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[Municipal Council Minutes: 2018-11-28(22)]

9.4.17

**SOP.4 [UTP] RETAINING OF STREET NAMING  
THEMES AND HONOURING OF PROPOSED  
HONOUREES IN EXISTING AND NEWLY  
ESTABLISHED TOWNSHIPS  
(16/3/7/1)**

On proposal by Councillor MJ Amadhila, it was

**RESOLVED**

- 1 That the professional and administrative culture of embracing street naming themes be retained as per the Street and Public Place Naming Guidelines, attached as pages 1097 - 1107 to the agenda, approved by Council per Resolution 76/04/2017.
- 2 That historical, social, natural, national character and connection, cultural and emotional concerns of the affected areas and surrounding be taken into consideration as themes for naming/renaming streets, places and townships.

- 3 That the street naming themes in existing townships and extensions be maintained as original as possible for ease reference and orientation in delivering public and emergency services.
- 4 That in existing townships and extensions where street naming themes are established, such themes form the basis for new names in the area.
- 5 That distributor streets in current and upcoming townships be reserved for the retaining of existing and assigned street naming themes.
- 6 That future street naming and renaming applications honouring historical figures received after this Council Resolution be considered for arterial and main collector streets in existing and new township developments.
- 7 That the resolution be implemented prior to confirmation of the minutes.

**RESOLUTION 374/11/2018**

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[Municipal Council Minutes: 2020-05-28]

10.3.8

**SOP.7 [UTP] AMENDMENT OF COUNCIL  
RESOLUTION ON THE IMPLEMENTATION  
OF THE PUBLIC PARTICIPATION PROCESS  
IN STREET AND PLACE NAMING/RENAMING  
APPLICATION ASSESSMENT AND  
DECISION-MAKING  
(16/3/7/1)**

On proposal by Councillor M Shiikwa, it was

**RESOLVED**

- 1 That the proposed public participation procedures be supported and incorporated in the approved Street and Place Naming Guidelines in terms of Council Resolution 76/04/2017 (Annexure B), attached as pages 1029 - 1041 to the agenda.
- 2 That the public participation exercise for the street and place naming/renaming application be based on the values and concerns of those who are affected by a decision to be taken.
- 3 That the following procedures be followed for the consideration of a Street and Place Naming/Renaming application:
  - 3.1 Application lodgement and public participation**
    - 3.1.1 That an applicant express his/her intention to apply for the naming or renaming of a street and place, simultaneously informing and seeking for objections from the general public.
    - 3.1.2 That the expression of intention be published in two (2) local newspapers for one (1) week, through the placement of the notification on site (at the beginning and the end of the street) and on the public notice board at the City of Windhoek (Customer Care Centre).
    - 3.1.3 That the notice to be published in the newspapers be a standard legal notice as provided for in the various publications.
    - 3.1.4 That no notices placed in any publication between the period 10 December of any year until 10 January of the following year, be considered.
    - 3.1.5 That the notice placed in the newspaper be a normal legal notice, while the notice on the notice board and on-site be A3 size that embed the prescribed text as per the template (Annexure T), attached as pages 192 - 194 to the agenda.
    - 3.1.6 That the notification to be placed on the notice board at the City of Windhoek (Customer Care Centre) be date stamped on the day it is posted by the Street and Place Naming/Renaming Committee Secretariat and have the same deadline for objections as indicated in the published advertisement.

- 3.1.7 That the applicant ensure that provisions made in the Street and Place Naming Guidelines and other relevant statutory and municipal by-laws be adhered to and not contravened.
- 3.1.8 That the applicant lodge a formal and comprehensive application as per the prescribed application template with the City of Windhoek, whereas the applicant also openly highlight and address raised concerns and objections by the general public (if any).
- 3.1.9 That the application for street and place naming/renaming include sufficient and validated information about the proposed name (origin, meaning and pronunciation) and the reason for motivating for that name as well as background information on the street to be replaced.
- 3.1.10 That the applicant obtain and complete a standard application form (Annexure U), attached as pages 192 - 194 to the agenda, from the City of Windhoek at a prescribed non-refundable fee as gasetted, and that a completed application form be submitted with the Office of the Mayor.
- 3.1.11 That signatures of all immediate residents, businesses and institutions or any other establishment residing and operating in the affected street must be secured by the proponent as prescribed by the standard application form. [The term 'immediate' refers to those affected parties sharing the particular street under consideration as their direct physical address as per the municipal billing system.]
- 3.1.12 That the proposals for naming/renaming streets or places in honour of a foreign person(s) be forwarded to the Ministries of International Relations and Co-operations; and Urban and Rural Development and the respective diplomatic representative, prior to the procedures as per paragraphs 3.1.1 to 3.1.10 above, for further consideration and advice to the Street and Place Naming/Renaming Committee.
- 3.1.13 That the proposition for streets and place naming in upcoming townships must be lodged as part of the township establishment application to be submitted by the Developer or appointed Town Planning Consultant to City of Windhoek for assessment and approval.
- 3.1.14 That it be noted that a member of the public who have objections against the naming or renaming of a street or place have fourteen (14) working days from the date of the advertisement to lodge the objections with Council and the proponent.
- 3.1.15 That any objection and comments be directed to both the City of Windhoek (Chief Executive Officer) and the proponent and complaints forwarded to the proponent accompany the formal application to be submitted to the City of Windhoek.

## **3.2 Application evaluation and consideration**

- 3.2.1 That the City of Windhoek within one (1) month acknowledge receipt of the application, by writing a notification to the proponent of the application.

- 3.2.2 That the City of Windhoek not accept, record and process an incomplete application or an application that fail to comply with the principles and requirements of the Street and Place Naming Guidelines.
- 3.2.3 That on acceptance of the application, the Street and Place Naming/Renaming Committee Secretariat file, pre-evaluate the application, prepare a submission to the Committee and facilitate the consideration of the application through the internal municipal structures.
- 3.2.4 That the consideration and evaluation of the application be made against the provisions of the Street and Place Naming Guidelines and other relevant legal frameworks.
- 3.2.5 That the Street and Place Naming/Renaming Committee thoroughly evaluate and consider the application based on the values, motivations and concerns expressed by both the general public and applicant(s) for recommendation to Management Committee and Council.
- 3.2.6 That in exceptional circumstances, the Street and Place Naming/Renaming Committee through and by instruction of the Office of the Mayor may evaluate and motivate an application for renaming/naming of streets and places and ensure that provisions made in the Street and Place Naming Guidelines and other relevant legal frameworks are followed.

### **3.3 Decision-making and public notification**

- 3.3.1 That Council take a presiding decision of which the general public be informed about, particularly the complainant(s) (if any), the applicant(s) and the immediate affected inhabitants of the respective street. [The term 'immediate' refers to those affected parties sharing the particular street under consideration as their direct physical address as per the municipal billing system.]
- 3.3.2 That the general public be informed of the decision taken by Council as per the Street and Place Naming Guidelines prior to the actual naming of the street and such be done in either the following manner:
- Through placing a notice in the Aloe newsletter; or
  - Through disseminating letters informing all property owners along the affected street.

### **3.4 Appealing process**

- 3.4.1 That any appeals to the decision taken by Council be communicated to the Chief Executive Officer by the concerned parties within the fourteen (14) working days from the date of the advertisement period stated under paragraphs 3.1.2 and 3.1.14.
- 3.4.2 That these appeals may constitute a second round of appeals (if any) after Council has pronounced itself over the submitted application.

- 3.4.3 That appeals registered with the Chief Executive Officer be forwarded to the Street and Place Naming/Renaming Committee for thorough assessment, consideration and further recommendation to Council.
- 3.4.4 That if there are no appeals, the Street and Place Naming/Renaming Committee Secretariat proceed with the handing over of the administrative task to the Office of the Mayor for further actions, which involve informing the applicants, next of kin and making the necessary arrangements for a street naming/renaming ceremony.
- 3.4.5 That Council retain the right to reject any objection with or without reasons and refuse the naming or renaming of a place or street.
- 3.4.6 That the decision taken by Council be final and no further objections be entertained.
- 4 That the Street and Place Naming Guidelines clearly outline the process of public participation and decision-making in the assessment, approval and disapproval of a street and place naming/renaming application.
- 5 That information from the general public be sought, facilitated and incorporated in the assessment of the application prior to the final decision and public notification.
- 6 That public participation recognise and focus on the needs and interests of all participants, including the general public and decision-makers.
- 7 That the resolving of this submission exclude all street and place naming/renaming applications received before the passing of this Council Resolution and be applicable to all applications received after the implementation of this public participation process.
- 8 That the resolution be implemented prior to confirmation of the minutes.

**RESOLUTION 156/05/2020**

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[Municipal Council Minutes: 2020-05-28]

10.4

**APPROVAL OF REPORT NO. SMC 07/2020**

It was unanimously

**RESOLVED**

That the report of the Special Management Committee meeting (SMC 07/2020) held on 20 May 2020 be approved by Management Committee members as being correct.

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