

# AGENDA

## NO.1

Ordinary Council Meeting

on

**THURSDAY**

**31 MARCH 2022**

at

**19:00**



**MUNICIPALITY OF SWAKOPMUND**



2  
Ordinary Council Meeting - 31 March 2022  
**MUNICIPALITY OF SWAKOPMUND**

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Ref No 5/2/1/1/2

Enquiries: *Aloysia Kahuika*

15 March 2022

The Mayor and Councillors  
Municipality  
**SWAKOPMUND**

Dear Sir / Madam

**NOTICE: ORDINARY COUNCIL MEETING**

Notice is hereby given in terms of Section 14(1)(c) of the Local Authorities Act of 1992, Act 23 of 1992 as amended, of an **ORDINARY COUNCIL MEETING** to be held:

**DATE : THURSDAY, 31 MARCH 2022**

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

**TIME : 19:00**

**A Benjamin  
CHIEF EXECUTIVE OFFICER**

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1. OPENING BY PRAYER, IF SO DESIRED

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2. ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL

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3. APPLICATIONS FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL

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4. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING OF COUNCIL  
(C/M 2022/03/31 - 5/2/1/1/2)
- 4.1 Minutes of the Ordinary Council Meeting held on 24 February 2022.  
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5. OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS

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6. INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL
- 6.1 Long Service Awards.

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7. PETITIONS  
None.

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8. MOTIONS OF MEMBERS  
None.

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9. ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN  
None.

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10. REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1) (E) OF THE ACT
- 10.1 REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING MARCH 2022

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

None.

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13. DRAFT REGULATIONS AND TARIFFS, IF ANY

None.

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11. RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETINGS HELD ON 10 AND 15 MARCH 2022

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**MINUTES**

of an **Ordinary Council Meeting** held in the Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 24 February 2022 at 19:00.**

**PRESENT:**

Councillor L N Kativa	:	Mayor
Councillor D Am-!Gabeb	:	Deputy Mayor
Councillor W O Groenewald	:	Chairperson of MC
Councillor P N Shimhanda	:	Member of Management Committee
Councillor B R Goraseb	:	Member of Management Committee
Councillor M Henrichsen	:	Alternate Member of MC
Councillor S Kautondokwa	:	Member of Council
Councillor H H Nghidipaya	:	Member of Council

**OFFICIALS:**

Mr A Benjamin	:	Chief Executive Officer
Mr V S Kaulinge	:	GM: Economic Development Services
Mr C McClune	:	GM: Engineering and Planning Services
Mr H !Naruseb	:	GM: Finance
Ms L N Mutenda	:	GM: Health Services & SWM (Acting)
Mr A Plaatjie	:	GM: Corporate Services & HC (Acting)
Ms A Gebhardt	:	Corporate Officer: Marketing & Com.
Mr U Tjiurutue	:	Corporate Officer: Administration
Ms D Hannes	:	PA: Office of the Mayor
Ms A A Kahuika	:	Admin Officer: Admin
Ms S D Pogisho	:	Intern: Administration

**ALSO PRESENT:**

Thirty seven (37) Members of the public and the media.

**1. OPENING BY PRAYER (IF REQUIRED)**

Pastor M Van Niekerk opened with scripture reading and prayer.

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

(C/M 2021/02/25 - 5/2/1/1/2)

On proposal of Councillor W O Groenewald seconded by Councillor M Henrichsen, it was:

**RESOLVED:**

**That the agenda be adopted.**

<b>CO: A</b> Acting GM: CS&HC
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3. **APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATION OF INTEREST BY MEMBERS OF COUNCIL**

3.1 Application for leave of absence:

- Councillor C-W Goldbeck : Approved
- Councillor E Shitana : Approved

3.2 Declaration of interest:

None.

4. **CONFIRMATION OF MINUTES**  
(C/M 2022/02/25 - A 2/3/5)

4.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 27 JANUARY 2022**

On proposal of Councillor B R Goraseb seconded by Councillor P N Shimhanda, it was:

**RESOLVED:**

CO: A  
Acting GM: CS&HC

**That the minutes of the Ordinary Council Meeting held on 27 January 2022, be confirmed as correct.**

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

(C/M 2022/02/25 - A 2/3/5)

HONOURABLE COUNCILORS, THE CHIEF EXECUTIVE OFFICER, MR. ALFEUS BENJAMIN, GENERAL MANAGERS, MANAGERS, OFFICIALS, MEMBERS OF THE COMMUNITY, MEMBERS OF THE MEDIA, LADIES AND GENTLEMEN

GOOD EVENING AND WELCOME TO THE COUNCIL MEETING AND ANNOUNCEMENTS.

LADIES AND GENTLEMEN

PLEASE ALLOW ME TO PRESENT TO YOU THE BRIEF HIGHLIGHTS ON THE EVENTS AND ACTIVITIES THAT TOOK PLACE DURING THE MONTH OF FEBRUARY.

THE LIST OF HIGHLIGHTS ARE AS FOLLOWS:

- IN NO PARTICULAR ORDER, THIS MONTH, COUNCIL HAD A:
- COURTESY VISIT BY THE PDM DELEGATION HEADED BY DIENDA (MEMBER OF PARLIAMENT)
- NAMIBIA HOUSING ACTION GROUP BOARD RETREAT
- DBN INAUGURATION IN WALVIS BAY
- DISCUSSION ON THE PROMOTION OF BEST PRACTICES FOR THE ANTI-CORRUPTION COMMISSION
- DISCUSSION WITH MINISTRY OF POVERTY ERADICATION ON FOOD BANK INITIATIVE
- SITE VISIT BY THE UNDP AND JAPANESE EMBASSY TO THE URBAN AGRICULTURE PROJECT.

HONOURABLE COUNCILORS, LADIES AND GENTLEMEN,

DURING THIS MONTH, WE HAD THE PLEASURE TO HOST THE DELEGATION FROM THE UNDP AND THE JAPANESE EMBASSY WHO HAD A SITE VISIT TO THE URBAN AGRICULTURAL PROJECT.

THE PROGRESS MADE BY THIS PROJECT WERE HIGHLIGHTED THUS FAR ARE:



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- THE SHADE NET HOUSE OF 1400M2 WAS CONSTRUCTED AND 167 RAISED BEDS ARE ASSEMBLED.
- THE DRIP IRRIGATION SYSTEM IS CONNECTED ON TOP OF THE RAISED BEDS INSIDE THE SHADE NET HOUSE.
- TWO WATER TANKS OF 10 000 LITERS EACH IS CONNECTED TO THE MUNICIPAL WATER SUPPLY SOURCE.
- THE BENEFICIARIES RECEIVED TRAINING IN BASIC CROP PRODUCTION AND GREY CONTI SUITS (PPE).
- THE FENCE AROUND THE GARDEN IS ELECTRIFIED AND TO ENHANCE SECURITY
- VARIETIES OF SEEDS CULTIVARS ARE PROCURED FOR BETTER YIELD RESULTS AND TO ENSURE CONSUMERS NUTRITIONAL DIET.

LADIES AND GENTLEMEN

IT IS WITH GREAT DELIGHT THAT WE ALSO WISH TO ANNOUNCE THAT THE MAYORAL CUP WILL BE HOSTED FROM THE 6-7TH OF MARCH 2022.

THIS EVENT IS AIMED TOWARDS TALENT IDENTIFICATION AS WELL AS TO ENCOURAGE FOOTBALLERS TO PARTICPATE IN SPORT ACTIVITIES. ESPECIALLY THOSE FROM THE DRC AND HANGANENI LOCATIONS.

A TOTAL NUMBER OF 15 TEAMS WILL PARTICPATE AND THERE WILL BE PRIZES TO BE WON AND HAVE BEEN CATEGORISED AS FOLLOW:

- FIRST PRICE: N\$5000.00
- SECOND PRICE: N\$4000.00
- THIRD PRICE: N\$3500
- FOURTH PRICE: N\$1500

IN THE SAME VEIN, I WISH TO THANK THE VOLUNTEERS WHO ARE ORGANISING THIS EVENT AND RECOGNISE THEIR GREAT EFFORT.

HONOURABLE COUNCILLORS

## 6. INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL

### 6.1 Long Service Awards.

LADIES AND GENTLEMEN

BEFORE I CONCLUDE WITH THE ANNOUNCEMENTS, PLEASE ALLOW ME, ON BEHALF OF COUNCIL, TO CELEBRATE AND HONOUR THE FOLLOWING STAFF MEMBERS AS WE PRESENT THEM WITH THEIR LONG SERVICE AWARDS.

#### 10 YEARS SERVICE

- ANDREAS ANGULA
- MECHTILDE AMWEELO
- HELENA MUNDJANGI
- LASARUS NGHIMBISHA
- PAULUS SHAYUKA
- KLAUS KAKUPA
- KRISTIAN KALYENGE

#### 15 YEARS SERVICE

- ALFEUS INDONGO
- DAVID JOHANNES
- 25 YEARS SERVICE
- JORAM SHIVOLO
- VERA KLAASE

#### 30 YEARS SERVICE



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- **ANDREAS DAVID**

WE ARE IMMENSELY GRATEFUL TO YOU FOR ALL YOUR HARD WORK, LOYALTY AND DEDICATION YOU HAVE SHOWN TO THE COUNCIL.

THE CONTRIBUTION YOU HAVE GIVEN TO THE MUNICIPALITY HAS MADE A TREMENDOUS DIFFERENCE IN ITS OVERALL VISION. WE WOULD LIKE TO RECOGNISE THE EFFORTS, COMMITMENT, LOYALTY AND DILIGENCE THAT YOU HAVE SHOWN TO COUNCIL.

HONOURABLE COUNCILLORS, LADIES AND GENTLEMEN

THE FOLLOWING STAFF MEMBERS WILL BE LEAVING COUNCIL ON RETIREMENT: VERA KLAASE AFTER SERVING 25 YEARS AND ANDREAS DAVID WHO SERVED FOR 30 YEARS.

YOUR DEVOTION AND LOYALTY IS HIGHLY APPRECIATED. COUNCIL WILL MISS YOUR VALUABLE CONTRIBUTION AND WE WISH YOU ALL THE BEST IN YOUR TIME OF REST AND LEISURE.

LADIES AND GENTLEMEN

THAT IS ALL WE HAD FOR TODAY, THANK YOU FOR YOUR UNDIVIDED ATTENTION.

THANK YOU,  
LOUISA KATIVA

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7. **PETITIONS**

None.

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8. **MOTIONS OF MEMBERS**

None.

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

None.

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

10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING FEBRUARY 2022**

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11. **RECOMMENDATIONS BY THE MANAGEMENT COMMITTEE**11.1 **MANAGEMENT COMMITTEE MEETINGS HELD ON 10 AND 15 FEBRUARY 2022****RESOLVED:**

GM: EDS

- (a) That Council extends the approved special rates for the Swakopmund Municipal Rest Camp (SMRC) from 1 March to 30 June 2022:

Unit Type	Current Rate	Proposed COVID-19 Rate	% Discount
Fish	N\$ 562.00	N\$ 400.00	28.83%
Gecko	N\$ 652.00	N\$ 450.00	30.98%
Welwitschia	N\$ 681.00	N\$ 450.00	33.92%
Dune	N\$ 903.00	N\$ 550.00	39.09%
Dune A	N\$ 846.00	N\$ 550.00	34.99%
Spitzkoppe	N\$ 947.00	N\$ 600.00	36.94%
Brandberg A	N\$ 1 058.00	N\$ 750.00	29.11%
Brandberg B	N\$ 1 225.00	N\$ 800.00	34.69%
Moon Valley	N\$ 1,336.00	N\$ 900.00	32.63%

- (b) That the following rates be approved as the new peak season rates for the Easter Holidays and all long weekends between the period 1 March - 30 June 2022.

Unit Type	Current Rate
Fish	500.00
Gecko	550.00
Welwitschia	550.00
Dune	650.00
Dune A	650.00
Spitzkoppe	700.00
Brandberg A	850.00
Brandberg B	900.00
Moon Valley	1,000.00

11.1.2 **AMENDMENT OF DECISION: SALE OUT OF HAND OF ERVEN ZONED "GENERAL RESIDENTIAL" LOCATED IN EXTENSION 1, MILE 4 AND EXTENSION 14, SWAKOPMUND**

(C/M 2022/02/24

- 342 M4, 366 M4, 367 M4, 368 M4, E 4908, E 4909, E 4910, E 10033)

**RESOLVED:**

CO: P

Acting GM: CS&amp;HC

- (a) That the following 3 Council resolutions for the sale of 6 erven zoned "General Residential" out of hand on a first-come-first basis be repealed:

- (i) 30 August 2021 under item 11.1.22  
(ii) 29 April 2021 under item 11.1.15  
(iii) 28 January 2021 under item 11.1.19

- (b) That the upset prices for these erven be determined at N\$600.00 / m<sup>2</sup> as follows:

	Erf Number	Size	Upset Price at N\$ 600.00/m <sup>2</sup>
1	Erf 366, Ext 1, M4	3 406	2 043 600.00
2	Erf 367, Ext 1, M4	3 829	2 297 400.00



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3	Erf 4908, Ext 14, S	5 141	3 084 600.00
4	Erf 4909, Ext 14, S	4 119	2 471 400.00
5	Erf 4910, Ext 14, S	2 034	1 220 400.00
6	Erf 10033, S	3 923	2 353 800.00

**(c) That the standard conditions for sale by public closed bid be applicable:**

(i) *That closed bid sales be scheduled in terms of the Local Authorities Act 23 of 1992 for the sale of the 6 erven zoned "General Residential", subject to Council's standard conditions of sale for closed bid sales.*

(aa) *That the following condition be added to the sale of Erf 10033, Swakopmund:*

*The erf is sold "as is". Purchasers must acquaint themselves with the location of the erf on offer, the geotechnical soil conditions, the steep contours and sudden slopes. It is anticipated that a certain amount of earthworks will be required before construction can begin.*

*Council will not enter into negotiations after the sale and purchasers accept responsibility for earthworks required and / cost in order to make the erf suitable for use.*

(ii) *That allocation be done to the highest qualifying bidder on the basis of 1 erf per person / entity (married couples, irrespective of the marital regime are regarded as one entity).*

(iii) *That the registration fee be determined at .75% of the highest upset price:*

- N\$ 23 000.00 for the 6 "General Residential" erven.

(iv) *That payment of the registration fee entitles a person / entity to submit 3 bids for different erven.*

(v) *That should erven remain unsold at the date of the sale, such erven be offered to the registered bidders who have not acquired an erf and are present and may then bid on a second erf.*

(vi) *That the purchase price be paid within 120 calendar days from the date of sale.*

**(d) That Council remains with its previous decisions in terms whereof the following two erven are reserved for future sale:**

- Erf 342
- Erf 368

11.1.3

**FUTURE SALE OF ERF 7041, SWAKOPMUND:**

1. UHILI NECESSITY WELLNESS TRUST: CANCELLATION OF SALE

2. ALLOCATION TO RELIGIOUS INSTITUTION

(C/M 2022/02/24 - M 7041)

**RESOLVED:**

**CO: P**  
**Acting GM: CS&HC**

(a) That Council takes note that no payment was made for the purchase price of Erf 7041, Extension 26, Swakopmund by Uhili Necessity Wellness Trust by the extended due date of 31 December 2021.

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- (b) That the transaction to sell Erf 7041, Swakopmund to Uhili Necessity is cancelled.
- (c) That Erf 7041, Swakopmund is zoned "*Institutional*" and measures 4 562m<sup>2</sup> and be sold at 50% of cost of installation of services, i.e. at N\$250 910.00.
- (d) That Council request proposals from educational institutions such as vocational centres, kindergartens and early childhood development centres.

11.1.4 ALLOCATION OF 50 ERVEN LOCATED IN EXTENSION 25 TO MUPUPA REALTORS CC

(C/M 2022/02/24 - 16/1/4/2/1/2)

RESOLVED:

CO: P  
Acting GM: CS&HC

- (a) That Council approves the amendment of the purchaser from Ms H Mupupa to an entity, i.e. Mupupa Realtors CC.
- (b) That Council takes note that Mupupa Realtors CC complied with Council's resolution passed on 30 August 2021 under item 11.1.19 by providing proof of financing for the development of the 50 erven as well as submitted 3 types of house lay-outs under cover of her letter dated 29 November 2021.
- (c) That Council approves the sale of the 50 erven identified under Annexure "A" (on file) at a total estimated purchase price of N\$3 658 140.00 (calculated at N\$180.00 / m<sup>2</sup>).
- (d) That the purchase price becomes due and payable within 120 days from date of last party signing the agreement of sale.
- (e) That the erven are transferred to Mupupa Realtors CC with a restriction that the erven may only be transferred to third parties once a completion certificate is issued confirming that a house was constructed.
- (f) That the developer not be permitted to exceed a rate of N\$5 000.00 per m<sup>2</sup> and a total of N\$376 000.00 per house excluding erf cost.
- (g) That Mupupa Realtors CC must submit house plans indicating the specifications per house type.
- (h) That the houses be sold to Swakopmund residents especially those on the Master Waiting List to alleviate the demand for housing.
- (i) That Mupupa Realtors CC provides the registration documentation of the close corporation and that the members must be cautioned that the members remain the same until the transfers of the 50 erven have been



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completed and they have complied with all conditions of sale.

- (j) That Mupupa Realtors CC is not permitted to cede, assign or alienate their right or interest in the property or alienate the property to a 3<sup>rd</sup> party in any way before all the relevant conditions contained in the agreement of sale are fulfilled.
- (k) That the proposed sale be published in terms of the requirements of section 63 of the Local Authorities Act 23 of 1992 and subsequent thereto approval be applied for from the Ministry of Urban and Rural Development to proceed with the sale transaction.
- (l) That the sale be subject to Council's Standard Conditions of sale by private treaty:

(i) Deposit and Costs

1. That the purchaser pays a deposit of N\$50 000.00 towards the statutory costs relating to the transaction including, but not limited to advertising cost, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.
2. That the above deposit be paid within 90 days from this Council resolution, failing which the transaction be cancelled at the next Council meeting following the expiry of the 90 days.
3. That any remainder of the deposit in point 1 above be refunded to the purchaser on completion of the transfer of the portion.
4. That the purchaser assumes all risk in this transaction and indemnifies Council against any claims for costs.
5. That all costs related to the transaction be for the account of the purchaser.
6. All costs relating to the transfer of the erven, (including but not limited to transfer duty, conveyancer's costs, compilation of Agreement of Sale, as well as any legal or other costs that may arise from this application), shall be for the purchaser's account.

(ii) Purchase Price

1. That payment of the purchase price be secured with a bank guarantee in favour of the Swakopmund Municipality and the transfer be concluded within 120 days from the date from the last party signing the deed of sale:
  - (aa) Failure to secure the purchase price within the required period will result in cancellation without the need to place the purchaser on terms.
  - (bb) Should the purchase price be secured by a bank guarantee the transfer must be effected on / before the 120<sup>th</sup> day, else interest will be levied as from the date the last party signing the deed of sale (date of sale) until the date of registration of transfer at a rate as confirmed with Council's bank on the date of sale (date of last party signing).

(iii) General

1. That the purchaser accepts that no rights will accrue to them from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
2. The erven are sold "voetstoots" or "as is" and in the condition it presently is or shall be at the date of sale. The Municipality gives no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the lay-out or situation or subterranean composition of the property or

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any improvements thereon. The Municipality also does not warrant that the services installed at the property are suitable for the use intended by the purchaser. It is therefore the obligation of the purchaser to verify that the installed electricity, sewage and water connections are suitable for the intended use of the property; and that the ground levels of the erf is capable of dealing with storm water from the erf and surrounding area. The Municipality does not accept any responsibility for any work required to make the erf suitable for the purchasers' use or needs.

3. That Mupupa Realtors CC indemnifies Council against any possible claims (including claims resulting from blasting).
4. Mupupa Realtors CC shall be responsible for all statutory disciplines (if any) to be completed within 12 months (1 year) from date of transfer.
5. The agreement of sale be signed and returned to the Swakopmund Municipality, by the purchaser within 21 days of receipt thereof by the purchaser.

(iv) Project Completion

1. The whole development project must be completed from date of transfer within a period of 48 months.
2. Full rates and taxes will be levied from date of transfer or date of being issued a compliance (services) or completion (construction of buildings completed) certificate or from the month following the period agreed on (whichever date is the earlier).

11.1.5 REQUEST TO REDIRECT FUNDS FOR THE NORTHERN BEACH DEVELOPMENT  
(C/M 2022/02/24 - 3/1/1/1)

**RESOLVED:**

GM: EPS

- (a) That the remaining funds in Vote: 400031002400 New Public Toilets & Dressing Rooms - MOLE N\$1 141 340.12 be transferred into a new vote.
- (b) That the General Manager: Finance creates a new Vote named: Northern Beach Development.
- (c) That the funds transferred to the new Vote: Northern Beach Development be utilized for the construction of the Braai Facilities, Walkways and Public Parking Area.

11.1.6 ERONGO RED: CALL FOR REPRESENTATIVE TO SERVE ON ERONGO RED'S CONSUMER LIAISON COMMITTEE  
(C/M 2022/02/24 - 5/6/3)

**RESOLVED:**

CEO

That the following residents represent the Swakopmund Community on a voluntary basis on Erongo RED's Consumer Liaison Committee on matters of common concern, interest and to exchange information and views and to give direction on its policies, procedures, and processes as they affect the community of Swakopmund:

- Ms Sara-lee Elago
- Mr Reiner Horsthemke



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11.1.7 **APPLICATION FOR CONSENT TO OPERATE A TOURIST ESTABLISHMENT ON PORTION 42 OF FARM 163, SMALL HOLDINGS**  
(C/M 2022/02/24 - Farm 42)

**RESOLVED:**

GM: EPS

- (a) That consent to operate a Tourist Establishment on Portion 42, Smallholdings be approved subject to the following conditions:
- (i) That the owner of Portion 42 of the Farm No 163, Swakopmund be requested to specify the type of the desired tourist establishment or facility in writing to the satisfaction of the General Manager: Engineering and Planning Services before the registration certificate is issued by the Health Department.
  - (ii) That the owner provides plans to indicate which building will be utilised for the "Tourist Establishment" activity as to be specified in (a) above.
  - (iii) Note should be taken that the applicant is limited to not more than 10% the size of the portion to be utilised for the "Tourist Establishment" activity. If the applicant would like to extend the activities within their allowable size as stated, it is still subjected to the existing consent process that allows them to construct additional dwellings.
  - (iv) That Council reserves the right to cancel a consent use should there be valid complaints.
  - (v) That the applicant registers with the Health Services Department and that the standard Health Regulations will apply.
  - (vi) That the applicant must operate within the Swakopmund Zoning Scheme provisions.
  - (vii) That consent is not transferable.
- (b) That the objectors be informed of Council's decision and their right to appeal to the Minister against Council's Resolution in respect of resolution (a) above in terms of Clause 8 of the Swakopmund Zoning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.

11.1.8 **THE DOME: REQUESTING ASSISTANCE TO INTERLOCK PARKING AREA**  
(C/M 2022/02/24 - E 5371; 16/2/8/8)

**RESOLVED:**

GM: EPS

- (a) That Council takes note of the request by The Dome Swakopmund as per their letter dated 09 November 2021.
- (b) That The Dome be informed that Council cannot assist the Dome Swakopmund at this time.
- (c) That The Dome Swakopmund be given permission to use the parking areas for the erection of tents for the duration of the events from 28<sup>th</sup> March to 02 April 2022.
- (d) That The Dome must indemnify Council against damages for the use of the property.
- (e) That The Dome be reminded to apply timeously for the use of the parking areas for any purposes other than parking.



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11.1.9 **APPLICATION FOR THE RELAXATION OF LATERAL BUILDING LINES ON ERF 4960 SWAKOPMUND, EXTENSION 14**  
(C/M 2022/02/24 - E 4960)

**RESOLVED:**

GM: EPS

- (a) That the application for consent to relax the building line on Erf 4960, Swakopmund from three (3) metres to zero (0) metres on the lateral boundary line be turned down.
- (b) That the applicant considers extending the garage to the back as opposed to the front.
- (c) That the applicant be informed of his rights to appeal to the Minister against Council's Resolution in respect of resolution (a) above in terms of Clause 8.7 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.
- (d) That the objector be informed of Council's decision.

11.1.10 **APPLICATION FOR CONSENT TO OPERATE A PLACE OF AMUSEMENT - LIVE MUSIC ON ERF 638, SWAKOPMUND**  
(C/M 2022/02/24 - E 638)

**RESOLVED:**

GM: EPS

- (a) That consent to operate a place of amusement on Erf 638, Swakopmund Proper be approved, subject to the submission of a report to the General Manager: Engineering and Planning Services as well as General Manager: Health Services and Solid Waste Management certifying that the area from which the proposed place of amusement will be conducted from is soundproof.
- (b) That once (a) has been complied with, approval be granted subject to the following conditions:
  - That Mr Dirk Redman of Swakopmund Backpackers cc registers with the Health Services and Solid Waste Management Department and that the standard Health Regulations will apply.
  - That Council reserves the right, to cancel a consent use should there be valid complaints.
  - That the applicant must operate within the Swakopmund Zoning Planning Scheme provisions.
  - That consent is not transferable.
  - That sufficient parking will be provided on the premises.
  - That no on street parking will be tolerated.
- (c) That the objector be informed of Council's decision and his right to appeal to the Minister against Council's Resolution in respect of resolution (a) above in terms of Clause 8 of the Swakopmund Zoning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry of Urban and Rural Development, as well as Council within the said period.

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11.1.11 PURCHASING OF AN AERIAL TURNTABLE LADDER APPLIANCE

(C/M 2022/02/24 - 15/4/4; 15/3/2)

**RESOLVED:**

GM: EDS

- (a) That Council approves to use the budgeted amount of N\$12 000 000.00 to acquiring one (1) new Fire Fighting and Rescue Truck for the Fire Brigade.
- (b) That Council approves a feasibility study on the water supply system to supplement and provide sufficient Fire Hydrant Water Supply Pressure for Fire Brigade Operations.
- (c) That the General Manager: Economic Development Services and General Manager: Engineering and Planning Services ensures that all hydrants are indicated on a map with GPS coordinates and that a report be provided confirming the servicing and maintenance of the hydrants and the water network supplying it.

11.1.12 ADDITIONAL FUNDS FOR REPLACEMENT OF WATER METERS

(C/M 2022/02/24 - 16/2/1/7/1)

**RESOLVED:**

GM: F

That Council approves the additional funds of N\$2 000 000.00 for the replacement of water meters.

11.1.13 REQUEST FOR FINANCIAL ASSISTANCE FROM MAYORAL DEVELOPMENT FUND: LAURENSIA SIRUKA AND DESIREE SEIBES

(C/M 2022/02/24 - 5/5/5/2)

**RESOLVED:**

CEO

- (a) That approval be granted for the Mayoral Development Fund to support Ms Laurensia Siruka and Mrs Desiree Seibes to pay for their tuition fees.
- (b) That payment be made in kind to I-Care Health Training Institution for the tuition fees of N\$43 145.00 as per the breakdown in the table below:

Name	Description	Estimated Cost
Desiree Seibes	Education and health Financial Assistance Outstanding Tuition fees	N\$25 625.00
Laurencia Siruka	Education and health: Financial Assistance Outstanding Tuition fees	N\$17 520.00
TOTAL Outstanding tuition fees		N\$43 145.00

- (c) That the total amount of N\$43 145.00 be defrayed from Mayoral Development Fund Vote: 960120408709 where N\$574 102.02 is available.



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11.1.14 **WRITING OFF OF REDUNDANT ITEMS AT ECONOMICS DEVELOPMENT SERVICES (MUNICIPAL BUNGALOWS)**  
(C/M 2022/02/24 - 16/2/6/1; 3/18/1)

**RESOLVED:**

GM: EPS

- (a) That the following old and redundant items be written off and be sold at the next public auction:

Quantity	Descriptions
25	Kitchen Curtains
24	Shower Curtains
2	Wooden Chairs
1	Metal Burglar Door
3	Old DSTV Dish
4	Fridges
4	Old Circulation Pump
100	TV Stand
2	Two Heat Exchange machines
7	Mops
33	Brooms Sticks
83	Brooms

- (b) That the bedding be delivered to the Stores to cater for emergencies for fire victims.

Quantity	Descriptions
12	Double Bed Duvet Covers
10	Double Bed Fitted Sheets
107	Single size Duvet Covers
63	Single size Fitted Sheets
375	Pillowcases
2	Single size Blankets
3	Single size Duvets

- (c) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the above-mentioned redundant items.

11.1.15 **OLD AND REDUNDANT ITEMS / EQUIPMENT: ENGINEERING SERVICES and Planning Services DEPARTMENT (WORKS SECTION)**  
(C/M 2022/02/24 - 16/2/6/1)

**RESOLVED:**

GM: EPS

- (a) That the following old and redundant items be written off and be sold at the next public auction:

TOTAL	DESCRIPTIONS
2	Maroon Chairs - Room C0-07
1	Heater (Pineware) - Room C1-09
2	Office Chairs (Black) - Rooms C1-09 & C1-16
1	Small Cupboard - Room C1-09
1	Urn
1	Officejet 7110 Printer (R3A304 3405-11-1130)
3	Metal Filing Cabinets (Building Section)
4	Chairs (Building Section)
1	Broken Oki Printer/C3600 (Building Section)
1	Broken Citoch C420 Printer (Building Section)



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

11.1.16 **REVIEWED CAPITAL BUDGET 2021/2022 FINANCIAL YEAR**  
(C/M 2022/02/24 - - 3/1/1/1/1; 3/1/2/1)

**RESOLVED:**

GM: F

- (a) That the reviewed Capital Projects amounting to N\$25.6 Million, be approved.
- (b) That the purchasing of the below listed Pumpstations be approved:

PROJECT	AMOUNT (N\$)
Pumpstation 16	N\$ 763 043.40
Pumpstation 3	N\$ 705 042.00
Pumpstation 19	N\$ 392 206.00
Pipework	N\$ 450 000.00
Labour	N\$ 180 000.00
<b>TOTAL</b>	<b>N\$ 2 490 291.40</b>

11.1.17 **DISA LANDSCAPING: RENEWAL OF THE LEASE PERIOD FOR A PORTION OF LAND FOR LAWN FARMING AT THE WASTE WATER TREATMENT PLANT**  
(C/M 2022/02/24 - 13/3/1/5)

**RESOLVED:**CO: P  
Acting GM: CS&HC

- (a) That Council approves the renewal of the lease period for a portion of land adjacent to the Wastewater Treatment Plant, measuring 10 000m<sup>2</sup> for lawn farming to Mr Erich Knüffel trading as Disa Landscaping for a further period of 5 years from 01 November 2021.
- (b) That the new lease period be approved on the same basis as of the previous lease conditions approved by Council on 27 March 2014 item 11.1.6 and 24 May 2014 item 11.1.9.
- (c) That the lease tariff for the period commencing on 1 November 2021 be N\$0.16c x 10 000m<sup>2</sup> i.e. N\$1 560.59 + 15% VAT (N\$234.99) amounting to a monthly rental amount of N\$1 801.58.
- (d) That the annual escalation be 7% as approved by Council on 19 November 2020 under item 11.1.25, the first being 1 July 2022.
- (e) That the renewal of the lease period be on condition that the rental account is paid to date.

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11.1.18 **WASTE WATER TREATMENT PLANT: CREATION OF LEASE AREAS FOR CULTIVATION PURPOSES**

(C/M 2022/02/24 - 16/1/4/2/11, 13/3/1/5)

**RESOLVED:**

CO: P  
Acting GM: CS&HC

- (a) That Council takes note of the various applications received attached to the memoranda dated 12 May 2020, 11 February and 16 September 2021.
- (b) That once the Engineering & Planning Services Department has finalized the demarcation and creation of various lease sites at the Wastewater Treatment Plant, these applications be submitted to Council for consideration based on Council's decision passed on 27 March 2014 under item 11.1.6.
- (c) That depending on the availability of remaining lease sites, lease proposals can be invited from interested parties for allocation of the additional lease sites.
- (d) That the General Manager: Health Services and Solid Waste Management (Acting) prepare a policy to promote and support urban gardening and urban agriculture to guide Council in its future decision making.

11.1.19 **PURCHASE PRICE / LOAN AMOUNTS OF SALE OF SHOW HOUSES: ERF 1114, 1115 AND 1116, EXT 6 MATUTURA**

(C/M 2022/02/24 - E 1114 M, E 1115 M, E 1116 M, 14/2/1/2)

**RESOLVED:**

CO: H  
Acting GM: CS&HC

- (a) That Council approves the loan amounts of the following beneficiaries / applicants as indicated below:

	<i>Erf 1114 - Type C - Ms Eva Domingo</i>	<i>Erf 1115 - Type B Ms Rebecca Uchams</i>	<i>Erf 1116 - Type A Ms Erna Gom-khaises</i>
<i>Erf price:</i>	<i>Donated</i>	<i>Donated</i>	<i>Donated</i>
<i>C/Cost</i>	<i>N\$49 000.00</i>	<i>N\$65 220.00</i>	<i>N\$80 750.00</i>
<i>Total Loan</i>	<i>N\$49 000.00</i>	<i>N\$65 220.00</i>	<i>N\$80 750.00</i>

- (b) That based on (a) above each applicant enters into a loan agreement with Council at an interest rate of 7% payable and inclusive in the monthly instalment.
- (c) That Council approves the donation of Erf 1114 to Ms Eva Domingo, Erf 1115 to Ms Rebecca Uchams and Erf 1116 to Ms Erna Gom-khaises.
- (d) That ministerial approval be obtained from the Ministry of Urban and Rural Development to proceed with the sale.



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11.1.20 **OVAHERERO AND NAMA GENOCIDE COMMEMORATION REPARATION WALK**  
(C/M 2022/02/24 - 14/2/21/1/3, 7/2/3)

**RESOLVED:**

GM: EDS

- (a) That it be recorded that Councillor HH Nghidipaya does not support this Resolution.
- (b) That Council accepts the request from the Ovaherero Genocide Foundation of the Ovaherero Traditional Authority to commemorate the Ovaherero and Nama Genocide of 1904-1908 through a reparation walk on 2-3 April 2022.
- (c) That Council provides the following free of charge:
- (i) *Vineta Sports Complex*
  - (ii) *200 Chairs*
  - (iii) *Podium*
- (d) That the organizers be charged a refundable deposit of N\$4 679.35 for the stadium.
- (e) That the applicant makes prior arrangements with Erongo-RED for electricity connection at their own cost should it be required.
- (f) That the applicant submits proof that the following arrangements have been made and paid for:
- (i) *Emergency Services*
  - (ii) *Traffic Escort Services*
  - (iii) *Waste removal Services*
  - (iv) *Security Services*
- (g) That no person should overnight on the premises, except for the security guards.
- (h) That the applicant be responsible to arrange for additional public ablution facilities on site, if so required.
- (i) That the applicant ensures that the facility including the parking area is cleaned within 48 hours after the event.
- (j) That the stadium be restored to its original condition and to the satisfaction of the Swakopmund Municipality after the event.
- (k) That Council be indemnified against any claims that may arise from using the stadium for this event.
- (l) That Council reserves the right to cancel the use of the stadium should any threats arise from the organisation of this event.
- (m) That in future only one commemorative walk be permitted.

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11.1.21 **REQUEST FOR COUNCIL RESOLUTION TO HALT CREDIT-LINK HOUSING PROJECT**

(C/M 2022/02/24 - 14/2/1/2)

CO: H  
Acting GM: CS&HC

**RESOLVED:**

- (a) That Council takes note that there are no erven available for allocation to the Credit-Link Housing Project.
- (b) That the Credit-Link Housing Project be suspended until the relocation of inhabitants in the townships is finalised, and erven become available.
- (c) That whilst the project is suspended Council approves that only one type of house at a rate of N\$5 000.00/m<sup>2</sup> be approved for future construction.
- (d) That the contractors submit the designs and specifications of the house for approval to the Engineering and Planning Services Department.
- (e) That the beneficiaries be responsible for payment of any additional items / work out of the specified scope, after a completion certificate has been issued by Council in respect of the work completed in its approved specification.
- (f) That contractors submit their construction costs to Council, so that Council can calculate an average price for all contractors to adhere to for social houses.
- (g) That Council recognises the following representative of the 40/40 Housing Project Contractors Committee:
  - Mr André van der Vyfer - Magnetize Investment CC (Chairperson)
  - Mr Vivian Wolman - Hakuna Mata
  - Mr Efraim - Alfresco Investment CC
  - Mr John Hamutenya - Haler Investment CC
  - Mr Marcus Charibe
  - Mr Michael lilonga - Versatile Trading cc
- (h) That the Housing Section arranges monthly meetings with the 40/40 Housing Project Contractors Committee.
- (i) That should Contractors fail to deliver, Council reserves the right to terminate the 40/40 Credit Link project.



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11.1.22 **ALAN CONGRESS**  
(C/M 2022/02/24 - 5/1/1)

**RESOLVED:**

CEO

- (a) That Council submits agenda items for discussion for the Congress as per the request from ALAN.
- (b) That approval be granted to designated Councillors and the Chief Executive Officer to attend the ALAN Congress, scheduled to take place from 17-19 March 2022 as per the table below:

SUMMARY OF EXPENDITURE					
Designated Member	Lunch Tarif (1x350.00)	Overnight Allowance (4x750.00)	Accommodation (4x750.00)	Transport cost (N\$3.80/km)	Total
Cllr. L Kativa	N\$350.00	N\$3000.00	N\$3000.00	-	N\$6 350.00
Cllr. C-W Goldbeck	N\$350.00	N\$3000.00	N\$3000.00	-	N\$6 350.00
Cllr. B Goraseb	N\$350.00	N\$3000.00	N\$3000.00	N\$3192.00	N\$9 542.00
Mr. A Benjamin	N\$350.00	N\$3000.00	N\$3000.00	N\$3192.00	N\$9 542.00
TOTAL EXPENDITURE ON SUBSISTANCE AND EVENT COSTS				-	N\$31 784.00

- (c) That subsistence and traveling allowance at a total of N\$31 784.00 be defrayed from the Council's Conference Expenses Vote: 101015505500 where N\$397 215.00 is available.

11.1.23 **WRITING OFF OF REDUNDANT VEHICLES AT ECONOMIC DEVELOPMENT SERVICES DEPARTMENT**  
(C/M 2022/02/24 - 16/2/6/1; 3/18/1)

**RESOLVED:**

GM: EDS

- (a) That the following vehicles be withdrawn from the list of redundant items and be transferred them to the Engineering and Planning Services Department pending the finalization of the procurement process for Council new fleet:

No	Registration No	Make	Fleet No	Model Year	KM Readings
1	N 18655 S	Chevrolet Cruze Sedan	TF0280	2013	104 326
2	N 18656 S	Chevrolet Cruze Sedan	TF0282	2013	90 461
3	N 2735 S	Nissan NP300 (Hardbody)	FB0100	2006	16 270

- (b) That the following vehicles of the Economic Development Services Department be written off and that 2 vehicles (of their choice) be donated to the Swakopmund and Mondesa Police Station Reservists:

No	Registration No	Make	Fleet No	Model Year	Km Readings
1	N 20479 S	Opel Astra Sedan	TF0302	2015	86 902
2	N 20481 S	Opel Astra Sedan	TF0304	2015	76 456
3	N 9725 S	Opel (Vivaro)	FB0222	2011	9 6416

- (c) That Chairperson of Management Committee and the Chief Executive Officer determine the upset prices for the redundant vehicle.



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11.1.24 UPDATED LIST OF EXTENSION 40, 41 AND 42 ("WAGDAAR AREA")

(C/M2022/02/24- 16/1/4/2/1/14)

RESOLVED:

CO: H  
Acting GM: CS&HC

- (a) That Council endorses the latest updated lists of the beneficiaries in Extension 40, 41 and 42.
- (b) That each beneficiary be issued with a preliminary rights of use letter.

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13. DRAFT REGULATIONS AND TARIFFS, IF ANY

None.

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The meeting adjourned: 21:00

Minutes to be confirmed on: 31 March 2022.

Councillor L N Kativa  
MAYOR

A Benjamin  
CHIEF EXECUTIVE OFFICER

10. **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETINGS HELD DURING MARCH 2022**

10 (A) **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 08 MARCH 2022**

5.1 **HOUSING SECTION: CONSOLIDATION PRESENTATION**  
(S/M/C 2022/03/08 - 14/2/1/1, 14/2/1/2, 14/2/1/3, 16/1/4/2/1/14)

**RESOLVED:**

- (a) That the Consolidation Presentation on low-cost housing be noted.
- (b) That the Acting General Manager: Corporate Services & Human Capital submits the proposed consolidation concept with amendments to Management Committee for consideration.

10 (B) **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 10 MARCH 2022**

2. **CONFIRMATION OF MINUTES**  
(M/C 2022/03/10 - 5/2/1/1/2)

2.1 **MINUTES OF THE ORDINARY MANAGEMENT COMMITTEE MEETING HELD ON 10 FEBRUARY 2022**

On proposal of Councillor P N Shimhanda and Councillor C-W Goldbeck it was: seconded by

**CO: A**  
**GM: CS&HC**

**RESOLVED:**

That the Minutes of the Ordinary Management Committee meeting held on 10 February 2022 be confirmed as correct.

2.2 **MINUTES OF THE SPECIAL MANAGEMENT COMMITTEE MEETING HELD ON 15 FEBRUARY 2022**

On proposal of Councillor P N Shimhanda and Councillor C-W Goldbeck it was: seconded by

**CO: A**  
**GM: CS&HC**

**RESOLVED:**

That the Minutes of the Special Management Committee meeting held on 15 February 2022 be confirmed as correct.



7.2 **JOE VISION PRODUCTION: REQUEST FOR REFUND OF RENOVATIONS DONE AT LIBRARY AT WOERMANN HAUS**

(M/C 2022/03/10 - 13/3/1/3)

**RESOLVED:**

CO: P  
GM: CS&HC

- (a) That the item be referred back and be resubmitted to the next Management Committee meeting.
- (b) That the cost of the damages to the Woermann Haus caused by Messrs Joe Vision Production be investigated.
- (c) That the General Manager: Engineering and Planning Services do an assessment of the proposal by Messrs Joe Vision Production and determine the value to consider re-imburement.
- (d) That Messrs Joe Vision Production provide proof that there was no re-imburement from the movie production for removing the props already.

8.1 **RE-ARRANGEMENT OF FOOD MOBILE KIOSKS AT OLD SKATEBOARD AREA IN STRAND STREET**

(M/C 2022/03/10 - 14/1/3/1)

**RESOLVED:**

GM: EDS  
GM: EPS  
Acting GM: CS&HC

- (a) That the matter be referred back and be resubmitted to the next Management Committee meeting.
- (b) That a clear explanation of Council's concerns in terms of the Town Planning Scheme and applicable law be provided before a final decision is considered regarding the use of Public Open Space for long term lease.
- (c) That the area be demarcated for sports activities and that public ablution facilities be provided.
- (d) That Council's attorney provide opinion on whether Swakopmund Strand Street (PTY) LTD has a legal standing.

8.8 **CONSENT TO CONSTRUCT AND OPERATE A SERVICE STATION ON ERF 9794, SWAKOPMUND, EXTENSION 39**

(M/C 2022/03/10 - E9794)

**RESOLVED:**

GM: EPS

That the applicant submits comments and response to the allegations made by Messrs Urban Green CC, for resubmission to Council.



10.3 REQUEST TO ALLOW THE COASTAL GENOCIDE COMMITTEE TO COMMEMORATE THE GENOCIDE REPARATION WALK

(M/C 2022/03/10 - 14/2/21/1/3; 7/2/3)

GM: EDS

**RESOLVED:** (For Condonation by Council)

- (a) That Council grant permission to the Coastal Genocide Committee to host the Genocide Commemoration Event on 25-27 March 2022.
- (b) That in future, only one march be permitted per historic event.

10 (C) MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 15 MARCH 2022

5.3 PRELIMINARY FEEDBACK ON DESKTOP STUDY FOR RELOCATION EXERCISE OF THE INFORMAL SETTLERS

(S/M/C 2022/03/15 - 14/2/1/2)

CO: HS  
GM: CS&HC

**RESOLVED:**

That the progress on the desktop study be noted.

5.6 INVITATION AND REQUEST FOR SUPPORT: OPUWO ANNUAL TRADE FAIR

(S/M/C 2022/03/15 - 3/15/1/6/1 & 5/5/1)

CEO

**RESOLVED:**

- (a) That Management Committee approves the request of the Mayor to support the Opuwo Annual Trade Fair.
- (b) That approval be granted for the Mayor to pledge the amount of N\$5 000.00 to the Opuwo Town Council's gala dinner.
- (c) That approval be granted to the Mayor and the Traffic Officer to attend the official opening, scheduled to take place on 28 April 2022 as per the table below:

SUMMARY OF EXPENDITURE					
Item	Lunch Tariff (1x350,00)	Overnight Allowance (2x750,00)	Accommodation (2x750,00)	Transport cost (N\$3.80/km)	Total
Cllr. L. Kativa	N\$350	N\$1500.00	N\$1500.00	-	N\$3350.00
Traffic/Driver	N\$350	N\$1500.00	N\$1500.00	-	N\$3350.00
Total					N\$6700.00

- (d) That subsistence and traveling allowance and the pledge costs at a total of N\$11,700.00 be defrayed from the Council's Conference Expenses Vote: 101015505500 where N\$310.241.99 is available.

6. MATTERS NOT ON THE AGENDA, BUT DISCUSSED WITH PERMISSION OF THE CHAIRPERSON

6.1 REQUEST TO ALLOW THE COASTAL GENOCIDE COMMITTEE TO COMMEMORATE THE GENOCIDE REPARATION WALK

(S/M/C 2022/03/15 - 14/2/21/1/3; 7/2/3)

GM: EDS

**RESOLVED:** (For Condonation by Council)

That the concern expressed in respect of the approval by the Management Committee of the second request for a commemoration walk by the Coastal Genocide Committee, be noted.



11. RECOMMENDATIONS BY THE MANAGEMENT COMMITTEE
- 11.1 MANAGEMENT COMMITTEE MEETINGS HELD ON 10 AND 15 MARCH 2022
- 11.1.1 FEEDBACK FROM EAGLE CHRISTIAN CENTRE REGARDING DEVELOPMENT OF A CHURCH ON ERF 4443, EXTENSION 9, SWAKOPMUND  
(C/M 2022/03/31 - E 4443, 19.03.08.4443)

Management Committee Meeting of 10 March 2022, Addendum 7.1 page 03 refers.

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

1. Introduction

The purpose of this submission is for Council to consider the explanation provided by Eagle Christian Centre (hereinafter refer to as ECC) for the delays in the development of Erf 4443, Swakopmund and to consider an extension of time to develop the property.

On 29 October 2020 Council passed the following resolution under item 11.1.28:

- (a) *That Council takes note of the explanation given by Eagle Christian Centre for the delay of the development of Erf 4443, Extension 9, Swakopmund within the prescribed 5 years period.*
- (b) *That an extension of time of 1 year be given to Eagle Christian Centre (ECC) for construction and completion of a church on Erf 4443, Extension 9, Swakopmund.*
- (c) *That an addendum to the Deed of Sale be compiled to amend clause 7.3.2 to read: That the one year commences from date of last party signing the addendum.*

The above resolution was communicated to ECC on 02 November 2020 (Annexure "A") whereafter an addendum was signed on 11 February 2021 to allow extension of time of 1 year for the construction and completion of a church on Erf 4443, Extension 9, Swakopmund.

2. Discussion

ECC signed an addendum for the extension of time of 1 year to construct and complete the church which commenced from the last party signing i.e., 11 February 2021 until 10 February 2022. Since ECC did not provide any progress on the development of the Church as amended on the addendum closer to the due date. A letter dated 11 January 2022 (Annexure "B") was forwarded to ECC

requesting to provide progress report on the development of Erf 4443, Swakopmund.

A letter dated **01 February 2022** (Annexure "C") was received from ECC to give feedback on the development of the church. They stated in their letter that they could not complete the development of the church as they have encountered several financial setbacks over the last financial year which have affected the building project.

Furthermore, they mentioned that due to the strict Covid-19 health measures, the church could not gather for the past two years as many of the church members were affected negatively by the pandemic. And as a non-profit organization the church is exclusively funded by its members.

3. **Current Situation**

Apart from the delay on the development of Erf 4443, Swakopmund, the ECC state they are determined to complete the building as the funds become available. Despite their financial set back due to the pandemic, ECC made little progress on the building. Photos are attached as "**Annexure "D"**".

Seeing that ECC is making progress on the development of the building of Erf 4443, Swakopmund, it is proposed that Council grant ECC an extension of time until **30 November 2022** to complete the project.

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

**RECOMMENDED:**

- (a) That Council takes note of the explanation given by Eagle Christian Centre for the delay of the development of Erf 4443, Extension 9, Swakopmund within the prescribed 1-year period.
  - (b) That an extension of time be granted until 30 November 2022 to Eagle Christian Centre (ECC) for the construction and completion of a church on Erf 4443, Extension 9, Swakopmund.
-





## MUNICIPALITY OF SWAKOPMUND

Ref No: E 4443

 (064) 4104215  
 088 614 514  
 53 Swakopmund  
 NAMIBIA  
 www.swkmun.com.na  
 bramosviegas@swkmun.com.na

Enquiries: Ms B Ramos Viegas

13 August 2020

Pastor R Petrus  
 Eagle Christian Centre  
 P O Box 2377  
 SWAKOPMUND  
 13001  
 Namibia

Dear Sir

### NON-COMPLIANCE WITH CONDITIONS OF SALE IN RESPECT OF DEVELOPMENT OF A CHURCH ON ERF 4443, SWAKOPMUND

We refer to our letters dated 16 March 2020 and 13 May 2020 in respect of the development of a church on Erf 4443, Swakopmund and your subsequent response on 25 May 2020.

A submission was tabled to the Management Committee meeting of 16 July 2020 for discussion and thereafter to the Council meeting of 30 July 2020; whereafter the following was resolved under item 11.1.1:

- (a) That Eagle Christian Centre be informed to submit an application to Council to consider an additional period to develop Erf 4443, Swakopmund by the construction of a church.
- (b) That Eagle Christian Centre be informed that the construction of the church must be commenced and completed prior to the construction of the dwelling for which Council granted consent.

With reference to point (a) above, kindly let us have your written application for extension of time within 14 days from date of this letter for construction of a church on the said erf. Please take note of point (b) above.

For any further enquiries, please do not hesitate to contact Ms B Ramos Viegas at ☎ 064-4104215.

Yours faithfully

Mr M P C Swarts  
 GM: CORPORATE SERVICES & HUMAN CAPITAL

lbrv

ANNEXURE "B"

19-03-08.4443

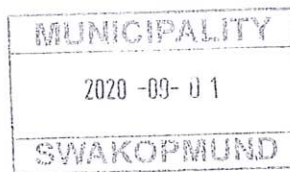
E 4443



# Eagle Christian Centre

2377, SWAKOPMUND, Namibia ☐ Franke Street, SWAKOPMUND, Namibia  
 +264 64 46-3378 ☎ +264 64 46-3378 📞 +264 81 122 5142 ✉ [ecc@iway.na](mailto:ecc@iway.na)

Municipality of Swakopmund  
 PO Box 53  
 Swakopmund  
 Republic of Namibia



Att: Ms B Ramos Viegas

25 August 2020

Dear Madam

**RE: NON COMPLIANCE WITH CONDITIONS OF SALE IN RESPECT OF DEVELOPMENT OF CHURCH ON ERF 4333 SWAKOPMUND.**

We refer to the letter dated 13 August 2020; Eagle Christian center fully understands the concern of the Municipality. However, we have encountered a few issues that delayed our projected building timeline and we are appealing to you our Municipality to grant Eagle Christian Centre a grace period to fulfil our agreement of commencing construction of the Church. Please take the following into consideration:

In 2016 we appointed an Architect based in Windhoek Mr Diano Jantjies. He had drawn up the church plans and made us believe our plans were completed and compliant to the Municipality of Swakopmund approval standards by 28<sup>th</sup> June 2016. To our understanding his component was complete and awaiting approval, hence Eagle Christian Centre was ready to Submit and Build.

In our first attempt of submitting our building plans. Our dream of construction came to halt when additional consent was needed.

We are grateful to the Municipality for granting this consent on 1 July 2020, and thereafter on July 6, 2020, we attempted to submit the church building plans to the Municipality.

**ONE VISION – ONE TEAM!**

**Matt 28:19** *Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*



And to our greatest disappointment our building plans were found non-compliant to the standards of the Municipality.

The architect made us believe it was possible to submit our plans once our consent was granted but we find he has failed to assist Eagle Christian Centre, by following through with compliant Building plans.

To our surprise he also disclosed to us on the July 6th, 2020, he is not a registered Member of the Architect Association in Namibia, he cannot comply with proof of registration of said Professional Council, to accompany the building plans drawn up in 2016 (as now requested by the Municipality as mandatory attachment)

This incident of fraud and extortion has not only cost Eagle Christian Centre money, but also time since we lost more than 3 years on our project timeline.

Without further delay,

we have removed him effective immediately from the project since he intentionally made us a victim to unprofessional fraudulent misconduct.

In moving forward, Eagle Christian Centre has appointed the project to a reputable company that understands the urgency of our plight.

We have attached a proof of this appointment from Pinsloo Loubser Architects to show the Municipality that we are moving forward positively towards building the church. In the timeline discussed with the Mrs Geline Loubser the building plans will be submitted in the month of September 2020.

We hope that this letter conveys to the Municipality our dire situation and consider a graceful extension to this regard.

Thank you for your patience and favorable consideration

Your Faithfully

**Nathanael Hangula**

**Project Manager**

for

**Pastor Ruben Petrus**

**Founding President & Senior Pastor**

---

**ONE VISION – ONE TEAM!**

*Matt 28:19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.*

---

**ANNEXURE "C"**

INC/20141068

27 August 2020

Eagle Christian Church  
P.O. Box 3836  
Vineta, Swakopmund  
Namibia

Attention: N.J Hangula

**REVISION OF EXISTING DRAWINGS & CONSTRUCTION DOCUMENTATION OF THE NEW EAGLE  
CHRISTIAN CENTER IN OCEAN VIEW, SWAKOPMUND – PROJECT NUMBER 20/20**

We herewith confirm our appointment for the completion of municipal and construction drawings for the Eagle Christian Centre on Erf 4443, Ocean View, Swakopmund.

All drawings will be completed according to the SANS 10400 building regulations.

If there are any questions in this regard, please do not hesitate to contact our office.

Regards,

Geline Loubser  
for Prinsloo Loubser Architects





Annexure "D"

# Eagle Christian Centre

✉ 2377, SWAKOPMUND, Namibia ☑ 65 Franke Street, SWAKOPMUND, Namibia  
☎ +264 64 46-3378 📠 +264 64 46-3378 📞 +264 81 122 5142 📧 rpatrus@eccnam.com



# Eagle Christian Centre

2377, SWAKOPMUND, Namibia ☐ 65 Franke Street, SWAKOPMUND, Namibia  
 ☎ +264 64 46-3378 ☎ +264 64 46-3378 ☎ +264 81 122 5142 ✉ rpetrus@eccnam.com

<b>MUNICIPALITY OF SWAKOPMUND</b>	
<b>BUILDING INSPECTION RECORD</b>	
The General Manager: Engineering Services P.O. Box 53 SWAKOPMUND	Application No: 77120 Owner: Eagle Christian Centre Erf No: 1443 Street Address:
Description of Building: Extension Church	
Note: All prescribed inspections must be booked at least 24 hours in advance at the Municipal Building Inspection Office. No telephone bookings or arrangements for inspections will be accepted. The Building Inspector must visit the site which serves as proof for the owner that the prescribed inspections have been carried out. No Occupation Certificates will be issued unless the following conditions (where applicable) are adhered to: a. Letter from registered Plumber and Drain Layer to confirm that all plumbing and drainage has been done in accordance with SABS 0212:1-1994 and SABS 0212-2:1983 including the slope calculations and schematic layout drawings. b. Letter from a Registered Engineer that all work has been carried out according to compliance with the specifications and drawings (Concrete slab, Beams, Columns, Roof and Stairs etc). c. Notifications in terms of the Municipal Regulations, as listed below, are required to be given by the owner to the Municipality in order to facilitate necessary inspections. Repetitive inspections for portions of work shall be prohibited. Prior approval of such shall be obtained from the Building Inspector.	
NOTICE THAT THE FOUNDATION HAS BEEN EXCAVATED AND IS READY FOR INSPECTION. Notification that Earthworks Excavation and Compaction, and where applicable - art basins and sewer connection pits, will be ready for inspection before the Concrete Foundations will be cast.	
Building Inspector: <i>[Signature]</i>	Date: 29/11/2021
NOTICE THAT THE DAMP PROOF MEMBRANE HAS BEEN LAID AND IS READY FOR INSPECTION. Notification that Earthworks below the Floor have been Completed and the Damp Proof Course will be ready for inspection before the Floors will be cast.	
Building Inspector	Date
NOTICE THAT THE SEWER HAS BEEN LAID AND IS READY FOR INSPECTION. Notification that the Sewer Line was installed and is ready for inspection prior to backfilling the trench.	
Building Inspector	Date
NOTICE THAT THE ROOF HAS BEEN ERECTED AND IS READY FOR INSPECTION. Notification that the Roof was erected and is ready for inspection.	
Building Inspector	Date



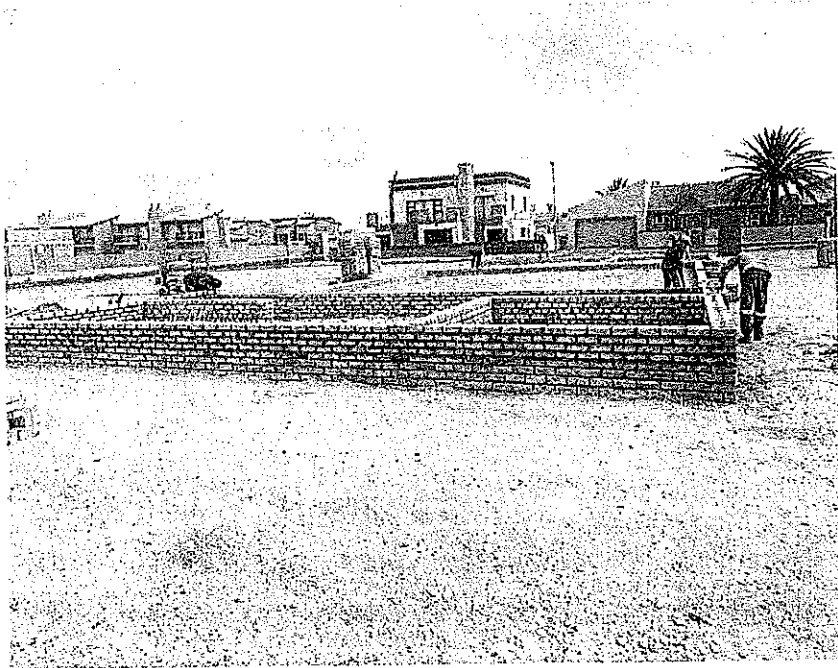
# Eagle Christian Centre

2377, SWAKOPMUND, Namibia    65 Franke Street, SWAKOPMUND, Namibia  
+264 64 46-3378    +264 64 46-3378    +264 81 122 5142    rpetrus@eccnam.com



# Eagle Christian Centre

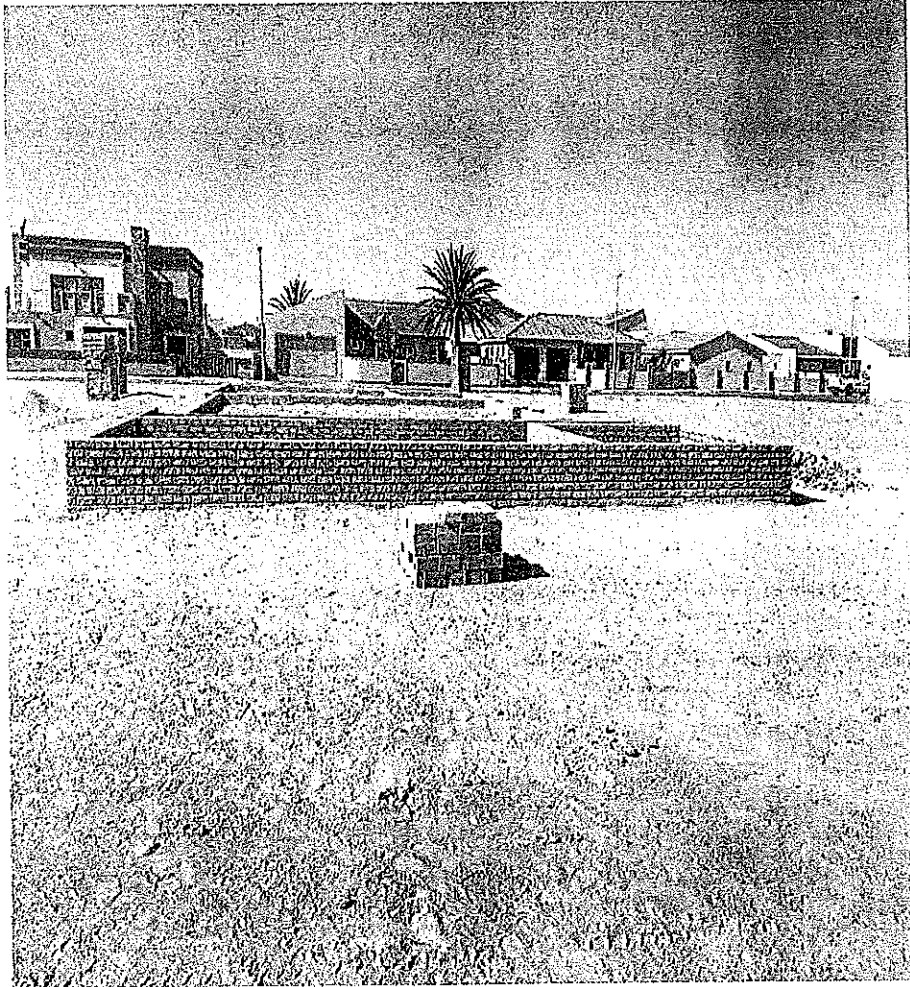
2377, SWAKOPMUND, Namibia    65 Franke Street, SWAKOPMUND, Namibia  
+264 64 46-3378    +264 64 46-3378    +264 81 122 5142    rpetrus@eccnam.com





# Eagle Christian Centre

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# Eagle Christian Centre

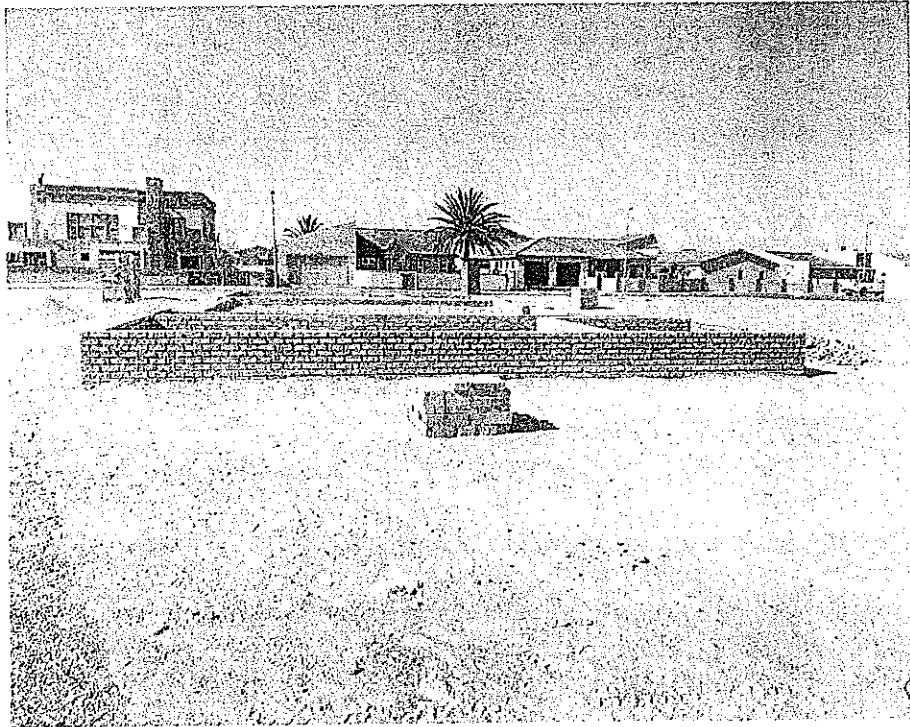
2377, SWAKOPMUND, Namibia    65 Franke Street, SWAKOPMUND, Namibia  
+264 64 46-3378    +264 64 46-3378    +264 81 122 5142    rpetrus@eccnam.com





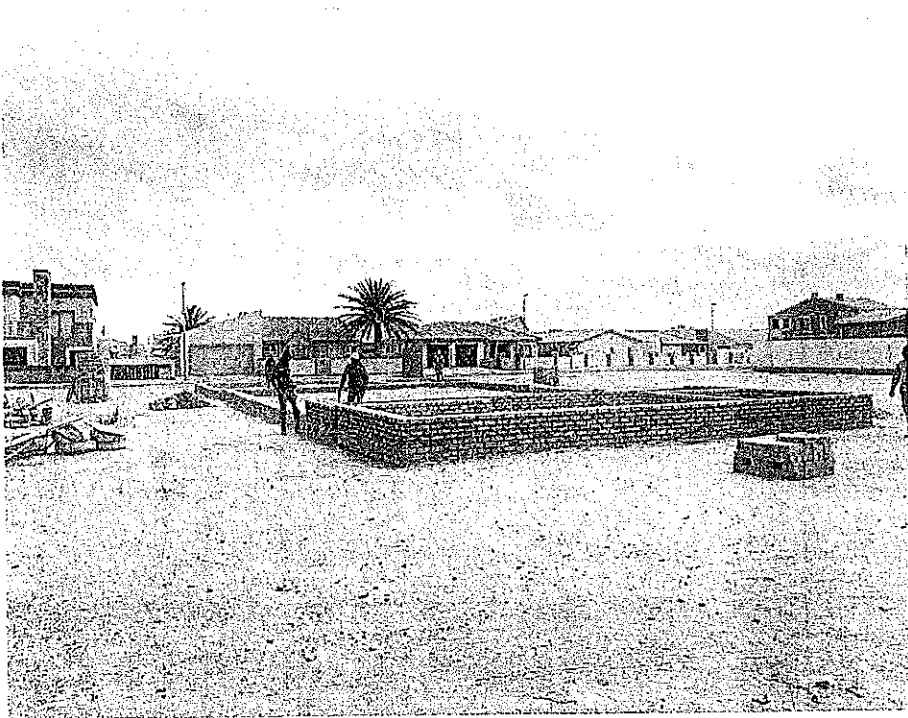
## Eagle Christian Centre

2377, SWAKOPMUND, Namibia    65 Franke Street, SWAKOPMUND, Namibia  
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# Eagle Christian Centre

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11.1.2 **WOERMANN HAUS: CONSIDERATION TO LEASE A ROOM**  
(C/M 2022/03/31 - E 1308)

**Management Committee Meeting of 10 March 2022, Addendum 7.3**  
page 16 refers.

---

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

**1. Introduction**

The purpose of this submission is for Council to consider Ms Lynette Van Niekerk to lease a room on a month-to-month basis pending the sale of the Woermann Haus.

The attached letter dated **04 February 2022 (Annexure "A")** was received from Ms Lynette van Niekerk requesting Council's permission to lease the Reading Room in the Library at the Woermann Haus. She planned to use it for art and craft sessions for children and holiday makers. This will not be possible because the Reading Room forms part of the library which is being leased by the Ministry of Education, Arts and Culture.

**Attached as Annexure "B"** a locality map and a layout of the Woermann Haus (**Annexure "C"**).

**2. Current Situation**

An email dated **21 February 2022 (Annexure "D")**, was subsequently received from Ms Van Niekerk requesting permission from Council to lease the Jetty Shop temporarily at the Woermann Haus.

Furthermore, she states in the email that she needs to be close to the Woermann Haus because of the various projects involving kids and the courtyard. She wants to do a movie night where the kids make their own "vehicles" out of the boxes and "drive" to the courtyard.

Ms Van Niekerk is aware that Council intends to sell the Woermann Haus. All current lessees will be given notice of cancellation closer to the intended sale. She says she will be using the Jetty Shop for educational purposes and not for the generation of profits and management of a business which would be severely affected once the lease is terminated.

It is therefore proposed that Council allows Ms Van Niekerk to lease the Jetty Shop at the Woerman Haus on a month-to-month basis subject to the standard rental.

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

**RECOMMENDED:**

- (a) That permission be granted to Ms Lynette Van Niekerk to lease the Jetty Shop at the Woermann Haus on a month-to-month basis; for educational purposes and provision of art and craft sessions for children and holiday makers.
  - (b) That the standard tariff per square meter be applicable for the lease of rooms at the premises subject to the annual escalations.
  - (c) That the lease be subject to the following standard conditions:
    - (i) *That lessee is responsible to keep the room clean at all time.*
    - (ii) *That Council must be indemnified against any claims that may arise from using the room.*
    - (iii) *That the room be restored to its original condition and to the satisfaction of the Swakopmund Municipality.*
    - (iv) *That the sound must be restricted to the immediate surrounding area. On receipt of any complaints due to noise or misbehavior, the use of the area will be cancelled immediately.*
    - (v) *That the security services rendered at the room be the lessee responsibility and that Council will not accept any responsibility for losses or damage to the property.*
    - (vi) *That no one is allowed to stay on the property overnight.*
    - (vii) *That the Council reserves the right to cancel the use of the room should Council need the room for its own purposes.*
-



**PRIMAL ART NAMIBIA**

The Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia

4 February 2022

Attn: Mr. A, Benjamin,

RE: Reading Room at Woermann Haus

I trust this letter finds you well.

I approached Mrs. Nakale last year November to see if I could make use of the Reading Room at the Library to give art and craft sessions for children and holiday makers. It has been standing vacant since Joe Vision vacated the premises in September. She let me know that I should approach the Librarian, Miss Natasha, as it falls under her. I was given the key and some furniture by Miss Natascha, who let me know that the room was previously used by a lady who dealt with tourism reservations and therefore the alarm was disconnected.

In January, I asked if I could continue to use the room as I subsequently found out the Reading Room is not rented by the Ministry, it was given to them to make use of. Only the room next to it (that Joe Vision built the bar in – Room D53) is being paid for.

On Friday, 4 February 2022 at Woermann Haus, I was approached by personnel from the Ministry of Education, Arts and Culture: Ms. Asino, Ms. Renate Thomas, Chief Librarian and Miss Jessica, the following transpired:



Room D08  
Woermann Haus  
Bismarck Street  
Swakopmund

081 812 6015  
primalartnamibia@gmail.com



- They want me to vacate the room to turn it back into a reading room
- They want Room D53 to be turned back into the German room (which I told them has nothing to do with me)

OVERVIEW: Ms. Asino let me know that the Ministry of Education Swakopmund has severe budget constraints and also agreed that the German students do not make use of the German section (Room D53) as the books are outdated and they have better libraries in their Schools.

I have questioned students that come to the Library and they have informed me that they do not make use of the Reading Room as the Wi-Fi does not reach that area.

I hereby humbly request that I continue to make use of the Reading Room as an art and crafts area for kids until such time as the building is sold. I am enhancing Woermann Haus with art education and will soon be making use of the courtyard to have kids' exhibitions and fun activities. I have introduced many happy children to the Junior Library.

Sincerely,

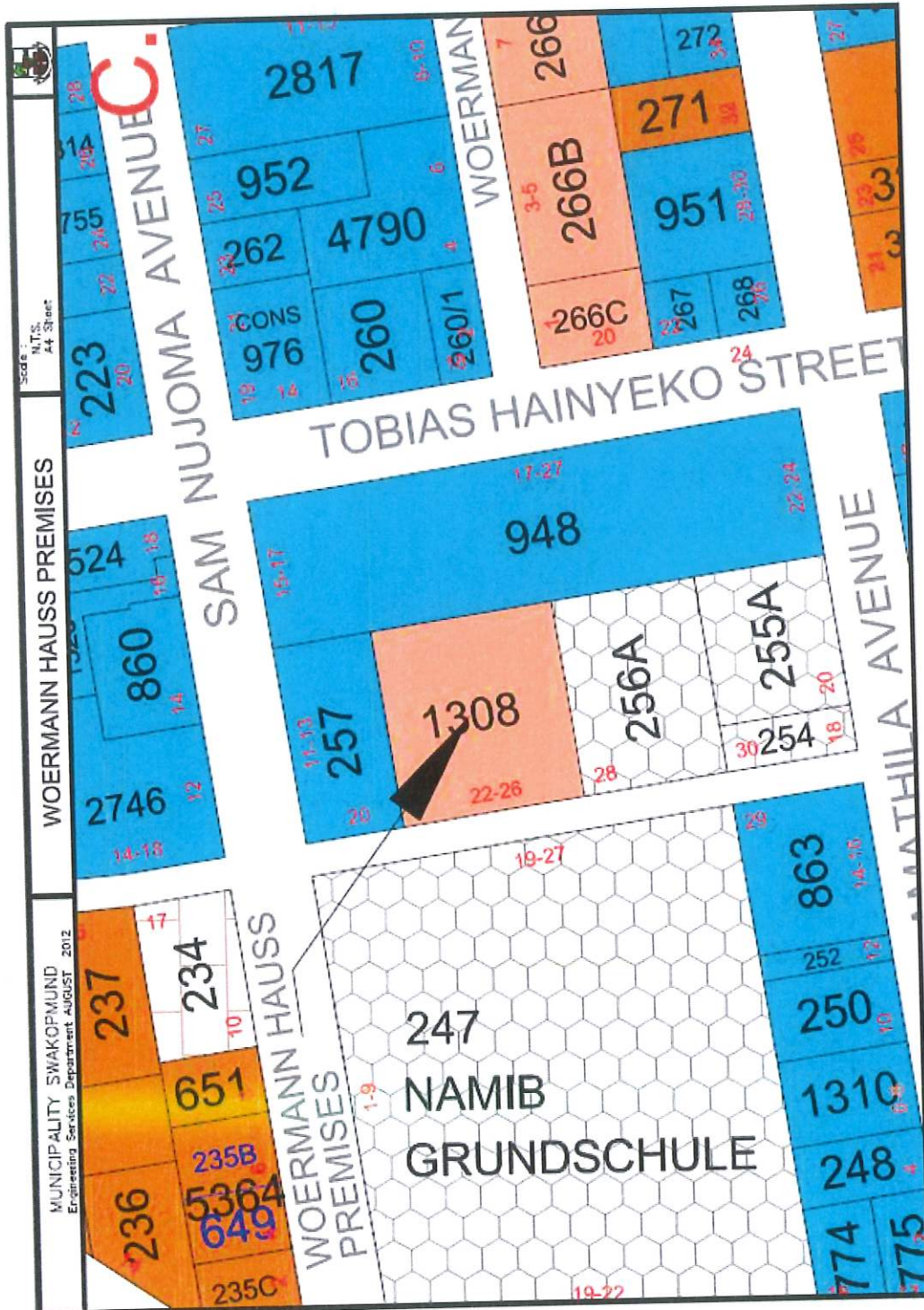
*Lynette van Niekerk*



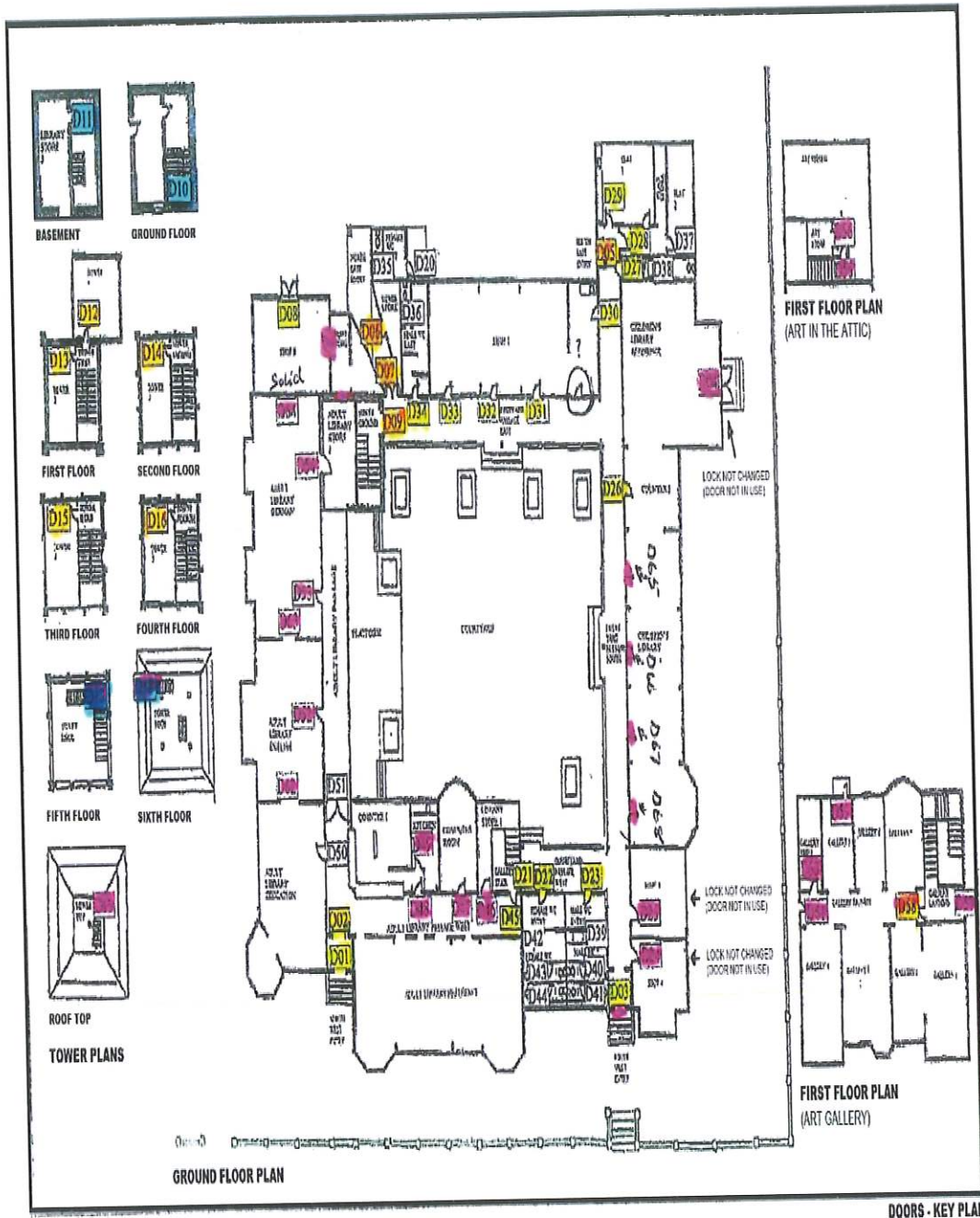
Room D08  
Woermann Haus  
Bismarck Street  
Swakopmund

081 812 6015  
primalartnamibia@gmail.com

**ANNEXURE "B"**



**ANNEXURE "C"**





**ANNEXURE "D"**

----- Forwarded message -----

**From:** Lynette Van Niekerk <[primalartnamibia@gmail.com](mailto:primalartnamibia@gmail.com)>

**Date:** Mon, Feb 21, 2022, 1:58 PM

**Subject:** Re: renting of reading room at woerman haus

**To:** Emilia Nakale <[enakale@swkmun.com.na](mailto:enakale@swkmun.com.na)>, Stephny Bruwer <[sbruwer@swkmun.com.na](mailto:sbruwer@swkmun.com.na)>, Andre Plaatjie <[aplaatjie@swkmun.com.na](mailto:aplaatjie@swkmun.com.na)>

Hi Emily

I was just thinking, if the Library wants this room, what are the chances of me getting the Jetty Shop temporarily until the building is sold.

The reason is that I need to be close to Woermann Haus because of the various projects involving kids and the courtyard. It cannot work community wise if I have a studio away from here.

I want to do a movie night where the kids make their own "vehicles" out of boxes and "drive" to the courtyard where we will screen the movie...

I want to fit in with the Scientific Society with all their competitions regarding the environment and give kids a space to work from... Etc.

Let me know soonest.

Thank you and kind regards  
Lynette

On Thu, Feb 17, 2022, 2:49 PM Lynette Van Niekerk <[primalartnamibia@gmail.com](mailto:primalartnamibia@gmail.com)> wrote:  
Thank you I have received it.

I am hoping that it will be good news. I have so much planned for this year with Children's entertainment.

Kind regards  
Lynette

On Thu, Feb 17, 2022, 12:22 PM Emilia Nakale <[enakale@swkmun.com.na](mailto:enakale@swkmun.com.na)> wrote:  
Good Afternoon

Please see attached letter for your

Regards  
**Emilia**

**Emilia Nakale**  
**Property Officer | Corporate Services & Human Capital**  
**Municipality Swakopmund**

**cnr Rakotoka Street & Daniel Kamho Avenue | Swakopmund | Erongo**  
**Office: +264 64 410 4217 | Email: [enakale@swkmun.com.na](mailto:enakale@swkmun.com.na)**  
**Website: [www.swkmun.com.na](http://www.swkmun.com.na)**  
**Thank you for considering the environmental impact of printing emails**

11.1.3 **ERONGO RED: MANDATE FOR COUNCIL'S REPRESENTATIVES:  
ANNUAL GENERAL MEETING FOR SHAREHOLDERS**  
(C/M 2022/03/31 - 11/1/4/17)

Management Committee Meeting of 10 March 2022, Addendum 7.4 page 20 refers.

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

Notice has been given that the Annual General Meeting of shareholders of Erongo Regional Electricity Distributor Company (Proprietary) Limited (Erongo RED) to be held at Strand Hotel, Swakopmund on **Thursday, 28 March 2019 at 10:00 & 14:00**

Council at an ordinary meeting held **2 February 2016**, item 11.1.4 resolved as

*That the following Councilors attend all Erongo RED Shareholder meetings:*

- *Chairperson of Management Committee*
- *Alternate Chairperson of Management Committee (Secundi)*
- *Any other member of Management Committee in the absence of the secundi*

Council's representative will have to speak and vote on Council's behalf or to abstain from voting at the **Annual General Meeting**, Management Committee/Council is requested to furnish their representatives being the Chairperson of Management Committee and the Chief Executive Officer with mandates with regards to the matters listed below; one vote per share:

		For	Against	Abstain
1.	<i>To approve the minutes of the previous Annual General Meeting held on 23 March 2021.</i>			
2.	<i>To receive, consider and adopt the Annual Financial Statements of Erongo RED for the year ended 30 June 2011</i>			
3.	<i>To receive and note the Finance Report</i>			
4.	<i>To confirm dividends declared for the year ended 30 June 2021</i>			
5.	<i>To appoint/confirm appointment of Auditors</i>			
6.	<i>To consider and approve the reviewed Directors fees/remuneration</i>			
7.	<i>To receive and note the Board Effectiveness Report 2021.</i>			
8.	<i>Appoint/confirm appointment of Directors in terms of the Shareholders agreement</i>			

In the absence of the Chairperson of Management Committee, the Alternate Chairperson of Management Committee and the Chief Executive Officer who will be attending the ALAN Congress in Oshakati during the same period, the Management Committee nominates any other member of Management Committee in their absence. That such



member be given Council's proxy to attend, speak and vote for the Municipality of Swakopmund on their behalf and or abstain from voting at the Annual General Meeting of Erongo RED and at any adjournment thereof as recommended.

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

**RECOMMENDED:**

- (a) That any member of Management Committee in the absence of the *secundi* be mandated to represent Council's at the Erongo RED Annual General Meeting of the shareholders, on a date to be determined at the Strand Hotel, Swakopmund, be approved.
- (b) That the mandate for the matters be as set out in the table below for the Annual General Meeting:

		<i>For</i>	<i>Against</i>	<i>Abstain</i>
1.	<i>To approve the minutes of the previous Annual General Meeting held on 23 March 2021.</i>			
2.	<i>To receive, consider and adopt the Annual Financial Statements of Erongo RED for the year ended 30 June 2021</i>			
3.	<i>To receive and note the Finance Report</i>			
4.	<i>To confirm dividends declared for the year ended 30 June 2021</i>			
5.	<i>To appoint/confirm appointment of Auditors</i>			
6.	<i>To consider and approve the reviewed Directors fees/remuneration</i>			
7.	<i>To receive and note the Board Effectiveness Report 2021.</i>			
8.	<i>Appoint/confirm appointment of Directors in terms of the Shareholders agreement</i>			





**ERONGO REGIONAL ELECTRICITY DISTRIBUTOR COMPANY  
(PROPRIETARY) LIMITED - REG NO. 2004/074  
(Incorporated in the Republic of Namibia)**

**NOTICE OF THE ANNUAL GENERAL MEETING**

---

**SHAREHOLDERS:**

Municipality of Walvis Bay represented by Mr Frans Gonteb  
Municipality of Swakopmund represented by Mr. Alfeus Benjamin  
NamPower represented by Mr. Kahenge Simson Haulofu  
Municipality of Henties Bay represented by Ms. Elizabeth Coetzee  
Arandis Town Council represented by Mr. Stanley Norris  
Municipality of Omaruru represented by Hon Cllr Vincent Kahua  
Usakos Town Council represented by Hon. Mayor Mr Asker Mwafangeyo  
Karibib Town Council represented by Mr. Lesley Goraseb  
Uis Village Council represented by Ms. Ludmilla Doeses  
Erongo Regional Council represented by Ms. Ludmilla Doeses

**REGISTERED ADDRESS:**

91 Hage Geingob Street  
Walvis Bay  
Namibia

**AUDITORS:**

Ernst & Young

---

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting for the Shareholders of Erongo Regional Electricity Distributor Company (Proprietary) Limited (Erongo RED) will be held at **Strand Hotel Molen Weg, on the Mole, Swakopmund, on Friday, 18 March 2022 at 10h00** to consider, and if approved, pass the following resolutions with or without modification.

---

**AS ORDINARY RESOLUTIONS**

1. Opening of the meeting:
  - 1.1 Welcome by the Chairperson
  - 1.2 Attendance and Proxies
  - 1.3 Adoption of Agenda
2. To approve the minutes of the previous Annual General Meeting held on 23 March 2021 2020 (Enclosure 1)
3. Matters arising from the previous Annual General Meeting held on 23 March 2021
4. To receive, consider and adopt the Annual Financial Statements of Erongo RED for the year ended 30 June 2021 (Enclosure 2)
5. To receive consider and note the Finance Report: Financial Executive Manager. (Enclosure 3)
6. To receive, consider and confirm declaration of dividends for the year ended 30 June 2021 (Enclosure 4)
7. To appoint/confirm appointment of Auditors. (Enclosure 5)
8. To consider and approve the reviewed Directors fees/remuneration (Enclosure 6)
9. To receive and note the Board Effectiveness Report 2021 (Enclosure 7)
10. To appoint/confirm appointment of Directors in accordance with the Shareholders Agreement. (Enclosure 8)
11. Other business that may be transacted at an annual general meeting.
12. Closure of meeting

**QUORUM**

No business shall be transacted at the General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Save as herein otherwise provided, the quorum for any general meeting of the Shareholders of the Company is at least 1 (one) duly authorised representative from each Shareholder, present in person or by proxy.

**APPROVALS REQUIRED FOR RESOLUTIONS**

Resolutions enumerated under points 2 – 8 (excluding point 3) above require approval of at least 75% (seventy-five percent) of the number of Shareholders entitled to vote, regardless of the weighted average of Shareholding held by each Shareholder.

**ATTENDANCE AND VOTING OF SHAREHOLDERS**

Any Shareholder is entitled to attend and vote at the meeting or to appoint a representative to attend, speak and vote in their stead. The person so appointed need not be as Shareholder of the Company. The Shareholders entitled to vote may, at any Shareholder Meeting, only vote on a poll.

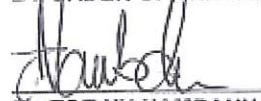
The Chairperson of the Meeting of Shareholders does not have a second and casting vote in addition to his ordinary vote as representative of a Shareholder.

A company or body corporate may, by resolution of its Directors or other governing body, authorise any person to act as its representative at any meeting of any company by which it is a member or at any meeting of any class of members of that company.

**Kindly note that all proxies must be accompanied by Council Resolutions.**

Resolutions and proxies must be forwarded to **Ms Kauli Nghishitende** of Erongo RED at [knghishitende@erongored.com.na](mailto:knghishitende@erongored.com.na) or by fax + 264 64 214673 by no later than **Monday, 14<sup>th</sup> March 2022 at 10:00**

**BY ORDER OF THE BOARD OF DIRECTORS**



**Ms ZOE YN NAMBAHU**  
**CHAIRPERSON**

**WALVIS BAY**  
**21 February 2022**



**ERONGO REGIONAL ELECTRICITY DISTRIBUTOR COMPANY  
(PROPRIETARY) LIMITED – REG NO. 2004/074**

**PROXY**

I/We, ....., representing the shareholder  
..... of Erongo Regional Electricity Distributor Company  
(Proprietary) Limited hereby appoint .....  
as my proxy to act for me at the annual general meeting of shareholders of the company  
to be held at **Strand Hotel Molen Weg, on the Mole , Swakopmund, on Friday, 18  
March 2022 at 10h00** and at any adjournment thereof.

As my/our proxy to attend, speak and vote for me/us and on my/our behalf or to abstain  
from voting at the Annual General Meeting of the Company and at any adjournment  
thereof, as follow:

	Insert an "X" or the number of votes exercisable (one vote per share)		
	In favour of	Against	Abstain
1. To approve the minutes of the previous Annual General Meeting held on 23 March 2021			
2. To receive, consider and adopt the Annual Financial Statements of Erongo RED for the year ended 30 June 2021			
3. To receive and note the Finance Report			
4. To receive and confirm declaration of dividends for the year ended 30 June 2021			
5. To appoint/confirm appointment of Auditors			
6. To consider and approve the reviewed Directors fees/remuneration			
7. To receive and note the Board Effectiveness Report 2021			
8. To appoint/confirm appointment of Directors in terms of the Shareholders Agreement.			

**SIGNED AT** ..... **THIS** ..... **DAY OF** ..... **2022**

**SIGNATURE:** .....

**ADDRESS:** .....  
.....  
.....

11.1.4 **WOERMANN HAUS ROOM D 24: CONSIDERATION AND PERMISSION TO EXTEND THE CURRENT LEASE**  
(C/M 2022/03/31 - E 1308)

Management Committee Meeting of 10 March 2022, Addendum 7.5 page 27 refers.

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

1. **Introduction**

The purpose of this submission is for Council to consider leasing Room D 24 to Ms Wil-Merie Greyling on a month-to-month basis pending the sale of the Woermann Haus. She has been leasing the room since **01 October 2021** on a month-to-month basis.

The **attached** email dated **25 January 2022 (Annexure “A”)** was received from Ms Wil-Merie Greyling requesting Council’s permission to extend the lease period of room D 24 in the Woermann Haus. She wants to continue leasing the room for her art studies. The current lease period expired on **28 February 2022**.

**Attached as Annexure “B”** a locality map and a layout of the Woermann Haus (**Annexure “C”**).

2. **Background**

Ms Greyling is a student at Rhodes University pursuing her Masters in Fine Art. She applied to Council on **27 September 2021** to lease room D 24 in the Woermann Haus for art purposes. The rental term she initially requested was from **01 October 2021** until end of **February 2022** and again from **June 2022** to **February 2023**.

Council granted Ms Greyling permission to lease Room D 24 from **01 October 2021** until **28 February 2022** based on Council standard lease condition for short term leases.

Ms Greyling has been paying the normal per square metre monthly rate for leasing rooms at the Woermann Haus as indicated below:

Rental Tariff (1 x N\$739.50) (202522056500 {148})	=	N\$739.50
15 % VAT on the lease	=	N\$110.92
<b>Total</b>	=	<b>N\$850.42</b>

3. **Discussion**

Ms Wil-Merie Greyling has been leasing room D 24 in the Woermann Haus for art purposes since **01 October 2021** until **28 February 2022**. She is requesting permission from Council to extend the current lease for an ongoing term until such a time that Council gives written notice, or an agreeable term set up.



Furthermore she stated in the email that her study progress is gaining momentum and the room is situated in the best location.

Ms Wil-Merie Greyling is aware that Council is in process to sell the Woermann Haus by public sale. All current lessees will be given notice of cancellation closer to the intended sale.

Ms Wil-Marie Greyling is using the room for educational purposes and not for the generation of profits and management of a business which would be severely affected once the lease is terminated. It is therefore proposed that Council allows Ms Wil-Merie Greyling to continue leasing room D 24 at the Woerman Haus on a month-to-month basis subject to the standard rental.

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

**RECOMMENDED:**

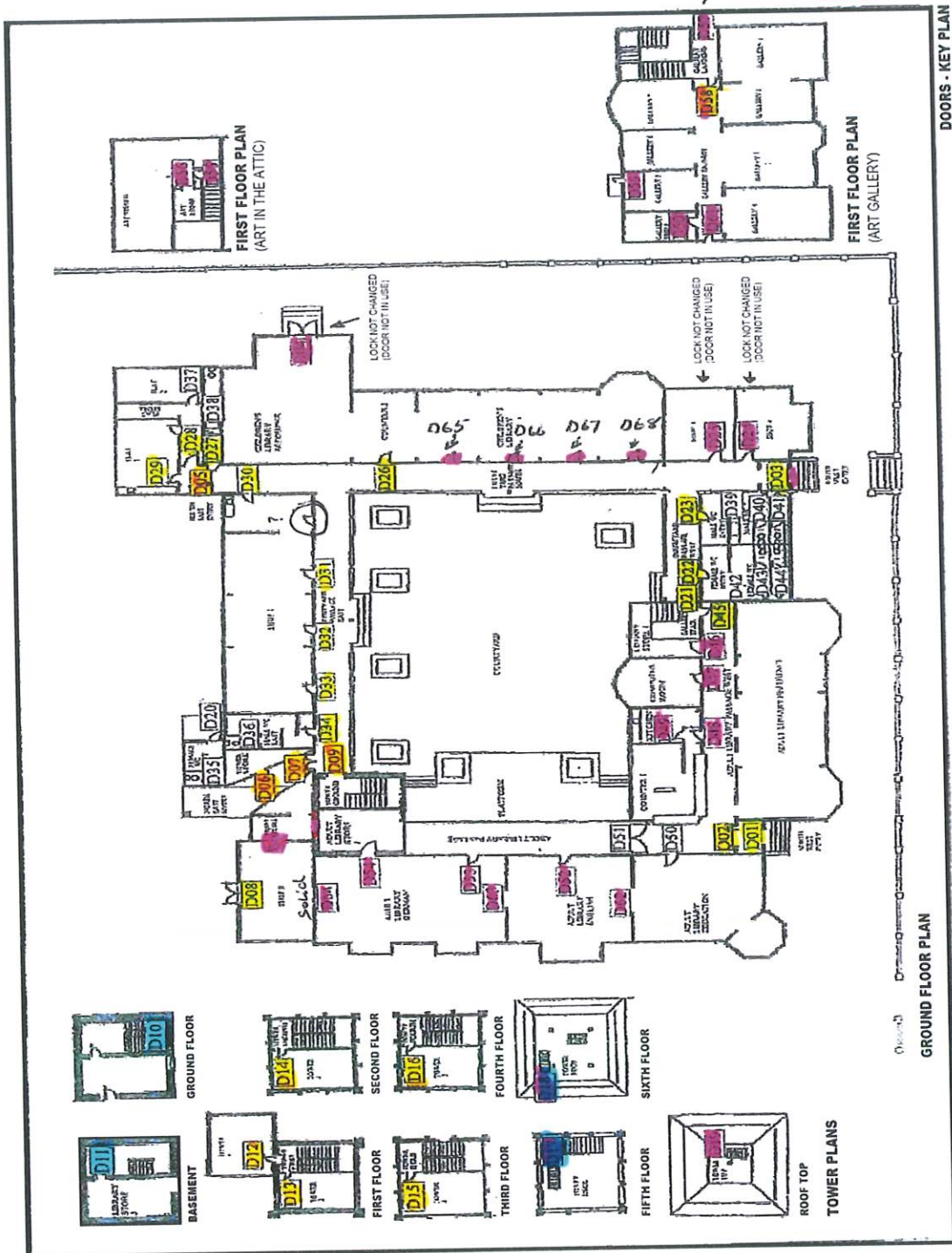
- (a) That Council takes note of the application of Ms Wil-Merie Greyling dated 25 January 2022 requesting an extension of time to lease Room D 24 at the Woermann Haus and that she has been leasing the room on a month-to-month basis since 1 October 2021.
  - (b) That Council takes note that Ms Wil-Merie Greyling is using the room for educational purposes to finalize her Masters Degree in Fine Arts.
  - (c) That permission be granted to Ms Wil-Merie Greyling to continue leasing Room D 24 at the Woermann Haus on a month-to-month; until a date is determined for the sale of the Woermann Haus.
  - (d) That the standard tariff per square metre be applicable for the lease of rooms at the premises subject to the annual escalations.
  - (e) That lease be subject to the following standard conditions:
    - (i) *That lessee is responsible to keep the room clean at all time.*
    - (ii) *That Council must be indemnified against any claims that may arise from using the room.*
    - (iii) *That the room be restored to its original condition and to the satisfaction of the Swakopmund Municipality.*
    - (iv) *That the sound must be restricted to the immediate surrounding area. On receipt of any complaints due to noise or misbehavior, the use of the area will be cancelled immediately.*
    - (v) *That the security services rendered at the room be the lessee responsibility and that Council will not accept any responsibility for losses or damage to the property.*
    - (vi) *That no one is allowed to stay on the property overnight.*
    - (vii) *That Council reserves the right to cancel the use of the area should Council need the room for its own purposes.*
-





ANNEXURE "B"

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11.1.5 **TRANSFER OF FUNDS FOR THE PROCUREMENT AND IMPLEMENTATION FOR THE IMPROVEMENT OF SEWERAGE NETWORK**

(C/M 2022/03/31 - 3/1/1/1/1,16/2/4/3,16/2/6/2/2)

Management Committee Meeting of 10 March 2022, Addendum 7.6 page 31 refers.

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

**1. Purpose**

The purpose of this submission is to obtain permission from Council to transfer funds from the savings on the Capital budget capital for the procurement and implementation to improve the sewerage network.

**2. Background**

In the past months the sewerage network and several pump stations have been experiencing a disruption in their operations and function which resulted in sewerage flooding the streets/roads and even properties. The main areas which have been experiencing a continuous occurrence of flooding are:

- *Germina N Shitaleni Multi-purpose Centre*
- *Daureb Street, Naukluft Street, Olivia Haufiku Street in Mondesa*
- *Various Pump Station throughout Swakopmund*
- *McHugh Street in the industrial area*

The disruption in the function of the sewerage network and the operations of the pump stations was due to sand, rocks and other foreign objects being deposited into the sewer network, which causes blockages in the pipes and damages the impellers and motors of the pumps.

It has been found that sand, rock and foreign deposits can be traced back to the following factors, namely:

- *poorly designed and constructed carwashes,*
- *midblock sewer systems which provide access for the public*
- *overloading of the sewer systems due to increase in residential and development growth*
- *lack of stormwater infrastructure and facilities*

**3. Actions taken to Improve the Sewerage Network**

To assist and improve the function of the sewer network, the following measures have been implemented, they are as follows:

- *Procurement of a New Mobile Sludge Pump.*



- *Relocation of Midblock Sewer Lines in the Mondesa and Tamariskia suburbs. Projects to be completed before the closure of 2021/2022 financial period.*
- *Commencement of the rerouting of the main sewer at the Germina N Shitaleni Multi-purpose Centre. Project to be completed by May 2022.*
- *Procurement of pumps for 4 pumpstations, namely Pumpstation 3 (Strand Street), Pumpstation 16 (Tamariskia Hall), Pumpstation 19 (c/o Dr. Schwetering Street and Dr. Eugene Muller street) and Pumpstation 20 (Apex Park). Pumps to arrive between March and May 2022.*
- *Appointment of Contractors to attend to the maintenance of pumpstations, namely the pumps, sumps/sand traps and electronic and electrical.*
- *Cleaning of the Raw Balancing Tanks at the old plant.*
- *Installation of Mechanical screen at the Raw Balancing Tank.*

The cleaning of the raw balancing tank and the installation of the mechanical screen is part of the corrective measures and configuration in the flow of raw sewerage to the old plant. This will relieve the pressure which the old infrastructure such as the inlet works are currently experiencing and to reduce the smell which residents are complaining about.

#### **4. Planned Measures to Improve the Sewerage Network**

To further assist in the improvement of the sewerage network, the following planned measures have been implemented.

##### **4.1. Construction of the Mechanical Sand Trap at Germina N Shitaleni Multi-purpose Centre.**

The Mechanical sand trap is designed to capture all the sand and foreign objects that are deposited in the sewer line from the Mondesa suburb. In the absence of a screening facility, the sewerage flow will cause blockages in the industrial area, mainly in McHugh Street. This project is currently in bidding process with a closing date **28 February 2022**.

Figure 1 an illustration of the sewerage network around the Multi-purpose centre and the placement of the Mechanical Screen. The green circle indicates the position of the sand trap and the purple/magenta line indicates the new sewer line that is being rerouted behind the Multi-purpose centre.



Figure 1: Mechanical Sand Trap

#### 4.2. The Construction and Relocation of a Sewer Midblock - McHugh Street.

Currently the sewerage from the Mondesa Suburb is currently flowing through the Industrial Area towards Pumpstation 3 in Strand Street. The Industrial Area also has several midblock sewerage systems which if the midblock sewerage system gets blocked due to sand or foreign objects, the sewerage overspill is trapped in the private premises or flow out into McHugh Street.

By installing a new sewerage main in McHugh Street this will alleviate the risk of sewerage flooding private premises. However, the current midblock will need to remain due to the existing connections and to redirect these connections will be difficult and at some premises will not be possible, but with the installation of a new main line the sewerage flow in the midblock sewerage system will be reduced, which can lower the risk of the remaining midblock sewer system overflowing.

The documentation for bidding is being finalised and can be implemented in the month of March, depending on allocation of funds. Figure 2: illustrate the new main line (yellow).





Figure 2: New Main Sewer McHugh Street

#### 4.3. Construction and Upgrading of Sewer Line in Olivia Haufiku Street in Mondesa.

The sewerline in Olivia Haufiku Street in Mondesa, have been overflowing on a regular basis. After investigation it was discovered that the sewer line has reached its working capacity and requires and upgrade. From the survey and a calculations, the sewer pipes will require to be replaced with a larger size to cater for the current and future flow into this system.

The bid documentation has been completed and can be implemented in the month of March, depending on allocation of funds. Figure 3 illustrate the sewer main (green) that will need to be upgraded.





Figure 3: Upgrading Sewer Main in Olvia Haufiku

#### 4.4. The Construction of Main Sewerline at Mondesa Taxi Rank to Pumpstation 9

Currently the sewerage from the Mondesa Area is flowing through the industrial area up to Pumpstation 3 in the Strand Street. By constructing a new main at the Mondesa Taxi area towards Pumpstation 09 which is located at the old sewerage treatment plant will intercept the sewerage flow from Mondesa and transport the sewerage directly to the Raw Balancing Tanks at the old sewerage plant. This will relieve the flow and pressure of the industrial area and the flow towards Pumpstation 3 in Strand Street.

Preliminary investigations and layouts have been done; this project can be implemented within this financial year depending on allocation of funds. Figure 4 illustrates the new sewer line (green).



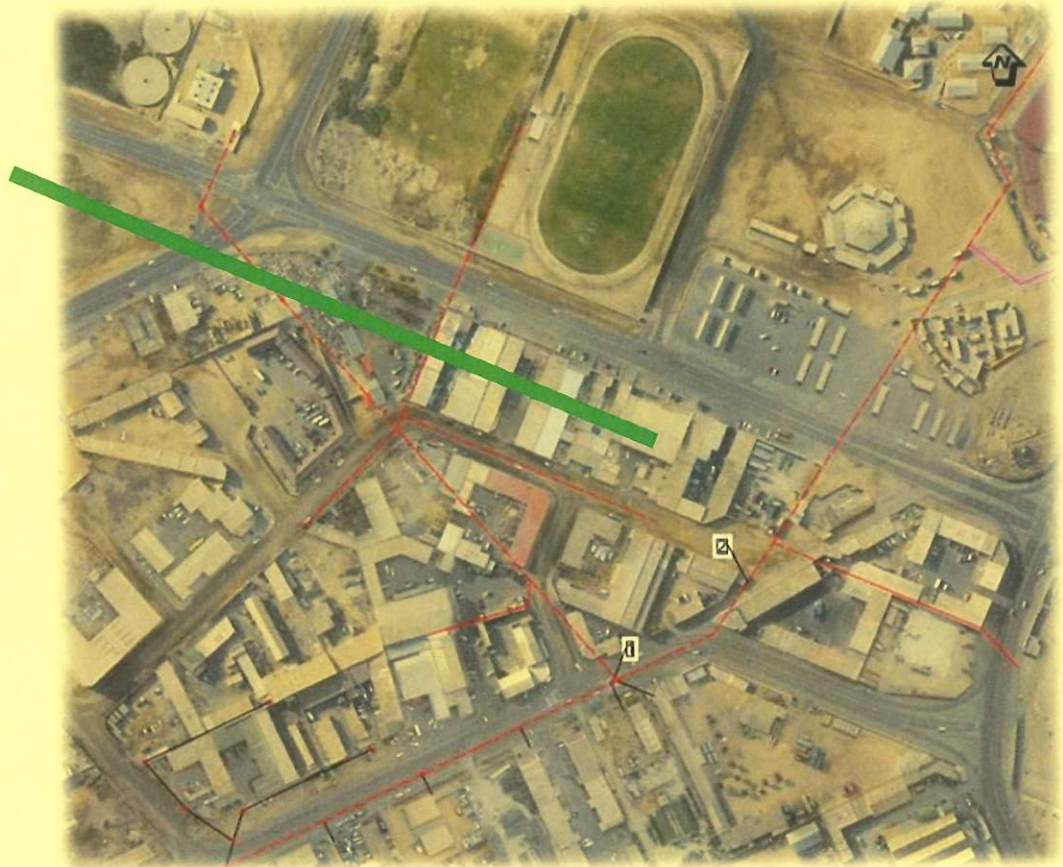


Figure 4: New Sewer Main Mondesa

**4.5. Procurement of Pumps to 5 Pumpstations, namely Pumpstation 4 (Paddock Gardens), Pumpstation Mile 4, Pumpstation at the Raw Water Balancing Tank, Pumpstation 14 and Pumpstation 09.**

Several pumpstations have been identified that are in serious need of improvement regarding the actual pumps. These pumpstations has displayed continuous breakdowns due to their working age. The aim is to replace the current pumps with a new set of 2 pumps. The old pumps will be taken into for full maintenance and those of still an acceptable condition will be kept as a spare/back-up. The procurement of new pumps will not be the final to improving the performance of the pumpstations, but a maintenance plan will be implemented whereby the pumps will undergo a routine maintenance to ensure prolonged working life.

From the above listed items, the Construction of the Mechanical Sand Trap is the only project under the current financial budget which there is funds, the other items require fund allocation.

**4.6. Procurement of Vehicles for Sewerage and Water Section**



The current fleet for the water and sewerage section is in a poor condition and there are not enough to cater for the current staff compliment. Due to the current situation the response of the team is also being affected. Recently, several vehicles that has been declared as redundant by the Economic Development Services, namely the Emergency Services section had to be allocated to the Engineering and Planning Services Department as a temporary measure to assist with the vehicle shortfall in the section.

#### 5. Cost Implication for New Improvement Measures

<i>Project</i>	<i>Budget Amount</i>
<i>New Pumps for Pumpstation 4</i>	<i>N\$ 600 000.00</i>
<i>New Pumps for Pumpstation Mile 4</i>	<i>N\$ 300 000.00</i>
<i>New Pumps for Raw Water Pumpstation</i>	<i>N\$ 750 000.00</i>
<i>New Pumps for Pumpstation 14</i>	<i>N\$ 600 000.00</i>
<i>New Pumps for Pumpstation 09</i>	<i>N\$ 600 000.00</i>
<i>Construction and Upgrading of Sewer Main in McHugh Street</i>	<i>N\$ 2 500 000.00</i>
<i>Construction and Upgrading of Sewer Main in Olivia Haufiku Street</i>	<i>N\$ 2 000 000.00</i>
<i>Construction and Upgrading of Sewer Main in Nelson Mandela Street</i>	<i>N\$ 3 500 000.00</i>
<b>Total</b>	<b>N\$ 10 850 000.00</b>

#### 6. Funding

On the **10 February 2022** at a ordinary Management Committee Meeting, the General Manager: Finance tabled a review on the Capital Budget which informed of a savings of N\$25 600 000.00, and such approved by the Council on the **24 February 2022**.

It therefore requested that the above cost of N\$ 10 850 000.00 for the procurement and implementation of various measures to improve the sewerage network be funded from the savings.

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

##### RECOMMENDED:

That the General Manager: Finance be granted permission to transfer an amount of N\$10 850 000.00 from the savings on the Capital Budget for the 2021 / 2022 Financial Year to Vote: 750031016300 [Upgrading of Sewerage Network].

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11.1.6 **THE NAMING OF STREETS, PUBLIC PLACES, NATURAL AREA AND COUNCIL-OWNED BUILDINGS / FACILITIES ADVISORY COMMITTEE OF SWAKOPMUND**  
(C/M 2022/03/31 - 11/1/4/28, 16/1/4/1/5)

Management Committee Meeting of 10 March 2022, Addendum 7.7 page 37 refers.

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

1. Purpose

The purpose of this submission is for Council to approve the minutes of the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee meeting dated 28 September 2021 as well as to inform Council of matters that were referred back by Management Committee at its meeting held on the 16<sup>th</sup> of September 2021.

2. Introduction and Background

The Management Committee at its meeting held on the 16<sup>th</sup> of September 2021 resolved that Item numbers M/C 2021/09/16 10.6 and 10.7 be referred back to the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee. These items encompassed two submissions. One regarding the approval of proposed street names for Mondesa, Ext 12 and one regarding the approval of the minutes of the last street naming committee meeting dated 20<sup>th</sup> October 2020. The MC resolution and the minutes of the meeting dated 20<sup>th</sup> October 2020, are attached as Annexure B.

This matter was submitted to the new Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee at its meetings held on the 28<sup>th</sup> of September 2021. The minutes of the said meeting are herewith submitted for Council's endorsement. The minutes are attached as Annexure A.

3. Discussion Points

3.1 Street Naming Proposals

The Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee recommended that the trend of people writing motivations to Council demanding for streets to be named after them or their parents be abolished and that no streets be named after living people anymore, but that themes be the consideration. Only main feeder roads should be



named after people who have played active roles and contributed to Swakopmund.

In 2018, Council approved the amendment of the guidelines to accommodate the submissions of names of living persons as per Council Resolution C/M 2018/07/26- N 8/1/2, N 7/3/6/1 Item No 11.1.8, (b). Given the recommendation of the current committee, this council resolution should be revoked, and the guidelines amended accordingly. The Council resolution is attached as **Annexure C**.

The applications submitted to the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee and discussed at the meeting dated **20<sup>th</sup> October 2020** can therefore not be considered because of the rejection of the minutes as well as the recommendation of the current committee regarding the naming of streets after living persons. The applicants must be informed of the Council decision.

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

**RECOMMENDED:**

- (a) **That Point (b) of the Council Resolution of 26 July 2018 under item 11.1.8, be revoked.**
- (a) *That the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities committee not be abolished.*
- (b) *That Council approves the guidelines to be amended in order to accommodate submissions of names of living persons and that criteria be compiled for qualifying persons.*
- (c) *That the names submitted in the minutes of the committee (on file) be accepted.*
- (d) *That the Engineering Services Department attend to the placement of the approved names without delay.*
- (e) *That Council leaves room for rearrangement of the street names.*
- (b) **That the Minutes of the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee of September 2021, be approved.**
- (c) **That the Guidelines for the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities Advisory Committee be amended to ensure that the names of living persons are avoided.**
- (d) **That applicants be informed of Council's decision regarding the naming of streets after a living person.**
- (e) **That the applicants be informed of their right to appeal against the Council Resolution to the Minister of Urban and Rural Development within 21 days in terms of Sections 110 and 129 of the Urban and Regional Planning Act, Act No 5 of 2018.**
-



# **MINUTES**      **ANNEXURE A**

of a Meeting held by the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund in the Management Committee Room, Municipal Office Building, Swakopmund on Tuesday, 28 September 2021 at 19:00.

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## **PRESENT:**

Cllr L Kativa	:	Mayor
Cllr W O Groenewald	:	Naming Advisory Committee Member
Cllr P N Shimhanda	:	Naming Advisory Committee Member
Ms E Manga	:	Naming Advisory Committee Member
Mr G Gurirab	:	Naming Advisory Committee Member
Mr J Heita	:	Town Planning Section
Ms J Angolo	:	Town Planning Section

## **APOLOGIES**

Cllr C W Goldbeck	:	Naming Advisory Committee Member
Cllr M Heinrichsen	:	Naming Advisory Committee Member
Mr K Ngwena	:	Naming Advisory Committee Member

## **1. OPENING**

The Chairperson welcomed everyone present to the meeting.

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## **2. ANNOUNCEMENTS**

- Mr. Heita announced that with the permission of the Chairperson, there are three additional items to be discussed. These items were referred back by the Management Committee at its ordinary meeting held on the 16<sup>th</sup> September 2021. The Chairperson agreed to accommodate the additional items in the agenda.
- These items are:
  - (a) The minutes of the last meeting of the previous Committee
  - (b) Mondesa Extension 12 Street names
  - (c) Renaming of "OK" parking

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## **3. DECLARATION OF INTEREST**

None

**4. DISCUSSION POINTS****RESOLVED:**

- The committee resolved that all the items/proposals on the agenda be rejected, except the request by the Ministry of Urban and Rural Development to name streets after SADC members, be put on hold and be considered at a later stage.
- The committee further resolved that the trend of people writing motivations to Council demanding for streets to be named after them or their parents be abolished and no streets should be named after living people, but to stick to themes. Only main feeder roads should be named after people who played role and contributed to Swakopmund.
- The renaming of streets should also not be considered because it creates chaos and is costly to change business addresses and directories.
- The proposal by the Management Committee that the Naming of Streets, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee consider giving a name to the "Ok Parking" be submitted at the next meeting.
- That the minutes of the last meeting by the previous committee together with Mondesa Extension 12 street names be rejected as it allocates names of living people.
- That the administration group extensions together and allocate suburb names.

**OTHER MATTERS**

- That the new committee members be served with the Street-Naming Guidelines/policy.
- Town Planning to confirm whether the policy presented at the meeting by Cllr. Groenewald was reviewed or not.

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The meeting adjourned at 19:52.

  
 Cllr Louisa Kativa  
 CHAIRPERSON OF THE NAMING ADVISORY COMMITTEE



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CONFIDENTIAL

MINUTES

of an Ordinary Management Committee Meeting held in the Council Chambers, Main Municipal Office Building, Swakopmund on Thursday, 16 September 2021 at 08:00.

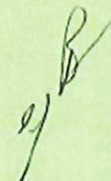
PRESENT:

Councillor W O Groenewald	:	Chairperson of MC
Councillor P N Shimhanda	:	Member of Management Committee
Councillor M Henrichsen	:	Alternate Member of MC
Councillor L N Kativa	:	Mayor
Councillor D Am-Gabeb	:	Deputy Mayor
Councillor E Shitana	:	Member of Council
Councillor S M Kautondokwa	:	Member of Council
Councillor H H Nghidipaya	:	Member of Council

OFFICIALS:

Mr A Benjamin	:	Chief Executive Officer
Mr V S Kaulinge	:	GM: Economic Development Services
Mr C McClune	:	GM: Engineering & Planning Services
Mr H INaruseb	:	GM: Finance
Mr A Plaatjie	:	Acting GM: Corporate Services & HC
Ms L N Mutenda	:	Acting GM: Health Services and SWM

Councillor D Am-Gabeb opened the meeting with a prayer.



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10.5 MARKETING PARTNERSHIP PROPOSAL: "DISCOVER SWAKOPMUND" NAMIBIA'S FIRST SMART CITY  
(M/C 2021/09/16 - 14/1/4/2)

CO: MC  
Acting GM: CSHC

RESOLVED:

- (a) That the proposal by the Discover Swakopmund, be approved on condition that Discover Swakopmund be informed that Council will only recognize a Section 21 Company for this purpose.
- (b) That Discover Swakopmund be granted permission to commence with phase one consisting of the registration of businesses on the Buddy App.
- (c) That the proposal of a business levy be rejected.

10.6 THE NAMING OF STREETS, PUBLIC PLACES, NATURAL AREA AND COUNCIL-OWNED BUILDINGS / FACILITIES ADVISORY COMMITTEE OF SWAKOPMUND  
(M/C 2021/09/16 - 16/1/4/5)

GM: EPS

RESOLVED:

That this item be referred back.

10.7 APPROVAL OF PROPOSED STREET NAMES BY THE NAMING OF STREETS, PUBLIC PLACES, NATURAL AREA AND COUNCIL-OWNED BUILDINGS/FACILITIES ADVISORY COMMITTEE FOR MONDESA EXTENSION  
(M/C 2021/09/16 - 16/1/4/1/5)

GM: EPS

RESOLVED:

That this item be referred back.

10.8 SUBDIVISION OF THE REMAINDER OF ERF 5360 SWAKOPMUND, EXTENSION 15 INTO PORTION A, B AND REMAINDER  
(M/C 2021/09/16 - E 5360)

RECOMMENDED:

- (a) The subdivision of the Remainder of Erf 5360, Swakopmund into Portion A measuring 971.228m<sup>2</sup>, B measuring 28.772m<sup>2</sup> and the Remainder be approved;
- (b) That any costs pertaining to the provision of additional services be for the account of the applicant, seeing that Council will not charge the endowment fee.



## MINUTES

of a Meeting held with the **Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund** in the Management Committee Room, Municipal Office Building, Swakopmund on Tuesday, 20<sup>th</sup> October 2020 at 19:00.

### PRESENT:

Cllr N Salomon	:	Mayor
Mr J Heita	:	Manager: Town Planning Section
Ms R Eiki	:	Town Planning Section
Ms N Heita	:	Town Planning Section
Mr D Amgabeb	:	Naming Advisory Committee Member
Mr T Shiningombwa	:	Naming Advisory Committee Member
Mrs H Mukwillongo	:	Naming Advisory Committee Member
Mrs J Tjeriko	:	Naming Advisory Committee Member
Mr H Hafeni	:	Naming Advisory Committee Member
Mr D Mumoye	:	Naming Advisory Committee Member
Mr I Uaaka	:	Naming Advisory Committee Member
Mrs Shatona	:	Naming Advisory Committee Member

### APOLOGIES

Mr H Ahrens	:	Naming Advisory Committee Member
Mr E Nyandi	:	Naming Advisory Committee Member
Mrs R Katangolo	:	Naming Advisory Committee Member
Ms N Ishitile	:	Naming Advisory Committee Member

### 1. OPENING BY PRAYER

The Chairperson welcomed everyone present to the meeting and asked Mr. Amgabeb to open the meeting up in prayer.

### 2. ANNOUNCEMENT

- None

### 3. CONFIRMATION OF MINUTES

(N/A/C 2020/09/29 - N 16/1/4/1/5)

Minutes of 29<sup>th</sup> September 2020 were confirmed by Mr Heita and seconded by Mrs Mukwilongo.

**RESOLVED:**

That the minutes of the Naming Advisory Committee meeting held on 29<sup>th</sup> September 2020 be confirmed as correct.

4. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

None

5. **DECLARATION OF INTEREST**

- None

6. **DISCUSSION POINTS**

**6.1 STREET NAMING PROPOSALS (N 16/1/4/1/5)**

**RESOLVED:**

- That a letter of apology be written to the family of Reverend Gideon Shakaalela and that the correction of the street name be attended to;
- That for future allocations, Committee members approach the family members of the people for whom they propose street names in order to ensure that they are properly consulted as well as to ensure the correct spelling of the proposed street names.

**6.2 RENAMING OF STREETS IN SWAKOPMUND (N 16/1/4/1/5)**

**RESOLVED:**

- That a letter be written to the Zerauea Traditional Authority for clarity on which Zerauea Chief, a street should be named after;
- That the secretariat investigate whether or not a street was not allocated to Mrs Maria Kamutukwata or her husband and revert the matter back to the committee, alternatively,



- That an acknowledgement letter be written to the Kamutukwata Family informing them that a street will be considered in due time should more extensions be availed;
- That the letter from received from the Affirmative Repositioning regarding the renaming of Bernard Esau Street to Deon Hotto Street be turned down and that the AR be informed that a street will be considered in due time for naming after Deon Hotto should more extensions be availed.

---

#### 6.2 THE NAMING OF THE BRIDGE (N 16/14/1/5)

##### RESOLVED:

- That a submission be made to Council for the proposal to write a letter to the Roads Authority as well as the Ministry of Works, Transport and Communication for the naming of the bridge recently completed at the entrance of Swakopmund to "City Transit Bridge".

##### OTHER MATTERS

A proposal was made by a committee member that the contribution of committee members be acknowledged by the allocation of street names to which consensus was reached that the allocation of street names to committee members constitutes a conflict of interest and should not be pursued.

The chairperson requested that the members be informed of previous discussions at the committee meeting dated 7<sup>th</sup> July 2020.

The meeting adjourned at 21:00.

  
Cllr N Salomon

CHAIRPERSON OF THE NAMING ADVISORY COMMITTEE

**ANNEXURE C**

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**MINUTES**

of an **Ordinary Council Meeting** held in the Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 26 July 2018** at **19:22**.

**PRESENT:**

Councillor P N D Nashilundo	:	Mayor
Councillor M Elago	:	Deputy Mayor
Councillor E Shitana	:	Chairperson of M/C
Councillor K N Jason	:	Alternate Chairperson of M/C
Councillor A M Marsh	:	Member of Management Committee
Councillor N N Salomon	:	Member of Management Committee
Alderman E //Khoaseb	:	Member of Council
Councillor U Kaapehi	:	Member of Council
Councillor W O Groenewald	:	Member of Council

**OFFICIALS:**

Mr C Lawrence	:	Acting Chief Executive Officer
Mr M N Ipinge	:	GM: Community Development
Mr C McClune	:	GM: Engineering Services
Mr H INaruseb	:	GM: Finance
Mr A Plaatjie	:	Acting GM: Corporate Services & HR
Mr V Kaulinge	:	Manager: Community Development Services
Mr M Cloete	:	Manager: Traffic Services
Ms M Bahr	:	Manager: Human Resources
Mr J Heita	:	Manager: Town Planning
Mr A Strauss	:	Manager: Works
Ms G Mukena	:	Manager: Finance
Ms A Gebhardt	:	Corporate Officer: M& C
Ms C Puteho	:	Intern: Marketing & Communication
Ms I Ortner	:	Personal Assistant to the Mayor
Ms A Kahuika	:	Administration Officer: Administration

**ALSO PRESENT:**

Also present were two (2) staff members receiving long service awards, and Eleven (11) members of the public.

**1. OPENING BY PRAYER**

Pastor Freddy Hamutenya opened the meeting with a scripture reading and prayer.

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

On proposal of Councillor E Shitana seconded by Councillor A M Marsh it was:

**RESOLVED:**

**That the agenda be adopted.**

PNDW





115 / 2018

- (c) That the projects be internally co-ordinated and supervised by the Engineering Services Department be done in phases, depending on demand and available funds.
- (d) That the funding and installation of services on a phased basis due to the subdued market demand for high value serviced residential erven.
- (e) That the Erongo RED be consulted for assistance in undertaking and funding the development of the electrical infrastructure.
- (f) That once the erven of Extensions 32, 33 and 36 are promulgated and serviced, they be sold by closed bid sales.

11.1.8 THE NAMING OF STREETS, PUBLIC PLACES, TOWNSHIPS AND COUNCIL OWNED BUILDINGS AND FACILITIES ADVISORY COMMITTEE

(C/M 2018/07/26 - N 8/1/2, N 7/3/6/1)

RESOLVED:


- (a) That the Naming of Streets, Public Places, Natural Area and Council-owned Buildings / Facilities committee not be abolished.
- (b) That Council approves the guidelines to be amended in order to accommodate submissions of names of living persons and that criteria be compiled for qualifying persons.
- (c) That the names submitted in the minutes of the committee (on file) be accepted.
- (d) That the Engineering Services Department attend to the placement of the approved names without delay.
- (e) That Council leaves room for rearrangement of the street names.

11.1.9 APPLICATIONS RECEIVED FOR PORTIONS OF PORTION (LOCATED BETWEEN TAMARISKIA AND MONDESA)

① SHIVUTE TRADING ENTERPRISES CC  
 ② NAMIBIAN CORRECTIONAL SERVICES  
 (C/M 2018/07/26 - I 1/1/5)

RESOLVED:

- (a) That Shivute Trading Enterprises CC be informed that Council is attending to the formalization of Portion 5; whereafter erven zoned other than "Institutional" will be offered for sale by closed bid.
- (b) That Portion F be added to point (d) of Council's resolution passed on 25 October 2012 under item 11.1.7 keeping in mind that the portions might change once Engineering Services submits an amended lay-out.
- (c) That the application by Namibian Correctional Services to purchase Portion D of Portion 5 be approved on the same conditions Portions B, C and P were offered to the Ministry of

PANON 

11.1.7 **COUNCIL'S REPRESENTATIVES ON VARIOUS COMMITTEES AND BODIES - 2022**

(C/M 2022/03/31 - 5/2/3/1/1)

**Management Committee Meeting of 10 March 2022, Addendum 7.8**  
page 48 refers.

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

1. Council from time to time approves the establishment of various committees / bodies to assist Council in the execution of its social and governance responsibilities. The existence and the members appointed to serve on these committees / bodies should be reviewed on an annual basis after the election of officer bearers to ensure that Council's interests are better served.
2. **Attached** is a list of Council's representatives on various committees / bodies for consideration.

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

**RECOMMENDED:**

**That the attached list of Council's representatives on various committees / bodies for 2022 be approved, subject to review by the Committees.**

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## COUNCIL'S REPRESENTATIVES ON VARIOUS COMMITTEES / BODIES 2022

### 1. AFFIRMATIVE ACTION CONSULTATIVE COMMITTEE

- 1) Manager: Human Capital (Chairperson)
- 2) 2x representatives for racially disadvantaged group
- 3) 2x representatives for females
- 4) 2x representatives for persons with disabilities
- 5) 1x representative for previously advantaged group
- 6) 2 x Union Representatives
- 7) Human Resources Practitioner (Secretary)

### 2. ALAN MANAGEMENT COMMITTEE

- 1) Councillor L N Kativa

### 3. AESTHETICS COMMITTEE

- 1) Councillor W O Groenewald
- 2) Councillor C-W Goldbeck (*Secundi*)
- 3) Chief Executive Officer
- 4) Manager: Town Planning
- 5) Ms Karen Miller (Local Architect)
- 6) Mr Michiel Coetzee (Local Architect)
- 7) Ms Sara-Leigh Elango (Community Representative)
- 8) Mr Hilarius Abraham (Community Representative)

### 4. CONDITIONS OF EMPLOYMENT COMMITTEE

- 1) All Management Committee Members
- 2) Chief Executive Officer
- 3) All General Managers
- 4) Manager: Human Capital
- 5) HRP: Training and Development Officer
- 6) 2 x Union Representatives

### 5. REGIONAL INDEPENDENCE DAY COMMITTEE REPRESENTATIVES

- 1) Councillor D Am-Gabeb
- 2) Corporate Officer: Marketing and Communication

### 6. MUNICIPAL SPORTS AND RECREATION CLUB COMMITTEE

- 1) Councillor P N Shimhanda
- 2) Councillor D Am-Gabeb
- 3) Councillor B R Goraseb
- 4) General Manager: Health Services & SWM
- 5) Manager: Corporate Services

### 7. SPORTS FACILITIES COMMITTEE

- 1) Councillor D Am-Gabeb
- 2) Councillor P N Shimhanda
- 3) Councillor B R Goraseb
- 4) General Manager: Economic Development Services
- 5) Economic Development Officer: Sports & Recreation

### 8. REGIONAL CENTRE OF EXCELLENCE / ENVIRONMENTAL COMMITTEE

- 1) The Mayor
- 2) Deputy Mayor
- 3) General Manager: Health Services & SWM
- 4) HRP: Training and Development Officer
- 5) Environmental Health Practitioner (Mr R Ujaha)

**ANNEXURE A**

### 9. HOSPITALITY ASSOCIATION OF NAMIBIA (HAN)

- 1) The Mayor
- 2) Deputy Mayor
- 3) Manager: Economic Development Services
- 4) Economic Development Officer

### 10. PENSION FUND MANAGEMENT COMMITTEE MEMBERS

- 1) The Mayor
- 2) Deputy Mayor
- 3) Alternate Chairperson of MC
- 4) 3 Trustees representing the staff members, (of which) 1 *Secundi*
- 5) General Manager: Health Services & SWM (*secundi* for Employer Representatives)

### 11. POLICE PUBLIC RELATIONS COMMITTEE / SEASONS COMMITTEE

- 1) Mayor
- 2) Deputy Mayor
- 3) Chairperson of Management Committee
- 4) Chief Executive Officer
- 5) Corporate Officer: Marketing and Communication
- 6) Manager: Emergency & law Enforcement Unit
- 7) PA to the Mayor: Secretary

### 12. RECESS COMMITTEE

- 1) All Management Committee Members Available
- 2) Chief Executive Officer
- 3) General Managers

### 13. DRC PLANNING COMMITTEE

- 1) All Councillors
- 2) General Manager: Economic Development Services
- 3) Housing Officer
- 4) Manager: Planning
- 5) Manager: Health Services & SWM
- 6) DRC Sub-Committee

### 14. ERONGO RED SHAREHOLDERS COMMITTEE

- 1) Chairperson of MC
- 2) Alternate Chairperson of MC (*Secundi*)
- 3) Any other Member of MC (*Secundi*)
- 4) Chief Executive Officer
- 5) General Manager: Finance (*Secundi*)

## COUNCIL'S REPRESENTATIVES ON VARIOUS COMMITTEES / BODIES 2022

### 15. INTERNATIONAL RELATIONS COMMITTEE

- 1) One Politician from Ruling Party: The Mayor
- 2) One Politician from Opposition : Councillor H H Nghidipaya
- 3) Chief Executive Officer
- 4) General Manager: Health Services & SWM
- 5) Deputy Director Education

### 16. SPONSORSHIP AND DONATION COMMITTEE

- 1) Councillor M Heinrichsen (Chairperson)
- 2) Councillor P N Shimhanda (Vice Chairperson)
- 3) General Manager: Finance
- 4) Manager: Finance (Secundi)
- 5) General Manager: Corporate Services & Human Capital
- 6) Manager: Corporate Services (Secundi)
- 7) Corporate Officer: Marketing and Communications (Secretary)
- 8) Sports and Recreation Officer (Vice Secretary)
- 9) Youth Development Officer

### 17. EMPLOYEE HEALTH AND WELLNESS COMMITTEE

- 1) Deputy Mayor
- 2) Manager: Human Capital
- 3) Wellness Officer
- 4) Health and Safety Officer
- 5) Health and Wellness Peer-Educators Representative
- 6) 2 x Union Representatives

### 18. COUNCIL'S AUDIT & RISK COMMITTEE

- 1) All Members of Management Committee
- 2) Chief Executive Officer
- 3) Designated Representative-Internal Audit: Non-voting capacity
- 4) Executive Assistant: Secretary

### 19. DISTRICT PUBLIC HEALTH AND AIDS COMMITTEE

- 1) The Mayor
- 2) The Deputy Mayor
- 3) Councillor W O Groenewald
- 4) Manager: Health Services & SWM

### 20. MAYORAL DEVELOPMENT FUND MANAGEMENT COMMITTEE

- 1) The Mayor (Chairperson)
- 2) Deputy Mayor
- 3) Chairperson of the Management Committee *Secundi*  
Alternate Chairperson of the Management Committee
- 4) Chief Executive Officer *Secundi* General Manager:  
Corporate Services and Human Capital
- 5) General Manager: Finance *Secundi* General Manager:  
Finance
- 6) Executive Assistant to the Chief Executive Officer
- 7) Personal Assistant to the Mayor: Secretary (*None Voting Powers*)

### 21. NAMING OF STREETS, PUBLIC PLACES, TOWNSHIPS AND COUNCIL-OWNED BUILDINGS / FACILITIES ADVISORY COMMITTEE

Composition deferred to the next Management Committee Meeting:

- 1) The Mayor (Chairperson)
- 2) Manager: Planning

<u>Political Party / Association</u>	<u>Representative</u>
<i>Independent Patriots for Change (IPC)</i>	1. L N Kativa 2. C-W Goldbeck 3. P N Shimhanda
<i>Landless People's Movement (LPM)</i>	1. Tangeni Musheko
<i>Swakopmund Residents Association (SRA)</i>	1. M Heinrichsen 2. W O Groenewald
<i>SWAPO Party</i>	1. Elizabeth Manga 2. Kleopas Ngweni 3. Katrina Garises
<i>United Democratic Party (UDF)</i>	1. Gerhard Gurirab

### 22. STEERING COMMITTEE: BRICK MAKING MACHINES

- 1) Mayor
- 2) General Manager: Economic Development Services
- 3) Manager: Works
- 4) Two (2) Members each from Build Together, Benquella and Shack Dwellers

### 23. CONSTITUENCY AIDS COORDINATING COMMITTEE

- 1) Wellness Officer
- 2) Health and Safety Officer

### 24. REGIONAL DEVELOPMENT / CONSTITUENCY DEVELOPMENT COMMITTEE

- 1) Chief Executive Officer
- 2) GM: Finance
- 3) General: Engineering & Planning Services

### 25. SWAKOPMUND TOURISM FORUM

- 1) Economic Development Officer
- 2) Corporate Officer: Marketing and Communication
- 3) Environmental Health Officer

### 26. GIESSEN MUNICIPALITY ( GERMANY ) - PROJECT

- 1) General Manager: Engineering and Planning Services
- 2) General Manager: Economic Development Services
- 3) General Manager: Health and Solid Waste Management
- 4) General Manager: Corporate Services and Human Capital



**ADMINISTRATION COMMITTEES (EXTERNAL) 2022****ANNEXURE B****1. NCCI: COUNCIL'S REPRESENTATION**

- 1) Manager: Corporate Services
- 2) Economic Development Officer

**2. DECENTRALIZED BUILD TOGETHER COMMITTEE**

- 1) Chief Executive Officer
- 2) All General Managers
- 3) Mr Ronald Karuxab
- 4) Ms Diana Eises
- 5) Ms Janette Fredericks
- 6) One Community Activist

**3. COALITION ON REDUCTION OF HARMFUL DRINKING EXECUTIVE COMMITTEE**

- 1) Environmental Health Practitioner (Mr A Kationdorozu)
- 2) Senior Traffic Officer (Ms T Xoagub)

**4. ERONGO EDUCATION TASK FORCE**

- 1) Mr B S //Khaibeb

**5. ERONGO REGIONAL GENDER PERMANENT TASK FORCE**

- 1) Ms T Xoagub

**6. HEALTH BOARD OF NAMIBIA; PRELIMINARY INVESTIGATION COMMITTEE**

- 1) General Manager: Health Services & SWM

**7. ERONGO REGIONAL ROAD SAFETY FORUM**

- 1) Ms T Xoagus
- 2) Ms S Hansen
- 3) Mr B Khaibeb

**8. SOLAR USERS WORKGROUP**

- 1) General Manager: Finance
- 2) Manager: Finance (Secudi)
- 3) Accountant: Expenditure and Insurance

**9. NATIONAL URBAN LAND POLICY COMMITTEE**

- 1) General Manager: Corporate Services & HC

**10. AERODROME MANAGEMENT COMMITTEE**

- 1) Councillor M Henrichsen
- 2) Councillor E Shitana
- 3) Councillor W O Groenewald
- 4) Chief Executive Officer
- 5) General Manager: Economic Development Services
- 6) General Manager: Engineering and Planning Services
- 7) Retired Pilot

**ADMINISTRATION COMMITTEES (INTERNAL) 2022****1. GRIEVANCE COMMITTEE**

- 1) All Managers (3 Managers at a time)
- 2) Industrial Relations Officer

**2. JOB GRADING COMMITTEE**

- 1) All Managers
- 2) HRP: Staff and Benefits
- 3) HRP: Training and Development Officer
- 4) 2 x Union Representatives

**3. JOB GRADING APPEAL COMMITTEE**

- 1) Chief Executive Officer - Chairperson
- 2) Manager: Human Capital - Secretary
- 3) All General Managers
- 4) Two (2) Managers who were involved with the grading of the positions (for explanation purposes)
- 5) 2 x Union Representatives

**4. SALARY NEGOTIATION COMMITTEE**

- 1) Chief Executive Officer
- 2) GM: Corporate Services & Human Capital
- 3) GM: Finance
- 4) Manager: Human Capital
- 5) Industrial Relations Officer

**5. TRAINING FORUM**

- 1) All Managers
- 2) Senior Traffic Officer
- 3) HRP: Training and Development Officer
- 4) 2 x Union Representatives

**6. HOUSING DEVELOPMENT COMMITTEE**

- 1) Manager: Town Planning
- 2) Manager: Economic Development Services
- 3) Manager: Design Office and Building Control
- 4) Manager: Projects

**8. PROCUREMENT COMMITTEE**

- 1) Mr C McClune (Chairperson)
- 2) Mr V S Kaulinge (Deputy Chairperson)
- 3) Ms A Swart (Alternate)
- 4) Mr A Plaatjie (Alternate)
- 5) Mr H INaruseb (Financial Advisor)
- 6) Mr H Kanandjembo (Ex-officio Member & Secretary)

**9. BID EVALUATION COMMITTEE**

- 1) Mr I Kaulilwa
- 2) Ms L Mutenda
- 3) Mr J Heita
- 4) Mr A Straus
- 5) Ms M Palmer

- 6) Mr M Cloete
- 7) Ms R Cloete
- 8) Ms M Bahr
- 9) Mr A Louw
- 10) Ms S Bruwer
- 11) Mr A Kationdorozu
- 12) Mr E INaruseb
- 13) Mr T Haiduwa
- 14) Ms J K Angolo
- 15) Mr B Oaseb
- 16) Mr A Amgabeb
- 17) Ms R Shipunda
- 18) Mr L Nghitaunapo
- 19) Mr K Mwanangombe
- 20) Mr U Tjurutue
- 21) Mr N Meroro
- 22) Ms G Salyani

**ANNEXURE C****10. MEDICAL TRIBUNAL**

- 1) Medical Practitioner (Appointed by Council)
- 2) Medical Practitioner (of the Employee and or Union)
- 3) Specialist (in the said medical field in question, if required)
- 4) Manager: Human Capital
- 5) Relevant General Manager
- 6) 2 x Union Representatives

**11. RE-EMPLOYMENT AFTER RETIREMENT COMMITTEE**

- 1) Mayor or Deputy Mayor
- 2) All Members of the Management Committee
- 3) Chief Executive Officer
- 4) Relevant General Manager
- 5) Manager: Human Capital

11.1.8 **UPDATING OF THE FINANCIAL REGULATIONS**  
(C/M 2022/03/31 - 1/1/2/9)

Management Committee Meeting of 10 March 2022, Addendum 7.9  
page 53 refers.

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

The purpose of this submission is to seek Council's approval of the reviewed Financial Regulations.

The last review was done at the Management Committee at its meeting of 27 July 2017, under item 7.3 (C/M 2017/07/27).

**1. PURPOSE:**

- (a) Serve as guidance and control to Council on the Budget process.
- (b) For compliance and control of expenditures as per Public Procurement Act 15 of 2015.
- (c) Revenue collection and control procedures.
- (d) Payment of accounts and contracts and incompliance with contract agreements.
- (e) For safeguard of assets on Councils insurance portfolio.
- (f) For stock control management at Stores.
- (g) For wages, salaries, and allowances control.

**2. POLICY MAINTENANCE:**

The current policy delegate the General Manager: Finance to be responsible for revision and updating of the Financial Regulations.

It is against this background that the approval from Council is sought, for the reviewed Financial Regulations.

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

**RECOMMENDED:**

- (a) That Council approves the reviewed Financial Regulations.
  - (b) That the Financial Regulations be reviewed annually when necessary.
-



# Swakopmund Municipality



# Financial Regulations

Updated: **February 2022**

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**FINANCIAL REGULATIONS****1. DEFINITIONS:**

In these regulations, unless the context otherwise indicates –

- (i) “**Council**” means the Council of the Municipality of Swakopmund (iv)
- (ii) “**Management Committee**” means the Management Committee of the Council (i);
- (iii) “**Municipality**” means the Municipal Council of Swakopmund (iii);
- (iv) “**LA Act**” means Local Authorities Act, 2004 (Act no. 14 of 2004);
- (v) “**Minister**” means the Minister responsible for Rural and Urban Development and Finance.

**2. BUDGET ESTIMATES:**

2(1)(a) Every Head of Department shall before the first day of February in every year submit to the General Manager: Finance estimates of the revenue and expenditure of his/her department for the ensuing financial year.

- (b) Such estimates shall set forth in detail for the department concerned -
  - (i) the expected ordinary expenditure to be defrayed from the revenue account during the ensuing financial year;
  - (ii) the expected expenditure on capital projects during the ensuing financial year
  - (iii) the planned procurement method as per Section 27 of the Procurement Act, Act 15 of 2015

2.(2)(a) The General Manager: Finance shall in consultation with the Head of every Department concerned and the Procurement Management Unit correlate, summarise and, if necessary amend, the estimates thus received.

- (b) The General Manager: Finance shall thereupon frame and submit to the Chief Executive Officer on or before the first day of April in every year draft estimates of revenue and expenditure for the ensuing financial year, together with recommendations concerning the means of financing capital expenditure and concerning contributions from Operational Budget to the



Renewal- and the Maintenance Funds, and any contributions as approved by Council.

- 2.(3)(a) The Chief Executive Officer shall submit such draft estimates of revenue and expenditure to the Management Committee at its first ordinary meeting during April of every year or at a special meeting to be convened not later than 30 April every year.
  - 2.(3)(b) The Management Committee shall after consultations with the Erongo Regional Council submit such draft estimates to the Council together with its recommendations and the Council shall approved estimates of revenue and expenditure as provided by section 83 of the Local Authorities Act.
  - 2.(3)(c) Annual budget to be approved by the Line Minister in terms of section 83(1) and 84(4) of the Local Authorities Act of 1992 (Act no.23 of 1992).
  - 2.(4)(a) The General Manager: Finance shall furnish the Chief Executive Officer with a summarized statement of expenditure and balances on the votes of the approved estimates.
  - 2.(4)(b) If it appears that any vote may be overspent or if items of expenditure not provided for in the approved estimates should arise during any financial year, the Head of Department concerned shall submit a full report on the circumstances of the case to the Chief Executive Officer or submission to the Management Committee.
  - 2.(4)(c) The Management Committee shall approve and report its findings to the Council for any such additional expenditure as it may decide to incur.
3. CONTROL OF EXPENDITURE:
- 3.(1) The Chief Executive Officer may authorize the payment of any expenditure which is a legal obligation upon the Council.
  - 3.(2)(a) Every Head of Department may authorize purchases or withdrawals from stock for not more than N\$ 150 000.00 and the Chief Executive Officer may authorize purchases or withdrawals from stock not more than N\$ 500 000.00. Provided that over the counter quotations shall be acquired beforehand for purchases of a value of more than N\$ 15 000.00; Provided

further that if the lowest quotation is not accepted, the reasons for the non-acceptance thereof shall be endorsed on the order or requisition notes.

- (b) For all purchases in excess of N\$ 500 000.00, yet less than N\$ 2 000 000 invite sealed quotations shall be called for in terms of the Public Procurement Act 15 of 2015
  - (c) For each purchase the Head of Department concerned shall obtain an invoice or delivery note which shall be certified by him or his designate and forwarded to the General Manager: Finance for payment
- 3.(3)(a)(i) Every Head of Department may authorize any work or project, the estimated cost of which does not exceed N\$ 150 000.00 and the Chief Executive Officer may authorize any work or project, the estimated cost of which does not exceed N\$ 500 000.00, provided that sealed quotations shall be acquired beforehand for the execution of any work or project the estimated cost of which exceeded N\$ 15 000.00, and which will not be executed departmentally: Provided further that if the lowest quotation is not accepted, the reasons for the non-acceptance thereof shall be endorsed on the requisition notes
- (ii) No expenditure shall be incurred in respect of any work or project where the estimated cost exceeds N\$ 150 000.00 or N\$ 500 000.00, as the case may be, unless the Management Committee has approved the plans and the estimate of cost for such work or project beforehand; providing that the threshold values as identified in the Public Procurement Regulations, Government Notice 47 of 2017, with specific reference to Annexure 1 and Annexure 2 should not be exceeded and if exceeded the Procurement Board has approved of the procurement process, and
- 3.(4)(a) After the Management Committee, or Procurement Committee, as the case may be, has given such approval, the Head of Department concerned may authorize expenditure upon such work or project not exceeding the estimate of cost thus approved subject to the Public Procurement Regulations:

Provided that such Head of Department shall endorse upon every order or requisition in connection with such work or project the vote, sub-vote and items of the approved estimates and the authority for such work or project.

- 3.(4)(b)(i) When work upon any work or project approved in terms of regulation 4(3)(a)(ii) has been completed or discontinued, the Head of Department concerned shall forthwith report such completion or discontinuation to the General Manager: Finance.
- (ii) Upon receipt of such report the General Manager: Finance shall make no further payment upon the authority for such work or project given in terms of regulation 4(3)(a)(ii) and shall report such completion or discontinuation to the Management Committee.
- 3.5 No expenditure from revenue shall be made on capital works which are to be financed from loan funds other than the costs of a feasibility report and preliminary estimate of costs: Provided that temporary advances may be made temporarily from revenue to defray the cost of capital works which are to be financed from a loan pending payment against an approved loan or part of such loan as required for such capital works by the person or body making such loan.
- 3.6 **For each purchase below N\$ 15 000 under small value procurement at least three (3) quotations approved by the relevant General Manager and Chief Executive Officer and should have a procurement reference number from PMU and sent to Stores to create an order after the requisition.**
- 3.7 Maximum petty cash amount to be kept shall only be N\$ 1 000-00, with the daily limit of N\$ 100-00 per day to a Department or section.
4. COLLECTION AND CONTROL OF REVENUE:
- 4.(1) The General Manager: Finance shall be responsible for the collection of all moneys due to the Council.
- 4.(2)(a) The Cashiers shall immediately issue an official receipt in respect of all monies received, and no hand written receipts may be issued.
- (b) No alteration shall be made on any receipt and should an erroneous entry be made on any receipt, such receipt shall be cancelled and a fresh receipt issued **applying cancellation procedures by a Supervisor** and the cancelled original shall be retained with the duplicate for audit purposes.



- 4.(3)(a) All sums received shall be balanced and banked daily **by the Accountant / Appointed Official.**
- (b) **Daily cash up forms be signed by the Cashiers and Supervisor.**
- (c) Any shortage shall immediately be made good by the responsible Officer / Cashier and any surplus shall be paid into the Council's general revenue account.
- (d) **The responsible Accountant shall ensure that correct revenue collections banked with the approved Financial Institution.**
- 4.(4) In the case of any Cashier being relieved of duty the cash book shall be balanced and the balance initialed by the officer taking over duty.
- 4.(5) All payments received by **direct banking (EFT)** and the General Manager: Finance shall cause a receipt to be made out **after reflecting in bank account of Council.**
- 4.(6) **At the end of the month the accountant to close and reconcile collections for the month.**
- 4.(7) At the end of every month the General Manager: Finance shall cause the cash book to be closed and reconciled with the bank balance.
5. PAYMENT OF ACCOUNTS AND CONTRACTS:
- 5.(1)(a) The Cashier shall immediately issue an official receipt in respect of all monies received.
- (b) No alteration shall be made on any receipt and should an erroneous entry be made on any receipt, such receipt shall be cancelled and a fresh receipt issued **applying cancellation procedures by a Supervisor / Accountant** and the cancelled original shall be retained with the duplicate for audit purposes.
- 5.(2)(a) All payments other than petty cash disbursements shall be made by **EFT.**
- (b) All **EFT payments** shall be signed by the General Manager Finance or his designate and counter signed by Chief Executive Officer / **General Manager Corporate and Human Resources /** or other officer duly authorized thereto by the Council.

- 5.(3) The General Manager: Finance shall pass no document of payment unless the Head of Department or his designate concerned has certified that the goods were actually received in good order or that work was duly done and that the price is reasonable or according to contract and has indicated the vote, sub-vote and item of the approved estimates and the authority in terms of regulation 4(3)(a).
- 5.(4) All contracts and agreements involving the payment of monies to or by the Council shall be forwarded to the General Manager: Finance for checking and noting immediately after execution thereof.
- 5.(5) All contracts and agreements involving the payment of monies to or by the Council shall be forwarded to the General Manager: Finance for checking and noting immediately after execution thereof.
- 5.(6)(a) Progress payments on account of contracts shall be limited to the value of the work done and materials supplied, less the amount of previous payments and retention money.
- (b) Documents for payment on account of contracts shall be certified by the Head of Department concerned as provided by regulation 6(3), except where the contract provides that such documents shall be certified by the consultant architects or other professional person responsible for supervising the work done under contract.
6. ACCOUNTING AND COSTING:
- 6.(1) Every Head of Department responsible for carrying out any work or project approved in terms of regulation 4(3)(a) shall keep adequate costing and accounting records in respect of such work to the satisfaction of the General Manager: Finance.
- 6.(2)(a) No work shall be carried out by one department for another during the execution of any such work or project unless applied for on an official form on which shall be stated the nature of the service, the authority in terms of regulation 4(3)(a) and the vote, sub-vote, and item of approved estimates.
- (b) A copy of every such application shall immediately be forwarded to the General Manager: Finance.

6.(3)(a) No material shall be supplied to or work carried out for the public unless approved by the Management Committee.

(b) No such material shall be supplied or work commenced until suitable arrangements as regards the recovery of the costs involved have been completed to the satisfaction of the General Manager: Finance.

6.(4) Every Head of Department in charge of any plant, machinery or labour pool or other distribution account shall keep adequate costing and accounting records of such pool or account to the satisfaction of the General Manager: Finance.

## 7. INSURANCE:

7.(1)(a) Every Head of Department shall furnish the General Manager: Finance with a schedule of all insurable risks under his control, and shall notify the General Manager: Finance without delay of all new insurable risks and of all alterations of existing insurable risks, including change of staff covered by fidelity guarantee insurance.

(b) The General Manager: Finance shall keep the Council informed of all such insurable risks and the General Manager Finance shall in consultation with the Council determine which risks are to be insured and the amount of coverage in respect of each risk.

7.(2) Every Head of Department shall forthwith notify the General Manager: Finance of any third-party claim, or any damage or loss of Council property, or any injury to any employee of the Council, or any accident or occurrence whatsoever may be covered by insurance or which may require action in terms of any law.

7.(3) The General Manager: Finance shall have custody of all insurance policies and shall keep a register containing particulars of all insurances effected by the Council and shall be responsible for the negotiation of all claims and the collection of all moneys payable to the Council under or in pursuance of any policy of insurance.



## 8. STAFF ADMINISTRATION:

- 8.(1) The General Manager: Finance shall be responsible for the checking of pay sheets and the payment of all salaries, wages, and allowances.

## 9. STORES:

- 9.(1) The Stores Controller shall be responsible for all purchases of commodities to be held in stock and issues from stores.

- 9.(2)(a) On or before the 30<sup>th</sup> day of June as well as on or before the 31<sup>st</sup> day of January in every year the Stores Controllers shall conduct a physical stock taking of all commodities held in stock and shall submit to the General Manager: Finance a certified stock list and report.

- 9.(2)(b) The General Manager: Finance shall thereupon submit such stock list and report to the Council together with his/her recommendations for such action as the Council may deem fit.

- 9.(3)(a) The Stores Controller shall in consultation with the Head of Department concerned and having regard to the requirements of the approved estimates for the financial year concerned, submit to the Council on or before the 30<sup>th</sup> day of September in every year a list of commodities required to be held in stock, indicating the maximum quantity to be held in respect of each commodity.

- (b) The Council shall determine the commodities to be held in stock and the maximum quantity to be held in respect of each commodity.

- (c) No new commodity shall be taken into stock before approval of the following year's commodity list without the prior approval of the Council as regards the commodity itself and the maximum quantity to be held.

- 9.(4) Purchases to replenish stocks to the approved maximum level shall not be subject to further approval of the Council.

- 9.(5) The Stores Controller shall, in consultation with the Head of Department concerned, determine the re-order level in respect of each commodity from time to time

- 9.(6) All purchases of commodities to be held in stock shall be subject to the Public Procurement Act, Act 15 of 2015 and the Public Procurement Regulations, Notice 47 of 2017.
- 9.(7) The Stores Controllers shall make no issue from stock except upon production of a requisition authorized in terms of regulation 4.
- 9.(8) The Stores Controller shall not surrender requisitioned stock unless the requisition has been certified in terms 6 (3) of these regulations and such shall be kept save at Stores of audit purposes.
- 9.(9)(a) All requisitioned Stores and materials not used for the purpose of which it was required, shall forthwith be returned to the storekeeper.
- (b) The Storekeeper shall take such returned stores and materials into stock again and shall issue a voucher therefore which shall bear the number of the requisition upon which issue was made and the nature and quantity of goods so returned, and a copy of such voucher shall be kept at Stores for Audit
- 10.(1)(a) The Stores Controller shall procure fuel for petrol, diesel, and oil for Council's fleet subject to the Public Procurement Act, Act 15 of 2015 and the Public Procurement Regulations, Notice 47 of 2017.
- (b) The Stores Controller shall capture the invoice on the financial system of the delivered fuel from the Supplier
- ( c ) The Stores Controller shall record fuel pump daily, daily dip readings and safe keeping of readings.
- (c) The Stores Controller shall capture requisitions for fuel issued to fleet vehicles on financial system daily and safe keeping of requisitions.

10. INVESTMENT OF FUNDS:

The General Manager: Finance shall be responsible for the investment and control of all funds under control of the Council and for the purchase, custody, and sale of securities in connection therewith, in accordance with the approved investment policy of the Council and subject to section 80 (3) of the Local Authorities Act.

11.1.9 **TEMPORARY RELOCATION OF KAVITA PARK VENDORS TO THE CHRISTMAS FAIR SITE NEXT TO THE TENNIS COURT**  
(C/M 2022/03/31 - 14/1/3/1)

Management Committee Meeting of 10 March 2022, Addendum 7.10 page 67 refers.

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

**1. Introduction**

The purpose of this submission is to seek Council's approval to temporarily relocate 62 Kavita Park vendors to the area next to the Tennis Court Parking area, where the Swakopmund Summer Fair is normally held.

**2. Background**

Kavita Park is one of the tourist attraction sites in our town. It is well situated in the walking area from the centre of town and in the surrounding of hotels and guest houses. This trading facility has been developed to accommodate the informal traders of arts and hand-crafted goods. The area has been expanded with a new paved area to accommodate more traders, particularly the Ovahimba. Due to the expansion of the area, a need arises to construct proper ablution facilities to accommodate the Ovahimba group as well as proper public toilets and shading structures. A kiosk/curio shop has also been included in the design to accommodate a tenant that will lease the kiosks and manage the ablution facilities.

It is against this background that Council on **27 May 2021**, under item 11.1.5 resolved as follows:

- (a) *That Council approves the concept design for Kavita Art and Craft market as designed by Messrs Barnad Mutua Architects.*
- (b) *That Council approves an additional funds of N\$ 500 000 for the completion of Phase 1A of Kavita Art and Craft market project within.*
- (c) *That Budgetary provision of approximately N\$ 5 million be made in the next financial year 2022 / 2023 to cater for Phase 1B of the Kavita Art and Craft market project.*
- (d) *That Phase 2 of Kavita Art and Craft market be budgeted for in future after completion of Phase 1 of the project.*
- (e) *That provision for food stalls be made at Kativa Art and Craft Market.*
- (f) *That taxi drop-off points be provided at the Market Place.*

**3. Discussion**

The process of designing the structural improvement on Kavita Art and Craft Market has been completed and the bidding process has commenced.



Informal trading sector particularly in the art and craft market which rely mostly on tourism, has suffered most effects of Covid-19. It is therefore not making practical sense to halt business during the revamping of the market. It is thus proposed that Kavita Market tenants be relocated to the adjacent tennis court parking area to accommodate vendors temporarily during the revamping period.

The area will need to be demarcated into 62 trading sites measuring 16m<sup>2</sup> each. A meeting was held with the vendors on 10 February 2022 to inform them of the anticipated revamping of the market site. One of the issues emanated from the meeting was storage facility for the vendor's products during the construction period. It was suggested that tenants can have limited access to the site to store their goods in the cubicles that are not affected by the renovation.

It has been noted from the event applications that have been received to date, that there will be many events such as the Skating rinks, Nedbank food festival, Local Market etc planned to take place at the tennis court parking area. It is therefore proposed that the Kavita Park vendors be relocated to the parking area down Café Anton (*indicated as provisional on the map*), opposite the Tennis Court Parking site (see attached map).

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

**RECOMMENDED:**

- (a) That Council approves the temporary relocation of 62 Kavita Park vendors including the Ovahimbas, to the Tennis Court parking area for a period of revamping of the Kavita Art and Craft Market.
  - (b) That the affected vendors continue to pay normal monthly rental fees as per the lease agreements.
  - (c) That the vendors utilize the cubicles for storage purposes during the construction period as it will not be affected by the revamping.
  - (d) That the relocated vendors indemnify 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.
  - (e) That Engineering and Planning Services Department attends to the demarcation of trading sites of vendors including the Ovahimba at the Tennis Court Parking area, by measuring 16m<sup>2</sup> for each site.
-







- 11.1.10 **INTRODUCTION OF TOWN PLANNING APPLICATION FEES IN RESPONSE TO THE DIRECTIVE BY THE MINISTER OF URBAN AND RURAL DEVELOPMENT FOR LOCAL AUTHORITIES AND REGIONAL COUNCILS TO COMPLY WITH THE PROVISIONS OF SECTION 109(5)(B) OF THE URBAN AND REGIONAL PLANNING ACT, ACT 5 OF 2018**  
(C/M 2022/03/31 - 1/1/2/19)

Management Committee Meeting of 10 March 2022, Addendum 8.2 page 10 refers.

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

**1. Purpose**

The purpose of this submission is for the Council to consider the introduction of Town Planning fees to enhance sustainability in compliance with Section 109(5)(b) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).

**2. Introduction and Background**

In terms of Section 109(5)(b) of the Urban and Regional Planning Act, Act 5 of 2018, upon recommendation of a town planning application by the Council, the Chief Executive Officer must send such application to the Minister of Urban and Rural Development, for submission to the Board. The Minister of Urban and Rural Development as per his letter dated 18 November 2021, (copy attached as Annexure A), directed all local authorities and regional councils that they must now submit applications themselves to the Board instead of Town Planning Consultants.

The aforesaid directive is associated with numerous implications such as financial and capacity in terms of increase workload for the limited staff complement. The most critical implications are increase production costs (printing cost of documents), time consumption and limited human resources.

Initially, such costs and workloads were eliminated by issuing powers of attorney to the consultants for the Council applications excluding privately initiated applications. Section 109(5)(b) is mandating that all applications, including privately initiated ones must be submitted by the Chief Executive Officer. This situation would continue up until a local authority becomes an "*authorised planning authority*".

Submissions of applications to the Board are subject to a fee. This fee must be included with the application and paid over to the Ministry. Production cost also need to be recovered, otherwise, in



the long term, Council would experience unnecessary financial costs seeping away at its operational budget, when these costs should be covered by the private applicant who will be getting the benefits. Swakopmund Municipal Council will not be the first Namibian local authority to charge application fees. A precedent has been set by the City of Windhoek.

It is against this background that the Office of the General Manager: Engineering and Planning Services proposes the introduction of Town Planning Application Fees.

### 3. Current staff compliment

The current town planning staff compliment consists of six staff members on the following portfolios:

- *The Manager Town Planning who is the head of the Division,*
- *A Town Planning Administrative Officer,*
- *A Senior Town Planning Officer,*
- *A Town Planning Officer, and*
- *Two town planning technicians.*

To affectively function and absorb additional anticipated workload, the Town Planning Division must review its processes which may include employing additional staff and charging of application fees will be one way to partially cover additional running costs.

### 4. Legal provision

In terms of Section 131 (2) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018), a "*Local Authority*" is entitled to determine and charge fees for applications made to it and services rendered in terms of the Act, subject to the approval of the Minister and publication in the Government gazette.

Provision is also made in terms of Section 30(1)(u) of the Local Authorities Act, Act 23 of 1992, as amended, for a local authority "*to determine by notice in the Gazette the charges, fees and other moneys payable in respect of any service, amenity or facility established and provided by it under this Act or any other law*".

### 5. Application procedures to be charged

The following town planning applications are subject to levying of application fees:

- (a) *Township Establishment,*
- (b) *Rezoning,*
- (c) *Subdivision,*
- (d) *Consolidation,*
- (e) *Resident occupation (Council Policies),*
- (f) *Consent Use (Table B of the Swakopmund Zoning Scheme),*
- (g) *Sectional Title plans,*
- (h) *Servitudes and right of ways,*
- (i) *Relaxation of development restrictions (building lines, etc)*

- (j) Naming and remaining of Street and Place, and  
 (k) Miscellaneous

The proposed application fees are an add-on to the levies set out in the Act being charged for rezoning and subdivision application, being the compensation and endowment fees that form significant proportion of the resources generated by town planning.

Considering the volume of planning application that the Town Planning Division has been receiving and processing, these charges have a good potential to generate income that can support the operational costs of the division. In terms of financial sustainability, the proposed application fee structure will be self-sustaining with a surplus able to support other operations of the department. The fees structure for the planning applications that are currently being charged by the Ministry of Urban and Rural Development is attached as **Annexure B**.

These are the fees that Council is now obliged to pay on behalf of private sector applicants, unless a policy is put in place that makes them payable by the applicant.

#### 6. Proposed fee structure

The proposed town planning application fees are based on a percentage of the town planning application professional fees that a consultant would charge for making the application in terms of the Consultants' promulgated scale of fees; or a percentage of an hourly rate (cost unit) for procedures not reflected under the scale of fees.

The City of Windhoek has based its application fees on a 10% of the sum of the professional fees. Considering the current economic environment and our town's economic base, a lower percentage, being 7%, 2.5%, of professional fees and a fraction of an hour rate, respectively, is deemed appropriate.

The determination of the town planning application fees on a 7% rate is illustrated below.

#### **TABLE 3: CATEGORY OF NEW DEVELOPMENT AREA AND MINIMUM COST UNITS**



Category of new development area	Minimum cost units (cu)
Subdivision into 2 land portions	18 cu
New development area 3 - 10 land portions	30 cu
New development area 11 - 50 land portions	200 cu
New development area 51 - 100 land portions	220 cu
New development area 101 - 150 land portions	240 cu
New development area 151 - 200 land portions	250 cu
New development area 201 - 250 land portions	255 cu
New development area 251 - 300 land portions	260 cu
New development area 301 - 400 land portions	265 cu
New development area 401 - 500 land portions	270 cu
New development area 501 - 600 land portions	275 cu
New development area 601 - 999 land portions	280 cu
New development area 1000 + land portions	285 cu
Consolidation of 2 land portions	18 cu

- a. **For the subdivision, consolidation, rezoning and township establishment applications, profession fees are determined as follows:**

**Subdivision into a portion and remainder**

N\$ 1 000.00 x 18cu =	N\$ 18 000.00
Design	N\$ 1 000.00
Plus VAT	N\$ 2 850.00
<b>Total</b>	<b>N\$ 21 850.00</b>

Town planning application fee at 7% of profession fee excluding disbursements will be **N\$1 529.50**.

Subdivision into more than two portions will be determined at the "cost unit" applicable as outlined in the Town and Regional Planning Scale of Fees.

**Consolidation**

N\$ 1 000.00 x 18cu =	N\$ 18 000.00
Design	N\$ 1 000.00
Plus VAT	N\$ 2 850.00
<b>Total</b>	<b>N\$ 21 850.00</b>

Town planning application fee at 7% of profession fee excluding disbursements will be **N\$1 529.50**.

**Rezoning and Consent Use applications as per Table B of the Zoning Scheme**

N\$ 1 000.00 x 35cu =	N\$ 35 000.00
Plus VAT	N\$ 5 250.00
<b>Total</b>	<b>N\$ 40 250.00</b>

Town planning application fee at 7% of profession fee excluding disbursements will be **N\$2 817.50**.

**Township Establishment**

Township establishment has been provided for in Table 3 of the Town and Regional Planning Scale of Fees. The number of portions created by every establishment varies. Determining a percentage for each category would be a cumbersome exercise. The application fee percentage for the township establishments is set at 2.5% of the minimum cost unit category, which would be calculated as follows:

**Establishment of 50 Erven**

Layout	N\$ 1 000.00 x 50 Erven = N\$ 50 000.00
--------	---



Application	N\$ 1 000.00 x 200cu = N\$ 200 000.00
<b>Sub Total</b>	<b>N\$ 250 000.00</b>
VAT	N\$ 37 500.00
<b>Total</b>	<b>N\$ 287 500.00</b>

Town planning application fee at 2.5% of profession fee excluding disbursements will be **N\$7 187.50**. The fee is inclusive of all technical inputs.

- b. For other town planning applications such as resident occupation and relaxation of development restrictions, are either set an hourly rate or a fraction of the hourly rate.**

The Table below consist of town planning procedures, activities, and applicable fees.

**Fees Table**

<b>Procedure or Activity</b>	<b>Applicable fee (N\$)</b>
a. Township Establishment	7 187.50
b. Rezoning,	2 817.50
c. Subdivision	1 529.50
d. Consolidation	1 529.50
e. Resident occupation (Council Policies),	400.00
f. Consent Use (Table B of the Swakopmund Zoning Scheme),	2 817.50
h. Servitudes and right of ways	1 000.00
i. Relaxation of development restrictions (building lines, etc)	200.00
j. Naming and remaining of Street and Place, and	500.00
k. Miscellaneous	200.00

## 7. General administration

Proposed town planning application fees are only applicable for Municipal evaluation and do not include or cover any other fees charged by the Board.

For smooth administration purposes, applications to the Urban and Regional Planning Board are going to be submitted under the name of Council, applicable Board fees for private initiated applications should be paid directly by the applicant to the Board. Council should only submit the concerned application on receipt of proof of payment.

Therefore, upon recommendation of an application by Council, before submission to the Board, the applicant should be informed to pay applicable fees and provide proof of such payment.

## 8. Conclusion

To cover for operation costs brought about by the ministerial directive, introduction and charging of town planning application fees is inevitable.

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

**RECOMMENDED:**

(a) That the proposed Town Planning application fees as presented in the table below be approved:

	<i>Procedure or Activity</i>	<i>Applicable Fee (N\$)</i>
(a)	<i>Township Establishment</i>	<i>7 187.50</i>
(b)	<i>Rezoning,</i>	<i>2 817.50</i>
(c)	<i>Subdivision</i>	<i>1 529.50</i>
(d)	<i>Consolidation</i>	<i>1 529.50</i>
(e)	<i>Resident occupation (Council Policies),</i>	<i>400.00</i>
(f)	<i>Consent Use (Table B of the Swakopmund Zoning Scheme),</i>	<i>2 817.50</i>
(h)	<i>Servitudes and right of ways</i>	<i>1 000.00</i>
(i)	<i>Relaxation of development restrictions (building lines, etc)</i>	<i>200.00</i>
(j)	<i>Naming and remaining of Street and Place, and</i>	<i>500.00</i>
(k)	<i>Miscellaneous</i>	<i>200.00</i>

- (b) That the Chief Executive Officer seeks approval for the proposed fees structure from the Minister of Urban and Rural Development in accordance with the provisions of Section 131(2) of the Urban and Regional Planning Act, Act 5 of 2018.
- (c) That the Town Planning application fees be applicable immediately upon publication in the Government Gazette as per provision of the Urban and Regional Planning Act, Act 5 of 2018.
- (d) That the Town Planning application fees be incorporated into Council tariffs and be published in terms of Section 30(1)(u) of the Local Authorities Act, Act 23 of 1992, as amended.
-





Republic of Namibia

## Ministry of Urban and Rural Development

Enquiries: **Mr. T. Newaya**  
Tel: (+264+61) 297-5228  
Fax: (+264+61) 297-5305

Government Office Park  
Luther Street

Private Bag 13289  
Windhoek, Namibia

Our Ref.:  
Your Ref.:

### OFFICE OF THE MINISTER

The Chairpersons: **Regional Councils**  
The Council Chairpersons: **Local Authorities**

Dear Chairpersons,

#### **SUBJECT: SUBMISSION OF APPLICATIONS TO THE URBAN AND REGIONAL PLANNING BOARD**

The Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) came into operation after its Regulations were enacted and promulgated in the Government Gazette on 3<sup>rd</sup> September 2020. It is thus important that the regulatory mechanisms are put in place in order to operationalize the Act. This includes, amongst others, the creation of the Urban and Regional Planning Board which replaced the two previous Boards namely NAMPAB and Townships Board.

In terms of Section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), the Local Authority or the Authorized Planning Authority (APA) must recommend the application as contemplated in Section 105(1) to the Board. The Act also prescribes who should submit applications to the Board in terms of Section 109(5)(b) of the Act. In order to comply with the said provisions, the Ministry has prepared a specimen letter (attached, Annexure A) which must accompany all applications to the Board. In line with the said provision, all Local Authorities or Regional Councils must now submit the applications themselves to the Board instead of Town Planning Consultants.

We count on your usual assistance and prompt action.

Yours sincerely,

  
ERASTU MUTOO  
MINISTER

**8021/1-18**

MINISTRY OF URBAN AND RURAL DEVELOPMENT  
MINISTER OFFICE  
PRIVATE BAG 13289  
WINDHOEK

*All official correspondence must be addressed to the Executive Director*



**ANNEXURE E- Application Fees****MINISTRY OF URBAN AND RURAL DEVELOPMENT**

The following fees will apply -

- (a) if the Minister is the functionary; or
- (b) until the relevant functionary has issued new fees in terms of section 131(2) of the Act.

**FEES**

	<b>Items</b>	<b>Fee in N\$</b>
1.	Approval of regional structure plan or urban structure plan (Section 25 and 31 of the Act)	500-00 per approval
2.	Application for zoning scheme and draft zoning scheme (Section 44 and 55 of the Act)	3500-00
3.	Alteration, Suspension or deletion of conditions imposed (Section (93 of the Act)	500-00
4.	Subdivision of an erf (Section 97, 105, 114, 115 of the Act):	500-00
	(a) for each new erf created for the subdivision of an erf or land	20-00
5.	Consolidation of an erf (Section 97,105,114,115of the Act)	500-00
6.	Establishment of a Township (Section 97, 105, 114, 115 of the Act):	500-00
	(a) for each new erf created for the establishment of a township.	20-00
7.	Alteration of boundaries of an approved township (Section 97, 105, 114, 115 of the Act)	500-00
8.	Disestablishment of approved township or a portion of an approved township portion (Section 97, 105, 114, 115 of the Act)	500-00
9.	Cancellation of a general plan or name change (Section 115 of the Act)	500-00
10.	Appeals (Section 102 of the Act)	1000-00

11.1.11 **APPLICATION FOR THE REZONING OF ERF 2354 SWAKOPMUND EXTENSION 8 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:900M<sup>2</sup> TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250M<sup>2</sup> AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE WHILE THE REZONING IS IN PROGRESS**  
(C/M 2022/03/31 - E 2354)

Management Committee Meeting of 10 March 2022, Addendum 8.3 page 17 refers.

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

1. Purpose

The purpose of this submission is for the Council to consider the application for the rezoning of Erf 2354, Swakopmund Extension 8 from "*Single Residential*" with a density of 1:900m<sup>2</sup> to "*General Residential*" with a density of 1:250m<sup>2</sup> and consent to operate a Residential Guesthouse while the rezoning is in progress.

2. Introduction and Background

An application for the rezoning of Erf 2354, Swakopmund, Extension 8 was received by the Engineering and Planning Services from Stewart Planning on behalf of Mr. Coen Welsh, the registered owner of the subject property. The application is attached as **Annexure A**.

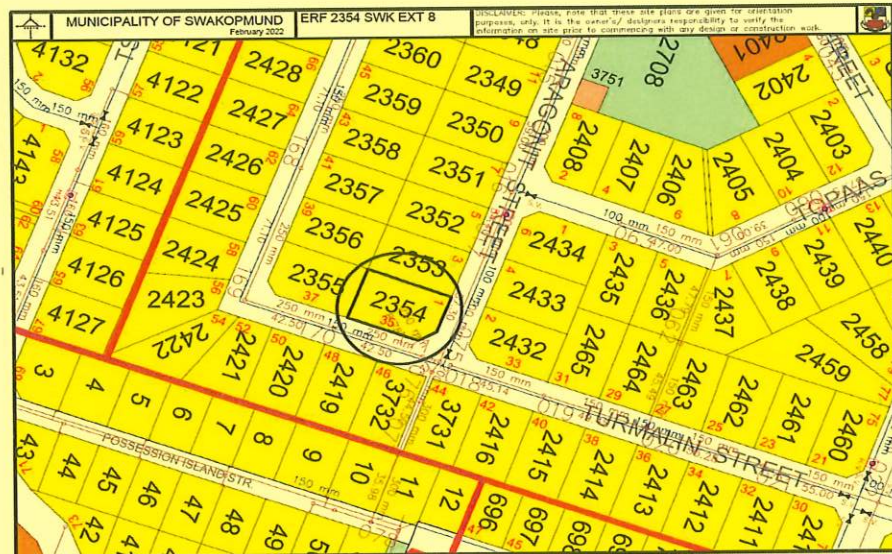
3. Ownership

Ownership of Erf 2354, Swakopmund Extension 8 is held under Title Deed No T 4359/2015, vests in Coenraad Johannes Willem Coetzee. Proof of ownership has been attached to the rezoning application.

4. Zoning, Locality and Size

Erf 2354, Swakopmund Extension 8 is zoned "*Single Residential*" with a density of 1:900m<sup>2</sup>. The erf is situated at the corner of Aragonit and Turmalin Streets. It measures 1021m<sup>2</sup> and currently accommodates eight dwelling units and operates an accommodation establishment called "Se Wind Self-catering Cottages."





Locality of Erf 2354, Swakopmund, Ext 8

5. **Access Municipal Services and parking**

Access to Erf 2354, Swakopmund, Extension 8 is obtained from the two existing streets, namely, Aragonit and Turmalin Streets. Parking for the proposed development will be provided on-site in accordance with the provision of the Swakopmund Zoning Scheme.

6. **Advertisement**

The proposed rezoning was advertised on the **14<sup>th</sup> & 18<sup>th</sup> January 2022** in the Namibian and Republikein. Two A2s notices were also placed on the gates of Erf 2354, and was on display from the **13<sup>th</sup> January 2022** to 9<sup>th</sup> February 2022. Additionally, a notice was published in the Government Gazette Number 7723, dated **14<sup>th</sup> January 2022**.

The neighbouring property owners were notified in writing informing them of the intent. The last date to submit objections and comments was the 8<sup>th</sup> of February 2022. No written comments or objections were received against the proposed rezoning/consent use Application.

7. **Proposal**

The intended rezoning of Erf 2354, Swakopmund Extension 8 is to bring the development into accordance with the Swakopmund Zoning Scheme. As stated previously, the property currently accommodates eight dwelling units and operates an accommodation establishment called "Se Wind Self-catering Cottages.



## 8. Evaluation

In terms of the provisions of Swakopmund Zoning Scheme, the residential guesthouse is permitted on any single residential zoned property; provided that Council has granted consent to operate.

The scheme further defines residential guesthouse as: *"means all pensions, guesthouses, bed and breakfast and backpackers establishments operating from private dwellings with a maximum of nine bedrooms available for not more than 20 tourists, and where the owner/manager permanently resides in the house."*

In terms of the Accommodation Establishment Policy, the floor area ratio of all buildings to be used for the accommodation establishment may not exceed 40% of the total floor area of the house. This is applicable to the "Single Residential" zoned properties. However, in this case, the entire floor area is being used as accommodation facility despite that Erf 2354, Swakopmund Extension 8 is single residential zoned.

Note should also be taken that consent use is not transferable. The consent was granted to Mr. and Mrs. Jordaan and not to successor in title ownership when the property was sold. Thus, Mr. Welsh needed to apply for consent use to continue with the operations of the accommodation establishment on Erf 2354, Swakopmund, Extension 8. Erf 2354, Swakopmund is zoned single residential with a density of one dwelling unit per 900m<sup>2</sup>. This means that a dwelling house as defined below is the primary use:

*"DWELLING HOUSE" means a dwelling with or without an outbuilding consisting of mutually adjacent rooms with a kitchen and with at least a bathroom and toilet facilities and designed for occupation by a single household, and may, subject to approval of the Council, include an additional dwelling, on condition that the density zoning be adhered to".*

The site inspection was conducted, and it was verified that the structures on Erf 2354, Swakopmund Extension 8 constitute a total of nine (9) dwelling units, which should not be the case under "Single Residential" zone with a density of 1/900m<sup>2</sup>. A dwelling unit is defined as:

*"DWELLING UNIT" means a self-contained interleading group of rooms used only for the living accommodation and housing of a single family together with such outbuildings as are ordinarily used therewith".*

Thus, the proposed rezoning falls within the parameters of the definition of a residential guesthouse and those of the zoning scheme, bringing the development in accordance with the scheme.

**9. Conclusion**

The rezoning of Erf 2354, Swakopmund, Extension 8 from "*Single Residential*" to "*General Residential*" will comply with the provisions of the zoning scheme.

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

**RECOMMENDED:**

- (a) That the rezoning of Erf 2354, Swakopmund Extension 8 from "*Single Residential*" with a density of 1:900m<sup>2</sup> to "*General Residential 1*" with a density of 1:250, be approved.
  - (b) That the consent use to operate a residential guesthouse while the rezoning is being finalized, be approved.
  - (c) That the rezoning of Erf 2354, Swakopmund, Extension 8 be subject to a betterment fee of 75% calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant before any submission of building plans to the Engineering and Planning Services Department for approval.
  - (d) That parking be provided on-site that is in line with the Swakopmund Zoning Scheme and no parking on street reserve: be allowed.
-




**ANNEXURE A -  
APPLICATION FORM**
**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor CLA Building  
84 Theo Ben Gurirab Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: otto@sp.com.na

Our reference: 2354S

13 January 2022

**ERF 2354 SWAKOPMUND EXTENSION 18: REZONING AND CONSENT APPLICATION**

- Rezoning from "Single Residential" (1:900m<sup>2</sup>) to "General Residential 1" (1:250m<sup>2</sup>).
- Consent to operate a "Residential Guest House" while the rezoning is in progress.

**Submission to:**

Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53  
Swakopmund  
13001  
Namibia


**Prepared for:**

Coen Welsh  
Sea Wind Self Catering Collages  
P.O. Box 3994 Vineta, Swakopmund  
1 Aragonil Street, Hage Heights, Swakopmund  
[www.seawind.com.na](http://www.seawind.com.na)  
[info@seawind.com.na](mailto:info@seawind.com.na)

**Prepared by:**

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**STEWART PLANNING**

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**Attachments**

- Appendix A1: Local Authority Letter dated 20 October 2021
- Appendix A2: Owner Response Letter dated 22 October 2021
- Appendix A3: Stewart Planning Response Letter dated 04 November 2021
- Appendix B: Local Authority Response Letter dated 23 November 2021
- Appendix C: Locality Plan
- Appendix D: Zoning Plan
- Appendix E: Special Power of Attorney
- Appendix F: Deed of Transfer No.T4359/2015

## 1. Introduction

The owner of Erf 2354 Swakopmund Extension 18 (the site) operates an accommodation establishment known as "Sea Wind Self Catering Cottages". The accommodation establishment was registered with the Municipality of Swakopmund in 2016 and building alterations were also approved in 2018.

After these approvals, the Town Planning Section issued a notice, dated 20 October 2021 which requested the owner to rezone the property due to a perceived contravention of the Swakopmund Town Planning Scheme and the Council's Accommodation Establishment Policy.

The owner has appointed Stewart Planning to apply for the rezoning and consent use application. Application is hereby made on behalf of the registered owner to obtain approval from the Municipal Council of Swakopmund for the following:

- [1] Rezoning of Erf 2354 Swakopmund Extension 18 from "Single Residential" with a density of 1 dwelling unit per 900m<sup>2</sup> to "General Residential P" with a density of 1:250m<sup>2</sup> in terms of Section 105(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) and its Regulations and in terms of the Swakopmund Zoning Scheme, as amended;
- [2] Consent to operate a "Residential Guest House" while the rezoning is in progress.
- [3] That a 20% betterment fee be charged for the rezoning in terms of the Ministerial Betterment Fee Policy of 2009.

This report will discuss the development proposal, the site description, the proposed rezoning in light of relevant policy and legislation, followed by the intended public consultation that will be followed as part of the rezoning/consent use process.

## 2. Background

Since April 2017, the owner has operated an accommodation establishment known as "Sea Wind Self Catering Cottages" on Erf 2354 Swakopmund Extension 18. The property is zoned "Single Residential" and contain 8 bedrooms which are used for short term holiday rental. The accommodation has been registered with the Municipality of Swakopmund and other regulating bodies such as the Namibia Tourism Board since 2016.

In 2015, the owner was advised that the existing consent is not transferable and applied for a renewal which was granted by the Swakopmund Municipality. Neighbours also granted their consent. This consent approval is not on record with the owner or the municipality but there is a record of certificates being issued since 2016 which legalises the accommodation establishment.

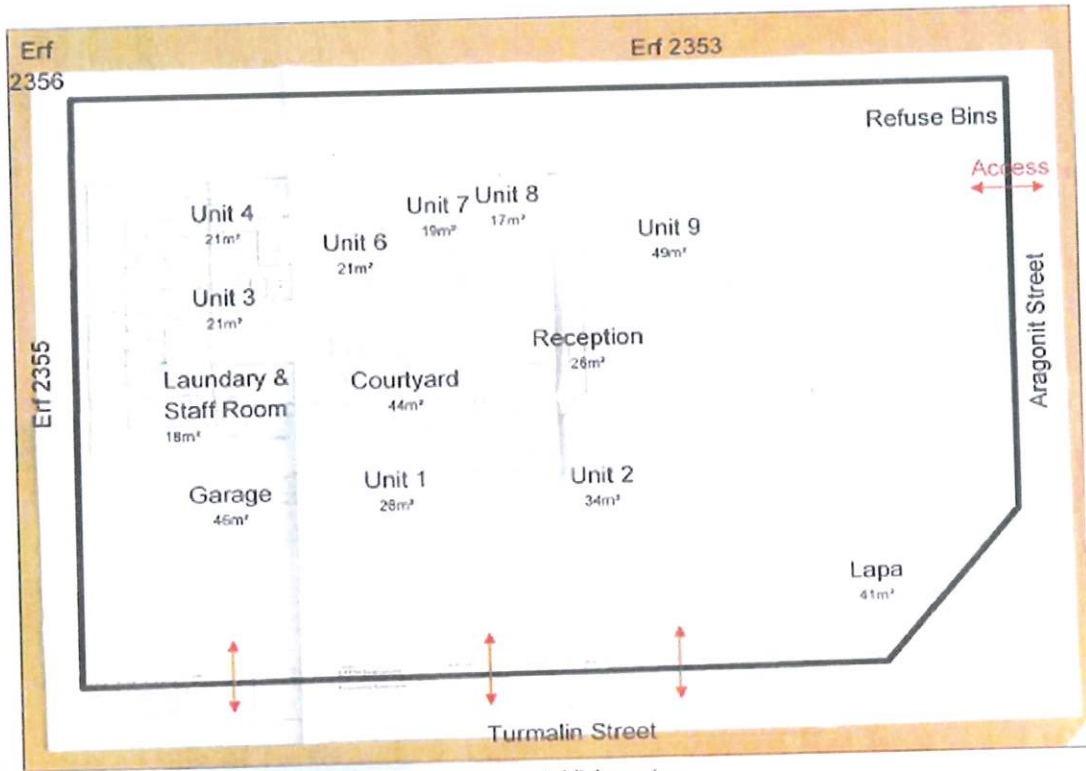


Figure 1: Ground floor plan of the accommodation establishment.

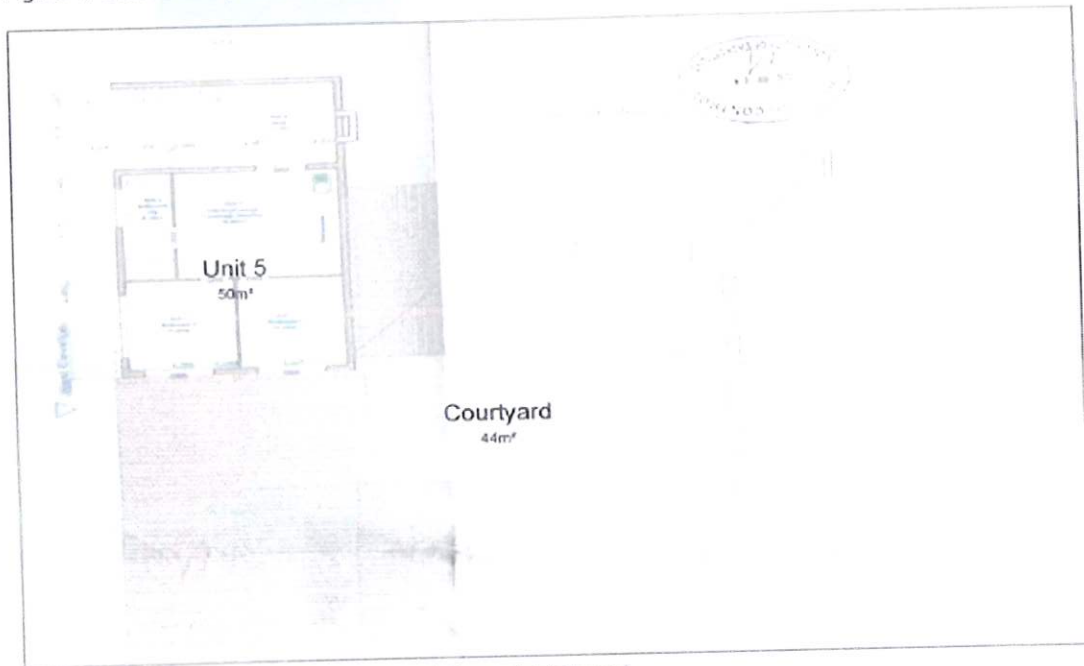


Figure 2: First-floor plan of the accommodation establishment.



4. Site description

Table 1 provides a description of Erf 2354 Swakopmund Extension 18 in terms of its size, street address, zoning and land use followed by site photos of the property.

Table 1: Erf 2354 Swakopmund Extension 18 property description.

Registered Name	Erf No.2354 Swakopmund Extension 18
Size	1021m <sup>2</sup>
Street Address	C/o Aragonit and Turmalin Streets
Location	See Locality Plan ( <b>Appendix C</b> ). GPS Co-ordinates: 22°38'32.2"S 14°31'45.8"E
Current Zoning	Single Residential
Density	1.900m <sup>2</sup>
Bulk Factor	Not specified
Land Use	1x Dwelling Unit, Double Garage with 8x Bedroom Units
Local Authority Area	Swakopmund Municipality



Figure 3: Locality of Erf 2354 Swakopmund Extension 18 (Date: 30 May 2021).



Figure 4: Aerial view of Erf 2354 Swakopmund Extension 18 (Date: 30 May 2021).

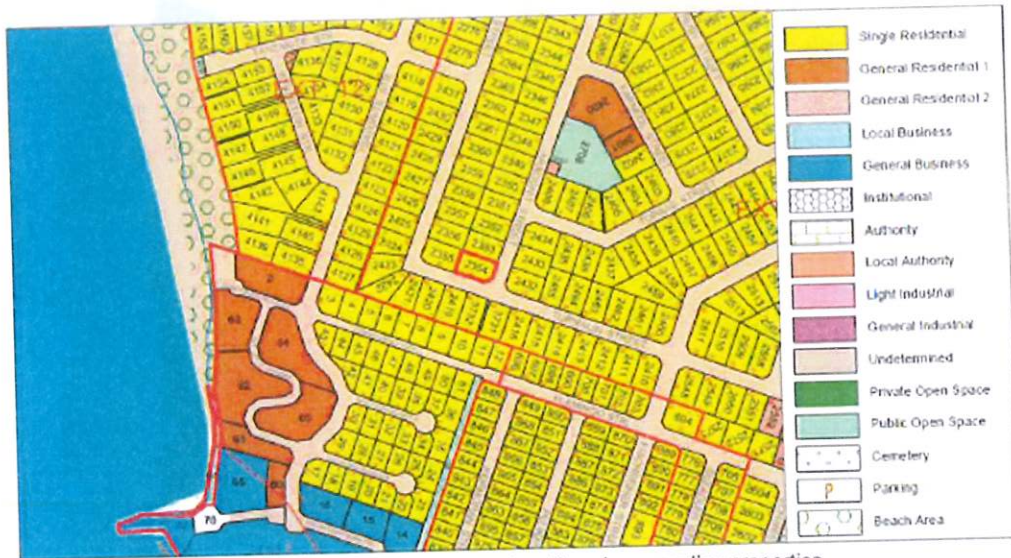


Figure 5 Zoning of the Erf 2354 Swakopmund Extension 18 and surrounding properties.





Figure 6: Photo of the site from the corner of Turmalin and Aragonit Street (Date: 16 Dec 2021).



Figure 7: Photo of the site from Turmalin Street (Date: 16 December 2021).

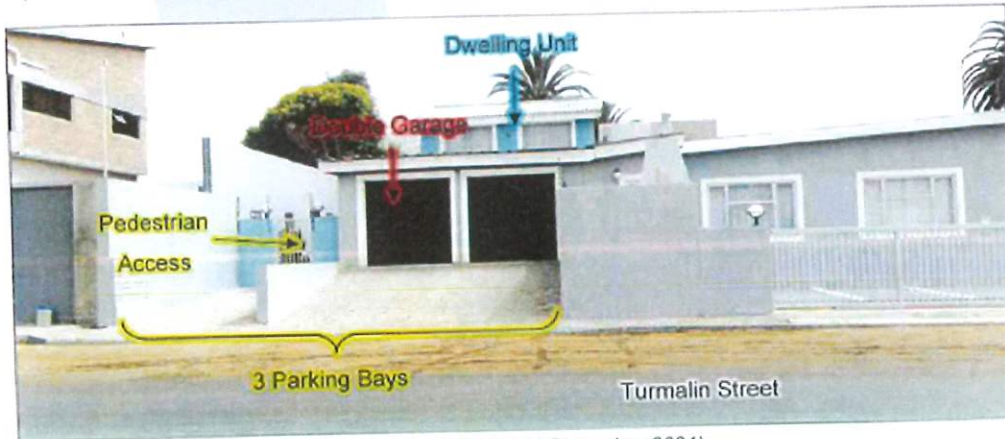


Figure 8: Photo of the site from Turmalin Street (Date: 16 December 2021).



## 5. Ownership

In terms of Deed of Transfer No. T4359/2015, the registered owner of Erf 2354 Swakopmund Extension 18 is Coenraad Johannes Willem Coetzee Welsh (see **Appendix F**).

Stewart Planning has permission to act on behalf of the registered owner for the proposed rezoning and consent use application (see **Appendix E**).

## 6. Need and Desirability

Erf 2354 Swakopmund Extension 18 contains an accommodation establishment known as "Sea Wind Self Catering Cottages". The owner has registered the accommodation establishment with the Municipality of Swakopmund since 2016 and has renewed the applicable "Fitness Certificate" and "Business Registration Certificates" annually. The latest certificates will expire on 31 March 2022.

The owner has also received a "Building Compliance Certificate" for changes/alterations to the building in 2018 which brings the development fully in accordance with the Standard Building Regulations of Swakopmund<sup>1</sup>.

From the owner's perspective, the accommodation establishment was legally registered and he has obtained the necessary consent/approval from the Municipality of Swakopmund to operate his accommodation establishment business.

It contains a dwelling unit on the first floor for the owner/manager and 8 separate guest bedrooms which are leased on a short term basis.

Accommodation establishments can be seen as a residential land use that can integrate well in a residential neighbourhood. "Sea Wind Self Catering Cottages" is well equipped with upmarket furniture and finishes and promotes the hospitality industry and urban environment of Swakopmund. It is designed at a residential scale and it integrates well with the adjacent neighbourhood from a land-use point of view.

The property is located in an upmarket neighbourhood and is within walking distance to the Platz Am Meer Mall and the beach (±500 metres) which makes the location desirable due to these nearby amenities.

The following is a summary of other accommodation establishments located within 500 metres of "Sea Wind Self Catering Cottages":

1. **Sea Breeze Guesthouse** across Turmalin Street and opposite "Sea Wind Self Catering Cottages".
2. **Haus Moselland Self Catering Cottage** down the road along Turmalin Street.
3. **Sirenella Guesthouse** along Kormoran Street.

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<sup>1</sup> Notice 496 of Government Gazette No.6196 dated 15 December 2015.

---

4. **The Waterfront Cottage F13** along Tavorite Street.
5. **Desert Oasis Waterfront Unit** along South Long Island Street.
6. **Sweet Sleep Swakopmund** along Fischreiherstrasse.
7. **Dahoa'm Self Catering** along Topaas Street.
8. **Swakopmund Accommodation** along Bernstein Street.
9. **Breeze Inn Village** along Tavorite Street.
10. **Amarachi Guesthouse** along Tavorite Street.
11. **Wilto Penthouse D101** along Amatis Street.
12. **Guesthouse Fischreiher** along Fischreiher Street.

There are about 12 other accommodation establishments which indicate the popularity of these tourist establishments in this up-market neighbourhood. These establishments are not necessarily intrusive but complementary to the existing neighbourhood character.

Accommodation establishments play an important role in the economy of Swakopmund in terms of income and employment generation.

## 7. Proposed Rezoning

The Municipality of Swakopmund has requested the owner to apply for a change of zoning to bring the development into accordance with the Swakopmund Zoning Scheme. The "General Residential 1" zoning is considered an appropriate zone to apply for the accommodation establishment. Zoning plan is attached as **Appendix D**.

This application will be evaluated in terms of two Schemes: the Swakopmund Town Planning Amendment Scheme No.12 which is currently in force and the draft Swakopmund Town Planning Amendment Scheme No.71 which is pending Gazette approval. The aforesaid Schemes will be referred to as "Scheme 12" and "Scheme 71".

### **Scheme 12:**

This Scheme is currently in force and applicable despite being succeeded by Scheme 71 in the foreseeable future.

In Scheme 12, a "Residential Guest House" is permitted on any "Single Residential" property with consent from the Municipal Council of Swakopmund and bears the following definition:

**"RESIDENTIAL GUEST HOUSE"** means all pensions, guest houses, bed and breakfast and backpackers establishments operating from private dwellings with a maximum of nine bedrooms available for not more than 20 tourists, and where the owner/manager permanently resides in the house.

Based on the above, the proposed development falls within the parameters of a "Residential Guest House" which can be permitted on the "Single Residential" zone. Therefore, the proposed consent will bring the development in accordance with the current Scheme.

However, this consent will lapse when the property is sold and thus the rights are not transferable. Generally, it is necessary to rezone the property to attach permanent rights that can be transferred. However, in terms of Scheme 12, a "Residential Guest House" is still a consent land use under the "General Residential 1" and "General Residential 2" zone (see Table B below).

TABLE B

	1	2	3	4
	ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED	PURPOSES FOR WHICH LAND MAY BE USED AND BUILDINGS MAY BE ERCTED AND USED WITH THE SPECIAL CONSENT OF THE COUNCIL ONLY
A	Single Residential	Yellow fill	Dwelling House	Place of Public Worship, Place of Instruction, Resident Occupation, Residential Guest House.
B	General Residential 1	Orange fill	Dwelling House/s, Blocks of Flats, Residential Buildings, Townhouses	Place of Instruction, Place of Worship, Institutional Buildings, Bed and Breakfast, Pensions, Licensed Hotels, Resident Occupation, Residential Guest House
C	General Residential 2	Red hatch	Dwelling House/s, Blocks of Flats, Townhouses	Residential Buildings, Place of Public Worship, Bed and Breakfast, Pensions, Resident Occupation, Residential Guest House.

More importantly, a guest house is not a primary right in the "General Residential 1" or "General Residential 2" zoning. It is not legally required or logical to rezone a property to obtain permanent rights for a guest house. Such rights are only given with consent from the Council and are not transferable.




However, this will change when Scheme 71 replaces Scheme 12.

#### **Scheme 71**

This Scheme makes provision for different land uses under the primary and consent use columns (see Table 4.2 below).



TABLE 4.2: LAND-USE ZONES

	1	2	3	4
	ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED (singular includes the plural)	PURPOSES FOR WHICH LAND OR BUILDINGS MAY ONLY BE USED WITH THE CONSENT OF THE COUNCIL
A	Residential	Yellow fill 	Dwelling House, Dwelling Unit	Place of Public Worship, Place of Instruction, Resident Occupation,
B	General Residential	Orange fill 	Dwelling House, Dwelling Unit, Residential Building, Accommodation Establishment	Other uses not mentioned in column 3 excluding Industry, Transport Services, and Noxious Industry.
C	General Residential 2	Red Hatch 	Dwelling Houses, Blocks of Flats, Townhouses	Other uses not mentioned in column 3 excluding Industry, Transport Services, and Noxious Industry.

In Scheme 71, the "General Residential 1" zone will permit an "Accommodation Establishment" as a primary right which has the following meaning:

"ACCOMMODATION ESTABLISHMENT" means any premises or a building which provides for the accommodation of guests such as an hotel or motel and includes a hotel pension, pension, a school hostel, barracks, a caravan park, a guest house, a lodge, a backpackers-lodge and includes a building mentioned whether by way of inclusion or exclusion in the definition of "place of instruction" or "institutional building"; but which excludes any off-sales facility, a restaurant or food take-away-facility serving non-residents, a "dwelling house" and an "accommodation facility".

A guest house falls under the "Accommodation Establishment" definition and is thus a primary right that can be transferred from one owner to the next in terms of Scheme 71.

Therefore, rezoning from "Single Residential" to "General Residential 1" will permit the guest house to become a permanent right when Scheme 71 is approved and promulgated.

The number of bedrooms in a guest house is not regulated in terms of the zoning density but rather the definition of a "Residential Guest House" which permits up to nine bedrooms and not more than 20 beds. Furthermore, the number of bedrooms is also regulated in terms of the Namibia Tourism Board Act of 2000 which allow between 5 to 10 bedrooms for a registered guest house.

Notwithstanding the above, it is recommended to apply for a density of 1 dwelling unit per 250m<sup>2</sup> as this permit the redevelopment of the site into four (4) dwelling units that can be sold in a sectional title. Although this is not the short term intention, it will add further development potential and value to the property.

In conclusion, it is recommended to rezone to "General Residential 1" with a density of 1 dwelling unit per 250m<sup>2</sup> in terms of the Swakopmund Zoning Scheme, as amended.

## 8. Proposed Consent Use

Rezoning applications can take between 9 to 14 months to complete and will negatively affect the owner's business. To keep the business open, and to mitigate financial hardship, it is recommended to apply for consent while the rezoning is in progress.

The proposed development falls within the definition of a "Residential Guest House" in terms of Swakopmund Town Planning Amendment Scheme No.12 as per below:

**"RESIDENTIAL GUEST HOUSE"** means all pensions, guest houses, bed and breakfast and backpackers establishments operating from private dwellings with a maximum of nine bedrooms available for not more than 20 tourists, and where the owner/manager permanently resides in the house.

It is proposed to obtain consent for a "Residential Guest House" in terms of the Swakopmund Zoning Scheme while the rezoning is in progress. This will allow the owner to continue to operate his business while the rezoning is being finalised.

## 9. Legislation Overview

The proposed rezoning will be implemented and/or evaluated in terms of the following legislation/statutory provisions:

- Local Authority Letter (see page 14);
- Swakopmund Zoning Scheme (see page 15);
- Namibia Tourism Board Act of 2000 (see page 17);
- Endowment Fee (see page 17);
- Betterment Fee (see page 17);
- Environmental Management Act of 2007 (see page 18).

### 9.1. Local Authority Letter

The Local Authority issued a notice letter on 20 October 2021 (see *Appendix A1*) to which the owner and Stewart Planning responded (see *Appendices A2 and A3*). Table 2 responds to the arguments in the letter.

### 13. Recommendation

Application is hereby made to the Municipal Council of Swakopmund for their consent for the following:

- [1] Rezoning of Erf 2354 Swakopmund Extension 18 from "Single Residential" with a density of 1 dwelling unit per 900m<sup>2</sup> to "General Residential 1" with a density of 1:250m<sup>2</sup> in terms of Section 105(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) and its Regulations and in terms of the Swakopmund Zoning Scheme, as amended;
- [2] Consent to operate a "Residential Guest House" while the rezoning is in progress.
- [3] That a 20% betterment fee be charged for the rezoning in terms of the Ministerial Betterment Fee Policy of 2009.

I trust the above recommendation meets your favourable approval. Should you require any additional information, then please do not hesitate to contact me.

Yours faithfully,



Johann Otto

Registered Town & Regional Planner in Training (NCTRP)



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

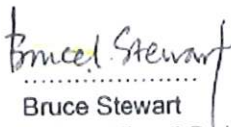
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Bruce Stewart

Registered Town & Regional Planner (NCTRP)



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11.1.12 APPLICATION FOR THE REZONING OF THE REMAINDER OF ERF 5568 SWAKOPMUND EXTENSION 16 FROM GENERAL BUSINESS TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250M<sup>2</sup>  
(C/M 2022/03/31 - E 5568)

Management Committee Meeting of 10 March 2022, Addendum 8.4 page 33 refers.

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

1. Purpose

The purpose of this submission is for the Council to consider the application for the rezoning of the Remainder of Erf 5568, Swakopmund, Extension 16 from "General Business" to "General Residential 1" with a density of 1:250m<sup>2</sup>.

2. Introduction and Background

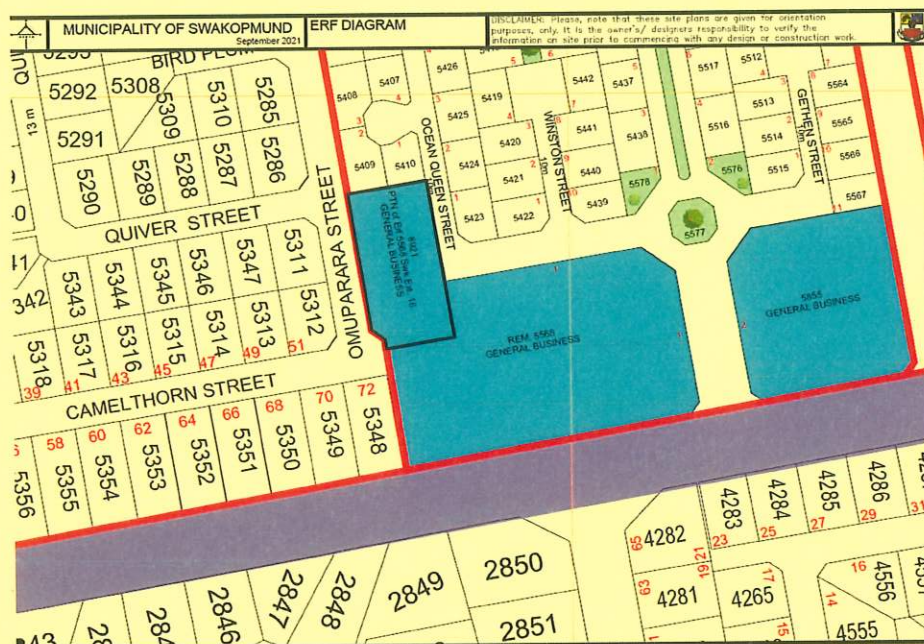
An application for the rezoning of the Remainder of Erf 5568, Swakopmund Extension 16 was received by the Engineering and Planning Services from Stewart Planning on behalf of Cobus Lötter Properties cc, the registered owner of the subject property. The application is attached as **Annexure A**.

3. Ownership

Ownership of Remainder Erf 2354, Swakopmund Extension 16 is held by Title Deed No T 2033/2015, vests in Swakopmund Retirement Village (Pty) Ltd. However, there is a signed sale's agreement between Swakopmund Retirement Village (Pty) Ltd and Cobus Lötter Properties cc. Proof of ownership has been attached to the rezoning application.

4. Zoning, Locality and Size

The Remainder of Erf 5568, Swakopmund Extension 16 is zoned "general business" with a bulk factor of 2.0. The erf is situated within the Swakopmund Retirement Village, in Ernst Konnecke Street. It measures 9661m<sup>2</sup> in extent and is currently vacant.



Locality of Remainder Erf 5568, Swakopmund Ext 16

#### 5. Access Municipal Services and parking

Access to Remainder Erf 5568, Swakopmund Extension 16 is obtained from Ernst Konnecke Street. Parking for the proposed development will be provided on-site in accordance with the provision of the Swakopmund Zoning Scheme. The property is connected to the existing bulk and internal municipal services, only extensions of these connections will be made to the townhouses.

#### 6. Advertisement

The proposed rezoning was advertised on the 14<sup>th</sup> & 18<sup>th</sup> January 2022 in the Namibian and Republikein. Two A2s notices were also placed on the gates of the Remainder of Erf 2354 and was on display from the 13<sup>th</sup> of January 2022 to 9<sup>th</sup> February 2022. Additionally, a notice was published in the Government Gazette Number 7723, dated 14<sup>th</sup> January 2022.

The neighbouring property owners were notified in writing informing them of the intent. The last date to submit objections and comments was the 8<sup>th</sup> of February 2022. Comments / objections were received against the proposed rezoning from the owner of Erf 5348, Swakopmund Extension 16.

#### 7. Proposal

The owner would like to develop townhouses on the Remainder of Erf 5568, Swakopmund Extension 16. Given the size of the property, 9661m<sup>2</sup> and the density zone of one dwelling unit per 250m<sup>2</sup>, thirty-eight (38) townhouses would be constructed on site, should the



owner opt to maximize the full development potential. However, the owner intends to construct only twenty-nine (29) townhouses and one clubhouse. The clubhouse will only be open to bona fide residents as a recreational facility.

## 8. Discussion

### 8.1 Objection

The objector fears that there will be a re-occurring disturbance and intrusion in the form of noise from sport cars with loud engines and general disturbances. He further suggests that the units be constructed at least 12m away from his boundary wall and the space be used as a road.

### 8.2 Evaluation

The provision of higher densities promotes spatial flexibility in the provision of housing types, while still maintaining a cohesive and harmonious neighbourhood.

With regards to the noise, it should be done in accordance with the Council's Noise Regulations Policy. This policy is still at a draft stage, but it is expected to be gazetted soon.

On the suggestion by the neighbour for townhouses to be 12m away, from the conceptual plans attached to the application, it shows that the nearest house to the boundary wall is approximately 10m, which would serve as a buffer area consisting of garages and a street. These features would minimise noise pollution and general nuisances that the neighbour is concerned about.

A clubhouse is a recreational communal amenity featured in residential complexes that can be used for several activities by the residents, such as interaction, meetings, events, and dining. By virtue of the definition of "*residential buildings*" The proposed zoning will allow a clubhouse to be integrated within the development, under residential clubs.

Residential Buildings: "means a building (other than a dwelling house, block of flats, pension or licensed hotel) used for human habitation, together with such outbuildings as are ordinarily used in connection therewith and includes tenements, ***residential clubs***, and hostels, but does not include any building mentioned whether by way of inclusion or exclusion in the definitions of "*place of instruction*" and "*institutional building*".

## 9. Conclusion

The rezoning of Remainder Erf 5568, Swakopmund Extension 16 from general business to general residential 1 with a density of



1:250m<sup>2</sup> does not pose any detrimental impact to the neighbourhood.

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

**RECOMMENDED:**

- (a) That the rezoning of the Remainder of Erf 5568, Swakopmund Extension 16 from "*General Business*" to "*General Residential 1*" with a density of 1:250 be approved.
  - (b) That no betterment fee is charged when rezoning from general business to general residential according to the Betterment Fee Policy of 2009.
  - (c) That parking be provided on-site that is in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.
  - (d) That objectors be informed of their rights to appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
  - (e) That no accesses be provided from Ernst Könnecke Street.
-


**ANNEXURE A -  
APPLICATION**
**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor CLA Building  
84 Theo Ben Gurirab Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: melissa@sp.com.na

Reference: 5568\_S

16 December 2021

**APPLICATION FOR REZONING**
**REMAINDER ERF 5568, SWAKOPMUND EXTENSION 16**

Rezoning from "General Business" to "General Residential 1" with a zoning density of  
1:250m<sup>2</sup>

**Submission to:**

Chief Executive Officer  
Municipal Council of Swakopmund  
c/o Rakoloka Street and Daniel Kamho Avenue  
P.O. Box 53  
Swakopmund

**Prepared for:**

Cobus Lötter Properties Two CC  
P.O. Box 789  
Walvis Bay

**Prepared by:**

Stewart Planning  
Town & Regional Planners  
First Floor CLA Building  
84 Theo Ben Gurirab Avenue  
P.O. Box 2095  
Walvis Bay

Attention: Mr J. Heita  
Manager: Town Planning

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- Annexure A: Deed of Sale Agreement
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  - Annexure D: Locality Map
  - Annexure E: Zoning Plan
  - Annexure F: Site Development Plans
  - Annexure G: Marketing Document
- Link to Marketing Video: <https://vimeo.com/650052455>





**1. INTRODUCTION**


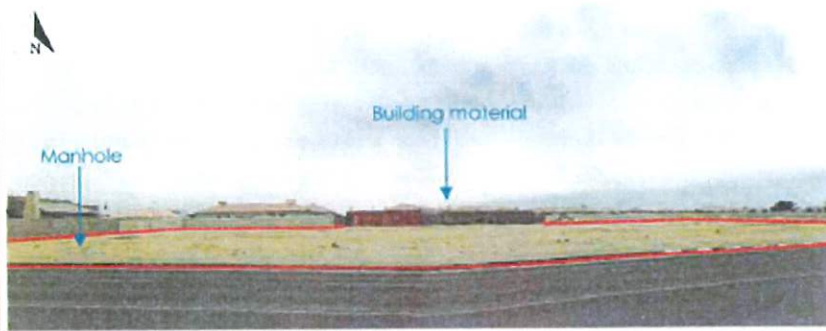
Application is made on behalf of the owners (Deed of Sale Agreement attached as Annexure A) of the Remainder Erf 5568, Swakopmund Extension 16 (the site), for rezoning from General Business to General Residential 1 with a zoning density of 1:250m<sup>2</sup>. The owner intends to develop townhouses within a sectional title scheme that will form part of the Swakopmund Retirement Village.

The purpose of this report is to apply in terms of:

1. Section 105(1)(a)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **REZONING of the Remainder Erf 5568, Swakopmund Extension 16, from General Business to General Residential 1 (1:250m<sup>2</sup>).**

**2. PROPERTY DESCRIPTION**

The property description is given in the table below:

REMAINDER ERF 5568	
Local Authority	Swakopmund Municipal Council
Township	Swakopmund
Extension	Extension 16
Size	±9661m <sup>2</sup>
Owner / Applicant	Cobus Lötter Properties Two CC (CC/2021/07635) (Power of Attorney and CC Resolution attached as Annexure B)
Title Deed	T2033/2015 (Title Deed attached as Annexure C)
Zoning	<p>General Business</p> 
Site Analysis	<p>The site is flat and level with the adjacent streets, which makes it ideal for housing development. The site is mostly vacant and undeveloped, except for a manhole situated near the southwest corner of the site. There is also a portion of the site in the northwest corner that is used for the storage of building material &amp; vehicles. This will all be removed to clear the site for the housing development.</p> 



Boundaries:	Erf 8921 (Zoned General Business and utilised as the Duine Oord Resort) and Ocean Queen Street (Direct access to the site will be from this street)
North	Ocean Queen Street (Direct access to the site will be from this street)
East	Dunedin Star Street
South	Tsavorite Street (Main entrance to the Swakopmund Retirement Village is from this street and no direct access from this street is allowed to the Remainder Erf 5568)
West	Erf 5348 (Residential)

Table 1: Remainder Erf 5568, Swakopmund Extension 16 – Property Description.

### 3. LOCALITY

The site is situated in the northern part of the town, within the Swakopmund Retirement Village. This area is highly accessible as the entrance to the Swakopmund Retirement Village is  $\pm 400\text{m}$  west of the C34 Road, better known as the Henties Bay Road. The site is accessed by the communal entrance to the Swakopmund Retirement Village from Tsavorite Street on the southern boundary of the site, and once inside direct access to the site is obtained from Ocean Queen Street on the northern boundary of the site. Figure 1 below shows the locality of the site within Swakopmund Extension 16. The Locality Map is attached as Annexure D.



Figure 1: Locality of Remainder Erf 5568, Swakopmund Extension 16.

### 4. PROPOSED REZONING

With the need to establish townhouses within a sectional title scheme on the site, it is necessary and possible to rezone the Remainder Erf 5568, Swakopmund Extension 16 from General Business to General Residential 1 with a zoning density of 1:250m<sup>2</sup>. In terms of the Swakopmund Zoning Scheme, the General Business Zone only makes provision for "Residential Buildings" and not townhouses, whereas the General Residential 1 Zone accommodates "Townhouses" as a primary use. Thus, rezoning the site to General Residential Zone 1 will justify the use of the property for townhouses.

The Zoning Plan is attached as Annexure E.



❖ **Layout and Design**

The housing development will consist of 29 Townhouses and 1 "clubhouse" that will be ancillary/related to the General Residential land use of the site. The "clubhouse" will only be open to the bona fide residents and will not function as a commercial service, but rather a recreational facility. The layout of the housing development is shown in the figure below. The Site Development Plans are attached as Annexure F.

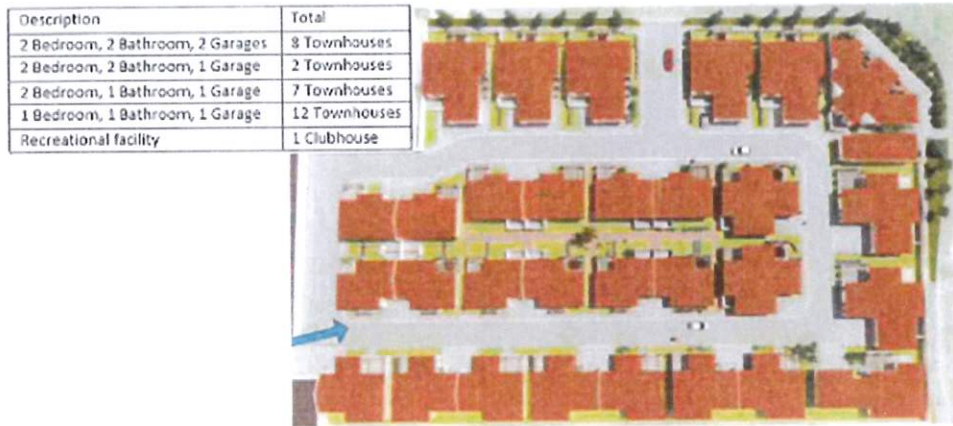


Figure 2: Proposed layout of the housing development on the Remainder Erf 5568, Swakopmund Extension 16.

The photos below show how the proposed development will be designed to integrate into the existing Swakopmund Retirement Village. This will strengthen the character of the Swakopmund Retirement Village and promote the creation of sustainable neighbourhoods. A sustainable neighbourhood is a place that is safe, well planned and built to last, where people want to live now, and in the future. It is a neighbourhood that is socially, environmentally and economically healthy.



Figure 3: Proposed design of the housing development on the Remainder Erf 5568, Swakopmund Extension 16.

A Marketing Document is attached as Annexure G that shows the proposed layout and design proposals. This link can also be followed for a Marketing Video: <https://vimeo.com/650052455>

There are no important environmental, historic, cultural or similar features on site that require retention or impose development constraints. The site is therefore considered suitable and ideal for the development of townhouses as part of the Swakopmund Retirement Village.





#### ❖ Traffic and Access

Access to the Swakopmund Retirement Village is restricted to the main entrance from Tsaveite Street (30m). No other direct access from Tsaveite Street is allowed. This increases security and creates a feeling of unity within the Retirement Village. Once inside, entrance to the site will be obtained from Ocean Queen Street (15m) on the northern boundary of the site. All the townhouses on site will be accessed through these communal entrances with individual access to each house obtained from the internal private street that will be created on the site.

Safe and suitable access will be achieved without causing traffic congestion or negatively affecting the future amenity of the area as the area is ideally located and designed to accommodate higher traffic flows.

#### ❖ Impact on Services

Existing bulk and internal municipal sewerage, water and electricity connections are available on site and extensions of these connections can be made to the townhouses. Rezoning the site from General Business to General Residential will result in a less demanding pressure on service provision as more intensive land uses are operated within General Business zones. With the proposed rezoning, the site will only be used for residential purposes, which is a less intensive land use with a lower impact on service provision.

### 5. DEMAND, NEED AND DESIRABILITY

The Remainder Erf 5568 is the largest vacant site remaining within the Swakopmund Retirement Village that is suitable for housing development. Access to retirement housing that is close to healthcare and recreational facilities in a secure complex, is limited and the space available for these purposes are also not that common within the town.

Rezoning the site from General Business to General Residential 1 will not result in a shortage of business opportunities for the Swakopmund Retirement Village as Erf 5855 (the property on the right as you enter the Retirement Village), is zoned General Business and provides commercial services to the residents that include a coffee shop and restaurant. There is also a Spescare facility.

Although it is convenient to have some commercial services within a Retirement Village, it is not in the best interest of the residents to provide all goods and services within the boundaries of the Retirement Village. This can create a feeling of seclusion. It is necessary to provide services in close proximity to the Retirement Village so that it is easy accessible and still ensures interaction with the surrounding community for the residents. The development of a grocery store or related service within an area like a retirement village is not feasible as the market is limited to only the residents living in the retirement village as no other individuals will find it more convenient than a local shop that is more accessible.

The nearest grocery store is SPAR Ocean View, which is about 1km south of the Swakopmund Retirement Village and thus easy accessible for the residents. A new service station with a convenience shop is being developed at the intersection of Tsaveite Street and the C34 Road (Henties Bay Road). With the Swakopmund Retirement Village located only 400m from this intersection, the residents are in walking distance from the convenience shop that will be



developed with the service station. Thus, sufficient business zoned land remain in close proximity to the Swakopmund Retirement Village to fulfil the resident's need for commercial services.

Figure 4 below shows the location of the site in relation to the nearest surrounding business zoned land.

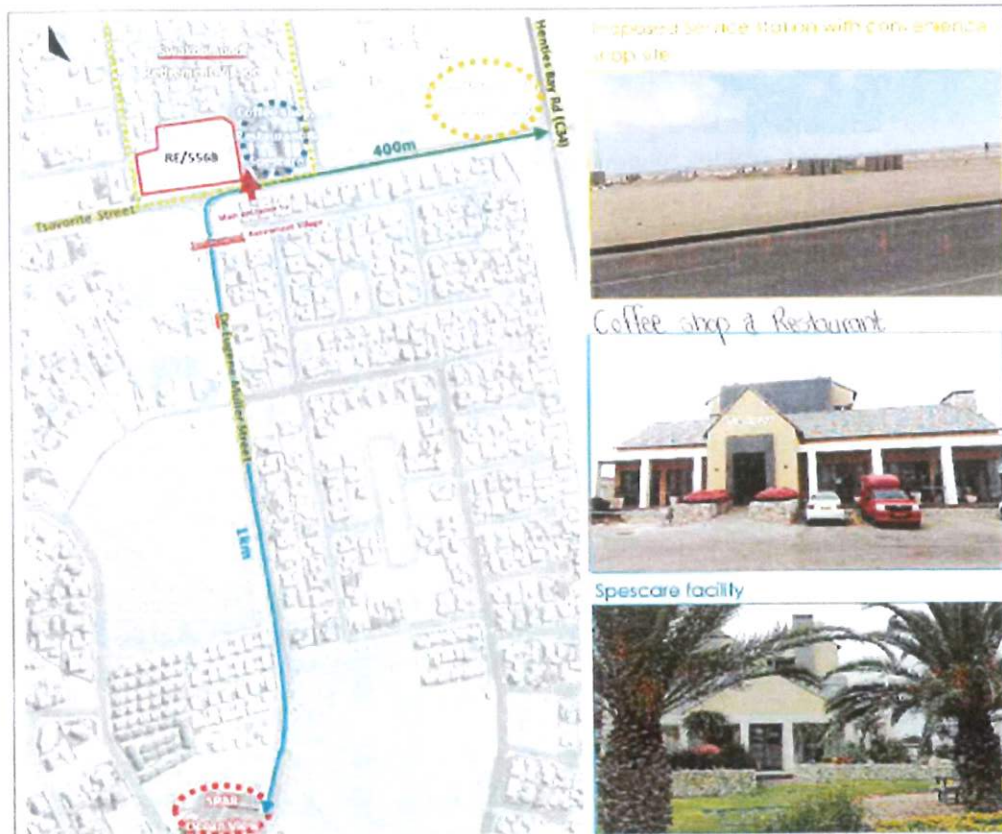


Figure 4: The location of the Remainder Erf 5568 in relation to the nearest surrounding business zoned land.

The utilisation of the site for housing purposes is more in demand than the utilisation of the site for business purposes. If in future there is a need for more commercial services, pockets of land are still available nearby for this purpose, but currently the site is the only large remaining site suitable to provide housing development within the Swakopmund Retirement Village.

Even though the site was zoned for business purposes with the initial layout of Swakopmund Extension 16, it should be taken into consideration that layout planning is not an exact science, but rather a dynamic process of systems and methods to ensure improved environments for human habitation over time. Standards and Guidelines cannot be cast in stone and should be subject to the constant need of individuals.

The site is ideal for providing retirement housing and will strengthen the existing character of the Swakopmund Retirement Village, especially since the size and design of the townhouses will be the same as the rest of the houses within the retirement village.



The focus of planning and design should be on human settlements that can develop and grow over time. On this basis, the site will be developed to provide additional housing in an already established neighbourhood.

The proposed rezoning will also provide temporary employment during the construction phase. The construction of townhouses will also generate sales in local wholesale and retail outlets, especially for building materials, furniture and goods. In so doing, the local economy will be positively stimulated.

The proposed development will also generate an increase in monthly payments of service charges by each individual owner of the 29 townhouses.

In conclusion, the rezoning will address the demand, need and desirability for housing in the Swakopmund Retirement Village.

## 6. STATUTORY/POLICY SUPPORT

### 6.1. Swakopmund Zoning Scheme

The proposed rezoning of the site from General Business to General Residential 1 in order to establish townhouses within the Swakopmund Retirement Village is in line with the land use requirements for General Residential 1 (GR1) zoned properties as indicated in the table below:

GR1 Requirements	Compliance
<b>Primary Uses</b> Dwelling House/s, Block of Flats, Residential Buildings, Townhouses.	The housing development will consist of 29 Townhouses.
<b>Definition</b> "Townhouse" means a dwelling unit which forms part of a town housing scheme.	The houses will be developed as dwelling units within a sectional title scheme and will form part of the Swakopmund Retirement Village.
<b>Minimum erf size</b> The minimum prescribed erf size for townhouses is 1000m <sup>2</sup> .	The Remainder Erf 5568 measure ±9661m <sup>2</sup> .
<b>Density</b> Density zone of 1:250m <sup>2</sup> (1 dwelling unit per 250m <sup>2</sup> ).	With the site measuring ±9661m <sup>2</sup> , the proposed creation of 29 Townhouses is within the density zone.
<b>Parking</b> 1 per dwelling unit for "Other Residential Buildings", which includes Townhouses.	Each townhouse has a garage for parking as well as a visitor's parking bay.
<b>Betterment</b> Not applicable when rezoning from General Business to General Residential	N.A.
<b>Endowment</b> Not applicable to Sectional Title Schemes.	N.A.

Table 2: Land Use requirements for General Residential 1 zones in the Swakopmund Zoning Scheme.

From the above, it can be concluded that the proposed rezoning complies with the guidelines and recommendations of the Swakopmund Zoning Scheme.

### 6.2. MURD Town Planning Standards and Urban Design Guidelines

The table below shows how the proposed development is in accordance with the Ministerial Town Planning Standards and Urban Design Guidelines of 2013.





<b>Minimum erf sizes</b>	The Ministerial standards makes reference to a minimum erf size of 300m <sup>2</sup> for Single Residential subdivisions and /or township establishments. This minimum erf size requirement is not applicable to the rezoning application for townhouses.
<b>General street layout and width</b>	Entrance to the site will be obtained from Ocean Queen Street (15m) on the northern boundary. All the townhouses on site will be accessed through this entrance, with individual access to each house obtained from the internal private street that will be created. The streets are wide enough to accommodate space for pedestrians, landscaping, street furniture, parking and municipal services (water, sewerage, electricity, communication and street lighting).
<b>Open Spaces</b>	There is an existing Open Space across the north-eastern boundary of the site. The common property within the Sectional Title Scheme (which include hard and soft open spaces), will be developed and designed in such a way to create an aesthetically pleasing environment.
<b>Main roads/Bypass roads</b>	No access is taken from a Main or Bypass road. Therefore no building restrictions in this regard applies.
<b>Stormwater &amp; Environmental Management</b>	The properties are not situated inside a natural watercourse and the site is level with adjacent streets. All stormwater drainage, if it rains at the coast, will form part of the street network. No environmental clearance certificate is required in terms of the Environmental Management Act (No. 7 of 2007).
<b>Legislative Procedures</b>	Application for rezoning is made in terms of Section 105(1)(a)(ii) of the <i>Urban and Regional Planning Act, Act no. 5 of 2018</i> , and all legislative procedures in terms of this Act will be followed.
<b>Local Economic Development</b>	The proposed development will have a direct and indirect positive impact on economic growth and employment creation which are much needed in light of the current economic recession. The development will contribute to the overall improvement of the Swakopmund Retirement Village.
<b>Principles for town planning and design</b>	The provision of higher residential densities promotes spatial flexibility in the provision of housing types, while still maintaining a cohesive and harmonious neighbourhood.

Table 3: Evaluation of the rezoning in terms of the Ministerial Town Planning Standards and Urban Design Guidelines.

From the above, it can be concluded that the proposed rezoning is in accordance with the Ministerial Town Planning Standards and Urban Design Guidelines.

## 7. SUMMARY

There are feasible reasons which make the proposed rezoning favourable as summarised below:

1. The site is flat and level with the adjacent streets, making it ideal for housing development;
2. The site is the largest vacant site remaining within the Swakopmund Retirement Village that is suitable for housing development;
3. Rezoning the site will not result in a shortage of business opportunities for the Swakopmund Retirement Village as sufficient business zoned land remains nearby as well as pockets of land suitable for this purposes;
4. The utilisation of the site for housing purposes is more in demand than the utilisation of the site for business purposes;
5. The site is ideal for providing retirement housing, and will strengthen the character of the Swakopmund Retirement Village and promote the sustainability of the neighbourhood;



6. The proposed rezoning will also provide temporary employment during the construction phase. The construction of townhouses will also generate sales in local wholesale and retail outlets;
7. The proposed development will also generate an increase in monthly payments to the Swakopmund Municipal Council through the payment of service charges by each individual owner of the 29 townhouses;
8. The proposed rezoning complies with the guidelines and recommendations of the Swakopmund Zoning Scheme and the Ministerial Town Planning Standards and Urban Design Guidelines.

Due to the above reasons, the Council can favourably consider the proposed rezoning as the proposed development will not only address the demand, need and desirability for retirement housing, but also strengthen the character and livelihood of the Swakopmund Retirement Village. Flexibility in the provision of housing typologies promotes sustainability and livelihoods of neighbourhoods.

#### 8. PUBLIC CONSULTATION

The public will be notified of the application in terms of Section 107(1) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as well as in accordance with the Swakopmund Municipal Council. For a rezoning the public will be notified as follows:

- A notice in the Government Gazette;
- A notice once a week for two consecutive weeks in at least two newspapers;
- Notice letters to neighbouring landowners;
- Notice at the site and at the notice board of the Swakopmund Municipal Council.

The following neighbouring landowners as well as the Swakopmund Retirement Village's Home Owners Association were identified as interested/affected parties:



Figure 5: Neighbouring landowners of Erven 320 and 321, Mile 4 Extension 1.

Erven 5577 and 5578 is owned by the Swakopmund Municipality and will thus be notified by means of submitting the rezoning application.

**9. RECOMMENDATION**

Given the need, desirability and relevant policy alignment, it is recommended to support the following application in terms of:

1. Section 105(1)(a)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **REZONING of the Remainder Erf 5568, Swakopmund Extension 16, from General Business to General Residential 1 (1:250m<sup>2</sup>).**

I trust the above recommendation for the rezoning application meets your favourable approval. Please do not hesitate to contact me should you need additional information.

Yours faithfully,

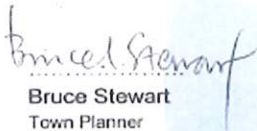


.....  
Melissa Kroon  
Town Planning Officer



STEWART PLANNING  
TOWN & REGIONAL PLANNERS

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## ANNEXURE E

Stewart Planning  
P.O BOX 2095  
84 Theo Ben Guriab Street  
Walvisbay  
Melissa@sp.com.na

Chief Executive Officer  
Municipality of Swakopmund  
P.O Box 53  
[jheita@swkmun.com.na](mailto:jheita@swkmun.com.na)

**REF 5568 S**

**05.02.22022**

This letter serves as a confirmation on the notification to rezone remainder of Erf 5568 Swakopmund Extension 16

I Mr GA Godfrey – owner of Erf 5348 Swakopmund Ext. 16 wish to comment on the rezoning.

- Notification should be given in advance to the residence that would stay in the houses next to our erf due to disturbances that will occur over weekends and occasionally during weekdays.

**Disturbance:** There will be intrusion in the form of noise and general disturbances.

- sport cars with loud engines
- Entertainment area at the back of the house with load music

This will be a re-occurring disturbance on a regular weekend basis and we do not want any problems with the new neighbours due to uninformed buyers.

The entertainment area was built at the back of the house with high walls in order to move further away from ATKV – SELF CATERING to respect their customers.

**Suggestion:** I would suggest moving the houses at least 12m away from my boundary wall and use that space as road.

Yours faithfully



GA Godfrey  
081 473 1590

- 11.1.13 CONSOLIDATION OF ERVEN 320 AND 321, MYL 4 EXTENSION 1 INTO CONSOLIDATED ERF A AND THE SUBSEQUENT REZONING OF CONSOLIDATED ERF A FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M<sup>2</sup> TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250M<sup>2</sup>  
(C/M 2022/03/31 - M4 E 320, M4 E 321)

Management Committee Meeting of 10 March 2022, Addendum 8.5 page 48 refers.

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

1. Purpose

The purpose of this submission is for Council to consider the application for the consolidation of erven 320 and 321, Myl 4, Extension 1 into consolidated Erf A and the subsequent rezoning of consolidated Erf A from "*Single Residential*" with a density of 1:600m<sup>2</sup> to "*General Residential 1*" with a density of 1:250m<sup>2</sup>.

2. Introduction and Background

An application was received from Stewart Planning Town and Regional Planners for the consolidation of Erven 320 and 321, Myl 4 into consolidated Erf A and the subsequent rezoning of consolidated Erf A from single residential with a density of 1:600m<sup>2</sup> to "*General Residential 1*" with a density of 1:250m<sup>2</sup> on behalf of their clients. A power of attorney is attached as part of the application. The application has been attached as **Annexure A**.

3. Zoning, Size and Locality

Erven 320 & 321, Myl 4, Extension 1 are located along Crow Street and are zoned "*Single Residential*". Erf 320, Myl 4 is nine hundred and twenty-six square meters (926m<sup>2</sup>) in extent and Erf 321, Myl 4 is one thousand square meters (1000m<sup>2</sup>) in extent. Erven 320 and 321, Myl 4 are currently vacant. A locality map depicting the area has been inserted below as figure 1.







Extension 1 into Erf A and the subsequent rezoning of consolidated Erf A from *Single Residential* with a density of 1:600m<sup>2</sup> to *General Residential 1* with a density of 1:250m<sup>2</sup> was published in the government gazette of 15<sup>th</sup> November 2021 and was advertised in the Namib Times and the Namibian Newspaper on the 5<sup>th</sup> and the 12<sup>th</sup> November 2021.

Notices of the intended consolidation and rezoning were also placed on the site for public's comments in terms of the Swakopmund Zoning Scheme, as well as on Council's notice board. Neighbouring property owners were informed in writing of the intent. The last day for objections was the 3<sup>rd</sup> of **December 2021**. Proof of Advertisement has been attached as **ANNEXURE C**. No objections were received.

## 7. Consolidation and Rezoning Proposal

It is the intension of the owners of erven 320 and 321, Myl 4 to consolidate the two erven to develop seven (7) townhouses on the consolidated Erf A. In terms of the Swakopmund Zoning Scheme, "Town House" is defined as:

*"a row or group of linked and/or attached dwelling units planned, designed and built as a harmonious architectural entity, of which every dwelling unit has a ground floor, such dwelling units may be cadastral subdivided"*.

The Swakopmund Zoning Scheme makes provision for townhouses on a general residential zone. The proposed consolidation and rezoning will have the following effect:

<b>Erf No.</b>	<b>Size (m<sup>2</sup>)</b>	<b>Current zoning</b>	<b>Proposed zoning</b>
320	926	<i>Single Residential</i>	<i>General Residential 1</i>
321	1000	<i>Single Residential</i>	<i>General Residential 1</i>
Portion A	1926		<b>General Residential 1</b>

## 8. Evaluation

In terms of the Swakopmund Zoning scheme, an erf must have a minimum erf size of 1000 m<sup>2</sup> for the allowance of residential buildings, townhouses as well as institutions on a general residential erf. Given the intentions of the owners of Erven 320 and 321, Myl 4 Extension 1 to consolidate, rezone and construct seven town houses on the erf, the consolidated erf will be 1926m<sup>2</sup> in extent, 926m<sup>2</sup> more than the set minimum area.

The proposed rezoning and consolidation are not foreseen to have any significant negative impacts on the area as the proposed use is common in the area.

In terms of the Deeds of Transfer Numbers T 2479/2018 and T 2116/2018, Erven 320 and 321, Myl 4 have separate ownership.

Although the zonings are the same, the consolidation cannot be permitted when these sites are under separate ownership.

This has been evident in a separate incident regarding the consolidation of Erven 300 and 298, Myl 4, Extension 1 where the Board recommended that these two erven only be consolidated on condition that both erven belong to the same owner. Additionally, Council previously approved the consolidation of Erven 312 and 313, Myl 4, Extension 1 as per the Board recommendation. It is against this background that the precedent is recommended.

#### 9. Conclusion

The proposed consolidation and rezoning of Erven 320 and 321, Myl 4 Extension 1 can be supported as it is not foreseen to have adverse impacts on the area, furthermore, Council has supported a density of 1:250m<sup>2</sup> in the area before.

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

#### RECOMMENDED:

- (a) That the approval of the consolidation of Erven 320 and 321, Mile4, Extension 1 be granted on condition that both erven under one ownership.
  - (b) That upon consolidation of Erf 320 and 321, Mile 4 into Erf A, it be rezoned from "*Single Residential*" with a density of one dwelling per 600m<sup>2</sup> to "*General Residential 1*" with a density of 1: 250m<sup>2</sup>.
  - (c) That the rezoning of the consolidated Erf A be subject to a betterment fee calculated according to the betterment fee policy of 2009 and be paid by the applicant before any approval of building plans by the Engineering and Planning Services Department can be considered.
  - (d) That parking be provided on-site that is in line with the Swakopmund Zoning Scheme.
  - (e) That the applicant responds in writing accepting Council's resolution and conditions of its approval before the rezoning is submitted to the Urban and Regional Planning Board.
-



**ANNEXURE A****STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor CLA Building  
84 Theo Ben Gurirab Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: melissa@sp.com.na

**Reference:** 320.321\_M**2 November 2021****APPLICATION FOR CONSOLIDATION AND REZONING**

ERVEN 320 AND 321, MILE 4 EXTENSION 1

CONSOLIDATION of Erven 320 and 321 into consolidated Portion A and  
REZONING of the consolidated Portion A from Single Residential (1:600m<sup>2</sup>) to General  
Residential 1 (1:250m<sup>2</sup>)

**Submission to:**

Chief Executive Officer  
Municipal Council of Swakopmund  
c/o Rakotoka Street and Daniel Kamho Avenue  
P.O. Box 53  
Swakopmund

**Prepared for:**

Sophia Sibungo & James Maswahu  
P.O. Box 27734  
Windhoek

**Prepared by:**

Stewart Planning  
Town & Regional Planners  
First Floor CLA Building  
84 Theo Ben Gurirab Avenue  
P.O. Box 2095  
Walvis Bay

Attention: Mr J. Heila  
Manager: Town Planning



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**ATTACHMENTS**

- Annexure A: Power of Attorneys
- Annexure B: Title Deeds
- Annexure C: Locality Map
- Annexure D: Consolidation Plan
- Annexure E: Zoning Map



**1. INTRODUCTION**



Application is made on behalf of the owners of Erven 320 and 321, Mile 4 Extension 1 (the properties), for the consolidation of the properties into consolidated Portion A and the rezoning of the consolidated Portion from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>). The main purpose of the consolidation and rezoning is to allow the development of maximum 7 townhouses on the consolidated Portion A.

The purpose of this report is to apply in terms of:

1. Section 105(1)(e)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **CONSOLIDATION** of Erven 320 and 321, Mile 4 Extension 1 into consolidated Portion A;
2. Section 105(1)(a)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **REZONING** of the consolidated Portion A from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

**2. PROPERTY DESCRIPTION**

The property description is given in the table below:

ERVEN 320 AND 321	
Local Authority	Swakopmund Municipal Council
Township	Mile 4
Extension	Extension 1
Size	320: 926m <sup>2</sup> 321: 1000m <sup>2</sup>
Owner	320: Sophia Namasiku Sibungo 321: James Chika Maswahu (Power of Attorneys attached as Annexure A)
Title Deed	320: T2479/2018 321: T2116/2018 (Title Deeds attached as Annexure B)
Zoning	Single Residential (1:600m <sup>2</sup> ) 
Site Analysis	 <p>The properties are flat and level with the adjacent street. It is vacant and undeveloped properties with no prominent features other than a manhole located in the northeastern corner of Erf 321.</p> <p>Seeing as Mile 4 Extension 1 is a developing neighbourhood, there is also no vegetation on site or any other significant features.</p>





Heritage cultural value	The property is undeveloped with no historical or cultural features.	
Boundaries:	North	Erven 412, 143 & 144
	East	Erf 322
	South	Crow Street
	West	Erf 319

Table 1: Erven 320 and 321, Mile 4 Extension 1 – Property Description.

### 3. LOCALITY

The properties are situated in the northern part of Swakopmund towards the Seaside Hotel and Spa. Access to the properties are obtained from Crow Street (14m wide local access street) on the southern boundary. It is also near Dr Schwietering Street, which is a 30m wide distributor road east of the properties. The properties are also in walking distance (260m) from the beach in the south-western direction. Figure 1 below shows the locality of the properties within Mile 4 Extension 1 (Swakopmund). The Locality Map is attached as Annexure C.



Figure 1: Locality of Erven 320 and 321, Mile 4 Extension 1.

### 4. DEMAND, NEED AND DESIRABILITY

Mile 4 Extension 1 is a relatively new proclaimed and serviced suburban residential township. It was recently established (October 2017), thus the majority of erven are still vacant. The township mostly comprises of Single Residential land uses, a few General Residential 1 land uses and one Business and Public Open Space land use. The overall residential character of the area along the beach, creates a tranquil atmosphere that attracts home owners as well as vacationers.

Figure 2 below shows an extract from the Swakopmund Zoning Map for Mile 4 Extension 1 as well as an aerial view (dated May 2021) that shows development in the area.







Figure 2: Location of Erven 320 and 321 in the Zoning extract and aerial view of Mile 4 Extension 1.

From the figure above it can be seen that in Mile 4 Extension 1, a few Single Residential erven have been developed and one General Residential 1 property is being developed. The owners of Erven 320 and 321, Mile 4 Extension 1 identified the need to consolidate and rezone the properties in order to establish a maximum of 7 townhouses. Even though there are other available vacant General Residential 1 zoned land within Mile 4 Extension 1, it should be taken into consideration that layout planning is not an exact science but rather a dynamic process of systems and methods to ensure improved environments for human habitation over time. Standards and Guidelines cannot be cast in stone and should be subject to the constant changing need of individuals.

In this case, the proposed properties are more desirable to be developed for higher-density residential development than the available General Residential land within Mile 4 Extension 1. This may be due to the properties being more accessible and affordable, especially in the current stressed economic environment.

The focus of planning and design should be on human settlements that can develop and grow over time within the framework of the local contextual and environmental challenges. On this basis, Erven 320 and 321 consist over the potential to be developed for higher density residential development in an area suitable for this purposes.

Furthermore, a General Residential 1 zoning with a proposed density of 1 dwelling unit per 250m<sup>2</sup> (1:250m<sup>2</sup>) is considered suitable when compared to other General Residential densities in the surrounding area. General Residential 1 properties with a density of 1:250m<sup>2</sup> is part of the initial layout of Mile 4 Extension 1. The Mile 4 Proper Township just north of the properties consist over a variety of General Residential land uses with residential densities ranging between 1:100m<sup>2</sup>, 1:250m<sup>2</sup> and 1:300m<sup>2</sup>. The figure below shows the variety of higher density residential properties in Mile 4, including the proposed development on Erven 320 and 321, Mile 4 Extension 1.



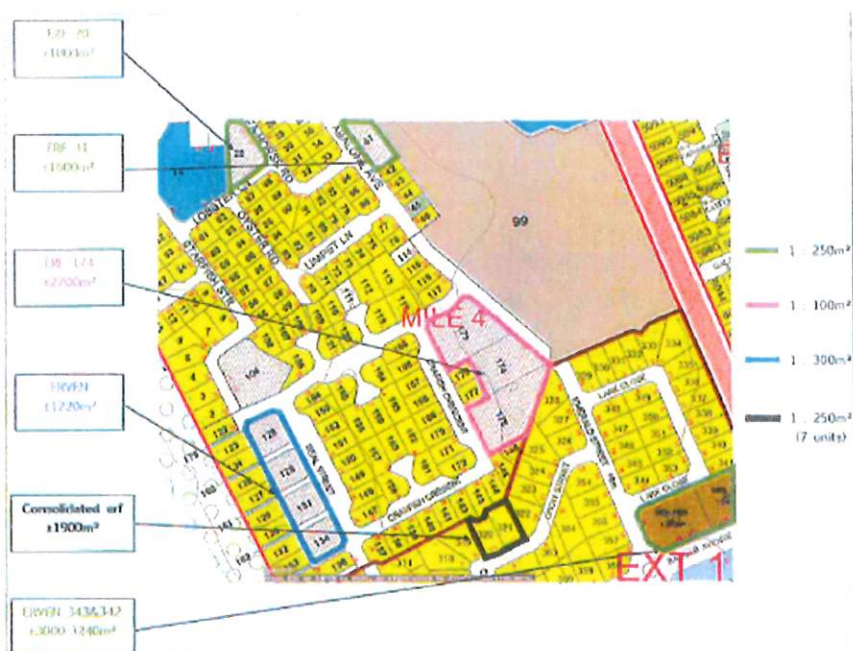


Figure 3: General Residential density zone comparisons in the Mile 4 Proper and Extension 1 areas.

When compared to properties of similar zoning and size as shown in the figure above, the recommended 1:250m<sup>2</sup> density for the consolidated Portion A is in line with the character and feel of the area. The location of the properties close to the beach and its access to well established roads, makes it ideal for small-scale higher density residential development.

The proposed consolidation and rezoning will also provide temporary employment during the construction phase. The construction of townhouses will also generate sales in local wholesale and retail outlets, especially for building materials, furniture and goods. In so doing, the local economy will be positively stimulated.

The proposed development will also generate a betterment income to the Council to help compensate for the potential increase in pressure on utility services. There will also be an increase in monthly payments of rates, taxes and services charges.

In conclusion, the consolidation and rezoning will address the demand, need and desirability for townhouses in Swakopmund.

##### 5. PROPOSED CONSOLIDATION AND REZONING

It is necessary and possible to consolidate Erven 320 and 321, Mile 4 Extension 1 as shown in Figure 4 and Table 2 below. The Consolidation Plan is attached as Annexure D.





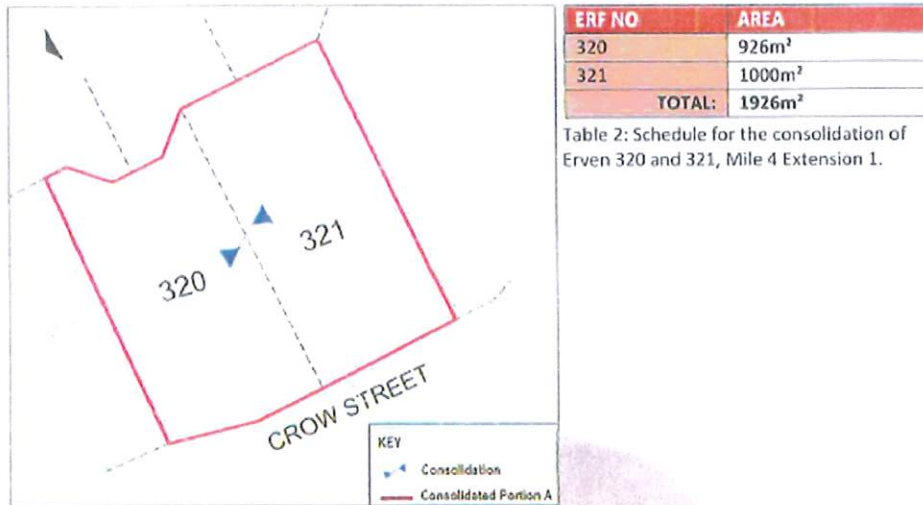


Figure 4: Proposed consolidation of Erven 320 and 321, Mile 4 Extension 1 into Consolidated Portion A.

The properties are vacant and undeveloped and after consolidation it will have a regular square shape which makes it suitable for rezoning to General Residential 1 with a density of 1 dwelling unit per 250m<sup>2</sup> (1:250m<sup>2</sup>). The figure below shows the proposed change in zoning. The Zoning Plan is attached as Annexure E.



Figure 5: Proposed rezoning of the Consolidated Portion A from Single Residential (1:600m<sup>2</sup>) to General Residential Zone 1 (1:250m<sup>2</sup>).

Rezoning to “General Residential 1” with a density of 1 dwelling unit per 250m<sup>2</sup> (1:250m<sup>2</sup>) is considered a suitable zoning to permit higher density residential development. This will enable the owners to develop a maximum of 7 townhouses on the consolidated Portion A. The townhouses will either be rented permanently or it can be used occasionally as a holiday home.

**5.1. Parking Requirements**

In terms of the Swakopmund Zoning Scheme, the provision of parking for townhouses under the General Residential 1 zone, is 1 per dwelling unit. With a maximum of 7 townhouses allowed on the consolidated Portion A, 7 parking bays are required. The consolidated Portion A is large enough to provide 7 parking bays and compliance with the parking requirements will be evaluated with the submission of the building plans.





### 5.2. Traffic and Access

The properties are easy accessible from Crow Street (14m wide local access street) on the southern boundary. The properties are also accessible to the wider area due to the close proximity to Dr Schwietering Street, which is a 30m wide distributor road east of the properties that accommodates high volumes of traffic. Safe and suitable access can be achieved without causing traffic congestion or negatively affecting the future amenity of the area. The area is able to accommodate traffic associated with higher density residential development as the initial layout made provision for General Residential land uses within Mile 4 Extension 1.

### 5.3. Impact on Services

Existing bulk and internal municipal sewerage, water and electricity connections are available on site. The existing services and infrastructure will be able to accommodate the increased use of services associated with higher density residential development as the initial layout made provision for General Residential land uses within Mile 4 Extension 1.

## 6. STATUTORY/POLICY SUPPORT

### 6.1. Swakopmund Zoning Scheme (SZS)

The Council does not have a residential density policy which guides rezoning applications for higher residential densities. Therefore, applications are evaluated on an ad-hoc basis. Stewart Planning consulted the Council on the 13<sup>th</sup> of September 2021 and a density of 1:250m<sup>2</sup> was considered suitable provided that sufficient service provision is available.

The proposed consolidation of Erven 320 and 321 and rezoning from Single Residential to General Residential Zone 1 in order to establish townhouses is in line with the primary land use rights for General Residential 1 zoned properties as indicated in the table below:

Zone	Primary Uses	Consent Uses
General Residential 1 (proposed zone)	Dwelling House/s, Block of Flats, Residential Buildings, Townhouses.	Place of Instruction, Place of Worship, Institutional Buildings, Bed and Breakfast, Pensions, Licensed Hotels, Resident Occupation, Residential Guest House.

Table 3: Land uses permitted under a "General Residential 1" zoning.

Furthermore, the consolidated Portion A will be 1926m<sup>2</sup> in extent, which is larger than the required minimum erf size of 1000m<sup>2</sup> for residential buildings, townhouses and institutions.

The proposed development will be designed in such a way to integrate into the existing up-market neighbourhood and is unlikely to negatively affect the character of the neighbourhood. There are no important environmental, historic, cultural or similar features on site that require retention or impose development constraints.

From the above, it can be concluded that the proposed consolidation and rezoning complies with the guidelines and recommendations of the SZS.

### 6.2. MURD Town Planning Standards and Urban Design Guidelines

The table below shows how the proposed development is in accordance with the Ministerial Town Planning Standards and Urban Design Guidelines of 2013.



<b>Minimum erf sizes</b>	The Ministerial standards makes reference to a minimum erf size of 300m <sup>2</sup> for Single Residential subdivisions and/or township establishments. This minimum erf size requirement is not applicable to a consolidation and/or rezoning application for townhouses.
<b>General street layout and width</b>	Access will be gained from the existing adjacent street (local access street) on the southern boundary of the properties. The street width (14m) is sufficient in size to accommodate space for pedestrians, landscaping, street furniture, parking and municipal services (water, sewerage, electricity, communication and street lighting).
<b>Open Spaces</b>	No new open spaces are created with the consolidation and rezoning. The beach (which is considered a public open space), is located 260m west of the properties.
<b>Main roads/Bypass roads</b>	No access is taken from a Main or Bypass road, but rather from an urban street. Therefore no building restrictions in this regard applies.
<b>Stormwater &amp; Environmental Management</b>	The properties are not situated inside a natural watercourse and the site is level with adjacent streets. All stormwater drainage, if it rains at the coast, will form part of the street network. No environmental clearance certificate is required in terms of the Environmental Management Act (No. 7 of 2007).
<b>Legislative Procedures</b>	Application for consolidation is made in terms of Section 105(1)(e)(ii) and for rezoning in terms of Section 105(1)(a)(ii) of the <i>Urban and Regional Planning Act, Act no. 5 of 2018</i> , and all legislative procedures in terms of this Act will be followed.
<b>Local Economic Development</b>	The proposed development will have a direct and indirect positive impact on economic growth and employment creation which are much needed in light of the current economic recession. The development can be regarded as local economic development that will contribute to the overall improvement of the residential neighbourhood.
<b>Principles for town planning and design</b>	The provision of higher residential densities promotes spatial flexibility in the provision of housing types, while still maintaining a cohesive and harmonious neighbourhood.

Table 4: Evaluation of the consolidation and rezoning in terms of the Ministerial Town Planning Standards and Urban Design Guidelines.

From the above, it can be concluded that the proposed consolidation and rezoning is in accordance with the Ministerial Town Planning Standards and Urban Design Guidelines.

## 7. SUMMARY

There are feasible reasons which make the proposed consolidation and rezoning favourable as summarised below:

1. The properties are vacant and undeveloped with no prominent features;
2. The properties are more desirable to be develop for higher-density residential development than the available General Residential land within Mile 4 Extension 1, due to the properties being more accessible and affordable, especially in the current stressed economic environment;
3. Rezoning to General Residential Zone 1 with a density of 1:250m<sup>2</sup> is considered suitable when compared to other higher residential densities in the surrounding area;





4. The location of the properties close to the beach and its access to well established roads, makes it ideal for small-scale higher density residential development;
5. The proposed development will generate a betterment income for Council to compensate for potential increase in pressure on utility services as well as create additional monthly income through increased payments of rates, taxes and service charges ;
6. The area is able to accommodate traffic and provision of services associated with higher density residential development as the initial layout made provision for General Residential 1 land uses within Mile 4 Extension 1;
7. The proposed consolidation and rezoning complies with the guidelines and recommendations of the Swakopmund Zoning Scheme and the Ministerial Town Planning Standards and Urban Design Guidelines.

Due to the above reasons, the Council can favourably consider the proposed consolidation and rezoning as the proposed development will address the demand, need and desirability for townhouses in Swakopmund. Flexibility in the provision of housing typologies promotes sustainability and livelihoods of neighbourhoods.

#### 8. PUBLIC CONSULTATION

The public will be notified of the application in terms of Section 107(1) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as well as in accordance with the Swakopmund Municipal Council. For a rezoning (which will include the consolidation), the public will be notified as follows:

- A notice in the Government Gazette;
- A notice once a week for two consecutive weeks in at least two newspapers;
- Notice letters to neighbouring landowners;
- Notice at the site and at the notice board of the Swakopmund Municipal Council.

The following neighbouring landowners were identified as interested/affected parties:

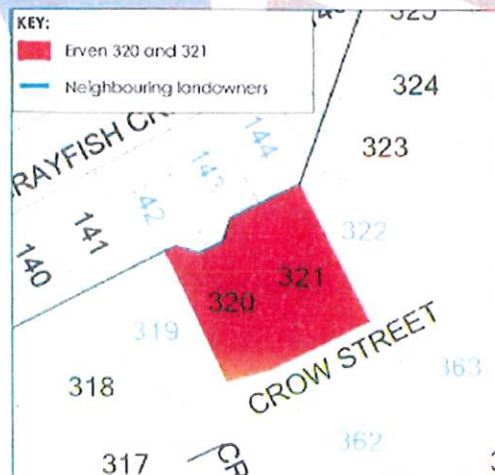


Figure 6: Neighbouring landowners of Erven 320 and 321, Mile 4 Extension 1.



**9. RECOMMENDATION**

Given the need, desirability and relevant policy alignment, it is recommended to support the following application in terms of:

1. Section 105(1)(e)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **CONSOLIDATION** of Erven 320 and 321, Mile 4 Extension 1 into consolidated Portion A;
2. Section 105(1)(a)(ii) of the Urban and Regional Planning Act, Act no. 5 of 2018, for the **REZONING** of the consolidated Portion A from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

It is further recommended that a betterment fee be paid for the change in land use rights.

I trust the above recommendation for the consolidation and rezoning application meets your favourable approval. Please do not hesitate to contact me should you need additional information.

Yours faithfully,



.....  
Melissa Kroon  
Town Planning Officer



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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



.....  
Bruce Stewart  
Town Planner



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

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



**SPECIAL POWER OF ATTORNEY**



I, the undersigned

**SOPHIA NAMASIKU SIBUNGO**

in my capacity as

**registered owner of erf 320 Myl 4 Extension 1**

do hereby nominate, constitute and appoint

**Stewart Town Planning CC (Registration Number: CC/2020/00365)**

**P O Box 2095, Walvis Bay**

with power of substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary applications to the Municipality of Swakopmund and the Urban and Regional Planning Board, Ministry of Urban and Rural Development for the:

**Consolidation of erven 320 & 321 Myl 4 Extension 1 into consolidated Portion A**

**Rezoning of erven 320 & 321 Myl 4 Extension 1 from Single Residential to General Residential**

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

signed at Windhoek

on this 04<sup>th</sup> day of October 2021

in the presence of the undersigned witnesses

.....  
**SOPHIA NAMASIKU SIBUNGO**

**Witness 1**

Name: Evangeline.....

Signature: [Signature].....

**Witness 2**

Name: Indonqa.....

Signature: [Signature].....

**ANNEXURE B**



**SPECIAL POWER OF ATTORNEY**

I, the undersigned

**JAMES CHIKA MASWAHU**

in my capacity as  
registered owner of erf 321 Myl 4 Extension 1  
do hereby nominate, constitute and appoint

**Stewart Town Planning CC (Registration Number: CC/2020/00365)  
P O Box 2095, Walvis Bay**

with power of substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary applications to the Municipality of Swakopmund and the Urban and Regional Planning Board, Ministry of Urban and Rural Development for the:

**Consolidation of erven 320 & 321 Myl 4 Extension 1 into consolidated Portion A  
Rezoning of erven 320 & 321 Myl 4 Extension 1 from Single Residential to General Residential**

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

signed at Windhoek

on this 04<sup>th</sup> day of October 2021  
in the presence of the undersigned witnesses

.....  
**JAMES CHIKA MASWAHU**

Witness 1

Name: Libita Florence

Signature: LIBITA FLORENCE

Witness 2

Name: Maria Kandjungu

Signature: [Handwritten Signature]



Prepared by me

*[Signature]*  
CONVEYANCER  
BEZUIDENHOUT C

2018-01-19	1955	2018
MORTGAGED		
for R1	535 500 -00	(with performance for)
		an additional amount not exceeding R1
		107 100 -00

DEEDS DIVISION  
WINDHOEK

REGISTRAR OF DEEDS

FOR INFORMATION ONLY



DEED OF TRANSFER

IT 2479 1. 2018

BE IT HEREBY MADE KNOWN:

THAT CLIFFORD BEZUIDENHOUT

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

MUNICIPAL COUNCIL OF SWAKOPMUND

dated the 23 day of MARCH 2018 and signed at SWAKOPMUND,

*[Signature]*  
*[Signature]*

AND the said appearer declared that his said Principal had truly and lawfully sold on 15 DECEMBER 2017

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

**SOPHIA NAMASIKU SIBUNGO**  
Identity Number 751108 10192  
Unmarried

Her Heirs, Executors, Administrators or Assigns,

CERTAIN            ERF NO 320 MYL 4  
(EXTENSION NO 1)

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

EXTENT             926 (Nine Two Six) SQUARE METRES with General Plan S.G. No A  
1385/2015

AND HELD BY      CERTIFICATE OF CONSOLIDATED TITLE NO T 3598/2015

SUBJECT            to the following conditions in terms of Government Notice No 276 of 2017,  
namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

- a) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended.
- b) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

|

W

#

[Signature]

WHEREFORE the appearer, renouncing all the rights and title which the TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge it to be entirely dispossessed of, and disentitled to the same and that, by virtue of these presents, the said TRANSFEREE, Her Heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights; and finally, acknowledging that the purchase price is the sum of N\$755 000,00.

SIGNED at WINDHOEK, on 2018-04-19 together with the appearer, and confirmed with my seal office.

  
SIGNATURE OF APPEARER



FOR INFORMATION ONLY

Transfer Duty Receipt No 304077274 issued at Walvis Bay on 290318 for N\$1 650,00

CHECKED: 

1. I, the undersigned, CLIFFORD BEZUIDENROUW, Conveyancer, hereby certify in terms of Section 78 of Act 23/1992 that all rates leviable in respect of such immovable property in terms of this Act, and all fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of this Act, inclusive of any availability charge and minimum charge provided for in Section 30(1)(u) has been paid up to and including the date of registration hereof.

  
CONVEYANCER





Prepared by me

  
CONVEYANCER  
BEZUIDENHOUT C

FOR INFORMATION ONLY



DEED OF TRANSFER T 2110 / 2018


BE IT HEREBY MADE KNOWN:

THAT CLIFFORD BEZUIDENHOUT

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

MUNICIPAL COUNCIL OF SWAKOPMUND

dated the 14 day of MARCH 2018 and signed at SWAKOPMUND,



AND the said appearer declared that his said Principal had truly and lawfully sold on 15 DECEMBER 2017

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

**JAMES CHIKA MASWAHU**  
Identity Number 731006 00118  
Unmarried

His Heirs, Executors, Administrators or Assigns.

CERTAIN            ERF NO 321 MYL 4  
                          (EXTENSION NO 1)

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

EXTENT            1000 (One Thousand) SQUARE METRES with General Plan S.G. No A  
                          1385/2015

AND HELD BY      CERTIFICATE OF CONSOLIDATED TITLE NO T 3598/2017

SUBJECT            to the following conditions in terms of Government Notice No 276 of 2017,  
                          namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

- a) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended.
- b) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

FOR INFORMATION ONLY

11. 

WHEREFORE the appearer, renouncing all the rights and title which the TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge it to be entirely dispossessed of, and disentitled to the same and that, by virtue of these presents, the said TRANSFEREE, His Heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights; and finally, acknowledging that the purchase price is the sum of NS825 000,00.

SIGNED at WINDHOEK, on 2018-04-06 together with the appearer, and confirmed with my seal office.

SIGNATURE OF APPEARER



Transfer Deed Receipt No 304077157  
Issued at Walvis Bay on 200318 for NS2 250,00

CHECKED

1.

I, the undersigned, CLIFFORD BEZUIDENHOUT, Conveyancer, hereby certify in terms of Section 78 of Act 23/1992 that all rates leviable in respect of such immovable property in terms of this Act, and all fees, charges and other moneys due to the local authority in respect of any service, amenity or facility supplied to such property in terms of this Act, inclusive of any availability charge and minimum charge provided for in Section 30(1)(u) has been paid up to and including the date of registration hereof.

CONVEYANCER

FOR INFORMATION

1. [Handwritten signature]



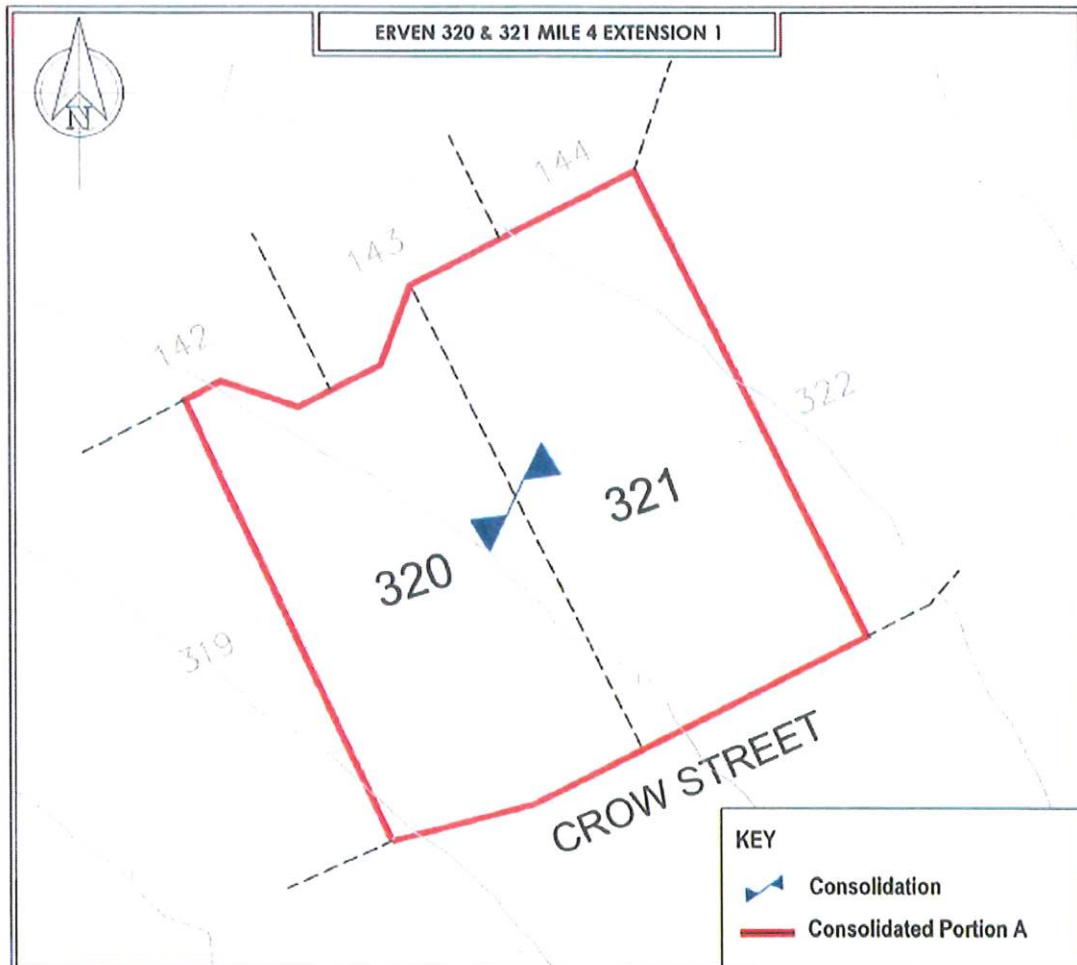


DWG NO:	320.321 M/LP
DATE:	21 OCT 2021
SCALE:	AS SHOWN
DRAWN:	M KROON

TITLE:		
<b>LOCALITY PLAN: ERVEN 320 &amp; 321 MILE 4 EXTENSION 1</b>		
Version: V1	melissa@sp.com.na	064 280 773



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS



**PROPOSED CONSOLIDATION:**

The Consolidation of Erven 320 and 321 Mile 4 Extension 1 is set out in the schedule below:

SCHEDULE		
Land Parcel	Zoning	Area (m <sup>2</sup> )
Erf 320 Mile 4 Extension 1	Single Residential (1:600m <sup>2</sup> )	926
Erf 321 Mile 4 Extension 1	Single Residential (1:600m <sup>2</sup> )	1000
Consolidated Portion A	General Residential 1 (1:250m <sup>2</sup> )	1926

**EXPLANATORY NOTES:**

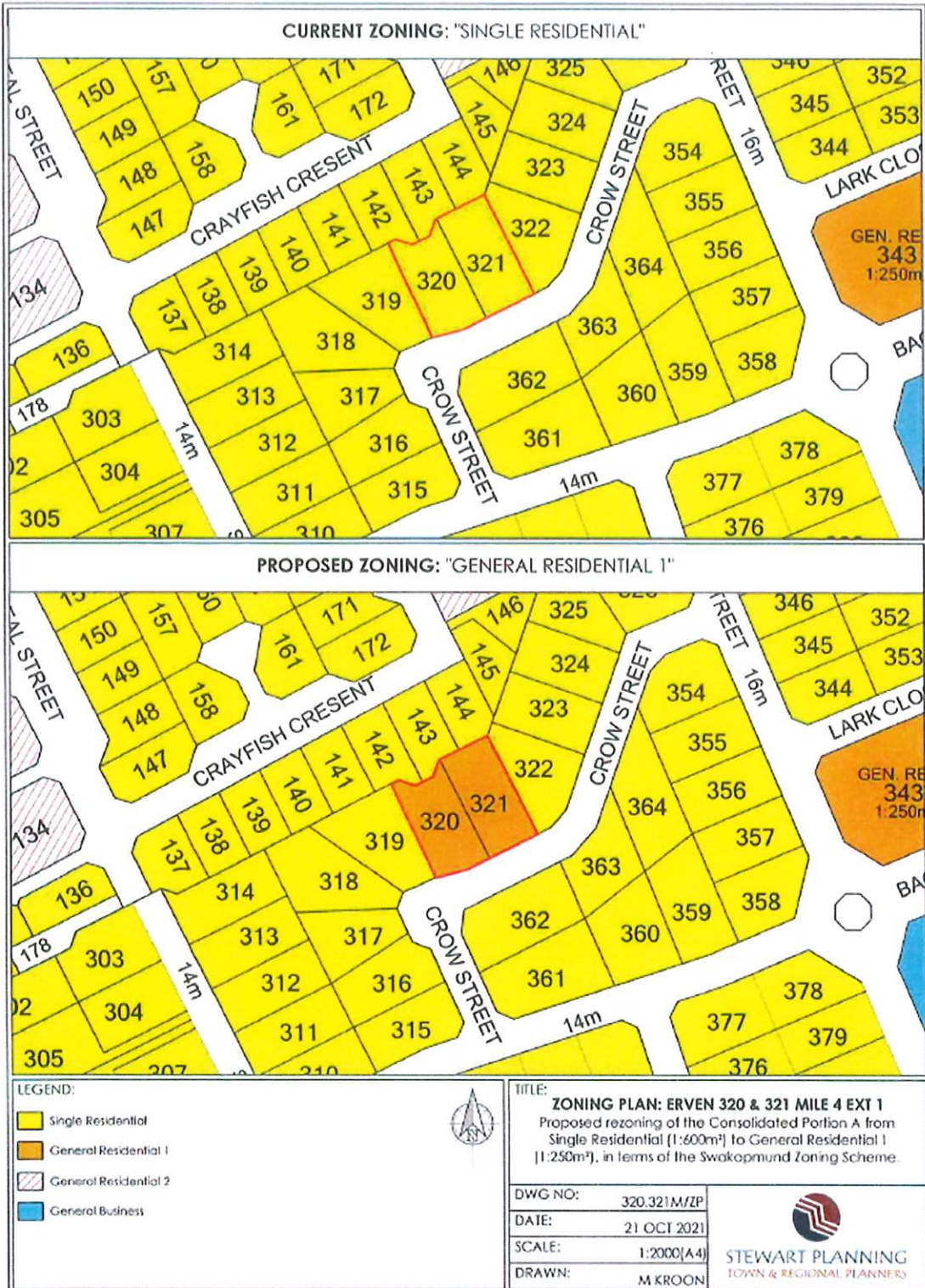
1. It is proposed to consolidate Erven 320 and 321 (both zoned Single Residential) into the consolidated Portion A.
2. The consolidated Portion A is further proposed to be rezoned from Single Residential with a density of 1:600m<sup>2</sup> to General Residential 1 with a density of 1:250m<sup>2</sup> to accommodate a maximum of 7 units, in terms of the Swakopmund Zoning Scheme.
3. The Zoning Map shows the change in zoning of the proposed consolidated Portion A.
4. Contour interval: 1 meters (flat terrain).

DWG NO:	320.321M/CP
DATE:	21 OCT 2021
SCALE:	1:500 (A4)
DRAWN:	M KROON

TITLE:		
<b>CONSOLIDATION PLAN: ERVEN 320 &amp; 321 MILE 4 EXTENSION 1</b>		
Proposed consolidation into Portion A		
Version: VI	melissa@sp.com.na	064 280 773









No. 667

**ANNEXURE C**

2021

**CONSOLIDATION OF ERVEN 320 AND 321, MILE 4 EXTENSION 1 (SWAKOPMUND)  
AND REZONING FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600  
TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250**

Take note that Stewart Planning – Town & Regional Planners intends to apply, on behalf of Sophia Namasiku Sibungo (owner of Erf 320) and James Chika Maswahu (owner of Erf 321), for the consolidation of the properties and rezoning of the consolidated property from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

The purpose of the application is to create a large parcel of land to accommodate a maximum of seven (7) townhouses in accordance with the development parameters set out in the Swakopmund Zoning Scheme.

Erven 320 and 321 are vacant properties situated along Crow Street in the primarily residential neighbourhood of Mile 4 Extension 1. The close proximity to the beach and access to well-established roads makes the properties ideal for small-scale higher density residential development.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and in terms of the Swakopmund Zoning Scheme. The full application is available to download from [www.sp.com.na/projects](http://www.sp.com.na/projects) or can be inspected at the Town Planning Department of the Municipality of Swakopmund, corner of Rakotoka and Daniel Kamho Street, Swakopmund.

Take note that any person having objections or comments to the proposed consolidation and rezoning must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning within fourteen (14) days of the publication of this Notice to the address provided below.

Written objections or comments must be submitted by **Friday, 3 December 2021**.

Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53  
Swakopmund  
Namibia

Stewart Planning  
P.O. Box 2095  
Walvis Bay  
Tel.: +264 64 280 773  
[melissa@sp.com.na](mailto:melissa@sp.com.na)

No. 668

2021

**NOTICE OF INTENTION TO APPLY FOR VARIOUS SUBDIVISION/REZONING/  
CONSOLIDATIONS IN KARIBIB**

Take note that Stewart Planning – Town & Regional Planners intends to apply, on behalf of QKR Namibia Navachab Gold Mine (Pty) Ltd, to the Karibib Town Council for consent for the following applications:

Ref:	Application Description
01/777:	Remainder of Erf 777 Karibib: Rezoning from "Business" to "Single Residential" with a density of one dwelling unit per 300m <sup>2</sup> (1:300m <sup>2</sup> ) and subsequent subdivision into 2 portions (Portion 1 and the Remainder).
02/101:	Erf 101 Karibib: Subdivision into 3 portions (Portions 1, 2 and the Remainder).

**MINISTRY OF TRADE & INDUSTRY LIQUOR ACT, 1998**  
**NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIQUOR ACT, 1998**

(Regulations 14, 26 & 33)

Notice is given that an application in terms of the Liquor Act, 1998, particulars of which appear below, will be made to the Regional Liquor Licensing Committee, Region Erongo.

1. Name and postal address of applicant: **Carla Cummings, P O Box 1609, Walvis Bay.**
2. Name of business or proposed business to which application relates: **Anchors Waterfront Restaurant.**
3. Address/location of premises to which application relates: **Waterfront Walvis Bay.**
4. Nature and details of application: **Change of Trade Name FROM: Anchors Restaurant cc TO: Anchors Waterfront Restaurant.**
5. Clerk of the Court with whom application will be lodged: **Clerk of the Magistrate's Court, Walvis Bay.**
6. Date on which application will be lodged: **8 November 2021.**
7. Date of meeting of Committee at which application will be heard: **8 November 2021.**

Any objection or written submission in terms of section 28 of the Act in relation to the application must be sent or delivered to the Secretary of the Committee to reach the Secretary not less than 21 days before the date of the meeting of the Committee at which the application will be heard.

# NOTICES NOTICES NOTICES

**MINISTRY OF TRADE & INDUSTRY LIQUOR ACT, 1998**  
**NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIQUOR ACT, 1998**

(Regulations 14, 26 & 33)

Notice is given that an application in terms of the Liquor Act, 1998, particulars of which

- appear below, will be made to the Regional Liquor Licensing Committee, Region Erongo.
1. Name and postal address of applicant: **Carla Cummings, P O Box 1609, Walvis Bay.**
  2. Name of business or proposed business to which application relates: **Anchors Waterfront Restaurant cc.**
  3. Address/location of

4. Nature and details of application: **Transfer of Owners for Special Liquor Licence.**
5. Clerk of the Court with whom application will be lodged: **Clerk of the Magistrate's Court, Walvis Bay.**
6. Date on which application will be lodged: **8 November 2021.**
7. Date of meeting of

Committee at which application will be heard: **8 November 2021.**

Any objection or written submission in terms of

section 28 of the Act in relation to the application must be sent or delivered to the Secretary of the Committee to reach the Secretary not

less than 21 days before the date of the meeting of the Committee at which the application will be heard.

# DEATH NOTICES

*In loving memory of*  
**Gladys Barker**  
 Sunrise: 1960/03/22 Sunset: 2021/10/31

*Burial / Funeral Service*  
 Date: **Saturday 06/11/2021**  
 Place: **Restoration Centre Church, Namauville**  
 Time: **09:00**

*When Friendship is lost  
 And the Spirit and the body part,  
 Come And let him that is without come  
 And welcome will  
 See him take the centre of life parting*

*Much love*  
**Ricardo, Morne, Reimette and Grandchildren**

*Contact: Ricardo Nankes 081 268 9604, Morne Williams 081 490 9465*

**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME**

**CONSENT: Self Catering Unit ON ERF NO: 361 TOWNSHIP/AREA: Meerisig STREET NAME & NO: 1st Street North No. 15.**

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that Ewe, the undersigned, have applied to the Walvis Bay Municipality for permission to erect/establish on the site a/n: Self Catering Unit.

Plans may be inspected or particulars of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager: Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than **26 November 2021.**

**NAME AND ADDRESS OF APPLICANT: Handro du Plessis, P O Box 3007, Walvis Bay**  
 email: hanro6@gmail.com

**CONSOLIDATION OF ERVEN 320 AND 321, MILE 4 EXTENSION 1 (SWAKOPMUND) AND REZONING FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250**

Take note that Stewart Planning - Town & Regional Planners intends to apply, on behalf of Sophia Namatiku Sibongo (owner of Erf 320) and James Chika Maywabu (owner of Erf 321), for the consolidation of the properties and rezoning of the consolidated property from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

The purpose of the application is to create a large parcel of land to accommodate a maximum of seven (7) townhouses in accordance with the development parameters set out in the Swakopmund Zoning Scheme.

Erven 320 and 321 are vacant properties situated along Crow Street in the primarily residential neighbourhood of Mile 4 Extension 1. The close proximity to the beach and access to well-established roads makes the properties ideal for small-scale higher density residential development.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (No. 5 of 2018) and in terms of the Swakopmund Zoning Scheme. The full application is available to download from [www.sp.com.na/projects](http://www.sp.com.na/projects) or can be inspected at the Town Planning Department of the Municipality of Swakopmund, corner of Rakotoka and Daniel Kambo Street, Swakopmund.

Take note that any person having objections or comments to the proposed consolidation and rezoning must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning within fourteen (14) days of the last publication of this notice to the address provided below.

Written objections or comments must be submitted by **Friday, 3 December 2021.**

Chief Executive Officer Municipality of Swakopmund P. O. Box 53 Swakopmund 13001 Namibia	Stewart Planning P. O. Box 2095 Walvis Bay 13013 Tel: +264 64 280 775 mellisa@sp.com.na
---	--

**Josia Swart**  
 21.02.1963 - 26.10.2021

*Of voel nog steeds so arwerkik  
 en ons wag nog altyd vir pappa  
 om enige oomblik by die deur in  
 te stap met 'n warm "Helloooo..."*

*Dankie vir alles wat pa as kind,  
 broer, man, pa, oom, oupa  
 en vriend vir ons almal beteken  
 en geleef het.*

*Pappa se lewenswyse was n  
 getuenis van hoe om onbaatugtig  
 te lewe.*

*"Om te gee, maak a mens  
 gelukkig as om te ontvang"  
 Handelinge 20:33-35*

*Dit is nie toekens nie, maar tot ons weer sien*

**ROUDIENS**  
**Saterdag, 6 November 2021**  
**NG Kerk Swakopmund**  
**@ 11:00**

Daar sal ook 'n livestream van die diens uitgestraal word

Kontak persone vir enige navraag  
**Klein Josia - 081 234 8888 • Marlene - 081 446 4605**

**VACANCY**  
 PROCESS CONTROLLER

For more information on this opportunity and to apply, please visit our website: [www.dab.com.na](http://www.dab.com.na) or contact us at 081 234 8888.

The DAB Group of Companies is an equal opportunity employer. The DAB Group of Companies is committed to the promotion of diversity and inclusion in the workplace. The DAB Group of Companies is committed to the promotion of diversity and inclusion in the workplace.

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







**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME**

**CONSENT:** Self Catering Unit ON ERF NO: 361 TOWNSHIP/AREA: Meensig **STREET NAME & NO:** 1st Street North No.18.

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that I/we, the undersigned, have applied to the Walvis Bay Municipality for permission to erect/establish on the site a/w: Self Catering Unit.

Plans may be inspected or particulars of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager: Roads and Building Control, (Town Planning), Private Bag 3017, Walvis Bay and the applicant, in writing, not later than 26 November 2021.

**NAME AND ADDRESS OF APPLICANT:** Hans du Plessis, P.O. Box 3007, Walvis Bay  
email: hdu@6@gmail.com

**Narraville Primary School Walvis Bay**  
presents a

**LANGARM**  
MUSIC NIGHT

**\$100**



with  
**GYZIE ONE MAN BAND**

Saturday | 20 Nov 2021 | 19h00 till late  
Cash Bar available  
-Covid Rules Apply-

Only 200 tickets available  
Tickets available at the School Office and Teachers

**CONSOLIDATION OF ERVEN 320 AND 321, MILE 4 EXTENSION 1 (SWAKOPMUND) AND REZONING FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250**

Take note that Stewart Planning – Town & Regional Planners intends to apply, on behalf of Sophia Namasiku Sibungu (owner of Erf 320) and James Chika Marwahu (owner of Erf 321), for the consolidation of the properties and rezoning of the consolidated property from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

The purpose of the application is to create a large parcel of land to accommodate a maximum of seven (7) townhouses in accordance with the development parameters set out in the Swakopmund Zoning Scheme.

Erven 320 and 321 are vacant properties situated along Crow Street in the primarily residential neighbourhood of Mile 4 Extension 1. The close proximity to the beach and access to well-established roads makes the properties ideal for small-scale higher density residential development.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (No. 5 of 2018) and in terms of the Swakopmund Zoning Scheme. The full application is available to download from [www.sp.com.na/projects](http://www.sp.com.na/projects) or can be inspected at the Town Planning Department of the Municipality of Swakopmund, corner of Rakotoka and Daniel Kambo Street, Swakopmund.

Take note that any person having objections or comments to the proposed consolidation and rezoning must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning within fourteen (14) days of the last publication of this notice to the address provided below.

Written objections or comments must be submitted by **Friday, 3 December 2021**.

Chief Executive Officer  
Municipality of Swakopmund  
P. O. Box 53  
Swakopmund  
13001  
Namibia

Stewart Planning  
P. O. Box 2095  
Walvis Bay  
13013  
Tel: +264 64 280 773  
melisa@sp.com.na

**ESTATE NOTICE**  
Estate No: **E 3151/2021**

In the estate of the late **Teturiannus Shikomba**, born on 21 October 1970, 1d No.791021 0066 7, who died on 2 June 2021, resided at Erf No 3601 Keisebmond, Walvis Bay, and who was unmarried.

Creditors and debtors of the above estate are called upon to lodge their claims or pay their debts to the Estate at the undermentioned address within a period of 30 days as from date of publication of this notice.

**H VISSER**  
Agent of the Executrix  
c/o KINGHORN ASSOCIATES  
Unit No.2,  
The Chambers  
Theo Ben Gurib  
Street  
PO Box 1914  
Walvis Bay  
(Ref: HV/m-EST 259/0001-70)

**SUNSHINE**  
(Walvis Bay Child and Family Centre)



Sunshine Centre is a registered non-governmental organization in Walvis Bay. The Centre has a 20-year track record of providing services for and empowering children and adults living with disabilities. Sunshine offers various educational, livelihoods development and skills training programmes to give our service users a 'hand up' in life, as opposed to a 'hand out'. Our vision is to be a place of hope and strength, providing a springboard for meaningful, dignified and empowered living.

**NOTICE OF ANNUAL GENERAL MEETING**  
We hereby advise that the 2021 AGM will be held on **Thursday, 18th November 2021** at Sunshine Centre's premises in Moses Garob Street (old hospital building), commencing at 15h00. All members of the association, as well as interested members of the public, are invited to attend.

The purpose of the AGM is:

1. To confirm the minutes of the last preceding Annual General Meeting
2. To receive from the Chairperson of the Board of Directors the annual report and financial report for the last preceding financial year.
3. To elect a new Board of Directors to govern the association for the next two years.

We call on members of the public – particularly ones with expertise and experience in *Financial Management, Special Education and Marketing* – to express their interest to serve voluntarily as members of the Board of Directors. Please email [Luzelle Lestrade](mailto:Luzelle.Lestrade@sunshinecentre.org.na) by 5 November 2021 at [luzellelestrade@gmail.com](mailto:luzellelestrade@gmail.com) to indicate your interest and background.

This meeting is called in accordance with Sunshine Centre's Articles of Association.

**MSP in NAM**  
MARINE SPATIAL PLANNING OF NAMIBIA

**INVITATION TO PARTICIPATE IN THE RAPID SEA OF THE CENTRAL MARINE SPATIAL PLAN – STAKEHOLDER CONSULTATION WORKSHOP**

The Namibian government has prioritised the sustainable development of its marine space as per the 5<sup>th</sup> National Development Plan (NDP5). In this context, Marine Spatial Planning (MSP) is introduced as a means to guide when, where and how human activities occur in the ocean. The aim of MSP is to govern human demands in the ocean in ways that sustainable ocean development can be achieved by integrating conservation, industry and social interests.

The inter-ministerial National Working Group on Marine Spatial Planning (MSP-NWG), chaired by MFMR, has developed a draft Central Marine Spatial Plan (CMSP) for Namibia's central marine area.

The Southern African Institute for Environmental Assessment (SAIEA) has been appointed to carry out a rapid Strategic Environmental Assessment (SEA) of the CMSP.


You are hereby invited to attend a SEA stakeholder workshop.

**Venue:** The Dome, Swakopmund  
**Date:** 23 – 24 November 2021.  
**Time:** 08h00-17h00 & 08h00-15h00 respectively.

The workshop will have facilities to allow online participation.

The objective of the workshop is to assess the proposed Central Marine Spatial Plan (CMSP) against a range of socio-economic and biophysical criteria. This aims to ensure that sustainable development is integrated into the emerging plan.

For more information and to confirm attendance, please contact Sheldon Huselezenem ([sheldon.huselezenem@saiea.com](mailto:sheldon.huselezenem@saiea.com)) by the close of business on **15 November 2021**. Please take note that seating is limited. The link for online participation will be shared closer to the date to registered stakeholders.









**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

## ANNEXURE C

First Floor CLA Building  
84 Theo Ben Gurion Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: [melissa@sp.com.na](mailto:melissa@sp.com.na)

Reference: 320.321\_M

11 November 2021

Behrens Property Holding Two CC  
Owner of Erf 144, Mile 4 Proper  
Per registered post: PO BOX 2238, Walvis Bay

**NOTICE TO NEIGHBOURS: CONSOLIDATION OF ERVEN 320 AND 321, MILE 4 EXTENSION 1 (SWAKOPMUND) AND REZONING FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250**

Take note that Stewart Planning – Town & Regional Planners has been appointed by the owners of Erven 320 and 321, Mile 4 Extension 1 (Swakopmund) to consolidate the properties and rezone the consolidated property from Single Residential (1:600m<sup>2</sup>) to General Residential 1 (1:250m<sup>2</sup>).

The purpose of the application is to create a large parcel of land to accommodate a maximum of seven (7) townhouses in accordance with the development parameters set out in the Swakopmund Zoning Scheme. Erven 320 and 321 are vacant properties situated along Crow Street in the primarily residential neighbourhood of Mile 4 Extension 1. The close proximity to the beach and access to well-established roads makes the properties ideal for small-scale higher density residential development.

Attached to this letter is the locality map, consolidation plan and objection form for your background information. The full application can be inspected at the Town Planning Section of the Swakopmund Municipality. The full application can also be downloaded from [www.sp.com.na/projects](http://www.sp.com.na/projects).

Take note that any person having objections or comments to the proposed consolidation and rezoning must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning before or on Friday, 3 December 2021 to the addresses provided below:

Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53  
Swakopmund  
Tel: +264 64 410 4418  
[jangolo@swkmun.com.na](mailto:jangolo@swkmun.com.na)

Stewart Planning  
P.O. Box 2095  
Walvis Bay  
13013  
Tel: +264 64 280 773  
[melissa@sp.com.na](mailto:melissa@sp.com.na)

If you have any questions regarding the proposed consolidation and rezoning, then please do not hesitate to contact my office.

Yours faithfully,

Melissa Kroon  
Town Planning Officer



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



ANNEXURE C

LIST OF REGISTERED ITEMS POSTED

11 November 2021  
 by Melissa Kroon, Stewart Planning, P.O. Box 2095, Walvis Bay



Sender's reference no.	Addressee's name and address	Registration no.
1	LA VITA BODY CORPORATE P.O. BOX 372 WALVIS BAY	BA 000 746 035 NA
2	ETJIPUKA & NAMOLOH IA PERLA P.O. BOX 22275 WINDHOEK	BA 000 746 027 NA
3	BEHKENS PROPERTY HOLDING TWO CC P.O. BOX 2238 WALVIS BAY	BA 000 746 013 NA
4	SHIVUTE ALFELS ANGULA P.O. BOX 1260 SWAKOPMUND	BA 000 746 000 NA
5	MONICA THOMAS P.O. BOX 1270, SWAKOPMUND	BA 000 745 993 NA
6	JOHANNES NICOLAS PIENAR P.O. BOX 8316 SWAKOPMUND	BA 000 745 980 NA
7	OLEKSANDR GORELYK P.O. BOX 8004 SWAKOPMUND	BA 000 745 982 NA

7 Letter 537.10  
 Registered post (Registered Post No) 8350.70  
 (P1 105 Form No)  
 (Recipient name) ISSR KARIN STEPH PLK  
 (Address Line 1) 800 2085  
 (Address Line 2) WALVISBAY  
 (Address Line 3) SW 1011  
 (Address Line 4)  
 Prepaid -1200.00  
 -1327.96  
 Total: 8X  
 Unit A (105) 5219.74 832.56  
 Unit B (108)  
 Total: 50.00  
 Name:  
 Address:

Receipt No: 24-1311-2-2101365-1  
 THANK YOU FOR USING YOUR POST OFFICE  
 DENKIE DAT U DIE FUSKAWAALOR BEGRUUK  
 (AND) LESK BOUNDWELW OPDOSA TOVE

studio print 28064  
 Number of items 7/Seven Received by [Signature]  
 No compensation will be considered unless enquiry regarding this postal article is made within one year after the date of posting.  
 P1/185  
 Date stamp: WALVISBAY



First Floor CLA Building  
84 Theo Ben Gurrah Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 773  
Email: [melissa@sp.com.na](mailto:melissa@sp.com.na)

*Photos and example of the Site Notice that was put up.*



**CONSOLIDATION OF ERVEN 320 AND 321, MILE 4 EXTENSION 1 (SWAKOPMUND) AND REZONING FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:250**

Take note that **Stewart Planning – Town & Regional Planners** intends to apply, on behalf of Sophia Namasku Sibungo (owner of Erf 320) and James Chika Maswahu (owner of Erf 321), for the consolidation of the properties and rezoning of the consolidated property from Single Residential (1 600m<sup>2</sup>) to General Residential 1 (1 250m<sup>2</sup>).

The purpose of the application is to create a large parcel of land to accommodate a maximum of seven (7) townhouses in accordance with the development parameters set out in the Swakopmund Zoning Scheme.

Erven 320 and 321 are vacant properties situated along Crow Street in the primarily residential neighbourhood of Mile 4 Extension 1. The close proximity to the beach and access to well-established roads makes the properties ideal for small-scale higher density residential development.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (No 5 of 2018) and in terms of the Swakopmund Zoning Scheme. The full application is available to download from [www.sp.com.na/projects](http://www.sp.com.na/projects) or can be inspected at the Town Planning Department of the Municipality of Swakopmund, corner of Rakotoka and Daniel Kamho Street, Swakopmund.

Take note that any person having objections or comments to the proposed consolidation and rezoning must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning within fourteen (14) days of the last publication of this notice to the address provided below.

Written objections or comments must be submitted by **Friday, 3 December 2021**.

Chief Executive Officer	Stewart Planning
Municipality of Swakopmund	P.O. Box 2095
P.O. Box 53	Walvis Bay
Swakopmund	13013
13001	Tel: +264 64 280 773
Namibia	<a href="mailto:melissa@sp.com.na">melissa@sp.com.na</a>



11.1.14 **SUBDIVISION OF ERF 4823, SWAKOPMUND EXTENSION 10 INTO PORTION A AND REMAINDER AND SUBSEQUENT CONSOLIDATION OF PORTION A WITH ERF 4822 SWAKOPMUND EXTENSION 10 INTO ERF X**

(C/M 2022/03/31 - E 4822, E 4823)

Management Committee Meeting of 10 March 2022, Addendum 8.6 page 81 refers.

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

1. Purpose

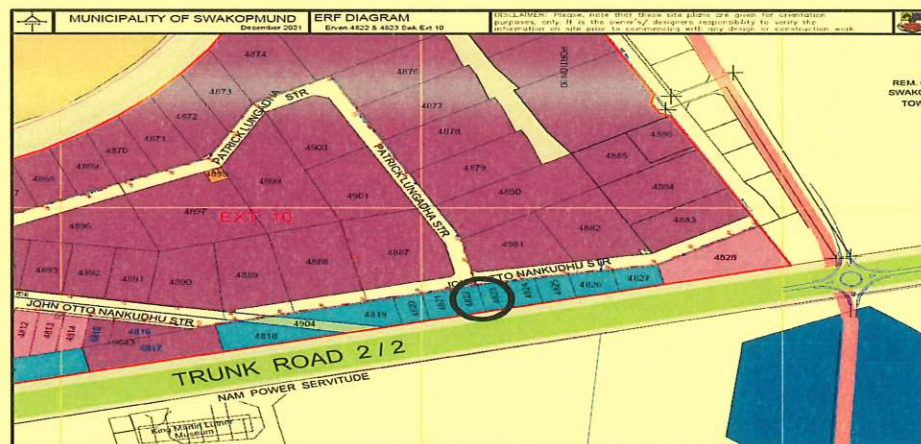
The purpose of this submission is for Council to consider the application for the Subdivision of Erf 4823, Swakopmund Extension 10 into Portion A and Remainder and consolidation of Portion A with Erf 4822, Swakopmund Extension 10 into Erf "X" thereof.

2. Introduction and Background

An application was received from Van der Westhuizen Town Planning and Properties on behalf of the owners of Erven 4822 and 4823, Swakopmund Extension 10 for the subdivision of Erf 4823, Swakopmund into Portion A and Remainder, and a subsequent consolidation of Portion A with Erf 4822, Swakopmund Extension 10. The application has been attached as **Annexure A**.

3. Zoning, Size and Locality

Erven 4822 and 4823, Swakopmund Extension 10 are located along John Otto Nankudhu Street in Swakopmund Extension 10. Erf 4822, Swakopmund measures 2151m<sup>2</sup> in extent whilst, Erf 4823 measures 2138m<sup>2</sup> in extent. Both erven are zoned "General Business". A locality plan depicting the area has been inserted below:



Locality of Erf 4822 & 4823, Swakopmund



#### 4. Ownership

The ownership of Erf 4822, Swakopmund Extension 10 vests with Quiver Tree Investments One Three cc as contained in the Deed of Transfer Number T 306/2014. Whilst Erf 4823, Swakopmund, Extension 10 is jointly owned by Stephanie Brayshaw and Quiver Tree Investments One Three cc See **Annexure E**.

#### 5. Access, Municipal Services, and Parking

Access to Erven 4822 and 4823, Swakopmund, Extension 10 is provided via John Otto Nankudhu Street. The site is connected to existing bulk municipal services. There are services located at the front of the erven to which they can connect. Parking will be provided on site as per the provisions of the Swakopmund Zoning Scheme and no street parking will be tolerated.

#### Proposed Subdivision

It is the intention of the owners of Erf 4823, Swakopmund Extension 10 to subdivide the erf into Portion A and Remainder, sell the subdivided portion to the owner of Erf 4822, Swakopmund Extension 10 and subsequently consolidate Portion A with Erf 4822, Swakopmund Extension 10 to enlarge the erf for the expansion of business activities currently being operated on the aforesaid property. The proposed subdivision will have the following effect:

<i>Proposed Subdivision Portions</i>	<i>Proposed Sizes</i>
<i>Erf 4823, Swakopmund Current Area</i>	<b>2138m<sup>2</sup></b>
<i>Less Portion A's Area</i>	937 m <sup>2</sup>
<i>Remainder Erf 4823, Swakopmund Area</i>	1201 m <sup>2</sup>

The subdivision plan is attached as **Annexure C**.

<i>Proposed Consolidation</i>	<i>Proposed Sizes</i>
<i>Portion A</i>	937 m <sup>2</sup>
<i>Erf 4822</i>	2151 m <sup>2</sup>
<b><i>Total for Erf X</i></b>	<b>3088m<sup>2</sup></b>

The consolidation plan is attached as **Annexure D**.

#### 6. Notice and Neighbour's Consent

Neighbouring property owners were consulted for their comments in terms of the Urban and Regional Planning Act, No. 5 of 2018, and a notice was placed on the site. The closing date for objections was 26 March 2021. No objections were received.

#### 7. Conclusion

The proposed subdivision is not foreseen to have any adverse impacts on the area, the application can therefore be supported.

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

**RECOMMENDED:**

- (a) That the subdivision of Erf 4823, Swakopmund, Extension 10 into Portion A and Remainder be approved as listed in the table below:

<i>Proposed Subdivision Portions</i>	<i>Proposed Sizes</i>
<i>Total for Erf 4823</i>	<i>2138m<sup>2</sup></i>
<i>Portion A</i>	<i>937 m<sup>2</sup></i>
<i>Remainder Erf 4823</i>	<i>1201 m<sup>2</sup></i>

- (b) That the consolidation of Portion A with Erf 4822, Swakopmund Extension 10 into Erf "X" be approved as listed in the table below:

<i>Proposed Consolidation</i>	<i>Proposed Sizes</i>
<i>Portion A</i>	<i>937 m<sup>2</sup></i>
<i>Erf 4822</i>	<i>2151 m<sup>2</sup></i>
<i>Total for Erf X</i>	<i>3088m<sup>2</sup></i>

- (c) That the current title deed conditions registered against Erf 4822, Swakopmund, Extension 10 be cancelled.
- (d) That the following conditions be registered against the title deed of the newly created Erf "X" and the Remainder of Erf 4823, Swakopmund Extension 10:
- (i) *The erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018);*
  - (ii) *The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.*
-





P. O. BOX 467, SWAKOPMUND  
 CELL: 081 122 4661 or 081 244 4441  
 EMAIL: ANDREW.NAMFU@GMAIL.COM  
 WINVDW@GMAIL.COM

## ANNEXURE A

Chief Executive Officer  
 Municipality of Swakopmund  
 P.O. Box 53  
 SWAKOPMUND  
 Namibia  
 13001



8 November 2021

Attention: Manager: Town Planning

Dear Sirs,

**SWAKOPMUND: SUBDIVISION OF ERF 4823 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO PORTION "A" AND THE REMAINDER; AND THE SUBSEQUENT CONSOLIDATION OF PROPOSED PORTION "A" WITH ERF 4822 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO NEWLY CREATED ERF "X".**

Van Der Westhuizen Town Planning & Properties cc has been appointed by the owners of erven 4823 and 4822, (Portions of Erf 4007), Extension 10, Swakopmund (Annexure F) to undertake all necessary statutory steps for the:

- **SUBDIVISION OF ERF 4823 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO PORTION "A" AND THE REMAINDER; AND THE SUBSEQUENT CONSOLIDATION OF PROPOSED PORTION "A" WITH ERF 4822 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO NEWLY CREATED ERF "X".**

### 1. LOCALITY AND BACKGROUND

Erven 4822 and 4823 is located in the Industrial area of Swakopmund known as Extension 10 (Annexure A). The properties are currently zoned "General Business" and currently accommodates office buildings on both properties. Once the subdivision of Erf 4823 has been approved, proposed Portion "A" will be subsequently consolidated with Erf 4822 (A Portion of Erf 4007). Erf 4823 measures approximately 2138m<sup>2</sup> in extent in terms of the Deed of Transfer while Erf 4822 currently measures 2151m<sup>2</sup> in extent.



## 2. INTENTION OF THE CLIENTS AND THE PROPOSED SUBDIVISION

It is the intention of the owners to subdivide Erf 4823 (a Portion of Erf 4007), Extension 10, Swakopmund into Portion "A" and Remainder (Annexure B). Portion "A" will then be sold to the owner of Erf 4822 (a Portion of Erf 4007) and be subsequently consolidate with Erf 4822 in order to enlarge the erf for the expansion of business activities currently being practised on Erf 4822 (Annexure C). The Remainder of Erf 4823 will remain with the Quiver Tree Investments One Three CC and Mrs S Brayshaw, once the subdivision has been approved.

According to the Deed of Registered Title (Annexure D) the property being subdivided measures approximately 2138m<sup>2</sup> in extent and is suitable for the intended subdivision due the current size of the property.

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

Proposed Portions	Portion Sizes
Erf 4832	2 138 m <sup>2</sup>
Portion A	937 m <sup>2</sup>
Remainder of Erf 4823	1 201 m <sup>2</sup>

The proposed consolidation will be as follows:

Proposed Portions	Portion Sizes
Portion A	937 m <sup>2</sup>
Erf 4822	2 151 m <sup>2</sup>
Newly Created Erf "X"	3 088 m <sup>2</sup>

## 3. ACCESS AND SERVICES

Portion "A" will be subsequently consolidated with Erf 4822 (a Portion of Erf 4007) which is already connected to the existing internal road network and connected to the existing Municipal services network within Swakopmund. Any further needs that might be required in terms of access and services shall be communicated between all parties and be dealt with accordingly.

## 4. PUBLIC PARTICIPATION

Neighbouring property owners have been requested for their comments/objections on the proposed subdivision. No objections from surrounding property owners were received by the closing time for objections. Attached please find copies of letters to neighbours via registered post (Annexure G). Site notices were also placed on the erven for public comments (Annexure H). Closing date for comments or objections to the proposed subdivision was on 22 October 2021.

**5. CONDITIONS TO BE REGISTERED AGAINST NEWLY CREATED ERF IN FAVOUR OF THE LOCAL AUTHORITY**

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

**6. CONCLUSION**

With reference to the above, there exist no reasons that are of such nature that the intention of the client cannot be supported. The fact that no property owners commented on the proposed subdivision is a clear indication that the general public supports the application. It is herewith that Council is requested to grant its approval for the intentions of our client.


**7. APPLICATION**

On behalf of our client/s, we herewith formally apply for the:

- **SUBDIVISION OF ERF 4823 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO PORTION "A" AND THE REMAINDER; AND THE SUBSEQUENT CONSOLIDATION OF PROPOSED PORTION "A" WITH ERF 4822 (A PORTION OF ERF 4007), EXTENSION 10, SWAKOPMUND, INTO NEWLY CREATED ERF "X".**

It is trusted that you find the above application in order and should any uncertainties arise, please do not hesitate to contact us at the details provided.

Yours Faithfully,



**A R VAN DER WESTHUIZEN**













Prepared by me

  
CONVEYANCER  
STOLZE H.D.

DEED OF TRANSFER

T: 306 4014


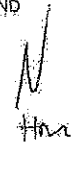
Be it hereby made known :

THAT HELMUT DEVILLIERS STOLZE

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

MUNICIPAL COUNCIL OF SWAKOPMUND

Dated 6TH day of DECEMBER 2013 and signed at SWAKOPMUND

   
Hns

2.

And the said Appearer declared that his Principal truly and lawfully sold the within mentioned property on 30<sup>TH</sup> AUGUST 2013

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

QUIVER TREE INVESTMENTS ONE THREE CC  
REGISTRATION NUMBER CC/2011/1052

Its Successors-in-Title or Assigns

**CERTAIN** ERF NO. 4822 (A Portion of Erf 4007)  
SWAKOPMUND  
EXTENSION NO. 10

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

**MEASURING** 2151 (TWO ONE FIVE ONE) SQUARE  
METRES AS WILL MORE FULLY  
APPEAR FROM GENERAL PLAN NO.  
A 198/2009.

**HELD BY** BY CERTIFICATE OF REGISTERED TITLE  
NO. T 2867/2011

**SUBJECT** to the following conditions in terms of the  
Town Planning Ordinance No 18 of 1954  
as amended, namely:

IN FAVOUR OF THE LOCAL AUTHORITY

- A. The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended.
- B. The building value of the main building, excluding the outbuildings to be erected on the erf shall be at least four times the municipal valuation of the erf.

3.

WHEREFORE the Appearer, renouncing all the Right and Title which the said Transferor heretofore had to the premises, did; in consequence also acknowledge the said Transferor to be entirely dispossessed of, and disentitled to, the same; and that, by virtue of these Presents, the said Transferee


its Successors-in-Title or Assigns, now is and henceforth shall be entitled thereto, conformably to local custom; The State, however, reserving its rights, and finally acknowledge that the purchase price is N\$ 516 240,00.

2014-02-05

Signed at WINDHOEK, on

, together with

the Appearer, and confirmed with my seal of office

  
SIGNATURE OF APPEARER

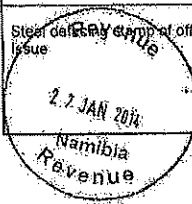



*[Handwritten mark]*



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE  
*Inland Revenue*  
**TRANSFER DUTY - FORM B**  
**DECLARATION BY PURCHASER**

TRANSFEROR (Seller)	THE MUNICIPAL COUNCIL OF SWAKOMUND	
TRANSFeree (PURCHASER)	QUIVER TREE INVESTMENTS ONE THREE CC	
CERTAIN	ERF NO 4822 (A PORTION OF ERF 4007): SWAKOPMUND EXTENSION NO 10	
SITUATE REGISTRATION.	IN THE MUNICIPALITY OF SWAKOPMUND DIVISION G ERONGO REGION	
MEASURING	2161 SQUARE METRES	
Date of transaction: 30 AUGUST 2013 Consideration: NS 516 240.00		
TRANSFER DUTY PAID BY: CONRADIE & DAMASEB LEGAL PRACTITIONERS Postal address: P O BOX 2607, WINDHOEK		
FOR OFFICIAL USE		
Transfer duty paid on NS	516 240	<b>PURCHASE PRICE</b>
Law under which duty charged		
Stamp duty paid at office of issue	116	Cash Register Receipt
		

270114 107243507 000861948.80

*Hru*

signed at SWAKOPMUND on 2 NOVEMBER 2020

AND THAT APPEARER DECLARED THAT the said Principal had on 14 October 2020 sold, and that he/she in his/her capacity aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of

**QUIVER TREE INVESTMENTS ONE THREE CC**  
Registration Number CC/2011/1052

its successors in title or assigns

**ONE HALF SHARE IN AND TO**

<b>CERTAIN</b>	ERF NO 4823 (A PORTION OF ERF 4007) SWAKOPMUND (EXTENSION NO 10)
<b>SITUATE</b>	IN THE MUNICIPALITY OF SWAKOPMUND REGISTRATION DIVISION "G" ERONGO REGION
<b>MEASURING</b>	2 138 (TWO THOUSAND ONE HUNDRED AND THIRTY EIGHT) SQUARE METRES
<b>FIRST TRANSFERRED</b>	and still held by Deed of Transfer No T 7832/2013 with General Plan No A 196/2009 relating thereto
<b>SUBJECT</b>	to the following conditions imposed in terms of the Town Planning Ordinance 1954 (Ordinance 18 of 1954) as amended, and created in the said Deed of Transfer No. T 7832/2013, namely: -

**IN FAVOUR OF THE LOCAL AUTHORITY**

1. The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance 1954 (Ordinance 18 of 1954), as amended.
2. The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

DR WEDER, KAUTA & HOVEKA INC  
ATTORNEYS  
AUSSPANNPLATZ, WINDHOEK

LEGALPERFECT Version 11.8.216  
TRFDOT\_NA.doc - 07-11-2016

- 11.1.15 **SPECIAL CONSENT FOR A PRIVATE OPEN SPACE FOR THE PURPOSE OF HOT-AIR BALLOONING AND STAR GAZING ACTIVITIES AS WELL AS THE CONSTRUCTION OF THREE (3) STAFF QUARTERS ON PORTION 111 (A PORTION OF PORTION 71) OF FARM 163, SWAKOPMUND**  
(C/M 2022/03/31 - PTN 111)

Management Committee Meeting of 10 March 2022, Addendum 8.7 page 96 refers.

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

1. **Purpose**

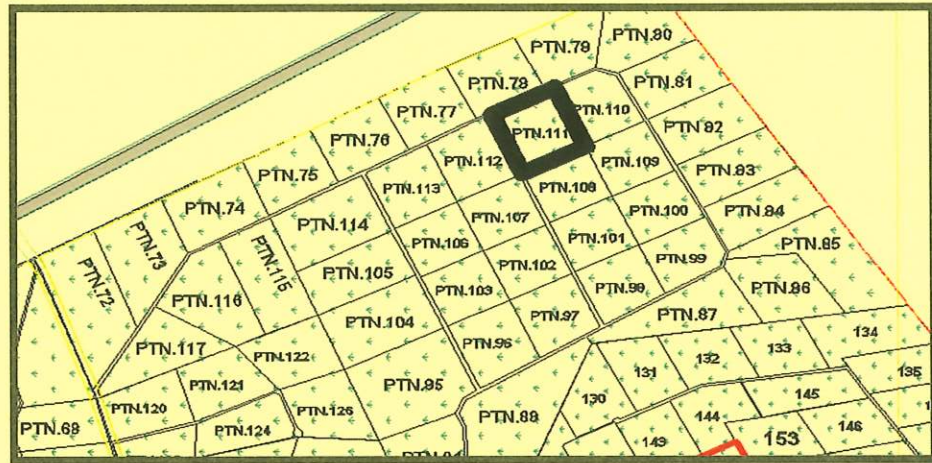
The purpose of this submission is for Council to consider the application for special consent for a private open space for the purpose of hot air ballooning and star gazing activities as well as the construction of three (3) staff quarters on Portion 111 (a Portion of Portion 71) of Farm 163, Swakopmund instead of a tourist establishment and tourist facility as being requested by the applicant.

2. **Introduction and Background**

An application for consent to operate a tourist establishment and tourist facility on Portion 111 (a Portion of 71) of Farm 163, Swakopmund was submitted to the Engineering and Planning Services Department by Van der Westhuizen Town Planning and Properties on behalf of their client Mr JS Lofty-Eaton for consideration. Proof of ownership has been attached as **Annexure B**. Upon evaluation of the application, the appropriate request would have been special consent to operate a "private open space" for the purpose of hot air ballooning and star gazing activities as well as the construction of three (3) staff quarters on Portion 111 (a Portion of Portion 71) of Farm 163, Swakopmund as opposed to the applicant's request.

The application is attached as **Annexure A**. Portion 111 (a Portion of Portion 71) of Farm 163, Swakopmund is zoned "agricultural" and is located at the Swakopmund River plots. **(See site map below)**.





Site map: Portion 111 (a Portion of Portion 71) of Farm 163

### 3. Advertisement

The proposed consent was advertised in the New Era Newspaper on the 3<sup>rd</sup> and 10<sup>th</sup> September 2021. A notice was also placed on the site and the comments of neighbouring property owners were requested via registered mail. The closing date for objections for the proposal was the **24<sup>th</sup> of September 2021**. Five objections were received from the owners of Plot 78 A, 78 B, 108, 112 and 113, Swakopmund. See **Annexure C**.

### 4. Proposal

It is the intension of the owners of Portion 111, (a Portion of Portion 71) of Farm 163, Swakopmund to operate a tourist establishment in the form of 10 self-catering tented chalets as well as to conduct hot air ballooning and star gazing activities for potential guests that would like to overnight at the establishment.

### 5. Discussion

#### 5.1 Objections

Five objections were received from the owners of Plot 78 A, 78 B, 108, 112 and 113, Swakopmund. The first objection was received from the owners of Portion 78 A & B Swakopmund. These owners do not have an objection per say but have concerns regarding the size of the staff quarters and the number of people that these quarters are expected to house. The neighbour stated that the reason why most of them live on the plots is because of the quiet and peaceful surrounding that they would like to be maintained. They however welcome the proposed activities as they boost the tourism industry.

The second objection was received from the owners of Portion 113, Swakopmund who as is the case with the owners of Portion 78,



Swakopmund, have concerns regarding the size and the location of the staff quarters. They questioned the availability of plans for perusal and stated that they are willing to reconsider should the necessary information be provided.

The third objection was received from the owners of Portion 108, Swakopmund who share the same sentiments as the other neighbours. They would like to review the site development plans and stated that such plans be availed within the public domain for the proposed activities to be objectively reviewed by themselves as well as other neighbours before withdrawing their objection. The owners of Portion 108, Swakopmund further stated that in view of the regulations and the stipulation of the Swakopmund Zoning Scheme, they would like to have all the necessary information pertaining to the proposed development at their disposal for them to make an informed decision.

The fourth and fifth objections were received from the co-owners of Portion 112 Swakopmund, who indicated that the scope of the intended development was not clear and that they need to be provided with the site development plans for them to make an informed decision. All objections are attached as **Annexure D**.

## 5.2 Applicant's Response

According to the applicant, the neighbours were provided with the plan attached as **Annexure E**. However, plan is being regarded to be vague and not informative enough. The applicant is therefore of the opinion that the information requested by the objectors is relevant now. In their view, objectors want to have too much say and power over how Portion 111, Swakopmund must be developed.

## 5.3 Swakopmund Zoning Scheme Provisions

The Swakopmund Zoning scheme defines a Tourist Establishment as:

*"a building designed and or used as an accommodation establishment which is not a hotel and includes a pension, caravan park, a guest house, a lodge, a back packers lodge, a motel and all other establishments referred to in the definition of Accommodation establishment and Tourism Ordinance 20 of 1973, as well as the regulations made thereunder, the Liquor Act 6 of 1998 and the Namibian Tourism Act 21 of 2000."*

And a Tourist facility as:

*"Amenities for tourists such as lecture rooms, restaurants, gift shops and rest rooms permitted by Council as a consent use but does not include overnight accommodation"*.

Both definitions cannot be applied to the proposed development as per the application by the applicant because hot air ballooning and star gazing are activities that can be conducted and not facilities from which activities are to be conducted as per the definition for tourist facilities. Hence, a *"Private Open Space"* is more appropriate.



A private open space means *any land zoned in terms of this scheme for use as private ground for the pursuit of sports, games, rest and recreation or as an ornamental garden or recreational resort*. The proposed activities can be regarded as recreational activities and the proposed tented accommodation chalets can be accommodated under “recreational resort” as detailed in the definition for a private open space.

A resort is loosely defined as “a place used for relaxation or recreation, attracting visitors for vacations and/or tourism”. Below is an extract of the Swakopmund Zoning Scheme indicating the uses that are permitted in this zone.

TABLE B

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Zone</b>	<b>Map Reference</b>	<b>Purposes for which land may be used</b>	<b>Purposes for which land may be used and buildings may be erected and used with the Special consent of the Council only.</b>
K	Agriculture	Green outline	Agricultural building	Tourism Facilities, Dwelling Houses, Farm Stall, Place of Instruction, Place of Public Worship, Shop, Tourist Establishment, <b>Private open Space</b>

#### 5.4 Evaluation

The proposed development will undoubtedly contribute to a boost in the tourism industry especially given the effects of the Covid-19 pandemic however the scale of the proposed development needs to be clearly indicated as the attached plan did not provide a conceptual plan of how the proposed tented chalets will be placed. Whilst this makes sense from a cost perspective in the preparation of the plans, it is suggested that such plans be submitted to the satisfaction of the General Manager: Engineering and Planning services before any fitness certificate is issued by the Health and Solid Waste Department.

Council has previously resolved to place a limit of 10% of the portion for proposed developments on Portions 48 and 42, Small Holdings. The precedent should therefore be applied to the proposed development on Portion 111 as well.

The concerns of the neighbouring property owners speak primarily to the extent of the proposed development and not an objection to the proposed activities. The proposed development can therefore be considered as it is not foreseen to have significant negative impacts on the area. The neighbouring property owners can take the matter up with the applicant upon approval of the application for consent, alternatively, they have the right to appeal against the Council's decision.



**6. Conclusion**

It is against this background that it is suggested that Council consider granting a special consent for the operation of a private open space for the purpose of hot air ballooning and star gazing activities as well as the construction of three (3) staff quarters on Portion 111 (a Portion of Portion 71) of Farm 163, Swakopmund.

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

- (a) That special consent to use a portion of the Portion 111, Swakopmund for a "*Private Open Space*" for the purpose of hot air ballooning and star gazing activities, ten (10) tented accommodation chalets as well as the construction of three (3) staff quarters on Portion 111 (a Portion of Portion 71) of Farm 163, Swakopmund be granted instead of consent to operate a tourist establishment and tourist facility, subject to the following conditions:
- (i) *That the owner provides plans indicating the layout of the proposed tented accommodation chalets as to be specified in (a) above to the satisfaction of the General Manager: Engineering and Planning Services,*
  - (ii) *That activities are limited to not more than 10% of the size of the portion to be utilised for the proposed developments. If the applicant would like to extend the activities within their allowable size as stated, it is still subjected to the existing consent process that allows them to construct additional dwellings.*
  - (iii) *That Council reserves the right to cancel a consent use should there be valid complaints.*
  - (iv) *That the applicant registers with the Health Services Department and that the standard Health Regulations will apply.*
  - (v) *That the applicant must operate within the Swakopmund Zoning Scheme provisions.*
  - (vi) *That consent is not transferable.*
- (b) That the applicant be informed of Council's decision and their right to appeal to the Minister of Urban and Rural Development against Council's Resolution in respect of resolution (a) above in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) within 21 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.
- (c) That objectors be informed of Council's decision and their right to appeal to the Minister of Urban and Rural Development against Council's Resolution in respect of resolution (a) above within twenty-one (21) days from the date of the decision in accordance with section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
-



P. O. BOX 467  
 CELL: 081 122  
 EMAIL: ANDRE@vdwplanning.com  
 WINVDW@GMAIL.COM

**ANNEXURE A**

VAT REG NR: 7671521-015

Chief Executive Officer  
 Swakopmund Municipality  
 PO Box 53  
 SWAKOPMUND  
 Namibia



1 December 2021

Dear Sir,

**APPLICATION FOR SPECIAL CONSENT TO OPERATE A "TOURIST ESTABLISHMENT"  
 AND A "TOURIST FACILITY" ON PLOT NO.111, SWAKOPMUND**

**AND**

**SPECIAL CONSENT TO CONSTRUCT FOUR STAFF QUARTERS ON PLOT NO. 111,  
 SWAKOPMUND**

We herewith formally apply, on behalf of our client, Mr J Lofty-Eaton, to the Municipality of Swakopmund for consent to operate a "tourist establishment" and a "tourist facility" on Plot No.111, Swakopmund and consent to construct three (3) staff quarters on Plot No.111, Swakopmund (Annexure A).

**Motivation**

Plot No. 111 was recently purchased by Mr Lofty-Eaton due to the location of this particular plot. It is our client's intention to use Plot No. 111 as a "tourist establishment" in the form of 10 self-catering tented chalets for potential hot air ballooning and stargazing guests that would like to overnight at the establishment. Our client would like to launch a hot air balloon (weather permitted) from this plot as well as to do stargazing hence the application for a "tourist facility" as well.

Due to the above, our client would also like to construct three (3) staff quarters on Plot No. 111 which will be approximately 80m<sup>2</sup> in size each. Our company originally advertised for consent to construct four (4) staff quarters on Plot No. 111 but was later informed by our client that he would only require three (3) such staff quarters for the two Pilots and his maintenance manager that need to be on-site 24/7. Many Plot owners already provide staff quarters on their properties from workers that need to be onsite all the time. A site plan indicating the proposed positions of the three staff quarters is attached to this application as Annexure F.

According to the Swakopmund Town Planning Amendment Scheme No. 12, all of the above being applied for is allowed on a property zoned "Agricultural" with special consent from Council.

Please see insert below of Clause K. from the Swakopmund Town Planning Amendment Scheme No. 12:

#### **K. AGRICULTURE**

---

1. **Colour Notation:** Green Outline  
**Primary Uses:** Agricultural Building  
**Consent Uses:** **Tourist Facilities**, Dwelling Houses, Farm Stall, Place of Instruction, Place of Public Worship, Shop, **Tourist Establishment**, Private Open Space.

#### **2. Land Use Restrictions**

##### **2.1 Number and Type of Buildings**

(a) *In this zone, except with the consent of the Council, only one residential dwelling, together with such buildings which are normally used in connection with agriculture, may be erected on each farm portion or agricultural holding.*

#### **Public Participation**

It should be noted that the application was advertised according to Clause 6 of the Swakopmund Town Planning Amendment Scheme No. 12. Five (5) objection letters were received from the adjacent property owners for the proposed applications by closing time for objections which was on 24 September 2021. The proposed applications were advertised in the New Era Newspaper on 3 and 10 September 2021 (Annexure B). The adjacent property owners were informed via registered mail (Annexure C) and a site notice was placed on Plot No. 111 Swakopmund (Annexure D) for comments by the general public.

#### **Objections Received for adjacent property owners**

As mentioned previously in this application, 5 objection letters were received during the public participation process (Annexure E). These objection letters were received before the closing date for objections which was on 24 September 2021 and will now be commented on below.

#### Comments on objection from Owners of Plot No. 78A and 78B (Annexure E1):

With regard to the objection received from the owners of Plot No. 78A, A Coetzee and Plot 78B, R Binneman it should be mentioned that these owners only objected to the four staff quarters and not the Tourist Establishment or Tourist Facility.

It is not our client's intention to house large families on Plot No. 111. These proposed staff quarters size will be approximately 80m<sup>2</sup> in size each, making it very small to host a large family. Furthermore, hot air ballooning and stargazing are usually also not associated with loud noises or characterised as nuisance.



Comments on objection from Mr Sissing (Annexure E2):

With regard to the objection received from the Mr Sissing it should be mentioned that the objector also only objected to the four staff quarters and not the Tourist Establishment or Tourist Facility.

It seems that Mr Sissing also had the same concerns as the property owners of Plot 78A and 78B. As mentioned with the previous comments on objections, the size of these staff quarters will approximately be 80m<sup>2</sup>. It is clear that due to the size the intentions is for staff quarters and not for family use.

It cannot be expected from our client to draw up site development plans and building plans for something that he might not get Council approval from as doing so is an expensive exercise. We are of the opinion that objection submitted by the objector is premature and can thus not be supported at this point in time.

Comments on objection from Owner of Plot No.108, Mrs T van Rooyen (Annexure E3):

With regard to the objection received from the objector, it seems that she also would like site development plans and building plans for the staff quarters. It will be unfair towards our client to have plans drawn up for something he does not have approval for as this is expensive. Our client will be more than happy to draw up these plans if approval is first granted.

Furthermore, the objector makes reference to certain points within her deed of sale when she purchased her Plot in 2007 for the Swakopmund Municipality. It should be noted that all proposed uses being applied for are allowed on an "Agricultural" zoned plot according to the Swakopmund Town Planning Scheme No. 12.

Our client will first construct his residential dwelling on the property which is allowed with associated outbuildings as determined by the Scheme. There after he will start with construction of the staff quarters and proposed tented camps as finances allows it. It cannot be understood how 3 or 4 staff quarters of approximately 80m<sup>2</sup> in size each and a tented camp can be categorised as a housing scheme. It is our opinion that the objection raised by the objector is vague and unsubstantiated.

Objections from Owners of Plot No.112, Mrs H Currie and Mr R Conradie (Annexure E4):

It should be noted that both the owners submitted the same objection letter. According to their objections, they too objected to the proposed applications until such time that we can supply them with site development plans. Once again such plans is an expensive exercise for something our client does not yet have approval for hence no such plans exist. As mentioned earlier, our client will be more than happy to have plans drawn up once approval is granted and supply these to the neighbours should need be.

Conclusion on comments on objections

It is clear from the objections received that all surrounding neighbours had mostly the same concerns and all requested site development plans before considering to withdraw their objections. It should be mentioned that our office provided them with the site plan attached as Annexure "G" indicating the size and positions of the proposed staff quarters. This plan

according to the objectors was vague and not informative enough for them. The objectors went on to request a range of other information that we feel is unnecessary at this point in time. We are of the opinion that the objectors want to have too much say and power over how Plot No.111 must be developed. It is the work of the Engineering Department of the Swakopmund Municipality to decide whether the proposed intentions of our client can be supported and approved. The construction and positioning of the intended structures and services shall be done in accordance with Municipal regulations.

We are therefore of the opinion that all comments and objections received after the closing date for objections are late and invalid and can therefore not be supported.

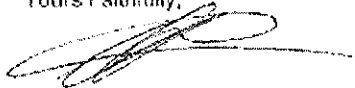
### **Conclusion**

Taking the above into consideration and the fact that the objections received from adjacent property owners by closing date for objections was vague and holds no water, there exist no reason not to support the proposed activities being applied for. The proposed activities will as a matter of fact have no negative impact on the current or future characteristics of the area in question. It should also be noted that the Swakopmund Municipality has the power to revoke such a consent use should our client not comply with the requirements or conditions as may be imposed by Council.

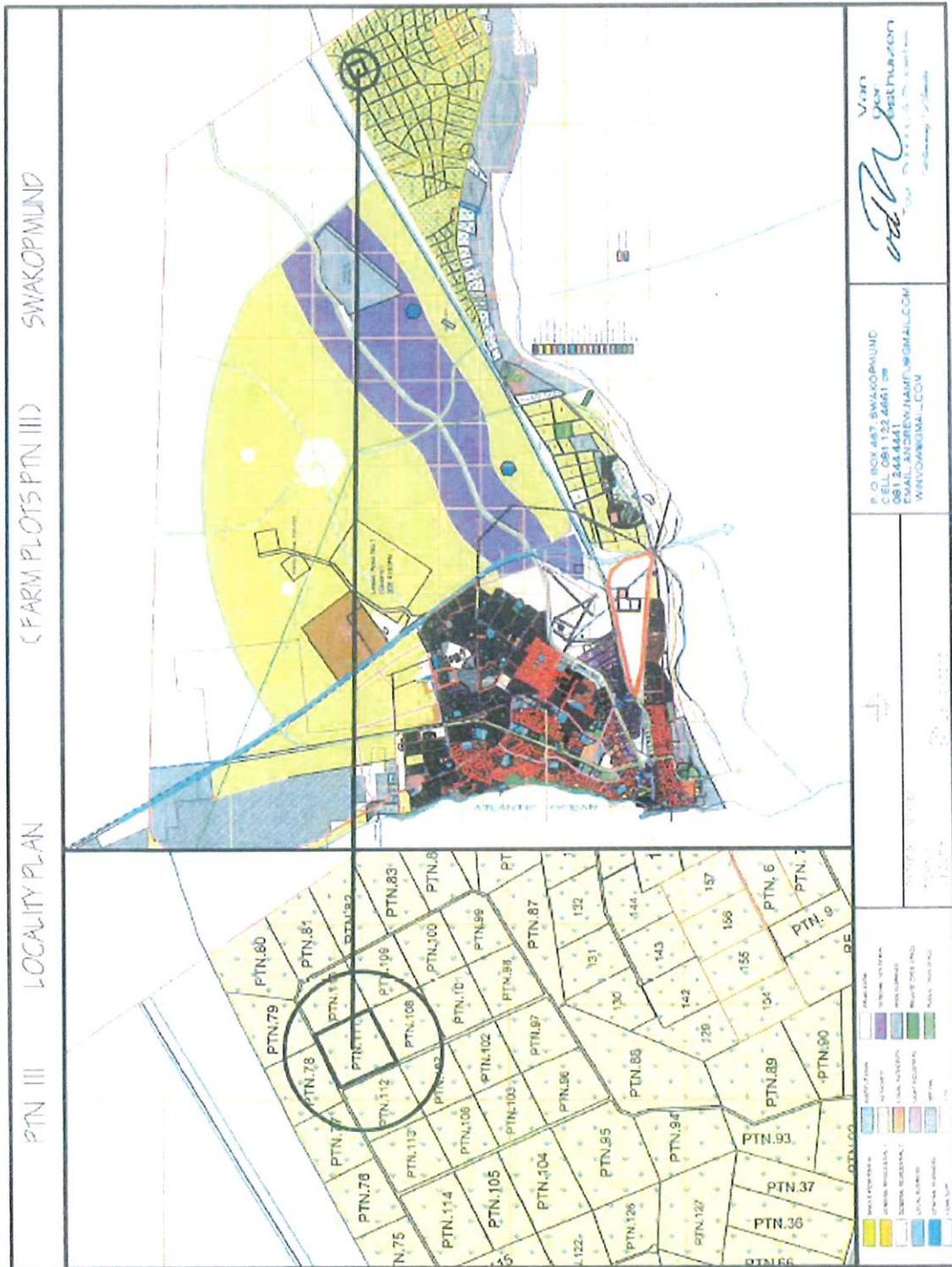
Attached hereto please find all the necessary documentation as required by your office for the consent use approval.

It is trusted that you will find the above in order and please feel free to contact our office should you require any further information.

Yours Faithfully,



**A R VAN DER WESTHUIZEN**





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 S F Maritz, B.Jur LLB  
 C P J Potgieter, B.Com LLB  
 F N Kishi, B.Proc  
 LT van den Berg, BLC LLB  
 R B Strauss, B.Com LLB  
 M D Erkana, LLB  
 V M Manongo-Haikali, LLB  
 R Dreyer, LLB  
 P H K Botha, B.Com LLB  
 B Greyvenstein, B.Proc  
 W H Visser, B.A LLB  
 C M Tjibero, B.Jur LLB  
 A J Malherbe, B.A LLB  
 M U Kuzenka, LLB, LL.M (Taxation)  
 N van Schalkwyk, LLB  
 L Martins, B.A LLB

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 E N T Shigwedha, B.Jur LLB  
 P M Hango, B.Jur LLB  
 T Luvindoo, B.Jur LLB  
 S Du Plooy, LLB  
 J G van der Merwe, B.A LLB  
 S Wagner, B.A LLB  
 A I Dos Santos, B.A LLB, LL.M  
 S P Paulus, LLB  
 C Turck, LLB  
 D F Malherbe, B. PROC.  
 HONS. B (B.A.)  
 G Louw van Wijk, B.A. LLB

DR WEDER, KAUTA & HOVEKA  
 INCORPORATED  
 Reg. No. 2006/327  
 VAT No. 4256169-01-5  
 www.wkh-law.com  
 Authorised and Regulated by  
 the Law Society of Namibia

## ANNEXURE B



DR WEDER, KAUTA & HOVEKA INC  
 LEGAL PRACTITIONERS NOTARIES CONVEYANCERS

OUR REF: MAT67271/BG/ms  
 DATE: 30 SEPTEMBER 2021

JS LOFTY-EATON & H LOFTY-EATON  
 SWAKOPMUND

Dear Madam/Sir

1. OUR 1/2 SHARE TRANSFER OF PORTION 111 (A PORTION OF PORTION 71) OF FARM NO. 163 FROM SHCNOOR & CASHIN TO JS LOFTY-EATON
2. OUR 1/2 SHARE TRANSFER OF PORTION 111 (A PORTION OF PORTION 71) OF FARM NO. 163 FROM SHCNOOR & CASHIN TO H LOFTY-EATON

We refer to the above transaction and have pleasure in advising you that the abovementioned transaction was registered at the Deeds Office on 30 SEPTEMBER 2021 and enclose herewith the proof of payment of **N\$5 810.84** being your interest.

Yours faithfully,  
 DR WEDER, KAUTA & HOVEKA INC  
 Per: B. GREYVENSTEIN

# CLASSIFIEDS

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Fax: (061) 220 584

Email: classifieds@nepc.com.na

Notice Notice Notice Notice Notice Notice Notices

**REPUBLIC OF NAMIBIA**  
MINISTRY OF  
INDUSTRIAL DEVELOPMENT AND  
TRADE LEGATION ACT, 1988  
NOTICE OF APPLICATION FOR A  
COMMITTEE IN TERMS OF THE  
LEGATION ACT, 1988  
I hereby give notice that an application  
in terms of the Legation Act, 1988,  
pursuant to which a committee has  
been established to advise the  
Legation Committee, Region  
HARDAP  
1. Name and postal address of  
applicant  
MAGDA M. GROBLER  
2. Name of business or proposed  
business to which applicant refers  
ALL KINDS OF TOURISM  
3. Address/location of premises to  
which applicant refers  
ERF NO. 820 GIBSON  
4. Name of the business or proposed  
business to which applicant refers  
SPECIAL LICENSE  
5. Name of the person to whom  
application will be lodged  
MAGDA M. GROBLER  
6. Date of expiry of application  
26 JUNE 2022  
7. Date of a meeting of the Legation  
Committee to which applicant refers  
14 JULY 2022  
8. A statement of the reasons for  
the application in terms of the  
Legation Act, 1988, and the  
Legation Committee, Region  
HARDAP, will be held on the  
date of the meeting of the  
Legation Committee.

**NOTICE**  
Please take note that Van Der Westhuizen Town Planning & Properties CC on behalf of the owners of Plot 111, Swakopmund herewith intend to apply to the Municipality of Swakopmund for the following:  
**CONSENT TO CONSTRUCT 4 STAFF QUARTERS ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**NOTICE**  
I do hereby give notice that HARMONIC TOWN PLANNING CONSULTANTS CC, Team and Regional Planners, on behalf of the owner of the respective erf, intends to apply to the Rehoboth Town Council and the Urban and Regional Planning Board for the:  
\*Subdivision of Erf No. Rehoboth Extension 2 307 into Portion A, B, and the Remainder; and  
\*Rezoning of Portion A and B to Single Residential with a density of 1:300 and  
\*Rezoning of the Remainder to Business with a bulk of 1.0; and  
\*Consent to comments with the development of Erf No. Rehoboth Extension 2 307 while the rezoning is in progress.  
Erf No. 307 is located in Extension 2, Rehoboth, and measures a 1890m<sup>2</sup> in area. It is zoned Industrial and is currently vacant. The owner intends to subdivide Erf No. 307 into Portion A, B and the Remainder. Portion A will measure approximately 620m<sup>2</sup>, Portion B will measure approximately 600m<sup>2</sup> and the Remainder of Erf No. 307 will measure approximately 670m<sup>2</sup>. The proposed rezoning of Portion A and Portion B is to Single Residential with a density of 1:300 while the Remainder of Erf No. 307 is proposed to rezone to Business with a bulk of 1.0.  
Sufficient parking for the proposed residential development will be provided for in accordance with the requirements of the Rehoboth Town Planning Amendment Scheme.  
Further take notice that the plan of the erf lies for inspection on the town planning notice board at the Rehoboth Town Council office and at Harmonic Town Planning Offices, 74B Paster Street, Windhoek, West.  
Further take notice that any person objecting to the proposed use of the land as set out above may lodge such objection together with the grounds thereof with the Rehoboth Town Council and with the Applicant in writing within 14 days of the last publication of this notice (final date for objections is 17 September 2021).  
Contact: Harid Kateng Harmonic Town Planning Consultants CC  
Team and Regional Planners  
P.O. Box 3216 Windhoek  
Cell: 011 07 5879  
Fax: 061061401  
Email: hkateng@harmonic.com

**INVITATION TO PUBLIC PARTICIPATION MEETING**  
**ENVIRONMENTAL IMPACT ASSESSMENT AND ENVIRONMENTAL MANAGEMENT PLAN FOR THE DEVELOPMENT OF A FUEL RETAIL FACILITY AT SANGWALI VILLAGE, ZAMBESI REGION**  
Notice is hereby given to all Interested & Affected Parties (I&APs) that an application will be made to the Environmental Commissioner in terms of the Environmental Management Act (No. 7 of 2007) and its Regulations of 2012 for the following intended activity:  
Project Name: Development of a fuel retail facility at Sangwali Village  
Project Location: Sangwali Village, Zambezi region  
Project Description: This proposed development will involve the construction of a fuel retail facility at Sangwali Village in the Judicial Lyabombos Constituency.  
Proponent: Mr. Mushtu Mwaambo  
Environmental Consultant: Regina Matenga  
All Interested & Affected Parties are encouraged to register and raise concerns or provide comments and opinions. All Interested & Affected Parties will be provided with a Background Information Document (BID) comprising of detailed information for the intended activity. A public participation meeting on the intended development will be held at:  
Venue: Sangwali village  
Date: 17 September 2021  
Time: 08:00-11:00  
Should you wish to register as an Interested & Affected Party and receive a BID, please contact Regina Matenga at 0610401052, using airmail, or email: rmatenga@gmail.com or E-mail: hkateng@harmonic.com  
Deadline for comments: 10 September 2021

**THREE STOREY DWELLING UNIT**  
Take notice that the owner Mr. David Hlangabe Hlangabe P.O. Box 21725 Windhoek intends to apply to the Windhoek Municipal Council for the erection of a three-storey and four dwelling unit (300), Township: Hippy Creek, Extension 4, 2nd street. Erf 1003 is zoned Residential with a density of 1:3000.  
The proposed development will be used to construct a three-storey residential building.  
The owner's current intentions are to erect and use the building solely for residential purposes.  
Further take notice that any person objecting to the proposed building as set out above may lodge their objections in writing with the City in writing within 14 days of the last publication of this notice (final date for objections is 23rd September, 2021).  
**CHANGE OF SURNAME**  
THE ALIBUS ACT, 1937  
NOTICE OF INTENTION OF CHANGE OF SURNAME  
I, (1) DANA JESUS MACHADO residing at 38 SCHWARZ STREET, ELLENBERG, intend to change my surname to LEGIS, PRACTICING AT FISHER, QUARBY AND PEPER ATTORNEYS and apply to the Minister of Home Affairs for a new identity card in terms of the Alibus Act, 1937. I declare the surname LEGIS MACHADO VIVO to be my real and legal surname. I intend to change the surname of my wife and children to LEGIS MACHADO VIVO. I intend also to change the surname of my children to LEGIS MACHADO VIVO. I intend also to change the surname of my children to LEGIS MACHADO VIVO. I intend also to change the surname of my children to LEGIS MACHADO VIVO.  
WINDHOEK  
16-09-2021  
**CHANGE OF SURNAME**  
THE ALIBUS ACT, 1937  
NOTICE OF INTENTION OF CHANGE OF SURNAME  
I, (1) SIBI ELERI NAWA POMWENE residing at OKANDJENGE D1 - EAST 3830, OKAHANGANA and carrying on business as employer of a LEARNER intend to apply to the Minister of Home Affairs for a new identity card in terms of the Alibus Act, 1937. I declare the surname POMWENE to be my real and legal surname. I intend to change the surname of my wife and children to POMWENE. I intend also to change the surname of my children to POMWENE. I intend also to change the surname of my children to POMWENE.  
WINDHOEK  
20-09-2021

**CHANGE OF SURNAME**  
THE ALIBUS ACT, 1937  
NOTICE OF INTENTION OF CHANGE OF SURNAME  
I, (1) SIBI ELERI NAWA POMWENE residing at OKANDJENGE D1 - EAST 3830, OKAHANGANA and carrying on business as employer of a LEARNER intend to apply to the Minister of Home Affairs for a new identity card in terms of the Alibus Act, 1937. I declare the surname POMWENE to be my real and legal surname. I intend to change the surname of my wife and children to POMWENE. I intend also to change the surname of my children to POMWENE. I intend also to change the surname of my children to POMWENE.  
WINDHOEK  
20-09-2021  
**CHANGE OF SURNAME**  
THE ALIBUS ACT, 1937  
NOTICE OF INTENTION OF CHANGE OF SURNAME  
I, (1) ELIA MATJEBULANGE NANGA residing at 18 TORRES HARFLOO STREET, ARIETA SWAKOPMUND, intend to change my surname to NANGA and carry on business as employer of a LEARNER in terms of the Alibus Act, 1937. I declare the surname MATJEBULANGE NANGA to be my real and legal surname. I intend to change the surname of my wife and children to NANGA. I intend also to change the surname of my children to NANGA. I intend also to change the surname of my children to NANGA.  
WINDHOEK  
20-09-2021

**NOTICE**  
ARIS TOWN PLANNING SCHEME  
Take notice that the owner of the Remainder of Portion 1 of the Farm Gross Haggard No. 417, The Trustees for the Van Der West Investment Trust intends to apply to the Windhoek Municipal Council for:  
Development of Remainder of Portion 1 of the Farm Gross Haggard No. 417  
The Remainder of Portion 1 is located to the south of Windhoek opposite Omega Golf Estate on the eastern side of the National B1 Road between Rehoboth and Windhoek. The portion is bordered on the eastern and northern sides by the National B1 Road and on the western side by the Remainder of Gochepan No. 20, while the Remainder of Portion 2 of the Farm Gross Haggard No. 417 and Farm Gross No. 219 is located on the southern boundary of the Portion.  
The Remainder of Portion 1 is zoned rural residential with an approved consent for a Rural Estate in terms of the Act Farm town planning scheme and a 770:16:2 hectares in extent.  
The intention is to create a small business centre including a service station and other services for the use of motorists and other users. Out of Nature and several residential developments in the development further to the south of the proposed portion estate consent will be accommodated on the southern part of the Remainder. The proposal is therefore to subdivide the Remainder of Portion 1 into 5 Portions and the Remainder and to rezone proposed Portion 2 from Rural Residential to Service Station and Portion 3 and 4 to "Business" with a bulk of 1. Person 1 will remain rural residential and Portion 5 will remain Rural Estate as per current approved consent.  
This requires a development application to subdivide into 5 Portions and Remainder and Rezoning of Portion 2, 3 and 4 as indicated by the Windhoek Municipal Council.  
Further take notice that the plan of the proposed development lies for inspection on the Town Planning Notice Board at the Customer Care Centre, Main Municipal Offices, Ray, Michael Smith Street, Windhoek.  
Any person objecting to the proposed use of the land as set out above may lodge such objection together with the grounds thereof with the City and with the applicant in writing within 14 days of the last publication of this notice.  
The final date for objections is 24 September 2021.  
APPLICANT  
WSTRPC  
P.O. Box 31261  
Windhoek  
Email: wstrpc@gnps.com  
Tel: 254 61 121 3076

**NOTICE**  
Please take note that Van Der Westhuizen Town Planning & Properties CC on behalf of the owners of Erf 9754, Extension 39, Swakopmund herewith intend to apply to the Municipality of Swakopmund for the following:  
**CONSENT TO OPERATE AND CONSTRUCT A "SERVICE STATION" ON ERF 9754, EXTENSION 39, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

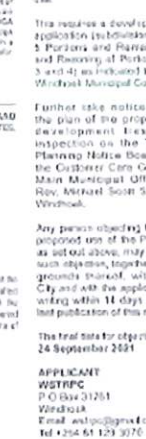
**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund

**CONSENT TO OPERATE A "TOURIST ESTABLISHMENT" AND A "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**  
Any person having any objection against such application should lodge their objections in writing within 14 days of the last publication to both the Chief Executive Officer of the Swakopmund Municipality and the applicant during normal business hours. Closing date for objections or comments is 24 September 2021.  
Applicant: vfd Westhuizen Town Planning & Properties cc  
Tel: 081 122 4441  
081 244 4441  
Email: andrew.namfu@gmail.com  
www.vw@gmail.com  
P.O. Box 467 Swakopmund













P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 081 2444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

T Van Rooyen  
P.O. Box 2469  
SWAKOPMUND  
Namibia  
13001

3 September 2021

Dear Sir/Madam,

**CONSENT TO OPERATE A TOURIST ESTABLISHMENT AND TOURIST FACILITY ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofty-Eaton to apply to the Municipality of Swakopmund for consent to operate a "Tourist Establishment" and "Tourist Facility" on Plot 111, Swakopmund. It is the intention of our client to operate a "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like on the above mentioned property as a Consent in terms of Table B of the Swakopmund Town Planning Amendment Scheme No. 12.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W I van der Westhuizen



P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 0812444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

T Van Rooyen  
P.O. Box 2469  
SWAKOPMUND  
Namibia  
13001

3 September 2021

Dear Sir/Madam,

**CONSENT TO CONSTRUCT 4 STAFF QUARTERS ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofly-Eaton to apply to the Municipality of Swakopmund for consent to construct 4 staff quarters on Plot 111, Swakopmund. It is the intention of our client to use Plot 111 as "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like. Due to the location of the Plot and the distance from town, our client would like to provide housing quarters for his staff on the plot itself. This will enable his staff not to have to travel vast distances to and from work and for them to be on-site when needed.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W I van der Westhuizen





P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 0812444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

I Woermann  
P.O. Box 4712  
SWAKOPMUND  
Vineta  
Namibia  
13003

3 September 2021

Dear Sir/Madam,

**CONSENT TO CONSTRUCT 4 STAFF QUARTERS ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofty-Eaton to apply to the Municipality of Swakopmund for consent to construct 4 staff quarters on Plot 111, Swakopmund. It is the intention of our client to use Plot 111 as "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like. Due to the location of the Plot and the distance from town, our client would like to provide housing quarters for his staff on the plot itself. This will enable his staff not to have to travel vast distances to and from work and for them to be on-site when needed.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W I van der Westhuizen



P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 0812444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

I Woermann  
P.O. Box 4712  
SWAKOPMUND  
Vineta  
Namibia  
13003

3 September 2021

Dear Sir/Madam,

**CONSENT TO OPERATE A TOURIST ESTABLISHMENT AND TOURIST FACILITY ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofty-Eaton to apply to the Municipality of Swakopmund for consent to operate a "Tourist Establishment" and "Tourist Facility" on Plot 111, Swakopmund. It is the intention of our client to operate a "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like on the above mentioned property as a Consent in terms of Table B of the Swakopmund Town Planning Amendment Scheme No. 12.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W T van der Westhuizen



P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 0812444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

R Conradie  
P.O. Box 1837  
BRUMMERIA  
South Africa  
0184

3 September 2021

Dear Sir/Madam,

**CONSENT TO CONSTRUCT 4 STAFF QUARTERS ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofty-Eaton to apply to the Municipality of Swakopmund for consent to construct 4 staff quarters on Plot 111, Swakopmund. It is the intention of our client to use Plot 111 as "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like. Due to the location of the Plot and the distance from town, our client would like to provide housing quarters for his staff on the plot itself. This will enable his staff not to have to travel vast distances to and from work and for them to be on-site when needed.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W I van der Westhuizen





P. O. BOX 467, SWAKOPMUND  
CELL: 081 122 4661 \ 0812444441  
EMAIL: ANDREW.NAMFU@GMAIL.COM  
WINVDW@GMAIL.COM

R Conradie  
P.O. Box 1837  
BRUMMERIA  
South Africa  
0184

3 September 2021

Dear Sir/Madam,

**CONSENT TO OPERATE A TOURIST ESTABLISHMENT AND TOURIST FACILITY ON PLOT 111, SWAKOPMUND**

We herewith wish to inform you of our intention, on behalf of our client, Mr Johnny Lofty-Eaton to apply to the Municipality of Swakopmund for consent to operate a "Tourist Establishment" and "Tourist Facility" on Plot 111, Swakopmund. It is the intention of our client to operate a "Tourist Establishment" in the form of chalets as well as a "Tourist Facility" in the form of day-time camp sites, hot air ballooning, star gazing, and a like on the above mentioned property as a Consent in terms of Table B of the Swakopmund Town Planning Amendment Scheme No. 12.

Should you have any objection/s or comment/s against the proposed application, you are requested to lodge such, **in writing**, within 14 days of the last publication in the newspaper to both the Chief Executive Officer of the Swakopmund Municipality as well as the applicant during normal business hours. Please find attached a Consent form for completion. Closing date for objections or comments is on 24 September 2021.

It is trusted that you will find the above in order and please feel free to contact our office on the details provided should you have any questions regarding the above mentioned.

Yours Faithfully

W I van der Westhuizen









20 September 2021

**ANNEXURE D**

Mr J Heita  
Manager: Town Planning  
Swakopmund Municipality  
064-410 4403/081-150 0269

Mr W & A van der Westhuizen  
Van der Westhuizen Town Planning & Properties  
PO Box 467, Swakopmund  
081-244 4441/081-122 4661

Dear mr Heita and Van der Westhuizen(s)

**CONSTRUCTION OF FOUR STAFF QUARTERS ON PLOT 111**

Your notice of consent to construct four staff quarters on Plot 111, refers.

It is wonderful to notice that the owner of Plot 111 intends to boost the tourism industry with hot air ballooning and star gazing in the Swakopmund surrounding.

Our concern is the four staff quarters that is in the planning. I want to know how big will this quarters be, how many family members will be accommodating within each quarter?

The reason most of us want to live on the plots, is because of the quiet and peaceful surrounding and would like to keep it that way.

We therefor ask that you please reconsider this request.

Thank you & kind regards,

A Coetzee

Plot 78A



R Binneman

Plot 78B



21 September 2021

The Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53  
Swakopmund  
Namibia  
13001

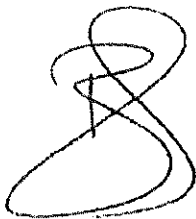
**RE: SPECIAL CONSENT TO CONSTRUCT 4 "STAFF QUARTERS" ON PLOT 111,  
SWAKOPMUND**

I hereby object to the above-mentioned application.

My main concern is that we are not aware of the size of the staff quarters, or where exactly on their plot that they are wanting to construct. Is there a plan available to see what the intention is?

I am willing to reconsider should the necessary information be made available.

Blessings,

A handwritten signature in black ink, appearing to be 'Barry Sissing', written in a cursive style with a large loop at the end.

Barry Sissing  
P.O. Box 8380  
Swakopmund  
+264 (0)81 442 8747  
[barry@advancedfsa.com](mailto:barry@advancedfsa.com)



Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia  
13001

PO Box 2469  
Swakopmund  
Cell: 0811292010  
trudi@manica.com.na

20 September 2021

Dear Sir,

**RE: SPECIAL CONSENT TO CONSTRUCT 4 'STAFF QUARTERS' & TO OPERATE A 'TOURIST ESTABLISHMENT' AND 'TOURIST FACILITY' ON PLOT 111, SWAKOPMUND**

**RE: Holding Objection: Request for a site plan.**

I am the owner of Plot 108 directly adjacent to Plot 111 and would like to submit a holding objection for the proposed development on plot 111 on the Swakop River Plots.

A notice has been placed on Plot 111, advertising the intended use of the plot for tourism purposes and the construction of 4 staff quarters.

I hereby wish to submit a holding objection until a **site development plan** has been submitted for review and is in the public domain, for the proposed activities to be objectively reviewed by myself and the other neighbours.

The perusal of the planned development will allow me to make an informed decision regarding the required approval and consent (for additional dwellings on the property) - as requested by the owners of plot 111.

With the purchase of my smallholding from the Swakopmund Municipality in 2007 it is clearly stated in the regulations what is allowed in terms of improvements according to the Swakopmund Town Planning Scheme. The following points were part of the sales deed:

1. Primary use is agriculture and consent need to be given to any other uses.
2. Only one residential dwelling, together with such building which are normally use in connection with agriculture, may be erected on each smallholding.
3. Smallholding owners are specifically prohibited from developing housing schemes on the plots.

In view of the above-mentioned points of concern, and as noted, I would like to have the information related to the proposed development at my disposal in order to make an informed decision on this matter.

Your soonest response will be appreciated.

Kind regards



**Trudi van Rooyen - Plot 108**

Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia  
13001

21 September 2021

Dear Sir

**RE: SPECIAL CONSENT TO CONSTRUCT 4 'STAFF QUARTERS' & TO OPERATE A "TOURIST ESTABLISHMENT" AND "TOURIST FACILITY" ON PLOT 111, SWAKOPMUND**

I am a co-owner of Plot 112 on the western side of Plot 108, across the road. Notices have been placed on Plot 111 asking for consent to construct 4 x staff quarters and a tourism establishment/facility.

The scope of the intended development is not clear. Kindly provide us with the site development plan and further details, so that we can make an informed decision. If such site development plan is not available yet, we hereby submit a holding objection until such time that we have received the site development plan and had reasonable time (at least two weeks) to scrutinize and respond appropriately.

Your soonest response will be appreciated.

Kind regards



**Rene Conradie**  
Co-Owner Plot 112

Cell: 081 2891995  
[conradierene@gmail.com](mailto:conradierene@gmail.com)

CC

Manager: Town Planning: Mr J Heita [jheita@swakmun.com.na](mailto:jheita@swakmun.com.na)  
Mr W van der Westhuizen [winydw@gmail.com](mailto:winydw@gmail.com)  
Mr A van der Westhuizen [andrew.namfu@gmail.com](mailto:andrew.namfu@gmail.com)

Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia  
13001

21 September 2021

Dear Sir

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Kind regards



**Heidi Currie**  
Co-Owner Plot 112

Cell: 081 302 5267  
[heidi@ecobluemarine.com](mailto:heidi@ecobluemarine.com)

CC

Manager: Town Planning: Mr J Heita [jheita@swkmun.com.na](mailto:jheita@swkmun.com.na)  
Mr W van der Westhuizen [winydw@gmail.com](mailto:winydw@gmail.com)  
Mr A van der Westhuizen [andrew.namfu@gmail.com](mailto:andrew.namfu@gmail.com)



All dimensions to be checked on site before any work is started in the field. Its approval to be read in conjunction with Engineers' drawings where applicable. Any discrepancies and anomalies on the drawing to be reported to the Architect. Dimensions not to be scaled. Copyright reserved.

REVISIONS:	
No:	Description:

Areas	
Main Dwelling	120.791m <sup>2</sup>
Erl Size	216.3m <sup>2</sup>
Dwelling size	86.1m <sup>2</sup>
Garage	23.2m <sup>2</sup>
Outbuilding	329.4m <sup>2</sup>
<b>Total</b>	<b>775.8m<sup>2</sup></b>
Coverage	0.2%

3x New Proposed Staff quarters	
±80.3m <sup>2</sup> per unit	240.9m <sup>2</sup>
<b>Total</b>	<b>240.9m<sup>2</sup></b>



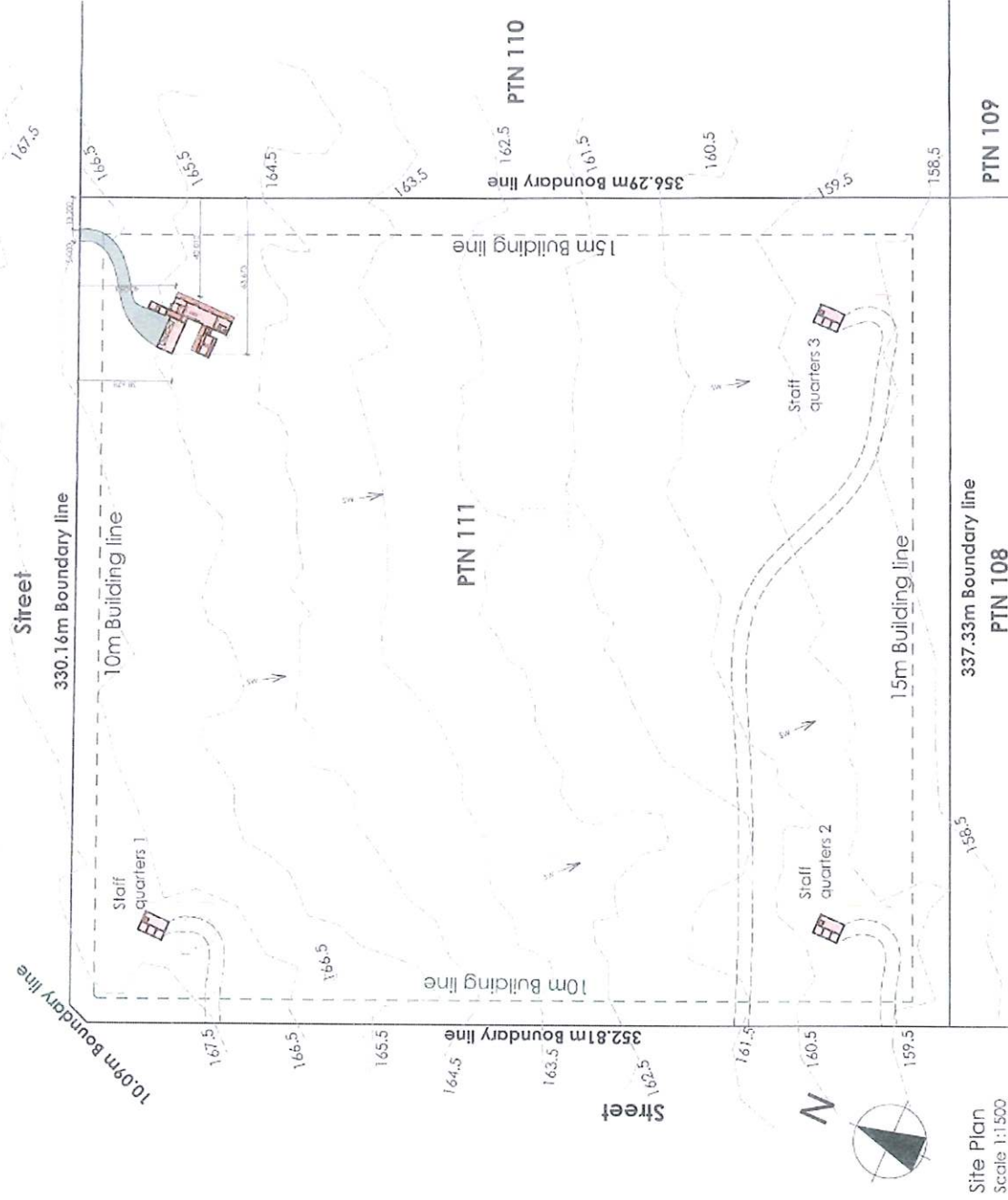
Client: Mr J Lohy-Eaton  
 Cell cell 127 1024

Project: Proposed New 3 Staff Quarters

Drawing Title: Site Plan

Scale: Project No: 102  
 Date: Sept 2021  
 Drawn: JDT

Drawing No: 3/001  
 Revision



Site Plan  
 Scale 1:1500