

# Municipality of Swakopmund

## AGENDA

## PART 2

# ORDINARY COUNCIL MEETING

ON

THURSDAY

**28 AUGUST 2025**

AT

19:00



**CONTACT US:**

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11.1.15

**REQUEST FOR SPONSORSHIP TOWARDS WINTER SEMESTER EXCHANGE PROGRAMME - ACCOMMODATION OF MR CHE-VAUGN JAHRS**

(C/M 2025/08/28 - 12/5/4/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.2** page **06** refers.**A. This item was submitted to the Management Committee for consideration:****INTRODUCTION**

The submission seeks the Council's approval and condonation for approval for sponsorship towards accommodation for the Winter Semester Exchange Programme as from **September 2025** to **March 2026**.

**BACKGROUND AND PROPOSAL**

This item was initially submitted to the Mayoral Development Fund (MDF). However, due to the applicant's request for an amount of N\$85,000.00, it was referred to the Management Committee. The Committee recommended that further clarity be obtained to clearly identify the applicant's specific needs. Accordingly, it was advised that the item be referred back to the MDF for consideration upon receipt of the requested information.

Mr Che-Vaughn Jahrs, a resident of Swakopmund, is currently pursuing his Bachelor of Architecture in Windhoek. He has been nominated by the University of Science and Technology to participate in the 2025 Winter Exchange at RheinMain University of Applied Sciences from **September 2025** to **March 2026**.

The applicant has indicated that this exchange programme will help enhance his architectural knowledge and enable him to develop design solutions that are sustainable and socially responsive, thereby making a meaningful contribution to the Namibian sector. The cost for the 6-month accommodation has been outlined as follows:

<b>Items</b>	<b>Service Provider</b>	<b>Amount</b>
Accommodation • Monthly Rent: €403 • Duration: 6 months • Total Rent for 6 Months: • €403 × 6 = €2,418 • Deposit (2 months' rent): €403 × 2 = €806 <b>Total Amount Required:</b> €2,418 (rent) + €806 (deposit) = €3,224 €3,224 × 20.8 = N\$67,059.20	Hobschulle Rheinman	N\$67,059.20
<b>Total</b>		<b>N\$67,059.20</b>

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

**RECOMMENDED:**

- (a) That Council approves the request for financial assistance towards the accommodation of Mr Che-Vaughn Jahrs for his Winter Exchange Programme.
  - (b) That the amount of N\$67,059.20 be paid directly to the service provider.
  - (c) That the approved amount be defrayed from Mayoral Development Fund Vote 200515578000, where N\$260,284.50 is available.
-

11.1.16

**REQUEST FOR A REDUCED RATE BY ORA PRONOBIS NATIONAL CHOIR FOR ACCOMMODATION AT THE MUNICIPAL REST CAMP TO HOST NATIONAL CHOIR CONFERENCE**

(C/M 2025/08/28 - 15/2/7/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.3** page **18** refers.

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

**1. INTRODUCTION**

Attached is a letter from Ora Pronobis National Choir, registered with the Evangelical Lutheran Church in Namibia, dated **11 July 2025 (Annexure "A")**, seeking Council's approval for a reduced rate to host their National Choir Conference in Swakopmund from **2-5 October 2025**.

**2. BACKGROUND & DISCUSSION**

The Ora Pronobis National Choir, affiliated with the Evangelical Lutheran Church in Namibia, has selected Swakopmund as the venue to host their National Choir Conference, which takes place every five years. The event is expected to attract approximately 300 participants from various regions, including unemployed youth, women, and pensioners from rural areas who often cannot afford formal accommodation in Swakopmund.

The organising committee has made a provisional booking on booking number 216761 to the value of **N\$168,936.48** at the Swakopmund Municipal Rest Camp and is therefore seeking the Council's consideration for a reduced accommodation fee as part of its social responsibility mandate to support vulnerable communities and promote cultural exchange.

**3. CONCLUSION**

The council's current policy does not allow for discounts during weekends or peak seasons; hence, this submission is presented for consideration. The event contributes to the social upliftment of marginalised groups and promotes cultural and spiritual unity, aligning with the Council's social development goals. Considering that all participants are from a church organisation, it is therefore proposed that the discount be limited to 15%.

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

**RECOMMENDED:**

- (a) **That Council takes note of the provisional booking, Number 216761.1, made by the Ora Pronobis National Choir to host their National Choir Conference at the Swakopmund Municipal Rest Camp from 2-5 October 2025.**
- (b) **That Council provides a 15% Discount on the total accommodation costs, the value of N\$16,893.65, in support of Council's commitment to social responsibility and inclusivity, enabling unemployed youth, women, and pensioners from rural areas to participate.**
- (c) **That Ora Pronobis National Choir be informed that the discount is only applicable if the booking value remains as per booking number 216761.1.**

ANNEXURE "A"

15/217/12



# Ora Pronobis

THE PRESIDENT'S OFFICE  
GENERAL SECRETARY  
Ms. Magreth //Gases  
Private Bag 1002  
Uis  
Cell: 081-7115882



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22 July 2025

**To:** The Council Management Committee  
Via The Chief Executive Officer  
Swakopmund Municipality

**Subject:** Request for Accommodations National Ora Pronobis Choir

**Dear Sir/Madam**

We, the Executive Committee of the National Ora Pronobis Choir, a registered and recognized choir of evangelical Lutheran Church in the Republic of Namibia (ELCRN), hereby humbly plea with your esteemed office to consider granting us a discount on the attached quotation for accommodation service for our upcoming ceremony. We search through possible cheaper places, but didn't succeed, reasons being given, that is external and semi-external examination time meaning hostel boarders not allow to go for home weekends, and most school halls are used as the examination venues.

We are planning to hold our National Choir Conference during the weekend of 09<sup>th</sup> to 12<sup>th</sup> October 2025, under the theme "Spiritual Growth and mental Wellness"

Apart from the theme we are also going to tackle following from the Christianity view:

**Youth:** Drug addiction and teenage pregnancy

**Low-income members:** Give ideas on how to make extra income and life without salary income.

**Pensioners:** Let them feel that they are worthy and loved.

This once off in 5 year time event is a spiritually enriching and socially impactful event that draws together +- 300 choir members from across the borders of Namibia, our membership is comprised of individuals from a wide variation of socio-economic backgrounds, including:

- 55 Pensioners
- 35 Kiddies
- 60 Unemployed youth and young adults

© ORA PRONOBIS CHOIR - Information letters

President: Mr. Piet /Uirab, Chairman: Mr. Mannetje //Gauseb, General Secretary: Miss. Magreth //Gases



- 45 Low-income members
- 105 Employed members

Some of our members resides on farms and remote areas, and are in need of financial relief to participate in this life changing event.

Based on above reasons we humbly appeal to your good office, to consider a special discount or subsidy towards the accommodation cost reflecting on your quotation. Your support would make a significant difference in enabling equal access for our members to this conference, regardless of their financial standings.

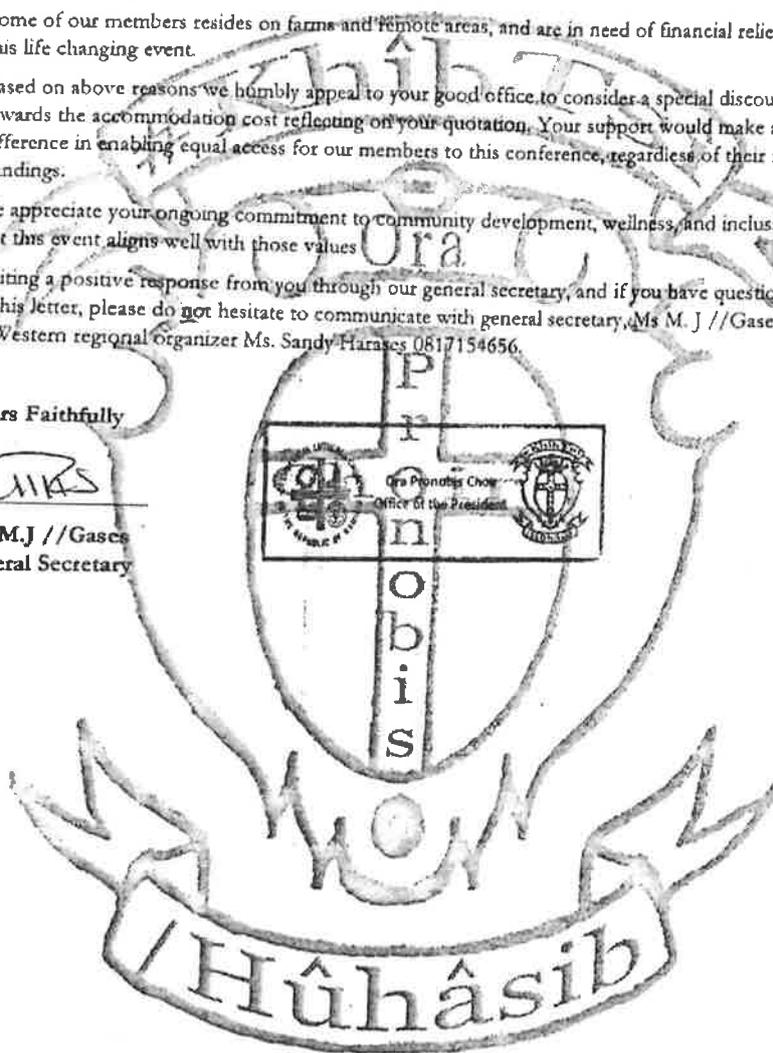
We appreciate your ongoing commitment to community development, wellness, and inclusion, and we trust that this event aligns well with those values.

Waiting a positive response from you through our general secretary, and if you have questions on contents of this letter, please do not hesitate to communicate with general secretary, Ms M. J //Gases 0817115882, or Western regional organizer Ms. Sandy Harases 0817154656.

Yours Faithfully



Ms. M.J //Gases  
General Secretary



11.1.17 **REQUEST FOR REDUCED RATE BY ROMAN CATHOLIC MOTHERS CIRCLE FOR ACCOMMODATION AT MUNICIPAL REST CAMP TO HOST WOMEN'S CONFERENCE**

(C/M 2025/08/28 - 15/2/7/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.4** page **24** refers.

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

**1. INTRODUCTION**

Attached is a letter from the Roman Catholic Mothers Circle (RCMC) dated **10 July 2025 (Annexure "A")** seeking Council's approval for a reduced rate to host their women's conference at the Municipal Rest Camp from **12-14 September 2025**.

**2. BACKGROUND & DISCUSSION**

The Roman Catholic Mother's Circle (RCMC) is a church group established in 1985 dedicated to empowering young mothers in their communities and fostering social responsibility. It has selected Swakopmund as the ideal destination to host its annual women's conference, where it will be inaugurating its new President. The organising committee is expecting a group of 300 women from various regions in Namibia and has thus made a booking at the Swakopmund Municipal Rest Camp to the value of **N\$100,654.00**.

In light thereof, the RCMC is seeking approval from Council to consider granting them a reduced rate to ensure that senior citizens and unemployed women can also afford the accommodation during this event.

**3. CONCLUSION**

Council's discount policy does not allow for any discount during weekends as well as peak seasons, hence the submission. Considering that all participants are from a church organization, it is therefore proposed that the discount be limited to 15%.

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

**RECOMMENDED:**

- (a) **That Council takes note of the provisional booking, Number 216354.1, made by the Roman Catholic Mother's Circle of Namibia to the value of N\$100,654.00 to host their annual women's conference at the Swakopmund Municipal Rest Camp from 12-14 September 2025.**
- (b) **That Council provides a 15% Discount to the booking value of N\$20,130.80 to the Roman Catholic Mothers Circle of Namibia as per booking number 216354.1.**
- (c) **That Roman Catholic Mothers Circle be informed that the discount is only applicable if the booking value remains as per booking Number 216354.1**

## Annexure "A"

Mrs Samieline Timone  
 President Elect  
 Roman Catholic Mothers Circle  
 Swakopmund, Namibia  
 +26481 496 2147  
 06 June 2025

The General Manager - EOS  
 Municipality of Swakopmund  
 Swakopmund, Namibia

Subject: Request for Discounted Accommodation at the Bungalows

Dear Mrs Michelle Uvrisa:

I am writing on behalf of the Roman Catholic Mothers Circle in Swakopmund to kindly request discounted accommodation at the Bungalows for our upcoming conference on the 12-14 September 2025. The Roman Catholic Mothers Circle, a non-profit organization established on 12 September 1985, is dedicated to empowering young mothers in our communities and fostering social responsibility.

Our conference will bring together approximately 300 women from across Namibia to engage in Bible studies, drama performances, and outreach activities aimed at addressing pressing societal issues. A significant focus of our gathering will be to do the inauguration of our President elect but also support vulnerable individuals within the Erongo Region by donating food and essential items to improve their livelihoods.

Given that many of our attendees are traveling great distances at their own expense, we seek assistance in reducing accommodation costs through a discount. This gesture will ease their financial burden and allow us to maximize our impact in shaping a more inclusive and productive society.

We sincerely appreciate the Municipality of Swakopmund's continued support of community-driven initiatives and humbly ask for your favorable consideration of our request. We would be grateful for an opportunity to discuss this matter further and explore possible arrangements.

Thank you for your time and consideration. We look forward to your positive response.

Mrs Samieline Timone  
 President Elect  
 Roman Catholic Mothers Circle



- 11.1.18 **REQUEST FOR REDUCED RATE AT MUNICIPAL REST CAMP FOR THE MINISTRY OF WORKS AND TRANSPORT: SPORTS AND WELLNESS WEEK**  
(C/M 2025/08/28 - 15/2/7/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.5** page **31** refers.

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

**1. INTRODUCTION**

The Ministry of Works and Transport, Erongo Region, was selected to host the Annual Ministerial Sports and Wellness Week from **31 August to 6 September 2025** in Swakopmund. In their attached letter (**Annexure A**), the Vice Chairperson of the committee is requesting a discounted rate for their accommodation.

**2. BACKGROUND & DISCUSSION**

The Annual Ministerial Sports and Wellness Week is a key event organised by the Ministry of Works and Transport, aimed at promoting physical well-being, unity, and team spirit among staff members. This year, Swakopmund has been selected as the host due to its facilities and hospitality offerings. They are expecting to receive approximately 500 staff from all 14 regions to participate in the event, but unfortunately, the quotation for accommodation exceeds their budget.

Hosting this national event provides the Swakopmund Municipality with significant exposure and supports government efforts to foster inter-regional collaboration and wellness. It also encourages the use of our local facilities and services, potentially boosting other sectors such as tourism and retail.

It should be noted that the Ministry of Works and Transport has made a provisional booking to the value of **N\$680,156.58** for the period of 6 days.

**3. CONCLUSION**

The Council's current policy does not allow for discounts during weekends or peak seasons; hence, this submission is presented for special consideration. Considering that all participants are employees of the government, it is therefore proposed that the discount be limited to 10%.

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

**RECOMMENDED:**

- (a) **That Council takes note of the provisional booking, Number 215978.1, made by the Ministry of Works and Transport at the Municipal Rest Camp from 31 August - 6 September 2025.**
  - (b) **That Council provides a 10% Discount on the total accommodation value of N\$680,156.58 as per booking Number 215978.1.**
  - (c) **That the Ministry of Works and Transport be informed that the discount is only applicable if the booking value remains as per booking Number 215978.1**
-



REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF TRANSPORT

DIVISION: GOVERNMENT GARAGE

Enquiries: G SCHWARZ

Tel: 064 463 868

Fax: 064 413 000

Cell: +264 81 416 3788

Private Bag 5021

Swakopmund

Namibia

21 May 2025

**The Chief Executive Officer  
Swakopmund Municipality  
P.O. Box 53  
Swakopmund  
Namibia**

**Attention: Mr. Vilho Kaulinge  
GM: Economic Development Services**

**Subject: APPLICATION FOR DISCOUNT ON BOOKING OF MUNICIPAL BUNGALOWS**

The Ministry of Works and Transport; Erongo region was nominated to host the Annual Ministerial Sports and Wellness Week from the 31<sup>st</sup> August till the 06 September 2025 in Swakopmund, Erongo Region.

We are thus anticipating about 500 staff members from all Fourteen (14) regions to participate in this event. In view of the above, we have approached the Municipal Bungalows for accommodation as per attached quotation which has exceeded the amount of funds budgeted thus making it difficult for us to incur all the costs involved.

It is against this background that we are humbly requesting your good office for a discount on the cost of accommodation as the Municipal Bungalows is the only place to accommodate a large number of people in Erongo region.

We trust that this event will not only enhance team building and wellness efforts but will also boost the local economy of Swakopmund.

We are trusting your good office to enable us to be the best host.

Yours sincerely,

**Mr. G Schwarz  
Vice Chairperson  
Ministry of Works and Transport  
Erongo Regional Sports Committee**



11.1.19

**NAMIBIA NATIONAL MAYORS FORUM EXCO MEETING**

(C/M 2025/08/28 - 12/5/5)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.6** page **45** refers.

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

The submission seeks the Council's approval for the Mayor's attendance at the upcoming Executive Committee (EXCO) meeting of the Namibia National Mayors Forum (NNMF), scheduled for **21 August 2025** in Tsumeb, as well as approval for participation in future NMF meetings, and for payment of the annual membership fee of **N\$30,000.00**.

**BACKGROUND**

The Namibia National Mayors Forum (NNMF) is a national platform bringing together Mayors from all local authorities across Namibia to share best practices, deliberate on common challenges, and align local governance efforts with national development objectives. As a member of the NNMF Executive Committee, the Mayor of Swakopmund is required to attend scheduled meetings and engagements throughout the year.

The next NNMF EXCO meeting is scheduled to take place on 21 August 2025 in Tsumeb. Several other meetings are anticipated to follow during the year. It is proposed that approval be granted for the Mayor to attend all NNMF-related engagements for the current year.

The meeting schedule for the 2025 Mayoral Forum is scheduled as follows:

<b>Date</b>	<b>Venue</b>
19 June 2025	Oshakati, Town Council Boardroom
21 <sup>st</sup> August 2025	Tsumeb
30 October 2025	Otjiwarongo
31 October 2025	Otjiwarongo

Swakopmund's active participation in the National Mayors Forum ensures that the town remains represented at national dialogue platforms that shape local governance frameworks and policy implementation. The Mayor's involvement also creates opportunities to strengthen inter-municipal collaboration and advocate for the unique interests of Swakopmund at the national level.

**FINANCIAL IMPACT**

<b>Name</b>	<b>Event</b>	<b>Event Date</b>	<b>Number Of Days</b>	<b>Costs</b>
Blasius Goraseb	NNMF EXCO Meeting	21 <sup>st</sup> August 2025	2	N\$4400.00
Delinda Hanes	NNMF EXCO Meeting	21 <sup>st</sup> August 2025	2	N\$4400.00
Blasius Goraseb	NNMF EXCO meeting And AGM	30 and 31 <sup>st</sup> October 2025	3	N\$6400.00

Delinda Hanes	NNMF EXCO meeting And AGM	30 and 31st October 2025	3	N\$6400.00
<b>Total</b>				<b>N\$21,600.00</b>

Additionally, in line with the Forum's requirements, all participating local authorities are expected to contribute an annual membership fee. For the 2025/2026 financial year, the annual fee amounts to **N\$30,000.00**.

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

**RECOMMENDED:**

- (a) That the Council approves the Mayor and the PA to the Mayor's attendance at the National Mayors Forum Executive Committee Meeting scheduled for 21 August 2025 in Tsumeb.
  - (b) That the Management Committee approves the Mayor and the PA to the Mayor's participation in subsequent NMF-related engagements during the year 2025/2026.
  - (c) That the Council approves the payment of the annual membership fee of N\$30,000.00 to the National Mayors Forum.
  - (d) That the amount of N\$30,000.00 be defrayed from the Membership and Subscription Vote: 101015526500, where N\$300,000.00 is available.
  - (e) That the travelling expenses to the value of N\$21,600.00 be defrayed from the Conference Vote: 101015505500, where N\$630,700.00 is available.
-

11.1.20 **NATIONAL DAY OF FRANCE AND 249<sup>TH</sup> U.S INDEPENDENCE DAY**  
(C/M 2025/08/28 - 12/5/1)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum  
**10.7** page **47** refers.

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

1. **INTRODUCTION**

The submission seeks the condonation of the trip by the Mayor to Windhoek to attend events as per the (**attached**) invitations.

2. **BACKGROUND**

The Mayor of Swakopmund was invited to attend both high-level diplomatic events held in Windhoek on separate dates. These events, hosted by the French and United States Embassies respectively, were attended by government officials, members of the diplomatic corps, local authority representatives, and other dignitaries.

The Mayor's presence at such occasions forms part of Swakopmund's broader commitment to fostering international relations, promoting cultural diplomacy, and building networks that may benefit the town in terms of visibility, partnerships, and future collaboration. The Mayor travelled to Windhoek in July as from **09 July** to **13 July 2024** to attend meetings and events as per the details below:

**Event details:**

<b>Date</b>	<b>Event Description</b>
01-03 July 2025	U.S 249 <sup>th</sup> Independence Celebration
13-15 July 2025	National France Day-French Embassy Celebration

**Details of participants:**

<b>Name</b>	<b>Event</b>	<b>Dates travelled</b>	<b>Costs incurred</b>
Blasius Goraseb	U.S 249 <sup>th</sup> Independence Celebration	01-03 July 2025	N\$4400.00
Blasius Goraseb	National France Day-French Embassy Celebration	13-15 July 2025	N\$4400.00
<b>Total costs</b>			<b>N\$8800.00</b>

3. **CONCLUSION**

The Management Committee is hereby informed of the series of the above events and the costs incurred during the period.

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

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

- (a) **That Council takes note of the above information.**
- (b) **That Council condones the travelling and subsistence costs incurred to the value of N\$8,800.00, which were defrayed from the Council's Conference Vote 101015505500**

11.1.21 **UIS INVESTORS CONFERENCE 4 JULY 2025**  
(C/M 2025/08/28 - 13/3/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum  
**10.8** page **48** refers.

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

**1. INTRODUCTION**

This submission seeks to request Council's condonation for the attendance of the Municipality of Swakopmund representatives at the Uis Investors Conference and Gala Dinner held on **04 July 2025**.

**BACKGROUND**

The Uis Investors Conference and Gala Dinner was held on **04 July 2025** in Swakopmund to promote investment opportunities and strengthen collaboration between local authorities, investors, and stakeholders in the Erongo Region and beyond.

Representatives from the Municipality of Swakopmund attended both the conference and the gala dinner, where they actively engaged with potential investors.

The gala dinner provided an important networking platform, which was in the interest of the Municipality's strategic objectives of attracting investment, fostering regional cooperation, and advancing local economic development.

**2. DISCUSSION**

The attendance at the Uis Investors Conference and Gala Dinner was aligned with the Municipality's mandate to promote investment and economic development.

While only **5** representatives attended the gala dinner instead of 10, their presence and active participation contributed to enhancing the visibility of Swakopmund as an attractive destination for investors, thereby furthering Council's strategic goals.

Council's condonation is therefore sought for the attendance of the Municipality's representatives at the gala dinner and for the payment of **N\$7500.00** for the **5** seats which were occupied.

**3. FINANCIAL IMPACT**

The cost of Council is as follows:

The gala dinner fees were **N\$1,500** per seat or **N\$10,000.00** for a table of **10** seats and only five representatives, amounting to the total of **N\$7,500.00**.

Below is a summary of the potential financial implications this may have for the Council.

<b>Item</b>	<b>Number Of Participants</b>	<b>Cost N\$</b>
	Five (5)	N\$1500.00
<b>TOTAL</b>		<b>N\$7,500.00</b>

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

**RECOMMENDED:**

- (a) That Council condones the participation of Council at the Uis Investors Conference hosted on 05 July 2025.
- (b) That the following estimated expenditure for expenses be approved.

<b>Item</b>	<b>Number Of Participants</b>	<b>Cost N\$</b>
	Five (5)	N\$1500.00
<b>TOTAL</b>		<b>N\$7,500.00</b>

- (c) That the amount of N\$7500.00 be defrayed from the Publicity Vote: 101015513000 where N\$70,000.00.
-



REPUBLIC OF NAMIBIA



## ERONGO REGIONAL COUNCIL

## OFFICE OF THE CHAIRPERSON

TEL: +264 064 410 5700

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Enquiries: Mr. Dismon Kamhatuamasa

Email: [dkamhatuamasa@erongorc.gov.na](mailto:dkamhatuamasa@erongorc.gov.na)

Ref:12/R

461 Tobias Halnyeko Street

Swakopmund, Namibia

Private Bag 5019

Swakopmund, Namibia

## To All Mayors

27 June 2025

Arandis: His Worship, Barnabas Kambara  
 Karibib: His Worship, Davi Van Wyk  
 Usakos: Her Worship, Irene Simeon-Kurtz  
 Swakopmund: His Workship, Blasius !Goraseb  
 Walvis Bay: His Workship, Trevino Forbes  
 Omaruru : His Worship, Vincent Kahua  
 Henties Bay: His Workship, Lewies Vermaak

Dear Honourable Mayor,

**Subject:** Invitation to the Uis Investors Conference – 4 July 2025

We are honoured to extend an invitation to you to grace us with your presence at the **Uis Investors Conference**, scheduled to take place on **Friday, 4 July 2025**, at the **Swakopmund Hotel and Entertainment Centre**, starting promptly at **08h00**.

Your esteemed presence is kindly requested to participate in the **plenary discussion**, where a selected panel of experts will deliberate on the following topics:

1. *Uis in Transition – Mining, Tourism & Beyond*
2. *Local Authority Governance and Sustainability*
3. *Investment in Real Estate, Retail and Manufacturing*

To secure your seat at the Gala Dinner, you may purchase a table of ten for N\$10,000 or an individual seat for N\$1,500. Please refer to the attached banking details for payment and use the reference "Uis2025" for all transactions. We would appreciate receiving your confirmation by 20 June 2025, either by replying to this letter or by contacting the conference secretariat: Mr. Immanuel Katonyala at 081 471 4050, or Ms. Clarasia Jamneck at 081 651 8052, or via email at [cjamneck@erongorc.gov.na](mailto:cjamneck@erongorc.gov.na). We look forward to your valued participation and support of this important event.

Yours sincerely,

  
 Cllr. F. Donatus  
 CHAIRPERSON OF ERONGO REGIONAL COUNCIL

CHAIRPERSON OF UIS INVESTORS CONFERENCE, IN SWAKOPMUND – 4 JULY 2025



+264 64 410 4103 | P O Box 53, Swakopmund, Namibia

(12/1/1)

Ms Delinda Hanes

02 July 2025

**Dr Mupenzi Ntelamo**  
Chief Regional Officer  
Erongo Regional Council  
**SWAKOPMUND**

Dear Dr Ntelamo

**INVITATION TO UIS INVESTORS CONFERENCE AND GALA DINNER**

We acknowledge with appreciation the invitation to the upcoming Uis Investors Conference and hereby confirm the attendance of the Council of Swakopmund at this important event.

Council recognises the significance of this platform in advancing regional economic development, fostering strategic partnerships and unlocking investment opportunities across the Erongo Region.

Kindly take note that a total of five (5) representatives from the Municipality of Swakopmund will attend the conference. Kindly issue an invoice to the Municipality of Swakopmund.

We thank the Erongo Regional Council for the invitation and wish you all the best with the final preparations for a successful and impactful event.

Yours Sincerely

  
**Mr Alfeus Benjamin**  
CHIEF EXECUTIVE OFFICER  
DH/dh



11.1.22 **NOTICE OF THE BOARD OF DIRECTORS EXTRAORDINARY MEETING RE-SCHEDULED TO TAKE PLACE ON 29 JULY 2025, IN WINDHOEK AT THE ALAN OFFICE**

(C/M 2025/08/28 - 12/6/1)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.9** page **52** refers.

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

**1. INTRODUCTION**

The submission seeks Council's approval and condonation for Honourable Dina Namubes, who attended the ALAN extra-ordinary Meeting scheduled to take place on **29 July 2025**.

**2. BACKGROUND**

The ALAN Extraordinary Board Meeting is a strategic gathering of board members to discuss matters of national relevance concerning local authorities. Cllr Dina Namubes, in her capacity as a serving ALAN board member and former Mayor of Swakopmund, was invited to participate in this meeting held in Windhoek on **29 July 2025**.

**3. DISCUSSION**

Cllr Namubes continues to represent the interests of the Municipality of Swakopmund through her active role in ALAN's board. Her participation ensures that the voice of Swakopmund is present in national-level discussions and that decisions affecting local governance include input from our town's leadership.

Although her official term as Mayor has ended, her current role within ALAN necessitated her attendance. It is therefore proposed that Council condones her participation in the meeting, which was in alignment with municipal obligations.

**4. FINANCIAL IMPACT**

<i>Item</i>	<i>Lunch Tarif (2x 400,00)</i>	<i>Overnight Allowance (5 Days X N\$1000,00) X 2</i>	<i>Accommodation (5 Days X N\$1000,00) X 2</i>	<i>Transport Cost (N\$5.00/Km)</i>	<i>Total</i>
<i>Overnight allowance in Windhoek (N\$2000.00) Dina Namubes</i>	N\$400.00	N\$2,000.00	N\$2,000.00	N\$3600.00	N\$8,000.00
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>					<b>N\$8000.00</b>

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

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

- (a) That Council condones the attendance of Councillor Dina Namubes to the ALAN Extra-ordinary meeting scheduled to take place on 29 July 2025.
- (b) That the following expenditure be approved.

<i>Item</i>	<i>Lunch Tarif (2x 400,00)</i>	<i>Overnight Allowance (5 Days X N\$1000,00) X 2</i>	<i>Accommodation (5 Days X N\$1000,00) X 2</i>	<i>Transport Cost (N\$5.00/Km)</i>	<i>Total</i>
<i>Overnight allowance in Windhoek (N\$2000.00) Dina Namubes</i>	<i>N\$400.00</i>	<i>N\$2,000.00</i>	<i>N\$2,000.00</i>	<i>N\$3600.00</i>	<i>N\$8,000.00</i>
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>				<b>-</b>	<b>N\$8000.00</b>

- (c) That the amount of N\$8000.00 be defrayed from the Conference Vote 101015505500, where N\$630,700.00 is available.
-



## The Association for Local Authorities in Namibia

No. 24 Corner of Johan Albrecht & Pasteur Street Windhoek - West.  
Box 2721 Windhoek

Telephone: +264 61 240914/5; Fax: +264 61 240929; Email: alan@iway.na; www.alan.org.na

### OFFICE OF ALAN PRESIDENT

Enquiries: Ms. Maureen Kambala - +264812739102

5 March 2025

To Honourable Mayors  
Honourable Chairpersons of Village Councils

CC Chief Executive Officers  
ALAN Board Members

RE ALAN LOCAL GOVERNMENT CONVENTION AND LAUNCH OF THE SPORTS  
AWARDS CEREMONY 23 – 25 APRIL 2025 TO BE HOSTED IN SWAKOPMUND

The above subject matter and subsequent logistical note dated February 10, 2025 bear's reference.

This letter serves as the reminder for the scheduled ALAN Convention 2025 to take place 22-25 April 2025 in Swakopmund Municipality Multipurpose Hall. Please take note that registration is required to be eligible for attendance. ALAN is happy to announce the reduce registrations fees that are inclusive of lunch, morning and afternoon tea/coffee and attendance of first sports and recreation awards ceremony on 24 April 2025.

**1. Registration Fees:**

- Local authorities in good standing/paid-up membership fees will pay N\$2500.00 per delegate.
- Local authorities not in good standing/not fully paid-up membership fees will pay N\$3000.00 per delegate.

**Board of Directors:** S. !Oë-Amseb-President, Hilda Jesaja-Vice President, F.N. Kahungu, Job Amupanda, S. Nujoma, V. Shandjuuka, E. Goagoses, J. Ndeutepo, O. Kavandje, R. !Hoeab, D. Van Wyk, G. Kanyanga, E. Gariseb, B. Fredricks, N. Amuthenu, A. K. Liveve, S. Asino, B. Mensah, L. Shamalaza, D. Namubes.

Reg: 21/2007/0245



**2. Number of delegates**

- o The number of delegates per LA is the discretion of the council.

**3. ALAN BOARD and International Guest**

- ALAN Board members, international guests, speakers and moderators of sessions are exempted from payment of registration fees.

**4. Expectation**

- ✓ CEOs or responsible staff of the LA are humbly requested to ensure that payment of the registration fees and membership fees are paid separately into the respective bank accounts as indicated below.

**1. Convention 2025 Registration Fees to be deposited to:**

Bank Windhoek : Main Branch  
 Account Name : The Association of Local Authorities  
 Account No : CHK- 8032675648  
 Branch Code : 481 972

**2. Membership Fees to be deposited to:**

Standard Bank : Gustav Volgts  
 Account Name : ALAN Main Account  
 Account No : 042729017  
 Branch Code : 08277200

We are looking forward to your participation and support to shape the local government we all want together. For any queries please don't hesitate to contact the ALAN secretariat.

Yours in local government development.

  
 HON. DR. SAMUEL IOE-AMSEB  
 PRESIDENT OF ALAN



**Board of Directors:** S. IOE-Amseb-President, Hilda Jesaja-Vice President, F.N. Kahungu, Job Amupanda, S. Nujoma, V. Shandjuuka, E. Goagoses, J. Ndeutepo, O. Kavandje, R. IHoab, D. Van Wyk, G. Kanyanga, E. Gariseb, B. Fredricks, N. Amuthenu, A. K. Liveve, S. Asino, B. Mensah, L. Shamalaza, D. Namubes.  
 Reg: 21/2007/0245

11.1.23 **INVITATION TO THE WALVIS BAY MAYORAL FUNDRAISING GALA DINNER**  
(C/M 2025/08/28 - 13/3/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum  
**10.10** page **59** refers.

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

**1. INTRODUCTION**

The purpose of this submission is to request Council's condonation and approval for **seven (7)** members of Council to attend the Mayoral Fundraising Gala Dinner hosted by the Municipality of Walvis Bay, scheduled to take place on **02 August 2025**.

**2. BACKGROUND**

The Municipality of Walvis Bay has extended an invitation to Council to attend its annual Mayoral Fundraising Gala Dinner, which serves as a platform for stakeholder engagement, municipal networking, and the mobilization of support for local community initiatives. This event is attended by representatives of various local authorities, business leaders, and community stakeholders, offering an opportunity to strengthen intergovernmental relations and showcase Council's support for regional development efforts.

**3. DISCUSSION**

The event offers an opportunity for Council representatives to benchmark best practices, engage with key stakeholders in the marine and tourism industries, and explore collaborative initiatives that could enhance Swakopmund's visibility and growth.

**4. FINANCIAL IMPACT**

Below is a summary of the potential financial implications this may have for the Council. The cost of Council is as follows:

The gala dinner fees were **N\$1,500** per seat or **N\$15,000.00** for a table of **10** seats. Despite the provision of a full table seating **10**, only **7** representatives from the Municipality attended the gala dinner, totaling **N\$10,500.00**. Below is a summary of the potential financial implications this may have for the Council.

<b>Item</b>	<b>Number Of Participants</b>	<b>Cost N\$</b>
	Seven (7)	N\$1500.00
<b>TOTAL</b>		<b>N\$10,500.00</b>

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

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

- (a) That Council condones the participation of Council at the Walvis Bay Mayoral Fundraising Gala Dinner hosted on 02 August 2025.
- (b) That the following estimated expenditure for expenses be approved:

<i>Item</i>	<i>Number Of Participants</i>	<i>Cost N\$</i>
	Seven (7)	N\$1500.00
<b>TOTAL</b>		<b>N\$10,500.00</b>

- (c) That the expenses to the value of N\$10,500.00 be defrayed from the Conference Vote: 101015505500 where N\$630,700.00 is available.
-

11.1.24 **WAIVING OF RESTRICTION ON ALIENATION AND OR TRANSFER  
CONDITION - ERF 179/2, SWAKOPMUND**  
(C/M 2025/08/28 - 12/2/4/4, E 179/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum  
**10.11** page **60** refers.

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

1. **INTRODUCTION**

This submission is tabled to Council to obtain Council's approval to waive the restrictive condition of alienation and or transfer registered against Deed of Transfer T 27/1996 (**Annexure "A"**) in respect of Erf 179/2, Swakopmund to enable the transfer of ownership of the erf from **estate late Helga Elsa Alice Engehard** to the beneficiary, Uta Clausen.

In terms of Council's records, Erf 179/2 was initially sold to Mr / Ms L W Friedrich during 1949. Transfer of the erf was registered with the following condition in the title deed (page 3, point 2):

2. The said erf shall not be alienated or transferred without the consent of the Municipality first had and obtained.

The purpose of this condition is unknown; it is assumed that it was to ensure that the purchaser constructed a building on the erf before selling it to the third party. Attached as **Annexure "B"** is an aerial photo indicating that a building has been erected on the erf.

Since the restrictive condition was registered against the title deed in respect of Erf 179/2, it will be passed on from title deed to another whenever the erf is being alienated to the next successor-in-title. It is therefore required that Council sign a consent form by allowing the transfer of the erf to the next owner. To avoid this continuation of registering the condition, which serves no purpose, the conveyancer can apply for the cancellation of the restrictive condition.

The application dated **07 July 2025** from Etzhold-Duvenhage is for Council to consent to the waiving of the restrictive clause to enable the transfer of ownership.

2. **SIMILAR APPROVAL GRANTED FOR ERF 484 AND ERF 434,  
SWAKOPMUND**

On **29 June 2023**, under item 11.1.2 Council approved the waiving of the restriction registered against the title of Erf 484, Swakopmund, as quoted:

*"That Council waives the restrictive condition of alienation and or transfer contained in the Deed of Transfer T 1294/1973 and thereby grants approval to C M Johannes and C Johannes to take ownership of Portion 1 of Erf 484, Swakopmund in ½ shares."*

On **26 June 2025**, under item 11.1.6 Council made the following decision:

*"That Council waives the restrictive condition of alienation and or transfer contained in Deed of Transfer T 3010/1919 and thereby approves in respect of Erf 434, Swakopmund to enable the sale of the erf from Peter John Louw (9/10 shares) and Jessica Le Grange (1/10 share) to Mia Rousseau (7/10 shares) and Johan Marnus de Waal (3/10 shares)."*

3. **CURRENT SITUATION**

Taking into consideration that the restriction condition serves no purpose as a house was built on the erf, it is proposed that Council waives the restrictive condition of alienation and allow the transfer to the new owners.

It is further proposed that Council delegates the authority to the Chief Executive for the signing of waivers for these old residential townships located in the CBD, on condition that a building is constructed thereon.

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

**RECOMMENDED:**

- (a) **That Council waives the restrictive condition of alienation and or transfer contained in Deed of Transfer T 27/1996 and thereby grants approval in respect of Erf 179/2, Swakopmund, to enable the transfer of ownership from the estate of late Helga Elsa Alice Engehard to the beneficiary, Uta Clausen.**
  - (b) **That Council delegates the authority to the Chief Executive Officer to sign waivers of restrictive conditions registered against the title deeds of the old residential townships located in the CBD on conditions that a building is constructed thereon.**
-

ORIGINAL
STAMPED
DUTY <i>18-20-00</i>
FEES

PREPARED BY ME  
*Swane*  
 CONVEYANCER  
 SWANEPOEL, A.

**DR WEDER KRUGER & HARTMANN**  
 Attorneys, Notaries and  
 Conveyancers  
 P O BOX 864  
 WINDHOEK



**DEED OF TRANSFER NO**

T 27 - 1996

BE IT HEREBY MADE KNOWN:

THAT ~~SYBBIUS JOHANNES LITHEG~~  
 ANDRE SWANEPOEL

*4*

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

the Executor in the Estate of the late  
**UTE MARGARETE FRIEDRICH**

dated the 8th November 1995  
 signed at WINDHOEK

which Power of Attorney was exhibited to me this day.

*4*

AND THE SAID APPEARER DECLARED THAT:

WHEREAS the said UTE MARGARETE FRIEDRICH died at OTJOMBONDE on the 2ND JULY 1994

AND WHEREAS in terms of the Last Will and Testament dated 14 September 1992 of the deceased, the hereinaftermentioned transferee is entitled to the hereinaftermentioned property:

NOW, THEREFORE, the said Appearer in his capacity as aforesaid, did by these presents, cede and transfer, in full and free property, to and on behalf of

HELGA ALICE ELSA ENGELHARD (Born Presse)  
Identity Number 380309 01 0002 7  
Married out of community of property to HANS-GEORG ENGELHARD  
(ANC NO. H26/1963) -mpx-

Her Heirs, Executors, Administrators or Assigns,

CERTAIN	PORTION 2 OF ERF NO. 179 SWAKOPMUND
SITUATE	in the Municipality of SWAKOPMUND Registration Division "G"
MEASURING	1090,97 (ONE THOUSAND AND NINETY comma NINE SEVEN) Square Metres
FIRST TRANSFERRED	by Deed of Transfer No. T90/1949 with diagram relating thereto and:
HELD	by Deed of Transfer No. T1381/1975.
1. SUBJECT	to the following conditions created in the said Deed of Transfer No. T90/1949, and imposed by the Council of the Municipality of Swakopmund, for its benefit, namely:-
(a)	The said Erf shall be used for residential purposes only, and not more than one dwelling house with the necessary outbuildings and appurtenances shall be erected thereon;
(b)	The said Erf shall not be alienated or transferred without the consent of the Municipality first had and obtained.

2. **SUBJECT FURTHER** to the following condition of the said Last Will and Testament dated 14 September, namely:

"I direct that no benefit accruing to any beneficiary under this my Will nor any accrual thereof, proceeds of realisation and re-investment thereof as well as any income earned thereon shall form part of any joint or community estate of such beneficiary but shall remain the separate and sole property of such beneficiary. In the event of such beneficiary being married in community of property or so shall marry or re-marry the benefit or any accrual, proceeds and income thereof shall explicitly be excluded from the community of property and, in the case of a female, such benefit or accrual, proceeds and income thereof, shall be free from the control, marital power or debts of any husband she has married or may marry ....."

8

4

WHEREFORE the Appearer, renouncing all the Right and Title which the said

**ESTATE OF THE LATE UTE MARGARETE FRIEDRICH**

heretofore had to the Premises, did, in consequence also acknowledge the said

**ESTATE OF THE LATE UTE MARGARETE FRIEDRICH**

to be entirely dispossessed of, and disentitled to, the same, and that by virtue of these presents the TRANSFEREE as aforesaid, now and henceforth shall be entitled thereto, conformably to local custom: Government, however, reserving its rights, and finally acknowledging that the value of the property according to the First and Final Liquidation and Distribution Account is N\$130 000,00.

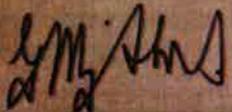
IN WITNESS whereof I, the said Registrar, together with the Appearer, q.q., have subscribed to these Presents and have caused the seal of Office to be affixed thereto.

THUS DONE AND EXECUTED at the Office of the Registrar of Deeds at

WINDHOEK on 09 JAN 1996

In my presence

  
REGISTRAR OF DEEDS.

 q.q.

I, the undersigned, ANDRÉ SWANEPOEL, Conveyancer, do hereby certify in terms of Section 78 of the Local Authority Act, Act No 23/1992, that all rates, fees or charges leviable in respect of the immovable property contained in this Deed, have been paid up to and including the date of registration thereof.

  
CONVEYANCER  
SWANEPOEL, A

**ANNEXURE "B"**



**ANNEXURE "C"**

**From:** Maritza du Toit <maritza@edlaw.com.na>  
**Sent:** Monday, 07 July 2025 08:38 AM  
**To:** Stephny Bruwer <sbruwer@swkmun.com.na>  
**Subject:** Consent to re-transfer: Portion 2 of Erf 179, Swakopmund

Dear Stephny,

I hope my email finds you well.

Please note that we are attending to the transfer of **Portion 2 of Erf 179 Swakopmund** from the late Helga Elsa Alice Engelhard to the beneficiary in the estate, Uta Clausen.

In the title deed of the property, it states the following:

*"The said erf shall not be alienated or transferred without the consent of the Municipality of Swakopmund first had and obtained."*

Please see herewith the consent for signature as well as a copy of the current Deed of Transfer.

I look forward to receiving the signed consent via courier: Etzold-Duvenhage, 33 Feld Street, Windhoek, Attention: Maritza, Contact No: 083 229 3370

Thank you for your assistance herein.

**Kind Regards / Vriendelike Groete**



Etzold-Duvenhage is authorised and regulated by the Law Society of Namibia.

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11.1.25 **REQUEST FOR PERMISSION TO TRANSFER FUNDS FROM 2024/2025 TO 2025/2026 FINANCIAL YEAR**  
(C/M 2025/08/28 - 3/1/1/1/1, 17/2/5/2/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.12** page **68** refers.

---

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

**1. Purpose**

The purpose of this submission is to formally request the transfer of funds N\$3 000 000.00 under Vote No. 700031030800, allocated for the procurement of a refuse compactor truck in the 2024/2025 financial year, to the 2025/2026 financial year.

**2. Background**

The Health Service & Solid Waste Department made budgetary provision for the procurement of one refuse compactor truck during the financial year of 2024/25 period.

Despite our efforts to initiate the procurement process promptly, the bid for the supply and delivery of the refuse compactor truck was advertised twice during the 2024/2025 financial year. Unfortunately, both attempts failed to yield any successful bidders due to non-compliance with technical requirements.

Given this situation, we kindly request that the allocated funds be rolled over to the 2025/2026 financial year to enable the re-advertisement and continuation of the procurement process. The refuse compactor truck remains a critical asset necessary to improve waste management services and overall operational efficiency within the Council. These specialized vehicles are essential for collecting and transporting waste from homes, businesses, and other locations to disposal facilities.

The Management Committee is herewith requested to grant the GM: Finance permission to transfer the funds saved under Vote No. 700031030800 (where an amount of N\$3,000,000.00 is available) to allow the GM: Health Services & Solid Waste Management to purchase one refuse compactor truck.

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

**RECOMMENDED:**

- (a) That permission be granted to the General Manager: Finance to transfer the funds on Vote: 700031030800 to the 2025/2026 Financial Year.**
  - (b) That the funds requested in (a) above be transferred to Vote: 700031030800 to procure one refuse compactor truck.**
-

11.1.26 **OLD AND REDUNDANT ITEMS/EQUIPMENT: ENGINEERING SERVICES  
DEPARTMENT - WORKS SECTION**  
(C/M 2025/08/28 - 17/2/5/1)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum  
**10.13** page **69** refers.

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

The following old vehicles, equipment, and materials have become redundant and thus need to be written off and sold at the next public auction.

**Vehicles:**

1	CAT D6 Bulldozer - N2428S - Year Model 1975	Works Section
1	Opel Corsa Chevrolet - N8153S - Year Model 2011 with canopy	Works Section
1	Nissan NP 300 Hardbody - N17722S - Year Model 2012	Works Section
1	Chevrolet Spark - N17440S - Year Model 2012	Works Section

**Materials/Equipment:**

TOTAL	DESCRIPTION	SECTION
2	Boxes / Electrical harness	Works Section
1	Fan/Cowling	Works Section
1	Prop shaft	Works Section
1	Manifold intake	Works Section
1	Engine block - engine no: 92067566	Works Section
1	Gearbox -IBS	Works Section
1	Swimming Pool Equipment Assorted	Works Section
1	3 Leg puller	Works Section
1	S/Steel table, sink combination	Works Section
4	Toyota rim/tire -205R16	Works Section
1	Amtron battery charger	Works Section
1	Box assorted lead lights	Works Section
1	Giga set wireless phone	Works Section
1	Kinzo battery-operated drill	Works Section
1	Hitachi small grinder	Works Section
2	Pop Rivet gun	Works Section
1	Measuring tape	Works Section
1	GTI golf rim 18"	Works Section
1	HP printer	Works Section
1	Hitachi hand drill	Works Section
1	Hikoki small grinder	Works Section
1	Bosch big grinder and assorted tools	Works Section
1	Brake flaring tool kit	Works Section
1	Sony car radio	Works Section
1 Box	Assorted gauges	Works Section
1	Hydraulic cylinder	Works Section
1	Box Assorted Tools	Works Section
2	Impact tools	Works Section
1	Vacuum pump	Works Section
1	Mechanical Gearbox oil pump	Works Section
3	681 Truck batteries	Works Section
1	680 Truck battery	Works Section
1	Manual winch	Works Section
1	Tow in rope	Works Section
2	Stainless steel cupboards	Works Section
1	Honda 5.5 plate vibrator - SI0052	Works Section

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

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

- (a) That the following old and redundant vehicles, equipment, and materials be written off and sold at the next public auction:

**Vehicles:**

1	CAT D6 Bulldozer - N2428S - Year Model 1975	Works Section
1	Opel Corsa Chevrolet - N8153S - Year Model 2011 with canopy	Works Section
1	Nissan NP 300 Hardbody - N17722S - Year Model 2012	Works Section
1	Chevrolet Spark - N17440S - Year Model 2012	Works Section

**Materials/Equipment:**

TOTAL	DESCRIPTION	SECTION
2	Boxes / Electrical harness	Works Section
1	Fan/Cowling	Works Section
1	Prop shaft	Works Section
1	Manifold intake	Works Section
1	Engine block - engine no: 92067566	Works Section
1	Gearbox -IBS	Works Section
1	Swimming Pool Equipment Assorted	Works Section
1	3 Leg puller	Works Section
1	S/Steel table, sink combination	Works Section
4	Toyota rim/tire -205R16	Works Section
1	Amtron battery charger	Works Section
1	Box assorted lead lights	Works Section
1	Giga set wireless phone	Works Section
1	Kinzo battery-operated drill	Works Section
1	Hitachi small grinder	Works Section
2	Pop Rivet gun	Works Section
1	Measuring tape	Works Section
1	GTI golf rim 18"	Works Section
1	HP printer	Works Section
1	Hitachi hand drill	Works Section
1	Hikoki small grinder	Works Section
1	Bosch big grinder and assorted tools	Works Section
1	Brake flaring tool kit	Works Section
1	Sony car radio	Works Section
1 Box	Assorted gauges	Works Section
1	Hydraulic cylinder	Works Section
1	Box Assorted Tools	Works Section
2	Impact tools	Works Section
1	Vacuum pump	Works Section
1	Mechanical Gearbox oil pump	Works Section
3	681 Truck batteries	Works Section
1	680 Truck battery	Works Section
1	Manual winch	Works Section
1	Tow in rope	Works Section
2	Stainless steel cupboards	Works Section
1	Honda 5.5 plate vibrator - S10052	Works Section

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

11.1.27

**APPLICATION FOR THE REZONING OF ERF 808 SWAKOPMUND FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:900M<sup>2</sup> TO GENERAL BUSINESS WITH A BULK OF 2.0 AND CONSENT TO OPERATE A BED AND BREAKFAST (C/M 2025/08/28 - E 808)**

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.14** page **71** refers.

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

**1. Purpose**

The purpose of this submission is for Council to consider the application for the rezoning of Erf 808, Swakopmund from "Single Residential" with a density of 1:900m<sup>2</sup> to "General Business" with a bulk of 2.0, in terms of Section 105 (1)(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

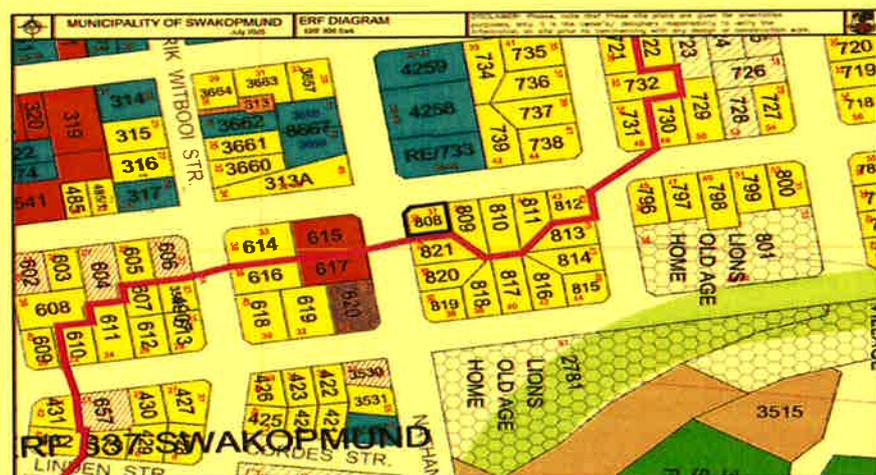
An application for the rezoning of Erf 808, Swakopmund, from "Single Residential" with a density of 1:900m<sup>2</sup> to "General Business" with a bulk of 2.0 was received by the Engineering and Planning Services Department from Stewart Planning Town and Regional Planners on behalf of the registered owners. The application is attached as **Annexure A**.

**3. Ownership**

Ownership of Erf 808, Swakopmund, vests in Reinhild Anita Schmid Pieters and David Jerome Pieters as per Title Deed No. T 3927/2010. Proof of ownership has been attached to the application.

**4. Zoning, Locality, and Size**

Erf 808, Swakopmund, is zoned "single residential" with a density of 1:900m<sup>2</sup>, and it measures 773m<sup>2</sup> in extent. The erf is located at the corner of Anton Lubowski Avenue and Nathanael Maxuilili Street. It is within the conservation area.



Locality and zoning map of Erf 808, Swakopmund

5. **Access Municipal Services and parking**

Erf 808, Swakopmund, is accessible from both Anton Lubowski Avenue and Nathanael Maxuili Street.

Parking for the proposed development will be provided on-site in accordance with the provisions of the Swakopmund Zoning Scheme. In this case, for a bed & breakfast, the parking requirement is "a minimum of two parking bays plus 1.5 parking bays per room".

The property is already connected to the existing service networks. However, all additional infrastructure resulting from the proposed development shall be the responsibility of the owner of the property, to the satisfaction of the General Manager of the Engineering and Planning Services.

6. **Public consultation**

The public consultation for the rezoning has been made in terms of section 107 and Regulation 10 of the Urban and Regional Planning Act. Three of the neighbouring property owners were notified in writing via registered mail, whilst four were notified via email, informing them of the intention to rezone the property.

The proposed rezoning was advertised on the 28<sup>th</sup> of February & 7<sup>th</sup> March 2025 in the Namibian and Namib Times newspapers. A notice was placed on Council's notice board as well as on-site.

Additionally, a notice was published in the Government Gazette Number 8583, Notice No. 131 dated 28 February 2025. The last date to submit objections and comments was 28 March 2025, and no objections were received.

7. **Proposal**

The owner intends to rezone Erf 808, Swakopmund, from "single residential" with a density of 1:900m<sup>2</sup> to "general business" with a bulk of 2.0, with consent to establish a bed and breakfast to expand the current residential guesthouse that is being operated under consent use.

Under single residential, accommodation establishments are restricted to a one-third floor area of all built-up area. Given the current operation of Salty Jackal Residential Guesthouse on the premises over the years, there is a need to expand the business activities to such as tour & safari operations, reception, and office space. Therefore, the proposed zone will allow the operation of all the above-mentioned intentions.

8. **Evaluation**

In 2017, Council approved the owner of Erf 808, Swakopmund, to operate a residential guesthouse. According to the Council's Accommodation Establishment Policy, the floor area ratio of all buildings to be used for the accommodation establishment may not exceed 40% of the total floor area of the house. This floor area restriction is only applicable to single residential zoned properties. Given the proposed zoning, the applicant has the potential to expand on the consent use granted previously and utilize the whole property to accommodate all the envisaged tourism business activities.

The erf is located at the edge of the CBD, and the proposed zoning of general business is compatible with the area, as there are several general business-zoned properties in the proximity. Also, being located at the corner of two wide streets enhances its capacity to accommodate high traffic flows.

After the rezoning has been finalized, the owner wishes to operate a bed and breakfast, and according to the Swakopmund Zoning Scheme, a bed and breakfast can be run under consent use on a general business zoned property, hence the request by the applicant. As it is within the provisions of the scheme, approval can be granted.

TABLE B

	1	2	3	4
	ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED	PURPOSES FOR WHICH LAND OR BUILDINGS MAY BE USED WITH THE CONSENT OF THE COUNCIL ONLY
D	General Business	Blue fill	Shops, Office Buildings, Parking Garages, Licensed Hotels, Blocks of Flats, Residential Buildings	Service Stations, Service Industry, Launderettes, Dry-cleanettes, Place of Assembly, Place of Amusement, Institutional Buildings, Drive-in Cafés, Funeral Parlours and Chapels, Warehouses, Liquor Stores, <b>Bed and Breakfast</b> , Pensions.

In terms of Section 27 of the Environmental Management Act, Act 7 of 2007, in conjunction with Section 5.1 (a) of the Environmental Impact Assessment Regulations, rezoning to commercial use has been listed as one of the activities that cannot be undertaken without an environmental clearance certificate; in business-oriented areas and within the built-up environment. Therefore, the rezoning of Erf 808, Swakopmund, is subject to an environmental impact assessment.

9. **Compensation**

The rezoning of Erf 808, Swakopmund from "Single Residential" with a density of 1:900m<sup>2</sup> to "General Business" with a bulk of 2.0 is subject to a 40% compensation fee with respect to betterment, calculated in accordance with Section 9 (b) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) Regulations in conjunction with the national betterment fee policy of 2009.

10. **Conclusion**

The proposed rezoning of Erf 808, Swakopmund, from "Single Residential" with a density of 1:900m<sup>2</sup> to "General Business" with a bulk of 2.0 is not foreseen to have any detrimental negative impacts on the neighbourhood. It can therefore be supported.

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

**RECOMMENDED:**

- (a) That the rezoning of the Erf 808, Swakopmund, from *"Single Residential"* with a density of 1:900m<sup>2</sup> to *"General Business"* with a bulk of 2.0 be approved.
  - (b) That the environmental impact assessment be undertaken and a copy of the environmental clearance certificate be submitted to Council before the submission of the application to the Urban and Regional Planning Board.
  - (c) That the rezoning of Erf 808, Swakopmund, from *"Single Residential"* with a density of 1:900m<sup>2</sup> to *"General Business"* with a bulk of 2.0 is subject to a 40% compensation fee calculated according to the National Betterment Fee Policy of 2009 and be paid by the applicant.
  - (d) That no building plans, inclusive of relaxation of building lines or aesthetics application, be approved until proof of payment of the compensation fee for the rezoning has been received by Council.
  - (e) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme, and no parking on street reserve shall be tolerated.
  - (f) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated, before any submission of building plans to the Engineering and Planning Services Department for approval, and
  - (g) All additional infrastructure required as a result of the proposed development shall be for the account of the applicant and in accordance with the specifications of the General Manager: Engineering and Planning Services.
-

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**TOWN PLANNING APPLICATION**

**ERF 808 SWAKOPMUND:**  
 REZONING FROM "SINGLE RESIDENTIAL" (1:900m<sup>2</sup>) TO "GENERAL BUSINESS"  
 [BULK OF 2] WITH CONSENT FOR A BED & BREAKFAST ESTABLISHMENT.

**Date:** 20 June 2025

**Prepared for:** Oliver Pieters (Applicant, with owner's consent)  
 PO Box 2417  
 Swakopmund, 13001

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

**Submission to:** Swakopmund Municipality  
 PO Box 53  
 Swakopmund, 13001  
 and  
 Urban and Regional Planning Board  
 Ministry of Urban and Rural Development  
 Private Bag 13289  
 Windhoek, 10005

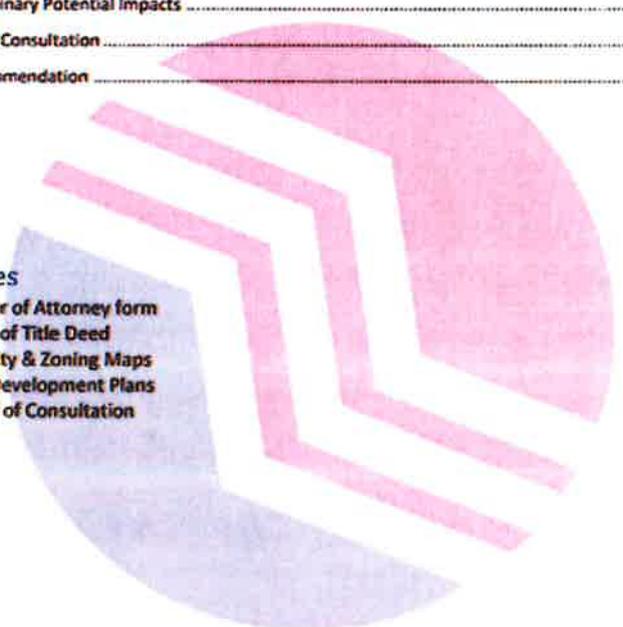


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**Annexures**

- A: Power of Attorney form
- B: Copy of Title Deed
- C: Locality & Zoning Maps
- D: Site Development Plans
- E: Proof of Consultation





## STEWART PLANNING

TOWN & REGIONAL PLANNERS

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

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

### 1. Introduction

Stewart Planning has been appointed to apply to the Swakopmund Municipality and the Ministry of Urban and Rural Development to rezone Erf 808 Swakopmund in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and the Swakopmund Zoning Scheme, as amended. The rezoning of land zoned "residential" to "business" is a listed activity, and an application for an Environmental Clearance Certificate will be made in terms of the Environmental Management Act, 2007 (Act No. 7 of 2007).

Application is hereby made for the following:

- **Rezoning of Erf 808 Swakopmund from Single Residential with a density of 1:900m<sup>2</sup> to General Business with a bulk of 2.0 and;**
- **Consent for a Bed & Breakfast establishment.**

### 2. Background

Erf 808 Swakopmund (the site) measures 773m<sup>2</sup> in extent and is currently zoned "Single Residential" with a density of 1 dwelling unit per 900m<sup>2</sup> (1:900m<sup>2</sup>). Approval for the operation of a residential guesthouse on site was granted by the Swakopmund Municipality in April 2017 by means of a consent use. Therefore, the current operation on site is a residential guesthouse (backpackers establishment operating as "Salty Jackal"). Tourism activities (surfing, boat cruises, town tours, etc.) are provided for guests by means of an activity, tour & safari operator registration with the Namibian Tourism Board, having main offices in Windhoek. *Salty Jackal* is not only a well-known and successful tourism establishment, but it is also exclusive to Swakopmund with its unique and creative identity.

### 3. Planning Proposal

It is proposed to rezone the site from Single Residential (1:900m<sup>2</sup>) to General Business with a bulk of 2 with consent for a Bed & Breakfast establishment. It is possible and necessary to rezone the site as the current zoning (Single Residential) restricts the optimal use/expansion of the current successful accommodation and related tourism activities of *Salty Jackal*. The proposed zoning map is attached as Annexure C.

Under the current zoning (Single Residential), accommodation activities are limited to the manager residing on-site and a limited percentage use of floor area. Furthermore, no office/business space is allowed. With the successful operation of *Salty Jackal* over the years, there is a need to provide space for the activity, tour & safari operations, with specific reference to the surfing lessons operation where a reception/surf shop area is needed. It will also still be necessary to continue providing tourist accommodation by means of a Bed & Breakfast operation. The proposed General Business zone will allow the operation of the intended uses, as it permits office/business space and accommodation as a consent use. The General Business land use rights will also allow *Salty Jackal* to obtain business registration rights for both accommodation and an administrative office.

**4. Site Development Plan**

There are existing buildings on site that will continue to be used for the intended purposes, and it is also proposed to make extensions for which building plans will be submitted for evaluation and approval by the Swakopmund Municipality.

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

- Coverage: Residential – 70%  
Shops, Office, Business – 85%.
- Bulk: Residential buildings – 1.2  
Shops & Offices – 2.0
- Height: Maximum of 13m.  
Height may be relaxed to 16m with special consent from Council.
- Building lines: Zero (0) meters from any street or side boundary.  
Three (3) meters from any rear boundary.
- Parking: Bed & Breakfast – 2 plus 1.5 per room  
Shops/Offices – 1 per 33.33m

Figure 1 below provides a conceptual layout of how the site will be utilised for office/business and accommodation purposes. The conceptual site development plan is also attached as Annexure D.

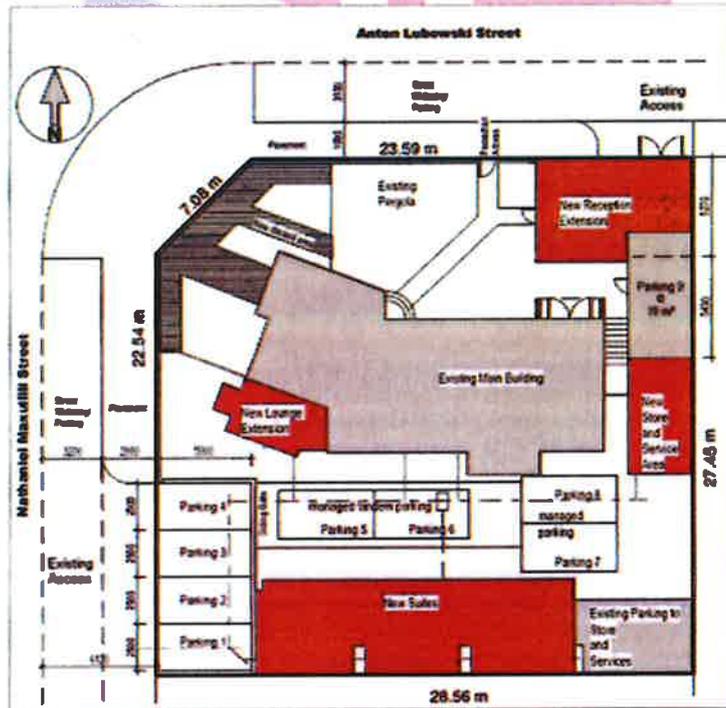


Figure 1. Conceptual Layout.

**5. Site Location**

Erf 808 (the site) is located at 37 Anton Lubowski Street, Swakopmund as shown in Figure 2 below. The site is situated on the corner of Anton Lubowski Avenue (25m) and Nathanael Maxuilili Street (30m), within the Central Business District (CBD) of Swakopmund. The site is easily accessible and highly visible as a result of its location along 2 streets with very wide road reserves, and along Nathanael Maxuilili Street, being the entrance street to Swakopmund from the B2 road leading to Walvis Bay. The site's locality advantage makes it a suitable and attractive site to provide tourist accommodation and activities within Swakopmund.

The Locality Map is attached as Annexure C.

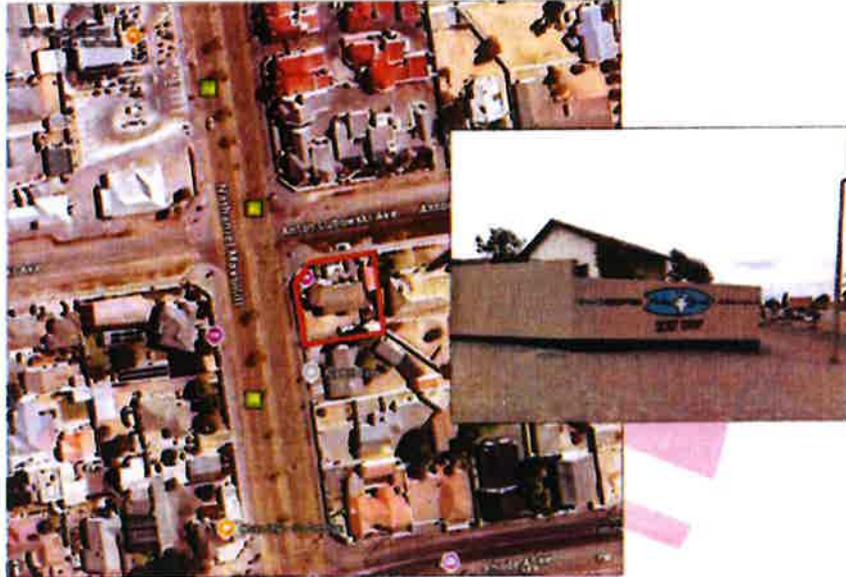


Figure 2: Location of Erf 808 (in red) on the corner of Anton Lubowski Avenue and Nathanael Maxuilili Street, Swakopmund.

**6. Registered Owner or Applicant**

Table 1: Ownership Detail

Details of registered owners	Details of applicant
Reinhild Anita Schmid-Pieters and David Jerome Pieters	Oliver Pieters (son)

The owners and applicant have appointed Stewart Planning to submit the rezoning and consent use application to the Local Authority and Ministry of Urban and Rural Development.

A copy of the signed Power of Attorney form is attached as Annexure A and a copy of the Title Deed is attached as Annexure B.

**7. Environmental Impact Assessment**

The rezoning of land zoned "residential" to "business" is a listed activity, and an application for an Environmental Clearance Certificate will be made in terms of the Environmental Management Act, 2007 (Act No. 7 of 2007).

### 8. Proposed Rezoning and Consent Use

As mentioned in Section 3, Pg 3 of this report, the purpose of this application is to enable the owner and applicant to have business land use rights in order to expand their current operations on site, which is known as "Salty Jackal". Although the property is located within the Swakopmund Central Business District, the current zoning is Single Residential with a density of 1.900m<sup>2</sup>. In 2017 consent use rights were obtained from the Swakopmund Council to allow the operation of a residential guesthouse, which allowed the operation of the Salty Jackal Backpackers. An accommodation business registration was obtained for "Salty Jackal Backpackers Surfing Safaris CC", which has been renewed yearly.

Over time, Swakopmund has become one of the most prestigious tourist towns in Namibia. As a result, Salty Jackal expanded by also offering tourism activities to their guests which included town tours, boat cruises, and surfing lessons. The administrative office for their tourism activities is located in Windhoek, as it is not allowed to have a business registration on a residential zoned erf. It is, therefore, the intention of the owners/application to obtain business land use rights in order to accommodate all their tourism accommodation and activities on-site and obtain business registration for both the accommodation and office on Erf 808 Swakopmund.

The site is suitably located for business use and its inclusion in the Swakopmund CBD supports the intended business land use. The proposed office/reception area will be accommodated as a primary land use under the General Business land use provisions. In order to continue providing tourism accommodation on site, it is necessary and possible to obtain consent use rights for a Bed & Breakfast operation. As per the definition below for a Bed & Breakfast operation given in the Zoning Scheme, the owner/applicant intends to develop no more than 5 rooms.

**"BED AND BREAKFAST"** means any premises comprising no more than 10 bedrooms or 20 beds whichever is the most restrictive, in or on which the business of providing accommodation without meals except breakfast is conducted against payment to tourists, but exclude a Residential Guest House.

There is a conceptual site plan attached as Annexure D, showing the extension areas where a reception and 3 new rooms will be developed. The internal arrangements of land uses within the existing building are being finalised and will be given in the submission of building plans for Council approval.

### 9. Applicable Policy/Legislation

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

- Swakopmund Urban Structure Plan

The site is located in the Swakopmund CBD, which is characterised as the business/activity core of a town. The Swakopmund historical CBD is characterised by a lot of heritage-graded buildings, which results in the area having limited opportunities for expansion or transformation due to development restrictions in terms of the National Heritage Act, No. 27 of 2004. It is therefore necessary to make optimal use of available business potential land within the Swakopmund CBD, to ensure the continuation of a strong and vibrant commercial core within town.

The proposed rezoning of the site to General Business will strengthen the existing CBD character by promoting optimal utilisation of land with business potential in the Swakopmund commercial core, while also supporting flexibility of spatial plans on site. Overall, this contributes to achieving a compact and vibrant Swakopmund CBD.

The proposed rezoning can further be supported by the location of the site along Nathanael Maxuilli Street, which is the main entrance road to Swakopmund from the B2 to Walvis Bay. The site is easily accessible and highly visible, being determining factors for a successful business operation.

The proposed rezoning is also supported in terms of the Swakopmund Urban Structure Plan's tourism, leisure, and recreation proposals. With tourism being a leading economic sector for Swakopmund, especially within the CBD, the proposed rezoning is aimed at expanding/growing the existing tourist activities provided by *Salty Jackal*.

In conclusion, the proposed General Business zoning of Erf 808 Swakopmund will not only integrate and be complimentary to the existing and future business character of the Swakopmund CBD but is also fully supported by the long-term planning proposals for Swakopmund.

• **Swakopmund Zoning Scheme (Amendment Scheme No. 12)**

The proposed General Business zone will allow the operation of the intended uses as it permits office/business space as a primary land use right, and accommodation by means of a Bed & Breakfast operation as a consent use. The table below shows the land uses permitted under the General Business zoned as per Clause 4.3 (Table B) of the Scheme.

Table 2: General Business land use zone

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

The accommodation establishment will operate as a Bed & Breakfast establishment until Amendment Scheme No. 71 is promulgated, which allows accommodation establishments as primary land uses under the General Business land use zone.

Table 3 below shows how the intended land uses will comply with the General Business land use provisions set out in Clause # of the Swakopmund Zoning Scheme.

Table 3: Compliance of the intended land uses with the General Business land use provisions

Land Use Restrictions	Evaluation
<b>Coverage</b> <ul style="list-style-type: none"> <li>Residential – 70%</li> <li>Shops, Office, Business - 85%</li> </ul>	The existing building on site with a few proposed extensions to accommodate new rooms and reception area will not significantly increase the total floor area of the buildings (current coverage 140%). Therefore, the proposed development will comply.
<b>Bulk</b> <ul style="list-style-type: none"> <li>Residential buildings – 1.2</li> <li>Shops &amp; Offices – 2.0</li> </ul>	The existing building and proposed extensions will generate an actual bulk factor of less than 2.0 and will comply.

Land Use Restrictions	Evaluation
<b>Height</b> No building shall exceed a height of 13 metres in terms of Scheme 12 unless relaxed to 16 metres.	The existing building and proposed building extensions will not be higher than 13 metres and will comply.
<b>Building Lines</b> <ul style="list-style-type: none"> <li>• Zero (0) meters from any street or side boundary.</li> <li>• Three (3) meters from any rear boundary.</li> </ul>	Any changes to be done on-site will comply with the building line provisions of the Scheme, and where necessary the owner will obtain adjacent neighbour's consent for relaxation of building line developments.
<b>Parking</b> <ul style="list-style-type: none"> <li>• Bed &amp; Breakfast – 2 plus 1.5 per room</li> <li>• Shops/Offices – 1 per 33.33m</li> </ul> Council may relax parking provisions as per Clause D 2.6 (c)	The amount of rooms and area for office space will determine the amount of parking bays needed. From the conceptual site development plan, 10 parking bays are provided on-site of which compliance will be evaluated once the building plan is submitted to Council for approval.

Furthermore, the site falls within the Swakopmund conservation area. Erf 808 Swakopmund is not identified as a heritage building, but must comply with the provisions of Clause 7.13 of the Scheme as set out in the table below. Compliance will be monitored/evaluated with the submission of building plans.

Table 4: Provisions of the Conservation Area.

7.13 CONSERVATION AREA
7.13.1 In this area all new buildings or extensions to buildings on the street front must be adapted to the adjacent and surrounding buildings as far as height and architectural appearance are concerned. Any person or authority who intends to erect any new buildings or to alter the existing buildings in this area, shall submit drawings to the Council which sufficiently indicate the external appearance of the proposed building or extensions to the building including such description of the material which is to be used for the erection thereof. The Council may require such alteration of the external appearance, height or building material as it may deem necessary.

Overall it can be concluded that the intended development is expected to comply with the provisions of the General Business zone as per the Swakopmund Zoning Scheme.

**10. Preliminary Potential Impacts**

The following potential impacts have been identified and are addressed as follows:

- **Impact on the neighbourhood**  
 The site is situated within a mixed-land use zone, which includes business, single residential, and general residential erven. The overall character is business, as a result of representing the Swakopmund CBD. It should further be noted that the residential zoned erven in this area are mostly utilised for tourist accommodation purposes or other mixed uses like offices. The rezoning of the site to General Business, with the intent to expand/grow the existing tourist activities on site, is therefore fully in accordance with the development prospects for this area and will contribute to strengthening the commercial core and tourism sector of Swakopmund, where business/tourism should be fully optimised.



- Impact on services such as water, sewerage, and refuse removal
  - o Any new additions, alterations, and/or relocation of services will be the responsibility of the owner to the satisfaction of the Local Authority and Erongo RED.
  - o The potential increase in the use of services will increase municipal service charges and revenue generation for the Local Authority.
- Impact of increased traffic on roads
  - o The site is located along Nathanael Maxuifili Street, which is the main entrance road to Swakopmund from the B2 to Walvis Bay. The street has a road reserve of 30 meters, which is wide enough to accommodate high traffic flows.
  - o The site is also located along Anton Lubowski Avenue which has a road reserve of 25 meters. Therefore, both adjoining streets have the width and capacity to accommodate increased traffic.
  - o The Local Authority is compensated through the payment of rates, taxes, and service charges. A portion of this revenue should be allocated to the maintenance of roads.
- Impact of parking and access
  - o Parking will be provided as per the proposed General Business zone provisions and will be evaluated and/or considered for relaxation upon building plan submission to the satisfaction of the Local Authority.
  - o It should be taken into consideration that the current tourist operation on-site requires minimal on-site parking as shuttles are the preferred travel mode for tourists, especially when booking accommodation within or near the CBD as the intent is to walk/explore the town as pedestrians.

### 11. Public Consultation

The public was notified of the application in accordance with the Urban and Regional Planning Act, 2018, as well as the Swakopmund Zoning Scheme. The proof of giving notice is attached as Annexure E (Proof of Consultation). The public participation period started on Friday, 7 March 2025 and the cut-off date to submit comments and/or objections was Friday, 28 March 2025. The public was given 14 working days to provide comments and/or objections.

No comments or objections were received against the application.

### 12. Recommendation

Given the suitability of the site and the need and desirability for the proposed tourist accommodation and activities for "Salty Jackal", it is recommended to favourably consider the:

- Rezoning of Erf 808 Swakopmund from Single Residential with a density of 1:900m<sup>2</sup> to General Business with a bulk of 2.0 and;
- Consent for a Bed & Breakfast establishment.

Yours sincerely,



Melissa Kroon

Town Planner



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



Bruce Stewart

Town & Regional Planner



Tel: +264 64 280 773 | Email: [bruce@sp.com.na](mailto:bruce@sp.com.na)



**SPECIAL POWER OF ATTORNEY**

We, the undersigned

REINHILD ANITA SCHMID-PIETERS

and

DAVID JEROME PIETERS

in our capacity as each being a 1/2 share owner of ERF 808 SWAKOPMUND do hereby nominate, constitute and appoint

**STEWART TOWN PLANNING CC  
PO BOX 2095  
WALVIS BAY**

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 Municipality of Swakopmund and/or Authorised Planning Authority and/or Urban and Regional Planning Board for the following:

1. REZONING OF ERF 808 SWAKOPMUND FROM SINGLE RESIDENTIAL TO GENERAL BUSINESS (BULK 2.0).
2. CONSENT FOR AN ACCOMMODATION ESTABLISHMENT (BED AND BREAKFAST) TO PERMIT A MAXIMUM OF 10 BEDROOMS, INCLUDING A DORMITORY.
3. APPLICATION FOR AN ENVIRONMENTAL CLEARANCE CERTIFICATE.

at the cost of Salty Jackal CC and generally for effecting the purpose aforesaid, to do or to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes as we might or could do if personally present and acting herein – hereby ratifying, allowing and confirming and promising and agreeing to ratify, allow and confirm all and whatsoever our said Attorney and Agent shall lawfully do or cause to be done, by virtue of these present

signed at Windhoek on this 27 January 2025  
in the presence of the undersigned witnesses:

  
.....  
REINHILD ANITA SCHMID-PIETERS

  
.....  
DAVID JEROME PIETERS

WITNESS 1

Name: Maavel Travs  
Signature: 

WITNESS 2

Name: CLIFFORD DE WEE  
Signature: 

06 AUG 2010

T 3927. / 2010

DEED OF TRANSFER

**ENGLING, STRITTER & PARTNERS**

Attorneys, Notaries and Conveyancers

P.O. Box 43

12 Love Street

WINDHOEK

Prepared by me

*[Signature]*  
CONVEYANCER  
BEZUIDENHOUT C



ENDORSEMENT UNDER SECTION 86 (1)  
ACT 47 OF 1937

The immovable property: *[blank]*

Registration fee: *3*

Application submitted with: *1937* *[initials]* has taped

Case file number: *BC 2012 201*

2012-11-18

REGISTRAR VAN AKTES  
REGISTRAR OF DEEDS

T 3927 / 2010

**DEED OF TRANSFER**

BE IT HEREBY MADE KNOWN:

THAT CLIFFORD BEZUIDENHOUT  
appeared before me, Registrar of Deeds at Windhoek, he the said appearer, being duly authorised  
by a Power of Attorney granted to him by the Executrix in the -

**ESTATE OF THE LATE OTTO EBERHARD SCHMID**

dated the 3<sup>rd</sup> day of AUGUST 2010 and signed at WINDHOEK,

*[Signature]*

2

AND the said Appearer declared that

WHEREAS the late OTTO EBERHARD SCHMID died on 17 February 2009;

AND WHEREAS IRMELA MARTHA REIF, HANS RAINER SCHMID, DIETER ERHARD SCHMID and REINHILD ANITA SCHMID-PIETERS are the heirs in terms of the Testament of the late OTTO EBERHARD SCHMID dated at Okahandja on 3 September 2001;

AND WHEREAS the heirs have entered into a Redistribution Agreement dated 11 December 2009 in terms of which the hereinafter mentioned Transferee is entitled to the hereinafter mentioned property, subject to the testamentary conditions hereinafter described;

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

**REINHILD ANITA SCHMID-PIETERS**

Identity Number 590118 01 00277

Married out of community of property

Her Heirs, Executors, Administrators or Assigns.

<b>CERTAIN</b>	ERF NO 808 (A PORTION OF ERF NO 311) SWAKOPMUND
<b>SITUATE</b>	IN THE MUNICIPALITY OF SWAKOPMUND REGISTRATION DIVISION "G" ERONGO REGION
<b>EXTENT :</b>	772 (Seven Seven Two) SQUARE METRES
<b>FIRST</b>	transferred by Deed of Transfer No T 871/1961 with Diagram No A.715/60 relating thereto
<b>HELD BY</b>	DEED OF TRANSFER NO T 5998/2009
<b>A SUBJECT</b>	to the following conditions in terms of the Town Planning Ordinance No 18 of 1954 as amended and created in Deed of Transfer No T 5998/2009, 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.

B. FURTHER SUBJECT to the following conditions contained in the said Testament, namely :

"8. I hereby direct that everything devolving upon the heirs in terms of this Will, shall be excluded from all types of community of property and remain the sole and exclusive property of the respective heir."

28

WHEREFORE the Appearer, renouncing all the rights and title which the

**ESTATE OF THE LATE OTTO EBERHARD SCHMID**

heretofore had to the premises, did, in consequence also acknowledge it to be entirely dispossessed of, and disentitled to the same and that, by virtue of these presents, the said REINHILD ANITA SCHMID-PIETERS, Her Heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its rights; and finally acknowledging the value of the aforementioned property to be NS875 000,00 being the Master of the High Court's valuation for estate purposes

SIGNED AT WINDHOEK on 13 AUG 2010  
together with the appearer, and confirmed with my seal of office.

  
SIGNATURE OF APPEARER

In my presence,

  
REGISTRAR OF DEEDS



10 APR 2013

ES/ PIE3/0002

**DEED OF TRANSFER**

No.

1 1007 / 001

**REINHILD ANITA SCHMID-PIETERS**

*In Favour Of*

**DAVID JEROME PIETERS**  
**(Erf No. 1/2 (one half) share in Erf 808 (a Ptn of Erf no. 311)**  
**Swakopmund**

**LORENTZ ANGULA INC.**  
ATTORNEYS, NOTARIES AND CONVEYANCERS  
PRIVATE BAG 12007  
AUSSPANPLATZ



Prepared by me  
*Angel*  
 CONVEYANCER  
 POTGIETER, A.H.

T 15/01/2013

**DEED OF TRANSFER**

BE IT HEREBY MADE KNOWN THAT WILLEM JACOBUS ROSSOUW *W*

ANDREAS HERTZOG POTGIETER

appeared before me Registrar of Deeds at Windhoek, the said Appearer being duly authorised thereto by a power of attorney granted to him/her by

**REINHILD ANITA SCHMID-PIETERS**  
 Identity Number: 560118 0027 7  
 Married out of community of property

signed at WINDHOEK and dated 15<sup>th</sup> January 2013  
 and that the Appearer declared that his/her said constituent/s had truly and legally sold on 15 January 2013

*W* *schmid*

- 2 -

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

**DAVID JEROME PIETERS**  
Identity Number: 510121 0017 0  
Married out of community of property

His/Her Heirs, Executors, Administrators or Assigns

**CERTAIN:** ½ (one half) share in Erf No. 808 (a Portion of Erf no. 311) SWAKOPMUND

**SITUATE:** in the Municipality of SWAKOPMUND  
Registration Division "G" Erongo Region

**MEASURING:** 772 (Seven Seven Two) Square Metres

**FIRST** transferred by Deed of Transfer No. T871/1961 with Diagram No. A. 715/60 relating thereto and held by Deed of Transfer no. T 3927/2010

**A. SUBJECT** to the following conditions imposed in terms of the Town Planning Ordinance No. 18 of 1954, as amended, and created in Deed of Transfer no. T 5998/2009, namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

1. The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all time be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended.
2. The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

**B. FURTHER SUBJECT** to a right of pre-emption hereby created in favour of:

**REINHILD ANITA SCHMID-PIETERS**  
Identity Number: 560118 0027 7  
Married out of community of property

G

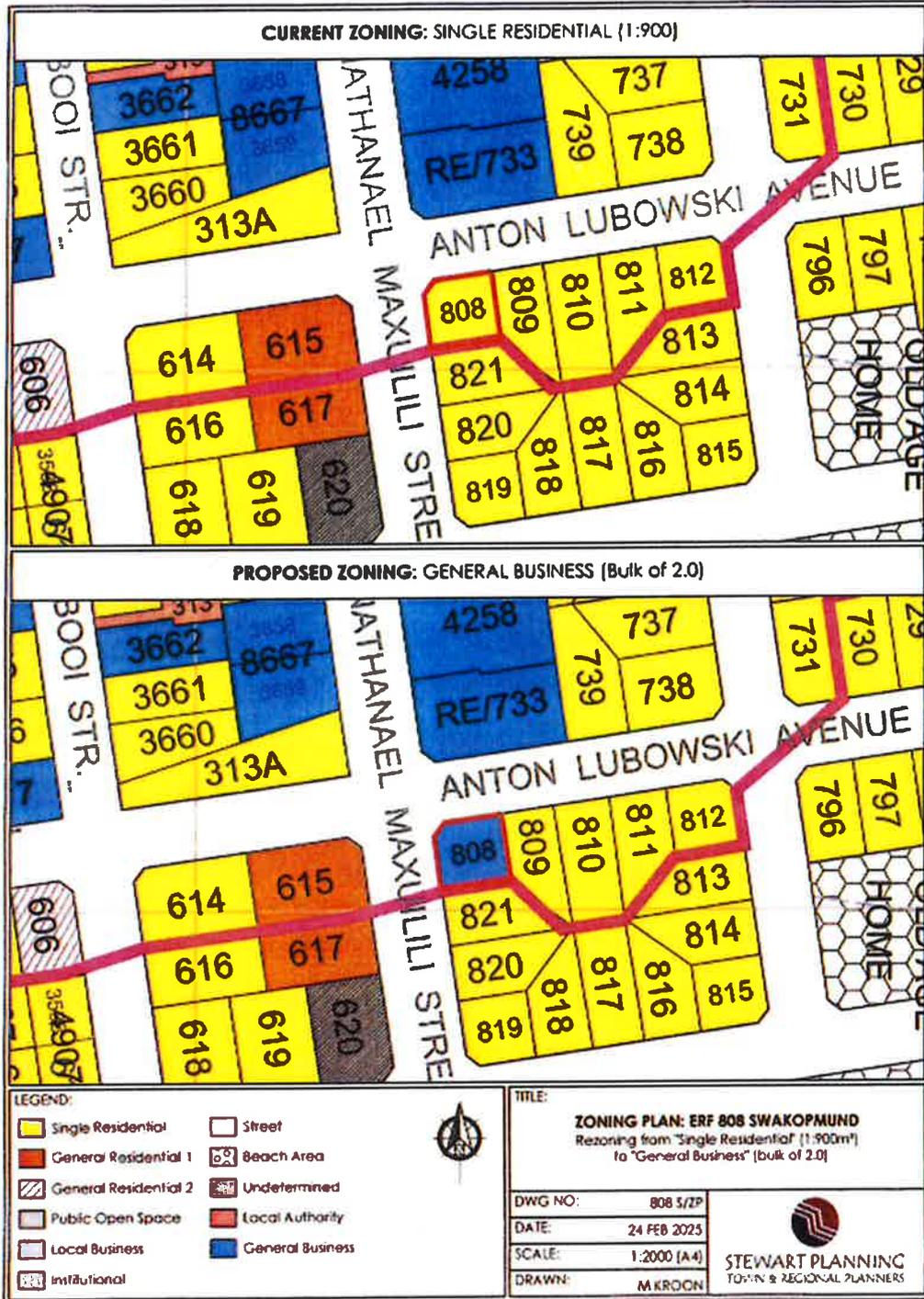
WHEREFORE the Appearer renouncing all the right and title which the said TRANSFEROR heretofore had to the premises, did in consequence also acknowledge the said TRANSFEROR to be entirely dispossessed of and disentitled to, the same; and that by virtue of these presents the said TRANSFEREE his/her heirs, executors, administrators or assigns, now is/are and henceforth shall be entitled thereto, conformably to local custom, the State however, reserving its rights, and finally acknowledging that the purchase price is the sum of N\$437 500.00 whilst Transfer Duty and Stamp Duty has been paid on the Receiver of Revenue's fair valuation of N\$1 050 000,00.

SIGNED at WINDHOEK on <sup>2023-04-18</sup> and confirmed with my seal of office. ,together with the Appearer,

.....  
SIGNATURE OF APPEARER



GA



- **Rezoning of Erf No. 1283, Otjiwarongo Extension 5 from “residential 1” with a density of 1:700 to “residential 2” with a density 1:125; and**
- **Consent to commence with the proposed development whilst the rezoning is in progress.**

Erf No. 1283, Otjiwarongo Extension 5, measures ±1066m<sup>2</sup> in extent and is zoned residential 1” with a density of 1:700 according to the Otjiwarongo Zoning Scheme. The owner of erf intends to rezone the subject erf from “residential 1” with a density of 1:700 to “residential 2” with a density of 1:125.

The proposed development will allow the owner to develop 8 dwelling units. An additional of 3 units is proposed to be added. A building plan for the proposed development will provided and parking will be provided in accordance with Otjiwarongo Zoning Scheme.

A similar notice has been posted on site, as well as on a Notice Board of the the Municipality of Otjiwarongo. It has also duly been published in the *Gazette*. Consultation with neighbouring erf owners is scheduled to be undertaken too.

Any person objecting to the proposed rezoning as set out above may lodge such objection together with the grounds thereof with the Chief Executive Officer, Municipality of Otjiwarongo, Private Bag 2209, Otjiwarongo, and/or the applicant in writing within 14 working days of the last publication of this notice. The last date for comments/ objections is **13 March 2025**.

**Applicant: Van Rooi & Associates**  
**Urban and Regional Planners**  
**P. O. Box 90097, Klein Windhoek**  
**Mobile: +264 811 225877 or +264 813 454940**  
**E-mail: gb\_vanrooi@yahoo.co.uk / mshoonde@yahoo.com**

No. 131

2025

#### REZONING OF ERF 808, SWAKOPMUND

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

**Rezoning of Erf 808, Swakopmund, c/o Nathanael Maxuili Street and Anton Lubowski Avenue from single residential with a density of 1:900 to general business with a bulk of 2.0.**

The aforementioned application is submitted in terms of the Swakopmund Zoning Scheme (as amended), and the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018). It is necessary and possible to rezone Erf 808, Swakopmund to extend the existing “Salty Jackal” establishment with business land use rights related to the surf shop/lessons operations.

Take note that –

- The background information document lies open for inspection at the Town Planning Department of the Municipality of Swakopmund, c/o Rakotoka and Daniel Kambo Street, Swakopmund. An electronic copy can be requested from Mrs. Melissa Kroon: [melissa@sp.com.na](mailto:melissa@sp.com.na);
- Any person having comments or objections to the application, may in writing lodge such objections and comments, together with the grounds thereof, with the Chief Executive Officer of the Municipality of Swakopmund and with Stewart Planning within 14 days of the last publication of this notice; and

10 NAMED TIMES

7 MARCH 2025

Find all members in  
Walvis Bay  
www.walvisbay.org.za

Student Travel  
081 251 9122 or 081 251 9123

Marriage Services  
081 411 1177 or 081 411 1178

Call 081 411 72436  
or 081 411 72437

**MUNICIPALITY OF WALVIS BAY**

Notice is hereby given in terms of section 63(1)(c) of the Local Authorities Act, 1982 (Act 23/1982) that the Municipality of Walvis Bay intends to call for closed bidding of 6232 Walvis Bay to Hartbeespoort (P) (L)M.

DESCRIPTION	AREA (m <sup>2</sup> )	PURCHASE PRICE EXCLUDED	15% VAT (R)
Ed 6232 Walvis	02 000	41 510 000	

Buy

All persons pertaining to the sale will be for inspection by interested persons until Tuesday 25 March 2025 at room 45, Municipal Offices, Hartbeespoort. For more information the Sales Manager can be contacted at telephone (081) 2012222 during office hours.

Any person objecting to the proposed sale, may in writing lodge an objection together with the ground/motivation thereof, to the Manager Housing and Properties at the above address or to Private Bag 0907, Walvis Bay, before or on Monday 17 March 2025 at 12:00.

Jack Marais  
Manager Housing and Properties  
Tel: (081) 201 2222  
Email: jmarais@walvisbay.org.za

**DEATH NOTICES**



Ons betreur die heengaan van

**Mev Renate Sass**

Ons innige simpatie aan familie, vriende en gemeenskap wat by so baie voor beteken het!

Van : Inwoners, Personeel en Bestuur van die Lions Sorgereheid, Lions Ouetehuis en Lion Village

Aansel van al die Lede van die Lions Club Swakopmund

**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME**

**CONSENT: Self Catering Unit ON ERF NO: 1454 TOWN-SHIP/AREA: Meerweg STREET NAME & NO: Ammann Street**

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that I/we, the undersigned, have applied to the Municipality of Walvis Bay for permission to erect/establish on the site a: Self-Catering Unit.

Plans may be inspected or particulars of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager, Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 21 March 2025.

**NAME AND ADDRESS OF APPLICANT:**  
Ngqisi Muhammad, PO Box 6266, Oshana

**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME**

**CONSENT: Catering ON ERF NO: 4814 TOWN-SHIP/AREA: Walvis Bay STREET NAME & NO: Hansa Magnetron Street**

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that I/we, the undersigned, have applied to the Municipality of Walvis Bay for permission to erect/establish on the site a: Catering.

Plans may be inspected or particulars of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager, Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 21 March 2025.

**NAME AND ADDRESS OF APPLICANT:**  
Mangos S.G.O., PO Box 288, Walvis Bay

**An Angel has passed**

**Maryna P Smith**  
(Ouma Rynjies)

\*21.09.1932 - \*26.02.2025

**Memorial Service**  
Saturday 08 March 2025  
10:00 N.G Church  
Meersig

**Contact Lynette**  
081 143 9304  
Yvonne  
081 475 3882



**NOTICE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 1995, ENVIRONMENTAL MANAGEMENT ACT OF 1987, AND SWAKOPMUND ZONING SCHEME**

Urban Planning intends to apply to the Municipality of Walvis Bay and the Ministry of Urban and Rural Development for the following:

1. ERF 1001 Environmental Control (Area 1) and the same site with Urban Planning from Single Residential with a density of 1:1000 to General Residential with a density of 1:4000 to be used as a building.
2. Erf 1001 Environmental Control 10 (Cuba Street) Reverting from General Residential 2 with a density of 1:1000 to General Residential 1 with a density of 1:1000 and use for a hotel.

The aforementioned applications are submitted in terms of the Urban Planning Act, 1995 (Act No. 107/1995) and the Urban and Regional Planning Act, 2018 (Act No. 5/2018). The meeting of the Municipal Council in terms of the Urban and Regional Planning Act, 1995 (Act No. 107/1995) and the Urban and Regional Planning Act, 2018 (Act No. 5/2018) will be held on the 11th of March 2025 at 10:00 AM in the Council Chamber of the Municipality of Walvis Bay. Any objections to the above applications must be submitted before or on 17:00 Friday, 28 March 2025.

**Local Authority:**  
Municipality of Walvis Bay  
PO Box 14 Walvis Bay  
081 411 2001

**Applicant:**  
Urban Planning  
Township Council  
PO Box 2015 Walvis Bay  
081 201 777

**NOTICE OF THE CONSENT APPLICATION IN TERMS OF THE WALVIS BAY TOWN PLANNING SCHEME**

**CONSENT: Accommodation Establishment (Bed and Breakfast) ON ERF NO: 967 TOWN-SHIP/AREA: Meerweg STREET NAME & NO: House No 12, Pioneer Street, Meerweg**

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that I/we, the undersigned, have applied to the Municipality of Walvis Bay for permission to erect/establish on the site a: Bed & Breakfast.

Plans may be inspected or particulars of this application may be obtained at Town Planning, First Floor, Rooms 101 & 105, Civic Centre.

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager, Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 28 March 2025.

**NAME AND ADDRESS OF APPLICANT:**  
Doric and Tole Guesthouse CC, P.O. Box 097, Swakopmund  
081 201 2222

**Joyce Swanepoel**

0 27 Februarie 2025

*Dis met diepe hartseer dat ons moes afskeid sê van ons liefste vriendin JOYCE.*

*Ons gaan haar stylvolle en vriendelike geesdrif geweldig mis.*

**Liefde:**  
Lazelle, Welma,  
Liesel en Trix









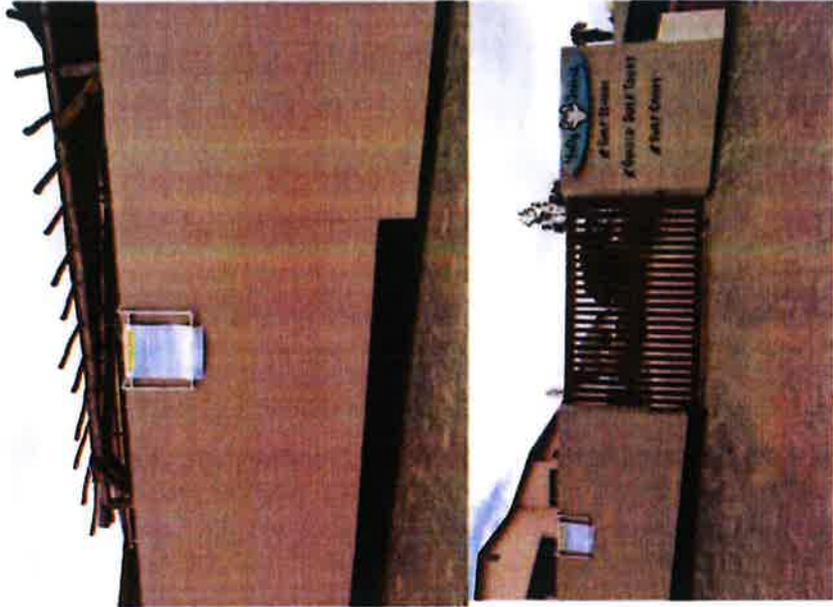




First Floor 122 On Main Building  
122 Sam Nujoma Avenue  
Ekhurhuleni

P O Box 2095  
Tel : (084) 280 775  
Email: info@stwp.com.za

Photos and example of the Site Notice that was put up.



## REZONING NOTICE

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

Erf 808 Swakopmund (corner of Nathanael Maxuill Street and Anton Lohowski Avenue): Rezoning from Single Residential with a density of 1:900m<sup>2</sup> to General Business with a bulk of 2.0, and consent for a Bed & Breakfast.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), and the Swakopmund Zoning Scheme, as amended. The rezoning of land zoned residential to business is a listed activity, and application for an Environmental Clearance Certificate will be made in terms of the Environmental Management Act, 2007 (No. 7 of 2007).

**Take note that -**

(a) The BID lies open for inspection at the Town Planning Section of the Swakopmund Municipality, corner of Rukonoka & Daniel Kunke Street, and at Stewart Planning, 122 Sam Nujoma Avenue, Walvis Bay. An electronic copy can be requested from Mrs Melissa Kroon: [melissa@sp.com.za](mailto:melissa@sp.com.za)

(b) Any person having comments/objections to the application may in writing lodge such objections/comments together with the grounds thereof, with the CEO of the Swakopmund Municipality and with Stewart Planning;

(c) Written objections must be submitted before or on 17:00 Friday, 28 March 2025.

**Local Authority**  
Chief Executive Officer  
Municipality of Swakopmund  
PO Box 33 Swakopmund  
jheeta@swkmun.com.na  
064 410 4400

**APPLICANT**  
Stewart Planning  
Town & Regional Planners  
P.O. Box 2095, Walvis Bay  
melissa@sp.com.za  
064 280 775

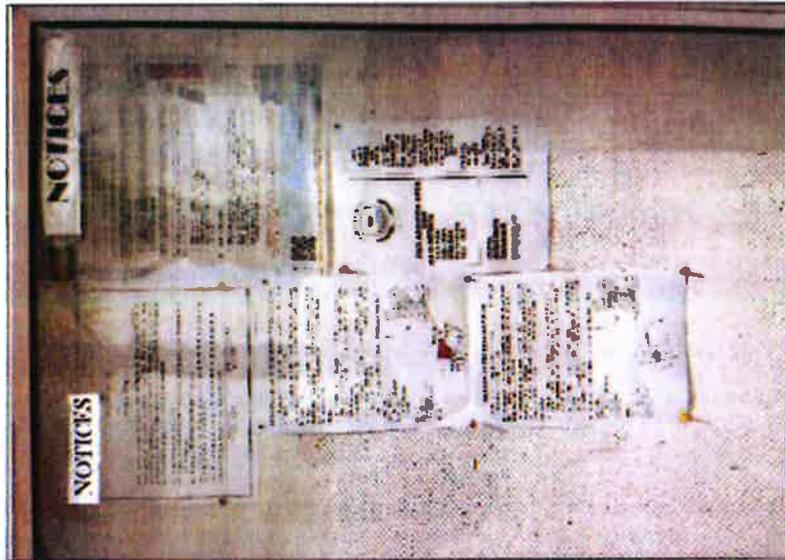


**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

Suit Plaza 122 On Main Building  
122 Main Nijupena Avenue  
Mabasa Bay

P.O. Box 2095  
Tel: (004) 290 775  
Email: [info@stewartplanning.co.za](mailto:info@stewartplanning.co.za)

Photos and example of the Council Board Notice that was put up.



**REZONING OF ERF 808 SWAKOPMUND**

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

**ERF 808 Swakopmund (former of Nathanael Mawassil Street and Anton Ludendorff Avenue) Reverting from Single Residential with a density of 1:100m<sup>2</sup> to General Business with a bulk of 2:0, and consent for a Bed & Breakfast.**

The aforementioned application is submitted in terms of the Swakopmund Zoning Scheme (as amended), and the Urban and Regional Planning Act, 361A (Act No. 5 of 2018), as a necessary and possible to revise the ERF 808 Swakopmund to extend the existing "Bally Zebra" establishment with business and use rights related to the surf photography operations.

**Time note that –**

(A) All background information document has been for inspection at the Town Planning Department of the Municipality of Swakopmund, corner of Habababa and Daniel Lomba Street, Swakopmund. An electronic copy can be requested from [info@stewartplanning.co.za](mailto:info@stewartplanning.co.za).

(B) Any person having comments or objections to the application, may in writing lodge such objections and comments together with the grounds thereof, with the Chief Executive Officer of the Municipality of Swakopmund and with Stewart Planning within 14 days of the last publication of this notice.

(C) Written objections must be submitted before or on 17:00 Friday, 28 March 2025.

**Local Authority:**  
Chief Executive Officer  
Municipality of Swakopmund  
PO Box 18 Swakopmund  
[info@stewartplanning.co.za](mailto:info@stewartplanning.co.za)  
064 419 4400

**Applicants:**  
Stewart Planning  
Town & Regional Planners  
PO Box 2095 Wabisa Bay  
[info@stewartplanning.co.za](mailto:info@stewartplanning.co.za)  
064 290 775

11.1.28 **SUBDIVISION OF REMAINING EXTENT OF ERF 1759, SWAKOPMUND, EXTENSION 1 INTO PORTION A AND REMAINDER**  
(C/M 2025/08/28 - E 1759)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.15** page **107** refers.

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

**1. Purpose**

The purpose of this submission is for Council to consider the application for the subdivision of the Remaining Extent of Erf 1759, Swakopmund Extension 1, into Portion A and Remainder in terms of Section 105 (1) (e) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

**2. Introduction and Background**

A subdivision application was received by the Engineering and Planning Services from van der Westhuizen Town Planning and Properties cc, applying on behalf of Evangelische Stadtmission Swakopmund, which wishes to acquire Portion A. The application is attached as **Annexure A**.

It is recorded that the Evangelische Stadtmission Swakopmund purchased two portions of land, Remainder Erf 1759 and Portion A of Rem/1759, Swakopmund, from Council in 2008 and 2009, respectively. An application to subdivide to this effect was initiated, but was unfortunately not finalised. On the contrary, the sale agreement between Council and the church was concluded; however, the portions sold need to be cut off according to the square metres sold.

It should be noted that these properties were initially sold as two separate portions, which are now combined in this application as one large property instead of two.

**3. Ownership**

Ownership of the Remaining Extent of Erf 1759, Swakopmund Extension 1, is held in the Deed of Transfers T7559/1955 and vests in the Municipal Council of Swakopmund. Proof of ownership has been attached to the application.

**4. Zoning, Locality and Size**

The Remaining Extent of Erf 1759, Swakopmund, Extension 1 is zoned "Institutional". The Erf is situated along Schwester Frida Street. It measures 4491m<sup>2</sup> in extent. There are already existing structures on the premises.



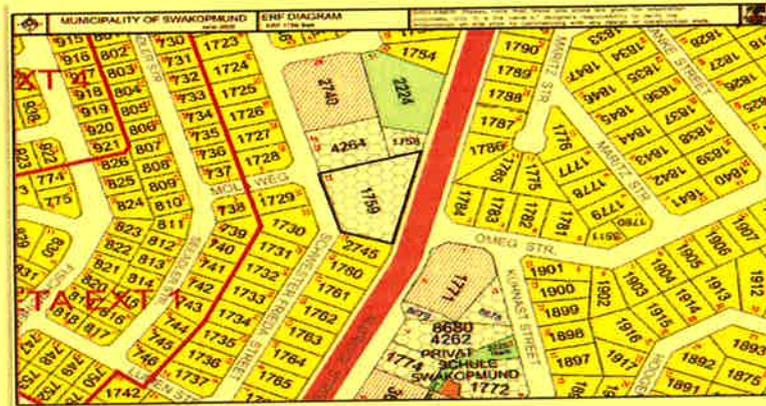


Figure 1: Erf 1759, Swakopmund Ext 1 locality and zoning map

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

Access to the Remaining Extent of Erf 1759, Swakopmund Extension 1, is currently obtained from Schwester Frida Street. The newly created Portion A will obtain its access from the same street.

The property is already connected to the existing municipal service networks. Any further extension or upgrading of services due to this subdivision should be done to the satisfaction of the General Manager: Engineering and Planning Services, at the cost of the applicant (landowner).

#### 6. Public Notification

In terms of the Urban and Regional Planning Regulations, Section 10 (4) for subdivision, only the affected neighbouring property owners must be notified. No publication of notices in newspapers and the government gazette is required. The five (5) immediate neighbours were consulted via registered mail.

The closing date for objections or comments was Friday, 25<sup>th</sup> of April 2025. No objections were received.

#### 7. Proposal

The church wishes to subdivide the erf to have the portions sold to it by Council, registered in the church's name. Moreover, in the application to purchase the land, the church indicated that it would like to acquire the land to construct the church hall and a manse. The table below illustrates the subdivision proposal:

<b>Erf Number</b>	<b>Size in Square Metres</b>	<b>Zoning</b>
Portion A	2614	Institutional
Remainder 1759	1877	Institutional
<b>Total</b>	<b>4491</b>	

Table 1: proposed subdivision sizes

#### 8. Evaluation

The statutory processes are undertaken to finalise the two purchase agreements made and entered into by and between Council and Evangelische Stadtmission Swakopmund. The portions sold must be subdivided, surveyed and eventually registered in the purchaser's name.

According to the said agreements, the Remainder of Erf 1759, Swakopmund, must be 2000m<sup>2</sup> in extent, whilst Portion A must be 601m<sup>2</sup> in extent. The proposed subdivision layout indicates that the combined area of the two portions is 2614m<sup>2</sup>, instead of 2601m<sup>2</sup>, which is 13m<sup>2</sup> in excess, in extent. However, Clause 17 of the said agreements states that "the Seller shall not be responsible for any differences or deficiency in area which may be shown by re-survey of the Erf and likewise renounces any excess".

9. **Title Deeds Conditions**

The current title deed conditions registered against the Remaining Extent of Erf 1759, Swakopmund Extension 1, should be retained and be registered against the newly created erf (Portion A) and the Remainder of the Remaining Extent of Erf 1759, Swakopmund Extension 1.

10. **Conclusion**

The proposed subdivision of the Remaining Extent of Erf 1759, Swakopmund, Extension 1 is necessary for the finalisation of statutory procedures and execution of the Council decisions, and to allow for the creation, registration and transfer of the property to the church, Evangelische Stadtmision Swakopmund.

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

**RECOMMENDED:**

- (a) **That the subdivision of the Remaining Extent of Erf 1759 Extension 1 into Portion A and Remainder be approved as per the table below:**

<b>Erf Number</b>	<b>Size In Square Metres</b>	<b>Zoning</b>
<b>Portion A</b>	<b>2614</b>	<b>Institutional</b>
<b>Remainder 1759</b>	<b>1877</b>	<b>Institutional</b>
<b>Total</b>	<b>4491</b>	

- (b) **That Council take cognisance of the 13m<sup>2</sup> excess area and that it is insignificant,**
- (c) **That all additional infrastructure required as a result of the proposed development be for the account of the applicant and in accordance with the specifications of the General Manager: Engineering and Planning Services.**
- (d) **That conditions registered against the Remaining Extent of Erf 1759, Swakopmund Extension 1, be retained and be registered against the newly created erf and the Remainder of Erf 1759, Swakopmund, Extension 1.**
- (e) **That the applicant provides proof that the subdivision of the Remaining Extent of Erf 1759, Swakopmund, Extension 1, into Portion A and Remainder has been approved by the Minister of Urban and Rural Development, and provide Council with the approved diagram before any submission of building plans to the Engineering and Planning Services Department for approval.**
- (f) **That the on-site parking requirements be as per the Swakopmund Zoning Scheme.**
-

**ANNEXURE A - APPLICATION FORM**

22-03-07-1759

E 1759

21

*Van Der Westhuizen***TOWN PLANNING & PROPERTIES**

PO BOX 1598  
 SWAKOPMUND, NAMIBIA  
 +264 81 122 4991  
 +264 81 122 4991  
 andrew@vdpdata.com

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



05 June 2025

Dear Sir,

**APPLICATION FOR SUBDIVISION OF THE REMAINING EXTENT OF ERF NO. 1759, SWAKOPMUND, EXTENSION NO. 1, INTO PORTIONS "A" AND REMAINDER.**

Van Der Westhuizen Town Planning & Properties cc has been appointed by Messrs Evangelishce Stadtmission Swakopmund, on behalf of the Municipality of Swakopmund being the registered the owner of the Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, to undertake all necessary statutory steps for the:

- **SUBDIVISION OF THE REMAINING EXTENT OF ERF NO. 1759, SWAKOPMUND, EXTENSION NO. 1, INTO PORTION "A" AND REMAINDER**

Application is herewith made to Council in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the subdivision of the Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, into Portion "A" and Remainder.

**1. BACKGROUND**

Evangelishce Stadtmission Swakopmund purchased two portions of land from the Municipality in 2008 and 2009. An application to this effect was submitted by Urban Dynamics Town and Regional Planners but was unfortunately never completed and both the intentions and application went silent. The transaction between the Municipality of Swakopmund and the client was concluded and as such the new property is in need of creation. It should be noted that buildings already exist and in use by Evangelishce Stadtmission Swakopmund.

Note should also be taken of the fact that it was initially sold as two separate properties but after an application to the Municipality it was indicated that one large property be created instead of two portions.

## 2. LOCALITY & ERF SIZE & ZONING

Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, currently measures approximately 4 491m<sup>2</sup> in extent and is located along Schwester Frida Avenue in Swakopmund, Extension No. 1. (Annexure A). The property is zoned as Institutional and being used as such by Messer's Evangelishce Stadtmission Swakopmund.

## 3. OWNERSHIP

Ownership of The Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, vests with the Municipality of Swakopmund, by means of Deed of Transfer 7559/1995 as attached as "Annexure B" to this document.

## 4. INTENTION OF CLIENT AND PROPOSED SUBDIVISION

It is the intention of the client to subdivide The Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, into Portion A and Remainder (Annexure C1 & C2). Proposed Portion A is to be registered in the name of Messer's Evangelishce Stadtmission Swakopmund while the Remainder will remain the property of the Swakopmund Municipality. Proposed Portion A will be approximately 2 614m<sup>2</sup> in extent.

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

Proposed Portions	Portion Sizes in ha
Portion A	2 614m <sup>2</sup>
Remainder of Erf 1759	1 877m <sup>2</sup>
<b>Total m<sup>2</sup></b>	<b>4 491m<sup>2</sup></b>

## 5. TOPOGRAPHY

The Erf is relatively flat with a gentle slope from south to north. The slope falls 2m over a distance of approximately 80m as per the attached 50cm Contour Interval Plan (Annexure C3). It is important to note that due to the fact that Proposed Portion A is already fully developed the topography will play a rather insignificant role in the intentions of the Client.

## 6. ACCESS

Access to The Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, is currently obtained from Schwester Frida Street. After the subdivision is approved the newly created Portion A will also obtain access from the same street as per the Subdivision Plan. Since the use is already established there will be no need for additional access.

## 7. INFRASTRUCTURE SERVICES

The Remaining Extent of Erf No. 1759, Swakopmund, Extension No. 1, is already connected to the existing infrastructure network. Proposed Portion A is already serviced in terms of Water.

Sewer and Electricity and any additional need that might arise in the future shall be communicated to the relevant Institutions.

#### **8. PUBLIC PARTICIPATION**

Neighbouring property owners have been requested for their comments/objections on the proposed subdivision. Attached please find copies of letters to neighbours via registered mail (**Annexure D**). Site notices were also placed on the erf and Municipal Notice Board for public comments (**Annexure E**). Closing date for comments/objections to the proposed subdivision lapsed on 25 April 2024. By the closing of the objection period No objections were received from the neighbouring properties or the general public (**Annexure F**).

#### **9. CONCLUSION**

The intended subdivision will only give effect to previous Council decisions and allow for the creation and transfer of the property to the name of the Messer's Evangelishce Stadtmission Swakopmund. The use of the proposed Portion A is already both in existence and already paid for and as such there exist no reasoning not to allow the subdivision to proceed.

**10. APPLICATION**

Application is herewith made, on behalf of our client/s, in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the:

- **SUBDIVISION OF THE REMAINING EXTENT OF ERF NO. 1759, SWAKOPMUND, EXTENSION NO. 1, INTO PORTIONS "A" AND REMAINDER.**

**CONDITIONS TO BE REGISTERED AGAINST REMAINDER OF ERF 1759:**

- (a) The conditions currently registered against the remainder be retained.

**CONDITIONS TO BE REGISTERED AGAINST PROPOSED PORTION A:****IN FAVOUR OF THE LOCAL AUTHORITY**

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

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

Yours Faithfully,



**A R VAN DER WESTHUIZEN**

Prepared by me

  
CONVEYANCER  
COLEMAN, M.

LORENTZ & BONE  
Attorneys, Notaries & Conveyancers  
Standard Bank Chambers  
P O Box 85, WINDHOEK



7 7550 / 95

## DEED OF TRANSFER

BE IT HEREBY MADE KNOWN:

THAT MARINDA COLEMAN

appeared before me, Registrar of Deeds, at Windhoek, he the said Appearer, being duly authorised thereto by a Power of Attorney executed at WINDHOEK on the day 26TH day of JULY 1995, by the

YFC SWA/NAMIBIA

(hereinafter styled the TRANSFEROR)

which power, witnessed in accordance with law, was exhibited to me on this day:



AND THAT APPEARER DECLARED THAT

WHEREAS the undermentioned property was sold by the MUNICIPAL COUNCIL OF SWAKOPMUND to the YFC SWA/NAMIBIA in terms of Deed of Sale dated 18 March 1987;

AND WHEREAS the undermentioned property was transferred into the name of YFC SWA/NAMIBIA on 27 October 1987;

AND WHEREAS the aforementioned Deed of Sale stipulated that the YFC SWA/NAMIBIA shall be obliged to improve the property to the value of N\$80 000,00 on or before 18 March 1990, failing which the undermentioned property will revert to the MUNICIPAL COUNCIL OF SWAKOPMUND at the expense of the YFC SWA/NAMIBIA;

AND WHEREAS the YFC SWA/NAMIBIA failed to improve the property and has agreed to re-transfer the property into the name of the MUNICIPAL COUNCIL OF SWAKOPMUND;

NOW THEREFORE the Appearer, in his capacity as attorney aforesaid, did by these presents cede and transfer in full and free property to and on behalf of the

**MUNICIPAL COUNCIL OF SWAKOPMUND**

(hereinafter styled the **TRANSFeree**)

Its successors-in-title or Assigns,

**CERTAIN** Remaining Extent of Erf No. 1759, Swakopmund,  
Extension No. 1

**SITUATE** In the Municipality of SWAKOPMUND  
Registration Division "G"

**EXTENT** 4491 (Four Thousand Four Hundred and Ninety One)  
Square metres

**FIRST REGISTERED** by Certificate of Registered Title No. T. 818/1979 with  
diagram relating thereto and held by Deed of Transfer No. T. 3524/1987

*[Handwritten signatures and initials]*

WHEREFORE the Appearer, renouncing all the Right and Title the TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge the TRANSFEROR to be entirely dispossessed of and disentitled to, the same, and that, by virtue of these Presents, the said TRANSFEREE, Its successors-in-title or Assigns, now and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its Rights;

IN WITNESS whereof I, the said Registrar, together with the Appearer, q.q.; have subscribed to these Presents, and have caused the Seal of Office to be affixed hereto.

THUS DONE AND EXECUTED at the Office of the Registrar of Deeds, at WINDHOEK, on 02 NOV 1997

*[Handwritten signature]*  
q.q.

In my presence,

*[Handwritten signature]*  
REGISTRAR OF DEEDS

(Checked 1. *[Handwritten signature]* 2. *[Handwritten signature]*)

- I, the undersigned, MARINDA COLEMAN, hereby certify in terms of Section 78 of Act 23/1992 that all rates, fees or charges leviable in respect of the immovable property contained in this Deed have been paid up to an including the date of registration thereof.

*[Handwritten signature]*  
COLEMAN, M.  
CONVEYANCER

*[Handwritten marks]*  
h  
b





### LIST OF REGISTERED ITEMS POSTED

REF 1791



by Van Der Westhuizen Town Planning + Interiors

Sender's reference no.	Addressee's name and address	Registration no.
4264	BRUNO LINDELO Southern Africa P.O. Box 413 SWARCOBUND	RR 015 204 671 NA
2745	F. J. F. M. M. M. P.O. Box 8022 SWARCOBUND	RR 015 204 685 NA
1730	M. T. T. T. T. P.O. Box 1671 SWARCOBUND	RR 015 204 699 NA
1729	F. J. S. A. K. C. H. P.O. Box 413 SWARCOBUND	RR 015 204 708 NA
1728	M. G. H. A. N. S. E. N. P.O. Box 1603 SWARCOBUND	RR 015 204 711 NA
/		

studs.com 2809-4

Number of items

Received by

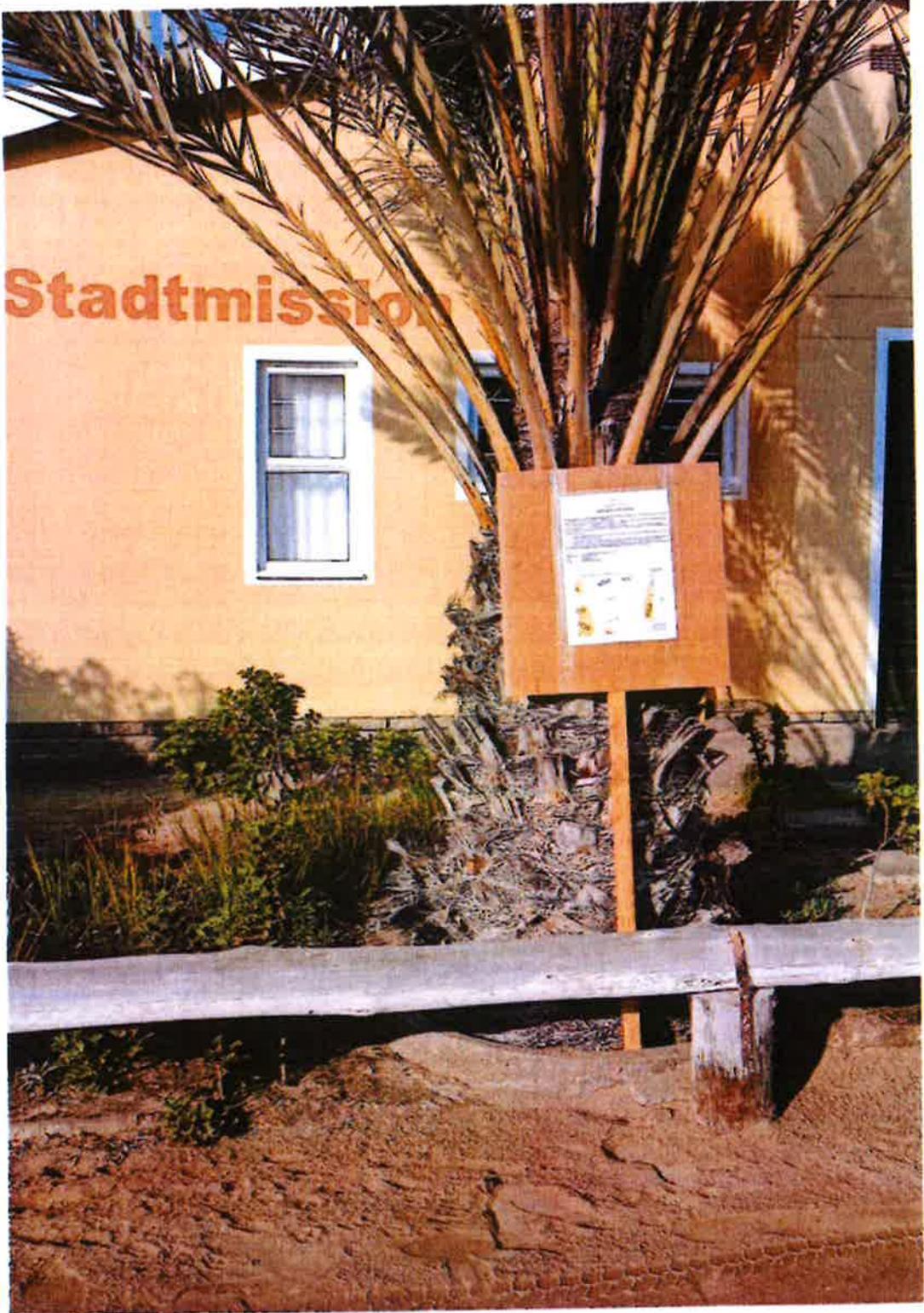
*[Signature]* 5/11/25

Date-stamp



No compensation will be considered unless enquiry regarding this postal article is made within one year after the date of posting.

P1/185



11.1.29 **PERMANENT CLOSURE OF A PORTION OF THE REMAINDER OF ERF 460, SWAKOPMUND AS STREET**  
(C/M 2025/08/28 - E 460, E 3683, E 3684)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.16** page **121** refers.

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

**1. Purpose**

The purpose of this submission is for Council to approve the permanent closure of a portion of the Remainder of Erf 460, Swakopmund, as a street in terms of Section 50 of the Local Authorities Act, Act 23 of 1992, as amended.

**2. Introduction and Background**

The portion is already subdivided into Erf 3683, Swakopmund, and consolidated with Erf 1331, Swakopmund, into Erf 3684, Swakopmund.

In order to finalize the transfer of Erf 3683, Swakopmund, to MAE Courtney-Clarke, it is required that Erf 3683, Swakopmund, a Portion of Erf 460, Swakopmund, be closed as a street, to conclude a transaction which was initiated during 1996. Council passed a resolution on **30 April 2025** under item 11.1.1 to continue with the transaction for the sale of the street portion, subject to, among other the following condition:

*(e) That Ms M A E Courtney-Clarke appoints a town planner and surveyor at her cost to review the validity of the previous statutory processes for the closure of the street portion, subdivision, and compilation of diagrams and subsequent consolidation with Erf 1331.*

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

Although the subdivision of the Remainder of Erf 460, Swakopmund into Remainder Erf 460, Swakopmund and Erf 3683, Swakopmund was finalized, no street closure certificate could be traced on Council's files.

Erf 3683, Swakopmund, is being consolidated with Erf 1331, Swakopmund, into Erf 3684, Swakopmund as per **Annexure "B"**.

**3. Discussion**

Approval was received from the Minister of Urban and Rural Development to proceed with the sale of Erf 3683, Swakopmund. The deed of sale was signed, and instructions to register the property and transfer of ownership were issued to Council's conveyancer. Upon registration of the property, a closure certificate was requested, which does not exist.

Before closure of any public place or part of a public place or closure of any street or portion of a street, a notice must be published in the Government Gazette and at least two local newspapers circulating within its area. Additionally, closure of the street or public spaces is one of the listed activities in terms of the Environmental Management Act, Act 7 of 2007. Therefore, the applicant (owner Erf 1331, Swakopmund) or the town

planner appointed by the client to review the validity of the previous statutory processes must undertake the publication of the notices and the environmental impact assessment of Erf 3683, Swakopmund, the street portion to be closed off.

4. **Conclusion**

That in addition to point (e) of Council's resolution passed on **30 April 2025** under item 11.1.1 Council approves the closure of a portion of the Remainder of Erf 460, Swakopmund, which is now known as Erf 3683, Swakopmund, in terms of Section 50 of the Local Authorities Act, Act 23 of 1992, as amended.

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

**RECOMMENDED:**

- (a) **That Erf 3683, Swakopmund, be closed as a street.**
  - (b) **That Council takes note that the consolidated diagrams of the consolidation of Erf 3683, Swakopmund, with Erf 1331, Swakopmund, into Erf 3684, Swakopmund, have already been approved by the Surveyor General.**
  - (c) **That MAE Courtney-Clarke or his/her appointed town planner undertakes the closure procedures as stipulated in Section 50 of the Local Authorities Act, 1992, Act 23 of 1992.**
  - (d) **That upon conclusion of the street closure procedures, MAE Courtney-Clarke provides proof of notifications before a closure certificate is issued.**
  - (e) **That the approval for the closure of Erf 3683, Swakopmund, is subject to environmental impact assessment, and a copy of the environmental clearance certificate be submitted before the closure certificate is issued.**
-

## ANNEXURE "A"

11.1.1

**RECONSIDERATION OF APPLICATION TO PURCHASE ADJACENT STREET PORTION (ERF 460) AND CONSOLIDATE WITH ERF 1331 INTO ERF 3684**

(C/M 2024/04/30 - E 460, E 1331, E 3684)

**RESOLVED:**

- (a) That Council takes note that the provisional deed of sale dated 06 March 1996 entered into by and between Council and Ms M A E Courtney-Clarke for the sale of a portion of Erf 460, Swakopmund, was cancelled on 12 April 2001.
- (b) That Council takes note that Ms M A E Courtney-Clarke did not respond by the due date, 24 March 2006, following the consideration by Council of the transaction on 25 November 2004 under item 11.1.24.
- (c) That Council takes note of the letter dated 31 August 2023 received from Ms M A E Courtney-Clarke, pursuing the sale of a portion of Erf 460, Swakopmund, for the consolidation thereof with Erf 1331, Swakopmund.
- (d) That, notwithstanding the above, Council makes a new offer based on the resolution passed on 25 November 2004 under item 11.1.24 quoted below:
- "That Council in principle approves the alienation of a 543m<sup>2</sup> portion of Heuschneider Street to Mrs M Courtney-Clarke at a price of N\$500,00/m<sup>2</sup> (543m<sup>2</sup> x N\$500,00 = N\$271 500,00), subject to the following conditions:*
- (i) *That the applicant be responsible for all costs arising from this transaction.*
- (ii) *That the proposed private transaction be advertised in terms of the Local Authorities Act, 1992, as amended."*
- (e) That Ms M A E Courtney-Clarke appoints a town planner and surveyor at her cost to review the validity of the previous statutory processes for the closure of the street portion, subdivision, and compilation of diagrams and subsequent consolidation with Erf 1331.
- (f) That Ms M A E Courtney-Clarke be responsible for the cost for the relocation of services (if any), alternatively for the registration of a servitude over the services.
- (g) That Ms M A E Courtney-Clarke be given 21 days from the date of Council's resolution to accept the Council decision, failing which the offer is withdrawn.
- (h) The standard statutory processes shall be commenced with for the proposed sale.
-

ANNEXURE "B"



APPROVED  
*H. H. H. H.* 21 OCT 1997 No. A542/97  
for SURVEYOR-GENERAL

SERIES	metres	ANGLES OF DIRECTION		CO-ORDINATES System 22/15		DESIGNATION
				Y	X	
A B	30.60	318.48.88	A	+48 302.70	+74 238.32	1331b
B C	62.83	48.57.50	B	+48 282.55	+74 259.15	1331c
C D	30.29	138.38.18	C	+48 328.88	+74 300.44	3683d
D E	17.93	228.38.20	D	+48 348.58	+74 277.70	1328d
E F	20.12	228.42.30	E	+48 328.53	+74 283.88	1331a
F A	24.91	228.48.40	F	+48 321.41	+74 252.57	1329c
				+48 843.81	+74 881.88	LIGHTH
				+48 358.49	+74 887.18	R. St. Y

DESCRIPTION OF BEACONS:  
 LIGHTH.....Lighthouse  
 R. St. Y.....Railway Station Tower  
 A, B, F.....15mm round iron peg in concrete  
 C, D, E.....15mm iron peg in concrete

SCALE 1:1000

COMPONENTS:  
 (1). The figure ABxEF represents Erf 1331 Swakopmund  
 Vide diagram No. 1800/76, Annexed to D/T No. 1670/1982  
 (2). The figure ExCD represents Erf 3683 Swakopmund  
 Vide diagram No. A.541/97, Annexed to D/T NO.

The figure A B C D E F  
 represents 1916 square metres of land being  
 ERF 3684 SWAKOPMUND, comprising (1) and (2) above  
 Situate in the Municipality of Swakopmund  
 Registration Division 6, Namibia

Compiled in May 1997 by me, *D.J. Bindemann* Professional Land Surveyor

This diagram is annexed to No. <i>d.j.</i>	The original diagrams are as quoted above	File No. Sw. 86 S.R. No. Compiled Comp. MO-SCA/12 Gen. Plan No.
--	---	--

Registrar of deeds

11.1.30 **AUDIENCE: LOOP TECHNOLOGIES (PTY) LTD PRESENTATION OF CUSTOMER SERVICE TECHNOLOGY SYSTEM**  
(C/M 2025/08/28 - 6/1/4/2/1/13)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.17** page **03** refers.

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

1. **Introduction**

Loop Technologies (Pty)Ltd seeks an audience with the Municipality of Swakopmund to demonstrate various innovative Technology Solutions geared to critically enhance the customer experience and customer service. These tools include **Self Service Kiosk, Queue Management System, Digital Signage, Customer Feedback System, and Incident Management System.**

An initial presentation was made on **18 July 2025** with Mr V. Nzaramba and Mr N Nghiwete representing the entity. Mr N Nghiwete is invited to present their proposal to the Management Committee on Thursday, **14 August 2025**. He has confirmed attendance (**Annexure "B"**).

2. **Background**

Council's Head Office provides significant walk-in Customer Services, resulting in significant crowding in the Cash Hall and queues. This experience is not consistent with the overall quality of excellence our customers have grown to expect from the Municipality, and calls for enhancement. Further, the tracking of all these customer queries and the management of these queries remains haphazard and not subject to measurement or improvement.

It is believed that Loop Technologies may be able to demonstrate possible solutions to the said problem to enhance the customer experience and allow the measurement of the said data points for possible future improvement.

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

**RECOMMENDED:**

- (a) **That Council takes note of the presentation by Loop Technologies to enhance the Customer Service experience for walk-in customers and other Technologies.**
- (b) **That Messrs Loop Technologies submit a detailed cost implication of their system and products.**
- (c) **That due diligence be carried out to satisfy Council on the need and use of similar systems and technologies.**
- (d) **That the Procurement process via open bidding be considered, to meet the need for efficient Customer Service and Queue Management.**



hello@loop.com.na | www.loop.com.na  
 13 Lister Street, Windhoek West, Namibia  
 Office: +264 81 250 380 | Fax: +264 88 650 3098

The Chief Executive Officer  
 Archie Benjamin  
 Municipality of Swakopmund  
 Corner of Rakotoka & Daniel Kamho Street  
 PO Box 53  
 Swakopmund  
 Namibia

16 January, 2025

**RE: MODERNIZING MUNICIPALITY OF SWAKOPMUND WITH SMART SOLUTIONS**

Dear Mr Benjamin,

On behalf of Loop Technologies, we are thrilled to introduce a suite of innovative solutions designed to elevate the Municipality of Swakopmunds efficiency and service experience.

Our offerings are tailored to meet the unique needs of the Municipality and include:

- **Self-Service Kiosk:** A powerful tool to streamline payments, service sales, customer feedback, and online applications, optimizing revenue collection and making interactions smoother and more convenient for residents.
- **Queue Management System:** Keeps visitor flow efficient and enhances the customer experience in Council Offices.
- **Digital Signage:** A dynamic platform for sharing vital information and updates, keeping the public informed and engaged.
- **Customer Feedback System:** An essential tool for gathering real-time insights through customizable forms, supporting continuous improvement and higher satisfaction levels.
- **Incident Management System:** Supports effective crisis management and quick resolutions through rapid response capabilities.

These solutions align perfectly with the Municipality of Swakopmunds vision for modernization, promising enhanced operational efficiency, improved public engagement and greater satisfaction for residents and visitors alike. They are specifically designed to reduce costs, increase revenue and boost overall productivity within the Municipality's operations.

We would be delighted to arrange a meeting with council members to present and demonstrate these solutions in detail. Please let us know a convenient date and time, and we will gladly accommodate your schedule.

We look forward to collaborating with you to transform the Municipality of Swakopmund into a model of smart municipal services.

Thank you and kind regards,  
 Victor Nzaramba

Position: Chief Executive Officer  
 Mobile: +264 81 149 9960  
 Email: [victor@loop.com.na](mailto:victor@loop.com.na)  
 Website: [www.loop.com.na](http://www.loop.com.na)

**From:** Natangwe Nghiwete <natangwe@loop.com.na>  
**Sent:** Tuesday, August 12, 2025, 13:07  
**To:** Mengisto Katire <mkatire@swkmun.com.na>  
**Cc:** Mpasí Haingura <mhaingura@swkmun.com.na>; Alfeus Benjamin <abenjamin@swkmun.com.na>; Gaudensia Mukena <gmukena@swkmun.com.na>; Oscar Homateni <ohomateni@swkmun.com.na>; info@exclafrika.com <info@exclafrika.com>; victor@loop.com.na <victor@loop.com.na>; lebeus@loop.com.na <lebeus@loop.com.na>; Matheus Mulundu <matheus@loop.com.na>; Hellao Naruseb <hnaruseb@swkmun.com.na>; Dionne Kauandenge <dionne@loop.com.na>; filippus@loop.com.na <filippus@loop.com.na>  
**Subject:** Re: LOOP DIGITAL SIMPLIFIED // SMART MUNICIPAL SERVICES

**Good Afternoon,**

We appreciate your email.

May we kindly request access to the boardroom at least one hour before the presentation to allow for setup? We will also require internet access.

Thank you and kind regards,

**Natangwe Nghiwete**  
**Business Developer**

**M:** +264 85 213 5004  
**E:** [natangwe@loop.com.na](mailto:natangwe@loop.com.na)  
**W:** [www.loop.com.na](http://www.loop.com.na)

**Loop Technologies**  
**Office:** +264 61 25 0380  
**13, Lister Street**  
**Windhoek West**  
**Namibia**

**M:** +264 85 213 5004  
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**Loop Technologies**  
**Office:** +264 61 25 0380  
**13, Lister Street**  
**Windhoek West**  
**Namibia**

**Dear Mr Haingura,**

We trust this email finds you well.

May you kindly confirm the time for the presentation on Thursday, 14 August, so we can align our schedules and plan accordingly?

We look forward to hearing from you.

Thank you and kind regards,

**Natangwe Nghiwete**  
**Business Developer**

**M:** +264 85 213 5004  
**E:** [natangwe@loop.com.na](mailto:natangwe@loop.com.na)

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**On Mon, Jul 21, 2025, at 12:04 PM, Mpsi Haingura <[mhaingura@swkmun.com.na](mailto:mhaingura@swkmun.com.na)> wrote:**

Good Day, Mr Nghiwete

Your email is hereby acknowledged, and we also appreciate the presentation done. We will invite you to do a presentation to the Management Committee (MC) before we can roll out the pilot project. Our next MC meeting is scheduled for 14 August 2025.

I trust you find the communique in order.

**Kind Regards**

**From:** Natangwe Nghiwete <[natangwe@loop.com.na](mailto:natangwe@loop.com.na)>  
**Sent:** 21 July 2025 11:55 AM  
**To:** Alfeus Benjamin <[abenjamin@swkmun.com.na](mailto:abenjamin@swkmun.com.na)>; Mpsi Haingura <[mhaingura@swkmun.com.na](mailto:mhaingura@swkmun.com.na)>; Gaudensia Mukena <[gmukena@swkmun.com.na](mailto:gmukena@swkmun.com.na)>; Mengisto N. Katire <[mkatire@swkmun.com.na](mailto:mkatire@swkmun.com.na)>; Oscar Homateni <[ohomateni@swkmun.com.na](mailto:ohomateni@swkmun.com.na)>  
**Cc:** [info@exclafrika.com](mailto:info@exclafrika.com); [victor@loop.com.na](mailto:victor@loop.com.na); [lebeus@loop.com.na](mailto:lebeus@loop.com.na); Matheus Mulundu <[matheus@loop.com.na](mailto:matheus@loop.com.na)>  
**Subject:** Re: LOOP DIGITAL SIMPLIFIED // SMART MUNICIPAL SERVICES

Good Morning, Mr Benjamin and Team,

We trust you had a great weekend.

Thank you once again for the opportunity to present our solutions to your office.

As discussed during our meeting, we are keen to commence the trial phase and begin rolling out our solutions at the municipality.

We look forward to hearing from your good office soon, so we can commence.

Thank you and kind regards,

**Natangwe Nghiwete**  
**Business Developer**

**M: +264 85 213 5004**  
**E: [natangwe@loop.com.na](mailto:natangwe@loop.com.na)**  
**W: [www.loop.com.na](http://www.loop.com.na)**

**Loop Technologies**  
**Office: +264 61 25 0380**

- 11.1.31 **REQUEST BY MS ESTER MAGANO KAMULILO TO BE EXEMPTED FROM THE PAYMENT OF DEVELOPMENT COST**  
(C/M 2025/08/28 - E 7604 M, 15/2/1/2)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.18** page **03** refers.

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

1. **PURPOSE**

This submission serves to request Council to reconsider the request dated (**17 March 2025** and **02 July 2025**), attached as **Annexure "A"** and **Annexure "B"** of Ms. Ester Magano Kamulilo for exemption from payment of the development cost of Erf 7604, Extension 28, Swakopmund.

2. **BACKGROUND**

**Annexure "C"** is a letter dated **12 April 2023** from Ms Kamulilo requesting NHE to relocate her from Erf 7604, Ext. 28, Swakopmund. **Annexure "D"** is a letter dated **24 June 2024** by Ms Kamulilo to NHE to purchase the property.

Again, on **02 September 2024**, Ms Kamulilo requested (**Annexure "E"**) NHE to sell the property on Erf 7604 through the entity to Mr Lukas Lukas Dumeni and Mrs. Trifilie Dumeni.

On **18 November 2024 (Annexure "F")**, Ms Kamulilo applied for the waiver of the preemptive right over Erf 7604, Ext 28, Swakopmund, to sell her house to a third party. Ms Kamulilo motivated her request due to her safety in the particular area that is in close proximity to the informal settlement areas. Due to the nature of her job as a Case Management Officer at the office of the Labour Commissioner. Ms Kamulilo alleged that the area in which she resides presents a risk of her being subjected to harassment.

Council approved the application for waiver of Erf 7604, Ext 28, Matutura on **27 February 2025**, under item 11.1.25 as follows:

- (a) *That Council approves the application of Ms. Kamulilo by waiving the 10-year restriction over Erf 7604, Matutura, Extensions 28 to allow Ms. Kamulilo to sell the said erf to Mr Lukas Dumeni and Mrs. Trifilie Dumeni.*
- (b) *That the donation of Erf 7604 be revoked and that Ms. Kamulilo be requested to pay Council back the full development cost, which is N\$54,000.00.*
- (c) *That Ministerial consent be obtained to allow Ms. Kamulilo to sell Erf 7604, Matutura, Extensions 28 to the third party, Mr Lukas Dumeni and Mrs. Trifilie Dumeni.*
- (d) *That Ms. Kamulilo be informed that she no longer qualifies for allocation of an erf under the low-cost housing projects, as she is no longer a first-time property owner.*

### 3. CURRENT SITUATION

On **06 March 2025**, Ms Kamulilo was informed of the above resolution. A letter dated **17 March 2025 (Annexure "A")** was received from Ms. Ester Magano Kamulilo requesting exemption from payment of the development cost. Ms Kamulilo explained that she is not selling her property to make a profit, but due to the prevailing threats she receives daily, she just wants to relocate from Ext. 28 for her safety.

On **29 April 2025**, Council discussed the request for exemption from payment of development cost under item 11.1.18 as follows:

(a) *That the request for exemption by Ms Ester Magano Kamulilo from payment of N\$54,000.00 of development cost be declined.*

Ms Kamulilo was informed of the above resolution on **09 May 2025 (Annexure "G")**. In response to that, Ms Kamulilo submitted a letter dated **02 July 2025 (Annexure "B")** via the Office of the Mayor, requesting clarity on the legal basis on which a payment of development cost is imposed on her after having met all requirements as set out in a sales agreement.

### 4. PRE-EMPTIVE RIGHT

As a control mechanism to prevent beneficiaries from speculating with the low-cost properties after purchase, a preemptive clause was included in the Tripartite Agreement, which Ms Kamulilo signed on **28 August 2021** with NHE and Council. Clause 2.3.1 includes binding conditions which read as follows:

*"The Council and/or the NHE may cede and assign their rights and obligations in terms of this agreement to any other person, provided they have given written notice thereof to the beneficiary. The Beneficiary may not cede and assign any rights or obligations under this agreement for the duration of the 10 (ten) year period..."*

Therefore, the purchaser (Ms Kamulilo) is not allowed to sell the property to a third party before the 10-year period has lapsed or, unless it is first offered back to Council. The resolution of **27 February 2025** waived the preemptive right over the property even though the 10-year period had not lapsed.

Ms Kamulilo was required to pay the full development cost because of selling her house before the lapsing of the 10-year period as per Council resolution of **27 February 2025**, item 11.1.25.

Clause 2.3.1 makes provision for Council to within 60 days of the receipt of the written offer and with consultation to NHE, purchase the property at a price equal to the agreed costs for the construction of the property plus reasonable costs which the beneficiary may have incurred for permanent improvements on the property, which cost is determined by an independent valuator appointed by the Council whose determination is final and binding on the parties.

5. **DISCUSSION**

The tripartite agreement (**Annexure "H"**) signed by the Council, NHE, and Ms Kamulilo makes provision for Council to purchase the property at a cost to be determined by an independent valuator.

Ms Kamulilo wrote a letter on **29 July 2025 (Annexure "I")** offering the property back to Council, which is in line with clause 2.3.1 of the tripartite agreement, which allows Council to appoint an independent valuator to determine the market value of the property for sale to a potential buyer. At present Council has no budgetary provision for this purpose in place, and thus it may not be feasible.

6. **PROPOSAL**

Based on Ms Kamulilo's offer of **29 July 2025**, it is proposed that Council purchase the house on Erf 7604, Ext 28, Matutura from Ms Kamulilo and sell it at market value to any qualifying beneficiary.

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

- (a) **That Council repeals the resolution taken on 27 February 2025 under item 11.1.25.**
  - (b) **That Council declines to purchase the property on Erf 7604, Extension 28, Swakopmund as offered by Ms Ester Magano Kamulilo to Council and permit her to sell the property.**
  - (c) **That all future waivers be handled accordingly.**
-

Ester M Kamulilo  
P O Box 1143  
Swakopmund  
Namibia

17 March 2025

Municipality of Swakopmund  
P O Box 53  
Swakopmund  
Namibia

Dear Mr. Benjamin

**APPEAL FOR REVOKING OF DONATION – PENALTY TO THE AMOUNT OF  
N\$54 000.00 ERF 7604 MATUTURA EXT 28, SWAKOPMUND.**

I am writing this letter to express my concerns regarding a penalty charged as per letter dated 06 March 2025, Ref No 15/2/1/3, E 7604 M noted in connection with the request to lift pre-emptive conditions on my property.

While I understand the municipality's policies, I want to make it categorically clear that I was never informed about a penalty that will be implemented should I opted to sell my property within the 10-year period, nor was it mentioned in the Deed of Sale with NHE, nor was it stipulated in the Deed of Transfer, T5614/2022.

It is important to highlight that I am already facing the loss of first-time homeownership status of because of this request. This imposition of an additional penalty is unconstitutional as it is not anywhere stipulated in the contract that I have signed between me, NHE and Municipality of Swakopmund, this is subjecting me to double jeopardy.

Please take note that I was also given condition to sell my property, such as, the buyer should be a first-time homeowner, he must be in the master waiting list which I believe is for the same beneficial purpose.

And with the above in place, I would like the **Municipality of Swakopmund** to provide me with the **Council Resolution** that was taken to support the revoking of Donation to any MHDP Houses in Swakopmund as well as the Penalties payable.

**Also allow me to give a background concerning the sales of this property.**

I am not selling my house for the purpose of making profit, but I am selling my house for security reasons. I work as a **Case Management Office** at the **Office of the Labour Commissioner**. We are all aware that this division under the Ministry of Labour is one of the offices that deals with very angry and frustrated people.

My house is situated in DRC where most of my clients are residing's. The fact that I handles their files they assumed that I am involved in decision making which I am not. Most times upon collecting their ruling/awards from my office and it is not in their favour they always remind me of where I stay and some threaten to deal with me outside work because they know where I stay. Unknown people will come knock at my house which I don't open.

I am a woman living alone at times I feel extremely vulnerable because of these types of threats. I had previously inquired with NHE (annexure A) about the prospects of receiving a house at Matutura, New Development which I believe to be safer, but was not successful.

It should also be noted that NHE already signed the waiver for the Pre-Emptive Rights as I complied with the requirements as stated by them.

With the above in mind I am humbly requesting the Municipality of Swakopmund to waive the penalty to the amount of N\$54 000.00 as I am in no financial position to be able to honour this commitment and I still want to look for a property to buy in a safer area.

I kindly ask for a reconsideration of this charge, bearing in mind the broader implications of fairness and justice. Your assistance and understanding in this matter would be greatly appreciated.

Lastly I would like to request for an audience with the Council if need be to present my case.

Please do not hesitate to reach out if further details or clarification.

Thank you for your attention to this matter.

Kind Regards



Ester M Kamuililo  
Cell: 0814312114

**CC: Mr. Haingura  
Mr Kruger  
Ms Ramos  
Councillors  
Mr Tjikune**

**Ester M Kamulilo**  
P O Box 1143

Contact No: +264 81 431 2114/ +264 85 800 8662

02 July 2025

The Worshipful Mayor  
Municipality of Swakopmund  
Swakopmund, Namibia

**Dear Mayor,**

**RE: APPEAL FOR EXEMPTION FROM PAYMENT OF THE DEVELOPMENT COST**

I am writing to formally follow up on the matter I raised with your office approximately a month ago regarding the Municipality's attempt to impose a penalty on me for the sale of my property, despite my full compliance with all pre-emptive conditions outlined in the agreement.

As I indicated during our previous engagement, I ensured that all procedural requirements and conditions as set out in the contract were met prior to proceeding with the sale of the house. It is therefore deeply concerning that I am now being subjected to what I believe constitutes a breach of contract by the Municipality.

To date, the sales of my property is on hold because of this costs that I am subjected to pay. I kindly urge your office to address this issue with the urgency it deserves. I am requesting that the Municipality revisits this matter and provides clarity on the legal basis for the intended penalty, given my compliance with the agreement.

I trust that your office will handle this issue in a fair and lawful manner, and I remain hopeful that it can be resolved amicably.

Please do not hesitate to contact me should you require any additional documentation or information from my side.

Yours sincerely,

  
Ester M Kamulilo

Ester Magano Kamulilo  
PO Box 1143  
Swakopmund  
12 April 2023

The Regional Manager  
NHE Walvis bay  
Att: Mr. Donald Tjikune

**Re: Request for relocation from ERF 7604 Matutura-Swakopmund municipal area**

Dear Mr Tjikune

I bought my house in November 2018. On the day I went to sign the contract, we first attended the information session at NHE boardroom, more question were raised about the shacks that surrounds the house. We were however assured by the late Kawela "May his soul Rest in Peace" NHE official that municipality has indicated to NHE that all the shacks were illegally erected meaning they were just temporal and municipality was busy re-allocating the people to a new location which is now "baagdard".

However 5 years later more shacks has been erected and Municipality have assured them and it is also in the newspaper that all the people in DRG will be given ownership for the land we were told that it was illegally occupied..

I work for the Office of the Labour Commissioner, whereby I deal with cases that are being registered on a daily bases, however I am being threated that they know where I reside and make sure that they will deal with me since they know my house, this mostly happen if cases are not in their favour. Most of my clients residing in DRG and it's a very big challenge for me as I fear for my life and my house.

I am a single lady staying on my own and really feel unsafe due to the influx of people daily. I also travel a lot with work, so I must rely on finding someone to come and stay at my house whereby sometimes I don't get and I have to leave it alone.

It's against this background that I am requesting your office to consider my plea and relocate me from Matutura ERF 7604: Extension 28 to the newly built houses (current project) at the other side of Matutura. I am ready for any cost involved and to sign for any required papers.

I would really appreciate if you kindly accept my request for relocation. Should you require further information I can be contacted at this 064-429701 office number or +264814312114.

Yours Sincerely



Ester Kamulifo

The Regional Manager  
NHE Walvisbay

24 June 2024

RE: ER 7604 SWAKOPMUND - REQUEST TO SELL MHDP HOUSE

Dear Mr Tjkune

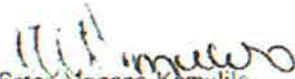
Refer to my previous communication to be relocated to the newly constructed MHDP houses that did not take place. I herewith would like to formally inform NHE that I have no other option but to sell the house back to NHE to the next person on the waiting list for the amount of N\$625 000.00

If the valuation amount of NHE is less than the said amount I am willing to sell it back to NHE for the valuated amount.

The reasons for selling remains the same as the circumstances to stay here is just increasing with more and more "illegal structures" being put up, and the fact most of the our clients reside in DRC.

I wish to add that this was not an easy decision as obtaining a home through the MHDP Scheme was one of my biggest achievements however I must consider my safety

Thank you

  
Este Magano Kamulilo  
Cell + +264 81 4312114

The Regional Manager  
NHE Walvisbay

02 September 2024

RE: ERF 7604 SWAKOPMUND - REQUEST TO SELL MHDP HOUSE TO LUKAS SHOTETE IYALOO DUMENI & TRIFILIE DUMENI FOR AN AMOUNT OF N\$550.00.

Dear Mr Tjkune

Please refer to my earlier correspondence regarding my plan to sell my home. I, Ester Magano Kamulilo ID: 84151210593, would want to sell my residence through NHE to Lukas Shotete Iyaloo ID: 85042410635 & Trifilie Dumeni ID 8710100716. Mr. Lukas is on the NHE waiting list.

Mr. Lukas and his wife will be financed on by First National Bank.

The majority of our clients live in the DRC, thus the reasons for selling is still the same: the conditions to stay here are getting harder as more and more "illegal structures" are built.

I should also say that this was not an easy choice because one of my greatest accomplishments was getting a house through the MHDP Scheme, but I also had to think about my safety.

Thank you



Ester Magano Kamulilo  
Cell + +264 81 4312114

Ester Magano Kamulilo  
 P O Box 1142  
 Cell. +264 81 431 2114/ 064-429701  
 Swakopmund

18/11/2024

The Chief Executive  
 Municipality of Swakopmund

**RE: ERF 7604 Swakopmund Request for Waiving of Pre-Emptive Right Waiver - MHDP SWAKOPMUND**

Dear Sir

Background

In October 2018, I proudly acquired an MHDP home and cherish every moment I spend there. But for the following reasons, I respectfully ask that the Councilior's of Municipality of Swakopmund to waive the ten-year preemptive right:

My home, which is in DRC, was purchased in October 2018. I work as a case management administrative officer at the Office of the Labour Commissioner. I handle all the issues that are presented before the OLC. Majority of my clients, if not all of them resides in DRC and the fact that I handles their files they assumed that I am involved in decision making which I am not, and if the outcome is not in their favor upon collecting their ruling/swards they will remind me of where I stay and some threaten do deal with me outside of work because they know where my house is

As a single woman living alone, I feel extremely vulnerable because of these type of threats. I also had to constantly find someone to come and stay at my place when I traveled for work. I had previously inquired with NHE (see annexure A) about the prospect of receiving a house in the other matutura, which I believe to be safer

NHE called me at the beginning of this year to let me know that they were considering me for a house, but first they needed to make sure I could afford it. They confirmed this and said they would start working on the relocation. I followed up and everything was going well, and Mr. Albert promised to give me an update in a week. Unfortunately, when I followed up after a week, I was informed that the house had been sold to someone else and that I had no chance of moving

Because I was afraid of staying here and because I was physically, emotionally, and intellectually out of the house, I wanted to know how to proceed if I wanted to sell the house and they advised me on how to go about it (see annexure B).

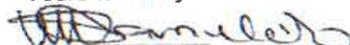
NHE sent the evaluator, and after the evaluation was completed, I was advised to put in a request in case that I am in having someone but the person should be on the waiting list, I did as I was advised (Annexure C).

**I continued to follow up after occasionally waiting for a response from NHE until I was told that I may also sell to a third party if I found one since NHE was not pronouncing themselves.**

**I managed to get a buyer which is a third party and he is also on the MWL since 2013. He is being financed by the bank (FNB) and his loan is already approved (annexure E) and NHE has also waived their pre-emptive right (annexure F) and gave me permission me to sell the property. I am aware that I will not be able to benefit under the MHDP for the next 10 years.**

**I hope you find the above reasons provided valid and will promptly waive your pre-emptive rights.**

Yours faithfully

  
 Ester M Kamulilo



4204 4204 and 4204 4204 4204 4204 P.O. Box 99, Swakopmund, Namibia

Ref No: 15/2/1/3, E 7604 M

Enquiries: Mr C Awaseb

09 May 2025

Ms Ester Magano Kamulilo  
SWAKOPMUND

Dear Madam

**REQUEST BY MS ESTER MAGANO KAMULILO TO BE EXEMPTED FROM THE PAYMENT OF DEVELOPMENT COST**

We refer to our communique dated 06 March 2025 and your request dated 17 March 2025.

This communique serves to inform you that on 29 April 2025 Council discussed the request of exemption from payment of development fee by you and resolved, under item 11.1.18 as follows:

- (a) That the request for exemption by Ms Ester Magano Kamulilo from payment of N\$54,000.00 of development cost be declined.

In light of the above, you are reminded to conform to the Council resolution of 27 February 2025 under item 11.1.25 which read as follows:

- (a) That Council approves the application of Ms. Kamulilo by waiving the 10-year restriction over Erf 7604, Matutura, Extensions 28 to allow Ms. Kamulilo to sell the said erf to Mr Lukas Dumeni and Mrs. Trifilie Dumeni.
- (b) That the donation of Erf 7604 be revoked and that Ms. Kamulilo be requested to pay Council back the full development cost, which is N\$54 000.00.
- (c) That Ministerial consent be obtained to allow Ms. Kamulilo to sell Erf 7604, Matutura, Extensions 28 to the third party, Mr Lukas Dumeni and Mrs. Trifilie Dumeni.
- (d) That Ms. Kamulilo be informed that she no longer qualifies for allocation of an erf under the low-cost housing projects, as she is no longer a first-time property owner."

Payment of development cost

Be advised that exemption was approved by Council to waive the pre-emptive right with revocation of alienation of Erf 7604, Ext 28, Matutura to the third party. Thus, the sale of the

## Ordinary Council Meeting - 28 August 2025

property to Mr Lukas Dumeni and Ms Trifilie Dumeni is allowed on condition that the development cost of N\$ 54 000.00 be paid to Council.

Furthermore, please be informed that the Title Deed of the property will only be provided once the development cost mentioned above is paid in full.

Admin Fee

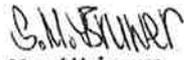
Mr Lukas Dumeni and Ms Trifilie Dumeni are required to make a payment of **N\$ 1 000.00** administrative fee at the Finance Department and provide a copy thereof to the Housing Section.

Ministerial Consent

In terms of point (c) above, ministerial consent must be requested to proceed with the sale of Erf 7604, Matutura, Ext 28 to the third party, Mr Lukas Dumeni and Ms Trifilie Dumeni. You will be informed accordingly once the feedback is received.

For any further enquiries, please do not hesitate to contact Mr Charles Awaseb at ☎  
064 410 4231.

Yours sincerely,

PP  


Mpsasi Haingura  
GM: CORPORATE SERVICES & HC

/ca  


**MEMORANDUM OF AGREEMENT 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 **HELLAO !NARUSEB** or **CLARENCE CLAUDE**  
**MCCLUNE** or **VILHO SHOONGELENI KAULINGE** in his capacity as Acting Chief Executive  
Officer

and

**WILFRIED GROENEWALD** and/or **CLAUS-WERNER GOLDBECK**  
in his capacity as the Chairperson and/or Alternate Chairperson of the Management  
Committee, and acting by virtue of the authority granted in terms of section 31A of the  
Local Authorities Act 1992

**AND**

**THE BENEFICIARY, NAMELY:**

Full Name/s & Surname:	<u>ESTER MAGANO KAMULILO</u>		
Namibian ID Number:	<u>841215 1059 3</u>		
Residential Address:	<u>ERF 7604 SWAKOPMUND (EXTENSION NO 28)</u>		
Postal Address:	<u>PO BOX 1143, SWAKOPMUND</u>		
Place of Work:	<u>MINISTRY OF LABOUR, CASE MANAGEMENT ADMIN</u>		
Telephone Number:		Mobile:	<u>061 431 2114</u>
Marital Status:	<b>MARRIED:</b> <input type="checkbox"/>	<b>UNMARRIED:</b>	<input checked="" type="checkbox"/>
and if <b>MARRIED IN COMMUNITY OF PROPERTY</b> , or where the Property was allocated to the Beneficiary and his/her spouse, also:			
Full Name/s & Surname of spouse:	_____		
Namibian ID Number of spouse:	_____		
Place of Work:	_____		
Spouse's Telephone Number:	CELL: _____	Mobile:	_____
Date & Place of marriage:	_____		
(collectively hereinafter referred to as "the Beneficiary")			

**AND**

**NATIONAL HOUSING ENTERPRISE**

(referred to herein as "the NHE")

and herein represented by **DONALD TJKUNE**  
in his capacity as **REGIONAL MANAGER: WEST COAST**

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**INTRODUCTION**

- A. In terms of the Mass Housing Development Program and with specific reference to Cabinet resolution no. 7/10.5.16/001, the Government of Namibia, through the NHE and local authority councils, makes available for acquisition by approved beneficiaries from applicants amongst the public, improved properties serving as their primary residences.
- B. In terms of the Mass Housing Development Program, the Council makes available suitable and, against no cost to the beneficiaries or the NHE, while the Government of Namibia has undertaken to repay the Council an agreed amount towards the costs for services the land, where applicable.
- C. The NHE, acting on directives from the Government of Namibia, administers the Mass Housing Development Program and in doing so, *inter alia*:
- C1. oversees the construction of residential dwellings on the available land, in accordance with fixed plans and specifications for approved types of residential dwellings;
  - C2. receive and evaluate the applications for housing from the public and, in accordance with allocation criteria and subject to availability, allocate housing to the beneficiaries against the beneficiaries taking up the obligation for payment to the NHE and the costs for the development and construction of the dwellings;
  - C3. enters into an agreement with the beneficiaries for the repayment of the agreed construction costs of the dwellings, by means of agreed terms for its repayment, as further set out in this agreement.
- D. The Council is the registered owner of the Property herein referred to, which has been improved with a residential dwelling built by the NHE with funds emanating from the Government of Namibia, as part of its Mass Housing Development Program.
- E. The beneficiaries applied for, and based on the application, the NHE allocated the Property to the Beneficiary under the Mass Housing Development Program.
- F. This agreement records the terms on which the parties agreed the Beneficiary will become the owner of the Property and will pay to the NHE the construction costs of the dwelling.

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**1. DONATION OF PROPERTY**

- 1.1 In execution of their agreement, the Council hereby donates to the Beneficiary, who hereby accepts the donation of the following Property, subject to the terms of this agreement:

**CERTAIN: ERF NO. 7604 SWAKOPMUND (EXTENSION NO. 28)**

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

**MEASURING: 304 (THREE NIL FOUR) SQUARE METERS**

**HELD BY: CERTIFICATE OF REGISTERED TITLE NO. T 4684/2017**

(hereinafter referred to as "the Property").

- 1.2 The Property is donated to the Beneficiary and his/her spouse if they are married in community of property, or to the Beneficiary and his/her spouse where the Property was allocated to both spouses, as part of the Mass Housing Development Program. Where the Beneficiary is more than one person, the Property is donated to both persons who hereby accept the donation, to become the joint-owners of the Property in the event that they are not married in community of property.
- 1.3 The parties agree that the value of the Property hereby donated shall be equal to the construction costs, as recorded in annexure "A" to this agreement.

**2. CONDITIONAL DONATION**

- 2.1 The donation is made on condition that the Beneficiary hereby fully complies with all the terms of this agreement, including the Beneficiary's obligations towards the NHE to make payment of the construction costs.
- 2.2 Should the Beneficiary fail to comply with all his/her obligations in terms of this agreement, the agreement may be cancelled, and/or the donation may be revoked, in addition to any other remedies available to the Council or the NHE in law. If the agreement is cancelled or the donation revoked, the Property will revert to the Council.
- 2.3 The Property is donated to the Beneficiary, subject to the following conditions and obligations, which the parties record are material terms of this agreement and which the Council or the NHE may cause to be registered against the title deed of the Property:

- 2.3.1 The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit

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or right to erect such unit thereon, for a period of 10 (ten) years as from the date of registration of transfer of the Property into the name of the Beneficiary pursuant to this agreement, unless the Council has in consultation with the NHE consented to such transfer in writing and the Property was offered in writing for the sale to the Council, who has in consultation with the NHE rejected the offer in writing. The Council shall, within 60 (sixty) days of the receipt of the written offer, be entitled to accept the offer to purchase the Property at the price equal to the agreed costs for the construction of the Property herein recorded, plus the reasonable costs which the Beneficiary may have incurred to further permanently improve the Property (excluding the costs of maintenance and upkeep thereof), which costs shall be determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties. For the purposes of this clause 2.3.1, "alienation" shall not include the passing of ownership by means of marriage, inheritance or due to legal processes following divorce, sequestration or affecting the Beneficiary's legal status or capacity.

- 2.3.2 Any conditions imposed in terms of the provisions of the Townships and Division of Land Ordinance 11 of 1963 which may be applicable to the Property.
- 2.3.3 For as long as the Beneficiary (or his/her successors in title) is restrained from the alienation of the Property in terms of clause 2.3.1 above and unless the Council in consultation with the NHE has given their prior written consent thereto, which consent it may give on such conditions it deem fit at the time:
- (a) the Property shall only be occupied as a residential dwelling by the Beneficiary and his/her spouse's immediate family and at any one stage by no more than 7 (seven) persons, inclusive of any children under his/her care. For the purposes of this clause 2.3.3, "spouse" shall include the Beneficiary's permanent life partner with whom he/she co-habits, as if married. For the purposes of this agreement "immediate family" shall mean the Beneficiary's or his/her spouse's children and grandchildren; the Beneficiary's or his/her spouse's siblings with whom is shared at least one parent and their children; the Beneficiary's or his/her spouse's parents or grandparents and their children;
  - (b) the Beneficiary shall not be entitled to rent out the Property or any portion thereof;
  - (c) the Beneficiary shall not pledge, mortgage, cede or assign any of his/her rights or obligations arising from this agreement.

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**3. CONSTRUCTION OF A RESIDENTIAL DWELLING**

- 3.1 NHE has constructed a residential dwelling on the Property of the size, lay-out and with the finishing and specifications materially in accordance with the approved building plans and specifications accompanying the approved plans.
- 3.2 The approved plans and specifications for the dwelling in the Property are incorporated into this agreement by reference thereto.
- 3.3 The NHE hereby warrants that the dwelling has been constructed and finished in accordance with all the applicable laws, including the council's by-laws, building regulations, and those applicable to the construction of residential dwellings.
- 3.4 The NHE accepts that it is liable for and hereby warrants and guarantees the quality of the construction of the dwelling, including the foundations and structures erected, the electrical, water and sewerage systems installed, which the NHE hereby confirms to have been constructed of a satisfactory quality in a workman-like manner and with suitable materials, given a residential dwelling of its design, size, nature and location.
- 3.5 The Beneficiary shall notify the NHE in writing of any defects to the dwelling, with a period of 4 (four) months of the Registration Date, upon the receipt of which NHE shall be obliged to rectify and repair any such latent or patent defects found to have been attributable to the construction of the dwelling or the materials used, within 4 (four) months of the receipt of the notice.
- 3.6 As from the Registration Date, the risk in and to the Property and the dwelling shall rest on the Beneficiary, who shall be obliged to maintain, repair and keep the dwelling and the Property in a good condition and state of repair.
- 3.7 The NHE shall not beyond the terms of this clause 3 have any liability whatsoever towards the Beneficiary for latent or patent defects to the dwelling.
- 3.8 The Council shall have no liability of whatsoever nature towards the NHE or this Beneficiary pertaining to the dwelling of the Property, which it donates "as is" (voetstoots). Without limiting the aforesaid, the Council does not in any manner with the donation of the Property herein recorded, warrant or guarantee in whatsoever nature to the NHE or to the Beneficiary that the Property or the dwelling are suitable for the purposes of a residential dwelling for use by the Beneficiary.

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**4. PAYMENT OF CONSTRUCTION COSTS**

- 4.1 The parties agree that the costs of improving the Property with a residential dwelling constructed by the NHE, is the amount as indicated in annexure "A" hereto, **N\$448 404.00 (FOUR HUNDRED AND FORTY SIX THOUSAND FOUR HUNDRED AND FOUR NAMIBIA DOLLARS)**, being the sum of the costs for the land, the construction of the dwelling and the professional and other fees for services rendered to develop the Property and the dwelling thereon (collectively referred to herein as "the construction costs").
- 4.2 The Beneficiary shall pay the construction costs to the NHE without deduction or set-off and free of any banking charges:
- (a) on the Registration Date, where the Beneficiary has secured a loan thereto;  
or
  - (b) by means of installments, where the NHE has agreed thereto,
- and as further recorded in annexure "A" hereto.
- 4.3 The Beneficiary shall be entitled to apply for a loan from any registered bank to finance the payment of the construction costs payable in terms of this agreement. Unless the Beneficiary has secured a loan for the payment of the constructions costs within 45 (forty five) days of the date on which this agreement is signed, this agreement shall lapse, become ineffective and no party shall have any rights or obligations in terms thereof.
- 4.4 The Beneficiary shall immediately upon signature of this agreement apply for a loan at the registered bank, supply all information and documents as the bank may reasonably require and shall diligently pursue such an application until finality. The loan shall be deemed to have been granted in the event of the bank recording in writing its willingness to finance the transaction herein recorded on its ordinary terms, commonly referred to as a "pre-approval".
- 4.5 The condition in clause 4.3 above is inserted herein for the benefit of the NHE who may waive reliance thereon.
- 4.6 The Beneficiary shall within 21 (twenty one) days of being requested by the Council's attorneys, secure the payment of the construction costs by means of delivery to the said attorneys of a bank guarantee acceptable to such attorneys, for the payment upon registration for the construction costs.

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**5. POSSESSION AND OCCUPATION AND USE OF THE PROPERTY**

- 5.1 The Beneficiary shall be entitled and obliged to take possession of the Property as from the Registration Date or as soon as the NHE tenders to the Beneficiary occupation thereof.
- 5.2 Upon the NHE having tendered occupation, the Beneficiary shall be deemed to have taken possession of the Property on the date of delivery of its keys to him/her or his/her assignee. Signing of the form of receipt of the keys shall serve as *prima facie* proof of the delivery of the keys in terms hereof.
- 5.3 The Beneficiary shall be liable for all municipal charges including those pertaining to water, sewerage, electricity or other and in respect of any rates and taxes payable in respect of the Property, as from the date of possession and, in any event, as owner of the Property, as from the Registration Date.
- 5.4 The Beneficiary shall maintain the buildings at a value of not less than the municipal valuation thereof, which valuation may, as part of the Council's statutory processes, be reviewed from time to time.

**6. ALLOCATION CRITERIA**

- 6.1 This agreement is concluded on the basis that the Beneficiary meets the criteria which the Council and the NHE determined for the allocation to Beneficiaries of properties of a similar nature, as part of its administration of and the conditions made applicable to the under the Mass Housing Development Program. Some of these criteria are listed herein below and are hereinafter referred to in this agreement as "the allocation criteria".
- 6.2 It is agreed that prior to or simultaneously with the signing of this agreement, the Beneficiary must complete the Council's and/or the NHE's standard written application to be allocated a Property as part of the Mass Housing Development Program and shall, in addition thereto, complete annexures B1 and B2, which is hereby incorporated to form part of this agreement.
- 6.3 The Beneficiary hereby confirms and warrants that the contents and the information he/she supplied in the written application and as recorded in annexures B1 and B2 are accurate, true, and correct.
- 6.4 The parties record that the Council and the NHE have agreed to enter into this agreement with the Beneficiary, on the basis of the information supplied and as the

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Beneficiary complies with and meets the allocation criteria, which the Beneficiary herewith warrants he/she meets and complies with.

6.5 In this regard, the Beneficiary (which includes his/her spouse and permanent life partner, as referred to herein) hereby specifically records and warrants that he/she complies with all of the following allocation criteria, namely:

6.5.1 The Beneficiary is a Namibian citizen at the time of the conclusion of this agreement and will remain a Namibian citizen during the period when any portion of the construction costs remains unpaid;

6.5.2 The Beneficiary is at least 21 (twenty-one) years old at the time of the conclusion of this agreement;

6.5.3 The Beneficiary is a first-time homeowner. For the purpose of this agreement, a "first-time home-owner" means that, as at the date of the Beneficiary signing this agreement and never before, neither the Beneficiary nor his/her spouse owns or has owned or is within the immediate future by voluntary act likely to own any immovable property or any share therein, situated anywhere in Namibia and that neither the Beneficiary or his/her spouse has or had or is within the immediate future likely to acquire an interest in any entity or other arrangement, which owns or owned any immovable property anywhere in Namibia, nor has the Beneficiary or his/her spouse or permanent life partner participated in any other national housing program within the Republic of Namibia;

6.5.4 The Beneficiary acquires the Property as a domestic dwelling for occupation by himself/herself and his/her spouse and their immediate family, as referred to herein;

6.5.5 The Beneficiary does not acquire and will not take transfer or hold the Property as a nominee of another person or in terms of any agreement or arrangement in terms whereof any person other than the Beneficiary has an interest or share in or would obtain an interest or share in or benefit from the Property, to which an owner thereof may ordinarily be entitled;

6.5.6 The Beneficiary's financial information supplied with his/her application for housing is true and correct and meets the financial criteria determined for any person to be allocated and to acquire a similar property in terms of the Mass Housing Development Program;

6.5.7 During the period prior to the Registration Date, the Beneficiary is obliged and

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hereby undertakes to immediately upon becoming aware thereof, disclose to the NHE and the Council any change in his/her status or any change in his/her circumstances, which may or is likely to cause him/her not to comply with the allocation criteria.

- 6.6 In the event of the Beneficiary not complying with all of the allocation criteria, the Beneficiary shall be in breach of a material term of this agreement, entitling the Council and/or the NHE to, in addition to any other remedy it may have in law, to immediately cancel this agreement and have the Property re-transferred into the Council's name at the Beneficiary's costs.

**7. TRANSFER AND BOND REGISTRATION**

- 7.1 Transfer of the Property to the Beneficiary pursuant to this agreement shall be given as soon as possible after the Council is able to give transfer, the financial arrangements for the payment of the construction costs are in place as provided herein.
- 7.2 Transfer shall furthermore not be given, unless:
- 7.2.1 the NHE has concluded the construction of the dwelling in compliance with the Council's building regulations and by laws and the NHE having obtained the Council's completion certificate to that effect and a building compliance certificate;
- 7.2.2 the Beneficiary has complied with his/her obligations to participate in the transfer process, supplied the information and documents required thereto and has attended to such administrative requirements which the Council and the NHE may determine as reasonably necessary prior to transfer;
- 7.2.3 the Council has been able to comply with all the legal requirements of the town planning disciplines and processes and those applicable to the donation of immovable property in terms of the Local Authorities Act, when applicable.
- 7.3 Unless the Beneficiary has secured a loan from a registered bank to finance his/her payment obligations towards the NHE in terms of this agreement, the NHE may in its entire discretion agree with a Beneficiary on the down-payment of the construction costs in monthly installments, which repayment terms, in that event, are to be summarized in writing and attached to the agreement.
- 7.4 The Beneficiary's repayment obligations to the NHE shall be secured by a first mortgage bond to be registered over the Property in favour of the financing bank or the NHE, as the case may be, on their customary terms and conditions.

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- 7.5 Transfer of the Property shall be effected by the Council's conveyancers. The registration of the mortgage bond in favour of the NHE shall be effected by the NHE's conveyancers.
- 7.6 All documents necessary to effect transfer of the Property in the name of the Beneficiary shall be prepared by the Council's conveyancers and that pertaining to the registration of the mortgage bond shall be prepared by NHE's conveyancers.
- 7.7 All direct costs, legal expenses and moneys due in respect of the registration of transfer and registration of a bond in favour of the NHE (only) or any costs in relation thereto, including the transfer fees, stamp duty, transfer duty and any other related expenses, if any, as well as the costs of this agreement and any other legal costs related thereto, are for the cost of the NHE, and are regarded as included in the construction costs as referred to herein.
- 7.8 For the purpose of this agreement, "the Registration Date" shall mean the date on which the Property is registered in the name of the Beneficiary pursuant to the terms of this agreement.
- 8. FULL RECORD OF THE AGREEMENT AND NO INFORMAL AMENDMENT OR WAIVER**
- 8.1 The parties acknowledge that the provisions of this agreement constitute the entire record of the terms of their agreement and that no undertakings, promises, warranties or representations have been made by either party to the other, save as is set out in this agreement.
- 8.2 No alteration, addition or amendment to, or consensual cancellation of this agreement or the waiver of any rights in terms of this agreement shall be of any force or effect unless reduced to writing and signed by or on behalf of both parties.
- 8.3 Neglect by the Council or the NHE to claim strict performance by the Beneficiary of his/her obligations in terms of this agreement or the granting of extension to the Beneficiary to fulfil any of his/her obligations in terms of this agreement, shall not prejudice the NHE's or Council's rights in terms of this agreement and shall not be deemed as a novation of the agreement or a tacit waiver of their rights in terms hereof nor shall it be applied against them by means of estoppel by representation.
- 9. BREACH**
- 9.1 In the event of:
- 9.1.1 the Beneficiary failing to make any payment in terms of this agreement or any

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of the parties failing to comply with any obligations placed upon him/her in terms of this agreement ("the breach") and, generally, failing to rectify the breach with 7 (seven) days of delivery of written demand thereto by another non-defaulting party, or

- 9.1.2 the Beneficiary failing to make payment of his/her monthly instalments towards the outstanding balance of the construction costs payable to the NHE, if applicable and in that event immediately.

the non-defaulting party entitled to the performance shall be entitled (but not obliged) and without prejudice to any other rights of recourse or any other remedy which it may have in law:

- 9.1.3 to claim specific performance of the obligations placed upon the defaulting party in terms of this agreement or, if applicable, to claim immediate payment of the full outstanding balance of the construction costs then still due; or

- 9.1.4 to cancel this agreement and to claim re-possession and/or re-transfer of the Property (as the case may be) and the payment of any arrear payments due in terms of this agreement together with interest thereon at the prescribed rate and/or such damages as the non-defaulting party may have suffered.

- 9.2 In the event of the cancellation of this agreement, the NHE shall be entitled to retain all payments made by the Beneficiary in terms hereof, in which event all payments made by the Beneficiary shall be regarded as compensation for the Beneficiary's enjoyment and entitlement to use the Property up to date of cancellation or towards the pre-payment of any damages the Council or the NHE may suffer in consequence thereof.

- 9.3 Any costs incurred by any party in the enforcement of the terms of this agreement and/or its remedies under this agreement shall be recoverable from the defaulting party, on a scale as between attorney and own client.

#### 10. GENERAL

- 10.1 The Beneficiary undertakes to vacate the Property immediately on termination of this agreement, it being agreed that no right to tenancy beyond the cancellation of this agreement is created herein.
- 10.2 The Beneficiary undertakes to maintain the beacons of the Property that they remain distinguishable.
- 10.3 This agreement shall be binding on the Beneficiary's successors in title.

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- 10.4 The Council may cede and assign their rights and obligations in terms of this agreement to any other person, provided they have given written notice thereof to the Beneficiary. The Beneficiary may not cede and assign any rights or obligations under this agreement for the duration for the 10 (ten) years period as referred to in clause 2.3.1 above.
- 10.5 Where the Beneficiary, as referred to herein, is more than one person, i.e. being spouses or otherwise, such persons shall be jointly and severally liable to the NHE and the Council for the due compliance with the Beneficiary's obligations under this agreement.
- 10.6 Any claim which the NHE may in law have against the Council arising from the improvement of the land by the development and construction of a dwelling thereon, be that claim based on enrichment or otherwise, shall be limited to:
- 10.6.1 the amount of the construction costs referred to herein and in particular, the balance of the construction costs which NHE was unable to recover from the Beneficiary in terms hereof; and
- 10.6.2 to circumstances where the Council is or becomes the registered owner of the Property.
- 11. DOMICILIUM**
- 11.1 The parties hereto respectively choose as their *domicilium citandi et executandi* for all purposes of and in connection with this agreement as follows:
- 11.1.1 the Beneficiary: The Property  
The postal address on page 1 to this agreement
- 11.1.2 the Council: The Municipal Office Complex  
Rakatoka Street Swakopmund  
P.O. Box 53, Swakopmund
- 11.1.3 the NHE No. 7 General Murtala Muhammed Avenue, Windhoek  
P.O. Box 20192, Windhoek
- 11.2 Any party hereto shall be entitled to change its *domicilium* from time to time, provided that any new *domicilium* is an address within the Republic of Namibia and such change will only be effective upon receipt of a notice to that effect.
- 11.3 All notices given in terms of this agreement shall be given in writing and may either be sent by pre-paid post, in which event it shall be deemed to be received 5 (five) days after posting, or shall be delivered to the above physical address, in which event it shall

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11.1.32

**REVOCATION OF DIRECTIVE ISSUED ON 30 MARCH 2021 REGARDING MUNICIPAL POLICE SERVICES ASSISTANCE TO NAMPOL FOR VIP ESCORT DUTIES AND STATIC ROAD AND STREET MANNING NATIONWIDE**

(C/M 2025/08/28 - 9/1/5/3, 8/2/3)

**Ordinary Management Committee Meeting of 14 August 2025**, Addendum **10.1** page **03** refers.

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

**INTRODUCTION:**

The Office of the Inspector General of the Namibian Police in Windhoek informs Council in a letter dated **12 June 2025** and refers to a letter dated **30 March 2021 (Attached)**, which instructed all Municipal Traffic Law Enforcement Traffic Sections who render assistance to the Namibian Police Force with escort duties during VIP visits in their area of jurisdiction.

**BACKGROUND:**

Furthermore, the Namibian Police conducted an assessment that revealed the continuation of cooperation with all Municipal Traffic Law Enforcement Traffic Sections is necessary because the Traffic Officers possess the requisite training, capacity, and experience vital to enhancing the overall effectiveness of VIP protection operations.

In view of the above, the directive from the Namibian Police Force on **30 March 2021** requesting to be revoked with immediate effect, as joint efforts remain crucial for the successful execution of VIP escort duties, particularly during major national events.

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

**RECOMMENDED:**

- (a) **That Council takes note of the letter from the Namibian Police Force to revoke the directive issued on 30 March 2025 in terms of escort duties by the Municipal Traffic Officers.**
  - (b) **That Council allow Municipal Traffic Officers to assist the Namibian Police Force with VIP escort duties and static road closures, and street staffing in and outside their authority if the need arises.**
  - (c) **That permission be requested from the office of the Chief Executive Officer for any assistance outside the Municipal Boundaries of Swakopmund.**
-

ANNEXURE "A"

9/15/3  
8/2/3

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REPUBLIC OF NAMIBIA  
MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY  
OFFICE OF THE INSPECTOR-GENERAL  
NAMIBIAN POLICE FORCE



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Enquiries: Lt.-Gen. Shikongo : Comm. Swartz

Our Ref.: 15/3/9/10/4

Your ref.:

Private Bag 12024

Ausspannplatz

WINDHOEK

Namibia

12<sup>th</sup> June 2025**The Chief Executive Officers**

- City of Windhoek
- Municipality of Keetmanshoop
- Municipality of Walvisbay
- Municipality of Swakopmund
- Municipality of Henties Bay
- Municipality of Otjiwarongo
- Municipality of Karima Mulilo

**RE: REVOCATION OF DIRECTIVE ISSUED ON 30 MARCH 2021 REGARDING MUNICIPAL POLICE SERVICES ASSISTANCE TO NAMPOL FOR VIP ESCORT DUTIES AND STATIC ROAD AND STREET MANNING NATIONWIDE**

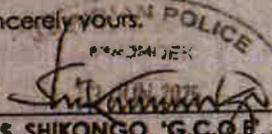
The Office of the Inspector General extends its compliments to all Chief Executive Officers and refers to the correspondence dated 30 March 2021, with reference number 15/3/9/10/4. This letter instructed municipal police services to stop providing assistance to the Namibian Police Force (Nampol) in carrying out VIP escort duties.

However, recent assessments indicate that continued cooperation is necessary. Municipal Police Officers possess the requisite training, capacity, and local knowledge that are vital to enhancing the overall effectiveness of VIP protection operations.

Accordingly, the directive issued on 30 March 2021 is hereby revoked with immediate effect, as joint efforts remain crucial for the successful execution of VIP escort duties, particularly during major national events.

Please accept the assurances of my highest esteem.

Sincerely yours,

  
LT. GEN.  
J. S. SHIKONGO, "G.C.O.F." OMS  
INSPECTOR GENERAL  
NAMIBIAN POLICE FORCE



REPUBLIC OF NAMIBIA  
 MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY  
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 NAMIBIAN POLICE FORCE



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Dir Ref: 15/3/2021/4

Year ref:

Private Bag 12034

Ausspannplatz

WINDHOEK

Namibia

30 March 2021

To: The Chief Executive Officers  
 City of Windhoek  
 Municipality of Keetmanshoop  
 Municipality of Walvisbay  
 Municipality of Swakopmund  
 Municipality of Henties bay  
 Municipality of Otjivero  
 Municipality of Katima Mulilo

**RE: DIRECTIVE TO CEASE USING THE SERVICES OF MUNICIPALITY POLICE SERVICES FOR ASSISTANCE TO NAMPOL DURING VIP ESCORT DUTIES AND STATIC MANNING OF ROADS AND STREETS ACROSS THE COUNTRY**

You are hereby notified that by the Directive of the Inspector General of Police, per letter Ref:15/3/2021/4 dated 30 March 2021, all VIP escort duties and manning of roads, streets and intersections that use to be solicited from local municipal police services on the basis of mutual assistance to Nampol has been discontinued and ceased with effect from 1 April 2021, unless or otherwise so requested by the Inspector General of Police only.

Furthermore, I wish to take this opportunity to thank all local municipal police services for the long outstanding bond of mutual assistance they have been rendering to Nampol in this respect, and I believe it is now high time for Nampol to showcase its capability of wholly managing and taking charge of this responsibility.

Counting on your usual understanding.

Sincerely yours,

  
 S.H. NDEITUNGA : LT-GEN.

**INSPECTOR-GENERAL: NAMIBIAN POLICE FORCE**