

AGENDA

Ordinary Council Meeting

on

THURSDAY

28 JANUARY 2021

at

09:00



MUNICIPALITY OF SWAKOPMUND

**MUNICIPALITY OF SWAKOPMUND**

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

Enquiries: *Aloysia Kahuika*

20 January 2021

The Mayor and Councillors
Municipality
SWAKOPMUND

Dear Sir / Madam

NOTICE: ORDINARY COUNCIL MEETING

Notice is hereby given of an **ORDINARY COUNCIL MEETING** to be held in the Council Chambers, Municipal Office Building, Swakopmund on:

THURSDAY, 28 JANUARY 2021 AT 09:00.

A Benjamin
CHIEF EXECUTIVE OFFICER

AK/-

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2.	<u>ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL</u>				
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4.1	Minutes of the Ordinary Council Meeting held on 30 November 2020 . (pp 138/2020 - 140/2020)				
5.	<u>OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS</u>				
6.	<u>INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL</u>				
6.1	Long Service Awards.				
7.	<u>PETITIONS</u> None.				
8.	<u>MOTIONS OF MEMBERS</u> None.				
9.	<u>ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN</u> None.				
10.	<u>REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1) (E) OF THE ACT</u>				
10.1	<u>REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING JANUARY 2021</u>				
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10 (A)	Minutes of the Ordinary Management Committee Meeting held on 14 January 2021	PAGE 08			

11. **RECOMMENDATION OF THE MANAGEMENT COMMITTEE**11.1 **ORDINARY MANAGEMENT COMMITTEE MEETING HELD ON 14 JANUARY 2021**

ITEM NO	SUBJECT	REF NO	PAGE
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11.1.2	Urban Agriculture Project - Allotment Garden Plots Beneficiaries	17/5/3	27
11.1.3	Application For Relaxation Of Street Building Lines On Erf 2329, Swakopmund, Extension 8	E 2329	52
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11.1.8	Rezoning Of Erf 5371, Swakopmund From "Special" For The Purposes Of Sports, Offices, Shops, Place Of Assembly And Accommodation To "Special" For The Purpose Of Sports, Offices, Shops, Place Of Assembly And Accommodation And Institutional	19.03.08, E 5371	98
11.1.9	Application For The Rezoning Of Erf 8673 (Portion Of Erf 923) Swakopmund From "Street" To "Parking"	E 8673, E 923	120
11.1.10	Application For Relaxation Of Street Building Lines On Erf 72, Myl 4 Proper	19.03.09, M4 72	122
11.1.11	Application For Special Consent To Operate A Home Shop On Erf 536, Tamariskia Extension 2	19.03.03, T 536	151
11.1.12	Application For The Relaxation Of The Height Restrictions Of The Street Boundary Wall On Erf 3559, Swakopmund	19.03.08, E 3559	163
11.1.13	Appointment Of Health And Safety Representatives	11/1/4/27	171

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

None.

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

None.

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MINUTES

of a **Special Council Meeting** held in the Council Chambers, Municipal Main Office Complex, Swakopmund on **Monday, 30 November 2020 at 09:17.**

PRESENT:

The Magistrate, Ms N Brown : Presiding Officer

Councillor L N Kativa
 Councillor D Am-!Gabe
 Councillor W O Groenewald
 Councillor C-W Goldbeck
 Councillor P N Shimhanda
 Councillor B R Goraseb
 Councillor M Henrichsen
 Councillor E Shitana
 Councillor S Kautondokwa
 Alderman H H Nghidipaya

OFFICIALS:

Mr A Benjamin	:	Chief Executive Officer
Mr M P C Swarts	:	GM: Corporate Services & HC
Mr C McClune	:	GM: Engineering & Planning Services
Mr H !Naruseb	:	GM: Finance
Mr V S Kaulinge	:	GM: Economic Development Services
Mr C L Lawrence	:	GM: Health Services & Solid Waste Management
Mr U Tjiurutue	:	Corporate Officer: Administration

ALSO PRESENT:

In attendance were members of the public, media and other dignitaries.

1. OPENING

Mr C L Lawrence opened the meeting with a prayer.

2. APPLICATIONS FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL

None.

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3. SWEARING-IN OF NEW COUNCILLORS AND ELECTION OF OFFICE BEARERS

S/C/M 2019/12/16 - A 2/3/1/4)

3.1 SWEARING-IN OF NEW COUNCILLORS

Magistrate N Bown administered the oath of office for all Councillors in terms of Section 10 (1) of the Local Authorities Act, Act No. 23 of 1992.

3.2 MAYOR AND CHAIRPERSON OF COUNCIL

Councillor P N Shimhanda nominated **Councillor L N Kativa as Mayor and Chairperson of Council**, which nomination was accepted and then seconded by Councillor B R Goraseb.

In the absence of any other nominations, **Councillor L N Kativa** was duly elected as **Mayor and Chairperson of Council**.

3.3 DEPUTY MAYOR AND VICE-CHAIRPERSON OF COUNCIL

Councillor B R Goraseb nominated **Councillor D Am-IGabeb as Deputy Mayor and Vice-Chairperson of Council**, which nomination was accepted and then seconded by Councillor L N Kativa.

In the absence of any other nominations, **Councillor D Am-IGabeb** was duly elected as **Deputy Mayor and Vice-Chairperson of Council**.

3.4 MEMBERS OF THE MANAGEMENT COMMITTEE

The following nominations which were accepted by the nominees:

- | | | | |
|-----|----------------------------------|---|-----------------|
| (a) | Councillor W O Groenewald | - | nominated by |
| | Councillor C-W Goldbeck | | and seconded by |
| | Councillor M Henrichsen | | |
| (b) | Councillor C-W Goldbeck | - | nominated by |
| | Councillor M Henrichsen | | and seconded by |
| | Councillor L N Kativa | | |
| (c) | Councillor P N Shimhanda | - | nominated by |
| | Councillor W O Groenewald | | and seconded by |
| | Councillor C-W Goldbeck | | |
| (d) | Councillor B R Goraseb | - | nominated by |
| | Councillor L N Kativa | | and seconded by |
| | Councillor D Am-IGabeb | | |

In the absence of any other nominations, the Magistrate announced the outcome of the duly elected members of the Management Committee as follows:

- (a) **Councillor W O Groenewald**
 - (b) **Councillor C-W Goldbeck**
 - (c) **Councillor P N Shimhanda**
 - (d) **Councillor B R Goraseb**
-

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3.5 ALTERNATE MEMBER OF THE MANAGEMENT COMMITTEE

Councillor W O Groenewald nominated Councillor M Henrichsen as **Alternate Member of the Management Committee**, which nomination was accepted and then seconded by Councillor P N Shimhanda.

In the absence of any other nominations, Councillor M Henrichsen was duly elected as **Alternate Member of the Management Committee**.

3.6 ACCEPTANCE SPEECH BY THE NEWLY ELECTED MAYOR

Her Worship the Mayor, Honourable Councillor L N Kativa delivered her acceptance speech.

The meeting adjourned at 09:50

Minutes confirmed on: 28 January 2021

Ms N Brown
DISTRICT MAGISTRATE

A Benjamin
CHIEF EXECUTIVE OFFICER

11. RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETING HELD ON 14 JANUARY 2021

10. REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD DURING JANUARY 2021

10 (A) MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 14 JANUARY 2021

2. CONFIRMATION OF MINUTES
(M/C 2021/01/14 - 5/2/1/1/2)

2.1 MINUTES OF THE SPECIAL MANAGEMENT COMMITTEE MEETING HELD ON 23 NOVEMBER 2020

RESOLVED:

CO: A
GM: CS&HC

That it be recorded that the Minutes of the Special Management Committee meeting held on 23 November 2020 and confirmed / approved on 23 November 2020, be noted.

2.2 MINUTES OF THE SPECIAL MANAGEMENT COMMITTEE MEETING HELD ON 30 NOVEMBER 2020

RESOLVED:

CO: A
GM: CS&HC

That it be recorded that the Minutes of the Special Management Committee meeting held on 30 November 2020 and confirmed / approved on 30 November 2020, be noted.

2.3 MATTERS ARISING FROM THE PREVIOUS MINUTES

None.

7.4 APPROVAL OF SWAKOPMUND ZONING SCHEME NUMBER 70
(M/C 2021/01/14 - 16/1/4/1/1)

RESOLVED:

GM: E&PS

That it be recorded that this item was approved by Council on 19 November 2020 under item 11.1.23.

7.7 **FEEDBACK: CLOSED BID SALE OF 16 ERVEN HELD ON 27 NOVEMBER 2020**

(M/C 2021/01/14 - 16/1/4/2/1/8)

RESOLVED:

CO: P
GM: CS&HC

That the feedback report regarding the closed bid sale of 16 erven held on 27 November 2020, be noted.

8.3 **REQUEST FOR REBATE ON CHARGES FOR PRO-ED AKADEMIE**

(M/C 2021/01/14 - 3/11/1/2/2/5)

RESOLVED:

GM: F

That the matter be referred back to formulate a policy and resubmission to the Management Committee.

8.4 **REQUEST FOR REBATE ON CHARGES FOR SWAKOPMUND FOOTBALL CLUB**

(M/C 2021/01/14 - 3/11/1/2/2/5)

RESOLVED:

GM: F

That the matter be referred back to formulate a policy and resubmission to the Management Committee.

11. **RECOMMENDATIONS BY THE MANAGEMENT COMMITTEE**
- 11.1 **MANAGEMENT COMMITTEE MEETINGS HELD ON 12 NOVEMBER 2020**
- 11.1.1 **OVAHIMBA CULTURAL VILLAGE AT MARTIN LUTHER HISTORICAL SITE**
(C/M 2021/01/28 - 13/3/1/5)

Ordinary Management Meeting of 28 January 2021, Addendum **7.1** page **03** refers.

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

Introduction

This item is seeking Council's approval to revoke the land allocated Ovahimba Cultural group for development of a cultural Village at Martin Luther Historical Site.

Background

After discussing the application made by Ovahimba Cultural Group, Council on **28 July 2016** under item 11.1.12 resolved the following:

- (a) *That Council approves the lease of an area measuring 900m² as indicated Annexure "A"(on file) to the Ovahimba Cultural Group listed below and under the leadership of Mr Marikondjo Tjambiru (ID 781025 0011 5):*
1. *Uamuuaike Tjambiru (ID 940728 0088 0)*
 2. *Unyenja Tjisemo (ID 950302 0096 7)*
 3. *Kavii Tjirambi (ID 920202 0258 1)*
 4. *Tjokuryaouvisema Tjivii (ID 921010 0166 7)*
 5. *Tukumbakuje Rutjindo (ID 890321 0139 0)*
 6. *Vekarwavi Mbenge (ID 910101 50129 4)*
 7. *Kaveturire Tjjerwa (ID not listed)*
 8. *Marikondjo Tjambiru (ID 781025 0011 5)*
- (b) *That access and egress to and from the lease area be from the traffic circle on trunk road 2/2 and that the Traffic Section and Engineering Services Department provides road safety signs (where necessary).*
- (c) *That group takes note that there are no service connection points on site (water & electricity).*
- (d) *That Council takes note that Mr Marikondjo Tjambiru accepted responsibility for the management of the group and for payment of all costs related to the lease, such as the compilation of a lease agreement, payment of a deposit and payment of the monthly rental.*
- (e) *That the area be used solely for the following activities: dancing, singing, drum playing, weaving and creation of traditional items such as baskets and preparing of traditional food on open fire (see point (j) (iii) below).*

- (f) That the rental be determined at N\$0.45c/m², it is 900m² x N\$0.45c = N\$405.00 + 15% VAT in the amount of N\$60.75 which amounts to 465.75 / month with an annual escalation applicable on 1 July 2017.
- (g) That a lease period of 9 years 11 months be approved commencing after approval has been obtained as per point (h) below and per point (i) (vii).
- (h) That since the lease portion is located on undivided townlands, approval be obtained for from the Ministry of Urban & Rural Development to proceed with the lease agreement in terms of section 30 (1) (t) of the Local Authorities Act 23 of 1992, as amended.
- (i) That the following conditions be applicable:
- (i) That a payment equal to one month's rental amount be paid as deposit (exclusive of 15% VAT).
 - (ii) That Council be indemnified against any claims.
 - (iii) That a 3 month termination period be applicable for both parties.
 - (iv) That no construction of permanent structures (a permanent structure is any type of roof whether it's cardboard, netting, asbestos or iron with a cement floor.), be allowed. Any temporary structures erected on the lease area shall be constructed to the satisfaction of the Engineering Services Department and be aesthetically acceptable.
 - (v) That no subletting be allowed.
 - (vi) That the lease agreement is not transferable and will not form part of an estate.
 - (vii) That the commencement date be the date of signing the lease agreement.
 - (viii) That the lessee complies with all conditions laid down by the Engineering Services Department and the Health Services Department in terms of the Building Regulations and the Health Regulations of Council, as well as all other relevant municipal regulations.
 - (ix) That Council at all reasonable time have the right of access to the lease property for the purpose of carrying out inspections in order to ensure that all applicable regulations and requirements are being complied with.
 - (x) That in the event of the breach of any of the conditions of the lease, the lease agreement may be cancelled at the entire discretion of Council by giving 30 days' notice in writing to the lessee.
 - (xi) That in the event of termination of the lease agreement, the lessee shall have no claim for compensation in respect of any improvements effected on the lease area.
- (j) That in addition to the above, the following health requirements be complied with and provided by the group:
- 1. Provision of approved ablution facilities (to be considered as 1 of the sites for enviro loo).
 - 2. Access to potable water (such as 100 litres containers).
 - 3. Open fire is done in a manner approved by Fire Chief and only for display of cultural activities.
 - 4. That the activity is registered as a Tourist Industry and with the Health Services Department of the Swakopmund Municipality.
 - 5. That the General Manager: Engineering Services make provision for Access Route to and from the lease area.
 - 6. The keeping and slaughtering of animals are not allowed.
- (k) That the area be extended to cultural areas and that the additional ablution facilities be a joined effort of the groups and the Municipality.

Discussion

Several meetings were held to find the amicable solution the infights of the Ovahimba Cultural Group but all efforts proved futile. A recent meeting was held on the 01 October 2020 where the two groups (one group is led by Mr M. Tjambiru & the other by Mr. K Tjierua) were invited to resolve their conflicts and find the best way forward. Both groups were asked during the meeting if they have problem working with one another and they all indicated that they had no problem (*see attached Minutes*).

As a way forward, it was therefore agreed upon that a new Steering Committee for the Ovahimba Cultural Village be formed. It was agreed that the Committee be comprised of 10 members, including Mr Tjambiru as Chairperson and Mr Tjijerua as a Deputy Chairperson. It was further decided that the rest of the committee members must be gender balanced and equal representation from both groups (i.e. 4 members from each group).

The two representatives were thus informed to select their committee members and submit the names to the Economic Development Officer so that the committee can be approved by Council.

On the 14 and **16 October 2020**, letters (attached as **Annexure "B" & "C"**) were received from Mr. Tjambiru, in which he refused to accept new members to the project. He is alleging that the new members violated article 4 of the Ovahimba Constitution. Mr Tjambiru is the one who compiled this constitution without consent of the other members. It was recommended in the meeting on **01 October 2020** that all the old procedures must be reviewed by the committee members and together comes up with a Constitution and have the group registered.

On **21 October 2020**, a letter was received from Eonga Traditional Group (**Annexure "D"**) which is alleging that they as a group representing Ovatua, Ovahimba and Ovatjimba residing in DRC informal settlement, use to perform cultural dances at the Ovahimba Cultural village at Martin Luther site. They further allege that the committee that was spearheading the operation of the village was not transparent. They performed at the cultural village but they were not compensated, and the money seems to have disappeared. They are therefore requesting for election so they can vote for the leadership of their choice.

On **26 October 2020**, a letter was received from Mr. Tjierua in which he stated that they had arranged a meeting with Mr Tjambiru on **03 October 2020**. The purpose of the meeting was to elect new members as per the recommendation of the meeting held on 01 October 2020. He alleged that Mr Tjambiru refused to have meeting with them stating that he is not ready to take on new members and he ordered them not to enter the cultural village until further notice.

CONCLUSION

From the above narration & background, once can conclude that the existing infights and conflict among the Ovahimba Cultural groups will never be resolved. Mr Tjambiru is claiming ownership of the village and he would like

to dictate on who he want to work with. This type of leadership is deprived the majority the benefit they could get from this village.

As a best way forward, the Economic Development Office suggests that the land on which village is, be revoked from the group and the whole land be fenced off to allow development of a cultural centre in future in which all the cultures can be allocated a portion to display their products & artefacts.

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

RECOMMENDED:

- (a) That the Council revokes the utilization of the land of the Ovahimba Cultural Village.
 - (b) That both groups (Mr Tjambiru and Mr Tjijerua) be informed of the Council decision and advised to remove the structures and vacate the area.
 - (c) That the Economic Development Office plans for the demarcation of land earmarked for the Cultural Center.
 - (d) That once the area has been demarcated, invitations for expression of interest from different cultural groups / cooperatives / individuals that want to lease a portion in the center, be compiled.
-

13/3/13



Dear Sir/Madam

RE: REFUSAL TO ACCEPT NEW MEMBERS TO THE OVAHIMBA CULTURAL GROUP DUE THEIR VIOLATION OF THE ESTABLISHED CONSTITUTION

The subjects bares reference, following the meeting which was held on the 1st of October 2020 at the municipal chamber with the Erongo regional council leadership, the Ovahimba cultural group will not be accepting the new members who wanted to join the group as queried at the meeting.

The reasons are as follows:

- They violated article 4 of the Ovahimba constitution, which states that " The membership of an individual may be terminated for a good reason by the Executive Management Committee but the member has the right to be heard before a final decision in made". The group of people did not schedule a hearing with the committee to plea for membership.
- They wished to violate the objectives of the Ovahimba cultural group by wanting to enforce new objective without consulting the Executive committee, "Members will have a combined vote at General Meetings after 5 years". These people has not even been accepted as members yet but they wished to dictate big decisions without consulting current members.
- They seems to want total control of the cultural group, showing no regard to the current Executive founder, which is a clear indication that it will cause confusion and conflict of interest with two groups merging different ideologies.

For further queries please do not hesitate to contract founder of the project Mr M. Tjamburu. 0814125581

M. Tjamburu

13/1/13



Dear Sir/Madam

NON COMPLIANCE WITH PROVISIONS OF THE ESTABLISH RELATING TO MEMBERSHIP

The subjects bares reference, following the meeting which was held on the 1st of October 2020 at the municipal chamber with the Erongo regional council leadership, the Ovahimba cultural group under the leadership of Mr. Tjamburu wish to point out the following:

Recruitment of new members: The members of the group led by Mr. Tjijerua has up to date failed to adhere/ comply with the provisions of article 4 of the Ovahimba Cultural Groups' Constitution.

Article 4 states that "The membership of an individual may be terminated for a good reason by the Executive Management Committee but the member has the right to be heard before a final decision is made". The group of people did not schedule a hearing with the committee to plea for membership.

They wished to violate the objectives of the Ovahimba cultural group by wanting to enforce new objectives without consulting the Executive committee, the constitution also states that "Members will have a combined vote at General Meetings after 5 years". These people have not even been accepted as members yet but they wished to dictate decisions without consulting current members.

Furthermore, they seem to want total control of the cultural group, showing no regard to the current Executive founder, which is a clear indication that it will cause confusion and conflict of interest with two groups merging different ideologies.

Notwithstanding, we are willing to take Mr. Tjijerua back in the group because he was a member before, however, we are unable to accept any new members as the organization has not grown to such an extent that new members are needed. When the time comes, we will inform them of the application for new members.

For further queries please do not hesitate to contact founder of the project Mr M. Tjamburu.
0814125581

Members' Signatures

1. *[Signature]* - 0816921665
2. *[Signature]* - 082389106
3. *[Signature]* - 0816162105
4. *[Signature]* - 0818945623
5. *[Signature]*
- 6.
- 7.

13/01/21

Mr. Kaveturire Tjijerua
Ovahimba Cultural Group
Swakopmund
0814423069/0817855535
22 October 2020

Municipality of Swakopmund
P. O. Box 53
Swakopmund
064-4104612

Att: Ms RN Shipunda



Dear Sir/ Madam

On the 03rd October 2020 at 11H00 am we Tjambiru and Tjijerua have arranged a meeting at the cultural village, the purpose for the meeting according to our elders of council, Major, and Ceo is to elect the new committee of the cultural village, but unfortunately Mr. Tjambiru has postponed the meeting reason being that he is not ready for us and ordered us not to enter the cultural village, until further notice.

On the 21nd October 2020, 10H00 Mr. Tjambiru called for a meeting to be held on the 22 October 2020, which we attended today on the 22 October, 2020 at 10H00am, in the meeting Mr. Tjambiru informed us that he has already selected his 10 new members and has submitted the list to the municipality of Swakopmund, he doesn't want to work with us and if we have a problem with his decision we must consult with the municipality of Swakopmund.

We have requested Mr. Tjambiru to provide us with the list of the 10 new committee members that he has selected, which he denied us and ordered us to consult with the municipality of Swakopmund that's why we kindly humble the elders, major, CEO and councilors to intervene with the decision made by Mr. Tjambiru, without consulting us on the selection of the new members of the council.

We request your office to re-arrange a meeting between both parties so a new selection to be done.

Yours Faithfully

A handwritten signature in dark ink, appearing to read 'Tjijerua'.

Mr. Tjijerua
Vice Chairperson of the Ovahimba Cultural Group

13/3/13

22 EONGA OF SWAKOPMUND



Ovalimba Cultural Group
Swakopmund Eonga
PO Box 6071
CELL 0813513512

Municipality of Swakopmund

DEAR SIR/MADAM

TO OUR HONOURABLE COUNCILLORS AND MUNICIPALITY IN LARGER FIRST OF ALL WE WOULD LIKE TO GIVE THE WORD OF GREETINGS.

WE ARE A GROUP OF DISADVANTAGE PEOPLE OF OVALIMBA, OVALIMBA AND OVALIMBA RESIDING IN (DRL) SWAKOPMUND NAMIBIA. IT IS OUR PLEASURE TO STATE IN CONFIDANCE THAT OUR GROUP IS A GROUP OF YOUNG MAN AND WOMAN CALLED (EONGA TRADITIONAL GROUP) WITH PLAYS OR SHOW OUR AFRICAN CULTURE TO THE OBSIDER OR FOREIGNERS AT OVALIMBA CULTURAL CENTER NEAR MARTIN LUTHER MUSEUM IN SWAKOP. IN 03/10/2018 WE ESTABLISHED THE COMMITTEE OF (OVALIMBA CULTURAL CENTER) THEIR NAME WAS AS FOLLOWS (CHAIRPERSON):

1. Mr. Tjijerua Kavetuurire = D.O.B 21/06/1979 (0815876397)
2. Mr. Ngombe Ukurupa = ID 91081600578 - (0815886957)
3. Mr. Mupurua Nguikamba = ID 8009131084 - (0814914560)
4. Mrs. Musubua Uaundjajo = D.O.B 04-03-1979 - (0817588095)

FROM THAT WE ADDED 4 PEOPLE AND THIS 4 PEOPLE WERE CHOSEN AS A COMMITTEE UNDER THE LEADERSHIP OF CHAIRPERSON OF EONGA TRADITIONAL GROUP MBIMBO KAJINOUNONGO. ON THE 29-01-2019 4 PEOPLE WERE CHOSEN AGAIN AS TREASURERS UNDER THE LEADERSHIP OF MBIMBO KAJINOUNONGO.

- KAJINOUNONGO
1. KAZERA HEMBINA
 2. KAJITURUKA MUSUBUA
 3. TJEKURIONISEMA
 4. KAZIRA

{ THIS 4 PEOPLE WE SELECTED THEM }
OR ADDED THEM AT MENDULETH HALL
WITH MUNICIPALITY OFFICERS.

WE STARTED TO MOBILISE THE DANCING AT THE CENTER AND MANY MORE WE STARTED GETTING VISITORS FROM CHINA TRAVEL

COMPANY WHOM A PERSON WAS PAYING \$140-00 DOLLARS PER PERSON IN EVERY VISITOR'S AND WE KNOW THAT THERE WAS NO SINGLE MONTH PASS BY WITHOUT RECEIVING VISITOR'S BUSES. OUR MONEY WAS RECORDED BY THAT COMMITTEE AND NEILL TODAY THERE IS NO MONEY AVAILABLE BECAUSE SOME COMMITTEE HAVE OPENED UP A CASE WITH THE POLICE AND A TREASURE WAS ARRESTED THAT CASE WILL CONTINUE THIS COMMITTEE DON'T WANT TO PROVIDE US WITH THE BOOK RECORD OF FINANCE. IN FEBRUARY THIS YEAR 2020 WE WENT TO A MEETING WITH COUNCILLORS AND MUNICIPALITY AND THEY MUNICIPALITY DECIDED THAT WE WILL HAVE A VOTE SO THAT WE CAN CLOSE THE NEW LEADERSHIP WITH ALL THE COUNCILLORS FROM THERE THEN WE COULD MAKE THIS VOTE BECAUSE OF CORONA OR COVID 19. OUR AIM IS THAT WE ARE NOT HAPPY WITH THIS COMMITTEE. IS OUR GROUP IS THE ONE THAT IS PLAYING AND DANCING AND SHOWING THE SHOWS AND HOLDING EVENTS NOT THAT COMMITTEE AND WE ARE NOT HAPPY UNTIL THEY TELL US WHERE IS OUR MONEY OR THE COMMUNITY MONEY. WE ARE REQUESTING THE MUNICIPALITY TO CALL UP THE VOTE SO THAT WE CAN VOTE THE NEW COMMITTEE PLEASE. WE WILL NOT ALLOW THE OLD COMMITTEE TO WORK FOR THE COMMUNITY AGAIN ~~DATE~~ WITHOUT TELLING US OF THE COMMUNITY MONEY. IT IS CORRUPTION AND ~~AT~~ AND IN THE DOCKET THERE IS ONLY \$ 7000-00 BUT WE KNOW AS A COMMUNITY THAT IS MORE THAN THAT. THIS COMMITTEE DOES NOT EVEN COME BACK TO THE COMMUNITY AFTER THEIR CASE BUT THEY ONLY RUN TO MUNICIPALITY TO ASK FOR THAT SAME PLACE. THE GOVERNOR OFFICER HAVE PROVIDED US WITH MATERIALS SUCH AS COCKING POCS FOR THE PROJECT AND SPIDER'S AND MANY MORE AS WE TALK TODAY THE BIG POE 25KG AND MANY MATERIAL'S ARE MISSING IN THE HAND OF OLD COMMITTEE. WE ARE REQUESTING THE COUNCILLOR TO ADHERE TO OUR LONG SUFFERING IN THE HAND OF THE OLD COMMITTEE.

THE CURRENT DILEMMA OF OUR PEOPLE IS THAT MUCH MUST BE DONE TO ENSURE A FULL SCALE DEVELOPMENT AND CONSIDERABLE GROW OF THIS PROJECT AND LIFE TO TAKE ROOT. It is my SINCERE HOPE THAT THIS CONCERNING LETTER FOR THE PROJECT WILL BE CONSIDERED, ON BASES OF OUR GROUP BEING MEMBER'S OF THE PREVIOUSLY DISADVANTAGED GROUP AND AS WE ARE UNEMPLOYED. I THEREFORE RECOMMEND THIS GROUP TO RECEIVE ASSISTANCE FROM YOUR OFFICE

BEST REGARDS




YOURS FAITHFULLY

CHIEF OF Ovahimba, Ovahua, Ovazemba AND Ovazimba

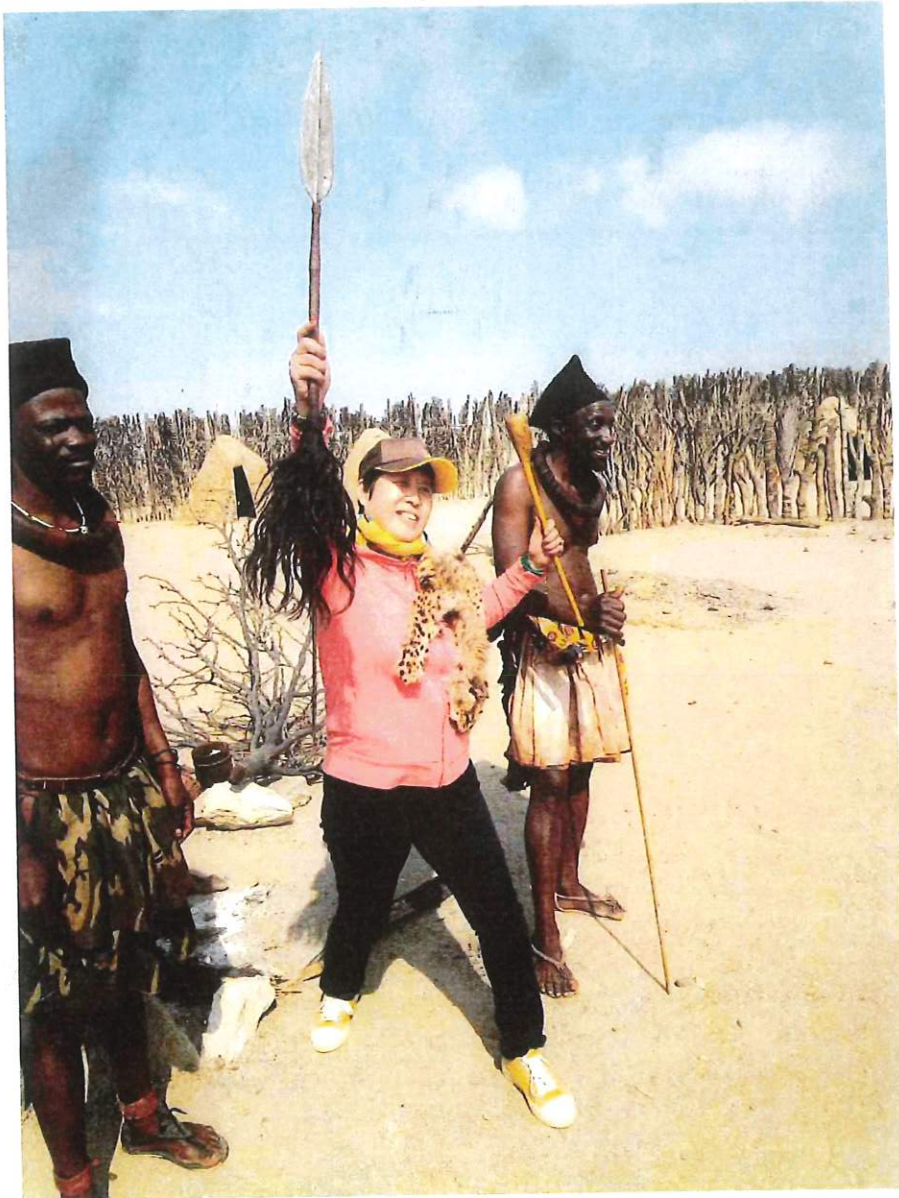
Katjincunongo Nhimbo

TRADITIONAL CHIEF OF LONGA TRADITIONAL GROUP

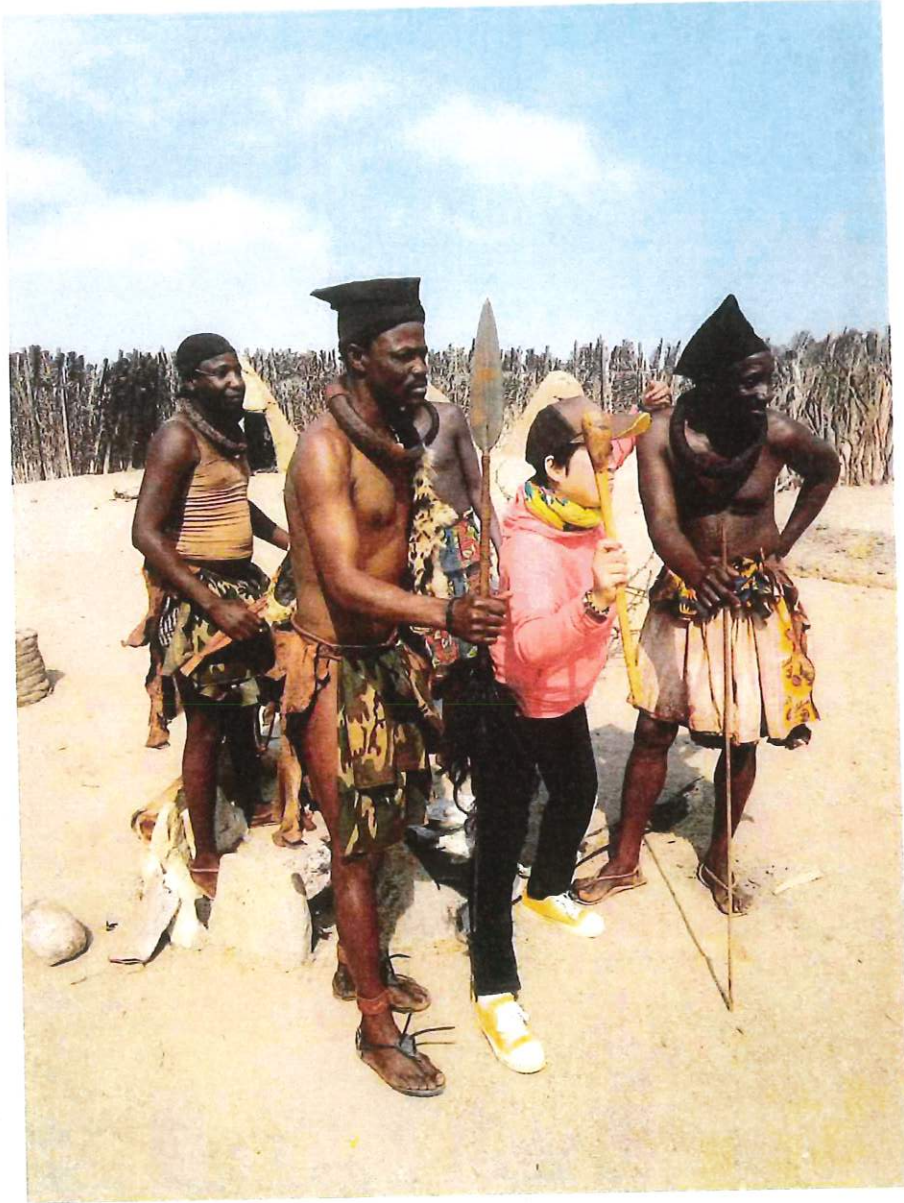
FOR MANY ENQUIRIES CONTACT:

- | | | |
|--|--|------------|
| 1. Nhimbo Katjincunongo: (CHIEF OR LEADER) |  | 0813513512 |
| 2. JOSE FERNANDES (ALTERNATE SECRETARY) |  | 0818875348 |
| 3. BERNHARD Tjindjumba (BOARD MEMBER) |  | 0813057488 |

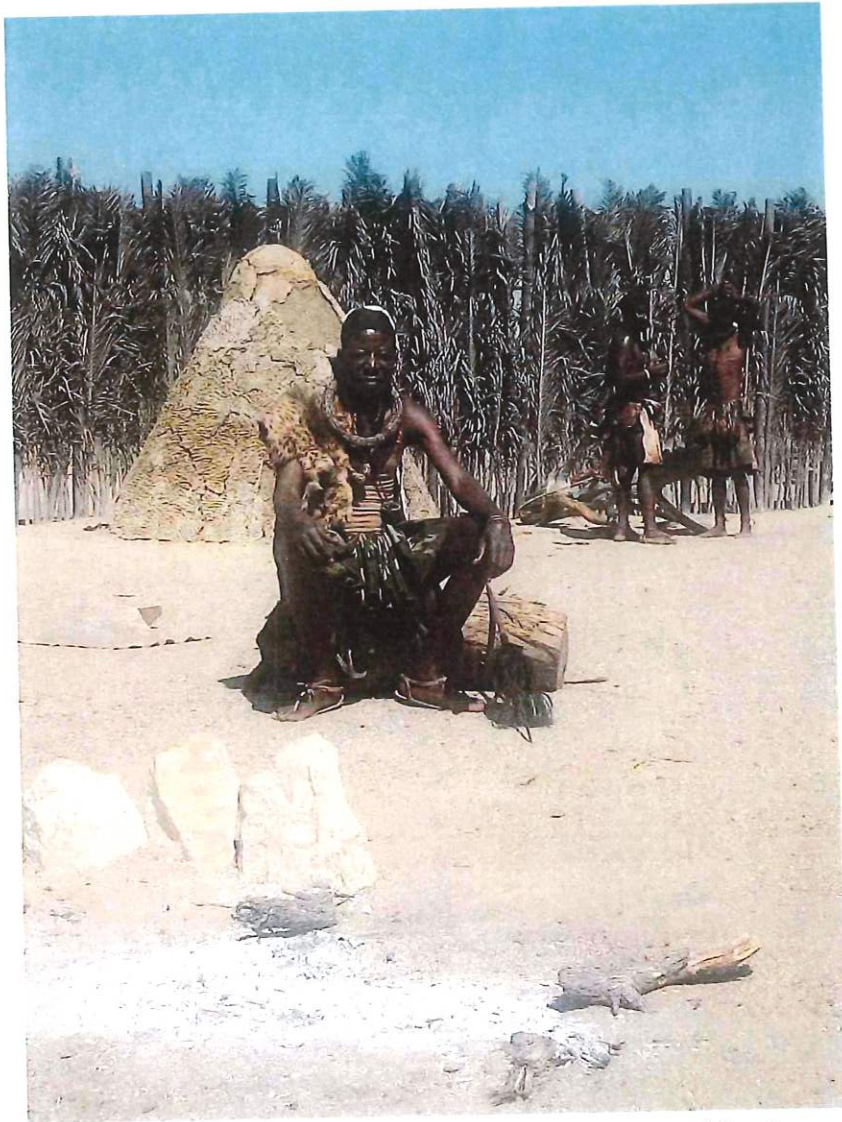
THIS MHAAM IS BETWEEN THE OVALIMBA MAN IS THE ONE THAT USE
TO BRING QUEST FROM CHINA TRAVELL TOUR FROM 03/10/2018 UP TO
FEBRUARY 2020 AND SHE IS THE ONE THAT HAS PAID LOT OF MONEY TO
THIS PROJECT.



THIS THE GROUP THAT USE TO TAKE PART AT THAT HOUSE
IF WE ARE RECEIVING QUEST AND THEY ARE FROM EONGA TRADI-
ONAL GROUP ISSA BY K. Mlimbo.



Our chairperson Mr. Mzimbo Kajinounonjo in this picture is the one use to play as a Head Man of Ovahimba Traditional at this House.



Chair person of the Ovahimba Mr. K. Mbimbo

THIS ARE THE SAME PEOPLE FROM EONGA TRADITIONAL GROUP
 THAT USE TO PART TAKE IN THAT HOUSE EVEN TO WELCOME
 OUR HONOURABLE OFFICIALS LIKE OUR DEPUTY MINISTER IN THE
 PICTURE.



**K. Mbimbo and Deputy Minister Lusaliya
 lipumbu and Kavarua**

Ovahimba Cultural Centre

03/10/2018

Committee members

Chairperson

(1) Mr. Tijerua Kavetwure - 081 5876397

DOB: 21-06-1979 /a

Vice Chairperson

(2) Mr. Ngombe Uakurupa - 081 5886957

ID: 9108600578

Secretary

(3) Mr. Mupurua Nguetkanda - 081 491 4560

ID: 80091310814

Deputy Secretary

(4) Ms. Musutua Uauindjito - 081 7588095

DOB: 04-03-1999

ON 03/10/2018 Eonga Traditional group
is when we put this committee under the Chief
Chairperson Katjinaunongo Mbimbo - (MBA)

29/01/2019

The people that were ^{selected} attend their here:

(1) Kazepu Hembinda

(2) Katjaparuka Musutua

(3) Tjekurionisema

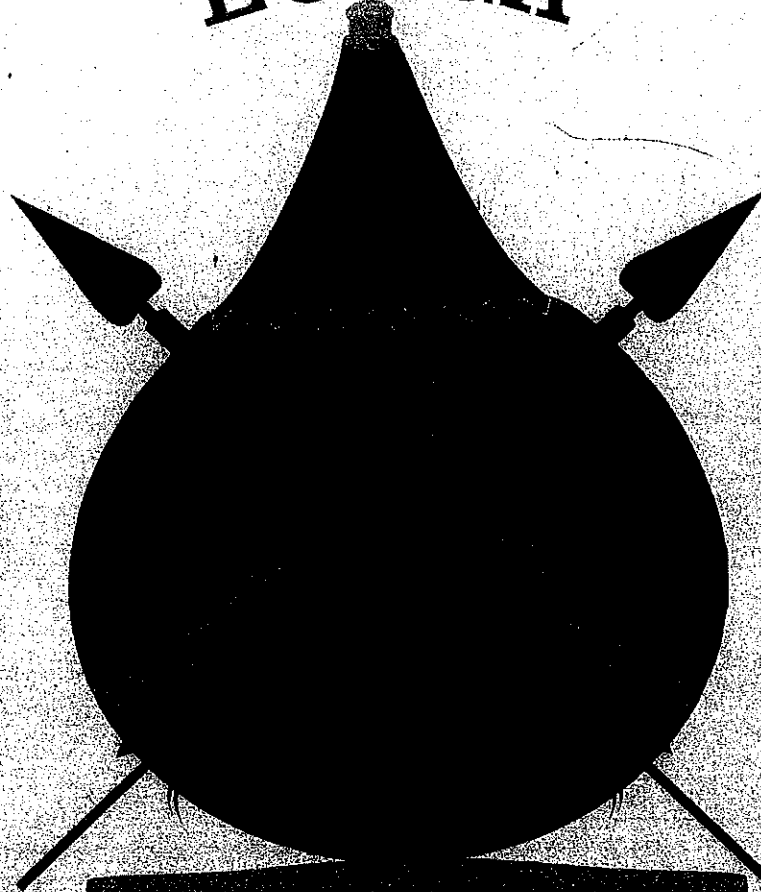
(4) Kazira

ON 29/01/2019 those people were chosen
as the committee of the Eonga ^{Ovahimba Cultural} ~~Centre~~ ^{group}, under the chairperson Katjinaunongo Mbimbo
(MBA)

MINUTES OF THE MEETING AT MBIMBO ARL
ALL THE MEMBERS WHO ATTEND MEETING ON THE 05/10/20

	NO	SIGN
1 JOSE FERNANDES	82090710098	Jose N/A
2 MBIMBO KAGINUNONGO	72072310089	MBIMBO N/A
3 JOSEPH MUVIRO	90042500834	JOSEPH N/A
4 ANDREAS NAIMWAKA	96112000090	ANDREAS N/A
5 JOSEF KAMBWALE	85041283310	Joseph K
6 Kapothile Mutambo		Kapothile
7 Julia Kandimba	71091100632	Julia Kandimba
8 Verirandera Kasasana	70030410185	Verirandera
9 Uatanaqa M	81041010157	Uatanaqa
10 Beaharat Tjindjumbwa	72051510148	Beaharat
11 Rukate Festus	59122100068	Rukate
12 Jambini Warukwa	00111800862	Jambini
13 MUTUMBE Tjhang'e	93100400844	MUTUMBE
14 KIKI wazungu	83123107220	KIKI
15 Ukarera Musutua	83020710022	Ukarera
16 KAHUPENDURUA T	25/02/2002	KAHUPENDURUA
17 KARUMBOSI Tjipasa	95/07/11	KARUMBOSI
18 MUNIEMI MUHARUKUA	Rakenela	MUNIEMI
19 KAKOTO Tjirua		KAKOTO
20 UGEONAHNE MBIMBO	90042100739	UGEONAHNE
21 MERVIN MUSUTUA	01010400541	MERVIN
22 VICKO KAPEKE	05/12/1999	VICKO
23 KARIRE Tjisevo		KARIRE
24 KAKUNENGA MBIMBO	89022000370	KAKUNENGA
25 Tjiharuka UKARAPO	12/11/120900968	Tjiharuka
26 Kuoara Naurina	0811014855	Kuoara
27 Rakenela murujua	08/25/02/2002	Rakenela
28 Ukarera Kapeke	05/12/1999	Ukarera
29 Makuatua Mbenduru	9432001146	Makuatua
30 Mavesellanani	900405799	Mavesellanani
31 Veljika Tjiharuka	79050700101	Veljika
32 KARIKOTOKA MUDULA	980604	KARIKOTOKA

EONGA



TRADITIONAL GROUP

P.O.Box 6071 Vineta, Swakopmund Namibia

Cell: +264 81 351 3512 , 081 396 6543

Email: knusula@gmail.com

EONGATRADITIONALGROUP.COM

11.1.2

URBAN AGRICULTURE PROJECT - ALLOTMENT GARDEN PLOTS BENEFICIARIES

(C/M 2021/01/28 - 17/5/3)

Ordinary Management Meeting of 28 January 2021, Addendum 7.2
page 19 refers.**A.****The following item was submitted to the Management Committee for consideration:****At an Ordinary Management Committee meeting held on 15 October 2020, under item 9.1 it was resolved as follows:**

- (a) *That Council approves the criteria (on file) that will be used to allocate the plots to the beneficiaries.*
- (b) *That Council approves the Evaluation Committee Members with the additions of the two community members.*
- (c) *That Council acknowledges the role of Mr Robeam Ujaha (Environmental Health Practitioner) as the chairperson of this committee.*

Background

With the world-wide outbreak of the Coronavirus (COVID-19) the World Health Organisation (WHO) declared a world pandemic and a State of Emergency was declared in Namibia by His Excellency Dr Hage Geingob. The COVID-19 pandemic is a health and human crisis threatening the food security and nutrition of millions of people around the world. According to (FAO report, 2008) United Nations Committee on World Food Security (UNCWFS), food security is when all people, at all times, have physical social, and economic access to sufficient, safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life. Therefore, in attempt to address the complexities inherited from the outbreak of the COVID-19 crisis, the Municipality of Swakopmund has initiated a project to introduce urban agriculture by envisaging establishing an allotment garden project. An allotment garden is a plot of land rented out to individuals in urban areas, used for growing of fruits and vegetables. An area unutilized with a size of 4600 square meters at sewerage plant (Portion 6) was identified as a suitable area for a garden project. This area will be subdivided into small plots and assigned to vulnerable individuals & non profitable organisation. A total number of approximately 30 plots (size 3x10) will be allocated to community members who meet the stipulated requirement.

At a Council meeting held on 07 July 2020 it was resolved under item 11.17:

- (a) *That Council approves the establishment of the Allotment Garden Project at the Sewage Plant.*

- (b) That Council approves the role of Mr Robeam Ujaha (Environmental Health Practitioner) as the coordinator of this project.
- (c) That the appointment of Mr Robeam Ujaha as the coordinator of this project be approved and that the General Manager: Health Services & Solid Waste Management appoints a Secundi for Mr R Ujaha as required from time to time to fulfill commitments towards this project.
- (d) That Council continues to support the project and an official vehicle be made available to travel to the workshops / meetings destinations as approved by the General Manager: Health Services & Solid Waste Management.
- (e) That permission be granted to the General Manager: Finance to source for funds to the amount of N\$259,000.00 to accommodate the costs related to the implementation of the project at the sewage plant (Portion 6) Tamariskia.

An advert for the **INVITATION TO APPLY FOR A GARDENING PLOT**, with Notice No: 60/2020 was advertised in the local newspapers. About 474 proposals were received and scrutinized in terms of the approved council selection criteria and is listed follows:

No	NAME	ID NUMBER	SWAKOP CONSTITUENCY VOTERS CARD	PROOF OF RESIDENCE	UNEMPLOYED	COMMENT	OUTCOME
1	Ms Reginalda Shivute	58030100469	X	Mondesa	X	All documents attached	Valid
2	Mr Logan Van Wyk	40600057	X	Vineta	X	All documents attached	Valid
3	Ms Johanna Cloete	53031900146	X	Mondesa	X	All documents attached	Valid
4	Mr Lukas Nauyoma	65053000204	X	Mondesa	X	All documents attached	Valid
5	Ms Ndahafa Abisaai	96062900078	X	Mondesa	X	All documents attached	Valid
6	Ms Anna Garises	66053100072	X	Mondesa	X	All documents attached	Valid
7	Mr Sacharias Goabab	71102800279	X	Mondesa	X	All documents attached	Valid
8	Ms Kavevarua Tjiposa	91011701022	X	DRC	X	All documents attached	Valid
9	Ms Martha Petrus	86020100529	X	DRC	X	All documents attached	Valid
10	Mr Fillemon Mundjanima	88042100396	X	Mondesa	X	All documents attached	Valid
11	Ms Justine Sechogele	68011300768	X	Mondesa	X	All documents attached	Valid
12	Mr James Kamho	50011200189	X	Mondesa	X	All documents attached	Valid
13	Ms Ukuramenua Tjirambi	97121400847	X	DRC	X	All documents attached	Valid
14	Mr Abisai Nakalamba	97121600358	X	DRC	X	All documents attached	Valid
15	Mr Romario Rooi	95061000498	X	Mondesa	X	All documents attached	Valid
16	Ms Klothilde Kudumo	93090300346	X	DRC	X	All documents attached	Valid
17	Ms Kebone Sechogele	98040400104	X	Mondesa	X	All documents attached	Valid
18	Ms Shivishi Carlitha	84111210473	X	Tulinawa	X	All documents attached	Valid
19	Ms Emelda Nangombe	86022000084	X	Mondesa	X	All documents attached	Valid
20	Mr Hadmuth Tsauseb	86091100750	X	Mondesa	X	All documents attached	Valid
21	Mr Ndjiviro Tjundu	90042500834	X	DRC	X	All documents attached	Valid
22	Mr Uatanaua Murumbua	81041010157	X	DRC	X	All documents attached	Valid

23	Ms Emilie Mwetako	90042400015	X	Tamariskia	X	All documents attached	Valid
24	Ms Rolien Naris	80051900130	X	Jabulani	X	All documents attached	Valid
25	Ms Veitjuukisa Tjiharuka	79050700101	X	DRC	X	All documents attached	Valid
26	Ms Regina Visser	78061100037	X	Mondesa	X	All documents attached	Valid
27	Ms Lovisa Gawases	80062410288	X	Matutura	X	All documents attached	Valid
28	Ms Naem Shuudi	88103000744	X	Tamariskia	X	All documents attached	Valid
29	Mr Ben. E.Hanaseb	57022300194	X	Vineta	X	All documents attached	Valid
30	Ms Theresia Fisch	58011500481	X	Matutura	X	All documents attached	Valid

The purpose of this submission is to seek Council approval to allocate the plots to the selected beneficiaries.

B.

After the matter was considered, the following was:-

RECOMMENDED:

- (a) That the selected beneficiaries be allocated an allotment plot due to compliance with the approved Council selection criteria:

No	NAME	ID NUMBER	SWAKOP CONSTITUENCY VOTERS CARD	PROOF OF RESIDENCE	UNEMPLOYED	COMMENT	OUTCOME
1	Ms Reginalda Shivute	58030100469	X	Mondesa	X	All documents attached	Valid
2	Mr Logan Van Wyk	40600057	X	Vineta	X	All documents attached	Valid
3	Ms Johanna Cloete	53031900146	X	Mondesa	X	All documents attached	Valid
4	Mr Lukas Nauyoma	65053000204	X	Mondesa	X	All documents attached	Valid
5	Ms Ndahafa Abisaai	96062900078	X	Mondesa	X	All documents attached	Valid
6	Ms Anna Garises	66053100072	X	Mondesa	X	All documents attached	Valid
7	Mr Sacharias Goabab	71102800279	X	Mondesa	X	All documents attached	Valid
8	Ms Kavevarua Tjiposa	91011701022	X	DRC	X	All documents attached	Valid
9	Ms Martha Petrus	86020100529	X	DRC	X	All documents attached	Valid
10	Mr Fillemon Mundjanima	88042100396	X	Mondesa	X	All documents attached	Valid
11	Ms Justine Sechogele	68011300768	X	Mondesa	X	All documents attached	Valid
12	Mr James Kamho	50011200189	X	Mondesa	X	All documents attached	Valid
13	Ms Uakuramenua Tjirambi	97121400847	X	DRC	X	All documents attached	Valid
14	Mr Abisai Nakalamba	97121600358	X	DRC	X	All documents attached	Valid
15	Mr Romario Rooi	95061000498	X	Mondesa	X	All documents attached	Valid
16	Ms Klothilde Kudumo	93090300346	X	DRC	X	All documents attached	Valid
17	Ms Kebone Sechogele	98040400104	X	Mondesa	X	All documents attached	Valid
18	Ms Shivishi Carlitha	84111210473	X	Tulinawa	X	All documents attached	Valid
19	Ms Emelda Nangombe	86022000084	X	Mondesa	X	All documents attached	Valid

20	Mr Hadmuth Tsauseb	86091100750	X	Mondesa	X	All documents attached	Valid
21	Mr Ndjiviro Tjondou	90042500834	X	DRC	X	All documents attached	Valid
22	Mr Uatanaua Murumbua	81041010157	X	DRC	X	All documents attached	Valid
23	Ms Emilie Mwetako	90042400015	X	Tamariskia	X	All documents attached	Valid
24	Ms Rolien Naris	80051900130	X	Jabulani	X	All documents attached	Valid
25	Ms Vetjuukisa Tjiharuka	79050700101	X	DRC	X	All documents attached	Valid
26	Ms Regina Visser	78061100037	X	Mondesa	X	All documents attached	Valid
27	Ms Lovisa Gawases	80062410288	X	Matutura	X	All documents attached	Valid
28	Ms Naem Shuudi	88103000744	X	Tamariskia	X	All documents attached	Valid
29	Mr Ben. E.Hanaseb	57022300194	X	Vineta	X	All documents attached	Valid
30	Ms Theresia Fisch	58011500481	X	Matutura	X	All documents attached	Valid

- (b) That Council allocates the above 30 allotment plots for a period of 24 months (commencing 01 February 2021) and rental fees be exempted for a period of 12 months.
 - (c) That the applicants sign a memorandum of understanding with Council and heed to the call for Indemnification.
 - (d) That a waiting list be compiled for future allocations and that the General Manager: Health Services & Solid Waste Management be exempted from calling for new applications until the qualifying list is exhausted.
 - (e) That the same criteria for selection for the current groups be used for the appointment of qualifying groups.
 - (f) That the listed beneficiaries be invited to attend the January Council meeting.
-

MEMORANDUM OF UNDERSTANDING

made and entered into by and between

THE MUNICIPAL COUNCIL OF SWAKOPMUND

(Hereinafter referred to as the "Council")

and herein represented by

ALFEUS BENJAMIN in his capacity as Chief Executive Officer; or

MARCO PETER CLIFF SWARTS or CLIVE LESLEY LAWRENCE or HELLAO

NARUSEB or CLARENCE CLAUDE MCCLUNE in his capacity as Acting

Chief Executive Officer

duly authorised thereto;

And

WILFRIED GROENEWALD in his capacity as Chairperson of the Management

Committee: or CLAUS – WERNER GOLDBECK in his capacity as Alternate

Chairperson of the Management Committee

duly authorised thereto;

acting by virtue of the authority granted in terms of section 31 A (a) of the Local
Authority ACT, 1992(Act No 23 of 1992) as amended.

and

**FOOD NAMIBIA CONFERENCE AND EXPOSITION CLOSE CORPORATION
CONSORTIUM**

A close corporation duly registered and incorporated in terms of the Close Corporations
Act (as amended)

and applicable in the Republic of Namibia

(Hereinafter "Food Namibia Consortium")

and herein represented by **MARELISE SERFONTEIN** in her capacity as
MANAGING MEMBER duly authorised thereto.

Contact Details

Physical Address: 65 Riverview Avenue, Swakopmund

Postal Address: P.O. Box 9870, Windhoek

Telephone Number: 061 - 251014

Cell Number: 081 128 1014 / 081 292 5546

E-Mail address: foodnamibia@gmail.com / goodfoodnamibia@gmail.com

ARTICLE 1: PREAMBLE

This Memorandum of Understanding (MOU) sets forth the terms and understandings between the named parties to pursue their mutual interests to see the full development with social and commerce benefits of the joint project and program which are desired and commitment to pursue the project programs and determined that each of the parties contribute to the achievement of the ultimate goal and objectives; and hereby mutually agree to share responsibilities towards the establishment, operation and maintenance of an urban agriculture garden under the Municipality of Swakopmund as part of Council's Sustainable Coastal Gardening Community project and program.

Both parties, the Municipality of Swakopmund and Food Namibia Consortium bring unique expertise, novel concepts with innovative approaches and experience necessary to achieve the objectives of the project set herein to:

DESIRING to strengthen cooperation in the field of urban agriculture referred to as "Sustainable Coastal Gardening Community" on the basis of mutual benefit,

RECOGNIZING the importance of mutual cooperation in the field of urban agriculture and related areas,

SEEKING cooperation to achieve higher levels of efficiency in production, processing and marketing,

IN RECOGNITION THEREOF the parties agree as follows:

ARTICLE 2: PURPOSE

The purpose of this Memorandum of Understanding is to set forth the terms and conditions, scope of work, remuneration and responsibilities of the parties associated with their collaboration and partnership on development, implementation of the projects, programs, and initiatives.

Specifically, both parties will cooperate in partnership to develop, establish, and manage projects, programs, initiatives, and development of the sites with costs and expenses covered as mutually agreed by both parties.

ARTICLE 3: SCOPE

The Parties agree to collaborate for the purpose of:

- 3.3.1 Furthering the mutual knowledge of the needs, priorities and methods of work of the council in relation to development cooperation matters and, more in particular urban agricultural development;

- 3.3.2 Identifying, in a selected manner, partnerships between Municipality of Swakopmund and Food Namibia Consortium for urban agricultural development and food security activities in the city of Swakopmund.
- 3.3.3 Collaborating for the organization of expert consultations, training and capacity building involving community and other role players in the area of agricultural development and food security.

ARTICLE 4: THE PROGRAM

The Program shall be known as the **Sustainable Coastal Gardening Community Program**. The vision of this program is to promote and action urban agriculture and to create a network of skilled community gardeners, produce processors and product producers throughout Swakopmund. The objectives of the project are to improve food security, healthier nutrition, livelihood, alternative income streams and eradicate poverty by:

- 4.1 Encouraging the Swakopmund community, especially the vulnerable members of the community, to establish and maintain vegetable gardens, fresh produce production opportunities, marketing and sales of products
- 4.2 Providing education, training and imparting the knowledge and skills necessary to grow vegetables, fresh produce production opportunities, marketing and sales of products
- 4.3 Connecting partners with common interests,
- 4.4 Empowering Swakopmund residents to produce their own food, fresh produce production opportunities, marketing and sales of products, share their unique contributions and to share resources, and
- 4.5 To stimulate economic growth, healthier lifestyles, nutritious diets and better lives in Swakopmund.

THEREFORE, the Parties wish to continue working together and in compliance with the following clauses:

ARTICLE 5: AREAS OF COOPERATION

5.1 The parties hereby agree to cooperate to achieve the following objectives:

- 5.1.1 to identify and develop sites
- 5.1.2 to identify beneficiaries, through a manageable process, train, capacitate and coach qualifying members of the community to participate in the project
- 5.1.3 to allocate, develop, and maintain sites and resources
- 5.1.4 to provide the funds for project implementation and; where applicable through match fundings by both parties.
- 5.1.5 to share experience and advice in order to accomplish the project objectives.
- 5.1.6 to ensure capacity development of all project beneficiaries in terms of crop production, processing, marketing and sales of produce and product production.

ARTICLE 6: ROLES AND RESPONSIBILITIES

6.1 The parties will assume and share full responsibility towards this project as described below:

6.1.1 Municipality of Swakopmund;

- 6.1.1.1 Shall bear the costs of setting up the infrastructure.
- 6.1.1.2 Shall provide potable water, recycled water and electricity

- 6.1.1.3 Shall provide the tools, planting beds, seeds, growing boxes, seedlings, manure, river sand, compost and fertilizers needed.
- 6.1.1.4 Shall source and administer all project funds and, where applicable through match fundings by both parties.
- 6.1.1.5 Responsible for all project administration, communication and correspondence.
- 6.1.1.6 Ensure the site and grounds are secure and maintain security and controlled access to the site and grounds.
- 6.1.1.7 Shall treat, respect and protect program intellectual property rights (IP), partner knowledge as IP and apply Prior Informed Consent (PIC) in partnership.

6.2 Food Namibia Consortium shall;

- 6.2.1 Advise and jointly develop and provide selection and training criteria for beneficiaries
- 6.2.2 Develop a training and development program
- 6.2.3 Provide training, coaching and capacity building of staff and beneficiaries
- 6.2.4 Advise on material and substance for organic composting and growing medium preparation
- 6.2.5 Advise on and assist to source seeds, high value indigenous seeds and plants and non-hybrid seeds
- 6.2.6 Advise and jointly plan and establish children/community activities
- 6.2.7 In close partnership with Swakopmund Municipality embark on match fund raising, marketing, and source future funds for development opportunities

6.3 Parties obligations shall;

- 6.3.1 Jointly design, plan, implement and operate the growing, production, development and maintenance of the program.
- 6.3.2 Jointly plan, develop, maintain and establish next phases and development opportunities of this program
- 6.3.3 Jointly plan, establish and prepare to operate viable income opportunities, such as a produce market, shops and coffee / tea café and social activities as approved by the steering committee
- 6.3.4 Jointly plan and establish alternative income opportunities at this site and strategically plan future extension phases
- 6.3.5 Encourage team-work; treat the participants and parties to the MoU with dignity, using open dialogue to foster trust.
- 6.3.6 Share knowledge and experience as a technical, developmental, and planning partner in line with the project objectives.
- 6.3.7 Produce, action, establish and maintain the plan and design/layout of the programs activities
- 6.3.8 Develop a training or mentorship program for all program beneficiaries
- 6.3.9 Setup a committee to manage the project, which will be led and equally represented by the both parties

ARTICLE 7: EFFECTIVE DATES AND AMENDMENTS

This MOU shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOU without the prior written consent of the other party. The MOU may be renewed at the end of this period by mutual

written agreement by both Parties. The provisions of this MOU may only be amended or waived by mutual written agreement by both Parties.

The individuals signing this MOU on behalf of their respective entities represent and warrant (without personal liability therefore) that upon the signature of each, this MOU shall have been duly executed by the entity each represents.

ARTICLE 8: INDEMNITY AND SECURITY

The council shall be indemnified by all parties against all and any claims, losses, demands, actions, damages, and causes of action whatsoever arising directly or indirectly out of acts connected with or arising out of participation in the project, whether suffered by any member of the parties or its employees or any other third party.

ARTICLE 9: NO CONFLICT OF INTEREST

During the term of this MoU, the parties shall not accept work, enter into a contract, or accept any obligation, from Council in respect of this program, other than the obligations under this MoU. The parties warrant that, to the best of their knowledge, there is no other contract or duty on their part, which conflicts with or is inconsistent with this MoU.

ARTICLE 10: COOPERATION MANAGEMENT COMMITTEE

10.1 For purposes of this MoU, a Management Committee comprised of five persons shall be appointed of which one representative shall be appointed to oversee the implementation of the project.

10.2 The Management Committee shall be convened as often as necessary as from the date of signature of this MoU, and shall determine the general policies associated with the Projects.

10.3 Minutes shall be maintained of the meetings of the Management Committee at the offices of the Lead entity and shall be available for inspection during office hours.

10.4 Decisions of the Management Committee may be reached telephonically, but shall be confirmed in writing to the Technical Party by the Lead entity.

ARTICLE 11: CONFIDENTIALITY

11.1 Each Party undertakes to use all information which it obtained from the other in connection with its collaboration under this MoU solely for the purpose of performing the MoU, to treat it confidentially and to make them available or disclose it to third parties only so far as may be necessary for the proposal. Such obligation shall remain in force for a period of one year after the date of termination of this MoU.

11.2 The Parties anticipate that under this MoU it may be necessary for each Party to transfer to the other Party information of a confidential and proprietary nature. As such, the dissemination and use of information transferred between the Parties shall be held confidential and subject to confidentiality clauses.

ARTICLE 12: TERMS AND CONDITIONS

12.1 It is mutually understood and agreed by and between the parties that:

12.1.1 Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives, and volunteers.

12.1.2 This Memorandum of Understanding (MoU) may be amended from time to time by mutual MoU of the parties in a written modification signed by the parties.

12.1.3 This Memorandum of Understanding (MoU) may be terminated by mutual agreement of the parties and shall automatically terminate upon completion of all responsibilities as stated herein, unless otherwise amended.

12.1.4 Any fixed assets developed or constructed during the implementation of this project will become council property on termination of this MoU.

12.1.5 All movable assets (equipment or materials) procured during the implementation of this project will remain council property.

ARTICLE 13: DOMICILLIUM AND NOTICES

The parties choose as their domicilia citandi et executandi for all purposes under this MoU, whether in respect of court process, notices or other documents or communications of whatsoever nature, the following addresses:

the Municipality:

Physical Address: Municipal Head Office situate at the corner of Rakotoka Street & Daniel Kamho Avenue, Swakopmund, Namibia

Postal Address: P.O. Box 53, Swakopmund, Namibia

Telefax: (064) 4104125

the Food Namibia Consortium:

Physical Address: 65 Riverview Avenue, Swakopmund

Postal Address: P.O. Box 9870, Windhoek

Telephone Number: 061 - 251014

Fax Number: 061 - 251 095
Cell Number: 081 128 1014 / 081 292 5546
E-Mail address: foodnamibia@gmail.com /
goodfoodnamibia@gmail.com

The Parties agree that any notice –

Posted by registered letter to their respective chosen postal addresses, shall be deemed to have been received by the addressee within 10 (ten) days from the date on which it was posted, or mailed to them to their respective chosen email addresses, shall be deemed to have been received by the addressee on the first business day following the date of delivery of the mail as evidenced by a delivery receipt, or delivered by hand to their respective chosen physical addresses, shall be deemed to have been received by the addressee on the day of delivery.

The Parties hereto shall be entitled to change their respective chosen domicilia citandi et executandi from time to time, provided that any domicilia citandi et executandi selected by them shall be situated in the Republic of Namibia and any such change shall only be effective upon receipt of notice in writing by the other Parties of such change.

This MoU, any annexures thereto as well as any documentation, drawings and designs submitted in terms of the provisions hereof constitutes the whole MoU between the Parties relating to the subject matter hereof.

This MoU, all annexures thereto as well as any documentation, plans, drawings, conceptual ideas, Intellectual Property and designs submitted belongs to this specific program **Sustainable Coastal Gardening Community Project** and shall not be shared outside of this MoU without the Prior Informed Consent of the other partner.

No amendment or consensual cancellation of this MoU or any provision or term thereof or of any MoU or other document issued or executed pursuant to or in terms of this MoU and no settlement of any disputes arising under this MoU and no extension of time, waiver or relaxation or suspension of any of the provisions or terms or conditions of this MoU or of any MoU, or other document issued pursuant to or in terms of this MoU shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

Article 14: SETTLEMENT OF DISPUTES

- 14.1** Any dispute arising out of this MoU shall be settled in the first instance amicably between the Parties. Any disputes not resolved by the Joint Cooperation Committee shall be referred to the Chief Executive Officers or Executive Management of the Parties, who will attempt to resolve any disputes within a period of ten (10) working days from the date of the reference of the issue to them. Only if the dispute cannot be resolved within thirty (30) calendar days would it be referred to Arbitration.
- 14.2** If settlement cannot be reached, the matter under dispute will be finally settled under the Rules of the Association of Arbitrators (Southern Africa), by one or more arbitrators appointed in accordance with said rules. The arbitration proceeding shall take place in Swakopmund, Namibia and the language for arbitration shall be English.
- 14.3** This Article is separable from the rest of this MoU and shall remain in effect even if this MoU is terminated

THUS DONE AND SIGNED at Swakopmund thisday of20.....

AS WITNESS ON BEHALF OF COUNCIL

1.

**CHAIRPERSON OF THE MANAGEMENT
COMMITTEE**

2.

CHIEF EXECUTIVE OFFICER

THUS DONE AND SIGNED at Swakopmund thisday of20.....

AS WITNESS ON BEHALF OF THE FOOD NAMIBIA CONSORTIUM

1.

2.

URBAN AGRICULTURE PROJECT



PROJECT CHARTER 2020/2021

THE FUTURE OF URBAN GARDENING IN SWAKOPMUND

1. Background

The COVID-19 (Corona Virus Disease 2019) pandemic in Namibia is part of the global health pandemic outbreak. On 17 March 2020, the President of the Republic of Namibia His Excellency Dr Hage Geingob declared a state of emergency which introduced measures such as the closure of all borders, suspension of gatherings and economic related resolutions.

The COVID-19 pandemic outbreak is a huge threat to food security and a large proportion of the population could experience food insecurity as a result of the pandemic. The 2020 edition of the UN Secretary-General's Global Report on Food Crises warns that the number of people suffering from acute hunger worldwide could double unless urgent measures are taken. Logistical restrictions are causing further shortages as our country is more dependent on imported and not locally manufactured food. These have again highlighted the importance of food security as Namibia is an importer of 65% our food. Food supply chain distribution and food nutrition security have been negatively impacted by a host of factors related to COVID-19. Africa contains 25% of the global landscape suitable for crop cultivation which is more than sufficient to drive the continent's economic development and adequately feed its own population.

This pandemic is a wakeup call that has highlighted our fragility, but also underscores the need to addressing the global crisis through collaboration. As the pandemic continues, a multi stakeholder collaborative approach is needed by pooling resources and sharing of knowledge aimed at alleviating the severe food insecurity situation at all levels in our country.

Therefore in response to the COVID-19 crisis, the Municipality of Swakopmund has implemented a strategy on how food security can be strengthened by initiating an Allotments Garden Project. An allotment garden is a plot of land rented out to individuals in urban locations, used for growing fruits and vegetables for personal consumption. Such plots are formed by subdividing a piece of land and assigning to individuals or families. This project is closely aligned with the global Sustainable Development Goals (SDGs), Harambee Prosperity Plan, National Development Plans 5 (NDPs), Vision 2030, and AU Agenda 2063.

Vision: - To promote urban agriculture by encouraging the residents to produce their own food, stimulate food security and economic growth.

Mission:

- To establish allotment garden project and allocate plots to the less privileged community members aimed at empowering them through food security and poverty eradication.
- To invite local experts and existing similar industries to support the project by sharing local experiences and subject advice and knowledge
- To establish the garden as a Social node and to create a tranquil atmosphere for learning and expertise sharing.
- To generate and effectively use local and donor funding to sustainably execute the activities defined in the Project Charter

2. Objectives

- Establishing allotment garden project
- Increase the availability of fresh organic vegetables locally
- Increased food security and household income
- Improved diets and health of vulnerable community members
- Develop a community education resource centre for organic gardening
- Educate and train the communities on basic crop production.

3. Project Area

Location:	Municipal Sewerage Plant (Portion 6)
GPS:	22°39'43.39"S 14°32'9.88"E
Size:	4600 square meters
Soil Types:	Salty Soil with little or no organic
Land Slope:	Flat Land
Ave Temp Range:	15°C to 25°C
Rainfall P/A:	20 mm
Water Source:	Namwater

4. SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> ↓ Situated next to the Municipal Nursery ↓ Access to potable water & semi purified water ↓ Toilet facilities available ↓ Flat land profile ↓ Site is surrounded by walls for security reasons ↓ Buildings on site may be used as education Center: ↓ Unused sanitation ponds can be turned into activity platforms i.e. coffee shop/art displays / Bird view cage. ↓ Sedimentation ponds can serve as foundation for additional hothouses. 	<ul style="list-style-type: none"> ↓ Salty Soil ↓ Reeds (Weeds) growing around the proposed site. ↓ Surrounding walls not very high and easy to climb over. No donor funding available as yet 	<ul style="list-style-type: none"> ↓ Municipal Community Market ↓ Enhanced Nursery Access ↓ Create Daily Fresh Produce market ↓ Connect the garden to nursery as access point. ↓ Walls can be used as vertical growing space. ↓ Close to the community (within walking distance) for participation in Saturday morning markets ↓ Community activities can be staged at the market ↓ Opportunity to develop an Educational Center for home grown veggies. ↓ Foodbank can be accommodated ↓ Room for stakeholder and donor involvement 	<ul style="list-style-type: none"> ↓ Salty soil could limit plant growth ↓ Reeds (weeds) could possibly invade the garden. ↓ Intruders can climb over the wall – need improved security ↓ Pencil Cactus is a hazardous plant for gardeners. ↓ Sewage Pump Station on site may flood the garden. ↓ Current storage dams may pose a challenge with Vector Control / Mosquitos ↓ Sustainability dependent on private stakeholder / donor support in addition to Municipal contribution

5. Community Benefits

Health	Social
<ul style="list-style-type: none"> Healthy Eating Access To Healthy Food Physical Activities 	<ul style="list-style-type: none"> Food Security Youth Development Stimulates Social Interaction
Economic	Ecological
<ul style="list-style-type: none"> Local Economic Stimulation Job Creation Reduce Family Food Budget 	<ul style="list-style-type: none"> Biodiversity Improvement Conservation Grey Water Management Soil Improvement

6. Beneficiaries

A total number of approximately 20 plots (size 3x10) will be allocated to applicants who meet the qualification criteria. This project will serve all citizens with the emphasis on low-income, pensioners and the youth. The interested parties have to apply to become part of the project and will be notified through an advert, placed in all local newspapers. The garden management rules will be developed and shared with all plot owners. The beneficiaries will be given training on basic crop production before commencing with the garden activities.

7. Project Scope

An area measuring 4600m² will be used for this project and all beneficiaries will be allocated a plot (size 3x10). A greenhouse will be constructed to protect the veggies from birds that populate the area and enable the harvesting of a variety/seasonal vegetables throughout the year. The garden will be fenced for security reasons and a toilet as well as a tool-shed will be provided. The cultivation of crops will be done in wooden raised beds and the drip irrigation system will be connected to each raised beds. The training on basic crop production focusing on crop husbandry in raised beds will be given to all beneficiaries. A market day will be organised to those who produce extra vegetables for an income to sustain their households.

8. Key Stakeholders

Internal Stakeholders	External Stakeholders
<ul style="list-style-type: none"> Swakopmund Municipal Council Chief Executive Office Finance Department Health & Solid Waste Department Engineering & Planning Services Corporate Services Department 	<ul style="list-style-type: none"> Sustainable Coastal Gardening Project Food Namibia CC (Joint Consortium) Local Producers/Experts Community members

9. Achievements

- The project was approved by the Swakopmund Municipal Council in July 2020.
- The site preparation was successfully done by the Engineering Section.

- ✚ The layout plan was designed by Food Namibia CC (Joint Consortium) and the project coordinator.
- ✚ Documents for procurement of Goods (Hothouse and other) are being prepared.

10. Garden Infrastructure to be completed

- ✚ Toilets (Renovate existing)
- ✚ Fences, gates and to be installed and safeguarded (Electrification)
- ✚ Tools Storage Room – Existing infrastructure can be used
- ✚ Greenhouses to be procured
- ✚ Raised beds to be manufactured
- ✚ Composting bins to be manufactured
- ✚ Drip Irrigation Systems to be installed
- ✚ Coffee Shop (Phase 2 of project)
- ✚ Kids Play Area to be developed
- ✚ Marketing Area to be developed
- ✚ Sedimentation tanks to be filled with soil/create platforms for cultural activities on Market days.
- ✚ Bird viewing platform to be constructed.
- ✚ Petting zoo to be constructed
- ✚ Storage ponds to be used for water activity or extended garden
- ✚ Arts and Craft Display Avenue to be constructed
- ✚ Create facility for foodbank
- ✚ Create “White Elephant” drop off point and market/workshop for repairs to items.
- ✚ Create Saturday Breakfast market facility- open to local entrepreneurs/community

11. Budget (Phase 1)

No	Items	Cost N\$
1	Toilets renovation	35000.00
2	Fences, gates and electrifying of fence	150000.00
3	Greenhouse (material & installation)	500000.00
4	Drip irrigations system kits	29000.00
5	Tools storage room	60000.00
6	Tools & equipment	25000.00
7	Seeds & seedlings	5000.00
8	Fertilizers	3500.00
9	Basic crop production training	50000.00
	TOTAL	857 500.00

12. Time Schedule

No	Activities	Dates
1	Fencing, Gates & Security	September 2020
2	Toilet Renovation	August 2020
3	Pipe laying & water connection	August 2020
4	Greenhouse construction	14-25 September 2020

5	Tools storage room construction	05-16 October 2020
6	Advertising & selection of beneficiaries and establish garden rules & committee	October 2020
7	Training of beneficiaries	October 2020
8	Project launching	10 November 2020

13. Conclusion:

The Municipal Council of Swakopmund is committed to Urban Agriculture development and will support projects aimed at urban farming, and especially urban gardening promotion, cultivating, processing, and distribution of food in Swakopmund. Urban agriculture programs will be introduced that can help local communities in both an economic way and a social way and by doing this we hope to drive the community to have more immediate connection to their food, as well as help stimulate a local economy.

We therefore invite local interested parties to support this project in ways set out below:

1. To develop recommendations for supporting the implementing of community gardens and allotment plots that respond to community needs as it relates to how food is grown, distributed, and marketed in target area(s);
2. To facilitate urban agriculture assessments and identify opportunities that connect community needs with the benefits of urban agriculture such as food access, nutrition education, conservation, innovation, and economic development;
3. To support the development of business plans, feasibility studies, and strategies to help offset start-up costs for new and beginning farmers in urban areas;
4. To provide support for municipal planning that consider policies to meet the growing needs of and zoning for community gardens and farms, rooftop farms, outdoor vertical production, green walls, indoor farms, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities; or
5. To assist schools that seek to increase knowledge of food and agricultural disciplines such as nutrition, science, technology, engineering, and mathematics and to develop and implement programs that create future leaders, farmers, gardeners, and entrepreneurs in agriculture and innovative production.
6. To facilitate the development of entrepreneurial projects by offering needed resources, such as job training, land, equipment, mentoring, and other business development assistance to new and beginning farmers;
7. To increase food production in small urban and indoor spaces with emerging technologies such as vertical farming, hydroponics, aquaponics, rooftop farms, etc.;
8. To operate community gardens or nonprofit farms to educate a community on food systems, nutrition, environmental impacts, and agricultural production and/or to offer hands-on training in farming or gardening;
9. To meet specific government, local, or community food and agricultural needs by assisting municipalities, food producers, community organizations, and schools with policies for community gardens and farms that address food access, soil health, emerging technologies, and agricultural business; or

10. Provide schools with resources to incorporate and emphasize the importance of growing and consuming nutritious food as well as training students for careers in agriculture.

Your support in partial funding, knowledge exchange, tutorship and any other contribution towards the successful implementation of this project will certainly be appreciated:

For further information please Contact:

Robeam Ujaha (Project Coordinator)
Environmental Health Practitioner
Services
Municipality of Swakopmund
rujaha@swkmun.com.na
Cell: +264 811438767

Clive Lawrence (Project Manager)
GM Environmental Health

Municipality of Swakopmund
clawrence@swkmun.com.na
Cell: +264 81 122 4668

MUNICIPALITY SWAKOPMUND
Engineering Services Department



PRINCIPLE ARCHITECT: W.H.K. HOLZE REG. ARCH (NCACS), MNIA: B.BUILD,ARTS, B.ARCH, MCPUD



WINFRIED HOLZ
KLEINER & PARTNER

DATE OF THIS PRINT:
12.07.2020

**GREENS 4 PEOPLE INITIATIVE
THE SWAKOPMUND PROJECT
PHASE 1**

COPYRIGHT RESERVED ON
ALL DRAWINGS DISPLAYED

APPLICATION FOR RELAXATION OF STREET BUILDING LINES ON ERF 2329, SWAKOPMUND, EXTENSION 8

Ordinary Management Meeting of 28 January 2021, Addendum 7.3
page **43** refers.

1. Purpose

The purpose of this re-submission is to seek Council's consideration for the "*Special Consent*" to relax a street building line from five (5) metres to zero (0) metres on Erf 2329, Swakopmund, Extension 8.



The applicant had first submitted this application, which served vide Council Resolution C/M 2020/08/31, whereby it was resolved as follows:

- (a) That the application for “Special Consent” to relax the building line on Erf 2329, Swakopmund, Extension 8 from five (5) metres to zero (0) metres street boundary line be turned down.
- (b) That the applicant revises and submits amended drawings with the unit in question set to at least three (3) metres from the street boundary line in line with the provisions of the Swakopmund Town Planning Scheme.
- (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.

However, the applicant (Mackintosh Lautenbach architects) resubmitted the application to the Engineering and Planning Services department, dated **14 October 2020** with no changes for the consent to relax

a street building line from five (5) metres to zero (0) metres for Erf 2329, Extension 8 Swakopmund.

The owner intends to construct 5 residential units, whereby, the garage on unit 2 is designed in such a way that it would be constructed onto the street boundary.

According to the applicant, the garage door of unit 2 is designed that it will not face the street directly. Access to all garages is to be from the single common driveway of Erf 2329, Swakopmund Extension 8. The application is attached as **Annexure A**.

3. **Ownership**

The ownership of Erf 2329, Extension 8, Swakopmund currently vests with Graca D' Almeida.

4. **Locality, Zoning and Size**

Erf 2329, Swakopmund, Extension 8 is situated along Topaas Street. (See the above map), zoned "*General residential*" with a density of 1:250 and measures approximately 1 763m² in extend.

5. **Evaluation**

The Engineering and Planning Service Department has undertaken its investigations and assessment on the request, mainly based on the standards that have been established to evaluate building plans.

Upon evaluation, it has been established that there is ample space on the erf, enabling the applicant to execute outdoor living spaces and circulation within the erf.

In addition, it is merely a matter of restructuring and reorientation in such a way that the garage on unit 2 is not on the street boundary line, considering the density and erf size in question.

Comments were also obtained from the Projects Section. It has been argued by Project Section that firstly; given that the erf was rezoned from "*Single Residential*" to "*General Residential*" this change in zone already negatively impacted the traffic flow of the area. Furthermore, the proposed entrance and the garage along Topaas street are situated in a sharp curve which would potentially increase the likelihood of traffic incidents.

As a result therefore, Engineering and Planning Services Department is yet again not supporting the application to relax the building line for Erf 2329, Swakopmund from five (5) metres to zero (0) metres.

The Engineering and Planning Services department only allows for a *stoep* to be placed at least two metres away from the street boundary and all other habitable rooms to be at least three metres away from the street boundary.

Note should be taken that no building is permitted to be constructed up to the street on which the Erf gains access from. This excludes the provision for a guard room, which is permitted up to 0 metres from the street.

As a result thereof, it is thus proposed that the building line on Erf 2329, Swakopmund can be relaxed from five (5) metre to three (3) meters instead of zero (0) metres building line proposed. A restriction is necessary to ensure a safe speed buffer between property boundary and adjoining street.

A number of similar requests to relax the street building line to zero (0) metres have been turn down on similar basis before; some of those declined are listed below:

- *Erf 55, Swakopmund applied to relax to zero (0) metres to have their garage positioned onto the boundary and the request was declined.*
- *Erf 1977, Swakopmund applied to relax to zero (0) metres and the request was declined.*

Therefore, the Municipal Council of Swakopmund should always strive to be consistent in appraisal of development proposals as per the standards and the guidelines that have been formulated by the Engineering and Planning Service Department. Additionally, given the above motivation it is in Councils best interest to maintain the decision as per Council Resolution C/M 2020/08/31.

Conclusion

Taking into consideration the above arguments, it is concluded that it is not in the best interest of both Council and the general public to support the relaxation as requested by the applicant. A building line relaxation to three (3) metres should be considered and maintain the consistency in terms of granting approval.

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

RECOMMENDED:

- (a) That the application for “*Special Consent*” to relax the building line on Erf 2329, Swakopmund, Extension 8 from five (5) metres to zero (0) metres street boundary line be turned down.**
 - (b) That the applicant revise and submits amended drawings with the unit in question set to at least three (3) metres from the street boundary line in line with the provisions of the Swakopmund Town Planning Scheme.**
 - (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.**
-

ANNEXURE A- APPLICATIONS



T +264 64 404830 | F +264 64 403351
info@mllaarch.com

No. 5 Moringa Gardens
5 Leutwein Street
P.O. Box 658
Swakopmund
Namibia

14 October 2020

Chief Executive Officer: Mr Alfeus A Benjamin
Municipality of Swakopmund
P.O. Box 53
SWAKOPMUND
Namibia

Attention: Mr Clarence McClune - GM Engineering Services.

Re: BUILDING LINE ENCROACHMENT APPLICATION FOR NEW TOWNHOUSE
DEVELOPMENT ON ERF 2329 SWAKOPMUND

Dear Sir,

Thank you for answering my queries regarding the outcome of the Municipal Council meeting of 31 August 2020.

I herewith confirm that we choose to re-submit our application, without any changes, to the next Council Meeting.

Please note the following:

Unit 2 garage door is NOT proposed to be on the street boundary. Access to all garages is to be from the single common driveway on the erf. Therefore, there is only one vehicular access to the erf. (See Floor Plan.)

We have also kept the density lower than allowed, planning 5 Units and not the seven allowable for this erf.

Yours faithfully,

Brigitte Datel

Attached: copy of Building Line Encroachment Application, Site Layout of Units and Floor Plan of all Units.

M&L Business Trust T/as
Mackintosh Lautenbach Architects

Kirby Mackintosh | Partner
BAS (UCT 1991) BArch (UCT 1995) MNIA

Rod Lautenbach | Partner
BAS (UCT 1991) BArch (UCT 1995) MNIA



RELAXATION FORM

MUNICIPALITY SWAKOPMUND

(064) 4104421 / 4104417
0886519137

53 SWAKOPMUND
Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 2329	CONSENSERS ERF NO: Municipality
Suburb: Vintea	Street Address: 39 Topaz St
Particulars of Owner	
Name of Owner: Graça D'Almeida	
Name of Authorized Person: Mackintosh Lautenbach Architects	
Postal Address (Owner): PO Box 1019, Swakopmund	
Tel. No (Owner): 081 274 1313	
E-mail Address (Owner): graça.d'almeida@mfmr.gov.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must be attached)

- A. Building Lines:**
- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☒ From: 5 meter to: 0 meter
- B. Boundary Wall Height:**
- For the relaxation of Rear Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter
- C. Relaxation of setback - 1st or 2nd Floor**
- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☐ From: _____ meter to: _____ meter
- D. Relaxation of Building Height: (Indicate)**

A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number; _____ dated _____

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

- E. Relaxation of Garages (Maximum 100m²)**
- For the relaxation of Garages ☐ From: _____ m² to: _____ m²

Reasons for the relaxation

B. D'Almeida
SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

13/05/2020
DATE

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

I _____ the owner of erf no.: _____ Extension/Suburb _____

P O Box No: _____ have scrutinized and signed the building plan

no.: W19/1592/02.15 prepared by Messrs Mackintosh Laytenbach Architects

and ☐ **object** ☐ **do not object** (mark with an "X" which is applicable) against the proposed encroachment/
relaxation of development standards on erf no 2329 being the following:

(Please tick appropriate)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Building Lines

<input type="checkbox"/> Double Storey within relaxed Building Lines

<input type="checkbox"/> Relaxation of Boundary Wall Height

<input type="checkbox"/> Relaxation of Building Height

<input type="checkbox"/> Relaxation of Garages |
Signature of Owner

.....
Signature of Owner

.....
Signature of Owner

.....
Signature of Owner

.....
Signature of Owner |
|--|---|

REMARKS/REASONS:

.....

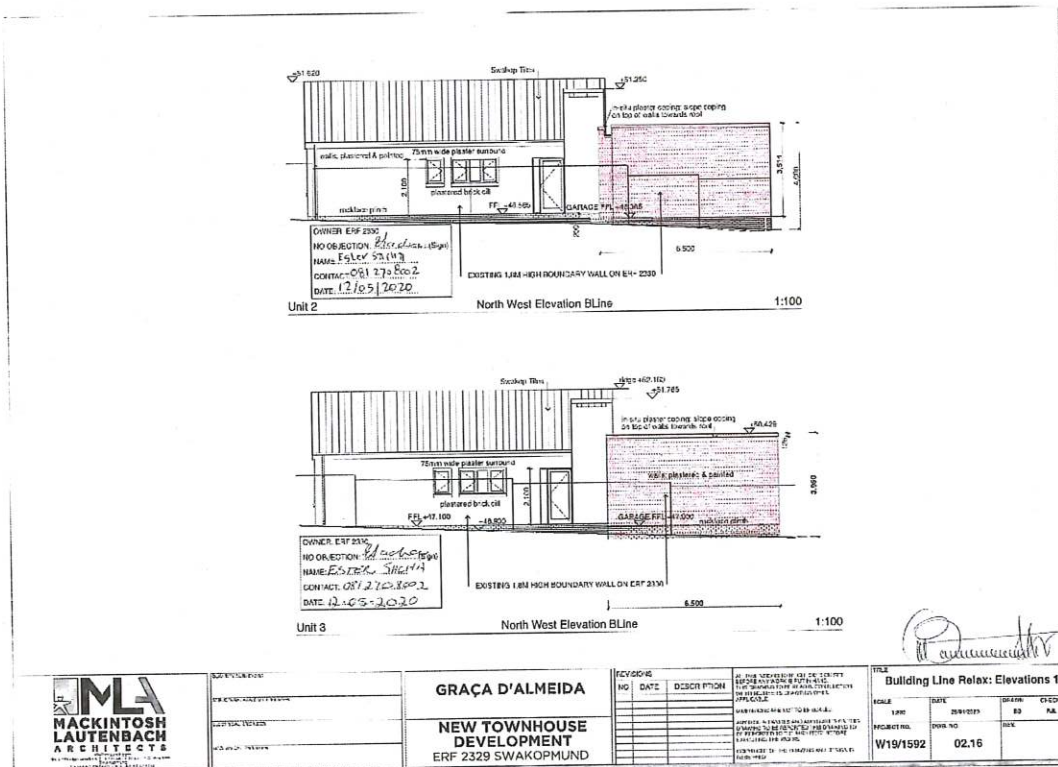
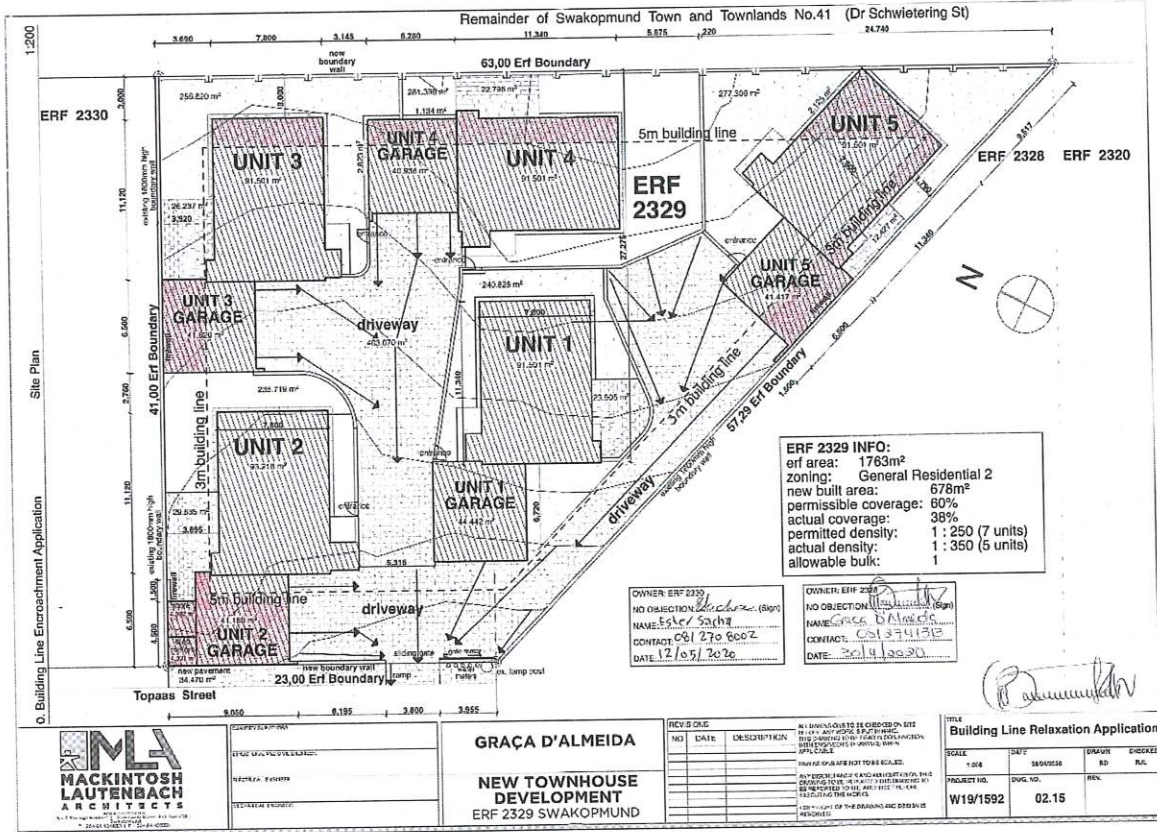
..... SIGNATURE FULL NAME DATE
--------------------	--------------------	---------------

Contact Details: Tel. No / Cell Phone:

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

OFFICE USE ONLY			
<u>TOWN PLANNING SCHEME REGULATIONS – REPORT</u>			
Zoning of Erf:		
Notice Number:		
Comments:		
Recommended:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 2px;">YES / NO</td> <td style="padding: 2px;">.....</td> </tr> </table>	YES / NO
YES / NO		
PLANNER: TOWN & SPECIAL PROJECTS			
Approved:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 2px;">YES / NO</td> <td style="padding: 2px;">.....</td> </tr> </table>	YES / NO
YES / NO		
GENERAL MANAGER: ENGINEERING SERVICES			
Approved:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 2px;">YES / NO</td> <td style="padding: 2px;">.....</td> </tr> </table>	YES / NO
YES / NO		
CHIEF EXECUTIVE OFFICER			

ANNEXURE B- PLANS



11.1.4

UPDATED STANDARD OPERATING PROCEDURES WITH REGARDS TO PURCHASES, PAYMENTS, INSURANCE AND FUEL ISSUE (STORES)

(C/M 2021/01/28 - 3/P)

Ordinary Management Meeting of 28 January 2021, Addendum 7.5
page 59 refers.

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

INTRODUCTION

Council at its meeting held on **28th November 2012** under item 11.1.22 (Internal Audit Report: Expenditure & Stores), point (f) resolved as follows:

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

The drafted Standard Operating Procedures (SOP) with regards to Purchase & Payment Cycle was submitted to the Planning Forum for deliberation in **September 2013**.

PURPOSE

1. The purpose of these procedures is to ensure that Councils approved Financial Rules are adhered to at all time, thus ensuring the completeness, accuracy and unpretentiousness of all expenditure paid or to be paid. It will furthermore ensure that all payments vouchers for expenditure paid for are complete and file for annoyance free audit.
2. Incorporated internal audit recommendations on stores management and procedures on the fuel issues at stores for safe guard of Council's assets.
3. Compliance of Procurement Act 15 of 2015 on all procurements and ensure payments of all accounts in accordance to the Financial Policies and Regulations
4. Compliance to the Council's Insurance process and procedures handling claims, adding and removing new assets.

Considering internal audit recommendations and Procurement Act with the regulation, Finance services has revised the standard operating procedure with regard to purchases, payments of Creditors, insurance processes and fuel issues on fleet vehicles for guidance and compliance thereof by the respective sections.

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

RECOMMENDED:

- (a) That Council approves the Standard Operating Procedures with regard to purchases, payments of Creditors, insurance processes and fuel issues on fleet vehicles for guidance and compliance thereof.
- (b) That Finance Services annually reviews the Standard Operating Procedures with regard to purchases, payments of Creditors, insurance processes and fuel issues on fleet vehicles for guidance and compliance thereof.

MUNICIPAL COUNCIL OF **SWAKOPMUND**



STANDARD OPERATING **PROCEDURES (SOP) WITH** **REGARDS TO PURCHASES,** **PAYMENTS, FUEL ISSUES AND** **INSURANCE PROCESS**

REVISED DECEMBER 2020

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INTRODUCTION

The purpose of these procedures is to ensure that Councils approved Financial Rules are adhered to at all time, thus ensuring the completeness, accuracy and unpretentiousness of all expenditure paid or to be paid. It will furthermore ensure that all payments vouchers for expenditure paid for are complete and file for annoyance free audit.

1 PROCUREMENT THRESHOLD FOR PROCUREMENT METHODS

Section	Amount (N\$)	Choice of procurement method
Section 38 (1)	Not exceeding N\$15 000.00	Small Value Procurement on goods, works, consultancy service and non- consultancy service
Section 31 (1)(b)	Not exceeding 3 000 000	Restricted bidding for goods and works
Section 31 (1)(b)	Not exceeding 2 000 000	Restricted bidding for non- consultancy service
Section 32 (1)	Not exceeding 2 000 000	Sealed quotations for goods, works and Non- consultancy services
Section 30 (a)	Above N\$ 25 000 000	Open international bidding for goods
Section 30 (a)	Above N\$ 40 000 000	Open international bidding for works
Section 35 (2)	Above N\$ 5 000 000	Request for proposals

2 STANDARD RATES FOR THE PURCHASE OF BIDDING DOCUMENTS (REG 33 A)

Section	Amount (N\$)
Procurement contracts with an estimated value not exceeding N\$ 1 000 000	N\$ 100.00
Procurement contracts with an estimated value not above N\$ 1 000 000 and not exceeding N\$20 000 000	N\$ 300.00
Procurement contracts with an estimated value above N\$ 20 000 000 and not exceeding N\$100 000 000	N\$ 600.00
Procurement contracts with an estimated value above N\$ 100 000 000 and not exceeding N\$500 000 000	N\$ 1 000.00
Procurement contracts with an estimated value above N\$ 500 000 000 and not exceeding N\$ 2 000 000 000	N\$ 3 000.00
Procurement contracts with an estimated value above N\$ 2 000 000 000	N\$ 6 000.00

3 AUTHORITY POWERS

3.1 The table below depicts the authority powers as approved by Council under item 11.1.10 on 28th June 2011.

That the delegated powers for acquisition of goods and services be increased as follows:

<i>Authorization level</i>	<i>Current (N\$)</i>	<i>Approved (N\$)</i>
<i>Formal quotation</i>	<i>2 000.00</i>	<i>5 000.00</i>
<i>General Managers</i>	<i>5 000.00</i>	<i>15 000.00</i> <i>In consultation with Chief Executive Officer</i>
<i>Chief Executive Officer</i>	<i>10 000.00</i>	<i>50 000.00</i> <i>In consultation with Chairperson of the Management Committee.</i>

The above authorization levels mean that informal quotations must be obtained for all purchases which are N\$5 000-00 and below, it is ideal that such quotation/s obtained from the supplier must be attached to the payments voucher/s.

All anticipated purchase between the amounts of N\$ 5 001-00 and N\$ 15 000-00 requires a formal quotation, which must be placed on the notice board until its closing date. This should however be done in consultation with the Chief Executive Officer.

All purchase between the amounts of N\$ 15 001-00 and N\$ 50 000-00 also requires a formal quotation which must equally be placed on a notice board, however in consultation with the Chairperson of the Management Committee.

All purchase which exceeds the amount of N\$ 50 001-00 will follow the normal Procurement procedures.

3.2 Amended:

That the delegated powers for acquisition of goods and services be increased as follows:

<i>Authorization level</i>	<i>Current (N\$)</i>	<i>Approved (N\$)</i>
<i>Head of Department</i>	<i>Above 15 000.00</i>	<i>Small Value Procurement</i>
<i>General Managers</i>	<i>150 000.00</i>	<i>Sealed Quotation Procurement</i>
<i>Chief Executive Officer</i>	<i>500 000.00 Up to N\$ 2 000 000</i>	<i>Sealed Quotation Procurement</i>

All payments below N\$ 10 000 quotations be attached to the payment vouchers. It is required by the auditors, to verify the correctness of the order and invoice

The above authorization levels means that informal quotations must be obtained for all purchases which are N\$ 10 000.00 – N\$ 15 000.00, it is ideal that such quotation/s obtained from the supplier must be attached to the payments voucher/s.

All anticipated purchase between the amounts above N\$ 15 000.00 - N\$ 150 000.00 requires a formal quotation, which must be placed on the notice board until its closing date.

All purchases between the amounts of N\$ 150 000.00 and above N\$ 500 000.00 Procured on sealed quotation will be evaluated by the User Departments, evaluation reports compiled and be submitted to the Procurement Committee for consideration of award.

All purchases from the amount of N\$ 500 000.00 up to N\$ 2 000 000.00 as determined by the Accounting Officer will be submitted to the Bid Evaluation Committee for evaluations where after the Bid Evaluation Committee will then submit such to the Procurement Committee for consideration of award.

4 APPROVAL OF EXPENDITURE: SMALL VALUE PROCUREMENT PROCESS:

Approval of expenditure from relevant General Managers:

- 4.1 User department after obtaining three (3) quotations for procurement, such user department obtain approval of their respective General Manager's.
- 4.2 Issuing of Procurement Reference number (Procurement Management Unit)
User department forward the approval of expenditure with the approved quotation to Procurement Management Unit requesting for Procurement Reference number. Procurement Management Unit shall not issue a Procurement Reference number to user department without approval of expenditure from the General Manager.
- 4.3 The relevant user department forward the approval of expenditure from the General Manager and Procurement Reference number from Procurement Management Unit to Stores to create an order.
- 4.4 No Purchase Order will be processed by stores officials without the required documents from the user department.
- 4.5 Processing of payments (Creditors). The invoice must be accompanied by:
 - a. The approval of the expenditure from their relevant General Managers.
 - b. Procurement Reference number from Procurement Management Unit.
 - c. Certified invoice by their relevant General Manager's.
 - d. Quotations and Purchase Order.
- 4.6 Finance – Expenditure
No payment will be processed for non-compliance; the documents will be referred back by Finance to the user department.

5 PROCEDURES FOR SEALED QUOTATION:

- 5.1 Applicable for sealed quotations above N\$15 000. 00 – not exceeding N\$ 2 million

- 5.2 The relevant department prepares quotation documents and forward to Head Procurement for approval
- 5.3 The relevant department obtain procurement / quotation number from PMU Administration
- 5.4 Finalize documentation with closing date:
 - Vendors to be allowed minimum 7 days to submit sealed quotations no longer than 30 days
- 5.5 Closing dates for sealed quotations will be Wednesday @ 16h00
- 5.6 Submit signed notice and master copy of sealed quotation invitation document to PMU Administration to arrange placement on the notice board and schedule opening
- 5.7 Submit to PMU Head to verify documentation and sign invitation letter.
- 5.8 Sealed quotation close, evaluation and prepare bid evaluation report to Procurement Committee for consideration.
- 5.9 PMU submits procurement committee recommendations to Accounting Officer for award.
- 5.10 Mark out of procurement minutes for executions
 - Departments collect sealed quotations/ bid documents from PMU administration for execution
 - Award / non award letters issued to the initiator and signed off by relevant General Manager / Manager
- 5.11 Create a requisition and issue order.
- 5.12 Return all sealed quotation/ bid documents to PMU Administration for archive.

6 PROCUREMENT FROM SOLE SUPPLIER / DIRECT SUPPLIER

Requirement for Direct Procurement as per Public Procurement Act, 2015 (36)

- (1) A direct procurement method is allows a public entity to procure goods or services from a single source without competition
- (2) A direct procurement is permitted –
 - (a) Where only one supplier has the exclusive right to manufacture the goods or to supply the goods, works or services to be procured, and no suitable alternative is available
 - (b) Within the prescribed limits for additional deliveries of goods by the original supplier which are intended either as partial replacement or extension for existing goods , services or installations and where a change of supplier would compel the public entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or service.

7 REQUIREMENT FOR DIRECT PROCUREMENT:

- 7.1 The relevant department obtains approval from the Accounting Officer
- 7.2 A motivated written request by the relevant User Department Head of Department or relevant Manager needs to be submitted to the Accounting Officer (the PMU to be copied in) and the relevant department must ascertain that the goods to be procured cannot be procured using other procurement methods as contemplated in section 27 of the Act.
- 7.3 In the written motivation the relevant User department HOD or Manager needs to confirm that the Supplier/Bidder is able to perform in terms of the procurement contract and that the quality and technical aspect of the proposal of the supplier/bidder meets the requirements of Council and that the price to be paid to the supplier/bidder is fair and reasonable.
- 7.4 Create a requisition and issue order
- 7.5 After close of and evaluation by the relevant User department, a motivated written report with the recommendation be made to the Procurement Committee at its next meeting to condone the selected award for direct procurement.

8 EMERGENCY PROCUREMENT

Requirement for Emergency procurement as per Public Procurement Act, 2015 (33)

- (1) A Public entity may procure goods, works or services using direct procurement method in case of emergency.
- (2) The scope of emergency procurement is as far as possible limited to the period of the emergency, so that appropriate competitive procurement methods may be utilized after the conclusion of the emergency period.
- (3) For the purposes of this section "emergency" includes a situation where
 - (a) The country is either seriously threatened by or actually confronted with a natural disaster, catastrophe, or war
 - (b) Life or the quality of life or environment may be seriously compromised or
 - (c) The condition or quality of goods, equipment, building or publicly owned capital goods may seriously deteriorate, unless action is urgently and necessarily taken to maintain them in their actual value or usefulness.

9 INTERNAL PROCUREMENT PROCESS:

- 9.1 The relevant User Department obtains approval from the Accounting Officer
- 9.2 A motivated written request by the relevant User Department Head of Department or relevant Manager needs to be submitted to the Accounting Officer (the PMU to be copied in) and the relevant department must ascertain that the goods to be procured cannot be procured using other procurement methods as contemplated in section 27 of the Act.
- 9.3 In the written motivation the relevant User department HOD or Manager needs to confirm that the Supplier/Bidder is able to perform in terms of the procurement contract and that the quality and technical aspect of the proposal of the supplier/bidder meets the requirements of Council and that the price to be paid to the supplier/bidder is fair and reasonable.
- 9.4 Create a requisition and issue order

9.5 After close of and evaluation by the relevant User department, a motivated written report with the recommendation be made to the Procurement Committee at its next meeting to condone the selected award for the emergency.

10 STORES ITEMS PROCUREMENT PROCESS

10.1 WITHDRAWAL OF STORES ITEM/S

The relevant department will create a requisition forwarded to the relevant Manager or General Manager for authorization. The Manager / General Manager authorize the requisition and forward the requisition number to Stores to issue stock items to the staff.

10.2 EMERGENCY WITHDRAWAL OF STORES ITEM/S

The relevant staff inform Stores controller of the items required via email or phone call. Stores record issued items in the emergency issuing book and the relevant user sign, there after the normal store withdrawal process continues within 3 days.

10.3 PURCHASING STORE STOCK ITEMS

The Store official obtains three (3) quotations from Suppliers. The following information must be provided:

10.3.1 Supplier name

10.3.2 Price excluding VAT

10.3.3 Price including VAT

10.3.4 Contact details / person

Incompliance to Procurement process Stores select the cheapest quotation to create a requisition (HK505). Forward the requisition to the Manager / General Manager Finance for authorization to create the order handed to the Supplier. Stock items delivered at Stores with an invoice. Store controller, capture the stock items on Solar system and forward the invoice to the Manager / General Manager Finance for certification for payment.

11 STOCK LEVELS

11.1 New stock: Stores controller captured re-order level on the system and stock received at the maximum level.

11.2 Old stock: The stock items does not have reorder level on the system and will never be purchased

12 STOCK RECONCILIATION

12.1 Stores controller will perform monthly stock reconciliation and annual stock reconciliation at year end.

13 CAPTURING OF FUEL AND DIESEL REQUISITION

13.1 The Fuel attendant complete manual requisition form upon fueling a vehicle.

13.2 The store controller capture fuel requisitions on a daily basis on solar.

13.3 Records dip readings every day.

13.4 Prepare monthly reports.

14 FUEL SUPPLY ON PUBLIC HOLIDAYS:

14.1 Finance to appoint a supplier through procurement process.

14.2 Obtain a list of fleet numbers and registration number of vehicle registration number for stand by vehicles.

14.3 Sent the list with a letter to a specific supplier for fuel and diesel.

14.4 Supplier supply fuel & diesel for a specific period.

14.5 After the long weekend stores creates a requisition.

15 MONTHEND (STORES CONTROLLER)

15.1 Fuel reconciliation report to General Manager: Finance

15.2 Verification of fuel requisitions captured on solar KR030.

16 DIRECT AND ORDER PURCHASE CYCLE**16.1 QUOTATION:**

After a quotation is obtained (manually or in writing) preferably in writing by the relevant department the lowest quotation is favored.

Lowest quoted amount is not favored when requisitions are made out.

It is requested that the reason as to why lowest quoted amount is not preferred be provided under requisition notes (the system makes provision for this). This could also be noted on requisition evaluation document. This should be done at the moment when requisition is prepared. Once such notes are made, it will be no need for Finance to follow up as the reason as to why the lowest quotation was not favored.

16.2 REQUISITION:

a requisition is requested and approval is gained from the pertinent General Manager or his designate. Such approved requisition number will be forwarded to Store via email for further action, i.e. Stores controller will then issue an order to the relevant department which will be provided to the service provider for the service to be delivered or items to be supplied.

16.3 PURCHASE ORDER:

Orders must be obtained in all circumstances before payment on any invoice is made. The order date should also precede the invoice date except in exceptional cases such as emergencies over weekends, etc. In such instances the orders for the emergency purchase is to be obtained as soon as possible afterwards clearly marked as "emergency" with the reason.

All open purchase orders are deleted by the accountant Expenditures & Insurance after year end on annual basis.

The Manager Finance will forward a report of all outstanding orders to departments to follow up on pending invoices on a monthly basis.

16.4 DESCRIPTION AND QUANTITY

Description and quantity (units, goods/ service), It also refers to physical description of goods/work required and or services to be rendered. It is imperative that the description on quotation received should match the requisition. No requisition will be created "as per attached quotations" stores shall stamp "partially delivered" on partially delivery invoices.

16.5 VAT (value added tax) inclusive / exclusive

The user department creating the requisition to be vigilant and ensure that VAT is considered where applicable. Ignoring VAT portion will result the order amount less than the invoice, no VAT Input claimed in which case the payment will not be processed. That means that the purchase and payment cycle from the requisition stage needs to be restarted.

VAT Procedure on Solar system:**HK110-Direct Requisition - Details**

Tick (in the block) where applicable inclusive or exclusive.

Select	Item No	UOM	Item Category	Requested Quantity	Estimated Price per Unit	VAT	
Option	DIR 117058	EAC H	GENERAL	1.000	10.00000	G	Exclusive
Mrk Desc:	general			Cancel:	Vote:	102510212100	Cat:

Select	Item No	UOM	Item Category	Requested Quantity	Estimated Price per Unit	VAT
Fleet/Job:	EI/Act:	Asset:	Room:	Mrk Alloc:		
Option	DIR11245	EACH	GENERAL	1.000	100.0000	Inclusive
Mrk Desc:	3				0	G
	BUTTERED BROTCHEMS	Cancel:		Vote:	102510212100	Cat:

After or together with the delivery of goods or rendering of services, the supplier will then issue an invoice which will be forwarded to Stores Immediately to speed payment process to avoid interest and benefit discount. Stores will then forward the invoice together with the order and other attachments (if applicable) to the relevant Division for certification. The certified invoice is sent back to Stores, which will in turn forward such invoice to Creditors section for the preparation of payment.

17 ADJUSTMENTS ON PURCHASE ORDER FOR PAYMENT

For any delivery at Stores where the order amount is less than N\$100.00 with the invoice the Store controller adjust the correct amount on Solar on the purchase order and sign for it. Where the difference of invoice order amount exceed N\$100 to a maximum amount of N\$1 000.00 approvals required from the relevant Manager/ General Manager in writing for Store controller to adjust the purchase order accordingly. Where an amount exceeds N\$1000.00 the purchase order will be cancelled by Store official.

18 CANCELLED PURCHASE ORDER

Store controller must attach the cancelled order to the source documents with the new (duplicate) purchase order sent to Creditors for payment.

19 THE CERTIFICATION OF INVOICES

A valid Tax invoice as prescribed under Value Added Tax Act, 2000 Schedule VI (Section 21 and 22) shall contain the following particulars:

- 19.1 The word "tax invoice" in a prominent place
- 19.2 The name, address and VAT registration number of the registered person making the supply
- 19.3 The name and address of the recipient of the supply
- 19.4 The individualized serial number and the date on which the tax invoice is issued
- 19.5 A description of the goods or services supplied
- 19.6 The quantity or volume of the goods or services supplied
- 19.7 The total amount of the tax charged, the consideration for the supply and the consideration including tax

All invoices must be certified by the respective General Managers or Managers before payment is to be made. If invoices are received by Creditors section that is not certified, they are to be returned to Stores clearly indicating that the non-certification

is the issue in question. Stores will also henceforth send all non-certified invoices back to the relevant departments for their action

20 NEW SUPPLIERS

Store official will create a new supplier on Solar with a letter from the Financial Institution confirming banking details, Business registration certificate, VAT number if any, Valid Good Standing Certificate and contact details.

21 PROCUREMENT OF FUEL, DIESEL AND OIL FROM SUPPLIER

21.1 Procurement of Fuel, Diesel and Oil.

21.1.1 Obtain Procurement Reference Number.

21.1.2 Preparation of quotation document, evaluation and appointment of successful bidder for a certain period as per Procurement Act.

21.2 Processing of requisitions by Stores Controller.

21.2.1 The Stores Controller creates a requisition

HK 505 – Capture requisition

Select - Add

Select Store no – Diesel/Petrol/Main oil

Ok

Contact no – Select name

Receiving person – Select

Order address code - Select

Same as departmental address code

Item no – Select (Active I/D)

0637211 - Diesel

0637017 – Petrol

Select Item Oil

UOM description – Select the litres requested quantity

Tank 23 000 litres

21.2.2 Take dip and order the balance before capturing the order quantity

Record requisition number

0000900135

Quit with F3

21.2.3 Authorisation of the requisition by Manager: Finance / General Manager: Finance

HK 520

Change – capture requisition number enter

21.2.4 Create an order

H1 110 Capture Order

F3 – to quit

F6 – to capture requisition number

Record the order number

0001141516
Delete requisition
HK 505 delete
HI 110 Order

22 DELIVERY OF FUEL, DIESEL AND OIL FROM SUPPLIER TO STORES

22.1 Inspections

The following inspections shall be performed upon delivery

22.1.1 Petrol and Diesel

- a. Upon delivery the supplier deliver fuel carried in a sealed tank with a delivery note with descriptions of goods, seal number and quantity.
- b. Seal opened by the purchaser of stores.
- c. The purchaser shall perform dip tank prior delivery and after delivery, any differences shall be recorded on the delivery note.
- d. The supplier shall offload petrol/ diesel in the correct underground tank Intel.
- e. Two copies of the delivery note shall be signed by the supplier and purchaser at stores after inspection and the signed copy of the delivery note furnished to the purchaser.

22.1.2 Oil

- a. Upon delivery the supplier deliver oil carried in a sealed drum with a delivery note with descriptions of goods, seal number and quantity.
- b. Seal number on the drum in agreement with the delivery note.
- c. The quantity delivered in agreement with purchaser order.
- d. Two copies of the delivery note shall be signed by the supplier and purchaser at stores after inspection and the original signed copy of the delivery note furnished to the purchaser.

22.1.3 Documentation

Details of Shipping and other Documents to be furnished by Suppliers are:

Sample provision

For imported Goods supplied on the basis of delivery to warehouse –

DDP:

Upon or before delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:

- a. One original and two copies of the Supplier's invoice, showing Purchaser, the Contract number, Goods description, quantity, unit price and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal.
- b. Two copies of the packing list identifying contents of each package.
- c. One original of the manufacturer's or Supplier's warranty certificate covering all items supplied.
- d. One original of the supplier's Certificate of Origin covering all items supplied.

- e. Original copy of the Certificate of Inspection furnished to Supplier by the nominated inspection agency and six copies (where inspection is required)
- f. Other procurement specific documents required for delivery/ payment purposes.

For goods from local manufacturers:

- a. One original and two copies of the Supplier's invoice, showing purchaser, the procurement Reference number, Goods description, quantity, unit price and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal.
- b. Two copies of the packing list identifying contents of each package.
- c. Original copy of the certificate of Inspection furnished to manufacture by the nominated inspection agency and two copies (where inspection is required)
- d. Other procurement specific documents required for delivery/ payment purposes.

22.1.4 Capturing of fuel invoice on Solar

HI 230 fuel delivery note

Add

Supplier no

Enter

Authorise

Send to creditors for payment

23 ISSUING OF FUEL AND DIESEL ON FLEET VEHICLES

23.1. Stores controller record the dip reading on the fuel and diesel pump in the morning

23.2. Stores controller switch on the fuel pump on the main switch

23.3. The driver come with the vehicle and log book

23.4. The fuel attendant verify the vehicle licence number and fleet number with the log book

23.5. The fuel attendant fuel the vehicle

23.6. The fuel attendant completes the manual requisition with the following information:

23.6.1 Fleet number

23.6.2 Vehicle licence number

23.6.3 Kilometres of the vehicle

23.6.4 Litres fuelled

23.6.5 Date

23.6.6 Time

23.6.7 Department

23.6.8 Driver identification

23.6.9 Name of the fuel attendant and signature

23.7. Driver completes name and sign on the requisition.

23.8. The fuel attendant completes the log book with the following information:

23.8.1 Fleet number

23.8.2 Vehicle licence number

23.8.3 Date

23.8.4 Time

23.8.5 Kilometres of the vehicle

23.8.6 Name of fuel attendant

23.8.7 Signature of fuel attendant

23.9. Driver complete name and sign log book.

23.10. The fuel attendant hand over all requisitions to stores controller for capturing of requisitions on Solar at the end of day

23.11 Dip reading end of day by the Fuel attendant and Store Controllers with signatures on the form and email to Manager Finance

23.11. Stores controller switch off the fuel pump on the main switch.

24. Fuel and Diesel of machinery

24.1. The machine is carried in a vehicle to stores for fuelling.

24.2. The machine must have a fleet number and a log book.

24.3. The fuel attendant verifies the fleet number and the log book of the machine.

24.4. The fuel attendant fuel the machine.

24.5. The fuel attendant completes the manual requisition with the following information:

24.5.1 Fleet number

- 24.5.2 Litres fuelled
- 24.5.3 Date
- 24.5.4 Time
- 24.5.5 Department
- 24.5.6 Driver identification
- 24.5.7 Name of the fuel attendant and signature

24.6. Driver completes name and sign on the requisition.

24.7. The fuel attendant completes the log book with the following information:

- 24.7.1 Fleet number
- 24.7.2 Date
- 24.7.3 Time
- 24.7.4 Name of fuel attendant
- 24.7.5 Signature of fuel attendant

24.8. Driver complete name and sign log book

25. Fueling in Jerry cans

25.1. Fueling in Jerry cans / Drums

25.2. The User department seeks permission via email from relevant General Manager indicating:

25.2.1. Type of fuel required from Stores

25.2.2. Liters required,

25.2.3. Equipment type (e.g. generators)

25.3. The relevant General Manager seeks permission via email to General Manager: Finance on behalf of the User department.

25.4. General Manager: Finance grants approval and copied in Stores.

25.5. The relevant log book, fleet no, approval of both General Managers presented at Stores for issuing fuel.

26 PHYSICAL CAPTURING OF FUEL MANUAL REQUISITIONS ON SOLAR PRODUCTION BY STORES CONTROLLER

26.1 Manually calculate the fuel issued
(Closing reading – opening reading = stock issued on the day)

26.2 HI 460

26.3 Capture

26.4 Pump reading from: opening reading

To: closing reading

Date

Kilo meter readings

Litters issued

Enter and authorize.

26.5 Creating Order (fuel requisition)
HI 110

26.6 Fuel delivery note
HI 230

27 FLEET MANAGEMENT CONTROL

27.1 The Co-ordinator Assistant at Works division allocates fleet numbers on vehicles, machineries

27.2 The Mechanic at Vehicle Workshop Section issues diesel to fleet vehicles and machineries and record keeping of issuing transactions

27.3 The Traffic officers randomly inspect vehicle log books, vehicle roadworthiness, validity of drivers' licenses and validity of vehicle license discs.

27.4 Stores Controller to record dip readings in the morning and end of day signed by the Fuel attendant and Stores Controller and submits to Manager Finance for record keeping

27.5 Submission of fuel reconciliation report on a monthly basis to General Manager Finance

27.6 Stores Controller to verify all vehicle fuel issues requisitions captured on Solar production

27.7 Manager Finance to verify vehicle fuel log books, fuel issues and odometer readings (KR030) twice per annum on a sample basis and report to Management.

27.8 CCTV camera daily recording of fleet vehicles fueled at Stores.

28 STOCK TAKING

- 28.1 Perform stock counting twice a year on 31 January and 30 June.
- 28.2 General Manager: Finance informs the office of the Auditor General of the stock taking.
- 28.3 General Manager: Finance print the stock on hand list as at 31 January / 30 June for the Petrol 93 A, Diesel B and stock on hand on Solar – IPSAS HR450.
- 28.4 Reports availed to the Manager: Finance and Auditors for stock taking dip readings of fuel and diesel and performing of stock taking.
- 28.5 Any discrepancies be investigated by the Manager: Finance and reports to the General Manager: Finance for further actions, if any.
- 28.6 Manager: Finance and Auditors with the Stores Controllers certify the list after stock taking.
- 28.7 Dip reading of engine oil SAE 10, SAE 30, SAE 90 and BF fluid at Vehicle Works Workshop Department and certify of engine oil reports prepared by Vehicle Workshop Mechanic.

29 PAYMENT CYCLE: CREDITORS

- a. Invoices to reach finance before 20th of each month.
- b. Payment process will take 7 working days after receipt of certified invoice and part delivery.
- c. Only payment for work/services done / goods received will be paid for, therefore no payment is processed before delivery.
- d. No sundry refund payable to private individuals will be processed without an official bank details confirmation letter.

29.1 SUPPORTING DOCUMENTS

It is imperative that all supporting documents should accompany the invoice as listed below:

29.2 ORDER PAYMENTS:

- 29.2.1 Original yellow purchase order.
- 29.2.2 Certified invoice
- 29.2.3 Statement
- 29.2.4 Quotation documents for Procurement minutes for all purchase above N\$ 15 000.00
- 29.2.5 Proof of submission to pmu for condonation (all emergency procurement)
- 29.2.6 Credit note (Where applicable)

29.2.7 Council resolution

29.3. SUNDRY PAYMENTS:

29.3.1 Council resolution

29.3.2 Certified tax invoices

29.3.3 Internal memorandum (where applicable) with official stamp

29.3.4 Procurement minutes for all purchase above N\$ 15 000

29.3.5 Contracts (Approved stamped payment certificate, bill of quantity) stamped internal memorandum, invoice approved, internal memo, procurement minutes, and variation order (when required.)

29.3.6 Rental agreement

29.3.7 Statements

29.3.8 Quotation documents

29.3.9 Emergency procurement proof of condonation and approval from accounting officer

29.3.10 Credit note where applicable

29.3.11 Vote number where the expense should be defrayed from etc.

29.3.12 An internal memorandum with banking details should accompany sundry payments for S & T claims refunds etc.

29.4 SUBSISTENCE AND TRAVELLING ALLOWANCES

29.4.1 AUTHORIZATION TO ATTEND SEMINARS AND MEETINGS (M/C 2013/01/17)

- a. That General Managers scrutinize all applications in respect of seminars and meetings for staff members in their respective departments to be submitted to the Chief Executive Officer for final approval with report back to Management Committee
- b. That the Chairperson of the Management Committee scrutinizes all applications of the Chief Executive Officer for approval with report back to Management Committee.
- c. That meeting invitation to Councilors be consulted amongst each other on their availability to attend meetings and to inform the Chief Executive Officer accordingly

29.4.2 APPROVED OUT OF TOWN ALLOWANCES (M/C 2011/10/13) (M/C 2013/05/16)

Description	Amount (N\$)
Overnight allowance (within Namibia)	500-00

Overnight allowance (SADC)	600-00
Overnight allowance (Beyond SADC)	1000-00
Accommodation (Self arrangement)	600-00
Lunch tariff (Applicable to day trip only)	300-00
Transport costs – own vehicle	3-50 / km

29.4.3 PAYMENT OF SUBSTANCE AND TRAVELLING ALLOWANCES

The following should accompany the payments:

- a. Completed application form signed by the applicant and approved
- b. Council resolution
- c. Written approval by the relevant General Manager and the CEO

30 PROCESS PAYMENT ON SOLAR AND BANKING

Creditors section verifies the validity of the supporting documents and capture payments on solar and process online banking (EFT).

31 AUTHORISATION OF PAYMENTS

31.1 Accountants verify payment voucher.

31.2 Manager Finance authorizes payment vouchers.

32 ONLINE BANKING AUTHORISATIONS (EFT)

General Manager Finance and General Manager Corporate & Human Resource authorize EFT. In their absence the Manager Finance with Manager Corporate or Manager Human Resource.

33 GENERAL LEDGER JOURNAL ADJUSTMENTS

Expenditure staff of Council, who attends to any adjustment on payment accounts, should scrutinize such adjustment, and the proof of why such adjustment has to be done to a general or ledger account should be attached and signed by the designated official. System generated proof of why adjustment has been done might be kept in the computer. All adjustment should be processed immediately after the approval by the responsible official. Attach supporting documents to the journal and file for audit purpose.

33.1. Authorisation of journals on Solar system shall be effected with reason for adjustments as follows:

- a. All Accountants should authorise journals captured by their subordinates on Solar system
- b. The Manager Finance should authorise journals captured by the Accountants on Solar system

34 FILLING

Payment vouchers are filed in chronical order as per EFT payment number.

35 INSURANCE PROCEDURES

35.1 It is the responsibility of each department to inform Finance department in writing of items that must be added unto Councils Insurance Portfolio.

35.2 All Assets procured with a value of more than N\$500.00 must be insured.

35.3 For procurement purposes each Department shall on a yearly basis in March scrutinize Councils Insurance Policy to ensure that all relevant items are insured. Finance department must also be informed if all items that must be removed.

35.4 Each department shall be responsible to ensure that the values of all items insured are correct.

35.5 Engineering department shall be responsible to ensure that all Councils Buildings and property are insured with the correct replacement values.

35.6 Each department shall be responsible to inform Finance department in writing of any losses such as Break in's, theft and damages to any Council owned property by any person, accidental or by nature within three (3) working days.

35.7 Any employees who received a cell phone from Council shall be responsible to ensure that the cell phone is covered on Councils Insurance policy. In case of any cell phone claim, the excess and any other costs will be paid by the employee and not Council.

35.8 It is the responsibility of each department to submit three (3) quotations and a detailed Statement in case of any loss suffered to Finance department as soon as possible.

35.9 Traffic department shall be responsible to ensure that all Councils vehicles are insured with the correct values.

35.10 All traffic accidents and equipment damages must be immediately reports to the immediate Supervisor, Traffic Officer(s), Health & Safety officer, Finance department and the police.

35.11 Management of each department must ensure that all drivers licences are checked at least every six months to ensure validity in case of any Insurance claim.

36 CONCLUSSION

It is important that for every order payment there must be an order, unless sundry direct payment, payment made via payment certificate or internal memorandum from the relevant department.

11.1.5

RENEWAL OF A LEASE AGREEMENT FOR AN UNDEVELOPED OPEN AREA

(C/M 2021/01/28 - 14/1/3/1)

Ordinary Management Meeting of 28 January 2021, Addendum 7.6 page 83 refers.

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

1. Introduction

Attached is a letter (**Annexure “A”**) dated **06 October 2020** from Messrs Golden Footsteps Investment cc seeking Council approval to extend the lease of an open space on the townland to put up a temporary structure to store skip containers for the next 12 months.

2. Background

Messrs Golden Footsteps Investment CC is a local SME involved in various business activities such as construction, paving and interlocking and renting of small skip containers.

Messrs Golden Footsteps Investment CC applied to lease an open area in an isolated environment and has identified various sites such behind Refuse Solution premises, far north of the airport and southeast of landfill site. The applicant indicates that he would need about 1000 – 1200 m² of unserviced land to store twenty (20) 2 cubic (m³) skip containers and a trailer. The company elected a temporary fence and roof structure to protect the trailer and the skip containers against the weather. No services (i.e. water and electricity) required.

Council on **27 September 2018**, while discussing the above matter, resolved under item 11.1.20.

- (a) *That Council approves the lease of an open area measuring 1200 m² on Townlands either north of the intersection of Henties Bay / Windhoek road and railway or south of the quarry, for rental fee of N\$468.00 per month (VAT exclusive) (i.e. N\$0.39/m² x 1200 m²) to Messrs Golden Footsteps Investment for the storage of skip containers subject to the standard lease conditions.*
- (b) *That Messrs Golden Footsteps Investment be requested to submit plans of the envisaged temporary structure for storage of skip containers and trailer for approval by Engineering Services Department.*
- (c) *That the lease of the site be for a renewable period of 12 months provided that there is no development earmarked for the area.*
- (d) *That Messrs Golden Footsteps Investment be informed that the temporary structure is erected at their own cost and risk and will not be compensated for.*

- (e) That the applicant restores the area to the satisfaction of the Engineering Services Department after the expiry of the lease.

3. **Discussion**

Messrs Golden Footsteps Investment CC is therefore requesting Council's approval to extend the lease period under the existing terms and conditions for the next 12 months. Advice was sought from the Engineering and Planning Services Department (**Annexure "B"**) to indicate if there is any development earmarked for the area in the next 12 months. The Engineering and Planning Services Department has advised that there is no development earmarked for the area.

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

RECOMMENDED:

- (a) That Council approves the renewal of lease for an open area measuring 1200m² in extent on Swakopmund Townland, north of the intersection of the Henties Bay / Windhoek road and railway for a rental fee of N\$468.00 per month (VAT exclusive) (i.e. N\$0.39/m² x 1200m²) to Messrs Golden Footsteps Investment for the storage of skip containers subject to the standard lease conditions.
- (b) That Messrs Golden Footsteps Investment be advised to submit a future plan with regards to his business, to avoid inconveniences that might be caused by future development of the area.
-

ANNEXURE "A"

14/13/1



GOLDEN FOOTSTEPS INVESTMENT CC

CC2013/05528,

VAT.REG:6096542-01-5

PO BOX 1137, SWAKOPMUND

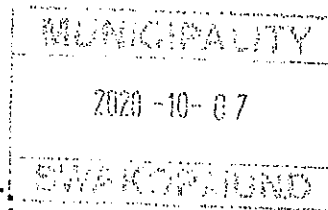
CELL: 0811226312

06-10-2020

TO: THE CHIEF EXECUTIVE OFFICER, MUNICIPALITY OF SWAKOPMUND

PO BOX 53

SWAKOPMUND, NAMIBIA

**RE: EXTENSION OF LEASE AGREEMENT:**

Firstly, we like to thank you for giving golden footsteps investment cc once again this opportunity.

On 27 September 2018 the council approved the lease of an undeveloped open area south of the quarry, for rental under item 11.1.20 to **Golden Footsteps Investment CC** for the storage of skip containers.

Golden Footsteps Investment CC however would like to request respectfully for the extension of the same lease agreement under the original terms and conditions for the next 12 months. As an SME we will appreciate this opportunity, because of the Covid- 19 pandemic and the economic down time in construction we could not develop much in the last 12 months.

We are looking forward to your great response

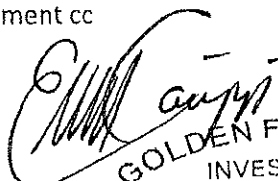
Yours, sincerely

Golden footsteps investment cc

Mr ETHIEN KAMESIEPO

0811226312

shaunk@iway.na

 06/10/2020
GOLDEN FOOTSTEPS
INVESTMENT
P.O BOX 1137 SWAKOP
P.O BOX 2158 OTJIWARONG
064 462612 / 081-1226312

ANNEXURE "B"

Rauna Shipunda

From: Johannes Heita
Sent: Tuesday, 10 November 2020 07:42
To: Rauna Shipunda
Cc: Vilho Kaulinge
Subject: RE: Request to extend lease agreement- Golden Footstep investment

Good morning Rauna,

As far as planning is concerned, no development is planned for the aforesaid period.

Regards
John

Johannes Heita | Manager: Town Planning | Engineering & Planning Services | 4403

From: Rauna Shipunda
Sent: Friday, 06 November 2020 03:20 PM
To: Johannes Heita
Cc: Vilho Kaulinge
Subject: Request to extend lease agreement- Golden Footstep investment

Dear Mr Heita

Council on 27 September 2018, while discussing the above matter, resolved under item 11.1.20,

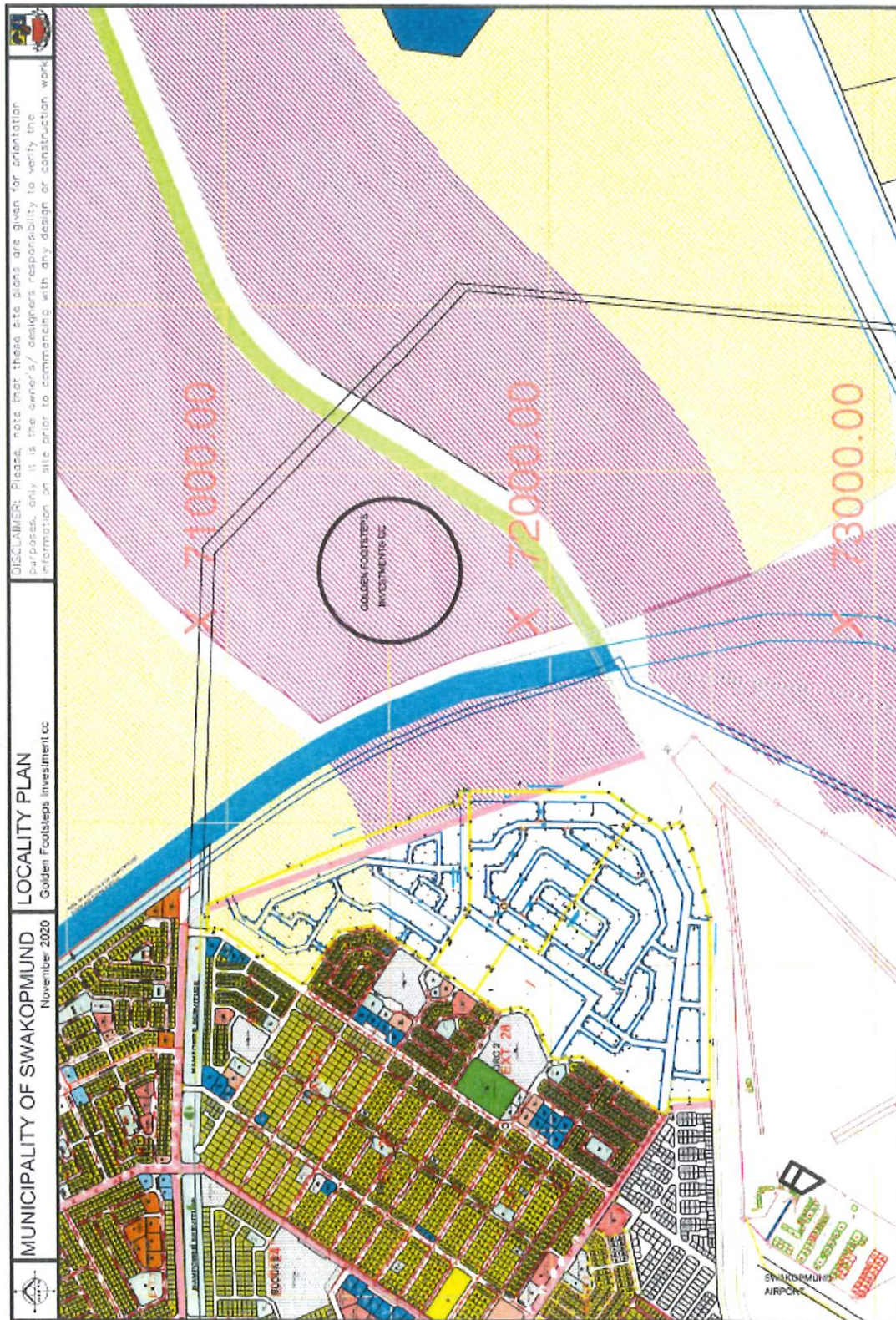
- (a) *That Council approves the lease of an open area measuring 1200 m² on Townlands either north of the intersection of Henties Bay/Windhoek road and railway or south of the quarry, for rental fee of N\$468.00 per month (VAT exclusive) (i.e. N\$0.39/m² x 1200 m²) to Messrs Golden Footsteps Investment for the storage of skip containers subject to the standard lease conditions.*
 - (b) *That Messrs Golden Footsteps Investment be requested to submit plans of the envisaged temporary structure for storage of skip containers and trailer for approval by Engineering Services Department.*
 - (c) *That the lease of the site be for a renewable period of 12 months provided that there is no development earmarked for the area.*
 - (d) *That Messrs Golden Footsteps Investment be informed that the temporary structure is erected at their own cost and risk and will not be compensated for.*
-
- (e) *That the applicant restores the area to the satisfaction of the Engineering Services Department after the expiry of the lease.*

The applicants has applied to extend the lease agreement as per the attached correspondence. Kindly advise if there is any development earmarked for that area for the next 12 months.

I trust you will find all above in good order,

Kind regards
Rauna

ANNEXURE "C"



11.1.6

CONSTRUCTION OF 5 COMMUNITY LED TOTAL SANITATION (CLTS) AT ERF 161-163 FOR DEMONSTRATION PURPOSES

(C/M 2021/01/28 - 14/2/8/2)

Ordinary Management Meeting of 28 January 2021, Addendum 8.1
page 03 refers.

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

Introduction

Community Led Total Sanitation (CLTS) is an innovative methodology for mobilising communities to completely eliminate defecation on open spaces.

Sanitation in informal settlements is a considerable challenge in many parts of Namibia. Communities are forced to make use of open spaces to relieve themselves due to a lack of approved ablution facilities. This habit in turn poses health risks which contribute to the spread of diseases and pollution of the areas.

Background

The CLTS project focuses on the behavioural change needed to ensure real and sustainable improvements, investing in community, mobilisation instead of hardware, and shifting the focus from toilet construction for individual households to the creation of open space defecation-free informal settlements. The project also focusses on raising awareness of unhygienic practices and informs the public that that as long as even a minority continues to defecate in the open areas, everyone is at risk. CLTS also triggers the community's desire for collective change, propels people into action and encourages innovation, mutual support and appropriate local solutions thus leading to greater ownership and sustainability.

Development Workshop Namibia (DW) is a non-profit organization guided by a Trust registered in Namibia with the focus to assist informal settlement residents and contribute to more sustainable urban development in Namibia. As part of that mission, DW implemented a programme for the promotion of affordable and appropriate sanitation from July to September 2020. Development Workshop Namibia (DW) has collaborated with the Swakopmund Municipality for the implementation of a tippy tap initiative, through which more than 4,000 tippy taps were installed in the DRC.

The new project consists of two phases which includes:

Phase 1 - the construction of temporary ablution facilities for demonstration purposes, that residents can adopt and

Phase 2 - raising awareness concerning the importance of general hygiene to prevent various diseases.

Development Workshop Namibia (DW) trained 20 volunteers who are responsible for conducting house to house visits in DRC, to set up tippy taps, and to sensitize residents on the importance of hand washing and other Covid-19 preventative measures.

Responsibilities of Development Workshop Namibia:

- *Construction of demonstration dry toilet systems*
- *Training of local brick layers in the construction of such dry toilet systems*
- *Construction of billboards with information on how to construct these toilets*
- *Training of volunteers (selected from the group of tippy tap volunteers), for the volunteers to conduct house to house visits in all informal settlements in Swakopmund, encouraging people to build on site toilet systems while waiting for municipal services*
- *Distribution of flyers with Municipality approved building plans to residents in informal settlements*
- *Collaborate with the Municipalities building inspector, town planners and other entities, to ensure that toilets are built according to the stipulated requirements*

Responsibilities of Swakopmund Municipal Council:

- *Identify and approve the areas in DRC, where the toilets can be constructed*
- *Revise previous drawings of similar toilets and amend the drawing according to the geological layout of Swakopmund*
- *Prepare the ground work for the construction of the toilets after location has been allocated*
- *Join the Development Workshop Namibia team in mobilizing locals to take ownership and responsibility of the demonstration toilets*

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

RECOMMENDED:

- That Council enters into a joint venture with Development Workshop in constructing the five (5) Community Led Total Sanitation (CLTS) facilities for demonstration purpose.**
 - That the Engineering & Planning Services Department assist the Development Workshop Namibia in designing the toilets.**
 - That construction sites for the ablution facilities be identified and approved and prepared by the General Manager: Engineering & Planning Services.**
 - That the General Manager: Health Services & Solid Waste Management coordinate the project initiative with Development Workshop Namibia.**
 - That a Cleaning and Maintenance Plan for the toilets be formulated and that contract workers be appointed to maintain the facilities in a clean and hygienic condition.**
-

11.1.7

BAD DEBT WRITE-OFF AND PROVISION FOR BAD DEBT (IMPAIRMENT OF DEBTS) POLICY

(C/M 2021/01/28 - 3/P)

Ordinary Management Meeting of 28 January 2021, Addendum **8.2** page **05** refers.

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

INTRODUCTION

The purpose of this submission is to seek Council's approval for the drafted bad debt write-off and provision for bad debt (Impairment of debts) policy.

Bad debt is an expense that occurs when a customer fails to commit a repayment on their debt after an extended period and considered not collectable. Provision for this bad debt or allowance is an accounting method that requires an estimated amount of debt write off in a financial period

PURPOSE

1. The purpose of these policy is to ensure Council's approved policy are adhered to with the procedure and methods to handle bad debts, write-off debt, recoverable bad debt and create provision for bad debt expense accordingly on annual basis as per International Accounting Standards (IAS).
2. The policy is to assist and provide guidelines for effective management for bad debts at the Municipal Rest Camp (Bungalow), Rental of Business Stalls, Sundry Accounts and Services accounts include Sales of Immovable Properties of Council.

POLICY MAINTENANCE

The General Manager Finance shall be responsible for the annual revision and updating of the Bad Debt Write-off and Provision for Bad Debt (Impairment of Debt) policy.

It is against this background that the approval from Council is sought for the newly drafted Bad Debt Write-off and Provision for Bad Debt (Impairment of Debt) policy.

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

RECOMMENDED:

- (a) That Council approves the Bad Debt Write-off and Provision for Bad Debt (Impairment of Debt) Policy.
- (b) That the Bad Debt Write-off and Provision for Bad Debt (Impairment of Debt) Policy be reviewed annually when so required.
- (c) That the General Manager: Finance compiles a letter to be submitted to the Constituency Councillor, requesting to take up the outstanding water accounts with the responsible Ministry.

MUNICIPALITY OF SWAKOPMUND



BAD DEBT WRITE-OFF AND PROVISION FOR DEBTS - IMPAIRMENT OF DEBTS POLICY

Adopted by Council on

INDEX

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1. Definitions

For the purposes of this policy the following definitions are applicable:

- 1.1 **“Debt”** – means an amount owing to the Municipality;
- 1.2 **“Debtor”** – means a person who owes the Municipality money for rates/services rendered;
- 1.3 **“Bad debt”** – an outstanding sum of money owed to Council which have not been paid despite repeated efforts to collect the debt (deemed irrecoverable) or it is uneconomic to pursue the debt further.
- 1.4 **“Bad debt provision”** – this is a provision which is made by Council accounts against outstanding income which may not be collectable. It ensures that future periods’ results will not be adversely impacted if debts need to be written off.
- 1.5 **“Write-off”** – this is a procedure used in accounting when a debtor (or other asset) is determined to be uncollectable and is therefore considered to be a loss.
- 1.6 **“Impairment”** – means a permanent reduction in the value of Councils assets such as fixed or intangible assets below its carrying value.

2. Purpose of policy

- 2.1 This policy provides guidelines on treatment of the impairment and write-off of debtors.

The policy seeks that consumers with no or lower income are not denied a reasonable service and that the municipality is not financially burdened with non-payment of services.

- 2.2 It is recognized, however, that circumstances may arise which may make the recovery of certain debts impossible, impractical or financially unfeasible, and that such debts may have to be written off.
- 2.3 The purpose of this policy is to provide a framework for:
 - 2.3.1 limiting the circumstances contemplated in 2.2;
 - 2.3.2 determining, when such circumstances have arisen, whether to write-off any debts; and
 - 2.3.3 The procedures for writing off such debts.
 - 2.3.4 Identification of doubtful debt for the year under review (current financial year)

- 2.3.5 The writing off of bad debts identified in during the previous financial year, before the end of the year under review, at least one month before the end of the financial year.
- 2.4 The municipality will maintain audit trails in such an instance and document the reasons for the abandonment of the action or claim in respect of the debt.
- 2.5 In addition, the policy further stipulated that "Members of Management Committee in terms of its delegations to review, recommend and approve all bad debts write off cases."
- 2.6 The effective management of debtors include, amongst others, the following processes:
- 2.6.1 Implementation/ maintenance of the appropriate Financial System Information and Communication Technology (ICT) Systems and Business Processes;
 - 2.6.2 Accurate Billing System;
 - 2.6.3 Customer Care and Accounts enquiry management;
 - 2.6.4 Effective and timeous Credit Control;
 - 2.6.5 Impairment of Debtors (Provision for Doubtful Debtors); and
 - 2.6.6 Write-off of uncollectable debtors.

3 Objective

The objective of the policy is to ensure that the debtors of the municipal Council are not over-stated in the financial registers of the Council through the following:

- 3.1 Any long outstanding debt is evaluated in order to determine the possibility and the likelihood of the realizing such debt as revenue.
- 3.2 Where it is evident that a particular debt cannot be turned into revenue such debt be procedurally regarded as irrecoverable.
- 3.3 The Council of the municipality makes enough provision for bad debts in the budget.
- 3.4 Outstanding debts which have been outstanding for longer period after all attempts in terms of Credit Control and Debt Collection policy have been carried out, and still no payments are received, then should be profiled and be written off if deemed irrecoverable.

4 Policy Statement

This policy aims to set down principles for the implementation of the writing off of bad debts and the provision for doubtful debts.

5 Specific write offs

Bad debt to be written off shall be considered under the following circumstances:

- 5.1 Where there is no or insufficient estate assets to settle the outstanding debt;
- 5.2 Where a company is liquidated and the claims cannot be recovered from any assets;
- 5.3 Where according to available information, a debtor is untraceable;
- 5.4 Where the costs involved in tracing the debtor or implementing debt collection efforts are not cost-efficient, e.g. small outstanding amounts with high collection costs;
- 5.5 Where notification has been received from the courts that the debt is under prescription;
- 5.6 Where the council is not in a position to prove and/or substantiate the debt;
- 5.7 Where, in the opinion of council, it can be proven beyond reasonable doubt that the debt is irrecoverable.
- 5.8 The General Manager: Finance, upon recommendation from the Manager: Finance, shall submit reports in bad debts to the Management Committee for write-offs. Individual reports, e.g. liquidations, deceased persons, etc., shall be submitted on the occurrence of the event whereas comprehensive reports shall be submitted at least once in a particular financial year.

6 Account / Booking Administration Mark

- 6.1 In order to prevent future or further financial losses customers/consumers will be restricted opening an account on Solar Production and accommodation bookings on Innkeeper System under the following circumstances:
 - 6.1.1 Outstanding account on service terminations;(Solar Production)
 - 6.1.2 Outstanding account on service order per house;(Innkeeper System)
 - 6.1.3 Dishonoured payments;
 - 6.1.4 Breach of contract;
 - 6.1.5 Write-offs.
- 6.2 The report for specific write offs must contain the following information:
 - 6.2.1 Full customer details,

6.2.2 Reasons for each specific write off

6.2.3 Amount to be written off must be broken down per service, and

6.2.4 Details of procedures already exhausted in attempts to recover the outstanding amount.

7 Impairment of debtors (Provision for doubtful debtors)

7.1 Provision for doubtful debts is made, based on review of all accounts outstanding for a period that exceed 90 days at the financial year end.

7.2 Contributions to the provision are calculated on a specific debt basis as at the reporting date of the year under review.

7.3 Impairment of debtors (provision for doubtful debt) is recognized as an expense in the statement of financial performance.

7.4 When under recovery occurs during the financial year an additional contribution for impairment is made at year end.

8 Calculations of the provision of bad debt

8.1 A bad debt provision will be calculated by the General Manager Finance at the year-ended (30th June) to be posted to the financial statements based on the following calculation:

- a. Any debts over 90 days – 50%
- b. Any debts over 120 days – 75%
- c. Any debts over 180 days – 100%

8.2 These threshold amounts will be reviewed regularly to ensure they reflect the natural cycle of debt management processes and are relevant to the Swakopmund Municipality business model.

9 Identification of irrecoverable debts

9.1 When the municipality identifies customers whose debts appear to be irrecoverable even after the credit control and debt collection procedures have been followed in attempts to obtain payments, then such debts should be regarded as irrecoverable. This exercise is done on an individual basis per debtor, and circumstances vary from debtor to debtor.

9.2 When identifying irrecoverable debts, special focus is applied to the following categories of debtors, although debtor profiling is done for all outstanding debts for a period exceeding 90 days at the reporting date.

• Market Stalls	100%
• Immovable Municipal Properties	100%
• In-active accounts with outstanding balances	100%

10 Writing off of irrecoverable debts

Where debts have been identified as irrecoverable the process to be followed for write off is as follows:

- 10.1 The Accountant Property and Administration must prepare a list of all these debts from Solar Production showing the following:
 - a. Consumer details
 - b. Irrecoverable amount broken down by service
 - c. Reasons for identifying amounts as irrecoverable must be stated.
 - d. Details of procedures followed to recover the debt
 - e. After this list has been completed, a submission to the Management Committee of Council must be submitted to obtain a Council Resolution to write off these debts.
 - f. Once Council resolution has been obtained, the Accountant Property and Administration must draw journals to write off these amounts against the bad debt reserve fund.

- 10.2 The Accountant Bungalow Revenue Collection must prepare a list of all these debts from Innkeeper System showing the following:
 - a. Consumer details
 - b. Irrecoverable amount broken per order only (not applicable to cash clients)
 - c. Reasons for identifying amounts as irrecoverable must be stated.
 - d. Details of procedures followed to recover the debt
 - e. After this list has been completed, a submission to the Management Committee of Council must be submitted to obtain a Council Resolution to write off these debts.
 - f. General Manager: Finance must draw journals to write off these amounts against the Tourism bad debt reserve fund.

11 Bad debts recovered

- 11.1 The approval of Council for the write-off of any debt does not mean that actions to recover the money will be terminated, however, further actions will be instituted depending on the costs involved and if debt is recovered it will be recorded in the financial records of Council as recovered.
- 11.2 Should there be a payment in respect of the account which has already been written off, such monies must be allocated to the specific vote number designated for the recovery of irrecoverable debts.
- 11.3 Removal of administration mark on the account by the Accountant Property and Administration on Solar Production / by the Accountant Bungalow Revenue collection on the booking from Innkeeper System

12 Sundry debtors

- 13.1 Sundry debtors may be assessed individually like any other debt for impairment, to establish whether any evidence exist that they are not recoverable.

13 Sale of immovable property

- 14.1 To be dealt with in accordance with the terms of each Sale Agreement.

14 Short title

- 15.1 This Policy shall be called the Bad Debts Write Off and Impairment of Debts Policy.

11.1.8

REZONING OF ERF 5371, SWAKOPMUND FROM “SPECIAL” FOR THE PURPOSES OF SPORTS, OFFICES, SHOPS, PLACE OF ASSEMBLY AND ACCOMMODATION TO “SPECIAL” FOR THE PURPOSE OF SPORTS, OFFICES, SHOPS, PLACE OF ASSEMBLY AND ACCOMMODATION AND INSTITUTIONAL

(C/M 2021/01/28 - 19.03.08, E 5371)

Ordinary Management Meeting of 28 January 2021, Addendum 8.5 page 19 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 rezoning of Erf 5371, Swakopmund from “Special” for the purpose of sports, offices, shops, place of assembly and accommodation to “Special” for the purpose of sports, offices, shops, place of assembly and accommodation and institutional use.

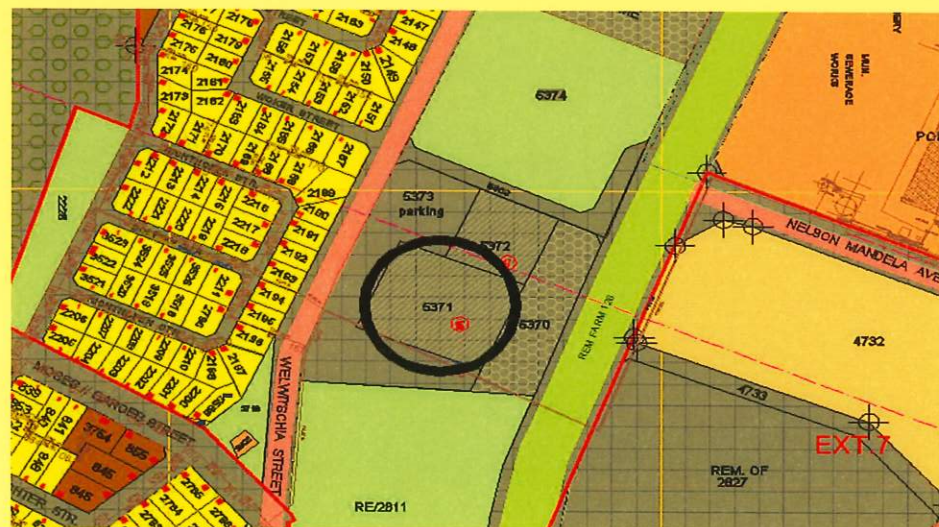
2. Introduction and Background

An application was received from Stewart Planning Town and Regional Planners for the Rezoning of Erf 5371, Swakopmund from “Special” for the purpose of sports, offices, shops, place of assembly and accommodation to “Special” for the purpose of sports, offices, shops, place of assembly and accommodation and institutional use.

The “Special” zoning does not permit any primary land use rights, all land use rights in this zone are only permitted with the special consent of the Council as secondary land use rights, hence the application. The application has been attached as **Annexure A**.

3. Zoning, Size and Locality

Erf 5371, Swakopmund is located adjacent to Daniel Kamho and Welwitschia streets with direct access from Woker Street. Erf 5371, Swakopmund is one comma five hectares (1.5 ha) in extent and is zoned “Special”. A locality plan depicting the area has been inserted below.



Locality of Erf 5371, Swakopmund

4. **Ownership**

The ownership of Erf 5371, Swakopmund vests with the Trustees for the Time Being of The Swakopmund Indoor Sports Trust as contained in Deed of Transfer Number T 4430/2011 dated **25 August 2011**. See **Annexure E** in the application.

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

Access to Erf 5371, Swakopmund is provided via Woker Street and will be maintained as such. The site is connected to existing bulk municipal services. According to the applicant, the proposed institutional land use will be a small-scale operation compared to the existing size of the Dome building, it will therefore not have significant impact on traffic volumes. Adequate parking will therefore be provided on-site and provision will be made for safe drop-off and pickup for school children.

6. **Advertisement**

The proposed rezoning of Erf 5371, Swakopmund was advertised in the Namib Times and the Namibian Newspaper on the **18th** and **25th** of **September 2020**. Notices of the intended rezoning were also placed on the site for public comment in terms of the Swakopmund Town Planning Scheme, as well as Council's notice board from the **18th September 2020** to the **9th October 2020**.

There is only one direct neighbour namely, the owner of Erf 5372, Swakopmund who was notified by registered mail informing him of the initial intent to apply for consent. No objections were received. The last day for objections was **9th October 2020**. Proof of Advertisement has been attached as **Annexure A** on the application.

7. **Proposal**

It is the intention of the owners of Erf 5371, Swakopmund to operate a range of institutional activities in portions of the existing Dome building. According to the applicant, the owner intends to develop a portion of the ground floor into a crèche / nursery school as an ancillary and related activity to the adjacent well-established kinder zone and to in future establish other educational or institutional activities such as a teaching academy and vocational training centre.

Although the current zoning of the Erf is "*Special*", the current permitted uses do not include an institutional use, it is limited to sports, offices, shops, place of assembly and accommodation. The proposed rezoning of Erf 5371, Swakopmund is therefore necessary as the inclusion of the proposed institutional, which use can only be done in this way.

The application was motivated on the premise that there are no similar private educational activities available in the area and that there is currently a demand for institutional facilities in Swakopmund. The applicants have therefore motivated that the proposed institutional land use is suitable and acceptable in a mixed-use building such as the Dome. The proposed use is not only compatible but complementary to and supports and services the mixed-use character of the Dome and the wider area.

The applicant has stated that overtime, trends and demands change and it therefore becomes necessary to respond to the needs and demand of

the wider community. The addition of the institutional land use to the existing special zoning will fill a void created by changed circumstances and will create choice and flexibility.

The applicant has further expressed that without more permitted land uses to sustain the Dome, the overall development could begin to suffer and decline. Lastly the applicant has stated that the proposed use will not result in any loss of privacy to other land uses within the Dome and will not create any nuisance or intrusion to adjacent land uses within the Dome

8. **Evaluation**

The proposed consent use is not foreseen to have any negative impacts on the area; as the proposed use is not only compatible but complementary to the existing use, more so as the changes to be made are mostly internal as opposed to external.

It can be acknowledged that the year 2020 was an exceptionally challenging year, particularly for businesses at the coast as a result of the impacts of the Novel Corona virus (Covid 19). Urban planning therefore needs to be flexible in responding to the changes that occur over time and accommodate changes as the need arises.

Educational facilities are integral features in our communities due to the benefits that they yield particularly to the futures of our communities. The proposed institutional use is therefore a use that can be supported and will add value to not only the area but the town as a whole.

9. **Conclusion**

The proposed rezoning and consent use is not foreseen to have any adverse impacts on the area and can be supported.

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

RECOMMENDED:

- (a) That Erf 5371, Swakopmund be rezoned from "*Special*" for the purpose of sports, offices, shops, place of assembly and accommodation to "*Special*" for the purpose of sports, offices, shops, place of assembly and accommodation as well as institutional use and be approved by Council.
 - (b) That the rezoning of Erf 5371, Swakopmund be included in the next Swakopmund Zoning Scheme.
 - (c) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme.
 - (d) That all statutory requirements be comply with.
-

19.03.08.5371

E 5371



STEWART PLANNING

TOWN & REGIONAL PLANNERS

First Floor CIA Building
84 Theo Ben Gurion Street
Walvis Bay

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

5371S

6 November 2020

Rezoning: Institutional Land Uses with Council's Consent

Erf 5371 Swakopmund – The Dome (Daniel Kamho/Welwitschia/Woker Streets)

To

Manager: Town Planning,
Municipality of Swakopmund,
P O Box 53,
c/o Rakotoka Street and Daniel Kamho Avenue,
Swakopmund.



On Behalf of

Swakopmund Indoor Sports Trust
5371 Welwitschia Street
Swakopmund

Prepared by

Stewart Planning
P O Box 2095
Walvis Bay

For Attention

Mr J Heita: Manager: Town Planning



1. The Application

On behalf of the Swakopmund Indoor Sports Trust (the owner), this application is for the rezoning of erf 5371 Swakopmund (the site) to permit Institutional Land Uses with the Consent of the Council.

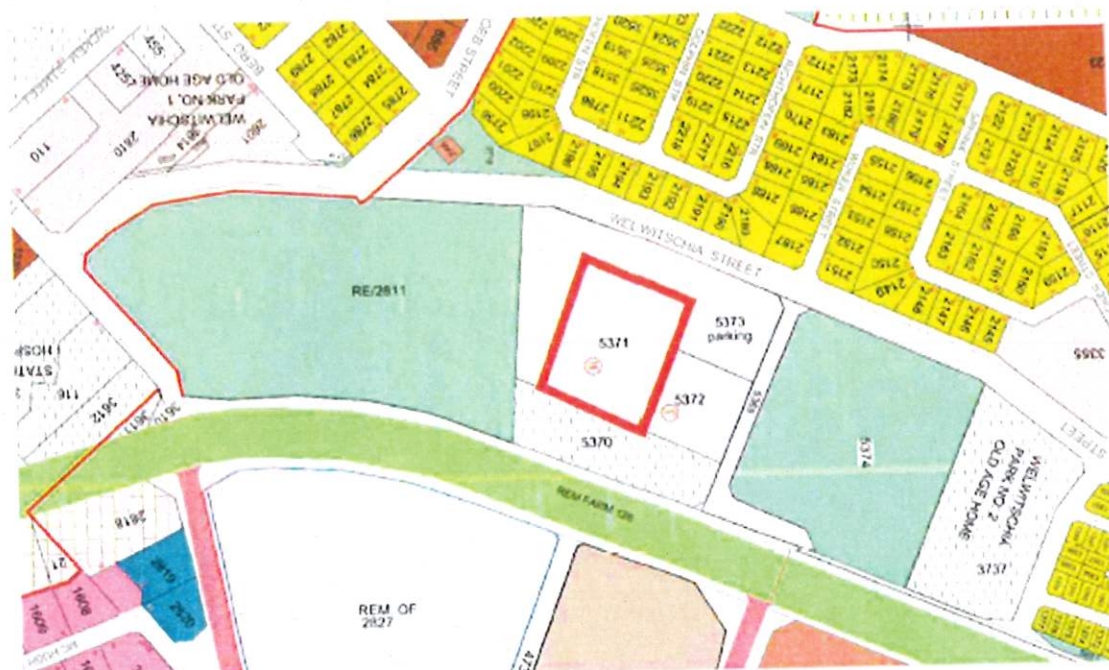
The intention of this rezoning is to allow portions of the existing The Dome building to be used, with the Consent of the Council, for a wide range of institutional activities such as a creche, a day care centre, a teaching academy, a vocational training centre or similar.

Although the site is zoned Special with various permitted consent use rights, these permitted consent use rights do not include Institutional Land Uses. To allow Institutional Land Uses by Consent Use it is necessary to make a rezoning application for Institutional Land Uses.

This application will be considered in terms of the Urban and Regional Planning Act (U&RP Act) and Regulations to the U&RP Act promulgated on 3 September 2020.

2. Zoning, Land Use, Locality and Ownership

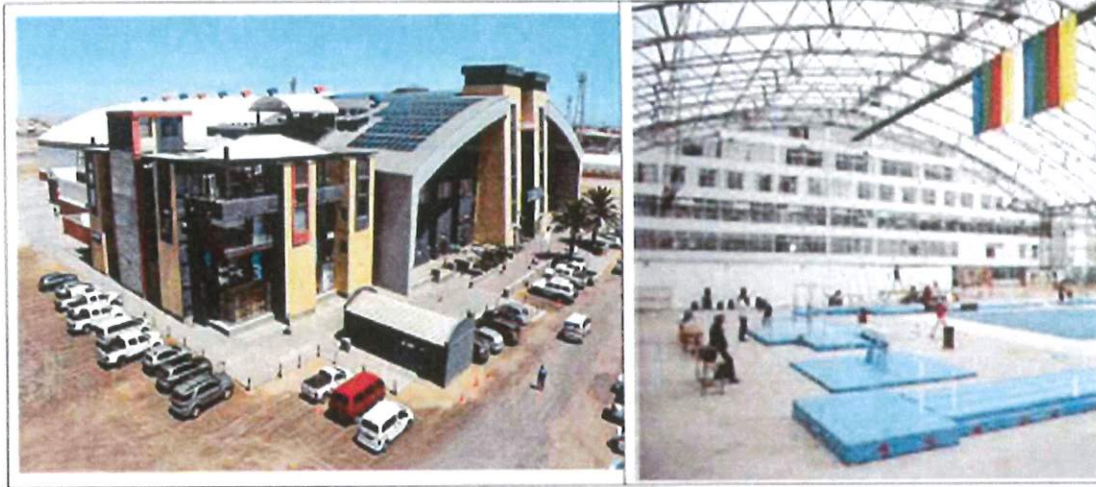
The site has an area of $\pm 1,5$ ha. and is zoned Special in terms of the Swakopmund Town Planning Scheme. The Special zoning does not permit any Primary Land Use Rights; all land uses are only permitted with the Consent of the Council as Secondary Land Use Rights.



The Dome

The Dome is a relatively new local and national business, entertainment and sports hub. It is a very large landmark multi-storey building comprising the main sport hall and an adjacent six-level building comprising ancillary and related activities to the main sport hall.

There is an extensive public parking area in and around The Dome.



Prior to the Corona Virus lockdown earlier in 2020, The Dome attracted growing numbers of business travellers, sports teams, tourists and holiday makers. The Dome provides a wide range of attractions such as its main sports hall, retail space, consultation rooms, conference centres, business suites, accommodation and entertainment venues.

Over time the owner wants to provide a wider range of educational/ institutional activities to broaden the services provided by The Dome. Initially the owner intends to develop a portion of the ground floor of The Dome into a creche/ nursery school as an ancillary and related activity to the adjacent well-established Kinder Zone. In the future, it is proposed to establish other educational/ institutional activities such as a teaching academy and vocational training centre.

The location of the site and its relationship to the surrounding area is highlighted below:



The site is well located adjacent to Daniel Kamho and Welwitschia Streets with direct access only available from Woker Street. To the south-west, the Swakopmund CBD is very close to The Dome and an easy walk or drive away.

The wider area comprises a mixed-use neighbourhood: to the west an established residential area, to the north and south public sports facilities and to the east municipal land uses (Head Office offices, vacant/undeveloped land and sewerage treatment works).

There are existing bulk services on the site, namely: electricity (Erongo RED), water, sewerage (Swakopmund Council) and telecommunications (Telecom and MTN).

The site is registered in the name of Swakopmund Indoor Sports Trust in terms of Deed of Transfer No. T 4430/2011 dated 25 August 2011. There are no restrictive conditions of title that influence or affect the application.

3. Town Planning Considerations

3.1 Principle

Rezoning to permit consent use for Institutional Land Uses is supported by the fact that the site is in an area where there are no other similar private education activities. Education facilities, by its very nature, serve residential neighbourhoods and should be a central part of the community. Therefore, The Dome as a prominent building, close to and accessible to many and diverse residential neighbourhoods is a fitting place for Institutional Land Uses.

Institutional Land Uses are a suitable and acceptable land use in a mixed-use building such as The Dome; are compatible with, complementary to and supports/services the mixed-use character of The Dome and the wider area. Institutional Land Uses are unlikely to negatively affect the existing The Dome building nor will it negatively affect immediately adjacent erven.

There is a great demand for Institutional Land Use facilities in Swakopmund which the public/government school system is unable to accommodate. It is therefore necessary for the private sector in Swakopmund to also provide for Institutional Land Use opportunities.

3.2 Integrated Land Use

Swakopmund's economy and population growth has led to, amongst others, a growth in demand for further Institutional Land Use activities. Furthermore, there is a great demand for centrally located Institutional erven located close to residential neighbourhoods. The Dome is easily accessible for the local and wider Swakopmund community.

Over time, trends and demands change and therefore it becomes necessary to respond to the needs and demands of the wider community. Without more permitted land uses to sustain The Dome, the overall development could begin to suffer and decline.

Adding consent use for Institutional Land Uses to the Special zoning will fill a void created by changed circumstances, will create choice and flexibility in permitted land uses and accommodate the need for Institutional Land Uses due to the increase in population in Swakopmund.

3.3 Character of the Area and Neighbourhood Amenity

The surrounding area has a mixed land use character including low and high density residential, Institutional, public open space, municipal and accommodation establishment uses. The Dome itself also has a wide mixed land use character. These internal and external uses are all complementary to the proposed use of the site for Institutional Land Uses.

The Institutional Land Uses will occupy existing space in The Dome building and will be designed at an appropriate scale so it will not create a land use of visual intrusion. Furthermore, Institutional Land Uses will not result in any loss of privacy to other land uses within The Dome.

Institutional Land Use hours are generally contra to the times that other The Dome activities will be operational, especially at night and over weekends. This means that the Institutional Land Uses will not create any nuisance or intrusion to adjacent land uses within The Dome.

3.4 Accessibility, Traffic and Parking Impact

Due to the fact that the Institutional Land Uses will be a small-scale operation compared to the overall size of The Dome building these will not have a significant impact on traffic volumes as the existing and surrounding roads cope well with existing traffic.

Adequate parking, in accordance with Council requirements, will be provided on-site for the proposed Institutional Land Uses. Drop-off and pick-up of schoolchildren can also be safely provided for on-site.

It is unlikely that the Institutional Land Uses will cause any additional traffic, traffic noise, disturbances, pollution or create any conditions to cause traffic accidents.

4. Consent for Place of Instruction (Creche/Nursery School)

As part of this rezoning application, Consent of Council is hereby specifically applied for a Place of Instruction (Creche/Nursery School) on erf 5371 Swakopmund:

- The site is located in a large mixed land use building, in a mixed land use neighbourhood and central to a wide residential area which is a pre-requisite for a Creche/Nursery School.
- The size of The Dome building is large enough to accommodate a Creche/Nursery School without negatively affecting the amenity of the building itself nor the wider local area.
- The location of the site facilitates easy access to and from the site for both pedestrian and vehicular traffic.
- The Creche/Nursery School will not have a significant impact on traffic volumes as the existing and surrounding roads cope well with existing traffic.
- Building regulations, Town Planning Scheme requirements, Health By-Laws and Department of Education, Arts and Culture guidelines and policy will be adhered to by the development.

These are feasible reasons which make erf 5371 Swakopmund suitable to be granted consent use for a Place of Instruction (Creche/ Nursery School).

Any future specific and generic Institutional Land Uses will also comply with all other statutory and policy requirements of the Swakopmund Town Planning Scheme for institutional activities.

5. Public Consultation

5.1 Consultation process

The rezoning was advertised in the Namib Times and Namibian on Friday 18 September 2020 and Friday 25 September 2020, with a closing date for objections not later than Friday 9 October 2020.

Site Notices of the rezoning were displayed on the site from 18 September 2020 to 9 October 2020.

The Rezoning Particulars Notice was published on the Council's Notice Board from 18 September 2020 to 9 October 2020.

As there is only one direct/adjacent private neighbour, who was consulted for the previous consent use application in July (and who did not make any comments/representations/objections), it was considered not necessary to send another letter to the neighbour to inform him/her about the proposed rezoning application.

5.2 Public feedback

No comments, representations or objections were received from the public.

6. Summary and Conclusions

This application for rezoning to include, with Council consent, Institutional Land Uses (Place of Instruction – Creche/ Nursery School) to the Special zoning on erf 5371 Swakopmund has merit and there are feasible reasons which support the rezoning application:

- The development complies with Council's statutory and policy requirements.
- The development will help to alleviate the need for Institutional Land Uses in Swakopmund.
- The site is in a mixed land use area and will not have a negative impact on the existing The Dome building or the wider neighbourhood.
- The traffic in the area will not be negatively affected, there will not be a significant increase in the amount of traffic.
- Institutional Land Uses will not result in negative traffic safety and security impacts along adjacent and nearby roads.
- Adequate onsite parking will be provided in accordance with the Council's statutory and policy requirements.

Due to these feasible reasons, Council is requested to support this rezoning application and approve to the Special zoning Institutional Land Uses (Place of Instruction – Creche/ Nursery School) with the consent of the Council on erf 5371 Swakopmund.

7. Documentation

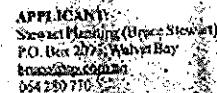
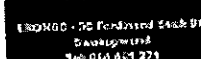
For your information and necessary attention, I attach the following documentation:

- A. Confirmation of the notices in the Namib Times and the Namibian.
- B. Affidavit concerning on-site notice.
- C. Copy of Site Notice and Particulars Notice
- D. A photo of the on-site notices.
- E. Copy of title deed for erf 5371 Swakopmund.
- F. Power of Attorney/Trust Resolution.

I hope and trust that the motivation in support of the closure, subdivision and rezoning applications and the attached documentation are in order and will meet your favorable approval. Please contact me should you need any additional information.

Yours faithfully,


Bruce Stewart
Stewart Planning



15 SEPTEMBER 2020

ANNEXURE A NAMIB TIMES 7



STEWART PLANNING TOWN & REGIONAL PLANNERS

REZONING APPLICATION NOTICE

REZONING: Consent Use: For Institutional Land Uses
Location: Erf 5371 Swakopmund (The Dome)
Street Address: Daniel Kambo/Welwitschia/Wolke Streets

Notice is hereby given that Stewart Planning intends to apply in terms of the Swakopmund Town Planning Scheme to the Swakopmund Municipality for permission to establish Institutional Land Uses (church/day care/teaching academy and similar) on erf 5371 Swakopmund. The application for rezoning is to permit, with Council consent, the development of institutional land uses as complementary, compatible, ancillary and related activity to the existing mixed-use Dome development.

Particulars of the application may be inspected during office hours at the Swakopmund Municipality Road Office, Engineering and Planning Services, Kotten Number 00-12, o/o Daniel Kambo Avenue/Kalotzka Street, Swakopmund.

Any persons having any objection or comments to the approval of this consent use application may lodge such objections or comments, together with grounds thereof, with the Chief Executive Officer and Stewart Planning, in writing, not later than Friday 9 October 2020.

MUNICIPALITY:
Manager: Town Planning
P.O. Box 53, Swakopmund
kotten@swakopmund.nam
064 410 4403

APPLICANT:
Stewart Planning (Bruce Stewart)
P.O. Box 2095, Walvis Bay
bste@stpl.com.na
064 263 770



STEWART PLANNING TOWN & REGIONAL PLANNERS

REZONING AND CONSENT USE NOTICE

KRF 1008 WALVIS BAY: SINGLE RESIDENTIAL - OTHER BUSINESS (BULK 2)
CONSENT TO START DEVELOPMENT WHILE REZONING IS ONGOING.

Stewart Planning has been appointed, as above, and in terms of the Walvis Bay Town Planning Scheme, for rezoning/consent use of erf 1008 Walvis Bay (69 Theo Bos (Lands Avenue). Finalisation of the application may be inspected at Town Planning, 1 Fern, Room 101, Civic Centre, Namibia Museum Drive, Walvis Bay.

Erf 1008 Walvis Bay is situated close to the Walvis Bay Town Centre and is identified in the Council's Integrated Plan (ISDP) for future business development opportunities.

Take note that any persons that has objections to the proposed rezoning/consent use may lodge such objections in writing, together with grounds thereof, with the Municipality of Walvis Bay: Town Planning and the applicant not later than Friday 2 October 2020.

MUNICIPALITY:
Manager: Town Planning Section
Private Bag 1017
Walvis Bay
kotten@walvisbay.nam
064 201 5119

APPLICANT:
Stewart Planning
P.O. Box 2095
Walvis Bay
stpl@stpl.com.na
064 263 770

CALL FOR INTERESTED AND AFFECTED PARTIES

The rezoning/consent use of erf 1008 Walvis Bay, as above, may not be undertaken without an Environmental Clearance Certificate (ECC) in terms of the Environmental Management Act (Act 29 of 2009) and its Regulations. Stewart Planning has been appointed to assist in and complete a Scoping Report and Draft Management Plan for the proposed rezoning/consent use.

Interested and Affected Parties are hereby invited to register and participate in the public consultation process to give input, comments, and opinions about the proposed rezoning/consent use. Please submit your comments to the Municipality of Walvis Bay: Solid Waste and Environmental Management Section (SWEM) and the applicant, in writing, not later than Friday 2 October 2020.

MUNICIPALITY:
Manager: SWEM
Private Bag 1017
Walvis Bay
kotten@walvisbay.nam
064 201 5119

APPLICANT:
Stewart Planning
P.O. Box 2095
Walvis Bay
stpl@stpl.com.na
064 263 770

NOTICES NOTICES

NOTICE

CONSENT USE IN TERMS OF THE SWAKOPMUND TOWN PLANNING SCHEME

Please take note that Reliability Maintenance Services herewith intends to apply to the Municipality of Swakopmund for the following:

Special consent for an Administrative Office on erf 626, (53 Maradume Ya Ndoorafayo Street) Mondeta Extension 1.

Any person having any objection against such application should lodge their objection/s 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 9 October 2020.

Contact Person:
Ms J. Grunsholtz, Tel: 081 609 8007, Email: jgrunsholtz@swakopmund.nam
Mr J. Hella (Manager: Town Planning), Tel: +264 (64) 4104403/081 150 0269.



MUNICIPALITY OF SWAKOPMUND

CONSENT USE, EXTENSION OF BOUNDARIES AND USE OF LAND IN TERMS OF TOWN PLANNING SCHEME

Notice is hereby given in terms of Chapter 8 of the Swakopmund Town Planning Scheme Regulations that the Municipality Council considers the following consent use, extension of boundaries and use of land, namely of which are submitted from the General Manager, Engineering & Planning Services:

- Erf 5371, (Dome) (Swakopmund Extension 2) Special consent for a Resident Occupation - Administrative Office.
- Erf 5371, (Dome) (Swakopmund Extension 2) Special consent for a Resident Occupation - Administrative Office.
- Erf 4114, (Dome) (Swakopmund Extension 2) Special consent for a Resident Occupation - Administrative Office.
- Erf 626, (53 Maradume Ya Ndoorafayo Street) Mondeta Extension 1 Special consent to establish a Hidden Shop.
- Erf 4266, (53 Maradume Ya Ndoorafayo Street) Mondeta Extension 1 Special consent for a Resident Occupation - Administrative Office.

Contact Person: Mr. J. Hella, Manager: Town Planning
Tel: 081 609 8007.

Any person having any objection to the proposed activities may lodge such objections, duly motivated in writing, with the Chief Executive Officer before or on 2 October 2020.

NOTICE NO: 44/2020

A. Bortolotto
Chief Executive Officer

NAMIBIAN HERITAGE WEEK

01 - 07 September 2020

Swakopmund Museum COSDEF Arts & Crafts Fair

SWAKOPMUND REGION



FOR MORE DETAILS CONTACT: Nina Humpfer | nina@stpl.com.na | Tel: 064 263 770

Onbazu Ndjiritataruna

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ANNEXURE B



MUNICIPALITY OF SWAKOPMUND

(064) 4104400
(064) 4104125
Fax/Email: 0886519137
53 Swakopmund

AFFIDAVIT CERTIFYING DISPLAY OF THE ON-SITE NOTICE

I, the undersigned, **Bruce Ingram Stewart**, Stewart Planning do hereby make oath and say that a copy of a notice advertising our application to the public and to the Swakopmund Municipality in terms of the Swakopmund Town Planning Scheme for the following:

REZONING: **CONSENT USE FOR INSTITUTIONAL LAND USES
PLACE OF INSTRUCTION (CRECE/NURSERY SCHOOL)**

ON: **ERF 5371 SWAKOPMUND (THE DOME)**

was conspicuously displayed on the said erf for a period of 21 days, viz-
from 18 September 2020 to 9 October 2020
as required by the Swakopmund Town Planning Scheme.



Bruce Stewart
BRUCE INGRAM STEWART

I certify that the deponent has acknowledged that he knows and understands the contents of this Affidavit which was signed and sworn to before me at Walvis Bay on this 3rd day of November 2020.



ANNEXURE D



ANNEXURE D





ANNEXURE E

NOTED	B 7579 / 2011
25 000 000.00	(with pre-emption)
as stated in the deed of sale	7 000 000.00
REGISTRAR OF DEEDS	

Prepared by me:


 CONVEYANCER
 COLEMAN, M

Van der Merwe Coleman
 Attorneys, Notaries & Conveyancers
 Haus Hartmann
 22 Robert Mugabe Avenue
 Corner of Robert Mugabe Avenue and Ballot Street
 Windhoek
 P O Box 325, Windhoek

T 4430 / 2011

DEED OF TRANSFER

BE IT HEREBY MADE KNOWN:

THAT

CAREL JACOBUS WICHARD VAN DER MERWE




~~MARINDA COLEMAN~~

appeared before me the Registrar of Deeds, at Windhoek, she the said Appearer, being duly authorised thereto by a Power of Attorney granted to her by the

MUNICIPAL COUNCIL OF SWAKOPMUND

(hereinafter styled the **TRANSFEROR**)

dated the 7th day of April 2011 and signed at Swakopmund.

ANNEXURE E


2

AND THAT APPEARER DECLARED THAT its said principal had on the 5th day of October 2008 sold, and that she, in her capacity as Attorney aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of

**THE TRUSTEES FOR THE TIME BEING OF THE SWAKOPMUND
INDOOR SPORTS TRUST**

(hereinafter styled the TRANSFEREE)

It's Successors-in-Title or Assigns,

CERTAIN Erf No. 5371 (a Portion of Erf No. 2811) ~~Mendesa~~ *Swakopmund* 

SITUATE In the Municipality of SWAKOPMUND
Registration Division "G"
Erongo Region

EXTENT 1,5001 (One Comma Five Nil Nil One) Hectares, as will more fully appear from Annexed Diagram No. A 29/2010

HELD BY Deed of Transfer No. T 2435/2001

- A. The figure a.b.c.d.e.y.z.w.x on Diagram No. A 371/79 annexed to the said Certificate of Consolidated Title No. T 873/1986 is SUBJECT TO a Servitude of Right of Way two (2) metres wide created in Notarial Deed of Servitude No. K 12/1986 S in favour of the Municipality of Swakopmund as indicated by the figure c d g'h' on the said Diagram No. A 371/79 with accessory rights, as created in the said Deed of Transfer No. T 2435/2001
- B. SUBJECT to the following conditions imposed in terms of the Town Planning Ordinance, Ordinance 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 outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.
- C. AND FURTHER SUBJECT to the following conditions, now newly imposed in favour of the Municipal Council of Swakopmund;
- The property may only be used for sport, sport related activities and such further usages as the Municipal Council of Swakopmund, by special consent, may permit.

up

ANNEXURE E

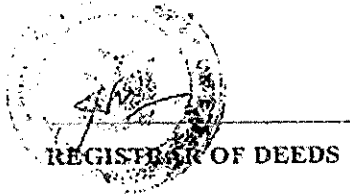
WHEREFORE the Appearer, renouncing all the Right and Title the TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge the TRANSFEROR to be entirely dispossessed of and disentitled to, the same, and that, by virtue of these Presents, the said TRANSFEREE, It's Successors-in-Title Heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its Rights; and finally acknowledging the purchase price amounting to the sum of NS991 941,12 which amount including VAT of NS129 383,62 and transfer duty shall be calculated on the amount of NS862 557,00 in terms of Act 14 of 1993.

SIGNED AT WINDHOEK on 25 AUG 2011

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


SIGNATURE OF APPEARER

In my presence



up

ANNEXURE F

SPECIAL POWER OF ATTORNEY**CONSENT USE – INSTITUTIONAL LAND USE – ERF 5371 SWAKOPMUND**

I, the undersigned,

Horst Günther Fritze

(duly authorised to sign on behalf of Swakopmund Indoor Sports Trust)

do hereby nominate, constitute and appoint

Stewart Planning
Town and Regional Planners
P. O. Box 2095, Walvis Bay

with full power of substitution to be my true and lawful Agent and Attorney for me and in my name, place and stead, to make the necessary application to the Swakopmund Council and/or Townships Board and/or Namibia Planning Advisory Board for the

Consent Use – Institutional Land Use
Erf 5371 Swakopmund

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 confirm all and whatsoever my said Agent and Attorney shall lawfully do, or cause to be done, by virtue of these presents.

thus done and signed at Swakopmund

on this ^{2nd} day of July 2020

in the presence of the undersigned witnesses:

Signature: _____

HORST GÜNTHER FRITZE**Witness 1**

Name: _____

Signature: _____

Witness 2Name: SJ ENGEBRECHTSignature: Bernadette Weimann

ANNEXURE F

TRUST RESOLUTION

CONSENT USE – INSTITUTIONAL LAND USE – ERF 5371 SWAKOPMUND

RESOLUTION OF THE TRUSTEES OF SWAKOPMUND INDOOR SPORTS TRUST (No. T 277/2007)

During a meeting held on the 2nd day of July 2020 at Swakopmund wa, the undersigned,
HORST GÜNTHER FRITZE AUTHORISED TO SIGN ON BEHALF OF THE TRUST, AND
PAUL VAN BILJON

in our capacity as Trustees of
SWAKOPMUND INDOOR SPORTS TRUST (No. T 277/2007)

being the registered owner of
ERF 5371 SWAKOPMUND

do hereby nominate, constitute and appoint

Stewart Planning
Town and Regional Planners
P O Box 2095, Walvis Bay, Namibia

with the power of substitution, to be our lawful Attorney and Agent in our name, place and
stead, to make the necessary application to the Municipal Council of Swakopmund and/or the
Townships Board and/or Namibia Planning Advisory Board for the

Consent Use – Institutional Land Use **Erf 5371 Swakopmund**

thus signed at Swakopmund
this 2nd day of July 2020, in the presence of the undersigned witnesses:

Signature


.....
HORST GÜNTHER FRITZE


.....
PAUL VAN BILJON

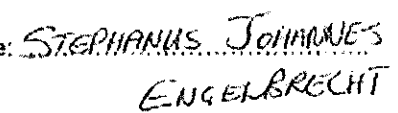
Witness 1

Name:

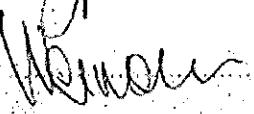


Witness 2

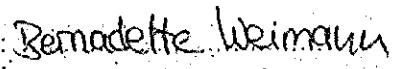
Name:


**STEPHANUS JOHANNES
ENGELBRECHT**

Signature:



Signature:


Bernadette Weimann

11.1.9

APPLICATION FOR THE REZONING OF ERF 8673 (PORTION OF ERF 923) SWAKOPMUND FROM "STREET" TO "PARKING"

(C/M 2021/01/28 - E 8673, E 923)

Ordinary Management Meeting of 28 January 2021, Addendum 8.6 page 41 refers.

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

1. Purpose

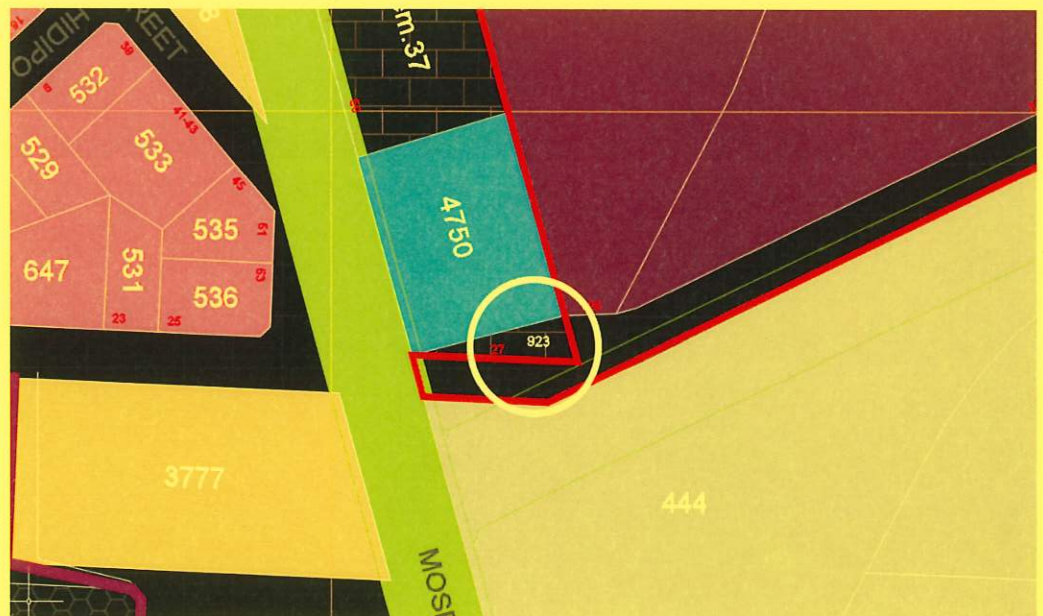
The purpose of this submission is for the Council to consider the application for the rezoning of Erf 8673 (Portion of Erf 923), Swakopmund from "Street" to "Parking".

2. Introduction and Background

An application for the rezoning of Erf 8673 (Portion of Erf 923), Swakopmund from "Street" to "Parking" was received by the Engineering and Planning Services from Messrs Stubenrauch Planning Consultants cc on behalf of the registered owner Messrs Fruit & Veg City Namibia Pty Ltd. The application is attached as **Annexure A**.

3. Zoning, Locality and Size

Erf 8673, Swakopmund is zoned "Street" and measures 525m² in extent. The Erf is situated in Swakopmund Proper, in a mixed use neighbourhood.



4. Ownership

Ownership of Erf 8673, Swakopmund rest with Fruit & Veg City Namibia Pty Ltd as endorsed in the Government Grant 33/1969.

5. **Advertisement**

The proposed rezoning of Erf 8673, Swakopmund was advertised on the **26th October** and **2nd November 2012**, in the Namib Times and The Namibian newspapers. An onsite notice was placed on the premises for public comments and neighbouring property owners were notified by registered mail letters informing them of the intent. The closing dated for objections to the proposal was **20th November 2012**. No objections were received by closing time of objection.

6. **Background**

On the **31st May 2011** Council had resolved to sell the subdivided Erf 8673 (Portion of Erf 923), Swakopmund to Fruit & Veg City Namibia Pty Ltd for purposes of additional parking only.

The permanent closure of Erf 8673, Swakopmund as street was approved on the **26th November 2012** and the certificate is attached. Additionally, the subdivision of Erf 923 into Erf 8673, Swakopmund and Remainder Erf 923, Swakopmund was already approved by the Ministry of Urban and Rural Development on the **08th May 2013**.

7. **Proposal**

The owner of Erf 8673, Swakopmund intends to rezone the property from "*Street*" to "*Parking*" for the purpose of additional parking as per Council decision of 2011.

8. **Discussion**

Erf 8673, Swakopmund is already being utilized for parking purposes, however, the formalization of this was never done. The application is to obtain formal approval of the rezoning.

9. **Conclusion**

The proposed rezoning is in line with the Swakopmund Town Planning Scheme and can be supported.

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

RECOMMENDED:

- (a) That the rezoning of Erf 8673, Swakopmund from "*Street*" to "*Parking*" be granted.
 - (b) That the rezoning of Erf 8673, Swakopmund be included in the next Swakopmund Zoning Scheme.
-

11.1.10

APPLICATION FOR RELAXATION OF STREET BUILDING LINES ON ERF 72, MYL 4 PROPER

(C/M 2021/01/28 - 19.03.09, M4 72)

Ordinary Management Meeting of 28 January 2021, Addendum 8.7
page 54 refers.

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

1. Purpose

The purpose of this submission is to seek Council's consideration for the "Special Consent" to relax a street building line from five (5) metres to zero (0) metres on Erf 72, Myl 4 Proper.

2. Introduction and Background

An application was received from the owners of Erf 72, Myl 4 Proper. for the relaxation of the street building line from five (5) metres to zero (0) meters. The owner intends to construct a garage on the street boundary due to the size of the Erf and the current design of the existing house. The application is attached as **Annexure A**.

3. Ownership

The ownership of Erf 72, Myl 4, Proper vests with Melanie de la Hunt and Courteny, G.B Louw as per the Deed of Transfer T2345/2003.

4. Locality, Zoning and Size

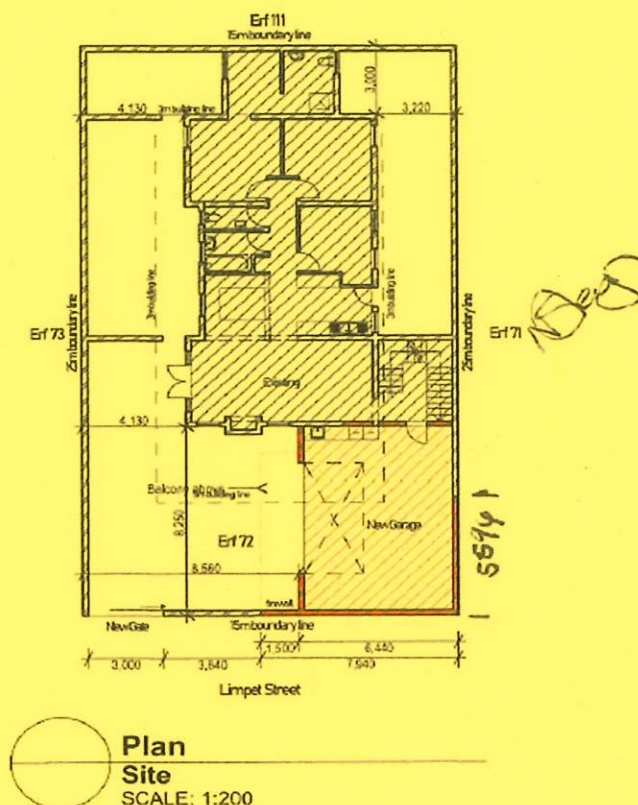
Erf 72, Myl 4 is located along Limpet Street and is zoned "Single Residential" with a density of 1: 300m². Erf 72, Myl is approximately 375m² in extent. (See locality map below).



Erf 72, Myl 4 Proper

5. Discussion

It is the intention of the owners of Erf 72, Myl 4 to construct a double garage at zero meters with access to the garage not being obtained directly from the street but from within the Erf. The proposed plan has been displayed below to ease of reference.



The applicants have stated that the reason for the submission is that the single garage on their erf does not cater for their needs anymore as they have two vehicles and that the erf is too small to accommodate their proposal for the double garage at four (4) meters from the street.

6. Evaluation

Clause 5, sub-clause (A) 2.2 of the Swakopmund Town Planning scheme stipulates that:

- "(a) No building, permanent structure or portion thereof, except for boundary walls and fences, may be erected on the site within:
 - (i) 5 metres from any street boundary;
- (c) Provided that:
 - (i) the street building line shall be at least 3 m where the average depth of a land unit (measured at right angles to any street boundary of such land unit) does not exceed 20 m;"

In terms of Clause 5A, 2.4(e), the Swakopmund Town Planning Scheme further stipulates that "The Council may relax these requirements if it is satisfied that no interference with the amenities of the neighbourhood, existing or as contemplated by the Scheme, will result".

The Engineering and Planning Services department has considered the relaxation of street building lines from five (5) meters to three (3) meters before in terms of Clause 5 sub-clause (A) 2.4(c) (i) of the Swakopmund Town Planning Scheme, particularly when the Erf sizes were less than 400m². This was the case when the first application for relaxation was received for Erf 72, Myl 4 for the placement of the single garage on the Erf at 3 meters.

The Engineering and Planning Services Department has therefore undertaken its investigations and assessment on the request, based on not only the standards that have been established to evaluate building plans but also on an evaluation of previous Council's decision pertaining to application of this nature. A number of similar requests to relax the street building line from five (5) meters to zero (0) metres have served before Council and have been turn down. Examples of these Erf numbers have been listed below:

- Erf 2329, Swakopmund applied to relax to zero (0) metres to have their garage positioned onto the boundary and the request was declined.
- Erf 55, Swakopmund applied to relax to zero (0) metres to have their garage positioned onto the boundary and the request was declined.
- Erf 1977, Swakopmund applied to relax to zero (0) metres and the request was declined.

Although Clause 5A, 2.4(e), of the Swakopmund Town Planning Scheme, gives Council discretionary powers to decide on building line relaxations at merit, the Municipal Council of Swakopmund also strives to be consistent in appraisal of development proposals as per the standards and the guidelines that have been formulated by the Engineering and Planning Services Department. The relaxation of street building lines to zero for garages has the potential of creating precedents that cannot be controlled in future.

It is against this background that the application for the relaxation of the street building line from five (5) metres to zero (0) meters for the garage cannot be supported. The applicant should be advised to restructure and re-orientate the building in such a way that the proposed double garage can be accommodated at three (3) meters.

7. Conclusion

Taking into consideration the above arguments, it is concluded that it is not in the best interest of both Council and the general public to support the relaxation as requested by the applicant. The applicant should therefore be advised to restructure and re-orientate the building in such a way that the proposed double garage can be accommodated at three (3) meters.

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

RECOMMENDED:

- (a) That the application for "*Special Consent*" to relax the building line on Erf 72, Myl 4 Proper from five (5) metres to zero (0) metres street boundary line be turned down.
 - (b) That the applicant revise and submits amended drawings with the garage in question set at least three (3) metres from the street boundary line in line with the provisions of the Swakopmund zoning Scheme.
 - (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.
-

03 December 2020

Dear Swakopmund Municipality,

We the owners of erf 72, Mlle 4 Swakopmund would like to apply for street relaxation from 5m to 0m. The reason for this application is that the current single garage we have is not big enough for the two vehicles we own. If we extend the garage to 4m from the street with consent, we would still not be able to fit both vehicles. The erf size is only 375 sqm and therefore we are limited with space. Please see attached the plans that show the best way we thought of that would create a double garage with one access point to the erf.

Kind Regards,

Melanie de la Hunt

Courteny G.B Louw



RELAXATION FORM

MUNICIPALITY SWAKOPMUND

(064) 4104400

FAX: (064) 4104125

53 SWAKOPMUND

Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 72	CONSENTERS ERF NO: 71
Suburb: Mile 4	Street Address: Limpet Street
Particulars of Owner	
Name of Owner: <u>Melanie de la Hunst C. G. B. Louw</u>	
Name of Authorized Person: <u>A. Esterhuizen</u>	
Postal Address (Owner):	
Tel. No (Owner): <u>08 886 4050</u>	
E-mail Address (Owner): <u>delahunst@iway.na</u>	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must attached)

A. Building Lines:

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☒ From: 3 meter to: 0 meter
- For the relaxation of Street Building Line ☐ From: _____ meter to: _____ meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Boundary wall ☒ From: 2.25 meter to: 6.515 meter
- For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter

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

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☒ From: 5 meter to: 0 meter
- For the relaxation of Street Building Line ☐ From: _____ meter to: _____ meter

D. Relaxation of Building Height: (Indicate)

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number; _____ dated _____

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

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

Reasons for the relaxation

[Signature]
 SIGNATURE OF APPLICANT or
 DULY AUTHORIZED PERSON
 WITH POWER OF ATTORNEY

18/11/20
 DATE

SEE OVERLEAF FOR CONSENT INFORMATION
 PAGE 1 OF 2

CONSENT FROM ADJOINING OWNER / NEIGHBOUR FOR THE RELAXATION OF DEVELOPMENT STANDARDS

I Inv. Naami Steyn the owner of erf no.: 71 Extension/Suburb Mile 4

Have scrutinized and signed the building plan no.: A1.01 prepared by Messrs Blue Print Home Des
and ☐ object ☒ do not object (mark with an "X" which is applicable) against the proposed encroachment /
relaxation of development standards on erf no 72 being the following:

☒ Building Lines

Signature of Owner

☒ Double Storey within relaxed Building Lines

Signature of Owner

☒ Relaxation of Boundary Wall Height

Signature of Owner

☐ Relaxation of Building Height

Signature of Owner

☐ Relaxation of Garages
(Please tick appropriate)

Signature of Owner

REMARKS/REASONS:

.....
.....

SIGNATURE

FULL NAME

DATE

Contact Details: Tel. No / Cell Phone: 081 246 7478

NB: Please attach certified copy of Identity document (signature) of the neighbour (owner of erf).

OFFICE USE ONLY	
TOWN PLANNING SCHEME REGULATIONS – REPORT	
Zoning of Erf:
Notice Number:
Comments:
Recommended:	YES / NO
PLANNER: TOWN & SPECIAL PROJECTS	
Approved:	YES / NO
GENERAL MANAGER: ENGINEERING SERVICES	
Approved:	YES / NO
CHIEF EXECUTIVE OFFICER	



RELAXATION FORM

MUNICIPALITY SWAKOPMUND

(064) 4104400
FAX: (064) 4104125

53 SWAKOPMUND
Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 72	CONSENTERS ERF NO: Street
Suburb: Mile 4	Street Address: Limpet Street
Particulars of Owner	
Name of Owner: Melanie de la Hunt and C.G.B. lauw	
Name of Authorized Person: A. Esterhuizen	
Postal Address (Owner):	
Tel. No (Owner): 081 288 4050	
E-mail Address (Owner): delahunt@iway.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must attached)

A. Building Lines:

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☒ From: 5 meter to: 0 meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter

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

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☒ From: 7 meter to: 0 meter

D. Relaxation of Building Height: (Indicate)

A site/building plans, signed by the relevant/affected neighbors must be attached indicating the Plan number: _____ dated: _____

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

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

Reasons for the relaxation

[Signature]
SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

16/11/20
DATE

SEE OVERLEAF FOR CONSENT INFORMATION
PAGE 1 OF 2

RELAXATION FORM

CONSENT FROM ADJOINING OWNER / NEIGHBOUR FOR THE RELAXATION OF DEVELOPMENT STANDARDS

I _____ the owner of erf no : _____ Extension/Suburb _____

Have scrutinized and signed the building plan no: A101 prepared by Messrs Blue Print House 1
and ☐ object ☒ do not object (mark with an "X" which is applicable) against the proposed encroachment /
relaxation of development standards on erf no 72 being the following:

☒ Building Lines

Signature of Owner

☒ Double Storey within relaxed Building Lines

Signature of Owner

☐ Relaxation of Boundary Wall Height

Signature of Owner

☐ Relaxation of Building Height

Signature of Owner

☐ Relaxation of Garages
(Please tick appropriate)

Signature of Owner

REMARKS/REASONS:

.....
.....

SIGNATURE

FULL NAME

DATE

Contact Details: Tel. No / Cell Phone:

NB: Please attach certified copy of Identity document (signature) of the neighbour (owner of erf).

OFFICE USE ONLY	
TOWN PLANNING SCHEME REGULATIONS - REPORT	
Zoning of Erf:
Notice Number:
Comments:
Recommended:	YES / NO
PLANNER: TOWN & SPECIAL PROJECTS	
Approved:	YES / NO
GENERAL MANAGER: ENGINEERING SERVICES	
Approved:	YES / NO
CHIEF EXECUTIVE OFFICER	

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD



NO 570729 0045 4



NAME
STEYN
SURNAME
IVY NAOMI

N Steyn

I hereby declare that this document is a true reproduction of the original which was examined by me and that from my observations, the original has not been altered in any manner.

Signature

[Signature] 2008

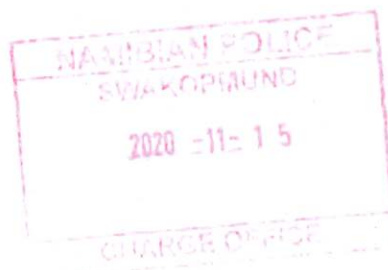
DATE OF BIRTH
1957-07-29
PLACE / COUNTRY OF BIRTH
WINDHOEK
SEX
FEMALE 1,70
DATE OF ISSUE
2002-08-23
ID NO
B65823

CITIZENSHIP
CITIZEN

HAIR COLOUR
BROWN



57072900454



SCHEDULE OF RIGHTS

1. ZONE	Residential
2. AREA	0.25 ha
3. LOT/2500	2500
4. DISTRICT	2500
5. DISTRICT	2500
6. DISTRICT	2500
7. DISTRICT	2500
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97. DISTRICT	2500
98. DISTRICT	2500
99. DISTRICT	2500
100. DISTRICT	2500

14/95

Plan Site

SCALE: 1:200

REVISIONS

NO.	DESCRIPTION	DATE
1	Initial Design	14/09/20
2	Revised Design	14/09/20
3	Final Design	14/09/20

BLUE PRINT

ONE DESIGNS

Blue Print Home Designs

14/09/20

REVISIONS

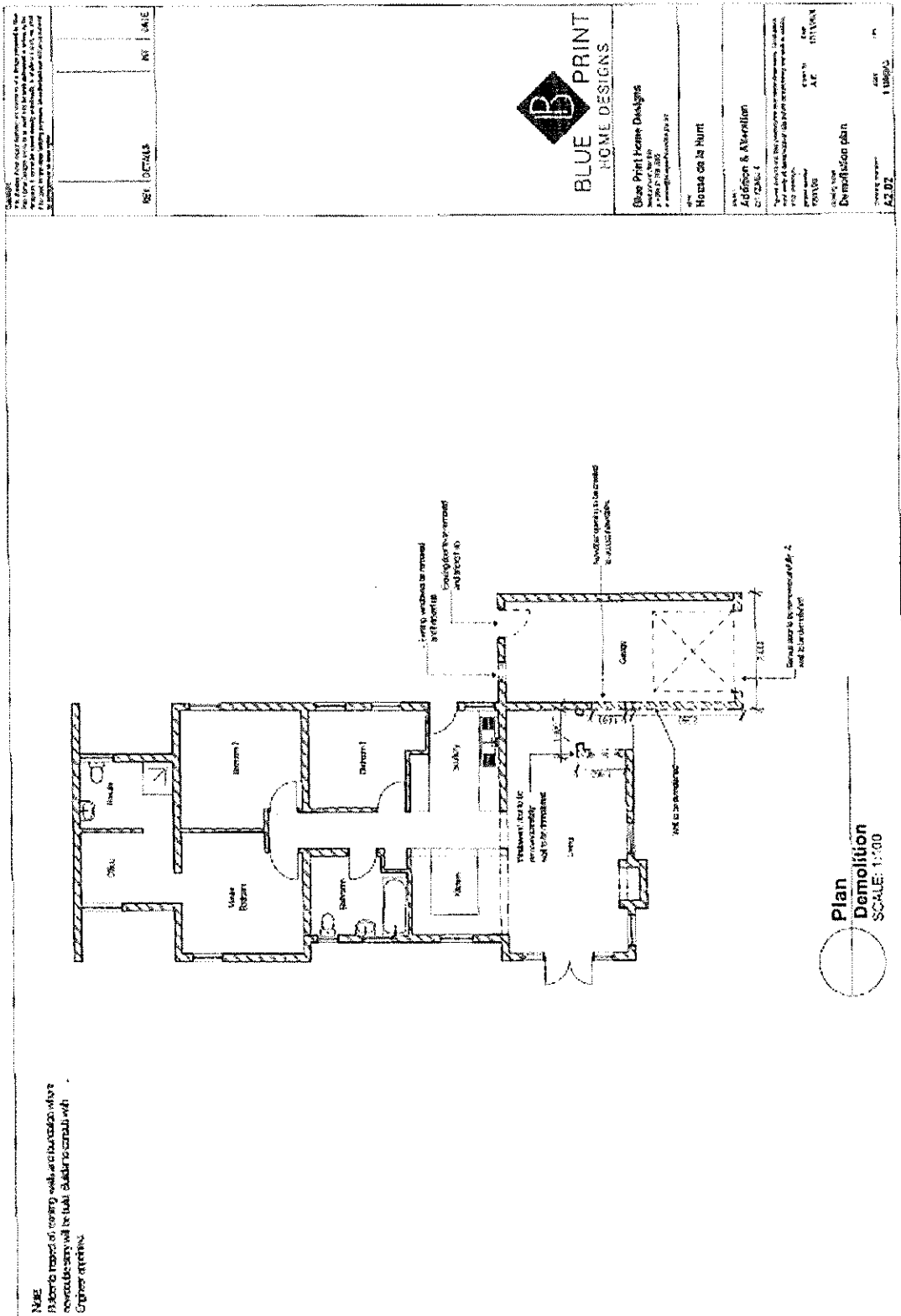
NO.	DESCRIPTION	DATE
1	Initial Design	14/09/20
2	Revised Design	14/09/20
3	Final Design	14/09/20

REVISIONS

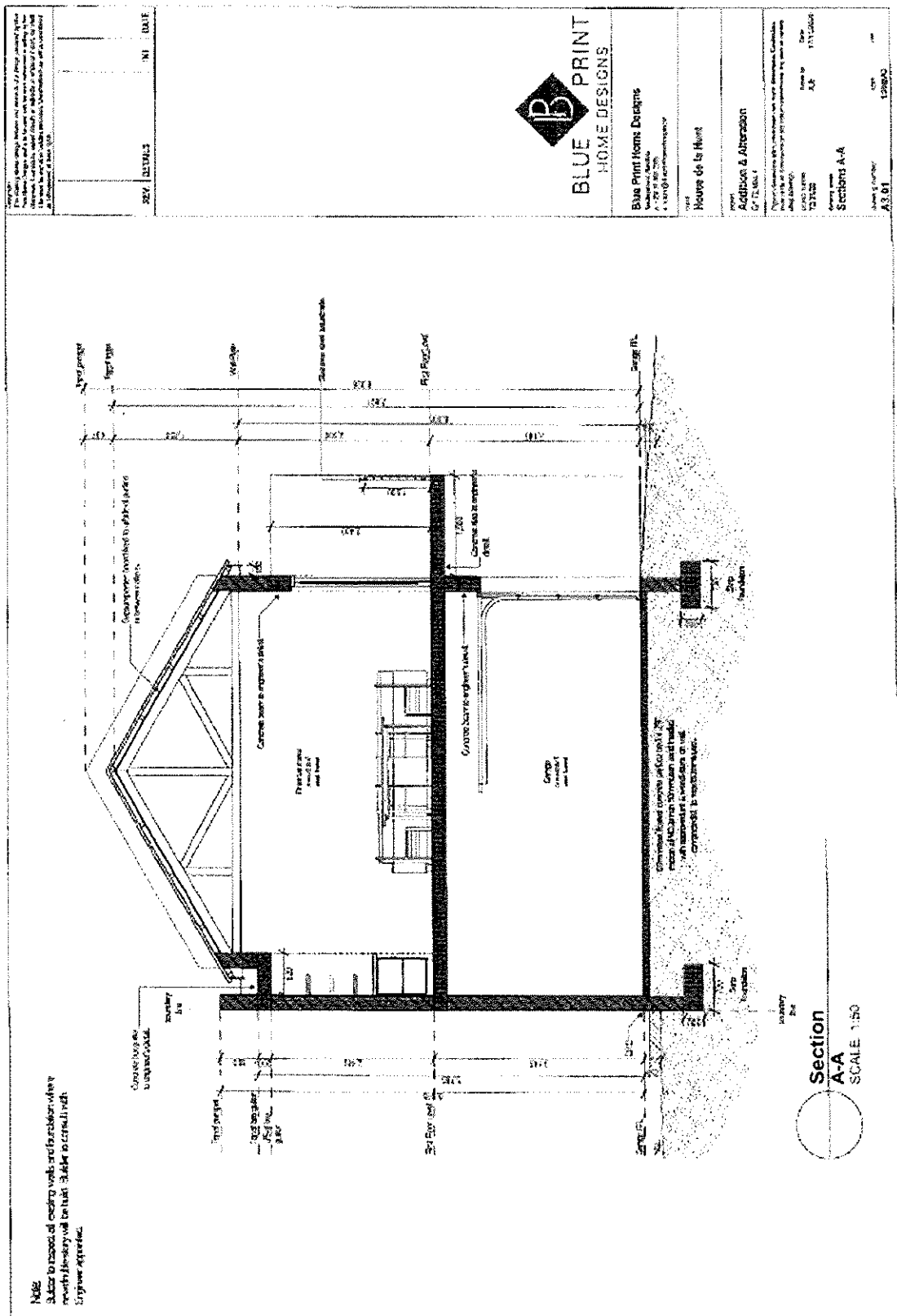
NO.	DESCRIPTION	DATE
1	Initial Design	14/09/20
2	Revised Design	14/09/20
3	Final Design	14/09/20

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Elevation East
SCALE: 1/100

Elevation South
SCALE: 1/100

BLUE PRINT
HOME DESIGNS

Blue Print Home Designs
1000 E. 10th Ave.
P.O. Box 1000
Flagstaff, AZ 86001

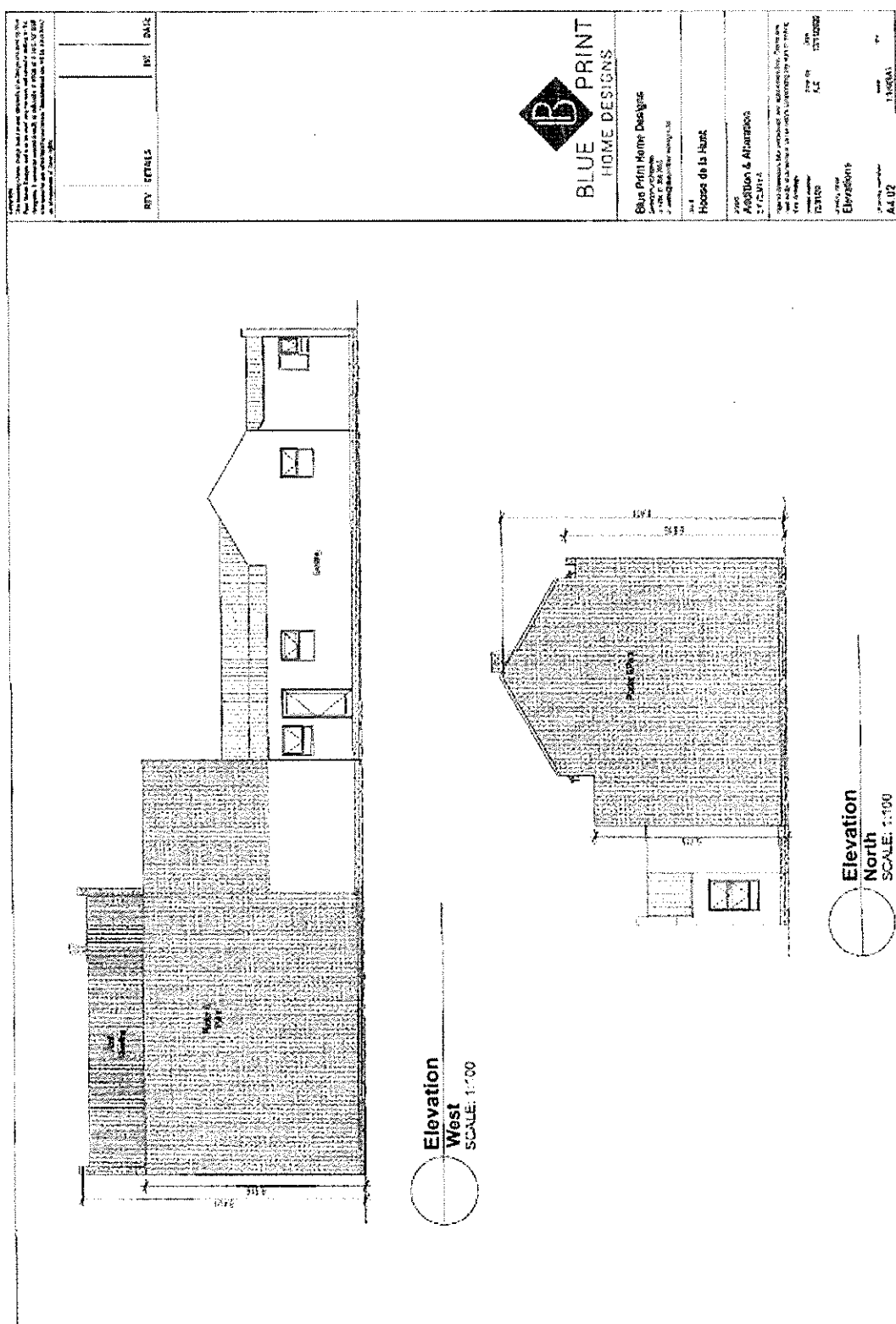
House de la Hunt

Architect & Designer
1000 E. 10th Ave.
P.O. Box 1000
Flagstaff, AZ 86001

Architectural Services
1000 E. 10th Ave.
P.O. Box 1000
Flagstaff, AZ 86001

Excellence
1000 E. 10th Ave.
P.O. Box 1000
Flagstaff, AZ 86001

1/1000-01



2. Plan
Roof
 SCALE: 1/100

BLUE PRINT HOME DESIGNS
 HOME DESIGNS
 Blue Print Home Designs
 1000 North 10th Street
 Phoenix, Arizona 85001
 Phone: (602) 254-1111
 Fax: (602) 254-1112

House de la Hart
 Additions & Alterations
 1000 North 10th Street
 Phoenix, Arizona 85001
 Phone: (602) 254-1111
 Fax: (602) 254-1112

Roof Plan
 1000 North 10th Street
 Phoenix, Arizona 85001
 Phone: (602) 254-1111
 Fax: (602) 254-1112

REVISIONS

NO.	DESCRIPTION	DATE
1	Initial Design	10/1/88

NOTES

1. All dimensions are in feet and inches.

2. All materials are to be of standard quality.

3. All work is to be done in accordance with the latest building codes.

OWNER'S NAME

Mr. & Mrs. John Doe

ADDRESS

1000 North 10th Street

CITY

Phoenix, Arizona

STATE

Arizona

ZIP

85001

d076511

16 MAY 2020

I CERTIFY THAT I HAVE SIGNATURED THE ORIGINAL
 INSTRUMENT OF WHICH THIS IS A COPY AND THAT
 (A) THE ORIGINAL DOCUMENT ENJOYS NO CLAIM OF
 UNAUTHORISED SIGNATURE OR ALTERATION; AND
 (B) THIS COPY IS A COMPLETE AND ACCURATE
 COPY OF THE ORIGINAL DOCUMENT.

del
 For FIRST NATIONAL BANK OF ILLINOIS LIMITED
 CHICAGO, ILLINOIS

DEED OF TRANSFER NO T 2345

LOUIS JOHN BARNARD and
 MARGARETHA JACOBA ELIZABETH BARNARD

ito

ERF SEVENTY TWO MILE FOUR CC

Lodged by no. 8
 FISHER, QUARMBY & PFEIFER

FISHER, QUARMBY & PFEIFER

Attorneys - Prokureurs - Rechtsanwältin

DEED OF SALE

Memorandum of agreement entered into by and between:

1. **JACQUES ANDRE KRYNAUW**

born on 8 August 1969

Married to Aniska Krynauw which marriage is governed by the Laws of the Republic of South Africa and herein assisted by her

And

2. **ANISKA KRYNAUW**

Born on 18 July 1975

Married to Jacques Andre Krynauw which marriage is governed by the Laws of the Republic of South Africa and herein assisted by him

(the SELLER)

AND

COURTENEY GWYLLYM BEAUMONT LOUW

Born on 6 February 1978

and

MELANIE DE LA HUNT

Born on 27 December 1978

Married in community of property to each other

(the PURCHASER)

WHEREAS:

1. the SELLER is the sole member of the close corporation hereinafter referred to and have agreed to sell to the PURCHASER, who agreed to purchase, his entire right, interest and title in and to the said close corporation (100% membership plus his 100% loan accounts, if any), free of any indebtedness;
2. subject to and conditional upon First National Bank of Namibia Limited approving of the proposed bond in favour of the close corporation against the property for the covering amount of at least N\$750 000,00 and the simultaneous registration of the latter bond as well as the simultaneous cancellation of the existing bond over the property by Standard Bank Namibia Limited as existing mortgagor, the parties now place their agreement on record in writing;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **INTERPRETATION AND PRELIMINARY**

The headings of the clauses in this agreement are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this agreement nor any clause hereof. In this agreement, unless a contrary intention clearly appears,

M:TP
Please assess

ANNEXURE A



T +264 64 404830 | F +264 64 403351
info@miaarch.com

No. 5 Moringa Gardens
5 Leutwein Street
P.O. Box 658
Swakopmund
Namibia

16 November 2020

Chief Executive Officer: Mr Alfeus A Benjamin
Municipality of Swakopmund
P.O. Box 53
SWAKOPMUND
Namibia

Attention: Mr Clarence McClune - GM Engineering Services.

Re: ERF 3559, SWAKOPMUND CBD, COUNCIL APPLICATION FOR RELAXATION OF STREET AND SIDE BOUNDARY WALL HEIGHTS.

Dear Sir,

Please find below site data and motivation for above project for submission to Council for approval of street and side boundary wall height relaxation.

SITE DATA

- Erf 3559, 14 Molenweg, CBD, is located between the Jetty and Mole on the beachfront Swakopmund CBD. The Erf is bounded on all four sides by Municipal property, Public Open Space (POS) essentially.
- The owner of Erf 3559 is Alro Investment 68 PTY LTD.
- The owner is planning to demolish the existing structure and rebuilding a new dwelling of their wishes.

MOTIVATION

The location of the Erf under discussion is one of the most desirable addresses in Swakopmund, located in the CBD along the beachfront. It is for this reason that the owner purchased the property in 2018, with the wish to build a new home there.

At the time of purchase, the property owners along Molenweg were under discussion with the Town Council regarding the private purchase of the POS portions of land between each Erf, by each property owner. This was triggered due to the issue of a multitude of housebreaking instances along Molenweg, due to the highly permeable nature of POS around each property.

The Town Council turned down this purchase option in 2019, but have allowed other initiatives along Molenweg to mitigate these housebreaking instances.

The owners of Erf 3559 are an aging family couple and security against housebreaking and worse, is of the utmost importance to them in their considerations of their new home.

The issue of security is a driving factor in the design of the new dwelling, and as such the living areas are on the first and second floor, to mitigate any unwelcome persons scaling walls to get inside the property.

M&L Business Trust T/as
Mackintosh Lautenbach Architects

Kirby Mackintosh | Partner
BAS (UCT 1991) BArch (UCT 1995) MNA

Rod Lautenbach | Partner
BAS (UCT 1991) BArch (UCT 1995) MNA

This concept is carried through to the boundary walling, which due to the small size of the plots (20 x 20m), have been incorporated as to appear to be part of the building and have been treated with openings, recesses, perforations and claddings to scale the boundary and fire walls down to match the street level feel and proportion along Molenweg.

The surface treatments to the high boundary walls are intended as compensation to the street and POS-scape for the extra height the street and side boundary walls command.

The page marked image A attached shows the envisaged dwelling in the street scape and the wall treatments mentioned above are labelled for ease of reference.

The page marked Image B - Q attached shows the typical street scape massing and overall effect of high walling along Molenweg and the side boundaries to the properties.

CONCLUSION

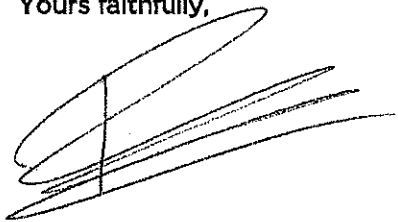
The reasons above demonstrate that the boundary wall heights have been considered as proportionately part and parcel of the overall design of the dwelling. They are not just an afterthought to close the property off.

The owner is happy to incur the additional cost to dress these boundary walls up as above, to give back to the street and surrounding urban fabric, and create visual and human scaling interest along this prominent area of the Swakopmund town scape.

We request that you please consider the above and approve the requested relaxation of the street boundary wall height to 3.3m, and the side boundary wall heights to 3.2m.

We thank you for your consideration.

Yours faithfully,



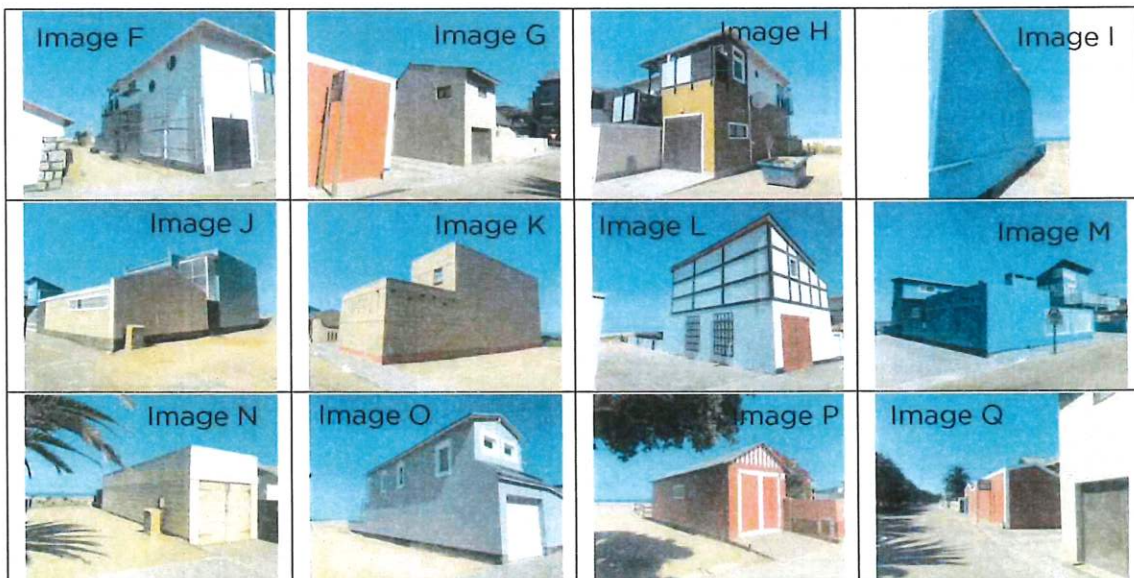
Rod Lautenbach

Attached: copy of Approved Building Line Encroachment Application: 5 x A4 Page
Image A: 1 x A4 Page
Image B - Q: 1 x A4 Page



Image A







RELAXATION FORM

MUNICIPALITY SWAKOPMUND

(064) 4104421 / 4104417 / 4104418 / 4104404
0886519137

53 SWAKOPMUND
Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 3559	CONSENTERS ERF NO:
Suburb: CBD	Street Address: 14 MOLENAAR
Particulars of Owner ALPO INVESTMENT 68 PTY LTD	
Name of Owner: M. C. METTE	
Name of Authorized Person: RODERICK LAUTENBACH	
Postal Address (Owner): P.O. BOX 1822, SWAKOPMUND	
Tel. No (Owner): +264 811 295278	
E-mail Address (Owner): cm@seawork.com.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must be attached)

A. Building Lines:

- For the relaxation of Rear Building Line ☒ From: 3 meter to: 0 meter
- For the relaxation of Lateral Building Line ☒ From: 3 meter to: 0 meter
- For the relaxation of Street Building Line ☒ From: 5 meter to: 3.2 meter
- For the relaxation of Street Building Line (Garage) ☒ From: _____ meter to: _____ meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Boundary wall ☒ From: 2.5 meter to: 3.2 meter
- For the relaxation of Street Boundary wall ☐ From: _____ meter to: _____ meter

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

- For the relaxation of Rear Building Line ☒ From: 5.7 meter to: 1.85 meter
- For the relaxation of Lateral Building Line ☒ From: 5.7 meter to: 0.27 meter
- For the relaxation of Street Building Line ☐ From: _____ meter to: _____ meter

D. Relaxation of Building Height: (Indicate)

☐

A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number: V44/159003.11-03.18 dated 17/09/2020

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

- For the relaxation of Garages ☒ From: 80 m² to: 90.05 m²

Reasons for the relaxation

SMALL ERF IN PROHIBITIVE POSITION, CLIENT / OWNER WISHES TO MAXIMISE VALUE.
18 September 2020

SIGNATURE OF APPLICANT or DULY AUTHORIZED PERSON WITH POWER OF ATTORNEY

DATE

SEE OVERLEAF FOR CONSENT INFORMATION
PAGE 1 OF 2

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

MUNICIPALITY OF SWAKOPMUND the owner of erf no.: 3559 Extension/Suburb CBD

P O Box No: 53 have scrutinized and signed the building plan

no.: W14/159803.11-0318 prepared by Messrs MACKINTOSH LAUTENBACH ARCHITECTS

and ☐ object ☐ do not object (mark with an "X" which is applicable) against the proposed encroachment/
relaxation of development standards on erf no 3559 being the following:

(PLEASE TICK APPROPRIATE)

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

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

REMARKS/REASONS:

SIGNATURE

FULL NAME

DATE

Contact Details: Tel. No / Cell Phone:

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

OFFICE USE ONLY		
TOWN PLANNING SCHEME REGULATIONS - REPORT		
Zoning of Erf:		<u>Single Residential</u>
Notice Number:		
Comments:		<u>Approval for Boundary wall only up to 225 m high & not as per plans</u>
Recommended:	YES/NO	TOWN PLANNING
		<u>Hilana</u> <u>02 OCT 2020</u>
		NAME SIGNATURE DATE
Recommended:	YES / NO	PROJECTS
		NAME SIGNATURE DATE
Approved:	YES / NO	GENERAL MANAGER: ENGINEERING & PLANNING SERVICES
		<u>C. M. M. M.</u> <u>2020-10-23</u>
		NAME SIGNATURE DATE

General Manager
Engineering & Planning Services



RELAXATION FORM

MUNICIPALITY SWAKOPMUND

(064) 4104421 / 4104417 / 4104418 / 4104404
0886519137

53 SWAKOPMUND
Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 3559	CONSENTERS ERF NO:
Suburb: C.B.D.	Street Address: LA MOLENWEG
Particulars of Owner: ALZO INVESTMENTS 68 PTY LTD	
Name of Owner: MR. C. METTE	
Name of Authorized Person: RODERICK LAUTENBACH	
Postal Address (Owner): P.O. BOX 1822, SWAKOPMUND	
Tel. No (Owner): +264 811295278	
E-mail Address (Owner): cm@seawork.com.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must be attached)

A. Building Lines:

For the relaxation of Rear Building Line

☐ From: _____ meter to: _____ meter

For the relaxation of Lateral Building Line

☐ From: _____ meter to: _____ meter

For the relaxation of Street Building Line

☒ From: 5 meter to: 32 meter

For the relaxation of Street Building Line (Garage)

☐ From: _____ meter to: _____ meter

B. Boundary Wall Height:

For the relaxation of Rear Boundary wall

☐ From: _____ meter to: _____ meter

For the relaxation of Lateral Boundary wall

☐ From: _____ meter to: _____ meter

For the relaxation of Street Boundary wall

☒ From: 1.8 meter to: 2.25 meterC. Relaxation of setback - 1st or 2nd Floor

For the relaxation of Rear Building Line

☐ From: _____ meter to: _____ meter

For the relaxation of Lateral Building Line

☐ From: _____ meter to: _____ meter

For the relaxation of Street Building Line

☒ From: 7.1 meter to: 32/32 meter

D. Relaxation of Building Height: (Indicate)

A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number; W19/157803.1.1- dated 14/09/2020

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

For the relaxation of Garages

☒ From: 80 m² to: 98.25 m²

Reasons for the relaxation

SMALL DREW PROMINENT POSITION, OWNER WISHES TO MAXIMISE VALUE

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY21/09/2020
DATESEE OVERLEAF FOR CONSENT INFORMATION
PAGE 1 OF 2

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

I Municipality of Swarap the owner of erf no.: 3545 Extension/Suburb C.B.D
M.O.D

P O Box No: 53 have scrutinized and signed the building plan

no.: W 19/1803.1.1-0318 prepared by Messrs MAEKINTOSH LAUTENBACH
ARCHITECTS

and ☐ object ☒ do not object (mark with an "X" which is applicable) against the proposed encroachment/
relaxation of development standards on erf no 3559 being the following:

(PLEASE TICK APPROPRIATE)

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

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

REMARKS/REASONS:

SIGNATURE

FULL NAME

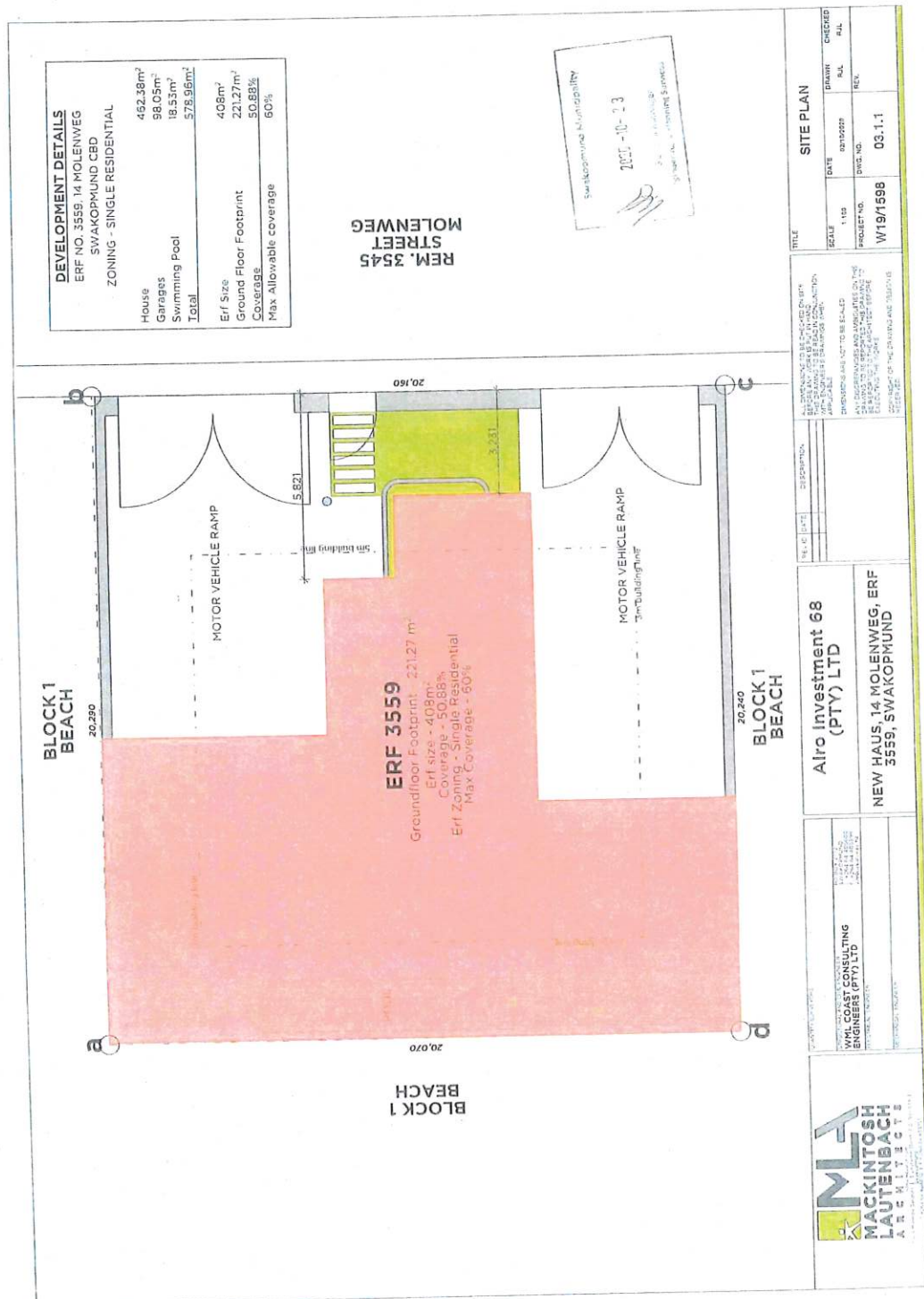
DATE

Contact Details: Tel. No / Cell Phone:

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

OFFICE USE ONLY		
TOWN PLANNING SCHEME REGULATIONS - REPORT		
Zoning of Erf:		Single Residential
Notice Number:		
Comments:		Site Approval for Boundary wall, only granted up to 2.25 m high & not 3.3 m as per plans
Recommended:	YES/NO	TOWN PLANNING 02 OCT 2020
Recommended:	YES / NO	NAME SIGNATURE DATE
Approved:	YES / NO	NAME SIGNATURE DATE

General Manager
Engineering & Planning Services



11.1.11

APPLICATION FOR THE RELAXATION OF THE HEIGHT RESTRICTIONS OF THE STREET BOUNDARY WALL ON ERF 3559, SWAKOPMUND

(C/M 2021/01/28 19.03.08, E 3559)

Ordinary Management Meeting of 28 January 2021, Addendum 8.8 page 74 refers.

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

1. Purpose

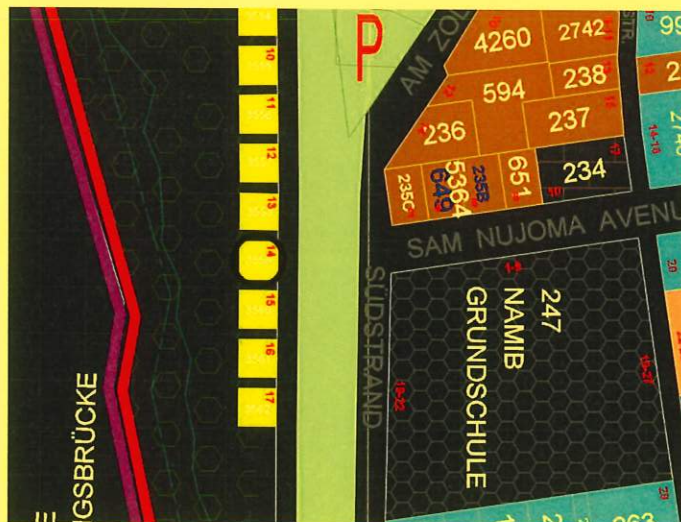
The purpose of this submission is for Council to consider the application to relax the restriction for the street boundary wall on Erf 3559, Swakopmund, from 1.8 metres permissible height to 3.3 metres higher.

2. Introduction and Background

An application was received from Messrs Mackintosh Lautenbach Architects, on behalf of Alro Investment 68 (Pty) Ltd, for the relaxation of the height of the boundary wall from 1.8 meters to 3.3 meters in height. The application has been attached as **Annexure A**.

3. Zoning, Locality and Size

Erf 3559, Swakopmund is zoned "Single Residential" with a density of 1:600m² and is located in Molenweg, between the Jetty and the Mole, in the Central Business District (CBD). The Erf measures 462m² in extent.



4. Neighbours' Consent

In terms of the Swakopmund Zoning Scheme provisions under **Clause 7.10.3: Street Boundary Walls and Fences** "The Council may, subject to written approval by the adjacent neighbours facing the house of the applicant, relax the height restriction to 2.25 metres. In this case the property facing Erf 3559 Swakopmund is a public open space that belongs to Council.

5. Discussion

It is the intention of the applicant to elevate his street boundary wall from 1.8 meters in height to 3.3 meters higher. The applicant has stated in their application that the purpose for the increase in height is for safety reasons. This was triggered due to the issue of a multitude of housebreaking instances along Molenweg, due to the highly permeable nature of the public open space in front of the property.

By uplifting the street boundary wall, it mitigates any unwelcome persons scaling walls to get inside the property. The Swakopmund Zoning Scheme under Clause 7.10.3 states that:

"Street boundary walls and fences shall not exceed 1.80 meters in height measured from the street / side walk level excluding architectural features at entrances"

It however further states that *"The Council may, subject to written approval by the adjacent neighbours facing the house of the applicant, relax the height restriction to 2.25 meters"*. The boundary wall is proposed to be at a height of 3.3m; more than what is permissible. As a result, a certified structural engineer is required to oversee the stability of the structure. Table 5 of the SABS 0400-1990 standards pertaining to *"Free- Standing Walls"* only mentions maximum heights of 2.2 m above finished ground for free-standing walls without-piers and 2.6 meters for free standing walls above finished ground with piers. A structural engineer will therefore be required for walls beyond the aforementioned maximum heights.

6. Evaluation

Similar cases were presented before Council in January and May 2020 whereby the owners of Erven 651 and 3102 Swakopmund, respectively, also wanted Council to consider the relaxation of their boundary walls from a maximum of 2.25m to 2.9m and 3.3m, respectively. Council at its meetings held on the 30th January 2020 and 28 May 2020, No C/M 2020/01/30 and C/M 2020/05/28, under items 11.1. 18 and 11.1.11 then resolved the following:

- (a) *That the street boundary height restriction for Erf 651, Swakopmund be relaxed from 1.8 metres to 3.3 metres subject to certification of a Structural Engineer.*
- (b) *That no completion certificate be issued without the structural engineer certification first being presented and be to the satisfaction of the General Manager: Engineering Services & Town Planning.*

And

- (a) *That the street boundary wall height restriction for Erf 3102, Swakopmund be relaxed from 2 meters to 2.9 metres higher subject to certification of a Structural Engineer.*
- (b) *That no Completion Certificate be issued without the Structural Engineer Certification.*

The proposed boundary wall extension is not foreseen to have a significant negative impact. Additionally, an increase in height will bring the heights of the boundary walls to the same level aesthetically, with those of lateral walls. Furthermore, the certification of the safety of the proposed wall by a structural engineer will allay fears regarding the proposed boundary wall height.

7. Conclusion

The boundary wall of 3.3m can be considered by Council subject to the certification of a structural engineer regarding the stability of such a structure.

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

RECOMMENDED:

- (a) That the street boundary wall height restriction for Erf 3559, Swakopmund be relaxed from 1.8 meters to 3.3 meters higher subject to certification of a Structural Engineer.**
 - (b) That no completion certificate be issued without the structural engineer certification first being presented and be to the satisfaction of the General Manager: Engineering and Planning Services.**
-

M:TP
Please assess

ANNEXURE A



T +264 64 404830 | F +264 64 403351
info@mlaarch.com

No. 5 Moringa Gardens
5 Lautwein Street
P.O. Box 658
Swakopmund
Namibia

16 November 2020

Chief Executive Officer: Mr Alfeus A Benjamin
Municipality of Swakopmund
P.O. Box 53
SWAKOPMUND
Namibia

Attention: Mr Clarence McClune - GM Engineering Services.

Re: ERF 3559, SWAKOPMUND CBD, COUNCIL APPLICATION FOR RELAXATION OF STREET AND SIDE BOUNDARY WALL HEIGHTS.

Dear Sir,

Please find below site data and motivation for above project for submission to Council for approval of street and side boundary wall height relaxation.

SITE DATA

- Erf 3559, 14 Molenweg, CBD, is located between the Jetty and Mole on the beachfront Swakopmund CBD. The Erf is bounded on all four sides by Municipal property, Public Open Space (POS) essentially.
- The owner of Erf 3559 is Alro Investment 68 PTY LTD.
- The owner is planning to demolish the existing structure and rebuilding a new dwelling of their wishes.

MOTIVATION

The location of the Erf under discussion is one of the most desirable addresses in Swakopmund, located in the CBD along the beachfront. It is for this reason that the owner purchased the property in 2018, with the wish to build a new home there.

At the time of purchase, the property owners along Molenweg were under discussion with the Town Council regarding the private purchase of the POS portions of land between each Erf, by each property owner. This was triggered due to the issue of a multitude of housebreaking instances along Molenweg, due to the highly permeable nature of POS around each property.

The Town Council turned down this purchase option in 2019, but have allowed other initiatives along Molenweg to mitigate these housebreaking instances.

The owners of Erf 3559 are an aging family couple and security against housebreaking and worse, is of the utmost importance to them in their considerations of their new home.

The issue of security is a driving factor in the design of the new dwelling, and as such the living areas are on the first and second floor, to mitigate any unwelcome persons scaling walls to get inside the property.

M&L Business Trust T/as
Mackintosh Lautenbach Architects

Kirby Mackintosh | Partner
BAS (UCT 1991) BArch (UCT 1995) MNIA

Rod Lautenbach | Partner
BAS (UCT 1991) BArch (UCT 1995) MNIA

This concept is carried through to the boundary walling, which due to the small size of the plots (20 x 20m), have been incorporated as to appear to be part of the building and have been treated with openings, recesses, perforations and claddings to scale the boundary and fire walls down to match the street level feel and proportion along Molenweg.

The surface treatments to the high boundary walls are intended as compensation to the street and POS-scape for the extra height the street and side boundary walls command.

The page marked image A attached shows the envisaged dwelling in the street scape and the wall treatments mentioned above are labelled for ease of reference.

The page marked Image B - Q attached shows the typical street scape massing and overall effect of high walling along Molenweg and the side boundaries to the properties.

CONCLUSION

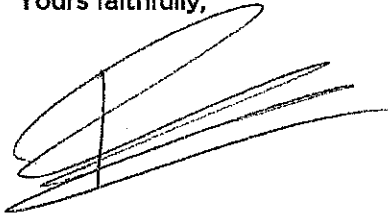
The reasons above demonstrate that the boundary wall heights have been considered as proportionately part and parcel of the overall design of the dwelling. They are not just an afterthought to close the property off.

The owner is happy to incur the additional cost to dress these boundary walls up as above, to give back to the street and surrounding urban fabric, and create visual and human scaling interest along this prominent area of the Swakopmund town scape.

We request that you please consider the above and approve the requested relaxation of the street boundary wall height to 3.3m, and the side boundary wall heights to 3.2m.

We thank you for your consideration.

Yours faithfully,



Rod Lautenbach

Attached: copy of Approved Building Line Encroachment Application: 5 x A4 Page
 Image A: 1 x A4 Page
 Image B - Q: 1 x A4 Page

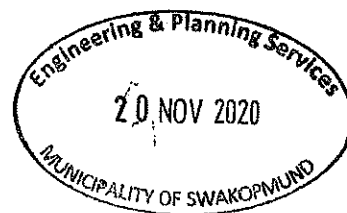


Image A







MUNICIPALITY SWAKOPMUND

RELAXATION FORM

(064) 4104421 / 4104417 / 4104418 / 4104404

0886519137

53 SWAKOPMUND

Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 3559	CONSENTERS ERF NO:
Suburb: CBD	Street Address: 14 MOLENWEG
Particulars of Owner ALPO INVESTMENT 68 PTY LTD	
Name of Owner: M. C. METTE	
Name of Authorized Person: RODERICK LAUTENBACH	
Postal Address (Owner): P.O. BOX 1822, SWAKOPMUND	
Tel. No (Owner): +264 811295278	
E-mail Address (Owner): cm@seawork.com.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must be attached)

A. Building Lines:

For the relaxation of Rear Building Line



From: 3 meter to: 0 meter

For the relaxation of Lateral Building Line



From: 3 meter to: 0 meter

For the relaxation of Street Building Line



From: 5 meter to: 3.2 meter

For the relaxation of Street Building Line (Garage)



From: meter to: meter

B. Boundary Wall Height:

For the relaxation of Rear Boundary wall



From: meter to: meter

For the relaxation of Lateral Boundary wall



From: 2.5 meter to: 3.2 meter

For the relaxation of Street Boundary wall



From: meter to: meter

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

For the relaxation of Rear Building Line



From: 5.7 meter to: 1.85 meter

For the relaxation of Lateral Building Line



From: 5.7 meter to: 0.27 meter

For the relaxation of Street Building Line



From: meter to: meter

D. Relaxation of Building Height: (Indicate)



A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number, 44/159003.11-03.18 dated 17/09/2020

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

For the relaxation of Garages

From: 80 m² to: 90.5 m²

Reasons for the relaxation

SMALL ERF IN PROMINENT POSITION, CLIENT / OWNER WISHES TO MAXIMIZE VALUE, 18 September 2020

SIGNATURE OF APPLICANT or DULY AUTHORIZED PERSON WITH POWER OF ATTORNEY

DATE

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

MUNICIPALITY OF SWAKOPMUND the owner of erf no.: 3551 Extension/Suburb CBD
 P O Box No: 53 have scrutinized and signed the building plan
 no.: W1/159803.11-03.18 prepared by Messrs MACKINTOSH LAUTENBACH ARCHITECTS
 and ☐ object ☒ do not object (mark with an "X" which is applicable) against the proposed encroachment/
 relaxation of development standards on erf no 3551 being the following:

(PLEASE TICK APPROPRIATE)

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

[Signature]
 Signature of Owner

[Signature]
 Signature of Owner

[Signature]
 Signature of Owner

Signature of Owner

[Signature]
 Signature of Owner

REMARKS/REASONS:

SIGNATURE

FULL NAME

DATE

Contact Details: Tel. No / Cell Phone:

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

OFFICE USE ONLY		
TOWN PLANNING SCHEME REGULATIONS - REPORT		
Zoning of Erf:		<u>Single Residential</u>
Notice Number:		
Comments:		<u>Approval for Boundary wall 225 m high & not 3.3</u>
Recommended:	YES/NO	<u>YES</u>
Recommended:	YES / NO	
Approved:	YES / NO	

TOWN PLANNING OFFICE
 02 OCT 2020
 MUNICIPALITY OF SWAKOPMUND

NAME: Hilana SIGNATURE: [Signature] DATE: 2020-10-23

GENERAL MANAGER: [Signature] ENGINEERING & PLANNING SERVICES

General Manager
 Engineering & Planning Services



MUNICIPALITY SWAKOPMUND

RELAXATION FORM

(064) 4104421 / 4104417 / 4104418 / 4104404
0886519137

53 SWAKOPMUND
Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 3559	CONSENTERS ERF NO:
Suburb: C.B.D.	Street Address: 14 MOLENWEG
Particulars of Owner ALZO INVESTMENTS 68 PTY LTD	
Name of Owner: MR. C. METTE	
Name of Authorized Person: RODERICK LAUTENBACH	
Postal Address (Owner): P.O. BOX 1822, SWAKOPMUND	
Tel. No (Owner): +264 811295278	
E-mail Address (Owner): cm@seawork.com.na	

Application for relaxation of: (Please tick appropriate)

(The written consent of the adjacent neighbors and a signed site plan must be attached)

A. Building Lines:

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☒ From: 5 meter to: 32 meter
- For the relaxation of Street Building Line (Garage) ☐ From: _____ meter to: _____ meter

B. Boundary Wall Height:

- For the relaxation of Rear Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Boundary wall ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Boundary wall ☒ From: 1.8 meter to: 2.25 meter

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

- For the relaxation of Rear Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line ☐ From: _____ meter to: _____ meter
- For the relaxation of Street Building Line ☒ From: 7.1 meter to: 22.32 meter

D. Relaxation of Building Height: (Indicate)

A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number; W19/157803.1.1- dated 17/09/2020 03.1.8.

(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)

- For the relaxation of Garages ☒ From: 90 m² to: 98.95 m²

Reasons for the relaxation

SMALL DEF IN PROMINENT POSITION OWNER WISHES TO

MAXIMISE VALUE

21/09/2020

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

DATE

SEE OVERLEAF FOR CONSENT INFORMATION
PAGE 1 OF 2

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

I MUNICIPALITY OF SWAROP the owner of erf no.: 3545 Extension/Suburb C.B.D
MUND

P O Box No: 53 have scrutinized and signed the building plan

no.: W 19/191803.1.1-03.1.8 prepared by Messrs MACKINTOSH LAURENBERG
ARCHITECTS

and ☐ object ☒ do not object (mark with an "X" which is applicable) against the proposed encroachment/
relaxation of development standards on erf no 3559 being the following:

(PLEASE TICK APPROPRIATE)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Building Lines | <u>[Signature]</u>
Signature of Owner |
| <input checked="" type="checkbox"/> Double Storey within relaxed Building Lines | <u>[Signature]</u>
Signature of Owner |
| <input checked="" type="checkbox"/> Relaxation of Boundary Wall Height | <u>[Signature]</u>
Signature of Owner |
| <input type="checkbox"/> Relaxation of Building Height |
Signature of Owner |
| <input checked="" type="checkbox"/> Relaxation of Garages |
Signature of Owner |

REMARKS/REASONS:

.....
.....

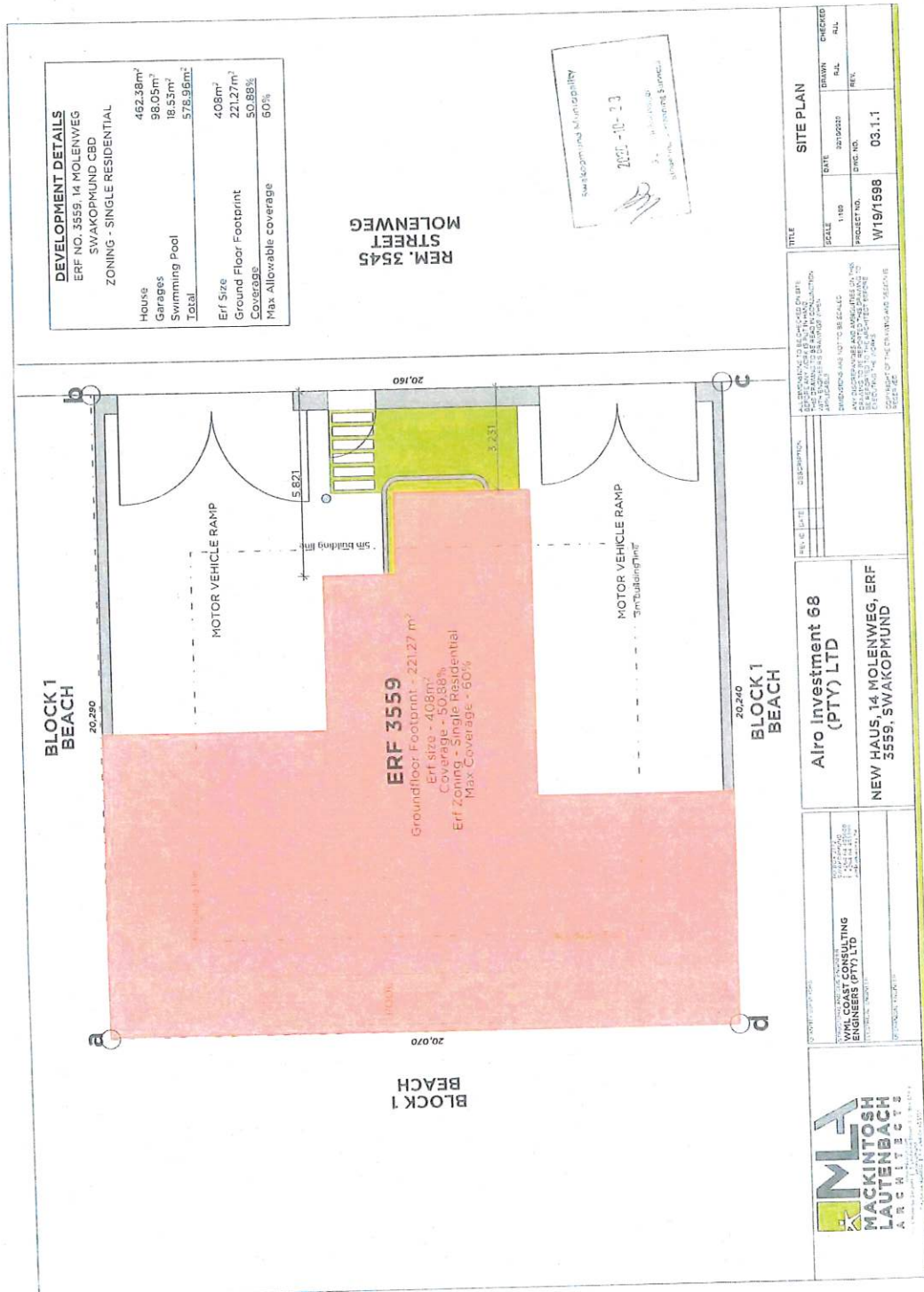
.....
SIGNATURE FULL NAME DATE

Contact Details: Tel. No / Cell Phone:

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

OFFICE USE ONLY			
TOWN PLANNING SCHEME REGULATIONS – REPORT			
Zoning of Erf:		Single Residential	
Notice Number:			
Comments:		Site Approval for Boundary wall only granted up to 2.25 m high & not 3.3 m as per plans	
Recommended:	YES/NO	<div style="display: flex; justify-content: space-between;"> <div> <u>[Signature]</u> NAME </div> <div> <u>[Signature]</u> SIGNATURE PROJECTS </div> <div> 02 OCT 2020 DATE </div> </div>	
Recommended:	YES / NO	<div style="display: flex; justify-content: space-between;"> <div>..... NAME</div> <div>..... SIGNATURE</div> <div>..... DATE</div> </div>	
Approved:	YES / NO	<div style="display: flex; justify-content: space-between;"> <div> <u>C. M. Ch...</u> NAME </div> <div> <u>[Signature]</u> SIGNATURE </div> <div> 2020-10-23 DATE </div> </div>	

General Manager
Engineering & Planning Services



11.1.12

APPLICATION FOR SPECIAL CONSENT TO OPERATE A HOME SHOP ON ERF 536, TAMARISKIA EXTENSION 2

(C/M 2021/01/28 - 19.03.03, T 536)

Ordinary Management Meeting of 28 January 2021, Addendum 8.9 page 85 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 special consent to operate a home shop on Erf 536, Tamariskia Extension 2.

2. Introduction and Background

An application for consent to operate a Home shop on Erf 536, Tamariskia was submitted to the Engineering and Planning Services from Mrs Innocentia Tibinyanye, owner of Erf 536, Tamariskia, Extension 2, for consideration. The application is attached as **Annexure A**.

Erf 536, Tamariskia is zoned "Single Residential" and is located in along Mossie Laan Street, Extension 2. **(See site map below).**



Site map: Erf 536, Tamariskia Extension 2

3. Advertisement

The applicant has received the consent of the surrounding neighbours as prescribed by the Home Shop Policy and there were no objections received. A notice was also placed on site.

The proposed consent is yet to be advertised in the Namib Times Newspaper, as the applicant first had to seek Council's consideration

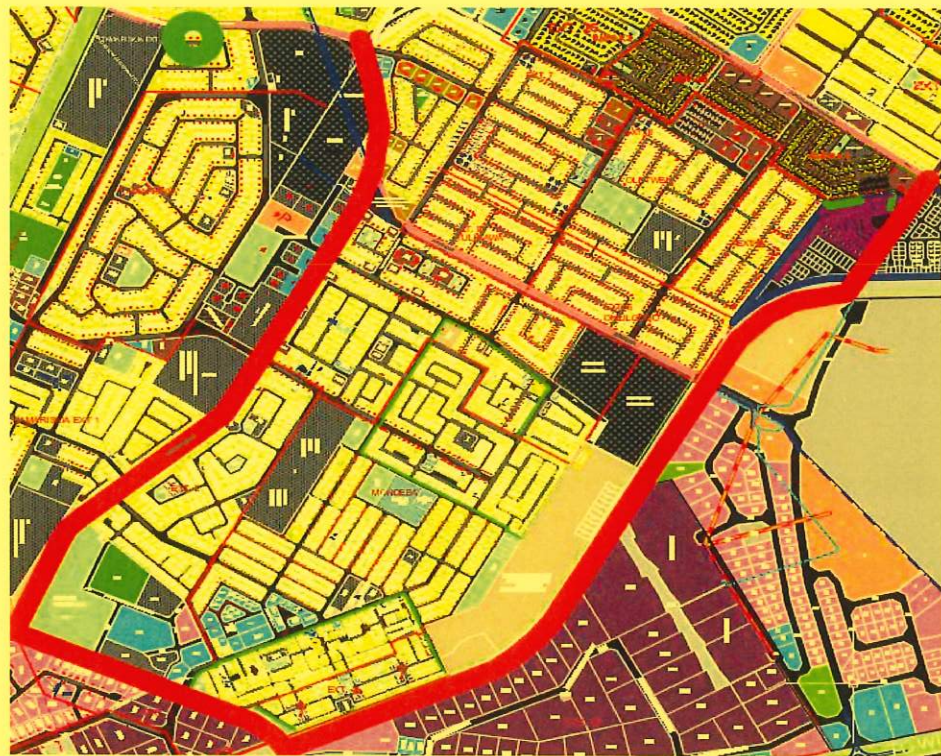
towards the proposed Home shop before they proceed with the placement of adverts

4. Discussion

An application for consent to operate a Home shop on Erf 536, Tamariskia was submitted to the Engineering and Planning Services from Mrs Innocentia Tibinyanye, owner of Erf 536, Tamariskia, Extension 2, for consideration.

In terms of Clause 8, Sub-section 8.21 (a) of the Swakopmund Town Planning Scheme "*Council may, subject to the provisions of clause 6.2 of the Scheme (advertisements for consent use), allow the operation of homebased general dealers in the following special demarcated areas: to the east of Rakotoka street, to the north of Winter street (Nelson Mandela Ave) and to the west of the railway reserve.*

It is as a result of the above that the applicant seeks Council's approval to operate a home shop on their erf which is situated outside the said demarcated area. As can be seen from the below map, the Home shop demarcated area only makes provision for Mondesa township and excludes other areas within Swakopmund.



Map: Home based general dealers special demarcated area

In terms of Table B of the Swakopmund Town Planning Scheme, Erf 536, Tamariskia is zoned single residential.

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 erected 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

In terms of the Scheme, "*Resident Occupation*" is defined as any commercial or industrial use conducted within a dwelling and carried on by the inhabitants.

The proposed home shop can be accommodated under the Resident Occupation provisions.

5. **Evaluation**

This development is favourable due to various reasons such as it gives the residents of Tamariskia ultimately relieves the residents in the surrounding area pressure by providing the essential necessary supplies and pre-paid electricity.

The home shop will be operating from a wendy house, which will be set up in the yard. Additionally, during these daring economic times, people are encouraged to explore different economic prospects and activities. The proposed Home shop activity requires consent under the "*Resident Occupation*" land use. Council reserves the right to withdraw such consent should valid complaints be received from the neighbours.

6. **Conclusion**

It is suggested that Council consider the application on Erf 536, Tamariskia Extension 2 for the operation of a Home shop outside the demarcated area, subject to the placement of the newspaper adverts.

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

RECOMMENDED:

- (a) **That special consent to operate a Home Shop on Erf 536, Tamariskia, Extension 2 outside the demarcated area, subject to the placement of the newspaper advertisements, be approved.**
 - (b) **That the approval be subjected to the following conditions that apply to consent given in terms of Councils "*Home Shop Policy*":**
 - (i) *That the erf owner must also be the licensee;*
 - (ii) *That the erf owner must be a resident on the site;*
 - (iii) *That they conform to the Town Planning Scheme and Building regulations;*
 - (iv) *That the percentage of the building used for the Home shop does not exceed 40% of buildings on the erf. The primary use as a residential erf must be retained.*
 - (v) *That consent is not transferable.*
-

ANNEXURE A- APPLICATION

Re: Motivation Letter.

This letter serves to inform your good offices that I wish to apply to start a Home Shop, which will operate from my house for the time being. I will within the coming four months get a Wendy house which will stand in the yard to do the business from.

The reason to start a business is because, I am no more working due to ill health (disability) and I need to maintain myself and family. I am currently bedridden and my sons and sister daughter will run the business for me, hoping that the Almighty will raise me up again on my two feet. This will help me pay my Municipal and other bills.

However there are some neighbors whom I approached to inform about my plans, and to sign the consent forms, but they declined. The reason for them declining are some individuals say the street will be busy and housebreaking will start. I do understand their concerns, however housebreaking/theft is everywhere, my personal belongings also have been stolen from the yard.

I will not operate the business during the night, the operating hours will be 07h00 - 19h00

Thus I am pleading to your good office to consider my application.

Looking forward to your positive response in this regard.

Yours Sincerely
Mrs. IT Tibinyane Jinye-e.
0814243272



MUNICIPALITY OF SWAKOPMUND

☎ (064) 4104517
 📠 088 651 9142
 ✉ 53 Swakopmund
 NAMIBIA
 📧 andiweteko@swkmun.com.na

APPLICATION FOR BUSINESS REGISTRATION

New Application (Consult Town Planner)	<input checked="" type="checkbox"/>	Change of Trade Name	
Renewal (On or before 31 March)		Change of Ownership (Consult Town Planner)	
Removal (Move to new Premises) (Consult Town Planner)		Business Closure	
Transfer (New Owner)		Postal Address Change	
Change of Business Activities		Lost or Stolen & Duplicate of Certificate	

NAME OF BUSINESS : Ippopeng Trading Enterprises CC
 NAME OF OWNER : Innocentia Tibinyange
 NAME OF MANAGER : Innocentia Tibinyange
 BUSINESS ADDRESS : PO BOX: 3572, Virela TELEPHONE: /
 TOWN : Swakopmund MOBILE: 08142143272
 E.MAIL ADDRESS : innocentiatibinyange@gmail.com
 ADDRESS OF BUSINESS : NO 53b, Mossie Ave, Tamariskia STREET
 ERF NO : 53b, Mossie Ave, Tamariskia

A. TYPE OF REGISTRATION REQUIRED:

Restaurant & Take Away	<input checked="" type="checkbox"/> Manufacturing / Production	Educational Institution	Entertainment
General Dealer	Child Care	Accommodation	Financial Institution
Administrative Office	Hospitality	Health & Beauty	Home Occupation
Medical Practice	Service Industry	Warehouse	Workshop
Home Shop	<input checked="" type="checkbox"/> Health Facilities	Dairy Producers	
Detailed Scope of Business i.e. Construction, Shebeen, Hair salon	<u>Groceries, Pre-paid Products</u>		

B. CERTIFICATE OF OWNER/AGENT IN RESPECT OF PREMISES (FOR ALL NEW BUSINESSES AS WELL AS BUSINESS MOVING TO NEW PREMISES)

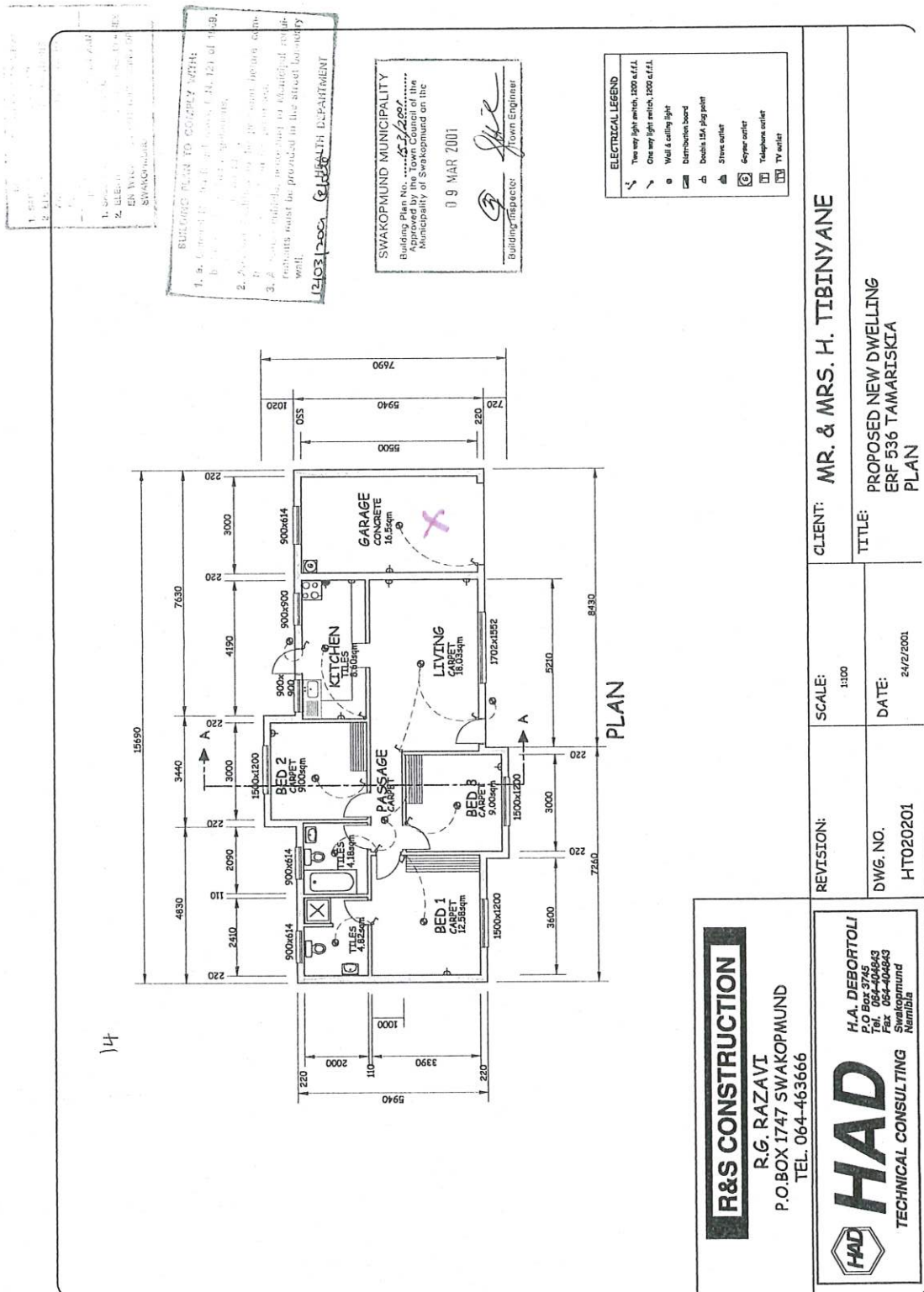
I hereby declare that I have granted permission to the above applicant to conduct the business for which they have applied on the said Erf.

Innocentia Tibinyange
 NAME (owner of property) (Please print)

Innyane
 SIGNATURE (owner of property)

Innyane
 SIGNATURE OF APPLICANT

12/08/20
 DATE



11.1.13

APPOINTMENT OF HEALTH AND SAFETY REPRESENTATIVES

(C/M 2021/01/28 - 11/1/4/27)

Ordinary Management Meeting of 28 January 2021, Addendum 9.1 page 03 refers.

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

The elections of the Health and Safety Representatives were concluded on **30 October 2020**, after delays were experienced due to poor attendance of sessions by staff members.

Hereunder is the table which indicates the elected Health & Safety Representatives for the various constituencies:

<i>Department / Work Area</i>	<i>Sections</i>
<i>Economic Development Services</i>	<i>Cemeteries / Fire Brigade & Rest Camp Ms Rosalia Ndalifilwa</i>
<i>Economic Development Services</i>	<i>Parks & Gardens Ms Gloria Links</i>
<i>Municipal Head Office</i>	<i>CEO's Office / HS & SWM / CS & HC Ms Wellencia Kauripeke</i>
<i>Municipal Head Office</i>	<i>E&PS / E & LEU / EDS & Finance Ms Rachel Eiki</i>
<i>Engineering & Planning Services</i>	<i>Workshops & Waterworks Mr Marcelino Beukes</i>
<i>Engineering & Planning Services</i>	<i>Labour Pool & Municipal Stores Ms Martha Shinedima & Mr Moses Jonas</i>
<i>Engineering & Planning Services</i>	<i>Sewerage Plant Mr Axel Mandume</i>
<i>Health Services & Solid Waste Management</i>	<i>Cleansing Services Mr Daniel Malala & Mr Johannes Matheus Mr Petrus Mufita & Mr Roberto Pakara</i>

In addition, Council at its ordinary meeting of **24 November 2015**, inter alia resolved under item 11.1.18:

(a) That the Health and Safety Committee consist of the following:

- The Chief Executive Officer (Chairperson)
- All General Managers
- Manager: Health Services
- Health & Safety Officer
- Six (6) Health and Safety Representatives
- Two (2) Workers Union Representatives

The Health & Safety Representatives were elected from amongst the workforce and most are from the lower job-grades, thus it is important that they be offered appropriate orientation in health and safety management. Such orientation will help them grow confidence and understanding of their new roles, which ultimately aims to bring about improved organizational health and safety performance.

During **January & February 2021**, the Health & Safety Officer will organize 1 training sessions with the Health & Safety Representatives, focusing on the following disciplines:

1. Legal framework for health and safety in Namibia
2. General principles of workplace health and safety
3. Essence of personal protective equipment (PPE)
4. Incident/accident reporting and investigations

5. *Hazard Identification and Risk Assessment*
6. *Health and safety communication*
7. *OHS & PPE Policies*
8. *Occupational Health and Safety Standards*

The above will be informal training sessions, which needs to be strengthened by formal accredited health and safety training, coupled with exchange programmes to practically experience how other Health & Safety Representatives operate. That will strengthen their understanding and exposure.

In the same vein, it has also been experienced that Supervisory personnel lack the basic understanding of their roles and responsibilities insofar as workplace health and safety is concerned. Chapter 4, of the Labour Act, (Act 11 of 2007), places the duty of care on the employers. These stipulations are further strengthened by the provisions of the Health & Safety Regulations, which directs the employers to have a safety policy with specific aims & objectives, and measures as to how these objectives will be attained.

The Health & Safety Representatives will be formally appointed at an occasion attended by the Chief Executive Officer or the General Manager: Health Services & Solid Waste Management. Importantly, the Health and Safety Committee is established by statute and needs to fulfill its function in terms of the provisions of both the Labour Act, (Act 11 of 2007) and the Health and Safety Regulations.

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

RECOMMENDED:

- (a) That the Council acknowledges the elected Health & Safety Representatives as portrayed in the table below:

<i>Department / Work Area</i>	<i>Sections</i>
<i>Economic Development Services</i>	<i>Cemeteries / Fire Brigade & Rest Camp Ms Rosalia Ndalifilwa</i>
<i>Economic Development Services</i>	<i>Parks & Gardens Ms Gloria Links</i>
<i>Municipal Head Office</i>	<i>CEO's Office / HS & SWM / CS & HC Ms Wellencia Kauripeke</i>
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<i>Engineering & Planning Services</i>	<i>Sewerage Plant Mr Axel Mandume</i>
<i>Health Services & Solid Waste Management</i>	<i>Cleansing Services Mr Daniel Malala & Mr Johannes Matheus Mr Petrus Mufita & Mr Roberto Pakara</i>

- (b) That the Council supports the initiative by the Health & Safety Officer to offer informal training to the elected Health & Safety Representatives.
- (c) That the General Manager: Health Services & Solid Waste Management provides sufficient funds on the 2021 / 2022 Operational Budget for the accredited training for Supervisory personnel and the elected Health & Safety Representatives.