

Municipality of Swakopmund

AGENDA

PART 2

ORDINARY COUNCIL MEETING

ON

MONDAY

24 NOVEMBER 2025

AT

19:00



CONTACT US:

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

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11.1.20

APPLICATION FOR RELAXATION OF LATERAL BUILDING LINES ON ERF 146, TAMARISKIA

(C/M 2025/11/24 - T 146)

Ordinary Management Committee Meeting of 13 November 2025,
Addendum **8.5** page **47** 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 on Erf 146, Tamariskia.

2. Introduction and Background

A building line relaxation application for consent to relax a building line to construct the proposed development from three (3) meters to zero (0) for Erf 146, Tamariskia, was received by the Engineering and Planning Service from Mr and Mrs Shikeshela. The owners intend to extend their garages and to construct an additional room to the main dwelling. The extension of the proposed garage is designed in such a way that it would be placed on the lateral boundary line against Erf 147, Tamariskia, who objected to this development. The application is attached as **Annexure A**.

3. Ownership

The ownership of Erf 146, Tamariskia, currently vests in Mr and Mrs Shikeshela.

4. Locality, Zoning, and Size

Erf 146, Tamariskia, is situated along Franziska van Neel Street. (See the map below), zoned "Single Residential" with a density of 1:600 and measures approximately 640m² in extent.



Figure 1: Locality of Erf 146, Tamariskia

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 owner of Erf 146, Tamariskia, consulted their lateral neighbour to obtain their consent on the intention to apply for the building lines relaxation on their erf.

The neighbour objected to the application via a formal letter, and the objection has been stated below and attached as **Annexure B**. The applicant responded to the objections received from the neighbour, the owner of Erf 147, Tamariskia (**See Annexure C**). It is for this reason that the application for building line is being submitted to the Management Committee for consideration.

6.1 Objection

The objector stated the below:

1. **Drainage system:** There has been a reputable sewage problem. After they built their two flats, they experienced quite a notable number of difficulties. Erf 146 and 147 share the same sewerage line; the existing flats already add additional pressure to the capacity of the drainage systems. It is noteworthy to mention that the 2 existing flats are an imperative factor that contributes to this issue. In some cases, we expect to hear the sewerage truck twice a month. This itself already raises health and safety concerns regarding both inconveniences and hygiene.
2. **Ventilation:** We simply do not want them to build on our boundary wall. The building of the high walls will block up to 70% of our natural sunlight. This fact alone means that our house is going to experience constant darkness. Due to the natural airflow being obstructed, it was forced to rely on artificial light. This also poses the question to ask about where we would need to move our laundry line to, as it will be encapsulated with darkness should this plan be approved.
3. **Overdevelopment on premises:** according to their proposed plans that they want to submit, it shows a tandem garage of 31 meters in

addition to the existing 8 meters. However, we were verbally informed by the owner himself, Mr. S Shikeshela, that the long-term plan includes converting the garages into x2 additional flats. The house already has 2 existing flats, as seen in the attachment below. This would mean that they plan on having 4 flats on the premises, even if it is not reflected as such.

6.2 Response

1. **Drainage system:** According to the applicant, the concerns regarding the drainage and sewerage system are fully noted. The challenges with the sewer system in our area have affected multiple households, and the municipality is aware of this situation. We would like to kindly clarify that the drainage issues they refer to are not a result of the two existing flats. We can confirm that we have not experienced any sewage or drainage issues except for the instance that affected the whole town, which rained around the 14th of March 2025, on our premises.

Please be assured that:

- *The proposed new section will be connected to the existing approved drainage system in strict accordance with municipal regulations.*
 - *The assessment on the existing system was done, and it can accommodate the proposed addition without putting extra strain on the shared line.*
 - *The frequent visits by the sewage truck are not due to occupation of the existing flats but rather stem from longstanding design limitations in the area's infrastructure. To help manage this, a non-return valve has been installed by the municipality to prevent sewer overflow, and no issues have been experienced on Erf 146 since its installation.*
2. **Ventilation:** The concern titled "ventilation" seems to highlight what we understand as a concern of potential natural light obstruction.
 - *The height and position of the building as per the building plan design will not have light or airflow obstruction to their property.*
 - *A sunlight and ventilation assessment was considered in the planning stage. Their laundry line and other outdoor spaces will not be shaded or blocked by this development.*
 - *The existing building/ boundary wall is parallel with the sun's trajectory, and at no point during the day does it shadow on their property.*
 - *Their house's 3m building line offers sufficient open area for ventilation and natural light off the existing and proposed addition.*
 3. **Overdevelopment:** The indicated dimensions are an attempt to misguide the council, as if the addition will cover the entire boundary between our properties.
 - *There may have been no full review of the proposed additions' plans and design by our reverent neighbours before objection; hence, their concerns may be misleading.*
 - *The addition indicates conversion of the garage into one residential flat, which is not in line with the verbal accusations and notifications about converting it into additional flats in the future.*

- *We are fully aware that property changes require approved plans by the municipal council and that any future structural changes would require a separate approval process, which would again involve public notifications and municipal scrutiny.*
- *The current development maintains a healthy balance between built and open space and complies fully with the coverage and density limits as per the municipality's property development rules.*

7. Evaluation

Upon receipt of the application, the Engineering and Planning Service Department has undertaken its investigations on the matter, based on the established building plans evaluation standards. The elements mentioned by the objector about drainage and ventilation are quite vague, as they would be out of the control of the applicant.

With regards to the overdevelopment, during the site inspection conducted, access could not be entirely granted, but it was mentioned that the existing flat has been split into two units. Although the building plans do not show that there are two units, the existing flat has been converted in such a way that each unit has its own kitchen. The applicant will have to ensure that this situation is rectified as per the approved building plans.

However, the claims made by the objector pertaining to the applicant converting the proposed garages into yet another two bedrooms cannot be supported, as the building plans do not reflect any elements or provisions of a flat. Should the applicant make those changes later, they would be contravening the Swakopmund Zoning Scheme and, as such, would need to ensure that they conform to the Scheme or rezone to an appropriate zone.

Therefore, the Engineering and Planning Service Department is supporting the application to relax the building line for Erf 146, Tamariskia, from three (3) metres to zero (0) metres on the lateral boundaries.

8. Conclusion

Taking into consideration the above arguments, it is concluded that the proposed development on Erf 146, Tamariskia, would not have any major negative effect on the surrounding neighbourhood or surrounding amenities. Council can support the relaxation on the ground floor as requested by the applicant.

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

RECOMMENDED:

- That the application for "Special Consent" to relax the building line on Erf 146, Tamariskia, from three (3) metres to zero (0) metres on the lateral boundary line be approved.**
 - That the existing flat be restored to its original state as per the previously approved building plans.**
 - That the objector be informed of their rights to appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-eight (28) days from the date of the decision in terms of Clause 8.7 of the Swakopmund Zoning Scheme.**
-

ANNEXURE A- APPLICATIONS



MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 146	CONSENTERS ERF NO: 147
Suburb: TAMMISISKUP	Street Address:
Particulars of Owner	
Name of Owner: P SIMMO SHAKESHELE	
Name of Authorized Person: NR KONIGSBERG	
Postal Address (Owner): SWAKOPMUND	
Tel No (Owner): 0811 291 2061	
E-mail Address (Owner): vico@tamisiskup.com	

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

- A. **Building Lines:**
 - For the relaxation of Rear Building Line From: _____ meter to: _____ meter
 - For the relaxation of Lateral Building Line From: 3 meter to: 0 meter
 - For the relaxation of Street Building Line From: _____ meter to: _____ meter
 - For the relaxation of Street Building Line (Garage) From: _____ meter to: _____ meter
- B. **Boundary Wall Height:**
 - For the relaxation of Rear Boundary wall From: _____ meter to: _____ meter
 - For the relaxation of Lateral Boundary wall From: 2.25 meter to: 4.52 meter
 - For the relaxation of Street Boundary wall From: _____ meter to: _____ meter
- C. **Relaxation of setback - 1st or 2nd Floor**
 - For the relaxation of Rear Building Line From: _____ meter to: _____ meter
 - For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
 - For the relaxation of Street Building Line From: _____ meter to: _____ meter
- D. **Relaxation of Building Height: (Indicate)**

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number; _____ dated _____
(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

- E. **Relaxation of Garages (Maximum 100m²)**
 - For the relaxation of Garages From: _____ m² to: _____ m²
- F. **As Built Plans** Yes No

Reasons for the relaxation

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

13/08/20
DATE



MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 81 410 1400 | enr@swakopmund.nam | P O Box 53, Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO: 146	CONSENTERS ERF NO: STREET
Suburb: PAMARISKIJA	Street Address: FRANZISKA VAN NOEL ^{SIR}
Particulars of Owner	
Name of Owner: SIMON SHIKESITHLE	
Name of Authorized Person: NK KANIGENI	
Postal Address (Owner): SWAKOPMUND	
Tel. No (Owner): 0811292062	
E-mail Address (Owner): vision@plans@ymail.com	

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

A. Building Lines:

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

B. Boundary Wall Height:

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

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

- For the relaxation of Rear Building Line From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
- For the relaxation of Street Building Line From: _____ meter to: _____ meter

D. Relaxation of Building Height: (Indicate)

A site/building plans, signed by the relevant/affected neighbors must be attached; indicating the Plan number; _____ dated _____
(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

E. Relaxation of Garages (Maximum 100m²)
For the relaxation of Garages

From: _____ m² to: _____ m²

F. As Built Plans

Yes No

Reasons for the relaxation


SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

13/08/2025
DATE



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES
(TOWN PLANNING DIVISION)



+264 64 410 4168 | townplanning@swakopmund.com.na | P.O. Box 53, Swakopmund, Namibia

PAYMENT FOR TOWN PLANNING APPLICATION FEES

Name of Owner	P. Shikeshale	Date	08/09/2025
Postal Address	-	Erf Number	146 - Tamanstua

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

Checked by: J. Batley

Signature: Batley

FINANCIAL SERVICES DEPARTMENT

Cashier: Mutya	Date/Stamp:
Receipt No.: 303996	
Banking details	
First National Bank Swakopmund Branch Acc No. 62249603300 Branch code 280472	

ANNEXURE B - OBJECTION

Formal Objection Letter

Mr. F and Mrs. Tities

ERF 147 Franziska van Neel Street Tamariskia

Swakopmund 13001

29 July 2025

Dear Mr. Heita

We are writing to formally lodge an objection regarding the proposed building plans relating to my neighbour, Mr S Shikeshela for the property located on ERF 146 Franziska van Neel Street, Tamariskia.

While we respect their rights to develop their premises, this particular development raised quite a few concerns that directly have an impact on the comfort of our property. Our objections are as follows :

1. *Drainage System*

They have been having this on-going , reputable sewerage problem. After they built their 2 flats, they have experienced quite a notable number of difficulties. As ERF 146 and ERF 147 share the same sewerage line, the existing flats already add additional pressure to the capacity of the drainage systems. It is noteworthy to mention that the 2 existing flats is an imperative factor that contributes to this issue. In some cases we expect to hear the sewage truck up to twice a month. This itself already raises health and safety concerns regarding both inconvenience and hygiene.

2. *Ventilation*

We simply do not want them to build on our boundary wall. The building of the high walls will block up to 70% of our natural sunlight. This fact alone means that our house is going to experience constant darkness. Due to the natural airflow being obstructed ,it forces us to rely on artificial light. This also poses the question to ask about where we would need to move our laundry line to as it will be encapsulated with darkness should this plan be approved.

3. *Overdevelopment on premises*

According to their proposed plans that they want to submit, it shows a tandem garage of 31metres in addition to the existing 8metres. however we were verbally informed by the owner himself , Mr. S Shikeshela that the long-term plan includes converting the garage into x2 additional flats. The house already has 2 existing flats as seen on the attachment below. This would mean that they plan on having 4 flats on the premises ,even if it is not reflected as such.

For the above mentioned reasons , we respectfully urge the Council to reconsider the approval of this development or at least impose restrictions surrounding the negative impact on their neighbours.

Thank you for considering our objection ,and we look forward to being informed on the outcome of this objection or any future questions that require our input regarding this matter.

Kind regards .

Mr. F Tities and Mrs. M Tities

+264 81 640 1596 / +264 81 122 7511

tities@gmail.com / mauricio.josere1023@gmail.com

ANNEXURE C- RESPONSE

Mr. & Mrs. Shikeshela
ERF 146 Franziska van Neel Street
Tamariskia
Swakopmund

03 September 2025

Building Plans Section
Municipality Council
Swakopmund

RE: Response to Objection of Mrs & Mr Tities – Proposed Development on ERF 146

Dear Sir/Madam

We hereby offer our formal response letter to address concerns highlighted in a letter dated 29 July 2025 written by our neighbours Mrs and Mr Tities of ERF 147, regarding the proposed development on our property at ERF 146, Franziska van Neel Street, Swakopmund.

We appreciate their engagement in the process and fully understand the importance of preserving the comfort and privacy of our neighbourhood. We hope this response will help clarify some points and provide reassurance that the development is designed with consideration and care to ensure minimal, if any, impact on surrounding properties – especially theirs.

The issues relating to objections are as follows:

1. Drainage System

Their concerns regarding the drainage and sewerage system are fully noted. The challenges with the sewer system in our area have affected multiple households and municipality is aware of this situation. We would like to kindly clarify that the drainage issues they refer to are not a result of the two existing flats. We can confirm that we have not experience any sewage or drainage issues expect the instance that affected the whole town when it rained around 14th of March 2025 on our premises.

Please be assured that:

- The proposed new section will be connected to the existing approved drainage system in strict accordance with municipal regulations.
- The assessment on the existing system was done and it can accommodate the proposed addition without putting any extra strain on the shared line.
- The frequent visits by the sewage truck are not due to occupation of the existing flats, but rather stem from longstanding design limitations in the area's infrastructure. To help manage this, a non-return valve has been installed by Municipality to prevent sewer overflows and no issues have been experienced on ERF 146 since its installation.

Rest assured that the addition will not exacerbate the current situation, and we are open to collaborative solutions to improve the sewer infrastructure for both our properties.

2. Ventilation

The concern titled "Ventilation" seem highlighted what we understand as a concern of potential natural light obstruction.

- The height and position of the building as per building plan design will not have light or airflow obstruction to their property.
- A sunlight and ventilation assessment were considered in the planning stage. Their laundry line and other outdoor spaces will not be shaded or blocked by this development.
- The existing building / boundary wall is parallel with the sun's trajectory and at no point during the day it shadows their property.
- Their house's 3m building line offers sufficient open area for ventilation and natural light off the existing and proposed addition.

We would gladly invite you to review the building plans again or to discuss them together in person with the architect to visually understand the layout.

3. Overdevelopment Concerns

It has been mentioned that the proposed extension shows a tandem garage of 31metres in addition to the existing 8metres, however our ERF is already 32m by 20m and the garage is 6m, hence the indicated dimensions are an attempt to misguide the council, as if the addition will cover the entire boundary between our properties.

- There may have been no full review of proposed additions plan design by our reverent neighbours before objection, hence their concerns may be misleading.
- The addition indicates conversion of the garage into one residential flat which is not in line with the accusations of verbal notifications about converting it into additional flats in the future.
- We are fully are aware property changes require approved plans by municipal council and that any future structural changes would require a separate approval process, which would again involve public notifications and municipal scrutiny.
- The current development maintains a healthy balance between built and open space, and complies fully with the coverage and density limits as per municipality property development rule.

We hope this response helps ease the concerns. Please know that we remain committed to being a respectful neighbour and to developing our property responsibly and within the confines of the law.

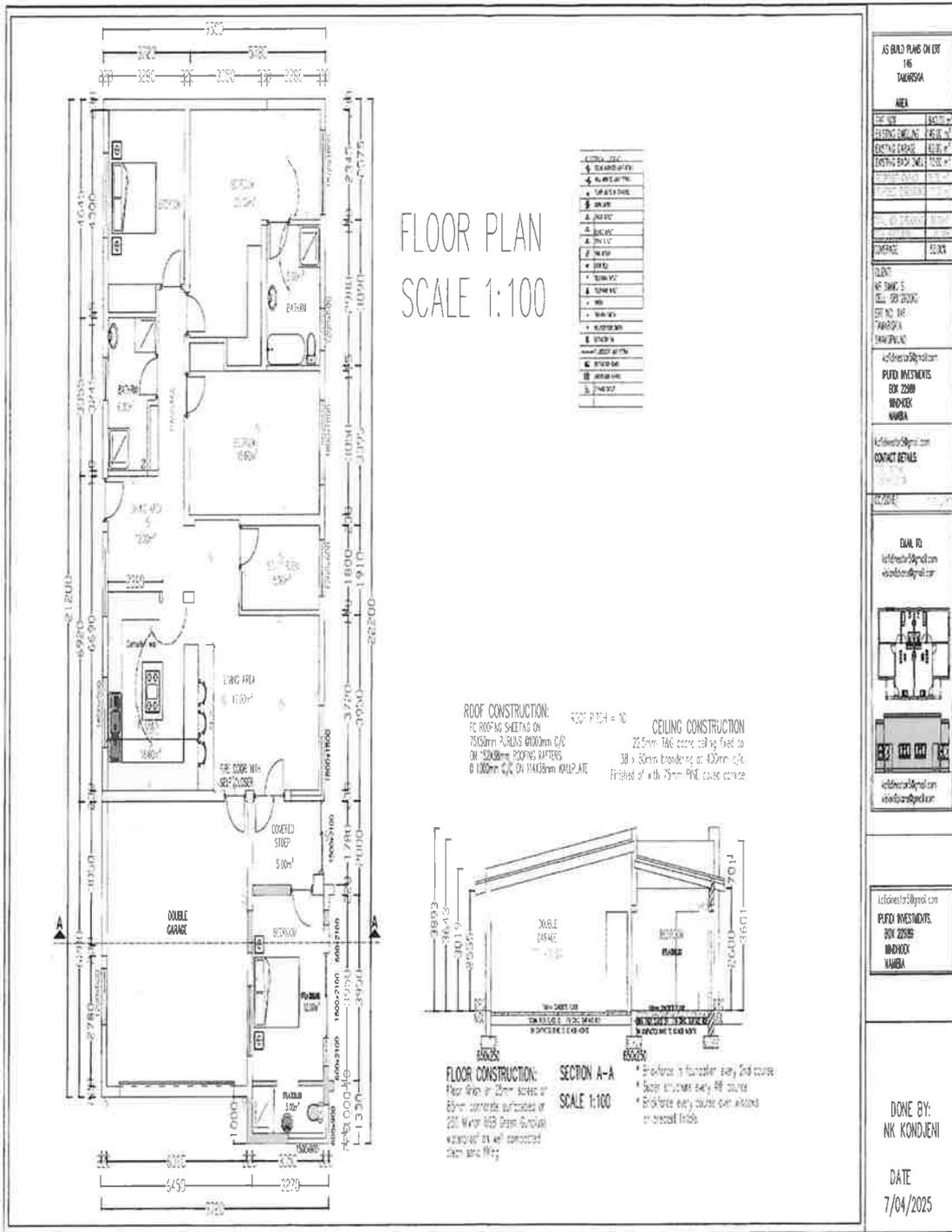
We welcome the opportunity to maintain a cordial and open line of communication going forward. Should you wish to discuss any aspect further, we are more than happy to meet with you in person, together with the relevant professionals involved.

Thank you again for reaching out, and we trust this letter clarifies the matters raised.

Sincerely,

Mr. & Mrs. Shikeshela

0812840136/ 0813823188



11.1.21

APPLICATION FOR THE REZONING OF ERF 2293, SWAKOPMUND, EXTENSION 8 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1 900M² TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:250M² AND CONSENT TO COMMENCE WITH THE PROPOSED DEVELOPMENT WHILE THE REZONING IS IN PROGRESS

(C/M 2025/11/24 - E 2293)

Ordinary Management Committee Meeting of 13 November 2025,
Addendum **8.6** page **60** refers.

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

1. Purpose

The purpose of this submission is for the Council to consider the application for the rezoning of Erf 2293, Swakopmund, Extension 8, from "Single Residential" with a density of 1:900m² to "General Residential 2" with a density of 1:250 m² and Consent to commence while the rezoning is in progress.

2. Introduction and Background

The Engineering and Planning Services Department received an application for the rezoning of Erf 2293, Swakopmund, Extension 8, from Harmonic Town Planning Consultants on behalf of the registered owner. The application is attached as **Annexure A**.

3. Ownership

Ownership of Erf 2293 vests in Jan Johannes Husselmann and Alix Black Husselmann as per Deed of Transfer No. T 4521 /2018. Proof of ownership has been attached as **Annexure B**.

4. Zoning, Locality, and Size

Erf 2293, Swakopmund, Extension 8, is currently zoned "Single Residential" with a density of 1:900m² and is situated along Rosenquarz Street. Erf 2293, Swakopmund, Extension 8, measures 1000m² in extent. See the locality plan below.

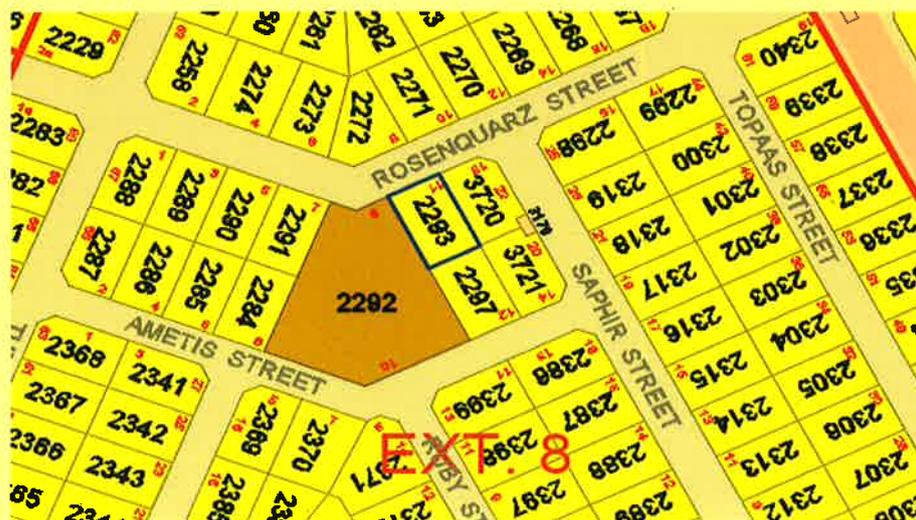


Figure 1: Locality Plan for Erf 2293, Swakopmund, Extension 8.

5. **Access Municipal Services and Parking**

The current access to Erf 2293, Swakopmund, Extension 8, is obtained via Rosenquarz Street and will be maintained. Parking for the proposed development will be provided on-site in accordance with the provisions of the Swakopmund Zoning Scheme. The property is connected to the existing bulk and internal municipal services.

6. **Public consultation**

The public consultation for the proposed rezoning was done in terms of Section 107 and Regulations 10 & 12 of the Urban and Regional Planning Act (**Annexure C**).

The rezoning was advertised in the New Era on August 8th and 15th, 2025, and in the Confident Newspaper on August 15th and 22nd, 2025.

A notice was also placed in the Government Gazette Number 8716 of 15th August 2025, Item No. 630. The neighbouring property owners were notified about the development proposal in writing via registered mail and four via hand-delivered letters.

Lastly, a notice was additionally placed on Council's notice board as well as on-site. The last date to submit objections and comments was the 8th September 2025. No objections were received.

7. **Development Proposal**

The applicant intends to rezone Erf 2293, Swakopmund, Extension 8, from "Single Residential" with a density of 1:900m² to "General Residential 2" with a density of 1:250m², to allow the development of accommodation units.

According to the applicants, there is a gap in the provision of rental accommodation facilities in Swakopmund as the demand keeps rising.

The proposed zoning will enable the owners to develop 4 dwelling units on the erf instead of one family unit. The proposed development also adds diversity of housing types in the neighbourhood, while providing affordable housing to the increasing population, as well as increasing the quality and property value of the neighbourhood.

8. **Evaluation**

Given that the immediate surrounding area accommodates mostly a residential character, the rezoning will not have detrimental effects on the surrounding neighbourhood, as it remains residential in nature.

The owner intends to maximise the development potential of the erf by developing multiple units on the property (maximum 4 units). The erf is in a well-developed neighbourhood, and the proposed development will allow for the best possible use of the land in a sufficient and equitable manner without deterring from the residential character of the neighbourhood.

Increasing the intensity of development within the existing urban setup will effectively utilise the existing services and improve the urban area. The development should be encouraged as it promotes infill planning as per the Structure Plan recommendations.

Therefore, the proposed rezoning will complement and contribute to the mixed-use neighbourhood.

However, the request for consent to proceed with development while the rezoning is in progress cannot be supported because it will be contrary to the zoning scheme provisions and ministerial directives. Only once the rezoning process is completed, including full payment of the betterment fee, can the development proposals be considered for submission in accordance with the new zone and density.

Lastly, note should be taken that the owners of the property have already converted the existing out dwelling into two separate units, as per the site inspection conducted. This conversion contravenes the existing "single residential" zoning provision, as there are currently 3 units on this property.

1.1 Compensation

Therefore, the rezoning of Erf 2293, Swakopmund, Extension 8 from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250 is subject to 75% compensation fee with respect to Betterment fee 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.

9. Conclusion

The rezoning of Erf 2293, Swakopmund, Extension 8, from "Single Residential" with a density of 1:900 to "General residential 2" with a density of 1:250 is not foreseen to have any negative impacts on the area, as it is supported by the Zoning Scheme and is in line with the Swakopmund Structure Plan 2020-2040.

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

RECOMMENDED:

- (a) That the rezoning of Erf 2293, Swakopmund, Extension 8, from "Single Residential" with a density of 1:900 to "General residential 2" with a density of 1:250 be approved.**
 - (b) That the consent to proceed with development while the rezoning is in progress be turned down.**
 - (c) That the rezoning of Erf 2293, Swakopmund, Extension 8, be subject to a 20% betterment fee calculated according to the betterment fee policy of 2009 and 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.**
 - (d) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.**
 - (e) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated.**
-



Town & Regional Planners
Property Development Specialist
Municipal Consultants

Date: 21 July 2025

ANNEXURE A

To: The Chief Executive Officer
Swakopmund Municipality
PO Box 53
Swakopmund

Attention: Mr. Alfeus Benjamin

- **REZONING OF ERF NO. 2293, ROSEQUARTZ STREET, SWAKOPMUND (EXTENSION 8), FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1:900 TO "GENERAL RESIDENTIAL 2" WITH A DENSITY OF 1:250; AND**
- **CONSENT TO COMMENCE WITH THE PROPOSED DEVELOPMENT WHILE THE REZONING IS IN PROGRESS.**

1. Appointment

Harmonic Town Planning Consultants was appointed by **Mr. Jan Johannes Husselmann I.D. No: (67080900026)** and **Mrs. Alix Black Husselmann I.D. No: (71090300174)**, **married in community of property to each other**, and the owners of Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), to apply to Swakopmund Municipality for the rezoning of Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250; and consent to commence with the proposed development while the rezoning is in progress.

2. Location, Context and Erf information

Erf No. 2293 is located in Rosequartz Street Swakopmund (Extension 8). The Erf is in a predominantly residential suburb, surrounded by "Single Residential" and "General Residential 1" land uses.

The location of Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), is indicated on the attached locality plan dated 03 July 2025.

3. Ownership

According to the attached Certificate of Registered Title Number T 4521/2018, Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), is owned by **Mr. Jan Johannes Husselmann ID No. (67080900026)** and **Mrs. Alix Black Husselmann ID No. (71090300174)**, who are married in community of property to each other. There is no title restriction on the proposed rezoning of the Erf.

4. Zoning and Present Use

Erf No. 2293, Rosequartz Street, measures $\pm 1000\text{m}^2$ in extent and is zoned "Single Residential" with a density of 1:900 as per the Swakopmund Zoning Scheme. There is currently an existing structure on the Erf which is used for residential purposes.

5. Proposed Development

Rezoning of Erf 2293, Rosequartz Street Extension 8

The owner wishes to rezone the Erf from "Single Residential" with a density of 1:900, to "General Residential 2" with a density of 1:250, to expand the use of the property to accommodate more residential units.

Below is the table that shows the rezoning of the erf:

Erf No.	Current Zoning	Proposed Zoning	Erf Size (m²)
Erf 2293	Single Residential	General Residential 2	1000m ²

The change in zoning is further illustrated in the Current and Proposed Zoning plans attached and dated 03 July 2025.



6. Motivation

The client intends to rezone Erf 2293 to General Residential to expand the use of the property to be able to accommodate more units. There is evidently, a gap in the provision of rental accommodation facilities in Swakopmund as the demand for accommodation rises. The new zoning will allow the owner to have 4 dwelling units on the erf which will accommodate 4 tenants on the same property instead of one family only.

Thus, there is an opportunity to maximise the use and financial output of the property, while supplying a need. The proposed development will also add diversity of housing types in the neighbourhood, while providing affordable housing to the increasing population and increasing the quality and property value of the Erf and surrounding erven. Moreover, the Erf creates an inclusive, diverse and opportunistic neighbourhood, that may contribute to the reduction of sprawl, improve quality of life and increase social pride and land ownership.

Ultimately, the new zoning is not a threat to the environment and surrounding land uses as it aligns with the surrounding land uses and is a form of sustainable development, reducing sprawl, thereby posing an overall positive impact.

7. Municipal Services

Services are already available in accordance with the Swakopmund Municipality's standards. All the newly built rental units will be linked to the existing municipal bulk reticulation network (water, sewer, electricity).

8. Access and Parking

Erf No. 2293 Extension 8, will continue to gain access from Rosequartz Street, which is 20 meters wide. Parking will be provided for as per the Swakopmund Zoning Scheme regulations, thus, no traffic or parking complications are foreseen.

9. Public Consultation

The proposed rezoning will be published for public comments on instruction from the Council.



10. Application

Application is made for the following:

- 1 To Rezone Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250 and
- 2 Consent to commence with the proposed development while rezoning is in progress.

In Support of my application the following are included:

- 1 Locality Plan
- 2 Zoning Plans
- 3 Title Deed
- 4 Power of Attorney

I trust that this application will receive your positive consideration.

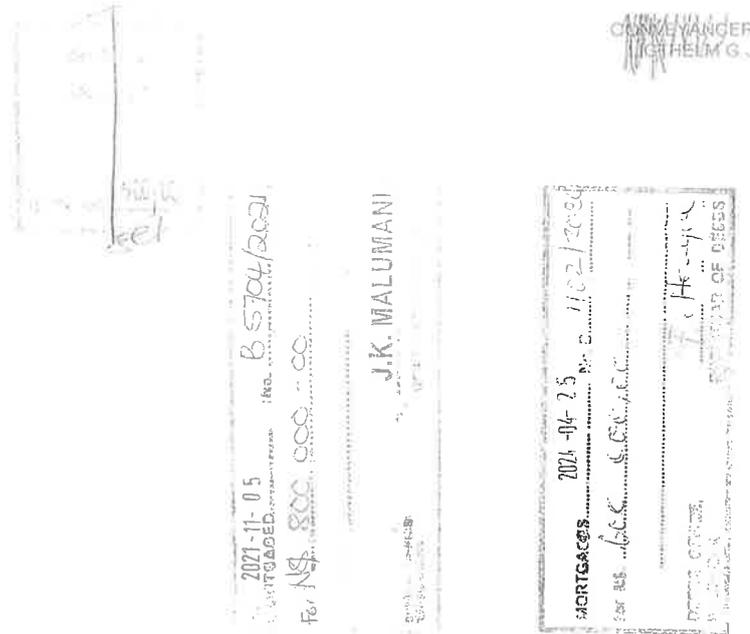
Yours in planning,

Mr. Harold Kisting

Signed: 



ANNEXURE B



DR WEDER, KAUTA & HOVEKA INCORPORATED
 LEGAL PRACTITIONERS, NOTARIES AND CONVEYANCERS
 P O BOX 864
 WINDHOEK
 9000

4621/2018

DEED OF TRANSFER NO

BE IT HEREBY MADE KNOWN:

THAT **GYSBERTUS JOHANNES LIGTHELM** PAUL HENDRIK KIRSTEIN BOTHA
 appeared before me, Registrar of Deeds at WINDHOEK, he, the said Appearer, being duly
 authorized thereto by a Power of Attorney granted to him by

VELENCIA IRENE DANY

Born on 11 JULY 1964

Married to ARNO WALTER DANY which marriage is governed by the laws of the Federal Republic of Germany

dated the 13 JUNE 2018
 signed at FRANKENBERG (EDER)



Handwritten signatures and initials at the bottom of the page.



AND THE SAID APPEARER declared that his Principal had truly and legally sold on the 27TH APRIL 2017:

AND THE SAID APPEARER, in his capacity as aforesaid, did by these presents, cede and transfer in full and free property to and on behalf of

JAN JOHANNES HUSSELMANN

Identity Number 670809 0002 6

and

ALIX BLACK HUSSELMANN

Identity Number 710903 0017 4

Married in community of property to each other

Their Heirs, Executors, Administrators or Assigns.

CERTAIN ERF NO 2293 SWAKOPMUND (Extension no 8)

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

MEASURING 1000 (One Thousand) Square Metres

FIRST TRANSFERRED by Deed of Transfer no T.4151/1990 with General Plan no A.74/75 relating thereto and held by Deed of Transfer no T.6959/1992

SUBJECT to the following conditions imposed in terms of Ordinance 18 of 1954 (See BC 22/2007) namely:

IN FAVOUR OF THE LOCAL AUTHORITY

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

INFORMATION ONLY

Handwritten signatures and marks at the bottom of the page.

WHEREFORE the Appearer, renouncing all the Right and title the

TRANSFEROR

heretofore had to the Premises, did, in consequence also acknowledge them 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 is and henceforth shall be entitled thereto, conformably to local custom, State, however, reserving its rights, and finally acknowledging the purchase price to be N\$750 000, 00

Signed at Windhoek on 2025-07-11 together with the Appearer, and confirmed with my seal of office.



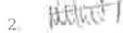
Signature of Appearer



FOR THE UNIFICATION OFFICE

Transfer duty receipt No 120022482 issued by the Receiver of Revenue, Windhoek on the 27/09/17 amounting to N\$1500, 00

CHECKED BY

1. 
2. 

I, the undersigned, GYSBERTUS JOHANNES LIGTHELM, Conveyancer hereby certify in terms of Section 78 of Act No. 23 of 1992, that all rates leviable in respect of such immovable property in terms of this Act, and all the fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of this Act, inclusive of any availability charge and minimum charge provided for in section 30(1)(u) has been paid up to and including the date of registration hereof.



CONVEYANCER LIGTHELM G.J.

ORIGINAL
STAMPED
DUTY
R5 000

2017-03-27
No. B 1420
for R5 1000.00
for additional amount not exceeding RNF 2500.00

Malumani J.K.

Prepared by me

CONVEYANCER
THOMPSON E

ELMARIE THOMPSON INCORPORATED
Attorneys, Conveyancers
Ausspannplatz
WINDHOEK



DEED OF TRANSFER NO

T 2376 2017

BE IT HEREBY MADE KNOWN:

THAT ELMARIE THOMPSON
Appeared before me, Deputy Registrar of Deeds at Windhoek, he the
said Appraiser, being duly authorized thereto by a Power of Attorney granted to her by

BRADLEY DOANNE BASSON
IDENTITY NUMBER: 741227 0035 3
MARRIED OUT OF COMMUNITY OF PROPERTY

Dated the 22ND OF MARCH 2017
Signed at WINDHOEK

FOR INFORMATION ONLY

(Handwritten signature)
T Hm 1

AND THE SAID APPEARER declared that WHEREAS her Principal on the 30TH day of JANUARY 2017 sold the hereinaftermentioned property to the hereinaftermentioned Transferee;

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

STEVEN ANDREW GEORGE GOLIATH
IDENTITY NUMBER: 630306 0006 8
MARRIED OUT OF COMMUNITY OF PROPERTY

His heirs, Executors, Administrators, or Assigns

CERTAIN: ERF NO. 2281 SWAKOPMUND (EXTENSION NO. 8)

SITUATE: IN THE MUNICIPALITY OF SWAKOPMUND

REGISTRATION DIVISION "G" ERONGO REGION

MEASURING: 1000 (ONE NIL NIL NIL) SQUARE METRES AS APPEAR ON DIAGRAM NO. A402/98

FIRST TRANSFERRED BY DEED OF TRANSFER NO. T2140/2001, WITH GENERAL PLAN NO. A7475, RELATING THERETO;

AND HELD BY DEED OF TRANSFER NO. T8387/2006

SUBJECT to the following conditions imposed in terms of Town Planning Ordinance 18 of 1954 as amended, namely:

IN FAVOUR OF THE LOCAL AUTHORITY:

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

Handwritten signature and initials: *V S tm*
 52



POWER OF ATTORNEY

We, the undersigned, **Mr. Jan Johannes Husselmann** I.D. No: (67080900026) and **Mrs. Alix Black Husselmann** I.D. No: (71090300174), (married in community of property to each other), in our capacity as the owners of Erf No. 2293, Rosequartz Street, Swakopmund (Extension 8), do hereby nominate, constitute and appoint,

HARMONIC TOWN PLANNING CONSULTANTS CC

With power of Substitution to be our lawful Attorney and Agent in name, place and stead, to submit the necessary application to the Swakopmund Municipality and the Urban and Regional Planning Board for:

- **REZONING OF ERF NO. 2293, ROSEQUARTZ STREET, SWAKOPMUND (EXTENSION 8), FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1:900 TO "GENERAL RESIDENTIAL 2" WITH A DENSITY OF 1:250; AND**
- **CONSENT TO COMMENCE WITH THE PROPOSED DEVELOPMENT WHILE THE REZONING IS IN PROGRESS.**

At the cost of the applicant and generally for effecting the purpose aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectively, 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 ratifying, allow and confirm all and whatsoever my said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these present.

Signed at Windhoek on this 17th day of July, 2025 in the presence of the undersigned witnesses:

Signed: **Mr Jan Johannes Husselmann**

Mrs Alix Black Husselmann

AS WITNESSES:

1.

2.

ANNEXURE C



Figure 1, Erf 2293, Rosequartz Street, Swakopmund (Extension No.8) notice placed on the property.



Figure 2, Erf 2293, Rosequartz Street, Swakopmund (Extension No.8) notice placed on the Swakopmund Municipality Notice Board at the Swakopmund Municipality.

For more information please do call our office



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|--|--|--|--|--|
| <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p> | <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p> | <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p> | <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p> | <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p> |

PUBLIC NOTICE	PUBLIC NOTICE	PUBLIC NOTICE	PUBLIC NOTICE	VACANCY
<p>HARMONIC</p> <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p>	<p>HARMONIC</p> <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p>	<p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p>	<p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED INSTALLATION OF A 2500 TON DRY MIXER WITH A BULK OF 200 TON</p> <p>REPLYING BY 17th September 2025</p> <p>APPLICANT: Aquarius Planning Consultants</p>	<p>ONDANZWA PRIVATE HOSPITAL</p> <p>REQUIREMENTS:</p> <p>Postion: Obstetrician - Gynaecologist</p> <p>Postion: General Practitioner</p> <p>Postion: Obstetrician/gynaecologist</p> <p>REQUIREMENTS:</p> <p>Recruitment@ondanzwahospital.com</p> <p>AMI Documente should be in PDF format. Closing Date: 22 August 2025</p>

To place a classifieds advert with us, please contact:
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| <p>CALL FOR REGISTRATION AS INTERESTED & AFFECTED PARTIES</p> <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED REVISIONS TO THE FRESHWATER FISH AND GAME REGULATIONS, 1982 AND FRESHWATER FISH AND GAME REGULATIONS (AMENDMENT) 2014</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES
Please refer to the attached documents for details.</p> <p>Ms. Lawrence Tjallingii
Environmental Assessment Practitioner
Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p> | <p>CALL FOR REGISTRATION AS INTERESTED & AFFECTED PARTIES</p> <p>ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED REVISIONS TO THE FRESHWATER FISH AND GAME REGULATIONS, 1982 AND FRESHWATER FISH AND GAME REGULATIONS (AMENDMENT) 2014</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES
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Environmental Assessment Practitioner
Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p> |

PUBLIC NOTICE	PUBLIC NOTICE	PUBLIC NOTICE	PUBLIC NOTICE	VACANCY
<p>HARMONIC</p> <p>ENVIRONMENTAL IMPACT ASSESSMENT</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES Please refer to the attached documents for details.</p> <p>Ms. Lawrence Tjallingii Environmental Assessment Practitioner Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p>	<p>HARMONIC</p> <p>ENVIRONMENTAL IMPACT ASSESSMENT</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES Please refer to the attached documents for details.</p> <p>Ms. Lawrence Tjallingii Environmental Assessment Practitioner Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p>	<p>HARMONIC</p> <p>ENVIRONMENTAL IMPACT ASSESSMENT</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES Please refer to the attached documents for details.</p> <p>Ms. Lawrence Tjallingii Environmental Assessment Practitioner Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p>	<p>HARMONIC</p> <p>ENVIRONMENTAL IMPACT ASSESSMENT</p> <p>04 September 2025</p> <p>COMMENTS AND QUERIES Please refer to the attached documents for details.</p> <p>Ms. Lawrence Tjallingii Environmental Assessment Practitioner Email: lawrence@ecombuild.com</p> <p>ECOMBUILD CONSULTANTS</p>	<p>DHEKANGA PRIVATE HOSPITAL</p> <p>Position: Obstetrician-Gynaecologist</p> <p>Requirements: - MBChB (Hons) (UK) or equivalent - Specialist Registrar in Obstetrics and Gynaecology - Certificate of Completion of Specialist Training (CCST) in Obstetrics and Gynaecology - 5 years post-CCST experience in Obstetrics and Gynaecology - Ability to work in a multi-disciplinary team - Excellent communication skills - Ability to work in a high-pressure environment</p> <p>Position: General Practitioner</p> <p>Requirements: - MBChB (Hons) (UK) or equivalent - Certificate of Completion of Specialist Training (CCST) in General Practice - 5 years post-CCST experience in General Practice - Ability to work in a multi-disciplinary team - Excellent communication skills - Ability to work in a high-pressure environment</p> <p>Position: Obstetrician/Gynaecologist/ MRI Specialist</p> <p>Requirements: - MBChB (Hons) (UK) or equivalent - Specialist Registrar in Obstetrics and Gynaecology - Certificate of Completion of Specialist Training (CCST) in Obstetrics and Gynaecology - 5 years post-CCST experience in Obstetrics and Gynaecology - Ability to work in a multi-disciplinary team - Excellent communication skills - Ability to work in a high-pressure environment</p> <p>For more information, please contact: Ms. Florina Medina T: 1264 61 246 136 E: florina@confidentiamble.com O: 1264 61 231 7332</p>



GOVERNMENT GAZETTE
OF THE
REPUBLIC OF NAMIBIA

NS15/20

WINDHOEK - 15 August 2025

No. 8716

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Proclamation

by the

PRESIDENT OF THE REPUBLIC OF NAMIBIA

No. 33

2025

ANNOUNCEMENT OF APPOINTMENT OF ACTING JUDGES OF HIGH COURT; NAMIBIAN CONSTITUTION

In terms of Sub-Article (8) of Article 32 of the Namibian Constitution, I announce that I have, under the powers vested in me by Sub-Article (4)(a)(aa) of that Article read with Article 82(3) of that Constitution on the recommendation of the Judicial Service Commission, appointed

- (a) Deon Obbes as an Acting Judge of the High Court of Namibia with effect from 17 July 2025 to 31 August 2025;
- (b) Lotu N. Ambunda as an Acting Judge of the High Court of Namibia with effect from 1 August 2025 to 31 October 2025; and
- (c) Marilize du Plessis as an Acting Judge of the High Court of Namibia with effect from 1 August 2025 to 31 July 2026.

Given under my Hand and the Seal of the Republic of Namibia at Windhoek, this 6th day of August, Two Thousand and Twenty-Five,

NETUMBO NANDI-NDAITWAH
President
BY ORDER OF THE PRESIDENT

Erf 2228 is 1 389m² in extent. The intention of the owner is to construct an accommodation establishment. The proposed zoning will enable the owner to construct 44 dwelling units on the respective erf.

The locality plans of the respective erf are for inspection on the Town Planning Notice Board at Walvis Bay Municipality and at Plan Africa Consulting cc, No. 8 Delfus 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 Walvis Bay Municipality and with the applicant (Plan Africa Consulting cc) in writing within 14 days of the last publication of this notice (final date for objections is 5 September 2025).

Applicant: Plan Africa Consulting cc
Town and Regional Planners
P.O. Box 4114
8 Delfus Street, Windhoek West
Tel: (061) 212096 or Cell: 0812716189
Fax: (061) 213051
Email: pafrica@myweb.com.na

No. 630f

2025f

REZONING OF ERF 2293, SWAKOPMUND EXTENSION 8^f

Harmonic Town Planning Consultants cc, Town and Regional Planners, on behalf of the owner of the respective erf, intends to apply to the Swakopmund Municipality and the Urban and Regional Planning Board for:

- Rezoning of Erf 2293, Rosequartz Street, Swakopmund Extension 8 from "single residential" with a density of 1:900 to "general residential 2" with a density of 1:250; and
- Consent to commence with the proposed development while the rezoning is in progress.

Erf 2293, Rosequartz Street, Swakopmund Extension 8 measures approximately = 1000m² in extent and is zoned "single residential" with a density of 1:900 according to the Swakopmund Zoning Scheme. The owner intends to rezone Erf 2293, Swakopmund Extension 8 to accommodate more rental units. The rezoning to "general residential 2" will bring the zoning into conformity with the proposed activities for the erf. It will also ensure that the property is adequately utilised maximising the potential output.

Sufficient parking for the development will be provided in accordance with the requirements of the Swakopmund Zoning Scheme.

The locality plan of the erf lies for inspection on the Town Planning Notice Board at the Swakopmund Municipality and at Harmonic Town Planning Offices, 76B Pasteur 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 Swakopmund Municipality and with the Applicant in writing within 14 days of the last publication of this notice (final date for objection is Friday, 5 September 2025).

Applicant: Harmonic Town Planning Consultants cc
Contact: H. Kisting
Town and Regional Planners
P.O. Box 3216, Windhoek



Harmonic Town Planning Consultants cc
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell: 081 127 5879/081 128 9028
Fax: 088646401
Email: hkisting@namibnet.com

P.J.E

17 July 2025

THE OWNER(S): ERF NO...2277...SWAKOPMUND

- Rezoning of Erf No.2293 Rosequartz Street, Swakopmund (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250; and
- Consent to commence with the proposed development while the rezoning is in progress.

Erf 2293 Extension 8 measures ±1000m² in extent and is zoned 'Single Residential' with a density of 1:900m² as per the Swakopmund Zoning Scheme. It is located in Rosequartz Street, Vineta. The owners intend to rezone Erf 2293 to accommodate more rental units to provide rental accommodation that is in line with the Swakopmund Municipality's regulations. The proposed rezoning will allow the owner to erect a total of 4 units on the Erf thus, optimising the use of the erf to its full potential and catering to the housing demand in Swakopmund.

Sufficient parking for the development will be provided in accordance with the requirements of the Swakopmund Zoning Scheme.

I, Pandora J Engelbrecht owner of ERF 2277, Swakopmund has:

1	NO OBJECTION	<input checked="" type="checkbox"/>
OR		
2	OBJECTION	<input type="checkbox"/>

Against the application to rezone Erf No. 2293, Rosequartz Street (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250

Please provide valid reasons should you have any objections.

.....

.....

.....

.....

Pandora J Engelbrecht
Signed

12/08/25
Date

Please forward to Harmonic Town Planning Consultants CC Box 3216, Windhoek, or fax to 088 646 401 within 14 days of receipt hereof. Contact Harold Kisting at Cell No. 081 127 5879 for further information.



Harmonic Town Planning Consultants cc
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell: 081 127 5879/081 128 9028
Fax: 088646401
Email: hkisting@namibnet.com

17 July 2025

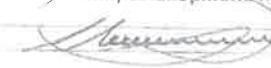
THE OWNER(S): ERF NO.....,SWAKOPMUND

- Rezoning of Erf No.2293 Rosequartz Street, Swakopmund (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250; and
- Consent to commence with the proposed development while the rezoning is in progress.

Erf 2293 Extension 8 measures ±1000m² in extent and is zoned 'Single Residential' with a density of 1:900m² as per the Swakopmund Zoning Scheme. It is located in Rosequartz Street, Vineta. The owners intend to rezone Erf 2293 to accommodate more rental units to provide rental accommodation that is in line with the Swakopmund Municipality's regulations. The proposed rezoning will allow the owner to erect a total of 4 units on the Erf thus, optimising the use of the erf to its full potential and catering to the housing demand in Swakopmund.

Sufficient parking for the development will be provided in accordance with the requirements of the Swakopmund Zoning Scheme.

I, Claus Hendrich owner of ERF 2270, Swakopmund has:

1	NO OBJECTION	
OR		
2	OBJECTION	

Against the application to rezone Erf No. 2293, Rosequartz Street (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250

Please provide valid reasons should you have any objections.

.....
.....
.....


Signed

17/08/2025
Date

Please forward to Harmonic Town Planning Consultants CC Box 3216 Windhoek or fax to 088 646 401 within 14 days of receipt hereof. Contact Harold Kisting at Cell. No. 081 127 5879 for further information



Harmonic Town Planning Consultants cc
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell: 081 127 5879/081 128 9028
Fax: 088646401
Email: hkisting@namibnet.com

17 July 2025

THE OWNER(S): ERF NO. 2292, SWAKOPMUND

- Rezoning of Erf No.2293 Rosequartz Street, Swakopmund (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250; and
- Consent to commence with the proposed development while the rezoning is in progress.

Erf 2293 Extension 8 measures ±1000m² in extent and is zoned 'Single Residential' with a density of 1:900m² as per the Swakopmund Zoning Scheme. It is located in Rosequartz Street, Vineta. The owners intend to rezone Erf 2293 to accommodate more rental units to provide rental accommodation that is in line with the Swakopmund Municipality's regulations. The proposed rezoning will allow the owner to erect a total of 4 units on the Erf thus, optimising the use of the erf to its full potential and catering to the housing demand in Swakopmund.

Sufficient parking for the development will be provided in accordance with the requirements of the Swakopmund Zoning Scheme.

I, Willem Cornelius Neukirch owner of ERF 2292, Swakopmund has:

1	NO OBJECTION	X <i>W.C. Neukirch</i>
OR		
2	OBJECTION	

Against the application to rezone Erf No. 2293, Rosequartz Street (Extension 8) from "Single Residential" with a density of 1:900 to "General Residential 2" with a density of 1:250

Please provide valid reasons should you have any objections.

.....
.....
.....
.....

W.C. Neukirch
.....
Signed

24/07/2025
Date

Please forward to Harmonic Town Planning Consultants CC Box 3216 Windhoek or fax to 088 646 401 within 14 days of receipt hereof. Contact Harold Kisting at Cell No. 081 127 5879, for further information



Harmonic Town Planning Consultants cc
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell: 081 127 5879/081 128 9028
Fax: 088646401
Email: hkisting@namibnet.com

17 July 2025

THE OWNER(S): ERF NO....., SWAKOPMUND

- Rezoning of Erf No.2293 Rosequartz Street, Swakopmund (Extension 8) from “Single Residential” with a density of 1:900 to “General Residential 2” with a density of 1:250; and
- Consent to commence with the proposed development while the rezoning is in progress.

Erf 2293 Extension 8 measures ±1000m² in extent and is zoned 'Single Residential' with a density of 1:900 as per the Swakopmund Zoning Scheme. It is located in Rosequartz Street, Vineta. The owners intend to rezone Erf 2293 to accommodate more rental units to provide rental accommodation that is in line with the Swakopmund Municipality's regulations. The proposed rezoning will allow the owner to erect a total of 4 units on the Erf thus, optimising the use of the erf to its full potential and catering to the housing demand in Swakopmund.

Sufficient parking for the development will be provided in accordance with the requirements of the Swakopmund Zoning Scheme.

I, WILLEM MARINUS STRAUSS..... owner of ERF 3720....., Swakopmund has:

1	NO OBJECTION	BUT WITH 2 CONDITIONS STATED BELOW
OR		
2	OBJECTION	

Against the application to rezone Erf No. 2293, Rosequartz Street (Extension 8) from “Single Residential” with a density of 1:900 to “General Residential 2” with a density of 1:250

Please provide valid reasons should you have any objections.

Condition 1: After discussing with Mr Husselman, I consent but on the express understanding and agreement from Mr. Husselman that the rezoning is done solely for the purpose of rectifying existing structures in order to comply with the Swakopmund Zoning Scheme and density control provisions.....

Condition 2: Restriction on Future Development: Mr. Husselmann agrees that no additional development shall be undertaken on Erf 2293 beyond the structures that currently exist as of the date of this Agreement, unless prior written consent is obtained from Mr. Strauss and any other affected parties, subject to municipal approval where required.....


.....
Signed

02/09/2025
.....
Date

Please forward to Harmonic Town Planning Consultants CC Box 3216, Windhoek, or fax to 088 646 401 within 14 days of receipt hereof. Contact Harold Kisting at Cell. No. 081 127 5879, for further information.

HENNIE FOURIE
Town & Regional Planner
B.Sc., M in Town & Regional Planning
Dipl. Marketing Management

Cell: 081-1247452
P O Box 2891,
Swakopmund, Namibia
henniefo@afol.com.na

26 November 2024

Comments of affected neighbours:

The owners of erven 2280 and 2281, Swakopmund, intend to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for:

1. Rezoning of erven 2280 and 2281 Extension 8 Swakopmund, both from Single Residential with a density of 1:900 m² to General Residential 1 with a density of 1 dwelling unit per 100 m².
2. Consolidation of erven 2280 and 2281 Swakopmund into one consolidated erf, with a zoning of General Residential 1 and a density of 1 dwelling unit per 100 m².
3. Apply for special consent to the Municipal Council of Swakopmund to utilize this consolidated erf for the purposes of a Pension.

Erf 2280 Swakopmund, measuring 999 sqm, is zoned Single Residential and is situated at 84 Tourmalin Street, Oceanview Swakopmund. It currently accommodates 1 main building and 1 outside building. Erf 2281 Swakopmund, an open erf measuring 1000 sqm, is zoned Single Residential and is situated at 86 Tourmalin Street. It is the intention of the owner to utilize the consolidated erf as a Pension by converting certain rooms in the main buildings and outbuildings, as well as proposed extensions, into accommodation units. Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

Your comments, if any, are hereby requested:

I *C. H. Kruger*

Owner of erf *2281* Swakopmund

- Have no objection to the proposed rezoning
- Object to the proposal for the following reasons:

(Delete whichever is not applicable)

.....
.....
.....

Signature: *[Signature]* Date: *3 January 2025*

Please note that the period for objections will expire on 27 December 2024

Tel: +264 833 302 241
 Email: ndimuhona@dunamisplan.com

Tel: +264 64-410 5729

No. 774

2024

REZONING AND CONSOLIDATION OF ERVEN 2280 AND 2281,
 SWAKOPMUND EXTENSION 8

Hennie Fourie, Town Planner on behalf of the owners of Erven 2280 and 2281, Swakopmund Extension 8 intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for:

- Rezoning of Erven 2280 and 2281, Swakopmund Extension 8, both from "single residential" with a density of 1:900 to "general residential 1" with a density of 1 dwelling unit per 100m²;
- Consolidation of Erven 2280 and 2281, Swakopmund Extension 8 into one consolidated erf, with a zoning of "general residential 1" and a density of 1 dwelling unit per 100m²; and
- Apply for special consent to the Municipal Council of Swakopmund to utilize this consolidated erf for the purposes of a Pension.

Erf 2280, Swakopmund, measuring 999m², is zoned "single residential" and is situated at 84 Tourmalin Street, Oceanview, Swakopmund. It currently accommodates 1 main building and 1 outside building. Erf 2281, Swakopmund, measuring 1000m², is zoned "single residential" and is situated at 86 Tourmalin Street, Oceanview, Swakopmund. This is currently an open erf and the owner wants to consolidate Erf 2281 with adjacent Erf 2280. It is the intention of the owner to utilize this consolidated erf as a Pension by converting certain rooms in the main buildings and outbuildings, as well as proposed extensions, into accommodation units.

Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

The rezoning, consolidation and locality plans of these erven are available for inspection on the Notice Board at the Municipal Building, Rakotoka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below.

Any person objecting to the proposed use of land as set out above may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice. (Final day for objection is **27 December 2024**).

Applicant: Hennie Fourie, Town Planner
 P. O. Box 2891, Swakopmund
 Tel: 081-1247452
 E-mail: hennief@afol.com.na

No. 775

2024

ERF 740, OMULUNGA EXTENSION 2, GROOTFONTEIN

Kamau Town Planning and Development Specialists and Environmental Consultants has been appointed by the owner of Erf 740, Omulunga Extension 2, Grootfontein, to apply to the Municipality of Grootfontein, the Urban and Regional Planning Board, and to the Environmental Commissioner for the:



SPECIAL POWER OF ATTORNEY

I, the undersigned

NAME: Hildegard Suzanne Lombard

ID: (RSA) 4908250129087

in my capacity as registered Owner of

Erf 2280 Swakopmund

do hereby nominate, constitute and appoint

Hennie Fourie, Development Planner, P O Box 2891, Swakopmund

with Power of Substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary application to the Municipality of Swakopmund and the Urban and Regional Planning Board, Ministry of Urban and Rural Development for:

The rezoning of Erf 2280, Extension 8, Swakopmund from Single Residential to General Residential 1, and all other associated applications necessary to operate a Pension on this erf,

at the cost of the applicant and generally for effecting the purpose 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 Attorney and Agent shall lawfully do or cause to be done, by virtue of these present.

Signed in Swakopmund on this 06th day of November 2024, in the presence of the undersigned witnesses.

APPLICANT

WITNESSES:

1.

2.



SPECIAL POWER OF ATTORNEY

I, the undersigned

NAME: Steven Andrew George Goliath ID: 63030600068

in my capacity as registered Owner of

Erf 2281 Swakopmund

do hereby nominate, constitute and appoint

Hennie Fourie, Development Planner, P O Box 2891, Swakopmund

with Power of Substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary application to the Municipality of Swakopmund and the Urban and Regional Planning Board, Ministry of Urban and Rural Development for:

The rezoning of Erf 2281, Extension 8, Swakopmund from Single Residential to General Residential 1, and all other associated applications necessary to operate a Pension on this erf, at the cost of the applicant and generally for effecting the purpose 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 Attorney and Agent shall lawfully do or cause to be done, by virtue of these present.

Signed In Swakopmund on this 14 day of November 2024, in the presence of the undersigned witnesses.

APPLICANT

AG Goliath

WITNESSES:

1. [Signature]

2. [Signature]

**REZONING AND CONSOLIDATION OF ERVEN 2280 AND 2281,
SWAKOPMUND EXTENSION 8**

Hennie Fourie Town Planner on behalf of the owners of Erven 2280 and 2281, Swakopmund Extension 8 intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for:

- **Rezoning of Erven 2280 and 2281, Swakopmund Extension 8 both from "single residential" with a density of 1:900 to "general residential 1" with a density of 1 dwelling unit per 100m²; and**
- **Consolidation of Erven 2280 and 2281, Swakopmund Extension 8 into one consolidated erf, with a zoning of general residential 1 and a density of 1 dwelling unit per 100m².**

Apply for special consent to the Municipal Council of Swakopmund to utilize this consolidated erf for the purposes of a Pension.

Erf 2280, Swakopmund, measuring 999m², is zoned "single residential" and is situated at 84 Tourmalin Street, Oceanview, Swakopmund. It currently accommodates 1 main building and 1 outside building. Erf 2281, Swakopmund, measuring 1000m², is zoned "single residential" and is situated at 86 Tourmalin Street, Oceanview, Swakopmund. This is currently an open erf and the owner wants to consolidate Erf 2281 with adjacent Erf 2280. It is the intention of the owner to utilize this consolidated erf as a Pension by converting certain rooms in the main buildings and outbuildings, as well as proposed extensions, into accommodation units.

Parking will be provided in accordance with the Swakopmund Town Planning Scheme.

The rezoning, consolidation and locality plans of these erven are available for inspection on the Notice Board at the Municipal Building, Rakotoka Street, Swakopmund. An electronic copy can be requested from the applicant, contact details below.

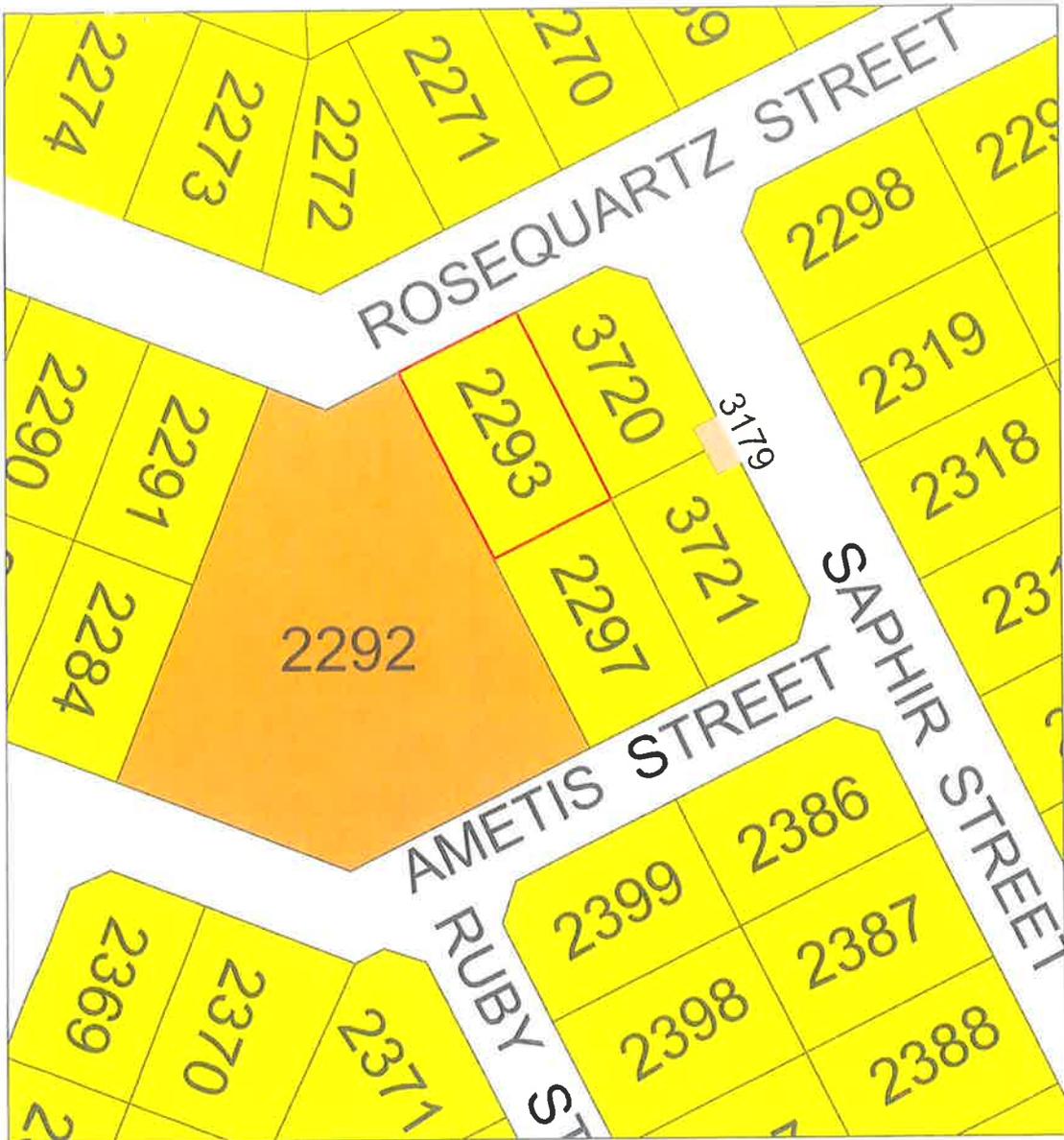
Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice. (Final day for objection is 27 December 2024).

Applicant: Hennie Fourie, Town Planner
P. O. Box 2891, Swakopmund
Tel: 081-1247452
E-mail: hennief@afol.com.na

**ENVIRONMENTAL SCOPING ASSESSMENT NOTICE TO ALL INTERESTED AND
AFFECTED PARTIES**

Notice is hereby given to all potential interested and/or affected parties (I&APs) that an application will be made to the Environmental Commissioner in terms of the Environmental Management Act Act, 2007 (Act No. 7 of 2007) and the Environmental Impact Assessment Regulations (GN. No. 30 of 6 February 2012) for the following:

Proponent: Omaheke Regional Council



CURRENT ZONING PLAN

ERF NO. 2293
ROSEQUARTZ STREET,
VINETA
EXTENSION 8,
SWAKOPMUND

CURRENT DENSITY 1: 900

LEGEND

	SINGLE RESIDENTIAL
	GENERAL RESIDENTIAL 2
	LOCAL AUTHORITY
	ERF NO. 2293



SCALE 1 : 1000

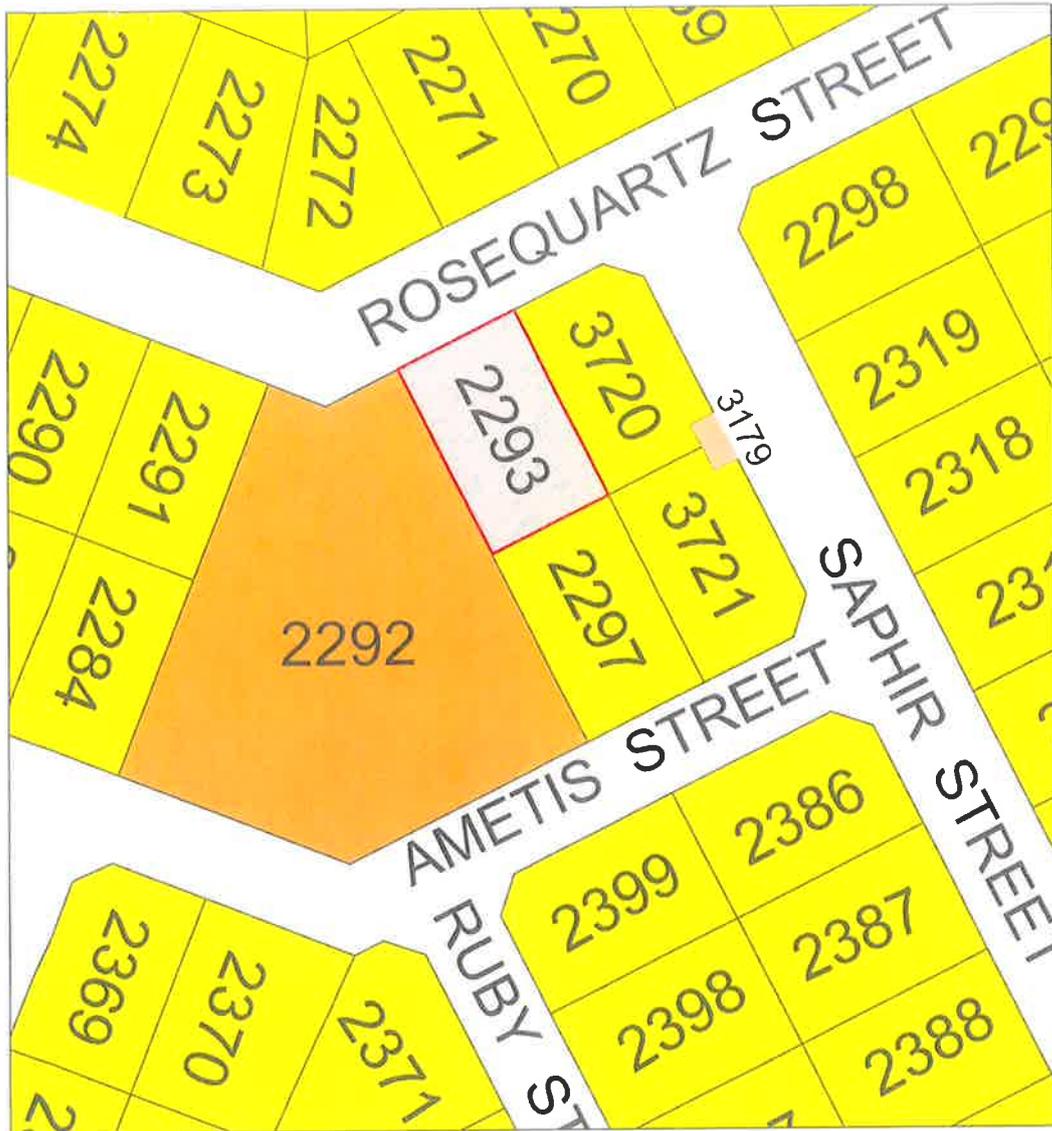
DATE 03 JULY 2025



HARMONIC
PLANNING CONSULTANTS

Town and Regional Planners

P O Box 3216
Windhoek
Cell: 081 127 5879
Tell: 061 238 460
Fax: 088 646 401
Email: hkisting@namibnet.com



<p>PROPOSED ZONING PLAN</p> <p>ERF NO. 2293 ROSEQUARTZ STREET VINETA EXTENSION 8. SWAKOPMUND</p> <p>PROPOSED DENSITY 1 250</p>	<p>LEGEND</p> <ul style="list-style-type: none"> SINGLE RESIDENTIAL GENERAL RESIDENTIAL 2 LOCAL AUTHORITY ERF NO. 2293 	 <p>SCALE 1 : 1000</p> <p>DATE: 03 JULY 2025</p>	 <p>HARMONIC</p> <p>HARMONIC PLANNING CONSULTANTS Town and Regional Planners P O Box 3216 Windhoek Cell 081 127 5879 Tell 061 238 460 Fax 088 646 401 Email: hkisting@namibnet.com</p>
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11.1.22 **APPLICATION FOR THE REZONING OF ERF 162, TAMARISKIA, EXTENSION 1 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:600M² AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE**

(C/M 2025/11/24 - T 162)

Ordinary Management Committee Meeting of 13 November 2025,
Addendum **8.7** page **94** 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 in terms of Section 105 (1) (a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018), for the rezoning of Erf 162, Tamariskia Extension 1 from "Single Residential" with a density of 1:600m² To "General Residential 2" with a density of 1:600m², and consent to operate a residential guesthouse thereon.

2. Introduction and Background

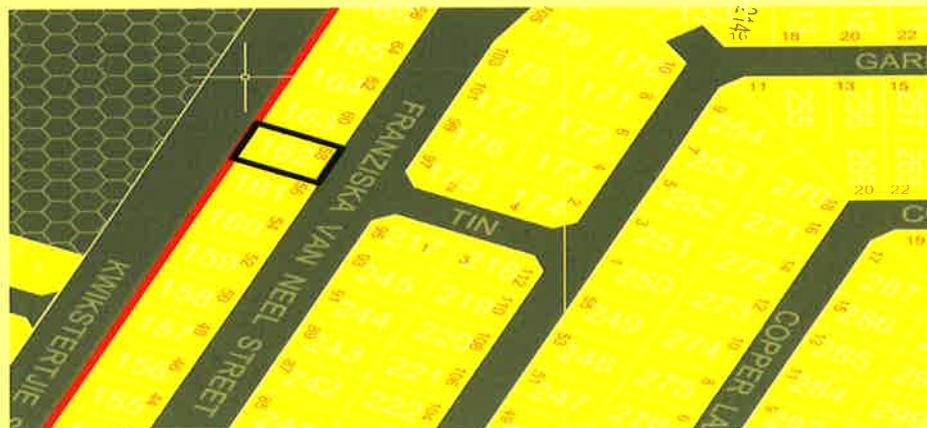
An application for the rezoning of Erf 162, Tamariskia Extension 1, from "Single Residential" with a density of 1:600m² to "General Residential 2" with a density of 1:600m² was received by the Engineering and Planning Services Department from van der Westhuizen Town Planning, Town and Properties, on behalf of the registered owners. The application is attached as **Annexure A**.

3. Ownership

Ownership of Erf 162, Tamariskia Extension 1, vests in Gabriel Luciano Liu and Anna-Liisa Tawii Hamunyela as per the Title Deed No. T 4010/2017. Proof of ownership has been attached to the application.

4. Zoning, Locality, and Size

Erf 162, Tamariskia Extension 1 is zoned "single residential" with a density of 1:600m², and it measures 640m² in extent. The erf is located along Franziska van Neel Street.



Locality and zoning map of Erf 162, Tamariskia

5. Access Municipal Services and Parking

Erf 162, Tamariskia is accessible from Franziska van Neel Street, which is 25m in width, respectively. 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 residential guesthouse, the parking requirement is "a minimum of two parking bays plus 1.5 parking bays per room".

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

6. Public consultation

The public consultation for the rezoning has been made in terms of Section 107 and Regulation 10 of the Urban and Regional Planning Act. The proposed rezoning was advertised in Republikein and New Era on the 17th and 24th of July 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 8701, Notice No. 563 dated 1 August 2025. The last date to submit objections and comments was 14 August 2025, and no objections were received.

7. Proposal

The owners intend to rezone Erf 162, Tamariskia Extension 1, from "Single Residential" with a density of 1:600m² to "General Residential 2" with a density of 1:600m², with consent to operate a residential guesthouse.

Under single residential, the proposed guesthouse is restricted to 40% of the total floor area of all the structures on site. The owner wishes to utilize the whole structure that is yet to be built, hence the rezoning. General residential sites have no percentage or ration restrictions.

8. Evaluation

According to the Council's Accommodation Establishment Policy, accommodation establishments are confined to 40% of the total floor area of all the buildings on site. This floor area restriction is only applicable to single residential zoned properties. Given the proposed zoning, the applicant has an opportunity to utilize the whole property as a residential guesthouse.

The density for Erf 162, Tamariskia, Extension 1 remains the same, 1:600m². Therefore, the density of 1:600m² will not have a significant impact on the erf itself, services, and the whole area. For a 640m² property, given the density, it allows for the construction of a maximum of one dwelling house with associated outbuildings.

After the rezoning has been finalized, the owner intends to operate a residential guesthouse, and according to the Swakopmund Zoning Scheme, a residential guesthouse can be operated under consent use on a general residential 2-zoned property, hence the request by the applicant. As it is within the provisions of the scheme, approval can be granted.

TABLE B

	1	2	3	4
	ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED	PURPOSES FOR WHICH LAND OR BUILDINGS MAY BE USED WITH THE CONSENT OF THE COUNCIL ONLY
C	General Residential 2	Red hatch	Dwelling House/s, Blocks of Flats, Townhouses	Residential Buildings, Place of Public Worship, Bed and Breakfast, Pensions, Resident Occupation, Residential Guest House.

9. **Compensation**

The rezoning of Erf 162, Tamariskia Extension 1 from "Single Residential" with a density of 1:600m² to "General Residential 2" with a density of 1:600m² is subject to a 20% compensation fee with respect to betterment, calculated in accordance with Section 9 (b) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) Regulations in conjunction with the national betterment fee policy of 2009.

10. **Conclusion**

The proposed rezoning of Erf 162, Tamariskia Extension 1, from "Single Residential" with a density of 1:600m² to "General Residential" with a density of 1:600m² is not foreseen to have any detrimental negative impacts on the neighbourhood. It can therefore be supported.

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

RECOMMENDED:

- (a) That the rezoning of the Erf 162, Tamariskia, Extension 1, from “Single Residential” with a density of 1:600m² to “General Residential 2” with a density of 1:600m² be approved.
 - (b) That the consent to operate a residential guesthouse after the rezoning has been finalized be approved, subject to the following conditions:
 - (i) That the applicant registers with the Health Services and Solid Waste Management, and that the standard Health Regulations will apply,
 - (ii) That Council reserves the right to cancel a consent use should there be valid complaints.
 - (iii) That the applicant must operate within the Swakopmund Zoning Scheme regulations.
 - (iv) That consent is not transferable.
 - (c) That the rezoning of Erf 162, Tamariskia Extension 1, from “Single Residential” with a density of 1:600m² to “General Residential 2” with a density of 1:600m² is subject to a 20% 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.
 - (g) 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.
-

22.03.03.162

T 10.2

ANNEXURE A

TOWN PLANNING & PROPERTIES

HOORIX 1518
SWAKOPMUND, NAMIBIA

Chief Executive Officer
Municipality of Swakopmund
PO Box 53
Swakopmund
Namibia



22 August 2025

Dear Sir

APPLICATION FOR REZONING OF ERF 162, TAMARISKIA, EXTENSION NO. 1, SWAKOPMUND FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:800M² AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE

Application is herewith made on behalf of the owner of Erf 162, Tamariskia Ext. No. 1, Swakopmund ANNA-LIIZA TAMWI HAMUNYELA for the rezoning of Erf 162, Tamariskia, Ext. No. 1, Swakopmund from Single Residential with a density of 1:600m² (Annexure C1) to General Residential 2 with a density of 1:800m² (Annexure C2). Application is also made for consent to operate a residential guesthouse from Erf 162, Tamariskia, Ext. No. 1, Swakopmund.

1. BACKGROUND

The owner of the property wishes to develop and operate a Residential Guesthouse from the said property. Under the Single Residential zoning only 40% of all the structures on the site may be used for such guesthouse use. The owner wishes to use all the structures for the said guesthouse purposes thus the application for rezoning from Single Residential to General Residential 2. The Municipality of Swakopmund has consistently over time approved similar application and it is seen as the appropriate way to move forward.

2. LOCALITY AND ERF SIZE

Erf 162 Tamariskia Ext. No. 1, Swakopmund currently measures approximately 600m² in extent and is located along Funtseka - an local Aerial in Tamariskia, Swakopmund (Annexure A). The erf is located in an area with residential, residential use, with large 2 structures situated in close proximity of the property.

3. OWNERSHIP

According to the Deed of Transfer N^o. 4010/2017 ownership of Erf 162, Tamariskia, Ext. No. 1, Swakopmund, currently vests with ANNA-LIIZA TAVWI HAMUNYELA (Annexure B1). Note should be taken of the endorsement on Page 4 regarding ownership. Power of Attorney from the owner is attached as Annexure B2. There exist no conditions within the Title Deed that prohibits the intended intention to rezone the property.

4. ACCESS TO THE PROPERTY

Access to the property is obtained Franziska van Neel Avenue and will remain the same. Once the necessary approvals have been obtained and the formal site development plan drafted shall the access point be discussed and approved by the Municipality. This is normally done through the approval of the building plans. 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

The property is relatively flat with no natural features present. The property has a slope of less than 1:10m meaning that the property is relatively flat. No underground water sources are to be found in the area. The soil conditions are stable and suitable for development.

There exist no natural features on or around the property as the immediate surroundings and the property itself has already been developed throughout the years.

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 to the relevant institutions and will be for the account of the owner.

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 the specific land use zone.

8. MOTIVATION FOR INTENTION

As previously mentioned, the owner of the property recently acquired the property and is of the intention to develop a Residential Guesthouse on the property.

Under the current zoning of the property being Single Residential the use of a Residential Guesthouse is restricted to 40% of all the structures on the premises. This is a limitation to

non-client and as such it was opted to rezone the property to General Residential 2 in order to utilise all the future structures on the property for the purpose of a Residential Guesthouse. This is a practice that has consistently been applied by the Municipality through various Council Resolutions in support thereof.

Note should be taken of the fact that no density change is being applied for as the density is currently 1.600m² and we wish to remain with such density. It is also important to note that the intentions will not contribute an increased load onto the existing infrastructure and services.

9. ADVERTISEMENTS

Advertisements for the proposed Rezoning of Erf 162, Tamariskia, Ext. No. 1 Swakopmund, was placed in the Republikein and New Era on the 17th and 24th of July 2025 (Annexure D). Closing dates for objections was on the 8th of August 2024. Neighbouring properties have also been requested for their comments. Attached please find copies of letters to neighbours via email (Annexure E). Notice was also placed on the erf for public comments (Annexure F). Copy of advertisement placed in the in the Government Gazette, with the objection period ending on the 15th of August 2025 (Annexure G).

10. RESPONSE FROM PUBLIC

Closing date for comment/objection to the proposed intentions were on the 15th of August 2025. By the closing of the objection period NO comments/objections were received, (Annexure H). This clearly indicates the support of both the neighbouring properties and the general public towards the intentions of the client / applicant.

11. CONCLUSION

The intentions of the client will have no negative impact exerted onto the surrounding area as the nature of use, as is currently practiced and being residential in nature, will remain the same once the rezoning is concluded. The development parameters will remain the same with the exception that all structures can be used for the Guesthouse use.

It is clear from the public participation process that the neighbouring properties and general public is in favour of the intended application as NO objection/comments were received against the said intentions.

There exists no reason why the intentions of the client cannot be considered and found favourable for approval by Council. The application is in line with previous Council decisions and the current practices of the Swakopmund Municipality.

12. APPLICATION

On behalf of our client/s, we herewith formally apply for

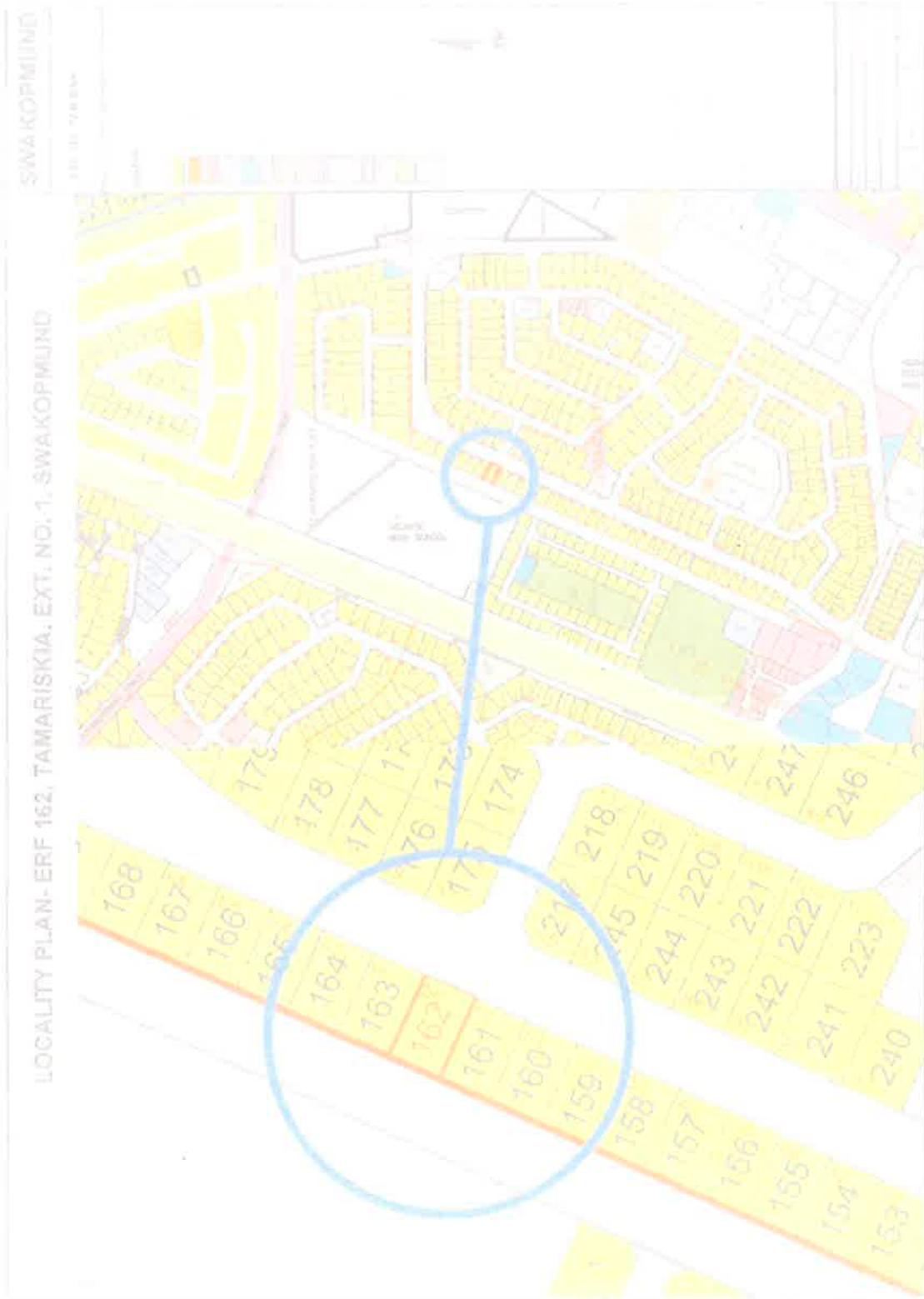
- REZONING OF ERF 162, TAMARISKIA, EXTENSION NO. 1, SWAKOPMUND FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:600M²; AND
- AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE FROM ERF 162, TAMARISKIA, EXTENSION NO. 1, SWAKOPMUND.

It is trusted that Council will find the above application for the rezoning of Erf 162, Tamariskia, Ext. No. 1, Swakopmund, from Single Residential with a density of 1:600m² to General Residential 2 with a density of 1:600m²; and consent to operate a Residential Guesthouse from the erf, in order

Yours Faithfully,



A R VAN DER WESTHUIZEN



-2-

and the said Appearer declared that his said constituent had truly and legally sold on 23 November 2016 and that he in his capacity aforesaid, did by these presents, cede and transfer, in full and free property, to and on behalf of

GABRIELE LUCIANO LIU
 Identity Number: 700104 0024 9
 and
 ANNA-LIIZA TAWII HAMUNYELA
 Identity Number: 780606 0027 3
 Married in community of property to each other

Their Heirs, Executors, Administrators or Assigns

CERTAIN Erf No. 162 Tamariskia
 (Extension No. 1)

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

MEASURING 640 (Six Four Nil) Square Metres

FIRST registered and still held by Certificate of
 Registered Title No. T.1640/1976 with General
 Plan S.G. No. A.851/75 relating thereto.

SUBJECT to the following conditions imposed in terms of
 Ordinance 18 of 1954, namely:

IN FAVOUR OF THE LOCAL AUTHORITY

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

| 1/11

WHEREFORE the Appearer renouncing all the right and title which the said TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge the said TRANSFEROR to be entirely dispossessed of, and disentitled to, the same; and that by virtue of these presents the said TRANSFEREES their heirs, executors, administrators or assigns, now is and henceforth shall be entitled thereto, conformably to local custom, the State, now is and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its rights, and finally acknowledging that the purchase price is the sum of N\$ 635 473,00.

2017-06-29

SIGNED at WINDHOEK, on _____, together with the Appearer, and confirmed with my seal of office.

Signature of Appearer



STATE OF SWAZILAND

1994
1996
1997

THE REGISTRAR

ANNUAL STATEMENT OF THE REGISTRAR

FOR THE YEAR 2024

THE REGISTERED OWNERS OF ERF 182 TAMARISKIA EXTENSION NO 1 SWAKOPMUND

DO HEREBY HEREBY DO STATE AND ACKNOWLEDGE

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P.O. BOX 1488 SWAKOPMUND

WITH POWER OF SUBSTITUTION TOGETHER AND SEVERALLY AND AGREE TO MAKE, MAKE AND ENTER INTO NECESSARY APPLICATIONS TO MUNICIPALITY, TOWN COUNCIL, SWAZILAND DEPARTMENT OF URBAN AND RURAL DEVELOPMENT OR ANY OTHER AUTHORITY CONCERNED

REZONING OF ERF 182 TAMARISKIA, EXTENSION NO 1, SWAKOPMUND, FROM "R1" (RESIDENTIAL WITH A DENSITY OF 1:500M²) TO "GENERAL RESIDENTIAL WITH A DENSITY OF 1:600M²" AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE FROM ERF 182 TAMARISKIA, EXTENSION NO 1, SWAKOPMUND

AT THE COST OF THE APPLICANT AND GENERALLY FOR AFFECTING THE PURPOSES AFORESAID TO DO OR CAUSE TO BE DONE WHATSOEVER SHALL BE REQUIRED AS FULLY AND EFFECTUALLY FOR ALL INTENTS AND PURPOSES AS THEY MIGHT OR COULD DO IF PERSONALLY PRESENT AND SOLEMNLY AND TRULY SAYING ALLOWING AND CONFIRMING AND WHATEVER ANY/ALL SAID ATTORNEYS AND AGENTS WITH POWERS DO OR CAUSE TO BE DONE BY VIRTUE OF THESE PRESENTS

SIGNED at _____ this _____ day of _____ 2025

in the presence of the undersigned witnesses

WITNESSES

[Signature]
1. _____

[Signature]
2. _____

[Signature]
3. _____

REGISTERED ATTORNEY



CLASSIFIEDS



GENERAL CLASSIFIEDS

CLASSIFIEDS

Property for sale, services, and other general classified advertisements.

ADOPTEE LEGAL NOTICE

Legal notices regarding adoptions, including court orders and public notices.

ADOPTEE LEGAL NOTICE

Additional legal notices related to adoptions and animal welfare.

ADOPTEE LEGAL NOTICE

Further legal notices and public information regarding adoptions.

ADOPTEE LEGAL NOTICE

Legal notices and public information regarding adoptions, including details about specific cases.

ADOPTEE LEGAL NOTICE

Legal notices and public information regarding adoptions, including details about specific cases.

ADOPTEE LEGAL NOTICE

Legal notices and public information regarding adoptions, including details about specific cases.

ADOPTEE LEGAL NOTICE

Legal notices and public information regarding adoptions, including details about specific cases.

LIVE LIFE FAST

Advertisement for a white sports car, likely a Lotus Evija, with the slogan 'LIVE LIFE FAST'.

DBV SPCA
winbeek

Adopt a Pet

Information about adopting a pet from the DBV SPCA in Winbeek.



TNB Classic Clashes kick off in Rehoboth



DBV SPCA High School from the scene against Dr. Oswald... (Caption text is partially obscured)

Highlights

The Classic Clashes... (Text describing the tennis event highlights)

Highlights

The Classic Clashes... (Text describing the tennis event highlights)

Highlights

The Classic Clashes... (Text describing the tennis event highlights)



... (Caption text is partially obscured)

LIST OF REGISTERED ITEMS POSTED



No.	Addressee's name and address	Registration no.
1	Mr.	RR 015 206 935 NA
2	...	RR 015 206 947 NA
3	...	RR 015 206 905 NA
4	...	RR 015 206 904 NA
5	...	RR 015 206 978 NA
6	...	RR 015 206 901 NA
7	...	RR 015 206 905 NA

Number of items: ...
 Received by: ...
 Date: ...

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

Post office: ...



Van Der Westhuizen
TOWN PLANNING & PROPERTIES

NOTICE OF INTENTION:

NOTICE OF INTENTION IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT OF 2018 (ACT 9 OF 2018): REZONING OF ERF 162, TAMARISKIA, EXTENSION NO. 1, SWAKOPMUND, FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1:600M² TO "GENERAL RESIDENTIAL 2" WITH A DENSITY OF 1:600M²; AND CONSENT TO OPERATE A RESIDENTIAL GUESTHOUSE FROM ERF 162, TAMARISKIA, EXTENSION NO. 1, SWAKOPMUND.

Please take note that Van Der Westhuizen Town Planning and Properties CC, on behalf of our clients GABRIE LUCIANO LIU and ANNA-LIIZA TAWI HAMUNYELA, intends to apply to the Swakopmund Municipal Council for the rezoning of Erf 162, Tamariskia, Extension No. 1, Swakopmund, from "Single Residential" with a density of 1:600m² to "General Residential 2" with a density of 1:600m².

Erf 162 currently measures approximately 640m² in extent and is located along Franziska van Noël Street in Tamariskia, Extension No. 1. It is the intention of the owners to rezone the property from Single Residential with a density of 1:600m² to General Residential 2 with a density of 1:600m², and obtain consent to operate a Residential Guesthouse from Erf 162, Tamariskia, Extension No. 1, Swakopmund.

In terms of the Urban and Regional Planning Act of 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.

Please further take note that:

- The plan of the erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Raikolska Street & Oosla, Kamho Avenue.
- 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 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 objection or comment must therefore be submitted by no later than 17:00 on 8 August 2025.

Applicant:	Van Der Westhuizen Town Planning & Properties cc
Contact Person:	A van der Westhuizen
Cell:	0811224861
Email:	andrew@vdwtp.com
P.O. Box:	1828, Swakopmund, Namibia

11.1.23 **SUBDIVISION OF ERF 4995, SWAKOPMUND, EXTENSION 14 INTO PORTION A AND REMAINDER**

(C/M 2025/11/24 - E 4995)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.8** page **114** refers.

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

1. Purpose

The purpose of this submission is for the Council to reconsider the application for the subdivision of Erf 4995, Swakopmund, Extension 14 into Portion A and remainder in terms of Section 105 (1) (e) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

2. Introduction and Background

An application for the subdivision of Erf 4995, Swakopmund, Extension 14 was received by the Engineering and Planning Services from Stewart Planning Town and Regional Planners on behalf of the registered owner Marthinus Stephanus Cillers. The application is attached as **Annexure A**.

3. Ownership

Ownership of Erf 4995, Swakopmund, Extension 14 is held in the Deeds of Transfer T5820/2025 and vests in Marthinus Stephanus Cillers. Proof of ownership has been attached together with the application.

4. Zoning, Locality and Size

Erf 4995, Swakopmund, is zoned "Single Residential" with a density of 1:600m² as indicated in the figure below. The erf is in Swakopmund, Extension 14 and measures 1343 m² in extent.



Figure 1: Locality plan for Erf 4995, Swakopmund

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

Access to Erf 4995, Swakopmund, Extension 14 is gained from Onyx Street. Parking for the proposed will be provided as stipulated by the Swakopmund Zoning Scheme. The erf is already connected to the services network. However, all additional infrastructure resulting from the proposed development shall be the responsibility of the owner of the property.

6. **Public Notification**

The neighbouring property owners have been consulted via email and WhatsApp for comments to the subdivision and the last date of objection was the 12th September 2025.

No objection was received, only two letters of support.

7. **Proposal**

It is the intention of the owner to subdivide the property into two portions that is almost equal in size. The proposed erven are 647m² and 696m² in extent. This would allow the owner to construct a residential dwelling and its associated outbuildings on each of the properties. The aim is to construct two separate dwellings and to sell of the one property.

The proposal is indicated in the table below:

Proposed Portion number	Area (m²)	Zoning
<i>Portion A</i>	<i>647</i>	<i>Single Residential</i>
<i>Remainder Erf 390</i>	<i>696</i>	<i>Single Residential</i>
<i>Total</i>	<i>1343</i>	

The density of the area allows for the subdivision to be undertaken, and it would allow for the construction of two dwellings and their associated outbuildings as is.

8. **Evaluation**

The proposed subdivision complies fully with the Swakopmund Zoning Scheme. The zoning of the erf allows for residential use with a density of 1:600m², meaning that for every 600m², one dwelling unit together with its associated outbuildings may be permitted. With a total area of 1,343m², the erf can legally accommodate two residential units, as each portion after subdivision would be larger than the minimum required 600 m².

The subdivision supports controlled densification within an already serviced urban area, contributing to more efficient land use while maintaining the character of the neighbourhood. The proposal will not negatively affect the surrounding properties or the broader area. The resulting portions will still comply with building lines, coverage, and other development controls set out in the zoning scheme. The area is fully serviced, and the subdivision will not place undue pressure on existing infrastructure. All additional infrastructure resulting from the proposed development shall be the responsibility of the owner of the property.

In terms of public participation, no objections were received during the notification period. This indicates that neighbouring property owners and the broader community do not oppose the intended subdivision and that it is in harmony with the existing development pattern. Lastly, the subdivision where a portion is being created is subject to a 7.5% compensation fee payable to Council.

9. **Title Deeds Conditions**

The current title deed conditions registered against the Erf 4995, Swakopmund, Extension 14 should be retained for both portions.

10. **Conclusion**

The subdivision of Erf 4995, Swakopmund, Extension 14 into Portion A and the remainder can be supported as it is in line with the Swakopmund Zoning Scheme and will not negatively affect the surrounding properties.

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

RECOMMENDED:

- (a) **That the subdivision of Erf 4995, Swakopmund, Extension 14, into Portion A and Remainder measuring 647m² and 696m² in extent, respectively, be approved.**
 - (b) **That the applicant provides proof that the subdivision of Erf 4995, Swakopmund, Extension 14, into Portion A and Remainder has been approved by the Minister, and submission of the approved diagram before any submission of building plans, inclusive of building line relaxations to the Engineering and Planning Services Department for approval.**
 - (c) **That compensation fee in respect of an endowment fee of 7.5% be charged for the newly created portion.**
 - (d) **That no building plans, inclusive of building line relaxation or aesthetics application, be approved until proof of payment of the compensation fee for the newly created portions has been received by Council.**
 - (e) **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.**
 - (f) **That the current title deed conditions registered against Erf 4995, Swakopmund, Extension 14, should be retained and be registered against the title deed of Portion A and the Remainder Erf 4995, Swakopmund, Extension 14.**
-

ANNEXURE A - APPLICATION FORM
STEWART PLANNING
 TOWN & REGIONAL PLANNERS

First Floor 122 On Main
 122 Sam Nujoma Avenue
 Walvis Bay

P.O. Box 2095
 Tel: (064) 280370
 Email: info@sp-erw.co.na

Reference: 4995S

15 September 2025

APPLICATION TO SUBDIVIDE**ERF 4995 Swakopmund Extension 14**

Subdivision into Portion A and the Remainder.

Submission to:

Chief Executive Officer
 Municipal Council of Swakopmund
 c/o Rakotoka Street and Daniel Kaniho Avenue
 PO Box 53, Swakopmund

Prepared for:

Marthinus Stephanus Cilliers
 PO Box 936, Swakopmund

Prepared by:

Stewart Planning
 Town & Regional Planners
 First Floor 122 On Main
 122 Sam Nujoma Avenue
 P.O. Box 2095, Walvis Bay

Annexures:

- Annexure A: Locality Map
- Annexure B: Deed of Sale Agreement
- Annexure C: Power of Attorney
- Annexure D: Subdivision Plan
- Annexure E: Conditions to be registered
- Annexure F: Proof of Consultation
- Annexure G: Proof of Payment

1. Introduction

This application is made in terms of Section 105 (1) of the Urban and Regional Planning Act, 2008 (Act No.5 of 2018) for statutory approval on behalf of Marthinus Stephanus Cilliers for the subdivision of erf 4995 Swakopmund Extension 14 (the site) into two portions: Portion A and Remainder.

2. Development Proposal

It is the intention of our client to subdivide Erf 4995 Swakopmund Extension 14 – with an area of $\pm 1,343\text{m}^2$ - into Portion A and Remainder.

Portion A will measure $\geq 647\text{m}^2$ in extent while the Remainder will measure $\pm 696\text{m}^2$ in extent. The newly created Portion A and Remainder will retain the same density of 1 dwelling unit per 600 square meters (1:600m²).

Further, it is the intention of our client to develop two single detached dwelling units (houses) on each subdivided portion. Our client is in the building industry; he wants to keep the one house for his own purposes and sell (alienate) the other on the open market.

Our client has not yet prepared a site development plan for the proposed houses, but future building plans will be fully in accordance with the Swakopmund Zoning Scheme.

No further consolidations or rezonings are intended for the future.

3. Site description

3.1. Locality

Swakopmund Extension 14 is a fast growing and well-developed medium to high density residential neighbourhood in Swakopmund's northern suburbs, and relatively close to the sea. Erf 4995 Swakopmund Extension 14 is situated along Onyx Street which is a legible local collector road. Access to the site is from Onyx Street only and which has a wide street frontage for ease of access to each subdivided portion.

Figure 1 below shows the locality of the area: Locality Map is attached as Annexure A



Figure 1: Locality Map of Erf 4995 Swakopmund Extension 14.

The wider area (see Figures 1 and 2) is characterised by mixed-use residential developments such as flats/ townhouses/ apartments, accommodation establishments, single/double storey dwelling houses and many vacant/ undeveloped erven.

The site is ideally located in terms of its size, shape, access to streets, and compatibility with the surrounding residential area to be subdivided into two portions for the development of two single detached dwelling units.

Opposite the site is an undeveloped Public Open Space.



Figure 2: Aerial Photo of Erf 4995 Swakopmund Extension 14.

3.2. Size, Zoning and Land Use

The site has an area of $\pm 1,343\text{m}^2$ and is zoned 'Single Residential' with density of 1:600m² in terms of the Swakopmund Zoning Scheme. (See Figure 3)

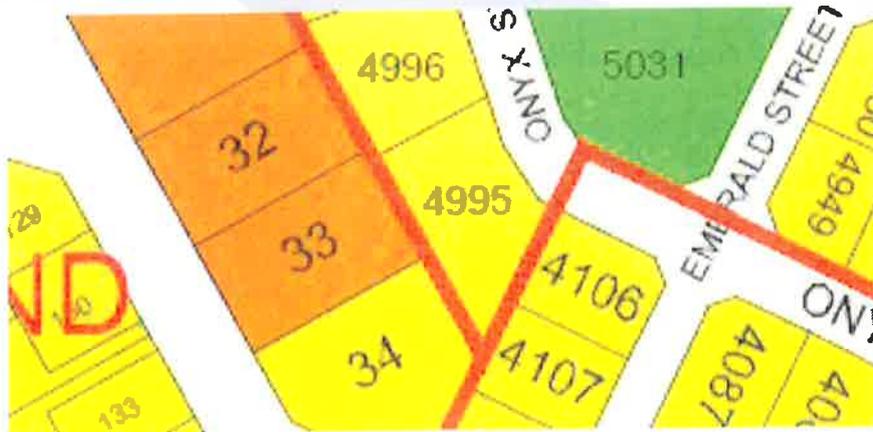


Figure 3: Zoning & Cadastral Boundary of Erf 4995 Swakopmund Extension 14 and Wider Area.

Other than a vegetation clump in the south-east corner, the site is vacant and undeveloped with a slight downward slope from north to south. Having a relatively regular rectangular shape the site is ideal for subdivision into two roughly rectangular portions.

As above, access is only available directly from Onyx Street. (See Figure 4)



Figure 4: Street View

3.3. Ownership

The registered owner of erf 4995 Swakopmund Extension 14 is Marthinus Stephanus Cilliers in terms of a signed Agreement of Sale attached as **Annexure B**.

Stewart Planning has the authority to act on behalf of the registered owner for the proposed subdivision via a signed Power of Attorney attached as **Annexure C**.

4. Proposed Subdivision

The intention is to subdivide erf 4995 Swakopmund Extension 14 into Portion A and Remainder as proposed in Table 1 and Figure 5 (subdivision plan) below. The Subdivision Plan is attached as **Annexure D**. Conditions to be Registered is attached as **Annexure E**.

Table 1: Proposed Subdivision Schedule.

ERF NO	CURRENT ZONING	AREA
Erf 4995 Swakopmund Extension 14	Single Residential (1:600m ²)	1,343m ²
Portion A	Single Residential (1:600m ²)	647m ²
Remainder	Single Residential (1:600m ²)	696m ²

The subdivision is achievable due to the following reasons:

- The newly to be created Portion A and Remainder will share the same zoning and density which is "Single Residential" with a density of 1:600m².
- Regular linear boundaries.
- Relatively regular rectangular shape.
- Wide street frontage.

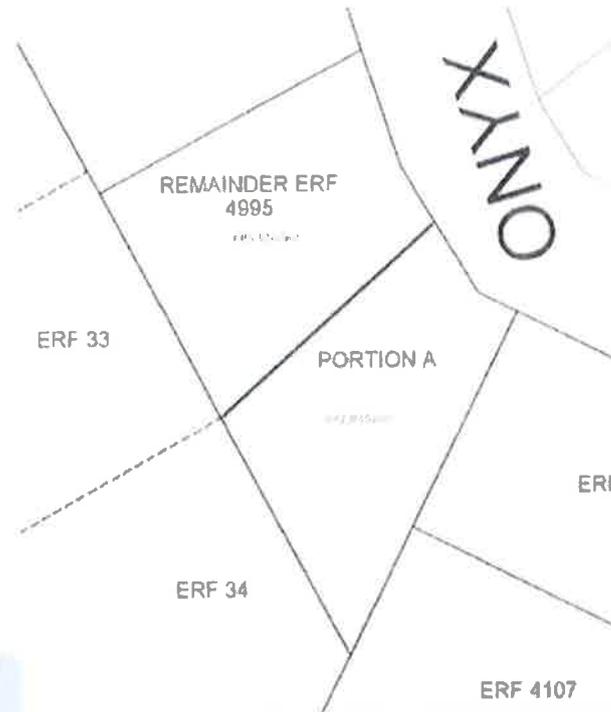


Figure 8: Subdivision Plan

4.1. Impact on Neighbourhood

Swakopmund Extension 14 (and adjacent Vogelstrand and Swakopmund Extension 11) mostly comprises large up-market residential properties on relatively large erven. The wider area has a mix of erf sizes, with an average erf size of $\pm 600\text{m}^2$. This subdivision into portions $\geq 600\text{m}^2$ will not detract from or slow the emerging urban character of this neighbourhood.

The site is situated along a legible local collector road which can accommodate increased traffic volumes, the subdivision into Portion A and Remainder is welcomed and would not change the residential character of the wider area.

4.2. Impact on Traffic and Access

The intended subdivision is unlikely to cause a possible over congestion of the available road space. Only a maximum of 1 dwelling unit and related outbuildings will be allowed as per the permissible zoning and density on each erf

Onyx Street is a legible local collector road which can accommodate the additional traffic generated by the subdivision

The wide street frontage provides for ease of access to each subdivided portion.

4.3. Parking Requirements

All parking requirements will be provided on-site in terms of the Swakopmund Zoning Scheme. Given the potential of the land is not yet maximised (fully developed) all required parking can be provided on-site

4.4. Impact on Services

It is unlikely that one additional dwelling house and any additional residential outbuildings will generate significant additional and/or cumulative load on municipal services

In any event, the provision of services is compensated for in the following manner

1. Payment of a once-off 7.5% endowment fee for the newly created Portion A will help the Swakopmund Municipality to upgrade and/or maintain its overall bulk infrastructure, and
2. Provision and installation of service connections if need be, to the newly created Portion A, at the developer's cost, to the satisfaction of the Local Authority, Erongo RED, and Telecom Namibia

5. Need and Desirability

It is the intention of the owner to develop two new dwelling houses for separate sale on the open market, hence the need for the subdivision. Despite the current relatively poor economic conditions there is still a strong market demand for Single Residential plots in Swakopmund, hence the proposed subdivision will help meet that market demand.

The northern areas of Swakopmund remain a popular residential neighbourhood that is still developing. It has erf sizes ranging from 600m² to 1,500m² to provide a variety in size and price in the market. The larger 1,000+m² plots have the potential to be subdivided into smaller plots to create even more variety and choice in the market. The envisaged subdivision will have a similar plot size in the neighbourhood and is likely to integrate well with the existing and future residential character and amenity of the area.

The subdivision will marginally increase residential density but will make efficient use of existing resources such as land, services and infrastructure. Therefore, the subdivision promotes compact city development and a more sustainable urban form. The subdivision is situated close to future institutional, business and public open space plots and will benefit from the nearby public amenities such as the northern Swakopmund beachfront.

Increasing residential densities in well located suburbs is a viable way to provide affordable land for housing and to efficiently use existing services. This is also better than providing new serviced land on greenfield sites and will help to reduce urban sprawl.

This development approach advocates that residential densities must be increased in appropriate areas. In order to provide for more erven, the densities must increase in accordance with Council policy and guidelines, in particular the Swakopmund Zoning Scheme, Urban Structure Plan and Residential Density Policy. Increasing residential densities is achieved by subdividing the site into two smaller portions.

Due to work opportunities in Swakopmund, families continue to move to Swakopmund which puts pressure on the Council to provide housing for the new residents. There is, therefore, an ever-increasing demand for housing throughout all areas of Swakopmund. Many families are seeking affordable housing in established and desirable residential areas.

Furthermore, existing essential services must be used to full capacity.

The intention of my client is to subdivide the site into a new Portion A (vacant) and Remainder (also vacant). The aim is to erect a new dwelling house on both vacant portions after the subdivision procedures have been completed.

Luxury single or double-storey dwellings will be built on the new portions to enjoy the suburban location of the site. There is now a tendency amongst landowners in northern Swakopmund to develop/ redevelop their property with luxury buildings.

The proposed subdivision is regarded as being ideally suited for this area and would not have a negative impact on the urban and environmental structure of this area.

The subdivision will attract investment and development which will create work in the local construction industry and stimulate the sale of building materials from retail outlets. This will have a direct and indirect positive impact on economic growth and employment creation which are much needed in light of the current poor economic conditions.

Due to the existing vacant site, site size, shape, flat slope and adequate street access, it is considered that the proposed subdivision is achievable. The Council will benefit from the subdivision through the payment of the endowment fee and the levying of residential rates and taxes and service charges for two, rather than one property.

In summary, the proposed subdivision will have a positive impact on the owner, the community, and the Council and is considered needed and desirable in the current market.

6. Compliance with Policy and Legislation

Several statutory documents and policies are applicable when it comes to the proposed subdivision. This section provides an overview of these statutory/policy provisions.

6.1. Swakopmund Zoning Scheme

The Swakopmund Zoning Scheme sets out the zoning and permitted density for residential erven in Swakopmund. The erf has a zoning of "Single Residential" with a density of 1 dwelling unit to 600 square meters (1:600m²). Therefore, the proposed subdivision and intended development (construction of two (2) single residential units on each erf) is fully in accordance with the Swakopmund Zoning Scheme.

6.2. Title Deed Conditions

There are no title deed conditions that restrict or prevent the proposed subdivision.

6.3. ALAN Panhandle Guidelines

No panhandle erven are proposed: consequently, not relevant for this subdivision.

6.4. MURD Town Planning Standards and Urban Design Guidelines

The proposed subdivision creates erven much larger than the traditional Namibian minimum residential erf size requirements of $\geq 300\text{m}^2$, will not cause congestion of the available road space, provides no cul-de-sac/panhandles, requires no Public Open Space provision and does not require any additional stormwater control measures. No access is taken from a main or bypass road but rather from a local collector road and so no street building restrictions apply.

Finally, no Environmental Clearance Certificate is required for the proposed subdivision in terms of the Environmental Management Act, 2007 (Act 7 of 2007) as amended.

Therefore, the proposed subdivision is in accordance with Ministerial Town Planning Standards and Urban Design Guidelines.

6.5. Endowment Fees

A once-off 7.5% endowment fee for the newly created Portion A should be charged to assist the Swakopmund Council to upgrade and/or maintain its overall bulk infrastructure.

7. Public Consultation

On receipt of this complete application, and in accordance with section 107 and Regulation 10 of the Urban and Regional Planning Act, public notice of this application will only be sent to adjacent affected neighbouring landowners.

Registered letters, and or other appropriate consultation, will be sent to adjacent affected neighbouring landowners on Monday 18 August 2025, with a closing date for comments/representations/objections on Friday 12 September 2025.

Adjacent affected neighbours were consulted by email and WhatsApp.

By the closing date for comments/representations/objections at 17:00 on Friday 12 September 2025, no objections were received against the subdivision application.

Two letters of support have been received from the owners of erf 4996 Swakopmund Extension 14 (F & S Iiyambo) and erf 4106 Swakopmund Extension 11 (E & L Erasmus).

Proof of Consultation is attached as **Annexure F**.

8. Summary

There are feasible reasons which make the proposed subdivision of erf 4995 Swakopmund Extension 14 favourable as summarised below:

- It is the intention of the owner to develop two dwelling units and sell each one separately on the market hence the need for the subdivision
- The site is zoned Single Residential with a density of 1 dwelling unit per 600m² and is large enough (1,343m²) to be subdivided into Portion A and the Remainder, therefore, it is fully in accordance with the Swakopmund Zoning Scheme.
- There are no restrictive title deed conditions which prohibit the subdivision
- Safe and suitable access to each portion can be achieved and the existing road network can accommodate additional traffic
- The increase in pressure on bulk services are compensated for with the payment of the endowment fee
- The owner will make suitable arrangements for the provision of new essential service connections to each portion.
- The proposed subdivision is fully in accordance with the Swakopmund Zoning Scheme, Residential Density Policy, Urban Structure Plan and the Ministerial Town Planning Standards and Urban Design Guidelines.
- No objections against the subdivision application have been received.

Due to the above reasons, the Council can favourably consider the subdivision application

9. Recommendation

It is recommended to support the following application for statutory approval for the subdivision of erf 4995 Swakopmund Extension 14 into two portions: Portion A and Remainder, in terms of Section 105 (1) of the Urban and Regional Planning Act, 2008 (Act No.5 of 2018).

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

Yours faithfully,


Bruce Stewart
Town Planner



Tel: (064) 280 770 | Email: bruce@sp.com.na

NAMBIA
REVENUE
N\$1000

Prepared by me
Greyvenstein
Conveyancer
GREYVENSTEIN, B

DR WGH INC
ATTORNEYS NOTARIES AND CONVEYANCERS
SHOP 208 1ST FLOOR
PLATZ AMMEER MALL WATERFRONT SWAKOPMUND
P.O BOX 2970 SWAKOPMUND

T 5820 / 2025

DEED OF TRANSFER NO.

BE IT HEREBY MADE KNOWN

THAT

LIANA TERESA VAN TROOP

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

MAIYA ERKKA NDELITA OUDJA NANGHANDA
Identity Number 901009 0047 7
Unmarried

dated the 20th day of AUGUST 2025 and signed at WINDHOEK

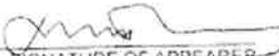
DR WGH INC
ATTORNEYS
PLATZ AMMEER MALL WATERFRONT SWAKOPMUND

REGISTRATION Version 11.8.405
TRFDOT_NA.DOC - 05-05-2021

WHEREFORE the Appearer renouncing all the Right and Title which the said MAIYA ERKKA NDELITA OUDJA NANGHANDA heretofore had to the premises, did, in consequence, also acknowledge her to be entirely dispossessed of and alienated to the same, and that, by virtue of these Presents, the said MARTHINUS STEPHNUS CILLIERS, his heirs, executors, administrators or assigns now is and henceforth shall be entitled thereto, conformably to local custom, the State, however reserving his Rights and finally acknowledging the purchase price amounting to the sum of N\$1 750 000.00 (ONE MILLION SEVEN HUNDRED AND FIFTY THOUSAND NAMIBIA DOLLARS)

2025-09-18

SIGNED AT WINDHOEK on
together with the Appearer, and confirmed with my Seal of Office


SIGNATURE OF APPEARER



ANNEXURE C

Handwritten notes and signatures in blue ink.



STEWART PLANNING
TOWN & REGIONAL PLANNERS

SPECIAL POWER OF ATTORNEY

**SUBDIVISION OF ERF 4995 SWAKOPMUND EXTENSION 14 INTO 2 PORTIONS
PORTION 1 AND REMAINDER ERF 4995 SWAKOPMUND EXTENSION 14**

I, the undersigned,

MARTHINUS STEPHANUS CILLIERS

do hereby nominate, constitute and appoint

Stewart Planning, Town and Regional Planners

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

**Subdivision of Erf 4995 Swakopmund Extension 14 Into 2 Portions
Portion 1 and Remainder of Erf 4995 Swakopmund Extension 14**

at the cost of the applicant and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes I might or could do if personally present and acting herein – hereby ratifying, allowing and confirm all and whatsoever my said Agent and Attorney shall lawfully do, or cause to be done, by virtue of these presents.

Thus done and signed at Swakopmund,

This 8th day of August 2025

in the presence of the undersigned witnesses

Signature: *[Handwritten Signature]*

MARTHINUS STEPHANUS CILLIERS

Witness 1

Name: *Christophe Haussis*

Signature: *[Handwritten Signature]*

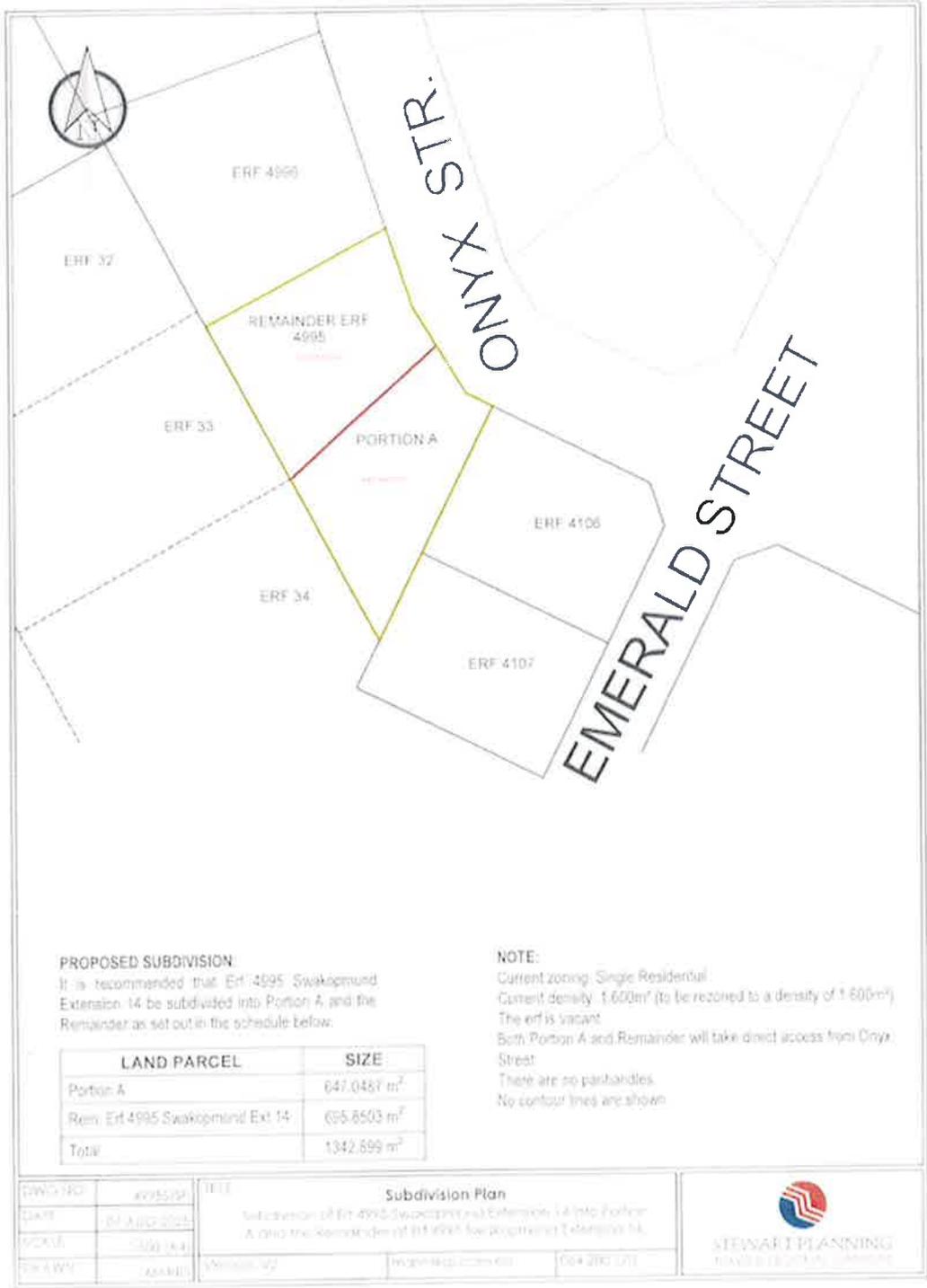
Witness 2

Name: *Felicia Heppert*

Signature: *[Handwritten Signature]*



ANNEXURE D



Bruce Stewart

From: Bruce Stewart
Sent: Friday, August 15, 2025 9:50 AM
To: petmar@iway.na
Subject: SUBDIVISION: ERF 4995 SWAKOPMUND EXTENSION 14
Attachments: 4995 S_Locality and Subdivision Plan.pdf; 4995 S_Neighbour Objection Form.pdf

To Whom It May Concern

H P Hartmann 4107.5
 Notice to Nearby Neighbours

SUBDIVISION APPLICATION**Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder**

Stewart Planning - Town and Regional Planners, intends to apply, on behalf of the owner of erf 4995 Swakopmund Extension 14, to the Municipal Council of Swakopmund and the Urban and Regional Planning Board for the following:

SUBDIVISION APPLICATION**Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder**

It is the intention to subdivide Erf 4995 Swakopmund Extension 14 - area $\pm 1,343\text{m}^2$ - into 2 portions. The site is zoned "Single Residential" with density of $1:600\text{m}^2$ in terms of the Swakopmund Zoning Scheme.

Portion A will measure $\geq 647\text{m}^2$ in extent while the Remainder will measure $\approx 696\text{m}^2$ in extent. The newly created Portion A and Remainder will retain the same density of 1 dwelling unit per 600m^2 .

[Location and Subdivision Plan, together with Objection Form attached.]

It is also the intention to develop two single detached dwelling units (houses) on each subdivided portion: developer to keep the one house for own purposes and sell (alienate) the other on the open market.

The developer has not yet prepared a site development plan for the proposed houses, but future building plans will be fully in accordance with the Swakopmund Zoning Scheme.

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).

Take note that –

- (a) the application lies open for inspection, during normal office hours, at Town Planning Department of the Municipality of Swakopmund situated on the corner of Rakotoka Street and Daniel Kamho Avenue.
- (b) An electronic copy can be requested from Mr Bruce Stewart: bruce@sp.com.na
- (c) any person having comments of support, representations, and/or objections to the application, may in writing lodge such comments and/or objections, together with the grounds thereof, with the Chief Executive Officer of the Municipality of Swakopmund and with Stewart Planning.
- (d) the deadline to submit written comments of support, representations, and/or objections will be on or before 17:00 Friday 12 September 2025.

Yours sincerely,

ANNEXURE F



STEWART PLANNING
TOWN & REGIONAL PLANNERS

OBJECTION FORM

SUBDIVISION APPLICATION

Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder

Name: Elmo & Ludie Erasmus

Address: Erf 4106 C/O 27 Emerald st & 13 Onyx st

Telephone: 0812349589 Ludie Erasmus

I, the owner of Erf

Do not object to

Please tick where applicable, for example

Object to

SUBDIVISION APPLICATION

Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder

If objecting, please state your reason(s):

N/A

Signature LE

Date 15-08-2025

Kindly take note that comments should reach me by 17:00 Friday 12 September 2025

MINUTE 7



STEWART PLANNING
TOWN & REGIONAL PLANNERS

OBJECTION FORM

SUBDIVISION APPLICATION

Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder

Name: Filomena Zyambo & Secilia Zyambo

Address: P.O. Box 811, Walvis Bay

Telephone: 081 2100360

I, the owner of Erf

Do not object to

Please tick where applicable, for example:

Object to



SUBDIVISION APPLICATION

Erf 4995 Swakopmund Extension 14 into 2 Portions: Portion A and Remainder

If objecting, please state your reason(s):

N/A

Signature: [Handwritten Signature]

Date: 27/08/2025

Kindly take note that comments should reach me by 17:00 Friday 12 September 2025.



ANNEXURE G

**NOTIFICATION OF PAYMENT**

To whom it may concern:

First National Bank hereby confirms that the following payment has been made:

Date Actioned : 2025-08-22
 Time Actioned : 00:00:00
 Trace ID : NGTWMKRB33

Payer Details

Payment From : STEWART TOWN PLANNING CLOSE CORPORATION
 Amount : 1092.50

Payee Details

Recipient/Account no : ...603300
 Recipient Name : Swakop Council
 Bank : First National Bank
 BIC Code : FIRNNANX
 Reference : Stewart Planning 4995 Swk
 Channel : INTERNET

END OF NOTIFICATION

To authenticate this Payment Notification please visit the First National Bank website at <http://www.fnbnamibia.com.na>, select the "Verify Payment" link and follow the on-screen instructions.

Our customer (the payer) has requested First National Bank of Namibia Limited to send this notification of payment to you. Should you have any queries regarding the contents of this notice, please contact the payer. First National Bank of Namibia Limited does not guarantee or warrant the accuracy and integrity of the information and data transmitted electronically and we accept no liability whatsoever for any loss, expense, claim or damage, whether direct, indirect or consequential, arising from the transmission of the information and data.

Disclaimer:

The information contained in this e-mail is confidential and may contain proprietary information. It is meant solely for the intended recipient. Access to this e-mail by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted in reliance on this, is prohibited and may be unlawful. No liability or responsibility is accepted if information or data is, for whatever reason corrupted or does not reach its intended recipient. No warranty is given that this e-mail is free of viruses. The views expressed in this e-mail are, unless otherwise stated, those of the author and not those of First National Bank of Namibia Limited or its management. First National Bank of Namibia Limited reserves the right to monitor, intercept and block e-mails addressed to its users or take any other action in accordance with its e-mail use policy. First National Bank of Namibia Limited is a registered financial institution in the Republic of Namibia.

Board of Directors: P Göttemeyer (Chairman), J Coetzee, C Desjardis (Chief Executive), LD Kapere, MJ Lubbe*, R Malanje**, IN Nairndi, ON Shikongo, LP Sishi, E van Zyl. *South African with Namibian Permanent Residence. **South African - Company Secretary: N Makenko.

First National Bank of Namibia Limited, Reg. No. 20030180

- 11.1.24 **SUBDIVISION OF ERF 9821, SWAKOPMUND, EXTENSION 38 INTO PORTION A AND REMAINDER AND SUBSEQUENT REZONING OF PORTION A FROM UNDETERMINED TO INSTITUTIONAL**
(C/M 2025/11/24 - E 9821)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.9** page **136** refers.

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

1. Purpose

The purpose of this submission is for the Council to consider the application for the subdivision of Erf 9821, Swakopmund, Extension 38 into Portion A and Remainder and subsequent rezoning of Portion A from "undetermined" to "institutional" in terms of Section 105 (1) (a) and (e) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

2. Introduction and Background

An application for subdivision and subsequent rezoning of Erf 9821, Swakopmund, Extension 38 was received by the Engineering and Planning Services from Stubenrauch Planning Consultants on behalf of Werner Erkes Foundation who entered into a presale agreement with Council to purchase a portion of Erf 9821, Swakopmund, Extension 38. The application is attached as **Annexure A**.

3. Ownership

Ownership of Erf 9821, Swakopmund, Extension 38 vests in Municipal Council of Swakopmund and is held under the Certificate of Registered Title Number 1466/2020. Proof of ownership has been attached together with the application.

4. Zoning, Locality and Size

Erf 9821, Swakopmund, Extension 38 is zoned "undetermined" as indicated in the figure below. The erf is situated along Andimba Toivo ya Toivo Avenue, adjacent to Open Doors Education Centre (ODEC). It is 8.0255 hectares in extent. The Erf is currently vacant.

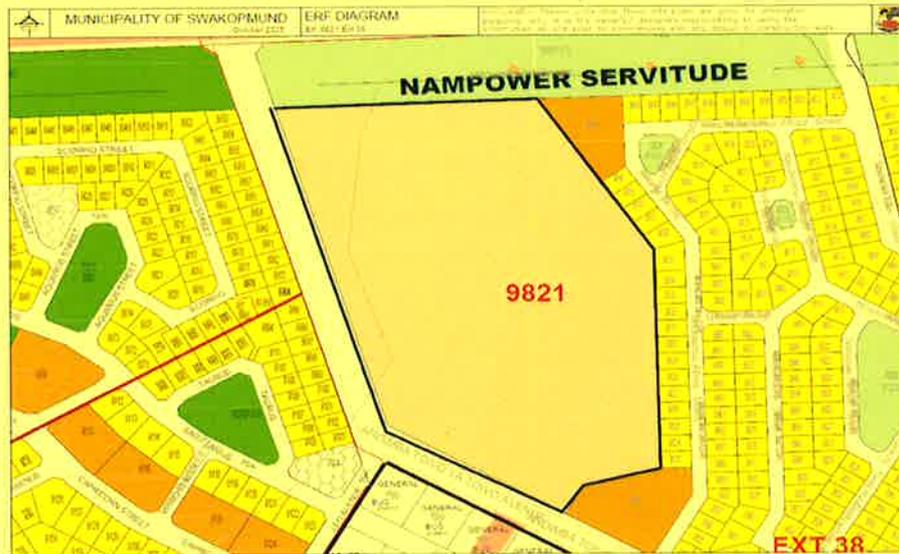


Figure 1: Locality plan for Erf 9821, Swakopmund

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

Access to Erf 9821, Swakopmund, Extension 38 is obtained via Andimba Toivo ya Toivo Avenue. Access to the newly created portion remains the same, it will be obtained from the same street. Parking for the proposed development will be provided as stipulated by the Swakopmund Zoning Scheme. The Erf is already connected to the 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 proposed rezoning and subdivision were advertised on the 25 August and 1st September 2025, in the Namibian and New Era newspapers, respectively.

A notice was also displayed on site and on municipal notice board for public comments. The neighbouring property owners were notified of the intent via registered mails. Additionally, a notice was published in the Government Gazette No 8726 dated 1st September 2025. The closing date for objections or comments to the proposal was Tuesday, 23rd September 2025. No objections were received by the closing date.

7. **Proposal**

The developer intends to acquire the portion of Erf 9821, Swakopmund, Extension 38 to develop the education park and vocational training centre, and to align the proposed land use activities with the respective zoning.

ERF NUMBER	AREA (HA)	ZONING
Portion A	5.0426	Institutional
Rem/9821	2.9829	Undetermined
Erf 9821	8.0255	Undetermined

8. **Evaluation**

The proposed zoning "institutional" best suits the intended development of the education park and the vocational training centre.

TABLE B

	1	2	3	4
H	ZONE	MAP REFERENCE	PURPOSES FOR WHICH LAND MAY BE USED	PURPOSES FOR WHICH LAND MAY BE USED AND BUILDINGS MAY BE ERECTED AND USED WITH THE SPECIAL CONSENT OF THE COUNCIL ONLY
H	Institutional	Black beehive pattern	Institutional Building	Dwelling House, Place of Assembly

According to the Swakopmund Zoning Scheme, institutional building is defined as "means a building or portion of a building used or intended to be used as an old age home, crèche, public or private school, community hall, religious or charitable institution and/or the administration thereof, and includes a hospital, clinic or dispensary, whether private or public, used in connection therewith, but does not include:

- (a) a hospital, sanatorium, dispensary or clinic for the treatment of infectious or contagious diseases, or
- (b) premises for the detention of mentally disordered persons, or
- (c) a mental hospital."

The anticipated development will supplement the already existing education centre, ODEC. It is expected to benefit more of the vulnerable residents, as it is in the proximity of the informal settlement known as DRC. The development will further improve human social interactions, promote diversity and create vibrancy in the area. The proposed development will create employment opportunities during the construction phase and when the training centre opens its doors.

9. **Title Deeds Conditions**

The following conditions be registered against the title deed for the newly created Portion A:

- (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 two times the municipal valuation of the erf.

10. **Conclusion**

The proposed subdivision of Erf 9821, Swakopmund, Extension 38 into Portion A and Remainder and subsequent rezoning of Portion A from "undetermined" to "institutional" is not foreseen to have any negative impacts to the character of the neighbourhood but rather contribute positively to the socio-economic status of the town.

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

- (a) **That the subdivision of Erf 9821, Swakopmund, Extension 38, into Portion A and Remainder be approved.**
 - (b) **That the rezoning of Portion A from "Undetermined" to "Institutional" for the development of an education park and vocational training centre, be approved.**
 - (c) **That the applicant provides proof that the subdivision and rezoning of Portion A/9821, Swakopmund, Extension 38, has been approved by the Minister, and submission of the approved diagram before any submission of building plans, inclusive of building line relaxations, to the Engineering and Planning Services Department for approval.**
 - (d) **All additional infrastructure that is 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 the following title deed conditions be registered against the title deed of Portion A of Erf 9821, Swakopmund, Extension 38:**
 - (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) ***(ii) The building value of the main building, excluding the outbuilding to be erected on the erf, shall be at least two times the municipal valuation of the erf.***
-

ANNEXURE A - APPLICATION

51


Planning Consultants TOWN AND REGIONAL PLANNERS

Reg. No. 05/00909 Tel: +264 81 251189
 Field Str. 45 +264 81 252490
 PO Box 41404 Fax: +264 81 752157
 Windhoek guntner@spc.com.na
 Namibia www.spc.com.na



Our Ref: W/25047

24 September 2025

Enquiries: G. Stubenrauch/ A. van Staden

The Chief Executive Officer
 Swakopmund Municipality
 PO Box 53
 Swakopmund



Dear Mr. A Benjamin

ERF 9821, SWAKOPMUND EXTENSION 38

- a) Subdivision of Erf 9821, Swakopmund Extension 38 into Erf A/9821 and the Remainder;
- b) Rezoning of Erf A/9821, Swakopmund Extension 38, from "Undetermined" to "Institutional"; and
- c) Inclusion of the subdivision and rezoning in the next Zoning Scheme to be prepared for Swakopmund.

1. INTRODUCTION

Stubenrauch Planning Consultants cc has been appointed by Werner Erkes Foundation, who went into a presales agreement with the Municipality of Swakopmund to purchase a portion of Erf 9821, Swakopmund Extension 38, to apply on their behalf to the Swakopmund Municipal Council and to the Urban and Regional Planning Board (URPB) for the following.

- a) Subdivision of Erf 9821, Swakopmund Extension 38 into Erf A/9821 and the Remainder;
- b) Rezoning of Erf A/9821, Swakopmund Extension 38, from "Undetermined" to "Institutional"; and
- c) Inclusion of the subdivision and rezoning in the next Zoning Scheme to be prepared for Swakopmund.

An application was submitted to Swakopmund Municipality Council on 30 July 2025 and on 13 August 2025 Council instructed our office to give notice as per the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).

2. NOTIFICATION

In line with the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), notification of the subject application was done in the following manner:

Guntner Stubenrauch BA (M14P) (Ste)
 Man. Member

E. Basson (UD & Environmental)
 Member

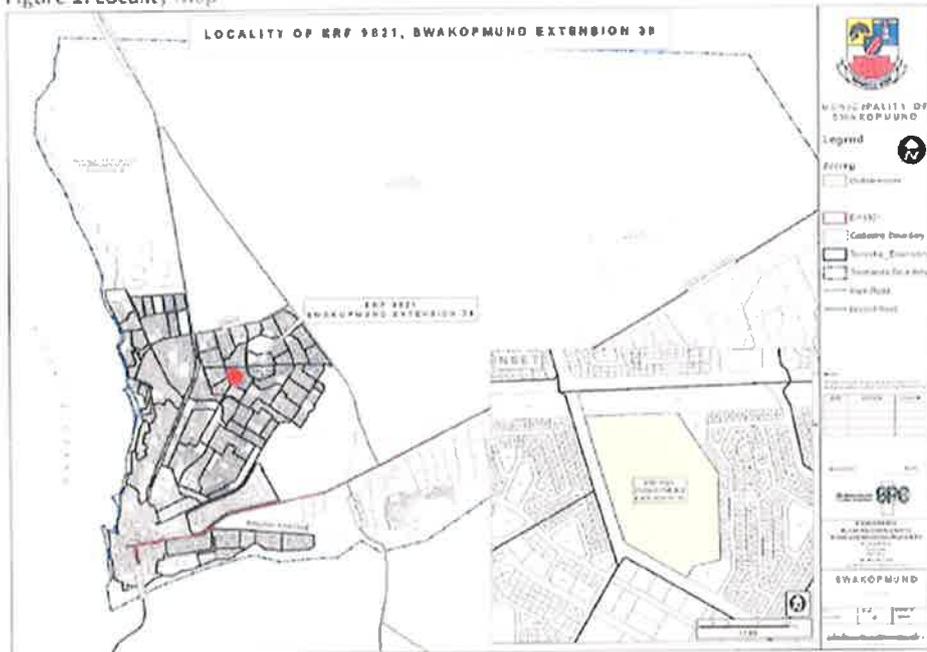
P. Pienaar (Admin & Logistics)
 Manager

2. PROPERTY DESCRIPTION

2.1 Locality

Erf 9821, Swakopmund Extension 38 is boarded by Andimba Toivo Ya Toivo Avenue on the western boundary. Erf 9821, Swakopmund Extension 38 is also in close proximity to Open Doors Education Centre (ODEC).

Figure 1: Locality Map



2.2 Ownership

According to the attached Title Deed No. 1466/2020, the ownership of Erf 9821, Swakopmund Extension 38, vests with the Municipal Council of Swakopmund.

Proposed Erf A/9821, Swakopmund Extension 38, is to be purchased by Werner Erkes Foundation in accordance with the alienation of land by private treaty as approved by the Urban and Regional Planning Board in a letter dated 7 May 2025 (kindly see attached).

Should the Municipal Council of Swakopmund be in support of this application, kindly sign the attached Power of Attorney as the registered owner of Erf 9821, Swakopmund Extension 38.

2.3 Zoning

It should be noted that Swakopmund Extension 38, was established after the proclamation of the Swakopmund Town Planning Scheme No. 12 (now known as the Swakopmund Zoning Scheme).

According to the Zoning Certificate as obtained from the Swakopmund Municipality as well as the Conditions of Establishment, Erf 9821, Swakopmund Extension 38, is zoned as "Undetermined". Kindly see attached for your attention.

2.4 Size

Erf 9821, Swakopmund Extension 38 measures 8.0255 hectare in extent according to the attached extract of the General Plan (S.G. 629/2018).

2.5 Conditions and Servitudes

There are no conditions or servitudes registered against the subject erven that could prohibit the intended development.

2.6 Status Quo

As depicted in Figure 2 below, Erf 9821, Swakopmund Extension 38, lies vacant with no physical structure on-site.

The subject erf is relatively flat which makes it suitable for development as depicted by the contours on the attached maps.

Figure 3: Aerial map of Erf 9821, Swakopmund Extension 38



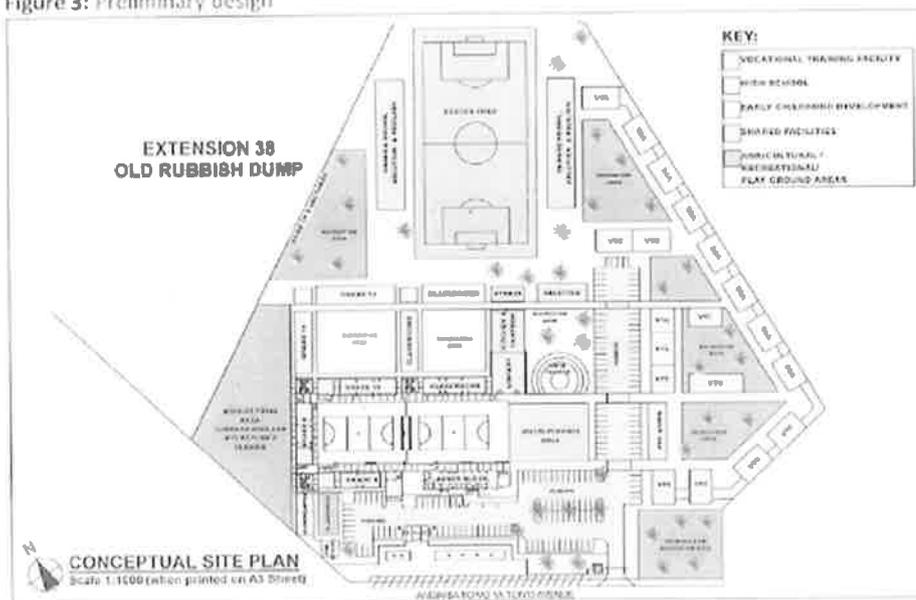
3. BACKGROUND INFORMATION AND PROPOSED DEVELOPMENT

It is the intension of our client, the Werner Erkes Foundation, co-founder of Tangeni Shilongo Namibia, to improve access to quality educational facilities in Swakopmund.

As such, our client approached the Swakopmund Municipality in order to purchase a property in close proximity to the existing Open Door Education Centre, that also vests with them. The Swakopmund Municipality agreed to sell a portion of Erf 9821, Swakopmund Extension 38, measuring approximately 5ha in extent, to the Werner Erkes Foundation in order to develop an education park and vocational training centres on the property.

The figure below is preliminary design for the education park and vocational training centre (also attached as an annexure).

Figure 3: Preliminary design



In order for our client to purchase a portion of Erf 9821, Swakopmund Extension 38, as well as develop the education park and vocational training centre on the land, the erf needs to be subdivided, and an applicable zoning must be applied in accordance with the Swakopmund Zoning Scheme No. 12.

The following town planning procedures must take place in order for our client to purchase the portion of land as well as to align the proposed land use activities with the respective zoning:

3.1 Subdivision of Erf 9821, Swakopmund Extension 38

As mentioned in paragraph 3, the Swakopmund Municipality agreed to sell a portion of Erf 9821, Swakopmund Extension 38, measuring approximately 5ha, to our client. As such, the erf must be subdivided into Erf A/9821, measuring approximately 5ha in extent, and the Remainder.

It should be noted that proposed Erf A/9821 will be sold to our client for the operation of the education park and vocational training centre.

The table below depicts the subdivision.

Table 2: Proposed subdivision of Erf 9821, Swakopmund Extension 38

Erf Number	± Area (ha)
Erf A/9821	5.0426
Remainder of Erf 9821	2.9829
Erf 9821	8.0255

3.2 Rezoning of Erf A/9821, Swakopmund Extension 38

In accordance with the Swakopmund Zoning Scheme No. 12, the best suitable zoning for the education park and the vocational training centre.

The table below is an extract of Table B of the Swakopmund Zoning Scheme No. 12 which depicts the primary and consent used under an "Institutional" zoned property.

Table 1: Extract of Swakopmund Town Planning Scheme

Zoning	Primary Use	Consent Use
Institutional	<u>Institutional Building</u>	Dwelling House, Place of Assembly

In accordance with the Swakopmund Zoning Scheme No. 12, an Institutional Building refer to "a building or portion of a building used or intended to be used as an old age home, creche, **public or private school**, community hall, religious or charitable institution and/or the administrative thereof, and includes a hospital, clinic or dispensary, whether private or public, used in connection therewith"

It should be noted that there are no erf size requirements in accordance with the Swakopmund Zoning Scheme No. 12. Hence the rezoning of proposed Erf A/9821, from "Undetermined" to "Institutional" with a bulk of 1.0, is in line with the Swakopmund Zoning Scheme No. 12.

4. ENGINEERING SERVICES

Municipal services for Swakopmund Extension 38, have already been installed. These services are respected, and no municipal services need to be re-aligned

4.1 Electricity

Erf 9821, Swakopmund Extension 38, is already connected to ErongoRed distribution grid which currently provides electrical power to Swakopmund. The newly created Erf A/9821 will retain this connection after the subdivision and rezoning has been approved.

4.2 Water and sewer

Erf 9821, Swakopmund Extension 38, is already connected to the reticulation system of water and sewer of the Swakopmund Municipality. The newly created Erf A/9821 will retain this connection after the subdivision and rezoning has been approved.

4.3 Storm Water

The storm water on Erf 9821, Swakopmund Extension 38, are following the natural drainage paths on site.

5. ACCESS

Access onto Erf 9821, Swakopmund Extension 38, is obtained from the internal street network (Andimba Toivo Ya Toivo Avenue) and will remain as such after the subdivision and rezoning has been completed. Subdivided Erf A/9821 and the Remainder will continue to gain access from Andimba Toivo Ya Toivo Avenue (30m wide).

6. ENVIRONMENTAL ASPECT

Subdivisions and rezoning from "Undetermined" to "Institutional" are not listed amongst the activities that require an Environmental Impact Assessment (EIA) in accordance with the Environmental Management Act, 2007 (Act No. 7 of 2007). As such, no Environmental Impact Assessment will be conducted for the proposed Town Planning procedures as set out above.

7. COMPLIANCE WITH THE URBAN AND REGIONAL PLANNING ACT (ACT 5 OF 2018)

Section 57 and 89 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) deals with the matters to be taken into account by the functionary authorised as contemplated in Section 56 and 88 when considering the proposed application.

The subject application complies with the following relevant considerations:

7.1 Impact on the environment

Natural Environment

The normal short-term environmental impacts associated with construction, such as minimal and temporary air pollution in the form of dust and occasional noise pollution are expected from the

proposed education park and vocational training centre development resulting from the subject subdivision and rezoning of Erf 9821, Swakopmund Extension 38. However, there are no other environmental impacts anticipated after the construction phase.

The waste generated on Erf 9821, Swakopmund Extension 38, both during the construction phase and after the completion of the education park and vocational training centre development will be collected and safely disposed of at the landfill site in the town. This will ensure good waste management practices and minimize pollution within Swakopmund Extension 38.

The proposed development will further not affect the water or air quality in Swakopmund as no hazardous activities will be operated on the newly created and rezoned Erf 9821, Swakopmund Extension 38.

Urban Environment

The proposed subdivision and rezoning of the Erf 9821, Swakopmund Extension 38, will enable the property owners to enhance the aesthetics of the built environment of Swakopmund Extension 38, through the education park and vocational training centre development. This may further prompt neighbouring property owners to renovate their businesses and institutional erven to match the trending design aesthetics and create a visually pleasing urban environment for the Swakopmund town.

The proposed subdivision and rezoning will further not negatively affect the urban environment of the Swakopmund Extension 38 neighbourhood, as the erf is currently vacant. Rather, the development will liven the area, by introducing the proposed development.

Subdividing and Rezoning the Erf 9821, Swakopmund Extension 38, is thus not anticipated to cause negative impacts to the natural or urban environment of Swakopmund Extension 38.

7.2 Impact on the surrounding area

The development of an education park and vocational training centre on Erf 9821, Swakopmund Extension 38, will change the character of the neighbourhood, such that it will introduce additional population dynamics within the area which enhances diversity.

However, although the proposed development will introduce additional population dynamics and therefore increase the traffic flow within the neighbourhood, the proposed education park and vocational centre is strategically located in order to serve the informal settlement of DRC. Majority of the residents of DRC walk from place to place, therefore traffic flow will not be drastically affected such that it leads to traffic congestion.

Parking will also be provided on-site in accordance with the parking regulations of the Swakopmund Municipality as stipulated in the Swakopmund Zoning Scheme. There are thus no undesirable impacts anticipated to arise from the proposed development onto the surrounding land uses.

7.3 Socio-Economic Impact

The proposed subdivision and rezoning of Erf 9821, Swakopmund Extension 38 for the purposes of constructing and operating an education park and vocational training centre are expected to introduce additional population dynamics within the neighbourhood of Swakopmund Extension 38. This promotes diversity and creates vibrancy in the area, thus improving human social interactions.

The proposed development is further anticipated to create employment opportunities for the community, both during the construction phase of the proposed education park and vocational training centre and when the school commences with operation such as teachers and support staff. This job opportunities will improve the socio-economic status of the community, as the residents will become better equipped to provide their families with basic needs.

The close proximity of the Erf 9821, Swakopmund Extension 38, to the DRC informal settlement promotes walkability and helps the residents to save on fuel/transportation costs.

The proposed subdivision and rezoning of Erf 9821, Swakopmund Extension 38, also enables the Swakopmund Municipality to generate additional revenue, through the rates and taxes payable thereafter. These funds can then be directed towards upgrading municipal service delivery and addressing other socio-economic issues within the town such as the creation and revitalization of social facilities such as markets.

It is therefore put forward that the intended development is not anticipated to have any negative socio-economic impacts but will rather positively contribute to the socio-economic status of Swakopmund and thus the proposed subdivision and rezoning is substantiated.

7.4 Impact on Existing Municipal Services

The proposed subdivision and rezoning will not have any negative impacts on the existing municipal services, as the property is located in an already developed neighbourhood, where current Municipal engineering services (water, sewage and electricity) are sufficient to accommodate the capacity of the education park and vocational training centre.

7.5 Impact on Cultural Heritage

Erf 9821, Swakopmund Extension 38, not located in a Heritage Protected area, thus there will be no impact on the heritage resources of this area.

7.6 Compliance with the legislation

The proposed consolidation plans on the subject erven are in compliance with the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as well as the Swakopmund Zoning Scheme No. 12.

8. THE NOTIFICATION PROCEDURE

The Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) as promulgated, sets out the regulations that govern the urban and regional planning fraternity. These regulations under Section 10 require that on receipt of a complete application in terms of Section 105 of the Urban and Regional Planning Act, 2018, the Chief Executive Officer of the Local Authority or the authorised planning authority must request the applicant to give notice of the application in the prescribed manner to –

- a) Prescribed persons
- b) General public

To comply with the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), we hereby request the Swakopmund Municipal Council to instruct our office in writing to give notice of the proposed development in the prescribed manner.

We further request the Swakopmund Municipal Council to provide our office with the postal addresses and contact details to which the notifications are to be sent. A request for the contact details is attached to this application for your easy reference.

9. CONCLUSION

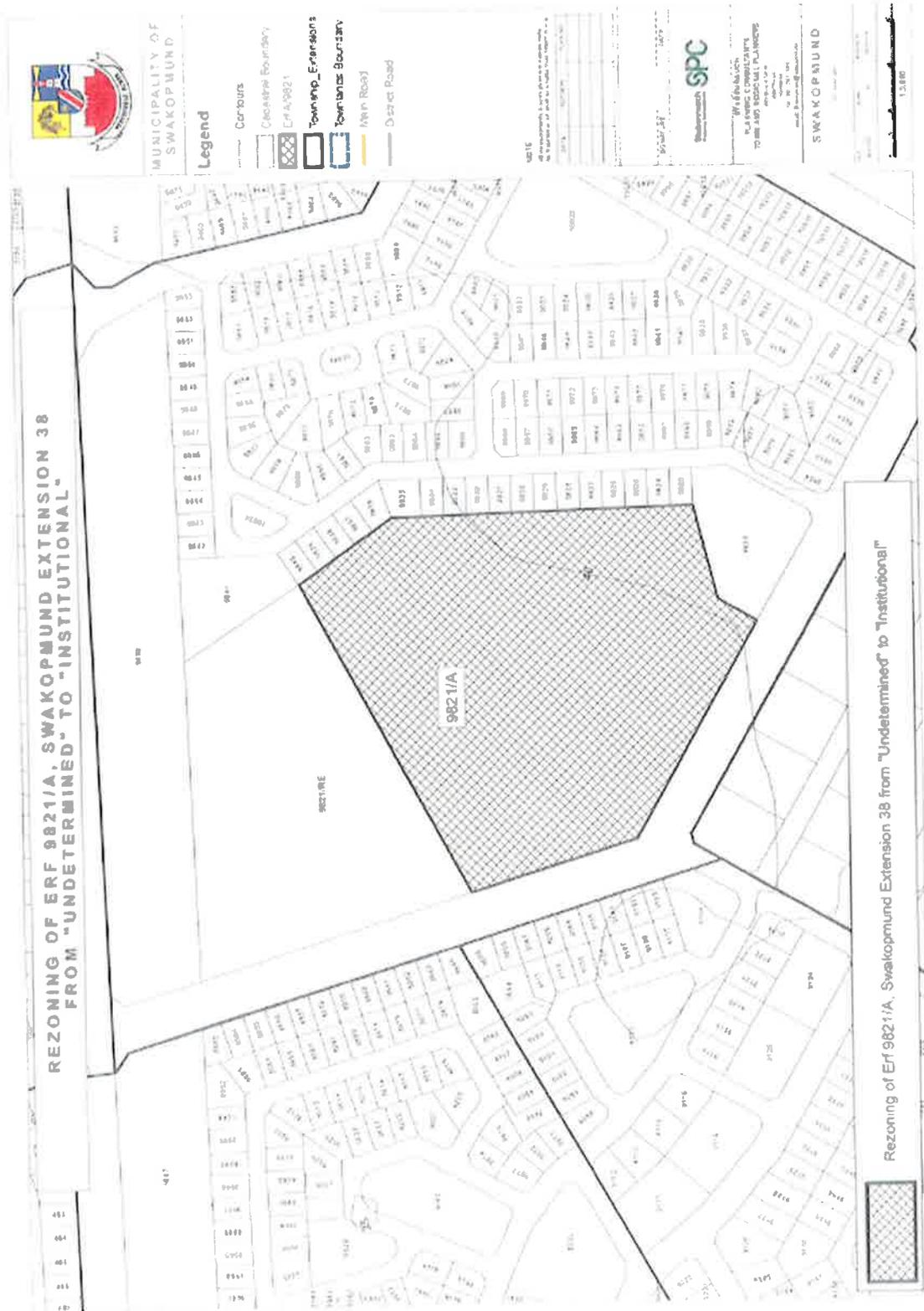
Stubenrauch Planning Consultants hereby seeks Swakopmund Municipal Council's approval for the following:

- a) **Subdivision of Erf 9821, Swakopmund Extension 38 into Erf A/9821 and the Remainder;**
- b) **Rezoning of Erf A/9821, Swakopmund Extension 38, from "Undetermined" to "Institutional"; and**
- c) **Inclusion of the subdivision and rezoning in the next Zoning Scheme to be prepared for Swakopmund.**

Should Council be in agreement, please kindly provide our office with the following documentation:

- a) Council Resolution
- b) Formal Council Minutes, including the front and second page indicating who attended, extract dealing with the amendment of title conditions as well as the last page signed by both the Chief Executive Officer and the Mayor
- c) Date stamped maps of the attached sets of Locality map, consolidation map and aerial Photo map.
- d) Recommendation Letter
- e) Power of Attorney of the attached Power of Attorney





Prepared by me
CONVEYANCER
BEZUIDENHOUD.C

0103 / 2020

2020-03-19

2020-03-19

01351 / 2020

2020-03-19

2020-03-19

CERTIFICATE OF REGISTERED TITLE

Issued under Section 43 of the Deeds Registries Act, 1937 (Act No. 47 of 1937)

WHEREAS

MUNICIPAL COUNCIL OF SWAKOPMUND



has applied for the issue to it of a Certificate of Registered Title under Section 43 of the Deeds Registries Act, 1937, in respect of the undermentioned land, being a portion of the land registered in its name under CERTIFICATE OF CONSOLIDATED TITLE NO T 1922/2018

[Handwritten signature and initials]

NOW THEREFORE, in pursuance of the provisions of the said Act, I, the Registrar of Deeds at Windhoek do hereby certify that the said

MUNICIPAL COUNCIL OF SWAKOPMUND

Its Successor-in-title or assigns is the registered owner of:-

CERTAIN PORTION 140 (A PORTION OF PORTION 137) OF THE FARM SWAKOPMUND TOWN AND TOWNLANDS NO 41

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

MEASURING 25,3488 (Twenty Five Comma Three Four Eight Eight) HECTARES, as indicated on the annexed Diagram No. N 185/2016

HELD BY CERTIFICATE OF CONSOLIDATED TITLE NO T 1922/2018

FOR INFORMATION ONLY

3

AND THAT by virtue of these presents the said

MUNICIPAL COUNCIL OF SWAKOPMUND

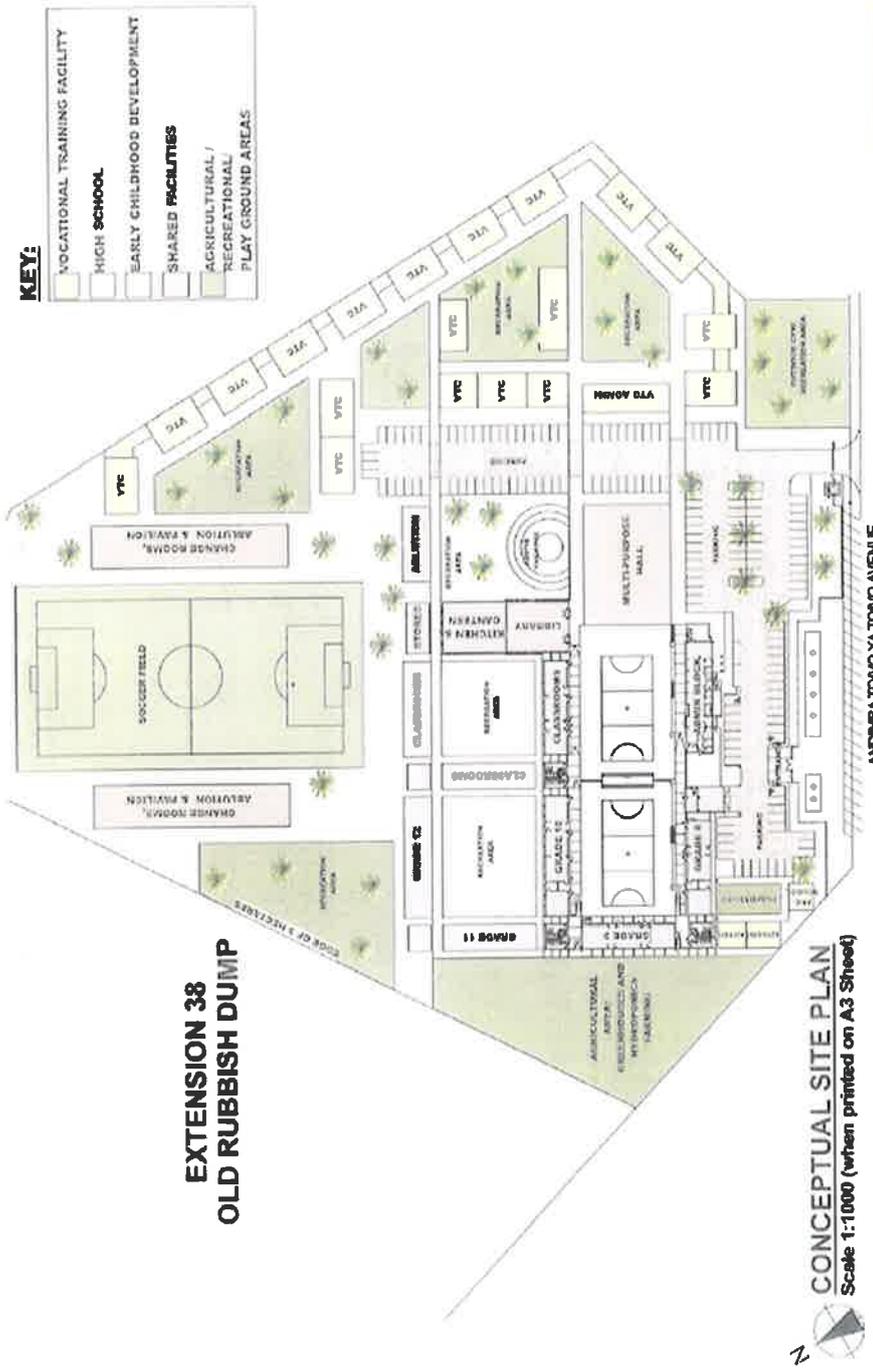
its Successor in title or assigns, now is and hereafter shall be entitled thereto conformably to local custom, the State, however, reserving its rights

SIGNED AT WINDHOEK ON 2020 10 15
AND CONFIRMED WITH MY SEAL OF OFFICE



FOR INFORMATION ONLY

10
[Signature]
3



Notices	Notices	Notices
Legal	Legal	Legal
<p>NOTICE OF THE BOARD OF DIRECTORS OF THE PUBLIC SERVICE COMMISSION</p> <p>The Board of Directors of the Public Service Commission (PSC) is pleased to announce that it has appointed Mr. [Name] as the new Director of the PSC. Mr. [Name] has a long and distinguished career in the public service and is well-qualified to lead the PSC in its role of promoting efficiency and effectiveness in the public service.</p> <p>Mr. [Name] will be taking office on [Date].</p>	<p>NOTICE OF THE BOARD OF DIRECTORS OF THE PUBLIC SERVICE COMMISSION</p> <p>The Board of Directors of the Public Service Commission (PSC) is pleased to announce that it has appointed Mr. [Name] as the new Director of the PSC. Mr. [Name] has a long and distinguished career in the public service and is well-qualified to lead the PSC in its role of promoting efficiency and effectiveness in the public service.</p> <p>Mr. [Name] will be taking office on [Date].</p>	<p>NOTICE OF THE BOARD OF DIRECTORS OF THE PUBLIC SERVICE COMMISSION</p> <p>The Board of Directors of the Public Service Commission (PSC) is pleased to announce that it has appointed Mr. [Name] as the new Director of the PSC. Mr. [Name] has a long and distinguished career in the public service and is well-qualified to lead the PSC in its role of promoting efficiency and effectiveness in the public service.</p> <p>Mr. [Name] will be taking office on [Date].</p>
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OP
Ordinary Council Meeting

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E info@ops.com.na
Tel: 0790

Off 3178, Okahandja East
PO Box 1204, Okahandja, Karibia
www.ops.com.na

TENDER OPE/04/2026

REQUEST FOR TEST EQUIPMENT - METER TESTER, CABLE FAULT LOCATION MICROPHONE AND WOODEN POLE MONITORING SOLUTION

Closing Date	12 September 2025
Compulsory Briefing	No Briefing Meeting
Document Fees	N\$50.00 (non-refundable)
Enquiries	<p>Mr. L. Harakom (harakom@ops.com.na) Mr. K. Mbingu (mbingu@ops.com.na) Ms. P. Numbelo (pnumbelo@ops.com.na) Tel: +264-61-225 229</p>

Documents in a sealed envelope clearly marked "Tender OPE/04/2026" addressed to the Chairperson of the Tender Committee, must be placed in the tender box at the Okahandja Post Office, Head Office or be posted to the Chairperson of the Tender Committee, PO Box 1204, Okahandja, on each day prior to the closing date, 12 September 2025.

Please note documents received after the closing date and time will not be considered for evaluation.



TIN
Terminal Investment of Namibia

Request for Proposals

Design, Supply, Delivery, and Installation of Two (2) Containerized 11kV Mobile Substations

Terminal Investment Namibia (Pty) Ltd, based in Walvis Bay, invites reputable and qualified vendors to submit proposals for the design, supply, delivery, and installation of two (2) containerized 11kV mobile substations

Closing Date: Tuesday, 02 September 2025

Interested parties are required to request the full RFP document by sending an email to: na002-tin_procurement@tinamibia.com

Important Notice:

- All requests for proposals will only be accepted from parties who have formally requested the RFP document via the designated email address above.
- Requests submitted through any other means will not be entertained.
- All requests must include a company profile, before which submit for their RFP.

TIN looks forward to engaging with capable vendors to support the operational excellence of its terminal facilities.

No. 666

2025

SUBDIVISION AND SUBSEQUENT REZONING OF ERF 9821,
SWAKOPMUND EXTENSION 38

Stubenrauch Planning Consultants cc has been appointed by Werner Erkes Foundation, who went into a presale's agreement with the Municipality of Swakopmund to purchase a portion of Erf 9821, Swakopmund Extension 38, to apply on their behalf to the Swakopmund Municipal Council and to the Urban and Regional Planning Board for the following:

- Subdivision of Erf 9821, Swakopmund Extension 38 into Erf A/9821 and the Remainder;
- Rezoning of Erf A/9821, Swakopmund Extension 38 from "undetermined" to "Institutional"; and
- Inclusion of the subdivision and rezoning in the next zoning scheme to be prepared for Swakopmund.

Erf 9821, Swakopmund Extension 38 is boarded by Andimba Toivo Ya Toivo Avenue on the western boundary. Erf 9821, Swakopmund Extension 38 is also in close proximity to Open Doors Education Centre (ODEC). The erf measures approximately 8.0255ha in extent. In accordance with the

8726

Government Gazette 1 September 2025

29

Swakopmund Town Planning Scheme No. 12 (now known as the Swakopmund Zoning Scheme), Erf 9821, Swakopmund Extension 38, is zoned "undetermined".

The purpose of the subject application is to allow our client to purchase a portion of Erf 9821, Swakopmund Extension 38, as well as to develop an education park and vocational training centre on the newly created erf.

A copy of the application, maps and its accompanying documents are available for inspection during normal office hours at the Swakopmund Municipality and Stubenrauch Planning Consultants Office, 45 Feld Street, Windhoek.

Any person objecting to the proposed change in land use as set out above may lodge such objection/ comments together with their grounds thereof, with the Swakopmund Municipality and the applicant: Stubenrauch Planning Consultants in writing before the Tuesday, 23 September 2025 (14 days after the last publication of this notice).

Applicant:
Stubenrauch Planning Consultants cc
P.O. Box 41404, Windhoek
Tel: (061) 25 1189
Email: office2@spc.com.na
Our Ref: W/25047

Chief Executive Officer
Swakopmund Municipality
P.O. Box 53, Swakopmund

11.1.25 **WRITE-OFF OF REDUNDANT AND OBSOLETE STOCK ITEMS IDENTIFIED DURING THE STOCK TAKING HELD ON 30 JUNE 2025**
(C/M 2025/11/24 - 5/2/5/2/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.10** page **161** refers.

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

As part of the Municipality's year-end stock verification process, a physical stock taking was conducted on 30 June 2025 to confirm the existence, condition, and usability of all stock items.

During this exercise, it was established that certain items, particularly waterworks fittings and printer cartridges/toners are no longer usable or compatible with the current operational systems and equipment.

The redundant waterworks fittings consist mainly of materials and accessories that have become incompatible with the upgraded infrastructure and maintenance tools presently in use. Similarly, the obsolete printer cartridges/toners pertain to printers that have been phased out or replaced under the Municipality's equipment renewal initiatives.

To maintain an accurate and up-to-date stock register, and in compliance with financial regulations, it is recommended that the items listed below be removed from Council's stock register and disposed of through sale at the next approved public auction.

Redundant Stock:

QTY	DESCRIPTIONS	REASON	ITEM NUMBER	VALUE VAT EXCLUSIVE R\$
84	Surface Concentric Plastic	Unusable	1123550	41 824.70
3	Sinks	Unusable	1200180	1 050.88
1	HW Basin Traps	Unusable	1200200	11.29
9	Shower Traps	Unusable	1200210	96.06
3	HW Basin Waste	Unusable	1200220	10.60
4	HW Basin Brackets	Unusable	1200270	68.18
22	Reducers PVC 40-50MM	Unusable	1200280	24.00
1	HP CP5220- Black 7k	Unusable	1216722	2 690.68
1	HP CP5220-Cyan 7.3K	Unusable	1216732	4 028.98
1	HP CP5220 - Yellow 7.3	Unusable	1216742	4 028.98
1	HP CP5220 - Magenta	Unusable	1216752	3 581.31
4	HP 131A BLACK TONER	Obsolete	0311618	6 571.24
4	HP 131A CYAN TONER	Obsolete	0311619	7 812.16
3	HP 131A MAGENTA TONER	Obsolete	0311620	5 812.16
3	HP 131A YELLOW TONER	Obsolete	0311621	5 812.16
12	HP 135 TRI-COLOUR CARTRIDGE	Obsolete	0311219	2 332.17
6	HP 6830-934XL BLACK	Obsolete	1216592	2 967.17
10	HP 932XL BLACK	Obsolete	1216672	8 977.71
5	HP 933XL CYAN	Obsolete	1216673	2 173.92
5	HP 933XL MAGENTA	Obsolete	1216674	2 173.92
5	HP 933XL YELLOW	Obsolete	1216675	2 173.92
6	HP 6830-934XL BLACK	Obsolete	1216592	2 967.17
8	HP 7000/7500-920XL CYAN	Obsolete	1216342	1 913.04
8	HP 7000/7500-920XL MAGENTA	Obsolete	1216352	1 913.04

1	Fibre Cement pipe 75mm	Unusable	1111116	184.38
2	Fibre cement pipe 100mm	Unusable	1111213	148.45
13	Fibre cement pipe 125mm	Unusable	1111418	298.05
11	Fibre cement pipe 150mm	Unusable	1111515	420.30
3	Fibre cement pipe 200mm	Unusable	1111612	145.88
2	Fibre cement pipe 250mm	Unusable	1111914	146.44
1	Fibre cement pipe 300mm	Unusable	1111920	1 188.38
1	Fibre cement pipe 350mm	Unusable	1111925	1 828.11
3	Triplex couplings 75mm	Unusable	1112112	9.86
19	Triplex coupling 125mm	Unusable	1112414	340.26
25	C1 short collars 150mm	Unusable	1115316	11 838.48
20	C1 short collars 200mm	Unusable	1115413	6 953.87
6	C1 Short Collar 225mm	Unusable	1116128	1 080.32
5	CI Saddles 25mm	Unusable	1114816	282.41
4	CI Saddles 300 x 50mm	Unusable	1114850	404.15
6	CI Tee 110mm	Unusable	1114851	3 564.81
3	CI Hydrant Tee 110mm/80	Unusable	1114852	2 361.96
2	CI Reducing Tee 200x110	Unusable	1114853	3 798.09
6	Hot dipped G/Washer	Unusable	1114890	4.07
18	PVC Reducing Adaptors 20 x 15m	Unusable	1114913	37.48
10	U PVC Class9 63mm	Unusable	1115014	2 408.09
5	U PVC Class9 90mm	Unusable	1115111	2 482.57
25	CI Short Collars 150mm	Unusable	1115316	11 838.48
30	Laying Gasket PVC Pipe 75mm	Unusable	1116128	507.13
15	Laying Gasket PVC Pipe 90mm	Unusable	1116215	298.70
50	Laying Gasket PVC Pipe 160mm	Unusable	1116507	2 366.09
	Total (VAT Excl.):			N\$165,952.25

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

RESOLVED: (For Condonation By Council)

- (a) That the redundant stock items identified during the stock taking of 30 June 2025 be written off from the Council's Inventory/Stock register.
- (b) That the following stock items with the value of N\$165,952.25 be written off and sold at the next Public Auction:

QTY	DESCRIPTIONS	REASON	ITEM NUMBER	VALUE VAT EXCLUSIVE N\$
84	Surface Concentric Plastic	Unusable	1123550	41 824.70
3	Sinks	Unusable	1200180	1 050.88
1	HW Basin Traps	Unusable	1200200	11.29
9	Shower Traps	Unusable	1200210	96.06
3	HW Basin Waste	Unusable	1200220	10.60
4	HW Basin Brackets	Unusable	1200270	68.18
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12	HP 135 TRI-COLOUR CARTRIDGE	Obsolete	0311219	2 332.17

6	HP 6830-934XL BLACK	Obsolete	1216592	2 967.17
10	HP 932XL BLACK	Obsolete	1216672	8 977.71
5	HP 933XL CYAN	Obsolete	1216673	2 173.92
5	HP 933XL MAGENTA	Obsolete	1216674	2 173.92
5	HP 933XL YELLOW	Obsolete	1216675	2 173.92
6	HP 6830-934XL BLACK	Obsolete	1216592	2 967.17
8	HP 7000/7500-920XL CYAN	Obsolete	1216342	1 913.04
8	HP 7000/7500-920XL MAGENTA	Obsolete	1216352	1 913.04
1	Fibre Cement pipe 75mm	Unusable	1111116	184.38
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13	Fibre cement pipe 125mm	Unusable	1111418	298.05
11	Fibre cement pipe 150mm	Unusable	1111515	420.30
3	Fibre cement pipe 200mm	Unusable	1111612	145.88
2	Fibre cement pipe 250mm	Unusable	1111914	146.44
1	Fibre cement pipe 300mm	Unusable	1111920	1 188.38
1	Fibre cement pipe 350mm	Unusable	1111925	1 828.11
3	Triplex couplings 75mm	Unusable	1112112	9.86
19	Triplex coupling 125mm	Unusable	1112414	340.26
25	C1 short collars 150mm	Unusable	1115316	11 838.48
20	C1 short collars 200mm	Unusable	1115413	6 953.87
6	C1 Short Collar 225mm	Unusable	1116128	1 080.32
5	CI Saddles 25mm	Unusable	1114816	282.41
4	CI Saddles 300 x 50mm	Unusable	1114850	404.15
6	CI Tee 110mm	Unusable	1114851	3 564.81
3	CI Hydrant Tee 110mm/80	Unusable	1114852	2 361.96
2	CI Reducing Tee 200x110	Unusable	1114853	3 798.09
6	Hot dipped G/Washer	Unusable	1114890	4.07
18	PVC Reducing Adaptors 20 x 15m	Unusable	1114913	37.48
10	U PVC Class9 63mm	Unusable	1115014	2 408.09
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30	Laying Gasket PVC Pipe 75mm	Unusable	1116128	507.13
15	Laying Gasket PVC Pipe 90mm	Unusable	1116215	298.70
50	Laying Gasket PVC Pipe 160mm	Unusable	1116507	2 366.09
	Total (VAT Excl.):			N\$165,952.25

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

11.1.26

WRITING-OFF OF REDUNDANT ITEMS: FINANCE DEPARTMENT

(C/M 2025/11/24 - D 12/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.11** page **164** refers.

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

This submission seeks for Council's approval to write off old and obsolete office furniture and equipment that are no longer usable.

2. Background

During recent inspections conducted in various offices and at the Municipal Stores, several items were identified as broken and damaged beyond repair. These items have been assessed and found to have no further use or economic value to Council.

3. Items Identified for Write-Off**3.1 Office Furniture (Head Office):**

ROOM NO:	QTY	DESCRIPTIONS	ITEM NO:	CUSTODIAN
EO-20	1	Chair - Black	000117	S Leevy
EO-20	1	Chair - Brown	000017	A Shikongo
EO-22	1	Chair - Red	000199	D Sitambi
EO-22	1	Office Chair - Red	000187	D Sitambi
EO -02	2	Fan - Red and Black	000043	E Eigowab
EO-05A	1	Cupboard - Grey Medal	000136	G Aochamus
EO-20	1	Table - Brown	000024	A Shikongo
EO-20		Chair - Red	000014	A Shikongo
Income passage	4	Blue, red, brown office chairs	000200	A Shikongo
EO-20	1	Chair - Red	000310	A Shikongo
EO-20	1	Table - Brown	000515	A Shikongo
Stores	7	7 x Broken Office Chairs	not barcoded	-
Stores	7	7 x Office Tables	not barcoded	-
Enquiry	1	Blue - office chair	000422	E Nampweya
Enquiry	1	Blue - office chair	000426	K Kokayi
Stores	1	Wooden filing shelf	not barcoded	-

3.2 Old/Broken Furniture Stores: (not barcoded)

ROOM NO:	QTY	DESCRIPTION	STATUS
Stores	1	Microwave	Old
Stores	1	Heater	Old
Stores	1	Fridge	Old/Broken
Stores	1	Plastic Filing Drawer	Old/Broken
Stores	2	Plastic Chairs	Old/Broken
Stores	3	Wooden Chairs	Broken
Stores	1	Vacuum Cleaner	Broken
Stores	1	Plastic Filing Shelf	Old
Stores	1	Mop Tray	Old

4. Motivation

The items listed above are in a poor physical condition and have been deemed unfit for use. Repairing or refurbishing them would not be cost-effective

compared to replacement. Writing them off will enable the removal of redundant items from Council's asset register and storage areas, ensuring accurate records and improved space utilization

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

RESOLVED: (For Condonation By Council)

- (a) That council approves the writing-off of the following redundant items and equipment from the Finance Department:

(i) Office Furniture (Head Office):

ROOM NO:	QTY	DESCRIPTIONS	ITEM NO:	CUSTODIAN
EO-20	1	Chair - Black	000117	S Leevy
EO-20	1	Chair - Brown	000017	A Shikongo
EO-22	1	Chair - Red	000199	D Sitambi
EO-22	1	Office Chair - Black	000187	D Sitambi
EO -02	2	Fan - Red and Black	000043	E Eigowab
EO-05A	1	Cupboard - Grey Medal	000136	G Aochamus
EO-20	1	Table - Brown	000024	A Shikongo
EO-20	1	Chair - Red	000014	A Shikongo
Income wing passage	4	Blue, red, and brown office chairs	000200	A Shikongo
EO-20	1	Chair - Red	000310	A Shikongo
EO-20	1	Table - Brown	000515	A Shikongo
Stores	7	7 x Broken Office Chairs	not barcoded	-
Stores	7	7 x Office Tables	not barcoded	-
Enquiry	1	Blue - office chair	000422	E Nampweya
Enquiry	1	Blue - office chair	000426	K Kokayi
Stores	1	Wooden filing shelf	not barcoded	Stores

(ii) Old/Broken Furniture (Stores):

ROOM NO:	QTY	DESCRIPTION	STATUS
Stores	1	Microwave	Old
Stores	1	Heater	Old
Stores	1	Fridge	Old/Broken
Stores	1	Plastic Filing Drawer	Old/Broken
Stores	2	Plastic Chairs	Old/Broken
Stores	3	Wooden Chairs	Broken
Stores	1	Vacuum Cleaner	Broken
Stores	1	Plastic Filing Shelf	Old
Stores	1	Mop Tray	Old

- (b) That the office furniture stock items in a(i) and a(ii) be written off and sold at the next Public Auction
- (c) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices of the above-mentioned redundant items.

11.1.27 **WRITING OFF OF REDUNDANT ITEMS AT PROCUREMENT MANAGEMENT UNIT**
(C/M 2025/11/24 - 17/2/5/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.12** page **164** refers.

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

The below items have become redundant and needs to be written off, to be sold at the next public Auction.

QUANTITY	DESCRIPTION	COMMENT
2	Office Chairs	Redundant, damaged and old.

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

RECOMMENDED:

- (a) That the following redundant items from the Procurement Management unit be written off and sold at the next public Auction:

QUANTITY	DESCRIPTION
2	Office chairs

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

11.1.28 **WRITING OFF OF REDUNDANT ITEMS AT CORPORATE SERVICES & HC -
MARKETING & COMMUNICATIONS SECTION**
(C/M 2025/11/24 - 17/2/5/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum
8.13 page **167** refers.

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

The below items have become redundant and needs to be written off, to be sold at the next public Auction.

QTY	DESCRIPTION	COMMENT
3	Office Chairs (Marketing & Communications Sections)	Redundant, damaged and old.

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

RESOLVED: (For Condonation By Council)

- (a) That the following redundant items from the Marketing & Communications Sections be written off and sold at the next public Auction:

QUANTITY	DESCRIPTION
3	Office chairs

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

11.1.29 **GENERAL VALUATION COURT 2025: OBJECTIONS RECEIVED AND REVALUATION OF THE RELEVANT PROPERTIES**
(C/M 2025/11/24 - 3/6/3)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.15** page **180** 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 outcome of objections lodged against the General Valuation Roll of 2025 and the ruling made by the Magistrate.

2. **Background**

Following the publication of the General Valuation Roll, several objections were received from property owners disputing the assigned values (approximately 248). These objections were reviewed in accordance with the provisions of the Local Authorities Act, Act 23 of 1992, as amended.

3. **Outcome of Objections**

After the magistrate provided the objectors a week to hear their objections in the Council chambers, the appointed Valuation Court has concluded its review of the objections and issued its ruling attached as **Annexure "A"**. In several cases, the Court found merit in the objections and ruled that the valuations be revised and reviewed. The key findings include:

- *Discrepancies in comparable sales data used in the original valuations.*
- *Inconsistencies in property categorization and condition assessments.*
- *Requests for re-inspection and updated market analysis.*

4. **Implications**

The revision of the affected valuations will have the following implications:

- **Financial Impact:** *Potential adjustments to the revenue rates projections for the current financial year.*
- **Operational Impact:** *The Valuer will need to conduct further inspections and analyses, which may require additional time and resources.*
- **Stakeholder Communication:** *Affected property owners will need to be informed of the revised valuations and any subsequent changes to their rates assessments.*

5. **Conclusion**

The revision and review of the General Valuation Roll of 2025 in response to valid objections is a necessary step to ensure fairness, accuracy, and compliance with legal requirements, keeping in mind the capped 15% on land value in the ruling which will be applied by Finance Department.

6. **Way forward**

A notice informing the public of the "Review of General Valuation Roll of 2025" (**Annexure "B"**) in newspapers circulating locally and Council's various social media platforms. The appointed valuer confirmed that they commenced with the review and inspection of the relevant properties on 13 October 2025.

As soon as the new valuation roll is submitted, a notice will be published to invite the public to review their new property valuations as required in terms of section 69 of the Local Authorities Act, Act 23 of 1992.

Compliance with the statutory requirements for the initial 2025 General Valuation Court is attached as **Annexure "C"**.

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

RECOMMENDED:

That Council takes note:

- (i) ***That Council complied with the statutory provisions in respect of valuations in terms of the Local Authorities Act, Act 23 of 1992, as amended.***
 - (ii) ***The outcome of the Valuation Court's Ruling on the objections received against the General Valuation Court 2025.***
 - 1. ***The valuer must consider not only the market value but also the physical improvements, age of the property, and local infrastructure conditions (e.g., lack of tar roads, sewage issues) as mandated by the act.***
 - 2. ***The valuer must review and justify any excessive increase in property values, ensuring they align with the actual condition and context of the properties.***
 - 3. ***The valuer or their team must conduct a physical inspection of the properties, and clear communication regarding the schedule of those visits (including dates and time slots) must be provided to property owners in advance.***
 - 4. ***A complete and revised valuation roll must be submitted by the valuer at the next valuation hearing, reflecting the findings of the revaluation process.***
 - 5. ***The valuer and the municipal council, prior to the public inspection of the valuation roll, as required by law.***
 - 6. ***The Municipality is directed to facilitate this collaboration and ensure transparency in the valuation process.***
 - 7. ***The valuer and Municipality must engage with the public through proper communication channels to educate property owners about the valuation process, site visits, and their rights under the Act.***
 - 8. ***Public involvement must be prioritized to address concerns and reduce objections in future valuations.***
 - 9. ***The court recommends a fair and reasonable rate adjustment for valuation fees, set at a maximum of 15%, in land value, subject to further consultation by the municipal council. Improvements in value adjustments must be in accordance with the guidelines as per the Act (Section 57 (5)(b) of Act 23 of 1992).***
 - (iii) ***That the duly appointed valuer commenced on 13 October 2025 with the review of the relevant properties and site inspections.***
 - (iv) ***That once the amended roll is submitted, a notice will be published to invite the public to review their new property valuations as required in terms of section 69 of the Local Authorities Act, Act 23 of 1992 (a longer period will be allowed than the minimum period prescribed).***
-



REPUBLIC OF NAMIBIA
OFFICE OF THE JUDICIARY

Tel (064) 413 123
Fax (064) 463 879
Enquiries: Mrs. C.Y. Olivier

Magistrates Office
Private Bag 5002
SWAKOPMUND
17 July 2025

Our reference: 5/3/2

your reference:

VALUATION COURT RULING:

In terms of the Local Authorities Act 23 of 1992, Section 70. Subsection 6(ii) read with the Subsection 6 (iv), the Valuation Court hereby makes the following ruling:

1. **The objections raised by members of the public under Section 69 of the Act are upheld, as the current valuation roll does not adequately account for the physical condition, age, and infrastructure disparities of the properties in question.**
2. **The appointed valuer is ordered to revalue all relevant properties, adhering to the following guidelines:**
 - 2.1. The valuer must consider not only the market value but also the physical improvements, age of the property and local infrastructure conditions (e.g., lack of tar roads, sewage issues) as mandated by the act.
 - 2.2. The valuer must review and justify any excessive increases in property values, ensuring they align with the actual condition and context of the properties.
 - 2.3. The valuer or their team must conduct physical inspections of the properties, clear communicating regarding the schedule of these visits (including dates and time slots) must be provided to property owners in advance.
 - 2.4. A complete and revised valuation roll must be submitted by the valuer at the next valuation hearing, reflecting the findings of the revaluation process.
 - 2.5. The valuer and the municipal council prior to the public inspection of the valuation roll, as required by law.

- 2.6. The municipality is directed to facilitate this collaboration and ensure transparency in the valuation process.
- 2.7. The valuer and municipality must engage with the public through proper communication channels to educate property owners about the valuation process, site visits, and their rights under the Act.
- 2.8. Public involvement must be prioritized to address concerns and reduce objections in future valuations.
- 2.9. The court recommends a fair and reasonable rate adjustment for valuation fees, set at a maximum of 15%, in land value subject to further consultation with the municipal council. Improvements value adjustments must be in accordance with the guidelines as per the Act (section 67 (5) (b) of act 23 of 1992).

Additional Notes:

The court acknowledges the concerns raised about infrastructure disparities, such as the lack of tar roads and sewage issues, which must be factored into the valuation process to ensure fairness.

The court emphasizes that the valuer and municipality must address previous inconsistencies and ensure that valuations are equitable across properties varying ages and conditions.

The court appreciates the patience and participation of the public and court members in this process and encourages adherence to these guidelines to streamline future valuations.

Conclusion:

The valuer, Mr. Shoombe, is directed to return to the drawing board and conduct a revaluation in accordance with the guidelines outlined above. The court expects full compliance with these directives and anticipates a complete revised valuation roll that addresses the concerns raised. The court thanks all participants, including the public, court members and assistants, for their contributions to this process.

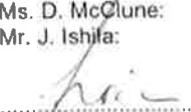
Before: C.Y. Olivier (Presiding Officer)

Ms. D. McClune:

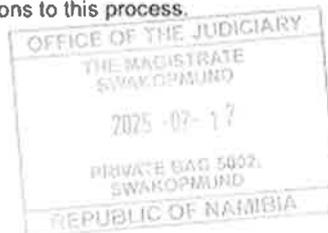
I confirm

Mr. J. Ishifa:

I confirm


.....
C.Y. Olivier

Magistrate: Swakopmund





REVIEW OF GENERAL VALUATION ROLL OF 2025

Following the ruling by the Magistrate on **17 July 2025**, Swakopmund Municipal Council and the duly appointed valuer SBN Property Investments CC will embark on **13 October 2025** on a review of the General Valuation Roll 2025. The primary purpose of the general valuation program is to provide equality among all property owners as well as among all classes of property. The Local Authorities Act 1992 Act 23 of 1992, as amended (hereinafter LA Act) requires a general valuation to be completed every five (5) years for all rateable properties in the municipal area. Objections received against the General Valuation Roll 2025 was upheld by the Magistrate resulting in the review of the roll.

The general evaluation is a systematic, in-depth process of revaluing (determining 'new' property values for rating purposes) all the immovable property in the municipal area of Swakopmund. The exercise is a requirement as per PART XV of the LA Act.

There are about 19 200 registered rateable properties in the municipal area of Swakopmund. The owners of these properties pay rates based on a valuation of their property determined by the valuer. The values appear on a municipal property valuation roll. The values on the current Valuation Roll were determined on 19 October 2020.

The general valuation is a legal requirement and duty placed on Council by Section 66 (1) of the LA Act, and is not intended to increase revenue as often rumored by some property owners. It seeks to equalize values as each property is compared to all others. The real estate market is always changing based on the prices achieved as a result of the interaction between buyers and sellers. The changes vary from one class of property to another class of property and from township to township because some properties appreciate in value more rapidly than others. This creates an inequitable situation in valuations among owners of property and also inequity among types of property. This situation thus has to be corrected periodically (every 5 years) by way of a general revaluation.

The basis on which the valuation should be done are clearly prescribed in the LA Act as follows:

A valuer shall value any rateable property:

- in the case of the land portion of such rateable property at a price which in his or her opinion a willing buyer will be prepared to pay and a willing seller will accept, both acting in good faith;
- in the case of any improvements (buildings and any structures) on such land, based on the estimated costs of the construction or erection of such improvements had such improvements been constructed or erected at the time of such valuation with due regard to any structural depreciation, obsolescence or any change of circumstances in the vicinity of such improvements.

In arriving at the land value, valuer does not 'set' values, they simply research the values being set by buyers and sellers in the market. They then apply their knowledge of the local real estate market together with the international recognized and proven methods and procedures for analysing comparable properties taking into consideration all the factors affecting value.

In determining the improvements value, the valuer researches and analyses construction costs of the different types of buildings/structures. This means arriving at build cost per which as at the date of valuation will afford you a chance to construct improvement of the same nature. Different properties are constructed according to certain specifications or X per individual specification. However, in the general valuation a reasonable average price per square meter is always used for equity and consistency reasons.

The valuation process:

- the first phase, valuers and data collectors verify and update data on each and every property by inspecting each and every property.

The main objective of the onsite inspection is to collect information which will be used by valuers to establish the value of each property. The more accurate and correct the information, the more accurate the value determined.

Data Collection

Who will do the inspection?

Valuers and data collectors of **SBN Property Investments CC** will visit each and every house, they will be in different areas at different times.

How to Recognize Valuers and Data Collectors

Data collectors will visit houses between 8:00 am and 5:00 pm Monday to Saturday. They will have identity cards, with names and clear photographs of the holder. If anyone is in doubt about the authenticity of the data collector they can call the SBN supervisor at 081 226 8272.

While the Data Collectors are supposed to do when they arrive at your house/property:

- They will identify themselves first;
- They will confirm the details of a sketch of the house and all the structures on the property if they already have it OR they will measure the house and draw a sketch of it;
- They will also note down some information needed to help determine the correct value of the lot, the house, and all structures on the lot.

The information includes

- The type of construction
- The quality and condition
- The interior finishes
- The exterior finishes
- All improvements - e.g. swimming pool, taps, flat, garage
- When additions were made

By allowing the data collectors access to your home, accurate information relating to the construction and value of your property can be collected, and in this way you will be assured that an accurate valuation will be arrived at. If you are not at home when the data collectors visit, you can contact 081 226 8272 to set up a suitable time and date. If data collectors are unable to gain access to your property, the final valuation of your property will be based on available information. All information noted down by the data collectors is confidential and will be treated as such.

Obstruction

The public's co-operation in the valuation process is very necessary. Obstructing a valuer or data collector in the exercise of their duties is a criminal offence.

How does the property valuation relate to rates (the monthly bill)?

It should be understood that the valuation does not always result in an increase in the rates bill.

Rates (property taxes) are always revised every year depending on the needs informed by the budget, therefore taxes can go up whether there is a valuation or not.

In undertaking the valuation, the valuer's primary responsibility is to determine the fair value of your property so that a property owner pay only their fair share of the taxes.

The actual amount of tax (rates) a property owner is determined by a TARIFF (TAX RATE) applied to the value determined for each property. The rate (tax rate) is determined by council every financial year depending on the budget needs in that particular financial year.

The Swakopmund Municipality is here to help you with all its citizens to cooperate in this regard.

For any enquiries, please dial our helpline contact:

B: N'Shoombe (081) 3008141
S: L. Nekund (081 226 8272)

Notice No 66 / 2025

Afeus Benjamin
CHIEF EXECUTIVE OFFICER

ANNEXURE "C"

From: Stephny Bruwer

Sent: Friday, 20 June 2025 01:30 PM

To: Alfeus Benjamin <abenjamin@swkmun.com.na>; Mpsi Haingura <MHaingura@swkmun.com.na>; Mahne Kruger <mkruger@swkmun.com.na>; Andre Plaatjie <aplaatjie@swkmun.com.na>; Hellao Naruseb <hnaruseb@swkmun.com.na>

Cc: Annalize Swart <aswart@swkmun.com.na>; Sharon D. Pogisho <spogisho@swkmun.com.na>; Fredrik Namukwambi <fnamukwambi@swkmun.com.na>; J Ishila <jjishila@murd.gov.na>; eeestates@gmail.com; Conchita Olivier <conchitaolivier@gmail.com>; SBN Property Investments cc <sbnpinvestments@gmail.com>; Ndili Gustaf <ngustaf@swkmun.com.na>; Margaret Sheehama <msheehama@swkmun.com.na>; Emilia Nakale <enakale@swkmun.com.na>; Alina Flower N. Shikongo <ashikongo@swkmun.com.na>; Ivonne Milinga <imilinga@swkmun.com.na>

Subject: Compliance with Local Authorities Act, Act 23 of 1992, as amended - GENERAL VALUATION 2025

Good Afternoon Management

For information, below is a review and confirmation of compliance with the requirements of the Local Authorities Act, Act 23 of 1992, as amended for the **General Valuation Court 2025**:

1. Section 66 (1) and (2)

**VALUATION OF RATEABLE PROPERTY
WITHIN LOCAL AUTHORITY AREAS**

Valuation of rateable properties within local authority areas

66 (1) *With the approval of the Minister, a local authority council may, by notice in the Gazette, declare that a **general valuation** of all rateable property situated within its area be held with effect from a date determined and made known by the local authority council in the notice.*

(2) *Notwithstanding subsection (1), but subject to subsection (4), the Minister may, by notice in the Gazette, declare that a **general valuation** of rateable properties must be held in all local authority areas as soon as possible after the date specified in the notice and, thereafter, at intervals of not more than five years of the date so specified, and with effect from a date determined and made known by a local authority council by notice in the Gazette.*

Notice to be placed
in Government
Gazette for General
Valuation

- 1.1 Following a Council decision passed on **27 June 2024** under item 11.1.6 approval was sought from the Minister to declare a general valuation (letter dated **28 June 2024**).
- 1.2 Approval was granted by the Minister on **15 July 2024**.
- 1.3 Notice detailing the entire process and commencement was published in the local newspapers on **26 July 2024** that the valuation process will commence on **01 August 2024**.
- 1.4 Notice for publication in Government Gazette was issued and published on **30 April 2025**.

2. Section 67 (1)***Appointment and powers, duties and functions of valuer***

67. (1) When a **general valuation** or **interim valuation** of all rateable properties is required to be held in terms of section 66, a local authority council shall, on such terms and conditions as may be determined by it, appoint a fit and proper person as valuer who shall be responsible for the valuation of all rateable property within its area and the preparation of a provisional valuation roll containing -

2.1 SBN Property Investments CC is appointed in compliance with the statutory procurement process.

3. Section 68 (1)***Establishment of valuation court***

68. (1) There is hereby established a valuation court for the area of every local authority, consisting of -

(a) The **MAGISTRATE OF THE DISTRICT** in which the area of such local authority council is situated, who shall be the presiding officer of the valuation court,
Paragraph (a) subst. by Act 24 of 2000

(b) **ONE PERSON** appointed by the **MINISTER** and

(c) **ONE PERSON** other than a member of the local authority council, ~~as the case may be appointed~~ by the **LOCAL AUTHORITY COUNCIL** when it becomes necessary for purposes of a valuation of rateable property in terms of the provisions of section 66.

3.1 On **27 June 2024** Council approved the representatives in points (b) and (c) above (letters dated **27 January 2025** issued).

3.1.1 Both representatives accepted and confirmed attendance is writing.

(3) (a) A valuation courts shall sit at such dates, times and places within the local authority area as may from time to time be determined by the presiding officer of the valuation court.

3.2 The presiding officer confirmed the date as Monday, **23 June 2025** at 14:00.

4. Section 69***Objections against provisional valuation roll***

69. A local authority council shall cause a notice in writing to be published in at least two newspapers circulating in its area on a date not later than 30 days before the date determined under section 68 (3) (a) for the sitting of the valuation court -

To be published
for both General
and Interim
Valuations

- (b) *calling upon the owners of rateable property in respect of which a valuation is contained in the provisional valuation roll to lodge objections and the grounds for such objections in writing against any such valuation with the local authority council within a period of 21 days as from the publication of such notice.*

4.1 The required notice was published complying with the stipulated timelines (Notice 29/2025).

4.1.1 Published on **23 May 2025**, closing date for submission of objections was **13 June 2025**.

4.1.2 Sitting scheduled for Monday, **23 June 2025**.

- (i) *that the provisional valuation roll is lying open for inspection during ordinary office hours in the offices of the local authority council.*

4.2 Roll was lying for inspection for the required period of time.

5. **Section 70 (2) and (3)**

- (2) *A local authority council shall cause an owner who has lodged an objection in terms of section 69 to be notified in writing of the date and time on which and the place at which the valuation court is sitting for purposes of considering such objection.*

- (3) *Any owner who has lodged an objection against any valuation contained in the provisional valuation roll may appear in person or be represented by a legal practitioner enrolled under the Legal Practitioners Act, 1995 (Act No 15 of 1995).
Subsection (3) substituted by Act 24 of 2000*

5.1 All objectors were informed either through SMS/WA/telephone call/e-mail on 18 & 19 June 2024 to collect the written notice in the above regard.

6. **Current Situation**

Ms F Namukwambi is busy finalizing the agenda and attachments for signing by the Chief Executive Officer.

I trust the above is in order.

Please contact me should anything be unclear / incomplete.

Kind regards

Stephny Bruwer | Corporate Officer: Property | Corporate Services & Human Capital | [+264 64 410 421](tel:+26464410421)

11.1.30

SUBDIVISION OF PORTION 34 OF FARM 163, SWAKOPMUND INTO PORTIONS A, B AND REMAINDER

(C/M 2025/11/24 - Ptn34.F163)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **8.16** page **188** refers.

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

The purpose of this submission is for Council to consider an application to subdivide Portion 34 of Farm 163 Swakopmund into Portions A, B and Remainder in terms of Section 105 (1) (e) (ii) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

2. Introduction and Background

An application to subdivide Portion 34 of Farm 163 Swakopmund into Portions A, B and Remainder was received by the Engineering and Planning Services from Stewart Planning Town and Regional Planners, applying on behalf of the registered owner, Karsten Rohloff. The application is attached as **Annexure A**.

3. Ownership

Ownership of Portion 34 of Farm 163 Swakopmund is held in the Deed of Transfer T 6116/1998 and vests in Karsten Rohloff. Proof of ownership has been attached together with the application.

4. Zoning, Locality and Size

Portion 34 of Farm 163 Swakopmund is zoned "agriculture" as indicated in Figure 1 below. The portion is situated within the Smallholdings, also well known as Swakop River Plots. It measures 234 961m² (23.4961Ha) hectares in extent. There are three dwellings, staff quarters and associated buildings on the premises.

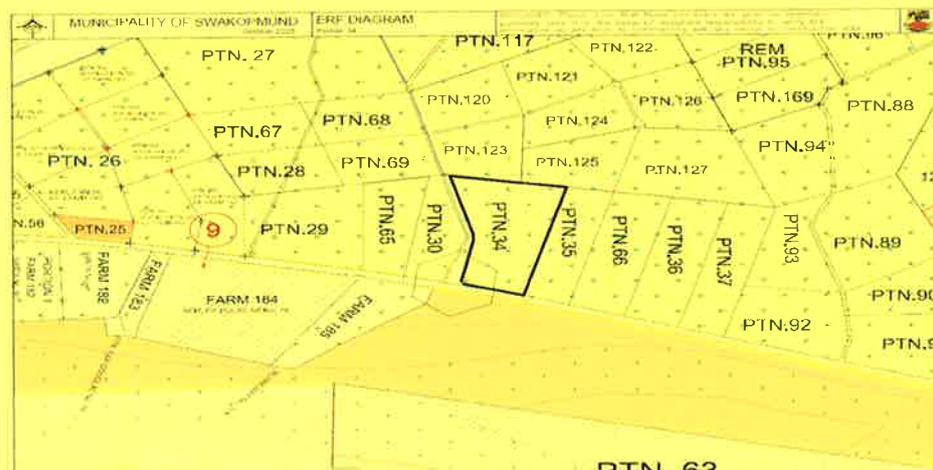


Figure 1: Portion 34, Smallholdings locality and zoning map

5. **Access and municipal services**

Access to Portion 34 is obtained from the district road D1901. The property is connected to the municipal waterline. Additionally, sewer is by means of septic tank system as is the norm in the area.

The property is already connected to the existing municipal service networks, in terms of water, and the existing municipal services will be maintained. Sewer is dealt with by means of septic tank system as is the norm in the area. Any further extension or upgrading of services due to this subdivision, should be done to the satisfaction of the General Manager: Engineering and Planning Services, at the cost of the applicant (landowner).

6. **Public Consultation**

In terms of the Urban and Regional Planning Regulations Section 10 (4) for subdivision, only the affected neighbouring property owners must be notified. No publication of notices in newspapers and government gazette is required. However, the applicant has placed a notice in the Namibian and Namib Times newspapers on 4th and 11th July 2025, and in the government gazette on the 15th of July 2025. Additionally, neighbouring property owners were consulted via registered mails.

The closing date for objections/comments was Tuesday, 5th August 2025. No objections were received.

7. **Proposal**

The owners intend to subdivide Portion 34 into Portions A, B and Remainder in to sell the two portions on the open market.

The table below illustrates the subdivision proposal:

Erf Number	Size in hectares	Zoning
<i>Portion A</i>	<i>3.5Ha</i>	<i>Agriculture</i>
<i>Portion B</i>	<i>3.8 Ha</i>	<i>Agriculture</i>
<i>Remainder PTN 34</i>	<i>16.1 Ha</i>	<i>Agriculture</i>
Total	23, 4961 Ha	

8. **Evaluation**

The portion currently has one dwelling unit with associated staff quarters, built on it. In terms of the Swakopmund Structure Plan 2020-2040, Portion 34 falls within the zone B, which is for Urban Agriculture, with a minimum size of 5Ha in extent. As such the smallholdings within this area should not be smaller than 5 hectares.

In terms of Section 7.1.2 (a) of the Swakopmund Structure Plan 2020-2040, the urban agriculture zone B, can be utilized for market gardens, poultry or pig farms, feedlots, hydroponic and ornamental gardens, horticulture, mariculture/aquaculture or then similar uses. Within residential areas, small scale urban agriculture can also be practiced to encourage backyard or even rooftop gardening.

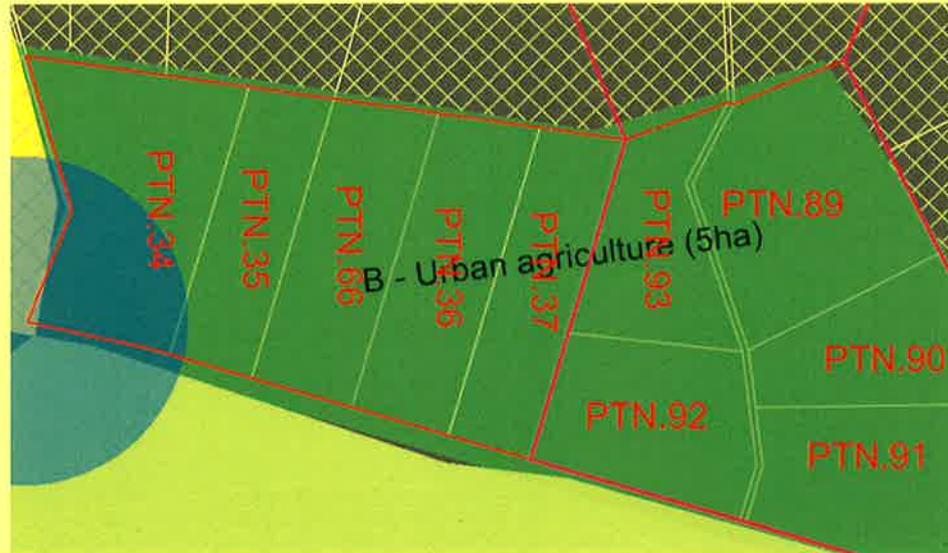


Figure 2: Zone B- Urban Agriculture (5Ha)

9. **Conclusion**

The proposed subdivision of Portion 34 of Farm 163 into Portions A, B and Remainder is not in line with the Swakopmund Structure Plan 2020-2040, therefore it cannot be supported.

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

RECOMMENDED:

- (a) **That the subdivision of Portion 34 of Farm 163, into Portions A, B, and Remainder, be turned down as it is not in line with the minimum size as per the Swakopmund Structure Plan 2020-2040.**
 - (b) **That the applicant be informed of this decision and of 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.**
-

ANNEXURE A - APPLICATION

27 AUG 2025
13:14:23



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor 122 on Main
122 Sam Nujoma Avenue
Walvis Bay

P.O. Box 2095
Tel: (064) 260 870
Email: info@stewartplanning.com

Our reference: #Pr34

27 August 2025

PORTION 34 OF THE FARM NO.163 (PLOT 34 SWAKOPMUND)
SUBDIVISION OF PORTION 34 OF FARM 163 INTO PORTIONS A, B AND REMAINDER.

Submission to:

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



Prepared for:

Kirsten Rothloff
P.O. Box 2117
Swakopmund
13001



Prepared by:

Stewart Planning
First Floor 122 on Main
122 Sam Nujoma Avenue
PO Box 2095
Walvis Bay
13013



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Attachments

- Annexure A: Special Power of Attorney
- Annexure B: Deed of Transfer No. T6116/1998
- Annexure C: Locality and Subdivision Plans
- Annexure D: Conditions to be registered
- Annexure E: Proof of Consultation

1. Introduction

This application is made in terms of Section 105 (1) of the Urban and Regional Planning Act, 2008 (Act No 5 of 2018) for statutory approval on behalf of Karsten Rohloff for the subdivision of Portion 34 of Farm 163 (the site) into Portions A, B and Remainder.

2. Development Proposal

It is the intention of our client to subdivide the site into Portions A, B and Remainder.

The newly created Portions A and B will measure (±3.5ha and ±3.8ha) in extent, respectively while the Remainder will measure ±16.1ha in extent.

Further, it is the intention of our client to alienate or sell the 2 smaller portions with the same development parameters as per the current zoning.

No further consolidations or rezonings are intended for the future.

2.1. Existing Buildings and Land Use

Private Residence

The private residence consists of a dwelling house occupied by the owner of Plot 34. The dwelling house consists of 2 garages.

Staff Quarters

The staff quarters consist of bedroom rooms and ancillary facilities such as bathrooms and garages. There is currently a total of 5 bedrooms and 3 garages available for the staff.

Agricultural Building

The agricultural building is part and ancillary to the private residence. It consists of animal pens which currently contain chickens.

2.2. Proposed Buildings and Land Use on Portions A and B

As alluded to earlier the newly created portions will be sold on the open market as Agricultural units for the development of agricultural buildings and related land-uses.

K. AGRICULTURE

- | | | |
|----|--|--|
| 1. | Colour Notation:
Primary Uses:
Consent Uses: | Green Outline
Agricultural Building
Tourist Facilities, Dwelling Houses, Farm, Stab, Place of Instruction, Place of Public Worship, Shop, Tourist Establishment, Private Open Space. |
|----|--|--|

2. Land Use Restrictions

2.1. Number and Type of Buildings

- (a) In this zone, except with the consent of the Council, only one residential dwelling, together with such buildings which are normally used in connection with agriculture, may be erected on each farm portion or agricultural holding.

3. Site Description



Figure 1: Locality of Plot 34 and surrounding Swakop River Plots (Image date: 05/08/2025)

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

Table 1: Property description

Registered Name	Portion 34 of the Farm No. 163
Region	In the Municipality of Swakopmund ; Registration Division "G" Erongo Region
Size	234,981.00 m ² (or 23,498.1 hectares)
Street Address	Plot 34, Swakopmund River Plots Junction 3 Road
Location	See Locality Plan (see <i>Annexure C</i>), GPS Co-ordinates: 22°32'44.92" S - 17°37'47.23" E
Current Zoning	Agriculture
Density	Not specified
Bulk Factor	Not specified
Land Use	See Figure 2 & 3 on page 5
Local Authority	Swakopmund Municipality



Figure 2: Cadastral boundaries of Plot 34 (Image date: 23/05/2024)

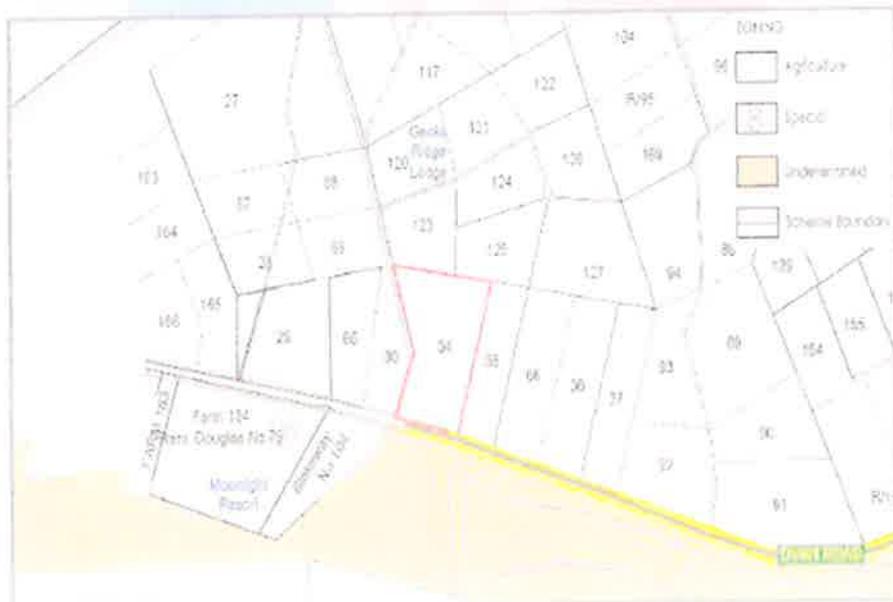


Figure 3: Zoning of Plot 34 and surrounding properties

4. Site Photos

The plot was inspected, and the following photos were taken of existing buildings and non-permanent structures

These pictures depict the newly to be created Portion A. Most importantly this area falls within Zone Q2 which is an Activity Node.



Figure 4 & 5 Photos showing the rocky outcrop on the local road leading towards the site

The water course depicted in this photo is a natural boundary marker between the newly to be created Portions A and B.



Figure 6 & 7 Photos from the D1901 which depicts a water course running through the site



Figure 8 & 9 Photos showing the staff quarters on the left and main building on the right (farmhouse)



Figure 10 & 11 Photos showing Agricultural building on the left and a chicken shed on the right



Figure 12 & 13 Photos showing chicken farm and a horticulture hydroponic garden

5. Ownership & Conditions of Title

In terms of Deed of Transfer No. T6116/1998, the registered owner of Portion 34 of the Farm No 163 is Karsten Rohloff (see *Annexure B*).

Stewart Planning has permission to act on behalf of the registered owner for the proposed subdivision by way of a signed Special Power of Attorney (see *Annexure A*).

6. Proposed Subdivision

The intention is to subdivide Portion 34 of Farm 163 into Portions A, B and Remainder as proposed in Table 1 and Figure 5 (subdivision plan) below. The Subdivision Plan is attached as *Annexure C*. Conditions to be Registered is attached as *Annexure D*.

Table 2: Proposed Subdivision Schedule.

ERF NO	CURRENT ZONING	AREA
Portion 34 of Farm 163	Agriculture (1:5ha)	23,4ha
Portion A	Agnculture (1.3ha)	3,5ha
Portion B	Agriculture (1.3ha)	3,8ha
Remainder	Agriculture (1:5ha)	16,1ha

The subdivision is achievable due to the following reasons:

- The newly to be created Portions A, B and Remainder will share the same zoning.
- Regular linear boundaries.
- Relatively regular rectangular shape.
- Suitable Access to newly created portions.



Figure 14 Subdivision Plan

7. Need and Desirability

It is the intention of the owner to create two new portions for separate sale on the open market, hence the need for the subdivision. Despite the current poor economic conditions there is still a strong market demand for Agricultural plots in Swakopmund, hence the proposed subdivision will help meet that market demand.

The small-holdings or Swakopmund river plots although the main land use is agricultural, many people prefer the peace and serenity in this area and want to reside here without necessarily engaging in farming activities.

The site, like with many small holdings plots experiences harsh climate coupled with rocky outcrops (as can be seen in Figures 4,5, 6 & 7) and poor soil conditions reduces the land potential for farming or agricultural use. The scenic view of the Swakop river and moon landscape has made certain plots desirable to be used for many other purposes except for agriculture.

Due to the existing vacant site where the proposed new portions will be created, it is considered that the proposed subdivision is achievable. The applicant is alive to the fact that development on the newly to be created portions will be a challenge due to the enormous rock outcrop. However, technological advancements have made construction in similar environments possible.

The proposed subdivision is regarded as being ideally suited for this area and would not have a negative impact on the urban and environmental structure of this area.

The subdivision will attract investment and development which will create work in the local construction industry and stimulate the sale of building materials from retail outlets. This will have a direct and indirect positive impact on economic growth and employment creation which are much needed considering the current poor economic conditions.

Furthermore, the Council will benefit from the subdivision through the payment of the endowment fee.

In summary, the proposed subdivision will have a positive impact on the owner, the community, and the Council and is considered needed and desirable in the current market.

7.1. Impacts on General Amenity

The rural aesthetic and low residential density are an amenity attached to the river plots. The subdivision will not change this character and result in a loss of this amenity as the zoning will remain agriculture for agricultural and related activities.

7.2. Traffic and Parking Impacts

Plot 34 has one entrance which is from Junction 3 gravel road that take access from the D1901 Road. In addition, the D1901 gravel road is well maintained by the Roads Authority and maintenance expenses are not expected from the Local Authority.

The potential increase in traffic moving between Swakopmund and the newly to be created plots is not expected to create a traffic hazard or negatively affect other property owners. The road is wide enough to accommodate additional traffic volumes.

There is sufficient space on the newly to be created plots for on-site parking, therefore, no parking will occur off-site or within the road reserve.

7.3. Service Impacts

The future developments on the newly to be created plots will increase the load on services such as water consumption, sewerage, refuse removal, and electricity. The owners will make suitable arrangements for the provision and installation of additional on-site services to the satisfaction of the Local Authority and Erongo RED.

8. Compliance with Policy and Legislation

Several statutory documents and policies are applicable when it comes to the proposed subdivision. This section provides an overview of these statutory/policy provisions.

8.1. Swakopmund Zoning Scheme

The Swakopmund Zoning Scheme sets out the zoning and permitted development parameters for agricultural plots in Swakopmund. The site is zoned Agriculture and most importantly, the newly created Portions A and B will retain the same zoning.

Other development parameters such as the building lines will be adhered to through the subdivision.

8.1.2. Building Lines

(B) No building may be erected nearer than:

- (i) 10 metres from any street, including a Right-of-Way;
- (ii) 15 metres from any other boundary.

Therefore, the proposed subdivision by retaining the current zoning is fully in accordance with the Swakopmund Zoning Scheme.

8.2. Swakopmund Urban Structure Plan

In general, the Swakopmund Structure Plan 2020-2040 prohibits the site (and all other agricultural holding plots along Nonidas and the Swakop River) to be subdivided into portions less/smaller than 3.5ha.

However, the site falls within both Zones Q2 and B according to the Swakopmund Structure Plan 2020-2040 as depicted in Figure 14 on the next page. Due to the strategic location the subdivision of the site is supported by the Structure Plan.

The **Q 2 zone** is an activity zone where land-uses that add economic value to the town are envisioned within the next 20 years as per the Structure Plan. The **B zone** is envisioned to remain Urban Agriculture with a minimum 5ha size plot.



Figure 15: Image depicting the strategic location of the site according to the Swakopmund Structure Plan

The site is to be subdivided into 3 portions (Portion A ±3.5ha, Portion B ±3.6ha and Remainder Portion 34 ±16.1ha) It should be noted that the newly to be created Portions A and B fall directly within the Q2 zone and they will have a new access to the southern border along the district road D 1901. The Remainder Portion 34 remains in Zone B and will continue to obtain direct access from the current entrance.

The above-mentioned strategic location of the site is expressly supported by the Structure Plan as follows.

6. Residential Estates

The residential estate (Zone C) is to widen the choice of living within a rural setting by permitting smallholdings of not less than 3.5 Hectare. The area should not be developed into a low density, neighbourhood area similar to the Rosewood Golf estate and emphasis is to be placed on maintaining the rural setting by preventing non-complying land uses such as industrial, warehousing, scrap yards or other non-residential and used to penetrate this area.

The keeping of domestic animals, inclusive of horses, poultry, sheep or pigs and the cultivating of orchard gardens and plantations, inclusive of nurseries within this zone is encouraged. With special permission of Council tourism developments such as nature estates, wildlife estates, equestrian estates or retirement villages may be permitted as their activities are not intensive and in support of strengthening and diversification of the local economy of Swakopmund.

Special provision:

Due to the strategic location within Zones B, C and D Plot number 30 (within Zone C) has been identified for the development of a smaller residential and commercial support centre, which can provide a valuable market point of sale for residents.

Special provision:

Portion B and portion 34 are to be developed as a residential estate. The site is to be developed as a residential estate and the site is to be developed as a residential estate. The site is to be developed as a residential estate and the site is to be developed as a residential estate.

As can be seen in Figure 15 above, Zones B and C are adjacent to each other. Furthermore, the site is adjoining Plot number 30 as mentioned in the extract and highlighted in yellow.



Taking the above-mentioned strategic location of the site into consideration, it is our considered view and conclusion that this subdivision proposal is fully supported in terms of the Swakopmund Urban Structure Plan.

8.3. Title Deed Conditions

There are no title deed conditions that restrict or prevent the proposed subdivision.

8.4. ALAN Panhandle Guidelines

No panhandle portions are proposed, consequently, not relevant for this subdivision.

8.5. MURD Town Planning Standards and Urban Design Guidelines

The proposed subdivision creates erven or land portions much larger than the traditional Namibian minimum residential erf size requirements of $\geq 300\text{m}^2$, will not cause congestion of the available road space, provides no cul-de-sac/panhandles, requires no Public Open Space provision and does not require any additional stormwater control measures. No access is taken from a main or bypass road but rather from a district road and so no street building restrictions apply.

Finally, no Environmental Clearance Certificate is required for the proposed subdivision in terms of the Environmental Management Act, 2007 (Act 7 of 2007) as amended.

Therefore, the proposed subdivision is in accordance with Ministerial Town Planning Standards and Urban Design Guidelines.

8.6. Endowment Fees

A once-off 7.5% endowment fee should be charged to assist the Swakopmund Council to upgrade and/or maintain its overall bulk infrastructure.

8.7. Public Consultation

The application was advertised as per the provisions of section 107 and Regulation 10 of the Urban and Regional Planning Act. The public notice of this application was sent to adjacent affected neighbouring landowners (proof of consultation is attached as Annexure E).

9. Summary

The following provides a summary of the application:

- The owner of Portion 34 of Farm No. 163 (or Plot 34) has appointed Stewart Planning to apply for the subdivision of the site into 3 Portions (Portions A, B and Remainder).
- No further consolidations or rezonings are intended in the future.
- It is the intention of the owner to create 2 new portions and sell each one separately on the market hence the need for the subdivision.
- The site is situated at a strategic location within the O2 and B zones.

- The newly created Portions A and B are large enough (3.5ha) and (3.8ha) respectively and will retain the same zoning as the Remainder (16.1ha) therefore, the subdivision is fully in accordance with the Swakopmund Zoning Scheme.
- There are no restrictive title deed conditions which prohibit the subdivision.
- Safe and suitable access to each portion can be achieved and the existing road network can accommodate additional traffic.
- The increase in pressure on bulk services are compensated for with the payment of the endowment fee.
- The owner will make suitable arrangements for the provision of new essential service connections to each portion.
- The proposed subdivision is fully in accordance with the Swakopmund Zoning Scheme, Urban Structure Plan and the Ministerial Town Planning Standards and Urban Design Guidelines.
- No objections to the application have been received.

Due to the above reasons, the Council can favourably consider the subdivision application.

10. Recommendation

It is recommended to support the following application for statutory approval for the subdivision of Portion 34 of Farm 163 into three portions: Portions A, B and Remainder, in terms of Section 105 (1) of the Urban and Regional Planning Act, 2008 (Act No 5 of 2018).

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

Yours faithfully,



Mario Mberira

Registered Town & Regional Planner in Training (NCTRP)



Tel: +264 64 280 773 | Email: mario@stplanning.com.na



SPECIAL POWER OF ATTORNEY

I, the undersigned,

KARSTEN ROHLOFF

in my capacity as the registered owner of

PORTION 34 OF THE FARM 163

do hereby nominate, constitute and appoint

**STEWART PLANNING – TOWN AND REGIONAL PLANNERS
P O BOX 2095, WALVIS BAY, NAMIBIA**

with the power of substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary application to the Municipal Council of Swakopmund and/or the Urban and Regional Planning Board for

SUBDIVISION OF PORTION 34 OF THE FARM 163 INTO THREE (3) NEW PORTIONS (PORTION A, PORTION B AND REMAINDER PORTION 34 OF THE FARM 163)

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

thus, signed at Walvis Bay,

on this 17th day of June 2025, in the presence of the undersigned witnesses:


KARSTEN ROHLOFF

Witness 1

Name: FRANCA HORN

Signature: 

Witness 2

Name: GERLINDE HAUSE

Signature: 

Prepared by me
L. van den Berg
CONVEYANCER
VAN DEN BERG, L.T.



L. van den Berg
16 APR 2021

DEED OF TRANSFER 6116 /1998

BE IT HEREBY MADE KNOWN:
THAT *LORENS IGNATIUS CAMPHER*
~~LIANA THERESA VAN DEN BERG~~
appeared before me Registrar of Deeds at Windhoek, she the said Appearer being
duly authorised thereto by a power of attorney granted to her by

LOURENS IGNATIUS CAMPHER
Born on 10 March 1927
unmarried

dated the 27th day of OCTOBER 1998 and signed at SWAKOPMUND

L
N

and the said Appearer declared that her said Principal truly and legally sold on the 21st day of SEPTEMBER 1988

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

KARSTEN ROHLOFF
Born on 22 December 1961
unmarried

His Heirs, Executors, Administrators or Assigns



CERTAIN

Portion 34 of the Farm No 163

SITUATE

in the Municipality of SWAKOPMUND
Registration Division "G"

MEASURING

23,4961 (two three comma four nine six one) Hectares

FIRST

transferred and still held by Deed of Transfer No T. 175/98 with Diagram No A 338/1994 relating thereto

SUBJECT

to the following condition imposed in terms of Section 21 of the Townships and Division of Land Ordinance, No 11 of 1963 created in the said Deed of Transfer No T. 175/1998, namely :-

IN FAVOUR OF THE LOCAL AUTHORITY

The Land may only be used for agriculture and related purposes.

[Handwritten signature and stamp]
A vertical line is drawn to the left of the signature area.

AND FURTHER
SUBJECT TO

a servitude in favour of NAMIBIAN POWER CORPORATION
(PROPRIETARY) LIMITED, Company No: F 2051
(hereinafter called "NAMPOWER") created by Notarial Deed
No. K203/1996S and subject to the conditions with ancillary
rights.

NAMIBIAN POLICE	
12MUND	
18 APR 2021	
ERONGARUBA REGION	

Notary Public
of the Republic of Namibia
My commission expires on 15/04/2025
[Signature]
A. Myburgh

W

[Signature]

- 4 -

WHEREFORE the Appearer renouncing all the right and title which the said TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge the said TRANSFEROR to be entirely dispossessed of, and disentitled to, the same; and that by virtue of these presents the said TRANSFEREE his heirs, executors, administrators or assigns, now is and henceforth shall be entitled thereto, comfortably to local custom, the State, however, reserving its rights, and finally acknowledging that the purchase price of the hereinmentioned property is the sum of N\$80 000.00.

SIGNED at WINDHOEK, on 11 DEC 1998
together with the appearer, and confirmed with my seal of office

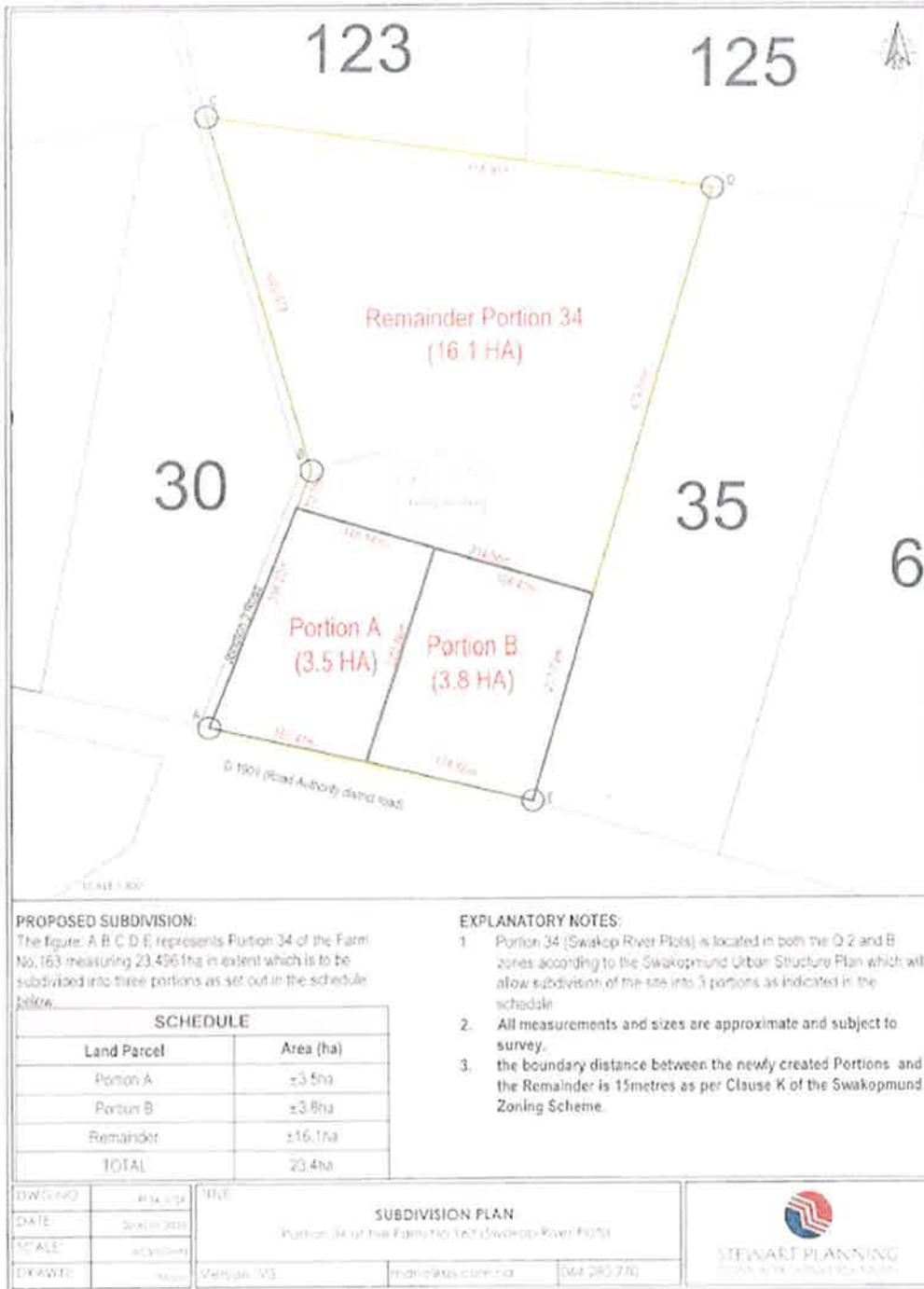

SIGNATURE OF APPEARER

In my presence


REGISTRAR OF DEEDS







PROPOSED SUBDIVISION:

The figure A B C D E represents Portion 34 of the Farm No. 163 measuring 23,4961ha in extent which is to be subdivided into three portions as set out in the schedule below.

SCHEDULE	
Land Parcel	Area (ha)
Portion A	±3.5ha
Portion B	±3.8ha
Remainder	±16.1ha
TOTAL	23.4ha

EXPLANATORY NOTES:

1. Portion 34 (Swakop River Plots) is located in both the O 2 and B zones according to the Swakopmund Urban Structure Plan which will allow subdivision of the site into 3 portions as indicated in the schedule.
2. All measurements and sizes are approximate and subject to survey.
3. the boundary distance between the newly created Portions and the Remainder is 15metres as per Clause K of the Swakopmund Zoning Scheme.

DRAWING	1/14/2024
DATE	20/11/2025
SCALE	as shown
DRAWN	1/14/2024

TITLE	SUBDIVISION PLAN		
	Portion 34 of the Farm No. 163 (Swakop River Plots)		
Author	Melissa VQ	Project Manager	DA 283 770



Portion 176 measures approximately 40018m². The respective portion is located along the B1 road enroute to South Africa and approximately 3km from the intersection (circle) with the B4 road, northwest of Skaap rivier and south of Keetmanshoop. The portion in question is zoned "undetermined" according to the Keetmanshoop Zoning Scheme. The intention is to use the portion for industrial purposes.

The plan of the erf lies for inspection on the Town Planning Notice Board at the Keetmanshoop Municipality and at Plan Africa Consulting cc, No 8 Delius 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 Keetmanshoop Municipality and with the applicant (Plan Africa Consulting cc) in writing within 14 days of the last publication of this notice (final date for objections is **4 August 2025**).

Applicant: Plan Africa Consulting cc,
Town and Regional Planners
P.O. Box 4114
8 Delius Street, Windhoek West
Tel: (061) 212096, Cell: 0812716189
Fax: (061) 213051
Email: pafrica@mweb.com.na

No. 497

2025

SUBDIVISION OF PORTION 34 OF FARM 163

Stewart Planning - Town and Regional Planners intends to apply, on behalf of registered owner, to the Municipal Council of Swakopmund and the Urban and Regional Planning Board for permission for the following:

Subdivision of Portion 34 of Farm 163 into three (3) portions (Portion A, B and the Remainder Portion 34 of the Farm 163).

It is the long-term intention of the applicant/owner of Portion 34 of Farm 163 and subject to formal approval of the subdivision application to alienate/sell the newly created Portions A and B. All future developments on the newly to be created Portions A and B will be aligned with the vision and objectives of the Swakopmund Structure Plan 2020-2040.

The abovementioned application is submitted in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and the Swakopmund Zoning Scheme.

Take note that –

- (a) The pre-bid application lies open for inspection at the Town Planning Department of the Municipality of Swakopmund situated on the corner of Rakotoka Street and Daniel Kambe Avenue, or can be requested directly from 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 **171100, Tuesday, 5 August 2025**.

11 JULY 2025

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

CONSULT: Pre-School Academy ON REF NO: 205K TOWNSHIP/AREA: Kuitsemund
KTREET NAME & NO: Sutron Street No 80

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that the undersigned, have applied to the Municipality of Walvis Bay for permission to establish on the site with: Pre-School Academy

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

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager, Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 25 July 2025.

NAME AND ADDRESS OF APPLICANT:
Nicklaor Nicky Lusala, PO Box 1068, Walvis Bay
email: brachhavemom@gmail.com

PUBLIC NOTIFICATION
ENVIRONMENTAL IMPACT ASSESSMENT (EIA) FOR THE PROPOSED SWAKOPMUND AND TOWNSHIP ESTABLISHMENT ON PORTIONS 105, 106, 107, 108, 109, 110, 111, 112, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126 AND 127 OF PARCEL SWAKOPMUND TOWNSHIP AND TOWNSHIP NO. 41

Notice is hereby given that an environmental assessment (EIA) application to Environmental Governance Centuries will be submitted to Environmental Governance Centuries for Environmental Management Act (No 37 of 2007) for the following scheme:

Project: Proposed township establishment on portions 105, 106, 107, 108, 109, 110, 111, 112, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126 AND 127 of Parcel Swakopmund Township and Township No. 41

Applicant: Municipality of Development
EIA Consultant: Green Gain Environmental Consultants

The proposed activities will include urban land services and services related to urban land services. EIA's are hereby invited to register, request for background information (BIM) and submit their comments to the project manager. The final submission deadline is 12 July 2025.

The public meeting is scheduled for:
Date: Wednesday 26 July 2025
Time: 08:00 AM to 12:00 PM
Venue: Debonair Community Hall (Health College Hospital), First Floor 1831 to 1838

For more information contact:
Green Gain
Tel: +264 1422017
info@greengain.com.na

NAME AND ADDRESS OF APPLICANT

In the estate of the late RUDOLF WAGNER, Number identity Number: 430421-10034, who died on 27 November 2024, residing at Zulu Street 2866, Hererobay Bay, Republic of Namibia and who was married in community of property in Erise Zimwe, Creditors and debtors of the above estate are asked to lodge their claims or pay their debts to the Estate of the undersigned addressee within a period of 30 days as from date of publication of this notice.

ME ANDRIS EXECUTOR
of KINGLAW KROBORN ASSOCIATION INCORPORATED
Hans Andrius
24 Tobias Hererobay Street
PO Box 1400
Swakopmund
REF HEAAW 037 2024-0001-501

MUNICIPALITY OF WALVIS BAY

Notice is hereby given in terms of section 63(2)(b) of the Local Authorities Act, 1992 (Act 23/1992), that the Municipality of Walvis Bay intends to lease, by private transaction, a Portion of Farm 37 to Berven Vloten.

Description
A Portion of Farm 37

Access
10-000
Lessee: Amariel, 155 VAT (NS) 151 084-03

Full particulars pertaining to the lease will be for inspection by interested persons until Friday, 11 July 2025 at noon, 10, Municipal Offices, Kuitsemund.

For more information contact: **064 2033294** during office hours

Any person objecting to the proposed sale, may in writing lodge and objection together with the grounds thereof, to the Manager, Housing and Properties at the above address or to Private Bag 5017, Walvis Bay, before or on Friday 18 July 2025 at 12:00.

P van Niekerk
Acting General Manager Community & Economic Development

Municipal Offices
Civic Centre
Nangulu Mherob Drive
Private Bag 5017
Fax: (064) 209714
Walvis Bay

NOTICE
CONSENT USES, ERECTION OF BUILDINGS AND USE OF LAND IN TERMS OF THE SWAKOPMUND ZONING SCHEME

Mr. F. Moraba and Ms. R. Maltz herewith intend to apply to the Swakopmund Municipal Council for the "Special Consent", to construct and operate a "Residential Guesthouse" on the premises of Erf 5225, Swakopmund, Extension 17 (Dorpsdorp Area) as provided for in terms of Clause 6 of the Swakopmund Zoning Scheme. Details of which are obtainable from the General Manager, Engineering & Planning Services.

Any person having any objection against such application should lodge such objection in writing and within 14 days of the last publication to the applicant or the Swakopmund Municipality, during normal business hours.

Closing date for objections or comments is: **17 August 2025.**

Contact Person: **Ms A. Schuster, Call 061 252 8937**
E-mail: asch@swakopmund.na
Or
Mr. J. Huisa (Manager: Town Planning)
Tel: +264 (64) 4164403

NOTICE
CONSENT USES, ERECTION OF BUILDINGS AND USE OF LAND IN TERMS OF THE SWAKOPMUND ZONING SCHEME

The Word Factory herewith intends to apply to the Swakopmund Municipal Council for the "Resident Occupation Special Consent" to operate an "Administrative Office" on the premises of Erf 3717, Swakopmund Unit 17 (Nangulu Street) as provided for in terms of Clause 6 of the Swakopmund Zoning Scheme. Details of which are obtainable from the General Manager, Engineering & Planning Services.

Any person having any objection against such application should lodge such objections in writing and within 14 days of the last publication to the applicant or the Swakopmund Municipality, during normal business hours.

Closing date for objections or comments is: **25 July 2025.**

Contact Person: **Dr. Sandra Fitchel, Call 061 240 8486, E-mail: sfitchel@swakopmund.na**

Or
Mr. J. Huisa (Manager: Town Planning)
Tel: +264 (64) 4164403

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

CONSULT: Guesthouse & Self Catering ON REF NO: 4450 TOWNSHIP/AREA: Kuitsemund STREET NAME & NO: Amariel Street No. 16

In terms of the Walvis Bay Town Planning Scheme, notice is hereby given that the undersigned, have applied to the Municipality of Walvis Bay for permission to establish on the site with: Guesthouse & Self Catering.

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

Any person having any objection to the approval of this application, must lodge such objection, together with grounds thereof, with the General Manager, Roads and Building Control, (Town Planning), Private Bag 5017, Walvis Bay and the applicant, in writing, not later than 25 July 2025.

NAME AND ADDRESS OF APPLICANT:
L.A. Kaugula, PO Box 1300, Walvis Bay
email: kaugula@eroborn.com

NOTICE IN TERMS OF: URBAN AND REGIONAL PLANNING ACT ENVIRONMENTAL MANAGEMENT ACT

Notice is hereby given that the undersigned, intend to apply, on behalf of myself and my partner, to the Municipality of Walvis Bay for Urban and Regional Planning Permit and the Environmental Management Act (No 37 of 2007) for the following:

Development of Erf 1414 Walvis Bay (238 hectares) situated in District of "Single Residential" (1-3000) in the "Green" (1831) (1838) (1839) (1840) (1841) (1842) (1843) (1844) (1845) (1846) (1847) (1848) (1849) (1850) (1851) (1852) (1853) (1854) (1855) (1856) (1857) (1858) (1859) (1860) (1861) (1862) (1863) (1864) (1865) (1866) (1867) (1868) (1869) (1870) (1871) (1872) (1873) (1874) (1875) (1876) (1877) (1878) (1879) (1880) (1881) (1882) (1883) (1884) (1885) (1886) (1887) (1888) (1889) (1890) (1891) (1892) (1893) (1894) (1895) (1896) (1897) (1898) (1899) (1900) (1901) (1902) (1903) (1904) (1905) (1906) (1907) (1908) (1909) (1910) (1911) (1912) (1913) (1914) (1915) (1916) (1917) (1918) (1919) (1920) (1921) (1922) (1923) (1924) (1925) (1926) (1927) (1928) (1929) (1930) (1931) (1932) (1933) (1934) (1935) (1936) (1937) (1938) (1939) (1940) (1941) (1942) (1943) (1944) (1945) (1946) (1947) (1948) (1949) (1950) (1951) (1952) (1953) (1954) (1955) (1956) (1957) (1958) (1959) (1960) (1961) (1962) 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11.1.31 **SPONSORSHIP PROPOSAL - YOUTH AGAINST DRUGS & ALCOHOL TALENT SHOW (AUDITIONS & FINAL EVENT)**
(C/M 2025/11/24 - 3/15/1/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.1** page **03** refers.

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

INTRODUCTION AND BACKGROUND

The Trap Vas Non-Profit Organization and the Nash Serenity Foundation, want to organise a Youth Against Drugs & Alcohol Talent Show, an empowering community initiative designed to raise awareness about substance abuse while providing young people with a positive and creative outlet.

Drug and alcohol abuse continue to be among the most pressing social challenges facing the Swakopmund community, particularly among young people. Many youths turn to substance use due to unemployment, low self-esteem, social pressure, or a lack of positive opportunities.

The Youth Against Drugs & Alcohol Talent Show seeks to address this issue through the power of the arts. Creative expression, through music, dance, poetry, and performance that provides an authentic and relatable medium for young people to share messages of hope and resilience. When youth use their talents to communicate, they reach their peers in ways that traditional awareness campaigns often cannot.

This event aims to:

- *Create a safe, engaging, and constructive environment for young people.*
- *Promote substance abuse awareness through creative performance.*
- *Build self-confidence, teamwork, and discipline among participants.*
- *Foster collaboration between community organizations, schools, and local authorities.*
- *Offer meaningful community engagement and reduce idle time among youth.*
- *Strengthen the collective fight against substance abuse.*
- *Promote unity and pride within the community.*

EVENT OVERVIEW

The event has two phases, which includes an Audition event on 25 October 2025 and a Final Show on 06 December 2025. The Target population is youth aged 12-30 years, supported by families, schools, and the wider community and through these performances. Participants will advocate for a drug-free lifestyle while celebrating creativity, resilience, and community pride.

Performance Categories will include:

- *Singing*
- *Kwaito Dance*
- *Hip-Hop & R&B Dance*
- *Poetry & Stand-Up Comedy*

In line with our commitment to community empowerment, we will also provide opportunities for local small businesses to participate as vendors. Please note that all vendor stalls will be strictly alcohol- and drug-free in alignment with the event's message and purpose.

REQUEST

The initiative is supported by his Worship, the Mayor, as part of a SAADA community outreach event. To ensure the success and sustainability of this initiative, further support is requested from the Municipality in the following areas:

- *Provide the Amphitheatre to host the event on the 6th of December 2025.*
- *Provide seating for judges and VIP, electricity, and security to operationalise the event.*
- *Financial support to procure refreshments for the event to the value of N\$3095.00 (cooldrinks and water)*
- *Financial support to procure trophies to the value of N\$5,099.50 and branded t-shirts for to the value of N\$4,599.70 for category winners.*

DISCUSSION

As proof of acknowledgement, commitment and recognition of the sponsorship the logo of the Swakopmund Municipality will be displayed on all communication and at the event. Should the sponsorship be approved, the funds will be defrayed from the Corporate Services Publicity Vote **150515533000** where **N\$ 88 645.71** is available.

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

RECOMMENDED:

- (a) **That Council approves the request for sponsorship of cooldrinks to the value of N\$3095.00 to the Nash Serenety Foundation.**
 - (b) **That Council approves the request for sponsorship of trophies to the value of N\$5099.50 and branded t-shirts to the value of N\$4 599.70 for the category to the Nash Serenety Foundation.**
 - (c) **That the venue of the Amphitheatre is to be provided for the event.**
 - (d) **That Council take note that due procedures were followed pertaining to organising municipal events and obtaining a sponsorship.**
 - (e) **That the wording "Sponsored by Swakopmund Municipality "be prominently displayed on the sponsored items.**
 - (f) **That the funds be defrayed from the Corporate Services Publicity Vote: 150515533000, where N\$86 945.80 is available.**
-



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SPONSORSHIP & DONATION APPLICATION FORM

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

Applicant Details			
Name: (Individual/Organization)	NASH SERENITY FOUNDATION		
Address: (Full address)	Postal Address	69 SWAKOPMUND	
	Residential or Business Address	911 Mondelani Street, Sabulani	
Contact person Details			
Name:	Patrick . F. Nashandi		
Position held in Organization:	Founder		
Cell:	0816409124	Tel:	
Email:	nashserenityfoundation@gmail.com		
Total amount or resources requested			
Amount (N\$)		Resources (List)	
Which sector is your event/request related to?			
Social Development/Community Development			
Indicate whether there will be entry fee(s) charged, or ticket(s) sold.			
Yes	<input type="checkbox"/>	If yes indicate the Amount	N\$
			No <input checked="" type="checkbox"/>

<p>Project Details (Name and detail of the project, event, or activity)</p> <p>- Youth Against Drugs and Alcohol Talent Show - A community event empowering youth to showcase their talents while raising awareness about the dangers of drug and alcohol abuse.</p>
<p>How does it contribute to the community's well-being, prosperity and/or sustainability?</p> <p>The event promotes positive youth engagement, raises awareness about substance abuse, and encourages healthy, drug-free lifestyles. It helps reduce social problems, builds confidence, and creates a safer, more productive community.</p>
<p>How does it align with Municipality of Swakopmund values?</p> <p>It supports the Municipality's vision of a healthy, drug free Swakopmund by working with SAADA to promote youth empowerment, awareness and community well-being.</p>
<p>How will the Municipality of Swakopmund be recognized/benefits for its support?</p> <p>The Municipality of Swakopmund will be recognized through logo placement on all promotional materials, public appreciation during the event, and media mentions highlighting its support for youth and community development.</p>

NOTE:

Preference is given to individuals/groups/organizations that:

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

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

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

Mandatory documents to be attached:

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

Declaration

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

<p><i>Patrick F. Neshandi</i> Name of Applicant</p>	<p><i>[Signature]</i> Signature of Applicant</p>	<p>15 October 2025 Application Date</p>
---	--	---



Nash Serenity Foundation
"Feeding Today Empowering Tomorrow Standing Strong
Against Drug & Alcohol Abuse"

Phone +264814909124 /
+264814097020
Web:nashserenityfoundation.m
y.canva.site

To:

The Chief Executive Officer
Swakopmund Municipality
Swakopmund, Namibia

Subject: Request for Support – Youth Against Drugs and Alcohol Talent Show

Dear Alfeus Benjamin

I hope this message finds you well. My name is Patrick Nashandi, and I am organizing a community initiative aimed at empowering youth and raising awareness about the dangers of drugs and alcohol in Swakopmund.

We are hosting a **Youth Against Drugs and Alcohol Talent Show on 6 December 2025 in collaboration with SAADA**, where young people from our community will showcase their talents while learning about healthy, positive lifestyles. This event not only provides entertainment but also serves as a platform for education, mentorship, and community engagement.

We kindly seek the support of the **Swakopmund Municipality** through sponsorship or assistance in the following areas:

Refreshments for participants and attendees**Mobile toilets** to ensure proper facilities at the venue**Prizes** for the winners, 2nd runner-up, and 3rd runner-up

Your support will be recognized throughout the event, including on banners, promotional materials, and during the program, highlighting the municipality's commitment to youth development, community well-being, and social responsibility.

We believe that your partnership, alongside SAADA, will greatly enhance the success and impact of this initiative, helping us positively influence the lives of young people in our community.

I would welcome the opportunity to discuss this further at your earliest convenience. Thank you very much for considering our request, and we look forward to the possibility of partnering with Swakopmund Municipality for this meaningful event.

Yours sincerely,

Patrick Nashandi**Founder – Nash Serenity Foundation**



02000105202001

Thursday, 16 October, 2025

11:49:59

Metro NMA Supermarket

Nelson Mandela Avenue
P.O. Box 1417
0833322028

Quotation

Name	NASH SERENITY FOUNDATION	Phone	0814909124
Address		Fax	
Code		E-Mail	
		Quotation No.	202#000543
		Tracking No.	106.202001
		Dated	2025/10/16 11:49:55
		Expiry Date	2025/10/16 23:59:58
		User	MENESIA VATEKUELENI

Code	Description	Unit Price	Qty	Disc	Total
6009622531170	TROPIZONE AQUA STILL WATER 1 x 330ML (1X330ML)	6.99	100.00	0.00	699.00
6009880548323	TWIZZA CSD RASPBERRY 1 x 330ML (1X330ML)	5.99	100.00	0.00	599.00
6009880548248	TWIZZA CSD CREAM SODA 1 x 330ML (1X330ML)	5.99	100.00	0.00	599.00
6009880548309	TWIZZA CSD LEMON & LIME 1 x 330ML (1X330ML)	5.99	100.00	0.00	599.00
6009880548262	TWIZZA CSD GRANADILLA 1 x 330ML (1X330ML)	5.99	100.00	0.00	599.00
Total			500.00	R 0.00	R 3 095.00

Remarks	Authorisation	Accept
	Signature	Signature
	Date	Date

Account
Details

Default Quotations Message

Quotation

NELSON MANDELA
Tel: 083 3322 028
Nelson Mandela Ave
P.O. Box 1417, Windhoek
QUOTATION



Tp: 18 SME Park, Swakopmund, Namibia
Cell: +264-081 621 6295
Email: info@tymekinvest.com
Website: www.tymekinvest.com

Date: 16.10.2025

To: Nash Serenity Foundation

Quotation No: 11436

ITEM	DESCRIPTION	QTY	UNIT PRICE (N\$)	TOTAL (N\$)
	T-shirts printing only	20	80	1600
	Total			1 600.00

Signature _____  _____

Banking Details:
Bank: Bank Windhoek
Account Name: Tymek Investments
Account Number: 8007567730
Account Type: Check
Branch Code: 486372
Branch Name: Capricorn

Quote

Quote Number: 9-4878
 Quote Date: 2025-10-15
 Sales Rep: Ron Johns



To:
 Customer Number: 9-4797
 Customer: Nesh Serenity

From: OTB Sport Swakopmund
 Shop 1 Stadtmittle

064403800
 swakop@otbsport.com

Vat number:
 Tel: 264
 Customer Rep:

Code	Description	Colour	Size	Disc%	Unit Price Ex Vat	QTY	Total Incl Vat
TRTRYW1848	Tryumf Metal cup	None	A	0.00	208.70	5	1 200.00
TR0254	Mizuma Trophy Italian Voltage	Assorted	34	0.00	382.57	5	2 189.75
TR0204A	Mizuma Trophy 28cm Italian Accent	Red	None	0.00	295.61	5	1 699.75
Total Units							15
Total ex Vat:							4 434.35
Vat: 15.00 %							865.15
Total Discount Amount							0.00
Total Incl Vat:							5 099.80

Bank: Nedbank
 Branch Code: 461817
 Account Name: OTB Sport
 Account Number: 11000162746

This quote is only valid for 7 days from date of issue.

OTB SPORT SWAKOPMUND
 swakop@otbsport@gmail.com
 Cell: 081 842 0029
 Tel: (064) 403 800
 www.otbsport.com
 Stadtmittle Complex



Q30 / 57

Quotation

YOUNG ONES
175 100 175 - Int. 200700
200 100/100 Swallowing
100/100
100 100/100/100

15/10/2005

2. Volume - VIC-3137-BL
BP. Sp. Areas Panel
RUBA

@ NY 799.05 NY 1599.90

Price is VAT inclusive and JAWA for
Current States only



From:

chapel shop

Quotation

Date: 2025-10-16

No:

To:

Telephone No:

Reference No:

Quotation by:

We thank you for your enquiry and have pleasure in detailing our quotation below.

Quantity	Description	Unit Price	Amount
2	Ring Light	400	800 ✓
1	Speaker With Mic	500	500 ✓
1	Speaker	500	500 ✓
1	Speaker	500	500 ✓

standard Bank
 Name: Dans Investment CC
 Number: 600016211174

Amount in words



Sub Total

TAX

TOTAL 2300 ✓

Conditions:

This quotation is valid for

days

Accepted by

Name

Authorised representative:

Signature

Date

Signature

11.1.32 **MAYORAL TRIPS (OCTOBER-NOVEMBER 2025)**

(C/M 2025/11/24 - 12/5/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum 10.2 page 16 refers.

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

1. **INTRODUCTION**

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

2. **BACKGROUND**

As part of the Municipality of Swakopmund's ongoing efforts to strengthen international relations, promote cultural diplomacy, and enhance the town's visibility on a global stage, the Mayor of Swakopmund attended several high-level diplomatic and official events in Windhoek and other locations. These engagements, spanning from October to November 2025, provided valuable opportunities for networking with government officials, members of the diplomatic corps, local authority representatives, and other key stakeholders. The following submission outlines the details of these events, the Mayor's participation, and the associated costs incurred.

The Mayor's presence on such occasions forms part of Swakopmund's broader commitment to fostering international relations, promoting cultural diplomacy, and building networks that may benefit the town in terms of visibility, partnerships, and future collaboration.

The Mayor travelled to Windhoek in July as from **29 October 2025** to **30 October 2025** to attend meetings and events as per the details below:

Event details:

Date	Event Description
21-22 October 2025	Swakop Uranium Sustainability report launch- Windhoek
27 October 2025	Enene Eco Lodge Inauguration-Karibib
29-30 October 2025	International Turkish Day- Windhoek
13-15 July 2025	National France Day-French Embassy Celebration- Windhoek

Details of participants:

Name	Event	Dates Travelled	Costs Incurred
Blasius Goraseb	Swakop Uranium Sustainability report launch- Windhoek	21-22 October 2025	N\$2,400.00
Blasius Goraseb	Enene Eco Lodge Inauguration	27 October 2025	N\$2,150.00
Blasius Goraseb	Turkish International Day	29-30 October 2025	N\$2,400.00
Blasius Goraseb	ITEC Day-Indian High Commission-Windhoek	07-08 November 2025	N\$2,400.00
Total costs incurred			N\$9,350.00

3. CONCLUSION

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

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

RECOMMENDED:

- (a) That Council takes note of the above information.**
 - (b) That Council condones the travelling and subsistence costs incurred to the value of N\$9,350.00, which were defrayed from the Council's Conference Vote: 101015505500.**
-

11.1.33 **PROPOSED MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN THE MUNICIPALITY OF SWAKOPMUND AND THE NAMIBIA INVESTMENT PROMOTION AND DEVELOPMENT BOARD (NIPDB)**
(C/M 2025/11/24 - 12/2/4/5, 15/1/1/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.3** page **18** refers.

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

1. Purpose:

This submission seeks Council's approval to enter into a Memorandum of Understanding (MoU) between the Municipality of Swakopmund and the Namibia Investment Promotion and Development Board (NIPDB) to strengthen collaboration in promoting, facilitating, and coordinating investment initiatives that foster sustainable economic growth and development in Swakopmund.

2. Background:

The Namibia Investment Promotion and Development Board (NIPDB), established under the Presidency by **Government Notice No. 91 of 2020**, is mandated to promote and facilitate investment, drive industrialization, and advocate for policy reforms to improve Namibia's investment climate.

Over the past years, Swakopmund has become one of Namibia's prime economic and tourism hubs, with increasing interest from local and international investors. Recognizing this, the NIPDB has engaged the Municipality of Swakopmund to form a strategic partnership aimed at aligning local investment facilitation processes with national development priorities and creating an enabling environment for investors.

The draft MoU between NIPDB and the Municipality has been reviewed and identifies specific areas of collaboration that will provide a structured framework for joint activities and support the town's economic transformation agenda.

3. Discussion:

The MoU outlines a framework for mutual cooperation between the NIPDB and the Municipality of Swakopmund to enhance investment promotion, facilitation, and aftercare. The collaboration seeks to position Swakopmund as a preferred investment destination through coordinated efforts in investment facilitation, policy advocacy, and stakeholder engagement. Key areas of cooperation include the following:

3.1. Investment Facilitation

3.1.1 *NIPDB will provide technical support to assess, structure, and facilitate investment proposals aligned with both national and local development priorities.*

- 3.1.2 Council will fast-track qualifying development applications, facilitate land allocation processes, and designate Investment Facilitation Officers as contact points for investors.

3.2. Joint Investment Promotion

- 3.2.1 Both parties will engage in coordinated marketing and promotional activities to attract domestic and international investors.
- 3.2.2 Collaboration on packaging investment projects such as the Swakopmund Container Food Park and other strategic initiatives.

3.3. Policy Advocacy and Investor Aftercare

- 3.3.1 NIPDB will assist the Municipality in identifying and addressing regulatory or administrative constraints that impede investment growth.
- 3.3.2 Joint aftercare support to ensure investors receive sustained assistance post-establishment.

4. Incentive Framework

- 4.1 Subject to existing laws and Council resolutions, Council may consider extending qualifying incentives such as waivers on building plan tariffs, rebates on rates and taxes, and other conditional financial relief to promote new investments.
- 4.2 NIPDB will assist in conducting fiscal impact analyses to ensure the sustainability of proposed incentives.

5. Governance and Implementation

- 5.1 A Joint Steering Committee will be established comprising two representatives from each Party to oversee implementation, monitor progress, and identify projects for collaboration.
- 5.2 Both Chief Executive Officers will meet annually to review progress and provide strategic guidance on investment facilitation efforts.

The MoU will remain effective indefinitely from the date of signature, subject to either Party providing three (3) months' written notice for termination.

It is recommended that officials from the Investment Coordination Committee (ICC) represent the Municipality on a Joint Steering Committee with NIPDB to implement project in alignment with the MoU.

6. Conclusion

This partnership with the NIPDB presents a significant opportunity for Swakopmund to strengthen its investment climate, attract new businesses, and enhance collaboration with national structures. By combining the Municipality's local economic development capacity with NIPDB's national and international investment networks, this MoU will facilitate sustainable urban growth, increase investor confidence, and stimulate employment creation.

It is therefore proposed that Council authorizes the Chief Executive Officer, and the Chairperson of the Management Committee, to sign the MoU on behalf of the Municipality of Swakopmund.

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

- (a) That Council approves the proposed Memorandum of Understanding (MoU) with the Namibia Investment Promotion and Development Board (NIPDB) aimed at fostering joint investment promotion, facilitation, and policy advocacy for sustainable economic development.
 - (b) That Council authorizes the Chief Executive Officer, and the Chairperson of the Management Committee, to sign the MoU on behalf of the Municipality of Swakopmund.
 - (c) That officials from the Investment Coordination Committee (ICC) represent the Municipality on a Joint Steering Committee with NIPDB to implement the project in alignment with the approved MoU.
 - (d) That, Subject to existing laws and Council resolutions, Council considers extending qualifying incentives on proposal of the ICC, which includes waivers on building plan tariffs, rebates on rates and taxes, and other conditional financial relief to promote new investments.
 - (e) That the Chief Executive Officer annually meets with the Chief Executive Officer of NIPDB to review progress and provide strategic guidance on investment facilitation efforts.
-

11.1.34 **APPROVAL OF THE BUDGET FOR THE FISCAL YEAR 1 JULY 2025 TO 30 JUNE 2026**

(C/M 2025/11/24 - 3/1/1/1/1; 3/1/1/2/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.4** page **21** refers.

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

Attached (**Annexure "A"**) hereto is the Ministerial approval for Council's Operational and Capital Budget for the 2024 / 2025 Financial Year.

Council is hereby formally notified of this approval, and we request that the budget be noted and recorded accordingly.

Council's Budget was approved as submitted to the Ministry.

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

RECOMMENDED:

That Council approves the budget for the fiscal year 1 July 2025 to 30 June 2026.



Republic of Namibia

Ministry of Urban and Rural Development

Enquires: Mr. J Titus
Tel: (+264+61) 297-5021
Fax: (+264+61) 297-5305
E-mail: jtitus@murd.gov.na

Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Our Ref: 14/11/82
Your Ref:

Mr. Alfeus Benjamin
Chief Executive Officer
Municipality of Swakopmund
P O Box 53
SWAKOPMUND
13001

Dear Mr. Benjamin,

SUBJECT: MUNICIPALITY OF SWAKOPMUND BUDGET FOR THE FISCAL YEAR 1 JULY 2025 TO 30 JUNE 2026

This letter serves to inform you that the budget of the Municipality of Swakopmund for the Financial Year 1st July 2025 to 30th June 2026 estimated at N\$812,903,800.00 is approved in accordance with Council Resolution C/M 2025/04/29 taken under item (3/1/1/1/1; 3/1/1/2/1); and Section 83 (1) and 84 (4) of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended, subject to the following conditions:

- 1.1. The Municipality is urged to restrict Personnel costs to 40% of the total Operating costs to be sustainable as per the guideline threshold from the Ministry.
- 1.2. The Operational Budget is increased with an amount of N\$2,550,800.00 which is the difference between the amount budgeted and the amount allocated by the Road Fund Administration (RFA) for road maintenance and for traffic law enforcement as per the letters dated 25th March 2025.
- 1.3. The Central Government through MURD (Vote 17) will provide funding to the Council in the amount of N\$75,000,000.00 during the 2025/2026 Financial Year for the National Project of the Informal Settlements Upgrading, which must be used for no other purpose other than the intended purpose; and the Municipal Council is cautioned not to over commit the Government by ensuring that the project to be undertaken is strictly within this limit after any existing outstanding invoices from the previous Financial Year are settled. It will also be required of the Council to submit a supplementary budget should additional funds be availed for any other project during 2025/2026 Financial Year.
- 1.4. The approved amount of the Capital budget is limited to N\$207,377,000.00 and the Municipal Council is urged not to incur expenditure or to only implement projects with secured and/or approved funding or where actual funding is received or guaranteed and internal funds are made available to avoid litigation and public exposure resulting from non-payment of contracts where there is no secured funding.

All official correspondence must be addressed to the Executive Director

1.5. Salary increases including bonuses of 0.5% and 4.5% across the board for staff members for the 2025/2026 Financial Year in accordance with Council's remuneration policy approved on 29th October 2020 are **not approved** in terms of Section 27 (1) (c) (ii) (bb) of the Local Authorities Act, 1992 (Act No: 23 of 1992) as amended. The requests for salary increases for staff members should be made after a thorough consideration of the hardships which have made it difficult for most residents not being able to pay for basic goods and services, including municipal services. The residents are not in a financial position to bear and sustain such additional costs and the Council should meet the following criteria which ensures financial sustainability and justifies the salary increases, that:

- a) The Council demonstrates sound debt management including the honouring debts owed for utilities to Erongo RFD and Namibia Water Corporation Ltd (NamWater) alongside efficient revenue collection currently standing at 76.67% year-to-date while approximately 57.26% of Councils year-to-date actual collections of N\$401,308,038.00 was spend on Salaries, wages and allowances which had a year-to-date actual expenditure of N\$229,788,605.00 for the 2024/2025 Financial Year;
- b) The Council is able to implement the salary adjustments without increasing the tariffs (rates) for your customers. The Municipal Council has increased service related tariffs with 5% for the 2025/2026 Financial Year due to prevailing economic circumstances; and
- c) The Council is able to adjust salaries without compromising Capital projects which facilitates service delivery.

1.6. The increases of 5% in the motor vehicle allowances for the Management Cadre and 18.19% in the transport allowances for the rest of the staff members is not approved for the 2025/2026 Financial Year in terms of Section 27 (1) (c) (ii) (bb) of the Local Authorities Act, 1992 (Act No: 23 of 1992) as amended.

1.7. The increases in the monthly allowances for Councilors for the 2025/2026 Financial Year are not recommended and approved in terms of Section 18 (1) and (2) of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended.

1.8. The Municipal Council is urged to comply with Section 30 (1) (z) (ii) of the Local Authorities Act, (Act No. 23 of 1992) as amended, which requires the prior written approval of the Minister in every particular case and subject to such conditions as he may determine if it intends to make grants and donations which include bursaries.

1.9. The Council is once again urged to avoid by all means uneconomical entertainment and traveling exercises and implement drastic measures to manage and control the limited resources of the Local Authority in order to pay for the basic services such as water and electricity as well as other development initiatives. The amounts budgeted for subsistence and traveling allowances, entertainment & refreshments, lunch for the elderly and corporate gifts must be limited with due consideration of the overall reduction in economic activities and a subsequent reduction in income of the Municipal Council.

1.10. The Council is urged to comply with the provisions of Section 77 (1) of the Local Authorities Act, (Act No. 23 of 1992) as amended by paying the 5% Levy of Rates and Taxes to the Erongo Regional Council.

SUBJECT: MUNICIPALITY OF SWAKOPMUND BUDGET FOR THE FISCAL YEAR 1 JULY 2025 TO 30 JUNE 2026

1.11. The Council is advised to ensure that all approved Capital projects are implemented within the budgeted period and to submit quarterly reports to the Ministry to track implementation and accountability on public funds. Should Council experience project implementation challenges, an explanation of factors causing such delays should be brought to the attention of the Ministry for us to collectively seek responsive interventions in good time

Yours sincerely,


DR. WILHELMINE SHIVUTE
EXECUTIVE DIRECTOR





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

Ref No.: 3/1/1/1/1, 3/1/1/2/1

Enquiries: Mr Hellao INaruseo

06 May 2025

Honourable Minister
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK
10005

Honourable Minister Sankwasa J. Sankwasa

RE: APPROVAL OF CAPITAL & OPERATIONAL BUDGETS FOR THE 2025 / 2026 FINANCIAL YEAR.

In accordance with the provisions of Section 83(1) and Section 84(4) of the Local Authority Act, 1992 (Act No. 23 of 1992), as amended, the Swakopmund Local Authority Council hereby submits its Capital and Operational Budgets, as well as the proposed Tariffs for the 2025 / 2026 Financial Year, for the Honourable Minister's review and approval.

The following supporting documents are attached for your consideration:

1. A Council resolution confirming the adoption of the Budget during the Ordinary Council meeting held on 29 April 2025.
2. The Capital Budget, amounting to N\$ 132,377,000.00.
3. A summarized, balanced Operational Budget, amounting to N\$ 602,976,000.00.
4. A schedule of Tariff increases, reflecting a 5% increment for service-related Tariffs.
5. Proof of the Council's investments, along with a statement of the Current Account balance, illustrating the Council's financial capacity to fund both the Operational and Capital Budgets as of 30 April 2025.
6. The prescribed Budget format, prepared in accordance with point (2) of the Ministry's Circular dated 12 April 2021 (Ref: 14/P), as well as the relevant supporting documents will be forwarded to Mr. G. P. Barth, the designated Budget Coordination Officer.

The Swakopmund Local Authority Council respectfully requests the Honourable Minister's positive consideration and approval of this submission.

We trust that the enclosed information meets the required standards and remains at the Honourable Minister's disposal for any further clarifications or adjustments.

Yours faithfully

Councillor Suama Kaufontokwa
DEPUTY MAYOR

HN/afB

11.1.35 **ADDITIONAL FUNDS FINANCIAL YEAR END - 2024 / 2025**
(C/M 2025/11/24 - 3/1/1/1/1)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.5** page **25** refers.

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

The purpose of this submission seeks the Council's approval for an additional budget allocation to cover increased costs related to:

- **Depreciation of capital assets**
- **Post-retirement employee benefits'**

These adjustments are necessary to ensure accurate financial reporting and compliance with IPSAS Reporting Standards and Actuarial Valuations, for the **2024 / 2025** Financial Year.

It is with this in mind that the General Manager: Finance is seeking Council's approval for additional Funds for the **2024 / 2025** Financial Year.

1. ADDITIONAL FUNDS

1.1 Post-Retirement Employees Benefits - N\$27,260,000.00

The post-retirement employees' benefits have been provided for the Actuaries' reports as at 30 June 2025.

Additional amount of **N\$27,260,000.00** was required to make full provision for post-retirement Medical Aid Benefit.

Attached (**Annexure A**) hereto are the extracts of the Actuaries' reports for ease of reference.

1.2 Depreciation and Amortization - N\$198,405,000.00

This increase is based on the updated Asset Register and revised useful lives in accordance with IPSAS Accounting Standards.

An additional amount of **N\$198,405,000.00** is required for depreciation.

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

RECOMMENDED:

- That Council approves the Additional Funds request amounting to N\$225,665,000.00 for the Operational Budget of the 2024 / 2025 Financial Year.**
 - That Additional Funds be funded from the surplus of the Financial Year under review.**
-

11.1.36 **AUDITED FINANCIAL STATEMENTS FOR THE 2021 / 2022 AND 2022 /2023 FINANCIAL YEARS**

(C/M 2025/11/24 - 3/3/2/3)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.6** page **26** refers.

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

Purpose

The purpose of this submission is to present the Audited Financial Statements for the Financial Years 2021 / 2022 and 2022 / 2023 to Council for consideration and formal adoption. **(Annexure A)**

Attached **(Annexure B)** hereto also are Management Comments as submitted to the External Audit firm which was appointed by the Auditor General.

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

RECOMMENDED:

That the Report of the Auditor General for the Financial Years 2021 / 2022 and 2022 / 2023 in terms of Section 87 (1) (3) of the Local Authorities Act (Act 23 of 1992) be noted.

11.1.37 **PROPOSAL FOR INCREMENT OF MONTHLY INSURANCE PREMIUM UNDER HOMEOWNERS INSURANCE COMPONENT OF COUNCIL'S LOW-COST HOUSING SCHEME**

(C/M 2025/11/24 - 15/2/1/2)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.7** page **27** 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 for an increment in the monthly insurance premium from **N\$10.00 to N\$15.00**, under the Homeowners Insurance component of the Council's Low-Cost Housing Scheme.

2. Background

The Council currently administers a Homeowners Insurance scheme for Beneficiaries of its Low-Cost Housing programs.

This scheme ensures that properties are adequately covered against risks such as fire, natural disasters, and other unforeseen damages.

- **Current monthly premium per beneficiary:** **N\$10.00**
- **Number of active beneficiaries:** **N\$1,396**
- **Total monthly premium collected:** **N\$13,960.00**
- **Current monthly insurance cost to Council:** **N\$6,772.97**

The current premium rate has remained unchanged for several years and was last reviewed in 2016. However, following the 2020 Property Valuation Roll, the insured values of the properties have increased significantly. Thus, necessitating a revision of the insurance premium to ensure adequate coverage and sustainability of the scheme.

3. Proposal

It is proposed that the monthly insurance premium be increased from **N\$10.00 to N\$15.00** per beneficiary, this adjustment is necessary to:

- *Align the premium with the revised property values as per the 2020 Valuation Roll.*
- *Ensure adequate insurance coverage for all beneficiaries.*
- *Maintain the financial sustainability of the insurance scheme.*
- *Minimize the risk exposure of both the Council and the Homeowners.*

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

RECOMMENDED:

The Council approves an increase of the monthly insurance premium for the "Homeowners Insurance" from N\$10.00 to N\$15.00 per Beneficiary.

ANNEXURE A

Subject: FW: REQUEST FOR A DETAILED LIST OF ALL LOW COST HOUSING UNITS (BULD TOGETHER AND MEDULETU) WHERE THE NS10.00 MONTHLY CONTRIBUTION ARE BEING LEVIED.
 Date: 23/09/2025 11:50 AM
 From: "Hermien van Ginkel" <hvanginkel@swkmun.com.na>
 To: "Pretorius, Joleen" <JOLEEN.PRETORIUS@MARSH.COM>
 Cc: "Mouton, Malvoureen" <maltvoureen.mouton@marsh.com>, "Marsh Namibia" <amanda.loubser@marsh.com>, "Hellaan Naruseb" <hnaruseb@swkmun.com.na>, "Ivonne Milinga" <imilinga@swkmun.com.na>

Good morning Joleen,
 Please find attached our review list regarding the house owners' values to be covered under the Council's Insurance Portfolio. Kindly update the values of all items highlighted in yellow to reflect a single entry, with the description: **"All Meduletu and Build Together houses"**, and a total value of **N\$288,000,000.00**, effective immediately.
 Please note that all these properties fall under our **low-cost housing projects**. Additionally, you will notice a few properties highlighted in blue on the attached list. We are still awaiting the values for these properties and will amend the list accordingly once the information has been received. The updated list will then be forwarded to your office.
 Thank you for your assistance.
 Kind regards,

16 HOUSEOWNERS			
456		Buildings owned by the insured	
456	PB2505	1 Risk Address: 4 x Khuna Flats Erf 3620 & 6 Garages	6 800 000 344.52
456	CO1010	2 Risk Address: Container Houses (Recoverable)	2 934 800 191.28
460	BT9600	3 Risk Address: Meduletu (Revolving fund)	110 000 000 6 090.75
461	BT9600	4 Risk Address: Meduletu Rejected Houses	Included in
462	BT9600	5 Risk Address: Build Together Houses	Included in
463	BT9600	7 Risk Address: Mass Housing Scheme (32 x Houses as	3 586 521 233.75
464	B19600	8 Risk Address: 72 Build Together Houses (09/2019 loans	5 780 000 375.41
465	PB2505	9 Risk Address: Erf 1114 Show House 1 (including fence)	85 950 4.30
466	PB2505	10 Risk Address: Erf 1115 Show House 2 (including fence)	94 700 6.17
467	PB2505	11 Risk Address: Erf 1116 Show House 3 (including fence)	107 950 7.04
468		Excesses:	
469		Basic: 12% of claim, minimum N\$500	
470		General Damages: 10% of claim, minimum N\$500	
471		Informal Structures (Shack Fires) 15% of claim, minimum 3,000	0.01
472			
473			
474		SUB TOTAL	129 149 921 7 259.22

From: Ivonne Milinga <imilinga@swkmun.com.na>
 Sent: Thursday, 17 July 2025 11:54 AM
 To: Hermien van Ginkel <hvanginkel@swkmun.com.na>
 Cc: Utiza Ndjaveru <undjaveru@swkmun.com.na>; Hellaan Naruseb <hnaruseb@swkmun.com.na>; Gaudensia Mukena <gmukena@swkmun.com.na>; Mouton, Malvoureen <maltvoureen.mouton@marsh.com>; Marsh Namibia <amanda.loubser@marsh.com>
 Subject: RE: REQUEST FOR A DETAILED LIST OF ALL LOW COST HOUSING UNITS (BULD TOGETHER AND MEDULETU) WHERE THE NS10.00 MONTHLY CONTRIBUTION ARE BEING LEVIED.

Dear Hermien

Good morning,

Attached please find the amended valuations (bold font), the remaining blue shaded fields will be provided once feedback is received as indicated below

Regards

Ivonne Milinga | Accountant, Admin & Property | Finance | +264 64 410 4316

From: Ivonne Milinga <imilinga@swkmun.com.na>
 Sent: Wednesday, 16 July 2025 04:59 PM
 To: Hermien van Ginkel <hvanginkel@swkmun.com.na>
 Cc: Utiza Ndjaveru <undjaveru@swkmun.com.na>; Hellaan Naruseb <hnaruseb@swkmun.com.na>; Gaudensia Mukena <gmukena@swkmun.com.na>; Mouton, Malvoureen <maltvoureen.mouton@marsh.com>; Marsh Namibia <amanda.loubser@marsh.com>
 Subject: RE: REQUEST FOR A DETAILED LIST OF ALL LOW COST HOUSING UNITS (BULD TOGETHER AND MEDULETU) WHERE THE NS10.00 MONTHLY CONTRIBUTION ARE BEING LEVIED.

Dear Hermien

Good afternoon.

Attached please find the requested information.

Kindly note that the blue highlighted properties, there are some developed and undeveloped properties, we however waiting for confirmation/feedback from the Engineering Department.

The amended list will be forwarded once the information is received.

Regards.

Ivonne Milinga
Accountant: Admin & Property

Tel: +264 64 410 4316 Email: imilinga@swkmun.com.na
Cell: +264 81 145 7548 Address: cnr Rakotoka Street & Daniel Kamho Avenue
Swakopmund, Erongo



swkmun@swkmun.com.na
www.swkmun.com.na

11.1.38 **REQUEST FOR THE ESTABLISHMENT OF A CONTAINER FOOD COURT AT THE MONDESA TAXI RANK**

(C/M 2025/11/24 - 15/1/3/1, M 4353)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.8** page **30** refers.**A. This item was submitted to the Management Committee for consideration:****1. INTRODUCTION**

This submission serves to request Council's approval for the **attached (Annexure 'A')** proposal lease to a portion of Erf 4353 (the Mondesa Taxi rank) to develop a container food court. In the proposal, Ms Dalene Stephanus proposes to establish a container food court that would function as an all-African cuisine containerised food court to complement the Container Food Park concept previously approved by Council and meet Council's directive to develop a similar facility in Mondesa.

2. BACKGROUND**2.1 Council's Prior Resolution**

On **27 February 2025**, under Item 11.1.18, Council approved a concept to develop a Container Food Park in Swakopmund, in partnership with the Namibia Investment Promotion Development Board (NIPDB), with funding of approximately N\$2.9 million to be sourced for container customization, site preparation, and basic infrastructure. In that resolution, Council also resolved to extend this project by also engaging to establish a similar project in Mondesa.

(i) *That Council engages NIPDB for the development of an additional container food park in Mondesa.*

The NIPDB-led project at Erf 118 is now in its planning phase, with site development, infrastructure upgrades, and stakeholder engagement underway.

2.2 Proponent Background

Ms Dalene Stephanus is a local entrepreneur and founder of the Annual *Swakop Food Festival*, which has significantly contributed to the town's economy, event's tourism, and SME growth. Through her initiatives, she has consistently created opportunities for small-scale food vendors, artisans, and performers, with a particular focus on inclusive localised economic participation.

In 2020 and 2024, Ms Stephanus submitted proposals to Council for a container food court initiative. While these could not be approved at the time due to prevailing factors, she has remained committed to advancing the concept.

On **21 February 2025**, she wrote a formal letter requesting Council's consideration for the establishment of a container-based food and cultural park in at the Mondesa Taxi Rank, noting that the model would deliver localised

economic growth, create jobs, and support township tourism. Her proposal for the *Mondesa Container Park* directly aligns with Council's earlier resolution to pursue a container food park in Mondesa and complements the ongoing NIPDB-led food park development at Erf 118.

3. **PROJECT DESCRIPTION**

The *Mondesa Container Park* will transform the underutilised Mondesa Taxi Rank and help keep the area more active and improve the site by converting apart of it into a multi-purpose hub operating initially from Friday to Sunday, with potential expansion based on demand.

In the proposal **Annexure 'A'** Ms Stephanus requests for a lease of 3,676.15 m² of Erf 4353 for a period of 10 years with option of renewal. The map attached as **Annexure 'C'** indicates the portion of Erf 4353 that Ms Stephanus wishes to lease, included in the identified area a request is also made to sublease the 4 stalls, ablution facilities and car wash at an additional cost.

3.1 **The project per the proposed business plan includes the following features:**

6x initial container units:	<ul style="list-style-type: none"> • Fish Grill • Shisa Nyama (braai meats) • Local Snacks & Drinks • Dessert & Coffee Bar • Takeaway/Event Orders • Lounge Bar strict compliance with licensing and safety standards. • Weekend operating model (Friday-Sunday) • Local DJs, cultural performances, and family events. • African cultural marketplace: Space for artisans, crafters, and speciality goods.
-----------------------------	--

3.2 **Operational plan:**

- Operations will be from Monday to Sunday with a weekly prep
- All vendors will be operating with food handling certificates
- The parking area will be secured for both pick up and drop off zones
- Two security guards and cc tv technology will be employed
- Access will be controlled for the sake of safety.
- Floodlights will be installed for better lighting

3.3 **Financial Projections: Phase 1**

Below is a breakdown of costs as projected.

- Start-Up Costs: N\$400,000 - Containers (x6): N\$180,000 - Equipment & Furnishing: N\$100,000 - Permits, Launch, Marketing: N\$40,000 - Operating Capital: N\$80,000
- Monthly Revenue Forecast: - January 2026: N\$85,000 - June 2026: N\$120,000 - December 2026 (peak): N\$150,000
- Net Profit by June 2026: N\$49,000/month
- Break-Even Point: Revenue ≥ N\$50,000/month

4. **DISCUSSION**

4.1 **Site Administration and Management**

The administration and management of the taxi rank is currently under the Swakopmund Public Transport Coordination Committee (SPTCC) however it is evident that that a big part pf the area is underutilised. Business stalls are managed by the SME administrator with 3X vacant stalls.

The venue carries great potential however the SME stalls will suffer significantly at the expense of such a project, especially if there is a closure for events or functions. It is therefore deemed important that the vacant stalls be incorporated with in the project. This could see a significant boost in cliental and revenue for operators at the stalls. A project of this nature will significantly help Council meet its goals as this will be a beacon to attract activities and transport operators to the site.

4.2 Community Integration and Benefits

The proposal details community initiatives to ensure the project delivers social, economic, and cultural value at multiple levels. Beyond employment opportunities for residents, it also aims to promote capacity building in business management, food safety, and customer service. With a focus on youth development though skills workshops, competitions, and sports viewing events.

It is expected to create 10-15 jobs within the first year, promoting "food-preneurs", their business development, create training programmes for youth in the culinary arts and hospitality. It uses a retail process by utilising the area allocated from Council to create affordable short-term vendor spaces for testing and growing small enterprises. These community integration measures directly feed into the broader anticipated benefits outlined below:

Area	Impact
Job Creation	10-15 direct jobs in Year 1; indirect opportunities for suppliers, performers, and service providers
SME Revenue	N\$ 49 000.00 net profit per month
Tourism & cultural value	Enhanced township tourism offering and cultural preservation

4.3 ALIGNMENT WITH MUNICIPAL STRATEGIES

The proposed initiative aligns strongly with Council's Tourism and Investment Pillar. To promote economic growth by putting the Mondesa Taxi Rank to productive use, advances SME development through the provision of affordable, well-supported business spaces, and empowering locals through promotion of self employment and this alleviating poverty. In addition, it contributes to public safety through the establishment by lighting up the area, securing, and actively managed the Taxi Rank.

In line with these strategic priorities, the proponent requests Council's approval of the Mondesa Container Park as an approved urban development project in accordance to resolution passed on **27 February 2025**. The proponent further seeks partnership support for the provision of essential infrastructure including water, electricity, sewage, and design. The proponent further requests assistance in facilitating the necessary permits and approvals to ensure regulatory approval. Lastly, the proponent calls for Council's collaboration in

the joint promotion of the park as a flagship tourism and SME success story for Mondesa.

4.4 LEASING COST PORTION OF ERF 4353

Ms. Stephanus is liable for a monthly leasing fee of N\$31,982.50 (calculated as N\$0.29 × 3,676.15 m² × 1 month) plus an additional charge of N\$1,352.12 (N\$338.03 × 4 business stalls) per month, excluding VAT. These rates are based on the standard gazetted tariff for leasing open areas.

The proponent is also requested to cover any additional costs related to necessary infrastructure, including electrical installations and structural enhancements. However, considering the current lack of foot traffic and activities, this pricing is not financially viable. Council also stands to gain significant long-term benefits from the successful implementation of this project.

In order to support the initiative, it is therefore recommended that Council:

- Exempt 3 months' lease after the lessee commences the use of the containers
- Approves charging 50% of the total leasing fee during Phase 1, effective from the start date, for a period of three (3) years.
- Reviews the fees after this initial 3-year period considering the income and expenses of the lessee
- Grants a lease term of 9 years and 11 months, with an option for renewal, subject to contract revision after the first 5 years.

Calculation of Revised Monthly Fee (with 50% discount):

- Total before VAT = N\$31,982.50 + N\$1,352.12 = N\$33,334.62
- VAT (15%) = N\$5,000.19
- Net Total (before discount) = N\$38,334.81
- Discounted Net Total (50%) = N\$19,167.41 per month

4.5 SITE PREPARATION AND INFRASTRUCTURE REQUIREMENTS

Traffic Control and Parking Management

The Traffic and Law Enforcement Division, when reviewing the proposal for the Mondesa Food Park, highlighted that the initiative will significantly increase activity within the identified area. It is therefore important that adequate space remains available for the continued operation of the existing taxi rank.

However, it was also noted that the introduction of the food court could result in a high concentration of both vehicular and pedestrian traffic in the vicinity. To mitigate potential congestion, proactive measures are recommended. These include the removal of the concrete blocks located along the western boundary of the taxi rank to create an access point for entry, loading, and drop-offs. Additionally, it is proposed that the rear section of the taxi rank be levelled and demarcated for designated parking, which will help to reduce overcrowding within the main taxi rank area and improve overall traffic flow.

Access to utilities

To facilitate the establishment of the Mondesa Container Food Park, a new and separate water meter will need to be installed to effectively divide utility usage

between both users of Erf 4353. The proponent is also required to pay for the additional waste bins and waste removal. The proponent is also required to consult Erongo Red for electric services, noting that any cost to infrastructural improvements or developments be covered by the proponent.

Infrastructural Improvements to the Site

Any improvements to the site being leased needs to be consulted with the General Manager: Engineering and Town Planning Departments and should be done in accordance to Councils structural plan abiding to the aesthetics regulations as outlined by the department. Additionally, the Engineering and Town Planning Departments will be required to remove the existing concrete blocks currently limiting access to the eastern side of the Mondesa Taxi Rank, thereby creating a new opening to allow for improved movement, accessibility, as well as operations at the proposed site.

5. CONCLUSION:

The request from Ms Dalene Stephanus presents an innovative, community-driven initiative that complements a culinary spirit while promoting small business development. By offering an African taste 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 the Council's commitment to supporting local entrepreneurship, enhancing the taxi rank, 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 in principle the proposal submitted by Ms. Dalene Stephanus for the establishment of the Mondesa Container Park, consisting of at least five (5) containers plus an eating area at a portion of Erf 4353 to be identified, situated at the Mondesa Taxi Rank.**
- (b) **That Ms Dalene Stephanus be excepted from lease costs for the 1st 3 months after the containers are utilised by sublessees and be charged a discounted monthly fee of N\$19,167.41 (including VAT) during Phase 1 for a period of three (3) years, which represents 50% of the total leasing fee, calculated as follows:**
 - **Leasing fee: N\$31,982.50**
 - **Business stalls: N\$1,352.12**
 - **Subtotal: N\$33,334.62**
 - **VAT (15%): N\$5,000.19**
 - **Net Total (before discount): N\$38,334.81**
 - **Discounted Net Total (50%): N\$19,167.41 per month**
- (c) **That the Department of Economic Development Services collaborates with the proponent to finalise site allocation, infrastructure requirements, and operational guidelines.**

- (d) That Council enters into a lease agreement of 9 years and 11 months, with the following provisions:
- *The first 3 years at the discounted rate above (Phase 1).*
 - *A review of the leasing fees after the initial 3-year period, considering the lessee's income and expenses*
 - *Inclusion of the car wash, ablution facilities, 4 stalls, and 3,676.15 m² of the Taxi Rank.*
 - *Option for renewal upon expiry.*
- (e) That Phase 1 becomes operational by December 2026.
- (f) That the existing concrete blocks along the western boundary of the Mondesa Taxi Rank be removed to create an additional access point for entry, loading, and drop-offs, and that the rear section of the taxi rank be levelled and clearly demarcated for designated parking to alleviate congestion and enhance both vehicular and pedestrian movement.
- (g) That any proposed infrastructural improvements or alterations to the leased site be carried out in consultation with the General Manager: Engineering and Town Planning Departments, and that all structural enhancements conform to Council's approved structural and aesthetic guidelines to preserve uniformity and visual appeal in the area.
- (h) That the Engineering and Town Planning Departments remove the existing concrete barriers limiting access to the western side of the Mondesa Taxi Rank and that appropriate road signage and pedestrian crossings be installed to improve safety and guide traffic circulation around the Food Park.
- (i) That the proponent bears all costs associated with the installation of the water meter, procurement of additional waste bins, and provision of waste removal services, and that a separate water meter be installed for the Mondesa Container Food Park to ensure accurate measurement and fair allocation of utility usage between both users of Erf 4353.
- (j) That the proponent consults Erongo RED for the provision of electricity, and that all costs related to electrical connections or infrastructural improvements be borne by the proponent.
- (k) That joint promotional efforts and traffic management measures be undertaken between Council and the proponent to ensure the project's success, ensuring that clear demarcation of operational zones for taxis, pedestrians, and Food Park patrons be implemented and maintained through signage and physical markings.
- (l) That waste disposal management process be put in place, monitored, and complied with.
- (m) That standard operational hours be set up, monitored, and complied with.
-

- 11.1.39 **MASS HOUSING DEVELOPMENT PROGRAMME: APPLICATION BY MS. MARICHEN NICOLE CLOETE TO WAIVE THE PRE-EMPTIVE RIGHT OVER ERF 2038, MATUTURA, EXTENSION 10**
(C/M 2025/11/24 - E 2038 M)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.9** page **45** refers.

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

1. **PURPOSE**

The purpose of this submission is to obtain Council approval to allow Ms. Marichen Nicole Cloete to sell Erf 2038, Matutura, Extension 10 measuring 315m² to a third party. Attached as **Annexure "A"** is a locality plan.

2. **INTRODUCTION**

This submission requests Council's consideration to waive the pre-emptive right over Erf 2038, Matutura, Extension 10.

As required by Clause 2.3.1 of the tripartite agreement and referred to as Clause 2 in the Deed of Transfer No. 6159/2022 (**Annexure "B"**), Ms. Marichen Nicole Cloete formally offered to sell Erf 2038, Matutura, Extension 10 back to Council at a purchase price of N\$710,000.00 (**Annexure "C"**).

It is important to note that Council has not budgeted for the purchase of property and is therefore unable to proceed with such acquisition in terms of clause 2.3.1 stipulated in the Tripartite Agreement.

In light of the above, Ms. Cloete is seeking permission to proceed with the sale of the property to a third party. Her decision is necessitated by significant financial hardship arising from her unemployment in 2022. As indicated in her letter to Council dated **21 August 2025 (Annexure "D")**, Ms. Cloete has been unemployed for a period of four years since 2022 and has faced ongoing challenges in meeting her mortgage obligations.

Although she has since obtained employment, the lower salary bracket has not alleviated her financial difficulties. The persistent strain has left her unable to meet all expenses, making it financially unsustainable for her to retain the property.

3. **BACKGROUND**

On **25 February 2019** Erf 2038, Matutura, Extension 10 was allocated to Ms. Marichen Nicole Cloete.

Ms. Marichen Nicole Cloete first requested a waiver of Council's pre-emptive right in a letter dated **21 August 2025 (Annexure "D")**. Subsequently, on **30 September 2025**, during a meeting with Mr. Mahne Kruger, Manager: Properties & Housing, and municipal staff, Ms. Cloete was advised that, in

accordance with Clause 2.3.1 of the agreement, the property must first be formally offered to Council.

In compliance with this requirement, Ms. Cloete sent an email on **30 September 2025 (Annexure "C")**, formally offering the property to Council.

As Council is not in a position to purchase the property, it is recommended that Council consider Ms. Cloete's request of **21 August 2025** and approve the sale of Erf 2038, Matutura, Extension 10 , to a third party who meets the approved criteria.

Further, Council is requested to take note that Mr. Petrus has arrears of **N\$3,273.64** on her municipal services account, as well as an outstanding housing bond of **N\$472,370.32** at NHE, which is in arrears by **N\$62,283.00**. Supporting documents are not annexed in order to maintain confidentiality nonetheless are available on file for internal reference.

4. **CURRENT SITUATION**

Ms. Cloete is requesting permission to sell Erf 2038, Matutura, Extension 10 to a third party. Her decision is driven by severe financial difficulties that began with her unemployment in 2022. Having remained without work for four years, she struggled to keep up with her mortgage commitments.

Although she has since secured employment, her reduced income has not eased the burden. The ongoing financial strain has left her unable to cover her expenses, rendering it unsustainable for her to continue owning the property.

5. **PRE-EMPTIVE RIGHT**

Tripartite Agreement clause 2.3.1 stipulates that unless Council has, in consultation with NHE, consented to such transfer in writing, and the property was offered in writing for sale to Council who has, in consultation with NHE, rejected the offer in writing the transfer cannot proceed.

2.3.1 "The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit or right to erect such unit thereon, for a period of 10 (ten) years as from the date of registration of transfer of the Property into the name of the Beneficiary pursuant to this agreement, unless the Council has in consultation with the NHE consented to such transfer in writing and the Property was offered in writing for the sale to the Council, who has in consultation with the NHE rejected the offer in writing..."

Therefore, the purchaser is not permitted to sell the property to a third party before the 10-year pre-emptive period expires, unless the property is first offered back to Council and Council has formally declined the offer in writing.

Ms. Marichen Nicole Cloete has submitted a third party, Mr. Daryl Jazon Theron & Ms. Marilee Deandre Van Wyk. Their identification document will not be attached as an annexure, as Council meetings are open to the public; however, it will be retained on file.

6. **PREVIOUS RESOLUTIONS FOR SIMILAR CASE**

On **28 August 2025** Council resolved as follows:

- (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."*

On **29 April 2025** under item 11.1.25: **Application By Ms L Mwashindange For Waiver of the Pre-Emptive Right Over Erf 2077, Matutura, Extension 10** was resolved as follows:

- (a) *" That Council approves the application of Ms Loide N Mwashindange by waiving the 10-year restriction over Erf 2077, Matutura, Extension 10 to sell the said erf to Ms Elina N Titus.*
- (b) *.....*
- (c) *That Ministerial consent be obtained to allow Ms Mwashindange to sell Erf 2077, Matutura, Extension 10, to the third party, Ms Titus.*
- (d) *That Ms Mwashindange be informed that she no longer qualifies for allocation of an erf under the low-cost housing projects, as she is no longer a first-time property owner."*

7. **DISCUSSION**

Ms. Cloete sent an email on **30 September 2025 (Annexure "C")**, formally offering the property to Council. This action is in accordance with Clause 2.3.1 of the tripartite agreement, which permits Council to appoint an independent valuator to determine the property's market value.

A valuation report submitted by Ms. Cloete from the First National Bank (**Annexure "E"**) values Erf 2038, Matutura, Extension 10 , at N\$ 800 000.00. Council currently does not have the necessary budget provision for the acquisition of property. However, Council should be cognisant of the 22 000 individuals on the Master Waiting List hoping to receive their own land or housing.

It is of utmost importance that Council waives the pre-emptive right and allows Mr. Daryl Jazon Theron & Ms. Marilee Deandre Van Wyk to purchase the property. As per table below the mentioned third party meet the criteria established by Council:

The Third-Party Criteria		Do They Comply
1.	<i>He or she must be on the Master Waiting List</i>	Yes
2.	<i>Must reside in Swakopmund</i>	Yes
3.	<i>Must be a first-time homeowner</i>	Yes

4. Must earn at least N\$6,000.00 or more	Yes
---	-----

Council should also further request the attorneys to draft a tripartite agreement. For Council to transfer the remainder of the 10-year pre-emptive right (as outlined in Clause 2.3.1) to the third party, such right to commence on the date of registration of the property in the name of the said third party. That is, the property is subject to a 10-year pre-emptive right in favour of Council, calculated from the original date of registration in the Deeds Office, **13 September 2022**, and expiring on **13 September 2032**. Therefore, where the property is sold prior to the expiry of the pre-emptive period, the remainder of the pre-emptive right shall automatically be transferred to the purchaser.

As the intended sale is in 2025, the third-party purchaser shall assume the remaining 7 years (2025-2032) of the pre-emptive period. Therefore, the amended pre-emptive conditions be registered against the title deed as follows:

2.3.1 *"The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit or right to erect such unit thereon, for a period of 7 (seven) years as from the date of registration of transfer of the Property into the name of the Buyer pursuant to this agreement, unless the Council has consented to such transfer in writing and the Property was offered in writing for the sale to the Council. The Council shall, within 60 (sixty) days of the receipt of the written offer, be entitled to accept the offer to purchase the Property at the price equal to the agreed costs for the construction of the Property herein recorded, plus the reasonable costs which the Beneficiary may have incurred to further permanently improve the Property (excluding the costs of maintenance and upkeep thereof), which costs shall be determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties. For the purposes of this clause 2.3.1, "alienation" shall not include the passing of ownership by means of marriage, inheritance or due to legal processes following divorce, sequestration or affecting the Beneficiary's legal status or capacity."*

Transferring the pre-emptive right clause to a third-party buyer is crucial for protecting the integrity of low-cost housing programmes. Without this measure, the programme could be undermined and exploit by speculation, as new owners might immediately resell the properties for a profit.

The clause ensures that Council and National Housing Enterprise (NHE) maintain control by giving them the first option to repurchase the property if it is sold prior to lapsing if the ten-year period. This prevents the flipping of homes and keeping them available for applicants on the Master Waiting List. Ultimately, extending this condition to the new owner ensures that the property continues to serve its intended purpose of providing affordable housing and prevents the misuse of public resources.

8. **PROPOSAL**

It is proposed that Council declines the offer from Ms. Marichen Nicole Cloete to purchase Erf 2038, Matutura, Extension 10 , and instead permit him to sell

the property on the open market to a third party, Mr. Daryl Jazon Theron & Ms. Marilee Deandre Van Wyk.

It is also proposed that Clause 2.3.1 of the tripartite agreement be transferred to the new owner. The remainder of the ten-year period specified in the clause should begin on the date the property is registered in the third party's name.

Without this clause, a third-party buyer could immediately resell the property for a significant profit, undermining the programmes purpose and turning it into a speculative investment rather than a solution for housing scarcity.

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

RECOMMENDED:

- (a) That Council takes note of the application by Ms Marichen Nicole Cloete to sell Erf 2038, Matutura, Extension 10, to a third party who meets the set criteria.
- (b) That Council declines to purchase the property on Erf 2038, Matutura, Extension 10 , as offered by Ms Marichen Nicole Cloete to Council and permit her to sell the property to a third party.
- (c) That Council approves the third party, Mr Daryl Jazon Theron & Ms Marilee Deandre Van Wyk, as submitted by Ms Marichen Nicole Cloete to purchase Erf 2038, Matutura, Extension 10, based on the fact that they meet the following criteria:

<i>The Third-Party Criteria</i>		<i>Do They Comply</i>
1.	<i>He or she must be on the Master Waiting List</i>	<i>Yes</i>
2.	<i>Must reside in Swakopmund</i>	<i>Yes</i>
3.	<i>Must be a first-time homeowner</i>	<i>Yes</i>
4.	<i>Must earn at least N\$6000.00 or more</i>	<i>Yes</i>

- (d) That the transferring attorney be informed to draft a tripartite agreement between the Seller, the third party (buyer), and Council.
- (e) That a tripartite agreement be served as a mandatory requirement whenever the third parties intend to sell the property.
- (f) That Council approves the transfer of the remainder of the 10-year pre-emptive right (as outlined in Clause 2.3.1) to the third party, such right to commence on the date of registration of the property in the name of the third party.

For example, the property was registered in the name of Ms. Cloete in 2022. The 10-year pre-emptive right therefore runs until 2032. Since she now wishes to sell the property in 2025, the third party will assume the remaining 7 years (2025-2032) of the pre-emptive period from the date of registration.

- (g) That Council approves the condition below of the 7-year pre-emptive right to the third party, that will commence on the date of the property registered in the name of the third party.

2.3.1 The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit or right to erect such unit thereon, for a period of 7 (seven) years as from the date of registration of transfer of the Property into the name of the Buyer pursuant to this agreement, unless the Council has consented to such transfer in writing and the Property was offered in writing for the sale to the Council. The Council shall, within 60 (sixty) days of the receipt of the written offer, be entitled to accept the offer to purchase the Property at the price equal to the agreed costs for the construction of the Property herein recorded, plus the reasonable costs which the Beneficiary may have incurred to further permanently improve the Property (excluding the costs of maintenance and upkeep thereof), which costs shall be determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties. For the purposes of this clause 2.3.1, "alienation" shall not include the passing of ownership by means of marriage, inheritance, or due to legal processes following divorce, sequestration, or affecting the Beneficiary's legal status or capacity.

- (h) That Ms. Cloete be informed that she does not qualify for further allocation in any of the low-cost housing programmes.
-

2022 -09- 05

T 6159 / 2022

DEED OF TRANSFER NO. T

MUNICIPAL COUNCIL OF SWAKOPMUND

to

MARICHEN NICOLE CLOETE

ERF NO 2038 MATUTURA (EXTENSION NO 10)

DR. WEDER, KAUTA & HOVEKA INC.
LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS
3rd Floor, WKH House, Jan Jonker Road, Ausspannplatz

P.O. Box 864 - Tel: 061-275550 - Fax: 238802
WINDHOEK, Namibia

BG/MAT61827/SW

PREPARED BY ME
W. Greivenstein
CONVEYANCER
GREYVENSTEIN, B.

Waiver of Preference or Alienation Done

2017-09-18	No. B 4350/2008
MORTGAGE	
for R\$ 1193 300.00	
	REGISTRAR OF DEEDS
DEEDS OFFICE	
WINDHOEK	

DR WEDER, KAUTA & HOVEKA INC.
Attorneys, Notaries and Conveyancers
P O Box 864
WINDHOEK

DEED OF TRANSFER NO.

T 6159 / 2022

BE IT HEREBY MADE KNOWN:

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

THE MUNICIPAL COUNCIL OF SWAKOPMUND

dated the 24 day of MARCH 2021 and signed at SWAKOPMUND

N *JJ*

AND THE SAID APPEARER DECLARED THAT the said Principal had truly and lawfully donated the undermentioned property on 24 MARCH 2021 to MARICHEN NICOLE CLOETE the said donation having been accepted on the 29 APRIL 2021;

NOW THEREFORE he /she in his /her capacity aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of -

MARICHEN NICOLE CLOETE
Identity Number 870130 0010 8
Unmarried

Her Heirs, Executors, Administrators or Assigns

CERTAIN Erf No. 2038 Matutura (Extension No. 10)
SITUATE in the Municipality of Swakopmund
Registration Division "G"
Erongo Region
MEASURING 315 (THREE ONE FIVE) Square Meters as
will appear from General Plan No. S.G.
A357/2017
AND HELD BY Certificate of Registered Title No.T.4502/2018
A. SUBJECT to the following conditions imposed in terms of the
Government Notice No.119/2019 namely:

IN FAVOUR OF THE LOCAL AUTHORITY

1. The erf must only be used or occupied for purposes which are in accordance the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954).
2. 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.

Handwritten marks:
A vertical line.
A scribble resembling the letter 'K'.
The initials 'JJ'.

B. FURTHER SUBJECT to the following conditions now newly imposed in favour of the Municipal Council of Swakopmund ("The Council") and National Housing Enterprise, established in terms of the National Housing Enterprises Act 5 of 1993("NHE"), to wit :

The property, any portion thereof or share therein may not be alienated within a period of 10 (Ten) years from date of first transfer of the property unless:

1. The Council, in consultation with NHE, has consented thereto in writing, and
2. The property was offered for sale to the Council in writing and the Council, in consultation with NHE, has rejected the offer in writing. The Council shall be entitled to accept the offer at a price equal to:
 - 2.1 The costs of construction of the dwelling at the property as charged by NHE to the transferee, and
 - 2.2 The reasonable costs of any additional improvement of the property other than the said construction costs, as determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties concerned.

The Council shall accept or reject the offer in writing within 60 (sixty) days of receipt of the offer. "Alienate" shall not be construed as to include an alienation on account of a marriage in community of property, death, divorce, sequestration or any other change in the legal status of the owner of the property, on the understanding that the restraint on alienation shall be binding on the alienee/s and his/their successor-in-title for the remaining period of the restraint."

|

///

WHEREFORE the appearer, renouncing all the rights and title which the DONOR hereto before had to the premises did, in consequence also acknowledge the said DONOR to be entirely dispossessed of, and disentitled to the same and that by virtue of these presents, the said DONEE, 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 value of the aforesaid property is N\$510 350.00 being the fair value of the property accepted by the Receiver of Revenue, which value has also been accepted for stamp duty purposes.

SIGNED AT WINDHOEK ON 2022-09-16, together with the appearer, and confirmed with my seal of office.



SIGNATURE OF APPEARER

In my presence





REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE
 INLAND REVENUE DEPARTMENT
ZERO TRANSFER DUTY RECEIPT

Receipt Number: 22712701

Office Name	TIN	Taxpayer Name	Postal Address	Received by
Walvis Bay Regional Office	04634029	Marichen Nicole Cloete	Box 2533; Swakopmund; Namibia;	Salma Ndeshipanda, Sheepo

Transfer Duty Details:

Transferor Name(Seller)	Municipality Of Swakopmund		
Transferee Name (Purchaser)	Marichen Nicole Cloete		
Conveyancer Name	Dr Weder . Kaula And Hoveka Incorporated		
Physical Address of Property	ERF NO. 2038 MATUTURA (EXTENSION NO. 10)		
Town	SWAKOPMUND	Region	ERONGO
Size of Property	315	Date of Transaction	29-04-2021
Consideration (Purchase Price)(N\$)	510350.00	Transfer Duty paid on (N\$)	510350.00

Print Date: 17-05-2021

W

↑

JJ

Raurovandu Rukoro

From: Raurovandu Rukoro
Sent: Tuesday, September 30, 2025 10:40 AM
To: Marichen Cloete
Cc: Wana Winnie; Aina S. Nduuvundi; Mahne Kruger; Barbara Ramos Viegas; Nikolas Ndeikonghola
Subject: RE: MN Cloete - ERF 2038 - Pre-emptive Waiver and Offer to Purchase

Good day Ms. Cloete

Thank you for your email and for formally submitting your offer regarding Erf 2038, Matutura, Swakopmund.

We acknowledge receipt of your correspondence as well as the attached letter of demand from NHE.

The matter will be submitted to Council internal discussion forum.

Yours Sincerely
 R Rukoro

Raurovandu Rukoro
 Intern: Housing Section

Tel: +264 64 410 4235 Email: RRukoro@swkmun.com.na
 Cell: +264 81 376 5528 Address: cnr Rakotoka Street & Daniel Kamho Avenue
 Swakopmund, Erongo



swkmun@swkmun.ci
www.swkmun.ci

From: Marichen Cloete <marichencloete1987@gmail.com>
Sent: Tuesday, September 30, 2025 10:26 AM
To: Mahne Kruger <mkruger@swkmun.com.na>; Aina S. Nduuvundi <ANduuvundi@swkmun.com.na>; Raurovandu Rukoro <RRukoro@swkmun.com.na>
Cc: Wana Winnie <wanaw@nhe.com.na>
Subject: MN Cloete - ERF 2038 - Pre-emptive Waiver and Offer to Purchase

Good day all,

Trust you are well,

I, Marichen Nicole Cloete, ID 87013000108, would formally like to offer address Erf 2038, Matutura Swakopmund for purchase to the Municipality of Swakopmund for the amount of N\$710 000.00.

Attached please also find letter of demand received from NHE for your attention.

Trust all is in order, should there be any questions please do not hesitate to contact me.

Best regards

210

Ordinary Council Meeting -24 November 2025

ANNEXURE "D"

The Council
Municipality of Swakopmund

21.08.2025

To whom it May concern

RE: MN Cloete, Erf 2038 Matutura Ext 10 – Pre-emptive right waiver to sell

I, Marichen Nicole Cloete, ID 87013000108 would like to formally request for a pre-emptive right to waiver and sell my current property bought through NHE in March 2019.

I left my former employer via separation package in May 2022 and was unemployed for a period. When I got employment again It was for a significantly lesser salary than what I previously received. My salary now is for about a third of what I use to get paid. This has caused heavy financial strain, and even while trying my best I could no longer cover all my expenses. I fell behind on my mortgage payments and would rather have to sell the house than to have to lose it.
At this point, after trying all avenues available, I believe it is for the best to sell the house.

I currently have Interested buyers, who has already received their Pre-Approval from the Bank. This married couple, Daryl Jazon Theron 93102000177 & Marilee Deandre Van Wyk 95100500301, are first time buyers and on the NHE Master list.

Your favourable consideration in this regard is highly appreciated.



Yours sincerely

Marichen Nicole

0812846950



FirstRand
Reg. No. 1929/001225/06

130 Independence Avenue
Ground Floor, FNB Building, Windhoek
First National Bank of Namibia Limited,
Reg. No. 2002/0180



Generated By Ester Swan on 19 August 2025

ZH05481

Valuation Certificate

We hereby confirm that we have inspected and valued the following immovable property, for an advance or a loan against security of a mortgage on said property on 19 August 2025.

Property Description

Erf No	2038
Portion	0
Street Address	0 0 Street
Suburb	MATUTURA (EXTENSION 10)
Town/City	SWAKOPMUND
Province	Namibia
Security Value	N\$800 000
Insurance Value	N\$558 843

The value is conditional upon the terms and conditions contained in the facility letter of the Bank.

It remains your responsibility to always ensure that the Home Owners Comprehensive insurance cover is adequate.

The information as set out here is provided as a service only and nothing on this Valuation Certificate should be taken to constitute professional property valuation advice or a formal recommendation and the Bank excludes all representations and warranties relating to the content and use of the Valuation Certificate.

Our valuations are not structural surveys. The Bank assumes that the buildings are competently designed and built and are structurally sound and water tight. If a structural investigation or inspection is required such should be obtained from a suitably qualified expert.

The Bank will not accept any liability for any loss or damage to any person whether caused directly or indirectly by the use of any of the information provided on this Valuation Certificate.

It is furthermore recommended that you seek independent professional advice relevant to your specific property before acting on this Valuation Certificate.

11.1.40 **APPLICATION FOR THE RELAXATION OF DEVELOPMENT STANDARDS ON ERF 10034, SWAKOPMUND, EXTENSION 15 AND CONSENT TO ERECT A BLOCK OF FLATS OR RESIDENTIAL BUILDINGS ON THE GROUND FLOOR**
(C/M 2025/11/24 - E 10034)

Ordinary Management Committee Meeting of 13 November 2025, Addendum **10.10** page **03** 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 requests:

- Relaxation of building lines from 3 meters to 0 meters on boundary lines for all the floors.
- Relaxation of building height from 13 meters to 16 meters.
- Consent to erect a block of flats or residential building on the ground floor

2. Introduction and Background

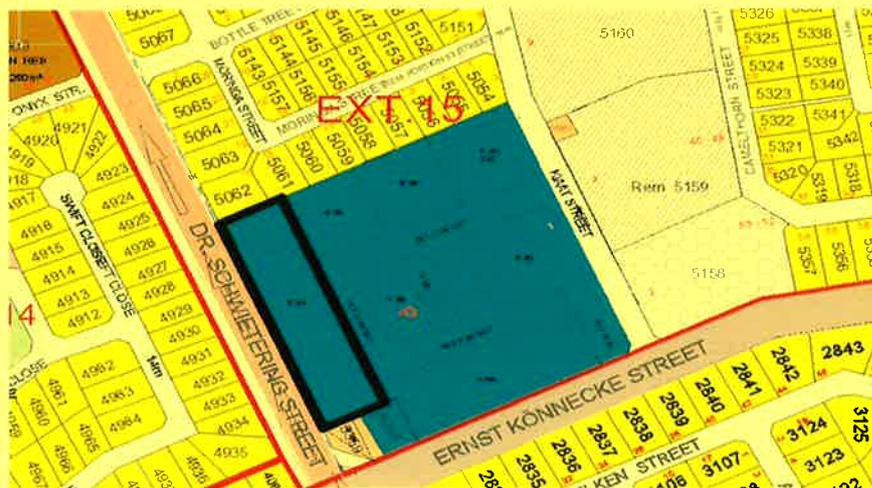
An application for the relaxation of building standards pertaining to building lines and building height as well as consent to erect a block of flats or residential buildings on the ground floor was received by the Engineering and Planning Services Department from Stewart Planning Town and Regional Planners. The application is attached as **Annexure A**.

3. Ownership

The ownership of Erf 10034, Swakopmund, Extension 15 vests in CNUC Namibia Mining Limited according to our municipal records.

4. Zoning, Size and Locality

Erf 10034, Swakopmund, Extension 15 is zoned "General Business" with a bulk of 2. The Erf is approximately 7000m² in extent and is currently vacant. Kindly see locality plan below. The building plans are attached as **Annexure C**.



Locality of Erven 10034, Swakopmund Ext 15

5. **Services and Access**

Access to Erf 10034, Swakopmund, Extension 15 will be provided via REM 5156.

6. **Discussion**

The building lines to be relaxed are the street building lines from three (3) meters to zero (0) meters and the rear for all floors on boundary lines as well as the height restriction from thirteen (13) meters to sixteen (16) meters as stipulated below in terms of Clause 5, sub-clause (D)2.3 (i) and 2.4 (a), (c), (e) of the Swakopmund Zoning Scheme:

2.3 Height control

No building in this zone shall be erected so as to exceed a height of 13 meters

Provided that:

- (i) *a height relaxation up to a maximum height of 16 meters may be permitted with special consent of the Council*

2.4 Building lines**(a) Street Boundary**

- (i) *All buildings, except service stations, may be erected on the street,*
- (ii) ***Residential units on ground level must be set back at least 3 meters.***

(c) Rear Boundaries

- (i) *3 meters away from any rear boundary*
- (e) *Notwithstanding the provisions of sub-paragraph (a), (b) and (c) above, the Council may subject to any conditions it may deem necessary, relax the building line restrictions.*

It is the intention of the applicant to construct an office block at a height of 16 meters, a dormitory at 14.8 meters and a canteen at 13.3 meters. The additional height requirement is necessary to accommodate the mechanical ventilation plant, lift shaft and staircases on the office block, two lift shafts and staircases on the dormitory block and lastly the ventilation plant and staircases on the canteen. Kindly see the site development plan below:



Figure 6: Proposed building line relaxation areas are shown in red

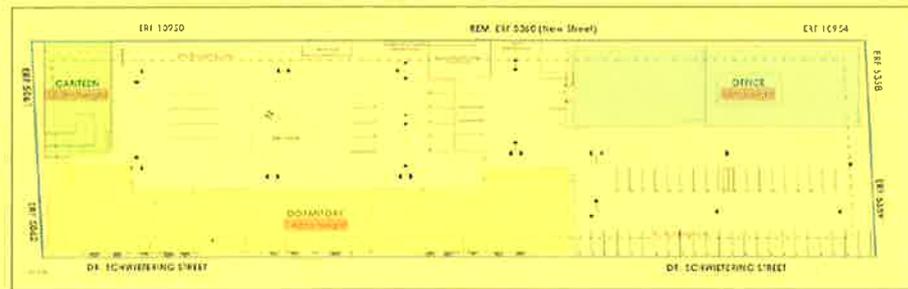


Figure 1 Site development plan for Erf 10034 Swakopmund Ext. 15.

It is important to note that no access will be taken from Dr. Schwietering Street.

7. **Consent Use**

The application for consent to erect a block of flats or residential buildings on the ground floor is submitted in terms of Clause 5, sub-clause (D) 2.8 of the Swakopmund Zoning Scheme which states the following:

“Except with the special consent of Council blocks of flats and residential buildings other than a licensed hotel in this zone may only be erected above the ground floor.”

The application is also subject to Clause 6 of the Swakopmund Zoning Scheme. It was advertised in the Namib Times on the 6th and 13th June 2025, the closing date for objections was the 27th June 2025. Notices of the intended application were also placed on the site for public comment. Proof of Advertisement has been attached as **Annexure B**. Two objections were received from the owners of Erven 5061 and 4927, Swakopmund, Extension 15.

8. **Objections**

The owners of Erf 5061, Swakopmund objected and sited the following reasons:

- *No fire wall is indicated on the plans between the proposed canteen and Erf 5061,*
- *Noise concern emanating from the coolers, freezers and extractor fans running 24hours*

The owner of Erf 4927 stated that the proposed development will devalue his property and that houses should be built instead.

9. **Evaluation**

The request for the building line relaxation on street as a result of the dormitory building coincides with the request for consent to erect a block of flats or residential buildings on the ground floor. The proposed dormitory building is envisaged to be constructed at 1 meter away from the rear street boundary along Dr. Schwietering Street and at zero (0) meters onto the street boundary along REM 5360 (Street). There will be no access along Dr. Schwietering street. Access will be provided along REM 5360 (Street). Although there is a demarcation of streets, there are no services installed yet. It is therefore

important to take note of the validity period of building line relaxations which is two years and apply it to this application as the responsibility for the installation of services lies with Council. The proposed Canteen building will also be placed at zero meters (0) meters building line along the boundary line of Erf 10950, Swakopmund, Extension 15 which belongs to Council.

In terms of the Swakopmund Zoning Scheme, buildings may be erected on the street and on the side boundaries in the "general business" zone, however, consent must be sought for street boundaries when placing residential units on the ground floor as well as from the rear boundary. This relaxation can be considered alongside the request to relax the building line up to zero (0) along Erf 10950, Swakopmund because although part of the area covered by the guard house, ErongoRED substation and Office Building is along a street boundary, the building which hosts the Canteen is located along another property which necessitates this relaxation.

Regarding the application for consent, Council is receptive of and encourages diversity in terms of business activities and land uses. This is demonstrated by Council's decisions in 2014, to approve the permanent closure of Erf 5360 as public open space and the rezoning from POS to general business and its subsequent subdivision in order to create additional erven thereby creating more opportunities for a range of business owners.

Given the motivation by the applicant regarding the provision of other activities in other buildings on the site, the application for consent to construct a block of flats and residential buildings on the ground floor can be favourably considered.

Council is currently using the Operative Zoning Scheme which is made up of Amendment Zoning Schemes Numbers 12 to 70, which includes Amendment Number 61 which makes provision for new height provisions. The proposed height relaxation of up to a maximum of 16 meters is therefore in line with Council's regulations as the height restriction in the "general business zone". For the "general business" zoned properties, the height limit is set at forty (40) meters.

Objections by the neighbours are noted; it is however important to note that the neighbour's consent is surpassed by the stipulations of the Zoning Scheme so far as the lateral building lines in this zone are concerned. The objection that relates to a "devalue in property and the request of the objector for houses to be built instead", cannot be considered as , property values have been seen to increase rather than to decrease as a result of increased development, and that the property concerned is zoned for business purposes, houses cannot be built.

10. **Conclusion**

The proposed consent to construct a block of flats or residential buildings on the ground floor and building line relaxation is not foreseen to negatively impact the area. It will rather provide the property owner with an opportunity to not only maximize the use of their property, but to consolidate their operations by creating a work and live experience for their workers. In so doing, adhering to the urban planning principle of new urbanism.

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

RECOMMENDED:

- (a) That the rear building line be relaxed from five (5) meters to zero (0) meters along Dr Schwietering Street.
 - (b) That the street building line relaxation be relaxed from five (5) meters to zero meters along REM 5630 (Street).
 - (c) That the building line along Erf 10954 be relaxed from three (3) meters to zero (0) meters.
 - (d) That the approval for the relaxation of building lines be valid for a period of twenty-four (24) months, from the date of completion of the installation of services.
 - (e) That Consent to construct a block of flats or residential buildings on the ground floor be approved,
 - (f) That this approval does not constitute an approval of building plans.
 - (g) That parking be provided on-site in terms of the Swakopmund Zoning Scheme, and will be assessed as part of the building plan submission.
 - (h) That a screen wall be constructed along Erven 5061 and 5062, Swakopmund, Extension 15, in order to mitigate potential noise impacts to the satisfaction of the General Manager: Engineering and Planning Services and the General Manager: Health Services and Solid Waste Management.
-

ANNEXURE A

APPLICATION FOR THE RELAXATION OF DEVELOPMENT STANDARDS

ERF 10034 SWAKOPMUND EXTENSION 14:

1. Relaxation of building lines from 3m to 0m for all floors on all boundaries
2. Relaxation of building height from 13m to 16m.
3. Consent to erect a block of flats or residential building on the ground floor.

Date: 14 August 2025

Prepared for: Brüns Architect
(Appointed Architect)

CNUC Namibia Mining Limited
PO Box 8350
Swakopmund, 13001
(Owner)

Prepared by: Stewart Planning Town & Regional Planners
PO Box 2095
Walmis Bay, 13013
(Applicant)

Submission to: Swakopmund Municipality
PO Box 53
Swakopmund, 13001
(Local Authority)



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor, 100 Old Main Building
100 Jan Nujoma Avenue
Walvis Bay

P.O. Box 2095
Tel: (+264) 260 770
Email: otto@sp.com.na

Purpose

The purpose of this report is to obtain approval from the Swakopmund Municipality (the Council) for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Konnecke Streets):

1. Relaxation of building lines from 3m to 0m for all floors on all boundaries.
2. Relaxation of building height from 13m to 16m.
3. Consent to erect a block of flats or residential building on the ground floor.

Background

CNUC Namibia Mining Limited (the owner) purchased Erf 10034 Swakopmund Ext 15 from the Swakopmund Municipality to develop a new mixed-use development for Rössing Uranium Limited.

The owner has appointed Brüns Architect (see Annexure A) to prepare building plans for the proposed development. The erf is currently zoned "General Business" with a bulk factor of 2.0; however, certain development standards need to be relaxed in order to accommodate the proposed buildings.

The architect has appointed Stewart Planning to apply for the necessary relaxation of development standards, hence the purpose of this report.

Development Proposal

The owner intends to develop a new office, dormitory, and canteen on Erf 10034, Swakopmund Extension 15 for Rössing Uranium Limited. The location of the buildings and proposed use of the buildings are shown in Figure 1 and described as follows:

Office

The office building will be a four-storey building with a height of 16 meters. It will contain an auditorium with a dining hall and kitchen, 35 office rooms, 2 open plan offices, 5 meeting rooms, 2 boardrooms, with ablution and kitchen amenities on each floor, staircases, an elevator, and a fire escape. It will contain a flat concrete roof with a height of about 14m, with a mechanical ventilation plant extending up to a height of ±16m.

Dormitory

The dormitory will provide staff housing and accommodation and will be a four-storey building with a building height of 14.8 meters. It will contain a total of 33x units (6x 3-beds, and 27x 1-bed units). Each unit will have its own bathroom and living area, but no kitchen. A total of 17x tandem garages (34x cars) are proposed on the ground floor with storage and meter/heat pump rooms. It will have a concrete flat roof of ±12.5m height, with two lift shafts extending up to a height of ±14.8m.

Canteen

The canteen will make provision for a kitchen, storage area, catering halls, and three residential units. It is necessary to provide a communal kitchen/dining area as the dormitory will not contain individual kitchen amenities. The canteen will be a three-storey building with a mechanical ventilation plant on the upper roof. It will have a flat concrete roof at a height of about 11m with only the mechanical ventilation plant extending to a height of ±13.3m.



STEWART PLANNING
TOWN & REGIONAL PLANNERS

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

P.O. Box 2095
Tel: (+264) 290 770
Email: office@stpp.com.na

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Site Development Plan

The architect has prepared the following site development plan and 3D concept plans for Erf 10034 Swakopmund Ext 15.

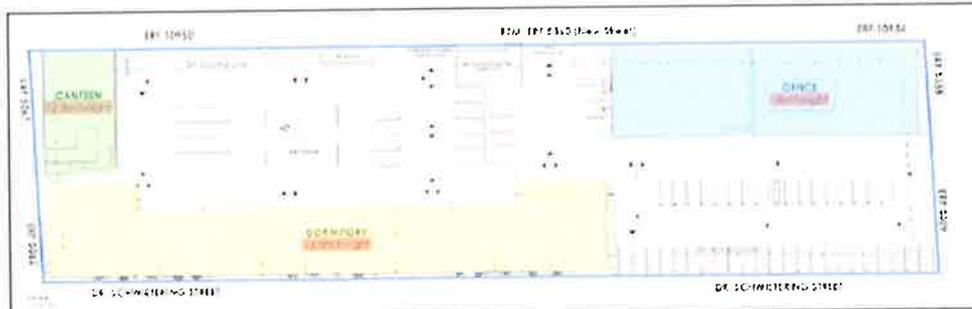


Figure 1: Site development plan for Erf 10034 Swakopmund Ext 15.



Figure 2: Proposed office block with a height of 16 meters.



Figure 3: Proposed dormitory with a height of 14.8m and main entrance to the development from the internal street.

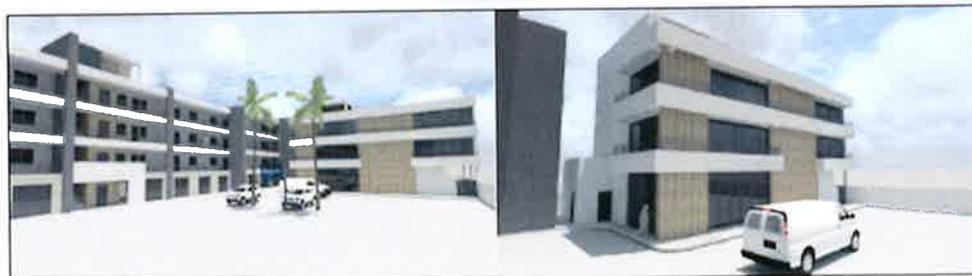


Figure 4: Proposed canteen building with a height of 12.3m.

The total floor area of all buildings and floors will be 9506m² or an actual bulk of 1.36, whereas the permitted bulk is 2.0.

Table 1: Total Floor Area
AREA SCHEDULE

TOTAL BUILDING AREA		
GROUND FLOOR DORMITORY	1 122,94	GROUND FLOOR PLAN
GROUND FLOOR OFFICE	862,65	GROUND FLOOR PLAN
GROUND FLOOR CANTINE	251,711	GROUND FLOOR PLAN
GROUND FLOOR SEWER	33,00	GROUND FLOOR PLAN
GROUND FLOOR GUARDHOUSE	72,31	GROUND FLOOR PLAN
FIRST FLOOR DORMITORY	1 285,94	FIRST FLOOR PLAN
FIRST FLOOR OFFICE	803,00	FIRST FLOOR PLAN
FIRST FLOOR CANTINE	256,42	FIRST FLOOR PLAN
SECOND FLOOR DORMITORY	1 248,78	SECOND FLOOR PLAN
SECOND FLOOR OFFICE	855,16	SECOND FLOOR PLAN
SECOND FLOOR CANTINE	256,97	SECOND FLOOR PLAN
THIRD FLOOR DORMITORY	1 306,48	THIRD FLOOR PLAN
THIRD FLOOR OFFICE	823,21	THIRD FLOOR PLAN
W.C. CANTINE	42,92	THIRD FLOOR PLAN
ROOF DORMITORY	50,12	LOWER ROOF PLAN
ROOF DORMITORY	50,12	LOWER ROOF PLAN
ROOF OFFICE	79,55	LOWER ROOF PLAN
	9 505,95 m ²	

On-site parking will be evaluated as part of the building plan submission and evaluation process.

Site Location

Erf 10034 Swakopmund Extension 15 (the site) is located north of Swakopmund, Ocean View and along Dr Schwietering Street, as shown in Figure 5 (and Annexure B).



Figure 5: Locality of Erf 10034 Swakopmund Extension 15.

It is a rectangular erf with a length of ±164m and a width of ±42,7m, and measures 7.000m² in extent. It is currently zoned "General Business" with a bulk factor of 2.0.

No vehicle access will be taken from Dr.Schwietering Street, but rather from the internal street being Remainder of Erf 5360.

Owner

CNUC Namibia Mining Limited has entered into a sale agreement to purchase Erf 10034 Swakopmund Extension 15 from the Swakopmund Municipality, and is the owner of the site.

Swakopmund Zoning Scheme

Erf 10034 Swakopmund Ext 15 is zoned "General Business" with a bulk factor of 2.0. This bulk factor will permit a total maximum floor area twice the erf size or 14000m², provided that other land use restrictions such as coverage, height, building lines, and on-site parking apply.

The proposed office is a typical office building, which is defined as follows:

"OFFICE BUILDING" means a building used for business purposes and includes offices, a bank, professional chambers and buildings designed for similar uses, but does not include a shop, a place of assembly, a place of entertainment, an institution, service station, industrial building, noxious industry, a restaurant, a vegetable or animal market.

The dormitory with the ancillary and related canteen building can be regarded as a typical hostel or residential building, which is defined as follows:

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

An office building and residential building are the primary uses in the "General Business" zone, therefore, the proposed use of land or buildings is fully in accordance with the current zone.

In this zone, buildings may be erected on the street and side boundary, but 3 metres from any rear boundary. Even though buildings may be erected on the boundary, the architect was advised by the Swakopmund Municipality to apply for a building line relaxation.

Furthermore, the maximum permitted building height is 13 meters, but this can be increased up to 16m with special consent from the Swakopmund Council, and requires a consent application to be made.

Lastly, except with the special consent of the Council, a residential building may only be erected above the ground floor. This clause is to ensure, especially in the CBD/conservation area, to promote active retail land uses on the ground floor (shops/restaurants etc) rather than passive uses (garages/dwelling units). However, given the location of Erf 10034 in Ocean View, the proposed construction of the dormitory on the ground floor is unlikely to have a material impact on the receiving urban environment.

In conclusion, it will be necessary to apply for a building line relaxation, height relaxation, and consent to erect a residential building on the ground floor.

Motivation behind relaxations

It is desirable for the architect to obtain the following relaxation of the development standards due to the following motivations:

Height relaxation

All of the buildings will have a flat concrete roof, which has a building height of < 13m except for the office, which will have a height of 14m. The height relaxation is thus only for a portion of the building that will extend beyond the roofline, such as the mechanical ventilation plants, lift shafts and staircases, which are essential service components to the proposed buildings. The following proposed height relaxations are desired:

- Office: 13m to 16m to accommodate the mechanical ventilation plant/lift shaft/staircase.
- Dormitory: 13m to 14.8m to accommodate the two lift shafts and staircases.
- Canteen: 13m to 13.3m to accommodate the ventilation plant/staircase.

The height relaxations are not an extreme departure, and are unlikely to create a negative impact on the surrounding neighbourhood (shadow/privacy impacts) as the height relaxations will only accommodate service components of the building, not for additional residential units.

The position of the buildings is situated south of adjacent Erven 5061 and 5062, which are zoned "Single Residential" and are unlikely to be affected by shadows throughout the year, as these houses are north-facing. Adjacent Erven 10950 and 10954 are undeveloped but also zoned "General Business" to form part of the business hub and are unlikely to be affected.

The southern adjacent Erven 5358 and 5359 contain a substation and telecommunication infrastructure which is not sensitive to shadows or privacy. Lastly, the site is situated next to a wide road reserve (Dr Schwietering Avenue), which provides an excellent buffer for "Single Residential" Erven 4925 to 4935.

Most of the building rooflines will be 15m or less and are fully in accordance with the height zone policy of the Swakopmund Structure Plan. Therefore, the proposed height relaxations can be considered needed and desirable.

Building line relaxation

The office, dormitory, and canteen will not be built on the erf boundary but within the standard 3m building lines; hence, it is desirable to apply for such relaxation on all floors to ensure that all buildings can fit on the property. The proposed building line relaxations are indicated in Figure 6 below.

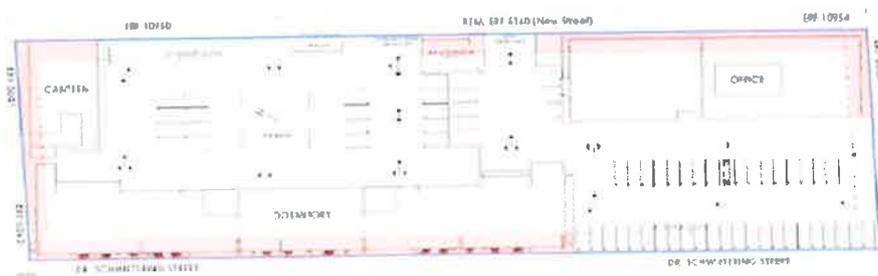


Figure 6. Proposed building line relaxation areas are shown in red.

The building line relaxations are desirable to maximise space for other uses, such as on-site parking. Shifting the buildings 3m from the boundary will not make effective use of the property, and may result in unwanted/undesirable spaces on the erf.

Consent to build a residential building on the ground floor

Lastly, it is desirable to build the dormitory (residential building) on the ground floor, as the office building is already provided for in a separate building, but on the same erf. It was deemed undesirable to put the dormitory on top of the office building.

The ground floor of the dormitory will contain garages, but this is not expected to negatively affect the surrounding area, given its location along a major collector road (with no direct erf access) with little to no pedestrians. The erf is located far from the CBD/conservation area, thus the passive land use will fit the contextual environment of Ocean View.

Swakopmund Structure Plan

According to the Swakopmund Structure Plan, Erf 10034 Swakopmund Ext 15 falls in a Mixed-Use Zone 1¹ corridor, which supports a mixture of residential and business uses. The proposed office, dormitory and canteen will help ensure that most staff can work and live on the same property, reducing the travel demand.

Furthermore, the site falls in a height zone which supports heights of 15 meters as a general guideline².

Therefore, proposed heights of 16m, 14.8m, and 13.8m are not an extreme departure from the 15m height zone.

The site will also form part of a business hub which supports a higher intensity of development and use of land.

It is also situated far from the lighthouse and conservation area (CBD), which are sensitive to building heights. Furthermore, the site is situated immediately south of residential properties, which reduces the impact of shadows.

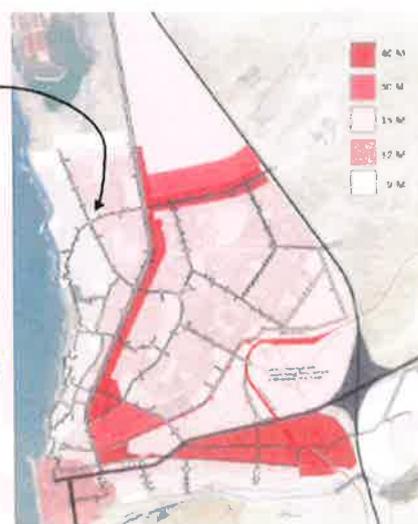


Figure 7: New building heights proposal

Potential Impacts

Building lines and height may have potential impacts on privacy and receiving sunlight, especially for properties that are sensitive to these impacts.

Erf 10034 shares a common boundary with Erven 5358 and 5359, which contain telecommunication services and a substation which is unaffected by privacy and sunlight. Adjacent Erven 10950 and 10954 are undeveloped "General Business" erven, which are less likely to be affected by privacy and sunlight impacts. Residential Erven 4925 to 4935 is located opposite the road (Dr Schwietering Street), which provides a buffer and mitigation against privacy and shadow impacts. Lastly, a common boundary is shared with two "Single Residential" Erven 5061 and 5062, which may be sensitive to noise, privacy, and sunlight impacts.

Given that Erven 5061 and 5062 are situated north of Erf 10034, they will be less affected by shadows throughout the year. Furthermore, the canteen and the edge of the dormitory have limited

¹ Figure 69 on page 86 of the Swakopmund Structure Plan

² Figure 90 on page 104 of the Swakopmund Structure Plan

overlooking balconies/windows to mitigate privacy impacts. Lastly, the extractor/mechanical ventilation plant may generate noise, but it is designed to face away from Erven 5061 and 5062. Noise can be further mitigated by implementing a screen wall on top of the roof.

In conclusion, most of the potential impacts are limited only to Erven 5061 and 5062, which can be mitigated through the proposed design and use of buildings, which the architect has already taken into account.

Public Consultation

The application was advertised in accordance with the Swakopmund Zoning Scheme as set out below:

- The owners of adjacent Erven 5061, 5062, 5358, 5359, 5360, 10950, 10951, and 10954 were notified by registered mail on 13 June 2025, and by email between 11 to 13 June 2025.
- The owners of Erven 4925-4935, 5060-5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, and 10954 were notified by email between 11 to 13 June 2025.
- A notice was placed on Erf 10034 from 06 to 27 June 2025.
- A notice was placed at the Swakopmund Municipality from 06 to 27 June 2025.
- Notices were placed in the Namib Times on 06 and 13 June 2025

The deadline for written comments or objections was 27 June 2025. Proof of consultation is attached in Annexure D.

Public Feedback

The application received five written responses. The owners of Erven 4927 and 5061 have objected to the relaxation, and the owners of Erven 4932, 4934, and 4935 do not object to the relaxation. No other responses were received. The written feedback is attached Annexure E and illustrated in Figure 8.

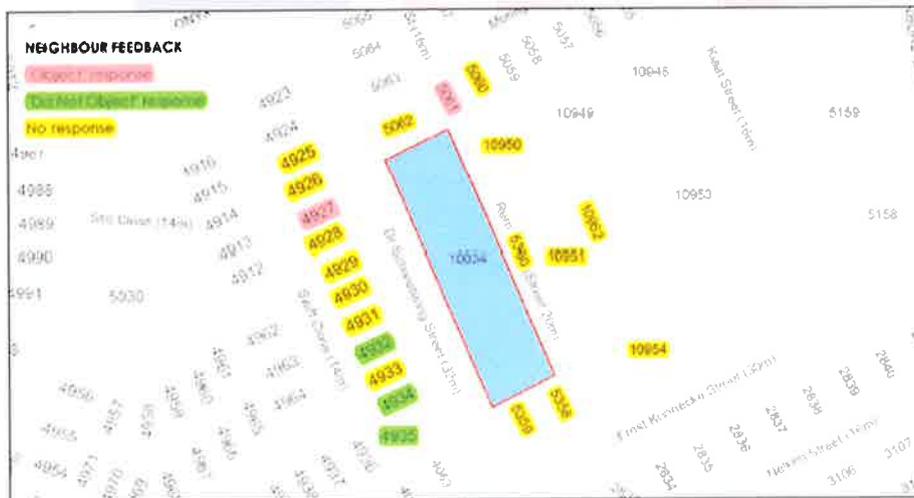


Figure 8 Summary of neighbour feedback

The owner of Erf 4927 objected as it would devalue his property, and recommended that houses should be built. According to the architect, the development of detached houses will not meet the

owner's goal of putting up a higher intensity mixed-use development, who bought the property with "General Business" rights.

Furthermore, Erven 4927 and 10034 are separated by Dr Schwietering Street, which has a road reserve of 32 meters. This provides suitable space to mitigate potential shadow and privacy impacts.

The owner of Erf 5061 was concerned about his privacy and the noise that would be generated by the canteen. The questions/concerns of the owner were answered by the architect as provided in Table 2.

Table 2. Questions from the owner of Erf 5061 and response from the architect

Questions	Response from the architect
It seems that there is not a Firewall/large wall between us and the canteen, can one look at that? For a bit of Privacy but mainly noise?	The boundary wall between Erf 10034 and Erf 5061 can be built up higher. I think the maximum height for a freestanding wall is 2.3m. I will make a note on my drawings to indicate this when we submit the drawings to council.
We have the Babyhouse around the corner, but there is always a Special Cares baby or two in our house, we have a boy that just had a Brain operation, and he has to stay with us for a few months, so noise might be an issue? With coolers, freezers and extractors running 24hours?	I can however ensure that noise will be at a minimum towards Erf 5061, as the canteen does not live out towards Erf 5061 but towards the Southwest. There are also no doors leading out of the canteen towards Erf 5061. The windows there will be crucial for ventilation to the Kitchen, but the windows in the canteen will be for light only and will be fixed with no opening sections.
Or, pushing my luck, can the Canteen not be moved more to the middle? Same side, East, This is really just asking a huge favour. Then there is only a "street" that is affected?	The Canteen can unfortunately not be moved as it's there to function with the apartments and moving it will create issues with the entrance to and from the site, as well as parking requirements.
Thank you so much, the 2.3m high wall will not help much more, as the current wall is approximately 2.1m. Our only concern is constant noise from freezers, fridges and extractors, if we can get a solution for this, we are okay.	No freezers/coolers or extractors will be placed on Erf 5061's side, but rather towards Erf 10950's side, which will be under a slab for weather protection.

The plans were inspected, and the "mechanical ventilation plant" is situated in the centre towards the southern edge of the canteen building, not directly adjacent to Erf 5061. Therefore, the extractors or noise generator is situated approximately 12 meters from the boundary of Erf 5061. It is possible to build a screen wall around the extractor to help mitigate noise impact on Erven 5061 and 5062.

It is recommended that a condition be added that the extract fan should face Erf 10950 rather than Erven 5061 and 5062 to mitigate noise, and that a screen wall be built to mitigate noise impacts.

In conclusion, the proposed relaxations received three "do not object" responses and two objections. The first objector is less likely to be affected, given the location across Dr Schwietering Street. The second objector's concerns for noise and privacy can be implemented as part of the building design of the canteen, and consequently, a condition should be imposed to help mitigate noise impact.

Summary

- CNUC Namibia Mining Limited (the owner) purchased Erf 10034 Swakopmund Ext 15 (the site) from the Swakopmund Municipality to develop a new mixed-use development for Rossing Uranium Limited, comprising an office, dormitory and canteen.
- The owner appointed Danette Bruns to prepare building plans, and the architect appointed Stewart Planning to apply for the relaxation of building lines, permitted building height, and consent to build a residential building (dormitory) on the ground floor.
- The site is located north of Swakopmund, Ocean View, and along Dr Schwietering Street, as shown in Figure 5. It measures 7000m² in extent and is currently zoned "General Business" with a bulk factor of 2.0. The site forms part of a business hub surrounded by residential properties and collector roads.
- The building height relaxation will be 13m to 16m for the office, 13m to 14.8m for the dormitory, and 13m to 13.3m for the canteen, and the relaxations are largely needed for the mechanical ventilation plants, staircases, and lift shafts, which extend above the flat concrete roofs. The height relaxation is not meant for additional residential units.
- The building line relaxation is desired to ensure optimal use of the land and to maximise space for on-site parking.
- Lastly, it is desirable to build the dormitory (residential building) on the ground floor, which requires the Council's consent in the current zone. It will not negatively impact the character of the neighbourhood as the site is located in Ocean View and along a collector road with little to no pedestrian traffic. The wider neighbourhood is also residential, and it does not fall in the CBD/conservation area.
- The site falls in a mixed-use zone with a height policy of 15m in terms of the Swakopmund Structure Plan 2020-2040; therefore, the height relaxations are generally aligned with this spatial guideline.
- The relaxations were advertised and neighbours were notified during June 2025. Three owners (Erven 4932, 4934, and 4935) provided a "do not object" response, whereas the owners of Erven 4927 and 5062 objected to the proposal (see Figure 8 on page 8).
- The objections were duly addressed on pages 8 to 9 of this report. One written concern for noise and privacy can be mitigated through the building design. A screen wall is recommended for the canteen to mitigate noise impacts, and a condition is recommended on the following page.

Attachments

- Annexure A: Architect Appointment Letter
- Annexure B: Locality Plan
- Annexure C: Site Development Plan/Elevations
- Annexure D: Proof of Consultation
- Annexure E: Neighbour Feedback

Recommendation

It is recommended that:

- (1) Building lines for Erf 10034, Swakopmund Extension 15, be relaxed from 3m to 0m for all floors on all boundaries.
- (2) Consent be granted to relax permitted building height on Erf 10034, Swakopmund Extension 15, as follows:
 - (a) Proposed office building from 13m to 16m.
 - (b) Proposed dormitory (residential building) from 13m to 14.8m.
 - (c) Proposed canteen building from 13m to 13.3m on condition that a screen wall be built for the mechanical ventilation plant to mitigate noise impacts towards Erven 5061 and 5062 Swakopmund Extension 15.
- (3) Consent be granted to build a residential building on the ground floor on Erf 10034, Swakopmund Extension 15.
- (4) The objectors be informed 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 notification in accordance with the Urban and Regional Planning Act of 2018.

I hope and trust you will find this recommendation in order. Please do not hesitate to contact me should you wish to discuss the application or require additional information.

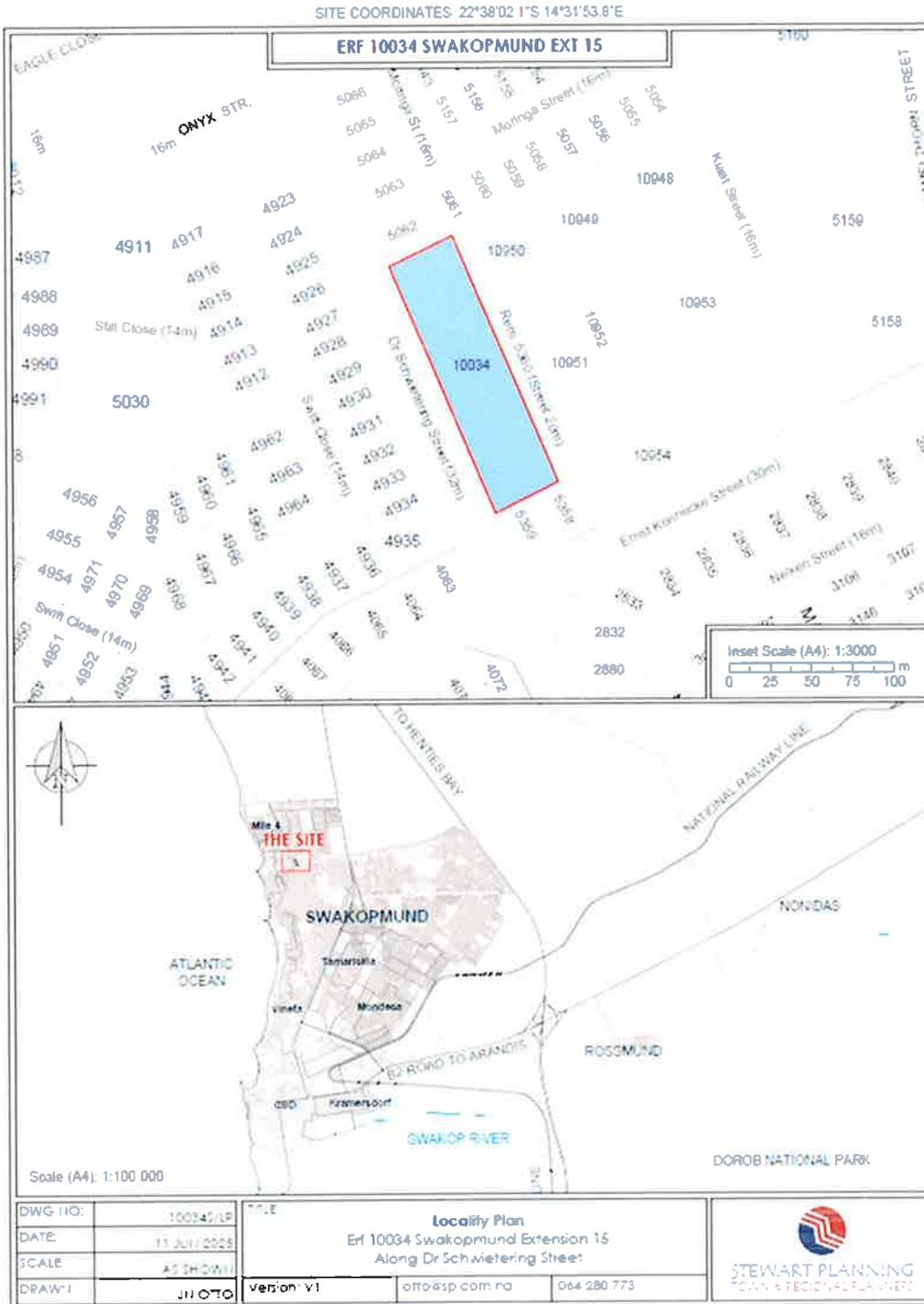
Yours sincerely,



Johann Otto
Town & Regional Planner



Tel: +264 64 280 773 | Email: otto@sp.com.na





MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



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APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	10034	CONSENTERS ERF NO:	Streel (Rem. 5360)
Suburb:	Swakopmund Extension 15	Street Address	Dr Schwietering Ave
Particulars of Owner	PO Box 8350 Swakopmund		
Name of Owner:	CNUC Namibia Mining Limited (CY/1960/1543)		
Name of Authorized Person:	Johann Otto (Stewart Planning) & Danette Bruns (Brun's Architect)		
Postal Address (Owner):	PO Box 2095 Walvis Bay		
Tel. No (Owner):	064 280 773		
E-mail Address (Owner):	otto@sp.com.na		

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

- A. Building Lines:**
- For the relaxation of Rear Building Line From: 3 meter to: 0 meter
 - For the relaxation of Lateral Building Line From: 3 meter to: 0 meter
 - For the relaxation of Street Building Line From: 3 meter to: 0 meter
 - For the relaxation of Street Building Line (Garage) From: 3 meter to: 0 meter
- B. Boundary Wall Height:**
- For the relaxation of Rear Boundary wall From: _____ meter to: _____ meter
 - For the relaxation of Lateral Boundary wall From: _____ meter to: _____ meter
 - For the relaxation of Street Boundary wall From: _____ meter to: _____ meter
- C. Relaxation of setback - 1st or 2nd Floor:**
- For the relaxation of Rear Building Line From: _____ meter to: _____ meter
 - For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
 - For the relaxation of Street Building Line From: _____ meter to: _____ meter
- D. Relaxation of Building Height: (Indicate)**
Relaxation of permitted building height from 13 metres to 16 metres.

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number: 24 10034-1 dated 2025/02/26.
(Plan must show at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

- E. Relaxation of Garages (Maximum 100m²)**
For the relaxation of Garages From: _____ m² to: _____ m²
- F. As Built Plans** Yes No

Reasons for the relaxation

To accommodate the proposed buildings in terms of building lines and height.


SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

11 June 2025
DATE

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

I, _____ the owner of erf no: _____ Extension/Suburb _____
 P.O.Box No: _____ have scrutinized and signed the building plan
 no.: **24.10034.1** prepared by Messrs **Brüns Architect**
 and object do not object (mark with an "X" which is applicable) against the proposed encroachment/
 relaxation of development standards on erf no. **10034** being the following:

(PLEASE TICK APPROPRIATE)

- Building Lines _____
Signature of Owner
- Double Storey within relaxed Building Lines _____
Signature of Owner
- Relaxation of Boundary Wall Height _____
Signature of Owner
- Relaxation of Building Height _____
Signature of Owner
- Relaxation of Garages _____
Signature of Owner

REMARKS/REASONS:

.....
 SIGNATURE FULL NAME DATE

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

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



MUNICIPALITY OF SWAKOPMUND

DEPARTMENT OF ENGINEERING & PLANNING SERVICES



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APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	10034	CONSENTERS ERF NO:	Dr Schwietering Ave
Suburb:	Swakopmund Extension 15	Street Address:	Dr Schwietering Ave
Particulars of Owner	PO Box 8350 Swakopmund		
Name of Owner:	CNUC Namibia Mining Limited (CY/1960/1543)		
Name of Authorized Person:	Johann Otto (Stewart Planning) & Danette Bruns (Bruns Architect)		
Postal Address (Owner):	PO Box 2095 Walvis Bay		
Tel. No (Owner):	064 280 773		
E-mail Address (Owner):	otto@sp.com.na		

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

A. Building Lines:

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

B. Boundary Wall Height:

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

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

- For the relaxation of Rear Building Line From: _____ meter to: _____ meter
 For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
 For the relaxation of Street Building Line From: _____ meter to: _____ meter

D. Relaxation of Building Height: (Indicate)

Relaxation of permitted building height from 13 metres to 16 metres

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the

Plan number: 24 10034 1 dated 2025/02/26

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

E. Relaxation of Garages (Maximum 100m²)For the relaxation of Garages From: _____ m² to: _____ m²**F. As Built Plans** Yes No**Reasons for the relaxation**

To accommodate the proposed buildings in terms of building lines and height


 SIGNATURE OF APPLICANT or
 DULY AUTHORIZED PERSON
 WITH POWER OF ATTORNEY

11 June 2025

DATE

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

I, Dr Schwelering St the owner of erf no. 10034 Extension/Suburb Swakopmund Ext 15
 P.O. Box No: _____ have scrutinized and signed the building plan
 no: 24 10034 1 prepared by Messrs Brüns Architect
 and **object** **do not object** (mark with an "X" which is applicable) against the proposed encroachments
 relaxation of development standards on erf no. 10034 being the following:

(PLEASE TICK APPROPRIATE)

- Building Lines Signature of Owner
- Double Storey within relaxed Building Lines Signature of Owner
- Relaxation of Boundary Wall Height Signature of Owner
- Relaxation of Building Height Signature of Owner
- Relaxation of Garages Signature of Owner

REMARKS/REASONS:

(Johann Otto: The owner, SWAKOPMUND MUNICIPALITY, were notified by registered mail).

.....
 SIGNATURE FULL NAME DATE

Contact Details: Tel. No / Cell Phone:

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

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



MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



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APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	10034	CONSENTERS ERF NO:	10950
Suburb:	Swakopmund Extension 15	Street Address:	Dr Schwielering Ave.
Particulars of Owner	PO Box 8350 Swakopmund		
Name of Owner:	CNUC Namibia Mining Limited (CY/1960/1543)		
Name of Authorized Person:	Johann Otto (Stewart Planning) & Danette Brüns (Brüns Architect)		
Postal Address (Owner):	PO Box 2095 Walvis Bay		
Tel. No (Owner):	064 280 773		
E-mail Address (Owner):	otto@sp.com.na		

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

- A. Building Lines:**
- For the relaxation of Rear Building Line From: 3 meter to: 0 meter
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 - For the relaxation of Lateral Boundary wall From: _____ meter to: _____ meter
 - For the relaxation of Street Boundary wall From: _____ meter to: _____ meter
- C. Relaxation of setback - 1st or 2nd Floor**
- For the relaxation of Rear Building Line From: _____ meter to: _____ meter
 - For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
 - For the relaxation of Street Building Line From: _____ meter to: _____ meter
- D. Relaxation of Building Height: (Indicate)**
Relaxation of permitted building height from 13 metres to 16 metres

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the Plan number: 24_10034_1 dated 2025/02/26
(Plan must show, at least, existing site building lines and existing buildings, the location, height, use, design and extent of encroachment of proposed buildings.)

- E. Relaxation of Garages (Maximum 100m²)**
For the relaxation of Garages From: _____ m² to: _____ m²
- F. As Built Plans** Yes No

Reasons for the relaxation

To accommodate the proposed buildings in terms of building lines and height.

SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

11 June 2025

DATE



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

I, _____ the owner of erf no. **10950** Extension/Suburb **Swakopmund Ext 15**
 P.O. Box No: _____ have scrutinized and signed the building plan
 no: **24.10034 1** prepared by Messrs: **Brüns Architect**
 and **object** **do not object** (mark with an "X" which is applicable) against the proposed encroachment/
 relaxation of development standards on erf no. **10034** being the following:

(PLEASE TICK APPROPRIATE)

- Building Lines _____
Signature of Owner
- Double Storey within relaxed Building Lines _____
Signature of Owner
- Relaxation of Boundary Wall Height _____
Signature of Owner
- Relaxation of Building Height _____
Signature of Owner
- Relaxation of Garages _____
Signature of Owner

REMARKS/REASONS:

(Johann Otto: The owner, SWAKOPMUND MUNICIPALITY, were notified by registered mail).

.....
 SIGNATURE FULL NAME DATE

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

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



MUNICIPALITY OF SWAKOPMUND
DEPARTMENT OF ENGINEERING & PLANNING SERVICES



+264 64 410 4400 | towmangheer@swkmun.com.na | P O Box 53, Swakopmund, Namibia

APPLICATION FORM FOR THE RELAXATION OF DEVELOPMENT STANDARDS

APPLICANTS ERF NO:	10034	CONSENTERS ERF NO:	4927
Suburb:	Swakopmund Extension 15	Street Address:	Dr Schwietering Ave
Particulars of Owner:	PO Box 8350 Swakopmund		
Name of Owner:	CNUC Namibia Mining Limited (CY/1960/1543)		
Name of Authorized Person:	Johann Otto (Stewart Planning) & Danette Bruns (Bruns Architect)		
Postal Address (Owner):	PO Box 2095 Walvis Bay		
Tel. No (Owner):	064 280 773		
E mail Address (Owner):	otto@sp.com.na		

Application for relaxation of: (Please tick appropriate)
(The written consent of the adjacent neighbors and a signed site plan must attached)

A. Building Lines:

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

B. Boundary Wall Height:

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

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

- For the relaxation of Rear Building Line From: _____ meter to: _____ meter
- For the relaxation of Lateral Building Line From: _____ meter to: _____ meter
- For the relaxation of Street Building Line From: _____ meter to: _____ meter

D. Relaxation of Building Height: (Indicate)

Relaxation of permitted building height from 13 metres to 16 metres.

A site/building plans, signed by the relevant/affected neighbors must be attached, indicating the

Plan number: 24.10034.1 dated 2025/02/26

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

E. Relaxation of Garages (Maximum 100m²)

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

F. As Built Plans

Yes No

Reasons for the relaxation

To accommodate the proposed buildings in terms of building lines and height


SIGNATURE OF APPLICANT or
DULY AUTHORIZED PERSON
WITH POWER OF ATTORNEY

11 June 2025

DATE



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

I JOHN SLABBER the owner of erf no. 4927 Extension/Suburb MILE 4 / E-916

P.O. Box No. 2704 Swalopme have scrutinized and signed the building plan no. 24.10034.1 prepared by Messrs Brons Architect

and **object** **do not object** (mark with an "X" which is applicable) against the proposed encroachment/relaxation of development standards on erf no. 10034 being the following

(PLEASE TICK APPROPRIATE)

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

[Signature]
Signature of Owner

REMARKS/REASONS:

It will devalue my property Houses should be built

[Signature] John Christophe Slabber 13/June 2025
SIGNATURE FULL NAME DATE

Contact Details: Tel. No / Cell Phone: 0812669648
NB: Please attach certified copy of Identity document of the owner of erf.

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

SITE COORDINATES: 22°38'02.1"S 14°31'53.8"E



LIST OF REGISTERED ITEMS POSTED



JOHANN OTTO - STEWART PLANNING ERF 10034 SWAKOPMUND EXT 15
 PO BOX 2095 WALVIS BAY CONSENT & RELAXATION OF STANDARDS

Sender's Reference No	Addressee's Name and Address	Registration No
1 ERF 5060	CJ & JG STEENKAMP PO BOX 7444 SWAKOPMUND, 13001	
2 ERF 5061	DJ & R PETERSEN PO BOX 4622 VINETA, 13003	
3 ERF 5062	JH VAN DYK PO BOX 4621 VINETA, 13003	
4 ERF 5358	NAMIBIA POST & TELECOM HOLDINGS LTD PO BOX 3913 WINDHOEK, 10005	
5 ERF 5359	FRANK-SCHULTZ, PARATUS NAMIBIA PO BOX 90140 KLIIN WINDHOEK, 10012	
6 ERF R5360 & PORTIONS	SWAKOPMUND MUNICIPALITY PO BOX 53 SWAKOPMUND, 13001	
7 ERF 10050	IPM HAKANENI PO BOX 935 ONDANGWA, 15002	

 NAMPOST
 UAT Ref No: 002481215

 Branch: Walvisbay

 Date: 27/05/25 Time: 14:30:14
 Counter: 4 LIMEPOST STOCKING

 SA Product Price UAT
 Letter 546.20
 Registered Item No: 13706.50
 (Registered Item No: 137105 Fern No:7 SEVER 04 LLST)
 :Recipient Name:
 :Address Line 1:
 :Address Line 2:
 :Address Line 3:
 :Address Line 4:
 Prepaid -5352.60
 Net -535.95
 Tax Code amount Total Tax
 UAT A (0%) 0.00 0.00
 UAT B (15%) 5255.51 539.59
 Total 580.00
 Name:
 Address:
 Receipt No: 254-13701-4-271050-2
 Please Mail For Using Your Post Office
 Contact Us @ Die Poskantoor Sebrouip
 14651 ESW: wa.com@pp.oppoosr.yvne

Number of Items 7 Received by CP
 No compensation will be considered unless enquiry regarding this postal article is made within one year after the date of posting.
 Date-stamp
 P1 / 185

Ordinary Council Meeting -24 November 2025

From: Johann Otto
 To: john.otto@swakopmund.com; anton.estrivill@gmail.com; stahub05@gmail.com; stahub@swakopmund.com
 Subject: PW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards
 Date: 11 June 2025 16:54:00
 Attachments: image001.png
 a. General Notice.pdf
 b. Locality Plan.pdf
 c. Municipal Relaxation Form.pdf
 d. Site Plan Building Line Relaxation.pdf
 e. Site Plan Height Relaxation.pdf

From: Johann Otto
 Sent: 11 June 2025 13:57
 Subject: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

11 JUNE 2025

NOTICE TO:

- **OWNERS OF ERVEN 4925, 4926, 4927, 4928, 4929, 4930, 4931, 4932, 4933, 4934, 4935, 5060, 5061, 5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, AND 10954 SWAKOPMUND**
- **SWAKOPMUND MUNICIPALITY**
- **TELECOM NAMIBIA**
- **NAMPOST**
- **PARATUS**

Dear Interested and/or Affected Party,

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No 12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst K nnecke Streets):

1. **Relaxation of building lines from 3m to 0m for all floors on all boundaries.**
2. **Relaxation of building height from 13m to 16m.**
3. **Consent to erect a block of flats or residential building on the ground floor.**

Please find attached:

- a. **General Notice** containing additional information
- b. **Locality Plan** of Erf 10034 Swakopmund Ext 15.
- c. **Municipal Relaxation Form** (please complete page 2, sign and return).
- d. **Site Plan Building Line Relaxation** (please complete, sign and return).
- e. **Site Plan Height Relaxation** (please complete, sign and return)

The deadline to submit written comments/objections to the above applications (1. to 3. above), and to return the completed forms and plans (attachments c. to e. above) is before **17:00, Friday, 27 June 2025**. The completed forms and plans can be returned to me by email (jotto@swakopmund.com.na) or by post (PO Box 2095 Walvis Bay, 13013, Namibia)

Ordinary Council Meeting -24 November 2025

From: Johann Otto
Bo: joct@swakopmund.com
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards
Date: 12 June 2025 14:06:00
Attachments: [img0001.png](#)
[a. General Notice.pdf](#)
[b. Locality Plan.pdf](#)
[c. Municipal Relaxation Form.pdf](#)
[d. Site Plan Building Line Relaxation.pdf](#)
[e. Site Plan Height Relaxation.pdf](#)

Dear Wahl Ruth,

OWNER OF ERF 4928 SWAKOPMUND EXT 14, NAMIBIA

12 JUNE 2025

Kindly take note of the email below and attachments for your review and completion. The deadline is **17:00, Friday, 27 June 2025**, thank you

Yours sincerely,

Johann

From: Johann Otto

Sent: 11 June 2025 16:55

Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

From: Johann Otto

Sent: 11 June 2025 13:57

Subject: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

11 JUNE 2025

NOTICE TO:

- **OWNERS OF ERVEN 4925, 4926, 4927, 4928, 4929, 4930, 4931, 4932, 4933, 4934, 4935, 5060, 5061, 5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, AND 10954 SWAKOPMUND**
- **SWAKOPMUND MUNICIPALITY**
- **TELECOM NAMIBIA**
- **NAMPOST**
- **PARATUS**

Dear Interested and/or Affected Party,

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No 12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnicke Streets):

1. **Relaxation of building lines from 3m to 0m for all floors on all boundaries.**
2. **Relaxation of building height from 13m to 16m.**
3. **Consent to erect a block of flats or residential building on the ground floor.**

Ordinary Council Meeting -24 November 2025

From: Johann Otto
To: stetukana@erfswakopmund.com
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards
Date: 12 June 2025 15:01:00
Attachments: [image001.png](#)
[a. General Proposal.pdf](#)
[b. Locality Plan.pdf](#)
[c. Municipal Relaxation Form.pdf](#)
[d. Site Plan Building Line Relaxation.pdf](#)
[e. Site Plan Height Relaxation.pdf](#)

Dear Mr J.A.P. Shetukana

OWNER OF ERF 4934 SWAKOPMUND EXT 14, NAMIBIA

12 JUNE 2025

Kindly take note of the email below and attachments for your review and completion. The deadline is **17:00, Friday, 27 June 2025**, thank you.

Yours sincerely,

Johann

From: Johann Otto
Sent: 11 June 2025 16:55
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

From: Johann Otto
Sent: 11 June 2025 13:57
Subject: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

11 JUNE 2025

NOTICE TO:

- OWNERS OF ERVEN 4925, 4926, 4927, 4928, 4929, 4930, 4931, 4932, 4933, 4934, 4935, 5060, 5061, 5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, AND 10954
- SWAKOPMUND MUNICIPALITY
- TELECOM NAMIBIA
- NAMPOST
- PARATUS

Dear Interested and/or Affected Party,

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No 12 that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnecke Streets):

1. Relaxation of building lines from 3m to 0m for all floors on all boundaries.
2. Relaxation of building height from 13m to 16m.
3. Consent to erect a block of flats or residential building on the ground floor.

Ordinary Council Meeting -24 November 2025

From: Johann Otto
To: johannotto@gmail.com
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards
Date: 12 June 2025 17:17:00
Attachments: 1) Erf 10034.png
 a. General Notice.pdf
 b. Locality Plan.pdf
 c. Municipal Relaxation Form.pdf
 d. Site Plan Building Line Relaxation.pdf
 e. Site Plan Height Relaxation.pdf

Dear Mr JH van Dyk

OWNER OF ERF 5062 SWAKOPMUND EXT 15, NAMIBIA

12 JUNE 2025

Kindly take note of the email below and attachments for your review and completion. The deadline is **17:00, Friday, 27 June 2025**, thank you.

Yours sincerely,

Johann

Johann Otto
Town Planner

122 Sam Nujoma Avenue | First Floor, 122 On Main | PO Box 2095 Walvis Bay
Tel: (064) 280 773 | Email: otto@sp.com.na | Website: www.sp.com.na

From: Johann Otto
Sent: 11 June 2025 16:55
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

From: Johann Otto
Sent: 11 June 2025 13:57
Subject: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

11 JUNE 2025

NOTICE TO:

- **OWNERS OF ERVEN 4925, 4926, 4927, 4928, 4929, 4930, 4931, 4932, 4933, 4934, 4935, 5060, 5061, 5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, AND 10954 SWAKOPMUND**
- **SWAKOPMUND MUNICIPALITY**
- **TELECOM NAMIBIA**
- **NAMPOST**
- **PARATUS**

Dear interested and/or Affected Party,

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No. 12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnecke Streets):

- 1. Relaxation of building lines from 3m to 0m for all floors on all boundaries.**
- 2. Relaxation of building height from 13m to 16m.**
- 3. Consent to erect a block of flats or residential building on the ground floor.**

Please find attached:

- a. **General Notice** containing additional information.
- b. **Locality Plan** of Erf 10034 Swakopmund Ext 15.
- c. **Municipal Relaxation Form** (please complete page 2, sign and return).
- d. **Site Plan Building Line Relaxation** (please complete, sign and return).
- e. **Site Plan Height Relaxation** (please complete, sign and return).

The deadline to submit written comments/objections to the above applications (1. to 3. above), and to return the completed forms and plans (attachments c. to e. above) is before **17:00, Friday, 27 June 2025**. The completed forms and plans can be returned to me by email (otto@sp.com.na) or by post (PO Box 2095 Walvis Bay, 13013, Namibia).

Yours sincerely,
Johann

Johann Otto
Town Planner



STEWART PLANNING
TOWN & REGIONAL PLANNERS

122 Sam Nujoma Avenue | First Floor, 122 On Main | PO Box 2095 Walvis Bay
Tel: (064) 280 773 | Email: otto@sp.com.na | Website: www.sp.com.na

Ordinary Council Meeting -24 November 2025

From: Johann Otto
Bcc: stewartplanning@gmail.com
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards
Date: 13 June 2025 11:18:00
Attachments: [image001.png](#)
[a. General Notice.pdf](#)
[b. Locality Plan.pdf](#)
[c. Municipal Relaxation Form.pdf](#)
[d. Site Plan Building Line Relaxation.pdf](#)
[e. Site Plan Height Relaxation.pdf](#)

Dear Messrs IPM Hakaneni

OWNER OF ERF 10050 SWAKOPMUND EXT 15, NAMIBIA
13 JUNE 2025

Kindly take note of the email below and attachments for your review and completion. The deadline is **17:00, Friday, 27 June 2025**, thank you.

Yours sincerely,
Johann

From: Johann Otto
Sent: 11 June 2025 16:55
Subject: FW: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

From: Johann Otto
Sent: 11 June 2025 13:57
Subject: Erf 10034 Swakopmund Ext 15: Consent notice for the relaxation of development standards

11 JUNE 2025

NOTICE TO:

- **OWNERS OF ERVEN 4925, 4926, 4927, 4928, 4929, 4930, 4931, 4932, 4933, 4934, 4935, 5060, 5061, 5062, 5358, 5359, 5360, 10950, 10951, 10952, 10953, AND 10954 SWAKOPMUND**
- **SWAKOPMUND MUNICIPALITY**
- **TELECOM NAMIBIA**
- **NAMPOST**
- **PARATUS**

Dear Interested and/or Affected Party,

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No. 12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnecke Streets):

1. **Relaxation of building lines from 3m to 0m for all floors on all boundaries.**
2. **Relaxation of building height from 13m to 16m.**

3. Consent to erect a block of flats or residential building on the ground floor.

Please find attached:

- a. General Notice containing additional information.
- b. Locality Plan of Erf 10034 Swakopmund Ext 15.
- c. Municipal Relaxation Form (please complete page 2, sign and return)
- d. Site Plan Building Line Relaxation (please complete, sign and return).
- e. Site Plan Height Relaxation (please complete, sign and return).

The deadline to submit written comments/objections to the above applications (1. to 3. above), and to return the completed forms and plans (attachments c. to e. above) is before **17:00, Friday, 27 June 2025**. The completed forms and plans can be returned to me by email (otto@sp.com.na) or by post (PO Box 2095 Walvis Bay, 18013, Namibia).

Yours sincerely,

Johann

Johann Otto
Town Planner



STEWART PLANNING
TOWN & REGIONAL PLANNERS

122 Sam Nujoma Avenue | First Floor 122 On-Main | PO Box 2095 Walvis Bay
Tel: (064) 280 773 | Email: otto@sp.com.na | Website: www.sp.com.na



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor, 122 On Main
122 Sant Nujonta Avenue
Walvis Bay

P.O. Box 2095
Tel: (064) 280 775
Email: otto@sp.com.na

Date: 11 Aug 2025

**ERF 10034 SWAKOPMUND EXTENSION 15
BUILDING LINE AND HEIGHT RELAXATION**

PUBLIC CONSULTATION NOTICES



Figure 1: Photo of notice on Erf 10034 Swakopmund Ext 15 from 06 June to 27 June 2025.

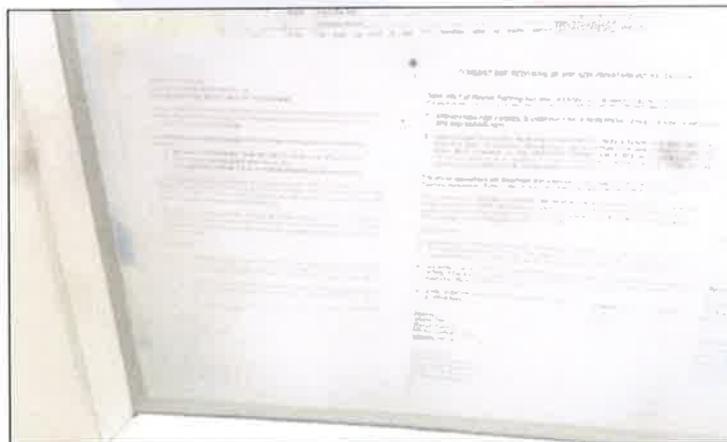


Figure 2: Photo of notice at Swakopmund Notice Board from 06 June to 27 June 2025.

NOTICE TO NEIGHBOURS & COUNCIL NOTICE

**CONSENT NOTICE
ERF 10034 SWAKOPMUND EXT 15:
RELAXATION OF DEVELOPMENT STANDARDS**

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No 12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnecke Streets):

1. Relaxation of building lines from 3m to 0m for all floors on all boundaries.
2. Relaxation of building height from 13m to 16m.
3. Consent to erect a block of flats or residential building on the ground floor.

CNUC Namibia Mining Limited (the owner) purchased Erf 10034 Swakopmund Ext 15 to develop a new mixed use development for Rossing Uranium Limited. The development will include a new office (16m in height), a dormitory for staff (14.8m), a canteen (13.3m), with ancillary and related buildings, and on-site parking.

The owner has appointed Bruns Architect to prepare building plans for the proposed development. The erf is currently zoned "General Business" with a bulk factor of 2.0, however, certain development standards as listed above, need to be relaxed in order to accommodate the proposed buildings.

Take note that –

- (a) the Background Information Document (BID) and building plans can be requested from Johann Otto: otto@sp.com.na. The BID lies open for inspection, during normal office hours at Stewart Planning, 122 Sam Nujoma Avenue, Walvis Bay.
- (b) any person having any objections/comments to the proposed application(s) may lodge such objections/comments with the Council and Stewart Planning in writing.
- (c) the deadline to submit written objections/comments will be on or before 17:00 Friday, 27 June 2025.

Applicant

Stewart Planning
Town & Regional Planners
PO Box 2095 Walvis Bay
otto@sp.com.na
+264 64 280 773

Local Authority:

Chief Executive Officer
Swakopmund Municipality
PO Box 53 Swakopmund
jheita@swkmmn.com.na

SITE NOTICE

CONSENT NOTICE

ERF 10034 SWAKOPMUND EXT 15:

RELAXATION OF DEVELOPMENT STANDARDS

Notice is hereby given in terms of Clause 6 of Swakopmund Amendment Scheme No.12, that Stewart Planning intends to apply to the Swakopmund Council for the following consent and relaxation of development standards:

Erf 10034 Swakopmund Extension 15 (C/o Dr Schwietering and Ernst Könnecke Streets):

1. **Relaxation of building lines from 3m to 0m for all floors on all boundaries.**
2. **Relaxation of building height from 13m to 16m.**
3. **Consent to erect a block of flats or residential building on the ground floor.**

CNUC Namibia Mining Limited (the owner) purchased Erf 10034 Swakopmund Ext 15 to develop a new mixed use development for Rössing Uranium Limited. The development will include a new office (16m in height), a dormitory for staff (14.8m), a canteen (13.3m), with ancillary and related buildings, and on-site parking.

The owner has appointed Bruins Architect to prepare building plans for the proposed development. The erf is currently zoned "General Business" with a bulk factor of 2.0, however, certain development standards as listed above, need to be relaxed in order to accommodate the proposed buildings.

Take note that –

- (a) the Background Information Document (BID) lies open for inspection, during normal office hours at the Town Planning Section of the Swakopmund Municipality, corner of Rakotoka & Daniel Kamho Street, and at Stewart Planning, 122 Sam Nujoma Avenue, Walvis Bay. An electronic copy can be requested from Johann Otto: otto@sp.com.na
- (b) any person having any objections/comments to the proposed application may lodge such objections/comments with the Council and the applicant in writing.
- (c) the deadline to submit written objections/comments will be on or before 17:00 Friday, 27 June 2025.

Applicant

Stewart Planning
Town & Regional Planners
PO Box 2095 Walvis Bay
otto@sp.com.na
+264 64 280 773

Local Authority

Chief Executive Officer
Swakopmund Municipality
PO Box 53 Swakopmund
jheita@swkmun.com.na

105 SUBMITTALS



SWAKOPMUND RESIDENTS ASSOCIATION

ABRIDGED ANNUAL FINANCIAL STATEMENTS
28 February 2025

ABRIDGED STATEMENT OF PROFIT/LOSS

	2024 R1	2023 R2
Contribution	46,892	45,388
Administrative expenses	(38,888)	(37,739)
Financial Expenses	(1,138)	(2,642)
Balance carried forward	6,866	4,997

ABRIDGED STATEMENT OF FINANCIAL POSITION

	2024 R1	2023 R2
Total Assets	106,212	111,115
Total Liabilities	119,351	142,212

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

CONSENT: EREKOPPEL & WISSENGE (development of changes ON EREKOPPEL AVENUE, WALVIS BAY, STREET NAME & NO 4) (the "Development")

In terms of the Walvis Bay Town Planning Scheme, in terms of which the Development has been approved by the Municipality of Walvis Bay, the applicant has applied to the Municipality of Walvis Bay for consent to develop the Development in terms of the EREKOPPEL & WISSENGE clause.

This may be inspected or particulars thereof applied for in the office of the Town Planning Unit 11 on Bismarck 191 & US Civic Centre.

Any person having an objection to the approval of this application, may lodge such objection, together with grounds thereon, with the General Manager, Roads and Building Control, c/o Walvis Bay (Private Bag 4017), Walvis Bay and the applicant, in writing, no later than 17 June 2025.

NAME AND ADDRESS OF APPLICANT
Marius van der Merwe
Marius van der Merwe (Pty) Ltd
Marius van der Merwe (Pty) Ltd

Miel med wassie maak ons bekend die eerste van ons geleide



Maritze Snyman

In een oogwink het God sy mooiste blom kom haal.
In een donderdag is ons wereld nie meer dieselfde nie.

08-01-1988 - 03-06-2025

Die erfenisde sal plaasvind D V Rietveld 14 June 2025 om 10:00 van die AGS Fildefels, 7 Aldridge, Swakopmund

Indien daar enige persoonlike boodskappe is, kontak ons sêfies op saterdag 08:00 tot 12:00 by 081 259 7161
E-pos: pieter.enling@gmail.com



VACANCY

Handyman – Sandpiper Dunes

Key Performance Areas: To manage & coordinate the maintenance of the building and the surrounding areas, including the maintenance of the building's exterior, including the roof, gutters, and downpipes, and the maintenance of the building's interior, including the walls, floors, and ceilings. To manage the building's energy consumption, including the installation and maintenance of energy-efficient lighting, heating, and cooling systems. To manage the building's security, including the installation and maintenance of security systems, such as alarms, cameras, and access control systems. To manage the building's safety, including the installation and maintenance of fire safety systems, such as fire extinguishers, fire alarms, and fire escapes. To manage the building's environmental impact, including the installation and maintenance of sustainable building practices, such as water-saving devices and recycling programs.

Person Requirements: Must be a South African citizen or permanent resident. Must have a minimum of 5 years experience in the field of building maintenance. Must have a valid driver's license. Must be able to work independently and take initiative. Must be able to communicate effectively with clients and colleagues. Must be able to work under pressure and meet deadlines.

Person's Job Application to: [Address]

Closing date for applications: 17 June 2025

Applicants should send their CVs to: [Address]

LIJF OORAL 1998

NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIJF OORAL 1998

Application to the Committee in terms of the Lijf Oral 1998

Notice of application to the Committee in terms of the Lijf Oral 1998

Application to the Committee in terms of the Lijf Oral 1998

Application to the Committee in terms of the Lijf Oral 1998

COMMENT NOTICE
EREKOPPEL AVENUE, WALVIS BAY, STREET NAME & NO 4

NOTICE OF COMMENT

1. Description of the proposed development: The proposed development is a residential development consisting of 10 units, located on Erekoppel Avenue, Walvis Bay. The units are to be built on a plot of 10,000 square meters.

2. Description of the site: The site is located on Erekoppel Avenue, Walvis Bay. The site is currently vacant and is zoned for residential use.

3. Description of the surrounding area: The surrounding area is residential and includes other residential developments.

4. Description of the proposed development's impact on the surrounding area: The proposed development is expected to have a positive impact on the surrounding area, including the creation of jobs and the improvement of the local economy.

5. Description of the proposed development's impact on the environment: The proposed development is expected to have a minimal impact on the environment, including the use of sustainable building practices and the installation of energy-efficient lighting and heating systems.

6. Description of the proposed development's impact on the community: The proposed development is expected to have a positive impact on the community, including the creation of jobs and the improvement of the local economy.

7. Description of the proposed development's impact on the heritage: The proposed development is expected to have a minimal impact on the heritage, including the use of sustainable building practices and the installation of energy-efficient lighting and heating systems.

8. Description of the proposed development's impact on the infrastructure: The proposed development is expected to have a minimal impact on the infrastructure, including the use of sustainable building practices and the installation of energy-efficient lighting and heating systems.

9. Description of the proposed development's impact on the social: The proposed development is expected to have a positive impact on the social, including the creation of jobs and the improvement of the local economy.

10. Description of the proposed development's impact on the economic: The proposed development is expected to have a positive impact on the economic, including the creation of jobs and the improvement of the local economy.

VACANCIES

MARKETING AND OPERATIONS DEPARTMENTS

Notice of Vacancies

Marketing Department: We are looking for a Marketing Executive to join our team. The successful candidate will be responsible for developing and implementing marketing strategies, managing advertising campaigns, and analyzing market trends. Requirements: Bachelor's degree in Marketing or related field, 3-5 years of marketing experience, strong communication skills, and ability to work in a fast-paced environment.

Operations Department: We are looking for an Operations Manager to join our team. The successful candidate will be responsible for managing the day-to-day operations of the company, ensuring that all processes are efficient and effective, and managing the team. Requirements: Bachelor's degree in Business Administration or related field, 5-7 years of operations management experience, strong leadership skills, and ability to work in a fast-paced environment.

Application for these posts is strongly encouraged.

Closing date: Sunday 23 June 2025 @ 17:00

LIJF OORAL 1998

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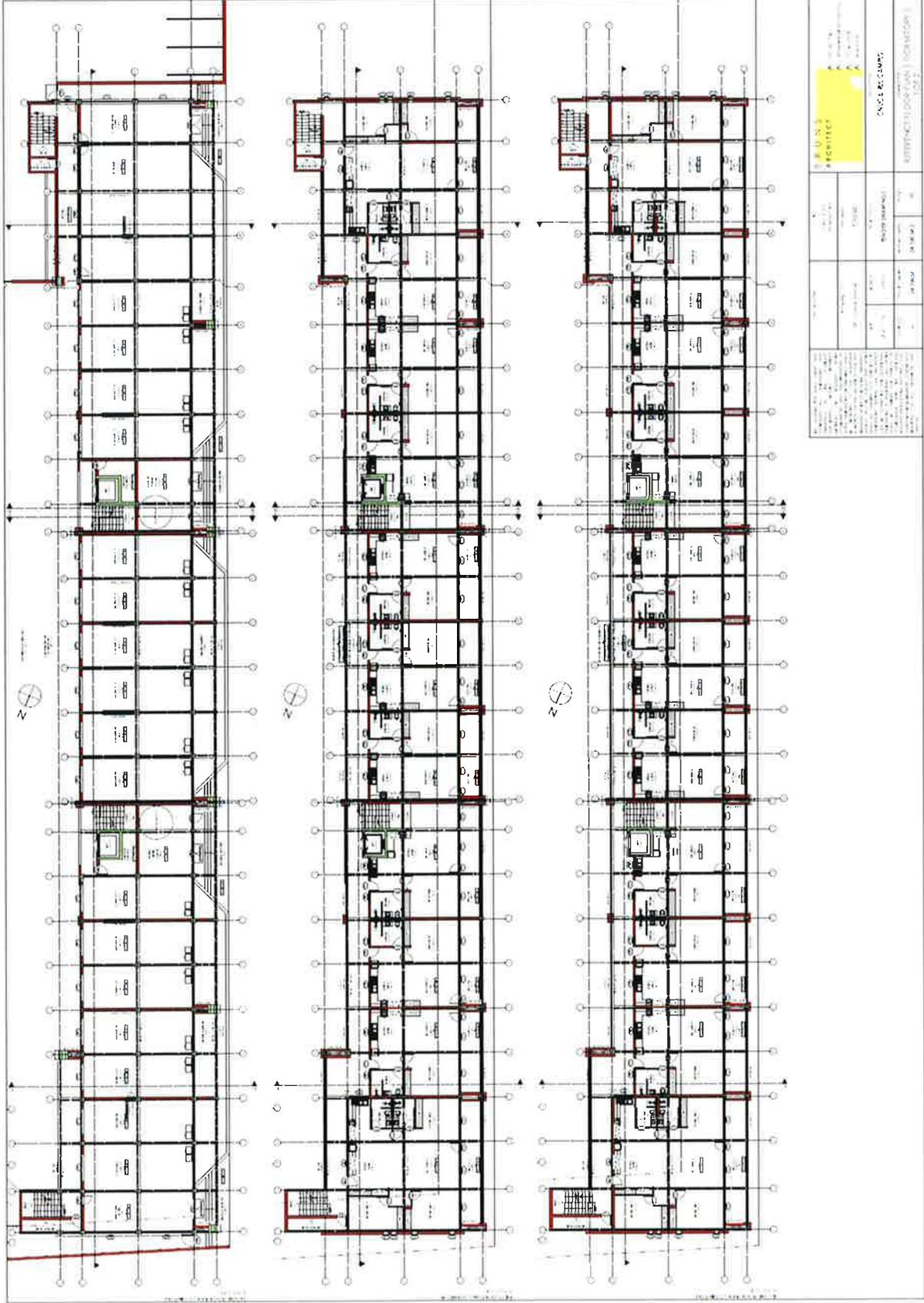
LIJF OORAL 1998

NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIJF OORAL 1998

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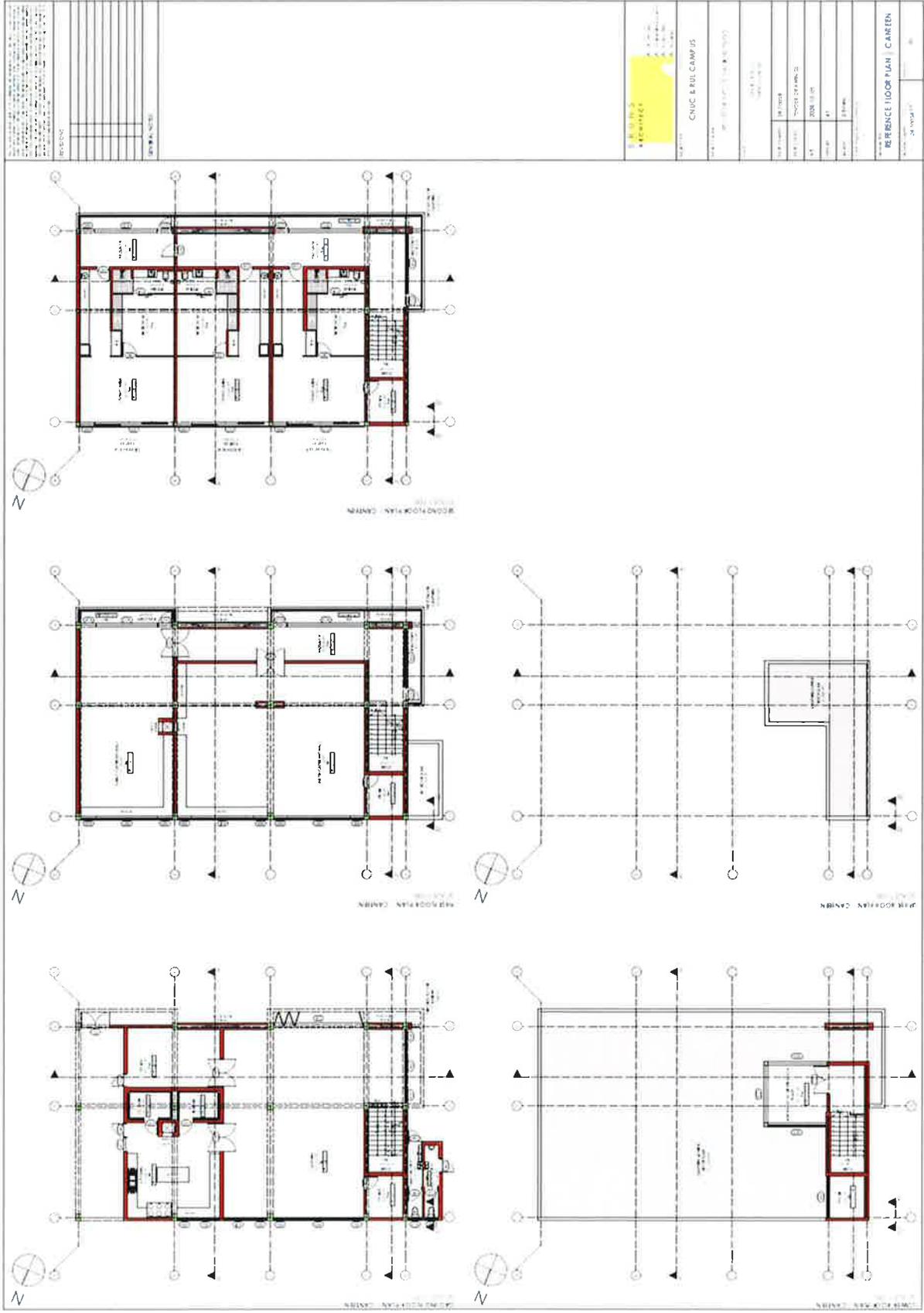
Notice of application to the Committee in terms of the Lijf Oral 1998

Application to the Committee in terms of the Lijf Oral 1998



<p>PROJECT INFORMATION</p> <p>PROJECT NAME: [REDACTED]</p> <p>CLIENT: [REDACTED]</p> <p>DATE: [REDACTED]</p> <p>SCALE: [REDACTED]</p> <p>PROJECT NUMBER: [REDACTED]</p> <p>DATE: [REDACTED]</p>		<p>DATE RECEIVED</p> <p>11/24/2025</p>
<p>PROJECT LOCATION</p> <p>ADDRESS: [REDACTED]</p> <p>CITY: [REDACTED]</p> <p>STATE: [REDACTED]</p> <p>COUNTY: [REDACTED]</p> <p>ZIP: [REDACTED]</p>		<p>PROJECT NUMBER</p> <p>11/24/2025</p>
<p>PROJECT DESCRIPTION</p> <p>PROJECT TYPE: [REDACTED]</p> <p>PROJECT PHASE: [REDACTED]</p> <p>PROJECT STATUS: [REDACTED]</p>		<p>DATE RECEIVED</p> <p>11/24/2025</p>
<p>PROJECT CONTACTS</p> <p>PROJECT MANAGER: [REDACTED]</p> <p>PROJECT ARCHITECT: [REDACTED]</p> <p>PROJECT ENGINEER: [REDACTED]</p>		<p>PROJECT NUMBER</p> <p>11/24/2025</p>





11.1.41 **REQUEST FOR ADDITIONAL FUNDS TO PROCURE PERSONAL PROTECTIVE CLOTHING FOR SWAKOPMUND MUNICIPALITY FIRE BRIGADE DIVISION**
(C/M 2025/11/24 - 11/11/2)

Ordinary Management Committee Meeting of 13 November 2025,
Addendum **10.11** page **48** refers.

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

1. INTRODUCTION

The Fire Brigade Division seeks additional funding for the procurement of essential Personal Protective Clothing (PPC) for municipal firefighters to effectively and efficiently execute their duties.

The procurement of PPC is critical to ensuring the safety, health, and operational effectiveness of firefighters who routinely operate in high-risk environments.

This initiative aligns with the Municipal Council's responsibility to ensure worker safety, comply with statutory requirements, and maintain an effective emergency response capability.

2. BACKGROUND

Due to insufficient budget allocations in previous years, the Fire Brigade Division has been unable to procure personal protective clothing for the past two (2) consecutive years. The current inventory of protective clothing is in poor condition due to wear and tear and shortages, leading to non-compliance with national and internal safety standards.

Procurement of PPC is necessary to comply with the **Namibian Labour Act 11 of 2007**, which mandates employers to provide a safe working environment. Compliance also extends to relevant fire service standards such as **South African National Standard (SANS 50469:2014)** and **National Fire Protection Association (NFPA 1971 and NFPA 1975)** standards.

The increasing frequency and complexity of fire incidents in Swakopmund have heightened the need for adequate PPC. Failure to address this shortage will compromise both firefighter safety and the operational performance of the Council.

3. DISCUSSION

3.1 Scope of Procurement

The Fire Brigade Division has not procured any Personal Protective Clothing for the past two (2) financial years due to the drastic reduction in the protective clothing budget vote (**350015532500**). Below is a summary of budget allocations for the period 2020/2021 to 2025/2026:

Financial Year	Budget Allocation (N\$)
2020/2021	600,000.00
2021/2022	450,000.00

Financial Year	Budget Allocation (N\$)
2022/2023	700,000.00
2023/2024	300,000.00
2024/2025	150,000.00
2025/2026	300,000.00

No personal protective clothing was procured during the 2023/2024 and 2024/2025 financial periods due to insufficient budget allocation.

3.2 Cost Estimate and Budget Implications

- Potential funding sources include the Council's internal **Capital and Operational Budgets**.
- During the **2024/2025 Capital and Operational Budgeting**, a request for **N\$800,000.00** was submitted to enable procurement of the required PPC and associated equipment; however, this request was not approved.
- The current allocation of **N\$300,000.00** in the operational budget vote for protective clothing remains insufficient to adequately equip the Fire Brigade Division.
- The required Personal Protective Clothing includes:
 - Station and Work Uniforms
 - Structural Firefighting Protective Clothing
 - Hazardous Materials Handling Protective Clothing
- The preliminary budget estimate of **N\$800,000.00** was based on market research and supplier quotations, attached as:
 - **Annexure "A"**: Quote for Station and Work Uniforms
 - **Annexure "B"**: Quote for Structural Firefighting Protective Clothing

4. CONCLUSION

Failure to provide adequate Personal Protective Clothing poses serious **safety, legal, and operational risks** to both the firefighters and the Swakopmund Municipal Council. Investment in PPC and related equipment is not merely a compliance measure—it is an essential requirement to ensure the safety, professionalism, and effectiveness of municipal emergency services.

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

RECOMMENDED:

- (a) That Council approves the allocation of **N\$800,000.00** for the procurement of Personal Protective Clothing for the Fire Brigade Division.
 - (b) That permission be granted to the General Manager: Finance to transfer the amount of **N\$800,000.00** to the Budget Vote: **350015532500: Protective Clothing**.
-

CAPITAL BUDGET – FIRE BRIGADE 2024/2025 – MOTIVATIONS

1. TURNTABLE LADDER L32A-SX – N\$20 400 000.00

The topography of Swakopmund community consists of high building structures. However, the Fire Brigade responsible with handling different emergencies including fire incidents is not in possession of fire suppression and rescue equipment to use on high buildings. This challenge was on several occasions practically proven during cleaning of high building by the Fire Brigade.

The need to acquire a *Turntable Ladder Appliance* for Fire Fighting (suppression) and rescue operations is very important consideration to successfully manage all kind of fire incidents with high likelihood of occurrence. Therefore, it is very recommendable for the management committee and council to approve the budget proposal of a Turntable Ladder Appliance. Currently the Aerial Ladder Appliance is costing 18 300 000.00 ZAR.

2. HAZMAT TRAILER -- NS3 500 000.00

The Fire Brigade for the Municipality of Swakopmund is not in possession of equipment and tools for responding to Hazardous Material Incident and Accident while these material / products are being stored and transported throughout Swakopmund.

Without correct use of equipment, Personal Protective Clothing, and tools for Hazardous materials (Chemicals/Biological/Radiological/Fuel or Petroleum) emergency response pose extremely threat to fire fighters as first responders when responding to and handling those types of emergencies.

To acquire fully equipped Hazmat Trailer for Fire Brigade's responses to Hazmat incidents / accidents within the council's Local Authority's jurisdiction is a highly recommendable proactive strategy.

3. DRC STAFF PARKING GARAGE AND FIRE FIGHTERS GYM AREA~ N\$650 000.00

Staff members (Fire Fighters) when scheduled to work at DRC Fire Station had been experiencing malicious vandalism to their private vehicles particularly during night shift as the parking garage at DRC Fire Station can only accommodate one (1) Fire Truck.

It is quite imperative from the damage experienced thus far to make provision for staff's vehicles safe parking whilst on duty. A minimum of three (3) Fire Fighters are currently being scheduled for DRC Fire Station. Therefore, a double garage will be conducive to mitigate the vandalism of Staff's vehicles.

4. FIRE FIGHTING PERSONAL PROTECTIVE EQUIPMENT (PPE) – N\$ 800 000.00

Deficiency and lack of required of Personal Protective Equipment for fire suppression and rescue operations (i.e. **Fire Fighting Tunics, Self-Contained Breathing Apparatus, Fire Fighting Helmets, Fire Fighting Gloves and Rescue Gloves, Fire Fighting Boots, Fire Fighting Balaclavas, including Personal Alert Safety System**) is a difficulty and challenging situation currently hampering Fire Fighting Operations as most of the Fire Fighters' Personal Protective Equipment are not in good conditions due to wear and tear. Some Fire Fighters doesn't have required Personal Protective Equipment, whereas

there's nothing in reserve to immediately replace a Fire Fighters' Personal Protective Equipment should one assigned to get damaged.

In expected practice each Fire Fighter should have one Fire Fighting Gear in reserve for immediately replacement purpose in case the one allocated get damaged, otherwise it will incapacitate the Fire Fighter to be able to carry out firefighting and rescue operations due to not having required Personal Protective Equipment.

To be able to mitigate and operate with proactiveness it is highly recommended to procure the required Personal Protective Equipment.

5. FIRE FIGHTING AND RESCUE BAKKIE WITH EQUIPMENT & TOOLS -- N\$950 000.00

The Fire Fighting and Rescue Bakkie will be assigned to the Deputy Chief Fire Officer, which will also replace the current and old Rescue Bakkie that require to be replaced with immediate effect.

Therefore, to avail the required equipment and tools, it is proposed and recommended to approve the estimated budget amount to enable rapid emergency responses whenever required.

6. 100 CUBIC (100 000 LITERS) EMERGENCY RESERVOIR TANK – N\$7000 000.00

The unforeseen cut-off or shortage of water supply from the primary water supply source due to natural cause and or infrastructure maintenance, requires the Fire Brigade Division to employ proactive strategies to acquire secondary water supply source as a rapid and contingent alternative for continuous water supply during emergency requiring firefighting suppression and emergency operations.

Therefore, the construction of 100 cubic (100 000 liters) reservoir tank at the Main Fire Station (Phillipus Namalemo Fire Station) to serve as a secondary water supply source in unforeseen circumstances where the primary water supply source is cut-off or has shortage of water supply.

For consideration, 85% of fire hydrants (as primary water supply source) within Swakopmund Municipal areas are drastically very low on water pressure and this will have a major negative impact on continuous and timeously water supply during firefighting suppression and emergency operations.

In addition, in situations where the Municipal area of Swakopmund experience electrical supply failure which affect the primary water supply source is another unanticipated situation which require the acquisition of the secondary water supply source as a contingency water supply preparedness plan.

6. FIRE BRIGADE GYM EQUIPMENT - N\$250 000.00

The current and minimal gym equipment for Fire Brigade personnel that was procured 3 years ago has depleted the capacity to be used due to wear and tear, most of them are no more in condition to be used. Both two (2) Fire Stations need to be equipped with gym and excising equipment to maintain the physical requirement of the job assignment.

Currently the DRC Fire Station has no excising equipment while its 24/7 manned for emergency and operation responses. Due to lack of equipment fire fighters tend to come to the main Fire Station to participant in training programs, which is not supposed to be as such since it jeopardizes the rapid response to the outskirts of DRC areas and other nearby vicinities.

ANNEXURE "B"

<p style="text-align: center;">DDP AGENCIES C.C.</p> <p>P O Box 2612 Walvis Bay Namibia Tel: 061 - 257440 Windhoek Tel :064 - 205697 Walvisbay VAT Reg No 2249026 015 CC/98/1391 Standard Bank Acc No 041418759 Branch Code 082272</p>	<p style="text-align: center;">Copy Quotation</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Date</td> <td>25/07/2025</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> <tr> <td>Document No</td> <td>WQ142354</td> </tr> </table>	Date	25/07/2025	Page	1	Document No	WQ142354																																																										
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<p>Surcharges on larger garments Size: 46-10% Size: 48-15% Size: 50-20% Size: 52-25% Size: Xlarge 10% Size: XXlarge 15% Size: XXXlarge 20%</p> <p>Received in good order</p> <p>Signed: _____ Date: _____</p> <p>© Softline (Pty) Ltd</p>	<p>PLEASE NOTE:</p> <p>1 Prices quoted includes val 2 Quotation valid for 7 days 3 Delivery Period:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Sub Total</td> <td style="width:30%;"></td> <td style="width:40%; text-align: right;">722,160 00</td> </tr> <tr> <td>Discount @</td> <td style="text-align: center;">0 00%</td> <td style="text-align: right;">0 00</td> </tr> <tr> <td>Amount Excl Tax</td> <td></td> <td style="text-align: right;">722 160 00</td> </tr> <tr> <td>Tax</td> <td></td> <td style="text-align: right;">108,324 00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">830,484 00</td> </tr> </table>	Sub Total		722,160 00	Discount @	0 00%	0 00	Amount Excl Tax		722 160 00	Tax		108,324 00	Total		830,484 00																																																	
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ITEM		DESCRIPTION	COLOR	QTY	UNIT PRICE	TOTAL PRICE
1	TRXXX	COMBAT TRS-NAVY-80mm LOOPS (RIPSTOP)	NAVY	48	R 751.00	R 12,048.00
2	SHXXX	COMBAT SHIRT SIS - GLADNECK (RIPSTOP) WITH RUBBERISED LOGO ON CHEST LEFT SIDE AND RUBBERISED LOGO ON SHOULDERS	NAVY	48	R 455.00	R 21,840.00
3	SHXXX	COMBAT SHIRT LS - GLADNECK (RIPSTOP) WITH RUBBERISED LOGO ON CHEST LEFT SIDE AND RUBBERISED LOGO ON SHOULDERS	NAVY	48	R 304.77	R 14,628.96
4	TRXXX	COMBAT TRS-NAVY-80mm LOOPS (RIPSTOP) WITH REFLECTIVE TAPE	NAVY	48	R 307.00	R 14,736.00
5	SHXXX	COMBAT SHIRT SIS - GLADNECK (RIPSTOP) WITH RUBBERISED LOGO ON CHEST LEFT SIDE AND RUBBERISED LOGO ON SHOULDERS WITH REFLECTIVES	NAVY	48	R 510.00	R 24,480.00
6	SHXXX	COMBAT SHIRT LS - GLADNECK (RIPSTOP) WITH RUBBERISED LOGO ON CHEST LEFT SIDE AND RUBBERISED LOGO ON SHOULDERS WITH REFLECTIVES	NAVY	48	R 540.00	R 25,920.00
7	H004-BLACK	LONG SOCK-CUSHION SOLE COTTON RICH BOGGARD	BLACK	72	R 78.00	R 5,616.00
8	SHXXX-NAVY	145g CREWNECK T-SHIRT(TST 145B) WITH RUBBERIZED LOGO ON LEFT SIDE CHEST	NAVY	48	R 164.00	R 7,872.00
9	SHXXX-WHITE	145g CREWNECK T-SHIRT(TST 145B) WITH RUBBERIZED LOGO ON LEFT SIDE CHEST	WHITE	48	R 164.00	R 7,872.00
10	TRXXX	COOL DRY RUIIIIIIG SHORTS BRT (BRT-CDS) (NAVY OR BLACK)	NAVY OR BLACK	24	R 235.00	R 5,640.00
11	HW304-PCL013	FLIGHTSUIT WITH RUBBERISED CHEST BADGE AND LIME GREEN AND SILVER REFLECTIVE TAP	NAVY	4	R 1,350.00	R 5,400.00
12	PWXXX	CATERPILLAR PNEUMATIC 2 0	BLACK	24	R 4,638.00	R 111,312.00
13	BE003-BLACK	BELT-BORDER-50MM-124940-BASKET WEAVE	BLACK	24	R 339.00	R 8,136.00
15	JAXXX-NAVY	BUNNY JACKET- REF-BJB (640) WITH REFLECTIVE WORDING ON THE BACK (SWAKOPMUND MUNICIPALITY EMERGENCY SERVICES)	NAVY	24	R 936.00	R 22,464.00
16	HWXXX	KNITTED BEANIE WITH EMBROIDERED CAP BADGE	NAVY	48	R 94.00	R 4,512.00
17	JEXXX-BLACK	JERSEY - V-NECK - EPPS & ELBOW PATCHES (002) WITH EMBROIDERED LOGO ON LEFT CHEST	NAVY	24	R 305.00	R 7,320.00
20A	HWXXX-BLACK	BASEBALL CAP - ACRYLIC - FADE RESISTANT WITH EMBROIDERED CAP BADGE DOUBLE GOLD ROWS OAKLEAF EMBROIDERED ON PEAK FOR CHIEF FIRE OFFICER	BLACK	2	R 218.32	R 436.64
20B	HWXXX-BLACK	BASEBALL CAP - ACRYLIC - FADE RESISTANT WITH EMBROIDERED CAP BADGE DOUBLE SILVER ROWS OAKLEAF EMBROIDERED ON PEAK FOR DEPUTY CHIEF FIRE OFFICER	BLACK	2	R 181.52	R 363.04
21	IIIXXX-ROYAL	RUBBERIZED SHOULDER FLASHES	ROYAL	78	R 161.00	R 12,558.00
	FR	DEVELOPMENT COST RUBBERIZED SHOULDER FLASHES		1	R 680.00	R 680.00
22	ISXXX	METAL ID SHIELD 3 PIN		30	R 32.00	R 9,600.00
	FR	DEVELOPMENT COST METAL ID SHIELD		1	R 430.00	R 430.00
22	JAB33-BL-ACY	GUNT JKT-MENS BLK 100% POLY (J30301)	BLACK	2	R 552.00	R 1,104.00
23	PW312-BLACK	PARABELLUM OFFICER SHOE MP9351	BLACK	12	R 533.00	R 7,596.00
24	PV315-BLACK	LADIES PARABELLUM-SABS-ROUND TOE	BLACK	3	R 520.00	R 1,560.00
25	TR203-TWC069	MALE STEP-OUT TROUSERS	BLACK	18	R 505.00	R 9,090.00
26	LA026-TWC069	FEMALE STEP-OUT TROUSERS	BLACK	6	R 550.00	R 3,300.00
27	SH005-PCB247	PANTERA SHIRT LS	WHITE	24	R 210.00	R 5,040.00
28	SH005-PCB247	PANTERA SHIRT SIS - GLADNECK	WHITE	24	R 200.00	R 4,800.00
29	BEXXX-BLACK	BELT-55mm WEB(RIYLO1) BLACK (303) WITH INSERT	BLACK	12	R 265.00	R 3,180.00
30	J4001-TWC069	TUNIC 4 POCKET LINED LONG SLEEVE	BLACK	2	R 1,400.00	R 2,800.00
31	JAXXX-COA205	PANTERA SOFTSHELL	BLACK	2	R 650.00	R 1,300.00
32	J411-241YX105	PANTERA STANDARD JACKET	BLACK	2	R 740.00	R 1,480.00
33	ACXXX-ORLIME	LS JACKET (CJCP152) ZIP OFF SLEEVES (640) WITH REFLECTIVE BACK PRINT AND RUBBERISED CHEST BADGE	ORLIME	24	R 586.40	R 14,073.60
34A	HWXXX-TWC069	CAP-PANTERA SHINY PEAK BLACK WITH RED BAND DOUBLE ROWS GOLD OAK LEAVES CLOTH COVERED PEAK WITH GOLD CROSSED FIRE AXES AND CHIMIE STRAP GOLD BUTTOP WITH CROSSED FIRE AXES	BLACK	2	R 2,540.00	R 5,080.00
34B	HWXXX-TWC069	CAP-PANTERA SHINY PEAK BLACK WITH RED BAND SINGLE ROW GOLD OAK LEAVES CLOTH COVERED PEAK WITH GOLD CROSSED FIRE AXES AND CHIMIE STRAP GOLD BUTTOP WITH CROSSED FIRE AXES	BLACK	2	R 2,415.00	R 4,830.00
35	H0091-BLACK	LONG WOOLBLEND SOCKS P71 FRESH PEF 3614	BLACK	72	R 115.00	R 8,280.00

Sparks & Ellis

UNIFORMS

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Our Ref: SP2107250128

REQUEST FOR QUOTATION SWAKOPMUND FIRE FIRE UNIFORM

DATE 15-Sep-25

Contact: BANICA T. MATHENGU - Chief Fire Officer
Municipality of Swakopmund
Mobile Number: +264 81 124 4161
Tel Number: +264 64 410 3537
Email: bmathengu@swakopmund.com.na

Act No. 11, 2007

LABOUR ACT, 2007

PART G
DISPUTES CONCERNING THIS CHAPTER

Disputes concerning this Chapter

38. (1) If there is a dispute about the non-compliance with, contravention, application or interpretation of this Chapter, any party to the dispute may refer the dispute in writing to the Labour Commissioner.

(2) The person who refers the dispute must satisfy the Labour Commissioner that a copy of the notice of a dispute has been served on all other parties to the dispute.

(3) The Labour Commissioner must refer the dispute to an arbitrator to resolve the dispute through arbitration in accordance with Part C of Chapter 8 of this Act.

CHAPTER 4
HEALTH, SAFETY AND WELFARE OF EMPLOYEES
PART A
RIGHTS AND DUTIES OF EMPLOYERS AND EMPLOYEES

Employer duties to employees

39. (1) Every employer or person in charge of premises where employees are employed must, without charge to the employees -

- (a) provide a working environment that -
 - (i) is safe;
 - (ii) is without risk to the health of employees; and
 - (iii) has adequate facilities and arrangements for the welfare of employees;
- (b) provide and maintain plant, machinery and systems of work, and work processes, that are safe and without risk to the health of employees;
- (c) provide and maintain safe entry and exit from places of work;
- (d) provide employees with adequate personal protective clothing and equipment if reasonably necessary;
- (e) provide employees with the necessary information and training to work safely and without a risk to their health;
- (f) ensure that the use, handling, storage or transport of articles or substances is safe and without risk to the health of employees;
- (g) ensure that employees are given the necessary instructions and supervision to work safely and without a risk to their health;
- (h) ensure that the organisation of work, including hours of work and mealtimes, do not adversely affect the safety or health of employees; and
- (i) take any other prescribed steps to ensure the safety, health and welfare of

Ordinary Council Meeting -24 November 2025

36	ISXXX	GORGET PATCHES RUBBER ALTERNATIVE	ROYAL	40	R	77.00	R	3,080.00	
37	T100S-BLACK	TIE-100% POLYESTER CROSS AXES EMB GOLD	BLACK	24	R	95.00	R	2,280.00	
38A	IM001-BLACK	EPP-FIRE(1WR+1BIG EM+3SML EMP)GOLD METAL	BLACK	4	R	315.00	R	1,260.00	
38B	IM002-BLACK	EPPS-FIRE (1WR/1BIG EM/2SML)METAL GOLD	BLACK	4	R	315.00	R	1,260.00	
38C	IM029-BLACK	EPPS-METAL - PLATOON 1 IEMP- SILVER	BLACK	8	R	315.00	R	2,520.00	
38D	IMXXX-BLACK	EPPS-SENIOR FIRE FIGHTER (1 SILVER AXE WITH 3 HORIZONTAL CHROMIUM BARS) METAL-SILVER	BLACK	16	R	315.00	R	5,040.00	
38E	IMXXX-BLACK	EPPS-JUNIOR FREFIGHTR (1 SILVER AXE WITH 2 HORIZONTAL CHROMIUM BARS) METAL-SILVER	BLACK	44	R	315.00	R	13,860.00	
38F	IMXXX-BLACK	EPPS-CADET FIREFIGHTER (1 SILVER AXE WITH 1 HORIZONTAL CHROMIUM BARS) METAL-SILVER	BLACK	20	R	315.00	R	6,300.00	
38G	IM129A-BLACK	EPPS-METAL-CROSSED AXES SILVER/FIRE MAN	BLACK	20	R	315.00	R	6,300.00	
39A	IM200-GOLD	BADGE - COLLAR - FIRE CROSS AXES	GOLD	48	R	62.00	R	2,976.00	
39B	IM200-SILV	BADGE - COLLAR - FIRE CROSS AXES	SILVER	32	R	45.00	R	1,440.00	
40	AC056-RED	LANYARD - HAND PLATED - Q1185	RED	26	R	58.00	R	1,508.00	
							SUB TOTAL:	R	445,562.24
							VAT:	R	66,834.34
							GRAND TOTAL:	R	512,396.58
<p>Terms: Prices hold firm for 60 days</p> <p>Quotation includes delivery charges within South African borders</p> <p>50% deposit is required with official order and balance payable before despatch of goods</p> <p>Delivery for standard stock items will be ex stock or approximately 6 - 12 weeks & availability of raw material</p> <p>Banking details:</p> <p>Banking Details: Sparks & Ellis (Pty) Ltd First National Bank, Cape Town City Branch Number: 201409 Account Number: 62073131551</p>									

11.1.42 **STANDARD PROCESSING OF APPLICATIONS: DEPOSIT PAYMENT REQUIREMENT FOR PRIVATE TREATY APPLICATIONS**
(C/M 2025/11/24 - 17/P)

Ordinary Management Committee Meeting of 13 November 2025,
Addendum **10.12** page **57** refers.

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

1. **Purpose**

This item was discussed at the Investment Coordination Committee on **18 September 2025**.

The purpose of this submission is for Council to consider levying the deposit prior to the submission of a complete / compliant application to the Investment Coordination Committee.

The motive is to ensure that only serious, well considered, bankable, exceptional applications will be processed and extensively assessed. Currently it is experienced that random proposals are received from speculators and Council is required to devote valuable manhours to assess and assist with technical advice and decide on the viability of risking the allocation / reservation of large portions of land to an applicant.

The levying of a deposit is permitted in terms of the Property Policy. It is proposed to amend the timeline / sequence of the payment thereof to an earlier stage of the application processing cycle. This is to prevent agents and speculators who submit a lot of applications to local authorities and hope that they approve, so that they can then speculate with Council's land without any cost / risks to themselves. They are therefore effectively shopping / speculating with Council's land without Council benefitting at all.

2. **Introduction**

This proposal is prompted by the failure of numerous apparently viable projects to secure payment of a deposit in the amount of N\$ 100 000.00 within 90 days of Council's resolution approving the purchase price of the project.

The deposit is required to cover all costs incurred by Council on behalf of the applicant, for example, the minimum advertising cost is now approximately N\$ 15 000.00 and can exceed N\$ 30 000.00, while drafting the contract can cost anything between N\$ 20 000.00 and N\$ 50 000.00.

The below scenario is just an example in support of the proposal to introduce a deposit payment at an earlier stage of the processing procedure:

The application of Nacido Mining CC (previously Granville Namibia Energy (Pty) Ltd) was initially considered by the Management Committee on **21 February 2023** under item 11.1.14 at which meeting it was resolved that the application be submitted in detail and due diligence be applied.

Following various discussions and countless hours, the application was approved by Council on **03 June 2025** under item 11.1.5 and part of the

standard conditions of sale for land by private treaty is the payment of a deposit as follows:

"(i) That the sale transaction be subject to Council's standard conditions of sale by private treaty:

- (i) That the purchaser pays a deposit of N\$100,000.00 towards the statutory costs relating to the transaction, including, but not limited to, advertising costs, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.
- (ii) That the above deposit be paid within 90 days from the Council resolution approving the sale and purchase price, failing which Council's resolution will be revoked at the next Council meeting following the expiry of the 90 days.
- (iii) That any remainder of the deposit in (i) above be refunded to the purchaser on completion of the transfer of the erf."

The entity failed to secure the above deposit by **01 September 2025**.

Although reasons and explanations can be provided for the failure to pay, it does raise questions about the financial ability of the company and its intentions to develop or speculate with the land.

This is besides all the other companies like Matsi Investment (Pty) Ltd, Reviving Property Solutions (Pty) Ltd, Gheron Building Construction (Pty) Ltd, Ghetto Assistance Centre (Pty) Ltd who have kept Council and personnel engaged for hundreds of hours over the past 6 years without delivering and causing Council to delay on service delivery.

3. **Current Standard Practice of Attending to Unsolicited Applications**

3.1 On **01 April 2025** under item 11.1.15 Council approved the following process which was also publicly advertised:

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

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

- 3.2 Council receives unique applications ranging from e.g. a landmark "pigeon tower" as tourist attraction, crocodile farming, AI data storage centres, an airport for private jets to vast portions of land (10 000 erven) for purchase or leasing of low-income units.
- 3.3 These applicants are **firstly informed of the current situation** of the availability of land, land usage prescriptions, whether Council resolutions are in place for a specific portion of land and business venture; and if not, the **timelines and statutory processes of subdividing land for a particular project**. It is pointed out that the minimum requirement for the sale of land by private treaty is that a Surveyor-General approved diagram is in place.
- 3.4 The applicant is given **factual and accurate information** without creating an expectation of being allocated land and care is taken not to stifle private initiative.
- 3.5 Although funding / money is not 1 of the 4 factors of production (quoted below for ease of reference), money is at the core of all development proposals / business ventures to secure land and ensure sustainability.

In this regard, Council already on **25 February 2021** under item 11.1.4 (e) made the following decision:

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

Mostly informal letters of support or intend is received as financing.

"FOUR FACTORS OF PRODUCTION

1. Land:

This includes all natural resources used in production, such as fertile land, oil, minerals, water, and forest. The payment for land is rent.

2. Labour

This refers to the human effort, skills, and time that people contribute to producing goods and services, Compensation for labour is known as wages.

3. Capital

These are the man-made resources, such as tools, machinery, buildings, computers, and technology, that are used to produce other goods and services. The return on capital is interest.

4. Entrepreneurship

This is the knowledge, innovation, and risk-taking required to organize the other factors of production into a functioning business. The reward for entrepreneurship is project."

- 3.6 **If the application is regarded as exceptional** (point (iii) of the above decision), the applicant is issued the "investor proposal checklist" to complete.

A lot of hours and effort is already expended at this stage by employees to research and analyse these private treaty applications even before submitting such to the Investment Coordination Committee.

4. Levying of a Deposit in terms of the Property Policy

On **31 January 2013** Council incorporated the condition for the payment of deposit by a private developer in the Property Policy as quoted below (shaded area - points 2.4, 2.5 and 2.6)):

2. IN PRINCIPLE APPROVAL BY COUNCIL

- 2.1 The prospective purchaser must accept that no rights will accrue to him or her from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.
- 2.2 The probable market valuation based on the intended zoning be obtained from Council's appointed municipal valuer 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.
- 2.3 The purchase price will be based on saleable land, (i.e. excluding streets, public open spaces and institutional erven) i.e. actual erven created⁷.
- 2.4 A minimum deposit of N\$50 000.00 (to be decreased or increased by Council depending on the value of the development) shall be required of the prospective purchaser to cover all fees and costs to Council, prior to attending to the statutory processes.
- 2.5 Should a balance remain after Council's costs have been covered, it will be refunded by the Finance Department to the prospective purchaser.
- 2.6 The successful prospective purchaser shall be required to pay the above deposit within 90 days from the Council resolution approving the purchase price, failing which Council's resolution will be revoked at the next Council meeting following after the expiry of the 90 days.

5. Proposal

As part of Council's standard conditions for a **private treaty application**, the payment of a deposit in the minimum amount of N\$ 50 000.00 was already approved by Council on **31 January 2013** under item 11.1.15 as part of the approval of the Property Policy.

The deposit is currently payable following approval of the conditions and purchase price / rental tariff, by Council. In cases where ownership of the subject portion of land is transferred, or cancelled, Council deducts 1% as an admin fee and all actual costs incurred.

R Currently, the balance of the deposit is refunded upon registration of transfer of ownership; and not upon completion of the proposed development project.

It is now proposed that an applicant pays the deposit in the amount of N\$100,000.00.

The deposits must then also be paid at the time of submitting the completed "investor proposal checklist", i.e. prior to the item being

submitted to the Investment Coordination Committee for discussion and assessment or to NIPDB for a due diligence.

That Council retains the following percentages prior to the deduction of all costs incurred (see point 2 above):

- (i) a 10% admin fee if the application is approved, but the applicant did not comply with the timelines;
- (ii) a 5 % admin fee on successful completion of the project; and
- (iii) a 5% admin fee if the application is turned down by Council.

It is anticipated that the requirement of paying a deposit will dampen / decrease the receipt of numerous random applications / spontaneous proposals and place the responsibility on the applicant to ensure that a proper, bankable business plan and assessment are already in place before submitting an application; as losing a portion of the deposit is at risk.

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

RECOMMENDED:

- (a) That it be noted that on 31 January 2013, under item 11.1.15, Council approved Property Policy containing the concept of the payment of a deposit in the minimum amount of N\$50,000.00 by private treaty applicants following approval by Council of the conditions for the transaction and the purchase price / lease tariff.
- (b) That it be noted that the Investment Coordination Committee discussed the implementation of the payment of the deposit of N\$100 000.00 at the time the completed "investor's proposal checklist" is submitted to the Investment Coordination Committee.
- (c) That it be noted that the costs incurred by Council on behalf of the developer have increased drastically over the years, as set out under point 2 of the content of this submission.
- (d) The reason for the change of the timeline for the payment of the deposit is to ensure that applicants submit well-considered and serious applications, which places the responsibility on the applicant to ensure that a proper bankable business plan and assessment are already in place before submitting an application to Council.
- (e) That the deposit payment be updated to N\$100 000.00 for the submission of private treaty applications.
- (f) That deposit of N\$50 000.00 be approved for private treaty applications by non-profit generating entities, and a shortfall, if any, for costs incurred be recovered from the said entity.
- (g) Therefore, the process will be as follows:
 - (i) Receipt of an unsolicited private treaty application.
 - (ii) Application of Council's resolution passed on 1 April 2025 under item 11.1.15.
 - (iii) Inform the applicant of the availability of land, land usage, current applicable Council resolutions in place relating to the land or development venture, timelines, and statutory processes that will follow if land must be subdivided for the project, as the minimum

requirement for the sale of land by private treaty is that a Surveyor-General-approved diagram is in place.

- (iv) If the application is regarded as "exceptional" under point (iii) of Council's resolution passed on 1 April 2025, item 11.1.15; and the applicant decides to proceed with the application and completes and complies with the "investors proposal checklist" the minimum deposit of N\$ 50 000.00 (non profit entities) or N\$100,000.00 (profit-generating entities) per N\$5 million of the value of the project is payable.**
 - (v) Following compliance with point (iv), the application be submitted to the Investment Coordination Committee.**
- (h) That if Council approves the application, the following percentages be retained by Council as the applicant was informed of the risk and availability and related issues under points (e) (iii) above and of point (i) below:**
- (i) a 10% admin fee if the application is approved, but the applicant did not comply with the timelines;**
 - (ii) a 5 % admin fee on successful completion of the project; and**
 - (iii) a 5% admin fee if the application is turned down by Council.**
- (i) That it be noted that currently the deposit is refunded upon registration of transfer of ownership of the subject portion of land as one refund payment; that it be considered to refund the developer in staggered refunds, for example**
- (i) 40% of the deposit after all costs incurred and the 10% admin fee is deducted at the time of transfer of ownership, and**
 - (ii) the remaining 60% upon completion of the specific project proposal approved by Council.**
- (j) That the following disclaimer forms part of the wording of the letter to the applicant in the case of point (e) (iv) above:**
- "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."***
-