

City of Windhoek Department of Economic Development

and Community Services

PO Box 59, Independence Avenue, Windhoek, Namibia Fax: (+264) 61 290 2331 • Tel: (+264) 61 290 2496 / 2603 / 3625 / 3678

APPLICATION FOR CERTIFICATE OF FITNESS

CF 01

NEW APPLICATION (GREEN)										
TRADE NAME:										
ERF NO & SUBURB: STREET:										
CON	COMPLEX NAME & UNIT NUMBER:									
CELL:										
POST	POSTAL ADDRESS:									
OWNER / MANAGER / REPRESENTATIVE'S NAME:										
ID / F	PASSPOR	I NO:				NATIONALITY:				
APPL		SIGNAT	URE:				DATE:			
					HAT THIS APPLICATION IS SU					
1.	The client must submit: an authentic Namibian identification document; valid proof of permanent residence or a valid working permit - valid for more than 3 months from the day of registration (for Non-Namibians), In case of the manager / representative (client to provide ID / valid passport and a representation letter as per resolution)									
2.	Proof of	owner	ship of the pre	mises (Title Deed) o	r copies of the lease agree	ement/sublease agree	ement / letter of conse	ent from the owne	r.	
3.		f of registration as a legal entity (in the absence of this registration, such business will be registered in a natural person's name / business er's name) (Founding statement / Pty Registration/Trust Registration);								
4.	The clie	ent must obtain a consent (residential applications) / town planning certificate from Urban Policy Division.								
5.	Latest p	est paid-up Municipal bill (Applications will not be processed if the Municipal Bill is in arrears).								
6.	6. Inspections conducted by relevant stakeholders at premises for compliance in terms of nature of business by: - •Pollution Control (required for factories; tanneries; abattoirs; textiles; dairies; breweries and beverages; chemicals; food; dry cleaning) • Emergency Management (for businesses operating from business premises) • Health and Environment Services Division (Health Compliance Inspectors conducted on both residential and business premises by an Environmental Health Practitioner) • Economic Development Division (for hawkers) • Early Childhood Development (for preschools, crèches and kindergartens only); City Police; Roads and Transportation; Solid Waste Management									
7.	The clie	nt must	attach media	cal certificates for fo	ood handlers (only applica	ble to food preparatic	on premises)			
8.	The clie	nt must	indicate on th	ne form the type of	business activities to be co	onducted on the busir	iess.			
9.	Ministry	of Mine	es & Energy Lic	ense for Service/Fill	ing Stations					
Please note that the processing of applications for Certificate of Fitness is subject to the submission of this application form and all the required documents to the Business Registration Desk in the Customer Care Centre. Please note that NO applications will be processed without the submission of ALL the required documents.										
					FOR OFFICIAL US	ONLY				
					URBAN POLIC	Y				
Conse	ent issued	Yes	No	Expiry Date	e:	Town Planni	ing Certificate issued:	Yes	No	
NAME					SIGNATURE:		DATE:			
				ECONOM	IC DEVELOPMENT DIVISION	l (Applicalbe as Trade	ərs)			
			Appro	oved			Not Approved			
NAME					SIGNATURE:		DATE:			
MANAGER: HEALTH AND ENVIRONMENTAL SERVICES										
			Appro	oved			Not Approved			
COMMENTS:										
NAME					SIGNATURE:		DATE:			

This form should be completed in conjunction with Annexure A & B (CF01)

ANNEXURE A (CF 01)

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	SIC10 58190		Other publishing activities						

The Gateway to Endless Opportunities CITY OF WINDHOEK Department of Economic Development and Community Services



CHECKLIST FOR CERTIFICATE OF FITNESS ANNEXURE B (CF 01)

NEW APPLICATIONS (Green)

The checklist for Certificate of Fitness should be completed, signed and dated for every application for Certificate of Fitness. Kindly note that no application will be processed without the below listed documents.

Business Name:							
Erf No & Suburb:							
Street:	INE						
Type of Business:							
Contact details:	Cell Phone:		Telephone:				
	Email Address:						

Date:

Applicant's Signature:

REQU	IRED DOCUMENTS	OFFICER: INFORMATION & BUSINESS REGISTRATION		
		Please Tick: √ / NA		
1	Client obtains Consent from Urban Policy (required for businesses operating on a residential zone)			
2	Client obtains Town Planning Certificate from Urban Policy (required for businesses operating on any other zone)			
3	Identification / Valid Passport			
4	Valid proof of Permanent Residence / Visa / Working Permit - valid for more than three (3) months from the day of registration (for Non- Namibians)			
5	Proof of Ownership of the premises Title Deed / Lease Agreement / Sublease Agreement / Letter of Consent from Owner, where applicable;			
6	Proof of Company Registration , where applicable (in absence of this registration, such business will be registered in a natural person's name/ business owner's name); In case of the Manager/Representative (Client to provide a representation letter as per resolution)			
7	<i>Latest paid-up Municipal Bill</i> (Application will NOT be accepted if the Municipal Bill is in Arrears) Municipal Credit clearance check on municipal account			
8	<i>Medical Certificates</i> for food handlers (only applicable to food handling/ preparation premises);			
9	Ministry of Mines & Energy License for Service/Filling Stations			

OFFICE USE

NB: No application should be processed without all the required documents.

Acknowledge receipt of all supporting documents:

Application received by:

Signature:

Date: