors must comply with health regulations
 - Mandatory:
 - Hairnets, gloves, clean uniforms
 - Waste disposal bins throughout venue
-

- Daily hygiene inspections

8. Security Measures

- Professional security company deployed
- Controlled alcohol service areas
- Night security for equipment and vendor stalls

9. Electrical & Technical Safety

- Certified electricians for setup
- Backup generator available
- Cable management to prevent tripping
- All equipment tested prior to event

10. Emergency Procedures

- Evacuation plan with clear routes
- Public announcements system
- Emergency assembly points
- Staff briefing before event

11. Communication Plan

- Radios for key staff
- WhatsApp coordination group

14. Compliance & Permits

- Municipality approval
 - Health permits
 - Fire safety clearance
-

DRAFT EVENT PROGRAMME

Swakop Food Festival 2026 (4 Days)

DAY 1 – WEDNESDAY (Opening & Industry Focus)

Theme: Launch & Networking

- 12:00 – Gates Open
- 14:00 – Vendor Showcase Begins
- 16:00 – Live Cooking Demonstration (Vleis Huis)
- 18:00 – Networking Session (Sponsors & Vendors)
- 19:00 – Live Music Performance
- 22:00 – Close

DAY 2 – THURSDAY (Food & Lifestyle Experience)

Theme: Taste & Vibes

- 12:00 – Gates Open
- 13:00 – Cooking Competitions Day 1
- 15:00 – Food Tasting Sessions
- 17:00 – DJ Sets Begin
- 22:00 – Close

DAY 3 – FRIDAY (Main Festival Day)

Theme: Peak Experience

- 10:00 – Gates Open
 - 13:00 – Cooking Competition Day 2
 - 15:00 – Entertainment Performances
 - 20:00 – Night Experience (DJ + Food + Bar)
 - 23:00 – Close
-

DAY 4 – SATURDAY (Chill Day)**Theme: Family & Culture**

- 10:00 – Gates Open
 - 11:00 – Gospel / Chill Music
 - 13:00 – Cooking Competition Finals
 - 15:00 – Awards (Best Vendor)
 - 17:00 – Local DJs
 - 20:00 – Headlines Artist Perform
 - 22:00 - Close Event
-



+264 64 410 4600

vkaulinge@swkmun.com.na

P O Box 53, Swakopmund, Namibia

Internal Memorandum

TO : Chief Executive Officer
 FROM : Acting General Manager: Economic Development Services
 DATE : 13 May 2026
 REF : 8/2/3
 SUBJECT: EVENTS APPLICATION APPROVAL

The following applications have been received for permission to host an event. The applications have been scrutinized for completeness and compliances in terms of Council's event hosting directives and was discussed amongst the Council's Event Coordination Committee on 12 May 2026. (See attached)

The event has been supported and recommended for approval and therefore submitted to the Chief Executive Officer for approval in terms of Council's delegated authority [CM 2022/4/28 - item 11.1.10].

No	Name of company/ Applicant	Type of Event	Event Date	Proposed Venue	Fees	Recommendation
1.	One Runs Namibia	Sports	23 May 2026	Tennis Courts parking area	N\$ 8,773.73	Recommended
2.	World Ocean Day Celebration	Trade Shows Exhibitions / Launches	06 June 2026	Mole beach grass area	N\$ 2,085.80	Recommended
3.	Swakop Food Festival	Concert / Music Festival	16 - 19 December 2026	Tennis Courts parking area	N\$ 16,376.55	Recommended
4.	RND Annual Beach Soccer Festival	Sports	07 - 09 August 2026	Hanganeni Sport Field	N\$ 12,312.58	Recommended
5.	Malitri Beach Club	Leisure & Lifestyle	03 December 2026 - 10 January 2026	Mole beach near Yellow Bus parking area	N\$ 2,571.60	Recommended
6.	Namibian National Rally Championship Leg 1	Sports	16 May 2026	Municipality of Swakopmund parking area	N\$ 2,143.39	Recommended

GENERAL MANAGER
 MUNICIPALITY OF SWAKOPMUND
 13 MAY 2026
 MRS M UWITES
 ACTING GM: ECONOMIC DEVELOPMENT SERVICES

Council's Events Coordinating Committee hereby recommends to the Chief Executive Officer the resolutions taken in terms of the Event applications received in the set of minutes.

The Chief Executive Officer supports and approves the event applications listed above approved under this set of minutes dated 21 April 2026.

A BENJAMIN
 CHIEF EXECUTIVE OFFICER

Economic Development Services



ANNEXURE C



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

Ref: 8/2/3

22 June 2026

Enquiries: Mr. Oscar Homateni

Cell: +264 81 244 4143

Email: swkfoodfest@gmail.com

Dear Ms. Stephanus,

OUTCOME OF APPLICATION TO HOST THE SWAKOP FOOD FESTIVAL

The Municipality of Swakopmund hereby acknowledges receipt of your application dated **18 April 2026**, requesting approval to host the Swakop Food Festival from **16 - 19 December 2026** at the Tennis Courts parking area.

Please be advised that your event has been approved in principle by the Events Coordination Committee (ECC). Regrettably, the Tennis Courts parking area has already been fully booked from **10 December 2026 - 09 January 2027** for the Outdoor Activity Hub and is therefore unavailable to host your event. Additionally, the Amphitheatre has also already been booked for the Swakopmund Fair from **17 - 19 December 2026**.

You are therefore requested to submit alternative proposed dates for consideration to host the Swakop Food Festival at the desired venue or a different venue, excluding the above-mentioned periods. Upon receipt of the revised proposed dates / venue further guidance will be provided accordingly.

We appreciate your understanding and cooperation in this regard. Should you require any further information, kindly contact **Mr. Oscar Homateni** at **064 410 4603** / ohomateni@swkmun.com.na.

Yours sincerely,


MRS M UWITES

ACTING GENERAL MANAGER: ECONOMIC DEVELOPMENT SERVICES



MEETING MINUTES

Discussion with Ms Dalene Stephanus of the Swakop Food Festival held in the Economic Development Services Boardroom, Swakopmund Municipality on **Thursday, 02 July 2026 at 09:00.**

PRESENT:

Mrs. Michelle Uwites	Acting GM: EDS
Mr. Melvin Cloete	Manager E & LE
Mr. Andre Plaatjie	Manager: CS
Mrs. Sabina Kathena	Youth & Community Development Officer
Mr. Bonny Oaseb	Sports & Recreation Officer
Mrs. Rosalia Neshuku	EHP Officer
Ms. Megan Steenkamp	Intern
Ms. Shaleen Claasen	Intern

ALSO PRESENT:

Ms. Dalene Stephanus	Swakop Food Festival
----------------------	----------------------

1. PURPOSE OF THE MEETING:

To discuss Ms Stephanus' concerns regarding the Event Coordination Committee's decision on the venue allocation and proposed alternative dates for the Swakop Food Festival.

2. DISCUSSION:**2.1 Concerns Raised by Ms Stephanus**

- Ms Stephanus expressed dissatisfaction with the Committee's decision and raised the following concerns:
- She applied for the preferred venue well in advance and believes her application preceded those of other event organizers.
- She questioned why she was requested to consider alternative dates and venues despite following the normal application process.
- She sought clarification on the criteria used by the Committee to allocate venues and approve events.
- She stated that the Food Festival has consistently been held during the same period for several years and that changing dates and venues negatively impacts planning, sponsorship agreements, and vendor participation.
- She expressed concern that no stakeholder consultation meeting had been arranged before the decision was communicated.
- She highlighted previous occasions where the festival had already accommodated venue relocations, resulting in financial losses for vendors and organizers.

2.2 Explanation by the Events Committee

The Committee explained that:

- The Food Festival application was approved in principle, but concerns arose regarding venue allocation due to overlapping events.
- Multiple annual events were scheduled during the same period, including the Swakopmund Christmas Fair and the month-long Outdoor Activity Hub at the Tennis Court Parking Area.
- Event allocation decisions are not based solely on a "first come, first served" basis but various factors are considered, including:
 - Economic impact.
 - Event duration.
 - Parking and traffic management.
 - Environmental considerations.
 - Public safety and logistical requirements.
 - Overall benefit to the town and tourism sector.
- The Committee emphasized that the decision was not intended to disadvantage any organiser but was made after considering the combined interests of all events and their impact as well.

2.3 Venue Alternatives

Two alternative solutions were explored to accommodate the dates for proposed event:

Option 1: Relocation to the Street Area Adjacent to the Amphitheatre

- Committee members proposed utilizing a section of the street and surrounding spaces near the Amphitheatre.
- The possibility of temporary road closures was discussed to create additional space.
- Concerns were raised regarding:
 - Traffic circulation.
 - Hotel access.
 - Festival layout and visitor flow.
 - Adequate space for vendors and seating areas.

Option 2: Future Use of the Beachfront Event Area

- A new beachfront activity area being considered by Council was presented as a potential future venue option.
- The area could accommodate large events and become a permanent tourism activation space.
- The organizer indicated that the venue would not be suitable for the current year's event but could be considered in future planning discussions.

2.4 Growth & Future Planning

Ms Stephanus highlighted:

- The continued growth of the Food Festival, and its economic impact:
 - The festival creates substantial economic opportunities for vendors.
 - Some vendors reported revenues exceeding N\$120,000.00 during previous events.
 - The event primarily employs local unemployed youth.
- Plans to gradually expand the event duration in the years leading up to its tenth anniversary.
- The need for certainty regarding future venue allocations to allow adequate planning and sponsor commitments.

The Committee acknowledged:

- The significant economic contribution of the Food Festival.
 - Its role as a signature event in Swakopmund.
 - The need to develop a more predictable long-term venue allocation strategy.
-

3. RESOLUTIONS / WAY FORWARD:

- 3.1 Ms Stephanus will consider the proposed venue alternatives and provide feedback after assessing the site.
 - 3.2 Municipal officials will arrange a site visit with the organizer to review the proposed alternative street layout and assess its suitability.
 - 3.3 The Events Committee will further deliberate on possible solutions for the 2026 Swakopmund Food Festival venue allocation.
 - 3.4 The Committee will investigate the possibility of a longer-term venue allocation strategy for major annual events.
-

4. CLOSING:

The Committee thanked Ms Stephanus for raising her concerns and reaffirmed its support for the Swakopmund Food Festival as one of the town's recognized signature events. The meeting concluded with an agreement to continue discussions and explore a mutually acceptable solution.

Meeting adjourned at 09:50.

- 11.1.42 **REQUEST FOR PERMISSION TO CONDUCT A COMPETITION AT THE WINDHOEK SHOW 2026**
(C/M 2026/09/03 - 13/3/1/2, 3/15/1/1)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.13** page **03** refers.

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

1. BACKGROUND

The Swakopmund Municipality has been invited to participate in the **Windhoek Show 2026**, scheduled to take place from **29 September 2026 - 3 October 2026** in Windhoek.

The Windhoek Show is a prominent annual event that provides an important platform for organisations, municipalities, businesses and other stakeholders to showcase their services, projects, products and initiatives to a diverse audience. The event will further provide an opportunity for the Municipality to interact directly with stakeholders, establish networks and strengthen its visibility beyond the Erongo Region.

2. PROPOSED COMPETITION

At the Expo, officials will be able to facilitate live and direct bookings and reservations for the Swakopmund Restcamp on behalf of clients. This will provide visitors with an opportunity to make immediate reservations, obtain information about available accommodation, and receive assistance directly from the Municipality's representatives. To encourage bookings and increase public interest in the Municipality's tourism facilities, it is proposed that a promotional competition be conducted for the duration of the Windhoek Show. It is proposed that one lucky winner be selected through a random lucky draw from qualifying clients who make and pay for a booking at the Swakopmund Restcamp during the Windhoek Show.

The winner will receive a prize consisting of **two (2) nights' accommodation in a Moon Valley Chalet (VIP Unit)**, valued at **N\$3,416.00 (N\$1,708.00 per night)** subject to availability and the terms and conditions of the competition. The cost for the two-night Moon Valley Chalet (VIP Luxury Unit) prize shall be defrayed from the Corporate Services Publicity Vote 150515533000, where **N\$200,000.00** is currently available.

2.1 COMPETITION RULES

The following rules shall apply:

1. *The competition will run for the **duration of the Windhoek Show, from 29 September to 3 October 2026.***
2. *Only clients who make a **confirmed booking and full payment** for accommodation at the Swakopmund Restcamp during the Windhoek Show will qualify to enter the competition.*
3. *The reservation must be for a minimum stay of two (2) nights at the Municipal Restcamp.*
4. *Proof of payment and booking confirmation must be available before the client is entered into the lucky draw.*
5. *Each qualifying booking will constitute **one entry** into the competition.*
6. *The winner will be selected through a **random lucky draw** after the conclusion of the Windhoek Show.*

7. The draw will be conducted by designated Municipal officials and the process will be properly recorded for accountability and transparency purposes.
8. The winner will be contacted using the contact details provided at the time of entering the competition.
9. The winner will receive a voucher for **two (2) nights' accommodation in a Moon Valley Chalet (VIP Luxury Unit)**.
10. The prize voucher will be valid from **1 May 2027 until 30 September 2027**, subject to the availability of the chalet.
11. The prize is subject to prior reservation and availability and may not be exchanged for cash or any other monetary benefit.
12. The prize is non-transferable unless otherwise approved by Council.
13. Should the winner fail to respond within a reasonable period after being notified, the Municipality reserves the right to conduct a further draw.
14. The competition prize is limited to accommodation for **two (2) nights** and does not include transport, meals, beverages, activities or any other expenses unless specifically stated.
15. By participating in the competition, entrants agree to be bound by the competition rules and the decisions of the Swakopmund Municipality regarding the administration and outcome of the competition.

The final competition terms and conditions should be reviewed by the relevant officials before the competition is launched.

In addition, other prize vouchers and gift hampers can be sought from local businesses to create further excitement and enhance the overall prize competition during the Windhoek Show. The additional prizes will complement the main prize and encourage greater participation and engagement from visitors and clients.

3. EXHIBITION

Council will participate in the Windhoek Show 2026 through an appropriately branded exhibition stand. The Council's participation would focus on promoting Swakopmund as a destination for tourism, business and investment, while also creating awareness of the Council's programmes, services, community initiatives and developmental projects.

The exhibition stand may include information and promotional material relating to, amongst others:

- Swakopmund as a tourism and investment destination;
- Municipal services and programmes;
- Economic development and investment opportunities;
- Environmental and sustainability initiatives;
- Community development programmes;
- Upcoming municipal events and activities; and
- Promotional materials showcasing Swakopmund and its unique identity.

The Marketing & Communications Section will coordinate the Council's participation, including the preparation of promotional material, branding, exhibition arrangements and the deployment of officials to the event, subject to approval and available resources. The following five (5) officials to attend the Windhoek Show 2026:

- | | | |
|---------------------------------------|---|-----------------|
| • Acting General Manager: EDS | - | Michelle Uwites |
| • Tourism & Investment Officer | - | Oscar Homateni |
| • Corporate Officer: Marketing & Com. | - | Aili Gebhardt |
| • Public Relations Officer | - | Linda Mupupa |
| • Financial Administrative Officer | - | Eddie Khoaseb |

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

RECOMMENDED:

- (a) That Council grants permission for the Swakopmund Municipality to conduct a promotional competition for the duration of the Windhoek Show 2026, (from 29 September to 3 October 2026), whereby one winner will be selected through a lucky draw to receive a prize consisting of two (2) nights' accommodation in a Moon Valley Chalet (VIP Luxury Unit).
 - (b) That the winner be selected from qualifying clients as per terms and conditions below:
 1. *The competition will run for the duration of the Windhoek Show, from 29 September to 3 October 2026.*
 2. *Only clients who make a confirmed booking and full payment for accommodation at the Swakopmund Restcamp during the Windhoek Show will qualify to enter the competition.*
 3. *The reservation must be for a minimum stay of two (2) nights at the Municipal Restcamp.*
 4. *Proof of payment and booking confirmation must be available before the client is entered into the lucky draw.*
 5. *Each qualifying booking will constitute one entry into the competition.*
 6. *The winner will be selected through a random lucky draw after the conclusion of the Windhoek Show.*
 7. *The draw will be conducted by designated Municipal officials and the process will be properly recorded for accountability and transparency purposes.*
 8. *The winner will be contacted using the contact details provided at the time of entering the competition.*
 9. *The winner will receive a voucher for two (2) nights' accommodation in a Moon Valley Chalet (VIP Luxury Unit).*
 10. *The prize voucher will be valid from 1 May 2027 until 30 September 2027, subject to the availability of the chalet.*
 11. *The prize is subject to prior reservation and availability and may not be exchanged for cash or any other monetary benefit.*
 12. *The prize is non-transferable unless otherwise approved by Council.*
 13. *Should the winner fail to respond within a reasonable period after being notified, the Municipality reserves the right to conduct a further draw.*
 14. *The competition prize is limited to accommodation for two (2) nights and does not include transport, meals, beverages, activities or any other expenses unless specifically stated.*
 15. *By participating in the competition, entrants agree to be bound by the competition rules and the decisions of the Swakopmund Municipality regarding the administration and outcome of the competition.*
 - (c) That additional prize vouchers and gift hampers be sought from local businesses to create further excitement and enhance the overall prize competition during the Windhoek Show.
 - (d) That the expenditure relating to the competition prize be defrayed from the Corporate Services Publicity Vote:150515533000, where N\$200 000.00 is available
-

**Windhoek Show Society**

PO Box 1733
 Jan Jonker Road
 Windhoek, Namibia Khomas
 Namibia
 +26461224748
 info@wssnam.org
 www.windhoek.show

Quote

WAL5'26_1078

Bill To
Municipality of Swakopmund

Quote Date : 04 Aug 2026

Expiry Date : 14 Aug 2026

Reference# : Aili Gebhardt, P. O Box
53 Swakopmund

Subject :

WALS'26: 29 Sept - 03 Oct 2026 (5 days)

#	Item & Description	Qty	Rate	Amount
1	FULL SHELL SCHEME (18m2) Octanorm Panel Walls, Carpets, 1x Plug + light and Fascia name 6x Exhibitor passes	18.00	750.43	13,507.74
Sub Total				13,507.74
VAT (15%)				2,026.16
Total				NAD15,533.90

Notes

Please deposit directly into our Bank Account
 ACC. NAME: Windhoek Show Society
 BANK: Standard Bank, Ausspannplatz, Windhoek
 BRANCH CODE: 082-672
 ACC. NO. 041531124

Please use the quotation number as reference and forward your proof of payment to: info@wssnam.org

Terms & Conditions

Refer to the T&Cs available on the following website: www.windhoek.show



P O Box 11335
Tel +264-61-224748
E-mail: info@wssnam.org

WINDHOEK SHOW SOCIETY

WALS'26 HOUSE RULES

1. SETUP TIMES

The GROUNDS will be available for **setup as from** 21 September 2026 at 7:30 daily (Security guards will be deployed on grounds over this period as well).

NB: Stands/Exhibit must be completed by 22:00 on Monday. On Tuesday, 29 September'26. The gates for exhibitor will open 7h30 and for the visitors at 12h00

a) Entry times: 30/09/2026 – 03/10/2026

Gates open for EXHIBITORS: 09:00 - 22:00 Tue - Sat

This gives the exhibitors one hour to prepare themselves & finalize arrangements before the public arrives.

Gates open for PUBLIC: 10:00 - 21:00 for Tue - Sat

NB: Daily entrance gates for PUBLIC will close at 21:00, the HALLS close at 22:00 and the Grounds must be cleared by 23:00.

b) Breakdown Times

NB: No breakdown/dismantling is allowed on the last day of the show. A penalty/fine will be issued to any exhibitor who leaves before the show is over. All halls will be available for dismantling of stands on the 04 October - 05 October as from 7:30

PLEASE NOTE that the Windhoek Show Society takes **NO RESPONSIBILITY** for the safety of goods during the erecting and dismantling period before and after the WALS'26. There will, however be guards at the entrance gates and on the grounds during that period and entrance is restricted to authorized persons only. **The Windhoek Show-grounds are guarded throughout the night.**

2. DISPLAYING ON PREMISES

All forms of marketing including distribution of samples and literature is strictly limited to the confines of Exhibitor booth.

3.DAMAGE

Exhibitors are financially responsible for any damage caused to WSS shell scheme structure. Also, **DO NOT NAIL, SCREW, STAPLE, PIN AND TAPE** ETC any materials directly to the structure or any wall.

4. EXHIBITORS EXCESS PASSES

Please ensure that all your members have access passes. No access pass, No entry. Anyone who has lost his or her pass can reapply for a new one to be issued at additional charges. New Staff must be issued with their own Exhibitor Access passes. More information on how to process or attain such an Exhibitor Access pass is contained in the WALS'26 **INFORMATION PACK**

a) Access Control Information

Depending on the size of the stand(s), a minimum of 4 Exhibitor passes are included in the stand price. Additional Exhibitor passes can be purchased for N\$115.00 (VAT included) per pass.

b) Complimentary tickets/ exhibitor guest tickets

Exhibitors may purchase Guest tickets for distribution to their prospective customers. The cost of the complimentary ticket is N\$50.00 (incl. vat) per ticket. Alternatively, a season ticket for N\$ 115.00 (incl. vat) is valid for multiple entries over the show period
The complimentary booklet containing 100 tickets will be charged at N\$ 5000.00

5.BAR FACILITIES AT STANDS

NB: No exhibitor will be allowed to have a bar stand to entertain their customers.

Food Vendors: Do not serve **alcohol in glass glasses/bottles**. **Any damage caused as a result thereof will be charged to the Exhibitor.**

6.SECURITY

During WAL'S'26, the Show Grounds will be patrolled by the **Namibian Police, as well as the Women & Men Network 24 hours per day**. Should you prefer to employ additional security guard(s) to protect your stand, the WSS office must be notified about these arrangements in writing. All along the delivery pass must be visible on the dashboard of the parked vehicle

7.DELIVERY PASSES

It will be granted on special request

No vehicle is allowed to be parked on the grounds during the SHOW.

Driver must show his/her valid Exhibitor Delivery pass and will be asked by gate personnel to show the load that needs to be delivered. If granted, deliveries must be completed within 30 minutes, thereafter the vehicle must be removed from the grounds.

8.EXCESSIVE NOISE

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, might be subject to laws governing the use of copyrighted compositions.

WALS'26 QUOTATION - Municipality of Swakopmund

 Info Windhoek Show Society <info@wssnam.org>
To: Linda Mupupa
Cc: Aili Gebhardt

 You forwarded this message on 23/07/2026 10:33.
If there are problems with how this message is displayed, click here to view it in a web browser.

 WAL'S'26_1078 - Municipality of Swakopmund.pdf
60 KB

  Reply  Reply All  Forward  

Thu 16/07/2026 10:0

Good morning Linda,

We are pleased to confirm that your application to participate in WAL'S'26 has been approved.

Please find the attached quotation for your participation. Kindly review it and confirm your participation at your earliest convenience so that we can proceed with issuing the tax invoice.

Kind regards,

 **Petrina George**
Administrator Windhoek Show Society
061 - 224 - 748 | info@wssnam.org
www.windhoek.show
 

11.1.43 **NAMIBIAN HERITAGE WEEK 2026: REQUEST FOR COLLABORATION AND FUNDING**

(C/M 2026/09/03 - 3/15/1/1)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.14** page **10** refers.

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

1. Council received a request for financial assistance from Ms Nadine Kohlstadt, the Chief Executive Officer of the Scientific Society Swakopmund. They are hosting the annual Namibian Heritage Week 2026 scheduled to take place from **14-20 September 2026** at the Swakopmund Museum Lecture Hall, in Swakopmund.
2. This year, the heritage week theme is **“Preserving Heritage for the next Generation”**. The Swakopmund Heritage and Culture team comprising of members the Swakopmund Municipality (Ms A Gebhardt), the Erongo Directorate of Education, Innovation, Youth, Sports, Arts and Culture Arts Association Swakopmund, as well as the Scientific Society of Swakopmund are busy preparing for this national event.
3. The Swakopmund Museum is the main host of the Namibian Heritage Week which is a countrywide event aimed at celebrating and promoting local culture and heritage and is supported by the Museums Association of Namibia (MAN).
4. The Scientific Society Swakopmund requests financial assistance towards the **“Museum in a suitcase”** project at the value of **N\$10 000.00**. The funds will be used for the following expenses:
 - *Graphic Design*
 - *Photography*
 - *Videography*
 - *PR*
 - *Consultation Services*
5. Additionally, to the financial sponsorship, there is a request for Council to publish the advertisement of the heritage week in a local newspaper and the assistance of the national flags (Namibian and AU) on the date of the official opening.
6. In return for the sponsorship, all the video clips and advertisements will bear the logo of the Municipality of Swakopmund as a sponsor and will be featured on the Scientific Society Swakopmund media platforms (Facebook, Twitter and Instagram) as well as the YouTube channel.
7. The Governor and the Mayor will be invited to attend the official opening ceremony of the 2026 Namibia Heritage Week.
8. This item was discussed at the Sponsorship Committee meeting on **22 July 2026** and a sponsorship of **N\$10 000.00** was approved. It was proposed that an annual budgetary provision of **N\$10 000.00** towards the hosting of the Namibian Heritage Week be made for the next five (5) years i.e. 2026 - 2030).

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

RECOMMENDED:

- (a) That the request for financial assistance towards the hosting of the Namibian Heritage Week 2026 from the Scientific Society Swakopmund scheduled to take place from 14-20 September 2026 at the Museum, in Swakopmund, be noted.
 - (b) That Council approves the sponsorship amount of N\$10 000.00 be donated towards the graphic design, photography, videography, PR, consultation Services.
 - (c) That this approval serves as a standing approval for future annual Namibian Heritage Week events.
 - (d) That the national flags (Namibian and AU) be used at the official opening of the event.
 - (e) That the funds be defrayed from the Corporate Services Publicity Vote 150515533000 where N\$170,283.70 is available.
 - (f) That the videos, pictures and posters of the Namibian Heritage Week 2026 be posted on Council's social media platforms.
 - (g) That the Mayor and Councillors be available to attend the official opening of the Namibian Heritage Week 2026.
 - (h) That the General Manager: Finance makes an annual budgetary provision of N\$10,000.00 towards the hosting of the Namibian Heritage Week for the next five (5) years i.e. 2026 -2030).
-

Wissenschaftliche Gesellschaft Swakopmund Scientific Society Swakopmund

(Incorporated Association not for gain)

www.sciswk.com

Sam Cohen Library
Tel.: +264-(0)64-402695
P.O. Box 361
Swakopmund
Namibia
office@sciswk.com



Swakopmund Museum
Tel.: +264-(0)64-402048
Fax: +264-(0)64-402046
P.O. Box 361
Swakopmund, Namibia
museum@sciswk.com

To: A. Benjamin, Chief Executive Officer of the Swakopmund Municipality

Cc: A. Gebhardt, Corporate Officer of the Swakopmund Municipality

09 July 2026

Re: Namibian Heritage Week 2026: Request for collaboration and assistance with funding

Every year the Scientific Society Swakopmund together with the Swakopmund Heritage and Culture Committee, which includes the Swakopmund Municipality, hosts the Namibian Heritage Week at the Swakopmund Museum. The Heritage Week includes countrywide events aimed to celebrate and promote local culture and heritage. These events are also advertised by the National Heritage Week Team typically supported by the Museum Association of Namibia. Unfortunately for 2026 there is no grant available from the Museum Association of Namibia/ National Arts Council.

The Heritage Week 2026 theme is "Preserving Heritage for the next Generation." The celebrations will take place countrywide during the week of 14-20 September 2026. The official opening will be at the Swakopmund Museum Lecture Hall, to which Her Worship the Mayor of Swakopmund and the Honorable Governor will be invited closer to the time and when funding is secured.

This year the Swakopmund Museum plans to launch the "Museum in a suitcase", an initiative to bring the Museum's collections to schools, helping teachers and students to interact with museum curators and objects. We are currently busy conceptualizing four different themed suitcases based on the Namibian curriculum.

For the Heritage Week 2026, the Swakopmund Museum still needs funding for the following aspects of the "Museum in a Suitcase" project: design, photography, videography and advertising/ Public Relations. We kindly request the Municipality to assist with funding of the above-mentioned. All other, more costly aspects, such as buying the suitcases and the objects, the research, expert advice and other costs will be covered by the Scientific Society Swakopmund through other project funding.

Bank details: Standard Bank Namibia Ltd., Branch Code: 082-172, Account No. 04 137 7230
Bankverbindung: Commerzbank Düsseldorf-Königsallee, BIC DRESDEFF300,
Kto. Nr. DE91 3008 0000 0211 3508 02

The “Museum in the Suitcase” project promises to provide a learning opportunity to many local students in the fields of heritage, culture and science, who would otherwise not have access to these opportunities. Due to logistical and financial constraints many schools classes can’t physically visit the museum, so we want to bring the museum and the museum culture to them (see innovative ideas beyond resource scarcity as mentioned in “The School Audit” by A. Benjamin). We offer the Swakopmund Municipality to be part of this innovative project of educational community outreach.

If funding is approved, we will advertise the participation of the Swakopmund Municipality in this novel teaching project. The logo of the Municipality of Swakopmund will be displayed on all posters, videos and any promotional material that will be released and on the social media sites (Facebook, Instagram), as well as the YouTube Channel of the partners of the Swakopmund Heritage and Culture Committee (Swakopmund Municipality, Scientific Society Swakopmund, Ministry of Education, Innovation, Youth, Sports, Arts and Culture (MEIYSAC)) and the Arts Association of Swakopmund). We are looking forward to another productive collaboration between our institutions in promoting Namibian heritage and culture.

Sincerely yours,



Nadine Kohlstädt

CEO of the Scientific Society Swakopmund

Tab. 1: Estimated cost of Namibian Heritage Week in the Swakopmund Museum

Museum in a Suitcase Project: Design, Photography, Videography & PR as per attached quotation	N\$ 10 000
Total	N\$ 10 000

Quote



The Art House

P O Box 6196
 Vineta
 Swakopmund
 081 453 1687
 lizedames90@gmail.com

Date: 03/06/2026
Quote No.: SSS002

Bill To

Nadine Phiri
 Scientific Society Swakopmund
 nadine.p@sciswk.com
 Museum: +264-(0)64-402046
 Office: +264-(0)64-404295
 Mobile: +264-(0)81-294-7344
 www.sciswk.com

Qty	Description	Unit Price	Total
1	Museum in a Suitcase Project (Design, Photography, Videography, PR & Consultation Services.)	N\$10,000.00	N\$10,000.00

Total N\$10,000.00

PAYMENT DETAILS

G.E Dames
 Bank Windhoek
 Account Type: CHK
 Branch Code: 481772
 Account Number: 8005527608

Thank you for your business.



+264 64 410 4218 | swkmun@swakopmund.na | P.O. Box 53, Swakopmund, Namibia

SPONSORSHIP & DONATION APPLICATION FORM

ALL APPLICATIONS FOR SPONSORSHIP/DONATION MUST BE SUBMITTED AT LEAST 60 DAYS (2 MONTHS) PRIOR TO THE SCHEDULED PROJECT OR EVENT.

Applicant Details					
Name: (Individual/Organization)		Scientific Society Swakopmund - Swakopmund Museum			
Address: (Full address)		Postal Address	361, Swakopmund		
		Residential or Business Address	Ludwig Koch Str, just below the Lighthouse		
Contact person Details					
Name:		Nadine Phiri			
Position held in Organization:		Lead Curator			
Cell:		081 294 7344	Tel:	064 / 402046	
Email:		nadine.p@sciswk.com			
Total amount or resources requested					
Amount (N\$)	10 000	Resources (List)			
Which sector is your event/request related to?					
Heritage and Culture Sector					
Indicate whether there will be entry fee(s) charged, or ticket(s) sold.					
Yes	☐	If yes indicate the Amount	N\$	No	☒

Project Details [Name and detail of the project, event, or activity]

Namibian Heritage Week 2026 with the theme: "Preserving Heritage for the next Generation." It takes place annually in the third week of September. Which this year would fall on 14-20 September 2026. We planning to have the official opening on the 14th of September. We will be launching our "Museum in the suitcase" project. Additionally, throughout the week we will be planning an outreach program to different schools to introduce the "Museum in a suitcase."

How does it contribute to the community's well-being, prosperity and/or sustainability?

The Museum in a Suitcase contributes to community well-being by making heritage accessible beyond museum walls, fosters prosperity through youth skill-building and cultural tourism, and ensures sustainability by embedding Namibian traditions, heritage, culture and science into intergenerational learning and portable, reusable formats.

How does it align with Municipality of Swakopmund values?

The Museum in a Suitcase reflects the Municipality of Swakopmund's values by promoting cultural pride and inclusivity, ensuring that heritage is accessible to all communities, and fostering intergenerational learning. It supports sustainable development through education, tourism, and youth empowerment, while strengthening Swakopmund's identity as a hub of innovation, diversity, and cultural stewardship

How will the Municipality of Swakopmund be recognized/benefits for its support?

By supporting the Museum in a Suitcase, the Municipality of Swakopmund will be recognized as a champion of cultural innovation and inclusivity. Its support will be visibly acknowledged in all Heritage Week programming, promotional materials, and school/community engagements. The Municipality benefits by strengthening its reputation as a leader in sustainable cultural outreach, enhancing tourism visibility, and reinforcing its values of education, diversity, and community well-being.

NOTE: Preference is given to individuals/groups/organizations that:

1. Are non-profit and can demonstrate community support & involvement.
2. Are working for the benefit of a wide range of stakeholders, in particular the youth, women, elderly, and the disabled within the community.
3. Can demonstrate how the money or in-kind donations are to be used and the expected outcome of the project/event.
4. Commit to acknowledging the Municipality of Swakopmund's contribution through the placement of various promotional banners, brochures, posters, and the Municipality of Swakopmund's logo on promotional material/clothing.
5. Commit to providing the Municipality of Swakopmund with letters, photos, and press review, that summarize the outcome and benefits of the project/event, within **30 days**, following the date of the event/project where applicable.

Excursions: Council will NOT consider nor support the application for:

1. Individuals, groups, organizations, projects, and other activities outside Namibia, or otherwise motivated.
2. Advertising and promotions, including advertising solicited on behalf of another organization.
3. Membership dues or school fees.
4. Reducing or donating the cost of rates and taxes on the municipal accounts.
5. Churches or other religious groups.
6. Labor or political organization or candidates for public office.
7. Corporate/family picnics and cocktail parties.
8. Fraternal associations.
9. Travel funds for trips, tours, or expeditions.
10. Organizations or programs that are sensitive, controversial, harmful, or pose a potential conflict of interest.
11. Professional fund-raisers working on behalf of an organizations.
12. Generic requests that may have been sent to various organizations - the "To whom it may concern" letter.
13. Additional funds for groups and organizations already under a multi-year Commitment.
14. Sponsorship request from groups or individuals who are not residing in Swakopmund and events or programs that are not hosted in Swakopmund and not beneficial to the community or economy of Swakopmund.

Mandatory documents to be attached:

1. The total budget or projected cost of the event.
2. A list of all project contributors, or partners and other sponsors/donor.
3. A list of personnel involved in running the project/event with proof of Swakopmund residency (Election voters' card, Municipal water bill etc..)
4. Proof of participation/invitation/registration letter.
5. Proof of grants from other sponsors.
6. Quotation for proposed of sponsorship/donation request.
7. Other documents that may support your application.

Declaration

I hereby declare that all the information I have provided on this application form is true and correct to the best of my knowledge. I understand that by submitting this application form does not mean that the Municipality of Swakopmund will sponsor or donate towards the project/event.

Nadine Phiri		25/6/2026
Name of Applicant	Signature of Applicant	Application Date

Countersigned by me,

Prepared by me,

Conveyancer,
AHRENS HELegal Practitioner,
VISSER H**SPECIAL POWER OF ATTORNEY**

I, the undersigned

GABRIELE INGRID CORNELIA SCHNEIDER**in my capacity as CHAIRPERSON of SCIENTIFIC SOCIETY SWAKOPMUND,
Registration Number 21/222/68, being duly authorised thereto**

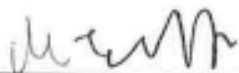
hereby appoint

REBEKKA NDEMUSHEKA KALEKELA

with full powers of substitution to be my true and lawful Attorney and Agent in my name, place and stead to appear before a Notary Public at **SWAKOPMUND** and then and there as my deed to execute a **NOTARIAL DEED OF LEASE** which shall substantially conform to the draft Notarial Deed of Lease annexed hereto, marked "A1"

and generally for effecting the aforesaid purpose, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes, as we might hereby ratify, allowing and confirming and promising to ratify, allow and confirm all and whatsoever my said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these presents.

SIGNED at Swakopmund on this 21st day of February 2024,
in the presence of the undersigned witnesses.

AS WITNESSES:1. 2. 

Protocol No. /2024

NOTARIAL DEED OF LEASE**KNOW ALL MEN WHOM IT MAY CONCERN:**

THAT on this day of 2024, before me, **HENDRIAAN VISSER**, a Notary Public, duly sworn and admitted, residing and practicing at Swakopmund, Namibia, personally came and appeared Rebekka Ndemusheka Kalekela, in her capacity as duly authorised agent of -



1. **THE MUNICIPAL COUNCIL OF SWAKOPMUND**

by virtue of a Special Power of Attorney granted to her at Swakopmund on by ALFEUS BENJAMIN and BLASIUS REINHARDUS GORASEB in their respective capacities as CHIEF EXECUTIVE OFFICER and CHAIRPERSON OF THE MANAGEMENT COMMITTEE and duly authorized thereto,

and

2. **SCIENTIFIC SOCIETY SWAKOPMUND**

Registration Number 21/222/68

by virtue of a Special Power of Attorney granted to her at Swakopmund on by GABRIELE INGRID CORNELIA SCHNEIDER in her capacity as CHAIRPERSON and duly authorized thereto;

which Powers of Attorney were duly exhibited to me and now remain filed in my Protocol.

AND THE APPEARER DECLARED that: -

WHEREAS her principals have agreed to enter into an agreement of lease and desire the terms and conditions, which shall govern the lease, to be recorded notarially and which shall replace the existing Memorandum of Agreement dated 4 April 1979;

NOW THEREFORE the APPEARER declared that the following terms and conditions shall govern the lease and bind her principals respectively:

1. **DEFINITIONS AND INTERPRETATION**

1.1 The headings of the clause in this agreement are for the purposes of reference and guidance only and shall not influence the interpretation of this agreement.

1.2 In this agreement, unless a contrary intention clearly appears, words importing:

1.2.1 any one gender includes the other genders;

1.2.2 the singular includes the plural and vice versa; and

1.2.3 natural persons include created entities (corporate or non-corporate) and vice versa.

[Handwritten signatures and initials]

11.1.44 **INVITATION: THE 39th SWAKOPMUNDER KARNEVALSVEREIN (KÜSKA)**
(C/M 2026/09/03 - 8 /2/3)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.15** page **21** refers.

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

1. Introduction

Attached is an invitation from Germot Russmann, of the Swakopmunder Karnevalsverein for Council to participate at the 39th Annual Coastal Carnival or Küsten karnival commonly known as Küska, which is scheduled to take place from **3 October 2026** in Swakopmund.

2. Background

Küska is one of the biggest carnivals in the country, and it plays an important cultural role in Swakopmund. This year the carnival will be organized under the theme **"We Paint The Fog Colorful"**. Council resolved on **28 August 2025** under item 11.1.17 as follows:

- (a) *That Council approves the request to hang a banner between the palm trees at the corner of Daniel Tjongarero and Tobias Hainyeko from 10 August 2025 until 17 August 2025.*
- (b) *That the General Manager: Health and Solid Waste Management deliver 10x rubbish bins to be placed at sites to be identified for the event.*
- (c) *That Council grants permission for the Karnevalsverein to put up signboards in the main street for the duration of the carnival (10 August 2025 to 30 September 2025).*
- (d) *That the Swakopmund Municipality participates in the float procession at Küska on 27 September 2025.*
- (e) *That the Crane truck, Isuzu 250 – N 8773 S, be used during the float procession and that ten (10) municipal staff member volunteers to participate in the float procession and be provided with the following refreshments:*
 - 10x breakfast packs; 10x lunch packs at the cost of N\$2,300.00 and
 - 10x cooldrinks; 10x water; 10x juices at the cost of N\$2,313.58
- (f) *That the permission be granted for decoration and refreshments for the staff members to be procured.*
- (g) *That the funds for the refreshments and decoration of the truck (according to the theme) be defrayed from the Corporate Service's Publicity Vote: 150515533000, where N\$169 559.57 is available.*
- (h) *That all available Councillors attend the Swakopmunder Karnevalsverein (Küska).*
- (i) *That the organizers of the Swakopmunder Karnevalsverein (Küska) be encouraged to hold future events in the suburbs.*

3. Operational Arrangements

The Swakopmunder Karnevalsverein is inviting Council to participate in the float procession on **3 October 2026**. The procession is planned on the same route as the previous years. Traffic Services Division was contacted for the escort arrangements and closure of streets. The Waste Management Section was contacted for waste removal. There is **no participation fee** for the float procession. Furthermore, the organisers pays for the municipal services rendered during the festival period.

The General Manager: Engineering: Urban Development and Environmental Management is requested to make available the Crane Truck, Isuzu 250 (Registration No. N 8773 S), and assign a driver for the Swakopmund Kuska Carnival float procession scheduled for **3 October 2026**. The truck will be decorated in accordance with the 2026 carnival theme, **"We Paint the Fog Colourful,"** prior to the event. A total of **ten (10) Municipal staff members**, including the driver, have volunteered to participate in the float procession.

Informal quotations were obtained for the procurement of sweet treats for children, refreshments, and meal packs for the volunteers, valued at **N\$2,252.63** and **N\$3 000.00**, respectively. The expenditure for decoration on the truck, purchasing the sweet treats, refreshments, and meal packs will be funded from the **Corporate Services Publicity Vote**.

4. Proposal

The **Swakopmund Kuska Carnival** is an annual community event, and the organisers consistently invite the Municipality of Swakopmund to participate in the various festival activities. In addition, the organisers regularly request municipal support services, including traffic escorts, temporary street closures, permission to display promotional banners, the provision of refuse bins, and participation in the float procession.

Council's participation in the carnival promotes community engagement, strengthens the Municipality's relationship with local stakeholders, and demonstrates its continued support for one of Swakopmund's longstanding cultural events.

It is therefore recommended that Council approve the Municipality's annual participation in, and support of, the **Swakopmunder Karnevalsverein (KUSKA)**. Furthermore, it is proposed that this approval serve as a **standing approval** for future annual participation, thereby eliminating the need for the matter to be submitted to Council each year, unless there are significant changes to the nature of the event or the Municipality's level of participation.

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

RECOMMENDED:

- (a) That the Swakopmund Municipality participates in the float procession at Küska on 3 October 2026 and that this approval serves as a standing approval for future annual participation, unless there are significant changes to the nature of the event or to Council's level of participation.**
 - (b) That the Crane truck, Isuzu 250 - N 8773 S, be decorated according to the annual theme used during the float procession.**
 - (c) That ten (10) municipal staff member volunteers to participate at the float procession and be provided with the refreshments and meal packs.**
 - (d) That the funds for the refreshments and decoration of the truck (according to the theme) be defrayed from the Corporate Service's Publicity Vote 150515533000 where N\$160 283.70 is available.**
-



Swakopmunder Karnevalsverein

Postfach 1111, Swakopmund (Namibia)

Cell: 081 124 6983

Umzug E-Mail: gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

**The Swakopmund Karneval Association Invites You
To participate in our famous
Float Procession**

Saturday the 3rd of October 2026

WIR MALEN DEN NEBEL BUNT!

Loosely translated, this means

"We paint the fog colorful"

This is our 39th Year of the Karneval in Swakopmund.

We ask, that when decorating your vehicle, feel free to use your imagination but keep the theme in mind. Also show respect regarding racial and adult content – we will be parading through the streets. It has also been decided that advertising of your company should be kept to a minimum, and the judging will be done according to your utilisation of the theme.

PLEASE NOTE: Make sure you read and understand the Terms & Conditions set out on Page 4. Should you have any questions or queries, please feel free to contact any of the Organizers.

The SKV realizes and greatly appreciates the effort that all the participants put into decorating their vehicles and have therefore decided that we will be awarding prizes to the following floats:

Trucks:

(1st Prize = N\$ 5,000.00, 2nd Prize = N\$ 3,000.00, 3rd Prize = N\$ 2,000.00)

Children: Kinder Garten and Schools

(1st Prize = N\$ 3,000.00, 2nd Prize = N\$ 1,000.00, 3rd Prize = N\$ 500.00)

Bakkies:

(1st Prize = N\$ 3,000.00, 2nd Prize = N\$ 2,000.00, 3rd Prize = N\$ 1,000.00)



Swakopmunder Karnevalsverein

Postfach 1111, Swakopmund (Namibia)

Cell: 081 124 6983

Umzug E-Mail: gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

Should you be interested but you struggle to get ideas, please do not hesitate to contact us and we can sit down and help you. Also keep in mind that you **DO NOT** have to have a Truck to enter, it can be any moving vehicle, bike, etc. walking is also an Option.

The Start will be at **M&Z Motors KMHR – Lüderitz str**, and the Procession will start at 11:11. Please make sure, that you are making your way to the Start from around 10:00. Organizers need to check if all the Paperwork is in order and give your Vehicle a Participation Number.

Upon reaching the end of the procession at the SFC all vehicles/floats that have participated must be removed from the SFC parking lot, not later than 5 minutes after their arrival. This is important as we must vacate the parking lot as soon as possible to create organized parking space for the arriving guests.

We look forward to a fun year with great ideas – come on guys let's make it a record procession this year!!

If you are interested, please fill in the documents below as well as the terms & conditions and the certificate of indemnity (very important) hereby attached, and email it to:

gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

as soon as possible.

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

Closing Date: Friday the 25 September 2026

LOOKING FORWARD TO SEEING YOU AT THE FLOAT PROCESSION!

Gernot Russmann
Cell: 081 124 6983

Manuela Russmann
Cell: 081 288 3395

Blommie Venter
Cell: 081 239 2775



Swakopmunder Karnevalsverein

Postfach 1111, Swakopmund (Namibia)

Cell: 081 124 6983

Umzug E-Mail: gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

APPLICATION FORM:

I/We would like to participate in the float procession of 2026.

Company Name:

School Name and Grade:(If applicable)

Cell. No.:

E-mail Address:

Postal Address:

.....

.....

Contact Person:

Signed:

PLEASE COMPLETE BELOW QUESTIONS:

(This is just that we can do our Planning a bit better)

Music on the Float: YES ☐ NO ☐

Will you be throwing Sweets from the Float: YES ☐ NO ☐

Read and Understood the Terms & Conditions on the next Page: YES ☐ NO ☐



Postfach 1111, Swakopmund (Namibia)

Cell: 081 124 6983

Umzug E-Mail: gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

TERMS & CONDITIONS FOR PARTICIPATION:

It will be appreciated if alcohol is not present or openly consumed on vehicles/floats as this is not the image that the Swakopmund Karneval wants to be associated with.

Traffic Officers, Participants, SKV Officials or Any Member of the Public, shall not be harassed or abused, be it verbally or physically.

All wheels are to be secured by covering them to 10cm (100mm) from the Ground Level. (We will be very strict on this for the Vehicles/Floats, that do decide to throw Candy.)

Vehicles/Floats should be decorated according to the Motto for the year.

Advertising should be kept to a minimal.

Show respect regarding racial and adult content.

The Judge's decision is Final

The Organizers & the Traffic Officers hold the right to Stop any Vehicle/Float not adhering to the above Terms & Conditions.

.....

Name	Signature	Date
(I the Undersigned herewith agree to the above Terms & Conditions)		



Swakopmunder Karnevalsverein

Postfach 1111, Swakopmund (Namibia)

Cell: 081 124 6983

Umzug E-Mail: gernot@atom.com.na / manuela@hotel.na / venterblommie91@gmail.com

CERTIFICATE OF INDEMNITY

I/We (Person Name)

In my/our capacity as (Manager/Director/Organiser/etc.)

.....

of (Company/School Name).....

Hereby unconditionally indemnify the SWAKOPMUNDER
KARNEVALSVEREIN against all or any claims in respect to damage of
property and/or bodily injury or / loss of life to people that may arise from
partaking in the Karneval Float Procession in Swakopmund. I/we also
undertake to adhere to all the rules of the road.

To be held on Saturday the 03rd of October 2026.

Thus, signed at on this day of 2026.

.....

SIGNATURE

As Witnesses:

1.

2.

QUOTE

DATE	16.06.2026
INVOICE	MUN-0217-2026

[illegible]

Name: Jules Catering CC
Bank: FNB
Acc No: 64283560281
Branch: 280472



02108282105001

Thursday, 11 June, 2026

13:47:24

METRO C&C SWAKOPMUND

MCHUGH STREET
INDUSTRIAL AREA
SWAKOPMUND
PO BOX 1417 WINDHOEK

Quotation

Name	<COD> - <COD>	Phone	
Address		Fax	
		E-Mail	
Code		Quotation No.	105#003815
		Tracking No.	108282.105001
		Dated	2026/06/11 13:44:55
		Expiry Date	2026/06/18 23:59:58
		User	KONDJENI AFRIKANER 8

Code	Description	Unit Price	Qty	Disc	Total
5449000257550	SPARLETTA CAN CREAM SODA 24 x 300ML (24X300ML)	286.99	1.00	0.00	286.99
5449000140296	BONAQUA PREMIUM STILL WATER PET 24 x 500ML (4X	234.99	1.00	0.00	234.99
7622210957023	CHAPPIES BUBBLE GUM WATERMELON 1 x 100'S (1X10	39.99	5.00	0.00	199.95
6009888519219	GOOD LUCK BRANDO POP APPLE 1 x 48'S (1X48'S)	49.99	5.00	0.00	249.95
6001120622794	BEACON FIZZERS S/BERRY AND APPLE 1 x 24'S (1X24'	51.99	10.00	0.00	519.90
6001240239445	LIQUIFRUIT CAN CRAN COOLER 6 x 300ML (6X300ML)	79.99	1.00	0.00	79.99
6001240239414	LIQUIFRUIT CAN BERRY BLAZE 6 x 300ML (6X300ML)	79.99	1.00	0.00	79.99
6001240239537	LIQUIFRUIT CAN R/GRAPE 6 x 300ML (6X300ML)	79.99	1.00	0.00	79.99
6001240239506	LIQUIFRUIT CAN ORANGE 6 x 300ML (6X300ML)	79.99	1.00	0.00	79.99
6001120625184	BEACON SMOOTHIES GRAPE 50'S 1 x EACH (1XEACH)	20.99	6.00	0.00	125.94
16009710721251	SIMBA NIKNAKS BALER NEW MIXED 50 x 20G (50X20G)	62.99	5.00	0.00	314.95

Total	37.00	N\$ 0.00	N\$ 2 252.63
--------------	--------------	-----------------	---------------------

Remarks	Authorisation	Accept
	Signature	Signature
	Date	Date

Account
Details

11.1.45 **REQUEST FOR PAYMENT - PARTNERSHIP INVESTMENT FOR THE PRODUCTION AND PRINTING OF 1 000 CONFERENCE BOOKLETS**
(C/M 2026/09/03 - 3/15/1/1)

Ordinary Management Committee Meeting of 19 August 2026, Addendum **10.16** page **30** refers.

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

1. Background

The Namibia Press Agency (NAMPA) is proud to host its 2nd Effective Communications Conference, a prestigious three-day national event that took place from **14-17 July 2026** in Swakopmund. The conference welcomed more than 1 000 delegates from across Namibia, including government officials, media practitioners, communications professionals, public relations officers, development partners, and captains of industry.

As part of the conference, NAMPA produced a professionally designed and printed conference booklet (1 000 copies), with one booklet distributed to each delegate. The booklet served as both an official conference guide and a lasting reference document for delegates, including Ministers, the Vice President of Botswana, United Nations representatives, diplomats, and industry leaders.

The proposed partnership with the Municipality of Swakopmund includes:

- *A dedicated feature showcasing the beauty, heritage, culture, and development of Swakopmund, curated in partnership with the Municipality.*
- *Municipal content highlighting key services, strategic achievements, and development priorities.*
- *The official conference programme.*
- *A Mayor's Foreword, providing a welcome message to delegates and dignitaries.*
- *A front-page feature of the Mayor and Chief Executive Officer of the Municipality of Swakopmund.*
- *Prominent display of the Municipality's branding and logo throughout the publication.*

2. Request

NAMPA requested a sponsorship investment of **N\$65 000.00** to cover the full cost of producing and printing the 1 000 conference booklets, thereby providing the Municipality with significant branding and promotional exposure before a distinguished national and international audience.

However, in terms of the Council's Sponsorship and Donation Policy, the maximum financial contribution that may be approved for a corporate institution is **N\$40 000.00**, as per clause 6 below:

6. Allocations of sponsorship and donations to:

- 6.1. *Individual(s): the maximum amount of N\$ 10 000.00 or resources to the value of N\$ 10 000.00 is allocated per applicant(s).*

- 6.2. **Organisation(s): the maximum amount of N\$ 40 000.00 or resources to the value of N\$ 40 000 is allocated per organization/institution/NGOs.**
- 6.3. *Should the value (amount/resources) requested be higher than the approved maximum value allocated per individual or organization, then the request or proposal should be tabled to Management Committee for its discretion.*
- 6.4. *Only one sponsorship or donation allocation will be considered per individual, group, or organization in a financial year.*

Consequently, Council is unable to approve the full amount of **N\$65 000.00** requested by NAMPA.

3. Discussion

That is therefore recommended that the Management Committee approve a sponsorship of **N\$40,000.00** towards the production and printing of 1 000 conference booklets for the 2nd Effective Communications Conference, held at the MTC Dome, Swakopmund, from **14 - 17 July 2026**, subject to the guideline of the Council Sponsorship and Donation Policy.

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

RECOMMENDED:

That Council declines the request for sponsorship of N\$40,000.00 towards the production and printing of 1 000 conference booklets for the 2nd Effective Communications Conference, held at the MTC Dome, Swakopmund, from 14-17 July 2026.

Tel: +264 (61) 374 000

Fax: +264 (61) 258 262

Email: admin@nampa.org



**NAMIBIA
PRESS
AGENCY**

Reg.no. GG 92/382

Cnr of Keller & Eugene Marais Street

P.O. Box 26185

Windhoek

Republic of Namibia

Mr. Alfeus Benjamin
Chief Executive Officer
Swakopmund Municipality
Swakopmund
Namibia

04 August 2026

Dear Mr. Benjamin,

**RE: SINCERE APPRECIATION FOR YOUR SUPPORT OF THE NAMPA EFFECTIVE
COMMUNICATIONS CONFERENCE**

On behalf of the Namibia Press Agency (NAMPA), I would like to express our sincere gratitude to the Swakopmund Municipality for your invaluable support towards the successful hosting of the 2026 NAMPA Effective Communications Conference in Swakopmund.

Your support and cooperation played an important role in ensuring that the conference was a success. We are truly grateful for your willingness to partner with us and for the commitment the Municipality continues to demonstrate in supporting initiatives that promote communication, collaboration, and national development.

Hosting the conference in the beautiful town of Swakopmund created an ideal environment for delegates from across the country to engage, learn, and share ideas. Your contribution helped create a welcoming experience for all participants and added significantly to the overall success of the event.

We sincerely appreciate the Swakopmund Municipality's partnership, generosity, and dedication. It is through the support of institutions such as yours that events of this nature are made possible.

Please accept our heartfelt thanks for believing in our vision and for contributing to the success of the 2026 NAMPA Effective Communications Conference. We look forward to strengthening our partnership and collaborating on many future initiatives.

With sincere appreciation and gratitude

Gwen Snyders
Projects
Tel: (W)+264 61 374000
Cell: + 264 81 2005244



Mr. Alfeus Benjamin
 Chief Executive Officer
 Swakopmund Municipality
 Swakopmund
 Namibia

28 April 2026

Dear Mr. Benjamin,

SPONSORSHIP PROPOSAL

2nd Effective Communications Conference

14 – 16 July 2026 | Swakopmund, Namibia

Presented to: Swakopmund Municipality

Presented by: Namibia Press Agency (NAMPA)

1. About NAMPA

The Namibia Press Agency (NAMPA) is Namibia's national news agency, mandated to gather, process, and distribute news and information to the nation and the world. As the country's premier public information institution, NAMPA plays a critical role in shaping public discourse and ensuring that Namibians are accurately and timeously informed.

2. About the Conference

NAMPA is proud to host its 2nd Effective Communications Conference, a prestigious three-day national event scheduled for 14 – 16 July 2026 in the beautiful coastal town of Swakopmund. The conference will welcome over 1,000 delegates from across Namibia, including government

officials, media practitioners, communications professionals, public relations officers, and key captains of industry.

The conference is designed to:

- Effectively communicate government's key communication strategies, policies, and development plans to the nation.
- Champion the pillars of Namibia's Sixth National Development Plan (NDP6) — the final development blueprint toward Vision 2030.
- Strengthen the capacity of Namibia's communicators across all sectors.
- Foster national dialogue on strategic communication in the modern era.

3. High-Level Dignitaries & Programme Highlights

The conference will be graced by an exceptional and distinguished gathering of national and international dignitaries, making it one of the most significant communication events ever held in Namibia:

	The Erongo Governor — Welcoming Address & Introduction of the President
NA	Her Excellency, the President of the Republic of Namibia — Official Opening
NA	The Right Honourable Prime Minister of Namibia
BW	His Excellency, the Vice President of the Republic of Botswana
	Ms. Melissa Fleming, Under-Secretary-General of the United Nations
	Cabinet Ministers and senior government officials
	Key captains of industry from across Namibia and the region
	International speakers from outside Namibia

4. The Conference Booklet — Your Partnership Opportunity

NAMPA will produce a high-quality, professionally printed conference booklet — 1,000 copies — one for every delegate attending the event. This booklet will serve as an enduring keepsake and information resource, distributed to all delegates including Ministers, the Vice President of Botswana, UN representatives, and industry leaders.

The booklet will include:

- A dedicated feature showcasing the beauty, heritage, culture, and development of Swakopmund — curated in partnership with the Municipality.
- Content selected by the Municipality to highlight key municipal services, achievements, and priorities.
- The full conference programme.
- The Mayor's Foreword — a prominent message from the Mayor of Swakopmund to 1,000+ delegates and dignitaries.
- A front-page feature of the CEO and Mayor of Swakopmund Municipality.
- Municipal branding and logo prominently displayed throughout the booklet.

5. Sponsorship Package — N\$65,000

In recognition of the Municipality's generous partnership, NAMPA is pleased to offer the following comprehensive benefits:

Sponsorship Benefit	Swakopmund Municipality (N\$65,000)
Conference Booklet Sponsorship — 1,000 printed copies	✓
Municipal showcase: Feature Swakopmund's beauty, heritage & services	✓
Conference programme included in the booklet	✓
CEO & Mayor featured on the front page of the booklet	✓

Sponsorship Benefit	Swakopmund Municipality (N\$65,000)
Mayor/CEO Foreword published in the booklet	✓
Municipality's logo on all conference branding & marketing materials	✓
Exhibition stand to display municipal information & services	✓
5 complimentary delegate tickets (valued at N\$[insert per ticket rate])	✓

The sponsorship investment of N\$65,000 covers the full cost of producing and printing 1,000 conference booklets, ensuring that Swakopmund Municipality is celebrated and recognised before an audience of Heads of State, senior dignitaries, and over 1,000 delegates.

6. Why This is the Perfect Partnership for Swakopmund

Hosting the 2nd Effective Communications Conference in Swakopmund is a tremendous honour for the region. This partnership offers the Municipality an extraordinary platform to:

- Showcase Swakopmund as a premier destination for high-level national and international events.
- Promote tourism, investment, and development opportunities in the Erongo Region directly to Namibia's most influential decision-makers.
- Place the Mayor's message and the Municipality's brand in the hands of the President, Prime Minister, UN officials, and 1,000 delegates.
- Demonstrate the Municipality's commitment to national development and effective communication.
- Gain visible recognition on all NAMPA conference branding and marketing materials.

7. Closing Remarks

We believe this sponsorship presents a rare and prestigious opportunity for Swakopmund Municipality to be prominently celebrated on a national stage. The 2nd Effective Communications Conference promises to be a landmark event in Namibia's communications landscape, and we would be truly honoured to have the Municipality as a valued partner.

We kindly request your favourable consideration of this proposal and look forward to the opportunity to discuss it further at your convenience.

Kind regards



Mr. Confidence Musariri
Editor and Commercial Manager

All correspondence to be addressed to the Chief Executive Officer.

Directors: Mrs. N. Katonyala – Lewis (Chairperson), Mr. K. Guiseb (Vice -Chairperson), Ms. K. Nghishitende, Ms. B. Amakali, Mr. E. Mwenyo

Tel: (061) 374 000 Fax: (061) 258 262 VAT no : 2721149-01-5 NAMIBIA PRESS AGENCY Cnr of Keller & Eugene Marais P. O. Box 26185 Windhoek	Tax Invoice <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date</td> <td style="width: 50%;">25/08/26</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>INC937</td> </tr> </table>	Date	25/08/26	Page	1	Document No	INC937										
Date	25/08/26																
Page	1																
Document No	INC937																
Swakopmund Municipality	Deliver to Swakopmund Municipality Cnr Rakotoka Street & Daniel Kamho Avenue Swakopmund, Erongo																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Account</td> <td style="width: 30%;">Your Reference</td> <td style="width: 10%;">Tax Exempt</td> <td style="width: 10%;">Tax Reference</td> <td style="width: 30%;">Sales Code</td> </tr> <tr> <td>SWKMUN</td> <td></td> <td style="text-align: center;">N</td> <td></td> <td style="text-align: right;">Inclusive</td> </tr> </table>		Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	SWKMUN		N		Inclusive						
Account	Your Reference	Tax Exempt	Tax Reference	Sales Code													
SWKMUN		N		Inclusive													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Code</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 5%;">Unit</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Disc%</th> <th style="width: 10%;">Tax</th> <th style="width: 5%;">Nett Price</th> </tr> <tr> <td>2804000</td> <td>EFFECTIVE COMMUNICATORS CONFERENCE 2026 SPONSERSHIP</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">15.00%</td> <td style="text-align: right;">40 000.00</td> </tr> </table>		Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price	2804000	EFFECTIVE COMMUNICATORS CONFERENCE 2026 SPONSERSHIP					15.00%	40 000.00
Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price										
2804000	EFFECTIVE COMMUNICATORS CONFERENCE 2026 SPONSERSHIP					15.00%	40 000.00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> Nedbank Namibia Account number: 11000438423 Branch code: 461617 Received in good order Signed _____ Date _____ </td> <td style="width: 40%; vertical-align: top; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Sub Total</td> <td style="width: 40%; text-align: right;">34 782.61</td> </tr> <tr> <td>Discount @ 0.00%</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Amount Excl Tax</td> <td style="text-align: right;">34 782.61</td> </tr> <tr> <td>Tax</td> <td style="text-align: right;">5 217.39</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">40 000.00</td> </tr> </table> </td> </tr> </table>		Nedbank Namibia Account number: 11000438423 Branch code: 461617 Received in good order Signed _____ Date _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Sub Total</td> <td style="width: 40%; text-align: right;">34 782.61</td> </tr> <tr> <td>Discount @ 0.00%</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Amount Excl Tax</td> <td style="text-align: right;">34 782.61</td> </tr> <tr> <td>Tax</td> <td style="text-align: right;">5 217.39</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">40 000.00</td> </tr> </table>	Sub Total	34 782.61	Discount @ 0.00%	0.00	Amount Excl Tax	34 782.61	Tax	5 217.39	Total	40 000.00				
Nedbank Namibia Account number: 11000438423 Branch code: 461617 Received in good order Signed _____ Date _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Sub Total</td> <td style="width: 40%; text-align: right;">34 782.61</td> </tr> <tr> <td>Discount @ 0.00%</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Amount Excl Tax</td> <td style="text-align: right;">34 782.61</td> </tr> <tr> <td>Tax</td> <td style="text-align: right;">5 217.39</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">40 000.00</td> </tr> </table>	Sub Total	34 782.61	Discount @ 0.00%	0.00	Amount Excl Tax	34 782.61	Tax	5 217.39	Total	40 000.00						
Sub Total	34 782.61																
Discount @ 0.00%	0.00																
Amount Excl Tax	34 782.61																
Tax	5 217.39																
Total	40 000.00																

11.1.46 **SUBMISSION OF OUTSTANDING DEBTS OWED BY PENSIONERS AND DESTITUTE PERSONS FOR CONSIDERATION OF WRITE-OFF**
(C/M 2026/09/03 - 3/11/2/1/4)

Special Management Committee Meeting of 27 August 2026, Addendum **5.1** page **03** refers.

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

1. PURPOSE OF SUBMISSION

The purpose of this submission is to formally apprise Council of the correspondence received from the Line Ministry, as reflected in the attached letter (**Annexure 1**), requesting information on outstanding debts owed by Pensioners and Destitute Account Holders.

2. CURRENT STATUS

Attached (**Annexure 2**) hereto for Council's consideration is the updated schedule of outstanding debts relating to Pensioners as of **18 August 2026**.

It is further submitted that Council is not yet in possession of a complete schedule of outstanding debts relating to Destitute Account Holders. Publication of Notices must be issued to obtain the requisite information of potential Destitute Account Holders. It is anticipated that the said information will not be available prior to **31 August 2026**, being the due date for submission to the Line Ministry.

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

RESOLVED: (For Condonation By Council)

- (a) That Council takes note of the correspondence received from the Line Ministry requesting information on outstanding debts owed by Pensioners and Destitute Account Holders.
- (b) That Council endorses the attached (on file) updated schedule of outstanding debts relating to Pensioners and Physically Challenged persons as at 18 August 2026.
- (c) That Council gives consent to ensure that Notices be published for registration of potential Destitute Account Holders and be submitted to the Ministry.
- (d) That an explanatory note should accompany the list in respect of residential properties or service accounts registered under close corporations (cc) that are owned by senior citizens.
- (e) That information pertaining to the last debts of pensioners written off by the Municipality be disclosed to the line ministry for record purposes.

11.1.47

**AUDIENCE: ONDJIRA OKUJENDA KOMURUNGU (PTY) LTD PRIVATE
TREATY APPLICATION TO ACQUIRE ERVEN 2428, 2429 AND 2430,
EXTENSION 11, MATUTURA**

(C/M 2026/09/03 - ERVEN 2428 M, 2429 M AND 2430, M)

Special Management Committee Meeting of 27 August 2026, Addendum **5.2**
page **22** refers.

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

1. **Introduction**

An application was received from Ondjira Okujenda Komurungu (Pty) Ltd dated **01 June 2026** to acquire three erven, zoned “general residential” located in Extension 11, Matutura.

Seeing that it is a standard application to purchase erven zoned “general residential” by private treaty, the applicant was informed of Council’s standard decision made on **01 April 2025** under item 11.1.15 (reply dated **11 June 2026** attached as **Annexure “A”**).

This decision was made to ensure that all applicants are treated equally and granted equal opportunities in acquiring land through public bidding.

*In addition to the above, the applicant was informed that the subject erven are located in Extension 11, Matutura which was serviced with government funding. In this regard the Ministerial directive dated **21 May 2026** is attached prohibiting the sale of these erven (**Annexure “B”**) to private investors.*

Therefore, at this stage Council is not authorized to trade with these erven.

2. **Current Situation**

Notwithstanding the above information and prohibition placed on the sale of erven to investors, another letter dated **10 August 2026** was received from Ondjira Okujenda Komurungu (Pty) Ltd requesting an audience with the Management Committee (**Annexure “C”**).

Mr Ukaapehi of the said entity was accordingly invited to engage with the Management Committee on **27 August 2026**.

3. **Council’s Standard Decision for Unsolicited Applications**

Being inundated with private treaty applications, Council on **01 April 2025** under item 11.1.15 approved a standard operating procedure for dealing with applications based on it being an application for any of the following 3 categories:

“(a) That Council confirms that as standard operating procedure it is proposed that the Corporate and Human Capital Department determines the purpose of applications for:

- (i) established erven (**general residential**, single residential, business, industrial and institutional); and*

- Reply that Council will publish closed bid sales if and when erven becomes available (standard resolutions Annexure “B”, on file);
- (ii) townships development (low-, medium- and high income); and
- Reply that Council will call for proposals should assistance be required for the establishment and or servicing of townships (standard resolutions Annexure “C”, on file);
- (iii) and business ventures the applicant deems as exceptional; and
- Reply that the applicant completes the investors proposal check list for submission to the Investment Coordination Committee (resolution for the establishment of the standing committee is attached as Annexure “D”).

4. **Fair and Equal Opportunities by Public Closed Bid Sales**

Once clarification is obtained regarding the scope of the latest ministerial directive dated **21 May 2026**, Council will be able to proceed with closed bid sales for erven zoned **other than “single residential”**.

It is required that the erven zoned **other than “single residential”** are sold and developed in order to ensure that all required business and community amenities are established in these townships to cater for the vulnerable low-income beneficiaries of the mass housing project.

Therefore, entertaining audiences with interested may be regarded as preferential treatment and could create expectations of allocation.

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

RECOMMENDED:

(a) That Council takes note of:

- (i) **the application dated 01 June 2026 received from Ondjira Okujenda Komurungu (Pty) Ltd to acquire by private treaty sale three erven, zoned “General Residential” located in Extension 11, Matutura (Erven 2428, 2429 and 2430);**
- (ii) **the reply dated 11 June 2026 informing the applicant of Council standard operating procedure approved on 01 April 2025 under item 11.1.15 for private treaty applications, for among other erven zoned “General Residential”;**
- (iii) **as well as being informed that the erven located in Extension 11, Matutura was serviced with government funding and therefore the Ministerial directive dated 21 May 2026 prohibits the sale of these erven to private investors.**

(b) That Council takes note of the presentation by Mr Ukaapehi of Ondjira Okujenda Komurungu (Pty) Ltd and confirm the content of the reply dated 11 June 2026.

(c) That a submission be made for all available erven zoned other than “Single Residential” for Council’s consideration in line with the ministerial directive of 21 May 2026.



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

Ref No: E 2428 M (Extension 11, Matutura)
E 2429 M (Extension 11, Matutura)
E 2430 M (Extension 11, Matutura)
Enquiries: Ms S Bruwer

11 June 2026

Mr Ukaapehi
Director
Ondjira Okujenda Komurungu (Pty) Ltd
P O Box 3474
VINETA
13003

ukaapehi@gmail.com

Dear Sir

**FORMAL LAND APPLICATION FOR THE PURCHASE OF ERVEN 2428, 2429 AND 2430
- SWAKOPMUND - OKUHEPA VIEW AFFORDABLE HOUSING DEVELOPMENT**

The abovementioned refers.

I acknowledge receipt of your letter dated **11 June 2026**; the content whereof is noted.

Please be informed of the following:

1. **Erven 2428, 2429 and 2430, Extension 11, Matutura**

The subject erven are zoned "general residential" and are located in Extension 11, Matutura. The township was serviced with Government funding and are therefore subject to the Ministerial directive issued on **21 May 2026** with regard to the sale of these erven.

Therefore the future sale of these erven (erven zoned other than "single residential") will be clarified in due course, considering the sale by public closed bid sale being a transparent method and allowing the public equal opportunity to take part in the sale.

2. **Council's Standard Decision for Unsolicited Applications**

Being inundated with private treaty applications, Council on **01 April 2025** under item 11.1.15 approved a standard operating procedure for dealing with applications based on it being and application for any of the following 3 categories:



"(a) That Council confirms that as standard operating procedure it is proposed that the Corporate and Human Capital Department determines the purpose of applications for:

- (i) *established erven (general residential, single residential, business, industrial and institutional); and*
 - *Reply that Council will publish closed bid sales if and when erven becomes available (standard resolutions Annexure "B", on file);*
- (ii) *townships development (low-, medium- and high income); and*
 - *Reply that Council will call for proposals should assistance be required for the establishment and or servicing of townships (standard resolutions Annexure "C", on file);*
- (iii) *and business ventures the applicant deems as exceptional; and*
 - *Reply that the applicant completes the investors proposal check list for submission to the Investment Coordination Committee (resolution for the establishment of the standing committee is attached as Annexure "D")."*

3. **Application for a Private Treaty Sale**

Therefore, in terms of the above resolution Council only considers private treaty sales for exceptional development proposals. Your application refers to a standard residential housing application for established erven.

4. **Participation in Closed Bid Sales**

In terms of the Local Authorities Act, Act 23 of 1992, as amended, Council timeously publishes sales in two newspapers, circulating locally and on Council's social media platforms.

Therefore you are kindly requested to follow Council's Facebook page in order to be informed of any sales of erven arranged by Council.

Should you have any enquiries, please do not hesitate to contact Ms S Bruwer at ☎ 064-4104212.

Yours faithfully

7 

Mpsa Haingura
General Manager: Corporate Services, Human Capital & ICT

/sb





Republic of Namibia

Ministry of Urban and Rural Development
OFFICE OF THE MINISTER

Enquiries: Yvette Mutonga
 Tel: (+264+61) 297-5215
 Fax : (+264+61) 259-906
 Email address: ymutonga@murd.gov.na

Government Office Park
 Luther Street
 our ref: 17/1/1

Private Bag 13289
 Windhoek, Namibia

CIRCULAR 1/2026: SALE OF GOVERNMENT SERVICED LAND FOR HOUSING PURPOSES.

TO: All Mayors and Chief Executive Officers of Municipalities and Town Councils
 All Chairpersons and Chief Executive Officers of Village Councils

Copy: Her Excellency Netumbo Nandi-Ndaitwa, President: Republic of Namibia
 Hon. Evelyn !Nawases-Taeyele: Deputy Minister
 Dr. Wilhelmine Shivute: Executive Director: MURD.

FROM: SANKWASA JAMES SANKWASA, MP
 MINISTER



RE: SELLING OR AUCTIONING OF GOVERNMENT SERVICED LAND TO
 PRIVATE INVESTORS IN LOCAL AUTHORITIES.

1. I have, during the induction training (workshops) of all Local Authorities, pronounced a new policy directive regarding the sale of government serviced land within all local authorities to private investors for housing construction purposes. I have noticed that Namibia is becoming a free for all, in land acquisition where the majority of our citizens are now kept at bay because the houses are now becoming available mostly for the rich individual (local and foreigners mostly if not all).
2. It is an open secret that private investors acquire government serviced land from local authorities at a relatively lower price, e.g. at N\$65.00 to N\$95.00 per square metre at most especially in Town and Village Councils, and N\$150.00 to N\$250.00 per square metre (in some municipalities) but sells the same land to the buyers of houses constructed at N\$850.00 to N\$950.00 per square metre (Municipalities, Town and Village Councils). This is triple the acquisition cost, resulting in our people's failure to buy houses.

3. Government (both Ministry and local authorities) service and make land available with the intention to have Namibians gain access to land and not for profit. On the contrary, private investors operating in the housing sector do so for profit. The prices currently charged by the private investors have denied Namibians access to land, which was the main objective of fighting and gaining independence.
4. In terms of section 30 (1) (t) (iii) of the Local Authorities Act 23 of 1992, as amended, stating that "Subject to the provisions of subsections (2) and (3), a local authority council shall have the power – subject to the provisions of part XIII, to - sell, let, hypothecate or otherwise dispose of or encumber any such immovable property, with the prior written approval of the Minister and **subject to such conditions if any, as may be determined by him or her, any immovable property and subject thereto that the Minister may determine the method of sale**, excluding a sale by auction, letting or hypothecation to be applied by a local authority council in respect of the immovable property, I have determined the conditions that:
 - No any immovable property (government serviced land) will be sold or made available to private investors for housing construction and sale to the public (citizens), except for business purposes or construction of shopping complex, which in return creates employment for our citizens.
 - and that the method of sale will be by direct sale to the individual citizens who applied and apply, first and foremost, before any foreign buyers and no auctioning (bidding) of land, as such approach has denied the common person access to land being acquired by the rich not the poor (lower and ultra-lower income category) constituting the bigger percentage of our population.

It has been noticed that most individuals have been on waiting lists for almost twenty (20) years. Since they applied because such citizens cannot afford to buy through the bidding method of land acquisition.
5. The private investors can, however, apply or acquire unserviced land whose selling rates per square metre will soon be properly determined or altered since such investors' targets the middle- and upper-income class who can afford such costly properties and operate for profit.
6. In instances or cases where land auctioning or bidding have been conducted, such bidding must be cancelled forthwith, as it will not receive approval as required in terms of section 30 of the Local Authorities Act 23 of 1992, as amended. All Local Authorities are expected to implement and operate within the confines of this new directive issued in terms of Article 40 and 41 of the Constitution.

Kind Regards

ONDJIRA OKUJENDA KOMURUNGU (PTY) LTD

t/a OKUHEPA VIEW — Affordable Housing Development

P O Box 3474, Vineta, Swakopmund, Namibia | Erf 4135, Grootfontein Street |
ukaapehi@gmail.com | Cell 081 409 2470

The General Manager: Corporate Services, Human Capital & ICT

Attention: Mr Mpasi Haingura

Swakopmund Municipality

P O Box 53

Swakopmund

Cc: Ms S Bruwer, Enquiries Officer

10 August 2026

Dear Sir,

RE: FORMAL APPEAL — REQUEST FOR RECONSIDERATION OF THE APPLICATION FOR THE PURCHASE OF ERVEN 2428, 2429 AND 2430, EXTENSION 11, MATUTURA — OKUHEPA VIEW AFFORDABLE HOUSING DEVELOPMENT**Ref: E 2428 M / E 2429 M / E 2430 M (Extension 11, Matutura)**

The abovementioned matter, and Council's letter dated 11 June 2026 signed by Mr Mpasi Haingura, General Manager: Corporate Services, Human Capital & ICT, refers.

We thank Council for its prompt response and for the clarity provided regarding the zoning status of the subject erven and the standard operating procedure adopted under Item 11.1.15 of 1 April 2025 for dealing with unsolicited applications. We respectfully write to request that Council reconsider our application, for the reasons set out below.

1. The Development Warrants Treatment as an Exceptional Proposal

We note that Council's standard procedure reserves private treaty consideration for business ventures which the applicant deems, and which Council may accept, as exceptional (category (iii) of the resolution). We submit that the Okuhepa View development falls squarely within this category, for the following reasons:

- (a) The project is a dedicated affordable housing scheme, comprising modest 90m² single-storey residential units, specifically designed to widen access to housing for lower- and middle-income residents of Swakopmund and Matutura in particular;
- (b) A private treaty allocation of these three specific, already-identified erven would allow the development to proceed on a coordinated basis across all three erven as a single, cohesive housing

scheme, which may be more difficult to achieve if the erven are sold individually and separately through a general closed bid process; and

(c) We note, respectfully, that notwithstanding the standard operating procedure referred to in Council's letter, Council retains the discretion to conclude a private treaty sale directly with our company in an appropriate case. We submit that this is such a case, and we respectfully request that Council exercise that discretion in favour of our application.

2. Request to Submit to the Investment Coordination Committee

In light of the above, and in accordance with paragraph 2(a)(iii) of Council's resolution, we respectfully request the opportunity to complete and submit the Investors Proposal Checklist for consideration by the Investment Coordination Committee, so that the merits of the Okuhepa View proposal may be formally assessed as an exceptional development.

3. Request that the Erven Not Be Placed on Public Auction

We respectfully request that Erven 2428, 2429 and 2430 not be placed on public auction or general closed bid sale, and that Council instead consider handling this matter as a private treaty sale directly with our company. Given the coordinated, affordable-housing nature of the proposed development, we believe the erven are better placed in Council's hands for direct negotiation with a committed developer than on the open market, and we would be grateful if Council could give this specific request its careful attention.

Should Council, notwithstanding the above, determine that the standard closed bid sale process must apply, we respectfully request, in the alternative, that our company be recorded as a registered interested party for these specific erven, and be given direct notification when any such sale is published, in addition to the notices placed in the local press and on Council's social media platforms.

4. Request for an Audience with Council

We respectfully request an audience with Council, at a date and time convenient to it, so that we may present and discuss this important development in person, share further detail on the proposal, and address any questions Council may have.

We trust that Council will give this request its favourable consideration, and we look forward to your response.

Should you require any further information in the interim, please do not hesitate to contact the undersigned.

Thank you.

Yours faithfully,



Mr Ukaapehi

Director

For and on behalf of Ondjira Okujenda Komurungu (Pty) Ltd, t/a Okuhepa View

11.1.48

APPROVAL FOR THE MUNICIPALITY OF SWAKOPMUND'S PARTICIPATION IN THE NAMIBIA NATIONAL MAYORS FORUM, PAYMENT OF THE ANNUAL MEMBERSHIP FEE, ATTENDANCE OF EXECUTIVE COMMITTEE MEETINGS, AND SUBMISSION OF MUNICIPAL BEST PRACTICES

(C/M 2026/09/03 - 12/5/5)

Special Management Committee Meeting of 27 August 2026, Addendum **5.3** page **30** refers.

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

INTRODUCTION

The purpose of this submission is to seek the approval of the Management Committee for:

1. *The continued participation of the Municipality of Swakopmund in the Namibia National Mayors Forum (NNMF);*
2. *The payment of the annual membership fee to the Namibia National Mayors Forum;*
3. *The official travel of the Mayor and the Personal Assistant to the Mayor to attend Executive Committee meetings and the Annual General Meeting of the Forum during the 2026 calendar year; and*
4. *The submission of the Municipality's best practice initiatives for presentation and knowledge sharing at the Forum.*

BACKGROUND AND DISCUSSION

The Namibia National Mayors Forum (NNMF) is a national platform that brings together mayors and local authority leadership from across Namibia to strengthen local governance, promote collaboration between local authorities, and facilitate the exchange of best practices and innovative approaches to municipal service delivery.

The Municipality of Swakopmund continues to play a significant leadership role within the Forum. The Mayor of Swakopmund currently serves as the Vice President of the Namibia National Mayors Forum, while the Personal Assistant to the Mayor serves as the Secretariat of the Forum. These appointments are a recognition of the Municipality's leadership and commitment to promoting excellence in local governance and strengthening cooperation among local authorities.

As part of its membership obligations, all member local authorities are required to pay an annual membership fee in order to remain in good standing and participate fully in the activities of the Forum. The annual membership fee is **N\$30,000.00**.

In addition to the annual membership, members of the Executive Committee are required to attend scheduled Executive Committee meetings and the Annual General Meeting (AGM), where strategic matters affecting the governance, operations and future direction of the Forum are deliberated upon.

The Executive Committee meeting schedule for the 2026 calendar year is as follows:

Date	Meeting	Venue
05 May 2026	Executive Committee Meeting	Otjiwarongo
09 July 2026	Executive Committee Meeting	Rehoboth
10 September 2026	Executive Committee Meeting	Opuwo
04-05 November 2026	Annual General Meeting (AGM)	Rundu

Attendance at these meetings by the Mayor and the Personal Assistant to the Mayor is essential to enable the Municipality to effectively execute its responsibilities as Vice President and Secretariat of the Forum. Participation further ensures that the Municipality contributes to strategic decision-making, policy discussions and the implementation of initiatives aimed at strengthening local government across Namibia.

Furthermore, the Forum has invited all member local authorities to submit municipal best practices for presentation during its engagements. The objective is to create a platform where municipalities can learn from one another by sharing innovative projects, successful interventions and governance initiatives that have positively impacted their communities.

The Municipality of Swakopmund has implemented several initiatives that have received recognition and could contribute meaningfully to these discussions. These include, amongst others:

- *The Youth Entrepreneurial Development Initiative (YEDI), which has empowered young entrepreneurs through financial support and business development opportunities;*
- *The Mayoral Development Fund and community outreach initiatives that provide assistance to vulnerable residents;*
- *Community safety initiatives implemented in partnership with the Namibian Police to strengthen crime prevention;*
- *Public-private partnerships supporting social and economic development; and*
- *Other innovative municipal programmes that promote inclusive development and improved service delivery.*

Participation in the Namibia National Mayors Forum provides the Municipality with an opportunity to showcase these initiatives at a national level while simultaneously learning from the experiences and successes of other local authorities. The exchange of knowledge and best practices contributes to improved governance, innovation, service delivery and sustainable local development.

Approval of this submission will maintain the Municipality's good standing within the Namibia National Mayors Forum, enable the Mayor and the Personal Assistant to the Mayor to fulfil their leadership responsibilities as Vice President and Secretariat of the Forum, strengthen intergovernmental relations and collaboration among local authorities, promote the Municipality of Swakopmund as a leader in innovation and good governance, facilitate the sharing of successful municipal programmes and best practices, and provide opportunities to benchmark against other municipalities and adopt innovative approaches that enhance service delivery.

FINANCIAL IMPLICATIONS

The Municipality is required to pay the prescribed annual membership fee to the Namibia National Mayors Forum in accordance with the attached invoice.

In addition, provision should be made for the official travel, accommodation, subsistence and related expenses of the Mayor and the Personal Assistant to the

Mayor to attend the Executive Committee meetings and the Annual General Meeting, in accordance with the Municipality's approved travel and subsistence policies.

LEGAL IMPLICATIONS

None.

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

RECOMMENDED:

- (a) That Council approves the continued participation of the Municipality of Swakopmund in the Namibia National Mayors Forum.**
 - (b) That Council approves the amount of N\$30,000.00 as payment of the annual membership fee to the Namibia National Mayors Forum**
 - (c) That Council approves the submission of the Municipality's best practice initiatives to the Namibia National Mayors Forum for presentation and knowledge sharing.**
 - (d) That Council approves the submission of the Municipality's best practice initiatives to the Namibia National Mayors Forum for presentation and knowledge sharing.**
 - (e) That Council approves the Mayor and the PA to the Mayor's participation in NNMF-related engagements during the year 2026/2027.**
 - (f) That Council Authorises the Chief Executive Officer to facilitate all administrative and financial arrangements necessary to enable the Municipality to fulfil its obligations and leadership responsibilities within the Namibia National Mayors Forum**
-

NAMIBIA NATIONAL MAYORS FORUM
The Presidents' Office
 Oshakati Town Council
 906 Sam Nujoma Road
 Civic Center
 Oshakati, Namibia
 Tel: +264 65 229 500
 Fax: +264 65 220 445
 Email: Lydial@oshtc.na



NNMF
NAMIBIA NATIONAL
MAYORS FORUM

03 August 2026

All Municipalities Mayors
 All Town Councils Mayors
 All Village Chairpersons

Dear your Worships and Village Chairpersons,

SUBJECT: REQUEST FOR SUBMISSION OF BEST PRACTICES, CHALLENGES AND PROPOSED SOLUTIONS

The Namibia National Mayors' Forum (NNMF) Executive Committee (EXCO), at its meeting held in Rehoboth on 9 July 2026, resolved to strengthen knowledge sharing and collaboration among Local Authorities through the documentation and dissemination of best practices.

In line with the objectives of the NNMF Constitution, particularly to create a forum for the sharing of ideas, promote solutions to common challenges affecting Local Authorities, and advance stakeholder engagement and benchmarking, the Executive Committee is compiling a comprehensive report on best practices and innovative initiatives implemented across the country.

Accordingly, all Local Authorities are kindly requested to submit information covering, but not limited to, the following:

- a) *Best practices and innovative initiatives that have contributed to improved service delivery, governance, financial sustainability, community development, or institutional performance;*
- b) *Major challenges currently facing your Local Authority;*
- c) *Practical solutions implemented or proposed to address these challenges;*
- d) *Mayoral Fund projects and their impact on the community;*
- e) *Twinning agreements, partnerships, and collaborative initiatives with other institutions or municipalities; and*
- f) *Any other noteworthy programmes, projects, or success stories that may benefit other Local Authorities.*

The information received will be consolidated into a report that will serve as a knowledge-sharing and benchmarking resource for all members of the Namibia National Mayors' Forum and will be presented at the forthcoming Annual General Meeting.

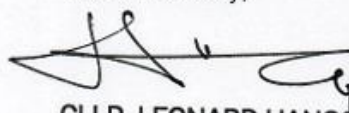
You are kindly requested to submit your contribution on or before 30 September 2026, submissions may be forwarded to: Lydial@oshtc.na.

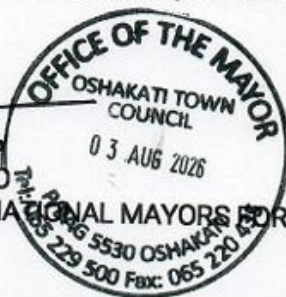
The Namibia National Mayors' Forum values your continued support and participation in strengthening local governance through collaboration, innovation, and the sharing of experiences.

Your contribution will assist in identifying practical solutions and promoting excellence across Local Authorities in Namibia.

Kindly accept the assurances of my highest consideration.

Yours faithfully,


CLLR. LEONARD HANGO
PRESIDENT: NAMIBIA NATIONAL MAYORS FORUM,



NAMIBIA NATIONAL MAYORS FORUM
The Presidents' Office
 Oshakati Town Council
 906 Sam Nujoma Road
 Civic Center
 Oshakati, Namibia
 Tel: +264 65 229 500
 Fax: +264 65 220 445
 Email: Lydial@oshtc.na



NNMF
NAMIBIA NATIONAL
MAYORS FORUM

13 July 2026

Municipality of Swakopmund:
 Municipality of Okahandja
 Municipality of Walvis Bay
 City of Windhoek
 Tsumeb Municipality
 Ondangwa Town Council

Cllr. S. Kautondokwa- Vice- President
 Cllr. I. Mutumbulwa
 Cllr. J. Shimbilinga
 Cllr. S. Uunona
 Cllr. H. Hamunyela
 Cllr. E. Auala

Dear Executive Committee Members,

**SUBJECT: APPROVED 2026 NAMIBIA NATIONAL MAYORS' FORUM (NNMF)
 EXECUTIVE COMMITTEE MEETING SCHEDULE**

The Namibia National Mayors' Forum (NNMF) Executive Committee (EXCO) wishes to inform you that, in accordance with Article 7.2 of the Namibia National Mayors' Forum Constitution, the Executive Committee approved the 2026 NNMF meeting schedule during its meeting held on 05 May 2026 in Otjiwarongo.

The approved meeting schedule is as follows:

Date	Venue	Meeting
05 May 2026	Otjiwarongo	EXCO
09 July 2026	Rehoboth	EXCO
10 September 2026	Opuwo	EXCO
04 November 2026	Rundu	EXCO
05 November 2026	Rundu	AGM

Members are kindly requested to take note of the above schedule and make the necessary arrangements to ensure their attendance at all meetings.

Furthermore, the Secretariat, comprising officials from Walvis Bay Municipality, Swakopmund Municipality, the City of Windhoek, and Oshakati Town Council, shall attend and provide administrative, technical, and logistical support during all Executive Committee meetings and the Annual General Meeting (AGM). The

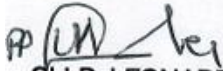
Executive Committee meetings and the Annual General Meeting (AGM). The Secretariat's continued participation is essential to ensuring the effective coordination of meetings, implementation of resolutions, record keeping, and the overall functioning of the Forum.

ONE VOICE. BETTER SERVICES

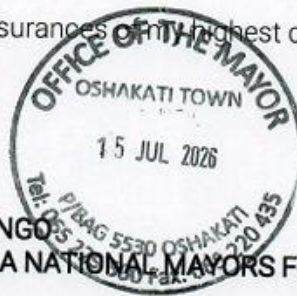
Your continued commitment and active participation are highly appreciated as we work collectively towards strengthening local governance, promoting collaboration, and advancing the objectives of the Namibia National Mayors' Forum.

Kindly accept the assurances of my highest consideration.

Yours faithfully,



CLLR. LEONARD HANGO
PRESIDENT: NAMIBIA NATIONAL MAYORS FORUM,



Invoice No: NNMF 2027/0162

06 July 2026

ATT: Mayor
Municipality of Swakopmund
Tel: 064 / 4104333
Fax: 064 / 4104212

dhane@swkmun.com.na

No.	Description		Amount (N\$)
	2025 Membership Fees - Namibia National Mayors Forum	Part I Municipality	30,000.00
TOTAL		N\$30,000.00	

Banking Details

Bank: First National Bank of Namibia (FNB)
Account Name: Namibia National Mayors Forum
Account Number: 62268955162
Branch Code: 282172
Branch: Oshakati
Reference: Full Name of Local Authority

Please email proof of payment to Lydial@oshtc.na / VistorinaK@oshtc.na.



ONE **VOICE**. BETTER **SERVICES**

- 11.1.49 **REQUEST FOR APPROVAL FOR THE MAYOR AND CHAIRPERSON TO TRAVEL TO NEW YORK, USA - INTERNATIONAL FORUM ON AFRICAN-CARIBBEAN LEADERSHIP (IFAL 2026) 21 - 28 SEPTEMBER 2026**
(C/M 2026/09/03 - 12/1/1)

Special Management Committee Meeting of 27 August 2026, Addendum **5.4** page **38** refers.

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

1. INTRODUCTION

The purpose of this submission is to seek the consideration and approval of the Special Management Committee for the Mayor of Swakopmund, Her Worship Councillor Suamma Kautondokwa, and the Chairperson of the Swakopmund Municipal Council, Councillor Shivute Alfieus Angula, to travel to New York, United States of America, from **21 - 28 September 2026** to attend and participate in the 12th International Forum on African-Caribbean Leadership (IFAL 2026).

The proposed participation follows an invitation from the Governor of the Erongo Region, Hon. Dr Nathalia /Goagoses, who has been selected for the Top 25 African Leading Governors' Yearbook 2026 and invited to attend IFAL 2026 during the 81st United Nations General Assembly Week.

2. BACKGROUND

The Office of the Governor – Erongo Region, through a letter dated **19 August 2026**, formally invited the Mayor, Her Worship Councillor Suamma Kautondokwa, and the Chairperson, Councillor Shivute Alfieus Angula, to accompany the Governor to New York and represent the Municipality and the Erongo Region at this prestigious international event.

The International Forum on African-Caribbean Leadership is scheduled to take place in New York, USA, from **21 to 28 September 2026**, during the 81st United Nations General Assembly Week.

The forum brings together African, Caribbean and international leaders and provides a platform for engagement on matters relating to leadership, governance, economic development, investment, innovation and partnerships. The invitation further highlights the opportunity for the Municipality to have its profile and developmental initiatives showcased internationally, in

3. DISCUSSION

The proposed participation of the Mayor and Chairperson is considered beneficial to the Swakopmund Municipality for the following reasons:

3.1 International Representation

The participation of the Mayor and Chairperson will provide an opportunity for Swakopmund Municipality to be represented at an international platform bringing together leaders and stakeholders from across Africa, the Caribbean and other parts of the world.

Such representation contributes to positioning Swakopmund as a progressive coastal municipality with investment, tourism, infrastructure and development opportunities.

3.2 Investment and Development Opportunities

The forum provides an opportunity to engage with potential investors, development partners, municipalities, business leaders and other institutions on areas of mutual interest.

The Municipality can use the platform to showcase its developmental initiatives and identify opportunities for partnerships and investment that may contribute to local economic development.

(a) Promotion of Swakopmund

The invitation specifically provides an opportunity for the Municipality to have a profile or paragraph published internationally, highlighting Swakopmund's key achievements, investment opportunities and developmental initiatives.

This presents an opportunity to promote the Municipality beyond the local and national environment and enhance its visibility as a destination for investment, tourism and development.

(b) Strengthening Strategic Partnerships

Participation by the Mayor and Chairperson may contribute towards establishing and strengthening relationships with international leaders, local authorities, private-sector representatives and development organisations.

These engagements could potentially result in future cooperation, knowledge exchange and partnerships beneficial to the Municipality.

(c) Leadership and Knowledge Exchange

The forum will expose the Municipality's leadership to international perspectives and experiences relating to local governance, economic development, leadership and sustainable urban development.

The knowledge gained can subsequently be shared with Council and Management for consideration in the Municipality's ongoing programmes and initiatives.

4. PROPOSED TRAVELLING DELEGATION

It is proposed that the following representatives of the Swakopmund Municipality attend:

1. ***Her Worship Councillor Suamma Kautondokwa - Mayor***
2. ***Councillor Shivute Alfieus Angula - Chairperson of Council***

The two representatives will accompany the Governor of the Erongo Region and represent the Municipality at the forum and related engagements.

5. TRAVEL DATES

The proposed travel dates are:

- **Departure:** 21 September 2026
- **Return:** 28 September 2026

The above dates are aligned with the period indicated for the International Forum on African-Caribbean Leadership in New York.

6. FINANCIAL IMPLICATIONS

The invitation indicates that the organisers have made available a VIP sponsorship package for six delegates at a total cost of **US\$16,700. (N\$267,200.00 as at 24 August 2026)**.

The package provides, among other benefits, an opportunity for participating institutions to receive international exposure and have their profiles and developmental initiatives highlighted.

The Office of the Governor has requested the Municipality to consider assisting with the sponsorship amount, either **in full or partially**.

In addition to the sponsorship contribution, the Municipality will need to determine and budget for the applicable travel-related costs for the Mayor and Chairperson, including:

- Return airfare;
- Subsistence and travel allowances;
- Ground transportation;
- Visa and related travel costs; and
- Any other approved official travel expenses.

Summary of trip to Johannesburg for VISA application, trip to USA as well participation costs.

No.	Description	Period	Rate	Quantity	Total
1	Visa applications	TBD	N\$400.00 lunch tariff per person N\$2200 per person per night (two nights)	Mayor and Chairperson	N\$9600.00
2	Partial contribution		N\$267,200.00	Partial contribution of N\$50,000.00	N\$50,000.00
3	Trip	20 Sept 2026 21-28 Sept 2026	N\$400.00 lunch tariff per person N\$2000 per person (overnight in Windhoek) N\$2100.00 per person per night Overnight on return	Mayor and Chairperson	N\$4800.00 N\$29,400.00

			N\$2000 per person		N\$4000.00
Estimated total excluding actual travel costs					N\$97,800.00

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

RECOMMENDED:

- (a) That approval be granted for Her Worship Councillor Suamma Kautondokwa, Mayor of Swakopmund, and Councillor Shivute Alfeus Angula, Chairperson of the Management Committee, to travel to New York, USA, from 21 to 28 September 2026 to attend the International Forum on African-Caribbean Leadership (IFAL 2026).
 - (b) That the Mayor and Chairperson of the Management Committee be authorized to represent the Swakopmund Municipality during the forum and associated official engagements.
 - (c) That approval be granted for the Municipality to consider contributing the amount of N\$50,000 towards the VIP sponsorship package of US\$16,700.00
 - (d) That the amount of N\$96,000.00 be approved and defrayed from the Conference Vote where N\$286,155.30 is available.
 - (e) That a report on the outcomes of the forum and engagements undertaken be submitted to Council / Management following the return of the delegation.
 - (f) That Council seeks Ministerial approval for the travel authorization of the Mayor, where required.
-



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

OFFICE OF THE GOVERNOR – ERONGO REGION

Tel no: (064) 417900
Fax no: (064) 417906
Email: Bemathe.Situde@erongo.gov.na

Private Bag 5033
Swakopmund
Erongo Governor Office

19 August 2026

Mr. Benjamin Alfeus
Chief Executive Officer
Swakopmund Municipality
P.O. Box 53
SWAKOPMUND

Dear Mr. Alfeus,

SUBJECT: INVITATION TO ACCOMPANY THE GOVERNOR TO IFAL 2026 – NEW YORK, USA

I hope this letter finds you well.

I hereby wish to inform you that I have been selected for the Top 25 African Leading Governors' Yearbook 2026 and invited to attend the 12th International Forum on African-Caribbean Leadership (IFAL 2026), taking place during the 81st United Nations General Assembly (UNGA 81) Week in New York, USA, from 21 to 28 September 2026.

Given the significance of this international platform, I would like to invite the **Mayor, Her Worship Suamma Kautondokwa, and Chairperson, Cllr Shivute Alfeus Angula** to accompany me and represent the Municipality and the Erongo Region at this prestigious event.

The organisers have also made available a VIP sponsorship package for six delegates of US\$16,700. I kindly request the Municipality to consider assisting with the amount, either in full or partially.

The package further provides an opportunity for the Municipality to have a paragraph/profile published internationally, highlighting Swakopmund's key achievements, investment opportunities and developmental initiatives. The Municipality is therefore kindly requested to provide a suitable profile for consideration.

Attached hereto, is a copy of the letter from the African Leadership Magazine and approval letter from Her Excellency Dr. Netumbo Nandi-Ndaitwah.

I would appreciate your favourable consideration and support.

Kind regards,


OFFICE OF THE GOVERNOR
P.O. BOX 5033
SWAKOPMUND
19 AUG 2026
HON. DR. NATHALIA/GOAGOSES
GOVERNOR: ERONGO REGION
ERONGO REGION

11.1.50 **PUBLIC HEALTH AND ENVIRONMENTAL CONCERNS ON ERF 1152 AND ERF 1183, INDEPENDENCE STREET**

(C/M 2026/09/03 - M 1152, 1183)

Special Management Committee Meeting of 27 August 2026, Addendum **5.6** page **68** refers.

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

Purpose of Submission

The purpose of this submission is to obtain Council's approval to sell and fence Erven 1152 (600 m²) and Erf 1183 (780 m²), Mondesa, on Independence Avenue, zoned "residential" and public open space, respectively, in order to address the ongoing public health, environmental, and safety concerns arising from the misuse of these municipal properties by members of the public.

1. Background

During a meeting held with the affected residents on 29 July 2026, residents residing in the vicinity of erf 1152 and 1183 objected to the proposed establishment of an open market on these erven.

Council on 08 August 2024 while discussing the re-purchasing of erf 3193 Mondesa resolved as follows:

- (a) *That Council authorises the Economic Development Services Department and the Corporate Services and Human Capital to negotiate with the owner of Erf 3193, Mondesa for a possible reduction in price; whereafter Council will decide whether or not to purchase the erf.*
- (b) *That provision for a minimum of five (5) toilets as well as freshwater tap be developed for the Open Market facility on Erven 1183 & 1152, Mondesa*
- (c) *That the Engineering and Planning Services Department assists with the temporary planning and preparation of the market sites on all 3 Erven (i.e. 1183 & 1152 and 3193, Mondesa).*

While planning for the development of an open market facility as per (b) above, the erven have increasingly become a public health and environmental management concern due to the continued misuse of the vacant municipal land by members of the public. The affected area has been associated with illegal trading activities, indiscriminate littering, illegal dumping of waste, inappropriate use of refuse facilities, and persistent unsanitary practices. These activities have negatively affected the surrounding environment and have generated numerous complaints from nearby residents regarding hygiene, public safety, and the deteriorating appearance of the area.

The matter was formally brought to the Municipality's attention through correspondence dated 04 July 2026, in which residents expressed concern over the continued deterioration of sanitary conditions on and around the affected erven. Despite various temporary interventions implemented by the Municipality to mitigate the situation, the conditions have persisted and

continue to create an environment that is detrimental to public health, environmental cleanliness, and the orderly use of municipal land.

Illegal vendors continue to operate in the vicinity, while litter and waste continue to accumulate around the affected properties. Although a skip container has been provided to facilitate waste disposal, it has become a source of nuisance by attracting flies, rodents, and other vermin, thereby increasing the risk of disease transmission and creating unpleasant conditions for surrounding residents.

Furthermore, the temporary toilet facility provided in the area is reportedly being misused, with some individuals continuing to urinate and defecate in the surrounding open spaces instead of using the facility. The resulting offensive odours, human waste, and unhygienic conditions present a significant public health concern and negatively impact the quality of life of neighbouring residents.

The vacant erven have effectively become informal dumping grounds and open toilet areas despite the Municipality's efforts to provide waste disposal facilities. In addition, the rocks previously placed around the erven as a temporary control measure have become breeding and hiding places for rodents. This has resulted in an increased rodent population, with mice spreading into adjacent residential properties, further aggravating the environmental and public health concerns.

These conditions are inconsistent with the Municipality's obligations to promote public health, environmental protection, and orderly urban management. Consequently, a more sustainable and long-term intervention is required to prevent the continued misuse of the properties.

2. Discussion

In order to address the ongoing challenges associated with Erven 1152 and Erf 1183, Mondesa, several intervention measures have been considered.



The first option is to dispose of Erf 1152, Mondesa through sale to municipal staff members, in accordance with the Municipality's applicable policies and

legislative requirements. With regard to Erf 1183 Mondesa, it is proposed that the erf be formally closed as a public open space, rezoned for residential purposes, and thereafter disposed of through sale. The disposal of these erven would facilitate future development, ensure responsible management of the land, and eliminate the continued financial and operational burden placed on the Municipality to manage the recurring nuisance.

Should Council determine that the erven should remain municipal property, it is recommended that the sites be secured by erecting a perimeter fence to restrict unauthorised access and discourage illegal activities. Prior to fencing, the Municipality should undertake a comprehensive clean-up and disinfection of the area and remove the piles of stones that currently provide breeding and hiding places for rodents.

As an interim measure, consideration should be given to securing the erven by erecting a perimeter fence and appointing a security guard to monitor the site. These measures would help prevent further illegal dumping, vandalism, unlawful occupation, and other undesirable activities until a permanent solution, namely the disposal of the erven through sale, has been implemented.

In addition, the Uis/Khorixas buses currently operating from this location should be relocated to a more suitable site to improve traffic flow, public safety, and general order in the area. Vendors currently trading on the adjacent pavements should likewise be relocated to a designated trading area where trading activities can be effectively regulated, municipal services can be provided, and compliance with applicable by-laws can be better enforced.

3. Financial Implications

Should Council approve the disposal of the erven, the process will be conducted in accordance with the applicable policies and procedures governing the disposal of municipal land.

Should Council approve the fencing of the erven, provision will need to be made within the Municipal budget for the costs associated with cleaning, disinfection, removal of the existing stones, construction of the perimeter fence, and, where approved, the appointment of temporary security services. All procurement processes will be undertaken in accordance with the Public Procurement Act.

4. Conclusion

The continued misuse of Erf 1152 and Erf 1183, Mondesa has resulted in persistent public health risks, environmental degradation, illegal activities, and ongoing complaints from surrounding residents. Previous temporary interventions have not achieved a sustainable solution.

It is therefore recommended that Council approve the disposal of the erven through sale. Alternatively, should Council require an interim intervention prior to the disposal process being finalised, the properties should be fenced to prevent further unauthorised access and misuse. The implementation of the recommended measures, together with the cleaning and rehabilitation of the site, relocation of the Uis/Khorixas buses, and relocation of informal traders to an appropriate trading area, will

significantly improve public health, environmental management, urban aesthetics and the orderly use of municipal land.

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

RECOMMENDED:

- (a) That Council resolution of 08/08/2024 (b) and (c) be repealed.
 - (b) That Erf 1152, Mondesa, zoned "*Single Residential*", be offered for sale to a Council staff member in accordance with the Municipality's policies and applicable legislation for residential development, in order to prevent the continued misuse of the property and eliminate the persistent unsanitary conditions that negatively affect surrounding residents, public health, and the environment.
 - (c) That Erf 1183, Mondesa, zoned "*Public Open Space*", be closed as a "public open space" and subsequently rezoned from "*Public Open Space*" to "*residential*" and be sold in accordance with the Municipality's policies and applicable legislation for residential development, in order to prevent the continued misuse of the property and eliminate the persistent unsanitary conditions that negatively affect surrounding residents, public health, and the environment.
 - (d) That Council approve the erection of a perimeter fence around Erven 1152 and 1183, Mondesa, Independence Street in the interim until the disposal of the erven through sale, has been implemented, subject to the Municipality's applicable procurement processes, to secure the properties and prevent further illegal dumping, unauthorised occupation, vandalism, and other unlawful activities, and that an amount of N\$ 150 000.00 be availed for this purpose, as per the cost estimate received.
 - (e) That Council authorises the Economic Development Services Department to relocate the Uis/Khorixas buses currently operating from the parking area adjacent to Erf 1152, Mondesa to the designated taxi rank in order to improve traffic management, public safety and the orderly use of the area.
 - (f) That Council authorises the Economic Development Services Department to relocate the informal vendors currently trading on the pavements surrounding Woermann Brock Mondesa to an appropriate designated trading area and ensure that the relocation site is provided with sufficient and suitable ablution (toilet) facilities, in order to promote orderly trading, improve environmental cleanliness, and enhance pedestrian safety.
-

ANNEXURE:

Ismael N Shipanga
 Erf 1164, Mahetago
 +264 81 280 9275
 21 July 2026

The Chief Executive Officer
 Swakopmund Municipality



Subject: Follow-Up on Formal Complaint Regarding Illegal Trading, Unsanitary Conditions, and Public Health Risks

Dear Sir,

I refer to my formal complaint dated 04 July 2026 regarding the illegal trading activities, refuse bin placement, unsanitary conditions, and the serious public health risks affecting my family and other residents living near my property.

To date, I have neither received a satisfactory response nor observed any action taken to address the issues raised in my previous correspondence. The situation remains unchanged, and the environmental and health hazards continue to worsen.

Illegal vendors continue to operate in the area, litter continues to accumulate around my property, and the refuse bin remains in its current location, attracting flies, rodents, and other pests.

Furthermore, the temporary toilet facility is still being misused, with individuals continuing to relieve themselves in the surrounding open areas. The offensive odours remain unbearable and continue to affect our daily lives and the wellbeing of my family.

It is deeply concerning that despite my previous complaints over the past five years and my formal written complaint submitted on 04 July 2026, no meaningful intervention has been made. As a resident and ratepayer, I believe I am entitled to live in a clean, safe, and healthy environment.

I therefore once again request the Swakopmund Municipality to urgently:

Investigate and stop the illegal trading activities in the area.

Relocate the refuse bin away from nearby residential properties.

Enforce proper use of the temporary toilet facilities and improve sanitation.

Ensure regular cleaning and waste removal.

Take immediate measures to eliminate the ongoing environmental and public health risks.

Should the Municipality fail to take appropriate action within 14 days of receiving this letter, I will have no alternative but to pursue the matter with the relevant authorities, including the Office of the Ombudsman, the Ministry of Health and Social Services, the Office of the Prime Minister, local media, and, if necessary, seek legal remedies through my attorneys.

I trust that the Municipality will now give this matter the urgent attention it deserves and provide me with a written response outlining the actions that will be taken.

Yours faithfully,

Ismael N Shipanga

Ismael N Shipanga
Erf 1164, Mahetago
+264 81 280 9275
21 July 2026

The Chief Executive Officer
Swakopmund Municipality

Subject: Follow-Up on Formal Complaint Regarding Illegal Trading, Unsanitary Conditions, and Public Health Risks

Dear Sir,

1

I refer to my formal complaint dated 04 July 2026 regarding the illegal trading activities, refuse bin placement, unsanitary conditions, and the serious public health risks affecting my family and other residents living near my property.

To date, I have neither received a satisfactory response nor observed any action taken to address the issues raised in my previous correspondence. The situation remains unchanged, and the environmental and health hazards continue to worsen.

Illegal vendors continue to operate in the area, litter continues to accumulate around my property, and the refuse bin remains in its current location, attracting flies, rodents, and other pests.

Furthermore, the temporary toilet facility is still being misused, with individuals continuing to relieve themselves in the surrounding open areas. The offensive odours remain unbearable and continue to affect our daily lives and the wellbeing of my family.

It is deeply concerning that despite my previous complaints over the past five years and my formal written complaint submitted on 04 July 2026, no meaningful intervention has been made. As a resident and ratepayer, I believe I am entitled to live in a clean, safe, and healthy environment.

I therefore once again request the Swakopmund Municipality to urgently:

Investigate and stop the illegal trading activities in the area.

Relocate the refuse bin away from nearby residential properties.

Enforce proper use of the temporary toilet facilities and improve sanitation.

Ensure regular cleaning and waste removal.

Take immediate measures to eliminate the ongoing environmental and public health risks.

Should the Municipality fail to take appropriate action within 14 days of receiving this letter, I will have no alternative but to pursue the matter with the relevant authorities, including the Office of the Ombudsman, the Ministry of Health and Social Services, the Office of the Prime Minister, local media, and, if necessary, seek legal remedies through my attorneys.

I trust that the Municipality will now give this matter the urgent attention it deserves and provide me with a written response outlining the actions that will be taken.

Yours faithfully,
Ismael N Shipanga

Ismael N. Shipanga



+264 64 410 4500 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Ref: 18/1/1

Enquiries: *Rosalia Neshuku*
rneshuku@swkmun.com.na

06 August 2026

Mr. Ismael Shipanga
 Erf 1164, Oletweni
SWAKOPMUND

Dear Mr Shipanga

FORMAL COMPLAINT REGARDING ILLEGAL TRADING, UNSANITARY CONDITIONS AND PUBLIC HEALTH RISKS

We refer to your letter dated 4 July 2026 and the subsequent meeting held on 29 July 2026 at our offices regarding the above-mentioned matter.

The Municipality of Swakopmund acknowledges receipt and registration of your complaint as homeowners residing adjacent to the unhygienic vacant Erf 1152, Mondesa.

We note with concern the issues you raised regarding members of the public using the vacant erf as an open toilet, urinating on the premises, leaving human faeces throughout the area, and illegally dumping waste despite the provision of a skip on the site. We further acknowledge your concerns that the stones previously placed around the erf by the Municipality as a temporary measure have, over time, become a breeding and hiding place for rodents, resulting in mice spreading into the surrounding neighbourhood.

Following our meeting, during which we explored possible amicable solutions, please be informed that the Municipality will implement the following measures to address the situation:

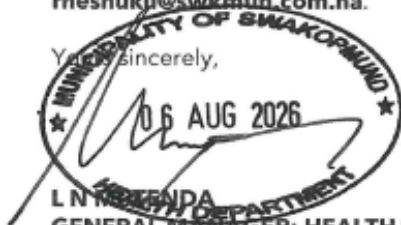
- The affected area will be thoroughly cleaned and disinfected.
- Rodent-infested piles of stones surrounding the erf will be removed.
- A fence will be erected around the vacant erf, subject to the Municipality's procurement processes, to secure the property and prevent further illegal activities.
- The Uis/Khorixas buses currently operating in the area will be relocated to a more suitable location.
- In due course, vendors currently operating on the pavement will also be relocated to a more appropriate trading area.



The Municipality of Swakopmund remains committed to protecting public health and maintaining a clean, safe, and healthy environment for all residents. We wish to assure you that every effort will be made within the Municipality's powers and available resources, to address your concerns as a matter of urgency.

We appreciate your understanding and cooperation. Should you require any further information or have any enquiries, kindly contact Ms. R. Neshuku at **410 4504** or email rmeshuku@swakmun.com.na.

Yours sincerely,



L N NESHUKU

GENERAL MANAGER: HEALTH SERVICES AND SOLID WASTE MANAGEMENT



11.1.51 **REQUEST FOR ADDITIONAL: INFORMATION COMMUNICATION TECHNOLOGY FUNDS**

(C/M 2026/09/03 - 6/1/4/2/1/13)

Special Management Committee Meeting of 27 August 2026, Addendum **5.7** page **77** refers.

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

1. **PURPOSE:**

In line with one of the Council's Strategic objective of becoming a Smart City, funding is required to execute key projects. This submission seeks approval from Council to approve additional funding in current financial year 2026 2027 for the following projects:

- (a) N\$1,000,000.00, Development of Swakopmund Municipality App
- (b) N\$ 4,200,000.00, Replacement of Server Hardware
- (c) N\$ 500,000.00, Board Pack Management System (Diligent)

2. **Background**

As part of Swakopmund Municipality's Smart City Strategic objective, the Swakopmund Municipality in partnership with MTC seeks to urgently develop a Smart Municipality App (App) to enhance its stakeholder management, improve operational efficiency, and execute its digitalisation journey. This project has a funding gap, as MTC has indicated that it will cost **N\$972,000.00** to complete.

Currently there exist a budgetary gap, as this item has not yet received a budgetary allocation.

Swakopmund Municipality currently runs on Server Hardware acquired in 2017, however the manufacturer first released the technology in 2014. The Server equipment reached end of life support in 2021, and the institution continues to operate this infrastructure on a high risk basis. This implies that for 4 years, this hardware has remained out of manufacturer support, and is not repairable in case of failure. This project was approved in the previous financial year 2025/2026, as (IT Equipment, Related Software and Disaster Recovery) and was part of the procurement plan, as project Nr 62, with an amount of N\$ 3,500,000.00, which was under budgeted, and also never loaded onto any vote nr for expenditure, and thus never spent.

The hardware replacement is estimated to cost N\$ 5,000,000.00. Currently only an amount of N\$ 800,000.00 is allocated to said endeavour under Vote 15-05-3-10-349-00, leaving a gap of **N\$4,200,000.00**

Swakopmund Municipality Council continues to experience a significant operational inefficiency in its meeting document support systems (Board Packs). This has been traced to the absence of an effective Board Pack Management System. The System is expected to cost about **N\$500,000.00** to acquire. Currently there exist a budgetary gap, as this item has not received a budgetary allocation.

Currently there exist a budgetary gap, as this item has not yet received a budgetary allocation

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

RECOMMENDED:

- (a) That Council avail funding for the amount of N\$1,000,000.00 as a new vote for the Development of Swakopmund Municipality App.
 - (b) That Council avail additional funding for the amount of N\$4,200,000.00 for Server Hardware replacement, to be loaded to Vote: 150531034900.
 - (c) That Council avail funding for the amount N\$500,000.00 for the Board Pack Management System (Diligent), to be loaded under Vote: 150515506000 Software Licenses.
 - (d) That the relevant procurement processes be initiated in terms of the Public Procurement Act, Act 15 of 2025, as amended.
-

- 11.1.52 **REQUEST FOR A PURCHASE PRICE REDUCTION OR PAYMENT PLAN OPTION FOR THE SALE OF A REMAINDER/ ERF 9821, SWAKOPMUND, EXTENSION 38**
(C/M 2026/09/03 - E 9821)

Special Management Committee Meeting of 27 August 2026, Addendum **5.8** page **104** refers.

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

1. Introduction

The delegation from Deon Hotto Foundation (DHF) presented their request for a further reduction of the approved purchase price and a structured payment arrangement for the settlement of the purchase price of the remaining portion of Erf 9821, Swakopmund the Management Committee on **19 August 2026**.

Following the presentation, DHF was requested on **24 August 2026** to provide the minimum land area required, together with the purchase price they are able to offer for the portion of land, for consideration by Council.

In response, Mr Carl Pesat of DHF, as per the email attached as **Annexure A1**, confirmed that DHF requires the remaining portion measuring approximately 2.9 hectares (approximately 3 Ha) at a purchase price of **N\$1,500,000.00**, equivalent to approximately **N\$50.29/m²**. DHF proposes that 50% of the purchase price be paid upfront, with the remaining 50% to be settled over a period of five (5) years. The correspondence received from DHF dated **13 February 2026** and **03 July 2026**, together with the additional information provided by email on **24 August 2026**, are hereby submitted to Council for consideration and a decision.

2. Background

On **19 June 2025**, Deon Hotto Foundation (DHF) applied for the donation of a portion of Erf 9821, Swakopmund, measuring approximately 2.5 hectares, for the development of the Deon Hotto Sports and Football Facilities.

On **28 August 2025**, under Item 11.1.1, Council resolved not to donate the land to DHF, but instead approved the sale of the remaining portion of Erf 9821, Swakopmund, measuring 29,829 m² (2.9829 hectares), to DHF at a discounted purchase price of N\$125.00 per square metre. The approved price represented 50% of the average market value of N\$250.00 per square metre. Accordingly, the approved purchase price was calculated as follows:

$$29,829 \text{ m}^2 \times \text{N\$}125.00/\text{m}^2 = \text{N\$}3,728,625.00.$$

The purchase price of N\$125.00 per square metre was considered in line with the purchase price approved by Council on **30 January 2025** for the portion of land allocated to the Werner Erkes Foundation. As both DHF and the Werner Erkes Foundation are registered non-profit organisations, it was considered fair and reasonable to apply the same discounted purchase price to both organisations. The completed Council resolution dated 28 August 2025 is attached as **Annexure "C"**. Quoted are the relevant points extracted from the Council Resolution:

- (d) That Deon Hotto Foundation provides proof of financing to fund the project in terms of point (e) of Council's resolution passed on 25 February 2021 under item 11.1.4.
- (f) That the standard conditions contained in Council's Property Policy for the sale of land to non-profit entities attached as Annexure "C", be applicable.
- (g) The purchase price based on 50% of the development cost, currently at an average cost of N\$ 250.00/m² is N\$ 125.00/m² x 29,829m² (2.9829Ha) = N\$ 3,728,625.00.
- (j) 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.
- (k) That Deon Hotto Foundation in collaboration with Werner Erkes Foundation (Tangeni Shilongo) be responsible for the appointment of a geotechnical consultants to confirm the suitability of the erf for their proposed developments, attend to an environmental assessment, attend to the closure of the portion of the erf as Public Open Space, the subdivision and rezoning of the portion of land."

Subsequent to the above resolution, on **10 February 2026**, the Minister of Urban and Rural Development granted approval for Council to proceed with the sale of the Remaining Portion of Erf 9821, Swakopmund to DHF.

On **13 February 2026**, DHF submitted an application requesting a further reduction in the approved purchase price. In accordance with Council's Property Policy and standard procedures, DHF was informed as per letter dated **17 February 2026** that its request cannot be considered, as the approved purchase price already reflected a 50% reduction from the development cost value the same purchase price approved by Council for the Werner Erkes Foundation, another registered non-profit organisation, for the purchase of an adjacent portion of Erf 9821, Swakopmund.

Notwithstanding the advice provided by the General Manager: Corporate Services, Human Capital and ICT, DHF requested an audience to address the Management and a payment option of the purchase price.

3. **Discussion**

The request by DHF for a further reduction in the purchase price of the remaining portion of Erf 9821, Swakopmund must be considered against the purchase price previously approved by Council and the Minister of Urban and Rural Development, the principle of equitable treatment of non-profit organisations, and Council's responsibility to safeguard the financial interests of the Council.

Council previously approved the sale of the remaining 29,829 m² to DHF at N\$125.00/m², resulting in a total purchase price of N\$3,728,625.00. This price was already discounted to 50% of the average market value of N\$250.00/m². The same purchase price per square metre was approved for the portion allocated to the Werner Erkes Foundation, which is also a non-profit organisation and is acquiring the adjacent land.

Granting an additional reduction in the purchase price would be inequitable and inconsistent with the principle of equal treatment to Werner Erkes Foundation (a Non-Profit Organisation) who is purchasing the adjacent land at the same purchase price per square metre. Furthermore, approving a further reduction for DHF would therefore result in preferential treatment and could establish an undesirable precedent for future municipal land transactions.

DHF's revised offer of **N\$1,500,000.00** for the full remaining portion would reduce the purchase price to approximately N\$50.29/m². This represents a further reduction of N\$ 74.71/m², or approximately 59.8% below the price previously approved by Council. The total reduction from the previously approved purchase price result in an amount of **N\$2,228,625.00** not received by Council as an income.

This approach will put Council in financial deficit to recover the development cost. If Council has to grant DHF a further deduction, this must also applies to Werners Erkes Foundation otherwise it will be unfair treatment and there is no justification for a further reduction.

The only viable option would be to consider reducing the size of the land allocated to an affordable size, while maintaining the approved purchase price per square metre. This approach would reduce the overall purchase price payable without altering the approved per square, metres purchase price thereby ensuring consistency and equitable treatment of purchasers while avoiding the creation of an undesirable precedent.

It should also be noted that DHF will develop the sport facilities in three phases (**Annexure "E"**). The three phases indicating how they will generate their revenue should the facilities become available. In terms of point (d) of Council resolution passed on **25 August 2025**, item 11.1.1 DHF has to provide proof of financing as required.

(d) *That Deon Hotto Foundation provides proof of financing to fund the project in terms of point (e) of Council's resolution passed on 25 February 2021 under item 11.1.4.*

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

RECOMMENDED:

- (a) **That Council takes note of the applications of Deon Hotto Foundation dated 13 February 2026 and 03 July 2026 attached (Annexure "A1 and "A") to which a reply dated 17 February 2026 (was issued with regard to the prescriptions of the Property Policy.**
 - (b) **That the applications by Deon Hotto Foundation for a further reduction in the purchase price in respect of the Remaining Portion of Erf 9821, Swakopmund, be approved.**
 - (c) **That considering the importance attached to sport development and youth empowerment as one of the key focus areas under NDP6, the purchase price for the envisaged sport development infrastructure is therefore reduced and fixed at One Million, Five Hundred Thousand Namibian Dollars and Zero cents (N\$1,500.000.00).**
 - (d) **That Council resolution dated 28 August 2025, under item 11.1.1 (g) be repealed.**
 - (e) **That all other conditions under item 11.1.1 remains the same as resolved by Council on 28 August 2025.**
-

ANNEXURE "A1"

REQUEST FOR A PURCHASE PRICE REDUCTION OR PAYMENT PLAN OPTION FOR THE SALE OF A REMAINDER/ ERF 9821, SWAKOPMUND**E9821****From:** carl pesat <horstinvestment@gmail.com>**Sent:** Monday, 24 August 2026 04:59 PM**To:** Margaret Sheehama <msheehama@swkmun.com.na>

Cc: deonhottofon@gmail.com; Stephny Bruwer <sbruwer@swkmun.com.na>; Aloysia Kahuika <akahuika@swkmun.com.na>; Uanjenguaije Tjiurutue <utjiurutue@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>; Alfeus Benjamin <abenjamin@swkmun.com.na>; Mpasi Haingura <mhaingura@swkmun.com.na>; Mahne Kruger <mkruger@swkmun.com.na>; Deon Daniel <deondinho11@gmail.com>; fgurirab@gmail.com; Fabianus Gomachab <fabianus.gomachab@lithon.com>

Subject: Re: AUDIENCE : REQUEST FOR A PURCHASE PRICE REDUCTION OR PAYMENT PLAN OPTION FOR THE SALE OF A REMAINDER/ ERF 9821, SWAKOPMUND

Dear Margaret,

Thank you for your email. We fully appreciate the urgency surrounding this matter.

To ensure all details are correctly captured and communicated across our teams, please find attached:

- The previous submission from February
- The submission delivered to the Mayor's office in July
- The presentation slide from last week from the Management Committee meeting.

Given the tight timeline and your requested delivery window, I am unable to provide this response on official letterhead with a formal signature at this moment. However, to keep momentum, here are the key details addressing your inquiry:

1. **Financial Structure:** N\$ 1,500,000.00 total, structured as a 50% upfront payment with the remaining balance spread over 5 years.
2. **Land Allocation:** The land size remains unchanged at 2.9 Ha (approximately 3 Ha).

To maintain absolute clarity, I would also like to clarify that all our prior correspondence reflects a formal appeal specifically for *Price Reconsideration & Payment Options*, rather than an open discussion or alternative proposal.

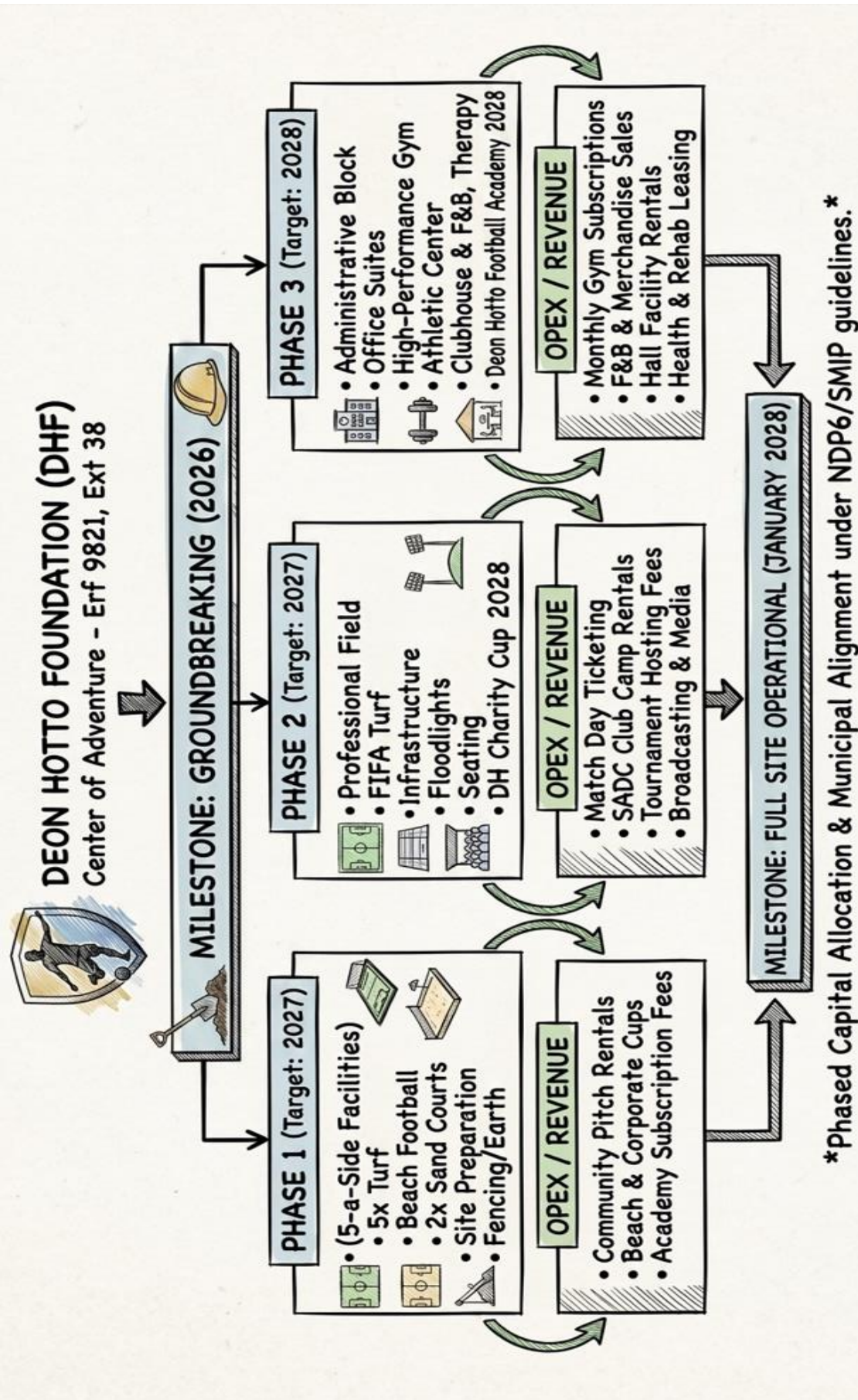
Lastly, I am available for a virtual session with your Management Committee to discuss these points directly and help expedite the process.

Please confirm receipt of this email and its three attachments. I look forward to your feedback.

Cheers!

Carl Pesat

085 770 7090





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

Ref No: E 9821
Enquiries: Mr Mpasi Haingura

24 August 2026

Deon Hotto Foundation
Attention: Mr Carlos Gurirab

deonhottoton@gmail.com

Dear Sir

AUDIENCE: REQUEST FOR A PURCHASE PRICE REDUCTION OR PAYMENT PLAN OPTION FOR THE SALE OF A REMAINDER/ ERF 9821, SWAKOPMUND, EXTENSION 38

We refer to the audience you had with the Management Committee on **19 August 2026**, with reference to your letter dated **13 February 2026** regarding the above-mentioned matter.

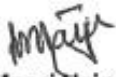
At the meeting, it was discussed that in order for Council to consider your request, you are required to indicate the minimum size of the portion of Erf 9821, Swakopmund, as well as the purchase price you are able to pay for the portion.

This information is required to be resubmitted to the Management Committee for consideration at its meeting scheduled for **Thursday, 27 August 2026**. Kindly provide the above information **today, 24 August 2026, before close of business**, to enable the matter to be included in the agenda to the Management Committee.

Your urgent cooperation in this regard will be highly appreciated.

For any further enquiries, please do not hesitate to contact the undersigned at ☎ 064-4104200.

Yours faithfully


Mpasi Haingura
GM: CORPORATE SERVICES, HC & ICT
/ms
AS





Your Ref:

Ref: DHF_RequestCouncilAgenda_OfficeoftheMayor_02072026

Date: 3rd July 2026

To: Her Worship, Ms. Suama Kautondokwa
Mayor of Swakopmund,
Swakopmund Municipality

CC:

Mr. Archie Benjamin – Chief Executive Officer, Swakopmund Municipality

Mr. Eddy Angula – Chairperson, Management Committee, Swakopmund Municipality Council

Subject: Land Application Status, and Formal Appeal for Purchase Price Reconsideration / Payment Plan Option – Erf 9821, Extension 38 (Deon Hotto Football Facility)

Dear Worship Mayor,

Expression of Gratitude

On behalf of the Board of Directors, I wish to express our profound appreciation to your Worship for graciously hosting Mr. and Mrs. Hotto at your office. This meeting was invaluable in fostering a comprehensive, shared understanding of the precise sequencing of events, the underlying challenges faced, and the strategic way forward regarding our application for Erf 9821, Extension 38.

Timeline and Sequencing of Events

To ensure absolute clarity and reference for Council records, the administrative progression of this application is outlined below:

- **Initial submission & commitments:** 2022 initial application was submitted and correspondence with a council resolution provided.
- **Council Resolution (28 August 2025):** The Swakopmund Municipal Council passed a resolution under Item 11.1.1, approving the sale of a 2.9829 Ha portion of Erf 9821 to our Foundation at a 50% discounted developmental rate of N\$ \$125.00/m²
- **Current Statutory Phase:** The project has finalized its high level concept development and is commencing with the critical town planning procedures, including rezoning and public inputs from our partner Kamau town planners.



Core Challenges and Rationale for the Appeal

While the Foundation remains deeply grateful for the initial 50% developmental cost reduction, strict financial realities pose a significant constraint to immediate execution:

- **High Capital Burden:** Under the current terms, the land acquisition cost exceeds N\$ 3.7 million.
- **Compounding Infrastructure Costs:** All associated infrastructure costs have to be also allocated and utilised.
- **Non-Commercial Nature:** The property is strictly bound by a 30-year restriction against any alternative usage or unauthorized subleasing, securing it purely as a non-profit "Public Good" for the community.
- **The property department indicated that the rationale behind issuing discounts is the same as the neighbours of ours, then we again we appeal what is the difference in discounting between an international and a local and Namibian based NGO/NPO. We request a relook at this policy.**

Formal Appeal: Price Reconsideration & Payment Options

In light of these structural and financial realities, the Deon Hotto Foundation respectfully appeals to your Worship and the Council to consider the following relief mechanisms:

1. **Further Purchase Price Discount:** A further reduction on the N\$ \$125.00/m² rate to lower the heavy capital barrier of the land purchase.
2. **Structured Payment Plan Option:** A flexible, phased payment plan option to fulfill the land purchase obligation without choking the immediate capital liquidity required for specialized construction.

By granting either or both of these options, the Municipality will allow the Foundation to immediately redirect vital funds straight into breaking ground and building the required assets thereafter. Equally, Deon's professional football career is coming to an end and his opportunity for funding is coming to close hence this letter and the payment options.

Request for Direct Presentation to Council

To unpack the technical, social, and economic merits of this request, the Foundation hereby requests an opportunity to formally present our rationale directly to the full Municipal Council session.

During this presentation, we intend to outline how this facility serves as a part and parcel of the "Center of Adventure" and a common-user asset for local schools, academies, and regional SADC clubs and abroad. Furthermore, we will demonstrate its direct alignment with National Development

Enquiries: 085 770 7090

Email Address: deonhottofon@gmail.com



Plan 6 (NDP6) and the Swapo Manifesto Implementation Plan (SMIP) through local job creation, youth mobility, and socio-economic transformation in a previously disadvantaged neighbourhood.

We thank you once again for your progressive leadership, your open-door policy, and your shared vision for sport and community development in Swakopmund and its broader impact too.

Yours in Sport and Community Development,

Electronically Submitted.

Carl Pesat
Chairperson
Deon Hotto Foundation
+264 85 770 7090

Letter Attached - DHF_Motivation for further Reduction in price Reconsideration - Erf 9821 - Extension 38 (Deon Hotto Football Facility).

Annalize Swart

From: Annalize Swart
Sent: Wednesday, March 11, 2026 10:08 AM
To: Mpasi Haingura
Cc: Sharon D. Pogisho; Mahne Kruger; Stephny Bruwer
Subject: FW: FW: BSU: (LEG) - REQUEST FOR FURTHER PRICE REDUCTION RECONSIDERATION (DEON HOTTO FOUNDATION)

GM:CS,HC&ITC

Receipt acknowledged and recorded. Please ensure a formal reply is sent to the sender.

Annalize Swart | Executive Assistant to the Chief Executive Officer | Chief Executive Office | +264 64 410 4100

From: Foundation <deonhottofon@gmail.com>
Sent: Wednesday, March 11, 2026 8:00 AM
To: Annalize Swart <aswart@swkmun.com.na>
Cc: cfigurab@gmail.com; deondinho11@gmail.com
Subject: Re: FW: BSU: (LEG) - REQUEST FOR FURTHER PRICE REDUCTION RECONSIDERATION (DEON HOTTO FOUNDATION)

Good Morning Annalize,

Just a follow up on this, when will it appear on the council's agenda?

I saw the response from the property department however my letter is addressed to both the CEO and Council.

We understand the letter is not in support of our motivation however this letter must still go to council with the opinion of the property department to pronounce ourselves on this matter.

We want to be invited to the council to explain our position and why.

Or is property department letter the final position of both council and the municipality? I find that hard to believe.

To be more brutally honest, their assessment of our application for further justification is taken out of context, I would like them to pronounce on this matter and not be sure why we are getting compared to a foreign NGO since we are a local NGO, with a national sport hero leading this and from Swakopmund (Born). This is something I need to report back to the board on and the letter for me is not sufficient.

Looking forward to your response and how it can be resolved.

Cheers!

Carl

On Fri, 13 Feb 2026 at 14:50, Annalize Swart <aswart@swkmun.com.na> wrote:



Ref: DHF_PriceReductionLandSale_(Swakomuni)-06022025_(cp)
Date: 13th February 2026

To: Mr. Archie Benjamin
 Chief Executive Officer
 Swakopmund Municipality, Swakopmund, Erongo region.

CC: Mr. Eddy Angula
 Chairperson, Management Committee.
 Swakopmund Municipality Council

Subject: Motivation for Further Purchase Price Reconsideration – Erf 9821, Extension 38 (Deon Hotto Football Facility).

Dear Mr. Archie and Honorable Councilors,

The Deon Hotto Foundation sincerely extends its congratulations on your election to the Swakopmund Municipal Council. We look forward to a collaborative era of progress and community-centered development.

We refer to the Council resolution of 28 August 2025 (Item 11.1.1), which approved the sale of a 2.9829 Ha portion of Erf 9821 to our Foundation at a discounted rate of N\$ 125.00/m². While we are deeply appreciative of the 50% reduction in development costs previously granted, we are writing to respectfully request a further reduction in the purchase price.

Our request is rooted in the goal of expediting the development and maximizing the project's impact in alignment with the following strategic priorities:

- **Alignment with NDP6 & SMIP:** This project directly implements the Swapo Manifesto Implementation Plan (SMIP) and NDP6 goals by addressing youth mobility, skills development, and job creation.
- **A "Public Good" Initiative:** As noted in our initial application, these facilities are designed as a public good for Swakopmund. By lowering the land acquisition cost, we can immediately redirect those funds (over N\$ 3.7 million under current terms) directly into the N\$ 2,000,000.00+ infrastructure investment required for the FIFA/CAF football accredited facilities.
- **"Center of Adventure" Narrative:** This facility will cement Swakopmund's identity as Namibia's sports and adventure hub, providing world-class infrastructure for both boys and girls to develop talent locally.
- **Non-Profit Commitment:** The Foundation is bound by a 30-year restriction against using the property for any other purpose or subleasing it without Council consent. This guarantees that any further discount is an investment in the community, not a commercial gain for the Foundation.

Deon Hotto Foundation Reg No. 21/2024/0828, Board Of Directors: Chairperson: Carl Pesat, Deon Hotto, Sasha Hotto, Edison Muheua, Lourencia Maendo, Roberts Katangolo, Carlos Gurirab

PH. CP



We believe that a further reduction will serve as a powerful catalyst to break ground sooner, transforming an old refuse dump site into a beacon of hope and athletic excellence for our youth and hope since its from a former resident and currently a rate payer.

We have committed towards the N\$ 10,000.00 publication deposit in 2025 and awaiting the Executive Director's response on the Municipality application for approval.

The motivation for the Deon Hotto Sport and Football Facilities extends beyond infrastructure; it is about institutionalizing the legacy of Namibia's most consistent sporting ambassador. The urgency for this project is underscored by Deon Hotto's unprecedented recent achievements:

- **A Historic Milestone:** With his next appearance for the Brave Warriors, Deon Hotto will officially become the most capped football player in the history of the Namibian 'Brave Warriors' National Team.
- **A Record-Breaking Professional Career:** Having surpassed 240 appearances for Orlando Pirates, he now holds the record for the most appearances by a non-South African player in the history of the Buccaneers.
- **Current Elite Performance:** Far from winding down, Deon continues to excel at the age of 35. This season alone, he has already led his club to victory in both the MTN8 and the Carling Knockout Cup, proving that excellence is a habit maintained through professional facilities and dedication.
- **Inspiration Through Visibility:** The proposed facility will not merely be a sports ground but a "living museum" of his journey. By featuring his history and milestones within the complex, we provide the youth of Swakopmund with tangible proof that international success is attainable and provide hope.

We look forward to the opportunity to discuss how this further discount will directly translate into accelerated social development for Swakopmund, especially for this area.

Yours in Sport and Community Development,


Carl Pesat
 Chairperson
 Deon Hotto Foundation

Deon Hotto
 Founder
 Deon Hotto Foundation

Annexure: 1
 Project Overview

Annexure: 2
 Deon Hotto commitment to do a handover of the signed Brave Warriors shirt.

Deon Hotto Foundation Reg No. 21/2024/0828, Board Of Directors: Chairperson: Carl Pesat, Deon Hotto, Sasha Hotto, Edison Muheua, Laurencia Maendo, Roberts Katangolo, Carlos Gurirab

DH



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

Ref No: E 9821
Enquiries: Mr Mpasi Haingura

17 February 2026

Deon Hotto Foundation
Attention: Mr Carlos Gurirab

deonhottotofon@gmail.com

Dear Sir

MOTIVATION FOR THE FURTHER PURCHASE PRICE RECONSIDERATION OF THE SALE OF A PORTION OF ERF 9821, SWAKOPMUND FOR THE DEVELOPMENT OF SPORT FACILITIES

Your letter dated **13 February 2026** regarding the above-mentioned matter refers.

During the discussion of your application for the donation of the remaining portion Erf 9821, Swakopmund, Council on **28 August 2025**, under item 11.1.1 approved the sale instead of the donation at a subsidised purchase price of 50% of the development cost, i.e. N\$ 125.00/m² (development cost: N\$ 250.00/m²).

The rate approved aligns with the purchase price approved by Council on **30 January 2025**, under item 11.1.13, for the portion of Erf 9821 allocated to Werner Erkes Foundation. As both Deon Hotto Foundation and Werner Erkes Foundation are registered non-profit organisations, the Property Policy provides for a reduced purchase price of 50%, which ensures fair and equal treatment of applications by non-profit entities.

Based on the above, your application for a further reduction cannot be considered.

For any further enquiries, please do not hesitate to contact the undersigned at ☎ 064-4104200.

Yours faithfully

Mpasi
Mpasi Haingura
GM: CORPORATE SERVICES, HC & ICT

/ms



Copies:

- ① GM: Engineering & Planning Services
- ② GM: Economic Development Services





Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: E.M. Gende
Tel: (+264+61) 297-5175
Fax: (+264+61) 297-5096

Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Our Ref.: 14/14/1/S2
Your Ref.

Mr. Alfeus Benjamin
Chief Executive Officer
Swakopmund Municipality
P.O. Box 53
SWAKOPMUND

Dear Mr. Benjamin,

RE: INTENTION TO SELL A PORTION OF ERF 9821, EXTENSION 38 SWAKOPMUND FOR THE ESTABLISHMENT OF DEON HOTTO SPORTS AND FOOTBALL FACILITIES

Your letter dated 18 December 2025 has reference.

The Honourable Minister has, in terms of Section 30 (1) (t) read together with Section 63 (2) of the Local Authorities Act, 1992 (Act 23 of 1992) as amended, granted approval for the Council to sell the below listed immovable property, subject to the conditions as per Council resolutions under Item 11.1.1 of the meeting held on 28 August 2025.

Applicant	Erf number	Size	Zoning	Township	Purchase price
Deon Hotto Sports and Football Facilities	A portion of Erf 9821	± 29 8929	Undetermined	Swakopmund Extension 38	N\$ 3 728 625.00

Yours faithfully,

PP/Alfeus Benjamin 10 Feb 2026
WILHELMINE SHIVUTE
EXECUTIVE DIRECTOR



All official correspondence must be addressed to the Executive Director



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

Ref No: E 9821
Enquiries: Ms Margaret Sheehama

13 February 2026

Deon Hotto Foundation
Attention: Mr Carlos Gurirab

deonhottofon@gmail.com

Dear Sir

SALE OF A PORTION OF ERF 9821, SWAKOPMUND FOR THE DEVELOPMENT OF SPORT FACILITIES

The above-mentioned transaction refer.

1. This letter serves to inform you that approval has been granted by the Honourable Minister of Urban and Rural Development, as per correspondence dated **10 February 2026** (attached), for Council to proceed with the sale transaction of a portion of Erf 9821, Swakopmund, Extension 38.
2. You are now requested to proceed with the statutory process of subdivision as stated in point (k) below of the Council resolution passed on **28 August 2025** under item 11.1.1:

- (e) *That Deon Hotto Foundation pays a deposit of N\$10 000.00 within 90 days from the date of being informed of this Council resolution to cover all fees and the costs of publication of the sale notice as required in terms of the Local Authorities Act, Act 23 of 1992 (as amended).*

The deposit was paid receipt #65948116 October 2025.

- (j) *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.*

The 120 days will commence once the approved Surveyor General diagram of the portion is available.

- (k) *That Deon Hotto Foundation in collaboration with Werner Erkes Foundation (Tangeni Shilongo) be responsible for the appointment of a geotechnical consultants to confirm the suitability of the erf for their proposed developments, attend to an environmental assessment, attend to the closure of the*

Please consult Werner Erkes Foundation regarding the statutory proceedings.



portion of the erf as Public Open Space, the subdivision and rezoning of the portion of land.

- (n) **That the whole development project must be completed within 48 months from the date of sale, and if no development is made in terms of the conditions of the agreement of sale, the property shall revert to Council without any compensation to the purchaser.**

The 48 months commenced from the date of sale. i.e date last party signing the deed of sale.

In conclusion, please note that once the subdivision process has been finalized and the diagrams have been approved, Council will compile the deed of sale, after which the 120-day period for payment of the purchase price will commence.

For any further enquiries, please do not hesitate to contact Ms Sheehama at ☎ 064-4104213.

Yours faithfully

Mpasi
Mpasi Haingura
GM: CORPORATE SERVICES, HC & ICT

/ms *AS*



Copies:

- ① GM: Engineering & Planning Services
- ② GM: Economic Development Services

11.1.1

DEON HOTTO FOUNDATION: LAND ACQUISITION FOR SPORT FIELDS

(C/M 2025/08/28 - M Re 4326, M 3702, M 1143, Erf 9821)

RESOLVED:

- (a) That Council takes note of the application received from Deon Hotto Foundation dated 19 June 2025 for the donation of the remaining portion of land measuring approximately 2.5Ha located on Erf 9821, Extension 38, Swakopmund, for the development of the Deon Hotto Sport and Football facilities.
- (b) That Council's decision passed on 31 August 2022 under item 11.1.34 for the construction of Deon Hotto sport facilities on Erven Re 4326 and 3702, Mondesa, is no longer relevant as the basis of the application is no longer to donate facilities to Council.
- (c) That Council approves the sale of a portion of land measuring approximately 2.5 Ha located north of Erf 9821, Extension 38, Swakopmund to Deon Hotto Foundation (21/2024/0828) for the development of Deon Hotto sports and football facilities.
- (d) That Deon Hotto Foundation provides proof of financing to fund the project in terms of point (e) of Council's resolution passed on 25 February 2021 under item 11.1.4.
- (e) That Deon Hotto Foundation pays a deposit of N\$10 000.00 within 90 days from the date of being informed of this Council resolution to cover all fees and the costs of publication of the sale notice as required in terms of the Local Authorities Act, Act 23 of 1992 (as amended).
- (f) That the standard conditions contained in Council's Property Policy for the sale of land to non-profit entities attached as Annexure "C", be applicable.
- (g) The purchase price based on 50% of the development cost, currently at an average cost of N\$250.00/m² is N\$125.00/m² x 29,829 m² (2.9829Ha) = N\$3,728,625.00.
- (h) That all costs relating to the transfer of this erf, (including but not limited to transfer duty, conveyancer's costs, compilation of

Ordinary Council Meeting – 28 August 2025

SMK



146 / 2025

Agreement of Sale, as well as any legal or other costs that may arise from this application), be for the Deon Hotto Foundation's account.

- (i) That the requirements of the Local Authorities Act, Act 23 of 1992, as amended, and the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) be successfully complied with.
- (j) 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.
- (k) That Deon Hotto Foundation in collaboration with Werner Erkes Foundation (Tangeni Shilongo) be responsible for the appointment of a geotechnical consultants to confirm the suitability of the erf for their proposed developments, attend to an environmental assessment, attend to the closure of the portion of the erf as Public Open Space, the subdivision and rezoning of the portion of land.
- (l) That Deon Hotto Foundation, at their costs, comply with the statutory processes until completion of the project.
- (m) That Deon Hotto Foundation submit total layout plans, indicating the infrastructure, details of the project, as well as the service demand for the intended project, within 3 months of being notified of the approval of the application.
- (n) That the whole development project must be completed within 48 months from the date of sale, and if no development is made in terms of the conditions of the agreement of sale, the property shall revert to Council without any compensation to the purchaser.
- (o) That Deon Hotto Foundation takes note that no rights will accrue to them unless all the above-mentioned conditions are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
- (p) That Council retains a first right of refusal to purchase the developed land at the market value of the improvements at the time, and the purchase price paid should the owner decide to sell it.
- (q) That Deon Hotto Foundation shall not use the PROPERTY for any other purpose than for which it was bought or sold, sublease or donate the PROPERTY without the consent of the SELLER, for 30 (thirty) years from the date of sale.
- (r) That the applicant indemnifies Council against any claims resulting from blasting.
- (s) That the following decisions made by Council for possible suitability for housing development, be amended, given the above sale:

- (i) Council resolution of 30 January 2025, item 11.1.13 (c) (i) 9

That Council decides on the future use of the remaining portion of Erf 9821, Swakopmund, for instance, housing based on the outcome of a geotechnical report."

Ordinary Council Meeting - 28 August 2025

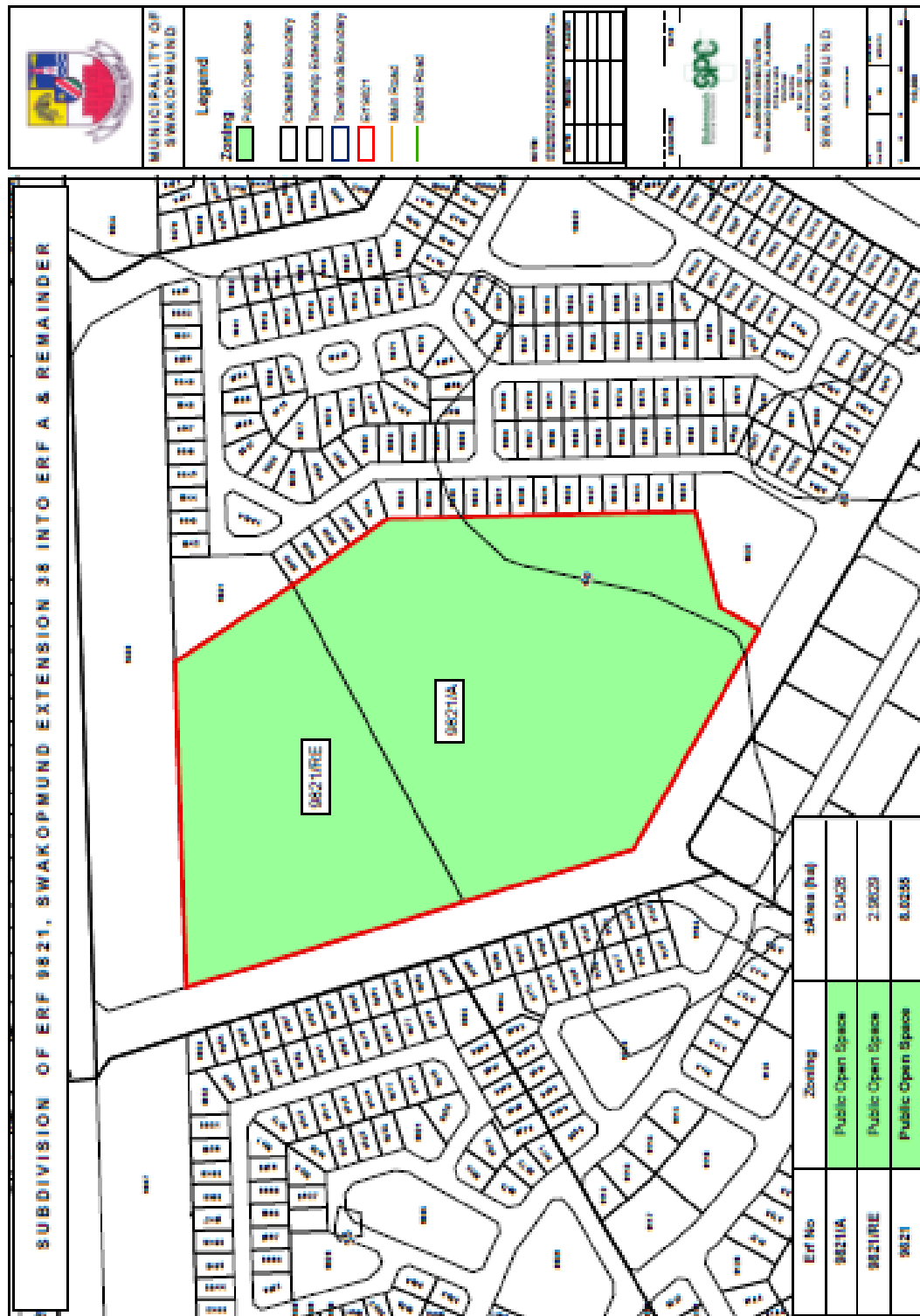
S.M.K.

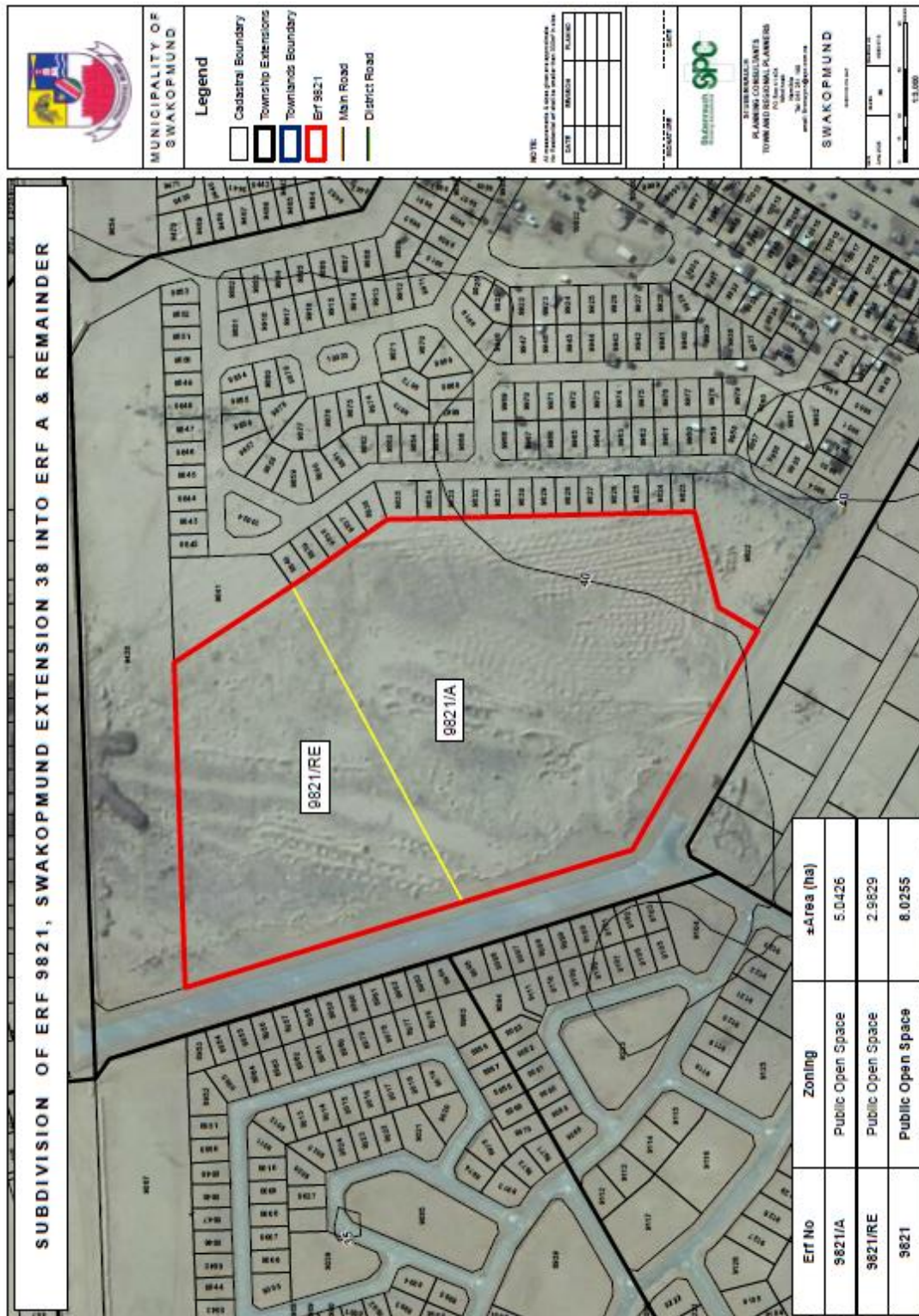



147 / 2025

- (ii) Council resolution of 26 June 2025, item 11.1.3 (c)

- (c) That Erf 9821, Extension 38, Swakopmund, be excluded from the offer as a portion measuring approximately 5 ha has been allocated to the Werner Erkes Foundation, and the remaining portion of approximately 3 ha is subject to a geotechnical assessment to determine the suitability for housing purposes (old refuse dump site).





11.1.53 **REQUEST FOR AUDIENCE BY MS DALENE STEPHANUS ON THE SWAKOP FOOD FESTIVAL VENUE APPLICATION**
(C/M 2026/09/03 - 15/2/5/3)

Special Management Committee Meeting of 27 August 2026, Addendum **5.9** page **124** refers.

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

1. INTRODUCTION

Council received a request from Ms Dalene Stephanus, Events Manager of the Swakop Food Festival, requesting an audience with the Management Committee regarding the venue application for the Swakop Food Festival.

In the email **attached** Ms Stephanus has requested an opportunity to provide additional context and personally present the event organiser's position before a decision is taken regarding the venue application.

2. BACKGROUND

The Swakop Food Festival is an established event that has been annually hosted in Swakopmund and contributes to the Swakopmund's tourism offering. The Economic Development Department has submitted an addendum to the Management Committee for consideration after a recommendation by the Event Coordination Committee (ECC). In which Management Committee on **19 August 2026** under item 10.11 recommended as follows:

- (a) *That Council recognises the Swakop Food Festival as an annual festive season event.*
- (b) *That the organiser of the Swakop Food Festival amend their event dates to enable the event to be accommodated at the Amphitheatre.*

The matter was further submitted to be tabled and the next Council meeting for consideration.

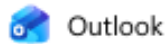
3. DISCUSSION

Noting the request by Ms Stephanus to be included on the agenda of the Management Committee meeting, an invitation has been sent for an audience with Council at the Special Management Committee scheduled for **Thursday, 28 September 2026**.

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

RECOMMENDED:

- (a) **That Council takes note of the request for audience from Ms Dalene Stephanus, Events Manager of the Swakop Food Festival, regarding the venue application for the Swakop Food Festival.**
 - (b) **That the item be resubmitted with all applications received, evaluation process and procedure for Council's consideration.**
-



Request for Audience – Swakop Food Festival Venue Application

From Swakop Food Festival <swkfoodfest@gmail.com>

Date Mon 2026-08-24 02:26

To Shivute Angula <sangula@swkmun.com.na>

Cc Suamma Kautondokwa <skautondokwa@swkmun.com.na>; Mpasi Haingura <mhaingura@swkmun.com.na>; Michelle Uwites <muwites@swkmun.com.na>; Oscar Homateni <ohomateni@swkmun.com.na>

Dear Councillor Angula,

I am writing to formally request an audience with Council or alternatively with the Management Committee, regarding the venue application for the Swakop Food Festival.

I understand that the Economic Development Department has submitted a motivation to the Management Committee regarding the venue application. However, I believe it is important that I am given an opportunity to provide the necessary context and personally present my case before a decision is made.

I do not have access to the motivation submitted by the Economic Development Department and therefore I am not in a position to know what information, context or considerations have been presented to the Management Committee. I respectfully feel that the Management Committee cannot make a fully informed decision based solely on one submission without also hearing from the event organiser directly, particularly given the history and circumstances surrounding the Swakop Food Festival and its venue application.

I am therefore requesting an opportunity to address the Management Committee and present my case, supporting information and the relevant context surrounding the application.

I understand that a special Management Committee meeting is scheduled to take place this Thursday. I would sincerely appreciate the opportunity to be included on the agenda of this meeting, or to be granted an audience at the nearest possible Management Committee meeting.

I am available to provide any documentation or information required and would be grateful for confirmation as soon as possible, given the timing of the upcoming meeting.

Thank you for your consideration. I look forward to your urgent response.

Kind regards,

Dalene Stephanus

Swakop Food Festival

Events Manager

C: +264 812444143 | Swakopmund

1 Corinthians 10:31

"So whether you eat or drink or whatever you do, do it all for the glory of God."