

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

9.4.16

**SOP.3 [UTP] PUBLIC PARTICIPATION  
PROCESS IN THE STREET AND PUBLIC  
PLACE NAMING APPLICATION  
ASSESSMENT GUIDELINES  
(16/3/7/1)**

On proposal by Councillor MJ Amadhila, it was

**RESOLVED**

- 1 That the proposed public participation procedures be supported and incorporated in the approved Street and Public Place Naming Guidelines, attached 1097 - 1107 to the agenda.
- 2 That the public participation exercise in the street and public place naming 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 public place naming application:

**3.1 Application lodgment 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, 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 noticeboard at the City of Windhoek (Customer Care Centre).
- 3.1.3 That the notice be published in the newspapers shall be a standard legal notice as provided for the in various publications.
- 3.1.4 That no notices being 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 it be noted that the notice placed in the newspaper, noticeboard and on-site (A3) must embed the prescribed text as per the template, attached as page 1108 to the agenda.
- 3.1.6 That the notification to be placed on the notice board at the City of Windhoek's (Customer Care Centre) be date stamped on the day it is posted by the Street and Public Place Naming 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 Public Place Naming Guidelines and other relevant statutory and municipal by-laws be adhered to and not be 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 the 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 a specific name as well as background information on the street to be named/renamed.
- 3.1.10 That the applicant obtain and complete a standard application form from the City of Windhoek, attached as pages 1109 - 1111 to the agenda, at a prescribed non-refundable fee of N\$250.00, and the completed application form be submitted at the office of the Strategic Executive: Urban and Transport Planning.
- 3.1.11 That nominations for naming/renaming of streets or places in honour of a foreign person(s) be forwarded to the Ministries of International Relations and Co-operation; 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 Public Place Naming Committee.
- 3.1.12 That the proposition for streets and place naming in upcoming townships be lodged as part of the township establishment approval application by the Developer or appointed Town Planning Consultant.
- 3.1.13 That it be noted that members of the public who has objection(s) 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.
- 3.1.14 That any objection and comments be directed to both the City of Windhoek (Acting 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 application that fail to comply with the principles and requirements of the Street and Public Place Naming Guidelines.

- 3.2.3 That upon acceptance of the application, the Street and Public Place Naming Committee Secretariat file, pre-evaluate the application, prepare a submission to the said 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 against the provisions of the Street and Public Place Naming Guidelines and other relevant legal frameworks.
- 3.2.5 That the Street and Public Place Naming 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 Municipal Council.
- 3.2.6 That in exceptional circumstances, the Street and Public Place Naming Committee through and by instruction of the Office of the Mayor may evaluate and motivate an application for naming/renaming of streets and places and ensure that provisions made in the Street and Public Place Naming Guidelines and other relevant legal frameworks be 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.
- 3.3.2 That the general public be informed of the decision taken by Council as per the Street and Public Place Naming Guidelines prior to the actual naming of the street and such it be done in the following manner:
  - 3.3.2.1 Through placing a notice in the Aloe newsletter; or
  - 3.3.2.2 Through disseminating letters informing all property owners along the affected street.
- 3.3.3 That any appeals to the decision taken by Council be communicated to the Acting Chief Executive Officer by the concerned parties - these constitute a second round of appeals (if any) after Council has pronounced itself over the submitted application.
- 3.3.4 That appeals registered with the Acting Chief Executive Office be forwarded to the Street and Public Place Naming Committee for thorough assessment, consideration and further recommendation to Council.
- 3.3.5 That if there are no appeals, the Street and Public Place Naming 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 make the necessary arrangements for a street naming/renaming ceremony.

- 3.3.6 That Council retain the right to reject any objection with or without reasons and refuse the naming or renaming of a place or street.
- 3.3.7 That the decision taken by Council be final and no further objections be entertained.
- 4 That applications for renaming/naming of streets and/or public places by foreign nationals, henceforth not be considered.
- 5 That the Street and Public 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 or renaming application.
- 6 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.
- 7 That public participation recognise and focus on the needs and interest of all participants, including the general public and decision-makers.
- 8 That the resolving of this submission exclude all streets and places naming/renaming applications received before the passing of this Council Resolution.
- 9 That the resolution be implemented prior to confirmation of the minutes.

**RESOLUTION 373/11/2018**

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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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