

# *Municipality of Swakopmund*

## **AGENDA**

### **PART 1**

## **ORDINARY**

## **COUNCIL MEETING**

ON

THURSDAY

**02 OCTOBER 2025**

AT

19:00



**CONTACT US:**

Telephone: +264 64 410 4206

Email: [akahuika@swkmun.com.na](mailto:akahuika@swkmun.com.na)

Website: [www.swkmun.com.na](http://www.swkmun.com.na)



+264 64 410 4201



P O Box 53, Swakopmund, Namibia

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

Enquiries: **Ms A Kahuika**

**23 September 2025**

The Chairperson and Members  
of the Management Committee  
Municipality of SWAKOPMUND

Dear Sir / Madam,

**NOTICE: ORDINARY COUNCIL MEETING**

Notice is hereby given in terms of Section 24 (1) of the Local Authorities Act of 1992, Act 23 of 1992 as amended, of a **ORDINARY COUNCIL MEETING** to be held:

**DATE : THURSDAY, 02 OCTOBER 2025**

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

**TIME : 19:00**

  
**Vilho Kaulinge**  
**ACTING CHIEF EXECUTIVE OFFICER**

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INDEX

1.	<b><u>OPENING BY PRAYER, IF SO DESIRED</u></b>	
2.	<b><u>APPLICATIONS FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL</u></b>	
3.	<b><u>ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL</u></b>	
4.	<b><u>CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING OF COUNCIL</u></b> (C/M 2025/10/02 - 5/2/1/1/2)	
4.1	Minutes of the <b>Ordinary Council Meeting</b> held on <b>28 August 2025.</b> (pp 142/2025 - 164/2025)	
5.	<b><u>INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL</u></b>	
	None.	
6.	<b><u>PETITIONS</u></b>	
	None.	
7.	<b><u>MOTIONS OF MEMBERS</u></b>	
	None.	
8.	<b><u>ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN</u></b>	
	None.	
9.	<b><u>OFFICIAL ANNOUNCEMENTS, STATEMENTS, AND COMMUNICATIONS</u></b>	
10.	<b><u>REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1)(E) OF THE ACT</u></b>	
10.1	<b><u>REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING SEPTEMBER 2025</u></b>	
		<b>PAGE</b>
	10.(A) Minutes of the Ordinary <b>Management Committee Meeting</b> held on <b>11 September 2025</b>	29

11. **RECOMMENDATION OF THE MANAGEMENT COMMITTEE**11.1 **MANAGEMENT COMMITTEE MEETINGS HELD IN SEPTEMBER 2025**

ITEM NO	SUBJECT	REF NO	PAGE
11.1.1	Relocation Of Informal Settlers In The Transnamib Servitude (Mondesa, Extension 14) And Relocation Of Informal Settlers In The Nampower Servitude (Extensions 24 & 37, Swakopmund)	15/2/1/2	31
11.1.2	Feedback Regarding The Registration Of Households In Extension 24 And 25, Swakopmund	15/2/1/2	39
11.1.3	Omavala Trading & Enterprises: Current Status Of Availability Of Land For The Construction Of A University	17/1/4/2/1/13	60
11.1.4	Swakop Uranium: Amendment To Council Resolution Of 29 April 2025 Under Item 11.1.27	17/1/4/2/1/7	69
11.1.5	Proposed Sale Of 3 General Residential 2 Erven, Erf 10827, Erf 10828 & Erf 10829 Located In Extension 42, Swakopmund, To Shack Dwellers Federation Of Namibia (SDFN)	15/2/1/4	78
11.1.6	Application To Retain And Purchase Erven 7104 & 7105, Extension 26, Swakopmund: Mervin Dennis Domestic Solution Cc	E 7104, E 7105, E 7979, E 7980	85
11.1.7	Reiterverein Swakopmund: Renewal Of Lease Periods For Two Lease Sites	19.03.08, E 1307	97
11.1.8	Request For Continuation Of Financial Assistance From Paddock Gardens Trust	15/2/8/1/3	106
11.1.9	Update: Application For Land For A Film Studio: Imwe Namibia Holdings (Now Desert Dunes Film Studios Namibia (Pty) Ltd)	17/1/4/2/1/5	136
11.1.10	Resubmitted: Oluga Trading Enterprise (Pty) Ltd: Current Situation Regarding The Development Of A Portion Of Land Located On The Banks Of The Swakop River	16/1/4/2/1/5	149
11.1.11	Automated Street Sweeping Pilot Project	17/2/7/8	173
11.1.12	Request For Team Flippy To Set Up A Pop-Up Coffee Stand At The Weekly Park Run Event	15/1/3/1	190
11.1.13	Re-Naming Of Aukas Street To Chief Christian Zeraeua Street	17/1/4/1/6	192
11.1.14	Naming Of The Mondesa Sports Field	17/1/4/1/6	195
11.1.15	Request To Transfer Erf 7924, Extension 29, Swakopmund, From Mr Paulus Nghuuhulu To Mr Zuze Nguvulu	E 7924	200
11.1.16	Request For Transfer Of Funds From Vote: 800031033700 (Regulatory Standards) To Vote: 800031033800 (Vhf Radio's - Aerodrome)	19/1/1/1/2	203
11.1.17	Allocation Of Funds & Budgetary Provision For Urban Agriculture	18/5/2	204
11.1.18	Application For Consent Use To Operate A Hotel Pension On Erf 406, Myl 4, Extension 1	M4 E 406	206
11.1.19	Subdivision Of Erf 254, Matutura, Extension 1, Into 5 Portions And Remainder	E 254 M	236

ITEM NO	SUBJECT	REF NO	PAGE
11.1.20	Application For The Rezoning Of Erf 690, Mondesa, Extension 2, From <i>Single Residential</i> With A Density Of 1:600m <sup>2</sup> To <i>General Business</i> With A Bulk Of 2.0 And Consent To Operate A Carwash While The Rezoning Is In Process	M 690	259
11.1.21	Application For Relaxation Of Lateral Building Lines And Set-Back On Erf 177, Myl 4 Proper	M4 E 177	291
11.1.22	Writing Off: Redundant Material - Water Works	17/2/5/1	316
11.1.23	Procurement Quarterly Progress Reports July 2024 To March 2025	5/P	317
11.1.24	Unclaimed Deposit Policy	3/P	320
11.1.25	Transfer Of Capital Expenditure - Procurement Of Electronic Pallet Stacker / Forklift	17/2/5/2/3	326
11.1.26	Invitation: Hats & Roses Swakopmund	3/15/1/1	329
11.1.27	Declaration Of Swakopmund Municipality As An " <i>Authorised Planning Authority</i> " In Terms Of Section 113(1)(A) Of The Urban And Regional Planning Act, 2018 (Act 5 Of 2018)	1/1/1/16, 2/1/2/1	334
11.1.28	Request For Additional Funds To Participate In The SAIMSA Games - Maseru, Lesotho	13/6/3	341

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

None.

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

None.

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142 / 2025

**MINUTES**

of an **Ordinary Council Meeting** held in Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 28 August 2025** at **19:00**.

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**PRESENT:**

Councillor S M Kautondokwa	:	Deputy Mayor
Councillor W O Groenewald	:	Chairperson of the Management Committee
Councillor E Shitana	:	Alternate Chairperson of the Management Committee
Councillor M Henrichsen	:	Member of the Management Committee
Councillor D Am-!Gabeb	:	Alternate Member of the Management Committee
Councillor C-W Goldbeck	:	Member of Council
Councillor P Shimhanda	:	Member of Council

**OFFICIALS:**

Mr V K Kaulinge	:	Chief Executive Officer (Acting)
Mr M Haingura	:	General Manager: Corporate Services & HC
Mr H !Nanuseb	:	General Manager: Finance
Mr A Strauss	:	General Manager: Engineering and Planning Services (Acting)
Mr A Kationdorozu	:	General Manager: Health Services and SWM (Acting)
Mr U Tjiurutue	:	Corporate Officer: Administration
Ms A Kahuika	:	Administration Officer: Administration

**ALSO PRESENT:**

Ten (10) members of the public. Also in attendance was His Excellency Ambassador Samuel Sheefeni Nuuyoma, the former Namibian ambassador to Brazil.

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**1. OPENING BY PRAYER**

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

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

(C/M 2025/08/28

5/2/1/1/2)

On the proposal of Councillor D Am-!Gabeb, seconded by Councillor W O Groenewald, it was:

**RESOLVED:**

**That the agenda be adopted.**

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143 / 2025

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

3.1 Application for leave of absence:

- Councillor B R !Goraseb - Approved

3.2 Declaration of interest:

- Councillor M Henrichsen - Item 11.1.7

4. **CONFIRMATION OF MINUTES**

4.1 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 JULY 2025**

(C/M 2025/08/28 - 5/2/1/1/2)

On the proposal of Councillor M Henrichsen, seconded by Councillor E Shitana, it was:

**RESOLVED:**

**That the minutes of the Ordinary Council Meeting held on 31 July 2025, be confirmed as correct.**

5. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL**

None.

6. **PETITIONS**

None.

7. **MOTIONS OF MEMBERS**

None.

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

None.

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

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

*Honourable Councillors, Mr. Alfeus Benjamin, the Chief Executive Officer, General managers, Managers and officials of Council, Pastor Henno Slinger, Members of the community, Members of the media, Ladies and gentlemen*

**Good evening once again.**

*Good evening once again and thank you for availing yourselves to attend tonight's meeting.*

**Honourable Councillors, Fellow residents of Swakopmund.**

144 / 2025

Please allow me to share with you the Council announcements, highlighting key events, initiatives, and developments that took place during the month of July.

### **1. LAUNCH OF THE YEDI**

The Municipality of Swakopmund is pleased to inform Council and the broader public of the successful launch of the Youth Entrepreneurial Development Initiative (YEDI) on 11 July 2025. The YEDI is a transformative programme designed to empower our local youth and small business owners with the necessary tools, training, and support to thrive in today's competitive business environment.

#### **Honourable Councillors, Ladies and gentlemen**

The Office of the Mayor conceptualised and implemented the YEDI initiative in collaboration with Langer Heinrich Uranium Mine, which generously contributed N\$1 million towards its execution. The programme was born out of a growing need identified through countless appeals from young people to the Mayor's Office, youth seeking assistance to further their education, acquire business tools, or take steps towards financial independence.

#### **Honourable Councillors, Ladies and gentlemen**

We are proud to report that the call for applications received an overwhelming response, with over 3,700 applications distributed to date. This highlights a deep need within our community for business and economic support for our young people.

#### **Moving on to strategic partnerships:**

### **2. HOLLARD PARTNERSHIP**

We are pleased to announce the successful launch of a strategic branding partnership with Hollard Insurance Company of Namibia, held earlier this month. This partnership marks a significant step forward in the preservation and enhancement of one of our town's most iconic public spaces, the Swakopmund Promenade, stretching from the Mole to Platz Am Meer.

Through this agreement, Hollard Namibia has committed to contributing **N\$150,000.00** annually over the next three years to support the upkeep and beautification of the promenade. In return, Hollard will be permitted to display their brand through responsible, non-intrusive signage integrated into existing infrastructure.

#### **Honourable councillors, Ladies and gentlemen**

And the good news doesn't stop there.

That concludes our announcements. We will now proceed to deliberate on the agenda items. Thank you for your undivided attention. I wish us all fruitful and impactful deliberations as we continue striving to provide excellent service to our residents and visitors.

I thank you.

His Worship Cllr Blasius Goraseb  
Mayor

145 / 2025

10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1)(E) OF THE ACT**
- 10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING AUGUST 2025**  
(C/M 2025/08/28                      5/2/1/1/2)

**RESOLVED:**

**That the report to Council on the resolutions taken by Management Committee meetings held on 14 August 2025 be noted.**

11. **RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETING HELD DURING AUGUST 2025**
- 11.1 **MANAGEMENT COMMITTEE MEETING HELD ON 14 AUGUST 2025**
- 11.1.1 **DEON HOTTO FOUNDATION: LAND ACQUISITION FOR SPORT FIELDS**  
(C/M 2025/08/28                      M Re 4326, M 3702, M 1143, Erf 9821)

**RESOLVED:**

- (a) That Council takes note of the application received from Deon Hotto Foundation dated 19 June 2025 for the donation of the remaining portion of land measuring approximately 2.5Ha located on Erf 9821, Extension 38, Swakopmund, for the development of the Deon Hotto Sport and Football facilities.
- (b) That Council's decision passed on 31 August 2022 under item 11.1.34 for the construction of Deon Hotto sport facilities on Erven Re 4326 and 3702, Mondesa, is no longer relevant as the basis of the application is no longer to donate facilities to Council.
- (c) That Council approves the sale of a portion of land measuring approximately 2.5 Ha located north of Erf 9821, Extension 38, Swakopmund to Deon Hotto Foundation (21/2024/0828) for the development of Deon Hotto sports and football facilities.
- (d) That Deon Hotto Foundation provides proof of financing to fund the project in terms of point (e) of Council's resolution passed on 25 February 2021 under item 11.1.4.
- (e) That Deon Hotto Foundation pays a deposit of N\$10 000.00 within 90 days from the date of being informed of this Council resolution to cover all fees and the costs of publication of the sale notice as required in terms of the Local Authorities Act, Act 23 of 1992 (as amended).
- (f) That the standard conditions contained in Council's Property Policy for the sale of land to non-profit entities attached as Annexure "C", be applicable.
- (g) The purchase price based on 50% of the development cost, currently at an average cost of N\$250.00/m<sup>2</sup> is N\$125.00/m<sup>2</sup> x 29,829 m<sup>2</sup> (2.9829Ha) - N\$3,728,625.00.
- (h) That all costs relating to the transfer of this erf, (including but not limited to transfer duty, conveyancer's costs, compilation of

146 / 2025

Agreement of Sale, as well as any legal or other costs that may arise from this application), be for the Deon Hotto Foundation's account.

- (i) That the requirements of the Local Authorities Act, Act 23 of 1992, as amended, and the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) be successfully complied with.
- (j) That payment of the purchase price be secured either in cash or bank guarantee in favour of the Swakopmund Municipality within 120 days from the date of the Surveyor-General-approved plan being in place. Failure to secure the purchase price will result in cancellation of the transaction without further notice.
- (k) That Deon Hotto Foundation in collaboration with Werner Erkes Foundation (Tangeni Shilongo) be responsible for the appointment of a geotechnical consultants to confirm the suitability of the erf for their proposed developments, attend to an environmental assessment, attend to the closure of the portion of the erf as Public Open Space, the subdivision and rezoning of the portion of land.
- (l) That Deon Hotto Foundation, at their costs, comply with the statutory processes until completion of the project.
- (m) That Deon Hotto Foundation submit total layout plans, indicating the infrastructure, details of the project, as well as the service demand for the intended project, within 3 months of being notified of the approval of the application.
- (n) That the whole development project must be completed within 48 months from the date of sale, and if no development is made in terms of the conditions of the agreement of sale, the property shall revert to Council without any compensation to the purchaser.
- (o) That Deon Hotto Foundation takes note that no rights will accrue to them unless all the above-mentioned conditions are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
- (p) That Council retains a first right of refusal to purchase the developed land at the market value of the improvements at the time, and the purchase price paid should the owner decide to sell it.
- (q) That Deon Hotto Foundation shall not use the PROPERTY for any other purpose than for which it was bought or sold, sublease or donate the PROPERTY without the consent of the SELLER, for 30 (thirty) years from the date of sale.
- (r) That the applicant indemnifies Council against any claims resulting from blasting.
- (s) That the following decisions made by Council for possible suitability for housing development, be amended, given the above sale:
  - (i) Council resolution of 30 January 2025, item 11.1.13 (c) (i) 9

*"That Council decides on the future use of the remaining portion of Erf 9821, Swakopmund, for instance, housing based on the outcome of a geotechnical report."*

147 / 2025

**(ii) Council resolution of 26 June 2025, item 11.1.3 (c)**

- (c) That Erf 9821, Extension 38, Swakopmund, be excluded from the offer as a portion measuring approximately 5 ha has been allocated to the Werner Erkes Foundation, and the remaining portion of approximately 3 ha is subject to a geotechnical assessment to determine the suitability for housing purposes (old refuse dump site).

11.1.2 **OLUGA ENTERPRISE (PTY) LTD: CURRENT SITUATION REGARDING THE DEVELOPMENT OF A PORTION OF LAND LOCATED ON THE BANKS OF THE SWAKOP RIVER**

(C/M 2025/08/28 - 16/1/4/2/1/5)

**RESOLVED:**

- (a) That this item be referred back to the Management Committee.
- (b) That Oluga Trading Enterprise (Pty) Ltd be invited for an audience with Council.

11.1.3 **APPLICATION BY JAKARANDA INVESTMENTS TWENTY SIX CC FOR A FURTHER LEASE PERIOD FOR A PORTION OF SIDEWALK IN FRONT OF ERF 3745, SWAKOPMUND**

(C/M 2025/08/28 - E 3745)

**RESOLVED:**

- (a) That Council takes note that the lease agreement entered into between Council and Jakaranda Investments Twenty Six CC trading as Bo Jo's for leasing a portion of the sidewalk, measuring  $\pm 88 \text{ m}^2$  in front Erf 3745, Swakopmund lapses on 31 August 2025.
- (b) That Council approves a new lease period for Jakaranda Investments Twenty-Six CC trading as Bo Jo's for the 5 years which period commences on 01 September 2025 and terminates on 31 August 2030 for a portion of the sidewalk, measuring  $\pm 88 \text{ m}^2$  in front Erf 3745, Swakopmund.
- (c) That the monthly rental be  $\text{N\$ } 57.80/\text{m}^2 \times \pm 88\text{m}^2 = \text{N\$ } 5,086.52 + \text{N\$ } 762.98 \text{ (15\% VAT)} = \text{N\$ } 5,849.5$  with an annual escalation of 7% starting 1 July 2025.
- (d) That the lease be advertised in terms of Section 63 (2) of the Local Authorities Act, Act 23 of 1992, as amended at the cost to Jakaranda Investments Twenty Six CC and permission be obtained from the Minister of Urban and Rural Development as required in terms of the same Act.
- (e) That Council reserves the right to cancel the lease if valid objections from the public are received.
- (f) That the lease be subject to the standard conditions and the following:
- (i) That a deposit equal to 1 months lease which was previously paid be adjusted in order to equal the current monthly rental amount.

148 / 2025

- (ii) That a notice of termination period of three (3) months for both parties be applicable.*
  - (iii) That the demarcated area be barricaded by way of a non-permanent fixture, such as a rope.*
  - (iv) That the lessee does not operate later than 22:00.*
  - (v) That no fixed structures be erected and that temporary structures be erected at the risk of the lessee and be removed at the cost of the lessee at the termination / lapsing of the lease period.*
  - (vi) That all costs involved be for the applicant's account.*
  - (vii) That should the lessee cease operating, they must inform Council in writing and reinstate the area to its original condition at their own cost.*
  - (viii) That the applicant shall indemnify and keep Council indemnified during the full period of this agreement against possible claims, which may arise from the use of a portion of the sidewalk concerned by the lessee.*
- (g) That the lease be subject to the standard conditions and the following:**
- (i) That a deposit equal to 1 months lease which was previously paid be adjusted in order to equal the current monthly rental amount.*
  - (ii) That a notice of termination period of three (3) months for both parties be applicable.*
  - (iii) That the demarcated area be barricaded by way of a non-permanent fixture, such as a rope.*
  - (iv) That the lessee does not operate later than 22:00.*
  - (v) That no fixed structures be erected and that temporary structures be erected at the risk of the lessee and be removed at the cost of the lessee at the termination / lapsing of the lease period.*
  - (vi) That all costs involved be for the applicant's account.*
  - (vii) That should the lessee cease operating, they must inform Council in writing and reinstate the area to its original condition at their own cost.*
  - (viii) That the applicant shall indemnify and keep Council indemnified during the full period of this agreement against possible claims, which may arise from the use of a portion of the sidewalk concerned by the lessee.*
-

149 / 2025

11.1.4

**RESUBMISSION: REZONING OF ERF 441 TAMARISKIA, EXTENSION 1 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M<sup>2</sup> TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:100M<sup>2</sup>**

(C/M 2025/08/28 - T 441)

**RESOLVED:**

- (a) That the Council Resolution Number C/M 2024/10/08 - T 441 be supplemented by this Council Resolution.
- (b) That it be noted that Erf 441, Tamariskia is located in Tamariskia, Extension 1.
- (c) That the rezoning of Erf 441, Tamariskia, Extension 1 from "Single Residential" with a density of one dwelling per 600m<sup>2</sup> to "General Residential 2" with a density of one dwelling per 100m<sup>2</sup> be turned down.
- (d) That instead, Erf 441, Tamariskia, Extension 1, be rezoned from "Single Residential" with a density of one dwelling per 600m<sup>2</sup> to "General Residential 2" with a density of one dwelling per 250m<sup>2</sup>.
- (e) That the rezoning of Erf 441, Tamariskia, Extension 1 from "Single Residential" with a density of one dwelling per 600m<sup>2</sup> to "General Residential 2" with a density of one dwelling per 250m<sup>2</sup> is subject to a 20% compensation fee calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant.
- (f) 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.
- (g) That the applicant provides proof that the rezoning of Erf 441, Tamariskia, Extension 1 from "Single Residential" with a density of one dwelling per 600m<sup>2</sup> to "General Residential 2" with a density of one dwelling per 250m<sup>2</sup> has been approved by the Minister and promulgated before any submission of building plans to the Engineering and Planning Services Department for approval.
- (h) That all additional infrastructures that are to be required as a result of the proposed development be for the account of the applicant and in accordance with the specifications of the General Manager: Engineering and Planning Services.
- (i) That the on-site parking requirements be as per the Swakopmund Zoning Scheme.
- (j) That the applicant be informed that she may appeal against the Council decision for the allocated density to the Minister in terms of Section 110 of the Urban and Regional Planning Act, 2018 (Act No 5 of 2018), within 21 days of receipt of notice of this resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.

150 / 2025

11.1.5 **REQUEST FOR APPROVAL FOR E-MOTION ELECTRICAL SCOOTER RENTAL AND TOURS TO OPERATE MOBILE ELECTRIC SCOOTER RENTAL SERVICES IN SWAKOPMUND**

(C/M 2025/08/28 . 15/1/3/1)

**RESOLVED:**

- (a) That Council approves E-motion Electrical Scooter Rental and Tours to operate an electric scooter rental and guided tour service in Swakopmund. Subject to compliance with all municipal regulations and safety conditions.
- (b) That the mobile station be permitted to be placed at the Tennis Courts parking area.
- (c) That a monthly rental fee be charged for placement of the mobile station at the Tennis Court Parking as per the Council Gazette tariff (N\$385.99 X5 per month VAT Excl.).
- (d) That the mobile station be approved on condition that it is to the satisfaction of the General Manager: Engineering and Town Planning services, per proposal, be solar-powered, non-invasive, aesthetically appropriate, safely anchored, and removed daily when not in operation, and that it shall not obstruct public walkways, views, or traffic flow.
- (e) That E-motion Electrical Scooter Rental and Tours be held responsible for the maintenance of all scooters and associated equipment, the provision of safety briefings and protective gear, and for indemnifying Council against any and all risks, claims, injuries, or damages arising from the service.
- (f) That the operation be limited to pre-approved routes avoiding national and high-traffic roads, with tours restricted to daylight hours only and not permitted during peak traffic periods (07:00-08:30 and 17:00-18:30), and that all riders be at least 16 years of age, with a maximum of six participants plus one guide per tour.
- (g) That a 1-year plot project be approved for the E-motion Electrical Scooter Rental and Tours during which Council and its relevant departments must monitor the operation's safety, community impact, and compliance with municipal conditions, with the option for renewal subject to satisfactory performance.

11.1.6 **ALLOCATION OF ERF 8416, EXTENSION 30, SWAKOPMUND TO MS NISLOTE TJKONGO AND MR ANDREW ABRAHAM TJKONGO**

(C/M 2025/08/28 . 15/2/1/2, E 8416)

**RESOLVED:**

- (a) That Erf 8416, Extension 30, Swakopmund, be donated to Ms Nislote Tjikongo and Mr Andrew Abraham Tjikongo.
- (b) That the payment of the administrative fee of N\$1,000.00 be communicated to Mr & Ms Tjikongo.

151 / 2025

11.1.7

**INVITATION: THE SWAKOPMUNDER KARNEVALSVEREIN (KÜSKA)**  
(C/M 2025/08/28 7/2/2, 7/2/5)

During the discussion of this item, Councillor M Henrichsen declared his interest in the matter and left the Chambers.

**RESOLVED:**

- (a) That Council approves the request to hang a banner between the palm trees at the corner of Daniel Tjongarero and Tobias Hainyeko from 10 August 2025 until 17 August 2025.
  - (b) That the General Manager: Health and Solid Waste Management deliver 10x rubbish bins to be placed at sites to be identified for the event.
  - (c) That Council grants permission for the Karnevalsverein to put up signboards in the main street for the duration of the carnival (10 August 2025 to 30 September 2025).
  - (d) That the Swakopmund Municipality participates in the float procession at Kūska on 27 September 2025.
  - (e) That the Crane truck, Isuzu 250 - N 8773 S, be used during the float procession and that ten (10) municipal staff member volunteers to participate in the float procession and be provided with the following refreshments:
    - 10x breakfast packs; 10x lunch packs at the cost of N\$2,300.00 and
    - 10x cooldrinks; 10x water; 10x juices at the cost of N\$2,313.58
  - (f) That the permission be granted for decoration and refreshments for the staff members to be procured.
  - (h) That the funds for the refreshments and decoration of the truck (according to the theme) be defrayed from the Corporate Service's Publicity Vote: 150515533000, where N\$169 559.57 is available.
  - (i) That all available Councillors attend the Swakopmunder Karnevalsverein (Kūska).
  - (j) That the organizers of the Swakopmunder Karnevalsverein (Kūska) be encouraged to hold future events in the suburbs.
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152 / 2025

11.1.8 **APPLICATION FOR THE SUBDIVISION OF ERF 69, TAMARISKIA, INTO PORTION A AND REMAINDER**  
(C/M 2025/08/28 - T 69)

**RESOLVED:**

- (a) That the subdivision of Erf 69, Tamariskia, into Portion A and Remainder as per the table below be approved:

<b>Portion Number</b>	<b>Size in m<sup>2</sup></b>	<b>Zoning</b>
<b>Portion A</b>	<b>432</b>	<b>Single Residential</b>
<b>Rem/69</b>	<b>366</b>	<b>Single Residential</b>
<b>Total</b>	<b>798</b>	<b>Single Residential</b>

- (b) That conditions registered against Erf 69, Tamariskia, be retained and be registered against the newly created Portion A and the Remainder of Erf 69, Tamariskia.
- (c) That the subdivision of Erf 69, Tamariskia, be subject to a compensation fee (endowment fee) of 7.5% as provided for in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018), as well as the Municipality of Swakopmund Property Policy.
- (d) That all additional infrastructure to be 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.
- (e) That no building plans, inclusive of relaxation of building lines or aesthetics application, be approved until proof of payment of the compensation (endowment) fee for the subdivision has been received by Council.
- (f) That the applicant provides proof that the subdivision of Erf 69, Tamariskia, into Portion A and Remainder has been approved by the Minister of Urban and Rural Development and provides Council with an approved diagram before any submission of building plans to the Engineering and Planning Services Department for approval, and
- (g) That the on-site parking requirements be as per the Swakopmund Zoning Scheme.

11.1.9 **SUBDIVISION OF ERF 492 MATUTURA, EXTENSION 1 INTO PORTION A AND REMAINDER**  
(C/M 2025/08/28 - E 492 M)

**RESOLVED:**

- (a) That the subdivision of Erf 492, Matutura, Extension 1, into Portion A and Remainder be approved on condition that Portion A and the Remainder of Erf 492, Matutura, Extension 1 be rezoned from general residential to single residential.
- (b) That the applicant agrees in writing that they accept condition (a) above.
- (c) That upon acceptance of the rezoning condition, the applicant undertakes the notification procedure for the rezoning in accordance

153 / 2025

with Regulation 10 of the Urban and Regional Planning Act, 2018, before applying to the Urban and Regional Planning Board, provided that no objection to the proposed rezoning.

- (d) That should there be objections against the rezoning, such objections should be submitted to Council for consideration before an application to the Urban and Regional Planning Board is made.
- (e) That the panhandle be not less than 4m in width and be in accordance with the national design standards.
- (f) That the subdivision of Erf 492, Matutura Extension 1, be subject to a compensation fee (endowment fee) of 7.5% as provided for in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018), as well as the Municipality of Swakopmund Property Policy.
- (g) That all additional infrastructure to be 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.
- (h) That no building plans, inclusive of relaxation of building lines or aesthetics application, be approved until proof of payment of the compensation (endowment) fee for the subdivision has been received by Council.
- (i) That the applicant be informed of this decision and their rights that they may appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with Regulations 18 of the Urban and Regional Planning Act.

11.1.10

**CONSENT TO OPERATE A PUBLIC GARAGE ON ERF 3952, SWAKOPMUND, EXTENSION 10**

(C/M 2025/08/28 E 3952)

**RESOLVED:**

- (a) That the consent to operate a public garage (spray painting workshop) on Erf 3952, Swakopmund, Extension 10, be granted subject to taking the necessary corrective actions against the emission of harmful substances.
- (b) That Incredible spray-painting cc registers with the Health Services and Solid Waste Management, and that the standard Health Regulations will apply.
- (c) That Council reserves the right to cancel a consent use should there be valid complaints.
- (d) That the applicant must operate within the Swakopmund Zoning Scheme regulations.
- (e) That consent is not transferable.
- (f) That sufficient parking will be provided on the premises.
- (g) That no on-street parking will be tolerated.

154 / 2025

- (h) That the objectors be informed of their right to appeal to the Minister against Council's Resolution as provided for in terms of Section 110 of the Urban and Regional Planning Act, Act No 5 of 2018.

11.1.11 **PROPOSAL TO RENEW SWAKOPMUND MUNICIPALITY'S ICLEI MEMBERSHIP**  
(C/M 2025/08/28 - 17/1/3/2)

**RESOLVED:**

- (a) That Council approves the renewal of Swakopmund Municipality's membership with ICLEI.
- (b) That Council select the three-year membership package for N\$33,972.63.
- (c) The General Manager: Engineering & Planning Services completes the application process.
- (d) That the membership fees be sourced from the Environmental Management Vote: 500031032600.

11.1.12 **5TH INTERNATIONAL CONFERENCE ON PUBLIC PROCUREMENT REGULATION & POLICY IN AFRICA, 12-13 SEPTEMBER 2025**  
(C/M 2025/08/28 - 11/1/4/35)

**RESOLVED:**

- (a) That Council grants permission for the Head of Procurement to attend the 5th International Conference on Public Procurement Regulation & Policy in Africa, from 11-15 September 2025, in Stellenbosch, South Africa.
- (b) That the total cost be defrayed from the conference Vote: 101015505500, where N\$600,000.00 is available.

No	Staff Member	Traveling: Sub-Whk Inter Airport (N\$)	Return Flight And Shuttle: Whk-Cape Town (Stellenbosch) R\$	Conference Registration R\$	Lunch Drtff (R\$)	Overnight Allowance(N\$) SADC Countries R\$	Accommodation Allowance(N\$) SADC Countries R\$	Total Expense (N\$)
1	H Kanandjembo	4,500.00	7,994.00	2,400.00	400.00	5 Days X 1000.00 = 5,000.00	5 Days X 1000.00 = 5,000.00	28,494.00

- (c) That special leave be granted to the Head of Procurement for the duration of the conference and travel days.

155 / 2025

11.1.13 **REQUEST FOR PERMISSION TO ATTEND AND PARTICIPATE IN THE IVLP PROGRAM - ENTREPRENEURSHIP AS THE ENGINE OF PROSPERITY AND STABILITY - SMALL BUSINESS**

(C/M 2025/08/28 11/2/4/3, 15/2/11/2)

**RESOLVED:**

- (a) That Council takes note of the Youth Development Officer, Ms S N Kathena's nomination to participate in the International Visitor Leadership Program (IVLP), themed Entrepreneurship as the engine of Prosperity and Stability - Small Business Development II.
- (b) That Council approves the Youth Development Officer, Ms S N Kathena, to attend the IVLP, themed Entrepreneurship as the engine of the Prosperity and Stability - Small Business Development II, scheduled for 3 to 21 November 2025 in the United States of America.
- (c) That Council approves the incidental allowance of the Youth Development Officer, Ms S N Kathena, amounting to N\$40 300.00 during her stay in the United States.
- (d) That cost be defrayed from Vote: 450015505500 - Conference Expenses, where N\$200,000.00 is available.
- (e) That the Youth Development Officer, Ms S N Kathena, provides a report upon her return from the IVLP program in the US.

11.1.14 **APPLICATION FOR THE REZONING OF ERF 718, TAMARISKIA, EXTENSION 3 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:250**

(C/M 2025/08/28 T 718)

**RESOLVED:**

- (a) That the rezoning of Erf 718, Tamariskia, Extension 3, from "Single Residential" with a density of 1:600 to "General Residential 2" with a density of 1:250 be approved.
- (b) That the rezoning of Erf 718, Tamariskia, Extension 3, be subject to a betterment fee calculated according to the betterment fee policy of 2009 and be paid in full by the applicant (owner) upon submission of any business registration application, building line relaxation application, and/or building plans submission to the Engineering and Planning Services Department for approval.
- (c) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme, and no parking on street reserve shall be tolerated.
- (d) That if there is a need for upgrading the municipal services, it shall be for the account of the applicant, and it must be designed to the satisfaction of the General Manager: Engineering and Planning Services.
- (e) That no access will be obtained from Dr. Schwietering Street.
- (f) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated.

156 / 2025

- 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)

**RESOLVED:**

- (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)

**RESOLVED:**

- (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.

- 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)

**RESOLVED:**

- (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

157 / 2025

- 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)

**RESOLVED:**

- (a) That Council takes note of the provisional booking, No. 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 No. 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 No. 215978.1

- 11.1.19 **NAMIBIA NATIONAL MAYORS FORUM EXCO MEETING**  
(C/M 2025/08/28 - 12/5/5)

**RESOLVED:**

- (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)

**RESOLVED:**

- (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.

158 / 2025

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

**RESOLVED:**

- (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.

Item	Number Of Participants	Cost N\$
	Five (5)	N\$1,500.00
<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.

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)

**RESOLVED:**

- (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.

Item	Lunch Tariff (2x 400,00)	Overnight Allowance (5 Days X N\$1000,00) X 2	Accommodation (5 Days X N\$1000,00) X 2	Transport Cost (N\$3,000/Car)	Total
Overnight allowance in Windhoek (N\$2000.00) Dina Namubes	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>

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

159 / 2025

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

**RESOLVED:**

- (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:

Item	Number Of Participants	Cost NS
	Seven (7)	NS1,500.00
<b>TOTAL</b>		<b>NS10,500.00</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)

**RESOLVED:**

- (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.

- 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, 17/2/5/2/2)

**RESOLVED:**

- (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.

160 / 2025

11.1.26

**OLD AND REDUNDANT ITEMS/EQUIPMENT: ENGINEERING SERVICES****DEPARTMENT - WORKS SECTION**

(C/M 2025/08/28 17/2/5/1)

**RESOLVED:**

- (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 - N24285 - Year Model 1975	Works Section
1	Opel Corsa Chevrolet - NB1535 - Year Model 2011 with canopy	Works Section
1	Nissan NP 300 Hardbody - N177225 - 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 tin 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 - SJ0032	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.

161 / 2025

- 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)

**RESOLVED:**

- (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) That 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.

- 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)

**RESOLVED:**

- (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

162 / 2025

- 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.

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)

**RESOLVED:**

- (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.

163 / 2025

- 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)

**RESOLVED:**

- (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.

- 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)

**RESOLVED:**

- (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.

- 11.1.32 **REVOCAION 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)

**RESOLVED:**

- (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.

164 / 2025

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

None.

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The meeting adjourned: **19:28.**

Minutes to be confirmed on **25 September 2025.**

**Councillor B R !Goraseb**  
**MAYOR**

**Mr Alfeus Benjamin**  
**CHIEF EXECUTIVE OFFICER**

10. **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD DURING SEPTEMBER 2025**

10.1 (A) **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 11 SEPTEMBER 2025**

2. **CONFIRMATION OF MINUTES**

(M/C 2025/09/11 - 5/2/1/1/2)

2.1 **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 14 AUGUST 2025**

On the proposal of Councillor E Shitana and seconded by Councillor H H Nghidipaya, it was:

**RESOLVED:**

**That the Minutes of the Management Committee meetings held on 14 August 2025 be confirmed as correct.**

7.5 **RESUBMISSION: APPLICATION FOR THE REZONING OF ERVEN 2280 & 2281, SWAKOPMUND EXTENSION 8 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1 900M<sup>2</sup> TO GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:100M<sup>2</sup> m<sup>2</sup>, SUBSEQUENT CONSOLIDATION INTO CONSOLIDATED ERF X AND CONSENT TO OPERATE A PENSION ON CONSOLIDATED ERF X.**

(M/C 2025/09/11 - E 2280, E 2281)

**RESOLVED:**

**That this item be referred back for further clarification.**

8.9 **SUBDIVISION OF THE REMAINDER OF ERF 1794 MONDESA PROPER INTO PORTION A, B, AND REMAINDER, PERMANENT CLOSURE OF PORTION A AND B OF THE REMAINDER OF ERF 1794 MONDESA AS "STREET", CONSOLIDATION OF PORTION A WITH REMAINDER ERF 1797 INTO ERF X AND PORTION B WITH ERF 3209 MONDESA INTO ERF Y AND SUBSEQUENT REZONING OF THE CONSOLIDATED ERVEN X AND Y FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:200M<sup>2</sup> TO GENERAL BUSINESS WITH A BULK OF 2**

(M/C 2025/09/11 - M 1797, M 3209)

**RESOLVED:**

**That this item be referred back for further clarification.**

8.14 **WRITING OFF: REDUNDANT MATERIAL - WATER WORKS**

(M/C 2025/09/11 - 17/2/5/1)

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

- (a) **That the following redundant items from the Water Works Section be written off and sold at the next public auction:**

<i>Quantity</i>	<i>Description</i>
<b>105</b>	<b>Meter Boxes</b>

<b>10</b>	<b>Standpipe Heads</b>
<b>60+</b>	<b>Standpipe Batteries</b>
<b>100+</b>	<b>Electronic Meters</b>
<b>18</b>	<b>Valve Boxes</b>

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

8.18 **BASELINE RISK ASSESSMENT OF ASBESTOS-CONTAINING MATERIALS**

(M/C 2025/09/11 - 17/1/3/8)

**RESOLVED:**

That a presentation on the modalities of the baseline risk assessment of asbestos-containing materials be done first, to satisfy Council on the need for funding allocation.

10.2 **REQUEST FOR ADDITIONAL FUNDS TO PARTICIPATE IN THE SAIMSA GAMES - MASERU, LESOTHO**

(M/C 2025/09/11 - 13/6/3)

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

- (a) That Council approves the additional funding of N\$366,400.00 for participation in the SAIMSA Games 2025.
- (b) That the General Manager: Finance transfers the additional N\$366,400.00 to Vote: 101015563500, where N\$55,049.75 is currently available.
- (c) That it be recorded that, even though approval was granted by the Management Committee, Councillor W O Groenewald did not support the additional funding request that would bring the total spending to over N\$500,000.00.
- (d) That it be recorded that Councillor W O Groenewald maintained that Council was supposed to be informed of the total participation cost with the first submission that requested approval of Council's participation in SAIMSA Games 2025 in Maseru, Lesotho.

11. **RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETING HELD DURING SEPTEMBER 2025**

11.1 **MANAGEMENT COMMITTEE MEETING HELD ON 11 SEPTEMBER 2025**

11.1.1 **RELOCATION OF INFORMAL SETTLERS IN THE TRANSNAMIB SERVITUDE (MONDESA, EXTENSION 14) AND RELOCATION OF INFORMAL SETTLERS IN THE NAMPOWER SERVITUDE (EXTENSIONS 24 & 37, SWAKOPMUND)**  
(C/M 2025/10/03 - 15/2/1/2)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **7.1** page **03** refers.

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

1. **INTRODUCTION**

This submission informs Council about the registration of households in Ext 14, Mondesa ("Airport location"), reported to Council in April 2025 and particularly the residents residing within the TransNamib servitude area as indicated in (**Annexure A**), and the residents residing in the Nampower servitude area.

2. **BACKGROUND**

On **14 June 2024** Portion 184 was registered as Ext 14, Mondesa at the Deeds Office. Extension 14, Swakopmund is unserviced and the sole utility currently available is communal taps, without individual connections to residential erven.

The extension is characterized by informal settlements located along the railway and airport perimeter. To facilitate informed planning and development, the Housing Section initiated a project to enumerate all households occupying the erven in Ext 14, Mondesa.

3. **DISCUSSION**

On **14 October 2024**, the Housing Section commenced with the registration process and enumeration of all households in Ext 14, Mondesa. The process recorded socio-economic data and counted the number of households to plan for the relocation and allocation of erven. Every household was provided with the original registration form, while a copy is kept in the registration book for record and audit purposes. An electronic database is also created to record data of the enumeration.

A feedback submission tabled at the Council meeting on **29 April 2025**, under item **11.1.22** where the following was resolved:

- (a) That Council takes note of the feedback on the registration of households in Extension 14, Mondesa "Airport Side".
- (b) That all 172 households in Extension 14, Mondesa, that reside in the Transnamib Servitude area be relocated to clear encroachments on the railway reserve by ensuring the safety of all occupants in Extension 14, Mondesa.

• **TRANSNAMIB**

**172** structures were identified as encroaching onto the TransNamib servitude per point (b) above.

• **NAMPOWER**

A letter was received on **25 March 2025** from NamPower reporting encroachment and safety concerns for structures under the main grid powerlines in Extensions 24 and 37 Swakopmund (**Annexure B**).

A survey was conducted to identify and document any unauthorized structures or encroachments. Through a two-phase process involving initial aerial map analysis (**Annexure C**) and subsequent on-site verification, a total of **48 structures** were identified within these designated servitude zones.

There are a total of **20 structures** in Ext 37 and **28 structures** in Ext 24, Swakopmund as listed below:

**Extension 24**

Total	Erf No	Structure No	Total	Erf No	Structure No
1	6315	(3/6)	15	6325	(1/4)
2	6316	(1/7)	16	6325	(2/4)
3	6318	(1/10)	17	6326	(1/5)
4	6318	(2/10)	18	6326	(2/5)
5	6318	(3/10)	19	6326	(3/5)
6	6319	(2/10)	20	6327	(1/1)
7	6321	(1/14)	21	6328	(1/2)
8	6321	(2/14)	22	6329	(2/5)
9	6321	(3/14)	23	6332	(57/67)
10	6321	(4/14)	24	6332	(58/67)
11	6322	(1/8)	25	6332	(59/67)
12	6322	(2/8)	26	6332	(60/67)
13	6322	(3/8)	27	6332	(61/67)
14	6323	(1/3)	28	6332	(62/67)

In addition, in Ext 24, **six structures were identified as being directly under the power lines**, on Erf 6332 posing significant safety risks and requiring urgent relocation. The affected structures are (57/67), (58/67), (60/67), (61/67) and (62/67) as per attached map **Annexure "A"**.

**Extension 37**

Total	Erf No	Structure No	Total	Erf No	Structure No
1	9456	6	11	9459	(4/4)
2	9456	16	12	9461	(7/7)
3	9456	17	13	9462	(4/7)
4	9456	18	14	9463	(3/3)
5	9456	19	15	9466	(4/4)
6	9456	20	16	9603	10
7	9456	45	17	9603	11
8	9456	49	18	9603	13
9	9459	(1/4)	19	9603	14
10	9459	(2/4)	20	9689	49

3. **PROPOSAL**

It is proposed that all **178** households be urgently relocated from hazardous servitude areas for safety, thereby allowing uninterrupted operation of essential services in Swakopmund. This total includes **172** households currently within the TransNamib Servitude area in Ext 14 and **6** households in the NamPower servitude in Ext 24.

There are currently no single residential erven available for relocation of the 178 households; therefore it is proposed to relocate the identified households to erven 10822, 10827, 10828, 10829, and 10832 in Ext 42, which are zoned General Business and General Residential.

It is proposed that the **20** households in Ext 37 (see above table) be permitted to remain in their current locations until **Phase 2** of the Ext 37 Project is finalized, since there are no single residential erven currently available. Their structures are situated at a safe distance from NamPower's servitude. Future allocations in **Phase 2** of the Ext 37 project (donation of erven) may consider high- and middle-income residents.

The **6** residents in Ext 24 whose structures are directly under the power lines should be relocated as a matter of urgency due to their immediate proximity to existing power lines posing a safety hazard. In addition, it is proposed that the less affected **22** households in Ext 24 remain at their current locations until erven are made available or until the Northern Wedge is ready and available for occupation.

Relocation to the Northern Wedge should be considered as a secondary option; it is therefore imperative that the Engineering and Planning Services Department prioritise the service of the Northern Wedge to receive residents.

The Housing Section will create a **relocation plan** with logistical support and timelines for the affected households. Throughout this process, regular communication and consultation with the residents will be made to maintain transparency and address concerns, ensuring an organised, smooth, and respectful relocation.

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

- (a) **That Council takes note that there are households residing within the TransNamib railway reserve and Nampower servitudes as per communication received from the two parties.**
- (b) **That the urgent relocation of all 172 households within the TransNamib Servitude and 6 households within Nampower Servitude area in Extension 24, Swakopmund, to the designated erven in Extension 42, Swakopmund (Erven 10838, 10839, 10840, 10841, 10842), be prioritized to mitigate safety risks and ensure railway operational safety.**
- (c) **That a detailed relocation plan, including logistical support and timelines, be developed by the Housing Section and communicated to the affected residents as a matter of urgency, to address the associated risk factors.**

- (d) That Council approves the households in Extension 37 presented in the table below:

Total	Erf No	Structure No
1	9456	6
2	9456	16
3	9456	17
4	9456	18
5	9456	19
6	9456	20
7	9456	45
8	9456	49
9	9459	(1/4)
10	9459	(2/4)

Total	Erf No	Structure No
11	9459	(4/4)
12	9461	(7/7)
13	9462	(4/7)
14	9463	(3/3)
15	9466	(4/4)
16	9603	10
17	9603	11
18	9603	13
19	9603	14
20	9689	49

be allowed to remain in their current locations until Phase 2 of the Extension 37 Project (donation of erven) is finalized, since there are no single residential erven currently available.

- (e) That the less affected 22 households in Extension 24 are presented in the table below:

Total	Erf No	Structure No
1	6315	(3/6)
2	6316	(1/7)
3	6318	(1/10)
4	6318	(2/10)
5	6318	(3/10)
6	6319	(2/10)
7	6321	(1/14)
8	6321	(2/14)
9	6321	(3/14)
10	6321	(4/14)
11	6322	(1/8)

Total	Erf No	Structure No
12	6322	(2/8)
13	6322	(3/8)
14	6323	(1/3)
15	6325	(1/4)
16	6325	(2/4)
17	6326	(1/5)
18	6326	(2/5)
19	6326	(3/5)
20	6327	(1/1)
21	6328	(1/2)
22	6329	(2/5)

remain at their current locations until erven are made available or until the Northern Wedge is available for occupation.

- (f) That signboards be designed and erected along the servitude lines by TransNamib and NamPower, cautioning the public from erecting structures and clarifying the penalties for non-compliance.
- (g) That the General Manager: Engineering & Planning Services ensures the implementation of recommendation (f) above.
-

**ANNEXURE "A"**



## ANNEXURE "B"

Namibia Power Corporation (Pty) Ltd  
 PO Box 2864, Windhoek, Namibia. NamPower Centre, 15 Luther Street  
 Tel: +264 61 205 4111  
 Fax: +264 61 232 805  
 Email address: register@nampower.com.na  
 Website address: www.nampower.com.na



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

Enquiries: E. Amutenya (+264 81 380 1382)

Date: 25 March 2025

Dear Mr Benjamin,

**URGENT REQUEST FOR THE REMOVAL OF HOUSES UNDER THE TAMARISK 66KV POWERLINE IN THE DRC AREA**

NamPower has observed with great concern that informal housing and related structures in the Democratic Resettlement Community (DRC) location, Swakopmund have been erected directly beneath the NamPower high voltage 66KV overhead powerline and/or within the designated powerline servitude.

The presence of these residential structures and/or settlements under and near the powerline poses a significant health and safety risk to residents including exposure to high-voltage electricity and lines, risk of electrocution and potential fire hazards that could result in serious injury or loss of life. In addition, these settlements are obstructing essential maintenance work on the power infrastructure which could lead to avoidable and prolonged service disruptions affecting not only the residents of the DRC settlement but also the entire Swakopmund town.

In light of these risks, NamPower respectfully requests the Municipality of Swakopmund to urgently engage the affected residents and relevant stakeholders to facilitate the safe and orderly relocation of these structures and to implement measures that will prevent similar encroachments in the future. For safety and compliance, the required minimum clearance distance for this powerline is 11 meters on both sides from the center of the powerline. This clearance distance ensures that if any of the powerline structures or wooden poles on the powerline were to collapse, it would not fall on any permanent structure and cause injuries.

We would greatly appreciate your prompt action on this matter and look forward to your response on the steps that will be taken to resolve this issue.

Please feel free to contact Elizabeth Amutenya at the number provided above.

Thanking you in advance.

Yours Sincerely,

  
**KS Haulofu**  
**Managing Director**



Pictures illustrating the informal settlement underneath the powerline.





11.1.2 **FEEDBACK REGARDING THE REGISTRATION OF HOUSEHOLDS IN EXTENSION 24 AND 25, SWAKOPMUND**

(C/M 2025/10/03 - 15/2/1/2)

**Ordinary Management Committee Meeting of 11 September 2025**, Addendum **7.2** page **11** refers.

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

1. **INTRODUCTION**

The purpose of this submission is to inform Council on the progress made on the household registration in Extension 24 and 25, Swakopmund. It outlines the current state of occupancy, highlights the challenges encountered during the registration process, and presents crucial socio-economic data that underscores significant **affordability concerns** among residents.

Extension 24 comprises **246 erven**, which have been allocated to private developers for servicing and the construction of low-cost housing. The aforesaid was approved at the Council meeting held on **31 May 2018** under item 11.1.25. attached as **Annexure "A"**. A locality map is attached as **Annexure "B"**.

Extension 25 consists of **318 erven**. Of these, **115 erven**, located on the southwestern corner, have already been fully serviced by Council and are highlighted in **Annexure "C"**. **Annexure "D"** indicates the border of Extension 25. The remaining **194 unserviced erven** include **173 erven** zoned as **"Single Residential"**.

2. **BACKGROUND**

A desktop study conducted by the Housing Section on **23 March 2022** revealed that Extension 25, Swakopmund, is densely populated. This density hinders the installation of services and the construction of houses in both Extensions 24 and 25 by the private developers.

To facilitate informed planning and development, the Housing Section initiated a project to register all households occupying erven within Extension 24 and 25, Swakopmund. This initiative was resolved by Council on **27 January 2022**, under item **11.1.44**.

On **06 January 2025**, a team of enumerators was appointed. Their mandate was to conduct a comprehensive census, quantifying the resident population and collecting detailed socio-economic data to make informed future planning initiatives during the registration process.

3. **OUTCOMES**

On **7 January 2025**, the Housing Section commenced with the registration process of all households in Extension 25 and subsequently moved to Extension 24, Swakopmund. The number of households in both extensions are recorded to plan for the relocation and allocation of erven.

Each registered household receives an original registration form, while a copy is retained in the registration book for record and audit purposes. An electronic database has also been created to store the registration data.

### 3.1. Occupation

#### EXTENSION 24

There are **246 erven** in Extension 24, Swakopmund, zoned for various land uses. All **246 erven** are allocated to Lewapa Property Developers (Pty) Ltd. for servicing and are all currently occupied by 2,259 households. As indicated in the table below, there are **240 Single Residential erven, 4 Public Open Space erven, and 2 Institutional erven.**

#### EXTENSION 25

There are **318 erven** in Extension 25, Swakopmund, zoned for various land uses. Currently, **194 erven** are occupied by 2,306 households. As indicated in the table below, there are **288 Single Residential erven.** However, 173 single residential erven of the 288 erven are allocated to Momporisa Trading Enterprises (Pty) Ltd, and Lherix Investment (Pty) Ltd.

On the other hand, **115 Single Residential erven** in the southwestern corner of Extension 25 are vacant and have been allocated to Swakop Uranium (**63 Single Residential erven**) and Mupupa Realtors CC (**50 Single Residential erven**)

Zones	Ext 24	Ext 25
Single Residential	240	288
General Residential 1	0	3
General Residential 2	0	3
Local Business	0	0
General Business	0	14
Public Open Space	4	3
Institutional	2	5
Local Authority	0	4
Undetermined	0	1
Private Open Space	0	0

### 3.2. Registration

With the assistance of the committee members, each household in Extensions 24 and 25, Swakopmund, was visited for registration.

Registration notices were placed at strategic gathering points, issued to committee leaders for distribution, and placed under the doors where occupants were absent (**Annexure E**). Neighbours were also requested to inform those who were not found at the households about the registration process.

- **Extension 24 - Registration Summary:**

Ext 24 Registration	Total Number
Total number of erven	246
Number of erven occupied by households	246
Total number of households	2259
Number of households registered	1607
Number of households yet to be registered	652

- **Extension 25 - Registration Summary:**

<b>Ext 25 Registration</b>	<b>Total Number</b>
Total number of erven excluding the southwestern corner	194
Number of erven occupied by households	194
Total number of households	2306
Number of households registered	1782
Number of households yet to be registered	524

Despite efforts and funds dedicated to the registration process, some households remain unregistered. There are various reasons why some households remain unregistered despite multiple visits and implemented strategies:

- There are unoccupied structures in the area, making it difficult to trace the owners.
- Some occupants are out of town, either for vacation or with employment, e.g., at sea.
- Some structures are possibly erected by possible speculators, intending to lease it out.
- Radio announcements in different languages will be made as a last attempt to invite unregistered residents.

### 3.3. Challenges experienced during registration, and proposed remedies

<b>No</b>	<b>CHALLENGES</b>	<b>REMEDIES</b>
1	Unclear boundaries of erven occupied by the informal structures, making it difficult to establish which Erf is occupied by the structures.	Acquired aerial maps from the Engineering & Planning Services Department to overlay the latest aerial images to be used for mapping during enumerations.
2	Occupants who are out of town for vacation or employment.	Occupants in Extensions 24 & 25, Swakopmund, have been accorded an opportunity to register their households since 7 January 2025, and there are still 524 unregistered households up to 12 June 2025 despite efforts from Council. The Seaside Committee, representing the community, also assisted. Therefore, a decision is required to remove the unoccupied shacks. For occupants who are currently out of town or otherwise unreachable, the registration process will also be extensively advertised via local radio broadcasts as an attempt to reach those unregistered occupants.

### 3.4. Income and affordability assessment

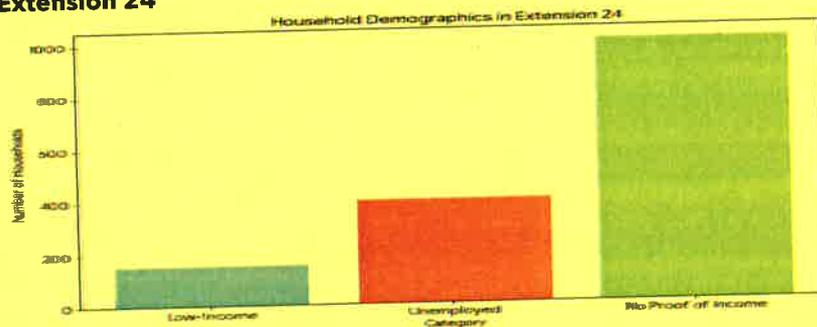
The survey determined the socio-economic status of the households. Registered households were required to provide proof of income, i.e., either a payslip or bank statements for 3 months. To differentiate the financial status in this submission, income is categorised into high income (those who earn N\$6 001.00 and above), middle income (earn between N\$3 001.00 - N\$6 000.00), and low-income (those who earn N\$3 000.00 and below).

<b>Description</b>	<b>Ext 24</b>	<b>Ext 25</b>
--------------------	---------------	---------------

Registered households that provided proof of income	608/1607	622/1806
- High income (N\$6001.00 - above)	173	171
- Middle Income (N\$3001.00 - N\$6000.00)	282	255
- Low income (N\$3000.00 - less)	153	196
<b>Subtotal of households that provided proof of income</b>	<b>608</b>	<b>622</b>
Unemployed	396/1607	570/1806
Persons who receive grants	10/1607	19/1806
Not stated whether employed or not	85/1607	0/1806
Number of registered households that did not provide proof of income	508/1607	595/1806
<b>Subtotal of households that did not provide proof of income</b>	<b>999</b>	<b>1184</b>
<b>Total number of registered households</b>	<b>1607/2259</b>	<b>1806/2306</b>
<b>Unregistered structures</b>	<b>652/2259</b>	<b>500/2306</b>

Data from both **Extension 24** and **Extension 25** reveal a significant problem of affordability for registered households. A substantial number of residents in both areas are classified as low-income or unemployed, with many more unable to provide proof of income, indicating widespread financial vulnerability and inability to afford.

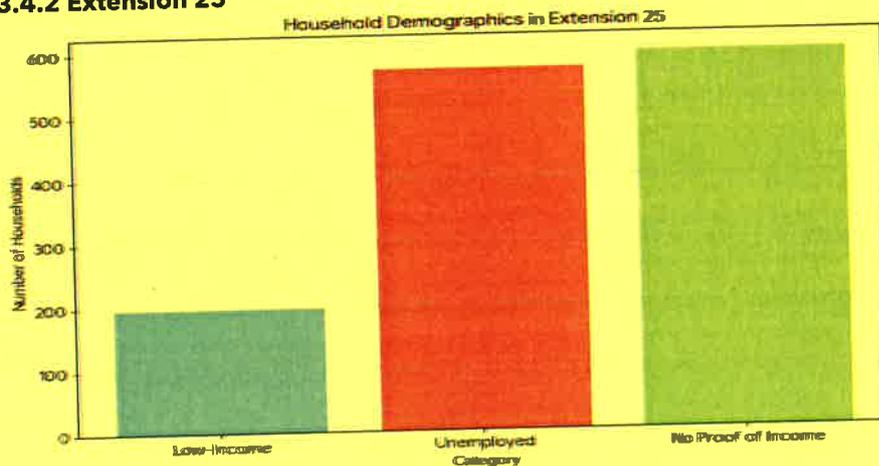
**3.4.1 Extension 24**



The above, 'Household Demographics in Extension 24', chart displays:

- Low-income households: **153**
- Unemployed households: **396**
- Households that did not provide proof of income: **999**

**3.4.2 Extension 25**



The above, 'Household Demographics in Extension 25', chart displays:

- Low-income households: **196**
- Unemployed households: **570**
- Households lacking proof of income: **595**

This combined data strongly suggests that a large portion of the occupants in both extensions will face significant challenges in meeting the financial demands of relocation and the purchase of residential erven. The associated costs, including land servicing, transfer fees, and potential construction, are likely prohibitive for these vulnerable households.

To ensure an equitable and accessible relocation and land ownership process for all residents, regardless of their financial status, the following measures are proposed:

- Development of flexible payment plans and/or provision of subsidized land specifically for low-income households. To directly address the affordability concerns and enable more residents to acquire erven within **Ext 24 and 25**.
- Prioritization of low-income earners who are unable to acquire erven within **Ext 24 and 25**, for relocation to the Northern Wedge once it becomes available. To promote inclusivity and facilitate homeownership for those facing severe financial constraints.

The implementation of these solutions will not only alleviate the financial burden on vulnerable households but also contribute to a smoother, more inclusive allocation and relocation process in Swakopmund.

#### 4. **PROPOSAL**

It is proposed that occupants who were unreachable due to being out of town or other factors should be notified of the registration process via radio announcements.

Secondly, it is proposed that the 622 households in Ext 25, Swakopmund, occupying residential erven be allowed to purchase the erven they are currently occupying, contingent upon individual affordability.

##### Extension 24 Erven Sharing Ratio:

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	240	144	96
Public Open Space	4	0	4
Institutional	2	0	2

##### Extension 25 Erven Sharing Ratio:

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	288	173	115
General Residential 2	3	0	3
General Business	14	8	6
Public Open Space	3	0	3
Institutional	5	0	5
Local Authority	4	0	4
Undetermined	1	0	1

Registrations of households in Ext 24 and 25, Swakopmund, have been ongoing since **07 January 2025**, and there are still 1152 unregistered households despite numerous efforts from the office; hence, it is proposed that Council obtain a Court Order for demolition of unoccupied and unregistered households' structures, should they still not be registered by the time of relocation.

It is further proposed that occupants in Extension 24 and 25 who cannot afford to purchase erven within the extension, be relocated to the Northern Wedge once serviced.

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

**RECOMMENDED:**

- (a) That Council acknowledges the allocation of Extension 24 to Lelwapa Property Developers (Pty) Ltd.
  - (b) That the Property and Housing Division arrange a meeting with Lelwapa Property Developers (Pty) Ltd, to discuss the proposed allocation process and determine appropriate placement strategies for occupants who do not meet the qualification criteria.
  - (c) That Council takes note of the feedback regarding the registration of households in Extensions 24 & 25, Swakopmund "Seaside Side".
  - (d) That Council prioritises the preparation of the Northern Wedge extensions (reception area) to expedite the relocation process.
  - (e) That the registered households in Extensions 24 & 25, Swakopmund, be informed at least 3 months in advance about the relocation to be prepared for the activity.
  - (f) That 622 households in Extension 25, Swakopmund, occupying residential erven be given the first opportunity to purchase the erven they are currently occupying, contingent upon individual affordability.
  - (g) That a payment plan, or subsidised land, be created for low-income households to ensure affordability.
  - (h) That at the time of relocation, all necessary steps be taken to remove the unoccupied structures in Extensions 24 & 25, Swakopmund, and that they be stored at Council's stores to assist future fire victims. Additionally, radio announcements be made to give notice to the owners of the approximately 1152 unregistered structures.
  - (i) That Council resolution 11.1.16 (h), passed on 4 June 2024, be implemented and enforced as directed. *"That signboard be designed and erected at all informal areas, cautioning occupiers from leasing structures and clarifying the penalties for non-compliance."*
  - (j) That the General Manager: Engineering & Planning Services ensures the implementation of recommendation (h) above.
-

## ANNEXURE "A"

77 / 2018

- Rezoning of Erf 172, Swakopmund, from "Single Residential" with density of 1:900 to "General Business" with a bulk of 2.0. (Council Resolution 27-03-2014)
  - Rezoning of Portion A of Erf 2226, Swakopmund, from "Public Open Space" to "General Residential 2" with a density of 1:250. (Council Resolution 25-01-2018)
- (b) That Van der Westhuizen be authorized to submit the Amendment Scheme No. 66 to the Ministry of Urban and Rural Development for approval by the Honourable Minister.

11.1.25 **LAND AND HOUSING ACTION PLAN**  
(C/M 2018/05/31 - H 5, H 5/5)

**RESOLVED:**

- (a) That Council remains with its of 30 November 2017 under item 11.1.22.
- (b) That it be noted that the Action Plan for the development of Council's unserviced land will focus on the following extensions:
- Extension 3
  - Extension 4
  - Extension 5
  - Extension 24
  - Extension 25
  - Extension 38, and
  - Proper
- (c) That the following be approved:

1.1.1. Extension 3 **Tapeye Investments**

## 1.1.1.1. Erven and Layout

- The extension 3 consists of a mixture of single residential, General Residential, Business, Institutional, Local Authority, Public Open Space erven.
- This extension is targeted for Medium Income level.
- The compilation of erven available is illustrated in the Table below.

Zoning	Total Number of Erven
Single Residential	271
General Residential 2	1
Local Business	9
General Business	3
Public Open Space	4
Institutional	1
Local Authority	1

## 1.1.1.2. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.
- The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council
- The distribution of return land will be at a minimum of 33.33% of the Single residential erven for Council, but Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.

78 / 2018

- The Business and General Residential erven will be returned on a portion base as stipulated in the table below.

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	271	180	91
General Residential 2	1	1	0
Local Business	9	5	4
General Business	3	2	1
Public Open Space	4	0	4
Institutional	1	0	1
Local Authority	1	0	1

#### 1.1.1.3. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.
- The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.

#### 1.1.1.4. Specification of Services

- The area will be fully serviced with interlock surfaced roads/streets with kerb stone defining the gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.
- The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.1.5. Specification of Houses

- The Houses to be constructed shall consist of two to three bedroom houses with garages (optional), but structures to the value of not less than N\$500 000.00 but not more than N\$800 000.00. This excludes the cost of the land.
- The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.2. Extension 4 (Ghetto Assistance CC)

##### 1.1.2.1. Erven and Layout

- This extension consists of a mixture of single residential, Business, Institutional, Local Authority, Public Open Space erven.
- This extension is targeted for Medium income level.
- The compilation of erven is illustrated in the Table below.

Zoning	Total Number of Erven
Single Residential	31
Local Business	18
General Business	8
Public Open Space	1
Institutional	1
Local Authority	3

##### 1.1.2.2. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.

79 / 2018

- *The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council*
- *Due to the ratio of the erven in this extension, the distribution of return land will only be affected to the business erven and the developer to maintain with full number of single residential erven.*
- *The Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.*
- *The Business erven will be returned on a portion base as stipulated in the table below.*

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	31	31	0
Local Business	18	10	8
General Business	8	5	3
Public Open Space	1	0	1
Institutional	1	0	1
Local Authority	3	0	3

#### 1.1.2.3. Cost Distribution

- *In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.*
- *The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.*

#### 1.1.2.4. Specification of Services

- *The area will be fully serviced with interlock surfaced roads/streets with kerb stone defining the gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.*
- *The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council*

#### 1.1.2.5. Specification of Houses

- *The Houses to be constructed shall consist of two to three bedroom houses with garages (optional), but structures to the value of not less than N\$500 000.00 but not more than N\$800 000.00. This excludes the cost of the land.*
- *The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council*

#### 1.1.2.6. Extension 5 **Riving Trading Enterprise CC)**

#### 1.1.2.7. Erven and Layout

- *This extension consists of a mixture of general residential, Business, Local Authority, Public Open Space erven.*
- *This extension is targeted for Medium income level.*
- *The compilation of erven is illustrated in the Table below.*

Zoning	Total Number of Erven
Single Residential	0
General Residential 1	5
General Residential 2	6
Local Business	6

80 / 2018

General Business	3
Public Open Space	1
Institutional	0
Local Authority	1
Undetermined	0
Private Open Space	0

#### 1.1.2.8. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.
- The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council
- Due to the ratio of the erven in this extension, the distribution of return land will only be affected to the business and general residential erven.
- The Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.
- The Business and General Residential erven will be returned on a portion base as stipulated in the table below.

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	0	0	0
General Residential 1	5	4	1
General Residential 2	6	5	1
Local Business	6	6	1
General Business	3	3	1
Public Open Space	1	0	1
Institutional	0	0	0
Local Authority	1	0	1
Undetermined	0	0	0
Private Open Space	0	0	0

#### 1.1.2.9. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.
- The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.

#### 1.1.2.10. Specification of Services

- The area will be fully serviced with interlock surfaced roads/streets with kerb stone defining the gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.
- The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.2.11. Specification of Houses

- The Houses to be constructed shall consist of two to three bedroom houses with garages (optional), but structures to the value of not less than N\$500 000.00 but not more than N\$800 000.00. This excludes the cost of the land.

## 81 / 2018

- The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

### 1.1.3. Extension 24 Immanuel Shikongo and Wendelinus

#### 1.1.3.1. Erven and Layout

- This extension consists of a mixture of general residential, Business, Local Authority, Public Open Space erven.
- This extension is targeted for Low income Level.
- The compilation of erven is illustrated in the Table below.

Zoning	Total Number of Erven
Single Residential	240
General Residential 1	0
General Residential 2	0
Local Business	0
General Business	0
Public Open Space	4
Institutional	2
Local Authority	0
Undetermined	0
Private Open Space	0

#### 1.1.3.2. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.  
The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council.
- The distribution of return land will be at a minimum of 40% of the Single residential erven for Council, but Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.
- The Business and General Residential erven will be returned on a portion base as stipulated in the table below.

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	240	144	96
General Residential 1	0	0	0
General Residential 2	0	0	0
Local Business	0	0	0
General Business	0	0	0
Public Open Space	4	0	4
Institutional	2	0	2
Local Authority	0	0	0
Undetermined	0	0	0
Private Open Space	0	0	0

#### 1.1.3.3. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this

## 82 / 2018

*project, the developer will not pay for the land and will not be charged a premium for the land.*

- *The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.*

#### 1.1.3.4. Specification of Services

- *The area will be fully serviced with gravel roads/streets with kerb stone only defining the intersections with bladed gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.*
- *The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council*

#### 1.1.3.5. Specification of Houses

- *The Houses to be constructed shall consist of one (1) to two (2) to three bedroom houses, but structures to the value of not less than N\$150 000.00 but not more than N\$250 000.00. This excludes the cost of the land.*
- *The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council*

### 1.1.4. Extension 25 (Lherix Investments CC And Momporsisa Trading Enterprises CC)

#### 1.1.4.1. Erven and Layout

- *This extension consists of a mixture of general residential, Business, Local Authority, Public Open Space erven.*

Zoning	Total Number of Erven
Single Residential	288
General Residential 1	0
General Residential 2	3
Local Business	0
General Business	14
Public Open Space	3
Institutional	5
Local Authority	4
Undetermined	1
Private Open Space	0

- *This extension is targeted for Low income Level.*
- *The compilation of erven is illustrated in the Table below.*

#### 1.1.4.2. Distribution of Erven

- *Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.*
- *The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council.*
- *The distribution of return land will be at a minimum of 40% of the Single residential erven for Council, but Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.*
- *The Business and General Residential erven will be returned on a portion base as stipulated in the table below.*

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	288	173	115

83 / 2018

General Residential 1	0	0	0
General Residential 2	3	0	0
Local Business	0	0	0
General Business	14	8	6
Public Open Space	3	0	3
Institutional	5	0	5
Local Authority	4	0	4
Undetermined	1	0	1
Private Open Space	0	0	0

#### 1.1.4.3. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.
- The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.

#### 1.1.4.4. Specification of Services

- The area will be fully serviced with gravel roads/streets with kerb stone only defining the intersections with bladed gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.
- The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.4.5. Specification of Houses

- The Houses to be constructed shall consist of one (1) to two (2) to three bedroom houses, but structures to the value of not less than N\$150 000.00 but not more than N\$250 000.00. This excludes the cost of the land.
- The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

### 1.1.5. Extension 38 Gheron Building Contraction CC and Too Extreme Developers (Pty) Lt1d)

#### 1.1.5.1. Erven and Layout

- This extension consists of a mixture of general residential, Business, Local Authority, Public Open Space erven.
- This extension is targeted for Medium income Level.
- The compilation of erven is illustrated in the Table below.

Zoning	Total Number of Erven
Single Residential	198
General Residential 1	2
General Residential 2	0
Local Business	0
General Business	0
Public Open Space	4
Institutional	0
Local Authority	1
Undetermined	0
Private Open Space	0

#### 1.1.5.2. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.

84 / 2018

- The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council.
- The distribution of return land will be at a minimum of 33.33% of the Single residential erven for Council, but Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.
- The Business and General Residential erven will be returned on a portion base as stipulated in the table below.

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	198	132	66
General Residential 1	2	2	0
General Residential 2	0	0	0
Local Business	0	0	0
General Business	0	0	0
Public Open Space	4	0	4
Institutional	0	0	0
Local Authority	1	0	1
Undetermined	0	0	0
Private Open Space	0	0	0

#### 1.1.5.3. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.
- The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.

#### 1.1.5.4. Specification of Services

- The area will be fully serviced with gravel roads/streets with kerb stone only defining the intersections with bladed gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.
- The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.5.5. Specification of Houses

- The Houses to be constructed shall consist of one (1) to two (2) to three bedroom houses, but structures to the value of not less than N\$500 000.00 but not more than N\$800 000.00. This excludes the cost of the land.
- The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

Proper (Teofelus Uvanga and Quintessential Trading & Consultancy CC)

#### 1.1.5.6. Erven and Layout

- This extension consists of a mixture of single residential, general residential, Business, Local Authority, Public Open Space erven.
- This extension is targeted for Medium income Level.
- The compilation of erven is illustrated in the Table below.

Zoning	Total Number of Erven
Single Residential	214
General Residential 1	0
General Residential 2	4
Local Business	9
General Business	2

85 / 2018

Public Open Space	3
Institutional	1
Local Authority	0
Undetermined	0
Private Open Space	0

#### 1.1.5.7. Distribution of Erven

- Council remains the owner of the property during the development of the extension and the developer will not be allowed to transfer the land in their name. The transfer of land ownership will be done at the end of the whole project to the beneficiary.
- The developer will return a portion of the serviced land as well as the entire infrastructure back to the Swakopmund Council.
- The distribution of return land will be at a minimum of 33.33% of the Single residential erven for Council, but Council to receive the full return on the institutional, Local Authority, Public Open Space, Private Open Space and Undetermined erven.
- The Business and General Residential erven will be returned on a portion base as stipulated in the table below.

Zoning	Total Number of Erven	Erven Sharing Ratio	
		Developer	Council
Single Residential	214	143	71
General Residential 1	0	0	0
General Residential 2	4	2	2
Local Business	9	5	4
General Business	2	1	1
Public Open Space	3	0	3
Institutional	1	0	1
Local Authority	0	0	0
Undetermined	0	0	0
Private Open Space	0	0	0

#### 1.1.5.8. Cost Distribution

- In order to keep the cost of the project as low as possible and to ensure that targeted consumers of Swakopmund are reached by this project, the developer will not pay for the land and will not be charged a premium for the land.
- The developer will use own funds or funds from financial institutions to develop the extension, but Council will not contribute financially to the construction and installation of services and houses on this extension.

#### 1.1.5.9. Specification of Services and Houses

- The area will be fully serviced with gravel roads/streets with kerb stone only defining the intersections with bladed gravel sidewalks, water, sewer and electrical infrastructure up to the erf boundary.
- The specifications for the services will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

#### 1.1.5.10. Specification of Services and Houses

- The Houses to be constructed shall consist of one (1) to two (2) to three bedroom houses, but structures to the value of not less than N\$500 000.00 but not more than N\$800 000.00. This excludes the cost of the land.
- The specifications for the houses will be supplied and construction monitored by the Engineering Services Department of the Swakopmund Council

86 / 2018

**3.2.8 Serviced Land**

The Honourable Minister directed that 40 Erven should be allocated to each contract. Attached is a list of contractor for selection.

**3.2.9 Power Oyeno**

The Council resolution of 31 May 2017 under item 11.1.24. is on file.

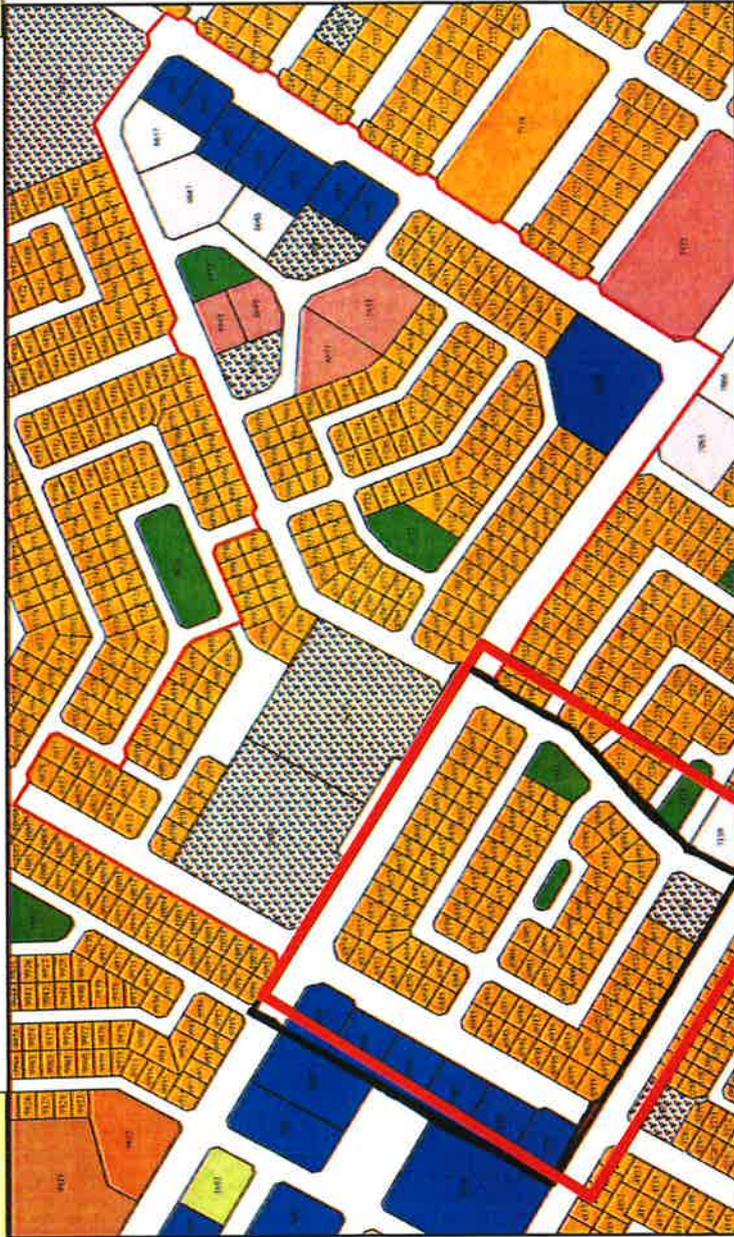
- (d) That it be recorded that 1 986 serviced erven are available in the Matutura Area.
  - (e) That consideration be given to allocate 40 erven to each local / Swakopmund based developer and that the surplus be equitably distributed to the remaining developers from outside Swakopmund taking their date of application into account.
  - (f) That Developers be required to construct 2 (two) show houses to the satisfaction of Council before consideration is given for further allocation.
  - (g) That Extension 36 on the layout map be amended to read Extension 38 and that the Council Resolution of 30 November 2017 under item 11.1.22 be amended accordingly.
-



ANNEXURE "C"



**SWAKOPMUND EXTENSION 25**



Legend	
	Swakopmund Extension 25 Zoning
	General Residential 1
	General Residential 2
	General Business
	General Industrial
	Institution
	Local Authority
	Private Open Space
	Public Open Space
	Single Residential

T.M



**SWAKOPMUND EXTENSION 25**



**Legend**

- Swakopmund Extension 25
- General Residential 1
- General Residential 2
- General Business
- General Industrial
- Institution
- Local Authority
- Private Open Space
- Public Open Space
- Single Residential

0 75 150 km

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2/25



☎ +264 84 410 4111 | ✉ swkpmu@swkpmu.com.na | 📮 P.O. Box 55, Swakopmund, Namibia

Ref: 14/2/1/2

Enquires: Nikolas Ndeikonghola

21 January 2025

Dear Sir/Madam

**REMINDER TO PARTICIPATE IN THE REGISTRATION PROCESS: EXT 24 & 25 SWAKOPMUND, "SEASIDE"**

We refer to the above subject matter.

You are hereby informed that the Municipality is currently busy registering residents in Extension 24 & 25 Swakopmund "Seaside", however the enumerators could not find you at your home, notwithstanding multiple visits. Please note that the due date for completion of the registration process is **28 February 2025**.

Kindly visit our Housing Section at the Municipal Head Office from Monday to Friday between 14h00 to 16h30 before the **28 February 2025** to be registered. Please bring along this letter, a copy of your identity document, a copy of the marriage certificate and your spouse's identification document (in case if you are married). We will then do a physical site visit with you for verification purposes.

For any further enquiries, please do not hesitate to contact Mr Nikolas Ndeikonghola at 064-4104232 or Mr Charles Awaseb at 064-4104231.

Yours faithfully,

*Mpsai Haingura*  
**Mpsai Haingura**  
GENERAL MANAGER- CORPORATE SERVICES & HC  
*nsn*





COUNCIL  
€315  
2/6

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

Ref: 15/2/1/2

Enquiries: Nikolas Ndeikonghola

25 February 2025

Dear Sir/Madam

**REMINDER TO PARTICIPATE IN THE REGISTRATION PROCESS: EXTENSION 24 SWAKOPMUND, "SEASIDE"**

We refer to the above subject matter.

You are hereby informed that the Municipality is currently registering residents in Extension 24 Swakopmund "Seaside", however the enumerators could not find you at your home, notwithstanding multiple visits. Please note that the due date for completion of the registration process is **28 March 2025**.

Kindly visit our Housing Section at the Municipal Head Office from Monday to Friday between 14h00 to 16h30 before the **28 March 2025** to be registered. Please **bring along this letter, a copy of your identity document, a copy of the marriage certificate, your spouse's identification document (in case if you are married), and proof of income in a form of a payslip or 3 Months Bank Statement**. We will then do a physical site visit with you for verification purposes.

For any further enquiries, please do not hesitate to contact Mr Nikolas Ndeikonghola at 064-4104232 or Mr Charles Awaseb at 064-4104231.

Yours faithfully,

  
**Mahne Kruger**  
MANAGER: PROPERTY & HOUSING  
/nsp



11.1.3 **OMAVALA TRADING & ENTERPRISES: CURRENT STATUS OF AVAILABILITY OF LAND FOR THE CONSTRUCTION OF A UNIVERSITY**

(C/M 2025/10/03 - 17/1/4/2/1/13)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **7.3** page **32** refers.

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

**1. Purpose**

The purpose of this submission is to inform Council of the current status of the proposed transaction and the way forward following the in-principle approval by Council on **29 July 2021** under item 11.1.19 (quoted for ease of reference):

- “(a) That Council approves the merits of the application by Omavala Trading & Enterprises to substantiate the amendment of Council’s decisions to call for development proposals by allocating the Western half of the Martin Luther Wedge to Omavala Trading and Enterprise in principle.*
- (b) That the conditions of sale be re-submitted for approval, along with the draft site layout of the proposed university, to be provided to the General Manager: Engineering & Planning Services Department.*
- (c) That the application for approval to commence with brickmaking be approved and that the General Manager: Engineering and Planning Services submits a site plan indicating the preferred site of the brickmaking project for Council’s approval, along with the lease conditions.*
- (d) That other applicants for tertiary land be submitted for consideration.”*

On **13 August 2021 (Annexure “A”)**, Omavala Trading Enterprises (hereinafter “Omavala”) was informed of the approval, and it was pointed out that the approval is in principle, as the minimum requirement to commence with a transaction is that a Surveyor-General-approved diagram is in place. Attached to the letter is the requirements in terms of the Property Policy for the sale of land to Private Educational Institutions.

**“in principle” approval**

On **16 July 2025**, Council’s Town Planning Section confirmed that the layout for Desert View township (the township in which the subject portion of land is located) has not yet been approved by the Townships Board, so the description of the property is not official/legal, and the size is not accurate as it is not yet surveyed.

**Portion of Land not yet surveyed. No Surveyor-General diagram in place yet.**

**2. Introduction**

2.1 To systematically report on the timeline of the application for land to construct a university, the various Council decisions are quoted below under **point 4** and commented on.

This is also done for a complete record, should it be necessary to substantiate the proposed private treaty transaction in the future, if being reviewed or challenged due to the non-competitive allocation.

2.2 It is pointed out from the outset that the allocation on **29 July 2021** under item 11.1.19 was in principle. It was accordingly pointed out to the applicant in Council's letter dated **13 August 2021 (Annexure "A")**.

2.3 With reference to point (c) of the above decision, Omavala was informed per letter dated **13 September 2022 (Annexure "B")** that the General Manager: Engineering & Planning Services indicated that it will not be possible to allow brickmaking on Portion A. Alternative options are being considered in the industrial area, which might pose risks with the transport of bricks over the busy B2 road. } **Brickmaking issue.**

2.4 Although Omavala submitted a bulky document during **November 2022 (Annexure "C")** in reply to Council's letters dated **13 August 2021** and **13 September 2022 (Annexures "A" and "B")**, due to the lapse of time (4 years), it is necessary to review the application, keeping in mind that:

2.4.1 The proposed portion of land measures approximately 48 hectares

2.4.2 Council has a Ministerial directive not to allocate large portions of land (dated **04 June 2015**) to one entity, although the allocation can be substantiated in terms of Council's Structure Plan 2020 - 2040 (see **point 3** below)

2.4.3 The possible requirement to subdivide the portion of land to allow for specific land zonings as appurtenant uses, such as "general residential" and "business" for financial management, whilst maintaining that the subdivided portions may not be alienated or speculated with

2.4.4 The requirement that the main purpose for the sale of land to Omavala is for the construction of a University and that residential township development will under no circumstances be allowed, and a reverting clause be included in the agreement

2.4.5 that 90% of the surface area of the portion of land be used for University purposes, and the need and sustainability of such be duly substantiated by Omavala to justify the allocation of a vast portion of land measuring approximately 48 ha

2.4.6 that timelines be determined for the various phases of the development, following the signing of the agreement, of which the construction of the University is a priority

2.4.7 Formal proof of financing based on the calculated development costs (services, infrastructure, and construction of the University) will be provided as resolved by Council on **25 February 2021** under item 11.1.4, point (e):

*"(e) That in future developers be screened to determine their financial capabilities to perform and any other matter Council deemed necessary."*

2.4.8 The establishment of the Investment Coordination Committee by Council on **29 February 2024** and various requirements set by Council to ensure due diligence and the responsible allocation of land to ensure such is used for the purpose applied for, the substantiated need for the venture, sustainability, and financial ability of the entity.

It is therefore required that Omavala review, update, and resubmit their substantiated motivation (as per letter dated **13 September 2022, Annexure "B"**) for assessment by the Investment Coordination Committee:

- (i) A copy of the latest registration document of Omavala Trading Enterprises as an entity, indicating the names of shareholders, trustees, or members and their identifications (latest amendments).
- (ii) Provide proof of financial ability to purchase the portion, install services, and develop a university immediately after transfer.
- (iii) Proof of experience and capacity in a similar project.
- (iv) Proof of cooperation agreements with other tertiary educational institutions.

2.5 It is also required to comply with the requirements of the Investors' Proposal Checklist attached as **Annexure "D"**.

### 3. **Municipality of Swakopmund Structure Plan 2020 - 2040**

For information, Council's Structure Plan was approved on **03 December 2020**, and the relevant points relating to the establishment of a university are attached as **Annexure "E"**.

### 4. **Timeline of Council's Decisions Passed about the establishment of a University**

#### 4.1 **Council's Decision made on 28 June 2018 under item 11.1.5**

The first decision with regard to applications for the establishment of a University was submitted to Council, and the following decision was made on **28 June 2018** under item 11.1.5:

- "(a) That the Council takes note of the various applications received for land for the construction of tertiary institutions.*
- (b) That the Engineering Services Department determines the most suitable location, zoning, and size for a university, keeping mind future extensions; and attends to the subdivision of such portion.*
- (c) That the applicants in (a) above be informed that once Council decides on conditions of sale, proposals for the construction and management of such will be publicly invited."*

With reference to point (a) of the above resolution, the following applications were submitted and were informed of the decision in writing on **02 July 2018**:

	<b>Applicant</b>	<b>Date</b>	<b>Comments / Progress Report</b>
1	Menrose Education Trust	04 Dec 15	<p>Was requested on 04 Jan 16 to provide the following (no further correspondence was received):</p> <p>① The trust deed of Menrose Educational Trust clearly indicates the trust aim / objective and the trustees and beneficiaries;</p> <p>② indicate any other projects undertaken by the trust; and</p> <p>③ indicate how an area of 10,000 m<sup>2</sup> will be optimally used.</p> <p>An email was sent to the applicant dated 23 February 2018 enquiring whether they are still interested in obtaining land. Mr A R Kavari on 12 March 2018 confirmed that they are still in the process of getting the required documentation in order.</p>
2	Hakuna Matata Real Estate CC On behalf of Global Business Development	2 Aug 16	<p>30 hectares for a private university Their application was acknowledged on <b>22 August 2016</b>, setting out the requirements to comply with. The applicant confirmed on <b>01 March 2018</b> that they are still interested in pursuing the venture.</p>
3	International University of Management	30 Nov 16	<p>The International University of Management bought Erf 519, Extension 2, Matutura, and the construction of the facility is completed.</p>
4	Platinum	17 Feb 17	<p>Applied to purchase Erf 3342, Swakopmund. Council on <b>29 June 2017</b>, under item 11.1.9, resolved not to approve the application. Following the above decision Council invited development proposals for Erf 3342, Swakopmund, and the property was allocated to Welwitschia Health Training Centre (Pty) Ltd on <b>27 May 2021</b>. Platinum did not submit a proposal.</p>
5	Damnic Business Consortium	23 May 17	<p>Had a presentation at the Planning Forum on <b>24 October 2017</b>. Before the above, the Special Management Committee passed the following decision under point (c): "That it be recorded that Messrs Damnic Construction went into partnership with Messrs Riverview Development CC and jointly applied for Extensions 32, 33 &amp; 36 Kramersdorf, Swakopmund, and their application was dealt with by Council on 27 April 2017 under item 11.1.36."</p>
6	Omavala	06 Feb 18	<p>Presented their proposal to the Planning Forum on 06 March 2018. <b>As per email dated 12 March 2018, Omavala confirmed that they have previously applied as the Damnic Business Consortium.</b></p>

- It is therefore pointed out that Omavala previously applied as the Damnic Business Consortium, which entity was interested in developing Extension 32, 33, and 36 as residential townships. In this regard, also see 4.7 below.

#### 4.2 **Council's Decision made on 28 June 2018 under item 11.1.5**

On **14 November 2018**, all land applications received since 2016 was submitted and the Management Committee made a decision that the report be circulated to the Councillors separately. All applications for university

land were listed under point 3.2.6 of the submission, which is the same list as recorded above.

4.3 **Management Committee Decision made on 16 January 2020 under item 7.1**

Dr Captain Abisai and Dr Iyaloo Konstantinus made a presentation regarding a business concept for the Swakopmund University. The list above of all applications received in the past was again quoted in the submission. The Management Committee passed the following decision:

- "(a) That the presentation by Dr Captain Abisai and Dr Iyaloo Konstantinus be noted.
- (b) That the matter be resubmitted to the Management Committee by the General Manager; Engineering Services and Town Planning, which submission must indicate the available land pockets for institutional use."

The applicants submitted a development proposal for Erf 3342, Swakopmund, as Ndatara Survey (Pty) Ltd. As indicated above, the allocation was awarded to Welwitchia Health Training Centre (Pty) Ltd on **27 May 2021**.

With reference to point (b) above, please see the decision made under point 4.4 below.

4.4 **Council's Decision made on 28 May 2020 under item 11.1.13**

With reference to point (b) of the Management Committee decision made on **16 January 2020** under item 7.1, the Engineering & Planning Services Department submitted possible available erven zoned "institutional" suitable for tertiary education facilities, and the following decision was made on **28 May 2020** under item 11.1.13:

- "(a) That Erf 3342, Swakopmund, Extension 9, measuring 5.6 Hectares, be deemed suitable for the development of a tertiary education facility for any institution for which this size and location might prove suitable.

Erf Number	Township	Area (Ha)
3342	Swakopmund Extension 9	5.6

- (b) That Erf 3342, Swakopmund, be sold immediately for the construction of a tertiary education facility, provided that Council revokes its decision of 2014.
- (c) That Council revoke its resolution of 02 September 2014 under Item Number 11.1.11 and replace it with this Council Decision.
- (d) That Council call for development proposals for the following Erven:
- Erf 982, Matutura, Extension 4
  - Erf 1143, Matutura, Extension 6
  - Erf 2028, Matutura, Extension 12
  - Erf 2809, Matutura, Extension 13
  - Erf 7546, Swakopmund, Extension 28
  - Erf 7643, Swakopmund, Extension 28
- (e) That Council offer available vacant institutional erven to interested institutions subject to development agreements."

Erf 982 and Erf 2809 are endowment erven belonging to the Government of Namibia.

The institutional erven listed under point (d) above are occupied by informal households. Council's decision of **25 February 2021** under item 11.1.8 (see below):

*"(c) That development proposals be called for the erven zoned "Institutional" subject to the conditions prescribed in Council's Property Policy.*

*(d) That before every sale, the Engineering & Planning Services Department confirms whether the erven are unoccupied by informal dwellings."*

4.5 **Council's Decision made on 31 August 2020 under item 11.1.17**

With reference to point (b) of Council's decision made on **28 June 2018** under item 11.1.5, Engineering and Planning Services submitted the subdivision of a suitable portion of land for the establishment of a University. Council approved the subdivision on **31 August 2020** under item 11.1.17.

This decision was amended by Council on **01 July 2021** under item 11.1.2, and Omavala was informed accordingly on **13 August 2021**(Annexure "A").

On **16 July 2025**, Council's Town Planning Section confirmed that the layout for Desert View township has not yet been approved by the Board, so the description of the property is not official/legal, and that the size is not accurate as it is not yet surveyed.

The layout of the subject portion is attached as **Annexure "F"**.

4.6 **Management Committee's decision made on 11 February 2021 under item 8.10**

A proposal was received from Omavala to establish a university on what they describe as Plot 40 and to enter into a PPP to develop Extensions 32, 33 & 36. The Management Committee made the following decision:

*"(a) That the Management Committee invites Omavala Trading & Enterprises to present their proposal for the establishment of a university.*

*(b) That in the meantime Council takes up discussions with Trans Namib to alienate their land in town."*

4.7 **Special Management Committee Meeting of 31 March 2021 under item 5.1**

The same submission as under point 4.6 above was tabled to the Special Management Committee of **31 March 2021**.

It cannot be determined from the Minutes whether Omavala made a presentation, but the following decision was made:

*"That all the applications received so far be submitted to the next Management Committee Meeting."*

4.8 **Council's Decision made on 29 July 2021 under item 11.1.19**

In line with the decision made on **31 March 2021** under item 5.1, the complete list of applications quoted under point 4.1 above was again submitted to Council, and the following decision was made on **29 July 2021** under item 11.1.19:

- "(a) That Council approves the merits of the application by Omavala Trading & Enterprises to substantiate the amendment of Council's decisions to call for development proposals by allocating the Western half of the Martin Luther Wedge to Omavala Trading and Enterprise in principle.
- (b) That the conditions of sale be re-submitted for approval, along with the draft site layout of the proposed university, to be provided to the General Manager: Engineering & Planning Services Department.
- (c) That the application for approval to commence with brickmaking be approved and that the General Manager: Engineering and Planning Services submits a site plan indicating the preferred site of the brickmaking project for Council's approval, along with the lease conditions.
- (d) That other applicants for tertiary land be submitted for consideration."

With reference to point (d), no separate submission was made for the applicants, as such was included in the subject submission.

As decided by Council on **25 February 2021**, under item 11.1.8, development proposals are being invited as and when land zoned "institutional" becomes available from qualifying entities.

Below are the only applicants from the list that was submitted to the Management Committee on various occasions who might still be interested in acquiring land for the construction of a University:

	<b>Applicant</b>	<b>Date</b>	<b>Comments / Progress Report</b>
1	Menrose Education Trust	04 Dec 15	Mr A R Kavari on 12 March 2018 confirmed that they are still in the process of getting the required documentation in order.
2	Hakuna Matata Real Estate CC On behalf of Global Business Development	2 Aug 16	The applicant confirmed on <b>01 March 2018</b> that they are still interested to pursue the venture.
3	Platinum	17 Feb 17	Applied to purchase Erf 3342, Swakopmund. Council on <b>29 June 2017</b> , under item 11.1.9, resolved to not approve the application. Following the above decision Council invited development proposals for Erf 3342, Swakopmund and the property was allocated to Welwitchia Health Training Centre (Pty) Ltd on <b>27 May 2021</b> . Platinum did not submit a proposal.

In addition to the above list the following applicants applied for land for the establishment of Universities:

- 4 Dr Captain Abisai and Dr Iyaloo Konstantinus (Ndatara Survey (Pty) Ltd)  
5 Mordecai Investment Group (Pty) Ltd (Mr Kennedy B Kauka)

##### 5. **Conclusion**

Although the subject portion of land has not yet been surveyed, it is prudent and pro-active to consider various possible issues for consideration relevant to the alienation of a vast portion of land as recommended below.

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

##### **RECOMMENDED:**

- (a) That Council takes note of the following:
- (i) that *Omavala Trading Enterprises* previously applied to acquire Extensions 32, 33, and 36, Swakopmund, for residential township development under the name of *Damnic Business Consortium*;
  - (ii) that the allocation approved by Council on 29 July 2021 under item 11.1.19 to *Omavala Trading Enterprises* for the establishment of a University is in principle and not yet finally approved;
  - (iii) that the proposed portion of land is not yet formally subdivided, therefore, the minimum requirement for a transaction of having a Surveyor-General-approved diagram in place has not yet been complied with; and
  - (iv) The approximate size of the land is 48 ha.
- (b) That although *Omavala Trading Enterprises* submitted a bulky document during November 2022 (Annexure "C") in reply to Council's letters dated 13 August 2021 and 13 September 2022 (Annexures "A" and "B"), due to the lapse of time (4 years), it is necessary to review the application, keeping in mind that:
- (i) The proposed portion of land measures approximately 48 hectares
  - (ii) Council has a Ministerial directive not to allocate large portions of land (dated 04 June 2015) to one entity, although the allocation is supported in terms of Council's Structure Plan 2020 - 2040
  - (iii) the possible requirement to subdivide the portion of land to allow for specific land zonings as appurtenant uses, such as "general residential" and "business" for financial management, whilst maintaining that the subdivided portions may not be alienated or speculated with
  - (iv) the requirement that the main purpose for the sale of land to *Omavala* is for the construction of a University and that residential township development will under no circumstances be allowed, and a reverting clause be included in the agreement
  - (v) that 90% of the surface area of the portion of land be used for University purposes, and the need and sustainability of such be duly substantiated by *Omavala* to justify the allocation of a vast portion of land measuring approximately 48 ha
  - (vi) that timelines be determined for the various phases of the development, following the signing of the agreement, of which the construction of the University is a priority
  - (vii) formal proof of financing based on the calculated development costs (services, infrastructure, and construction of the University) be provided as resolved by Council on 25 February 2021 under item 11.1.5, point (e).
  - (viii) the establishment of the Investment Coordination Committee by Council on 29 February 2024, and various requirements set by Council to ensure due diligence and the responsible allocation of land to ensure such is used for the purpose applied for, the substantiated need for the venture, sustainability, and financial ability of the entity.
- (c) That *Omavala Trading Enterprises* review, update, and resubmit their substantiated motivation of November 2022 for assessment by the Investment Coordination Committee:

- (i) A copy of the latest registration document of Omavala Trading Enterprises as an entity, indicating the names of shareholders, trustees, or members and their identifications (latest amendments).**
  - (ii) Provide proof of financial ability to purchase the portion, install services, and develop a university immediately after transfer.**
  - (iii) Proof of experience and capacity in a similar project.**
  - (iv) Proof of cooperation agreements with other tertiary educational institutions.**
  - (v) Complete the Investors' Proposal Checklist.**
- (d) That Council's valuer calculates a purchase price for the portion of land being unserviced once estimates are available for the cost of installation of services to Extension 32, Swakopmund (Kramersdorf).**
- (e) That conditions of sale be based on Council's Property Policy for the sale of land to private education institutions where applicable, keeping in mind that the entity is profit-generating (attached hereto to the letter dated 13 August 2021, Annexure "A" and 13 September 2022, Annexure "B").**
- (f) That all statutory requirements be complied with at the cost of Omavala Trading Enterprise, and the required N\$100 000.00 be included in the conditions once a purchase price is submitted for approval.**
- (g) That Omavala Trading Enterprises accepts that no rights will accrue to them from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.**
- (h) The portion of land is sold "voetstoots" or "as is" with the Council giving no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the layout or situation or subterranean composition of the property or any improvements thereon.**
-

11.1.4 **SWAKOP URANIUM: AMENDMENT TO COUNCIL RESOLUTION OF 29 APRIL 2025 UNDER ITEM 11.1.27**  
(C/M 2025/10/03 - 17/1/4/2/1/7)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **7.4** page **58** refers.

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

**1. PURPOSE**

The purpose of this submission is to seek Council's approval to amend the wording of Item 11.1.27 (e) of the Council resolution passed on 29 April 2025. The amendment is intended to clarify the commencement date of the 14-day period within which the addendum to the Deed of Sale, relating to the extension granted to the twelve Swakop Uranium beneficiaries, must be signed.

**2. BACKGROUND**

On **29 April 2025**, under Item 11.1.27, Council resolved to grant a 60-day extension to 12 Swakop Uranium beneficiaries to settle the purchase prices of their erven, allocated under the first batch of sales in Extension 25, Swakopmund, as follows:

- (a) That Council takes note of the progress regarding the sale of 63 erven zoned "single residential" located in Extension 25, Swakopmund, to qualifying employees of Swakop Uranium.
- (b) That Council takes note there are 12 purchasers from the first batch of allocation who are in breach of the Deed of Sale and have not settled the purchase price within the prescribed 120-day payment period, despite being issued with notices to remedy the breach within 14 days.
- (c) That Council takes note that the breach mentioned in point (b) above is caused by the dissatisfaction of the beneficiaries with the terms given by the developer and Swakop Uranium, such as the high development rate charged by the developer and the rigidity to accommodate the preferences of the beneficiaries during construction.
- (d) That Council approves a 60-day (2-months) extension period for the following 12 beneficiaries to pay the erf prices:

NO.	SURNAME	NAME	ERF NO.	SIZE METRES	ERF PURCHASE PRICE (N\$ 180.00/m <sup>2</sup> )
1	Nelende	Johannes Kandali	6872	400	NAD 72 000.00
2	Haiyaka	Julius Ndemweefa	6884	400	NAD 72 000.00
3	Van Rooyen	Jeffrey Nathan	6889	423	NAD 76 140.00
4	Tsaraeb	Nelson Nesley	6893	433	NAD 77 940.00

5	Sheetheni	Festus	6896	400	NAD 72 000.00
6	Ngolo	Efraim	6898	400	NAD 72 000.00
7	Hoabeb	Hotago	6902	400	NAD 72 000.00
8	Mbangula	Petrus	6903	400	NAD 72 000.00
9	Matheus	Edward	6904	480	NAD 86 400.00
10	Johannes	Festus	6906	400	NAD 72 000.00
11	Johr	Albert Eric	6880	400	NAD 72 000.00
12	!Gonteb	Patrick Kenneth	6909	400	NAD 72 000.00

- (e) That the purchaser in (d) above be granted a period of fourteen (14) days from the date of the Council meeting to sign an addendum to the signed Deed of Sale, which shall extend the payment period, commencing on the date of execution by the last signing party.
- (f) That the extension granted in point (d) above not be used as a precedent for future breaches of conditions of allocation.
- (g) .....
- (h) .....
- (i) .....
- (j) .....
- (k) That all other conditions of sale as determined at the initial allocation remain enforceable."

On **9 May 2025**, an execution letter (**Annexure "A"**) was issued to the 12 beneficiaries, inviting them to sign the addendum to the Deed of Sale in order to formalize the extension of the payment period. However, the letter incorrectly stated that the 14-day period for signing the addendum would commence from the date of the notice (9 May 2025), rather than from the date of the Council resolution (29 April 2025), as per the Council's directive.

This discrepancy was brought to the attention of the Administration by the appointed conveyancing attorneys, Kinglaw Associates, in their correspondence dated **14 July 2025 (Annexure "C")**.

### 3. **DISCUSSION**

Following the issuance of the execution letter on **9 May 2025**, the twelve Swakop Uranium beneficiaries signed the addendum to the Deed of Sale within the 14 days stated in the letter. While the Council resolution of **29 April 2025** stipulated that the 14-day period for signing the addendum would commence from the date of the Council meeting, the execution letter inadvertently referenced the date of the notice (**9 May 2025**) as the start of this period. Consequently, the signed addenda technically do not align with the resolution as originally worded.

However, the beneficiaries acted in good faith and complied fully with the instructions provided in the official correspondence. Amending the Council resolution to reflect the 14 days as commencing from the date of issuance of the execution letter, rather than the date of the Council meeting, would therefore be a practical and administratively sound solution. This amendment would validate the process already undertaken, avoid unnecessary nullification of the agreements, and prevent delays or disruption to the beneficiaries concerned.

**4. PROPOSAL**

It is therefore proposed that the wording of Item 11.1.27 (e) be amended to reflect that the 14-day period for signing the addendum shall commence from the date of issuance of the execution letter (**9 May 2025**), rather than from the date of the Council meeting, rather than nullifying all the agreements and starting over the entire process again.

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

**That Item 11.1.27 (e) of the Council meeting held on 29 April 2025 be amended from:**

- (e) That the purchaser in (d) above be granted 14 (fourteen) days from the date of the Council meeting to sign an addendum to the signed Deed of Sale, which shall extend the payment period, commencing on the date of execution by the last signing party.**
-

**Pumulo Musialike**

---

**From:** Aina S. Nduuvundi  
**Sent:** 15 July 2025 11:31 AM  
**To:** Pumulo Musialike  
**Subject:** FW: Extension of payment period towards the purchase price of Erf 6898, Swakopmund

Aina S. Nduuvundi | Human Settlement Clerk | Corporate Services & Human Capital | +264 64 410 4234

**From:** Aina S. Nduuvundi <ANduuvundi@swkmun.com.na>  
**Sent:** 09 May 2025 12:02 PM  
**To:** efrain ngolo <efrainngolo@gmail.com>  
**CC:** Nikolas Ndeikonghola <nndeikonghola@swkmun.com.na>  
**Subject:** RE: Extension of payment period towards the purchase price of Erf 6898, Swakopmund

Dear Mr Ngolo

The 60 days will start from the date of the last party signing (i.e. the date the CEO signs). We will inform you in a formal letter as well.

Regards,

**Aina S. Nduuvundi**  
**Human Settlement Clerk**

Tel: +264 64 410 4234 Email: ANduuvundi@swkmun.com.na  
 Address: cnr Rakotoka Street & Daniel Kamho Avenue  
 Swakopmund, Erongo



swkmun@swkmun.c  
 www.swkmun.c

**From:** efrain ngolo <efrainngolo@gmail.com>  
**Sent:** 09 May 2025 11:52 AM  
**To:** Aina S. Nduuvundi <ANduuvundi@swkmun.com.na>  
**CC:** Nikolas Ndeikonghola <nndeikonghola@swkmun.com.na>  
**Subject:** Re: Extension of payment period towards the purchase price of Erf 6898, Swakopmund

Means that the 60days extension, will apply from the day I will signed

On Fri, 09 May 2025, 11:41 efrain ngolo, <efrainngolo@gmail.com> wrote:

I got the email, thank you

On Fri, 09 May 2025, 11:11 Aina S. Nduuvundi, <ANduuvundi@swkmun.com.na> wrote:

Good morning, Mr Ngola

Please find the attached letter for your attention. We kindly request that you take note of the dates mentioned, and we would appreciate it if you could confirm receipt of this email.

Thank you in advance.

Regards,

Aina S. Nduuvundi  
Human Settlement Clerk

Tel: +264 64 410 4234 Email: ANduuvundi@swkmun.com.na  
Address: cnr Rakotoka Street & Daniel Kamho Avenue  
Swakopmund, Erongo



---

swkmun@swkmun  
www.swkmun

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

Ref: **E 6898**

Enquiries: *Nikolas Ndeikanghala*

**Efraim Ngolo**  
P.O. Box 5309  
Swakopmund  
13001

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

Dear Efraim Ngolo

**SWAKOP URANIUM: REQUEST FOR EXTENSION OF PAYMENT PERIOD TOWARDS THE PURCHASE PRICE OF 6898, EXTENSION 25, SWAKOPMUND**

We refer to the above subject matter.

This communicate serves to inform you that a submission was tabled to Council and at its meeting held on **29 April 2025** resolved under item 11.1.27 as follows:

- (a) That Council takes note of the progress regarding the sale of 63 erven zoned "Single Residential" located in Extension 25, Swakopmund, to qualifying employees of Swakop Uranium.**
- (b) That Council takes note that there are 12 purchasers from the first batch of allocation who are in breach of the Deed of Sale and have not settled the purchase price within the prescribed 120-day payment period, despite being issued with notices to remedy the breach within 14 days.**
- (c) That Council takes note that the breach mentioned in point (b) above is caused by the dissatisfaction of the beneficiaries with the terms given by the developer and Swakop Uranium, such as the high development rate charged by the developer and rigidity in accommodating the preferences of the beneficiaries during construction.**
- (d) That Council approves a 60-day (2-month) extension period for the following 12 beneficiaries to pay the erf prices:**



REF.	SURNAME	NAME	ERF NO.	SIZE METRES	ERF PURCHASE PRICE (R\$ 180.00/m <sup>2</sup> )
1	Makhele	Johannes Kendall	6872	400	RAD 72 000.00
2	Majeka	Julius Ndumweni	6884	400	RAD 72 000.00
3	Van Raayen	Jeffrey Nathan	6889	423	RAD 76 140.00
4	Tsanele	Melrose Hendry	6893	423	RAD 77 940.00
5	Shoetheni	Patrick	6894	400	RAD 72 000.00
6	Nyalo	Ethel	6899	400	RAD 72 000.00
7	Ncobob	Melago	6902	400	RAD 72 000.00
8	Mkangula	Patrick	6903	400	RAD 84 480.00
9	Mehana	Edward	6904	400	RAD 72 000.00
10	Johannes	Patrick	6906	400	RAD 72 000.00
11	Johr	Albert Eric	6909	400	RAD 72 000.00
12	IGumbi	Patrick Kenneth	6909	400	RAD 72 000.00

- (e) That the purchaser in (d) above be granted fourteen (14) days from the date of the Council meeting to sign an addendum to the signed Deed of Sale, which shall extend the payment period, commencing on the date of execution by the last signing party.
- (f) That the extension granted in point (d) above not be used as a precedent for future breaches of conditions of allocation.
- (g) —
- (h) —
- (i) —
- (j) —
- (k) That all other conditions of sale as determined at the initial allocation remain enforceable."

Please take note of the Council resolution referenced above. In accordance with point (e), you are hereby invited to sign an Addendum to the Deed of Sale during the period from **14 May 2025 to 05 June 2025**. Kindly be advised that failure to sign the Addendum within this timeframe will result in the cancellation of the transaction, as stipulated in point (f) of the resolution.

For any further enquiries, please do not hesitate to contact Mr Nikolas Ndeikonghola at [nndeikonghola@swk.mun.com.na](mailto:nndeikonghola@swk.mun.com.na) / 064-4104232.

Yours faithfully,



**Mahne Kruger**  
MANAGER: PROPERTIES AND HOUSING

/asm

Cc: [Kinglaw Associates]



We take note and will proceed accordingly.

Kind Regards

**HENDRIAAN VISSER**  
DIRECTOR



LEGAL PRACTITIONERS  
CONVEYANCERS, NOTARIES  
ESTATE PRACTITIONERS  
Subscribed & regulated by the Law Society of Namibia

**SWAKOPMUND**  
Main Altona, 2/6 Tlopias (Harvey) Street  
P.O. Box 1455, Swakopmund  
Tel: +264 04 805051-2  
Fax: +264 04 802195

**WALVIS BAY**  
Unit 2, The Chambers  
122 Theo Ben-Gurion Avenue  
P.O. Box 1914, Walvis Bay  
Tel: +264 04 203900

**WINDHOEK**  
Units 35 & 36, Tenbergen Village  
off Robert Mugabe Avenue &  
Julius Nyerere Street, Windhoek  
Tel: +264 03 333 0370

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**From:** Nikolas Ndeikonghola <[nndeikonghola@swkmun.com.na](mailto:nndeikonghola@swkmun.com.na)>  
**Sent:** Monday, 14 July 2025 11:54 am  
**To:** Hendriaan Visser <[Hendriaanv@kinglaw.com.na](mailto:Hendriaanv@kinglaw.com.na)>  
**Cc:** Janine K <[janinek@kinglaw.com.na](mailto:janinek@kinglaw.com.na)>; Aina S. Nduuvundi <[ANduuvundi@swkmun.com.na](mailto:ANduuvundi@swkmun.com.na)>; Barbara Ramos Viegas <[bramosviegas@swkmun.com.na](mailto:bramosviegas@swkmun.com.na)>; Mahne Kruger <[mkruger@swkmun.com.na](mailto:mkruger@swkmun.com.na)>  
**Subject:** RE: TRANSFER OF ERF NO. 6898 SWAKOPMUND, EXTENSION NO 25: MUNICIPAL COUNCIL OF SWAKOPMUND // E NGOLO

Good morning Ms Visser,

We acknowledge the oversight from our part. The Council Resolution should have stated "14 days from the date of invitation" to sign the addendum. In the meantime, we will be drafting a submission to repeal item (e) accordingly.

From:

(e) That the purchaser in (d) above be granted fourteen (14) days from the date of the Council meeting to sign an addendum to the signed Deed of Sale, which shall extend the payment period, commencing on the date of execution by the last signing party.

To:

(e) That the purchaser in (d) above be granted fourteen (14) days from the date of invitation to sign an addendum to the signed Deed of Sale, which shall extend the payment period, commencing on the date of execution by the last signing party.

In the meantime, if possible, kindly continue with the registration while we amend the resolution accordingly.

Kind regards

Nikolas Ndeikonghola  
Admin Officer: Human Settlement

Tel: +264 64 410 4232 Email: [nndeikonghola@swkmun.com.na](mailto:nndeikonghola@swkmun.com.na)  
Cell: +264 81 141 5738 Address: cnr Rakotoka Street & Daniel Kamho Avenue  
Swakopmund, Erongo



[swkmun@swkmun.c](mailto:swkmun@swkmun.c)  
[www.swkmun.c](http://www.swkmun.c)

**From:** Hendriaan Visser <[Hendriaanv@kinglaw.com.na](mailto:Hendriaanv@kinglaw.com.na)>  
**Sent:** 14 July 2025 10:47 AM  
**To:** Nikolas Ndeikonghola <[nndeikonghola@swkmun.com.na](mailto:nndeikonghola@swkmun.com.na)>; Mahne Kruger <[mkruger@swkmun.com.na](mailto:mkruger@swkmun.com.na)>  
**Cc:** Janine K <[janinek@kinglaw.com.na](mailto:janinek@kinglaw.com.na)>; Aina S. Nduuvundi <[ANduuvundi@swkmun.com.na](mailto:ANduuvundi@swkmun.com.na)>; Barbara Ramos Viegas <[bramosviegas@swkmun.com.na](mailto:bramosviegas@swkmun.com.na)>  
**Subject:** TRANSFER OF ERF NO. 6898 SWAKOPMUND, EXTENSION NO 25: MUNICIPAL COUNCIL OF SWAKOPMUND  
// E NGOLO

Dear Sir/Madam,

With reference to the above matter, kindly be informed that upon perusal of your instructions dated 18 June 2025 (received on 19 June 2025), we noted that the Addendum as well as Council's Resolution dated 29 April 2025 provided for the Addendum to be signed within 14 (Fourteen) days of the date of the said Council Resolution.

From the information received, the Council Resolution is dated 29 April 2025, and the Addendum was signed on 2 June 2025 by the Purchaser. No date indicated when Council signed the Addendum. Accordingly, the Addendum was not signed within the 14 days provided for.

Please advise accordingly.

Kind Regards,

**HENDRIAAN VISSER**  
**DIRECTOR**



LEGAL PRACTITIONERS  
CONVEYANCERS, NOTARIES  
ESTATE PRACTITIONERS  
Authorized to Represent by the Law Society of Namibia

**SWAKOPMUND**  
Huis Adres: 2-6 Tobias Marryke Street  
P.O. Box 1455, Swakopmund  
Tel: +264 64 4650512  
Fax: +264 64 402159

**WALVIE BAY**  
Unit 7, The Chambers  
122 Theo Ben Gullub Avenue  
P.O. Box 1914 Walvis Bay  
Tel: +264 64 203905

**WINDHOEK**  
Unit 15 & 28, Teutbergen Village  
off Robert Mugabe Avenue 4  
Johannes Nyerere Street, Windhoek  
Tel: +264 63 535 0370

**Cyber Crime Alert:** To protect you against loss caused by cyber fraudsters who intercept e-mail communication between parties, alter critical data like bank account details and then forward the altered e-mail to the intended recipient, we urge you to telephonically verify critical data and banking details with the persons at our offices who deals with your matter before acting thereon.

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- 11.1.5 **PROPOSED SALE OF 3 GENERAL RESIDENTIAL 2 ERVEN, ERF 10827, ERF 10828 & ERF 10829 LOCATED IN EXTENSION 42, SWAKOPMUND, TO SHACK DWELLERS FEDERATION OF NAMIBIA (SDFN)**  
(C/M 2025/10/03. - 15/2/1/4)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum 7.6 page 110 refers.

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

**1. PURPOSE**

This submission requests Council's approval for the allocation of three (3) General Residential 2 erven 10827, 10828, & 10829, Extension 42, Swakopmund, to Shack Dwellers Federation of Namibia (SDFN). A map is attached as **Annexure "A"**.

**2. BACKGROUND**

The SDFN, supported by the Namibia Housing Action Group (NHAG), has a long-standing and proven track record of successfully implementing community-driven housing projects. They usually acquire unimproved land and undertake the installation of services themselves, and facilitate the construction of low-cost houses for their members.

Council resolved at its meeting held on **29 September 2011**, under item 11.1.14 approved the allocation of erven 3594 and 3598, Extension 26 to SDFN on condition that they attend to all internal subdivisions and services of the block erven at their own cost. The houses were completed and handed over to beneficiaries in 2018.

- (h) *That erven 3594 and 3598 be allocated to Shack Dwellers Federation and that they be informed that the erven allocated to them should be subdivided to ensure that individuals can obtain full title to their properties.*
- (i) *That it be noted that the full development cost of N\$61.35/m<sup>2</sup> be implemented."*

The purchase price was determined at the Council meeting that was held on **27 March 2013** under item 11.1.4 as follows:

- (b) *That erven 3594 and 3598, Mondesa be sold to the Shack Dwellers Federation of Namibia at 12% of the development cost, of N\$61.35/m<sup>2</sup> - 12% = N\$7.36/m<sup>2</sup>, to make the erven more affordable (the 2 blocks will therefore cost N\$7.36 x 5684m<sup>2</sup> = N\$41 845.61 and N\$7.36 x 5631m<sup>2</sup> = N\$41 444.16 respectively).*

Following this successful endeavour by the SDFN, Council additionally allocated erven 3595 and 3597 Mondesa on **29 August 2019** under item 11.1.21, to SDFN. The allocation was done on the same principle for the benefit of low-income residents in Swakopmund, and the project was completed and handed over to the beneficiaries on **17 May 2022 (Annexure "C")**.

- (a) That Erven 3595 and 3597, Extension 8, Mondesa, be sold to the Shack Dwellers Federation of Namibia at the cost of N\$37 916.11 and N\$37 386.00, respectively.
- (b) That the Shack Dwellers Federation of Namibia attends to all internal subdivisions and services of block Erven 3595 and 3597 Extension 8, Mondesa, at their own cost.
- (c) That the Shack Dwellers Federation of Namibia ensures that every individual erf to be created, be provided with a separate water and electricity meter, and be transferred into the name of the owner.

On **24 November 2022**, under item 11.1.6, Council allocated another piece of land, erf 3596, which was subdivided into 18 erven. They have successfully serviced and are currently busy with the construction of homes. Council commends Shack Dwellers Federation of Namibia for using their own resources to extend services to the individual erven, and through that assisting many ultra-low-income residents to acquire land ownership at a cost-effective price.

- (a) That point (f) of Council's resolution passed on 22 February 2018 under item 11.1.10 be amended to sell Erf 3596, Mondesa (6 078m<sup>2</sup>) to Shack Dwellers Federation of Namibia.
- (b) That a portion of land be identified to be allocated to the Build Together Housing Program.
- (c) That upon approval by Council, Ministerial approval be obtained to proceed with the sale of Erf 3596, Mondesa, Extension 8 (6 078m<sup>2</sup>) to Shack Dwellers Federation of Namibia.
- (d) That Erf 3596, Mondesa, be sold at the cost of N\$7.36 x 6 078m<sup>2</sup> = N\$44 734.08 m<sup>2</sup>.

### 3. **DISCUSSION**

SDFN has consistently demonstrated its effectiveness through steady progress on previously allocated erven, showcasing a strong commitment to improving the living conditions of low-income families.

On **18 March 2022**, SDFN, in collaboration with NHAG, submitted an application (**Annexure "B"**) requesting the allocation of additional land in Swakopmund. The objective of this application is to support the continuation of SDFN housing development initiatives for its members. There are three vacant erven 10827, 10828, and 10829 zoned as General Residential 2, located in Extension 42, Swakopmund. This extension is currently being serviced. It is proposed that these erven be allocated to the SDFN in principle, to be purchased at development cost. The SDFN will be responsible for subdividing and servicing the allocated erven at its own cost.

The development cost will be determined once the services have been installed. The sale of the erven will be subject to several conditions, including:

- SDFN's commitment to undertake bulk servicing of the erven to be created. The design and layout of the proposed water and sewerage

infrastructure is being submitted to the Engineering and Planning Services Department for approval before construction.

- The application for Need and Desirability and the replanning application from the Ministry of Urban and Rural Development, for Erven 10827, 10828 & 10829, Extension 42, Swakopmund are to be facilitated through the Engineering and Planning Services Department, at SDFN's cost.
- The allocation will be subject to Ministerial consent for the sale, in accordance with Section 30(1)(t) of the Local Authorities Act, Act 23 of 1992, as amended, and the purchase price based on the developmental cost.

The property details are as follows:

No	Erf No	Extension	Size (m <sup>2</sup> )	Zone
1.	10827	42	1884	General Residential 2
2.	10828	42	2382	General Residential 2
3.	10829	42	2574	General Residential 2
		<b>Total</b>	<b>6830</b>	

Furthermore, the sale of erven will be subject to conditions to ensure proper development and alignment with municipal standards. SDFN will be responsible for costs and execution of all necessary bulk and internal services, including water, sewerage, electricity, and internal streets.

SDFN will submit a list of beneficiaries for approval by Council. Regular progress reports on servicing and construction must be submitted to Council to ensure transparency and accountability.

#### 4. **PROPOSAL**

It is proposed that Council grant approval in principle for the allocation and eventual sale of Erven 10827, 10828, and 10829, Extension 42, Swakopmund, to the beneficiaries for the purpose of developing affordable housing for low-income residents. SDFN, in partnership with NHAG, has a successful track record in servicing allocated land and facilitating the construction of cost-effective housing.

In line with previous allocations, it is proposed that the sale price be determined based on the actual development cost of the land once servicing is completed. SDFN will be responsible for the subdivision of the block erven, bulk and internal servicing, and ensuring that all individual erven created are equipped with separate water and electricity meters and transferred into the names of beneficiaries.

To ensure compliance and oversight, SDFN will be required to submit detailed servicing and infrastructure layout plans to the Engineering and Planning Services Department for approval before any construction, and to submit periodic progress reports to Council throughout the development process.

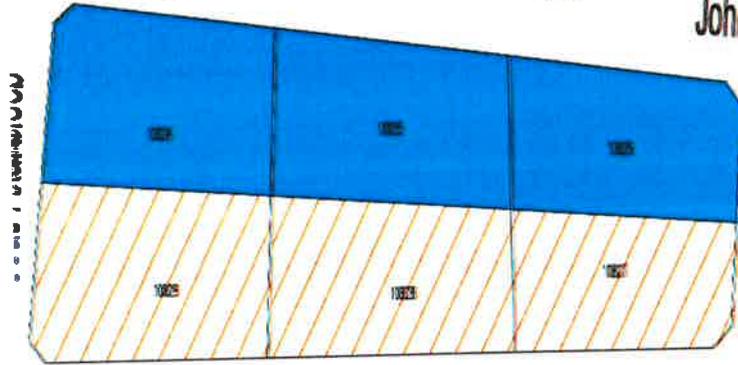
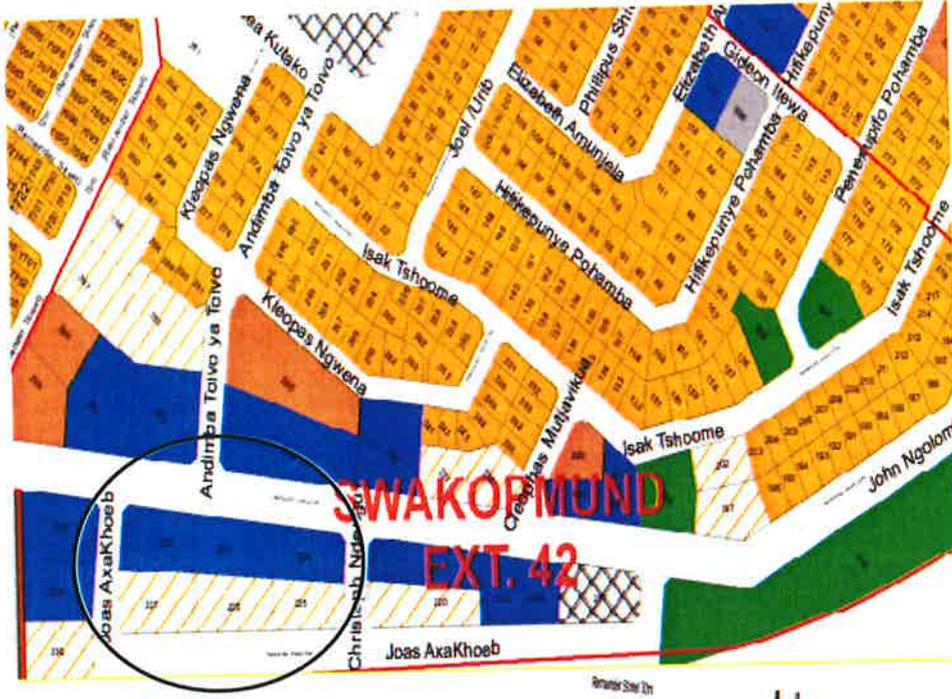
#### **B. After the matter was considered, the following was:-**

**RECOMMENDED:**

- (a) That Council takes note of the successful track record and ongoing progress of the Shack Dwellers Federation of Namibia and Namibia Housing Action Group in providing affordable housing in Swakopmund.
- (b) That Council approves in principle the sale of three (3) General Residential 2 erven in Extension 42, Swakopmund, to the beneficiaries as per the list to be submitted by Shack Dwellers Federation of Namibia and Namibia Housing Action Group as follows:

No	Erf No	Extension	Size (m <sup>2</sup> )	Zone	Purchase Price at Development Cost
1.	10827	42	1884	General Residential 2	To be determined
2.	10828	42	2382	General Residential 2	To be determined
3.	10829	42	2574	General Residential 2	To be determined
		<b>Total</b>	<b>6830</b>		

- (c) That the purchase price be the development cost of servicing Extension 42, Swakopmund.
- (d) That the erven be allocated directly to beneficiaries, who must be first-time homeowners, in accordance with the list to be submitted by the Shack Dwellers Federation of Namibia.
- (e) That the necessary Need and Desirability and planning applications for the proposed development be submitted to the Ministry of Urban and Rural Development by Shack Dwellers Federation of Namibia, through the Engineering and Planning Services Department, and at the cost of Shack Dwellers Federation of Namibia.
- (f) That before application for ministerial approval in terms of Section 30(1)(t) of the Local Authorities Act, Act 23 of 1992 (as amended), the sale be advertised in terms of Section 63 (2) of the Local Authorities Act, Act 23 of 1992 (as amended) at the cost of Shack Dwellers Federation of Namibia.
- (g) That the layout and design of the water and sewerage infrastructure be submitted to the Engineering and Planning Services Department for approval before construction.
-



Legend			
	Township Extension		General Residential 1
	Erven ?		General Residential 2
	Agriculture		Institutional
	Authority		Light Industrial
	Beach Area		Local Authority
	Cemetery		Local Business
	General Business		Maricultural Activities
	General Industrial		Office
			Parastatal
			Parking
			Private Open Space
			Public Open Space
			Servitude
			Single Residential
			Special
			Street
			Undetermined



**SMACK JEWELLERS FEDERATION OF NAMIBIA (SDFN) AND  
NAMIBIA HOUSING ACTION GROUP (NHAG)**



Improving the lives of Poor People in Namibia

P O BOX 21010  
WINDHOEK  
NAMIBIA

Tel 239398 Fax 239397

18 March 2022

Chief Executive Officer  
Swakopmund Municipality  
Swakopmund

Dear Mr. Benjamin

**Re: Application for land**

I have requested to apply to Council for land for the saving groups in Swakopmund as follows:

1. We would like to apply for the land next to the land that was allocated, and houses completed recently.
2. We have 679 land members in Swakopmund and we will appreciate if Council when planning land also takes into account the application.

Since 1998 Swakopmund Municipality allocated 98 plots and we have constructed low-cost houses on all plots. We humbly request Council to assist our members with land allocation, the land will be used for housing construction. We further thank Council for the support to the federation and we pledged our continued cooperation.

We would appreciate it if this matter received your highest attention yours truly in-development.

Heinrich Amushila  
NHAG Co-Director  
hanhag@iway.na  
0811473839

## ANNEXURE C

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

Improving the lives of Poor People in Namibia

P O BOX 21919  
WINDHOEK  
NAMIBIA

Tel 239398 fax 239397

31 May 2022

Chief Executive Officer  
Swakopmund Municipality  
Swakopmund

Dear Mr. Benjamin

**Re: Invitation to attend the official handover ceremony of 32 houses**

Honourable Erastus Uutoni, Minister of Urban and Rural Development will officiate the handover of 32 houses constructed by the Shack Dwellers Federation of Namibia.

I have been requested by the Shack Dwellers Federation of Namibia at Swakopmund to invite Mayor, Honourable Town Councillors, CEO and Staff to attend the handover ceremony of 32 houses on the 17<sup>th</sup> of **May 2022 at 10h00**. Of the 32 houses, one house belongs to a Standard bank non-clerical staff at the Swakopmund branch. This will be the first house for a Standard bank staff for their non-clerical staff members. Standard bank will launch the housing scheme for non-clerical employees.

**16 houses are funded through the Ministry's annual funding 2020/2021, houses 'construction could not start due to the delay in building plans approval transfer of title deeds, 15 houses funded through SDFN revolving fund and one staff member funded by Standard bank themselves.**

We are further requesting Her Worship the Mayor to do the welcoming remarks.

We would appreciate if this matter received your highest attention

Yours truly in development

**Heinrich Amushila**  
NHAG Co-Director  
Heinrich.amushila@gmail.com  
0811473839

11.1.6

**APPLICATION TO RETAIN AND PURCHASE ERVEN 7104 & 7105, EXTENSION 26, SWAKOPMUND: MERVIN DENNIS DOMESTIC SOLUTION CC**  
 (C/M 2025/10/03 - E 7104, E 7105, E 7979, E 7980)

**Ordinary Management Committee Meeting of 11 September 2025, Addendum 7.7 page 116** refers.

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

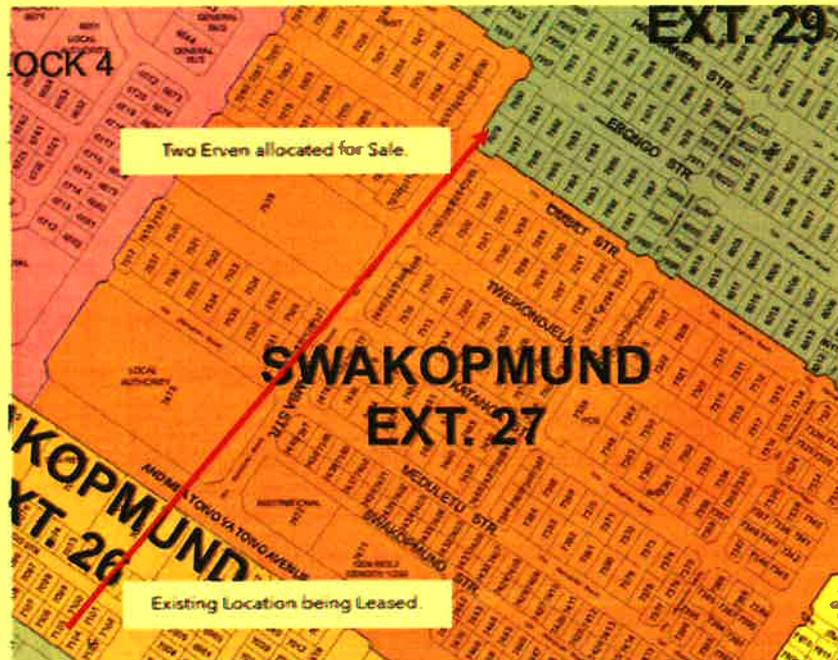
**1. INTRODUCTION**

This submission seeks Council's approval to allow Mervin Dennis Domestic Solution CC (hereafter referred to as MDDS) to purchase Erven 7104 and 7105, Extension 26, Swakopmund (which is currently leased by him) to continue operating his gas refilling business (hereafter referred to as "E7104" and "E7105" respectively); instead of the two business erven, Erven 7979 and 7980 located in Extension 29, Swakopmund that were previously allocated by Council (hereafter referred to as "E7979" and "E7980" respectively).

**Attachments:**

<b>Annexure "A"</b>	: A letter dated <b>23 October 2024</b> was received from Mervin Dennis, Domestic Solution CC.
<b>Annexure "B"</b>	: Submission to the Management Committee of <b>15 April 2021</b> serves as a complete background.
<b>Annexure "C"</b>	: Council's decision passed on <b>29 April 2021</b> under 11.1.4.

For ease of reference and serving as an overview, the map below indicates the location of E7104 E7105 (being leased and on which the business is established) and E7979 and E7980 (which Council approved for sale to MDDS and which are occupied by informal households):



## 2. **BACKGROUND**

- 2.1 On **24 September 2009**, under item 11.1.10, Council approved the lease of a portion of land to MDDS CC, who has since been operating a gas refilling business on E7104 and E7105.

Quoted from the lease agreement:

**WHEREAS**

The LESSOR is the owner of Erf 7105 Swakopmund, Extension 26 and Erf 7104 Swakopmund, Extension 26, onto which the business partially encroaches and measuring  $\pm 300\text{m}^2$  in extent (as indicated on the attached plan and marked Annexure "A").

- 2.2 In a submission to the Management Committee of **11 May 2017**, the Engineering & Planning Services Department provided comments on whether a *gas refilling business is a hazardous or noxious industry, and it was confirmed that such a business can be allowed in a residential area in terms of the Environmental Management Act, 2007, but it is a listed activity under 9.5:*

*"Construction of filling stations or any other facility for the underground and aboveground storage of dangerous goods, including petrol, diesel, liquid, petroleum gas and paraffin."*

According to the comments received per memo dated **3 March 2017** from the General Manager: Engineering & Planning Services, the gas company has kicked in its roots with an established clientele base, and relocation would have devastating effects. It was thus proposed not to relocate the business to an alternative site. It was further proposed to consolidate Erven 7101, 7102, and 7104 and rezone it to "*Local Business*" for MDDS to continue selling gas, and as a result will save his business from the negative impact relocation will have.

The General Manager: Engineering & Planning Services further motivated his opinion to not relocate MDDS because the gas operation business is currently (since 2011) located in proximity to residents, which is practical since the clientele resides in the surrounding areas, and to date, no complaints have been received. Most existing petrol service stations in residential areas, with the assistance of Afrox, also supply gas by refilling bottles on a smaller scale. MDDS is also bound by the safety regulations of Afrox.

The gas refilling business in the informal settlement area provides an essential service that is growing in terms of economic and social development.

In response to an application by MDDS to expand the current lease area, Council made the following decision on 31 May 2017 under item 11.1.11.

*"(a) That the application of Messrs Mervin Dennis Domestic Solution CC to expand the current lease area of  $300\text{m}^2$  to  $1\,200\text{m}^2$  be noted.*

*(b) That Messrs Mervin Dennis Domestic Solution CC identifies an alternative erf zoned for "Business"."*

- 2.3 The lease period for E7104 and E7105 expired on **30 June 2020**. During the lease period, MDDS expanded its operations and contributed positively to the community by providing training, employment opportunities, and promoting gas safety awareness.
- 2.4 On **25 January 2018**, Council approved to sell E7979 and E7980 to MDDS to construct a gas refilling business/depot, under item 11.1.2 as follows:

- “(a) That the application of Messrs Mervin Dennis Domestic Solution CC to purchase Erf 7979, measuring 716m<sup>2</sup>, and 7980, measuring 716m<sup>2</sup> Extension 29, DRC (combined size is 1 432m<sup>2</sup>) to construct its gas refilling business / depot be approved, in principle.*
- (b) That upon finalisation of the installation of services valuations be obtained in terms of Council’s Property Policy based on the zoning of “General Business” in order to determine a purchase price.*
- (c) That Messrs Mervin Dennis Domestic Solution CC submits the Environmental Impact Assessment Certificate to the General Manager: Engineering Services before the construction of the gas depot.*
- (d) That the conditions of sale be approved simultaneously when approving the purchase price.*
- (e) That Messrs Mervin Dennis Domestic Solution CC be informed that the extent/level of the operation be similar to the current.*
- (f) That the lease period of Messrs Mervin Dennis Domestic Solution CC for the current lease site (Erven 7104 and 7105) be extended until such time that the sale of Erven 7979 and 7980 is finalized.*
- (g) That Council be indemnified of all the risks associated with the business.*
- (h) That this application be regarded as special due to the essential service rendered to the community and that no applications for business land in the DRC be considered until the statutory processes are finalised.”*

MDDS accepted the offer to purchase E7979 and E7980 and paid a deposit in the amount of N\$10 000.00 for each one of the two business erven towards advertising, and compilation of the agreement, as well as other costs that may arise from the transaction.

On **29 April 2021**, under item 11.1.4, point (j), Council approved the lease period to continue until ownership of E7979 and E7980 is transferred in the name of MDDS.

Quoted from the lease agreement:

**2. DURATION**

- 2.1 In respect of the date of signing of this agreement the parties agree that the lease shall be deemed to have commenced on **1 November 2018** and shall continue for a period of **6 months** with lapsing date **30 April 2019** or until the sale of Erven 7979 and 7980, Extension 29, Swakopmund is finalised.

In order not to repeat the information contained in the submission which was served at the Management Committee on **15 April 2021**, the item is attached as **Annexure "B"** as comprehensive background information on the application.

On **30 April 2024**, under item 11.1.10, point (a), Council approved the relocation of 18 residents on E7979 and E7980, and under point (e) that E7105 be allocated to a Build Together beneficiary once MDDS vacates the erf and relocates the business operations to E7979 and E7980.

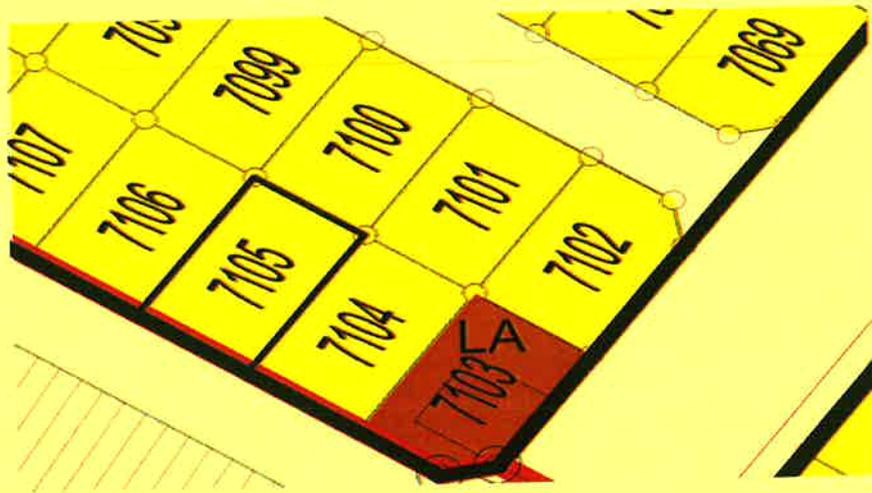
In light of the above resolutions, even though Council approved the allocation and sale of E7979 and E7980 as an alternative for the gas refilling business, these erven are still occupied and unavailable for relocation and occupation by MDDS and might not be vacated in the near future.

The intended sale of E7979 and E7980 was published as required in terms of the Local Authorities Act, Act 23 of 1992, as amended, and no objections were received. The Minister of Urban and Rural Development approved the proposed sale on **20 October 2020**. The deed of sale agreement could not be signed between MDDS and Council for the sale of E7979 and E7980, as the two business erven are still occupied by informal households.

### 3. Current Situation

- 3.1 On **23 October 2024** an application (**Annexure "A"**) was received from MDDS proposing to remain located on the lease area, i.e E7104 and E7105 (combined size is 800m<sup>2</sup>) and in addition to be allocated Erven 7101 and 7102, since the process of transfer is being delayed by the occupants of erf 7979 and 7980 who do not want to relocate.

The erven are adjacent to his existing business location, and it will also be an advantage for the customers who are in the same area.



E7979 and E7980, which were allocated to MDDS (combined size is 1,432 m<sup>2</sup>), are still occupied by residents, and MDDS confirmed that it does not interfere with the process of relocating the current occupants.

- 3.2 Regarding Erven 7101 and 7102 were allocated to Build Together beneficiaries in line from the Master Waiting List in terms of the two Council resolutions quoted below, and are therefore not available:

3.2.1 Council's resolution of **30 April 2024** under item 11.1.10, point (d):

*"(d) That Erf 7101, Ext. 26, Swakopmund be allocated to Ms Prieska Karipo instead of Erf 7105 currently being occupied by Messrs Mervin Dennis Domestic Solution CC."*

3.2.2 Council's resolution of **27 February 2025** under item 11.1.4, point (a):

*"(a) That Council approves the allocation of Erf 7102, Swakopmund, Extension 26 to Ms Maria Nghitoywa."*

Therefore, MDDS can only be offered E7104 and E7105 to purchase.

#### 4. **Discussion**

##### 4.1 **Occupation of Erven 7979 and 7980**

Since the allocation of the business erven, E7979 and E7980 MDDS could not relocate its operations.

Housing Section visited the site and confirmed the two business erven are occupied by 18 residents who must be resettled before development can proceed. It was proposed that the affected individuals be temporarily relocated to Erven 10269 and 10308 in Extensions 40 and 41, Swakopmund, which are zoned "general residential" (Council resolution of **30 April 2024** under item 11.1.10, point (a)). These arrangements were to remain in place until the northern wedge area is prepared for permanent resettlement.

However, the occupants residing on E7979 and E7980 have resisted relocation. Forced relocation will have a negative impact on the reputation of the business operations of MDDS.

##### 4.2 **Purchase Price for Erven 7979 and 7980 Extension 29, Swakopmund**

The purchase price for the two erven zoned "general business", E7979 (762m<sup>2</sup>) and E7980 (750m<sup>2</sup>), was approved by Council on **29 April 2021** under item 11.1.4 as  $1\,432\text{m}^2 \times \text{N}\$156.00/\text{m}^2 = \text{N}\$223\,392.00 + (15\% \text{ VAT, i.e. } \text{N}\$33\,508.80) = \text{N}\$256\,900.80$ .

In terms of Council's Property Policy, the purchase price was determined as being **the cost for the installation of services + 25%**, i.e. N\$156/m<sup>2</sup> (upset price).

The cost of installation of services to Extension 26, Swakopmund is N\$110.00 / m<sup>2</sup>. With the decision approving the purchase price for E7979 and E7980 by adding 25%, the cost will be N\$137.50 /m<sup>2</sup> x 800m<sup>2</sup> = N\$110.000 for E7104 and E7105, measuring 400m<sup>2</sup> each.

##### 4.3 **Application to Remain on Erven 7104 and 7105, Extension 26, Swakopmund**

As per **Annexure "A"**, MDDS applies to remain on the current lease area and, in addition, acquire Erven 7101 and 7102. The allocation of the additional two erven cannot be considered as these are allocated to Build Together beneficiaries as stated under point 3.2 above.

The combined surface area of Erven 7104 and 7105 is 800 m<sup>2</sup> and will be sufficient to allow the business to maintain its operations and accommodate future growth.

4.4. **Suitability of Erf 7104 and Erf 7105 Ext 26, Swakopmund**

E7104 is zoned "Local Business," making it suitable for commercial operations, while E7105 is zoned "Single Residential" and would require rezoning to "Local Business" to align with the business need of establishing a gas refilling depot.

4.5 **Environmental Impact Study**

The gas refilling business is established within a residential area, and in the long run, this may pose environmental and health risks. The Environmental Management Act, 2007, requires an environmental assessment for the nature of this business (listed activity) on E7105.

Approval should be conditional on compliance with this requirement.

Therefore, it is proposed that MDDS undertake an updated Environmental Impact Assessment to assess and highlight possible environmental and social impacts, whether negative or positive.

5. **Proposal**

To address the identified needs and challenges, the following is proposed:

That Mervin Dennis Domestic Solution CC be granted the opportunity to purchase Erven 7104 and 7105 in Extension 26, Swakopmund, instead of Erven 7979 and 7980 in Extension 29, Swakopmund, to secure the continuity of their gas refilling operations and facilitate future growth.

The rezoning of Erf 7105 Ext 26, Swakopmund, from "Single Residential" to "Local Business" be initiated to align the zoning with the business's operational requirements.

It is thus further proposed that compliance with the Environmental Management Act, 2007, be enforced, requiring Mervin Dennis Domestic CC to conduct an environmental assessment before the sale of E7105 is finalized and that the lease period continues as contained in the current lease agreement allowing uninterrupted operations on Erf 7104 and Erf 7105, Swakopmund, until the necessary rezoning and sale processes are completed.

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

**RECOMMENDED:**

- (a) That Council approves the application of Mervin Dennis Domestic Solution CC to remain on Erven 7104 and 7105 instead of relocating to Erf 7979 and 7980.
- (b) That Council repeals its resolution of 25 January 2018, under item 11.1.2 requiring Mervin Dennis Domestic Solution CC to purchase Erf 7979 and Erf 7980 located in Extension 29, Swakopmund to relocate and construct its gas refilling business/ depot and instead approve the sale of Erven 7104 and 7105 located in Extension 26, Swakopmund to Mervin Dennis Solution Domestic Solution CC, subject to the conditions approved on 29 April 2021 under item 11.1.4 and at a purchase price as follows:
- (i) *The cost of installation of services to Extension 26, Swakopmund is N\$110.00 / m<sup>2</sup> + 25%, the cost will be N\$137.50/m<sup>2</sup> x 800m<sup>2</sup> = N\$110,000 for E7104 and E7105, measuring 400m<sup>2</sup> each;*
  - (ii) *That 15% VAT be applicable on the purchase price of Erf 7104, Swakopmund, zoned "Local Business"; and*
  - (iii) *That Erf 7105, Swakopmund, be rezoned from "Single Residential" to "Local Business", and no betterment fee be charged.*
  - (iv) *That the balance of the N\$10 000.00 per erf paid for the statutory process for Erven 7979 and 7980 be refunded, and Mervin Dennis Domestic Solution CC be requested to pay a deposit of N\$10 000.00 for Erven 7104 and 7105 combined as per point (i) of Council's decision made on 29 April 2021 under item 11.1.4.*
- (c) That Council repeals point (a) and point € of Council's decision passed on 30 April 2024 under item 11.1.10, where relevant to the transaction of Mervin Dennis Domestic Solution CC.
- (d) That Mervin Dennis Domestic solution CC be responsible for the appointment of a town planner and surveyor, and all related costs of rezoning and consolidation of Erven 7104 and 7105, Extension 26, Swakopmund, from Single Residential to "Local Business" to align the zoning with the current business operations.
- (e) €That Messrs Mervin Dennis Domestic Solution CC appoints a consultant to attend to the Environmental Impact Assessment in terms of the Environmental Management Act, 7 of 2007, as amended, before the sale of Erf 7105.
- (f) That the current lease period for Erven 7104 and 7105, Extension 26, Swakopmund, be maintained as resolved under point (j) of Council's decision passed on 29 April 2021 under item 11.1.4.
-

**ANNEXURE "A"**

4/2/1  
E 7979



23 October 2024

Municipality of Swakopmund  
PO box 53  
Swakopmund



Dear Sir/Madam

RE: New proposed area for Gas business

With reference to your letter dated 14 October 2024, ref No 14/2/1/1, E 7979 & 7980 Referring to erf 7979 and 7980 that was allocated to MD Domestic Solution T/a Impact Gas Depot cc is still occupied by residents and we wish not to interfere in the process of relocating the current occupants

We have revising our business strategy and came to a conclusion to rather propose for a different business location that is suitable for our venture, we propose to rather move to the following erf 7104, 7101 and 7102. The identified three erf are close to the existing business location and would be an advantage for us and our customers

?C

7105

Kindly please consider our solution

Kind regards

**RM Deaill**  
MD Domestic Solution T/a Impact Gas Depot

## ANNEXURE "B"

**M/C ADDENDUM NO:** 7.5  
(15 April 2021)

**DETERMINATION OF PURCHASE PRICE FOR ERVEN 7979 AND 7980, EXTENSION 29, DRC FOR MESSRS MERVIN DENNIS DOMESTIC SOLUTION CC (19.03.08.7979; 19.03.08.7980)**

**1. INTRODUCTION**

The purpose of this submission is to consider and determine the purchase price for Erf 7979, and Erf 7980, Ext. 29, Swakopmund. Each erf is 716m<sup>2</sup> in extent, a combined total of 1 432m<sup>2</sup>. The erven will be sold to Messrs Marvin Dennis Domestic Solution CC, hereinafter refer to as MDS CC.

The erven are located in Extension 29, Swakopmund and are zoned "General Business". A map is attached as Annexure "A".

**2. BACKGROUND**

On 25 January 2018, Council approved to sell Erven 7979 and 7980, Ext 29, Swakopmund to Mervin Dennis Domestic Solution CC to construct a gas refilling business/depot, under item 11.1.2 as follows:

- (a) That the application of Messrs Mervin Dennis Domestic Solution CC to purchase Erf 7979, measuring 716m<sup>2</sup> and 7980, measuring 716m<sup>2</sup> Extension 29, DRC (combined size is 1 432m<sup>2</sup>) to construct its gas refilling business / depot be approved, in principle.
- (b) That upon finalisation of the installation of services valuations be obtained in terms of Council's Property Policy based on the zoning of "General Business" in order to determine a purchase price.
- (c) That Messrs Mervin Dennis Domestic Solution CC submits the Environmental Impact Assessment Certificate to the General Manager, Engineering Services prior to the construction of the gas depot.
- (d) That the conditions of sale be approved simultaneously when approving the purchase price.
- (e) That Messrs Mervin Dennis Domestic Solution CC be informed that the extent / level of the operation be similar as current.
- (f) That the lease period of Messrs Mervin Dennis Domestic Solution CC for the current lease site (Erven 7104 and 7105) be extended until such time that the sale of Erven 7979 and 7980 is finalized.
- (g) That Council be indemnified of all the risks associated with the business.
- (h) That this application be regarded as special due to the essential service rendered to the community and that no applications for business land in the DRC be considered until the statutory processes are finalised.

On 29 January 2018, the above resolution was communicated to the applicant (Annexure "B"). Two follow-up letters were sent to the applicant on 11 May 2018 and 10 August 2018, respectively, to confirm whether he still interested in purchasing Erf 7979 and 7980, Ext 29, Swakopmund. Messrs MDC CC responded positively on 19 September 2018 (Annexure "C"), that he intends in purchase the two erven.

### 3. ERVEN SERVICES WITH MASS HOUSING FUNDS

Erf 7979 and 7980, Swakopmund is located in Extension 29 which falls within the National Mass Housing Project. The National Mass Housing Project entails erven serviced with Government funds and Council had to obtain permission to sell them.

### 4. PURCHASE PRICE

On 25 January 2021 the Engineering & Planning Services Department provided the cost for the installation of services for various extensions as NS 115.75/m<sup>2</sup> but advised that a cost of NS120.00/m<sup>2</sup> - NS125.00/m<sup>2</sup> be used as the actual combined cost per square metre price.

On 25 February 2021, the purchase price for Erf 7979 and 7980 Extension 29, Swakopmund was approved by Council as follows under item 11.1.8:

(a) That approval be obtained from the Ministry of Urban & Rural Development to sell by closed bid the following erven zoned other than "Single Residential" at an upset price of NS156.00/m<sup>2</sup>:

Extension 29, Swakopmund - Annexure "D" (on file)

	Erf No	Size	Zoning
1	7891	1 993	Institutional Being leased by Eagle Christiaan Centre
2	7892	1 471	General Business
3	7979	762	General Business Allocated by Council on 25 Jan 2018 for sale by private treaty.
4	7980	750	General Business Allocated by Council on 25 Jan 2018 for sale by private treaty.
5	8024	598	Institutional
6	8065	602	Institutional

In terms of Council's Property Policy an upset price is determined as being the cost for the installation of services + at least 25%, being NS156/m<sup>2</sup>.

The business showed growth over the years for the reason they require 1432 m<sup>2</sup>, but Messrs MDC CC is a relatively small business providing an essential service in the area.

The purchase price for Erf 7979 and 7980 will be as follows:

$$1\,432\text{m}^2 \times \text{NS}156.00/\text{m}^2 = \text{NS} 223\,392.00 + (15\% \text{ VAT}) \text{NS}33\,508.80 = \text{NS}256\,900.80$$

It is further proposed that Council's standard conditions of sale be applicable.

### 5. CONCLUSION

Erf 7979 and 7980 must be consolidated into one erf. The purchaser be responsible for all fees and cost to the transaction including but not limited to compilation of the agreement of sale as well as legal cost that may arise from the transaction to Council.

It be noted that as per point (f) of the above Council resolution, the lease agreement for Erf 7104 and 7105, measuring 300 m<sup>2</sup> is renewable every six months for the interim until finalisation of the sale of Erf 7979 and 7980, Swakopmund.

**11.1.4 DETERMINATION OF PURCHASE PRICE FOR ERVEN 7979 AND 7980, EXTENSION 29, DRC FOR MESSRS MERVIN DENNIS DOMESTIC SOLUTION CC**

(C/M 2021/04/29 - 19.03.08.7979; 19.03.08.7980)

**RESOLVED:**

CO: P  
GM: CS&HC

- (a) That Council approves the purchase price as per calculation below at N\$156.00/m<sup>2</sup> to Messrs Mervin Dennis Domestic Solution CC for purchasing of Erf 7979 and 7980, Ext 29, Swakopmund, measuring approximately 1 432m<sup>2</sup>:

$$1\,432\text{m}^2 \times \text{N}\$156.00/\text{m}^2 = \text{N}\$223\,392.00 + (15\% \text{ VAT}) \text{N}\$33\,508.80 = \text{N}\$256\,900.80$$

- (b) That it be noted that the purchase price is determined at the cost for installation of services +25% excluding 15% VAT which has to be paid in terms of the business zoning, being, "General Business".
- (c) That the duly appointed Town Planner upon acceptance of the purchase price by the purchaser attends to the required statutory processes.
- (d) That Erf 7979 and 7980, Ext 29, Swakopmund be consolidated into one erf at the cost of the purchaser.

Ordinary Council Meeting: 29 April 2021

60 / 2021

- (e) That Messrs Mervin Dennis Domestic Solution CC be requested to confirm in writing acceptance of the purchase and the terms and conditions of sale.
- (f) That upon acceptance by the purchaser of conditions in (a) to (d) above, Council's intention to alienate the two erven be advertised for possible objections as required in terms of the relevant two sections of the Local Authorities Act, Act 23 of 1992 at the cost of the purchaser.
- (g) That the transaction be concluded after approval has been granted by the Ministry of Urban & Rural Development; within 120 days from the last party signing the agreements.
- (h) That payment of the purchase price and 15% VAT be secured either in cash or formal bank guarantee in favour of the Swakopmund Municipality within 120 days from the last party signing the agreements.

**(i) That the following standard conditions be applicable:**

- (i)** That the purchaser pays a deposit of N\$ 10 000.00 for each one of Erven 7979 and 7980 towards the statutory costs relating to the transaction including, but not limited to advertising cost, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.
- (ii)** That any remainder of the deposit in (i) above be refunded to the purchaser on completion of the related statutory processes.
- (iii)** That the purchaser accepts that no rights will accrue to it from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
- (iv)** The erven are sold "voetstoots" or "as is" with the Council giving no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the lay-out or situation or subterranean composition of the property or any improvements thereon. The Council also does not warrant that the services installed at the property are suitable for the use intended by the Purchaser. It is therefore the obligation of the purchaser to verify that the installed electricity, sewage and water connections are suitable for the intended use of the property.
- (v)** Failure to pay the purchase price in cash or secure payment by bank guarantee on the 120<sup>th</sup> day from the last party signing the agreements will result in the transaction being cancelled without the need to place the purchaser on terms, should the purchase price be secured by a bank guarantee the transfer must be effected on or before the 120<sup>th</sup> day, interest will be levied as from the date of allocation or Ministerial approval until the date of registration of transfer at a rate as confirmed with Council's bank on the date of sale.
- (vi)** That the purchaser must construct structural improvements worth at least 4 times the municipal valuation of the property. Structural improvements, for purposes of this condition, shall not include the construction of boundary walls or any changes to the subterranean composition of the property;
- (vii)** That the said improvements must be completed within 24 months (2 years) from date of transfer.
- (viii)** That the property may not be alienated within 24 months (2years) from the date of a completion certificate being issued in respect of the structural improvements, referred to in (vi) above must be registered against the title deed of the property.

Ordinary Council Meeting: 29 April 2021

**61 / 2021**

- (ix)** No development or construction will be permitted to commence until the statutory processes have been completed and the erven are transferred.
  - (x)** The agreement of sale be signed and returned to the Swakopmund Municipality, by the purchaser within 21 days of receipt thereof.
  - (xi)** That the purchaser indemnifies Council against any claims resulting from blasting, should blasting need to be done.
- (j)** That the lease on erf 7104 and 7105 Swakopmund be terminated once the above erven have been transferred to Messrs Mervin Dennis Domestic Solution CC.

11.1.7

**REITERVEREIN SWAKOPMUND: RENEWAL OF LEASE PERIODS FOR TWO LEASE SITES**

(C/M 2025/10/03 - 19.03.08, E 1307)

Ordinary Management Committee Meeting of 11 September 2025, Addendum 7.8 page 128 refers.

**A. This item was submitted to the Management Committee for consideration:****1. Introduction**

The purpose of this submission is for Council to consider the renewal of the lease periods for ReiterVerein Swakopmund (hereinafter referred to RVS) as per the e-mail received from RVS dated **18 April 2025**, attached as **Annexure "A"**. Although the attached e-mail only refers to one lease site, it was telephonically confirmed that they intend to renew both lease sites.

List of Annexures:

- Annexure "A"** - e-mail received from RVS dated **18 April 2025**  
**Annexure "B"** - an aerial photo of the two lease sites  
**Annexure "C"** - Map indicating the two lease sites, i.e., day camp and track  
**Annexure "D"** - Statement

RVS is leasing two portions of land, as follows:

<b>M<sup>2</sup></b>	<b>Commencement Date</b>	<b>Expiry Date</b>	<b>Purpose</b>
±16 013	01 November 2020	31 October 2025	Day camp for keeping the horses. <b>Annexure "C"</b>
± 78 855	01 November 2020	31 October 2025	Country track and park for hosting events and training. <b>Annexure "C"</b>

Both lease agreements lapse on **31 October 2025** and provide for an option to renew the lease period, subject to Council's approval.

RVS is a non-profit organisation, existing for almost 38 years, and its activities involve horse-riding events and training.

**2. Background**

With reference to the two lease sites, Council passed the latest resolution for the renewal of the lease periods on **29 April 2020**, under item 11.1.3:

*"(a) That Council approves the extension of the lease periods of Messrs Reiterverein Swakopmund for a further 5-year period for the following two lease sites:*

<i>Size m<sup>2</sup></i>	<i>Commencement Date</i>	<i>Expiry Date</i>	<i>Purpose</i>
---------------------------	--------------------------	--------------------	----------------

±16 013	1 November 2020	31 October 2025	Day camp for keeping the horses.
± 21 500	1 November 2020	31 October 2025	Country track and park for hosting events and training.

- (b) That the rental tariffs be as follows, the next escalation of 10% on 1 July 2021:

Lease Portion	Size	Annual Lease Tariffs for 2020/2021
Portion Erf 1307, Swakopmund, next to the SPCA	±16 013m <sup>2</sup>	N\$2 143.59 - annual lease tariff N\$ 321.54 - 15% VAT N\$2 465.13 - total
Portion of Erf 1307, Swakopmund	±21 500m <sup>2</sup>	N\$5 846.15 - annual lease tariff N\$ 876.92 - 15% VAT N\$6 723.07 - total

- (c) That the leases be advertised in terms of Section 63 (2) of the Local Authorities Act, Act 23 of 1992, (as amended), at the cost to Messrs ReiterVerein Swakopmund.

- (d) That Council reserves the right to cancel the lease if valid objections from the public are received.

- (e) That the following conditions be applicable:

- (i) That the lease terms be set for 5 years, commencing 1 November 2020 to 31 October 2025, with an option to renew for a further period.
- (ii) The annual rental amounts be as set out under point (b) above.
- (ii) Those refundable deposits, equal to one year's rent be adjusted according to the annual increases and any shortfall be levied.
- (iii) That the lease period is terminable by either party by giving/receiving 3 months' written notice.
- (iv) That no fixed structures be erected and that temporary structures be erected at the risk of the lessee and to be removed at the cost of the lessee at the termination/lapsing of the lease period.
- (v) That Council be indemnified against any claims from the public or members of the club which may arise due to the use of the site by the club.
- (vi) That the Municipal Council has unrestricted right of access to the area.
- (vii) That the lease sites only be used for the following purposes:

Size m <sup>2</sup>	Purpose
±16 013	Day camp for keeping the horses.
± 21 500	Country track and park for hosting events and training.

- (viii) That the site be restored to an acceptable condition on termination/lapsing of the lease period to the satisfaction of

- Council; and failing which Council will restore the lease area to its previous condition for the account of the Messrs ReiterVerein Swakopmund.
- (ix) That the club erects a perimeter fence (such as used tyres or split poles) and warning signs to warn the public of the horses on the site to the satisfaction of Council.
  - (x) That access to the lease site measuring  $\pm 21\,500\text{m}^2$  to the public not be denied, but controlled for the enjoyment of the community.
  - (xi) The lease may not be ceded or assigned to a third party without the written permission of Council first being obtained.

Lease agreements for both lease sites were signed, and the rental is paid to date.

On **25 February 2021**, under item 11.1.7 Council reviewed the size of the country track and park for hosting events and resolved that the correct size is  $78,855\text{ m}^2$  and not  $\pm 21,500\text{ m}^2$ . The increased size does not affect the annual lease tariff, as the lease tariff is not based on size, but on the lessee being a club.

### 3. **Current Situation**

The email dated **18 April 2025** has been received from RVS confirming that they intend to renew the lease period.

### 4. **Current Lease Tariffs**

Finance Department confirmed the annual lease tariffs as follows, applicable as of 01 July 2025:

<b>Lease Portion</b>	<b>Size</b>	<b>Annual Lease Tariffs for 2025/2026</b>	
Portion Erf 1307, Swakopmund, next to the SPCA	$\pm 16\,013\text{m}^2$	N\$2 733.19	annual lease tariff
		N\$ 409.98	15% VAT
		N\$3 143.17	total
Portion of Erf 1307, Swakopmund	$\pm 78\,855\text{m}^2$	N\$6 966.45	annual lease tariff
		N\$ 1 044.97	15% VAT
		N\$8 011.42	total

The above lease amounts are applicable for the period 1 November 2025 and will increase on 01 July 2026 by 7%

### 5. **Proposal**

It is proposed to consider the lease period for 5 years for both lease areas. Although Council's Property Policy under section 9.5 provides for a lease period of 9 years, 11 months for non-profit entities, 5 years is proposed as Council might require the land in the future. In this regard, a notice of termination of 3 months can be issued by either party.

Furthermore, it is proposed that the lease conditions and lease tariff remain the same as previously approved by Council.

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

**RECOMMENDED:**

- (a) That Council approves the extension of the lease periods of Reiterverein Swakopmund for a further 5-year period for the following two lease sites:

Size m <sup>2</sup>	Commencement Date	Expiry Date	Purpose
±16 013	1 November 2025	31 October 2030	Day camp for keeping the horses.
±78 855	1 November 2025	31 October 2030	Country track and park for hosting events and training.

- (b) That the rental tariffs be as follows, the next escalation of 7% on 1 July 2026:

Lease Portion	Size	Annual Lease Tariffs for 2025/2026		
Portion Erf 1307, Swakopmund, next to the SPCA	±16 013m <sup>2</sup>	N\$2 733.19	-	annual lease tariff
		N\$ 409.98	-	15% VAT
		N\$3 143.17	-	total
Portion of Erf 1307, Swakopmund	±78 855m <sup>2</sup>	N\$6 966.45	-	annual lease tariff
		N\$ 1 044.97	-	15% VAT
		N\$8 011.42	-	total

- (c) That the leases be advertised in terms of Section 63 (2) of the Local Authorities Act, Act 23 of 1992, (as amended), at the cost to ReiterVerein Swakopmund.
- (d) That Council reserves the right to cancel the lease if valid objections from the public are received.
- (e) That the following conditions be applicable:
- (i) That the lease terms be set for 5 years, commencing 1 November 2025 to 31 October 2030, with an option to renew for a further period.
  - (ii) The annual rental amounts be as set out under point (b) above.
  - (iii) That a refundable deposit, equal to one year's rent, be adjusted according to the annual increases and any shortfall be levied.
  - (iv) That the lease period is terminable by either party by giving/receiving 3 months' written notice;
  - (v) That no fixed structures be erected and that temporary structures be erected at the risk of the lessee and to be removed at the cost of the lessee at the termination/lapsing of the lease period;
  - (v) That Council be indemnified against any claims from the public or members of the club which may arise due to the use of the site by the club;
  - (vi) That the Municipal Council has unrestricted right of access to the area;
  - (vii) That the lease sites only be used for the following purposes:

Size m <sup>2</sup>	Purpose
±16 013	Day camp for keeping the horses.
± 78 855	Country track and park for hosting events and training.

- (viii) That the site be restored to an acceptable condition on termination/lapsing of the lease period to the satisfaction of Council; and, failing which, Council will restore the lease area to its previous condition for the account of the ReiterVerein Swakopmund;
- (ix) That the club erects a perimeter fence (such as used tyres or split poles) and warning signs to warn the public of the horses on the site to the satisfaction of council;
- (x) That access to the lease site measuring ± 21,500 m<sup>2</sup> to the public not be denied, but controlled for the enjoyment of the community; and
- (xi) The lease may not be ceded or assigned to a third party without the written permission of Council first being obtained.

**ANNEXURE "A"**

**From:** Holger Kleyenstueber <[holger.kleyenstueber@gmail.com](mailto:holger.kleyenstueber@gmail.com)>  
**Sent:** Friday, 18 April 2025 01:29 PM  
**To:** Stephny Bruwer <[sbruwer@swkmun.com.na](mailto:sbruwer@swkmun.com.na)>; Aina Uushona <[auushona@swkmun.com.na](mailto:auushona@swkmun.com.na)>  
**Cc:** RVS <[secretary@rvsnam.com](mailto:secretary@rvsnam.com)>; Silvia Kleyenstüber <[silviakleyenstueber@gmail.com](mailto:silviakleyenstueber@gmail.com)>; Jackie Woker <[jackiewoker@me.com](mailto:jackiewoker@me.com)>; Wiebke Ruckert <[wupsi69@gmail.com](mailto:wupsi69@gmail.com)>; DORIS KLEEMAN <[drk@iway.na](mailto:drk@iway.na)>; Inka Brell <[brellinka109@gmail.com](mailto:brellinka109@gmail.com)>; Monika Lotter <[monika@clarchitects.net](mailto:monika@clarchitects.net)>  
**Subject:** Renewal of lease agreement Erf 1307

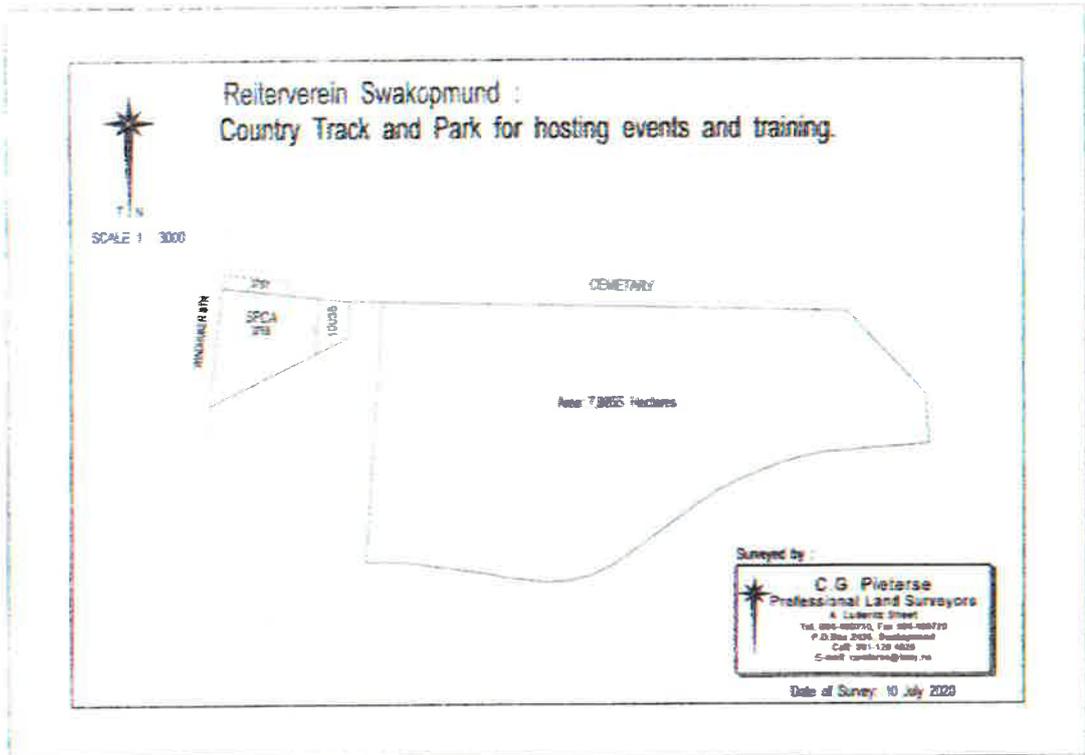
Good day Ms Uushona,

The ReiterVerein Swakopmund would herewith like to apply for the renewal of the current 5-year lease agreement of the portion of land Erf 1307, next to the SPCA (16,013sqm) & Portion of Erf 1307 (21,500sqm), on which our Eventing Track is built, for a further 5-year or longer term. Could you kindly advise the amount payable and if any additional contract needs to be signed.

Thank you very much in advance.

Kind regards,

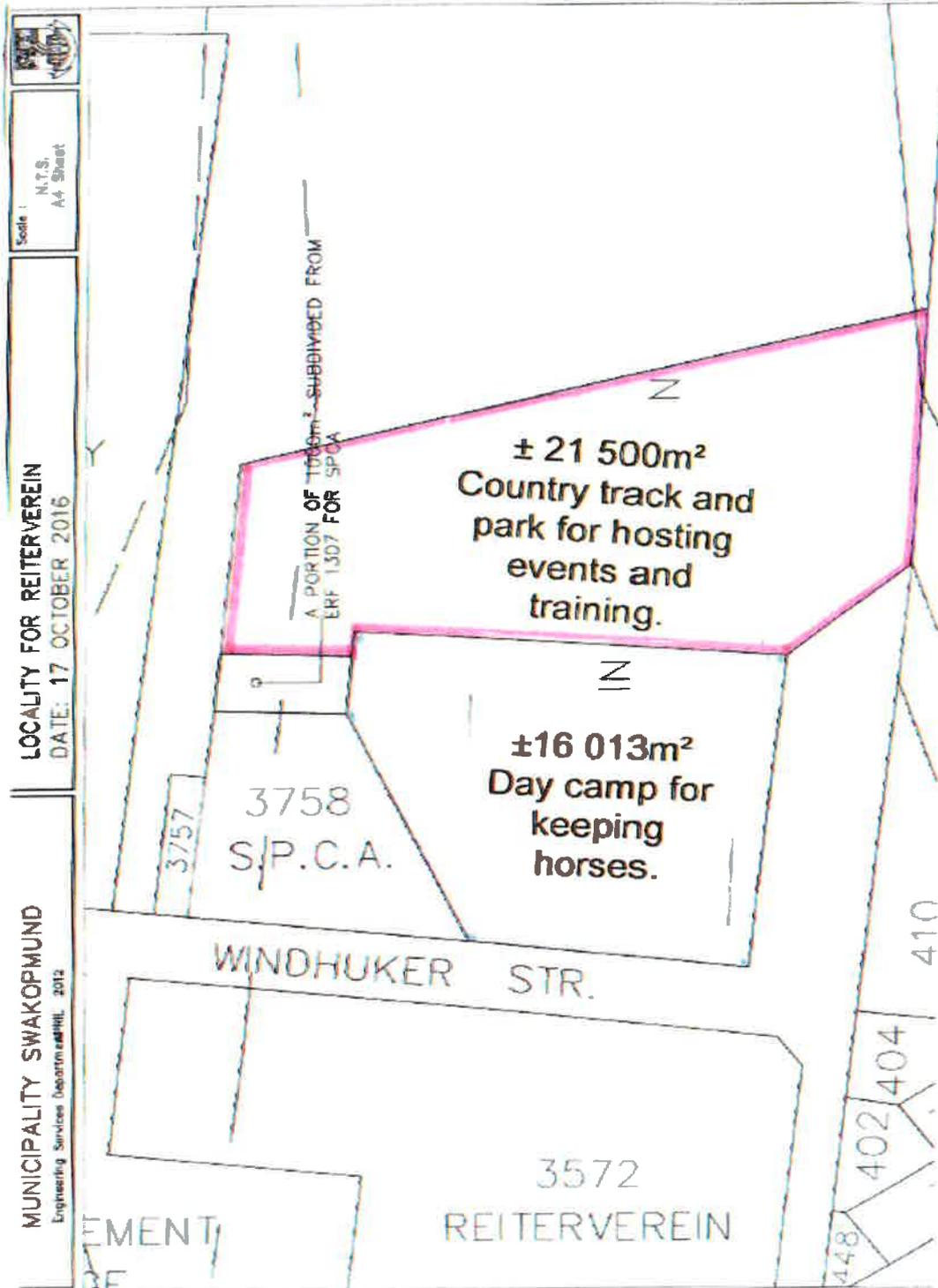
ANNEXURE "B"



**ANNEXURE "C"**

**Correct size of the two lease portions:**

Lease Portion	Size
Portion Erf 1307, Swakopmund, next to the SPCA	±16 013m <sup>2</sup>
Portion of Erf 1307, Swakopmund	±78 855m <sup>2</sup>





02 SOLAR Production X

### BO080-Current Account Details

Account Number: 25130735112 TENANT  
 Stand: 001 025 00001307 00000 00000000 Sect-Title:  
 Addr: 0 RHODE ALLE Term-D:  
 Post-Add: P O BOX 560  
 SWAKOPMUND

REITERVEREIN SWAKOPMUND  
 Cmplx:  
 Deb Tp: 12 - SUNDRY RENT

Certificate Print: N  
 Application Date:  
 Date from:  
 Date to:

Post.Code: 13001 ID: Cycle: 100 Deposit Amt: 5392.30 Coll:  
 NT Region: Total R/O:

202411 PENDING / UNALLOCATED Receipts

Option	20241022	BALANCE B/F		2029.55
Option	20241111	000018 RECE	12093367501	2029.55
Option	20241120	WA CONSUMPT	120040216 WC04	3730.80
Option	20241120	RENT FROM 1		2554.38
Option	20241120	M/RENT SEMI	WB04	40.55
TOTAL				6768.89

Effective  
 1 Nov 2025

CURRENT BAL:

CASH UNILL- 20250722

rental fee 409.98  
 2554.38 x 7% = 2733.19  
 = NG 3143.17

11.1.8

**REQUEST FOR CONTINUATION OF FINANCIAL ASSISTANCE FROM  
PADDOCK GARDENS TRUST**

(C/M 2025/10/03 - 15/2/8/1/3)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum 7.9 page 137 refers.

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

**1. INTRODUCTION**

**Annexure "A"** is a request from Messrs Paddock Gardens Trust (PGT), seeking approval from Council for the continuation of financial assistance in the amount of **N\$100 000.00 per annum** for the next three (3) financial years, totalling **N\$300 000.00**.

**2. BACKGROUND**

The Paddock Gardens Trust was established by property owners residing in the vicinity of the Paddock Garden area. The park was created 21 years ago and has since been maintained primarily through funds collected from annual membership fees as well as revenue generated from the sale of lawn to various homeowners.

On **11 February 2022**, the PGT committee members met with the Chief Executive Officer and other senior management members during an information-sharing session. At this meeting, the committee raised concerns regarding the worsening financial position of the Trust, which has negatively affected its ability to maintain the park/garden. The financial challenges have been exacerbated by, among others:

- *The economic slowdown associated with the COVID-19 pandemic.*
- *The death and aging of long-standing members.*
- *Change in property ownership, with new owners unwilling to contribute membership fees.*
- *Increased renting out of properties; and*
- *Properties remaining vacant due to economic hardship*

At its Ordinary Management Committee Meeting held on **16 August 2022**, Council resolved as follows:

*That Council approves the request by Messrs Paddock Gardens Trust for annual financial assistance of **N\$100 000.00** for the next three (3) financial years only, as well as a once-off payment of **N\$3 300.00** for the purchase of garden equipment, to enable the Trust to continue maintaining the Paddock Gardens.*

The final payment instruction was issued to the Municipal Finance Department on 14 March 2025, thereby concluding Council's commitment in respect of the above resolution, **Annexure "B"**.

Furthermore, based on **Annexure "C"**, Council entered into a Memorandum of Understanding (MoU) with Paddock Gardens Trust for the management of Paddock Gardens. The MoU primarily covers the following aspects: the purpose of the agreement, custodianship and maintenance, roles and responsibilities of each party, channels of communication, and the

harvesting of the lawn. Importantly, the MoU does not impose any ongoing financial obligations on Council.

Despite these interventions, the Trust continues to experience difficulties in independently funding the maintenance of the Paddock Gardens.

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

**RECOMMENDED:**

**That Council approves the request by Messrs Paddock Gardens Trust for the continuation of annual financial assistance of N\$300,000.00 for a period of three (3) financial years, to enable the Trust to continue maintaining the Paddock Gardens.**

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Application for continued financial assistance for the  
Paddock Gardens Trust from the Municipal Council of Swakopmund

Dear Councillors

At the Annual Feedback and Planning Meeting (FPM) on 22<sup>nd</sup> April 2025 between representatives of the Paddock Gardens Trust (PGT) and Municipal Heads of Department, Chairperson Mr Vilho Kaulinge recommended that the PGT approach Council to request continued financial support for its custodianship of the Paddock Gardens park, a successful joint project between the local community and the Municipality of Swakopmund (MoS).

Introduction

In 2022, in response to an urgent request for funding from the PGT, the Swakopmund Municipal Council kindly allocated an amount of N\$300 000 over a period of three years, in annual instalments, to support the PGT's maintenance, development and management of the Paddock Gardens. Since we are now coming to the end of the third year of this support, the PGT would respectfully like to request Council's consideration of a similar arrangement from October 2025.

Since its inception in 2002, the PGT has been providing substantial financial and human resources to develop this ever-growing public park. In that time, the once neglected, sand-blown and littered wasteland has gradually become the well-loved community greenspace that everyone in Swakopmund knows and enjoys as the Paddock Gardens. Working alongside the Municipality, in terms of an official MOU agreed between the two parties, the PGT has played a vital role, through good times and bad, in the park's establishment and growth.

For the first 20 years, the PGT operated on an entirely self-funded basis, with certain material and infrastructural support from MoS. But in 2022, in recognition of the PGT's long record of voluntary management and sustained financial input, the considerable size to which the gardens had by that time grown, and the PGT's increasing difficulty of meeting its financial obligations alone, the Council awarded the above-mentioned grant, as well as a once-off contribution of N\$3 000 towards the cost of equipment and tools for maintaining the park over the same three-year period.

Motivation - past and ongoing commitment of the PGT to the Paddock Gardens Park

In 2025, the PGT continued its work of the past 23 years, which, inter alia, includes:

- Planning and maintaining the existing park via an employed gardening service and a team of voluntary supervisors and advisors;
- Identifying and executing new developments, in consultation with the Municipality, PGT committee meetings and AGMs;
- Reporting to its members via regular newsletters and meetings to secure their ongoing financial, practical and moral support;
- Working together with its project partner, the Municipality of Swakopmund, via regular correspondence with relevant Heads of Department and its annual Feedback and Planning Meetings (FPM), usually held in March at the offices of the Department of Economic Planning.

Financial responsibilities of the PGT

- Collecting PGT members' annual contributions;
- Soliciting support from local businesses and well-wishers for specific, case-by-case initiatives (such as the building of our toolshed and the supply of hose pipes and other equipment);
- The occasional sale of lawn;
- Securing financial support from MoS via grant applications. In respect of this, the PGT has reported annually to the FPM on how the funds were disbursed. This spending was also set against detailed background information on the PGT's financial situation;
- Circulating audited Financial Statements - these are submitted annually to the Municipality FPM in March, and to the PGT AGM in April.

Request

Since we are now coming to the end of the third year of this arrangement, the PGT would like to ask for a continuation of this funding agreement. For all the reasons indicated in our previous application, we continue to face serious and growing challenges in terms of independent financial sustainability:

- a dwindling pool of reliable contributors from home-owners on The Paddock (many original members have passed away, become pensioners or moved to other homes);
- the difficulty of convincing incoming home-owners to fund the development and maintenance of an already established resource;
- the perception that the Paddock is an entirely municipally-funded facility;
- ongoing cost-of-living restraints which leave PGT members with less disposable income for contributing to the upkeep and growth of the park.

The Council's grant has meant that for the past three years we could be confident of paying our Gardening Service, and could employ a much-needed additional full-time member of the gardening team. We were also able to see through the long process of establishing a permanent toolshed on the Paddock, equipped with decent, durable resources. Our other expenses are detailed in our yearly Financial Statements, which are available for your perusal (a summary of the 2024/25 PGT Financial Statements is attached).

The PGT's team of elected trustees and committee members, who administer its work, do so on an entirely voluntary basis. Most are in full-time employment, but make time to engage in a constant process of communication and conversation about the Paddock Gardens as a committee, with other PGT members, with various municipal HODs, with our Gardening Service, and with members of the public who use the park on a daily basis.

We hope that the ongoing success and widespread popularity of the Paddock Gardens is testament of the PGT's dedication, and its reliability as custodian of this unique community/Municipal Council project. However, without the same kind of financial support provided by the Council over the past three years, it will be impossible for us to guarantee the maintenance and development of the park to the high standard we have been proud to uphold so far.

We hope you will consider this request for further funding favourably, and enable your project partner to continue its work with the same sense of sustainability, commitment and confidence it has enjoyed in recent years.

Thank you and best wishes

Kate Burling

(Secretary of the Paddock Gardens Trust)

**PADDOCK GARDENS TRUST**

**(Registration Number T404/2002)**

**Annual Financial Statements**

**for the year ended 28 February 2025**

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Annual Financial Statements for the year ended 28 February 2025

**INDEX**

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	<b>PAGE</b>
General Information	2
Trustees' Responsibilities and Approval	3
Trustees' Report	4
Report of the Compiler	5
Statement of Financial Position	6
Statement of Comprehensive Income	7
Statement of Changes in Trust Funds	8
Statement of Cash Flows	9
Accounting Policies	10 - 12
Notes to the Financial Statements	13 - 14
Supplementary Information:	
Detailed Income Statement	15
Income Tax Computation	16

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Annual Financial Statements for the year ended 28 February 2025

**GENERAL INFORMATION**

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<b>COUNTRY OF INCORPORATION AND DOMICILE</b>	Namibia
<b>TYPE OF TRUST</b>	Notarial Deed Of trust.
<b>REGISTRATION NUMBER</b>	T404/2002
<b>NATURE OF BUSINESS AND PRINCIPAL ACTIVITIES</b>	The trust to maintain open garden space.
<b>TRUSTEES</b>	P.F Koep K. Nebe C. Marais
<b>REGISTERED OFFICE</b>	The Paddock Vineta P.O. Box 495 Swakopmund Namibia
<b>BANKERS</b>	Nedbank Namibia Ltd
<b>TAX NUMBER</b>	04482052
<b>ACCOUNTING OFFICER</b>	F. Coetzee of Prestige Accounting and Tax Services CC Cottage Avenue PO Box 2434 Swakopmund Namibia

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Annual Financial Statements for the year ended 28 February 2025

**TRUSTEES' RESPONSIBILITIES AND APPROVAL**

The trustees are required to maintain adequate accounting records and are responsible for the content and integrity of the financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards with regards to form and content and present fairly the statement of financial position, results of operations and business of the trust, and explain the transactions and financial position of the business of the trust at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the trust and supported by reasonable and prudent judgements and estimates.

The trustees acknowledge that they are ultimately responsible for the system of internal financial control established by the trust and place considerable importance on maintaining a strong control environment. To enable the trustees to meet these responsibilities, the trustees set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the trust and all employees are required to maintain the highest ethical standards in ensuring the trust's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the trust is on identifying, assessing, managing and monitoring all known forms of risk across the trust. While operating risk cannot be fully eliminated, the trust endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The trustees are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the trustees have no reason to believe that the trust will not be a going concern in the foreseeable future. The annual financial statements support the viability of the trust.

The compilers are responsible for reporting on the trust's annual financial statements. The compilation report is presented on page 5.

The annual financial statements set out on pages 6 to 14, and the supplementary information set out on pages 15 to 16 which have been prepared on the going concern basis, were approved by the trustees and were signed on \_\_\_\_\_ on their behalf by:

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 Trustee

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 Trustee

## **PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Annual Financial Statements for the year ended 28 February 2025

### **TRUSTEES' REPORT**

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The trustees present their report for the year ended 28 February 2025.

#### **1. Review of financial results and activities**

##### **Main business and operations**

The trust to maintain open garden space. There were no major changes herein during the year.

The trust generated a deficit after tax for the year ended 28 February 2025 of N\$1,406 (2024: surplus of N\$9,541).

The trust's revenue increased from N\$191,160 in the prior year to N\$193,700 for the year ended 28 February 2025.

The trust's cash flows from operating activities changed from an inflow of N\$1,950 in the prior year to an outflow of N\$7,956 for the year ended 28 February 2025.

#### **2. Objective of the trust**

The trust to maintain open garden space.

#### **3. Type of trust**

Paddock Gardens Trust is a Notarial Deed of trust.

#### **4. Going concern**

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

#### **5. Trust capital**

No changes were made to the trust capital during the year under review.

#### **6. Distribution**

No distribution was awarded to Beneficiary's during the year.

#### **7. Trustees**

The trustees of the trust during the year and up to the date of this report are as follows:

P.F Koep

K. Nebe

C. Marais

#### **8. Compilers**

Prestige Accounting and Tax Services CC compiled the annual financial statements for the year under review.

**REPORT OF THE COMPILER**

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**To the Trustees of Paddock Gardens Trust**

We have compiled the accompanying annual financial statements of Paddock Gardens Trust based on information you have provided. These financial statements comprise the statement of financial position as at 28 February 2025, the statement of comprehensive income, the statement of changes in trust funds and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

We performed this compilation engagement in accordance with International Standard on Related Services 4410 (Revised), Compilation Engagements.

We have applied our expertise in accounting and financial reporting to assist you in the preparation and presentation of these financial statements in accordance with Namibian Generally Accepted Accounting Practice - NAC 001: Financial Reporting for Small and Medium Sized Entities. We have complied with relevant ethical requirements, including principles of integrity, objectivity, professional competence and due care.

These financial statements and the accuracy and completeness of the information used to compile them are your responsibility.

Since a compilation engagement is not an assurance engagement, we are not required to verify the accuracy or completeness of the information you provided to us to compile these annual financial statements.

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**Prestige Accounting and Tax Services CC**

**Per: F. Coetzee**

**Accounting Officer**

**Member in Practice**

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**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)  
 Financial Statements for the year ended 28 February 2025

**STATEMENT OF FINANCIAL POSITION**

Figures in N\$

	Notes	2025	2024
<b>ASSETS</b>			
<b>Non-current assets</b>			
Property, plant and equipment	3	19,469	19,469
Unit trusts	4	<u>161,498</u>	<u>149,152</u>
<b>Total non-current assets</b>		<b>180,967</b>	<b>168,621</b>
<b>Current assets</b>			
Cash and cash equivalents	5	<u>104,052</u>	<u>112,008</u>
<b>Total assets</b>		<b><u>285,019</u></b>	<b><u>280,629</u></b>
<b>EQUITY AND LIABILITIES</b>			
<b>Equity</b>			
Accumulated surplus	6	<u>278,619</u>	<u>280,025</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	7	<u>6,400</u>	<u>604</u>
<b>Total equity and liabilities</b>		<b><u>285,019</u></b>	<b><u>280,629</u></b>

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Financial Statements for the year ended 28 February 2025

**STATEMENT OF COMPREHENSIVE INCOME**

Figures in N\$	Note	2025	2024
Revenue		193,700	191,160
Administrative expenses		(8,815)	(8,327)
Other expenses		(198,637)	(186,340)
<b>Deficit from operating activities</b>		<b>(13,752)</b>	<b>(3,507)</b>
Finance income		12,346	13,048
<b>(Deficit) / surplus for the year</b>		<b>(1,406)</b>	<b>9,541</b>

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Financial Statements for the year ended 28 February 2025

**STATEMENT OF CHANGES IN TRUST FUNDS**

Figures in N\$	Accumulated surplus	Total
<b>Balance at 1 March 2023</b>	270,484	270,484
<b>Changes in equity</b>		
Surplus for the year	9,541	9,541
Total comprehensive income for the year	9,541	9,541
<b>Balance at 29 February 2024</b>	<b>280,025</b>	<b>280,025</b>
<b>Balance at 1 March 2024</b>	280,025	280,025
<b>Changes in equity</b>		
Deficit for the year	(1,406)	(1,406)
Total comprehensive income for the year	(1,406)	(1,406)
<b>Balance at 28 February 2025</b>	<b>278,619</b>	<b>278,619</b>

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)  
 Financial Statements for the year ended 28 February 2025

**STATEMENT OF CASH FLOWS**

Figures in N\$	Note	2025	2024
Cash flows used in operations			
(Deficit) / surplus for the year		(1,406)	9,541
Adjustments to reconcile (deficit) / surplus			
Adjustments for finance income		(12,346)	(13,048)
Adjustments for increase / (decrease) in trade accounts payable		46	(920)
Adjustments for increase in other operating payables		5,750	-
<b>Total adjustments to reconcile (deficit) / surplus</b>		<b>(6,550)</b>	<b>(13,968)</b>
<b>Net cash flows used in operations</b>		<b>(7,956)</b>	<b>(4,427)</b>
Interest received		-	6,377
<b>Net cash flows (used in) / from operating activities</b>		<b>(7,956)</b>	<b>1,950</b>
Cash flows from investing activities			
Purchase of other financial assets		(12,346)	-
Proceeds from disposal of other financial assets		-	21,963
Dividends received		12,346	6,671
<b>Cash flows from investing activities</b>		<b>-</b>	<b>28,634</b>
<b>Net (decrease) / increase in cash and cash equivalents</b>		<b>(7,956)</b>	<b>30,584</b>
Cash and cash equivalents at beginning of the year		112,008	81,424
<b>Cash and cash equivalents at end of the year</b>	<b>5</b>	<b>104,052</b>	<b>112,008</b>

## **PADDOCK GARDENS TRUST**

(Registration Number T404/2002)  
Financial Statements for the year ended 28 February 2025

### **ACCOUNTING POLICIES**

---

#### **1. General information**

Paddock Gardens Trust ('the trust') to maintain open garden space.

The trust is registered with the Master of the High Court and domiciled in Namibia. The address of its registered office is The Paddock, Vineta, P.O. Box 495, Swakopmund, Namibia.

#### **2. Basis of preparation and summary of significant accounting policies**

The financial statements of Paddock Gardens Trust have been prepared in accordance with Namibian Generally Accepted Accounting Practice - NAC 001: Financial Reporting for Small and Medium Sized Entities. The financial statements have been prepared under the historical cost convention. They are presented in Namibian Dollar.

The preparation of financial statements in conformity with Namibian Generally Accepted Accounting Practice - NAC 001: Financial Reporting for Small and Medium Sized Entities requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the trust's accounting policies.

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **2.1 Property, plant and equipment**

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the trustees.

The trust adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the trust. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to surplus or deficit during the period in which they are incurred.

<b>Asset class</b>	<b>Useful life / depreciation rate</b>
Machinery	3 years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'other gains / (losses)' in the statement of comprehensive income.

##### **2.2 Financial instruments**

###### **Other financial assets**

Other financial assets are recognised initially at the transaction price, including transaction costs except where the asset will subsequently be measured at fair value.

## PADDOCK GARDENS TRUST

(Registration Number T404/2002)

Financial Statements for the year ended 28 February 2025

### ACCOUNTING POLICIES

---

#### *Basis of preparation and summary of significant accounting policies continued...*

Where other financial assets relate to shares that are publicly traded, or where fair values can be measured reliably without undue cost or effort, these assets are subsequently measured at fair value with the changes in fair value being recognised in profit or loss. Other investments are subsequently measured at cost less impairment.

Debt instruments are subsequently stated at amortised cost. Interest income is recognised on the basis of the effective interest method and is included in finance income.

Commitments to receive a loan that meet the conditions in paragraph 11.8(c) are measured at cost less impairment.

#### **Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown in current liabilities on the statement of financial position.

#### **Trade and other payables**

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Trust capital and retained earnings**

All funds of a capital nature received by the trust are accounted for directly to the Trust Capital account. This includes the original donation received by the trustees to establish the trust, as well as all donations received by the trustees since the trust's inception. This excludes capital gains and losses realised by the trust in the normal course of its business activities. Trust capital is reduced by any capital distributed by the trustees to any capital beneficiary.

Retained earnings consist of all revenues, capital gains and losses retained by the trust after the payment of all expenses, taxes and distributions of income and capital gains to beneficiaries.

### 2.3 Tax

The tax expense for the year comprises current tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the entity operates and generates taxable income.

### 2.4 Revenue

Revenue is measured at the fair value of the consideration received or receivable. Revenue is shown net of value-added tax, returns, rebates and discounts.

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the end of the reporting period. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- It is probable that the economic benefits associated with the transaction will flow to the entity;
- the stage of completion of the transaction at the end of the reporting period can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Financial Statements for the year ended 28 February 2025

**ACCOUNTING POLICIES**

---

*Basis of preparation and summary of significant accounting policies continued...*

Dividend income is recognised when the trust's right to receive payment has been established and is shown as 'finance income'.

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Financial Statements for the year ended 28 February 2025

**NOTES TO THE FINANCIAL STATEMENTS**

Figures in N\$

2025

2024

**3. Property, plant and equipment****Balances at year end and movements for the year**

	Machinery	Total
<b>Reconciliation for the year ended 28 February 2025</b>		
<b>Balance at 1 March 2024</b>		
At cost	77,878	77,878
Accumulated depreciation	(58,409)	(58,409)
<b>Carrying amount</b>	<b>19,469</b>	<b>19,469</b>
<b>Closing balance at 28 February 2025</b>		
At cost	77,878	77,878
Accumulated depreciation	(58,409)	(58,409)
<b>Carrying amount</b>	<b>19,469</b>	<b>19,469</b>
<b>Reconciliation for the year ended 29 February 2024</b>		
<b>Balance at 1 March 2023</b>		
At cost	77,878	77,878
Accumulated depreciation	(58,409)	(58,409)
<b>Carrying amount</b>	<b>19,469</b>	<b>19,469</b>
<b>Closing balance at 29 February 2024</b>		
At cost	77,878	77,878
Accumulated depreciation	(58,409)	(58,409)
<b>Carrying amount</b>	<b>19,469</b>	<b>19,469</b>

**4. Unit trusts****Unit trusts comprise the following balances**

<b>Pointbreak Wealth Management (Pty) Ltd</b>	161,498	149,152
The fund is stated at capital balance and comprise of a money market unit trust fund and a treasury bill purchased.		
	<b>161,498</b>	<b>149,152</b>

**5. Cash and cash equivalents****5.1 Cash and cash equivalents included in current assets:**

<b>Cash</b>		
Balances with banks	104,052	112,008

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)  
 Financial Statements for the year ended 28 February 2025

**NOTES TO THE FINANCIAL STATEMENTS**

Figures in N\$

**2025                      2024**

*Cash and cash equivalents continued...*

**5.2 Detail of cash and cash equivalent balances**

<b>Bank balances</b>		
Nedbank Namibia Ltd	104,052	112,008

**6. Accumulated surplus**

<b>Accumulated surplus</b>		
Accumulated surplus at the beginning of the year	280,025	270,484
Deficit for the year	(1,406)	9,541
Accumulated surplus at the end of the year	278,619	280,025

**7. Trade and other payables**

Trade and other payables comprise:

Trade creditors	650	604
Accrued liabilities	5,750	-
<b>Total trade and other payables</b>	<b>6,400</b>	<b>604</b>

**8. Income tax expense**

**Assessed tax loss**

The trust has not provided for income tax in the current year as there was an calculated deficit recognised.

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)  
 Annual Financial Statements for the year ended 28 February 2025

**DETAILED INCOME STATEMENT**

Figures in N\$	Note	2025	2024
<b>Revenue</b>			
Voluntary contributions		193,700	191,160
<b>Administrative expenses</b>			
Accounting fees		7,004	6,630
Bank charges		1,811	1,697
		<b>8,815</b>	<b>8,327</b>
<b>Other expenses</b>			
Garden hoses and fittings		32,484	3,649
Garden maintenance		160,000	149,500
Garden maintenance - building repairs		-	29,735
Garden maintenance - Fuel		2,778	3,456
Printing and signage		3,375	-
		<b>198,637</b>	<b>186,340</b>
		<b>(13,752)</b>	<b>(3,507)</b>
<b>Deficit from operating activities</b>			
<b>Finance income</b>			
Dividends received		12,346	6,671
Interest received		-	6,377
		<b>12,346</b>	<b>13,048</b>
		<b>(1,406)</b>	<b>9,541</b>
<b>(Deficit) / surplus for the year</b>			

**PADDOCK GARDENS TRUST**

(Registration Number T404/2002)

Annual Financial Statements for the year ended 28 February 2025

**INCOME TAX COMPUTATION**

Figures in N\$

	2025	2024
(Deficit) / surplus before tax and distributions	(1,406)	9,541
(Deficit) / surplus from discontinued operations before tax	-	-
<b>Total (deficit) / surplus before tax and distributions</b>	<b>(1,406)</b>	<b>9,541</b>
Dividends received - non taxable	(12,346)	(6,671)
Interest received - non taxable	-	(6,377)
	<b>(12,346)</b>	<b>(13,048)</b>
Computed Income for the year	(13,752)	(3,507)
Assessed loss brought forward	(68,029)	(64,522)
<b>Taxable Income</b>	<b>(81,781)</b>	<b>(68,029)</b>



• 264 64 410 4600 | • vkaulinge@swkfmun.com.na | • PO Box 53, Swakopmund, Namibia

Internal Memorandum

**TO** : General Managers: Finance  
**FROM** : General Manager: Economic Development Services  
**DATE** : 14 March 2025  
**REF** : 16/2/5/1/3  
**SUBJECT**: Paddock Garden Trust Final Payment

Council at its Ordinary Management Committee Meeting dated 16 August 2022, resolved as below:

**RESOLVED:**

**That Council approves the request by Messrs Paddock Gardens Trust for the annual financial assistance of N\$100 000.00 for the next three (3) financial years only and once off payment of garden equipment of N\$3 300.00 to enable the Trust to continue maintaining the Paddock Gardens.**

Kindly find attached an invoice from Messrs Paddock Garden Trust for payment. Please note that this will be the final payment to Messrs Paddock Garden Trust.

Regards,

  
**VS KAULINGE**  
**GENERAL MANAGER: ECONOMIC DEVELOPMENT SERVICES**

*Economic Development Services*





**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE MUNICIPAL COUNCIL OF SWAKOPMUND**

**AND**

**PADDOCK GARDEN TRUST**

*ML*

*[Handwritten signatures and initials]*  
MPL  
JAB  
DOR  
KK

**1. Introduction**

This Memorandum of Understanding (MOU) establishes the terms and conditions under which the Municipality of Swakopmund and the Paddock Garden Trust will manage and care for Paddock Garden.

**2. Background**

Swakopmund Council has had an informal agreement with Paddock Garden Trust for the management and preservation of the public gardens located at the Northern beach area, for roughly 26 years. See Appendix diagram 1. The Paddock Garden Trust has faithfully maintained the garden at a joint expense, thereby contributing to the area's attractiveness as well as the overall aesthetics of the Swakopmund, and without preventing public access to the grounds.

**3. Purpose**

The purpose of this Memorandum of Understanding is to establish a cooperative working relationship between the Swakopmund Council and the Paddock Garden Trust to facilitate collaboration, facilitating the sharing of information between the parties to enable the effective management, development, enhancement, and maintenance of the Paddock Garden to a high standard.

**4. Custodianship And Management**

Paddock Garden Trust is the primary custodian of the Paddock Gardens. The Paddock Garden Trust will oversee all Garden development and upkeep, as well as fundraising to fund planned improvements. The Trust's aims and vision will initially be discussed with the Municipality at its annual feedback & planning meeting held in February/March every year.

**5. Roles and Responsibility of each organization**

- a. The Paddock Garden Trust will oversee gardening, watering, planting, etc. via its supervised gardening service. It will continue to provide this service and purchase limited equipment (e.g. hoses, fittings, John Deere tractor-mower) if it is financially able to do so.
- b. The Municipality will be responsible for water provision, refuse collection, trimming of hedges, and maintenance of municipal infrastructure in the Paddock Garden. It will also be responsible for litter collection.
- c. The Paddock Garden Trust may not under any circumstances lay claim of the land constituting the Paddock Gardens

- d. No member of the Paddock Gardens may prevent the public from utilising the gardens or confront public members for utilising the Paddock gardens. Any action by public causing damage should be reported immediately to the Municipality.
- e. The Paddock Garden Trust will report any problems beyond its control to the Municipality as per documented channel of communications, e.g. vehicles driving in the gardens, inadequate water supply, uncollected garden refuse, broken water pipes, broken streetlamps, etc.

#### 6. Channel of Communication

Written communication in the form of a letter, email, memo, report, or proposal must be adopted for all communications and information sharing and only be carried out by persons who have been designated by the two organizations.

- a. **For the Paddock Garden Trust**  
**Bruno Nebe/ Pierre Le Roux**  
**Mobile + 264 811 283 241/ + 264 811 292 444**  
**Email: [peter.koop@gmail.com](mailto:peter.koop@gmail.com)/[kate@turnstone-tours.com](mailto:kate@turnstone-tours.com)/[turn@iafrica.com](mailto:turn@iafrica.com)**
- b. **For the Municipality -General Manager Economic Development.**  
**Tel: +264 64 140 4601**  
**Email: [vkaulinge@swkmun.com](mailto:vkaulinge@swkmun.com)**
- c. The garden will be open to the public for relaxation and to host various events. Should the Municipality receive requests to hold occasional larger events, Paddock Garden Trust will be informed to avoid awkwardness or misunderstandings on the day. Similarly, if larger-scale developments are planned adjacent to the Paddock Gardens, it would be appreciated if timeous and considerate communication and/or consultation with the Paddock Garden Trust were factored in, to facilitate the spread of information among residents helping to finance and promote the Paddock Garden Trust.

*mm str*

*DDKJ  
AKB  
R KK*

**7. Harvesting Lawn**

- a. The Municipality being the legal owner of the Paddock Garden Trust and in consultation with Paddock Garden Trust has a right to harvest grass and plants at the Paddock Garden.
- b. Lawn may only be harvested in September, October, February, and March.
- c. Post-sod-cutting, the harvested area must be rehabilitated with water and topsoil. Please see Appendix diagram 2 which deals with the specifics of the harvesting, utilization, and sharing of grass resources.
- d. All profits from harvested lawns must go towards maintaining and developing the Gardens.
- e. No commercial or personal ventures (nurseries, plantations,

**8. Funding**

That Paddock Garden Trust use its own funds especially profits from harvested lawns and contributions from its members to maintain and develop the Gardens.

**9. Duration**

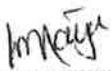
This MOU is at-will and may be modified by mutual consent of authorized officials from the Municipality and the Paddock Garden Trust. This MOU shall become effective upon signature by the authorized officials from the Municipality and the Paddock Garden Trust and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Municipality and the Paddock Garden Trust this MOU shall terminate upon three (3) months' written notice by either party.



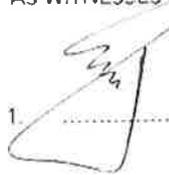
THUS, DONE AND SIGNED at SWAKOPMUND on the ...21. October 2024

**ON BEHALF OF SWAKOPMUND MUNICIPALITY**

  
.....  
**MANAGEMENT COMMITTEE CHAIRPERSON**

  
.....  
**CHIEF EXECUTIVE OFFICER**

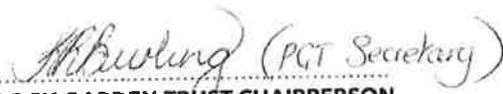
AS WITNESSES ON BEHALF OF SWAKOPMUND MUNICIPALITY

1. .....

2. .....

THUS, DONE AND SIGNED at SWAKOPMUND on the ...18. October 2024

**ON BEHALF OF PADDOCK GARDEN TRUST**

*pp*  
  
.....  
**PADDOCK GARDEN TRUST CHAIRPERSON**

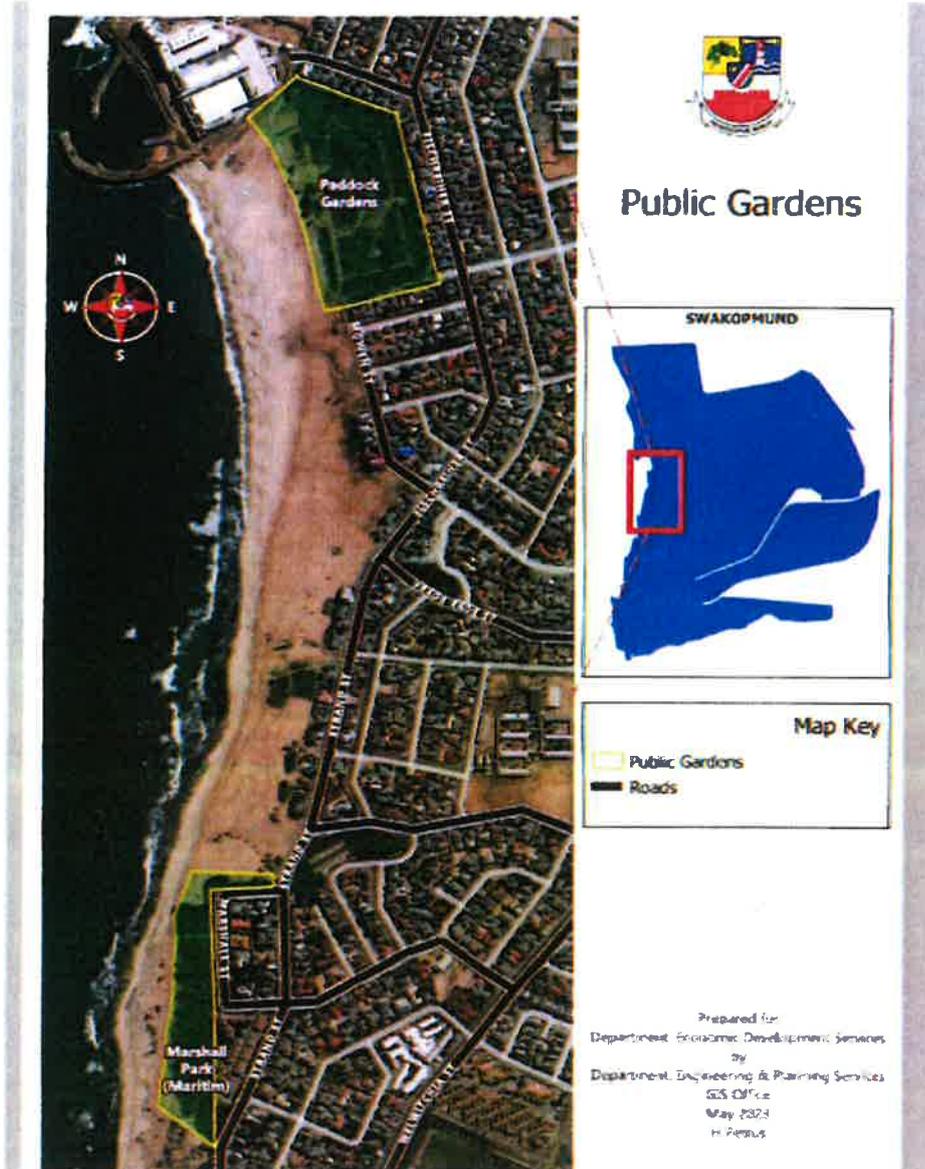
AS WITNESSES ON BEHALF OF PADDOCK GARDEN TRUST CHAIRPERSON

1. .....

2. .....

  
D.D.K. [Signature] [Signature] KK

Appendix Diagram 1



*mm*

*DDK*  
*KRB*  
*KK*

Appendix Diagram 2

SHARED UTILIZATION OF GRASS.

DEFENITIONS:

A Grade lawn: Lawn that has more than 70% broadleaf grass.

B Grade lawn: Lawn that has more than 30% seed grass.

HARVESTABLE QUANTUMS AND TIME FRAMES:

Harvested areas must remain unharvested for no less than 24 months for purposes of full recovery and long term sustainability.

PGT is entitled to 50% of the harvestable lawn. A and B Grade

MOS is entitled to 50% of harvestable lawn. B Grade only

Total lawn is 16000 Sq meters

20% of the lawn is considered un-harvestable. This would be the edges and areas of low quality soil.

80% harvestable lawn will be 12800 Sq meter

There will be 4 harvest cycles of 3200 sq meter to allow for a 24 month regrowth period.

This allows each party with 1600 Sq meters per cycle

Harvest times will be September/ October as well as February / March of each year.

*Handwritten mark*

*Handwritten initials: DDK, MB, KK, and others*

11.1.9 **UPDATE: APPLICATION FOR LAND FOR A FILM STUDIO: IMWE NAMIBIA HOLDINGS (NOW DESERT DUNES FILM STUDIOS NAMIBIA (PTY) LTD)**  
(C/M 2025/10/03 - 17/1/4/2/1/5)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **7.10** page **167** refers.

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

1. **Purpose**

The purpose of this submission is to report to the Management Committee regarding the progress / status of the application by Imwe Namibia Holdings for a portion of land measuring approximately 115 Ha for the establishment of a film studio.

2. **Introduction**

Apart from an application received from Imwe Namibia Holdings during 2017, the latest application dated **09 June 2024 (Annexure "A")** was discussed at the Investment Coordination Committee (hereinafter "ICC") meetings on the following dates:

- 04 June 2024
- 11 July 2024
- 13 August 2024; and
- 04 and 12 March 2025

The submission was also discussed by ExCo on **04 June 2025** and it was concluded:

- (a) *that the application be tabled to the to The Namibia Investment Promotion and Development Board for assessment and comments; and*
- (b) *that Council must be cautious of alienating vast portions of land and to abide by the Ministerial directive dated **04 June 2015** not to issue large portions of land to one entity.*

This submission is as compact as possible without excluding relevant information.

2. **Background**

2.1 **Application**

An application dated **09 January 2024** was received from Imwe Namibia Holdings applying to acquire a portion of land measuring 115 ha for the establishment of a film studio and a presentation was made to the Management Committee of **08 February 2024** under item 10.1.

2.2 **Discussion at ICC of 04 June and 11 July 2024**

The application was discussed at the ICC meeting of **04 June 2024**, and the applicant was informed under cover of a letter dated **18 June 2024** to complete the "investor proposal checklist" by **12 August 2024**.

At the ICC meeting of **11 July 2024** the General Manager: Engineering & Planning Services confirmed that they met with the applicant on **04 July 2024**.

The discussions held were related to the preferred site by the applicant. The applicant was supplied with a map and would proceed to conduct in-loco inspections to determine the best location and position for the project. Once the location and position have been identified, the applicant is to submit their final proposal.

On **22 May 2025** the General Manager: Engineering & Planning Services confirmed that the sites earmarked is as per the attachment marked **Annexure "B"**.

### 2.3 Discussion at ICC of 13 August 2024

In reply to our letter dated regarding the submission of documents by **12 August 2024**, Namibia Motion Picture Studios (Pty) Ltd replied per letter dated **25 July 2024** that they will only be able to comply by **10 December 2024** (which is a public holiday), therefore by Wednesday, **11 December 2024**. In their letter, they state various conditions that take up some time; they also plan to include a renewable energy plant, which they still have to research.

An e-mail dated **05 December 2024** was received from Mr Guy Nockles of Imwe Namibia Holdings, to which the following bulky documents were attached:

-  1. Letter of Submission 6 Dec 2024.pdf
-  2. Municipality Proposal Checklisst-response09242024.pdf
-  3. DDFS Name Change Special resolution cm26 + cm9-Approved 30 Oct 2024\_compressed.pdf
-  4. Name change doc - wbmps to ddfs.pdf
-  5. Imwe Trust Certificate.pdf
-  6. MANKS-incorporationDoc.pdf
-  7. ACG Ontario Registration.pdf
-  8. MOI signed 18 Feb 2023\_compressed.pdf
-  9. DDFS-BusinessPlan 24 Nov 2024-b\_compressed.pdf
-  10. Brian O'Leary Bio 2024.pdf
-  11. DDFS-Economic Forecast-O'Leary.pdf
-  12. Erongo Consultations SUPPORT LETTER 11 Nov 2024.pdf
-  13. Preliminary Environmental & Social Impact Assessment (ESIA) 11 Nov 2024\_compressed.pdf
-  14. Overview of TMCON Survey.pdf
-  15. TMCON-Report-Print-v4\_compressed.pdf
-  16. DDFS-Resource-Consultants List 11 Nov 2024.pdf
-  17. Angus Clarke CV Jan 2023.pdf
-  18. UB short CV 2021.pdf
-  19. namibfilmcommEndorsment 23 August 2024.jpg
-  20. SASC LH Guy recomendation.pdf
-  21. LH Letter of reco Guy.pdf
-  22. DDFS SWOT on Letterhead.pdf
-  23. SWOT analysis being addressed 16 Sept 24.pdf

On **22 January 2025** Mr Guy Nockles submitted a letter dated **22 January 2024** of support from The Namibia Investment Promotion and Development Board (NIPDB) which is attached as the last page (**Annexure "C"**).

2.4 **Discussion at ICC of 12 March 2025**

Concerns, contradictions, and unclarities were discussed at the ICC meeting of **12 March 2025**, as quoted from the recommendation below:

- “(a) That the members of the Investment Coordination Committee takes note of the various documents submitted by Mr Guy Nockles and comment / elaborate of the respective fields of expertise.
- (b) That Mr Guy Nockels explains the relationship between the latest entity, Desert Dunes Film Studios Namibia (Pty) Ltd and the initial applicants Imwe Namibia Holdings / Namibia Motion Picture Studios (Pty) Ltd.
- (c) That it be noted that no complete list is submitted for the proposed facilities planned for the 115 ha, that a backlot of 80 ha is indicated, as well as among other sound stages, an office building, a grocery store, 24 unit assisted-living facility, 20 unit condominium, solar farm and water recycling system (the different attachments list difference facilities).
- (d) That Mr Guy Nockles be requested to provide a proper listing of the facilities intended to be constructed and the need of 80 ha for a backlot.
- (e) That it be noted that Desert Dunes Film Studios Namibia (Pty) Ltd budgeted US\$ 50 000.00 for the acquisitioning of 115 ha, summarized:
- ↳ US\$50 000.00 equals N\$925,000.00 (approximately N\$1 000 000.00).
- ↳  $115 \text{ ha} \times 10\,000 \text{ m}^2 = 1\,150\,000 \text{ m}^2$   
 = N\$0.87c / m<sup>2</sup> offered for the sale of the portion of land”

These issues were pointed out in a letter dated **03 April 2025 (Annexure “D”)**.

A reply dated **22 April 2025** was received (**Annexure “E”**).

- Although the relations between the various entities which were mentioned in the past is not clarified, it is confirmed that the applicant is **Desert Dunes Film Studios Namibia (Pty) Ltd**.
- A list of proposed facilities is stated under point 2 of their letter.
- It is confirmed that they intend to acquire the entire 115 Ha from Council and not as proposed in our letter dated **03 April 2025** that Council only sells 30 Ha to them and the remainder be bought from the Government of Namibia as the backlot area required (80 Ha).

Concerns were raised in our letter dated **03 April 2025** regarding the size of the land applied for and the opportunity cost compared to future township developments.

The likelihood of a gated township being established was also raised at a discussion held on **22 May 2025**.

### 3. **Way Forward**

At an informal meeting held on **22 May 2025** between the General Manager: Engineering & Planning, the Manager: Properties and Housing, the Manager: Corporate Services and Corporate Officer: Properties, it was concluded that in view of the training received from NIPDB and their offer to assist with performing due diligence, the application and bulky supporting documents which were provided on **05 December 2024** be forwarded to The Namibia Investment Promotion and Development Board for assessment and comments.

The above process was also confirmed by the ExCo on **04 June 2025**.

*It should be noted that to date no proof of financing for the massive long-term project was provided to date.*

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

#### **RECOMMENDED:**

- (a) **That Council takes note of the progress made with the application by Imwe Namibia Holdings (now Desert Dunes Film Studios Namibia (Pty) Ltd); i.e.:**
- (b) **an audience held with the Management Committee on 08 February 2024 under item 10.1;**
- (ii) **discussions at the Investment Coordination Committee on**
- **04 June 2024**
  - **11 July 2024**
  - **13 August 2024; and**
  - **04 and 12 March 2025**
- (iii) **that the application is forwarded to the Namibia Investment Promotion and Development Board for due diligence;**
- (iv) **that no proof of financing is in place for financing of the massive long-term project; and**
- (v) **that Council abides by the Ministerial directive dated 04 June 2015 not to issue large portions of land to one entity.**
- (c) **That once an assessment is received from The Namibia Investment Promotion and Development Board, the item be submitted to Council to consider, in principle the allocation of a portion of land for the project, subject to requirements to be met such as the need and optimal use of a portion of land measuring approximately 115 ha, proof of financing, viability and long terms stability/feasibility, environment requirements.**
-

**From:** Guy Nockels <[guy@imwe.com.na](mailto:guy@imwe.com.na)>  
**Sent:** Tuesday, January 9, 2024 5:09:20 PM  
**To:** Alfeus Benjamin <[abenjamin@swkmun.com.na](mailto:abenjamin@swkmun.com.na)>  
**Cc:** Claus W. Goldbeck <[cgoldbeck@swkmun.com.na](mailto:cgoldbeck@swkmun.com.na)>  
**Subject:** Proposal for Film Studios in Swakopmund

Dear Mr. Benjamin,

I am writing on behalf of Imwe Namibia Holdings, Manks Productions Inc. (Canada) and Anton Communications Group Ltd (Canada), expressing our interest in establishing film studios within Swakopmund's municipal area. Our proposed project aims to contribute to the cultural and economic development of the region while fostering community engagement.

Enclosed is a brief overview of our proposal and requirements. We kindly request information on available properties or suitable locations for the film studios within the municipality.

We are eager to discuss this proposal further and explore the potential collaboration between us and the Municipality of Swakopmund.

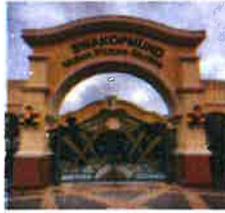
Thank you for considering our proposal. We look forward to the opportunity to meet soon and to discuss this matter in detail.

Sincerely,  
Kindest regards  
Guy Nockels

CEO  
Imwe Namibia Holdings  
Tel: +264 64 46 3371  
Mobile: +264 81 127 9858  
PO Box 2209  
Swakopmund  
[www.heavenlyglow.net](http://www.heavenlyglow.net)

[IMDB:](#)

[NAMIB FILM](#) [MAGIC TOUCH FILMS](#) [DESERT ACE TOURS & CHARTERS](#)



## **EXECUTIVE OVERVIEW**

### **PHASE 1**

- 4 sound studios with attached ±500 sq m Production building
- Administrative building housing: daycare, rental office space, boardrooms, kitchen, cafeteria, site administrative offices, bank, media room, classrooms, etc.
- 115 hectares campus 60-hectare Backlog, to include for example: full scale aircraft, pool, New York street set, western town set and large green screen.

### **PHASE 2**

- 24 unit assisted living facility.
- 20-unit condominium
- Supplies and services sourced locally.
- Film set education and apprenticeship program to train crew.
- Hiring and operations focused on diversity, inclusion, and education.

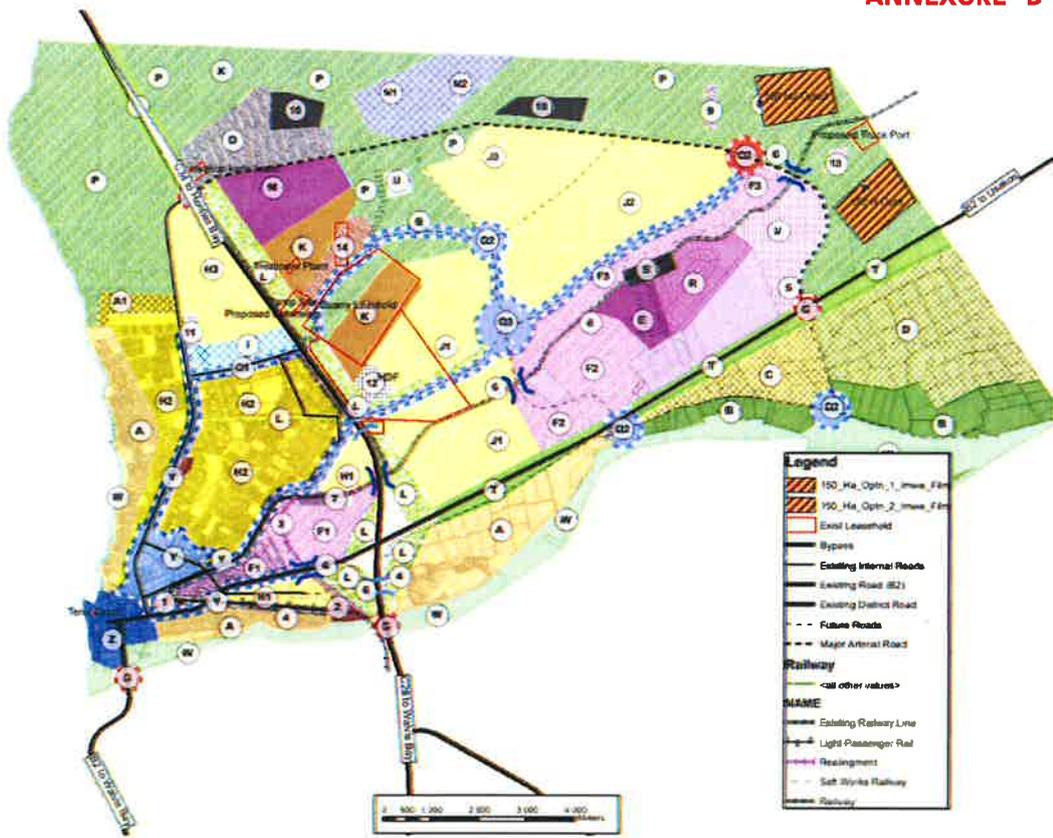
### **REVENUE SOURCES:**

- Studio rentals
- Backlot rental
- Film School fees
- Office / meeting space rental
- Daycare fees
- Interest on investment
- Editing suite, post-production, and animation facilities
- Equipment rentals

### **REQUIREMENTS:**

- 115 hectares of open property away from any major roads or railway line but with an access road, water, and electricity supplies.

ANNEXURE "B"





Enquiries: Selona Kamendu  
 Email: [selona.kamendu@nipdb.com](mailto:selona.kamendu@nipdb.com)  
 Tel: +264 (0) 83 333 8600

22 January 2024

Mr. Guy Nockels  
 Chief Executive Officer  
 Imwe Namibia Holdings  
 PO Box 2209  
 Swakopmund  
 Namibia

Dear Mr. Nockels,

#### ESTABLISHMENT OF A WORLD-CLASS FILM STUDIO IN SWAKOPMUND

The above subject matter refers.

The Namibia Investment Promotion and Development Board (NIPDB) is a Public Entity incorporated under Section 21 of the Companies Act (28 of 2004). The Board was established as an autonomous entity in the office of the President to promote and facilitate investments and new ventures that would contribute to the economic growth and development of Namibia.

In accordance with our mandate, the NIPDB offers investment facilitation services to both local and foreign businesses, to expedite the implementation of investment projects that contribute to the economic development in Namibia. The NIPDB is on hand to support your project in a number of areas, including but not limited to, the facilitation of:

- Work permit applications for expatriates;
- Meetings with government and other stakeholders; and
- Advising on the regulatory environment.

The NIPDB is pleased to hear of Desert Dunes Film Studios (Namibia) Pty Ltd, a groundbreaking initiative aimed at establishing world-class film studios in Swakopmund. Desert Dunes Film Studios aims to position Namibia as a competitive and sought-after destination for international film and television productions, which will significantly contribute to the local economy through job creation, skills development, and film production. The proposed project has the potential to bolster Namibia's film industry and it is for this reason that we are ready to render the possible support in line with our mandate.

Please be assured of our highest consideration.

Yours sincerely,

pp  
 Nangula Nelulu Uaandja  
 CHAIRPERSON AND CEO

CO Garten Street  
 & Dr. A. B. May Street

[info@nipdb.com](mailto:info@nipdb.com)  
[www.nipdb.com](http://www.nipdb.com)

Private Bag 13340,  
 Windhoek, Namibia

+264 (0) 83 333 8600

**Advisory Board Members:** HB Gerdes - EV Higer - D Hornbain - S Hugo - JN Mnyupe - V Mungunda - NP Ndilula - MK Shipanga  
**Executive Board Members:** DN Uaandja (Chairperson and CEO) - MC Gustao - JB Makwanga - RN Lutonga - J Mureudhana - FH van Schalkwyk  
 (Non-profit Association Incorporated under Section 21) - Registration Number: Z(2020)0929



+264 64 410 4111 | [swkmun@swkmun.com.na](mailto:swkmun@swkmun.com.na) | P.O. Box 53, Swakopmund, Namibia

**Ref No:** 17/1/4/2/1/5

**Enquiries:** Ms S Bruwer

**04 April 2025**

The Chief Executive Officer  
Imwe Namibia Holdings  
PO Box 2209  
Swakopmund  
13001

Attention: Mr Guy Nockels

[guy@imwe.com.na](mailto:guy@imwe.com.na)  
+264 64 46 3371  
+264 81 127 9858

Dear Sir

#### APPLICATION FOR LAND FOR A FILM STUDIO

The attached list of documents received on **05 December 2024** under cover of an e-mail from Imwe Namibia Holdings and another document received on **22 January 2025**, refer.

The comprehensive application consisting of several hundred pages was discussed at the Investment Coordination Committee on **04 and 12 March 2025**, whereafter it was concluded that the applicant needs to clarify the contradictions and inconsistencies in the application, such as:

1. The relationship between the latest entity, Desert Dunes Film Studios Namibia (Pty) Ltd (hereinafter DDFSNI) and the initial applicants Imwe Namibia Holdings / Namibia Motion Picture Studios (Pty) Ltd.

The latest application dated **06 December 2024** is in the name of DDFSNI.

A Certificate of the Change of the Name of a Company reflects the change of the name from Walvis Bay Motion Picture Studios (Pty) Ltd to DDFSNI on **30 October 2024**.

Is it correct therefore that Council only be dealing with DDFSNI in future?

We require from DDFSNI the company registration document listing the shareholders and a power of attorney in favour of the person who Council will deal with.



2. The list of the facilities is not clear. The different attachments list different facilities with different sizes.

Please provide a complete listing of the facilities intended to be constructed and motivate the requirement for each, such as 24 assisted-living facilities and 20 accommodation units.

3. Please demonstrate by informal lay-out the intended use of the different facilities on the portion of land measuring approximately 115 ha.

The General Manager, Engineering and Planning confirmed that he discussed and proposed that the backlot be located on state land for which a separate application must be submitted to the Government of Namibia. If this was agreed on, the application should be for a portion of land measuring only 35 ha located on the municipal boundary of Swakopmund.

4. It was noted that DDFS budgeted US\$ 50 000.00 for the acquisition of 115 ha, summarized:

↳ US\$ 50 000.00 equals N\$ 933 867.95 (02 April 2025, 1 US\$ = N\$ 18.68).

↳ **115 ha** x 10 000 m<sup>2</sup> = 1 150 000 m<sup>2</sup>

↳ **N\$ 933 867.95** / 1 150 000 m<sup>2</sup>

= N\$0.81c / m<sup>2</sup> offered for the sale of the portion of land

↳ **35 ha** x 10 000 m<sup>2</sup> = 350 000 m<sup>2</sup>

↳ N\$ 0.81c x 350 000 m<sup>2</sup>

= **N\$ 283 500** offered for the sale of the portion of land

It is correct that Council is not a profit-oriented entity, however Council has a fiduciary duty towards its citizens to manage its assets, i.e. land responsibly which includes providing affordable housing and land for its low-income residents. There is a great demand for low cost housing and a backlog of around 18 000 exists.

Council has therefore always sold commercial and high value residential land at a markup above cost in order to generate funds for subsidizing low-cost housing development. If the land you request were to be developed in the usual fashion as mixed residential suburbs containing a percentage of commercial units, Council could accommodate approximately 15 suburbs with no less than 2 250 units on 115 ha.

"Profit" on land sales in these suburbs would amount to approximately N\$ 30 to N\$45.5 million per suburb, meaning a total amount of N\$ 682.5 million available to subsidize low-income housing. Additionally, Council would add the services in those suburbs to its asset register and receive monthly income from the rates, taxes and provision of services.

To put the offer of N\$ 933 867.95 for 115 ha in perspective, it would represent approximately 1.3 % of the potential income for Council (N\$ 682 500 000.00).

Therefore, should Council approve the sale, Council's valuator will determine the purchase price in line with our Property Policy.

Furthermore, it is accepted that the film industry would generate employment opportunities as well as create service companies to support the film industry. This is a nebulous area as it is well-known that the film industry uses ex-pats and relies on foreign expertise in all facets of film-making. Also, the structuring of film companies is intended to ensure that profit is generated in companies in their home countries.

How will DDFS ensure that this trend is not perpetuated in Swakopmund that Namibia and Swakopmund will not end-up with a few low-end jobs?

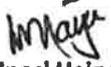
Once the information required above is received, a final a submission will be tabled to Council.

Kindly be reminded of the standard disclaimer and that no claim for expenses incurred in pursuance of the application will be considered.

***"Disclaimer: We are at pains to reiterate that no rights accrue to an applicant unless a Council resolution is in place, all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission. Nothing in this letter shall be interpreted as creating an expectation that Council will grant permission for any development, or that Council will allocate land to the applicant. The due diligence process is a critical step required by Council to ensure that its fiduciary duties are carried out in full."***

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

Yours faithfully

  
**Mpsal Haingura**  
**General Manager: Corporate Services & HC**

/sb 



Copies: GM: Economic Development Services  
 GM: Engineering & Planning Services



Attention: Mr. A Benjamin  
 Chief Executive Officer  
 Municipality of Swakopmund  
 Swakopmund,  
 Namibia

22 April 2025

Dear Mr Benjamin,

**Re: Your email of April 3, 2025 – Desert Dunes Film Studios Namibia Pty Ltd. (DDFSN)**

Thank you for your correspondence regarding the Desert Dune Film Studios Namibia (DDFSN) proposal. We appreciate the Council's continued engagement in this matter and have addressed your comments and queries point-by-point below.

**1. Representation and Registration**

We confirm that all future dealings regarding the film studio project will be conducted solely through **Desert Dunes Film Studios Namibia Pty Ltd. (DDFSN)**.

Please find attached the following documentation:

- A copy of the DDFS company registration, including a breakdown of the shareholders.
- A signed Power of Attorney, designating the official representative who will engage with Council on behalf of DDFS.

**2. Outline of Facilities (approximate dimensions):**

The planned development on the proposed site includes the following key infrastructure components:

- **2.1 Sound Stage #4 – 2,787 m<sup>2</sup> (52m x 52m)**
- **2.2 Sound Stage #5 – 2,787 m<sup>2</sup> (52m x 52m)**
- **2.3 Sound Stage #3 – 1,858 m<sup>2</sup> (52m x 35m)**
- **2.4 Sound Stage #6 – 1,858 m<sup>2</sup> (52m x 35m)**
- **2.5 Administrative Building – 3-storey facility (approx. 59m x 60m footprint)**
- **2.6 Future Developments:**
  - **#11 – Condominium Complex**
  - **#12 – Assisted Living Facility**  
 Please note: These components are not part of the initial development phase. Planning for these elements is projected to commence post-2030, depending on demand and supporting infrastructure.

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**Desert Dunes Film Studios Namibia (Pty) Ltd**

Registration number (2021/0118) | PO Box 2209, Swakopmund, Namibia  
 GR Nockels (South African) | J Russell (Canadian) | AG Williams (Canadian)

### 3. Site Layout and Land Use

We attached an informal layout sketch and accompanying key plan for your reference. We wish to clarify that it was never our intention to include any portion of the studio infrastructure on state land. As previously discussed with the Land Office, the project is situated within a 115-hectare parcel of municipal land, zoned for light industrial use, located on the northernmost boundary of Swakopmund's municipal area. This parcel lies immediately adjacent to the southern boundary of state land but remains wholly within the municipal jurisdiction, see attached map of Municipality of Swakopmund.

### 4. Valuation and Nature of Operations

- **Land Valuation:**

The figure of USD \$50,000 was proposed purely as an estimated reference point for unserviced, light industrial-zoned land situated at the far edge of the municipality. We fully respect that Council's appointed valuer will determine the appropriate purchase price. That said, we would greatly appreciate the opportunity to negotiate the final price within reason, taking into account the nature of the land, its current state, and the long-term benefits the studio will bring to the municipality.

- **Nature of Business:**

We wish to underscore that DDFS is not a content-producing company, but rather a facility provider and skills development institution. Our primary function is to host and support film and television productions—local and international—by providing infrastructure, logistics, and access to skilled crew members.

The training component of our project is central to our mission. DDFS will operate an in-house education and apprenticeship program to equip Namibian citizens with the technical and creative skills required in the film and television industry. This initiative aims to reduce reliance on imported crew, while simultaneously increasing local employment opportunities. Interns will be paid during their training phase, though at rates aligned with global industry standards for trainee roles. Upon qualification, Namibian crew members will receive equal pay to their international counterparts performing the same functions.

This long-term strategy ensures skills transfer, industry growth, and broader economic benefit for Swakopmund and Namibia at large.

We thank you for the opportunity to provide this additional information and clarification. Please do not hesitate to reach out for any further details or discussion as the matter progresses. We remain committed to working closely with the Council to realise this significant project.

Warm regards,



G. R. Nockels

On behalf of Desert Dunes Film Studios (Namibia) Pty Ltd. (DDFSN)

Partner

Tel: 081 127 9858

[guy@imwe.com.na](mailto:guy@imwe.com.na)

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**Desert Dunes Film Studios Namibia (Pty) Ltd**

Registration number (2021/0118) | PO Box 2209, Swakopmund, Namibia  
GR Nockels (South African) | J Russell (Canadian) | AG Williams (Canadian)



**2025 (Annexure "A")**. The following information was requested to be submitted by the entity by **09 May 2025**:

2.1 **Proof of the appointment and payment of a town planner** to attend to the subdivision of the portion of land measuring approximately 10,000 m<sup>2</sup>. This is required in terms of the two Council resolutions quoted below:

2.1.1 Council's resolution of **27 April 2017** under item 11.1.33, point (j):

*"(j) That the applicant takes note that a Surveyor-General approved diagram must be in place in order to finalise the transaction."*

2.1.2 Council's resolution of **28 March 2018** under item 11.1.4, point (c):

*"(c) That the transaction be concluded within 120 days from date when the Surveyor-General approved diagram is in place."*

The appointment of a town planner is the responsibility of the developer. In this regard see point (h) of Council's decision passed on **27 April 2017**:

*"(h) That all costs related to this transaction (advertising-, subdivision-, rezoning etc.) be borne by the applicant."*

2.2 Provide **formal proof of the entity's ability to finance the project**, as well as a clear description of the project and the buildings expected to be erected on site (see point (c) (iv) below), in order for Council to measure progress and performance. This requirement is in terms of Council's decision made on **25 February 2021** under item 11.1.4 (e):

*"(e) That in future developers be screened to determine their financial capabilities to perform and any other matter Council deemed necessary."*

2.3 A **good standing from the Ministry of Finance** for Oluga. This is a standard requirement by the Deeds Registry Office in order to enable transfer of ownership.

2.4 As elaborated under point 4 below, the developer submitted documents on **09 May 2025**. However, the proof of the entity's ability to finance the project was in the name of Howard Krogh Architects.

2.5 The involvement of a third party to which Council has no contractual obligations complicates the relationship between Council and Oluga in that Council has no recourse against the third party, basically stepping into the place/part of Oluga.

### 3. **Background**

3.1 On **20 July 2016**, Oluga applied to purchase a portion of land on the banks of the Swakop river with the intention to establish a tourism and accommodation facility in the form of a lodge.

*For ease of reference, the resolutions are quoted as part of the submission and not attached as annexures.*

3.2 Their application was approved on **27 April 2017** under item 11.1.33, subject to the following conditions (for ease of reference comments are made for clarification):

*"(a) That Council sells a portion of land on the banks of the Swakop River to*

On the official company registration document of the entity Ms Helena Dula is the sole shareholder and Mr Dennis de Wet as Directors.

Messrs Oluga Enterprises (Pty) Ltd to establish a tourism and accommodation facility as per their presentation to the Special Management Committee meeting held on 08 March 2017.

(b) That should the application of Messrs Oluga be approved, the same terms and conditions applicable as that of Messrs Desert Breeze Lodge be applicable to Messrs Oluga Enterprises (Pty) Ltd as below:

(c) That the following conditions be made applicable to the sale of the portion of the Swakopmund Townlands, ±30 000m<sup>2</sup> in extent adjacent to the Swakop River, to Messrs Desert Breeze Lodge as approved by Council on 30 July 2015 under item 11.1.8:

(i) That the Engineering Services Department determines the intended zoning.

(ii) That Engineering Services Department supplies a layout plan of the land to be sold.

(iii) That the probable market valuation based on the intended zoning be obtained from Council's appointed municipal valuers and two additional valuers of which the average of the three valuations be used to determine a purchase price, for consideration and approval by Council.

On 28 March 2018 under item 11.1.4 Council approved the purchase price in the amount of N\$ 430.00/m<sup>2</sup>, i.e N\$ 4 300 000.00 for a portion of land measuring 10 000m<sup>2</sup>.

(iv) That a detailed development plan be provided before any statutory procedures are started with.

(v) That any required upgrading of Municipal services be for the applicant's account.

(vi) That the requirements regarding the alienation of immovable property as prescribed in the Local Authorities Act 23 of 1992, (as amended), and the Townships Ordinance 11 of 1963 respectively, be dealt with successfully.

On 16 July 2018 approval was granted by the Ministry of Urban and Rural Development to proceed with the transaction. The transaction is pending the provision of a Surveyor-General approved diagram by the developer.

(vii) That the applicant to provide all infrastructure for its own account and to the specifications of the Engineering Services Department and Erongo RED.

(viii) That no development be permitted to commence until the statutory disciplines have been completed.

(d) That the following procedures also be applicable:

(i) That the applicant be responsible for all statutory disciplines to be completed within 12 months from date of sale at their own cost.

The "date of sale" is the date of signing the deed of sale.

- (ii) Completion of internal and external services within 24 months from date of sale. } Council is in the process of expanding the existing external services closer to the location of the portion of land.
- (iii) The whole development project must be completed from date of sale and if no development is made in terms of the conditions of the agreement of sale the property shall revert to Council without any compensation to the purchaser.
- (iv) That the agreement of sale be concluded and signed within 12 months after this resolution is received by the applicant, failing which the resolution will lapse. } The deed of sale can only be signed once a property description is available, i.e a Surveyor-General approved diagram is in place. On 03 August 2018 and 23 March 2023 ENSafrica was requested to compile a draft agreement.
- (v) That in terms of the Property Policy, a deposit of N\$100 000.00 be required of the applicant to cover all fees and costs to Council, within 90 days from date of being informed of this Council resolution. } On 26 June 2018, Slowtown Coffee Roasters CC (Mr Dennis de Wet) paid the required deposit as director of Oluga Trading Enterprise (Pty) Ltd.
- (vi) The purchase price to be secured by means of a bank guarantee payable on date of transfer.
- (vii) Submit total layout plans, indicating the infrastructure, details of the project as well as the service demand for the intended project within 3 months of being notified of the approval of the application.
- (e) That the applicant indemnifies Council against any claims resulting from blasting.
- (f) That the action referred to in (a)(vi), only be proceeded with once the deposit referred to in (b)(v), has been made.
- (g) That all costs relating to the transfer of this erf, (including but not limited to transfer duty, conveyancer's costs, compilation of Agreement of Sale, as well as any legal or other costs that may arise from this application), be for the applicant's account.
- (h) That all costs related to this transaction (advertising-, subdivision-, rezoning etc.) be borne by the applicant.
- (i) That the applicant takes note that no rights will accrue to the applicant unless all the above mentioned conditions are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
- (j) That the applicant takes note that a Surveyor-General approved diagram must be in place in order to finalise the transaction." } In this regard a letter dated 17 May 2024 was issued to the developer.

The above resolution was communicated to Oluga per letter dated **22 May 2017**.

- 3.3 On **28 March 2018** under item 11.1.4 Council approved the reduction of the size of the portion of land from 3 ha to 1 ha and approved the purchase price of the said portion of land:

"(a) That Council approves the purchase price of undeveloped land on the banks of the Swakop River at:

- (i) N\$430.00/m<sup>2</sup> x 10 000m<sup>2</sup> = N\$4 300 000.00, excluding VAT to Messrs Oluga Enterprises (Pty) Ltd.
- (b) That upon acceptance of the purchase price by the purchasers, Ministerial approval be obtained in terms of Section 30 (1) (t) of the Local Authorities Act 23 of 1992 to proceed with the transaction. } As indicated above, the required approval was granted on 16 July 2018.
- (c) That the transaction be concluded within 120 days from date when the Surveyor-General approved diagram is in place. } In this regard, a letter dated 17 May 2024 was issued requesting the submission of a Surveyor-General approved diagram.
- (d) That payment of the purchase price be secured either in cash or bank guarantee in favour of the Swakopmund Municipality within 120 days from date of the Surveyor-General approved plan in place. Failure to secure the purchase price will result in cancellation of the transaction without further notice.
- (e) That Messrs Oluga Enterprises (Pty) Ltd comply with the statutory processes until completion of the projects.

A letter dated **22 November 2018** was addressed to the entity to provide the outstanding documents in terms of the above decision. No response was received from the applicant. Upon further inquiry, it was determined that the lack of response was due to insufficient funds as well as a lack of understanding of the concept of the transaction on the part of Oluga Enterprise Pty Ltd.

- 3.4 Over the years, various meetings and discussions of the transaction were held between Council and Ms Helena Dula of Oluga with her different representatives and letters were written to her to clarify of what is expected of the applicant to comply and submit to Council in order to continue with the transaction. The details of the transaction were explained on numerous occasions and even in the presence of translators.
- 3.5 Although the development of the two adjacent portions is also held in abeyance pending the installation of services to Extension 32, Swakopmund, the developers paid the respective purchase prices and transfer of ownership was finalized.

#### 4. **Current Situation**

An email dated **22 April 2025 (Annexure "B")** was received from Howard Krogh Architects stating that they were appointed to act on behalf of Oluga to facilitate the purchase and develop the allocated portion of land on the banks of the Swakop river.

It appears from the various discussions and documents that Howard Krogh Architects intends to acquire the portion of land from Oluga and development same.

They state in their e-mail that they have appointed Andrew Van der Westhuizen Town Planning & Properties as town planner who has been working on the statutory process; and they have also recently appointed Herman Strydom a land surveyor to further assist in the subdivision process in order to speed up the process. In this email they requested for a meeting to discuss the way forward regarding Oluga.

Subsequent to the above, On **24 April 2025** a meeting was held between the representatives of Howard Krogh Architects, the Manager: Property and Housing Mr M Kruger, the Property Office Ms N Gustaf and the property officer, Ms E Nakale.

In the meeting, Howard Krogh Architects wanted to clarify all enquiries regarding the transaction and to confirm their intention of assisting Oluga and that they will take full responsibility to facilitate the successful development of the portion land.

During the meeting, the Manager: Property and Housing made it clear Howard Krogh Architects who is acting on behalf of Oluga that if the documents required are not submitted by the set due date the transaction will be cancelled.

The final opportunity to provide the outstanding documents to Council was **09 May 2025**.

As can be seen from the attached email dated **08 May 2025 (Annexure "C")** and documents submitted by Howard Krogh Architects, appointed to act on behalf of Oluga Trading Enterprise did not manage to submit all required documents to Council as undertook, they only managed to submit the following documents listed:

- 4.1 letter from appointed Town Planner (Van Der Westhuizen Town Planner & Properties) to attend to the subdivision of the portion of land; and a
- 4.2 letter from Bank Windhoek confirming **Mr and Ms Howard** are in good standing to complete the project on behalf of Oluga.

In addition the above, Mr and Ms Howard have also submitted additional documents important to the transaction;

- (i) *Resolution appointing Mr. de Wet as Shareholder;*
- (ii) *Share Certificates; and*
- (iii) *The power of attorney signed by both Mr De Wet and Ms Dula, authorising Howard Krogh Architects to act on behalf of Oluga.*

A good standing certificate from the Ministry of Finance for Oluga Trading Enterprise Pty Ltd is still outstanding.

Ms Ciske Howard confirmed in the email that the good standing confirmation from the Ministry of Finance for Oluga Trading Enterprise is in progress as the company is dormant.

On **22 May 2025** Ms Ciske Howard enquired on the way forward and a reply was sent to confirm that the matter must be submitted to Council to consider whether Council intends to proceed with the transaction.

## 5. **Discussion**

The portion of land allocated to Oluga is located on the site neighbouring the portions already allocated to Santiago Property Developers being ±7ha, and Swakopmund River Eco Consortium being ±3.5ha and Desert Breeze Lodge being ±3ha

A map indicating the location of the portion of land is attached as **Annexure "D"**. Except for Desert Breeze Lodge, these portions of land are not yet

serviced, and they are in an area that is rapidly expanding with numerous future extensions that are already planned and approved by Council.

Council secured funds with Erongo Red to develop Extensions 32, 33 and 36, Swakopmund. Until the main service lines are not installed, no services will be available for Oluga to connect to.

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

**RECOMMENDED:**

- (a) That Council takes note of the email dated 08 May 2025 and documents received from Howard Krogh Architects acting on behalf of Oluga Trading Enterprise (Pty) Ltd in reply to Council's letter dated 20 January 2025 executing Council's decision passed on 27 April 2017 under 11.1.33 point (j) and on 28 March 2018 under item 11.1.4, point (c).
  - (d) That Council takes note that in terms of Council decisions mentioned in (a) above, Howard Krogh Architects, acting on behalf of Oluga Trading enterprise, complies and submits a good standing certificate from the Ministry of Finance.
  - (e) That Council grants an extension of time to Oluga Trading Enterprise (Pty) Ltd, for a further period of twelve (12) months to perform as per the initial conditions approved by Council, and that no township subdivision be allowed.
  - (f) That it be noted that the proof of financing is not issued in the name of Oluga Trading Enterprise (Pty) Ltd, but in the personal names of Mr D and Ms C Howard, and that Oluga Trading Enterprise (Pty) Ltd be requested to submit the proof of financing.
  - (g) That Oluga Trading Enterprise (Pty) Ltd, shareholding structure/ownership should NOT be amended.
  - (h) That Clause 7.5 of the Property Policy be complied with in terms of purchase price escalation which is prescribed as follows:
    - (i) *Should a period of more than one year, but less than 5 years, lapse since Council approved a purchase price, the purchase price be escalated with 5% per annum and be submitted to Council for approval.*
    - (ii) *Should a period of more than five years lapse since approval by Council of the purchase price, fresh valuations be obtained and submitted to Council for approval.*
  - (i) That the transaction be concluded within 120 days from date when the Surveyor-General approved diagram is in place.
  - (j) That ministerial approval be obtained as a result of the change of the purchase price due to price escalation.
-



+264 64 410 4111

swkmun@swkmun.com.na

P O Box 53, Swakopmund, Namibia

**Ref No: 16/1/4/2/1/5**

**Enquiries: Ms Emilia Nakale**

**20 January 2025**

Oluga Enterprises (Pty) Ltd  
P O Box 2860  
Swakopmund  
13001

**Attention: Ms Helena Dula**

Dear Madam

**DEVELOPMENT OF A PORTION OF LAND LOCATED ON THE BANKS OF THE SWAKOP RIVER**

Our letter dated **17 May 2024**, refers (attached for ease of reference).

1. Proof Required in terms of our Letter dated 17 May 2024

This serves to confirm that the following was not yet provided as required in the above letter:

- 1.1 A diagram for the subdivided portion of land.
- 1.2 Proof of your financial capacity to finance the project.

2. Relevant Council Resolutions

The relevant Council resolutions are quoted below with explanatory notes:

2.1 Council's Resolution passed on 27 April 2017 under Item 11.1.33

**“(a) That Council sells a portion of land on the banks of the Swakop River to Messrs Oluga Enterprises (Pty) Ltd to establish a tourism and accommodation facility as per their presentation to the Special Management Committee meeting held on 08 March 2017.**

Attached is the official company registration document of the entity indicating Helena Dula and Dennis de Wet as Directors.

- (b) That should the application of Messrs Oluga be approved, the same terms and conditions applicable as that of Messrs Desert Breeze Lodge be applicable to Messrs Oluga Enterprises (Pty) Ltd as below:
- (c) That the following conditions be made applicable to the sale of the portion of the Swakopmund Townlands,  $\pm 30\,000\text{m}^2$  in extent adjacent to the Swakop River, to Messrs Desert Breeze Lodge as approved by Council on 30 July 2015 under item 11.1.8:
- (i) That the Engineering Services Department determines the intended zoning.
  - (ii) That Engineering Services Department supplies a layout plan of the land to be sold. } Attached is a map indicating the location of the portion of land.
  - (iii) That the probable market valuation based on the intended zoning be obtained from Council's appointed municipal valuers and two additional valuers of which the average of the three valuations be used to determine a purchase price, for consideration and approval by Council. } On 28 March 2018 under item 11.1.4 Council approved the purchase price in the amount of N\$ 430.00/m<sup>2</sup>, i.e. N\$ 4 300 000.00 for a portion of land measuring 10 000m<sup>2</sup>.
  - (iv) That a detailed development plan be provided before any statutory procedures are started with.
  - (v) That any required upgrading of Municipal services be for the applicant's account.
  - (vi) That the requirements regarding the alienation of immovable property as prescribed in the Local Authorities Act 23 of 1992, (as amended), and the Townships Ordinance 11 of 1963 respectively, be dealt with successfully. } On 16 July 2018 approval was granted by the Ministry of Urban and Rural Development to proceed with the transaction. The transaction is pending the provision of a Surveyor-General approved diagram by you.
  - (vii) That the applicant to provide all infrastructure for its own account and to the specifications of the Engineering Services Department and Erongo RED.
  - (viii) That no development be permitted to commence until the statutory disciplines have been completed.
- (d) That the following procedures also be applicable:
- (i) That the applicant be responsible for all statutory disciplines to be completed within 12 months from date of sale at their own cost. } The "date of sale" is the date of signing the deed of sale.
  - (ii) Completion of internal and external services within 24 months from date of sale. } Council is in the process of expanding the existing external services closer to the location of the portion of land.

- (iii) **The whole development project must be completed within 48 months from date of sale and if no development is made in terms of the conditions of the agreement of sale the property shall revert to Council without any compensation to the purchaser.**
- (iv) **That the agreement of sale be concluded and signed within 12 months after this resolution is received by the applicant, failing which the resolution will lapse.** } The deed of sale can only be signed once a property description is available, i.e a Surveyor-General approved diagram is in place. On 03 August 2018 and 23 March 2023 ENSafrica was requested to compile a draft agreement.
- (v) **That in terms of the Property Policy, a deposit of N\$100 000.00 be required of the applicant to cover all fees and costs to Council, within 90 days from date of being informed of this Council resolution.** } On 26 June 2018, Slowtown Coffee Roasters CC (Mr Dennis de Wet) paid the required deposit as director of Oluga Trading Enterprise (Pty) Ltd.
- (vi) **The purchase price to be secured by means of a bank guarantee payable on date of transfer.**
- (vii) **Submit total layout plans, indicating the infrastructure, details of the project as well as the service demand for the intended project within 3 months of being notified of the approval of the application.**
- (e) **That the applicant indemnifies Council against any claims resulting from blasting.**
- (f) **That the action referred to in (a)(vi), only be proceeded with once the deposit referred to in (b)(v), has been made.**
- (g) **That all costs relating to the transfer of this erf, (including but not limited to transfer duty, conveyancer's costs, compilation of Agreement of Sale, as well as any legal or other costs that may arise from this application), be for the applicant's account.**
- (h) **That all costs related to this transaction (advertising-, subdivision-, rezoning etc.) be borne by the applicant.**
- (i) **That the applicant takes note that no rights will accrue to the applicant unless all the above mentioned conditions are complied with in full and all the relevant authorities have given the necessary permission, if applicable.**
- (j) **That the applicant takes note that a Surveyor-General approved diagram must be in place in order to finalise the transaction."** } In this regard, also see our attached letter dated 17 May 2024.

2.2 Council's Resolution passed on 28 March 2018 under Item 11.1.4

- "(a) **That Council approves the purchase price of undeveloped land on the banks of the Swakop River at:**
- (i) **N\$430.00/m<sup>2</sup> x 10 000m<sup>2</sup> = N\$4 300 000.00, excluding VAT to Messrs Oluga Enterprises (Pty) Ltd.**

- (b) That upon acceptance of the purchase price by the purchasers, Ministerial approval be obtained in terms of Section 30 (1) (t) of the Local Authorities Act 23 of 1992 to proceed with the transaction. } As indicated above, the required approval was granted on 16 July 2018.
- (c) That the transaction be concluded within 120 days from date when the Surveyor-General approved diagram is in place. } In this regard, please also see our attached letter dated 17 May 2024 requesting the submission of a Surveyor-General approved diagram
- (d) That payment of the purchase price be secured either in cash or bank guarantee in favour of the Swakopmund Municipality within 120 days from date of the Surveyor-General approved plan in place. Failure to secure the purchase price will result in cancellation of the transaction without further notice.
- (e) That Messrs Oluga Enterprises (Pty) Ltd comply with the statutory processes until completion of the projects.

A letter dated **22 November 2018** was addressed to you to provide the outstanding documents in terms of the above decision.

### 3. Conclusion

In conclusion, as was requested in our letter dated **17 May 2024** you are required to provide the following documents by Friday, **09 May 2025**:

- 3.1 Proof of the appointment and payment of a town planner to attend to the subdivision of the portion of land measuring approximately 10 000m<sup>2</sup>. This is required in terms of the two Council resolutions quoted below:
- 3.1.1 Council's resolution of **27 April 2017** under item 11.1.33, point (j):
- "(j) That the applicant takes note that a Surveyor-General approved diagram must be in place in order to finalise the transaction."**
- 3.1.2 Council's resolution of **28 March 2018** under item 11.1.4, point (c).
- "(c) That the transaction be concluded within 120 days from date when the Surveyor-General approved diagram is in place."**
- This is a task you are required to complete at your own cost. In this regard see point (h) of Council's decision passed on **27 April 2017**
- 3.2 Provide formal proof of your ability to finance the project, as well as a clear description of the project and the buildings expected to be erected on site, in order for Council to measure progress and performance.
- 3.3 A good standing from the Ministry of Finance for Oluga Trading Enterprise (Pty) Ltd. This is a standard requirement by the Deeds Registry Office in order to enable transfer of ownership.

Should the above information not be provided by **09 May 2025**, the non-performance will be reported to Council.

As soon as the above conditions are met, the deed of sale will be finalized for signing.

List of attachments:

1. Our letter dated **17 May 2024**.
2. The company registration documents (2017/0279) indicating Helana Dula and Dennis de Wet as Directors.
3. A map indicating the location of the subject portion of land.
4. Proof of Payment of the N\$ 100 000.00 deposit by Slowtown Coffee Roasters CC (Mr Dennis de Wet).
5. Our letter dated **22 November 2018**.

For any further enquiries, please do not hesitate to contact Ms E Nakale at ☎: 064-4104217.

Yours faithfully



**Mpsa Haingura**  
**GM: CORPORATE SERVICES & HC**

en

**"ANNEXURE B"**

Emilia Nakale | Property Officer | Corporate Services &amp; Human Capital | +264 64 410 4217

**From:** Ciske Howard <[ciske@hka.com.na](mailto:ciske@hka.com.na)>**Sent:** Tuesday, 22 April 2025 09:54 AM**To:** Emilia Nakale <[enakale@swkmun.com.na](mailto:enakale@swkmun.com.na)>; Andre Plaatjie <[aplaatjie@swkmun.com.na](mailto:aplaatjie@swkmun.com.na)>**Cc:** Desmond Howard <[des@hka.com.na](mailto:des@hka.com.na)>**Subject:** Oluga Trading erf

Dear Mrs Nakale

As per the attached documentation and the email below, we have recently been appointed to act on behalf of Oluga Trading Enterprises to facilitate the successful realization of this development.

We kindly request your urgent assistance regarding the following matters:

**1. Land Parcel Clarification**

The diagram attached to this letter (Ref No: 16/1/4/2/1/5) appears to indicate that the relevant land is adjacent to Desert Breeze Guest House. However, I spoke with Ms. Stephny Bruwer on Thursday, and she confirmed that the land in question is further down the riverbanks, not the area shown.

*Please provide us with the correct diagram of this erf to ensure we are working with the correct parcel.*

**2. Proof of Appointment and Payment for Town Planning and Surveying**

- Andrew van der Westhuizen has been working on this, and we have recently appointed Herman Strydom Land Surveyors to further assist in the subdivision process.
- We have temporarily put this on hold to first confirm the correct parcel with your office.

**3. Additional Documentation**

- Formal proof of finances will be provided by the due date.
- Good standing confirmation from the Ministry of Finance for Oluga Trading is in progress; as the company is dormant, we do not anticipate any issues.

In light of the above, we kindly request a meeting with your office at your earliest convenience to discuss these matters further. We are aware that this is a sensitive and historically complex property, and we want to ensure transparency and clear communication throughout the process.

From our side, we have maintained meticulous documentation to keep all parties informed and have explicitly advised Ms. Helena Dula that all communication with the municipality and council will be coordinated through our office.

Our primary goal is to facilitate this transaction successfully and achieve the best possible outcome for all involved. We recognize that this project aims to support a previously disadvantaged woman, and we are committed to executing our mandate with the utmost sensitivity and dedication to this objective.

Please indicate a suitable time for us to meet and discuss the next steps as a matter of urgency.

Thank you for your prompt attention to this matter.

Thank you

Ciske

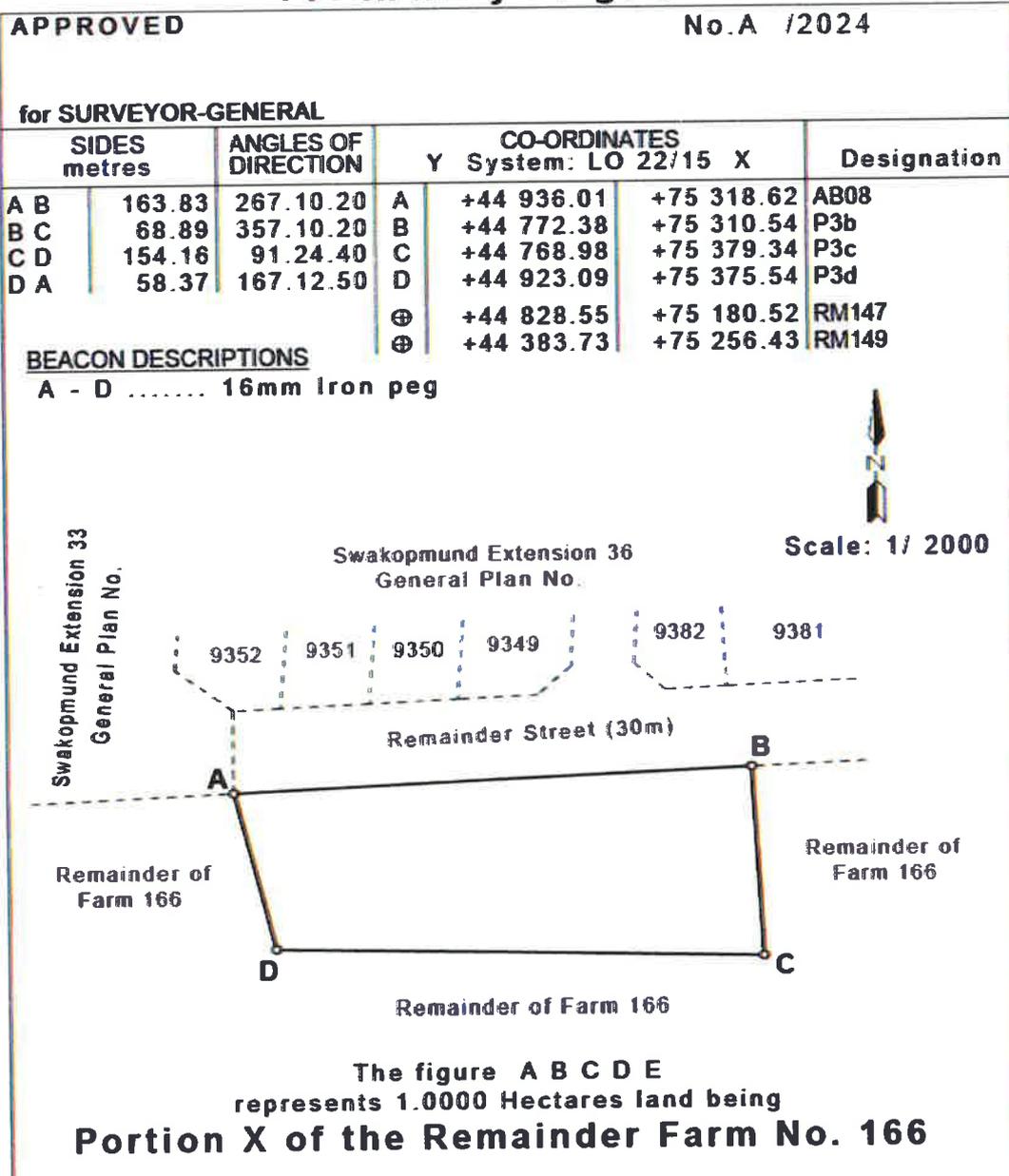
**HOWARDKROGH**

ARCHITECTS

**CISKE HOWARD +264 81 6817211**



**Preliminary Diagram**





TOWN PLANNING &amp; PROPERTIES

PO BOX 1598  
SWAKOPMUND NAMIBIA  
T2418 122 4601  
T2418 122 4601  
info@swakopmund.com

Chief Executive Officer  
Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia



8 May 2025

Dear Sir,

**APPLICATION FOR SUBDIVISION OF FARM NO. 166, SWAKOPMUND, INTO PORTION A AND REMAINDER.**

Application is herewith made to Council in terms of the Urban and Regional Planning Act, on behalf of the Oluga Enterprises (Pty) Ltd, for the Subdivision of Farm No. 166, Swakopmund, into Portion A and Remainder (Annexure C1).

**1. BACKGROUND**

Oluga Enterprises (Pty) Ltd entered into a sales agreement with Council to acquire the said Portion A. In order to effectively comply with the expected requirements communicated to the developer it is needed to perform the statutory processes to first create proposed Portion A.

The original Council resolution was taken in April 2017 but due to the fact that development will be problematic without services the project stalled. The Swakopmund Municipal Council recently resolved to service extensions 32 and 33 thus bringing services in close proximity of the area. This application is aimed at formally creating the proposed Portion A in order for the sale of the property to be concluded.

**2. LOCALITY AND SIZE**

Proposed Portion A of the Farm No. 166, Swakopmund, measures 1 ha or 10 000m<sup>2</sup> in extent and is located along Duneside Avenue on the southern boundary of Swakopmund (Annexure A). The site is located in an area that is rapidly expanding with numerous future extensions that are already planned and approved by the Local Authority. As previously mentioned, Ext 32 Swakopmund, is soon to be serviced and the Municipality will release more erven to the North and Northeast in Ext 33, etc.

**From:** Ciske Howard <ciske@hka.com.na>  
**Sent:** Thursday, 08 May 2025 04:47 PM  
**To:** Mahne Kruger <mkruger@swkmun.com.na>; Emilia Nakale <enakale@swkmun.com.na>  
**Cc:** Ndiili Gustaf <ngustaf@swkmun.com.na>; Desmond Howard <des@hka.com.na>  
**Subject:** Re: Oluga Trading erf

Good Afternoon All,

I am pleased to report and attach the proof of submission for the subdivision of the parcel of land.

Please see attached.

Please acknowledge receipt thereof and whether we could possibly schedule a meeting at your earliest convenience to discuss.

Thank you

Ciske



Property Finance Branch  
PO Box 23072  
W K H House  
7594 Jan Jonker Road  
Ausspannplatz Centre  
Windhoek  
Namibia

06 May 2025

Tel: +264 61 299 0500  
Fax: +264 61 299 0551

Municipality of Swakopmund  
PO Box 53  
Swakopmund  
Namibia

Dear Sir / Madam

**PROPOSED DEVELOPMENT PROJECT – OLUGA TRADING ENTERPRISES**

We confirm that Mr. Desmond Howard & Mrs. Ciske Smith has been associated with Bank Windhoek and possesses an extensive track record in project development with our Institution, having successfully completed numerous residential, commercial, and mixed-use development projects in both the Central and Coastal regions of Namibia.

All dealings have been on a very satisfactory basis and arrangements have always been promptly met.

Based on the information available to us, we can confirm that they have complied with all prevailing banking standards and policies as required of a client of our Institution and we have no reason to believe that the clients will undertake commitments that exceed their capabilities.

The Bank will be prepared to consider financial assistance to Mr. Howard & Mrs. Smith or their nominee, Oluga Trading Enterprises for development purposes, subject to the Bank's normal credit criteria, terms and conditions.

The information is given in strict confidence and without any responsibility, however arising, on our part. Bank Windhoek disclaims any liability for losses of any kind, including direct, indirect, or consequential losses, that may arise if any party fails to meet their obligations.

Yours sincerely,

MJ Platz  
Head, Property Finance

SPECIAL POWER OF ATTORNEY

We, the undersigned,

**OLUGA TRADING ENTERPRISE (PROPRIETARY) LIMITED**  
Company No 2017/0279

Herein represented by **DENNIS DE WET** on behalf of **EL PORTA INVESTMENTS CC AND HELENA DULA** on behalf of **FIMANEKENI INVESTMENTS CC**, they being the shareholders of the above-mentioned company and duly authorised herein

do hereby nominate, constitute and appoint

**HOWARD KROGH ARCHITECTS**

Herein represented by **DESMOND HENRY HOWARD**, being a partner, and duly authorised herein

with power of Substitution, to be my lawful Attorney and Agent in my name, place and stead, to execute any of the following documents:

1. Any document whatsoever required to be signed by the **Municipal Council of Swakopmund** and to appoint consultants for services such as land surveying and town planning amongst other specifically pertaining to the property on offer from the municipality;
2. Any document whatsoever required to be signed by **Erongo Reg** and to appoint consultants for services such as land surveying and town planning amongst other specifically pertaining to the property on offer from the municipality;
3. Any document whatsoever required to be signed by **Surveyor General** and to appoint consultants for services such as land surveying and town planning amongst other specifically pertaining to the property on offer from the municipality;
4. Any document required to be signed by any service provider or contractor or agent or purchaser or supplier or banking institution and to appoint consultants for services such as land surveying and town planning amongst other specifically pertaining to the property on offer from the municipality;

and to sign or initial any amendments or alterations of a formal nature that may have to be made in any of the above-mentioned documents and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes, as I 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 my said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these presents.

*Handwritten signature: Dennis De Wet*  
Dennis De Wet  
Lincoln Avenue

SIGNED at SWAKOPMUND this 16 day of MARCH 2025  
in the presence of the undersigned witnesses.

AS WITNESSES:

1. James dd
2. Hilman

  
DENNIS DE WET ON BEHALF OF  
EL PORTA INVESTMENTS CC

SIGNED at SWAKOPMUND this 18 day of MARCH 2025  
in the presence of the undersigned witnesses.

AS WITNESSES:

1. Ruben Awans
2. Lp Shiluma  
LINEA P

Helena  
HELENA DULA ON BEHALF OF  
FIMANEKENI INVESTMENTS CC



Secretarial Services cc

SEC DEPT SC

Private Bag 12012, Ausspansplatz, Windhoek, Namibia  
 Unit 5, Ground Floor, Ausspans Plaza, Dr Agostinho Neto Road,  
 Windhoek, Namibia  
 Tel: +264-61-429850 • Fax: +264-61-429855

23 August 2018

The Directors  
 Oluga Trading Enterprises (Pty) Ltd  
 P O Box 2860,  
 Swakopmund,  
 Namibia

BY HAND

Attention: Ms Helen Dula

Dear Madam

**OLUGA TRADING ENTERPRISES (PTY) LTD**  
**REG NO.: 2017/0279**

We refer to the above company and herewith attach the following *original company documents* as requested:

- Original signed Director's resolution dated 03/07/2018;
- Form CM29 – Register of Directors (16/07/2018);  
Form CM27 – Consent to act as director (03/07/2018) attached to the CM29;
- Original signed share transfer forms (X2) together with original cancelled share certificate 1 and letter of indemnity dated 03/07/2018;
- Original signed Share Certificates No's 2 and 3 dated 03/07/2018.

Yours faithfully  
**L and B Secretarial Services CC**

  
**S KURZ (Mrs)**  
 Company Secretarial Services

I hereby acknowledge receipt of all the documents.

SIGNATURE

DATE

**Oluga Trading Enterprise (Pty) Ltd**

Registration No

2017/0279

RESOLUTION PASSED BY THE DIRECTOR OF THE COMPANY ON 03 JULY 2018 ✓

**RESOLVED-**

**THAT** the appointment as director of **DENNIS DE WET**, be and is hereby accepted and confirmed;

**THAT** the following transfer of shares, be and is hereby accepted and confirmed:

90 ✓ (Ninety) Ordinary shares from **HELENA DULA** to **EL POTRA INVESTMENTS CC**;

10 ✓ (Ten) Ordinary shares from **HELENA DULA** to **FIMANEKENI INVESTMENT CC**.

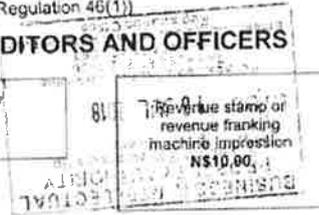
Helena

**DIRECTOR****H DULA**

REPUBLIC OF NAMIBIA  
 COMPANIES ACT 2004  
 (Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))  
**CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS**

Companies Registration Office  
 PO Box 21214  
 WINDHOEK  
 NAMIBIA

Registration Number of Company  
 2017/0279



Name and postal address of Company **OLUGA TRADING ENTERPRISE (PROPRIETARY) LIMITED**  
**P O BOX 2860, SWAKOPMUND, NAMIBIA**

Return of particulars as at **03 JULY 2018**

I, **HELENA DULA** (name of director or officer)

I declare that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed Form CM 27, the directors or officers are not disqualified under section 225.

Signed Helena

Date **03 JULY 2018**

**A. Directors**

KEY TO PERSONAL PARTICULARS REQUIRED	PERSONAL PARTICULARS																				
1. Surname	DULA																				
2. Full forenames	HELENA																				
3. Former surname and forenames	NONE																				
4. Identity number or, if not, available, date of birth	<table border="1"> <tr> <th>Year</th> <th>Month</th> <th>Day</th> <th colspan="4"></th> </tr> <tr> <td>8</td> <td>7</td> <td>0</td> <td>9</td> <td>0</td> <td>2</td> <td>0</td> <td>0</td> <td>8</td> <td>2</td> <td>5</td> <td></td> <td></td> </tr> </table>	Year	Month	Day					8	7	0	9	0	2	0	0	8	2	5		
Year	Month	Day																			
8	7	0	9	0	2	0	0	8	2	5											
(a) Date of appointment	29 MARCH 2017																				
(b) Designation	DIRECTOR																				
5. Residential address	18 SWAKOP STREET, SWAKOPMUND, NAMIBIA																				
7. Business address	15 SWAKOP STREET, SWAKOPMUND, NAMIBIA																				

REPUBLIC OF NAMIBIA

COMPANIES ACT 2004

(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))

**CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS**

Companies Registration Office  
PO Box 21214  
WINDHOEK  
NAMIBIA

Registration Number of Company

2017/0279

Revenue stamp or  
revenue franking  
machine impression  
N\$10,00

Name and postal address of Company **OLUGA TRADING ENTERPRISE (PROPRIETARY) LIMITED**

**P O BOX 2860, SWAKOPMUND, NAMIBIA**

Return of particulars as at ..... 03 JULY 2018.....

HELENA DULA

(name of director or officer)

I hereby declare that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed form CM 27, the directors or officers are not disqualified under section 225.

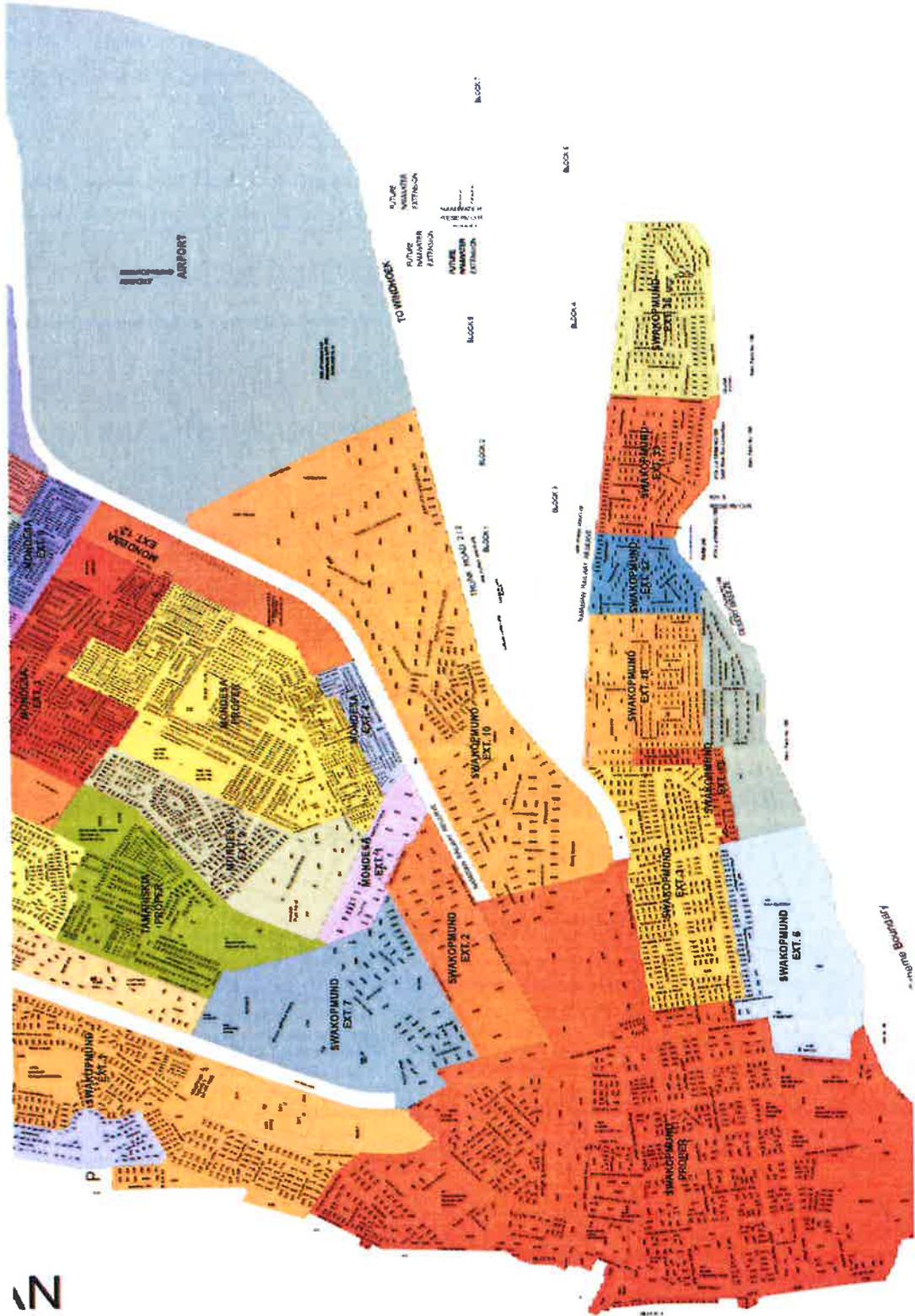
Signed Helena

Date 03 JULY 2018

**A. Directors****KEY TO PERSONAL PARTICULARS REQUIRED****PERSONAL PARTICULARS**

1. Surname	DULA										
2. Full forenames	HELENA										
3. Former surname and forenames	NONE										
4. Identity number or, if not, available, date of birth	Year	Month	Day								
	8	7	0	9	0	2	0	0	8	2	5
(a) Date of appointment	29 MARCH 2017										
(b) Designation	DIRECTOR										
6. Residential address	15 SWAKOP STREET, SWAKOPMUND, NAMIBIA										
7. Business address	15 SWAKOP STREET, SWAKOPMUND, NAMIBIA										
8. Postal address	P O BOX 2860, SWAKOPMUND, NAMIBIA										
9. Nationality (If not Namibian)	NAMIBIAN										
10. Occupation	BUSINESSWOMAN										
11. Resident in Namibia (Yes or No)	YES										
12. Nature of change in 1 to 5 above and date	NO CHANGE										

"ANNEXURE D"



11.1.11 **AUTOMATED STREET SWEEPING PILOT PROJECT**  
(C/M 2025/10/03 - 17/2/7/8)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.1** page **03** refers.

---

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

**1. Purpose**

Purpose of this submission is to seek Council's consideration and endorsement of a non-commercial, limited-duration Automated Street Sweeping Pilot Project proposed by Namibia Sweeper Services ("NamSweep"), aimed at improving urban cleanliness, enhancing public health and safety, and exploring sustainable municipal service innovations.

**2. Background**

In August 2024, Messrs NamSweep submitted their proposal for street cleaning service for an eco-friendly road sweeper trucks pilot project (Annexure "A"). Messrs NamSweep was directed to the office of the General Manager: Engineering and Planning Services (GM:EPS) as the maintenance and cleanliness of the road network is the Engineering and Planning Services Department's responsibility.

During August 2024, the GM:EPS engaged with the proponent to arrange for the demonstration of their services. It is important to mention that the demonstration of the services by Messrs NamSweep would be at their own costs. Unfortunately, the pilot project did not materialise due to logistical complications faced by Messrs NamSweep, when they tried to bring the machinery into the country.

In April 2025, Messrs NamSweep submitted a proposal (Annexure "B") and a comprehensive operational plan (Annexure "C") outlining a 3-month pilot project to demonstrate the environmental, operational, and economic benefits of automated street sweeping in the Swakopmund municipal area.

**3. Proposed Pilot Project**

**3.1. Scope**

Messrs NamSweep is proposing to clean approximately **300 km** of roads, which are in the CBD, Vineta, Kramersdorf, Ocean View, Tamariskia, and Mondesa. The pilot is proposed to be over 3 months, and the operation will be done twice weekly between the hours of 00:00 - 05:00 and 09:00 - 11:00.

**3.2. Objective**

It is the objective of this pilot project to,

- (a) **Improve Public Cleanliness:** Boost urban hygiene and Swakopmund's international image as a clean tourist destination.
- (b) **Support Safety & Health:** Reduce nighttime manual labour risks and occupational hazards.

- (c) **Preserve Employment:** Complement, not replace, manual cleaning teams. Includes staff upskilling and new job roles (operators, coordinators, mechanics).
- (d) **Test Eco-Solutions:** Pilot uses low-emission vehicles with a long-term plan to transition to electric or hydrogen-powered alternatives.

### 3.3. Pilot Phases

To obtain the objective of this pilot project, Messrs NamSweep is proposing that the project be implemented in the following phases.

- (a) **Phase 1 - Setup**
  - *Arrival and inspection of equipment*
  - *Community awareness and stakeholder briefing*
- (b) **Phase 2 - Implementation**
  - *Street sweeping and debris collection*
  - *Continuous maintenance and performance tracking*
- (c) **Phase 3 - Monitoring & Evaluation**
  - *Performance review against KPIs*
  - *Public feedback sessions and academic collaboration (e.g., with UNAM)*
  - *Final report to inform future planning*

### 3.4. Additional Benefits

Through the pilot project, Messrs NamSweep also highlights that, besides the above-mentioned factors, the pilot project will also present benefits in the sense of data collection and possibility as a case study for future planning, namely:

**Operational Efficiency:** Area cleaned/hour, uptime, maintenance

- (a) **Environmental Impact:** Reduction in dust/litter, air quality improvements
- (b) **Economic Evaluation:** Cost per km cleaned, cost-benefit analysis
- (c) **Public & Stakeholder Satisfaction:** Survey results, number of complaints
- (d) **Health & Safety:** Reduction in injuries and occupational exposure

### 3.5. Risk Mitigation

As this pilot project will be interacting with pedestrian and vehicular traffic, it is important that the risk of this project is minimized, and Messrs NamSweep are presenting the following mitigating efforts to reduce or limit the risk during the pilot exercise.

- (a) **Traffic Disruption:** Mitigated via signage, communication campaigns
- (b) **Mechanical Failure:** On-call mechanic, daily inspections
- (c) **Public Confusion:** Public engagement via radio, print, and digital media
- (d) **Environmental Concerns:** All operations comply with emissions and waste management standards

**3.6. Financial Implications**

There are **no financial obligations** for Council during the pilot phase. NamSweep will bear all costs related to equipment, staffing, operations, and monitoring.

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

**RECOMMENDED:**

- (a) **That Council endorses the implementation of the proposed 3-month pilot project by Namibia Sweeper Services.**
  - (b) **That the General Manager: Engineering and Planning coordinate pilot activities with Namibia Sweeper Services.**
  - (c) **That a baseline study be conducted to determine the condition of the streets before the commencement of the pilot project by means of pre- and post-photos to demonstrate the effectiveness of the project.**
  - (d) **That Namibia Sweeper Services submit a detailed report upon conclusion of the pilot, including operational, environmental, and economic findings, along with recommendations for scaling to the General Manager: Engineering and Planning Services.**
-



Ms. Lydia Mutenda  
Swakopmund Municipality  
C/o of Daniel Kamho Ave, Rakotoka  
P.O. Box 53  
SWAKOPMUND

09 August 2024

Dear Ms. Mutenda

**PROPOSAL FOR STREET CLEANING SERVICES: PILOT PROJECT ECO-FRIENDLY ROAD SWEEPER TRUCKS**

I acknowledge receipt of your letter regarding my email sent on 03 August 2024.

Kindly, to clarify, we are interested in providing street cleaning services for the Swakopmund municipality using our eco-friendly road sweeper trucks. We understand that all required services go through the tender process, and we fully respect this procedure.

As part of our efforts, our team had a meeting on 23rd July 2024 with Mr. Kationdoruzu, Mr. Mwanangombe, and Ms. Neshuku to discuss our proposal. They are familiar with our proposed methods and can brief the municipality internally.

Our goal is to demonstrate how our road sweeper trucks work, explain their benefits, and explore the possibility of starting a pilot project. This could help the municipality make an informed decision when the service goes to tender.

Please let us know if this is something we can arrange and how to proceed. I would be happy to discuss this further at your convenience.

Yours sincerely,

**Lucius Muyektha**  
Managing Director: Namibia Sweeper Services

- ☎ +264 81 162 0083
- 🌐 [Lucius@namsweep.com.na](mailto:Lucius@namsweep.com.na)
- 📍 Maerua Tower 3rd Floor, Windhoek



Namibia Sweepers Services  
7 Hugo Hahn Street  
P.O. BOX 91591  
Klein Windhoek  
Windhoek, Namibia

Date: 14 April 2025

The Chief Executive Officer  
Municipality of Swakopmund  
Corner of Rakotoka Street & Daniel Kamho Avenue  
Swakopmund, Namibia

Dear Mr. A. Benjamin

RE: PROJECT SUMMARY FOR COUNCIL CONSIDERATION - AUTOMATED STREET SWEEPING PILOT PROJECT

SUBMITTED BY: NAMIBIA SWEEPERS SERVICES

### 1. Executive Summary

Namibia Sweeper Services respectfully submits this project summary for consideration by Council regarding the proposed implementation of a limited-duration, automated street sweeping pilot within the jurisdiction of the Swakopmund. The undertaking seeks to demonstrate, on a non-commercial and non-binding basis, the operational efficacy, environmental advantages, and occupational health benefits of utilizing mechanical street sweeper vehicles in high-density traffic corridors — primarily during nocturnal hours when manual operations pose elevated safety risks.

### 2. Human-Centered Technological Integration

The conceptual underpinning of this pilot is premised not on replacement, but on harmonious integration. Manual street cleaners shall continue to serve an indispensable role within residential precincts and other low-traffic zones during daytime hours, where automated interventions may be neither efficient nor necessary. This initiative instead proposes a dual-model approach:

- Manual operatives form the Day Crew
- Automated sweeper vehicles operate as the Night Crew

Such coordination is designed to augment municipal service delivery through shared responsibility and strategic deployment.

### 3. Preservation of Employment and Workforce Transition

Contrary to the perception that automatization displaces labour, this project is designed to support the creation of dignified employment opportunities in emerging urban maintenance roles, including:

- Equipment operators for night shifts
- Mechanical support and maintenance personnel
- Route and safety coordination staff
- Operational data collection and logistics roles

Namibia Sweeper Services is committed to facilitating reskilling and upskilling programmes, in collaboration with the Municipality, to ensure that existing personnel and unemployed residents are equipped to participate meaningfully in the transition towards modernized service models.

#### 4. Environmental Commitment and Technological Transition

Whilst the long-term service framework of Namibia Sweeper Services envisages the deployment of fully-electric or green hydrogen-powered street sweepers in alignment with national sustainability objectives, the pilot initiative shall, for reasons of current availability and operational expedience, be undertaken utilizing a petrol/diesel-powered unit. This unit shall conform to internationally recognized environmental standards (e.g., Euro 5/6), and is intended solely to facilitate the practical evaluation of automated service performance within the Swakopmund context. The pilot serves as a precursor to a phased transition to low- and zero-emission alternatives.

#### 5. Swakopmund as a Strategic Tourism Destination

Swakopmund is not only a municipal jurisdiction but a renowned national and international tourist destination. Clean, vibrant, and safe public spaces directly influence visitor satisfaction and the town's global reputation. Through improved street cleanliness, aesthetic appeal, and modern infrastructure, this pilot positions Swakopmund as a world-class coastal city that is progressive, environmentally responsible, and visitor-ready at all times.

By enhancing street hygiene standards, the project reinforces Swakopmund's brand as a clean, well-managed, and attractive destination for investment, events, and eco-tourism.

#### 6. More Than Just a Sweeping Company

Namibia Sweeper Services is not merely a provider of equipment—we are a strategic municipal partner. We bring:

- **More Value:** Proactive maintenance, data-driven reporting, and emergency readiness.
- **More Capability:** The ability to scale operations, adapt to urban challenges, and deliver measurable environmental outcomes.
- **More Vision:** A commitment to transforming Namibia's approach to public hygiene and urban infrastructure, responsibly and inclusively.

We are a catalyst for cleaner, smarter cities.

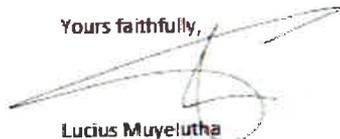
#### 7. Procurement Integrity and Financial Terms

Namibia Sweeper Services wishes to affirm that the pilot project shall be conducted pro bono, and that no financial remuneration, exclusivity, or procurement preference is sought.

The demonstration shall serve solely as a proof of concept, the outcomes of which may inform future service planning. Any future engagements, commercial or otherwise, shall be pursued strictly in accordance with the Public Procurement Act, 2015 (Act No. 15 of 2015) and relevant internal municipal protocols.

Should Council require any additional documentation, briefing, or presentation in support of this submission, Sweeper Services Namibia stands ready to assist.

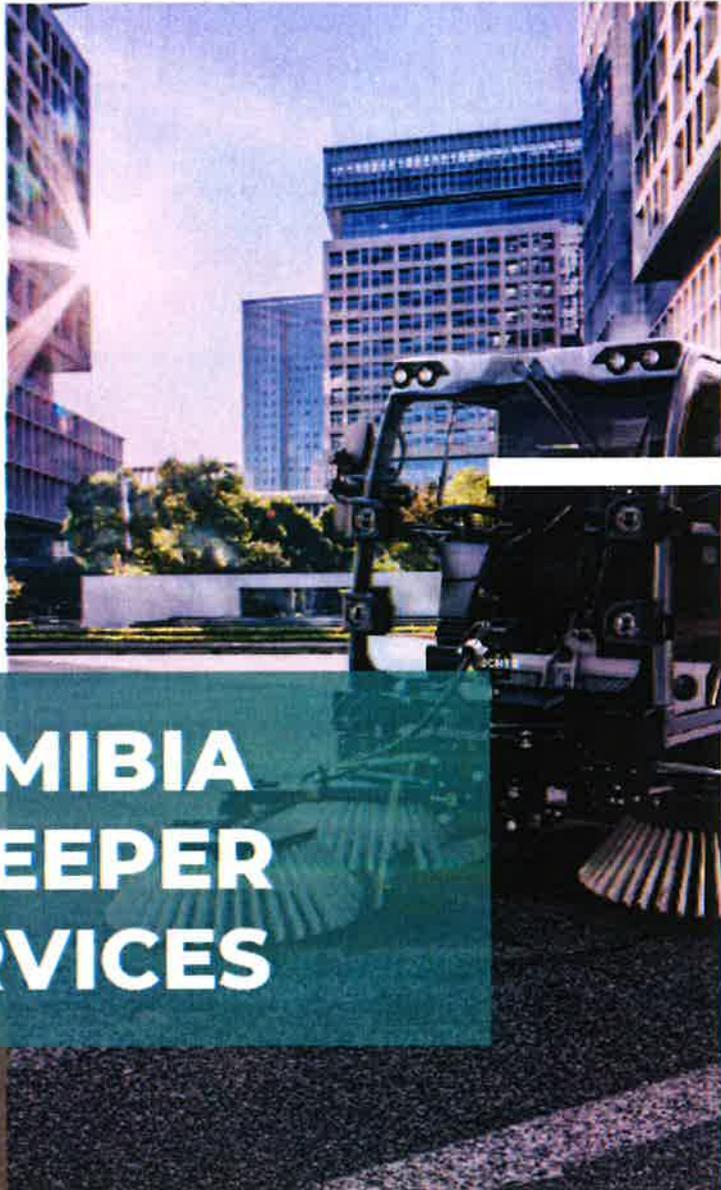
Yours faithfully,



**Lucius Muyelutha**  
Managing Director | Namibia Sweepers Services

PILOT PROJECT PLAN

Annexure A



# NAMIBIA SWEEPER SERVICES



Pilot Plan Official Handover to the  
Municipality of Swakopmund by Namibia  
Sweeper Services Effective Date: 01 May  
2025

# CONTENTS

<b>Executive Summary</b>	<b>1</b>
<b>Goals and Objectives</b>	<b>2</b>
<b>Key Performance Indicators (KPIs)</b>	<b>2</b>
<b>Project Phases</b>	<b>3</b>
Phase 1: Preparation and Initial Setup	3
Phase 2: Pilot Implementation	4
Phase 3: Evaluation and Recommendation	5
<b>Operational Considerations and Risk Management</b>	<b>6</b>
Traffic and Safety	6
Equipment and Logistics	6
Community Communications	6
Staff and Environment	6
<b>Financial Summary</b>	<b>7</b>
<b>Key Performance Indicators</b>	<b>8</b>
<b>Conclusion and Next Steps</b>	<b>8</b>
<b>Agreement and Signature</b>	<b>9</b>





## EXECUTIVE SUMMARY

Namibia Sweeper Services is proud to present this comprehensive pilot programme to the Municipality of Swakopmund for the implementation of automated Street Sweeping Pilot Project. This pilot is designed to demonstrate the efficiency, environmental benefits, and cost-effectiveness of using our advanced technology and automated street sweeper vehicles to maintain urban cleanliness. The initiative aligns with the Municipality's goals for sustainability, reducing pollution, and enhancing the overall quality of life for its residents and visitors.

The pilot will cover approximately **300 kilometers of roads** across Swakopmund, with cleaning operations conducted **once or twice per week** for a period of **3 months**. Our sweepers are cutting-edge, low-emission vehicles that offer a cleaner, quieter, and more cost-effective solution - working alongside existing cleaning efforts to strengthen overall service delivery and support a more sustainable integrated approach to urban maintenance.

The main objectives of this pilot include:

**Assessing Operation feasibility:** Determine the efficiency and practicality of deploying automated street sweeping in Swakopmund and demonstrating that automated mechanized street sweepers can clean large urban areas more efficiently, with reduced time and cost, by complementing to conventional methods.

**Measuring Cleaning Performance and effectiveness:** Assess how effectively the mechanised street sweepers remove dust, sand, and litter while complementing to manual sweeping.

**Economic & Cost Evaluation:** Assess long-term financial implications for the Municipality.

This pilot program will provide Municipality of Swakopmund with valuable data on the operational and environmental benefits of automated street sweepers and set the foundation for a potential long-term partnership. Our team is committed to providing comprehensive reports throughout the pilot phase, ensuring full transparency on progress, key performance indicators (KPIs), and the impact of this innovative street cleaning technology.

At the conclusion of the pilot, we will submit a detailed evaluation that includes:

- Operational results
- Cost savings analysis
- Public feedback
- Environmental impact data
- Occupational Hazards

The data gathered will demonstrate the long-term value of transitioning to eco-friendly urban maintenance solutions. Namibia Sweeper Services is confident that this project will lead to a significant improvement in urban cleanliness and sustainability for Swakopmund. We are eager to partner with the municipality on this forward-thinking initiative and look forward to working together to achieve a cleaner, greener future for the city.

# GOALS AND OBJECTIVES

# 02

**Operational:** To demonstrate the efficiency of mechanized street sweepers in cleaning 300 km of Swakopmund's streets.

**Environmental:** To reduce pollution, emissions and improve the town's aesthetics.

**Economic:** To showcase cost savings and long-term financial implications for the Municipality.

## KEY PERFORMANCE INDICATORS (KPIs)

KPI Category	Target	KPIs	Measuring Method
<b>Operational KPIs</b>	Measure overall efficiency of the sweeper trucks	<ul style="list-style-type: none"> <li>- Time to complete cleaning specific area</li> <li>- Area covered per hour</li> <li>- Fuel/electricity consumption per area cleaned.</li> </ul>	Track duration, energy consumption via vehicle tracking and reporting systems
<b>Environmental Impact</b>	Demonstrate environmental benefits of automated sweepers	<ul style="list-style-type: none"> <li>- Reduction in dust/particulate matter</li> <li>- Amount of waste collected</li> </ul>	Use air quality monitors and vehicle data for air quality; track waste collection
<b>Cost Efficiency</b>	Assess cost-effectiveness of automated sweepers	<ul style="list-style-type: none"> <li>- Cost per km cleaned</li> <li>- Maintenance costs</li> </ul>	Track all operational costs, including fuel, maintenance
<b>Stakeholder Satisfaction</b>	Ensure stakeholder satisfaction	<ul style="list-style-type: none"> <li>- Stakeholder satisfaction score</li> <li>- Number of complaints/issues raised</li> </ul>	Conduct surveys at intervals; track complaints through communication channels
<b>Performance of Sweeper Trucks</b>	Ensure optimal truck performance	<ul style="list-style-type: none"> <li>- Number of breakdowns/repairs</li> <li>- Operational uptime</li> </ul>	Track downtime and maintenance logs, calculate uptime
<b>Health &amp; Safety Metrics</b>	Assess improvement in health and safety for workers	<ul style="list-style-type: none"> <li>- Reduction in workplace injuries</li> <li>- Reduction in occupational health issues</li> </ul>	Track injury reports and health assessments pre- and post-pilot
<b>Public Impact</b>	Ensure improvement in urban cleanliness	<ul style="list-style-type: none"> <li>- Public cleanliness ratings</li> <li>- Litter reduction</li> </ul>	Use visual assessments and public surveys for cleanliness feedback



## Research Study on Current Street Cleaning Operations

**Objective:** Collaborate with the municipality to explore more ways to enhance health, safety and overall well-being of street cleaning personnel through observational study during the pilot.

### Activities:

- Working alongside the University of Namibia to gain better understanding of the day-to-day experiences of manual street cleaners.
- Observe routine tasks to identify areas where comfort, safety, or efficiency could be supported through thoughtful innovation.
- Collect supportive data that can help inform future decisions on how automated and manual approaches can complement each other for the benefit of the workforce and the community.

**Outcome:** A collaborative, insights-based report developed with academic partners, offering suggestions

## Staffing, Recruitment and Training

### Staffing Needs:

**Operations Team:** Operators (two) for the mechanical broom and vacuum sweeper truck

**Support Staff:** Security personnel (1 for nighttime shifts), traffic management (1 coordinator)

**Maintenance Crew:** On-call mechanic (1 Mechanic)

**Communications Team:** Responsible for public awareness, media outreach, and community engagement.

### Recruitment Process

Advertise positions locally and screen applicants based on qualifications and experience.

### Training:

Conduct **training programmes** for current manual cleaner & unemployed youth focusing on **equipment operation, safety protocols**, and communication practices prior to operations.

Provide **health and safety training**, including PPE usage, with a focus on minimizing physical strain.

**Outcome:** A fully staffed, well-trained team prepared to implement sweeping operations safely and efficiently.

## PHASE 2: SWEEPING OPERATIONS IMPLEMENTATION

04

TIMELINE: 21 JULY 2025 – 30 SEPTEMBER 2025 (LOGISTICS AND PROCUREMENT READINESS)



### Equipment Procurement and Arrival

**Objective:** Ensure timely arrival and setup of the mechanical broom and vacuum sweeper vehicle.

**Activities:**

- Coordinate with procurement to confirm delivery dates.
- Schedule an equipment inspection and pre-operational check.

**Outcome:** Sweeper trucks ready for operation as per schedule.



### Sweeping Operations Schedule

**Areas Covered:**

- Central Business District (including parking lots)
- Vlneta, Krammersdorf, Ocean View neighborhoods.
- Main streets of Tamariskia and Mondesa Townships.

**Sweeping Frequency and Hours:**

- Twice per week, from 00:00 am – 5:00 am, and again from 09:00 am – 11:00 am.

**Security and Traffic Coordination:**

- Security personnel will accompany the 00:00 am crew to ensure safety.
- Traffic coordinators will place mobile road signage in targeted areas, informing motorists of restricted parking during sweeping hours.

**Communication:**

- Publish sweeping times in local media and social platforms.
- Conduct public awareness campaigns to familiarize residents with sweeping schedule and parking restrictions.



### Equipment and Waste Management

**Equipment:**

- Mechanical broom and vacuum sweeper truck for thorough cleaning of the streets and debris collection.
- Power brooms for confined spaces the sweeper cannot reach.

**Debris Disposal:**

- Debris will be transported to the local waste management partner for proper disposal.

**Equipment Maintenance:**

- Daily equipment inspections and weekly maintenance routines will be scheduled to ensure uninterrupted operations.

**Outcome:** Efficient, reliable, and regular street sweeping in designated areas, with waste handled responsibly.



## Performance Monitoring

### Metrics Tracked

- Area covered per hour, amount of waste collected, type of waste collected, frequency of operations per area.
- Incidents reports, if any (breakdowns, delays, etc.)

### Data Collection

- Use GPS tracking on truck for route and timing data.
- Record the volume of debris collected per shift and report maintenance needs.

### Staff Feedback

- Conduct weekly debriefs with operators and support staff to capture on-ground insights and suggestions for process improvement.

## Community Feedback and Engagement

- Conduct surveys and interviews with local residents and businesses to gather feedback on the project's impact and perceived improvements in street cleanliness.
- Host a public feedback session at the project's end to promote community engagement and gather insights for long-term project adoption.

## Final Reporting and Recommendations

### Data Analysis

- Compile and analyze data from performance monitoring and community feedback.

### Report Preparation

- Prepare a final report highlighting operational effectiveness, environmental impact, and community response.

### Recommendations for Scaling

- Based on finding, make recommendations for expanding the project countrywide to additional municipalities.

## OPERATIONAL CONSIDERATIONS AND RISK MITIGATION

# 06

### Traffic and Safety

- Implement clear signage and public communication to prevent accidents and ensure smooth operations.
- Coordinate with local authorities to manage traffic during sweeping hours, especially in high-traffic zones.

### Equipment Maintenance

**Sweeper Trucks:** One industrial-grade sweeper trucks equipped with advanced dust suppression systems.

**Support Vehicles:** One utility vehicle for on-site support and minor maintenance needs.

**Maintenance Tools:** Comprehensive toolkits and spare parts to address common mechanical issues.

### Risk Management

- Ensure regular maintenance to avoid equipment breakdowns that could disrupt schedules.
- Maintain an on-call mechanic for immediate support in case of mechanical issues.
- Comprehensive toolkits and spare parts to address common mechanical issues.
- Use GPS and telematics to track truck locations and adjust routes dynamically.

### Community Communication

**Notification of operation:** Radio and newspaper notifications

- When work will be done
- Where work will be done
- Pre-sweeping measures

### Risk Management

- Conduct consistent awareness campaigns to educate the public on project benefits, schedules, and road usage during sweeping times.
- Routine maintenance checks before and after shifts.
- Set up a hotline or contact point for residents to provide feedback or report concerns.
- Adapt schedules to accommodate traffic, road closures, or adverse weather.

### Staffing and Environmental Compliance

**Training Programs:** Comprehensive training for operator on vehicle handling, safety protocols, and emergency procedures.

**Safety Gear:** High-visibility clothing and personal protective equipment (PPE) for staff will be provided.

**Cleaning Materials:** Environmentally friendly cleaning agents and lubricants for vehicle maintenance.

### Risk Management

- Partner with local waste management organization to ensure all collected debris is disposed of according to environmental regulations.
- Ensure sweeper trucks meet emission standards and are serviced regularly to minimize environmental impact.
- Environmentally friendly cleaning agents and lubricants for vehicle maintenance.



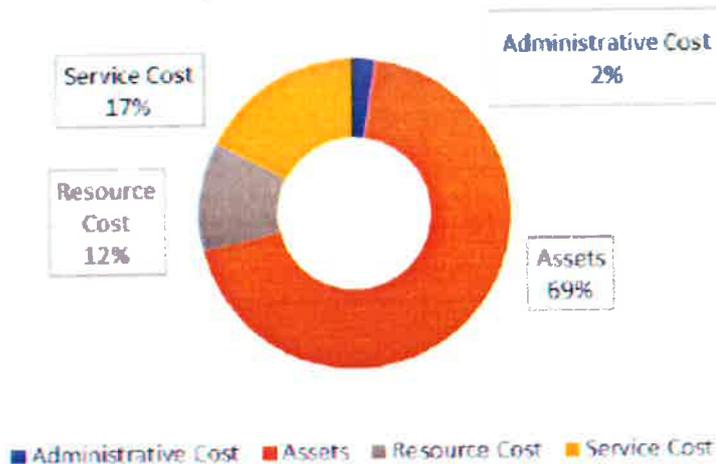
### Funding

Namibia Sweepers Services has acquired funding to successfully launch and manage its eco-friendly street sweeping project and set the foundation for long-term operations. The financial plan outlines the specific use of funds, projections for revenue growth, and an anticipated break-even timeline.

The pilot will cost require significant funding to cover the costs of purchasing equipment, operational expenses, and research activities. This funding will be crucial in executing the pilot project and preparing for the expansion into other regions, ensuring the long-term sustainability of the business.

### Financial Accountability

#### Namsweep Pilot Financial Breakdown





**Agreement**

By signing below, the parties agree to the implementation of the Automated Street Sweeping Pilot Program as outlined in this document, which forms an annexure to the Memorandum of Understanding (MOU). The parties commit to the successful execution of the pilot and agree to cooperate fully in achieving the objectives stated.

**For Namibia Sweeper Services**

Signed by:

**Name: Lucius Muyelutha**  
**Managing Director**

Signature: \_\_\_\_\_

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

**For Municipality of Swakopmund**

Signed by:

**Name: Clarence McClune**  
**General Manager: Engineering and Planning**

Signature: \_\_\_\_\_

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

**For Witness (if applicable)**

Signed by:

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

Signature: \_\_\_\_\_

## SUCCESS METRICS, KEY PERFORMANCE INDICATORS & NEXT STEPS

08

### Operational Efficiency

Track the area covered and debris collected per shift to measure productivity.

### Community Satisfaction

Gauge resident and business satisfaction through surveys and feedback sessions.

### Environmental Impact

Monitor reductions in dust, particulate matter, and visual cleanliness of the streets.

### Cost Savings

Document cost reductions achieved through automation.

### Conclusion and Next Steps

With meticulous planning, community engagement, and adherence to safety and environmental standards, this pilot project in Swakopmund has the potential to showcase the benefits of automated street sweeping. The outcomes and lessons from this pilot will guide decisions for broader implementation, helping transform urban cleanliness while ensuring environmental sustainability.



11.1.12 **REQUEST FOR TEAM FLIPPY TO SET UP A POP-UP COFFEE STAND AT THE WEEKLY PARK RUN EVENT**  
(C/M 2025/10/03 - 15/1/3/1)

**Ordinary Management Committee Meeting of 11 September 2025**,  
Addendum **8.2** page **20** refers.

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

**1. INTRODUCTION**

This submission seeks Council's approval of a proposal submitted by Mr. Phillip Seidler, a local entrepreneurial team, seeking permission to set up a pop-up coffee stand at the weekly Swakopmund Park Run event. The request **attached** outlines their intention to provide coffee and light refreshments to runners and spectators each Saturday morning for the duration of the event.

**2. BACKGROUND**

A formal request was received from Mr Phillip Seidler on 03 April 2025, addressed to the Chief Executive Officer, seeking permission to operate a temporary coffee stand for a trial period at the Swakopmund Parkrun venue. The Park Run event takes place every Saturday morning and attracts a consistent number of local and visiting participants, making it an ideal platform for community-based value addition. As per the letter, Mr Seidler proposes the following:

- *The setup would consist of a gazebo and a bench, placed at a suitable location near the Park Run route.*
- *Operating hours are proposed for three (3) hours every Saturday morning, to accommodate runners and spectators before and after the event.*
- *A request is made for the trial period to continue until the end of December 2025, at no charge.*
- *Should the concept be well-received, Mr. Seidler undertakes to submit a formal proposal for continued operations, including payment of a minimal annual rental fee in advance.*

Mr. Seidler has committed to ensuring that the site will be cleaned and maintained after each event and will coordinate with the official Park Run organizers once Council approval is secured.

**3. DISCUSSION**

The proposal aligns strongly with **Council's Green City Pillar**, which promotes the creation, enhancement, and activation of urban green spaces for the health, well-being, and enjoyment of residents and visitors alike. By integrating small-scale, community-driven entrepreneurial initiatives such as the proposed coffee stand, Council reinforces its commitment to making public spaces more lively, accessible, and people-oriented. The presence of light refreshments at recreational gatherings like Park Run enhances the user experience, encourages greater public participation in health-focused activities, and fosters a sense of community.

Furthermore, the proposal supports the objectives outlined in the **Swakopmund Beach Access Plan**, particularly those aimed at increasing the usability and vibrancy of beach and park-adjacent zones through low-impact, community-friendly activations. The provision of temporary amenities like mobile coffee services enhances the utility of the space without compromising its openness or environmental integrity.

Importantly, the proposed setup remains in compliance with the **Swakopmund Beach, Parks, and Jetty Regulations**, which govern the appropriate use of public recreational areas. The plan's reliance on non-permanent structures (e.g., a gazebo and bench), clear waste management responsibilities, and limited operational hours demonstrates a conscious effort by the applicants to align with existing policy requirements, ensuring responsible and sustainable use of the space.

In order for facilitation of such an initiative and in efforts to maintain transparency, Council can opt to approve the utilisation of public land for **free** for a period of 6 months this could however create a precedence for such request in future or alternatively impose the standard fee as per the gazetted rate for the leasing of public open spaces at a daily fee of (N\$270.77 X 4 weeks per month equating to) **N\$1,083.08** per month, VAT included.

In addition to Council's approval, the following conditions should apply:

- That Mr Seidler adheres to **Council's regulations** regarding the use of public spaces;
- That the area be **left clean** and all refuse removed after each event;
- That no **permanent structure** be erected—only temporary, non-intrusive setups (e.g., gazebo and bench);
- That operations be **limited to Saturdays** during Park Run hours (maximum three hours);
- That Mr Seidler **formally engages** with Parkrun organizers upon approval.

#### **4. CONCLUSION:**

The request from Mr. Seidler presents an innovative, community-driven initiative that complements the spirit of the Swakopmund Park Run while promoting small business development. By offering a convenient and welcoming refreshment point, the pop-up coffee stand has the potential to enhance the overall experience for both locals and visitors. Council has an opportunity to assess its value and impact with minimal risk or cost. Approval of this initiative would further demonstrate Council's commitment to supporting local entrepreneurship, enhancing public spaces, and reinforcing Swakopmund's position as a dynamic and inclusive destination.

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

##### **RECOMMENDED:**

- (a) **That Council approves the request by Mr Seidler to set up a pop-up coffee stand during the weekly Park Run events as a trial initiative, in accordance with the conditions.**
  - (b) **That Council charge a levy as per Council's fees structure for a period of 6 Months as per the gazetted rate for the leasing of public open spaces at a daily fee of (N\$270.77 X 4 weeks per month equating to) N\$1,083.08 per month, VAT included.**
  - (c) **That the following conditions apply on approval:**
    - **That Mr. Seidler adheres to Council's regulations regarding the use of public spaces;**
    - **That the area be left clean and all refuse removed after each event;**
    - **That no permanent structure be erected, only temporary, non-intrusive setups (e.g., gazebo and bench);**
    - **That operations be limited to Saturdays during Park Run hours (maximum three hours);**
    - **That Mr Seidler formally engages with Park Run organisers upon approval.**
-

11.1.13 **RE-NAMING OF AUKAS STREET TO CHIEF CHRISTIAN ZERAEUA STREET**  
(C/M 2025/10/03 - 17/1/4/1/6)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.3** page **22** 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 following names and matters as per the recommendation of the Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee meetings dated 9<sup>th</sup> July 2025.

**2. Introduction and Background**

The minutes of the Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee meeting held on the 9<sup>th</sup> of July 2025, were confirmed in the meeting of the 17<sup>th</sup> July 2025. The minutes are attached herewith.

**3. Discussion Points**

The Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee considered the following item for Council's approval:

**3.1 Application For the Re-Naming of Aukas Street to Chief Christian Eerike Zeraeua (11/1/4/28, (16/1/4/1/5)**

The Management Committee, in their meeting of the 17<sup>th</sup> October 2024, took note and deliberated on the presentation by the Senior Traditional Councillor of the Zeraeua Royal Traditional Authority regarding the renaming of Aukas Street to Chief Christian Eerike Zeraeua Street. The Management Committee then recommended that the request be referred to the Naming of Street, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee for consideration and subsequent recommendation to the Management Committee.

Considering the above, members indicated that the matter is long overdue and voted to have Aukas Street renamed to Chief Christian Eerike Zeraeua Street unanimously.

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

**RECOMMENDED:**

- (a) That Council approves the renaming of Aukas Street to Chief Christian Eerike Zeraeua Street.**
- (b) That due to space limitations, the street be named "*Christian Zeraeua Street*".**

## MINUTES

of a meeting held by the **Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund** in the Management Committee Room, Municipal Office Building, Swakopmund on Wednesday, **9<sup>th</sup> July 2025 at 18:00**

### **PRESENT:**

Cllr B !Goraseb	:	Mayor
Mrs E Manga	:	Naming Advisory Committee Member
Mrs T Musheko	:	Naming Advisory Committee Member
Ms K Gareses	:	Naming Advisory Committee Member
Mr J Heita	:	Town Planning Division
Mrs. R Set	:	Town Planning Division
Ms H Kevanhu	:	Town Planning Division

### **APOLOGIES**

Cllr W O Groenewald	:	Naming Advisory Committee Member (with apology)
Cllr M Henrichsen	:	Naming Advisory Committee Member (without apology)
Cllr C W Goldbeck	:	Naming Advisory Committee Member (without apology)
Cllr P N Shimhanda	:	Naming Advisory Committee Member (without apology)
Mr G Gunrab	:	Naming Advisory Committee Member (without apology)
Mr. K Ngwena	:	Naming Advisory Committee Member (without apology)

### **1. OPENING**

Cllr B !Goraseb chaired the meeting and started by welcoming everyone present at the meeting

The committee postponed the meeting room for a period of 30 minutes as prescribed by the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee guidelines. The members present then formed the quorum.

### **2. ANNOUNCEMENTS**

None

### **3. DECLARATION OF INTEREST**

None

**4. CONFIRMATION OF MINUTES**

Proposed by: Mrs E Manga and seconded by Mrs T Musheko. The minutes of the 6<sup>th</sup> March 2024 were confirmed to be a true reflection of the said meeting.

**5. DISCUSSION POINTS**

**5.1 APPLICATION FOR THE RE-NAMING OF AUKAS STREET TO CHIEF CHRISTIAN EERIKE ZERAEUA (11/1/4/28, (16/1/4/1/5)**

The Management Committee in their meeting of the 17<sup>th</sup> October 2024 took note and deliberated on the presentation by the Senior Traditional Councillor of the Zeraeua Royal Traditional Authority regarding the renaming of Aukas Street to Chief Christian Eerike Zeraeua Street. The Management Committee then recommended that the request be referred to the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee for consideration and subsequent recommendation to the Management Committee.

Considering the above, members indicated that the matter is long overdue and pointed to the letter from the Zeraeua Royal Traditional Authority dated 05 May 2025. Cllr B IGoraseb as the chairperson read out both the letter from the Zeraeua Royal Traditional Authority and the comments from Cllr W O Groenewald who could not attend but provided his input about the renaming of Aukas Street. The comments from Cllr W O Groenewald are as follows:

1. *All the streets leading out of Swakopmund at Kramersdorf have a theme of all the old rail stations starting from Swakopmund up to Aukas in its consecutive order. Renaming of Aukas will therefore disturb this theme.*
2. *Council has already renamed Riverside Ave to Kuima Riruako Ave in honour of the genocide memorial.*
3. *The late Chief Zeraeua never resided in Swakopmund.*
4. *This cemetery was also the general burial site of all other cultures including those who died during the Spanish flu from 1918 to 1920.*

The chairperson then placed a motion to the members to provide their comments on the support or lack thereof in renaming the street. As a result, the committee members voted to have Aukas street renamed to Chief Christian Eerike Zeraeua Street unanimously.

**RECOMMENDATION:**

- **That the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund approved the request to rename Aukas Street to Chief Christian Eerike Zeraeua Street.**

11.1.14 **NAMING OF THE MONDESA SPORTS FIELD**  
(C/M 2025/10/03 - 17/1/4/1/6)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.4** page **25** 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 naming of the Mondesa Sport field as per the recommendation of the Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee meetings dated 17<sup>th</sup> July 2025.

**2. Introduction and Background**

The minutes of the Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee meeting held on the 17<sup>th</sup> of July 2025, were confirmed in the meeting of the 6<sup>th</sup> August 2025. The minutes are attached herewith.

**3. Discussion Points**

The Naming of Streets, Public Places, Natural Area, and Council-owned Buildings/Facilities Advisory Committee considered the following item for Council's approval:

**3.1 Application For the Naming of the Mondesa Sports Field**

An application to name the Mondesa Sports Stadium, dated 30 June 2025, was received from Christof Maletsky. The proposed name for the stadium is Paul Dansie /Gâseb. The applicant has indicated that the late Mr /Gâseb became synonymous with Mondesa when the Swakopmund Municipality called for proposals on the naming of the suburb in 1978.

Mr /Gâseb was the eventual winner when he named the suburb Mondesa, which derived "mund" from the Swakop river mouth; however, he changed it to "mond" in Afrikaans and rounded it off to Mond-esa, which is Mondesa. The name Mondesa came about years after the forceful removal of blacks from the old location in the 1950s. It, therefore, gave a collective identity to the black community in the suburb and now serves to reinforce a sense of belonging to those who grew up there and went on to achieve great things in life. In addition, it was indicated that Mr /Gâseb stood out as one of the social activists of the time and a bright mind as well as a soccer star coming from the lineage of the /Gâseb brothers.

The committee members indicated that Council, at its meeting held on 26<sup>th</sup> July 2018, under Item No. 11.1.8, resolved that a street name be allocated to Mr. Daniel Dansie /Gâseb, who is the same person as Mr. Paul Dansie /Gâseb. This allocation was made for a street in Swakopmund Extension 36. This area is commonly known as "Kramersdorf".

It was then concluded to name the Mondesa sports field after Mr Paul Dansie /Gâseb and the recall the Council decision of the 26<sup>th</sup> July 2018 under Item No. 11.1.8.

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

**RECOMMENDED:**

- (a) That Council approves the request to name the Mondesa Sport field after "Paul Dansie /Gâseb".
  - (b) That Council repeals its decision of 26 July 2018 to name a street in Swakopmund, Extension 36, after Mr. Daniel Dansie /Gâseb, since he is the same person referred to as Mr. Paul Dansie /Gâseb.
-

# **MINUTES**

of a meeting held by the **Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund** in the Management Committee Room, Municipal Office Building, Swakopmund on Thursday, **17<sup>th</sup> July 2025** at **18:00**.

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## **PRESENT:**

Cllr W O Groenewald	:	Naming Advisory Committee Member
Cllr C W Goldbeck	:	Naming Advisory Committee Member
Mrs E Manga	:	Naming Advisory Committee Member
Mr G Gurrab	:	Naming Advisory Committee Member
Ms K Garises	:	Naming Advisory Committee Member
Mr J Heita	:	Town Planning Division
Mrs. J Angolo	:	Town Planning Division
Ms H Kevanhu	:	Town Planning Division

## **APOLOGIES**

Cllr B (Goraseb	:	Mayor (with apology)
Cllr M Henrichsen	:	Naming Advisory Committee Member (with apology)
Mrs T Musheko	:	Naming Advisory Committee Member (with apology)
Cllr P N Shimhanda	:	Naming Advisory Committee Member (without apology)
Mr. K Ngwena	:	Naming Advisory Committee Member (without apology)

## **1. OPENING**

Cllr W O Groenewald chaired the meeting and started by welcoming everyone present at the meeting.

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## **2. ANNOUNCEMENTS**

None

## **3. DECLARATION OF INTEREST**

None

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## **4. CONFIRMATION OF MINUTES**

The minutes were confirmed with an amendment to shorten the name of the proposed street from Chief Christian Eerike Zeraeua Street to Chief Christian Zeraeua Street to make it easier and user friendly by the public and inhabitants of the area.

Proposed by: Mrs E Manga and seconded by Ms K Gareses. The minutes of the 9<sup>th</sup> July 2024 were confirmed to be a true reflection of the said meeting.

## 5. **DISCUSSION POINTS**

### **5.1 APPLICATION FOR THE NAMING OF THE MONDESA SPORTS FIELD**

An application to name the Mondesa Sports Stadium, dated 30 June 2025 was received from Christof Maletsky. The proposed name for the stadium is Paul Dansie /Gåseb.

Upon the deliberation of the committee members, it was discovered that the application was not accompanied by a motivation and thus, the applicant was called via telephone to provide a brief motivation for the proposal. The applicant has indicated that the late Mr /Gåseb became synonym to Mondesa when the Swakopmund Municipality called for proposals on the naming of the suburb in 1978.

Mr /Gåseb was the eventual winner when he named the suburb Mondesa, which derived "mund" from the Swakop river mouth, however, he changed it to "mond" in Afrikaans and rounded it off to Mond-esa which is Mondesa. The name Mondesa came about years after the forceful removal of blacks from the old location in the 1950's. It, therefore, gave a collective identity to the black community in the suburb and now serves to reinforce a sense of belonging to those who grew up there and went to achieve great things in life. In addition, it was indicated that Mr /Gåseb stood out as one of the social activists of the time and a bright mind as well as a soccer star coming from the lineage of the /Gåseb brothers.

The committee members indicated that Council at its meeting held on 26<sup>th</sup> July 2018 under Item No. 11.1.8 resolved that a street name be allocated to Mr Daniel Dansie /Gåseb who is the same person as Mr. Paul Dansie /Gåseb. This allocation was made for a Street in Swakopmund Extension 36. This area is commonly known as "Kramersdorf".

It was then concluded to name the Mondesa sports field after Mr Paul Dansie /Gåseb and the recall the Council decision of the 26<sup>th</sup> July 2018 under Item No. 11.1.8.

### **RECOMMENDATION:**

- **That the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund approved the request to name the Mondesa Sport field after "Paul Dansie /Gåseb",**
- **That the Naming of Street, Public Places, Natural Area and Council-owned Buildings/Facilities Advisory Committee of Swakopmund recall the decision to name Mr Daniel Dansie /Gåseb who is the same person as Mr.**

Paul Dansie /Gáseb after a street in Swakopmund Extension 36 as indicated under Council Resolution no C/M 2018/07/26-N 8/1/2, N 7/3/6/1).

**OTHER MATTERS**

- None

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The meeting adjourned at 18:30



**Cllr W O Groenewald**  
**ACTING CHAIRPERSON OF THE NAMING ADVISORY COMMITTEE**

**OTHER MATTERS**

- None

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The meeting adjourned at 18:40.



**Cllr B Goraseb**  
**THE CHAIRPERSON OF THE NAMING ADVISORY COMMITTEE**

- 11.1.15 **REQUEST TO TRANSFER ERF 7924, EXTENSION 29, SWAKOPMUND FROM MR PAULUS NGHUUHULU TO MR ZUZE NGUVULU**  
(C/M 2025/10/03 - E 7924)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.5** page **30** refers.

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

**1. INTRODUCTION**

The purpose of this submission is for Council to consider the change of ownership of Erf 7924, Ext. 29, Swakopmund, from Mr. Paulus Nghuuhulu to Mr Zuze Nguvulu.

For information, Erf 7924 (newly created erf) previously consisted of erven 556 and 557.

**2. BACKGROUND INFORMATION**

During a meeting held on **21 July 2025** with the General Manager: Corporate Services & Human Capital, Mr Mpasi Haingura, attended by Mr C Awaseb, Mr Zuze Nguvulu, and Mr Paulus Nghuuhulu. Mr. Zuze Nguvulu explained that he was appointed by the Municipality of Swakopmund as a firefighter and was allocated Erf 792 at the time. No official allocation records/minutes are available to substantiate; however, it can be confirmed that the relative of Mr Nguvulu occupied the erf before relocating to South Africa. Mr. Zuze Nguvulu and the Chief Fire Brigade Officer, Mr. Tony Moller, at the time relocated from Swakopmund to work in the Otjozondjupa Region.

After he relocated to another region, the relatives who remained on the erf did not have access to water, as only registered tenants were allowed to buy water cards. Mr. Nguvulu did not have an option but to allow one of his relatives, Mr. Nghuuhulu, to apply for Erf 7924 to have access to water. According to Mr Nguvulu, Erf 7924 was reserved for him as he was a municipal employee.

A similar case happened in 2009 when Mr. Petrus Andreas (a volunteer firefighter) was requested not to reside at the premises of the Fire Brigade Station and was allocated. Erf 8034, previously known as Erf 377, Ext 29, Swakopmund.

Mr. Paulus Nghuuhulu was allocated Erf 7924 (556) on **06 February 2008**. Mr. Nghuuhulu left Namibia 10 years ago and is now residing in South Africa. Due to his continuous absence from Swakopmund, he did not manage to sign the Preliminary Agreement, which was required to be signed by all tenants in Ext 27, 29, and 30, Swakopmund (DRC Proper).

A sworn declaration (**Annexure "A"**) was submitted by Mr Nghuuhulu requesting that Council transfer the right of use of Erf 7924, Ext 29, Swakopmund, back to his uncle, Mr Zuze Nguvulu. **Annexure "B"** is a copy of the application form of Mr Nghuuhulu, who applied on **06 February 2008** to lease an Erf 7924 (556) in DRC) Mondesa. Documents of Mr. Zuze Nguvulu are attached as **Annexure "C"**, i.e., copies of his identity document, voters' card, and payslip.

### 3. CURRENT SITUATION AND DISCUSSION

The statistics of the socioeconomic survey conducted during 2025 (see table below) indicate that Mr. Zuze Nguvulu is the only occupant on Erf 7924 with an income. Mr. Nguvulu returned to Swakopmund in November 2024.

#### 3.1 SOCIOECONOMIC DATA AND HOUSING APPLICATIONS

Erf No.	Name Surname	ID Number	Work Status	Income	Reg No	Reg Date	MHDP APP Date
556 (2/2)	Sondaha Tjakwanda	94050800403	Employed		SRN 1912	20/05/2025	No
556 (2/2)	Nathalia N. Hausiku	1032400013	Unemployed		SRN 1913	20/05/2025	No
556 (1/2)	Anton M. Mapeu	89090500707	Unemployed		SRN 1914	20/05/2025	No
556 (1/2)	Zuze Nguvulu	70050500902	Employed	NAD 18 874.62	SRN 1813	21/05/2025	17/09/2014
557	Jaimi J Kangungu	79011101006					E 2063 M
557 (1/1)	Fernandu Sininga	86040800933	Unemployed		DI 2039	04/07/2024	07/12/2016

For transparency purposes, Mr Jaimi J Kangungu applied for Erf 7924 (Erf 557 Overspill) on **16 October 2007**, and he was the prioritized occupant for Erf 7924 due to his application date. However, Mr. Kangungu was allocated Erf 2063, Ext 10, Matutura, Swakopmund on **19 November 2018** under the Mass Housing Development Programme. The registration took place on 01 November 2019 as per Deed of Transfer No. 7409/2019. See the table above. The remaining tenant, Mr. Sininga Fernandu, registration number 557 1/1, is unemployed.

ID	SURNAME	NAMES	ID NO	GENRE	MARITAL STATUS	CONTACT DETAILS	POSTAL ADDRESS	INCOME	EMPLOYER	TOWNSHIP	REF	REF	APPLICATION DATE
12206	Goeb	Martha Ales	7900500771	Male	Single	0812208896	PO Box 4297/Neat/Swakopmund	2127.5	Ministry of Education	Swakopmund			17/09/2024
12209	Jahnski	Johannes	87110400482	Male	Single	0819515418	PO Box 3730/Swakopmund	2500	pick n pay	Swakopmund			17/09/2024
12210	Romm	Arwate	82111400026	Female	Single		PO Box 3433/Swakopmund	2500	domestic	Swakopmund			17/09/2024
12211	Wolke-Reusatz	Helena Tamiata	84028113954	Female	Married	0812208814	PO Box 7277/Walvisbay	14186.58	Ministry of Education	Swakopmund			17/09/2024
12212	WENDORF	LUISE ELIZABETH	84110000540	Female	Single	0812276491	PO BOX 70085/HOANGDANG	4845	home care	Swakopmund			17/09/2024
12213	Elias	Moses Tuitaveti	80943110728	Male	Single	0812345118	PO Box 2828/Swakopmund	2825	labriska hardware & building sup.	Swakopmund			17/09/2024
12214	Wolke	Jeane Tulonga	78101100442	Female	Single	0812448875	PO Box 4718/Swakopmund	2800.88	H & A Maintenance CC	Swakopmund			17/09/2024
12215	Ngqweni	Shemika	80251100557	Female	Single	0817827124	PO Box 2770/Swakopmund	4780.01	SWAKOPMUND MUNICIPALITY	Swakopmund			17/09/2024
12216	Amunua	Marius	54022000204	Male	Single	0813298022	PO Box 53/Swakopmund	5202.75	SWAKOPMUND MUNICIPALITY	Swakopmund			17/09/2024
12217	Kabala	Tender Shindile	84080210000	Male	Single	0813192031	PO Box 1185/Swakopmund	3412	e & s electrical	Swakopmund			17/09/2024
12218	Tonstad	Johannes Melrose	83882110517	Male	Single	0813781228	PO Box 78/Walvis Bay	4000	abc fashion	Swakopmund			17/09/2024
12219	Kelato	Ngweni Nomona	75120800152	Male	Married	0812444068	PO Box 2005/Walvis Bay	17024.94	OMEGA SECURITY SERVICES	Swakopmund			17/09/2024
12220	Shanda	Munganga	79080150487	Male	Single	0814548961	PO Box 2895/Swakopmund	3588	owner subcontractor	Swakopmund			17/09/2024
12221	Santalu	Mercel	712271100313	Male	Single	0812473165	P.O. Box 938/Swakopmund	4754	Swakopmund cream	Swakopmund			17/09/2024
12222	Nguvulu	Zuze	70050500902	Male	Married	0812488012	PO Box 1488/Swakopmund	17842.2	bulk mining exploits	Swakopmund			17/09/2024

Mr Zuze Nguvulu applied with the National Housing Enterprise (NHE), and his name reflects on the Master Waiting List with the application date, **17 September 2014**. (see the screenshot below) of the Master Waiting List, number 12122.

### 4. PROPOSAL

It is proposed that Council approve the request of Mr Paulus Nghuuhulu to transfer Erf 7924 (556) to Mr Zuze Nguvulu. It is further proposed that Mr Nguvulu be allowed to sign a Deed of Donation after the ministerial consent is obtained.

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

**RECOMMENDED:**

- (a) That Council takes note of the request of Mr Paulus Nghuuhulu to transfer Erf 7924, Extension 29, Swakopmund to Mr Zuze Nguvulu.
  - (b) That Council approves the change of ownership of Erf 7924, Extension 29, Swakopmund (previously Erf 556) from Mr. Paulus Nghuuhulu to Mr Zuze Nguvulu.
  - (c) That ministerial consent be obtained to donate Erf 7924 (556), Extension 29, Swakopmund, to Mr Zuze Nguvulu.
  - (d) That before the application for ministerial approval in terms of Section 30(1)(t) of the Local Authorities Act, Act 23 of 1992 (as amended), the donation be advertised in terms of Section 63 (2) of the Local Authorities Act, Act 23 of 1992 (as amended) at Council's cost.
  - (e) That Mr Nguvulu pays the administrative fee of N\$1,000.00 to Council and be invited to sign the Deed of Donation.
-

- 11.1.16 **REQUEST FOR TRANSFER OF FUNDS FROM VOTE: 800031033700 (REGULATORY STANDARDS) TO VOTE: 800031033800 (VHF RADIO'S - AERODROME)**  
(C/M 2025/10/03 - 19/1/1/1/2)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum 8.6 page 39 refers.

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

**1. Purpose of the Submission**

The purpose of this submission is to seek Council's approval for the transfer of funds from vote **800031033700 - Regulatory Standards** to vote **800031033800 - VHF Radios**, to meet aviation regulatory compliance requirements at the aerodrome.

**2. Background**

An amount of **N\$55,000.00** was allocated under the capital budget to vote **800031033800** for the procurement of VHF radios for the aerodrome. However, the successful bid for the required equipment was awarded at a total amount of **N\$69,026.67**, which exceeds the budgeted allocation by **N\$14,026.67**.

In order to proceed with the procurement and create the necessary purchase order, we hereby request the transfer of **N\$14,026.67** from vote **800031033700 - Regulatory Standards**, which aligns with the purpose of this procurement, to vote **800031033800 - VHF Radios**.

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

**RECOMMENDED:**

**That Council approves the transfer of N\$14,026.67 from Vote: 800031033700 to Vote: 800031033800, to enable compliance with aviation regulatory standards and ensure operational readiness at the aerodrome.**

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11.1.17 **ALLOCATION OF FUNDS & BUDGETARY PROVISION FOR URBAN AGRICULTURE**  
(C/M 2025/10/03 - 18/5/2)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum 8.7 page 40 refers.

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

**Purpose**

The purpose of this submission is to request Council allocate funds to the urban agriculture initiative for the 2025-2026 financial year.

**Introduction**

Urban agriculture is a proven tool for strengthening food security, improving nutrition, creating employment, and promoting environmental sustainability in cities. It provides communities with access to fresh and nutritious produce, promotes sustainable land use, creates employment opportunities, and enhances food security.

With growing pressure on food systems globally, the Municipality of Swakopmund has an opportunity to champion the development of urban agriculture initiatives to benefit its residents, schools, and community organisations. This will maximize limited land and water resources while building community resilience.

Urban agriculture plays a vital role in:

- (a) **Strengthening food security & nutrition:** By increasing the availability of affordable, fresh produce for households and schools.
- (b) **Education & Skills Development:** School gardens serve as living classrooms, empowering learners with practical agricultural skills and knowledge.
- (c) **Encouraging smart agriculture practices:** Adoption of modern and climate-smart techniques such as drip irrigation, raised beds, and protective structures to optimise production.
- (d) **Enhancing community resilience:** Reducing dependency on external supply chains and mitigating the impact of rising food costs.
- (e) **Environmental sustainability:** Green spaces improve air quality, promote biodiversity, and reduce the urban heat island effect.

**Proposed Budget**

It is requested that Council allocate N\$100 000.00 to support and sustain urban agriculture projects. This funding will specifically be directed towards:

- (a) The construction and establishment of school and community gardens.
- (b) The maintenance and expansion of existing garden projects.
- (c) The procurement of smart agriculture technologies (irrigation systems, construction of shade net structures, and raised beds).

**Budget Breakdown:**

<b>Budget Item</b>	<b>Description</b>	<b>Estimated Allocation</b>
Garden Construction & small maintenance repairs.	Shade net house, garden beds, and basic infrastructure.	N\$40 000.00
Smart Agriculture Infrastructure	Drip irrigation systems, to ensure water efficiency and year-round production.	N\$25 000.00
Tools & Equipment	Basic gardening tools for schools and community projects.	N\$15 000.00
Seeds & Seedlings (Horticulture)	Purchase of high-value vegetable seedlings for distribution.	N\$8 000.00
Training & Capacity Building	Workshops for teachers, community leaders, and volunteers on climate-smart agriculture,	N\$7 000.00
Awareness & Community Engagement	Educational materials, awareness campaigns on healthy eating, and volunteer mobilisation.	N\$5 000.00
<b>Total</b>		<b>N\$100 000.00</b>

**Long-Term Budgetary Provision**

To ensure sustainability, it is requested that Urban Agriculture be included as a permanent item under the annual Operation Budget. This will provide consistent funding for the growth and expansion of urban agriculture initiatives across Swakopmund.

**Conclusion**

The Health Department will oversee the implementation, compliance, and performance monitoring of the projects. Regular monthly progress reports will be tabled to ensure accountability and transparency. Urban agriculture is not merely a community initiative but a strategic investment in the health, sustainability, and resilience of our city. The requested allocation of N\$100,000.00 will lay the foundation for stronger, smarter, and greener food systems in Swakopmund.

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

- (a) **The Council approves the allocation of N\$100,000.00 for the support, maintenance, and construction of urban agriculture projects, with special focus on schools and community gardens.**
  - (b) **That the General Manager: Health Services and Solid Waste Management, be granted permission to budget for Urban Agriculture under the operational item.**
  - (c) **That the General Manager: Finance secures funds amounting to N\$100,000.00 for the Urban Agriculture project to Vote: 300031013600, (Urban Agriculture Project).**
-

- 11.1.18 **APPLICATION FOR CONSENT USE TO OPERATE A HOTEL PENSION ON ERF 406, MYL 4, EXTENSION 1**  
(C/M 2025/10/03 - M4 E 406)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.8** page **42** 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 consent use to operate a hotel pension on Erf 406, Myl 4, Extension 1, in terms of Clause 5 (b) of the Swakopmund Zoning Scheme.

**2. Introduction and Background**

An application for the consent to operate a pension on the said erf was received by the Engineering and Planning Services from Urban Green cc on behalf of the registered owner, the Trustees for the Time Being of the Cornelia Catharin Lewies Familie Trust. The application is attached as **Annexure A**.

**3. Zoning, Locality, and Size**

Erf 406, Myl 4 Extension 1 is zoned general residential 1 with a density of 1:250 and is situated in Seal Street. The Erf measures approximately 4,203 m<sup>2</sup> in extent.



**4. Ownership**

The ownership of Erf 406, Myl 4 Extension 1, vests in the Trustees for the Time Being of the Cornelia Catharin Lewies Familie Trust as indicated in the Deed of Transfer T7226/2023.

**5. Access and parking**

Access to the erf will remain via Seal Street, and 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 pension, according to Table B2 of the scheme, the parking requirement is "a minimum of two parking bays plus 1.5 parking bays per room". For the proposed eight (8) bedroom development, a total of fourteen (8x1.5=12+2=14) parking bays are required.

**6. Environmental Impact Assessment**

Hotel pension is a listed activity for an environmental impact assessment to be undertaken in accordance with the provisions of Regulation 6 of the Environmental Management Act, Act 7 of 2007. Therefore, an environmental impact assessment should be undertaken before the approval of any building lines relaxation and building plans, as well as the business registration.

**7. Proposal**

The applicant intends to erect buildings on the Erf for accommodation (Hotel Pension) purposes. The objectives of the development are to create an accommodation establishment offering luxury villas and studio units tailored to the higher-end tourism market in the town, with a coastal village-style look and feel.

The proposed Hotel Pension development will consist of eight (8) rentable units in total, including family units comprising 2 x 2 and 2 x 3-bedroom villas, which would be rented out, and studio units comprising 4 x one-bedroom studio units. Planned additional activities, which will include a service bar for the benefit of the guests, a wine cellar, and a breakfast or dining room, designed to enhance the guests' experience while maintaining a quiet and exclusive environment. Dedicated concierge services would be at hand to assist guests with activity bookings, restaurant reservations, and other personalised needs.

Considering the land uses and coverage of the immediate and larger surroundings, which are of mixed-use nature, as well as the intended development, the requested consent to erect a Pension development on the Erf can be considered as desirable.

**8. Advertisement**

The proposed consent was advertised on the 17<sup>th</sup> and 25<sup>th</sup> April 2025 in the Namibian and the Market Watch (Republikein, Allgemeine Zeitung, and Namibian Sun). Neighbouring property owners were notified via registered mail, and additionally, a notice was placed onsite. The closing date for objections to the proposal was 8<sup>th</sup> May 2025.

Objections dated 20<sup>th</sup> and 22<sup>nd</sup> April 2025 were received from H. K Oosthuizen, the owner of Erf 405, Myl 4 Extension 1 through B. Oosthuizen. The objection is attached to the application.

**9. Discussion****9.1 Objection**

The objector indicates that the rezoning was vaguely described in the public notice as a pension. Additionally, the objector has questioned why the burden is laid on the public to lodge objections and not on the applicant to give a reason why their proposal is desirable.

The objector has also indicated that the present layout plans of the project with a communal kitchen, central wine cellar, and the event space are a suggestion of the planned hotel pension from the start. The objector has thus questioned why the Building Inspectors and Town Planning Section allowed for such plans.

The objector has also questioned why the owners of the adjacent erf and most affected by the proposed, have been ignored by the Swakopmund Municipality as well as Urban Green Planning Consultants.

It is further indicated that their objections pertain not only to the common law concept of private nuisance, which deprives the neighbours of the enjoyment of their properties, but also to public nuisance, which impacts the right of the public at large. As such, the objector has indicated their objection against the rezoning of the property, as currently, it is zoned residential, implying tranquillity and regular family life for surrounding neighbours. It is for this reason that investments were made. Therefore, allowing for such developments would logically defeat the reason for investments.

The objector has also indicated an increase in traffic and staff movements that would convert the street into a busy and noisy one. In addition, the objector has indicated that Council has allowed for the construction of a large building proposed as a wine cellar, as the building is large enough to be used for events, and this would disturb the neighbours.

The objector argues that since they moved into their property in 2024, they have had to endure noise pollution from the construction of the development on the Erf 406 Myl 4. The objector has indicated that their peace has been destroyed as there is noise from both the construction as well as the noisy chatting of the workmen and building material by heavy trucks. The argument is that, should the tourist accommodation be erected, it would result in continuous noise pollution, as well as dust pollution that would not only result in extraordinary human endeavours to clean the walls and sweeping, but would result in extreme waste of water to clean.

It is argued that sunlight and sea view will be affected by the dense construction of buildings, and should the interests of the adjacent owners had been considered by the municipality, servitudes of light should have been registered on Erf 406, Myl 4 to protect their rights of light. In addition, the objector argues that a public pension would imply that exterior advertising light signs, as well as light illumination for the safety of the tourists, would be put in place, which would disrupt their sleep due to the severity of strong lights.

The objector argues that the construction of double-storey buildings near their property, as well as the tourist inhabitants, will result in privacy intrusion. Given that the objector's property was purchased from the Swakopmund Municipality at a public auction, one would expect the municipality to respect and protect the rights of its original contractual party, who in good faith purchased such property, stated the objector. In addition, the objector argues that their part of Myl 4 consists only of ordinary residential properties, and at the time of bidding, cognisance was taken that Erf 406, Myl 4, is earmarked for higher residential buildings; however, the rezoning for hotel pension usage will reveal designations of the Municipality on its city plans as unreliable.

The objector illustrates that Section 57 of the Urban and Regional Planning Act, 2018 provides a framework for comments and objections to be considered, moreover, the impact of the proposed development on the area. It is further stated that none of the factors listed under section 57 has been addressed, and this indicates the applicant's irresponsible disregard for the legislative framework.

The objector claims that the increase in human traffic by the hotel pension visitors and guests during events potentially held at the wine hall will cause

severe erosion of the beach. Additionally, it is argued that the coastline already comprises an oversupply of cluster housing, not contributing to either an aesthetically pleasing coastline or protecting against severe erosion of the beach.

## **9.2 Applicant response**

The applicant drafted a letter to the objector in response to their objections. The applicant has indicated that the application is for consent and not to rezone the property, as argued by the objector. The applicant has also indicated that the term pension refers to the activity of a hotel pension as defined in the Swakopmund Zoning Scheme. The applicant has further stated that the current zoning of the property, which is general residential with a density of 1/250m<sup>2</sup>, allows for a total of 16 units; however, the intention is to develop 8 units for the utilisation of the hotel pension. This is 8 units less than what is permitted on the property. It is also stated that with only half the units on the property, the traffic and movement on the property will be reduced by 50%.

With respect to the objector's concern about the current project and the indication of why the onus is laid on the public, the applicant argues that the request for comment from the neighbours was conducted as stipulated in the Swakopmund Zoning Scheme. The applicant further indicated that the current layouts of the buildings on the property are in line with the primary use of a general residential, and should the consent not be successful, the property can still accommodate 16 units. Additionally, the applicant has stated that should the building plans not have been in line with Swakopmund regulations, they would not have been approved.

The applicant states that the objector was informed of the development intention and has attached the proof thereof. Note should further be taken that the same objector was consulted via registered mail regarding the building plans.

The applicant clarifies that the wine cellar on the property, which is a concern of the objector, will only cater to the guests staying at the hotel pension, and an application for the liquor licence will be made to the appropriate authority. It is further stated that the noise pollution argument of the objector is inevitable during any construction phase. The applicant has further indicated that advertisements or signs would need to comply with the requirements of the Swakopmund Municipality.

Regarding the objector's claim of contractual betrayal, the applicant has indicated that purchasing a property at auction does not influence the land use and building rights as stipulated in the Swakopmund Zoning Scheme. This is because the construction of the units, as well as the intended use of the property, is in line with the land use rights. All parking requirements will be in line with the land use rights, and each unit has a double garage for parking purposes.

## **9.3 Evaluation**

The objector states that the rezoning was vaguely described and that the burden of justifying desirability lies on the applicant. Note should be taken that the application is for consent to operate a hotel pension on the property as stipulated under Table B of the Swakopmund Zoning Scheme No. 12. The application is not for a rezoning as indicated by the objector. Furthermore, the public notice followed the statutory requirements under the Swakopmund Zoning Scheme No. 12, providing sufficient detail that the intended land use was for a pension (hotel accommodation). The

description met the requirements for public participation, ensuring fairness and transparency. In terms of the notification for the building plans, note should be taken that the owner of Erf 406 Myl 4 did not need to apply for consent to relax their building line on the side of the objector's property, as they are not constructing beyond their building lines on the said side.

It is important to note that the planning process is designed to allow public input, not to shift the burden, but to ensure balanced and participatory development. The applicant has submitted a motivation and provided site development plans to the objector as it is stipulated.

The objector suggests that the layout, including a wine cellar, communal kitchen, and event space, indicates pre-conceived hotel use. The building was designed within permissible building regulations, both the areas of the communal kitchen as well as the bar and wine are minimal in size compared to the size of the property. Unfortunately, the Council does not dictate the architectural design preferences of property owners. There are also other measures in place, as stipulated by the Swakopmund Zoning Scheme No. 12, to regulate the activities permitted on each property, hence the application for consent. In addition, the applicant will be required to apply for a fitness certificate that would ensure that all Council regulations are adhered to.

Importantly, any allegations of administrative impropriety are unfounded. Approvals were granted based on existing zoning (residential with higher density allowances) and permitted building parameters, with all construction adhering to building codes. The planning process has not excluded or ignored the adjacent owner. The public participation process included notices, publication in the press, and an opportunity to submit objections, which the objector has rightfully utilised. Council has considered all inputs in line with the zoning scheme regulations.

It should be noted that no constitutional or statutory obligation exists to grant special procedural preference to any single property owner beyond what is stipulated in law. In addition, the objector should note that the owner of Erf 406, Myl 4 has equal rights to utilise their property to its full potential as the objector has to theirs.

While concerns around noise, traffic, and nuisance are understood, it is important to distinguish between construction-related temporary inconvenience and operational realities of a small-scale, low-impact hotel pension. In mitigating the concerns of the objector, the applicant will be instructed to put in place the following:

- *The applicant should operate within acceptable noise limits as governed by local by-laws.*
- *Includes lighting control measures to limit disruption on the surrounding erven.*

The pension use is not expected to result in a material increase in public nuisance and will be operated under strict rules operating within Council regulations. In addition, that part of Myl 4 is known for its functionality in providing relaxing, peaceful, similar establishments such as The Wreck and Atlantic Villa, both of which accommodate a communal kitchen and bar area. Council has not received complaints of nuisance to such establishments, and accommodation areas of such nature are important for the tourism industry of the town.

The objector claims that the rezoning contradicts expectations set during the auction. However, the property was known to be earmarked for higher

residential use, and the Swakopmund Zoning Scheme No. 12 allows for consent applications such as the one at hand. In addition, the Municipal planning frameworks must be adaptive to growth, including promoting tourism, which is a key sector of the Swakopmund economy.

Furthermore, there is no credible evidence that the proposed hotel pension will lead to severe erosion of the beach. In fact, the structure is set back significantly from the high-water mark, and no development is planned in the coastal buffer zone. Human traffic from a small-scale pension does not materially contribute to coastal degradation.

The objector argues that the application disregards Section 57 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018). However, the application is not made in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), but it is made in terms of the Swakopmund Zoning Scheme No. 12. In terms of the scheme, the applicant has submitted a comprehensive motivation report, and all statutory procedures were followed, including public notice and opportunity for objections. Note should also be taken that the registration of servitudes of light, as indicated by the objector to protect their rights of light, is not regulated in Namibia.

The Municipal Council remains committed to fair and lawful application of all provisions under the regulations; the Council is also committed to ensuring that all community members of the town are accorded the same opportunity to enjoy their property benefits.

More importantly, the objector should be informed that should Council receive valid complaints, Council reserves the right to withdraw any consent to use.

10. **Conclusion**

The application for consent to operate a hotel pension on Erf 406, Myl 4 Extension 1, in terms of Clause 5 (b) of the Swakopmund Zoning Scheme does not have a detrimental effect on the area and can be supported, subject to reasonable operational conditions to protect neighbourhood amenity. The application has been made in good faith, supported by thorough planning and in line with Swakopmund Zoning Scheme regulations. The objections raised, while noted, do not provide sufficient grounds to deny the application.

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

**RECOMMENDED:**

- (a) That the consent to operate a hotel pension on Erf 406, Myl 4 Extension 1 be granted subject to the following:
- *The applicant should operate within acceptable noise limits as governed by local by-laws.*
  - *Includes lighting control measures to limit disruption on the surrounding erven.*
- (b) That the hotel pension registers with the Health Services and Solid Waste Management, and that the standard Health Regulations will apply.
- (c) That Council reserves the right to cancel a consent use should there be valid complaints.
- (d) That an environmental impact assessment be conducted as stipulated by the Environmental Management Act, 2007 (Act No. 7 of 2007).
- (e) That the applicant must operate within the Swakopmund Zoning Scheme regulations.
- (f) That consent is not transferable.
- (g) That parking be provided on the premises in accordance with the Swakopmund Zoning Scheme.
- (h) That no on-street parking will be tolerated.
- (i) That the objectors be informed of their right to appeal to the Minister against Council's Resolution as provided for in terms of Clause 8 of the Swakopmund Town Planning Scheme within 28 days of the Section.
-

## ANNEXURE A- APPLICATION

URBAN Green cc  
Sustainability Consultants

22-03-08.406

Mr E 406



28 March 2025

Our Reference: ERONGO/ERF/406/MYL-4/EXT 1/SWAKOP

The Chief Executive Officer  
Department of Engineering and Planning Services  
PO Box 53  
Swakopmund  
Namibia  
13001

Attention: Mr J. Heita



**Re.: APPLICATION FOR CONSENT OF A "PENSION" ON ERF 406, MYL 4, EXTENSION 1, SWAKOPMUND (ERONGO REGION)**

### 1. APPLICATION

Urban Green cc has been appointed by the Trustees for the Time Being of the Cornelia Catharina Lewies Familie Trust (Reg. No. T33/99), the owners of Erf 406, Myl 4, Extension 1, Swakopmund, to apply with the Swakopmund Municipality for the-

- Consent of a "Pension" on Erf 406, Myl 4, Extension 1, Swakopmund as prescribed and provided for by the Swakopmund Zoning Scheme.

It is the owners' intention to apply for consent of a 'pension' on Erf 406, Myl 4, Extension 1, Swakopmund, for accommodation development purposes as prescribed and provided for by the Swakopmund Zoning Scheme.

On receipt of this consent application, please provide our office with the official instruction (on Council letter head) to proceed with the public consultation for the intended development.

### 2. SITE INFORMATION

#### 2.1 Locality

Erf 406, is situated within the Myl 4, Extension 1, Swakopmund Township, located to the north-western side of the larger Swakopmund Town area (see Annexure A).

#### 2.2 Ownership

Erf 406, Myl 1, Extension 1, Swakopmund is owned by the Trustees for the Time Being of the Cornelia Catharina Lewies Familie Trust (Reg. No. T33/99). Find attached as Annexure H, the Deed of Transfer No. T7226/2023 and Trust Deed document No. 020299 (see Annexure I).

Telephone: +264-61-300 820  
Fax: +264-61-401 284  
Cell: +264-61-129 5759  
E-mail: [urbangreen@wzy.na](mailto:urbangreen@wzy.na)  
Website: [www.urbangreenafrica.net](http://www.urbangreenafrica.net)



P O Box 11920  
Klein Windhoek  
Namibia  
No. 19, Elysium Field Complex  
No. 40, Berg Street, Klein Windhoek

**2.3 Zoning & Density & Size**

In accordance with the Swakopmund Zoning Scheme, the current zoning of Erf 406, Myl 4 Ext 1, Swakopmund is 'General Residential 1' with a density of 1:250 and measures 4,203m<sup>2</sup> in extent as indicated by Annexure D.

**2.4 Buildings & Use**

The Erf is lying vacant and is undeveloped, as indicated by Annexure B

**2.5 Surrounding Urban Area**

The area surrounding Erf 406, Myl 4, Extension 1, Swakopmund, is characterised by a variety of land uses and activities, ranging from a prominent single residential, general residential 2 and institutional along the beach area as seen from Annexure C. The larger area features nearby restaurants i.e. The Wreck Restaurant, Atlantic Villa and The Waterfront Development.

**2.6 Street Access & Parking**

Access to the Erf is currently obtained via Seal Street located to the northern side of the Erf (see Annexure C). Parking will be provided on the Erf, as provided for by the Swakopmund Zoning Scheme.

**2.7 Topography & Flood Line**

The Erf 406, Myl 4, Extension 1, Swakopmund and larger area have a flat topography. Drainage at the Erf is well developed with no bodies of surface water present. The Atlantic Ocean is located west, approximately 16 metres away from the Erf.

**2.8 Existing Title Deed Conditions**

The title conditions registered against the Erf is listed within the attached Deeds of Transfer No 7226/2023 (see Appendix H).

**2.9 Municipal Infrastructure**

All municipal bulk services (i.e., water, electricity and sewer) are existing and available to this established Township of Myl 4, Extension 1, Swakopmund

**3. DEVELOPMENT PROPOSAL****3.1 Intended Development**

It is the owners' intention to apply for consent to erect buildings on Erf 406, Myl 4, Extension 4, Swakopmund for accommodation (i.e. Pension) purposes on a General Residential 1 zoned erf for which Pensions are a consent use. The objectives of the development are to create an accommodation establishment offering luxury villas and studio units tailored to the higher-end tourism market in Swakopmund, with a coastal, village-style look and feel.

The proposed 'Pension' development will consist of eight (8) rentable units in total, which includes family units comprising 2 x 2 and 2 x 3 - bedroom villas which would be rented out as a whole; studio units comprising 4x one-bedroom studio units; Planned Additional Activities which will include a

service bar for the benefit of guests, a wine cellar and a breakfast/dining room, designed to enhance the guest experience while maintaining a quiet and exclusive environment (see Annexure E). Dedicated concierge services would be at hand to assist guests with activity bookings, restaurant reservations and other personalized needs.

Considering the land uses and coverage of the immediate and larger surroundings, which are of a mixed land use nature, as well as the intended development, the requested consent to erect a 'Pension' development on Erf 406, Myl 4, Extension 1, Swakopmund, can be considered as desirable. The consent's need is purely motivated by the owner's desire to erect a pension for the purpose of accommodation on the Erf, in line with the requirements of the Swakopmund Zoning Scheme.

### **3.2 Future Access & Parking Provision**

Future vehicular and pedestrian access to the Erf will continue to be obtained from the current Seal Street as provided (see Annexure C).

Parking will be provided on the Erf in accordance with the Swakopmund Zoning Scheme.

### **3.3 Municipal Services**

The existing municipal services will be expanded to provide for the 'Pension' development, which will be connected to the available municipal networks. All other requirements (e.g. coverage, height, building lines, etc.) will be adhered to as prescribed by the Swakopmund Zoning Scheme.

## **4. MOTIVATION**

### **4.1 Need and Desirability**

Considering the land uses and coverage of the immediate and larger surroundings, which are of a mixed land use nature, as well as the intended development, the requested consent to erect buildings on Erf 406, Myl 4, Extension 4, Swakopmund for accommodation (i.e. Pension) purposes can be considered as desirable.

The proposed 'Pension' development is considered a comprehensive project that embodies luxury, exclusivity and the beauty of the Swakopmund's coastline. It is designed to cater to a higher-end tourism market, offering world-class accommodation and amenities, including the employment benefits for the inhabitants and the Local Authority through long term and continued municipal rates and taxes. The consent's need is purely motivated by the owner's desire to erect a 'Pension' for the purpose of accommodation on the Erf, in line with the requirements of the Swakopmund Zoning Scheme.

### **4.2 Planning Policies**

Table B of the Swakopmund Zoning Scheme provides for pensions as a consent use for 'General Residential 1' as currently zoned.

In accordance with the Swakopmund Zoning Scheme, Pension is defined as any premises comprising no more than 20 bedrooms or 40 beds, whichever is the most restrictive, in or which the business of providing accommodation with or without meals is conducted against payment to tourists.

and in which liquor may be served on payment to overnight guests only, but excludes a Residential Guest House.

#### **4.3 Use of Existing and New Buildings**

The Erf is lying vacant and is undeveloped, as indicated by Annexure B

#### **4.4 Concept Design of the Intended Development**

The attached conceptual design plan (Annexure E) provides an overview of the intended 'Pension' development layout and parking arrangement

The proposed 'Pension' development will consist of eight (8) rentable units in total, which includes family units comprising 2 x 2 and 2 x 3 - bedroom villas which would be rented out as a whole, studio units comprising 4x one-bedroom studio units. Planned Additional Activities which will include a service bar for the benefit of guests, a wine cellar and a breakfast/dining room, designed to enhance the guest experience while maintaining a quiet and exclusive environment (see Annexure E)

#### **5. Public Consultation**

On receipt of this consent application, please provide our office with the official instruction (on Council letter head) to proceed with the public consultation for the intended development.

#### **6. CONCLUDING REMARKS**

We, on behalf of the Trustees for the Time Being of the Cornelia Catharina Lewies Familie Trust (Reg. No. T33/99), herewith apply with the Swakopmund Municipal Council for the-

- **Consent of a "Pension" on Erf 406, Myl 4, Extension 1, Swakopmund as prescribed and provided for by the Swakopmund Zoning Scheme**

as motivated above and provided for by the Swakopmund Zoning Scheme.

Find attached the following annexures in support of the above.

Annexure A	:	Locality Map
Annexure B	:	Aerial Photo Map
Annexure C	:	Land Use Map
Annexure D	:	Zoning Certificate and SG. Erf Diagram
Annexure E	:	Intended Development Layout Plans with Contours
Annexure F	:	Special Power of Attorney
Annexure G	:	Trustees Resolution
Annexure H	:	Deed of Transfer No. T7226/2023
Annexure I	:	Trust Deed document No. 020299

**On receipt of this consent application, please provide our office with the official instruction (on Council letter head) to proceed with the public consultation for the intended development.**

Should you require any further information and/or have questions on the proposed and intended development please do not hesitate to contact us.

Yours faithfully,



Brand van Zyl  
(MNCTRP)







ANNEXURE F



**SPECIAL POWER OF ATTORNEY**

I, the undersigned **CORNELIUS JACOBUS LEWIES (ID 8103195104082)** *(name & ID)*  
 in my capacity as **DULY AUTHORIZED MANAGER** *capacity with Trust)*  
 of **THE TRUSTEES FOR THE TIME BEING OF THE**  
**CORNELIA CATHARINA LEWIES FAMILIE TRUST** *(being the)*  
 owner of **ERF NO. 406, MYL 4, EXTENSION NO. 1, SWAKOPMUND** *(property)*

do hereby nominate, constitute and appoint

**URBAN GREEN CC (2004/0898)**  
**PO Box 11929**  
**Klein Windhoek**

with power of substitution, to be our lawful Attorney and Agent in our name, place and stead, to make the necessary application to the Swakopmund Municipal Council for the

- **Consent for a "Pension" on Erf 406, Myl 4, Extension 1, Swakopmund**

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

SIGNED at Windhoek this 19 day of March 2025, in the presence of the undersigned witnesses.

**DULY AUTHORIZED TO SIGN**

**CORNELIUS JACOBUS LEWIES (ID 8103195104082)**

**WITNESS**

**WITNESS**

2

*Shahela Kapa (2025/0000000)*

Add name, surname & ID number

Add name, surname & ID number

ANNEXURE G

<b>CC LEWIES FAMILY TRUST</b> 1.11.99	<b>HEAD OFFICE</b> 7, Seitz Street Luxury hill <b>CONTACT</b> Tel: 061 425 0000 <b>POSTAL</b> P.O. BOX: 50, Windhoek, NAM
--	--

**TO WHOM IT MAY CONCERN**

**APPLICATION FOR THE CONSENT OF A "PENSION" ON ERF 406, MYL 4, EXTENSION 1, SWAKOPMUND.**

We hereby authorize Mr Cornelius Jacobus Lewies (ID No: 8103195104082) to sign the special power of attorney and all documents relating to the consent application with the Swakopmund Municipal Council for a "Pension" on Erf 406, Myl 4, Extension 1, Swakopmund

Signed at Windhoek this 11 day of March 2025 in the presence of the undersigned witnesses.

**TRUSTEE**



Cornelius C. Lewies (ID No: 8103195104082)

Add name, surname & ID number

**WITNESS**



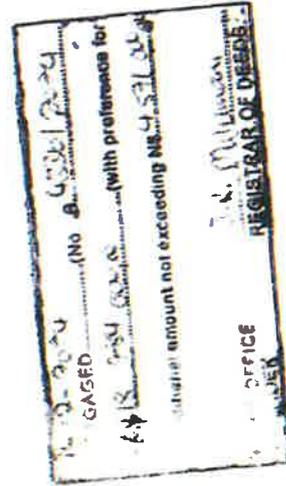
Shabudo Kapo (ID No: 8103195104082)

Add name, surname & ID number

ANNEXURE H

Prepared by me

CONVEYANCER  
BEZUIDENHOUT C



DEED OF TRANSFER

1926 2023

BE IT HEREBY MADE KNOWN:

THAT CLIFFORD BEZUIDENHOUT

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

MUNICIPAL COUNCIL OF SWAKOPMUND

dated the 2<sup>nd</sup> day of November 2023 and signed at Swakopmund.

AND the said appearer declared that his said Principal had truly and lawfully sold on 28 July 2023

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

**THE TRUSTEES FOR THE TIME BEING OF THE CORNELIA CATHARINA  
LEWIES FAMILIE TRUST**

Registration No T33/99

its successor-in-title or assign,

**CERTAIN**            ERF NO 406 MYL 4  
                              (EXTENSION NO 1)

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

**EXTENT**            4203 (FOUR TWO ZERO THREE) SQUARE METRES with General Plan  
                              **SG No A.1385/2015**

**AND HELD BY**    CERTIFICATE OF CONSOLIDATED TITLE NO T3598/2017

**SUBJECT**            to the following conditions imposed in terms of Government Notice  
                              No 276/2017, namely -

**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 of the occupation of the erf must at all times be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1964 (Ordinance No 18 of 1964)
- b) The building value of the main building, including the outbuildings, to be erected on the erf must be at least four times the prevailing valuation of the erf.

405 Seal Street  
Ext 1 Mile 4  
Swakopmund

mylegacies@yahoo.com  
081 6189 648

20 April 2025

Swakop Municipal Council  
Attention: Mr. J T Heita  
Department of Engineering and Planning Services

cc  
Urban Green Town and Regional Planning Consultants  
P O Box 11929  
Klein Windhoek

Dear Sir

### Objections to "Pension" on Erf 406, Mile 4, Ext 1, Swakopmund

The re-zoning is vaguely described in the public notice by the term "Pension".

For purposes of this objection, it is assumed that it is the German and not the English meaning of the word that is intended in the public notice, in other words, a reference to a Hotel Pension.

Furthermore, for purposes of these objections, it is assumed for that the application for pension accommodation implies the construction of *additional* buildings on erf 406? (The Consent Notice reading, "the intention to erect buildings on erf 406").

Before proceeding to our reasons for objecting against the zoning for pension purposes, we would like to bring a few unanswered questions to your attention. Moreover, questions arising from the present project on erf 406 itself.

1. Firstly the question arises as to why the onus is laid on the public to lodge objections, and why the burden does not fall on the owners of erf 406 to give good reasons to their neighbours and fellow inhabitants of Swakopmund as to why they desire the public to accept deviation from the present zoning?  
Are there any valid benefits for the public besides their own personal financial benefits?
2. Secondly, does the present lay-out of the project with communal kitchen and central wine cellar and event space, not already suggest that a hotel pension was planned from the very start of the project?
  - 2.1 As such lay-out is clearly not logical for residential purposes, questions arise as to why the building inspector and town planning branch of the Municipal council allowed such building plans? Could an investigation perhaps reveal covert interests of local officials or other interest groups?
  - 2.2 The question that logically arises is whether the project was from its commencement calculated to be used as a hotel pension? The irregular lay-out of the buildings and communal facilities do suggest that, though perhaps under the guise of sibling usage?

3. Thirdly, the question arises as to why we as owners of the adjacent erf, and the one most affected by such re-zoning and construction, has been totally ignored by the Swakopmund Municipal Council as well as Urban Green planning consultants in the whole process and design of the proposed development?
4. Lastly, please provide us as soon as possible with architectural portrayals of the proposed additional buildings, including their location, heights and building lines, and in the case of relaxations given, why without permission of adjacent property owners?

Answers to the above are urgently awaited.

#### **Delict of nuisance**

Our objections pertain not only to the common law legal concept of private nuisance, a delict that involves interference with neighbours' use and enjoyment of their property, but also public nuisance which impacts the rights of the public at large. Moreover, we object against the proposed scheme of re-zoning on the basis of property law, defining the rights of property owners and interference thereof by their neighbours.

##### 1. *Zoning*

Erf 406 is presently zoned as residential, implying tranquility and regular family life for surrounding neighbours. It is for this reason that significant investments of nearby owners, including ourselves, were made.

To allow such and extensive hotel pension for tourism purposes, would logically defeat the very reason for these investments. Moreover, it would destroy the atmosphere in, and character of, this area. Question: Is this fair and just towards surrounding citizens who bought into a residential area, expecting calm and quiet?

##### 2. *Increased traffic and staff movements*

It should be obvious that the establishment of a hotel pension will involve regular coming in and out of staff working on the premises, vehicles collecting and removing laundry, delivery vans and noise associated with that. Moreover, the driving in and out at irregular hours of tourists arriving and leaving. Clearly, this section of Seal Street, at our doorstep, will become a busy and noisy corner.

##### 3. *Wine cellar*

The Swakopmund Municipal Council allowed the construction of a large building purposed as a wine cellar. As this building is large enough to be used for events, is the intention to obtain a wine licence? Furthermore, is the intention to hold events at this location? The disturbing practical effect of such usage to neighbours and nearby public should be very clear.

##### 4. *Noise pollution*

Ever since we moved into our house at the end of July 2024, we had to endure noisy building construction on erf 406, from Monday to Saturday, before 7 am until 5 pm. Our quality of living has been destroyed and so our peace. Besides the distressing noise of the continuous construction work from early until late and noisy chatting of the workmen, the delivery of building material by heavy trucks, which also severely overloaded the pavement we financed, are until today, unbearable and more than a reasonable man should be expected to tolerate.

Should tourist accommodation be erected, it would result in continuous noise pollution.

7 days per week, considering (as pointed out earlier), the reality of delivery vans, tourist buses, staff and visitor movements.

5. *Blocking of sunlight:*

Already the present construction by VG Builders are constituted by extreme tall "cathedral" like buildings, considered by many as a disfigurement of the horizon. The densely constructed buildings have not only spoiled sea views, but more important, have blocked the sun for several hours of the day. If even more buildings are constructed, the few rays of sun still coming through for a few minutes in the late afternoon, will also be destroyed.

Had the interests of adjacent owners been considered by the municipality, servitudes of light should have been registered on erf 406 to protect their rights of light. Not only have these basic needs already been ignored by allowing such tall buildings to be erected, and located as they presently are, an addition of more buildings would even more severely displays the lack of consideration of the owners of erf 406 as well as the municipality to the rights of adjacent property owners.

6. *Light pollution*

A public pension would potentially imply not only exterior advertising light signs, but exterior light illumination for the sake of tourist security, but certainly also for creating a tourist ambience. As we are already suffering lack of sleep due to the severity of the strong street lights, how much more if light disturbance are thus increased?

7. *Dust pollution*

Besides the severe noise pollution, since the start of the construction on erf 406 the dust/sand pollution on the exterior boundary walls and building walls and terraces of erf 405 have been immeasurable. Not only resulting in extraordinary human endeavours to clean the walls and sweep the pavement, terrace and patio, but resulting in extreme waste of water to clean the extensive boundary walls and parapets.

If construction on erf 406 will continue and expand, the above damage, waste and inconvenience will continue. Until today, no apologies have been offered for any of the above inconveniences and intrusions.

8. *Lack of privacy*

Ever since the commencement of the constructions on erf 406, consisting of double storey buildings, due to the close proximity, our privacy has been acutely intruded due to building teams view into our property and house. As you know, the present construction consists of several terraces and patios.

It should be clear from the above, that due to the vast scope of the development on erf 406, for us as the inhabitants of erf 405, the enjoyment of our property has for the last 10 months been severely restricted. The construction of additional buildings will even further extend this nuisance. But moreover, dense inhabitation by tourists will cause such privacy intrusion to be permanent.

9. *Contractual relationship - betrayal*

Erf 405 was purchased from the Swakopmund Municipality at a public auction. One would expect the Swakopmund Municipality not to betray, but to respect and protect the rights of its original contractual party who in good faith purchased such property?

Thank you for your attention and adherence to the reasons for our objection to the proposed "Pension" development.

Yours sincerely



**B. OOSTHUIZEN**  
*Advocate at law*  
BA (Law) LLB LLM US

acting on behalf of



**H.K. OOSTHUIZEN**  
*Owner of Erf 405*

406 Seal Street  
Ext 1 Mile 4  
Swakopmund

mylegacies@yahoo.com  
johan.coosthuizen@protonmail.com  
081 6100 648

22 April 2025

Attention: Mr. J T Heita

Department of Engineering and Planning Services  
Swakop Municipal Council

Attention: Brand van Zyl

Urban Green Town and Regional Planning Consultants  
P O Box 11929  
Klein Windhoek

Dear Sir

### **Additional objections to "Pension" on Erf 406, Mile 4, Ext 1, Swakopmund**

The owner of erf 405 has lodged objections dated 20 April 2025 in response to the physical notice board placed on the sidewalk in front of erf 406. However, after perusal of the relevant documents pertaining to the rezoning of Erf 406, new grounds to lodge additional objections have arisen.

We would like to put on record that the owner of Erf 405 has not received any notification of the intended rezoning by post. We received these per email after so requested from Urban Green Africa.

#### **1. Omission regarding motivation and self-interest**

After considering the documents so provided, not only have we taken cognizance of lack of any motivation for such rezoning, but moreover the omission to show any benefit to the public at large or surrounding property owners.

In fact, only the "desire" and "intent" of the owners of erf 406 are mentioned, which in itself exposes the self-interest at stake.

*In view thereof that the public is obligated to provide "grounds" in the case of objecting to rezoning, would it not be equitable for the applicants to be measured by the same standards?*

#### **2. Breach of trust**

The essence of our objections lies therein that erf 405 was bought in good faith at an auction held in April 2023 with the understanding that it is a purchase of land within a residential area. This part of Mile 4 consist only of ordinary residential properties, guaranteeing a residential atmosphere and style of living. At the time of bidding, cognizance has been taken that the zoning of erf 406 may allow for higher density construction, which explains why the buildings on erf 405 were designed with little, if any, windows on the side facing erf 406, which is the direction of the sea, although erf 405 lies only 90 m from the beach edge.

However, the rezoning of erf 406 for hotel pension usage, will reveal the designations of the Swakopmund Council on its city plans not only as fickle, but as unreliable. Moreover, a rezoning of erf 406 to be exploited for commercial purposes, as foreseen by the application, would fundamentally defeat the reason why the owner of erf 405 made such a once in a life time large investment to live quietly by the sea. In fact, not only from a financial viewpoint, but as an investment in a way of life.

### 3. *Violation of principles sustainability and natural environment?*

3.1 Sections 57 of the Urban Planning Act, 2018, provides for a framework for re-zoning. We draw your attention especially to paragraphs (a), (d) and (j) reading that -

*"comments and objections received in response to the invitation for comments and objections on the proposed rezoning" should be taken into account.*

Moreover, attention should be paid to

*"the impact of the proposed rezoning on existing or proposed developments or land uses in the area;" and "the natural and physical qualities of the area".*

Please note that according to the rules of interpretation, all the factors listed in section 57(a) to (p) should be adhered to, as paragraph (o) ends with the conjunction "and" and not "or".

In the application for rezoning we find that absolute none of these issues, which the legislator prescribed as relevant for the decision maker to exercise his or her discretion, have been addressed. In other words, the applicants' disregard for these legislative factors entails an irresponsible disregard for the legislative framework designed for such application to be lodged and the Board and Minister to apply their minds during the decision making process according to the principles of Administrative law.

3.2 Beach erosion: Even the present zoning of erf 406 *per se*, which in principle allows for dense development of up to 17 units on the edge of the beach, has no coherent connection with these principles in view of status quo of the natural area. In other words, it is in itself questionable in view of the severe erosion of the beach in the close vicinity of erf 406.

An investigation *in loco* of the narrowing beach area will make it clear that this is an area that in its present state after the winter tides of 2024 and damage caused by the recent extraordinary rain storm suffered by Swakopmund. In view of the coming winter tides, it should be clear that the already vulnerable beach could only suffer further damage with the increase of human traffic by the hotel pension visitors and guests during events to be potentially held at the wine hall.

3.3 *Coastal cluster developments:* Furthermore, the coastline of Swakopmund already comprises of an over-supply of cluster housing, not contributing to either an aesthetic pleasing coastline nor protecting the severe erosion of the beaches, caused by controversial factors. We therefore submit that rezoning of the development would imply an increase in human and vehicle traffic in violation of the principle of sustainability which is a core focus of the Urban and Regional Planning Act, 2018.

4. **Expansive wine event house in central location: A premeditated design?**

We would like the Board to take notice of the nature of the original building plans as approved by the Swakopmund Municipal Council, and according to which the building construction is presently taking place. Such plans provide for several units with studios added, plus an outside building with grand staircase and basement and expansive "lounge" or event area of nearly 75m<sup>2</sup>. Moreover, several toilet facilities are provided, which in itself indicate entertainment of large volumes of guests.

In view of the very nature of these facilities it is questionable whether the building project were at all initially intended for regular residential usage by the siblings associated with the CC Lewies Trust. Rather, in our view the reasonable deduction would be that the planning was intended to obtain rezoning for hotel pension purposes.

In our view it is therefore an open question as to why the Department of Engineering and Planning Services failed to query the nature of these plans which clearly reflects public usage.

5. **Wine cellar**

Swakopmund already benefits from the wide selection of Gellert Unlimited Hospitality Solutions CC as well as BZN and their knowledgeable managers.

6. **Hotel pension accommodation**

The applicant failed to motivate the need for such facilities in Swakopmund as well as an over-supply of hotels and other holiday, including "high-end", accommodation.

**Questions**

In addition to the above, answers and clarification in respect of the following are requested:

1. Type of development(s) intended on open space next to boundary wall of erf 405.
2. Details regarding intended future development phases (buildings, facilities, swimming/sport). Please indicate heights of such intended facilities.
3. *Parking:*

The application refers in general and vague terms to "parking (that) will be provided on the erf according to the Swakopmund Zoning scheme":

- 3.1 As the situation plans fail to indicate any parking spaces for the public, please provide details in this regard.
- 3.2 Secondly, as the municipal parking area is in very close proximity - was the idea to make use of this public parking area for the wine house guests? In other words, has it been foreseen that the public's accessibility to the beach area will be limited during events with many guests?
- 3.4 Lastly, are we correct to assume that a liquor/wine licence will be applied for in case of rezoning of erf 406?

**URBAN Green Sustainability Consultants**  
**Town & Regional Planning**  
 Environmental Assessment & Compliance  
 Water & Wastewater Treatment



30 May 2025

H.K. Oosthuizen  
 PO Box 4942  
 Swakopmund  
 Namibia

**RE: APPLICATION FOR CONSENT OF A HOTEL PENSION ON ERF 406, MYL 4,  
 EXTENSION 1, SWAKOPMUND**

Your communication dated 20 & 22 April 2025 with reference to the above refers.

Find below our response, which has been submitted with the Swakopmund Municipality as well.

In response to your letter dated 20 April 2025, the following -

1. Please note that what is being applied for is a 'consent' application and NOT a change in the land use (i.e. rezoning) as per your communication.
2. With regard to the term 'Pension', it refers to the activity of a hotel pension as defined in the Swakopmund Town Planning Scheme.
3. With respect to your questions concerning the current project, and in specific 'why the onus is laid on the public', i.e., point 1 of the letter dated 20 April 2025, the request for comment from neighbours is as per the Swakopmund Town Planning Scheme stipulates.

Once again, there is no deviation from the present zoning, as 'hotel pension' is a consent allowed under the land use of 'general residential'.

4. With respect to the questions referring to the present layout, what is currently on the erf is in line with the primary right, as approved by the Swakopmund Municipality. Should the consent for an 8-leasable room pension not be successful, the development will remain and continue as per the primary right, i.e., 16 dwelling units.

Developments on general residential zoned land is registered as sectional title developments with the Office of the Surveyor general and the Registrar of Deeds, as per the Sectional Title Act.

The development's building plans would not have been approved by the Swakopmund Municipality if it was not in line with all required legislation and bylaws.

5. With respect to your statement that you as the neighbouring owner was ignored, find attached an electronic copy of the proof of registered post to whom the notification letters were sent to, which includes you as a neighbouring property owner.
6. With respect to relaxation of building lines that were granted, according to your point 4 of the letter dated 20 April 2025, these would be available from the Swakopmund Building Division. The layout of the buildings is as per the drawing that was sent via registered post to you, which is again attached for your ease of reference.
7. With respect to your comments under 'Delict of nuisance', the following –

Once again, there is no rezoning being applied for, but a consent. Current and future developments will remain to be done as per the primary right allocated to the Erf and approved as consent by the Swakopmund Municipality.

#### Zoning

- a. Please note that Erf 406 is NOT zoned 'residential', but 'general residential 1' with the density of 1:250. The zoning of 'general residential' allows for multiple dwellings as per the density, in this case 1:250. A density of 1:250 indicates that one dwelling per every 250m<sup>2</sup> land is allowed.
- b. Considering the size of the erf (4.203m<sup>2</sup>) and density of 1:250, a total of **16 dwelling units** are allowed to be erected on the Erf.
- c. The Hotel Pension includes **ONLY 8** rentable units, **8 less of what is allowed** to be developed. **The Hotel Pension thus utilises only 50% of the allowable development potential of the erf under the primary right.**

#### Increased Traffic & Staff Movement

- a. Once again, **the Hotel Pension utilises only 50% of the allowable development potential of the erf, i.e., will generate 50% less traffic compared to when fully developed for 16 dwelling units.**

#### Wine Cellar

- a. This activity as in the case of the bar is for use of guests only.

#### Noise Pollution

- a. Construction noise is inevitable during the construction phase of any building. Complaints in this respect can be submitted with the Swakopmund Building Division who will inspect the situation to confirm compliance by the contractor or not.

#### Blocking of Sunlight

- a. The buildings on the erf are being constructed in line with the requirements of the Swakopmund Municipality.

- b. If the developments are not inline with that of the Swakopmund Town Planning Scheme, that should be reported to the Building Division.
- c. With respect to the approval of the building plans, that can be obtained from the Swakopmund Building Division.

#### Light & Dust Pollution

- a. Any advertisements, signs, etc., aluminate or not nature need to comply with the Swakopmund Town Planning Scheme, otherwise it would not be allowed.
- b. Dust pollution and construction noises are inevitable and if you are of the opinion that it is excessive, this can be reported to the Swakopmund Building Division.

#### Lack of Privacy

- a. The buildings on the erf are being constructed in line with the requirements of the Swakopmund Municipality.
- b. If the developments are not inline with that of the Swakopmund Town Planning Scheme, that should be reported to the Building Division.
- c. With respect to the approval of the building plans, that can be obtained from the Swakopmund Building Division.

#### Contractual Relationship – Betrayal

- a. The fact that the Erf was purchased on public auction does not have an effect on the land use and building rights, as per the Swakopmund Town Planning Scheme.
- b. What is being constructed and what is being applied for is as per the rights allocated to the zoning of the erf, stipulated within the Swakopmund Town Planning Scheme.

In response to your letter dated 20 April 2025, the following –

1. The type of development intended on the 'open space' referred to can be obtained from the Swakopmund Municipality.
2. At this point in time it is not the intention of the owner to develop more than the 8 dwelling units and central guest area, which will be used for purpose of the hotel pension. Should the need arise in future, then only will the owner take-up the right to develop the erf to its full potential.
3. Parking for purpose of hotel pension will be provided on the erf and no municipal parking outside the erf is considered for the purpose of the hotel pension. Parking will be provided within the garage of the dwelling units, as indicated on the site layout that was send to you. Attached the site layout again for ease of reference.

The parking requirements for a Hotel Pension is '2 plus 1 per room', which calculates to 14 parkings to be provided. 8 of the 14 parkings are provided within garages, and the remaining 6 within the complex's driveway at dedicated parking areas.

4. An application for a liquor/wine license will be submitted upon approval for consent from the Swakopmund Municipality.

In summary –

1. What is being applied for is **NOT** a change (i.e. rezoning) in land use. The land use of Erf 406, Mile 4, will remain 'general residential 1' with the density of 1:250. The zoning of 'general residential' allows for multiple dwellings as per the density, in this case 1:250. A density of 1:250 indicates that one dwelling per every 250m<sup>2</sup> land is allowed.
2. Considering the land use of 'general residential 1' with the density of 1:250, the size of the erf (4,203m<sup>2</sup>) and density of 1:250, a total of **16 dwelling units** are allowed to be erected on the Erf.
3. What is being applied for, in line with the Swakopmund Town Planning Scheme, is the Hotel Pension as a consent. There is thus no change in land use.
4. The Hotel Pension includes **ONLY 8** rentable units and the centralised guest area, which is **8 dwelling units less than what is allowed** to be developed under the current land use of 'general residential 1' with the density of 1:250. **The Hotel Pension would thus have 50% less of an effect/impact in all respect, if compared to a development of 16 dwelling units, allowed under the current primary right.**

Yours faithfully,



Brand van Zyl (MNCTRP)

- 11.1.19 **SUBDIVISION OF ERF 254, MATUTURA, EXTENSION 1 INTO 5 PORTIONS AND REMAINDER**  
(C/M 2025/10/03 - E 254 M)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.10** page **127** 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 Erf 254, Matutura, Extension 1, into 5 Portions and Remainder.

**2. Introduction and Background**

An application was received by the Engineering and Planning Services Department for the subdivision of Erf 254, Matutura, Extension 1, into Portions A, B, C, D, E, and Remainder, from Van der Westhuizen Planning & Properties CC, on behalf of the registered owner. The application is attached as **Annexure A**.

**3. Ownership**

Currently, the ownership of Erf 254, Matutura, Extension 1, vests in Candice Strauss as endorsed under the Deed of Transfer No. T4387/2024. See **Annexure B**.

**4. Zoning and Locality**

The Erf is zoned "General Residential 2" and measures 1,881 m<sup>2</sup> in extent. Erf 254, Matutura, Extension 1, is located in Basil Street. See insert on the next page.

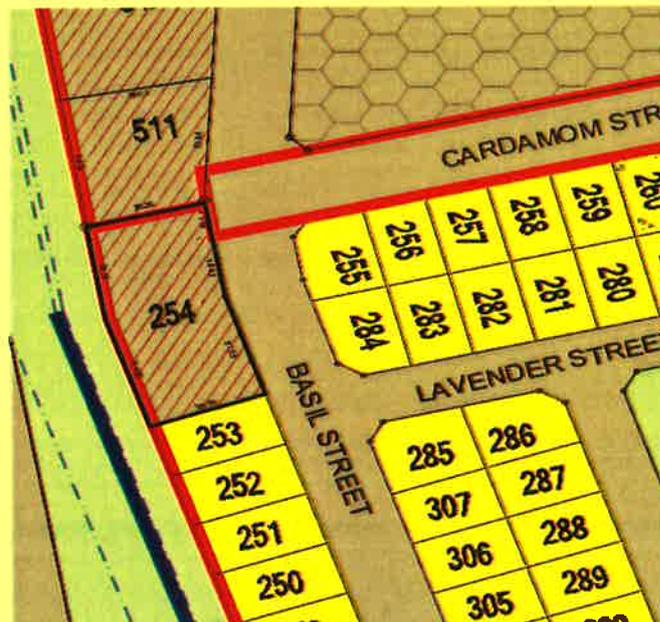


Figure 1: Location of Erf 254, Matutura Extension 1

5. **Access and Infrastructure services**

Access to Erf 254, Matutura, Extension 1, and the proposed portions will be obtained from Basil Street (14m in width).

Parking for the proposed development will be provided in accordance with the provisions of the Swakopmund Zoning Scheme.

Erf 254, Matutura, Extension 1 is already connected to the existing infrastructural services; however, should additional services be required, the applicant is to provide those to the satisfaction of the General Manager: Engineering and Planning Services.

6. **Public consultation**

In terms of the Urban and Regional Planning Act, 2018, Section 107, subdivision is subject to the public consultation process.

The public consultation for the proposed subdivision has been made in terms of section 107 and Regulation 10 of the Urban and Regional Planning Act. The adjacent neighboring landowners have been consulted by registered mail informing them of the intent (**Annexure C**). The last date to submit their objections and comments was 3 April 2025, and no objections have been received.

Seven (7) neighboring property owners were notified of the intention to subdivide Erf 254, Matutura, Extension 1 via registered letters.

No objections have been received after the lapse of the closing date.

7. **Proposal**

The owner of Erf 254, Matutura, Extension 1, intends to subdivide the erf into 5 Portions and a Remainder.

The proposed subdivision will enable the construction of single units on each property and rent out or dispose of some of the properties.

The intentions came about with the marketing of the initial design, and it was indicated by most of the interested persons that they do not wish to purchase or rent where a body corporate is involved. Numerous persons indicated their interest in acquiring a freestanding unit with its own title.

Currently, Erf 254, Matutura, Extension 1, is zoned "General residential 2" with a density of 1:250, which, in terms of the current rights, the owner can construct 7 units on the property.

However, the subdivision would enable the development of 6 units, each on its own erf with its own title.

**7.1 Subdivision**

Erf 254, Matutura, Extension 1, is proposed to be subdivided into 5 Portions and the Remainder.

The portion will be subdivided as per the table below:

<b>PORTION NUMBER</b>	<b>APPROXIMATE AREA (m<sup>2</sup>)</b>	<b>PROPOSED USE</b>
Portion A	312	General residential 2
Portion B	312	General residential 2
Portion C	324	General residential 2
Portion D	311	General residential 2
Portion E	311	General residential 2
Remainder/254	311	General residential 2
Erf 254	1 881	General residential 2

See subdivision plans attached as **Annexure D**.

## 8. Evaluation

The subdivision will facilitate the issuance of freehold land tenure titles for each erf, promoting freehold title ownership and enabling more sustainable development within the area. The proposed subdivided erven will create distinct and manageable parcels of land, which allows for the development of single residential properties.

As a result thereof, the applicant will have to rezone the newly created erven and the Remainder Erf 254, Matutura, Extension 1, from "general residential 2" with a density of 1:250 to "single residential" with a density of 1:300 to bring all portions into conformity with Swakopmund Zoning Scheme provisions.

Matutura, Extension 1 was created as a medium-high density area with a density of 1:300 for single residential and a density of 1:250 for general residential erven. The Matutura townships predominantly all accommodate residential characters with similar density.

Therefore, although the erf remains residential in nature, the development must conform to the existing density and zone of the area. The proposed subdivision will indeed yield more than the 6 units mentioned by the applicant, as they would be allowed a main dwelling together with outbuildings (half the size of the main dwelling).

Additionally, there have been applications of a similar nature approved by Council. Below is a list of erven where general residential erven had to be rezoned and subdivided in the same township:

- Erf 595, Matutura Extension 2
- Erf 1440, Matutura Extension 7 (phase 1 and 2)
- Erf 1266, Matutura Extension 7
- Erf 1444, Matutura Extension 7
- Erf 1445, Matutura Extension 7

The minimum erf size for erven zoned general residential 2 is outlined in the insert below from the Swakopmund Zoning Scheme clause 5 C.

For Council to maintain consistency, the applicant will be required to undertake the statutory process of rezoning the erf to "Single Residential" with a density of 1:300 to finalize the subdivision of Erf 254, Matutura Extension 1.

**C. GENERAL RESIDENTIAL 2 ZONE**

1. Colour Notation: Red Hatch  
 Primary Uses: Dwelling House/s, Block of Flats, Townhouses  
 Consent Uses: Place of Public Worship, Resident Occupation, Bed and Breakfast, Pensions, Residential Buildings.

**2. Land Use Restrictions****2.1 Coverage**

The maximum coverage for all buildings in this zone is 60%.

**2.2 Bulk**

The maximum bulk for all buildings in this zone is 1.

**2.3 Minimum Erf Sizes**

- (a) The minimum prescribed erf sizes for this zone are as follows:

Minimum Erf Size	Townhouses	Residential buildings and blocks of flats
Minimum area of site	900m <sup>2</sup>	1 000m <sup>2</sup>

- (b) Notwithstanding the conditions in sub-paragraph (a) above the Council may in certain cases, beyond the control of the applicant, give its special consent for the erection of a block of flats or residential building on an erf smaller than the prescribed area in sub-paragraph (a) above.

- (c) Save with the consent of the Council even smaller than 1 000m<sup>2</sup> may be used for the erection of Residential Buildings or Block of Flats within the following areas:

- (i) Swakopmund  
 South of Bahnhof Street, west of Lüderitz Street and north of Rhode Allee / Cordes Street / Swakop Street.
- (ii) Tamariskia
- (iii) Mondesa

The proposed development aims at addressing the demand for more manageable and individually owned residential properties, while enhancing the property value and resident satisfaction by providing secure freehold tenure without radically changing it into a low-density area.

**Engineering Comments**

- The layout of Erf 254 should be evaluated based on the **position of access points** and **internal connectivity**.
- Sub-dwelling units tend to have **higher trip generation rates** due to multiple household types.

**3.1 Compensation**

However, the subdivision of Erf 254, Matutura, Extension 1 into 5 portions is subject to a 7.5% compensation fee with respect to endowment calculated according to Section 9 (b) of Regulations relating to the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) in conjunction with the Swakopmund Municipality Property Policy.

**8.1 Title Conditions**

That the title deed conditions registered against Erf 254, Matutura, Extension 1, be retained for the newly created 5 Portions and Remainder Erf 254, Matutura, Extension 1, as follows:

- (ii) *The erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018);*

- (ii) *The building value of the main building, excluding the outbuilding to be erected on the erf, shall be at least four times the municipal valuation of the erf.*

9. **Conclusion**

The subdivision of Erf 254, Matutura, Extension 1 into Portions A-E and Remainder will have to be rezoned from "General Residential 2" with a density of 1:250 to "Single Residential 1" with a density of 1:300. The applicant will have to undertake the statutory process in accordance with the Urban and Regional Planning Act, 2018 for the development to be in line with the provisions of the Swakopmund Zoning Scheme.

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

**RECOMMENDED:**

- (a) **That the subdivision of Erf 254, Matutura, Extension 1 into 5 Portions and Remainder be approved on condition that Erf 254, Matutura, Extension 1 be rezoned from "General Residential 2" with a density of 1:250 to "Single Residential" with a density of 1:300.**
- (b) **That the applicant agrees in writing that they accept condition (a) above, failing which the application will be rejected.**
- (c) **That upon acceptance of the rezoning condition, the applicant undertakes the notification procedure for the rezoning in accordance with Regulation 10 of the Urban and Regional Planning Act, 2018, before applying to the Urban and Regional Planning Board, provided that no objection to the proposed rezoning is made.**
- (d) **That should objections be received opposing the rezoning, such objections be submitted to Council for consideration before the application to the Urban and Regional Planning Board is made.**
- (e) **That the subdivision of Erf 254, Matutura, Extension 1 be subject to a 7.5% subject to a compensation fee with respect to endowment calculated according to Section 9 (b) of Regulations relating to the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) in conjunction with the Swakopmund Municipality Property Policy, be paid in full by the applicant (owner) before submission of any business registration application, building line relaxation application and/or building plans submission to the Engineering and Planning Services Department for approval.**
- (f) **That if there be a need for upgrading the municipal services, it be for the account of the applicant, and it must be designed to the satisfaction of the General Manager: Engineering and Planning Services;**
- (g) **That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.**
- (h) **That the applicant provide proof that the subdivision and rezoning have been approved by the Minister and promulgated, and provide approved erf diagrams from the Surveyor General's Office before any business registration and/or submission of building plans to the Engineering and Planning Services Department for approval.**

- (i) That the applicant provides proof that the subdivision has been approved by the Minister and provides approved erven diagrams from the Surveyor General's Office before any business registration application, building line relaxation application, and/or building plans submission to the Engineering and Planning Services Department for approval.
  - (j) That the title deed conditions registered against Erf 254, Matutura Extension 1, be retained for the newly created 5 Portions and Remainder Erf 254, Matutura, Extension 1, as follows:
    - (i) *The erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018);*
    - (ii) *The building value of the main building, excluding the outbuilding to be erected on the erf, shall be at least four times the municipal valuation of the erf.*
  - (h) That the applicant be informed of this decision and of their rights to appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with Regulations 18 of the Urban and Regional Planning Act.
-

**ANNEXURE A**

22.03.11.254

E 254 M


**TOWN PLANNING & PROPERTIES**

PO BOX 1598  
 SWAKOPMUND, NAMIBIA  
 +264 81 422 9951  
 +264 81 422 9951  
 and@co.gov.na

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



14 May 2025

Dear Sir,

**APPLICATION FOR THE SUBDIVISION OF ERF 254, MATUTURA, EXTENSION NO. 1  
 SWAKOPMUND INTO PORTION A, B, C, D, E AND REMAINDER.**

Application is herewith made, on behalf of the registered owner of Erf 254, Matutura, Extension No. 1, Swakopmund, Ms. Candice Strauss for the Subdivision of Erf 254, Matutura, Extension No. 1, into Portions A, B, C, D, E and Remainder (**Annexure C1**).

**1. BACKGROUND**

The owner acquired the property for the purpose of developing of free-standing units in line with the density allocated to the Erf 254. Upon marketing of the proposed and then intended units, it was found that the public is not in favour of Body Corporates, and most of the interested persons indicated that they are rather interested in obtaining their own title to a property.

It is against this background that the owner decided to rather apply to Council for the subdivision of the property according to its density.

**2. LOCALITY, ZONING AND ERF SIZE**

Erf 254, Matutura, Ext. No 1, Swakopmund currently measures 1881m<sup>2</sup> in extent, and is located alongside Basil Street in Matutura, Ext 1, Swakopmund (**Annexure A**). The property is zoned as General Residential 2, with a density of 1.250m<sup>2</sup>.

**3. OWNERSHIP**

According to the Deed of Transfer Nr. 4387/2024, ownership Erf 254, Matutura, Extension No. 1, Swakopmund, currently vests with Ms. Candice Strauss (**Annexure B1**). Power of

Attorney from the owner is attached as **Annexure B2**. The exist no conditions within the Deed of Transfer that prohibits the intended intention to subdivide the property.

#### 4. ACCESS TO THE PROPERTY

Access to the property is currently obtained from Basil Street in Matutura, Ext 1, Swakopmund. No change in access is envisaged for the newly created portions and access is to remain from the same street. If and when any other needs in terms of access might arise such needs shall be communicated to the relevant authority for consideration.

#### 5. TOPOGRAPHY

Erf 254, Matutura, Extension No. 1, Swakopmund is relatively flat with no natural features on it (**Annexure C2**). The surrounding area is relatively developed already and it is expected that the remaining erven will also be developed in the near future. This in itself is a good indication that soil conditions are stable and suitable for the proposed intentions of our client.

#### 6. INFRASTRUCTURE

The area is already serviced with the basic services and the property is already connected to the service infrastructure. Any additional requirements that the owner might envisage shall be communicated the relevant institutions and will be for the account of the owner. It is not envisaged that any special infrastructure and service requirements will be of any concern as it is a normal subdivision creating new portions that requires basic services.

#### 7. PARKING

As with all developments and land uses intended to be practiced on any site, the use of the site must comply with the provision of the Swakopmund Town Planning Scheme. As such, all parking requirements shall be calculated according to the provisions as contained within the Scheme for the specific land use zone. No building plans to be approved unless compliance with the parking provisions of the Schemes is adhered to.

#### 8. MOTIVATION AND INTENTION

It is the intention of the client to subdivide Erf 254 into 5 portions and remainder and construct units on each of the properties and rent out and/or dispose of some of the properties (**Annexure C1**).

The intentions came about with the marketing of the initial design and it was indicated by most of the interested persons that they do not wish to purchase or rent where a body corporate is involved. Numerous persons indicated their interest in acquiring a freestanding unit with its own title.

Currently Erf 254 is zoned as General Residential 2 with a density of 1:250m<sup>2</sup> meaning, due its size being 1881m<sup>2</sup>, that in terms of the current rights the owner can construct 6 units on

the property. Instead of having 6 units on one property you will now have 6 units, each on their own new erf with its own title. The situation on the ground will remain exactly the same and will under no circumstances increase the pressure on the services.

We do not foresee any negative impact to be exerted on to the local neighbourhood nor the current service infrastructure. The proposed intentions were supported by the neighbouring properties as they welcome the proposed change and appearance as presented.

**Proposed Subdivision of Subdivision of Erf 254, Matutura, Extension No. 1, into Portions A, B, C, D, E and Remainder**

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

<b>Proposed Portions</b>	<b>Portion Sizes in m<sup>2</sup></b>
Portion A	312 m <sup>2</sup>
Portion B	312 m <sup>2</sup>
Portion C	324 m <sup>2</sup>
Portion D	311 m <sup>2</sup>
Portion E	311 m <sup>2</sup>
Remainder of Erf 254	311 m <sup>2</sup>
<b>Total m<sup>2</sup></b>	<b>1881 m<sup>2</sup></b>

The sizes of all the portions created are in line with the density allocated to the property.

**9. PUBLIC PARTICIPATION**

A Notice was also placed on the erf for public comments (**Annexure D**). Neighbouring properties have also been requested for their comments. Attached please find copies of letters to neighbours via registered mail (**Annexure E**). Closing dates for objections was on the 3<sup>rd</sup> of April 2025.

**10. RESPONSE FROM PUBLIC**

Closing date for comment/objection to the proposed intentions were on the 3<sup>rd</sup> of April 2025. By the closing of the objection period **NO** comments/objections were received, (**Annexure F**).

**11. CONCLUSION**

It is our opinion that the intentions of the client will respond well with the existing situation to be found in the immediate area. The intended subdivision will create five (5) new erven with sizes in line with the current situation in the area. Currently the property size in the area is around 400m<sup>2</sup> upwards being and also falls within the density of 1:300m<sup>2</sup>.

The intentions will not appear out of context with the surrounding area and as a matter of fact blend in well. It is evident from the Public Participation Process that the neighbouring properties and the general public is in favour of the application as no objections were received.

There exists no reason why the intended subdivision into Portion A, B, C, D, E and Remainder cannot be supported as it is in line with the statutory documents that regulates land use and regulates growth in the town of Swakopmund.

**12. APPLICATION**

On behalf of our client/s, we herewith formally apply for:

- **SUBDIVISION OF ERF 254, MATUTURA, EXTENSION NO. 1 SWAKOPMUND INTO PORTION A, B, C, D, E AND REMAINDER**

**CONDITIONS TO BE REGISTERED AGAINST REMAINDER OF ERF 254:**

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

**CONDITIONS TO BE REGISTERED AGAINST PROPOSED PORTION A, B, C, D, AND E:**

**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 Council will find the above application for Subdivision of Erf 254, Matutura, Extension No. 1, into Portion A, B, C, D, E and Remainder, in order.

Yours Faithfully,



**A R VAN DER WESTHUIZEN**

25/10/2024

T 4387 / 2024

**DEED OF TRANSFER NO.**

**ERF NO. 254 MATUTURA (EXT 1)**

**Conradie Incorporated**  
Legal Practitioners & Conveyancers  
P.O. Box 2607  
Windhoek, Namibia  
Tel: (061) 224415

PREPARED BY ME

  
CONVEYANCER  
STOLZE HD

**DEED OF TRANSFER NO. T 4387 / 2024**

BE IT HEREBY MADE KNOWN:

**THAT HELMUT DEVILLIERS STOLZE**

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

**MUNICIPAL COUNCIL OF SWAKOPMUND**

Dated the 6TH day of JUNE 2024 and signed at SWAKOPMUND

W

N <sup>Am</sup>

**AND THE SAID APPEARER** declared that his Principal had truly and legally sold on the **13TH MAY 2024**

**AND THAT HE**, in his capacity aforesaid, did by these presents, cede and transfer, in full and free property, to and on behalf of

**CANDICE STRAUSS**  
**IDENTITY NUMBER 960620 0062 7**  
**UNMARRIED**

Her Heirs, Executors, Administrators or Assigns.

**CERTAIN** Erf No. 254, MATUTURA  
 Extension No 1

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

**MEASURING** 1881 (One Eight Eight One) Square Metres as will appear from General  
 Plan S.G No A 1334/2013

**HELD** By Certificate of Consolidated Title No T 7373/2020

**A. SUBJECT** to the following conditions in terms of Government Notice No.  
 237 of 14 September 2018, namely:

**IN FAVOUR OF THE LOCAL AUTHORITY**

- a) The erf must only be used or occupied for purposes which are in accordance with, the provisions of the Swakopmund Town Planning Scheme, prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954).
- b) The building value of the main building, including the outbuilding to be erected on the erf must be at least two times the prevailing valuation of the erf.

N

- B. FURTHER SUBJECT to the following conditions in favour of the Municipality of Swakopmund, namely:
- i) The Purchaser may not commence with construction of any improvements until transfer has been effected in his/her name and only after the building plan have been approved by the Seller in respect of the proposed improvements.
  - ii) The Purchaser may not alienate the Erf prior to transfer being registered.
  - iii) The Purchaser hereby binds himself and undertakes to the Seller not to effect the registration of the transfer of the Erf into the name of its successor-in-title until and unless its successors-in-title shall have bound itself and undertook in writing to the Seller to *mutatis mutandi* behold bound and to comply with each and every obligation of the Purchaser created in or arising from the Agreement. The Purchaser hereby agrees that the Seller may withhold the issue of the special clearance certificate until such time as the stipulations of this clause have been complied with.

WHEREFORE the Appearer, renouncing all the Right and Title which the said **TRANSFEROR** heretofore had to the Premises, did, in consequence also acknowledge it to be entirely dispossessed of, and disentitled to the same and that, by virtue of these presents, the said, **TRANSFEE**

Her heirs, executors, administrators or assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however reserving its rights; and finally, acknowledging that the purchase price of the aforesaid property amounts to NS 1 034 550,00.

Signed at WINDHOEK on **2024-08-07** together with the appearer,  
and confirmed with my seal of office.

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



SPECIAL POWER OF ATTORNEY



I/We, the undersigned,

CANDICE STRAUSS (ID: 960620 9062 7)

In my/our capacity as:

THE REGISTERED OWNER OF ERF 254, MATUTURA, EXTENSION NO 1, SWAKOPMUND

do hereby nominate, constitute and appoint,

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P O BOX 1588, SWAKOPMUND

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

SUBDIVISION OF ERF 254, MATUTURA, EXTENSION NO. 1, SWAKOPMUND, INTO PORTIONS A, B, C, D, E AND REMAINDER.

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

SIGNED at Swakopmund this 15 day of May 20 25

In the presence of the undersigned witnesses

WITNESSES:

1. [Signature]  
Van Strauss

2. [Signature]  
Chris Strauss

[Signature]  
CANDICE STRAUSS





TOWN PLANNING &amp; PROPERTIES

PO BOX 1598  
 SWAKOPMUND, NAMIBIA  
 +264 51 122 9981  
 +264 51 122 9991  
 info@van-der-westhuizen.com

ERF 252, MATUTURA, EXT. NO 1    Your REF: ERF 254, MATUTURA, EXT NO 1, SWK  
 ENS NDAKOLUTE  
 P.O. BOX 2152  
 SWAKOPMUND  
 13001

19 March 2025

Dear Sir / Madam,

**APPLICATION FOR THE SUBDIVISION OF ERF 254, MATUTURA, EXT. NO 1,  
 SWAKOPMUND, INTO PORTIONS "A", "B", "C", "D", "E" AND REMAINDER.**

Notice is hereby given in terms of the Urban and Regional Planning Act of 2018 (Act 5 of 2018), that Van Der Westhuizen Town Planning and Properties CC, on behalf of our client, Me C. Strauss, the registered owner of Erf 254, Matutura, Ext. No 1, Swakopmund, intends to apply to the Swakopmund Municipality for the following:

**> SUBDIVISION OF ERF 254, MATUTURA, EXT. NO 1, SWAKOPMUND INTO PORTIONS "A", "B", "C", "D", "E" AND REMAINDER.**

Erf 254, Matutura, Ext. No 1, Swakopmund currently measures 1881m<sup>2</sup> in extent, and is located alongside Basil Street in Matutura, Ext 1, Swakopmund. The property is zoned as General Residential 2, with a density of 1:250m<sup>2</sup>. It is the intention of the owner to subdivide the property into Portions "A", "B", "C", "D", "E" and Remainder and create 6 individual erven to be developed separately.

Please further take note that –

- (a) The proposed Subdivision plan of the Erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street and Daniel Kamho Avenue.
- (b) Any person having objections to the proposed Subdivision or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality of Swakopmund and the Applicant within 14 days of the last publication of this notice.

Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objections or comments must therefore be submitted by no later than 17:00 on 3 April 2025.

Yours Faithfully,



A R VAN DER WESTHUIZEN



TOWN PLANNING &amp; PROPERTIES

PO BOX 1598  
 SWAKOPMUND, NAMIBIA  
 +264 81 122 369  
 +264 81 122 369  
 andreas.van.der.westhuizen

ERF 253, MATUTURA, EXT. NO 1 Your REF: ERF 254, MATUTURA, EXT NO 1, SWK  
 JP FILLEMON  
 P.O. BOX 2523  
 OSHIKANGO  
 17008

19 March 2025

Dear Sir / Madam,

**APPLICATION FOR THE SUBDIVISION OF ERF 254, MATUTURA, EXT. NO 1, SWAKOPMUND, INTO PORTIONS "A", "B", "C", "D", "E" AND REMAINDER.**

Notice is hereby given in terms of the Urban and Regional Planning Act of 2018 (Act 5 of 2018), that Van Der Westhuizen Town Planning and Properties CC, on behalf of our client, Me C. Strauss, the registered owner of Erf 254, Matutura, Ext. No 1, Swakopmund, intends to apply to the Swakopmund Municipality for the following:

➤ **SUBDIVISION OF ERF 254, MATUTURA, EXT. NO 1, SWAKOPMUND INTO PORTIONS "A", "B", "C", "D", "E" AND REMAINDER.**

Erf 254, Matutura, Ext. No 1, Swakopmund currently measures 1881m<sup>2</sup> in extent, and is located alongside Basil Street in Matutura, Ext 1, Swakopmund. The property is zoned as General Residential 2, with a density of 1:250m<sup>2</sup>. It is the intention of the owner to subdivide the property into Portions "A", "B", "C", "D", "E" and Remainder and create 6 individual erven to be developed separately.

Please further take note that –

- (a) The proposed Subdivision plan of the Erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street and Daniel Kamho Avenue.
- (b) Any person having objections to the proposed Subdivision or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality of Swakopmund and the Applicant within 14 days of the last publication of this notice.

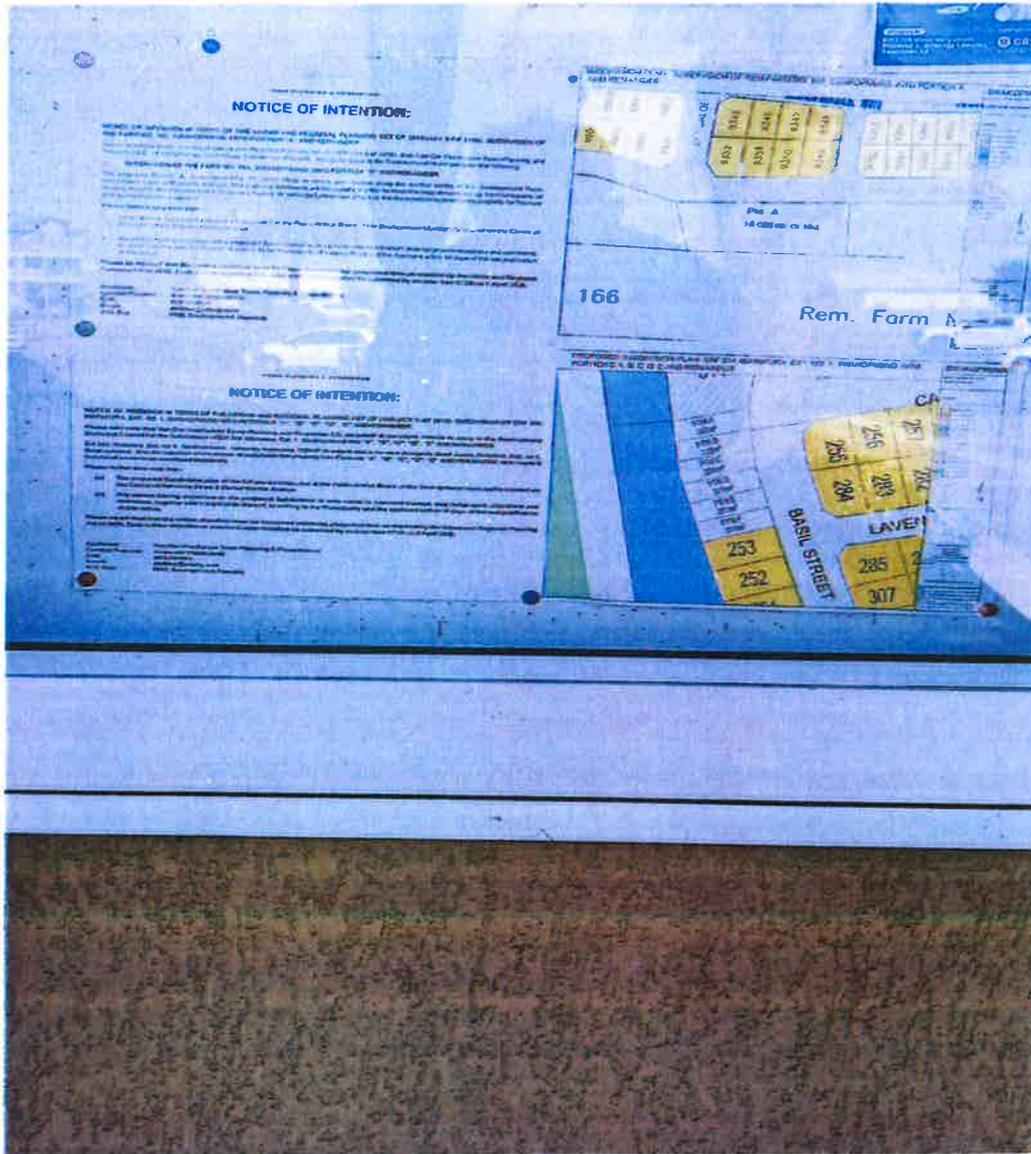
Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objections or comments must therefore be submitted by no later than 17:00 on 3 April 2025.

Yours Faithfully,



A R VAN DER WESTHUIZEN





ANNEXURE D





11.1.20

**APPLICATION FOR THE REZONING OF ERF 690, MONDESA, EXTENSION 2 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M<sup>2</sup> TO GENERAL BUSINESS WITH A BULK OF 2.0 AND CONSENT TO OPERATE A CARWASH WHILE THE REZONING IS IN PROCESS**

(C/M 2025/10/03 - M 690)

**Ordinary Management Committee Meeting of 11 September 2025, Addendum 8.12 page 161 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 690, Mondesa Extension 2 from "Single Residential" with a density of 1:600m<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 690, Mondesa Extension 2, from "Single Residential" with a density of 1:600m<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 690, Mondesa, Extension 2, vests in Victor Silimwe Maswahu & Elina Nelago Maswahu as per Title Deed No. T 8174/2023. Proof of ownership has been attached to the application.

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

Erf 690, Swakopmund, is zoned "Single Residential" with a density of 1:600m<sup>2</sup>, and it measures 1183m<sup>2</sup> in extent. The erf is located at the corner of Rakotoka Street and Vrede Rede Avenue. It is within the conservation area.



Locality and zoning map of Erf 690, Mondesa

**5. Access Municipal Services and parking**

Erf 690, Mondesa, is accessible from both Rakotoka Street and Vrede Rede Avenue.

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 general business zoned property, the parking requirement is "one parking bay per 33.33m<sup>2</sup>".

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. The proposed rezoning was advertised in the Namibian and Namib Times on the 6<sup>th</sup> and 13<sup>th</sup> of June 2025. A notice was placed on Council's notice board as well as on-site.

The neighbouring property owners were notified in writing via registered mail, informing them of the intention to rezone the property.

Additionally, a notice was published in the Government Gazette Number 8665, Notice No. 359, dated 13 June 2025

The last date to submit objections and comments was 4 July 2025, and no objections were received.

**7. Proposal**

The owner intends to rezone Erf 690, Mondesa Extension 2, from "single residential" with a density of 1:600m<sup>2</sup> to "general business" with a bulk of 2.0, with consent to operate a carwash while the rezoning is in process, to formalise the existing land uses operational on-site.

There is currently a variety of business activities running from the said erf, such as a carwash, hair salon, and three dwelling units. It is thus necessary to rezone the property to general business to legally permit the land uses being operated on-site.

The owner further requested consent to continue operating a carwash while the rezoning is being finalized.

**8. Evaluation**

The proposed rezoning of Erf 690, Mondesa Extension 2 from "single residential" with a density of 1:600m<sup>2</sup> to "general business" with a bulk of 2.0 is aimed to spatially correct the existing land use activities that are taking place on the premises, which currently do not conform to the provisions of the Swakopmund Zoning Scheme under the current zoning, single residential.

The three existing dwelling units exceed the density being single residential with a density of 1:600m<sup>2</sup>. Supposedly, the erf must accommodate only one main dwelling with associated outbuildings not exceeding 50% of the total floor area of the main building. The building plans submitted for approval in 2012 and 2024, respectively, were conforming to the provisions of the scheme; however, they were altered and partitioned after construction and issuance of completion certificates.

The hair salon was operating without Council's approval, however; in July 2025, after having undertaken consent procedures, Council granted its special consent to operate a hair salon on Erf 690, Mondesa, on condition that the carwash currently operating on the same property cease, until the rezoning is finalized.

The operation of carwashes on single residential zoned properties contravenes the provisions of the scheme. Hence, the condition is to cease its operations until the appropriate zone is granted. The request by the applicant to continue operating the carwash while the rezoning is in process cannot be supported as it is not part of the secondary rights (consent uses) under the current single residential zoning.

The carwash can only be permitted to operate after the rezoning has been finalized, under "general business" zoning, as a service industry.

**"SERVICE INDUSTRY"** means use of land or a building which in the opinion of the Council is a small scale industry incidental to the needs of the local community and the retail trade and which in the opinion of the Council will not interfere with the amenities of the surrounding properties or be of nuisance value by virtue of noise, appearance, smell or activities, or for any other reason whatsoever but excludes a service station."

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, <u>Service Industry</u> , Launderettes, Dry-cleanettes, Place of Assembly, Place of Amusement, Institutional Buildings, Drive-in Cafés, Funeral Parlours and Chapels, Warehouses, Liquor Stores, Bed and Breakfast, Pensions.

On the proposed zoning, the general business will allow the conformity of the existing activities taking place on Erf 690, Mondesa, Extension 2. The property is in close proximity to other commercial land uses, namely general business and local business. Vrede Rede is one of the mixed-use economic corridors that promotes connectivity between economic nodes.

The applicant has, however, omitted the request to operate a carwash after the rezoning. Council can consider granting its special consent for the operation of the carwash after the rezoning has been approved by the Minister and promulgated in the Government Gazette. The applicant is

exempted from conducting public consultation; however, they will be subjected to other provisions, such as the application fee of not less than N\$2218.78, and business registration procedures, including applicable fees.

#### Town Planning Application Fees

		2024 / 2025	2025 / 2026
8	Resident occupation (Council Policies)	430.00	441.00
9	Consent Use (Table B of the Swakopmund Zoning Scheme)	2 113.13	2218.78

The Swakopmund Structure Plan 2020-2040 advocates for mixed-use developments for the stimulation of economic growth for the town. Therefore, the proposed development is compatible to the area and its desired land use types are as provided for in terms of both the Swakopmund zoning Scheme and the Swakopmund Structure Plan 2020 - 2040.

#### 9. Environmental Impact Assessment

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 690, Mondesa, Extension 2 is subject to an environmental impact assessment.

#### 10. Compensation

The rezoning of Erf 690, Mondesa, Extension 2 from "*Single Residential*" with a density of 1:600m<sup>2</sup> to "*General Business*" with a bulk of 2.0, for the rectification of the unauthorized activities, is subject to a 75% 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.

#### 11. Conclusion

The proposed rezoning of Erf 690, Mondesa, Extension 2, from "*Single Residential*" with a density of 1:600m<sup>2</sup> to "*General Business*" with a bulk of 2.0 is intended to bring the current activities into conformity with the Swakopmund Zoning Scheme and is not foreseen to have any detrimental negative impacts on the neighborhood. It can therefore be supported.

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

**RECOMMENDED:**

- (a) That the rezoning of the Erf 690, Mondesa, Extension 2, from "Single Residential" with a density of 1:600m<sup>2</sup> to "General Business" with a bulk of 2.0 be approved.
  - (b) That consent to operate a carwash while the rezoning is in progress be turned down.
  - (c) That the operation of a carwash must cease with immediate effect on the date of notification of the applicant of this Council decision.
  - (d) 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.
  - (e) That the rezoning of Erf 690, Mondesa, Extension 2, from "Single Residential" with a density of 1:600m<sup>2</sup> to "General Business" with a bulk of 2.0 is subject to a 75% compensation fee calculated according to the National Betterment Fee Policy of 2009 and be paid by the applicant.
  - (f) 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.
  - (g) That after the rezoning has been promulgated in the Government Gazette, the applicant can submit the business registration application for the carwash, subject to an application fee of not less than N\$2218.78 and business registration procedures, as well as other applicable fees.
  - (h) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.
  - (i) 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
  - (j) 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.
-

1 +

22-03-02-690

M 690

**ANNEXURE A**



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor on Main  
122 Sam Nujoma Avenue  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: m.p@stpp.com.na

**Our reference: 690M**

**07 July 2025**

**ERF 690 MONDESA EXTENSION 2**

- Rezoning: From Single Residential with a density of 1 dwelling unit per 600m<sup>2</sup> to General Business with a Bulk Factor of 2.0.
- Consent to operate a "Carwash" while the rezoning is in progress.
- Environmental Clearance Certificate: Rezoning of land from residential to commercial use.

**Submission to:**

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



**Prepared for:**

Victor Slimwe Maswahu and Elina Nelago Maswahu  
PO Box 5028  
Swakopmund  
13001



**Prepared by:**

Stewart Planning  
First Floor on Main  
122 Sam Nujoma Avenue  
PO Box 2095  
Walvis Bay  
13013



**Table of Contents**

1	Introduction and Background	3
2	Site Locality	3
3	Cadastral Description and Ownership	5
4	Existing Zoning	6
5	Zoning Proposal	9
6	Proposed Consent Use	9
7	Need and Desirability	10
8	Legislation Overview	11
8.1	Swakopmund Zoning Scheme	11
8.2	Urban and Regional Planning Act of 2018	12
8.3	Environmental Management Act of 2007	12
9	Policy Overview	12
9.1	Swakopmund Urban Structure Plan 2020-2040	12
10	Public Consultation	13
11	Summary	13
12	Recommendation	14

**Attachments**

- Annexure A: Special Power of Attorney
- Annexure B: Deed of Transfer
- Annexure C: Locality Plan
- Annexure D: Zoning Map
- Annexure E: Proof of Consultation

## 1. Introduction and Background

This report is submitted to the Municipal Council of Swakopmund for the purpose of motivating and providing adequate background to enable the rezoning of **Erf 690 Mondesa Extension 2** (the site) from **Single Residential (1:600)** to **General Business with a bulk factor of 2.0**.

The site is located in a fully developed mixed use context and is subject to an existing Zoning Scheme within which it is zoned Single Residential with a density of 1 dwelling unit per 600m<sup>2</sup>. The proposal therefore aims at rezoning the site in order to formalise the existing land uses on-site with permanent business rights. There is currently a variety of land-uses onsite such as carwash and hair salon in addition to the three dwelling units. Thus, it will be necessary to rezone the site to legally permit the proposed land uses.

The application will not only spatially correct the existing land use activities but will also enable Council to charge and benefit from the business tariff in line with site developments.

The owner has appointed Stewart Planning to apply to the Municipality of Swakopmund and the Urban and Regional Planning Board for the following:

1. Application for the rezoning of Erf 690 Mondesa Extension 2 from "Single Residential" with a density of 1 dwelling unit per 600m<sup>2</sup> to "General Business" with a bulk of 2.0 in terms of Section 105(a) of the Urban and Regional Planning Act, 2018.
2. Consent from the Municipal Council of Swakopmund to operate a "Carwash" (Service Industry) on Erf 690 Mondesa Extension 2 in terms of Amendment Scheme No. 12 of the Town Planning Scheme of Swakopmund while the rezoning is in progress.

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

## 2. Site Locality

- The site is located at No. 33 Vrede Rede Avenue, Mondesa Extension 2. The site is afforded good access from two streets namely Vrede Rede Avenue (25m wide) and Rakotoka Street (30m wide).
- Vrede Rede Avenue and Rakotoka Street are both particularly important collector roads.
- Therefore, the existing road structure allows for good permeability in and around the area.
- The site is situated in close proximity to major bus and taxi routes within the area of Mondesa. This allows for high visibility for the current on-site developments.

- Vrede Rede Avenue connects to Independence Street on the East and to Daniel Kamho Avenue to the West. Independence Street is the main link to the Mondesa CBD and other areas DRC and Matutura. Daniel Kamho Avenue is the main link to Vineta and to Ocean View.
- The property is located in close proximity to other commercial land uses such as Stop & Shop, Super Save and Mondesa Woerman Brock that forms part of the mixed-use node in the broader area.
- In the same vicinity, you also find shebeens, carwashes and informal street vendors.
- The site is located within a fully developed residential and commercial context hosting a range of development typologies.
- The site is appropriately suited for the rezoning to General Business to permanently entrench commercial rights and formalise the existing land-uses.
- The site is adequately serviced in terms of infrastructure development therefore, the rezoning will not put pressure on the existing services but is merely administrative in nature.



Figure 1: Aerial Photo.

Above is an aerial photo depicting the site on relation to its broader context. As can be seen the site is strategically located in terms of the road network and land uses thereof. On the next page is the location of the site.

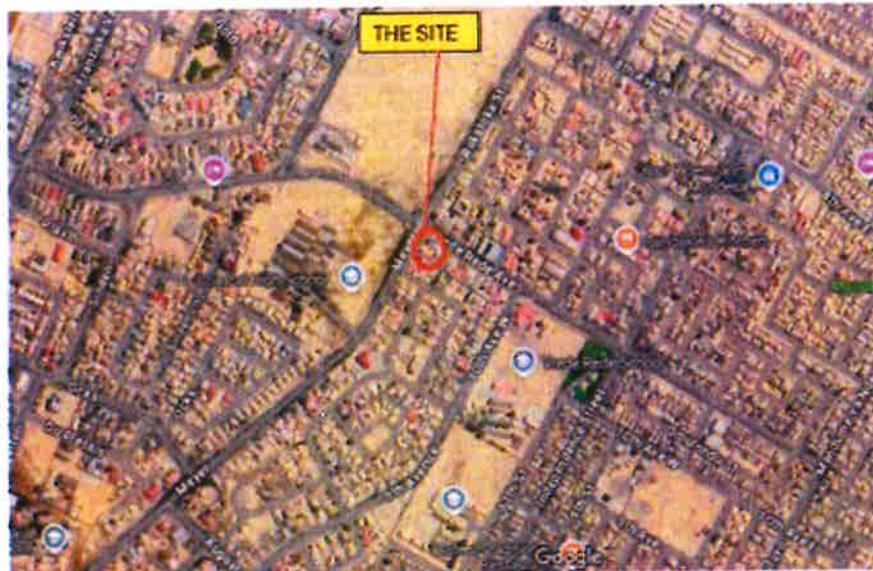


Figure 2: Site Locality Map.

### 3. Cadastral Description and Ownership

The subject property is described as Erf No 690 Mondesa (Extension No 2), situate in the Municipality of Swakopmund, Registration Division "G", Erongo Region.

In terms of Deed of Transfer No. T4597/2004, the registered owners of Erf 690 Mondesa Extension 2 are Victor Silimwe Maswahu and Elina Nelago Maswahu (see *Annexure B*) who have given Special Power of Attorney to Stewart Town Planning CC (see *Annexure A*) for the application. The site covers 1183m<sup>2</sup> in extent.

Table 1: Summary of the Property Description of the site.

ERF 690 MONDESA EXTENSION 2	
Local Authority	Swakopmund Municipal Council
Township	Mondesa
Extension	No. 2
Size	1183m <sup>2</sup>
Owner / Applicant	Victor Silimwe Maswahu and Elina Nelago Maswahu Power of Attorney forms are attached as <i>Annexure A</i>
Title Deed	Deed of Transfer No. T 4597/2004 is attached as <i>Annexure B</i>

#### 4. Existing Zoning

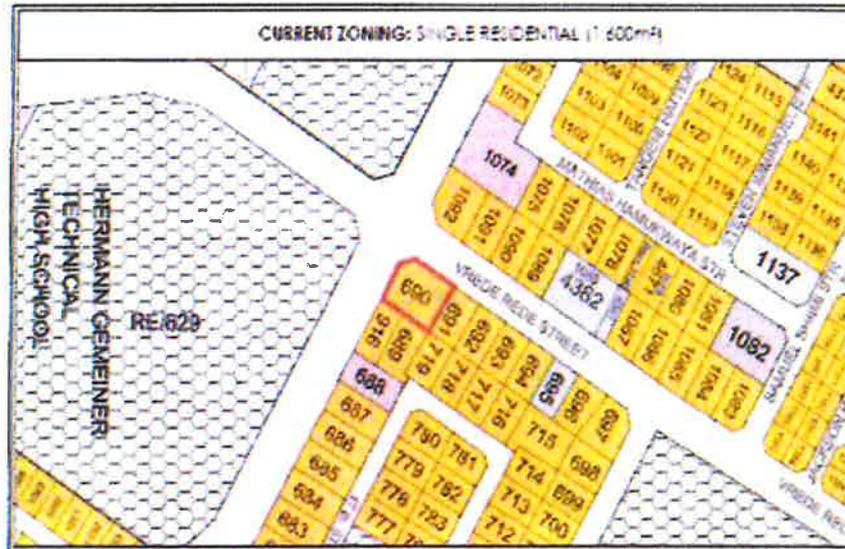
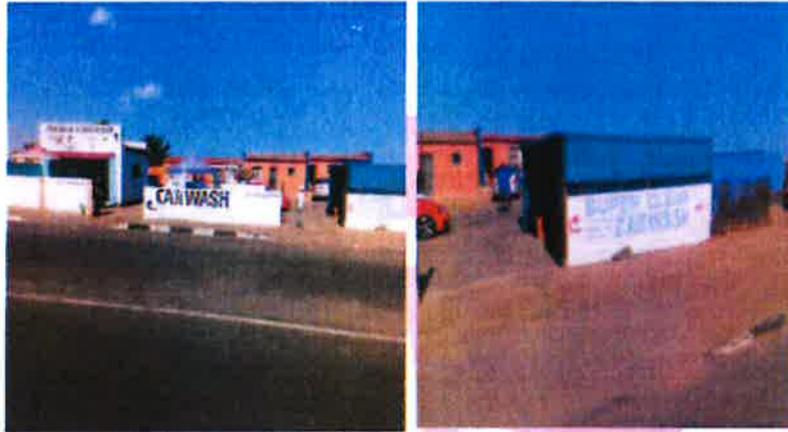


Figure 3: Existing Zoning Map of the site.

- ✓ The site is zoned **Single Residential (1:600)**.
- ✓ The Single Residential zone forms the northern, eastern and southern boundaries of the site
- ✓ The zones in the immediate context of the site are Institutional, Local Business and General Residential 2.
- ✓ At a broader context, the following zones can be found: Special, Authority, General Business and Public Open Space.
- ✓ Considering the above, the proposed zone blends well with the existing context. The commercial zones in the area are indicative of the area's need for commercial activity and that Council supports the mix of zones and land uses within the area. The commercial land uses are not onerous or burdensome and do not encroach on the land use rights of the surrounding residential development. Therefore, the proposed zone is suitable from a town planning perspective.
- ✓ The site is situated in a unique and strategic location, being a corner at the intersection of two important collector roads.
- ✓ The site is a local node and therefore it adds to the mixed-use context in which it is located.
- ✓ Because the site is located at the corner, it is easily accessible and visible.
- ✓ The current on-site developments contribute towards sustainable development as the site is located in an activity corridor.

- ✓ The area in which the site is located is transforming rapidly. This can be seen with the many residential land uses and buildings being converted into commercial land uses.
- ✓ The current on-site developments are not a 'sore thumb' as the area is transforming, and the proposed zone is congruent with its surroundings.
- ✓ Formalising the current on-site developments should be encouraged and supported.



These pictures of the site taken from Vrede Rede Avenue. It is evident that the site occupies a quality space, which benefits the current on-site activities and the proposed rezoning and ensures good visibility as well as access.



This picture shows the Super Save building on Vrede Rede Avenue located ±50 meters east from the site. Adjacent and around the Super Save building are various land uses such as shebeens, carwashes and informal vendors.

**5. Zoning Proposal**

The proposed application encompasses the rezoning of the site from **Single Residential (1:600)** to **General Business with a bulk factor of 2.0** to formalise the current on-site developments

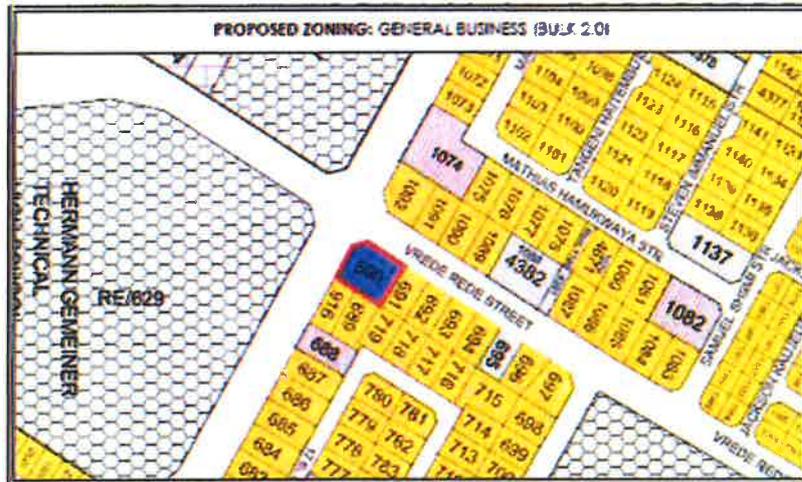


Figure 4: Proposed Zoning Map of the site.

**6. Proposed Consent Use**

As alluded to earlier in my report and as can be seen in the photos on page 7 there is currently a successful carwash operating on the site. The owner intends to maintain the operation of the land-use while the rezoning process is ongoing. Rezoning applications can take between 8 to 14 months to complete, and the owner has conditionally obtained the business registrations from Council subject to rezoning approval.

**D. GENERAL BUSINESS**

- 1. **Colour Notation:** Blue fill
- Primary Uses:** Shops, Office Buildings, Parking Garages, Licensed Hotels, Block of Flats, Residential Buildings,
- Consent Uses:** Service Stations, ~~Service Industry~~, Place of Assembly, Place of Amusement, Institutional Buildings, Drive Inn Cafés, Funeral Parlours and Chapels, Warehouses, Liquor Stores, Pensions, Bed and Breakfast, Launderettes, Dry Cleaners

As can be seen in the above snapshot, the Carwash falls under consent uses as a **Service Industry** in the General Business zone.

**"SERVICE INDUSTRY"** means use of land or a building which in the opinion of the Council is a small scale industry incidental to the needs of the local community and the retail trade and which in the opinion of the Council will not interfere with the amenities of the surrounding properties or be of nuisance value by virtue of noise, appearance, smell or activities or for any other reason whatsoever but excludes a service station. This use also provides for one dwelling unit as primary use and more dwelling units with the special consent of the Council

The operation of the Carwash and ancillary services has proven not to be noxious and will not have a significant negative impact on the health and safety and amenity of the neighbourhood.

Therefore, simultaneously with the rezoning, it is desirable to obtain Council's consent for the following:

Consent from the Municipal Council of Swakopmund to operate a "Carwash" on Erf 690 Mondesa Extension 2 while the rezoning is in progress.

### 7. Need and Desirability

The proposed use of the buildings and land is considered needed and desirable due to the following reasons:

- I. The existing buildings will retain a sizeable percentage of their character and scale and will not be visually intrusive toward adjacent properties. The use of land will operate during standard business hours and is not expected to generate objectional noise after hours.
- II. Vrede Rede Avenue and Rakotoka Street are popular route choices and experiences a relatively high volume of traffic. This has made the goods and services being availed on the site desirable and complementary to the broader area.
- III. The current on-site developments continue to integrate well with the mix of land uses in this area which comprise shops, shebeens, high school, hair salons and high-density apartments.
- IV. The proposed "General Business" zoning must be encouraged on such strategically located sites to promote higher-intensity developments, and a wider range of permitted land uses to improve walkability and new urbanism.
- V. The existing on-site developments have created much needed employment opportunities for the local residents.

## 8. Legislation Overview

The application has been evaluated in terms of the following statutory provisions:

- Swakopmund Zoning Scheme.
- Urban and Regional Planning Act of 2018
- Environmental Management Act of 2007.

### 8.1. Swakopmund Zoning Scheme

The proposed rezoning is evaluated in terms of Swakopmund Amendment Scheme No. 12 and No. 71 as summarised in Table 2.

Table 2: Land use restrictions for the "General Business" zoning.

Land Use Restrictions	Evaluation
<p><b>Coverage</b> In both Schemes, the maximum coverage of all buildings shall not be more than 85% for office buildings.</p>	<p>The client intends to utilise the existing buildings on site with minor alterations that will not significantly increase the total floor area of the buildings. The proposed development will comply with the coverage restriction.</p>
<p><b>Bulk</b> In Scheme 12, the recommended maximum bulk is 2.0 and bulk zones are specified in Scheme 71. Whichever bulk zone is applied to the broader area will take effect.</p>	<p>The existing buildings and land uses generate an actual bulk factor of less than 2.0 and will comply with current bulk requirements.</p>
<p><b>Minimum Erf Sizes</b> In both Schemes, no minimum erf size is specified for the "General Business" zone.</p>	<p>No restriction applies.</p>
<p><b>Density Control</b> In Scheme 12, density control does not apply in the "General Business" zone. Density is determined by the bulk factor.  For Scheme 71, density zones will be specified which is expected to be 1 200, 1 250 or 1 300 for the surrounding area.</p>	<p>There are currently 3 dwelling units on the site.</p>
<p><b>Height</b> No building shall exceed a height of 13 metres in terms of Scheme 12 unless relaxed to 16 metres. Scheme 71 has a height restriction of 40 metres, but this is currently contested for the CBD area.</p>	<p>The existing and proposed building extensions will be single storey in height and unlikely to be higher than 13 metres and thus will comply with height restrictions.</p>
<p><b>Building Lines</b> In Scheme 12, no building may be erected 3 metres from the rear boundary unless relaxed by the Council, but business buildings may be erected on the street and side boundaries (except for service stations).  In Scheme 71, the street building line is also zero metres but 3 metres from any side and rear boundaries.</p>	<p>The site will comply with the building regulations of Council pertaining to building line relaxations. The client will submit building plans for any alterations or adjustments to existing buildings and proposed development. Any changes to be done on site will comply with the building line provisions of the Scheme.</p>

Land Use Restrictions	Evaluation
<p><b>Parking</b> In Scheme 12, one parking bay per 33.3m<sup>2</sup> of floor area is recommended for all other uses of land, unless relaxed by the Council.</p> <p>Scheme 71 also recommends 1 bay per 33.3m<sup>2</sup> in the General Business zone</p>	<p>The floor area of the existing developments does comply with the provision of Scheme 12 in terms of parking bays.</p> <p>The floor area of the existing developments does comply with the provision of Scheme 71 in terms of parking bays.</p>

In conclusion, the existing on-site developments do comply with the provisions of the proposed "General Business" zoning

**8.2. Urban and Regional Planning Act of 2018**

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

**8.3. Environmental Management Act of 2007**

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

**9. Policy Overview**

The proposed application is evaluated in terms of the Swakopmund Urban Structure Plan of 2020 to 2040.

**9.1. Swakopmund Urban Structure Plan 2020-2040**



Figure 5: Mixed-Use 1 Zone Map as indicated in the Swakopmund Urban Structure Plan (2020-2024)

The site is situated in the area deemed as Mixed-Use Zone 1 which is an area identified for densification and mixed-use land uses Swakopmund Urban Structure Plan

Most importantly, the site is situated at the corner of two busy activity corridors namely, Vrede Rede Avenue and Rakotoka Street.

From the above, it can be concluded that the proposed rezoning is in accordance with the Swakopmund Municipality Urban Structure Plan 2020-2040.

## 10. Public Consultation

Public consultation allows affected parties to submit written comments, representations, or objections to the application to assist the relevant authorities with its decision-making in terms of the Urban and Regional Planning Act of 2018 (Act No.5 of 2018) and its Regulations

The application was advertised in the following manner:

- Regulation 10(1): Notice in the Gazette.
- Regulation 10(2): Notices in 2x Newspapers.
- Regulation 12(a): Notice(s) on Site.
- Regulation 12(b): Notice at the Local Authority.
- Regulation 10(4): Notice to neighbouring landowners.

The proof of consultation report is attached as **Annexure E**. There were no objections received on the application on the last date of consultation, which is Friday, 04 July 2025.

## 11. Summary

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

- The site is well located within a developed context and situated on the intersection of two busy activity corridor routes such as Vrede Rede Avenue and Rakotoka Street, which makes the site accessible and desirable for mixed-use development.
- The current existing onsite development utilises the site in an appropriate and sustainable manner.
- The scale of the existing development does not have a significant impact on the existing traffic network and does not contribute to congestions and delays of traffic in the area.
- The proposed rezoning will continue to provide permanent employment.
- The proposed rezoning complies with the guidelines and recommendations of the Swakopmund Zoning Scheme, the Urban and Regional Planning Act and the Environmental Management Act.
- The utilisation of the site for the provision of mixed-use development is fully supported by the Swakopmund Urban Structure Plan.

## 12. Recommendation

Therefore, it is recommended to the Municipal Council of Swakopmund for the following

1. Application for the rezoning of Erf 690 Mondesa Extension 2 from "Single Residential" with a density of 1 dwelling unit per 600m<sup>2</sup> to "General Business" with a bulk of 2.0 in terms of Section 105(a) of the Urban and Regional Planning Act, 2018.
2. Consent from the Municipal Council of Swakopmund to allow the operation of a "Carwash" (Service Industry) on Erf 690 Mondesa Extension 2 in terms of Zoning Scheme No.12 of Swakopmund while the rezoning is in progress.

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

Yours faithfully,

*Mario Mberira*  
 Mario Mberira  
 Registered Town & Regional Planner in Training (NCTRP)  
  
 Tel: +264 64 280 773 | Email: mario@sp.co.na

*Bruce Stewart*  
 Bruce Stewart  
 Registered Town & Regional Planner (NCTRP)  
  
 Tel: +264 64 280 770 | Email: bruce@sp.co.na



T 8474 / 2823

**DEED OF TRANSFER NO**

**1. SIMON NAKANYALA**

Identity Number : 581118 0036 3

Married, which marriage does not have the legal consequences of a marriage in community of property by virtue of the provisions of Proclamation 15 of 1928

**2. RALINA NDAPUNIKWA NAKANYALA**

Identity Number : 60901 0018 8

Married, which marriage does not have the legal consequences of a marriage in community of property by virtue of the provisions of Proclamation 15 of 1928

**IFO**

**VICTOR SILIMWE MASWAHU**

Identity Number - 881006 0028 7

And

**ELINA NELAGO MASWAHU**

Identity Number : 760604 0055 8

Married in community of property to each other

**ERF NO 660 MONDESA (EXTENSION NO 2)**

**DR. WEDER, KAUTA & HOVEKA INC.**

LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS  
3rd Floor, WGH House, Jan Jonker Road, Ausserspionitz

P.O. Box 804 - Tel: 061-275550 - Fax: 238802  
WINDHOEK, Namibia

PREPARED BY ME  
*W. W. W.*  
CONVEYANCER  
GREYVENSTEIN B



DR WEDER, KAUTA & HOYEKA INC.  
Attorneys, Notaries and Conveyancers  
P O Box 864  
WINDHOEK

T 0124 / 2023

**DEED OF TRANSFER NO.**

BE IT HEREBY MADE KNOWN

THAT *W. W. W.*  
appeared before me, Registrar of Deeds at Windhoek, he/she the said  
Appearer, being duly authorised thereto by a Power of Attorney granted to  
him/her by

1. **SIMON NAKANYALA**  
Identity Number 581118 0036 3  
Married, which marriage does not have the legal consequences of a marriage  
in community of property of property by virtue of the provisions of  
Proclamation 15 of 1928
2. **RAUNA NDAPUNIKWA NAKANYALA**  
Identity Number 600901 0016 5  
Married, which marriage does not have the legal consequences of a marriage  
in community of property of property by virtue of the provisions of  
Proclamation 15 of 1928

dated the 20<sup>th</sup> day of November 2023 and signed at Ongwediva

*W* *H* *W*  
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2

THE SAID APPEARER declared that his/her Principal had truly and legally  
on the 3<sup>rd</sup> November 2023

AND THAT HE/SHE in his/her capacity aforesaid did by these presents, cede and  
transfer in full and free property to and on behalf of

**VICTOR SILIMWE MASWAHU**  
Identity Number 681006 0028 7  
And  
**ELINA NELAGO MASWAHU**  
Identity Number 760604 0055 8  
Married in community of property to each other

Their heirs, Executors, Administrators or Assigns

<b>CERTAIN</b>	<b>Erf No 690 Mondesa (Extension No 2)</b>
<b>SITUATE</b>	<b>in the Municipality of Swakopmund Registration Division "G" Erongo Region</b>
<b>MEASURING</b>	<b>1183 (One One Eight Three) Square Metres</b>
<b>FIRST TRANSFERRED</b>	<b>by Deed of Transfer No T 4208/1987 with General Plan No S G No A 2/1984 relating thereto</b>
<b>AND HELD</b>	<b>By Deed of Transfer No T 4597/2004</b>
<b>SUBJECT</b>	<b>to the following conditions imposed in Terms of the Urban and Regional Planning Act 2018 (Act 5 of 2018), namely,</b>

**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 5 of 2018)
- b) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the prevailing valuation of the erf

-3-

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

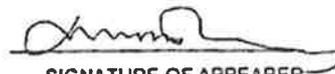
**TRANSFEROR**

heretofore had to the Premises, did, in consequence also acknowledge him to be entirely dispossessed of, and disentitled to, the same, and that by virtue of these presents the said

**TRANSFeree**

Their Heirs, Executors, Administrators or Assigns, now and henceforth shall be entitled thereto, conformably to local custom: the State, however, reserving its rights, and finally acknowledging that the purchase price of the aforesaid property amounts to N\$ 1 050 000.00

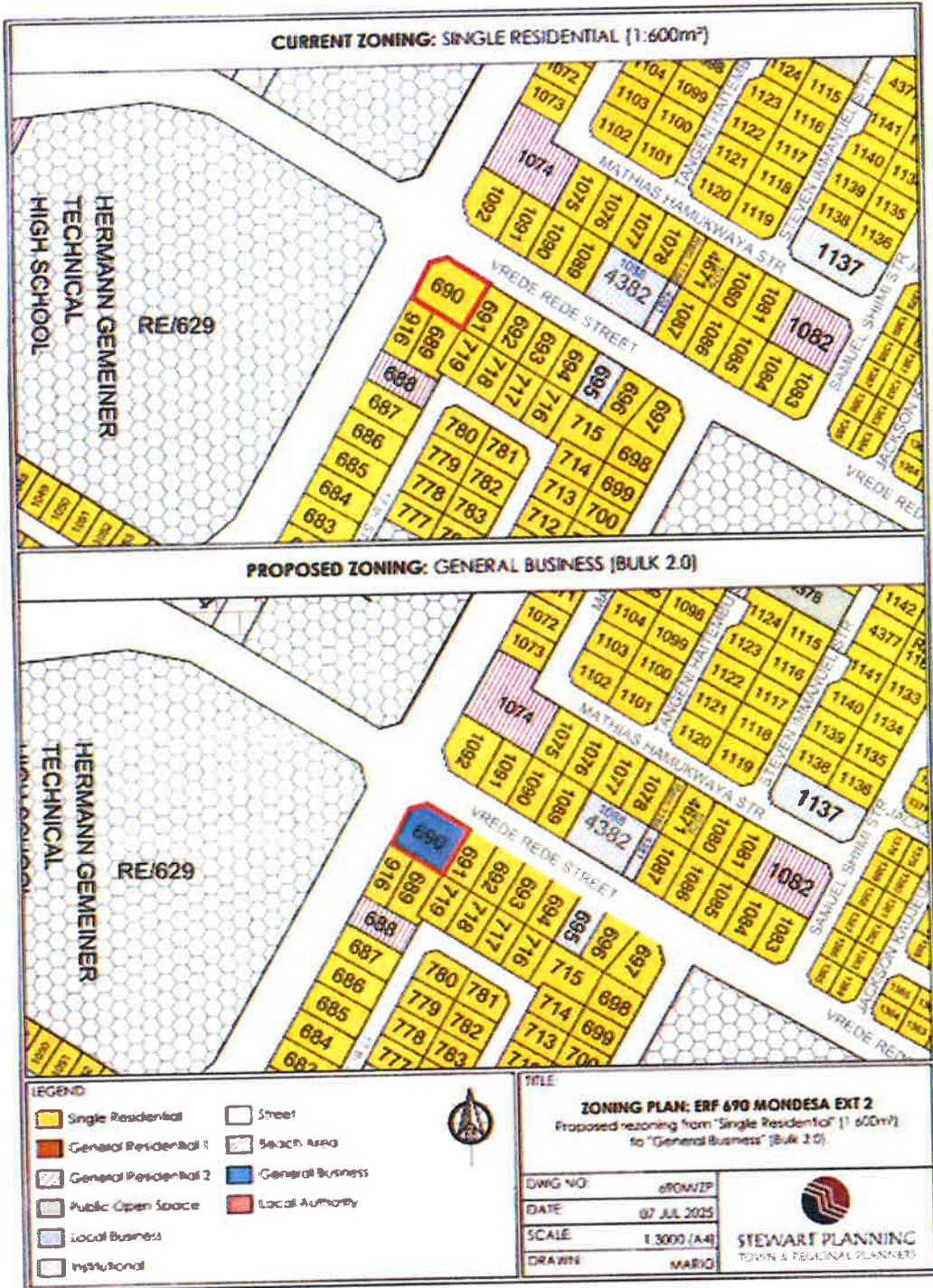
SIGNED AT WINDHOEK ON 2023-12-18, together with the appearer,  
and confirmed with my seal of office.

  
SIGNATURE OF APPEARER

In my presence



*[Handwritten mark]*





Should this application be successful, the number of vehicles for which parking must be provided on-site will be in accordance with the Windhoek Zoning Scheme.

The locality plans of the erf lie for inspection on the Town Planning Notice Board of Windhoek Municipality, Customer Care Centre, Main Municipal Offices, Rev. Michael Scott Street, Windhoek and the applicant: Nghivelwa Planning Consultants Office No. 3, 64 Jerner Street, Windhoek West.

Any person objecting to the proposed use of the land as set out above may lodge such objection together with the grounds thereof, with the Windhoek Municipality and with the applicant (Nghivelwa Planning Consultants) in writing within 14 days of the last publication of this notice. The last date for any objections is **11 July 2025**.

**Applicant:** Nghivelwa Planning Consultants  
P.O. Box 40900, Ausspannplatz  
Cell: 081 41 273 59  
Email: [planning@nghivelwa.com.na](mailto:planning@nghivelwa.com.na)

No. 359

2025

#### REZONING OF ERF 690, MONDESA EXTENSION 2

Stewart Planning – Town and Regional Planners intends to apply, on behalf of registered owner, to the Municipal Council of Swakopmund, the Urban and Regional Planning Board and the Environmental Commissioner for permission for the following:

**Rezoning of Erf 690, Mondesa Extension 2 from "single residential" (1:600) to "general business" with a bulk factor of 2.0 with Council's special consent to operate a "carwash" as a service industry while the rezoning is in progress. Application for an Environmental Clearance Certificate for the above rezoning.**

The aforementioned application is submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and the Swakopmund Zoning Scheme. The rezoning of land from residential to commercial use 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).

#### Take note that -

- (a) The complete application lies open for inspection at the Town Planning Department of the Municipality of Swakopmund situated on the corner of Rakotoka Street and Daniel Kamho Avenue; or can be requested from [mario@sp.com.na](mailto:mario@sp.com.na);
- (b) Potential interested and affected parties are invited to register with Stewart Planning, and 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
- (c) Registration and written comments or objections must be submitted before or on **17h00 Friday, 4 July 2025**

**Applicant:**  
Stewart Planning  
Town and Regional Planners  
P.O. Box 2095, Walvis Bay  
[mario@sp.com.na](mailto:mario@sp.com.na)  
064 280 773

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



# Giving Back to Kuisebmond Community While Uplifting the Youth

*Eliza van der Schijff*



For yet another consecutive year, Bernardo Beving Promotion Co has extended its ongoing support to the Kuisebmond Old Age Home, reinforcing its commitment not only to sport, but to the broader community of Walvis Bay.

With the generous support of its sponsors, the promotion continues to make a tangible difference in the lives of both the elderly and the youth.

At the heart of this initiative in Beving, the company behind the Beving promotion, who has dedicated his time and energy to shaping a better future for young people in the area. Through a structured youth development program, boys and girls aged 6 to 16 are given a safe space to grow, learn, and be inspired. The program focuses on discipline, academic motivation, and civic values. "These kids are not just learning to



throw punches," Bernardo explained.

"They're learning to respect their elders, to work hard, to appreciate the small things in life, and to never take anything for granted." The Beving program serves as a positive alternative to street life, helping young participants build self-esteem and life skills through mentorship and structure. Bernardo's vision is to build future leaders who understand the value of education, discipline,

and community service. The promotion also maintains strong ties to the wider government, continuously visiting

the Kuisebmond Old Age Home. Bernardo extended heartfelt gratitude to the program's key supporters.

"Thank you for standing behind this dream. Your support is deeply appreciated," he said.

## NOTICE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, 2015 AND THE ENVIRONMENTAL MANAGEMENT ACT, 2002.

Please take note that Towns Planning - Town & Regional Planners intends to apply, on behalf of its client, to the Municipal Council of Swakopmund, the Urban and Regional Planning Board and the Environmental Commission for the permission for the following:

Re-zoning of Erf 698 Woodna Extension 2 from "Single Residential" (R-500a) to "General Business" with a bulk factor of 2.0 with Council's Special Consent to operate a "Carwash" as a Service Industry while the rezoning is in progress. Application for an Environmental Clearance Certificate for the above rezoning.

The aforementioned application is submitted in terms of the Urban and Regional Planning Act, 2015 (Act No 5 of 2015) and the Development Zoning Scheme. The rezoning of land from residential to commercial use is a land use activity, and an application for an Environmental Clearance Certificate will be made in terms of the Environmental Management Act, 2002 (Act No 74 of 2002).

Please take note that the complete application lies open for inspection at the Towns Planning Department of the Municipality of Swakopmund situated on the corner of Rehoboth Street and Ormsby Kambo Avenue, or can be inspected electronically on-line.

All Potential interested and affected parties are invited to register with Towns Planning, and 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 the Towns Planning within 14 days of the last publication of this notice.

All Registrations and written comments or objections must be submitted before or on 17:00 Friday, 6 July 2025.

Applicant: Towns Planning Town & Regional Planners P.O. Box 2065 Walvis Bay Swakopmund 9100 094 208 178	Local Authority: Chief Executive Officer Municipality of Swakopmund P.O. Box 27 Swakopmund Namibia 2025@msw.gov.na
--	--

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

CONSENT: Homestead & Adjoining (domestic) (homestead) (domestic) ON ERF NO: 106 TOWN-SHIP/PAREA: Walvis Bay STREET NAME & NO: 47 Theo Ben Gurnah Street

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that Mrs. the undersigned, have applied to the Municipality of Walvis Bay for permission to erect/establish on the site above Homestead & Adjoining (domestic).

Plans may be inspected in particulars of this application may be obtained at Towns Planning, First Floor, Rooms 101 & 102, 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, (Towns Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 27 June 2025.

NAME AND ADDRESS OF APPLICANT:  
Michael A. Basso, PO Box 1084, Walvis Bay  
email: michaelbasso@gmail.com

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

CONSENT: Place of Instruction (Private Day Care) ON ERF NO: 899 TOWN-SHIP/PAREA: Walvis Bay STREET NAME & NO: 147 Theo Ben Gurnah Street

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that Mrs. the undersigned, have applied to the Municipality of Walvis Bay for permission to erect/establish on the site above Private Day Care.

Plans may be inspected in particulars of this application may be obtained at Towns Planning, First Floor, Rooms 101 & 102, 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, (Towns Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 27 June 2025.

NAME AND ADDRESS OF APPLICANT: Michael A. Basso  
PO Box 4556, Walvis Bay  
email: bso\_michael@gmail.com



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#### ❖ Access, Traffic and Parking

As mentioned in the Locality section of this report, Section 3 on Page 4, the site is located on the corner of 2 streets, Dr. Eugene Muller Street (25m) and Acacia Street (20m). It is proposed to have the access point from Dr. Eugene Muller Street, which would have also been allowed if the site remained Single Residential. The proposed development of 4 dwelling units will only result in a slight increase in traffic volume to and from the site along Dr Eugene Muller Street. However, this local access street is 25m wide, whereas the average road reserve of local access streets is  $\pm 13\text{m}$  to  $\pm 16\text{m}$  wide. Therefore, Dr Eugene Muller Street, with its wide road reserve, is more than capable of handling this minor increase.

Each townhouse will have a double garage for parking purposes. Therefore, it can be concluded that safe and suitable access and parking will be achieved without causing traffic congestion or negatively affecting the future amenity of the area, as the site is ideally located for the intended purposes.

#### ❖ Impact on Services

Existing bulk and internal municipal sewerage, water and electricity connections are available on site, and extensions of these connections can be made to the townhouses. Rezoning the site from Single Residential to General Residential 2 will result in a slight increase in service provision on the site. The increase in the use of services will be compensated through the payment of betterment fees by the owner to the Local Authority, who is responsible for allocating the fees to the maintenance and upgrading of services in Walvis Bay. Furthermore, with the proposed rezoning the site will still be used for residential purposes, which is a less intensive land use with a lower impact on service provision when compared to other land use zones in town.

#### ❖ Impact on Neighbourhood

With the development of the site for 4 townhouses under the General Residential 2 land use zone provisions, there remains a sufficient amount of vacant Single Residential zoned land within this neighbourhood to accommodate the ongoing and future need for freehold title detached dwelling units. It should also be noted that the other higher-density residential erven within the neighbourhood have a zoning density of  $1:250\text{m}^2$ . The proposed development only requires a zoning density of  $1:300\text{m}^2$ , which is less than the average density zone for higher density residential areas in the neighbourhood.

It is evident that the proposed utilisation of the site for 4 townhouses is more in demand than the utilisation of the site for a larger dwelling unit since the site has been vacant and undeveloped since the establishment of the township prior to 2003 (20 years ago). Even though the site was zoned Single Residential with the initial layout of Swakopmund Extension 9, it should be taken into consideration that layout planning is not an exact science, but rather a dynamic process of systems and methods to ensure improved environments for human habitation over time. Standards and Guidelines cannot be cast in stone and should be subject to the constant needs of individuals.

The careful design of the proposed townhouses to integrate into the existing residential character of Ocean View will also strengthen and promote the creation of sustainable neighbourhoods. A sustainable neighbourhood is a place that is safe, well-planned and built to last, where people want to live now, and in the future. It is a neighbourhood that is socially, environmentally and economically healthy.



11.1.21 **APPLICATION FOR RELAXATION OF LATERAL BUILDING LINES AND SET-BACK ON ERF 177, MYL 4 PROPER**  
(C/M 2025/10/03 - M4 E 177)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.13** page **194** refers.

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

1. **Purpose**

The purpose of this submission is to seek Council's consideration for the "Special Consent" to relax a lateral building line from three (3) metres to zero (0) metres and for the setback of the first floor from five (5) metres to three (3) metres on Erf 177, Myl 4 Proper.

2. **Introduction and Background**

An application for consent to relax a building line and set-back to extend the garage from three (3) meters to zero (0) on the lateral and set back the first floor from five (5) metres to three (3) metres for the construction of a first floor on the existing concrete slab, on Erf 177, Myl 4 Proper was received by the Engineering and Planning Service from Messrs HAD Consulting.

One of the neighbours objected against the proposed development, and it is for this reason that the application for building line and setback is being submitted to the Management Committee for consideration. The application is attached as **Annexure A**.

3. **Ownership**

The ownership of Erf 177, Myl 4 Proper currently vests in G Pandeni.

4. **Locality, Zoning and Size**

Erf 177, Myl 4 is situated along Crafish Crescent and is zoned "Single Residential" with a density of 1:300 and measures approximately 546m<sup>2</sup> in extent.

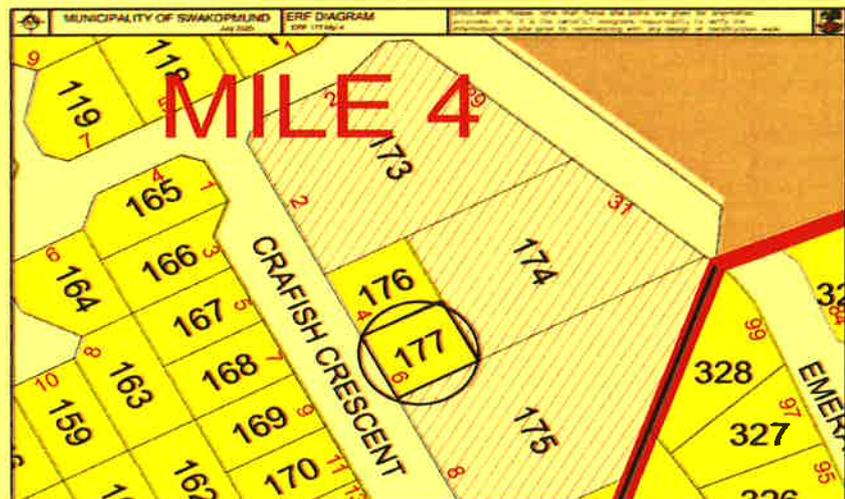


Figure 1: Locality of Erf 177, Myl 4

## 5. Discussion

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

### 2.4 Building lines

- (a) No building, permanent structure or portion thereof, except for boundary walls and fences, may be erected on the site within:
- (i) 5 metres from any street boundary;
  - (ii) 3 metres from any rear boundary;
  - (iii) 3 metres from any side boundary; and
  - (iv) 5 metres in the case of a garage from any street boundary or half the height of the building, whichever is greater.
- (b) The three (3) metres requirement for side and rear boundaries shall apply to single-storey units and shall increase by two (2) metres for each additional storey, measured from the external walls of the building under consideration.

## 6. Neighbours' Consent and comments

The body corporate "The Dunes" that manages Erf 175, Myl 4 Proper, that borders Erf 177, Myl 4 Proper, objected against the proposed building lines relaxation and setback.

The ground of their objection is that there is a half-built structure on their eastern boundary line that is standing abandoned and has become an eyesore, and people use it to gain access into the complex. Secondly, they argued that the sun will be blocked by the proposed double-storey development, especially for Unit 8.

## 7. Evaluation

The semi-finished building on the other side of the objector's property cannot be used against the proposed development at hand, and the applicant is not obliged to take the half-built structure to completion. The objector must find a different platform to address that concern with the owner of the incomplete structure.

The objector further alluded that the unfinished building gives access to unauthorised people. It is therefore understood that having an area developed to its potential capacity helps curb crimes in the neighbourhood.

On the claim for the sun loss, the aforesaid unit, Unit 8, will still get sunlight for almost the whole day. Only late in the day, when the sun is about to set that will the sunlight be gone, which is natural.

## 8. Conclusion

The proposed relaxation for the lateral building line and setback for the first floor on Erf 177, Myl 4 Proper will not have a significant negative impact and no interference with the amenities of the neighbourhood. It can therefore be supported.

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

**RECOMMENDED:**

- (a) That the lateral building line on the southern boundary of Erf 177, Myl 4, Proper be relaxed from three (3) metres to zero (0) metres,
  - (b) That the first floor be set back from five (5) metres to three (3) metres.
  - (c) That the objector be informed of their right to appeal to the Minister against Council's Resolution in terms of Clause 8 of the Swakopmund Town Planning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council, within the said period.
-





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

The Dunes Body Corporate the owner of erf no.: 175 Extension/Suburb, M14  
 P O Box No: 104 have scrutinized and signed the building plan  
 no.: 157/2025 prepared by Messrs HAD Consulting  
 and  objects  do not object (mark with an "X" which is applicable) against the proposed encroachment/relaxation of development standards on erf no. 177 being the following:

(PLEASE TICK APPROPRIATE)

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

\_\_\_\_\_  
 Signature of Owner  
 \_\_\_\_\_  
 Signature of Owner  
 Approved \_\_\_\_\_  
 Signature of Owner  
 \_\_\_\_\_  
 Signature of Owner  
 \_\_\_\_\_  
 Signature of Owner

**REMARKS/REASONS:**

Relax as erf on other side half building not done  
 Surf block away.

SIGNATURE: [Signature] FULL NAME: Richard M. M. M. M. DATE: 2025/10/05

Contact Details: Tel. No / Cell Phones: 0812446602

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

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Erf 977 - Objection



From: tonel@realtatesvanibet.com  
To: Hubert drinkandfood@gmail.com  
Cc: tuwningener@vnlman.com.nv

10/01/2025 10:00 AM (503 9 KB) Download | Attachments | Actions

Good day all

We regret to inform you that the body corporate The Dunes reject the application on the following:

- Building lines relaxation from 3 meter to 0 meter – Object
- Boundary Wall Height from 2.25 meter to 4 meter – Approve
- Relaxation of rear Building line from 5 meter to 3 meter – Object

We have a half finished building on our eastern side which was built against the boundary wall now standing abended.

In the meantime the half finished building is a sight for our eyes and also the **unit 8** is block for unit 8 totally. We also have suddenly people gaining access from that half building house in Abalone avenue is a big concern.

The owners of The Dunes have strongly indicates their objection to any other neighbor to build against the boundary line of the complex call The Dunes.

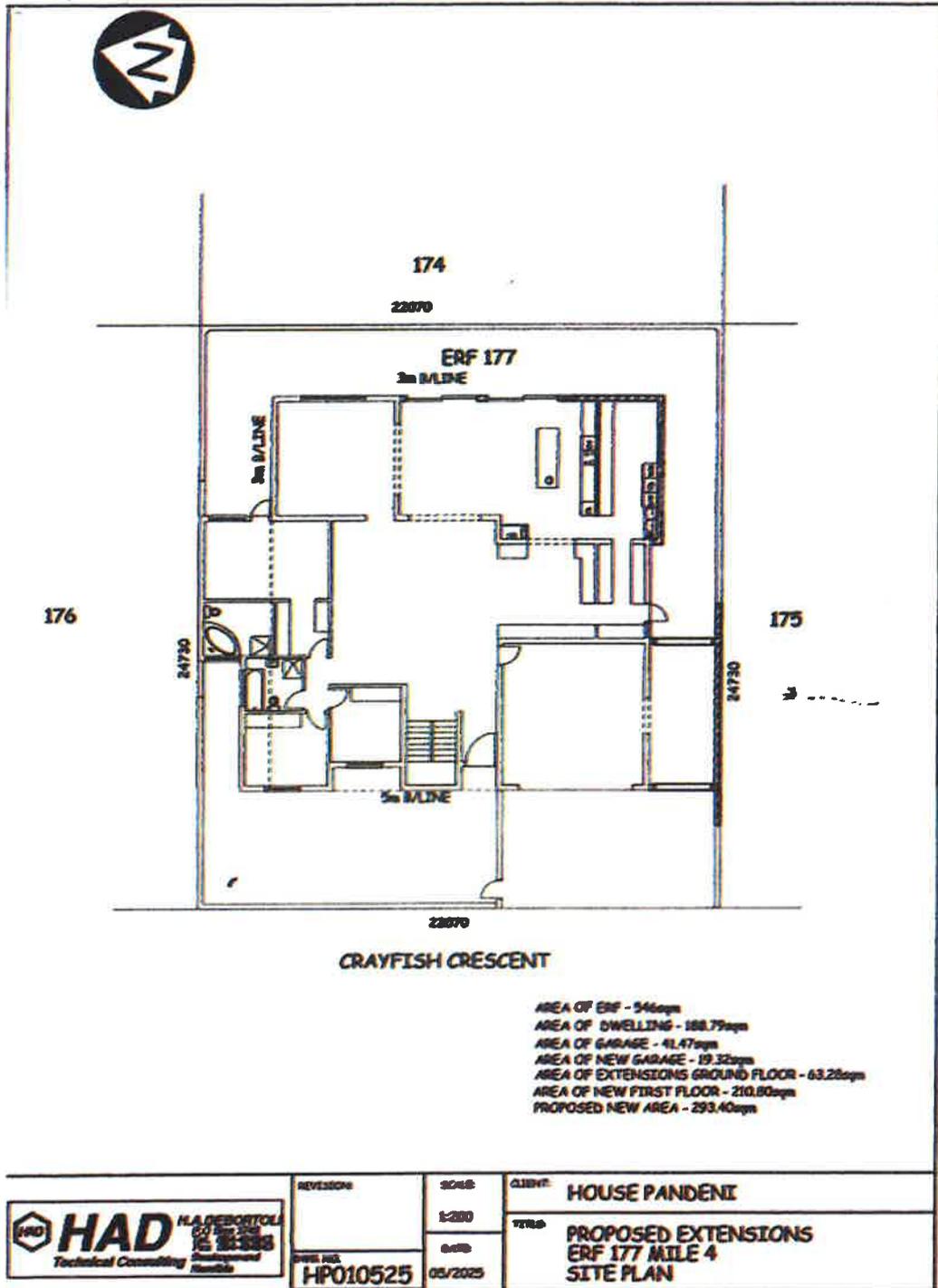
I trust you find this in order.

Kind Regards  
Ronald van der Westhuizen  
(Management and Estate Agent)

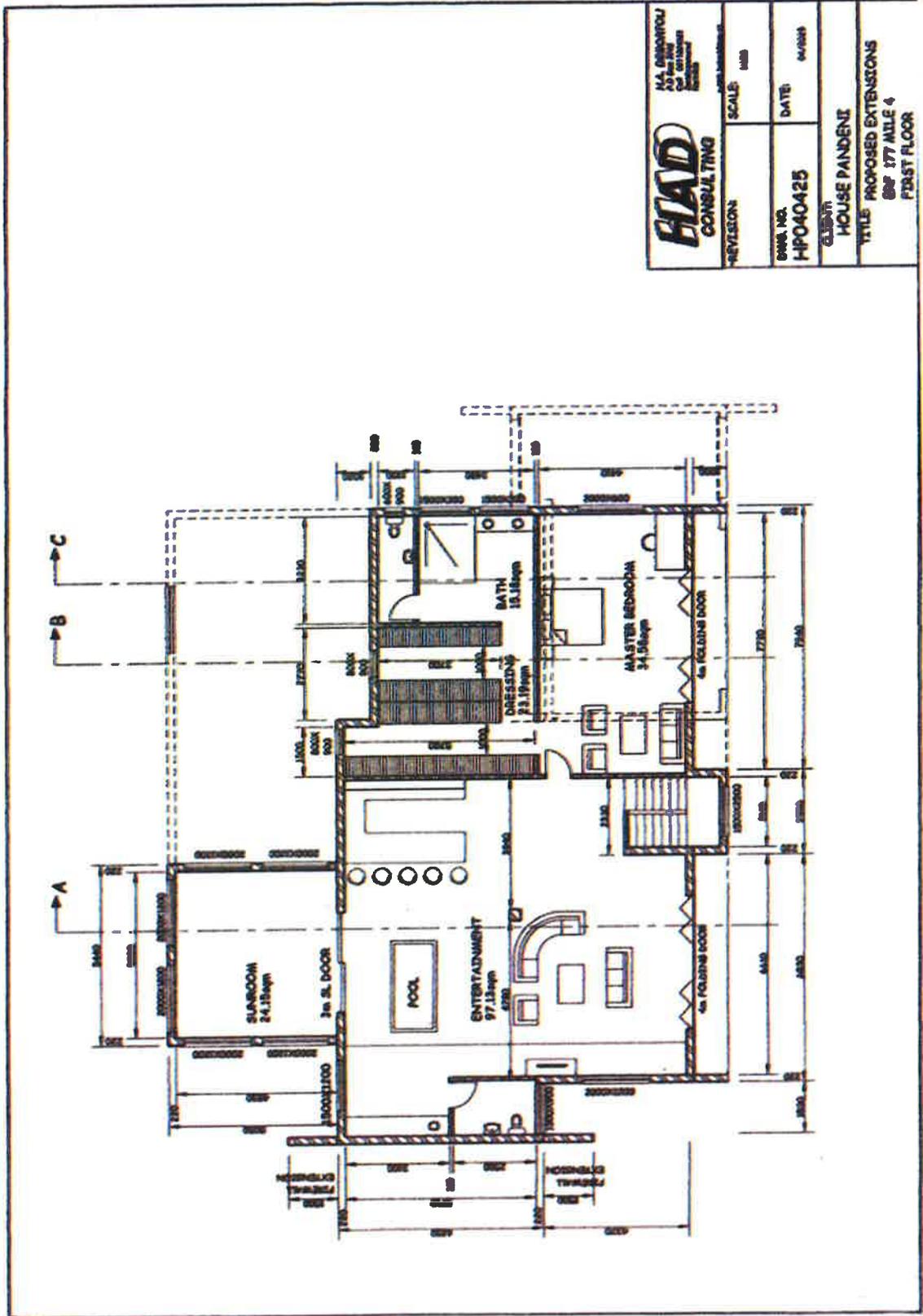


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LAWSON & CO. PTY LTD  
111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 141, 143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 163, 165, 167, 169, 171, 173, 175, 177, 179, 181, 183, 185, 187, 189, 191, 193, 195, 197, 199, 201, 203, 205, 207, 209, 211, 213, 215, 217, 219, 221, 223, 225, 227, 229, 231, 233, 235, 237, 239, 241, 243, 245, 247, 249, 251, 253, 255, 257, 259, 261, 263, 265, 267, 269, 271, 273, 275, 277, 279, 281, 283, 285, 287, 289, 291, 293, 295, 297, 299, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 441, 443, 445, 447, 449, 451, 453, 455, 457, 459, 461, 463, 465, 467, 469, 471, 473, 475, 477, 479, 481, 483, 485, 487, 489, 491, 493, 495, 497, 499, 501, 503, 505, 507, 509, 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Reply • Reply to all • Forward • More Actions







**ELEVATION WEST**

**ELEVATION EAST**

<b>BLAD</b> CONSULTING	REVISION	SCALE	1:500
	DATE	DATE	04/2025
OWNER	PROJECT	TITLE	
HP100425	HOUSE PANDENE	PROPOSED EXTENSIONS OF 177 AILE 4 ELEVATIONS	

evaluated and considered with the submission of building plans.

### 6.2. Swakopmund Structure Plan 2020-2040

A Structure Plan is an informative local strategic plan/document that guides the local authority on natural environment issues, local economic development, infrastructure and services. The Structure Plan ensures that the Swakopmund Municipality follows an integrated and holistic future-orientated planning approach that promotes sustainability and maximises the development potential of Swakopmund. It is a spatial planning tool which can be used as a guideline to inform and direct future planning within a town.

Chapter 2 is focused on the Demographics of Swakopmund, and when evaluating population growth and population projections for Swakopmund, it was found that the demand for erven (according to an annual growth rate of 5.3%) is 765 erven per annum. Swakopmund has a current housing backlog of 12,000, resulting in a backlog of 40 extensions that should be created. This will require 609 ha of land to meet for 350m<sup>2</sup> erven, inclusive of 45% non-residential land reservations. It is further mentioned in this Chapter that overall, Swakopmund is characterised as a low-density urban settlement with very large open spaces in between and that these "left-over" spaces pose a great opportunity for residential, business and institutional densification and infill development. Existing areas should therefore, where possible, be densified to promote proactive planning in the provision of housing rather than reactive planning.

Erf 4665 Swakopmund Extension 9 has been vacant and undeveloped since the establishment of the township prior to 2003 (20 years ago). It can therefore be concluded that the proposed utilisation of Erf 4665 Swakopmund Extension 9 for the provision of 4 townhouses is supported by the Swakopmund Structure Plan as it aims to address the increasing housing need by means of infill development on land that is suitable and has merit for higher density residential development.

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

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

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

Minimum erf sizes	The Ministerial standards make reference to a minimum erf size of 300m <sup>2</sup> for Single Residential subdivisions and/or township establishments. This minimum Erf size requirement is not applicable to the rezoning application for townhouses. However, it should be noted that a zoning density of 1:300m <sup>2</sup> is proposed.
General street layout and width	The site is situated on the corner of Dr Eugene Muller Street (25m) on the western boundary and Acacia Street (20m) on the northern boundary, which makes the site highly accessible. The adjacent streets are more than wide enough to accommodate space for pedestrians, landscaping, street furniture, parking and municipal services (water, sewerage, electricity, communication and street lighting).
Open Spaces	No new public open spaces are created with the proposed development, and no existing public open spaces are affected by the rezoning.
Main roads/Bypass roads	No access is taken from a Main or Bypass road. Therefore no building restrictions in this regard applies.
Stormwater & Environmental Management	The properties are not situated inside a natural watercourse, and the site is level with adjacent streets. All stormwater drainage, if it rains at the coast, will form part of the street network. No environmental clearance certificate is required in terms of the Environmental Management Act [No. 7 of 2007].
Legislative Procedures	Application for rezoning is made in terms of Section 105(1)(a) of the Urban and Regional Planning Act, Act no. 5 of 2018, and all legislative procedures in terms of this Act will be followed.



Local Economic Development	The proposed development will have a direct and indirect positive impact on economic growth and employment creation, which are much needed in light of the current economic recession. The development will contribute to the overall improvement of the residential suburb.
Principles for town planning and design	The provision of higher residential densities promotes spatial flexibility in the provision of housing types, while still maintaining a cohesive and harmonious neighbourhood.

### 7. SUMMARY

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

1. The site is flat, vacant and undeveloped, which makes it ideal for housing development;
2. The site is a large, square-shaped erf situated on the corner of Dr Eugene Muller Street and Acacia Street, which makes the site highly accessible and desirable for higher-density residential development;
3. The adjacent streets have wide road reserves (25m and 20m) to accommodate the minor traffic increase resulting from the higher density residential land use;
4. The site is situated in a neighbourhood already characterised by mixed-density residential erven with a variety of supporting community land uses;
5. The provision of different housing typologies not only creates vibrant communities but also allows more people access to homeownership;
6. The proposed development only requires a zoning density of 1:300m<sup>2</sup>, which is less than the average density zone for higher density residential areas in the neighbourhood, which is 1:250m<sup>2</sup>;
7. The utilisation of the site for 4 townhouses is more in demand than the utilisation of the site for a larger dwelling unit and there remains sufficient vacant Single Residential zoned erven to accommodate this need in future;
8. The site is ideal for providing townhouses and will strengthen the existing residential character of Ocean View, especially since the size and design of the proposed up-market townhouses will be constructed to fit in and beautify the neighbourhood;
9. The proposed development will have a direct and indirect positive impact on economic growth and employment creation which is much needed in light of the current economic environment;
10. The proposed rezoning complies with the guidelines and recommendations of the Swakopmund Zoning Scheme, Swakopmund Structure Plan 2020-2040, and the Ministerial Town Planning Standards and Urban Design Guidelines.

### 8. PUBLIC CONSULTATION

The public was notified of the application in accordance with the Urban and Regional Planning Act, 2018 as follows:

- Regulation 10(1): Notice in the Gazette (30.05.2025)
- Regulation 10(2): Notices in 2x Newspapers for 2 Weeks (23.05.2025 & 30.05.2025)
- Regulation 12(a): Notice(s) on Site (02.06.2025 – 20.06.2025)
- Regulation 12(b): Notice at the Local Authority (02.06.2025 – 20.06.2025)
- Regulation 10(4): Notice to neighbouring landowners. (03.06.2025)

The proof of consultation is attached as Annexure E.



The public participation period started on Tuesday, 03 June 2025 and the cut-off date to submit comments and/or objections was Friday, 20 June 2025. The public was given 14 working days to provide comments and/or objections. One objection was received from Mr Mark Poulton, owner of adjacent Erf 4637 Swakopmund Extension 9. The objection and our response on behalf of the owner are given in the table below.

Table 4: Response to objection.

Neighbour	Comment	Response
Mark Poulton	<p>(Received via email on 12 June 2025)</p> <p>1) The applicant should have notified his immediate neighbours by means of modern communication, as I received the notice by means of the site notice;</p> <p>2) I purchased my property with the intention of staying in a single residential area away from townhouses, therefore purchasers should acquaint themselves with the zoning of areas;</p> <p>3) The rezoning will increase noise pollution as occupants will increase from 16 to 24;</p> <p>4) There will be more vehicles moving in and out of the property;</p> <p>5) The townhouses will lower immediate neighbours' property values, which will devalue the area;</p> <p>6) The sewerage system is currently under pressure and we experience blockage in the area;</p>	<p>1) Notification of the application was sent to the objector (<a href="mailto:ghpoulton@gmail.com">ghpoulton@gmail.com</a>) on 3 June 2025 via email as per the owner's information received from the Municipality. When this was communicated to the objector, he confirmed that he would update his details at Council. Proof of correspondence attached as Annexure E.</p> <p>2) Property rights are not a lifelong guarantee, and is subject to the constant changing needs of individuals and communities as socio-economic changes take place over time. The site has been vacant and undeveloped since the establishment of the township prior to 2003 (more than 20 years ago). The proposed development will not drastically change the neighbourhood or have a negative impact on surrounding neighbours as it will still be used for residential purposes.</p> <p>3) This is a very preconceived opinion that is not based on reason or actual experience. Any given residential property can have residents that are a nuisance to surrounding neighbours. An application cannot be unfavourably considered based on assumptions.</p> <p>4) The proposed development of 4 dwelling units will only result in a slight increase in traffic volume to and from the site along Dr Eugene Muller Street. However, this local access street is 25m wide whereas the average road reserve of local access streets is 13m to 16m wide. Therefore Dr Eugene Muller Street with its wide road reserve is more than capable to handle this minor increase.</p> <p>5) With regards to the issue of valuation, it should be noted that the proposed rezoning is subject to the payment of betterment fees. In terms of Section 34 of the Town Planning Ordinance 1954, (Ordinance 18 of 1954), as amended, a Local Authority may recover from a person whose property has increased in value due to rezoning, an amount not exceeding 75%. In this case, the proposed rezoning from Single Residential to General Residential amounts to a 20% betterment fee to be paid as a result of the increased value of the property due to rezoning. The building value of the property is also secured by the condition set out in the Conditions of Establishment of Swakopmund Extension 9. Furthermore, the townhouses will have a modern design as the intention is to establish up-market townhouses, which will actually strengthen the neighbourhood character.</p> <p>6) The proposed development of 4 dwelling units will only result in a slight increase in use of services, which is compensated for by the payment of betterment fees as well as monthly rates, tax and service charges.</p>



	<p>7] The existing undeveloped and available General Residential erven in the area should be developed for townhouses.</p>	<p>It is also unlikely that the sewerage system is under pressure as Swakopmund Extension 9 is not yet developed to its full capacity, with large vacant, undeveloped land still available.</p> <p>7] The 3 remaining vacant General Residential zoned erven in Swakopmund Extension 9 are not only too large (x4500m), but also do not offer the location advantage Erf 4665 has. It should be emphasised that the focus of the proposed development is on quality, and not quantity, which is also why the developer wants to proceed with a density of 1:300m<sup>2</sup> to allow 4 dwelling units, and not a density of 1:250m<sup>2</sup> which will allow an additional dwelling unit.</p>
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**9. RECOMMENDATION**

Given the need and desirability of the rezoning proposal, we hereby recommend the favourable consideration of the following:

REZONING of Erf 4665, Swakopmund Extension 9, from Single Residential (1:600m<sup>2</sup>) to General Residential 2 (1:300m<sup>2</sup>), in terms of Section 105(1)(a) of the Urban and Regional Planning Act, Act no. 5 of 2018

Should you require any additional information, then please do not hesitate to contact me.

Yours faithfully,

  
Melissa Kroon  
Town Planner

 **STEWART PLANNING**  
TOWN & REGIONAL PLANNERS  
Tel: +264 64 280 770 | Email: [melissa@sp.com.na](mailto:melissa@sp.com.na)

  
Bruce Stewart  
Town Planner

 **STEWART PLANNING**  
TOWN & REGIONAL PLANNERS  
Tel: +264 64 280 770 | Email: [bruce@sp.com.na](mailto:bruce@sp.com.na)



**SPECIAL POWER OF ATTORNEY**

I, the undersigned,

Lionel John Matthews [ID No. 64071000716]

in my capacity as the OWNER OF ERF 4665, SWAKOPMUND EXTENSION 9

do hereby nominate, constitute and appoint

**STEWART PLANNING – TOWN AND REGIONAL PLANNERS  
P.O. BOX 2095, WALVIS BAY, NAMIBIA**



with full power of substitution, to be my true and lawful Attorney and Agent for me and in my name, place and stead, to make the necessary application to the Municipality of Swakopmund, and/or Urban and Regional Planning Board for the:

**REZONING OF ERF 4665, SWAKOPMUND EXTENSION 9 FROM SINGLE RESIDENTIAL (1:600m<sup>2</sup>) TO GENERAL RESIDENTIAL 2 (1:300m<sup>2</sup>).**

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

**CONSENT**

In terms of Section 4 and 7 of the Married Persons Equality Act, 1996 (Act 1 of 1996), I, Johanna Matthews, the undersigned, in my capacity as the spouse of Lionel John Matthews, hereby grant consent to the application made by him/her to the relevant authorities.

thus done and signed at Swakopmund this 23<sup>rd</sup> day of JUNE 2025 in the presence of the undersigned witnesses

Lionel John Matthews

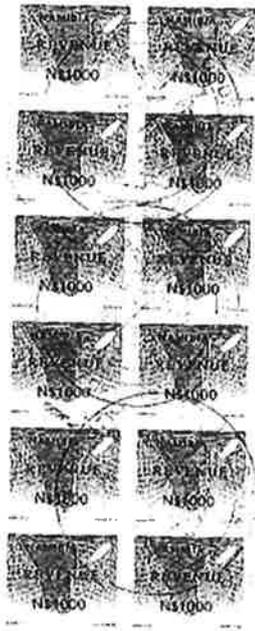
Johanna Matthews

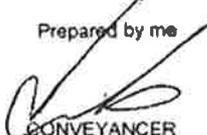
**Witness 1**  
Name: KHOLWANI NDILELA

Signature:

**Witness 2**  
Name: Shanette Joseph

Signature:



Prepared by me  
  
 CONVEYANCER  
 BASSON, CA

CARICIA BASSON LEGAL PRACTITIONERS  
 Legal Practitioner, Conveyancer & Notary Public  
 5 Seitz Street, Windhoek  
 P O Box 97254 Maerua Park  
 Windhoek

3277 2025

## DEED OF TRANSFER

BE IT HEREBY MADE KNOWN:

THAT CARICIA ANNETTE BASSON

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

**LEONHARD HICO KURZ**  
 Identity Number 710917 0019 2  
 Married out of community of property

(hereinafter styled the TRANSFEROR)

dated the 13<sup>th</sup> day of May 2025 and signed at Windhoek



AND THE SAID APPEARER DECLARED THAT her said principal on the 28<sup>th</sup> of April 2025 had truly and legally sold, and that she, in her capacity aforesaid, did, by these presents, cede and transfer, in full and free property, to and on behalf of

**LIONEL JOHN MATTHEWS**  
Identity number 640710 0071 6  
Married to Johanna Matthews, which marriage is governed by the laws of the Republic of South Africa

(hereinafter styled the TRANSFEREE)

His Heirs, Executors, Administrators or Assigns.

**CERTAIN** Erf No. 4665 (A portion of Erf No. 1534) Swakopmund (Extension No. 9)

**SITUATE** In the Municipality of Swakopmund  
Registration Division "G"  
Erongo Region

**EXTENT** 1420 (One Four Two Nil) Square metres

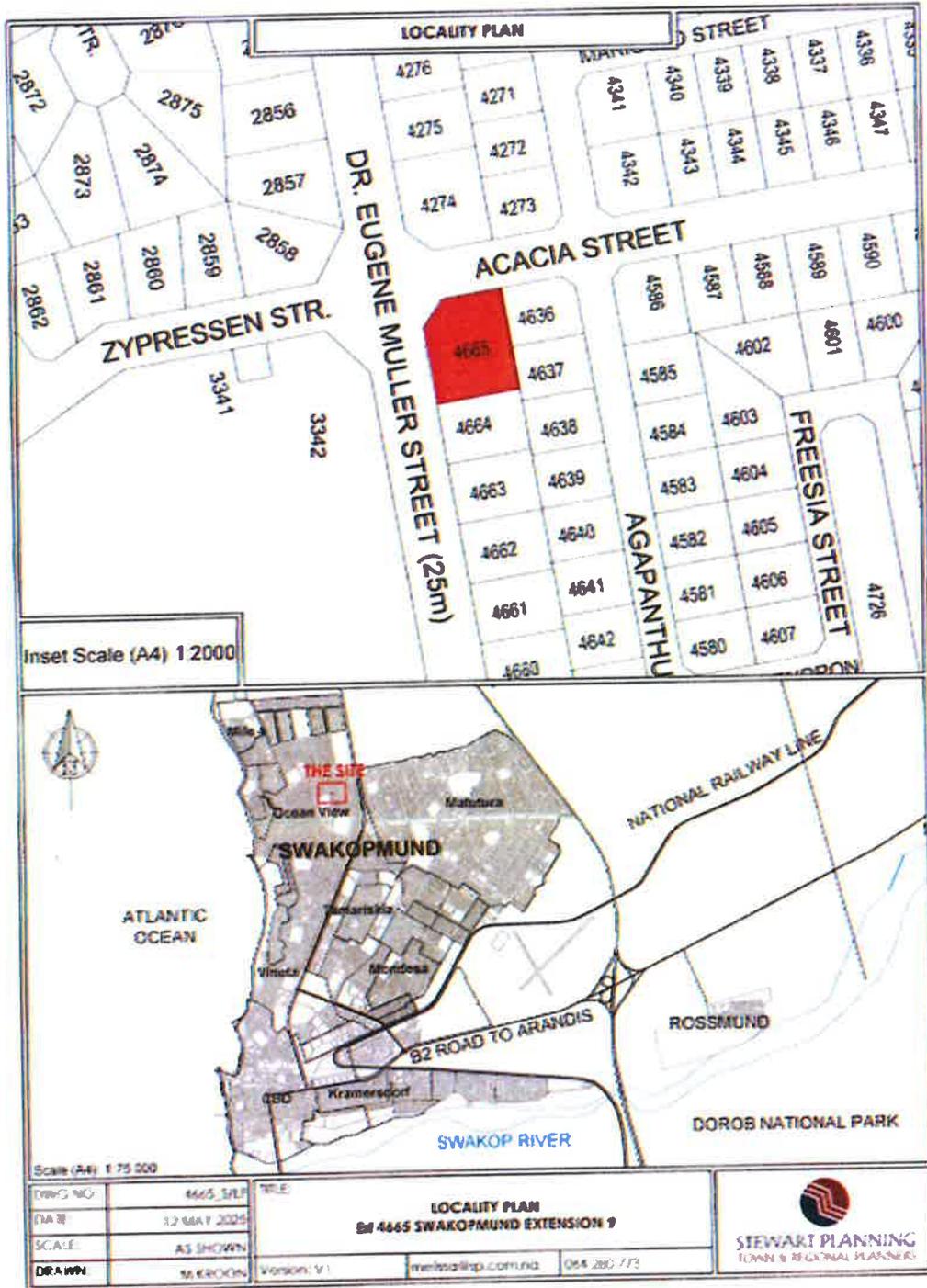
**FIRST** transferred by Deed of Transfer No. T4600/2010 with General Plan S.G. No. A491/2004 relating thereto and held by Deed of Transfer No. T4161/2011

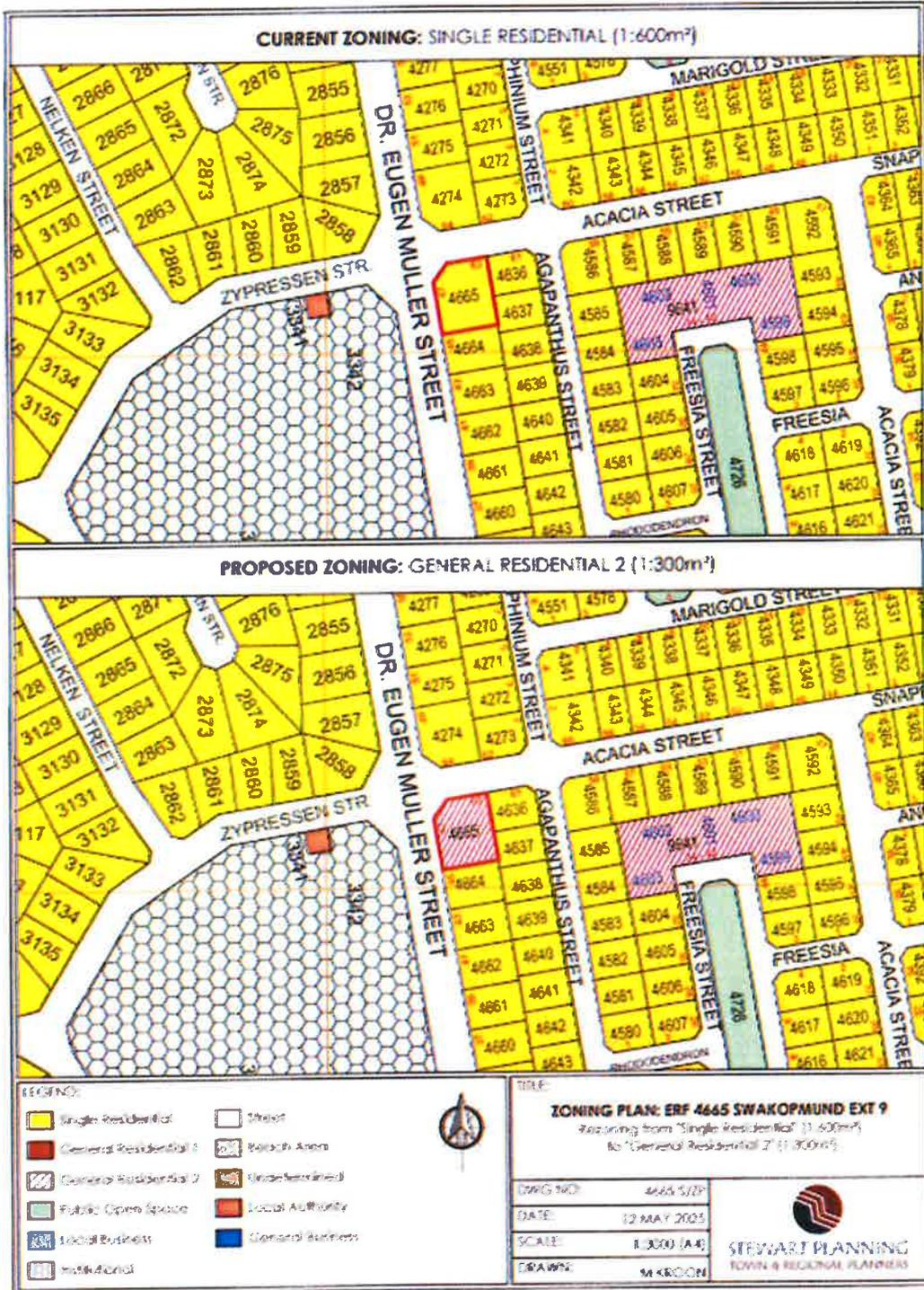
**SUBJECT** to the following conditions imposed in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) namely:-

**IN FAVOUR OF THE LOCAL AUTHORITY**

The erf must 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).







In terms of the Urban and Regional Planning Act, 2018 it is thus required to apply to both the Swakopmund Municipal Council and the Ministry of Urban and Rural Development for approval of such intentions.

Take note that -

- (a) The plan of the erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the corner of Rakotoka Street and Daniel Kambo Avenue.
- (b) Any person having objections to the proposed rezoning or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Swakopmund Municipality and the applicant within 14 days of the last publication of this notice.

Be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act, 2018. Such written objection or comment must therefore be submitted by no later than 17h00 on 14 June 2025.

**Applicant: Van Der Westhuizen Town Planning & Properties cc**  
**P. O. Box 1598, Swakopmund**  
**Contact Persons: A. van der Westhuizen**  
**Cell: 0811224661**  
**Email: andrew@vdwtp.com**

No. 326

2025

**REZONING OF ERF 4665, SWAKOPMUND EXTENSION 9**

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

- Erf 4665, Swakopmund Extension 9 (corner of Dr. Eugen Muller and Acacia Streets); and
- Rezoning from single residential with a density of 1:600 to general residential 2 with a density of 1:300.

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 4665, Swakopmund Extension 9 (measuring ±1420m<sup>2</sup>) to establish four up-market townhouses.

Take note that -

- (a) The Background Information Document lies open for inspection at the Town Planning Department of the Municipality of Swakopmund, corner of Rakotoka and Daniel Kambo Streets, Swakopmund. An electronic copy can be requested from Mrs. Melissa Kroon: melissa@sp.com.na;
- (b) Written comments, representations, input and/or objections to the planning application together with the grounds thereof can be submitted to the Chief Executive Officer of the Municipality of Swakopmund and Stewart Planning within 14 days of the last publication of this notice, and;
- (c) Written objections must be submitted before or on 17h00, Friday, 20 June 2025.







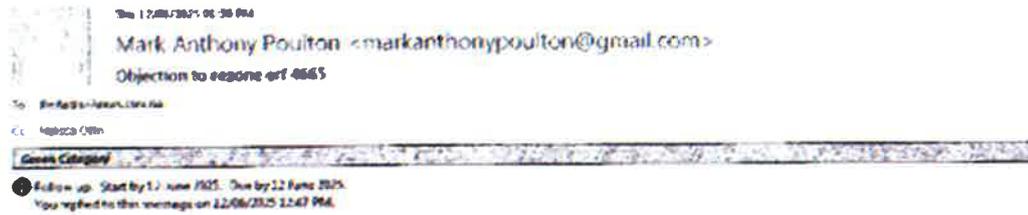
Tue 09/09/25 12:46 PM

Melissa Cote

Member for neighbours - Ext 4465 SIMN Ext 9

Re: [Development application for 14/15, 16/17, 18/19, 20/21, 22/23, 24/25, 26/27, 28/29, 30/31, 32/33, 34/35, 36/37, 38/39, 40/41, 42/43, 44/45, 46/47, 48/49, 50/51, 52/53, 54/55, 56/57, 58/59, 60/61, 62/63, 64/65, 66/67, 68/69, 70/71, 72/73, 74/75, 76/77, 78/79, 80/81, 82/83, 84/85, 86/87, 88/89, 90/91, 92/93, 94/95, 96/97, 98/99, 100/101, 102/103, 104/105, 106/107, 108/109, 110/111, 112/113, 114/115, 116/117, 118/119, 120/121, 122/123, 124/125, 126/127, 128/129, 130/131, 132/133, 134/135, 136/137, 138/139, 140/141, 142/143, 144/145, 146/147, 148/149, 150/151, 152/153, 154/155, 156/157, 158/159, 160/161, 162/163, 164/165, 166/167, 168/169, 170/171, 172/173, 174/175, 176/177, 178/179, 180/181, 182/183, 184/185, 186/187, 188/189, 190/191, 192/193, 194/195, 196/197, 198/199, 200/201, 202/203, 204/205, 206/207, 208/209, 210/211, 212/213, 214/215, 216/217, 218/219, 220/221, 222/223, 224/225, 226/227, 228/229, 230/231, 232/233, 234/235, 236/237, 238/239, 240/241, 242/243, 244/245, 246/247, 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2384/2385, 2386/2387, 2388/2389, 2390/2391, 2392/2393, 2394/2395, 2396/2397, 2398/2399, 2400/2401, 2402/2403, 2404/2405, 2406/2407, 2408/2409, 2410/2411,](#)

## ANNEXURE B- OBJECTION



Good day

Take note I Mark Poulton the immediate neighbour for erf 4665 object the rezoning of erf 4665 Swakopmund extension 9 (corner of Dr Eugene Muller and Acacia street) rezoning from single residential with a density of 1 600 to General residential with a density of 1 300 I am dismayed in the manner how I obtain the rezoning notice by walking next to erf 4665 I saw the rezoning notification, at least the applicant could have inform his immediate neighbour about his prospect by means of modern communication.

Take note purchasing a property is a long term decision and for me that was to stay in a single residential area away from townhouses it is the responsibility that the purchasers when obtain erf 4665 to acquire them what erf 4665 are zoned for.

Rezoning erf 4665 to build four townhouses will increase noise pollution a single residential property house 46 occupants with four townhouses it will increase to +24 people not to mention vehicle moving in and out erf 4665

Four townhouses in a confined area will definitely lower the immediate neighbour existing property value which will definitely devalue the area.

The sewerage system are currently under pressure as we experience regular blockage in the area of extension 9.

Take note Swakopmund town council with town planning they make provision for General residential areas in all developments for developers to erect townhouses and apartments currently there are general residential areas undeveloped and available.

Regards

Mark Poulton  
Owner Erf 4617 Agapathus street

11.1.22 **WRITING OFF: REDUNDANT MATERIAL - WATER WORKS**  
(C/M 2025/10/03 - 17/2/5/1)

Ordinary Management Committee Meeting of 11 September 2025, Addendum 8.14 page 220 refers.

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

The following items at the Water Works Section have become redundant and thus need to be written off and sold at the next public auction.

<b>Quantity</b>	<b>Description</b>
105	Meter Boxes
10	Standpipe Heads
60+	Standpipe Batteries
100+	Electronic Meters
18	Valve Boxes

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

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

- (b) That the following redundant items from the Water Works Section be written off and sold at the next public auction:

<b>Quantity</b>	<b>Description</b>
<b>105</b>	<b>Meter Boxes</b>
<b>10</b>	<b>Standpipe Heads</b>
<b>60+</b>	<b>Standpipe Batteries</b>
<b>100+</b>	<b>Electronic Meters</b>
<b>18</b>	<b>Valve Boxes</b>

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

11.1.23 **PROCUREMENT QUARTERLY PROGRESS REPORTS JULY 2024 TO MARCH 2025**

(C/M 2025/10/03 - 5/P)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.15** page **221** refers.

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

**1. INTRODUCTION**

In accordance with **Section 25(2)** of the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended, the Accounting Officer of a Public Entity is mandated to submit a quarterly progress report to the Procurement Policy Unit within 30 days following the conclusion of each quarter.

**2. BACKGROUND**

The submission history of the quarterly progress reports is as follows:

- **July 2024 - September 2024:** Submitted on 31 October 2024.
- **October 2024 - December 2024:** Submitted on 27 January 2025.
- **January 2025 - March 2025:** Submitted on 8 April 2025.

These submissions align with the stipulations of the Act and correspond with the Council's financial year cycle.

**3. QUARTERLY HIGHLIGHTS**

**Quarter:1** - 01 July 2024 to 30 September 2024

- Total procurement awarded **N\$54 558 587.32**
- **Key projects**

<b>Procurement Number</b>	<b>Procurement Description</b>	<b>Name Of Bidder Awarded</b>	<b>Awarded Amount</b>
<b>W/ONB/SM-004/2024</b>	Remedial Measures For Structural Damages At The Balancing Tank, Tamariskia	Om'kuto Contractors And Developers	N\$1 231 868,00
<b>W/ONB/SM-001/2024</b>	Extension Of Main Fire Brigade Station	Om'kuto Contractors And Developers Cc	N\$2 941 585,17
<b>G/RFO/SM-004/2024</b>	Supply And Delivery Of Pre-Paid Water Meters And Water Meter Boxes	Netvend Metering Solutions Cc	N\$1 319 488,40
<b>G/ONB/SM-005/2024</b>	Supply & Delivery Of Water Tanker	Indongo Auto T/A Hino Indongo	N\$2 204 584,95
<b>W/ONB/SM-005/2024</b>	Extension Of Existing Water Network For Swakopmund Smallholdings	Unity One Investment Cc	N\$1 471 097,60
<b>CS/RP/SM-006/2024</b>	Request For Proposal For The Procurement Of Internal Audit Services For 3 Years Was Advertised	Ernst & Young	N\$2 530 368,00

**Quarter: 2** - 01 October 2024 to 31 December 2024

- Total procurement awarded **N\$102 424 870.26**
- **Key projects**

<b>Procurement Number</b>	<b>Procurement Description</b>	<b>Name Of Bidder Awarded</b>	<b>Awarded Amount</b>
<b>NCS/ONB/SM-003/2024</b>	Provision Of Security Services For A Period Of Fifteen (15) Months	Omambudu Security Services	N\$3 418 754,40
<b>NCS/ONB/SM-004/2024</b>	Provision Of Landfill Management Service	Frontier Multi Industries Pty Ltd	N\$13 140 360,00
<b>NCS/RFQ/SM-053/2024</b>	Printing And Mailing Of Accounts And Statements For The Swakopmund Municipality	Namibia Post Limited	N\$1 757 244,94
<b>W/ONB/SM-008/2024:</b>	Renovation Of The Seating Cubicles At The Mole	Jesaya Steel Manufacture And Engineering Cc	N\$4 729 331,68
<b>W/ONB/SM-006/2024</b>	Renovations, Upgrades, And Additions To The Health & Solid Waste Management Facilities, Rem/1596 (Rem/1596)	Unity One Investments Cc	N\$3 891 183,24
<b>CS/RP/SM-007/2024</b>	Design Of A Potable Water Reservoir For the New Northern Wedge Area And Ocean View Extensions Swakopmund	Element Consulting Engineers (Pty) Ltd	N\$2 334 171,96
<b>W/ONB/SM-007/2024</b>	The Renovation Of The Facilities On Erf 610 Tamariskia To Serve As An Emergency Shelter (T 610)	Jesaya Steel Manufacture And Engineering Cc Jv Esh Trading Cc	N\$8 068 784,13
<b>W/RFQ/SM-015/2024</b>	Construction Of Speed Calming In Regenstein Street	TLS Trading Enterprises Cc	N\$606 075,30
<b>W/ONB/SM-011/2024</b>	Upgrading Of Libertina Amathila Street	Paul And Lucy Investment	N\$5 086 869,51

**Quarter: 3** - 01 January 2025 to 30 March 2025

- Total procurement awarded **N\$52 865 740.14**
- **Key projects**

<b>Procurement Number</b>	<b>Procurement Description</b>	<b>Name Of Bidder Awarded</b>	<b>Awarded Amount</b>
<b>W/ONB/SM-005/2024</b>	Provision Of Municipal Services For Extension 42, Wagdaar - Phase 1	Zero Six Five Trading Jv Mawila Technical Services Cc	N\$38 562 310,75

<b>W/ONB/SM-012/2024</b>	Supply, Delivery And Installation Of A 1000 Cubic Meters Portable Water Tank At Small-Holdings, Swakopmund	Om'kuto Contractors & Developers	N\$4 247 222,83
<b>W/RFQ/SM-001/20245</b>	Procurement Process: Placement Of Rock Armour For The Revetment At Jetty & Mile 4	Refuse Solutions	N\$1 767 653,50
<b>G/ONB/SM-006/2025</b>	Supply And Delivery Of Fuel And Oil To The Municipality Of Swakopmund For The Period 1 March 2025 - 28 February 2028	Namcor Petroleum Trading And Distribution (PTY) LTD	N\$19,09
			N\$18,54
			N\$11 167,61
			N\$12 300,56

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

**RECOMMENDED:**

**That Council takes note of the procurement quarterly progress reports for the periods stated above, as submitted by the Chief Executive Officer.**

---

11.1.24 **UNCLAIMED DEPOSIT POLICY**  
(C/M 2025/10/03 - 3/P)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **8.16** page **224** refers.

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

**INTRODUCTION**

Currently Council does not have an Unclaimed Deposit Policy in place for guidance and control of unclaimed monies.

The unclaimed monies mainly originate from:

- (a) *Unidentified direct deposits into Council's current account*
- (b) *Service Accounts with credit balances*

The purpose of this submission is to implement a clear procedure for handling Unclaimed Deposits (monies) received by Council, attached hereto as "**Annexure A**". Resultantly, the objective is to reduce the liability of the Municipality now that there will be a framework on how to identify and deal with unclaimed deposits.

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

**RECOMMENDED:**

**That Council approves the 'Unclaimed Deposit Policy'.**

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# **UNCLAIMED DEPOSIT POLICY**

**Approved by Council: September 2025**

**TABLE OF CONTENTS**

	<b>Page</b>
<b>1. DEFINITIONS</b> .....	<b>2</b>
<b>2. INTRODUCTION</b> .....	<b>2</b>
<b>3. OBJECTIVES OF THE POLICY</b> .....	<b>3</b>
<b>4. LEGISLATIVE FRAMEWORK</b> .....	<b>3</b>
<b>5. IDENTIFICATION OF UNCLAIMED DEPOSITS</b> .....	<b>3</b>
<b>6. PROCESSING OF UNCLAIMED DEPOSITS</b> .....	<b>4</b>
<b>7. REGISTER OF UNCLAIMED DEPOSITS</b> .....	<b>4</b>
<b>8. DISCLOSURE OF UNCLAIMED DEPOSITS</b> .....	<b>5</b>
<b>9. UNCLAIMED DEPOSITS TO BE PAID AS PUBLIC REVENUE</b> .....	<b>5</b>
<b>10. REVIEW</b> .....	<b>5</b>
<b>11. SHORT TITLE</b> .....	<b>5</b>

**1. DEFINITIONS**

"Accounting Officer" means the Chief Executive Officer of the Swakopmund Municipality.  
 "Council" means the Municipal Council referred to in Section 6 (1) of the Local Authorities Act, 1992 (Act No 23 of 1992), as amended.

"Creditor" means a person or legal entity to whom money is owed by the Municipality.

"Customer" means any person, legal entity, or civic organisation who makes use of services or facilities provided by the Municipality.

"Municipality" means a municipality declared as such or deemed to be under section 3 of the Local Authorities Act, 23 of 1992.

"Primary bank accounts" means a designated bank account opened in the name of the Municipality.

"Register" means the official register kept in respect of the receipt of unclaimed deposits.

**2. INTRODUCTION**

Revenue management involves all the procedures necessary to ensure that the income of the Municipality is properly planned and fully accounted for and that cash, once received, is safeguarded and banked promptly.

The Accounting Officer must take all reasonable steps to ensure that the Municipality has and maintains a management, accounting and information system which-

- (i) recognises revenue when it is earned;
- (ii) accounts for Debtors; and
- (iii) accounts for receipts of revenue;

Unclaimed monies are a challenge faced by the Municipality, where monies are paid or deposited into the Municipal primary bank accounts, which cannot be identified nor are claimed by any Consumer or Creditor of the Municipality. Monies are unclaimed for various reasons and commonly arise amongst other things from the following:

- Money deposited into the Municipal primary bank accounts without any reference, instructions, or documentary proof.
- Amounts/deposits payable to Consumers or creditors which were either not claimed or banked.
- Creditors / Consumers are unaware of their legal right to the monies.
- The purpose of the deposits and the identity of the depositor cannot be identified and can therefore not be allocated to a service account or any designated income votes.
- Deposits paid for utilization of facilities or service accounts not claimed by Customers.

**3. OBJECTIVES OF THE POLICY**

The objectives of the policy are:

- 3.1 To provide a framework on how to identify and deal with unclaimed deposits.
- 3.2 To reduce the liability of the Municipality.
- 3.3 To provide a guideline for the disclosure of the unclaimed deposits in the annual financial statements.

**4. LEGISLATIVE FRAMEWORK**

Local Authorities Act, 23 of 1992, as amended.

**5. IDENTIFICATION OF UNCLAIMED DEPOSITS**

5.1 An unclaimed deposit can be:

- 5.1.1 Any amount of money paid into the Municipal primary bank accounts without any reference, instructions or documentary proof on how the deposits should be allocated and which amount remains unclaimed for a period of three (3) months.

- 5.1.2 Any amounts of money legally payable to a Customer or Creditor by the municipality, and which amount has not been claimed or banked within a period of three (3) months.
- 5.1.3 Any amount of money paid to the municipality by a Customer as security for municipal services or for the use of municipal facilities, which amount has not been claimed within a period of three (3) months.

## 6. PROCESSING OF UNCLAIMED DEPOSITS

- 6.1 The General Manager: Finance is required to create and maintain an account (or Vote) to account for all unclaimed deposits
- 6.2 After **all** the unclaimed deposits mentioned in paragraph 5.1 **have been identified** and the mentioned period has expired, the unclaimed deposits must be transferred to the liability vote by an official after a written approval from the General Manager: Finance.
- 6.3 **(Amounts credited to the liability vote may only include unknown debits on the bank statement and do not include any other amount.**
- 6.4 Unclaimed deposits mentioned in paragraphs 5.2 and not claimed within the mentioned period must be re-allocated to an applicable general ledger liability vote for unclaimed deposits.
- 6.5 Unclaimed deposits mentioned in paragraphs 5.3 and which were receipted against a deposit account but not claimed within the mentioned period, must be allocated against an applicable general ledger liability vote for unclaimed deposits.

## 7. REGISTER OF UNCLAIMED DEPOSITS

- 7.1 All unclaimed deposits, mentioned in paragraph 6, together with an indication of the type of deposit and any further details for future reference purposes, will be noted in a register kept by the Municipality.
- 7.2 The register will be maintained and updated regularly and kept for a period of **five (5) years.**
- 7.3 The total on the register will be reconciled to the liability vote and be reviewed monthly.
- 7.4 After the unclaimed deposits have been noted in the register the rightful owner thereof must claim the deposits within a period of three (3) years from date the deposits were deposited subject to documentary proof being provided by the claimant of the deposits or become unclaimed.

## 8. DISCLOSURE OF UNCLAIMED DEPOSITS

The total value of unclaimed deposits must be recognised as a liability in the financial statements of the Municipality. This liability vote must be included under Payables from Exchange Transactions in the statement of Financial Position annually.

## 9. UNCLAIMED DEPOSITS TO BE PAID AS PUBLIC REVENUE

- 9.1 Should unclaimed deposits not be claimed within the period of three (3) years provided for in section 7.4 supra, the deposits will be written off from the register and the liability vote, declared forfeit, subject to the completion of the process in section 9.2 below and be allocated as revenue in that financial year.
- 9.2 The following process must be followed before any deposits are declared forfeit and allocated as revenue:
  - 9.2.1 **An advertisement will be placed for 2 subsequent weeks in 2 newspapers stating that the register will lie open for public inspection;**
  - 9.2.2 Such register must lie open for inspection for a further period of four (4) months;
  - 9.2.3 The register will be made available for inspection at the main Municipal buildings.
  - 9.2.4 A prescribed form must be completed with documentary proof should any deposits be claimed by a customer or creditor; and
  - 9.2.5 After the expiry of the four (4) month period, a report will be submitted to Council on the unclaimed deposits to be written off from the register and be transferred to general revenue.

**10. REVIEW**

This policy will be reviewed annually to ensure that it complies with changes in applicable legislation and the operating requirements of the municipality.

**11. SHORT TITLE**

**This policy shall be called the Unclaimed Deposit Policy of Swakopmund Municipality.**

11.1.25 **TRANSFER OF CAPITAL EXPENDITURE - PROCUREMENT OF ELECTRONIC PALLET STACKER / FORKLIFT**  
(C/M 2025/10/03 - 17/2/5/2/3)

**Ordinary Management Committee Meeting of 11 September 2025, Addendum 8.17 page 231** refers.

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

**PURPOSE**

The purpose of the submission is to request Council approval for the transfer of capital expenditure funds, from the previous financial period (2024 / 2025) to the current 2025 / 2026 financial year, for the procurement of an electronic Pallet Stacker/ Forklift for the Stores section.

**INTRODUCTION**

Funds were allocated in the previous financial period for the procurement of an electronic Pallet Stacker to replace the current manual Pallet Jack in the Stores Section. The procurement process was duly completed, and a successful bidder was appointed, with a succession bidder identified in the event of non-delivery.

The supplier has confirmed that delivery of the Pallet Stacker will be affected by 30 August 2025. However, all purchase orders issued in the previous financial year were cancelled on 15 August 2025, rendering the original purchase order invalid.

It is therefore necessary to transfer the allocated funds to the current financial year to enable the issuing of a new purchase order to the supplier, to ensure delivery. Restarting the entire procurement process at this stage would be impractical, as the process has already been finalised and a supplier appointed.

**MOTIVATION**

The electronic Pallet Stacker will offer the following operational benefits compared to the manual Pallet Jack:

- **Improved Efficiency:** Enables faster and smoother movement of heavy loads.
- **Enhanced Safety:** Reduces risk of workplace injuries by minimising manual lifting and pushing.
- **Higher Load Capacity:** Capable of handling larger and heavier pallets with ease.
- **Reduced Physical Strain:** Lessens fatigue and improves productivity among staff.
- **Better Manoeuvrability:** Operates efficiently in confined spaces within the Stores.

The acquisition will improve operational efficiency, reduce health and safety risks, and extend the lifespan of handling equipment in the Stores.

**FINANCIAL IMPLICATIONS**

The required funds were already budgeted for in the previous financial year under the Stores Section budget - **Vote: 2010 310 287 00** (Forklift: Stores). A transfer of the equivalent amount to the current financial year is required to facilitate payment to the supplier.

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

**RECOMMENDED:**

- (a) That Council approves the transfer of funds from the previous financial year (2024 / 2025) allocation to the current financial year (2025 / 2026) for the procurement of the electronic Pallet Stacker.
  - (b) That the General Manager: Finance secures funds amounting to N\$350,000.00 to Vote: 300031013600, (Forklift: Stores).
  - (c) That a new purchase order be issued to the appointed supplier to enable delivery of the Pallet Stacker/ Forklift.
-

**ANNEXURE 1**

**From:** Imanuel Kaufilwa <[ikaufilwa@swkmun.com.na](mailto:ikaufilwa@swkmun.com.na)>  
**Sent:** Tuesday, 19 August 2025 11:54 am  
**To:** Hellao Naruseb <[hnaruseb@swkmun.com.na](mailto:hnaruseb@swkmun.com.na)>  
**Subject:** Transfer of Funds- Electronic Pallet Stacker (Stores)

Dear Mr !Naruseb,

Please find attached the soft copy of the submission regarding the transfer of funds for the procurement of an electronic pallet stacker, which was budgeted for in the 2024/2025 financial year, to the current financial period. The evaluation process has been completed, and a successful bidder has been appointed.

The transfer of funds is necessary to ensure delivery, as all purchase orders created in the previous financial period were cancelled on 15 August 2025.

Regards,

**Immanuel Kaufilwa | Stores Controller | Finance | [+264 410 4335](tel:+2644104335)**

**ANNEXURE 2**

**From:** Hellao Naruseb <[hnaruseb@swkmun.com.na](mailto:hnaruseb@swkmun.com.na)>  
**Sent:** 13 August 2025 08:28 AM  
**To:** # Workgroup <[workgroup@swkmun.com.na](mailto:workgroup@swkmun.com.na)>  
**Subject:** Old Year Payments  
Dear Colleagues.

Good morning, attached hereto is the list of ALL orders/commitments for the 2024 / 2025 financial year.

We therefore inform and request you ALL:

1. To forward all old-year invoices in your possession immediately to the Finance Department.
2. That all old year orders and sundry payments will only be processed till **15 August 2025**.
3. That All orders (commitments) will be cancelled on **18 August 2025**.
4. The above action is necessitated to ensure that our VAT returns for the months June and July 2025 are submitted timeously before **25 August 2025**.

**Hellao Naruseb | General Manager: Finance | Finance | [+264 64 410 4301](tel:+264644104301)**

11.1.26 **INVITATION: HATS & ROSES SWAKOPMUND**  
(C/M 2025/10/03 - 3/15/1/1)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **9.1** page **03** refers.

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

**Attached** is an invitation from Ms Rodnicia de Waal, the Projects & Fundraising Manager of Cancer Association Namibia (CAN) - Erongo Centre. The CAN's Erongo Branch will be hosting a Hats & Roses Ladies breakfast in support of women fighting cancer in Namibia.

Council resolved on **27 October 2022** under item 11.1.15 as follows:

- (a) *That the invitation to the Hats & Roses breakfast from the Cancer Association of Namibia (CAN) - Erongo Centre be noted.*
- (b) *That Council supports the Hats & Roses breakfast, scheduled to be hosted on 29 October 2022 at the Dome (Sky Hall) in Swakopmund by donating N\$5,000.00 "in kind".*
- (c) *That the funds be defrayed from the Corporate Service's Publicity Vote: 150515533000, where N\$253 500.13 is available.*
- (d) *That the Cancer Association Namibia (CAN) - Erongo Centre provides Council with feedback on their activities in the Erongo region for 2021 and 2022, especially to the Swakopmund residents.*

The Hats & Roses Ladies' Breakfast is a cherished event dedicated to celebrating the strength, resilience, and beauty of women, while raising much-needed funds to support our various cancer outreach and care programmes across Namibia.

The Hats & Roses Ladies' Breakfast will take place on 18 October 2025 at the Swakopmund Town Hall, Tamariskia, in Swakopmund. The Sponsorship Committee on 22 July 2025 recommended to the Management Committee for Council to purchase a table of ten (10) valued at N\$5,500.00 towards the event.

The selection of the attendance should be from the female staff members who served Council for more than twenty (20) years. It is also proposed that the two female Councillors and the General Manager: Health Services & Waste Management be invited, should they be available.

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

**RECOMMENDED:**

- (a) **That the invitation to the Hats & Roses breakfast event scheduled to take place on 18 October 2025 at the Swakopmund Town Hall, Tamariskia in Swakopmund, be noted.**
- (b) **That Council supports the Cancer Association Namibia (CAN) - Erongo Centre by purchasing ten (10x) tickets valued at N\$5,500.00.**
- (c) **That the two female Councillors, the General Manager: Health Services & Waste Management and seven (7) female staff members who served Council for more than twenty (20) years be nominated to attend the Hats & Roses Breakfast event.**
- (d) **That the funds be defrayed from the Corporate Service's Publicity Vote: 150515533000, where N\$15,073.00 is available.**



## Cancer Association of Namibia

21/81/D96 – Incorporated Association not for Gain & Registered Welfare Organization (WO30)

www.can.org.na

E-mail: [admin@can.org.na](mailto:admin@can.org.na)

National Switchboard: 081 – 953 7740

Tel: 061 – 237740

Fax: 061 – 237741

PO Box 30230

Windhoek

14 July 2025

Corporate Services & Human Capital Department  
Swakopmund Municipality  
PO Box 53  
Swakopmund, Namibia

Dear Sir/Madam,

**Re: Request for Support – Hats & Roses Women's Morning 2025**

Warm greetings from the Cancer Association of Namibia.

It is with great appreciation that we acknowledge the Swakopmund Municipality for the ongoing support and collaboration you have extended to us over the years. Your commitment to community wellness and development continues to inspire and strengthen our efforts, and we are truly grateful.

We are pleased to announce that our annual Hats & Roses Women's Morning will be hosted on Saturday, 18 October 2025 at the Tamariskia Town Hall. This cherished event is dedicated to celebrating the strength, resilience, and beauty of women, while raising much-needed funds to support our various cancer outreach and care programmes across Namibia.

We kindly request the Swakopmund Municipality to consider purchasing tickets for this event.

Ticket prices are as follows:

- N\$550 per person
- N\$5,500 per table of ten people

Please note that there will be no VIP tables at this event, as we aim to ensure an equally warm and empowering experience for all our guests.

Your presence and support would not only contribute to a meaningful cause but would also serve as a continued testament to the Municipality's dedication to community wellness. We look forward to your favourable consideration and thank you once again for always walking this journey with us.

Should you require more information or wish to discuss sponsorship opportunities further, please feel free to contact me directly at +26481853 8674 or [projects1@can.org.na](mailto:projects1@can.org.na).

Yours sincerely,

Rodnicia de Waal  
Projects & Fundraising – Erongo Centre  
Cancer Association of Namibia (WO30)

---

Directors: Dr H Förtsch (Chairperson), Ms S Nambinga (Vice Chairperson), Mr Garth Petersen (Treasurer),  
Mr R Hansen (Chief Executive Officer), Ms M Mentz, Mr G de Klerk, Mr J Ekxab, Ms M du Toit

**GANCER ASSOCIATION OF NAMIBIA**  
BRONHO CENTRE

**Sanlam | Allianz**

*Hats & Roses*  
*Swakopmund*

POWERED BY: **NOVA**  
FOR THE LOVE OF LIFE

**Saturday, 18 October 2025**  
**08:30 for 08:00**  
**Tamariskia Town Hall**  
**Theme: Queen of Bubbles**

**Single tickets - N\$550**  
**Table of 10 - N\$5500**

**TICKETS AVAILABLE AT**  
**081 953 7740 (#7) • projects1@can.org.na**

**Performances by:**  
**Sasha-lee Davids**

**Annabelle**  
*Queen of Bubbles*

**TRIP TRAVEL**  
TRAVEL • TICKETS • TOURS • VISAS • MORE

**David**  
PRODUCTIONS

**Atlantic Audio**

**water**

**VITA JUICE**

Cancer Association of Namibia P OBox 30230 Pionierspark Windhoek Namibia	<b>Tax Invoice</b>	
	Date	14/07/2025
	Page	1
	Document No	IN101000

SWAKOPMUND MUNICIPALITY PO BOX 53 SWAKOPMUND NAMIBIA	Deliver to PO BOX 53 SWAKOPMUND NAMIBIA
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Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	Exclusive
MUN001		N			

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
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2858000	HATS & ROSES					0.00%	5 500.00
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Bank Windhoek  
 Maerua Mall (483-872)  
 Acc. CHK 1026 618 701

Received in good order

Signed \_\_\_\_\_ Date \_\_\_\_\_

Sub Total		5 500.00
Discount @	0.00%	0.00
Amount Excl Tax		5 500.00
Tax		0.00
<b>Total</b>		<b>5 500.00</b>



BANK WINDHOEK LTD

2025-07-16

BRANCH MANAGEMENT  
& ADMINISTRATION

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Reference number: 9a9233f98d2b436b  
Generated date: Wednesday, July 16, 2025

### To Whom It May Concern

#### ACCOUNT CONFIRMATION: The Cancer Association of Namibia

We hereby confirm that The Cancer Association of Namibia, with registration: 21/1981/0096, has an active account in our books since Tuesday, March 29, 1983.

Account details are as follows:

Account Number:	1026618701
Account Type:	CHK
Bank:	Bank Windhoek Ltd.
Branch:	Maerua Mall (WHK)
Branch Code:	483-872
Swift Code:	BWLINANX

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JJ Esterhuysen, DG Fourie, VJ Mungundt, D Nuyorta, F Solomon  
\*South African

11.1.27 **DECLARATION OF SWAKOPMUND MUNICIPALITY AS AN "AUTHORISED PLANNING AUTHORITY" IN TERMS OF SECTION 113(1)(A) OF THE URBAN AND REGIONAL PLANNING ACT, 2018 (ACT 5 OF 2018)**  
(C/M 2025/10/03 - 1/1/1/16, 2/1/2/1)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **10.1** page **03** refers.

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

**1. Purpose**

The purpose of this submission is to inform Council of the approval of its application for the declaration of Swakopmund Municipality as an "Authorised Planning Authority" (APA) by the Minister of Urban and Rural Development.

Swakopmund will be the first such "Authorised Planning Authority" in Namibia.

**2. Introduction and Background**

Following Council's first attempt in December 2020, which served before the Urban and Regional Planning Board in April 2021 and Council's subsequent response in August 2022, the Minister of Urban and Rural Development approved the Swakopmund Municipality "Authorised Planning Authority" application on the 19<sup>th</sup> August 2025, as per the approval letter dated 2<sup>nd</sup> September 2025.

The Authorised Planning Authority status is expected to be gazetted by the end of October 2025. The ministerial approval is attached as **Annexure A**.

**3. Approval conditions**

In accordance with Section 113(a), the Minister of Urban and Rural Development approved conditions complementary to the "Authorised Planning Authority" status. The Swakopmund Municipal Council should adhere to the set conditions as outlined below:

1. *"The Local Authority shall have an approved Zoning Scheme and Structure Plan as specified in terms of Section 41 and Section 31 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018);*
2. *The local authority shall have at least one registered Town and Regional Planner as specified in Regulation 2(1)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) with at least three years of post-registration experience in town and regional planning;*
3. *The "Authorised Planning Authority" status will be for the duration of the employment of that Local Authority's registered Town and Regional Planner as employee or as a consultant on a personal basis with a contract to that Local Authority for the duration of the envisaged authorization to recommend planning applications in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018);*
4. *Upon termination of the employment of the registered Town and Regional Planner or the contracted consultant assigned, applications*

in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) shall be submitted to the Urban and Regional Planning Board for consideration, until a replacement registered Town and Regional Planner with at least three years post registration experience as required in terms of Regulation 2(1)(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) has been appointed;

5. The contracted town and regional planning consultant or associated town and regional planning firm which employs him or her or is owned by the said town and regional planning consultant, may not perform or be involved in any way with applications made in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) in that Local Authority other than if directly instructed to by the Local Authority to attend to such a matter;
6. A draft contract shall be made available in the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) Manual to guide Authorised Planning Authorities when contracting a registered Town and Regional Planner as a consultant, but the contract shall not be contrary to the Public Procurement Act, 2015 (Act No. 15 of 2015);
7. The "Authorised Planning Authority" status will be for the duration of the approval of the structure plan or for a period of 10 years, whichever is lesser, and will be reviewed on the proclamation of a 5-year revision of the scheme, unless extended by the Minister;
8. Any application not in line with the structure plan and zoning scheme or any final decision of the Authorised Planning Authority that is not in line with the recommendation of the registered town and regional planner must be submitted to the Urban and Regional Planning Board for consideration;
9. An Authorised Planning Authority be accorded all the powers as envisaged in the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), in accordance with the provisions of Sections 56(1), 63, 64, 75, 78(1), 88(1) and 97(1) of the Act;
10. The Authorised Planning Authority be required to adhere and comply with such policy directives as envisaged under Section 17(1) & (2) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as directed from time to time by the Minister;
11. Appeals shall be dealt with in accordance with the provisions of Section 129 of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018);
12. Exclusions envisaged in terms of Section 43(7), 104, 105, & 114 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), be maintained, and applications in respect of an Authorised Planning Authority Council's own land or that deviate from the approved structure plan be made to the Urban and Regional Planning Board for consideration;
13. The Authorised Planning Authority must keep its records as per the stipulation of Section 122(1) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and submit the records, decisions and reasons in respect of applications, authorizations and actions taken in

terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and zoning scheme on a 6 month basis to the Minister;

14. *Once an Authorised Planning Authority status is granted, the Planning Division of a local authority becomes a separate department that reports directly to the Chief Executive Officer and does not fall under any other department/division in the local authority's structure;*
15. *The Ministry of Urban and Rural Development provides training and awareness to Councillors and Technical staff on the implementation of the above conditions; and*
16. *All the land use changes, or alteration of boundaries or deletion of title conditions should be submitted to the Ministry of Urban and Rural Development within 30 days of approval for promulgation in the Government Gazette, as required in the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018)."*

#### 4. **Benefits of being an Authorised Planning Authority**

As a result of the declaration of Swakopmund Municipality as an "Authorised Planning Authority", the following benefits emanate:

- *Planning decisions are taken locally and will be understood to be more sensitive to the concerns of residents and local circumstances,*
- *The public image of the Swakopmund Municipality will be enhanced,*
- *Planning and approval processes are shortened, and service delivery happens in a shorter period of time,*
- *Private sector implementation of developmental projects will be quicker, and*
- *Investors will be attracted by the quicker procedures,*

In addition, the faster the development, the quicker Council generates income and recovers its cost. Betterment and endowment (compensation) fees derived from an increase in value through rezonings and subdivisions of concerned properties would be paid within a shorter period as compared to previous situation.

#### 5. **Accorded powers**

In terms of Section 16 of the Regulations of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) an 'authorised planning authority' is empowered to decide on applications made in accordance with its approved structure plan.

Notwithstanding exclusions envisaged in terms of Section 43(7), 104, 105, & 114 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018). The Minister of Urban and Regional Planning accorded all the powers as envisaged in the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), in accordance with the provisions of Sections 56(1), 63, 64, 75, 78(1), 88(1) and 97(1) of the Act.

The types of application to be decided upon by an "authorised planning authority are the following:

- (a) *rezoning of land,*
- (b) *establishment of a township,*

- (c) alteration of the boundaries of an approved township,
- (d) disestablishment of an approved township or a portion of an approved township,
- (e) subdivision or consolidation of land, and
- (f) alteration, suspension, or deletion of conditions related to land.

However, applications for Council's own land or that deviate from the approved structure plan should be made to the Urban and Regional Planning Board for consideration.

#### 6. **What it means for the Swakopmund Municipality**

Firstly, it should be highlighted that when the Swakopmund Municipality was not an Authorised Planning Authority, various land applications were required to obtain ministerial approval in addition to approval from the Swakopmund Municipal Council. A process which was cumbersome and, to a certain degree, slowed the town's development and discouraged some potential investors.

The planning authority status accorded to the Swakopmund Municipal Council serves as a clear demonstration that the Minister of Urban and Rural Development has been convinced that the Council possesses and meets the required competency levels and capacity to handle its spatial planning processes. It also means that planning decisions will be speedily taken, and development and service delivery will become more efficient and effectively achieved.

#### 7. **Conclusion**

Having attained the "**Authorised Planning Authority**" status, Swakopmund Municipality has an obligation and responsibility to demonstrate that it can plan, implement, and manage spatial and development plans on its own.

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

##### **RECOMMENDED:**

- (a) **That Council take note of the Swakopmund Municipal Council "Authorised Planning Authority" status approval by the Minister of Urban and Rural Development.**
  - (b) **That operational aspects related to the implementation of the Authorised Planning Authority status and transition be identified and presented with recommendations for Council consideration.**
  - (c) **That a public announcement be issued advising the public of Council's success in being declared the first "Authorised Planning Authority" in Namibia in terms of the Urban and Regional Planning Act, 2018 (Act No. 50 of 2018) and of the benefits this will have for Swakopmund.**
-

**ANNEXURE A- MINISTERIAL APPROVAL**

Republic of Namibia

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## Ministry of Urban and Rural Development

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Enquiries: N. Khos  
Tel: (+264+61) 297-5221  
Fax: (+264+61) 297-5305  
Email: [nkhos@murd.gov.na](mailto:nkhos@murd.gov.na)

Government Office Park  
Luther Street

Private Bag 13289  
Windhoek, 10001  
Namibia

Our Ref.: 17/P/52  
Your Ref.:

The Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53  
Swakopmund  
NAMIBIA

Attention: Mr. A. Benjamin,

**SUBJECT: ITEM 18/2022: APPLICATION FOR DECLARATION OF SWAKOPMUND MUNICIPALITY AS AN AUTHORISED PLANNING AUTHORITY AS PROVIDED FOR BY THE URBAN AND REGIONAL PLANNING ACT, 2018 (ACT NO. 5 OF 2018) (MUNICIPALITY OF SWAKOPMUND)**

1. The subject application has reference.
2. You are hereby informed that the Honourable Minister of Urban and Rural Development has on the 19<sup>th</sup> of August 2025 granted approval for amendment of Urban and Regional Planning Board Resolution Item 18/2022 dated 21 September 2022 in terms of Section 113(1)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).
3. Attached please find the Urban and Regional Planning Board Resolution Item 18/2022 as amended on 16 July 2025 approving the Municipality of Swakopmund as an Authorised Planning Authority (APA) and stipulating the conditions of such approval.
4. Please take note that the Secretary of the Board will proceed to publish a notice in the *Gazette* in terms of Section 16(1) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) to declare the Municipality of Swakopmund as an APA.

Yours faithfully,

  
**SECRETARIAT  
URBAN AND REGIONAL PLANNING BOARD**



Item

18/2022  
17/P/S2

Date

16 July 2025

**SWAKOPMUND: APPLICATION FOR DECLARATION OF SWAKOPMUND MUNICIPALITY AS AN AUTHORISED PLANNING AUTHORITY AS PROVIDED FOR BY THE URBAN AND REGIONAL PLANNING ACT, 2018 (ACT NO. 5 OF 2018) (MUNICIPAL COUNCIL OF SWAKOPMUND)**

The Board recommended that-

- a) Urban and Regional Planning Board Resolution Item 18/2022 dated 21 September 2022 be amended to read as follows:
- b) the application be approved in terms of Section 16(1)(a) and (b) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018);
- c) the following conditions as approved by the Minister under Any Other Business Item 8.5 dated 16 July 2025 shall apply; and
  1. The Local Authority shall have an approved Zoning Scheme and Structure Plan as specified in terms of Section 41 and Section 31 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018);
  2. The Local Authority shall have at least one registered Town and Regional Planner as specified in Regulation 2(1)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) with at least three years of post-registration experience in town and regional planning;
  3. The "Authorised Planning Authority" status will be for the duration of the employment of that Local Authority's registered Town and Regional Planner as employee or as a consultant on a personal basis with a contract to that Local Authority for the duration of the envisaged authorization to recommend planning applications in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018);
  4. Upon termination of the employment of the registered Town and Regional Planner or the contracted consultant assigned, applications in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) shall be submitted to the Urban and Regional Planning Board for consideration, until such time as a replacement registered Town and Regional Planner with at least three years post registration experience as required in terms of Regulation 2(1)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) has been appointed;
  5. The contracted town and regional planning consultant or associated town and regional planning firm which employs him or her or is owned by the said town and regional planning consultant, may not perform or be involved in any way with applications made in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) in that Local Authority other than if directly instructed to by the Local Authority to attend to such a matter.

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6. A draft contract shall be made available in the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) Manual to guide Authorised Planning Authorities when contracting a registered Town and Regional Planner as a consultant, but the contract shall not be contrary to the Public Procurement Act, 2015 (Act No. 15 of 2015);
7. The "Authorised Planning Authority" status will be for the duration of the approval of the structure plan or for a period of 10 years, whichever is lesser, and will be reviewed on the proclamation of a five-year revision of the scheme, unless extended by the Minister;
8. Any application not in-line with structure plan and zoning scheme or any final decision of the Authorised Planning Authority that is not in line with the recommendation of the registered Town and Regional Planner must be submitted to the Urban and Regional Planning Board for consideration;
9. An Authorised Planning Authority be accorded all the powers as envisaged in the Urban and Regional Planning Act, 2018 (Act No.5 of 2018), in accordance with the provisions of Sections 56(1), 63, 64, 75, 78(1), 88(1) and 97(1) of the Act;
10. The Authorised Planning Authority be required to adhere and comply with such policy directives as envisaged under Section 17(1) and (2) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) as directed from time to time by the Minister;
11. Appeals shall be dealt with in accordance with the provisions of Section 129 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018);
12. Exclusions envisaged in terms of Section 43(7), 104, 105 and 114 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), be maintained, and applications in respect of an Authorised Planning Authority Council's own land or applications that deviate from the approved structure plan be made to the Urban and Regional Planning Board for consideration;
13. The Authorised Planning Authority must keep its records as per the stipulation of Section 122(1) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) and submit the records, decisions and reasons in respect of the applications, authorizations and actions taken in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) and zoning scheme on a 6 month basis to the Minister;
14. Once an Authorised Planning Authority status is granted, the Planning Division of a local authority becomes a separate department that reports directly to the Chief Executive Officer and not falling under any other department / division on the local authority's structure;
15. The Ministry of Urban and Rural Development provides training and awareness to Councillors and Technical staff on the implementation of the above conditions; and
16. All the land use changes, or alteration of boundaries or deletion of title conditions should be submitted to the Ministry of Urban and Rural Development within 30 days of approval for promulgation in the Government Gazette, as required in the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).



5

*TPN*

- d) the Minister must publish a notice in the *Gazette* in terms of Section 16(1) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and must inform the Local Authority in writing of the approval of the Authorised Planning Authority status.



11.1.28 **REQUEST FOR ADDITIONAL FUNDS TO PARTICIPATE IN THE SAIMSA GAMES - MASERU, LESOTHO**  
(C/M 2025/10/03 - 13/6/3)

**Ordinary Management Committee Meeting of 11 September 2025,**  
Addendum **10.2** page **03** refers.

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

**1. Background**

The Municipality of Swakopmund will be participating in the Southern Africa Inter-Municipal Sports Association (SAIMSA) Games scheduled to take place in Maseru, Lesotho, between 19 - 29 September 2025. In preparation for the event, funds amounting to **N\$200,000.00** were budgeted. However, after finalising the logistical requirements, it has become evident that the budgeted amount is insufficient to cover the actual costs.

**2. Financial Requirements**

The following costs have been identified and confirmed:

- *Transport: **N\$203,000.00***
  - *Accommodation: **N\$302,400.00***
  - *Branding: **N\$50,000.00***
  - *Registration Fee: **N\$11,000.00***
- Total Cost: N\$566,400.00**  
**Less: Budgeted Funds: (N\$200,000.00)**  
**Shortfall: N\$366,400.00**

**3. Current Commitments**

A 50% deposit has already been paid to three of the four accommodation establishments reserved for the delegation. The outstanding balance, including payment for the additional accommodation establishment where councillors will be hosted, still needs to be settled. Failure to secure these bookings in full could jeopardize the Municipality's participation in the Games.

**4. Request**

In view of the above, Council is kindly requested to approve an allocation of **additional funds amounting to N\$366,400.00** to cover the outstanding expenses for transport, accommodation, branding, and registration.

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

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

- (e) That Council approves the additional funding of N\$366,400.00 for participation in the SAIMSA Games 2025.
  - (f) That the General Manager: Finance transfers the additional N\$366,400.00 to Vote: 101015563500, where N\$55,049.75 is currently available.
  - (g) That it be recorded that, even though approval was granted by the Management Committee, Councillor W O Groenewald did not support the additional funding request that would bring the total spending to over N\$500,000.00.
  - (h) That it be recorded that Councillor W O Groenewald maintained that Council was supposed to be informed of the total participation cost with the first submission that requested approval of Council's participation in SAIMSA Games 2025 in Maseru, Lesotho.
-

# GO040-Financial Information - Summary and Detail



Year: 2526 Account: 101015563500 Opening Balance: 0.00

SAIMSA / NALAGRA GAMES

Adj:

M	Month	Budget	Movement	Difference
<input checked="" type="checkbox"/>	JUL	16667.00	0.00	16667.00
<input type="checkbox"/>	AUG	16667.00	13950.25	-117283.25
<input type="checkbox"/>	SEP	16667.00	11000.00	5667.00
<input type="checkbox"/>	OCT	16667.00	0.00	16667.00
<input type="checkbox"/>	NOV	16667.00	0.00	16667.00
<input type="checkbox"/>	DEC	16667.00	0.00	16667.00
<input type="checkbox"/>	JAN	16667.00	0.00	16667.00
<input type="checkbox"/>	FEB	16667.00	0.00	16667.00
<input type="checkbox"/>	MAR	16667.00	0.00	16667.00
<input type="checkbox"/>	APR	16667.00	0.00	16667.00
<input type="checkbox"/>	MAY	16667.00	0.00	16667.00
<input type="checkbox"/>	JUN	16663.00	0.00	16663.00
<b>TOTAL:</b>		<b>200000.00</b>	<b>144950.25</b>	<b>55049.75</b>

Budget	
Approved:	200000
Additional:	0
<b>TOTAL:</b>	<b>200000</b>

Commitments	
Issue Requisitions:	0.00
Purchase Requisitions:	0.00
Purchase Orders:	0.00
Standing Payments:	0.00
Other:	0.00
Jobs:	0.00
<b>TOTAL:</b>	<b>0.00</b>

Movement	
Actual:	144950.25
Net Updated:	0.00
<b>TOTAL:</b>	<b>144950.25</b>

BALANCE:	
	55049.75

197 / 2024

9.2 **FEEDBACK REPORT: PARTICIPATION AT NALASRA GAMES 2024, GOBABIS****{M/C 2024/09/12 - 11/1/4/6}****RESOLVED:****GM: HSSWM**

- (a) That the feedback report by the Swakopmund Municipal Sport & Social Club be noted.
- (b) That Council approves an additional N\$100,000.00 in the 2025/2026 financial year towards the Municipal Sport and Social Club for accommodation and travelling expenses incurred when representing the Council in the NALASRA and SAIMSA games.
- (c) That it be noted that the allocation in (b) will ease the financial burden on the staff members and allow the Municipality of Swakopmund to be fully represented and compete equally with other Local Authorities at the games.
- (d) That a budget provision of N\$50,000.00 per annum be availed for branding materials/items for Municipal staff members participating at both the NALASRA and SAIMSA games.



MADE FOR  
SWAKOPMUND MUNICIPALITY

VAT nr: N/A

Issue Date: 25/07/2025

Through: 30/07/2025

**Quotation #GG&T20250725**

Genius Guesthouse & Tours  
P.O. Box 12637

JJ Street, Ha-Mabote Lesotho

Email: [info@geniusguesthouse.com](mailto:info@geniusguesthouse.com)

Phone: +266 22336584/Cell: +266 59088088

DESCRIPTION	ROOM TYPE	QTY	NO OF GUESTS	NO BEDS	UNIT PRICE/ NIGHT	SUBTOTAL	V.
ACCOMODATION	STANDARD ROOM	4	8	1(DOUBLE) 6(SINGLE)	746	20,888	15 (0)
ACCOMODATION	SUPERIOR ROOM	4	8	2(SINGLE) 3(DOUBLE)	852	23,856	
ACCOMODATION	FAMILY	1	4	2(SINGLE) 1(DOUBLE)	1492	10,444	
ACCOMODATION	EXECUTIVE ROOM	1	2	2(SINGLE)	960	6,720	

SIXTY-ONE THOUSAND NINE HUNDRED AND EIGHT MALOTI AND 00 CENTS

SUBTOTAL	M61,908.00
VAT	M0.00
<b>Total</b>	<b>M61,908.00</b>

**NOTE:** -Reservations are only confirmed upon receipt of payment, with 50% payable now and the remaining 50% due on or before arrival date, or all at once.

- All prices include breakfast.





Monono B & B / 880 Hammariskjold Street/ Maseru / Lesotho  
 Tel: +266 2231 5039/ Mobile: +266 5938 4747/Email: info@mononobnb.co.ls/  
[www.mononobnb.co.ls](http://www.mononobnb.co.ls)

**QUOTATION**

ATT: SWAKOPMUND MUNICIPALITY  
 NAMIBIA

TIN No.: 200063986-0  
 VAT No.: 50035708  
 Quotation No.: 111

DATE 25/07/2025

No.	Item Description	No. of rooms	no. of nights	Check in date	Check out date	Unit Price	Amount
1	Accommodation and breakfast(single)	2	7	20/09/2025	27/09/2025	LSL 817.38	LSL 11,443.32
2	Accommodation and breakfast(twin beds)	5	7	20/09/2025	27/09/2025	LSL 1,204.28	LSL 42,149.80
						Sub Total	LSL 53,593.12
						VAT @ 15%	LSL 8,038.97
						Levy @ 1.5%	LSL 667.91
						<b>Total</b>	<b>LSL 62,300.00</b>

Name and Surname: TEFO MOFOLO Signature: [Signature] Date: 25/07/2025



VAT NUMBER: 50030287

**QUOTATION**

To: SWAKOPMUND MUNICIPALITY NAMIBIA

Quotation No.: KGH02507

Date: 25 July 2025

IBR No.: 50526

Arrival date: 20 September 2025

Departure Date: 27 September 2025

Item	Description	No. of Rooms	No. of Days	Unit Price (N\$)	Total (N\$)
1	Executive rooms	8	7	760.00	42,560.00
2	Standard rooms	5	7	560.00	19,600.00
3	Breakfast	44	7	85.00	26,180.00
4	Family rooms	3	7	760.00	15,960.00
5	Backpackers	4	7	460.00	12,880.00
6	Chalet	1	7	1,110.00	7,770.00
Sub Total					<b>124,950.00</b>
Vat @ 15%					<b>18,742.50</b>
Grand Total					<b>143,692.50</b>

THANK YOU FOR YOUR BUSINESS. WE HOPE YOU ENJOY YOUR STAY WITH US.

**BANKING DETAILS**

BANK NAME: FIRST NATIONAL BANK

ACCOUNT NAME: KUBUNG GUEST HOUSE

ACCOUNT NUMBER: 62591021408

BRANCH: PIONEER MALL

BRANCH CODE: 280061

# Councils Accommodation (SAMUSA)



**LION GUARD  
GUEST HOUSE**

Location: Ha-Matala, Maseru, Lesotho Contacts: +266 5886 9020 & 264 2406 Email Address: <a href="mailto:info@lionguardguesthouse.net">info@lionguardguesthouse.net</a> Our Website: <a href="https://www.lionguardguesthouse.net">https://www.lionguardguesthouse.net</a> Business Registration no: A2025 19388 Tax Clearance TIN: 200122542 - 0
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<b>QUOTATION</b>	<b>DATE: 26th August 2025</b>
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**BILL TO: SWAKOPMUND MUNICIPALITY  
NAMIBIA**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
<b>SELF-CATERING ACCOMMODATION</b> <small>(Self-catered house with lounge, dining room, kitchen, 2 bedrooms)</small>	6 nights	5,000.00	30,000.00
		subtotal	30,000.00
		Tax @15%	4,500.00
		<b>TOTAL AMOUNT</b>	<b>34,500.00</b>

**TERMS & CONDITIONS**

- (1) Quote is valid for 14 days
- (2) When the quote is accepted, a 50% deposit is required
- (3) Balance must be paid before or upon arrival.

**BANKING DETAILS:** First National Bank Lesotho Acc# 63075308578  
REF: Lion Guard Guest House

Proof of payment must be sent to [info@lionguardguesthouse.net](mailto:info@lionguardguesthouse.net)



+264 64 410 4200 | swkmun@swkmun.com.na | P.O. Box 53, Swakopmund, Namibia

04 September 2025

Enquiries: Mr. H Kanandjembo  
Ref No: 13/6/3

**NOTICE FOR SELECTION OF AWARD**  
(Section 55(4) of Act)  
(Regulation 38(1))

**PART A**

**NOTICE TO BIDDER SELECTED FOR AWARD  
BIDDER SELECTED FOR AWARD**

**NCS/RFQ/SM-018/2025: PROVISION OF TRANSPORTATION SERVICES FOR THE  
SWAKOPMUND MUNICIPAL SPORT TEAM TO LESOTHO**

**FROM** : SWAKOPMUND MUNICIPALITY  
**TO** : BOETA'S TOURS AND TRANSFERS CC  
**POSTAL ADDRESS** : P.O. BOX 1801, SWAKOPMUND  
**EMAIL** : boetaexpress@gmail.com

- (a) The price awarded is: **NS N\$203 000.00 (VAT Excl.)**
- (b) You are hereby informed that in the absence of any applications for reconsideration of the selection for an award within 7 days of this notice, the accounting officer of the Municipality of Swakopmund shall award the contract to the selected bidder.
- (c) The standstill period of 7 days referred to in (b) starts on **5 September 2025** and ends on **15 September 2025**.
- (d) In the absence of an application for reconsideration, the procurement contract will be awarded.