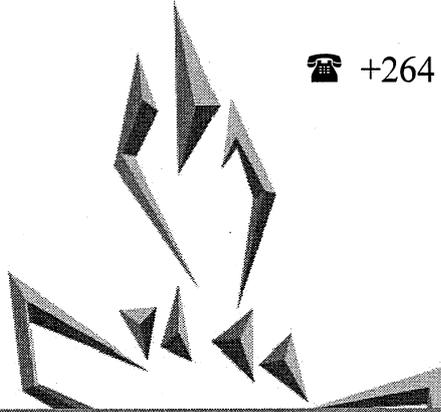


DOCUMENT 1

CITY OF WINDHOEK

✉ 59, Windhoek

☎ +264 61 2902911



NOTICE is hereby given of the monthly meeting of the

MUNICIPAL COUNCIL OF WINDHOEK

scheduled to be held on **Thursday, 26 March 2026 at 17:30**, in the new Council Chambers, Windhoek.

.....
CHIEF EXECUTIVE OFFICER

ENQUIRIES: Ms M Garises

REF: 2026-03-26.ca

TELEPHONE: 2902557

DATE: 2026-03-23

INDEX

PAGE

1	OPENING BY PRAYER	
2	OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS BY THE MAYOR - COUNCIL MEMBER SAKARIAS UUNONA	
3	APPLICATIONS FOR LEAVE OF ABSENCE	
4	DECLARATION OF INTEREST	
5	CONFIRMATION OF MINUTES	
6	PETITIONS	
7	MOTIONS	
8	ANSWERS TO QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN	
9	MINUTES OF MANAGEMENT COMMITTEE	
9.1	APPROVAL OF MINUTES (MC 03/2026)	
9.1.1	GOV.1 [CEO] CONFIDENTIAL MATTER	3
9.1.2	GOV.2 [CEO] CONFIDENTIAL MATTER	3
9.1.3	GOV.4 [HPH] CONFIDENTIAL MATTER	4
9.1.4	GOV.6 [HPH] CONFIDENTIAL MATTER	4
9.1.5	GOV.8 [CEO] STAFF MATTER	5
9.1.6	GOV.13 [CEO] CONFIDENTIAL MATTER	5
9.1.7	FNS.1 [UTP] APPLICATION FOR THE BUILDING LINE RELAXATION ON ERF 556, HOCHLAND PARK	6
9.1.8	FNS.2 [UTP] APPLICATION FOR CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, WINDHOEK	9
9.1.9	FNS.3 [UTP] APPLICATION FOR THE RELAXATION OF BUILDING LINES ON ERF 1694, ROCKY CREST	17

[Municipal Council Agenda: 2026-03-26]

1 OPENING BY PRAYER
(9/4/2)

=====

[Municipal Council Agenda: 2026-03-26]

**2 OFFICIAL ANNOUNCEMENTS, STATEMENTS
AND COMMUNICATIONS BY THE MAYOR -
COUNCIL MEMBER SAKARIAS UUNONA**
(12/4/3)

=====

[Municipal Council Agenda: 2026-03-26]

3 APPLICATIONS FOR LEAVE OF ABSENCE
(9/1/4)

=====

[Municipal Council Agenda: 2026-03-26]

4 DECLARATION OF INTEREST
(9/4/2)

=====

[Municipal Council Agenda: 2026-03-26]

5 CONFIRMATION OF MINUTES
(9/4/3)

The minutes of the monthly meeting of the Municipal Council of Windhoek held on 26 February 2026 are submitted for confirmation.

=====

[Municipal Council Agenda: 2026-03-26]

6 PETITIONS
(9/3/3)

=====

[Municipal Council Agenda: 2026-03-26]

7 **MOTIONS**
(3/2/1)

=====

[Municipal Council Agenda: 2026-03-26]

8 **ANSWERS TO QUESTIONS OF WHICH**
NOTICE HAS BEEN GIVEN
(9/3/4)

=====

9 **MINUTES OF MANAGEMENT COMMITTEE**

[Municipal Council Agenda: 2026-03-26]

9.1 **APPROVAL OF MINUTES (MC 05/2026&06/2026)**

The minutes of the combined Management Committee meetings (MC 05/2026&06/2026) held on 17 March 2026 as approved by its members at this Council meeting is submitted for notice, with recommendations being submitted to the Municipal Council of Windhoek per Items GOV.1, GOV.2, GOV.4, GOV.6, GOV.8, GOV.13, FNS.1, FNS.2 and FNS.3, which follow immediately hereunder for consideration.

It is

RECOMMENDED

That the minutes of the combined Management Committee meetings (MC 05/2026&06/2026) held on 17 March 2026, be noted by its members, with recommendations submitted to the Municipal Council of Windhoek as per Items GOV.1, GOV.2, GOV.4, GOV.6, GOV.8, GOV.13, FNS.1, FNS.2 and FNS.3.

[Municipal Council Agenda: 2026-03-26]

9.1.1 GOV.1 [CEO] CONFIDENTIAL MATTER
(2/2/2)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2026-03-26]

9.1.2 GOV.2 [CEO] CONFIDENTIAL MATTER
(2/2/2)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2026-03-26]

9.1.3 GOV.4 [HPH] CONFIDENTIAL MATTER
(17/1/7/4)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2026-03-26]

9.1.4 GOV.6 [HPH] CONFIDENTIAL MATTER
(17/1/7/4)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

=====

[Municipal Council Agenda: 2026-03-26]

9.1.5 GOV.8 [CEO] STAFF MATTER
(11/3/1)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2026-03-26]

9.1.6 GOV.13 [CEO] CONFIDENTIAL MATTER
(9/4/4)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2026-03-26]

9.1.7

FNS.1 [UTP] APPLICATION FOR THE BUILDING LINE RELAXATION ON ERF 556, HOCHLAND PARK (L/556/HP)

Council at its meeting held on 05(2901) February 2026 per Resolution 13/02/2026 *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Strategic Executive: Urban and Transport Planning, in consultation with the Office of the Mayor to arrange a familiarisation visit to Erf 556, Hochland park for Council Members before 28 February 2026, whereafter it be resubmitted to Management Committee/Council during March 2026, for consideration.*
- 2 *That the resolution be implemented prior to confirmation of the minutes.*

The site visit was arranged and took place on 12 February 2026 with the attendance list **attached as pages 1 - 2 to the agenda**, the matter is herewith re-submitted, for consideration.

Application

An application for a Building Permit No. 1377/2025 for Erf 556, Hochland Park was submitted by the owner Ms Agneta Matsuis for the following:

- Relaxation of the 3 metre building line for Erf 556, Hochland Park to enlarge the bedrooms of the existing two (2) bedroom flat.

The locality plan is **attached as page 3 to the agenda**.

The proposed alterations on Erf 556, Hochland Park encroaches the 3 metre common lateral boundary line with Erf 557, Hochland Park. The owner of Erf 557, Hochland Park (Mr Kurt Schimmel, herein referred to as the objector) object to the proposed alterations on Erf 556, Hochland Park, and associated relaxation of the 3 metre building line.

Existing situation

The erf measures 1 251 m² and is zoned 'residential' with a density of 1:700 m² and a coverage of 50 %. The erf allows for a residential dwelling with a total floor area of 625,5 m². A site inspection conducted on 15 October 2025 confirmed that the 3 metre building line indeed need to be encroached on by ± 1.3 metres to accommodate the proposed alterations on the erf. However, the proposed alterations are within the allowable 50 % coverage.

Development proposal

The owner of Erf 556, Hochland Park intends to extend the two (2) bedrooms of the outside flat of her property.

Windhoek Zoning Scheme and Canal Resolution Provisions for the Relaxation of Building Lines

In terms of clause 20 of the Windhoek Zoning Scheme.

20 Side spaces of buildings

- 1) *Except with the consent of Council or as otherwise provided for in this Scheme, no building or structure or any portion thereof shall be erected nearer than three (3) metres to any lateral or rear boundary common to an adjoining erf. A lateral boundary is defined as a boundary with at least one end on a street boundary, a street boundary is any boundary common to a street, and a rear boundary is any boundary other than a street or lateral boundary. In the case of a dwelling unit or residential building the three (3) metre requirements shall apply to single storey units and shall increase by two (2) metres for each additional storey. The minimum requirement shall be measured from the external walls of the building under consideration.*
- 2) *The Council may, subject to any conditions it deems necessary, relax the provisions of clause 20(1).*

As per Council Resolution 233/09/2019 **attached as page 4 to the agenda**, *inter alia* resolved as follows:

That any building permit application for the relaxation of building lines where objections have been received be presented to Council for a final determination in the matter.

Hence, the application for the building line relaxation and the objections lodged are herewith submitted to Council, for consideration.

Objection

The applicant is required to obtain comments from the neighbor (owner of Erf 557, Hochland Park) for the relaxation of the 3 metre building line onto the common boundary line. A copy of the building plan was physically presented to the owner of Erf 557, Hochland Park (referred to as the objector) who objected to the building line relaxation in writing. The objection letter and applicant's response letter are attached as **pages 5 - 6 and 7 - 9 respectively to the agenda.**

The owner of Erf 557, Hochland Park is objecting to the proposed alterations due to concerns that the proposed extension of the flat will invade their privacy, the owner is of the view that the proposed new bedroom windows will be too close to their erf and will be '*looking directly into his erf*'. Another concern is that the enlarged flat will occupy more tenants hence there will be a possibility of disturbance since the proposed extended bedroom windows are too close to the boundary wall.

Urban Policy Division response to the objection

During the site inspection it was confirmed that, although the proposed alterations encroach on the 3 metres building line, they will not have any adverse impact on neighbouring erf owners. The boundary wall between the two (2) properties measures ± 1.9 metres in height, which makes direct lines of sight into the objector's rooms practically impossible. The allegation of privacy intrusion could therefore not be substantiated.

The concern regarding a potential increase in noise or disturbance as a result of larger bedrooms is also not supported by any evidence. No complaints or records of disturbance exist to indicate a history of nuisance, and the application does not include the addition of new bedrooms. The proposal merely enlarges the existing rooms, which currently measure only 10 m² and 9 m² respectively. The extension serves to improve the habitability and functionality of the existing dwelling, without increasing the number of occupants or altering the intensity of use of the property.

On this basis, there is no indication that the proposed development will negatively affect the peace, privacy, or amenity of the adjacent property owners.

Conclusion

Following on the information provided and the visual assessment at the property, the proposed building plan and relaxation of building lines on Erf 556, Hochland Park, is supported.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the relaxation of the 3 meter building line on Erf 556, Hochland Park, adjacent to Erf 557, Hochland Park, as per the Building Permit Application No. 1377/2025, be approved in terms of clause 20(2) of the Windhoek Zoning Scheme.
 - 2 That both the applicant and objector be informed of Council's decision and be given the opportunity to appeal against Council's decision to the Minister of Urban and Rural Development within twenty eight (28) days from the date of notification thereof.
 - 3 That any notice of intention to appeal against the Council decision be submitted to Council within twenty eight (28) days from the date of notification of the Council Resolution.
 - 4 That the resolution be implemented prior to confirmation of the minutes to allow for prompt feedback to the applicant.
-

[Municipal Council Agenda: 2026-03-26]

9.1.8

**FNS.2 [UTP] APPLICATION FOR CONSENT FOR A
'BUSINESS BUILDING' UNDER THE 'OFFICE'
ZONING FOR THE OPERATION OF A CAR
RENTAL ON ERF 715, WINDHOEK
(L/715/W)**

Council at its meeting held on 05(2901) February 2026 per Resolution 14/02/2026 *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Strategic Executive: Urban and Transport Planning, in consultation with the Office of the Mayor to arrange a familiarisation visit to Erf 556, Hochland park for Council Members before 28 February 2026, whereafter it be resubmitted to Management Committee/Council during March 2026, for consideration.*
- 2 *That the resolution be implemented prior to confirmation of the minutes.*

The site visit was arranged and took place on 12 February 2026 with the attendance list **attached as pages 1 - 2 to the agenda**, the matter is herewith resubmitted, for consideration.

Application

An application was received from Du Toit Planning Consultants, appointed by Drongos Investment Close Corporation (CC/2023/07717) for:

- Consent for a business building under the 'office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek.

The Power of Attorney is signed by Howard Ian Sivertsen and Owen Sivertsen as the members of Drongos Investment Close Corporation (CC/2023/07717). The amended founding statement confirming the members of the close corporation is included in the application.

A credit clearance was provided and the Strategic Executive: Finance and Customer Services indicated that the application may proceed.

The full application is **attached as pages 10 - 86 to the agenda**.

Erf information

The erf is located in Teinert Street closely located to the GAME Centre on Erf 6880, Windhoek. The erf is 1 659m² in extent and is currently zoned 'office' with a bulk of 0.4.

The property currently accommodates the existing Namibia Car Rental Offices.

Development intention

The intention is to obtain the required consent use approval to continue to operate a car rental business on the 'office' zoned property. No new land uses are foreseen and applied for.

Advertisement

The public consultation process was completed as follows for the proposed development in line with the requirements of the Public Consultation Policy:

- *** - The proposed consent use was advertised in The Namibian and New Era newspapers on 17 and 24 April 2025 respectively, as per the advertisements, **attached as pages 72 - 75 to the agenda;**
- *** - A notice of the proposed rezoning, **attached as pages 76 - 77 to the agenda,** was placed on the notice board of the Municipal Council of Windhoek Customer Care Centre (CCC) as well as on the site.
- *** - Neighbour consultation letters / forms, **attached as pages 78 - 83 to the agenda,** were sent to the direct neighbours on Erven 713, R/712. 716, R/L, 714, 8834 and R/7231 Windhoek.
- *** Two (2) objections **attached as pages 84 - 86 to the agenda,** were received.

Objections received

Two (2) objections were received from P Gerstle the owner of Erf 716, Windhoek and the Mandume Body Corporate the owners of Erf 8834, Windhoek.

The owner of Erf 716, Windhoek listed reasons for the objection as follows:

- There is not enough parking in the street for my own tenants;
- Parking on my pavement (spill over parking); and
- The interlocked pavement was done at own expense and is being damaged by over spill parking.

The owner of Erf 8834, Windhoek listed reasons for the objection as follows:

- The rental cars are taking up most of the public parking in the street as well as the parking on the pavement;
- There are regular instances where they park on our private parking as well as parking behind us so that we can't get out; and
- We feel strongly that they should move to an area of light industry where all the vehicles can be accommodated for example southern industrial area.

- *** The objections from the neighbours are included as part of the Public Participation Report submitted by the Consultant, **attached as pages 78 - 83 to the agenda.**

The Consultant's response to the objections is submitted as part of the Public Participation Report, **attached as pages 84 - 86 to the agenda.**

The Urban Policy Division's responses to the objections will be addressed as part of the evaluation of the application.

Technical comments

The application was circulated for comments and the following can be reported:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

There is no objection to the proposed rezoning.

- Building Control

The division does not have objection to the application, on condition that the applicant submit a building plan that meet the requirement of parking.

- Roads Planning, Design and Traffic Flow

Access is gained from Teinert Street; which is a short road which has low to medium traffic volumes during peak hours.

- The division has no objection to the consent for a business building under the 'office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek: Provided:

- Parking is provided as per the parking layout dated 5 August 2025.
- Parking requirement of two (2) bays per 100 m² display area and the display area is to be indicated on the plan.
- Consent use will only come into effect after meeting parking requirements to the satisfaction of the Strategic Executive: Urban and Transport Planning.

- Roads and Stormwater

A storm water investigation was done and the following is reported:

- The proposed Erf 715 has a general downward slope from the northeast into a southwesterly direction.
- There is a stormwater course flowing across the central part of the proposed Erf 715, flowing from the northeast into a southwesterly direction.

There is no objection to the application: Provided:

- That surface storm water runoff be accommodated according to clause 35 of the Windhoek Town Planning Scheme.
- That prior approval must be obtained from the Strategic Executive: Urban and Transport Planning if the accommodation of the stormwater on the proposed portions is contemplated.
- That engineering drawings on how the stormwater would be accommodated to the satisfaction of the Strategic Executive: Urban and Transport Planning, be submitted for approval simultaneously with the building plans.
- That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted prior to the approval thereof.
- That no closure of any stormwater systems will be allowed.
- That no building plan will be approved until the above stormwater conditions are met.
- That no access be allowed over any stormwater structure or catchpit.
- That no development be allowed onto or over any stormwater system or structure.
- That the Strategic Executive: Urban and Transport Planning, verify any stormwater related works upon completion thereof.
- That a condition for the resale of this property be included in the Title Deed of the erf, whereby transfer to a third party only take place with the approval of the Municipal Council of Windhoek. [Approval will only be granted after the Strategic Executive: Urban and Transport Planning has certified that the stormwater has been accommodated satisfactorily].

Comments from the Strategic Executive: Infrastructure, Water and Technical Services

- **Engineering Services**

There is no objection to the application: Provided:

- That any additional requirements with regard to water or sewer services be for the applicant's account, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Comments from the Strategic Executive: Electricity

- Technical Support

There is in principle no objection to the application submitted: Provided:

- That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto be for the applicant's account.
- That only one (1) service connection from the municipal electrical network be allowed per erf, and further distribution be from the main LV kiosk/board of each erf.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation.
- That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.

Comments from the Strategic Executive: Economic Development and Community Services

- Environmental Management

The application is supported with no environmental requirements.

Urban Policy evaluation

- Proposed Land Uses and Zoning Scheme Provisions

The erf is zoned 'office' with a bulk of 0.4 and the request is for consent for a business building to continue with the existing land use activities of a car rental business on the property.

The primary and consent uses permissible on the 'office' zoned erf as per Table A of the Windhoek Zoning Scheme are outlined by the proceeding table:

Use Zone	Primary Uses	Consent Uses	Owners Consent	Prohibited Uses
Office	Office, Medical consulting room Wellness Centre and Personal Care Facilities	Residential buildings, Institutional buildings, Places of public worship, Other Business Building, Accommodation Establishments (with the exception of the caravan park and lodges), Restaurant, Place of Instruction Animal Care Centre		Other uses not under columns 2 and 3

The use of an 'office' zoned erf for a car rental business can be considered in line with the provisions of the Windhoek Zoning Scheme but approval be subject to the condition that no nuisances are created for neighbouring offices due to on-street parking and blocking of neighbouring erven entrances or private parking spaces.

Title Deed conditions

Deed of Transfer T 0919/2024 for Erf 715, Windhoek lists a condition that the erf may only be used for residential purposes which is not in line with the current use and zoning of the erf.

The conditions be replaced with the standard Windhoek Zoning Scheme as follows:

- 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 Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- The building value of the main building, excluding the outbuilding to be erected on the erf shall be four (4) times the municipal valuation of the erf.

Response to objections received

In accordance with section 65(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018), the grounds of objections were evaluated and the Urban Policy Division and the responses are outlined by the following sections:

- (i) *The consent use causes parking problems in the street and on sidewalk in front of neighbouring erven;*

The applicant has indicated that they will lease parking space at a facility in Prosperita to ensure the excess vehicles are accommodated off-site. This will be conditional to the recommendation of the consent use at this location.

- (ii) *The car rental business should move to an area of light industry where all the vehicles can be accommodated for example southern industrial area.*

The use of 'office' zoned erven in an office policy area for care rental businesses is allowed under the provisions of the Windhoek Zoning Scheme.

Compensation

Compensation is not applicable in consent use applications.

Conclusion

The consent use for Erf 715, Windhoek is to formalise and continue with existing land use activities of a car rental business on the property.

The use of an 'office' zoned erf for a car rental business can be considered in line with the provisions of the Windhoek Zoning Scheme but approval be subject to the condition that no nuisances are created for neighbouring offices due to the on-street parking and blocking of neighbouring erven entrances or private parking spaces. This is especially relevant in a short cul-de-sac street.

The applicant has indicated that they will lease parking space at a facility in Prosperita to ensure the excess vehicles are accommodated off-site. This will be conditional to the recommendation of the consent use at this location.

Management Committee, having considered the application,

RECOMMENDED

- 1 That consent to use Erf 715, Windhoek for a business building for a car rental business, be approved.
- 2 That the consent to use Erf 715, Windhoek as a business building for a car rental business is subject to the applicant complying with parking requirements and confining the rental operations to site, which should not spill over into the road reserve.
- 3 That the Deed of Transfer T 0919/2024 for Erf 715, Windhoek list a condition that the erf may only be used for residential purposes which is not in line with the current use and zoning of the erf and that the standard Windhoek Zoning Scheme conditions be registered as follows:
 - 3.1 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 Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
 - 3.2 The building value of the main building, excluding the outbuilding to be erected on the erf shall be four (4) times the municipal valuation of the erf.
- 4 That parking be provided as per the parking layout dated 5 August 2025.
- 5 That the following parking requirement apply with two (2) exclusive parking bays on-site per 100 m² vehicle display or storage area and the vehicle display/storage area is to be indicated on the plan and the parking bays shall not be part of the vehicle display or storage area.
- 6 That the consent use will only come into effect after meeting parking requirements on-site, being to the satisfaction of the Strategic Executive: Urban and Transport Planning.

- 7 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme, stating:
 - 7.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 7.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 8 That prior approval must be obtained from the Strategic Executive: Urban and Transport Planning if the accommodation of the stormwater on the proposed portions is contemplated.
- 9 That engineering drawing on how the stormwater would be accommodated to the satisfaction of the Strategic Executive: Urban and Transport Planning be submitted for approval simultaneously with the building plans.
- 10 That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted prior to the approval thereof.
- 11 That no closure of any stormwater systems will be allowed.
- 12 That no building plan will be approved until the above stormwater conditions are met.
- 13 That no access be allowed over any stormwater structure or catchpit.
- 14 That no development be allowed onto or over any stormwater system or structure.
- 15 That any additional requirements with regard to water and sewer services brought on as a direct consequence of the consent use or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 16 That, should an electrical substation be required a servitude or subdivided erf must be allocated where the substation will be constructed.
- 17 That no electrical substations shall be installed on the sidewalk.

- 18 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation.
- 19 That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- 20 That the applicant acknowledge receipt of this Council Resolution and accept the conditions in writing, within twenty eight (28) days of receipt of this letter.
- 21 That in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the Local Authority may appeal against that decision to the Minister.
- 21.1 That Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and Local Authority whose decision is the subject of the appeal.
- 22 That the resolution be implemented prior to confirmation of the minutes.

 [Municipal Council Agenda: 2026-03-26]

9.1.9

**FNS.3 [UTP] APPLICATION FOR THE
 RELAXATION OF BUILDING LINES ON
 ERF 1694, ROCKY CREST
 (L/1694/RC)**

Application

An application with Building Plan No. 1888/2025 for Erf 1694, Rocky Crest was submitted by Mr WU Isaaks, Identity Document (ID) document is **attached as page 87 to the agenda**, the owner of Erf 1694, Rocky Crest requesting for the following:

- Relaxation of the 3 metre building line on Erf 1694, Rocky Crest.

Existing situation

Erf 1694, Rocky Crest measures $\pm 3\,288\text{ m}^2$ in extent and is zoned 'general residential' with a density one (1) dwelling per 100 m^2 , which allows for a total of thirty two (32) dwelling units. The permissible coverage of the subject erf is 50 %.

*** The locality plans are **attached as page 88 to the agenda.**

A site inspection conducted confirmed that the erf is partially developed.

Development proposal

The owner intends to construct ten (10) additional dwelling units to the already existing nine (9) dwelling units, in line with the erf's density.

Neighbours consultation

As part of the consultation process for the submission of building plans when the 3 metres building lines are encroached, the owner of Erf 1694, Rocky Crest is required to consult the owners of adjacent properties where the proposed building encroaches on the 3 or 5 metres building lines of the common erf boundary.

The adjacent owners were consulted and the owners of Erven 1662, 1663, 1667, 1669 and 1693, Rocky Crest have granted their consent for the building line relaxation. Consent for the building line relaxation was also obtained from the Architecture Division on behalf of the Municipal Council of Windhoek in respect of Erven 1666, 1668 and 1670, Rocky Crest.

The owner of Erf 1664, Rocky Crest (hereinafter referred to as the objector) lodged objections against the relaxation of the 3 metres building line.

Objections

The grounds for objection as lodged by the owner of Erf 1664, Rocky Crest are summarised below:

- Structural integrity of existing boundary walls; and
- Accommodation of stormwater.

*** The objection lodged by the owner of Erf 1664, Rocky Crest is **attached as pages 89 - 90 to the agenda.**

Technical comments

The building permit application has already been evaluated and recommended for approval by all other technical divisions.

Urban Policy evaluation

The Urban Policy Division has evaluated the application and objections lodged and wish to comment as follows:

- **Zoning Scheme Provisions and Council Resolution for relaxation of building lines**

In terms of clause 20 of the Windhoek Town Planning Scheme:

20 *Side spaces of buildings*

- 3) *Except with the consent of Council or as otherwise provided for in this Scheme, no building or structure or any portion thereof shall be erected nearer than three (3) metres to any lateral or rear boundary common to an adjoining erf. A lateral boundary is defined as a boundary with at least one end on a street boundary, a street boundary is any boundary common to a street, and a rear boundary is any boundary other than a street or lateral boundary. In the case of a dwelling unit or residential building the three (3) metre requirements shall apply to single storey units and shall increase by two (2) metres for each additional storey. The minimum requirement shall be measured from the external walls of the building under consideration.*
- 4) *The Council may, subject to any conditions it deems necessary, relax the provisions of clause 20(1).*

Council Resolution 233/09/2019 **attached as page 91 to the agenda**, stipulates *'That any building permit application for the relaxation of building lines where objections have been received be presented to Council for a final determination in the matter'*.

The building plan **attached as pages 92 - 93 to the agenda** and the objections are herewith submitted to Council for consideration.

- **Response to objections lodged**• **Structural integrity of existing structures:**

The matter was investigated and there appears to be no technical or substantive ground for objections. The boundary wall that collapsed as referenced by the objector is situated on the street-facing perimeter of Erf 1664, Rocky Crest and is not the common boundary wall shared with the applicant's property, Erf 1694, Rocky Crest. It is noted that the owner of Erf 1664, Rocky Crest has already rectified the damage to the street-facing wall.

Additionally, during a consultative meeting held with the objector to explore potential resolutions prior to submission of this application (for the relaxation of the building line) to Council, the objector acknowledged that the collapsed street-facing wall is unrelated to the applicant's development. Notwithstanding this, the objector intends to maintain his objection based on the 'presumption' that the shared boundary wall between Erven 1664 and Erf 1694, Rocky Crest may suffer similar damage.

The Building Control Division was also consulted to review the technical merits of this concern. Their assessment confirmed that all mandatory inspections will be conducted in accordance with statutory procedures once the building plans are approved, construction cannot proceed without mandatory municipal inspections at critical stages, such as foundation excavation and reinforcement. These inspections are specifically designed to

safeguard the health and safety of both future occupants and adjacent neighbours.

- **Stormwater**

The concerns regarding stormwater pipes and potential blockages have been formally addressed through Council's building plans review process. In particular, the Roads Planning, Design and Traffic Flow Division, which incorporates the specialised Stormwater Section, has assessed the proposed building plans and recommended the building plans for approval. The said division's recommendation for approval signifies that the development design, including the building line relaxation, complies with Council's hydrological standards and does not compromise municipal infrastructure or adjacent neighbour.

Nevertheless, any future stormwater blockages, should they occur, will be managed through established municipal procedures by the Roads Planning, Design and Traffic Flow Division and do not constitute a planning impediment.

Conclusion

Based on the preceding evaluation, there are no technical or substantive grounds in the objections raised that would justify withholding approval of the proposed buildings on Erf 1694, Rocky Crest.

Additionally, it is important to note that Erf 1694, Rocky Crest will remain significantly underdeveloped in terms of density utilisation. The submitted building plans indicate a total of nineteen (19) dwelling units, while the density allows for thirty two (32) dwelling units.

Management Committee, having considered the application,

RECOMMENDED

- 1 That in accordance with clause 20 of the Municipal Council of Windhoek's Zoning Scheme, the relaxation of the 3.0 metres boundary lines on Erf 1694, Rocky Crest on common boundaries with Erven 1663, 1664, 1666 to 1670 and 1693, Rocky Crest as per Building Plan No. 1888/2025, be approved.
 - 2 That in accordance with clause 51(3) of the Municipal Council of Windhoek Zoning Scheme, the applicant and objector be informed of Council's decision and be given the opportunity to appeal against Council's decision to the Minister of Urban and Rural Development within twenty eight (28) days from the date of notification thereof.
 - 3 That the resolution be implemented prior to confirmation of the minutes.
-

ATTENDANCE REGISTER: OFFICIALS



Workshop/Presentation/Meeting Title: Site visits to Erven 556, Hochland Park; and 715, Windhoek
 [Reference is made to Items 9.2.10 and 9.2.11 of Council Meeting held on 05 February 2026]

Date: 12 February 2026

Venue: On-site

Starting time: 16:30

Closing time: 17h45

Date Submitted: 13/2/2026

NAME	DESIGNATION	PAY NUMBER	SIGNATURE	DEPARTMENT (please circle)
Pierre v Rensburg	SE: UTP	16528		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
				OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP

Department	Abbreviation	Department	Abbreviation	Department	Abbreviation
Office of the Chief Executive Officer			OCEO		
City Police	CIT	Economic Development and Community Services	EDC	Electricity	ELE
Finance and Customer Services	FCS	Housing, Property Management and Human Settlement	HPH	Human Capital and Corporate Services	HCC
Information and Communication Technology	ICT	Infrastructure, Water and Technical Services	INF	Urban and Transport Planning	UTP

ATTENDANCE REGISTER: COUNCILLORS



Workshop/Presentation/Meeting Title: Site visits to Erven 556, Hochland Park; and 715, Windhoek
 [Reference is made to Items 9.2.10 and 9.2.11 of Council Meeting held on 05 February 2026]

Venue: On-site

Date of Workshop/Event: 12 February 2026

Starting time: 16:30

Closing time: 17h45

Date Submitted: 13/2/2026

NAMES	SIGNATURES
Council Member Sakarias Uunona Mayor	
Council Member Nangula A Amutenya Deputy Mayor	
Council Member Austin Kwenani Kwenani MC Chairperson	
Alderswoman Fransina N Kahungu MC Member	
Council Member Queen O Kamati MC Member	
Council Member Matheus A Shoongo MC Member	
Council Member Demetreo Beukes MC Member	
Council Member Ndesihafela Larandja	
Council Member Ivan Skrywer	
Council Member Ignatius Semba	
Council Member Maitjituavi S Kavetu	
Council Member Toini M Ambambi	
Council Member Jesaya Ikali	
Council Member Werner-Meck Tjihuike	

Council Member - Ricardo
Garcia



[Municipal Council Minutes: 2019-09-26]

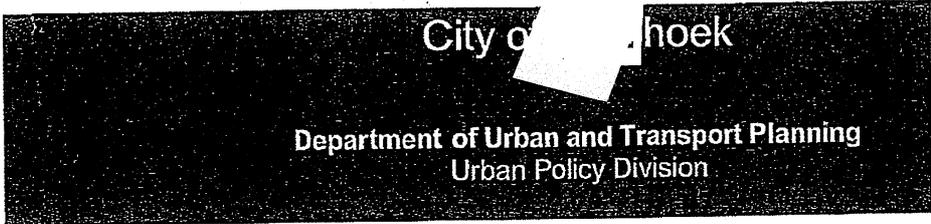
10.3.4 **FNS.3 [UTP] BUILDING LINE RELAXATION
DISPUTE ON ERF 3274, WINDHOEK –
OBJECTION FROM ADJACENT
NEIGHBOUR ERF 3275, WINDHOEK
(L/3274/W)**

On proposal by Councillor M Shiikwa, it was

RESOLVED

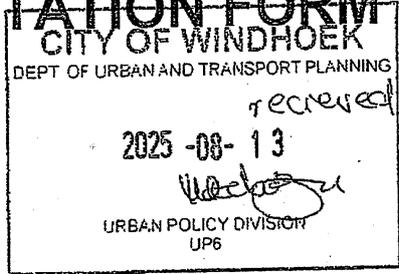
- 1 That the Building Permit application for Building Plan 3884/2015 requesting for the relaxation of the rear 3 and 5 metre building lines on Erf 3274, Windhoek be granted.
- 2 That the applicant and Objectors be informed of Council's decision, in writing, and be given the opportunity to appeal against Council's decision to the Ministry of Urban and Rural Development within twenty eight (28) days from the date of notification thereof.
- 3 That any notice of an intention to appeal this Council Resolution be submitted to Council within twenty eight (28) days from the date of notification thereof, in terms of clause 51(3) of the Windhoek Town Panning Scheme.
- 4 That it be noted that paragraph 3 of Council Resolution 287/08/2007 is herewith amended to read as follows:
 - 3 *That any building permit application for the relaxation of building lines where objections have been received be presented to Council for a final determination in the matter.*
- 5 That the resolution be implemented prior to confirmation of the minutes to allow for prompt feedback to the applicant.

RESOLUTION 233/09/2019



Applicant: _____
 Erf No.: 556 HP
 Tel. No.: 031 2843987

NEIGHBOUR CONSULTATION FORM



COMMENTS REQUIRED FOR:

- A: More than 2 Storey Residential Dwelling
- B: Exceeding of Coverage
- C: Exceeding of Outbuilding Size
- D: Relaxation of Building Lines

ADJACENT ERF OWNER'S COMMENTS:

I, K.O. Schimmel the Owner of Erf 557, which is adjacent* to Erf 556, have seen the drawing showing the structure to be erected thereon.

More than 2 Storey Residential Dwelling	AGREE <input type="checkbox"/> n/a	OBJECT <input checked="" type="checkbox"/>
Exceeding of Coverage	AGREE <input type="checkbox"/> n/a	OBJECT <input checked="" type="checkbox"/>
Exceeding of Outbuilding Size	AGREE <input type="checkbox"/> n/a	OBJECT <input checked="" type="checkbox"/>
Relaxation of Building Lines (3m; 5m; 7m)	AGREE <input type="checkbox"/> n/a	OBJECT <input checked="" type="checkbox"/>

(Kindly tick the appropriate box above)

Reason for objection, if any (please elaborate on a separate page if the space below is insufficient):

I object to the proposed building plans, dated 16.07.2025, shown to me on 18.07.2025 and a letter received from City of Windhoek (Urban Policy) on 29.07.2025 via mail (dated 24.07.2025), due to the following reasons: The enlargement of the flat will be too near to my erf and the two new windows are looking directly into my erf, so that we will have no privacy anymore. If the flat is enlarged, it will be possible to be rented out to more occupants, which will also disturb the peace and privacy.

I herewith declare all information contained herein as true and correct

Signed: _____
 Tel: 236 265
 Date: 12.08.2025

Signatory must attach a copy of his/her identification

*Immediate neighbours include owners of properties that share borders or are separated by pan-handle accesses or small watercourses and public open spaces as well as those opposite across the street.

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD



ID 480131 0031 6



SURNAME
SCHIMMEL
FIRST NAME, ET
KURT OTTO

DATE OF BIRTH
1948-01-31

COUNTRY OF BIRTH
GERMANY

SEX HEIGHT
MALE 1,84

DATE OF ISSUE
2004-12-20

APP. NO.
E60101

CITIZENSHIP
NON-CITIZEN

EYE COLOUR
BROWN



48013100316

DEPARTMENT OF URBAN AND
TRANSPORT PLANNING

☒ 59

80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2482

e-mail: UTP@windhoekcc.org.na

www.cityofwindhoek.org.na

ENQ: V. Kabozu
DATE: 24/07/2025

TEL: 061-290 2299
REF: L/556/HP

K SCHIMMEL
PO BOX 5864
AUSSPANNPLATZ

Dear Sir/Madam

**RE: NEIGHBOR COMMENTS, SIGNATURES AND COPY OF ID IN SUPPORT OF
BUILDING / CONSTRUCTION ON ERF 556, KESTREL STREET,
HOCHLAND PARK.**

The Town Planning Scheme of the City of Windhoek provides the opportunity for neighbouring erf owners to provide comments and to object or not object to construction of a neighbouring erf as per Clause 19, 20 and 21 in the following cases: where a three storey dwelling unit is to be built, where the coverage of the erf is to be exceeded, where the size of an outbuilding exceeds the provisions of the town planning scheme and where the 3, 5 and 7m building line is to be relaxed.

The Public Consultation Policy for Proposed Development approved as per Council Resolution 348/11/19798 determines further that the signatory to the consent form should provide a copy of his / her ID.

The copy of the ID is purely an administrative requirement in order for the City of Windhoek officials to verify that the correct person is signing the consent. It is in the best interest of the signatory as it is the only means to make sure the actual concerns / comments/ objections are received from the actual neighbour.

The Building Plan submitted for Erf 556 Hochland Park require the comments and ID of the owner on Erf **557, Hochland Park** being the adjacent neighbour to Erf 556 Hochland Park. You are herewith requested to sign off the building plans for Erf 556 Hochland Park and provide your ID's, at your earliest convenience should you have no objection to the Building Plan.

The contact detail of the owner of Erf 556 Hochland Park is 081 2843987. Attached to this letter is a copy of the building plan for your comments.

Should you have any problem or objection to the erection of the proposed building, your written comments and reason(s) for your objection must be forwarded or hand delivered to the owner and at the following address:sssss

All official correspondence must be addressed to the Chief Executive Officer

Should you have any problem or objection to the erection of the proposed building, your written comments and reason(s) for your objection must be forwarded or hand delivered to the owner and at the following address:sssss

The Manager: Urban Policy (Town House, Fifth Floor, Room 518/515/516/519/524)
City of Windhoek
P.O. Box 59, WINDHOEK

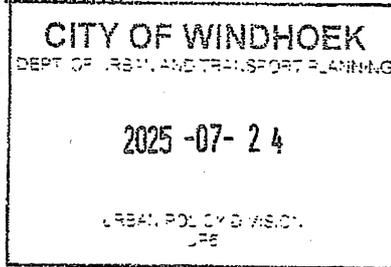
Further take notice that any person objecting to the proposed building plan as set out above may lodge such objection together with the grounds thereof, with the City of Windhoek (Urban Policy 5th Floor) and with the applicant / consultant in writing within 21 calendar days of the receipt of this notice.

The due date for objections is 14-08-2025

Thank you for your cooperation.



Mrs. Verenty Kabozu
TOWN PLANNING OFFICER



Agneta Matsuis
 P O Box 80231
 Olympia
 Telephone: 061 294 2402
 Cellphone: 0812843987
 E-mail: Agneta.Matsuis@standardbank.com.na

9 September 2025

Manager: Urban Policy
 Department of Urban and Transport Planning
 City of Windhoek
 P O Box 59, Windhoek

Dear Sir/Madam

Re: Appeal letter to my neighbor's objection regarding building construction on Erf 556, Kestrel Street, Hochland Park, Windhoek.

I am writing to you regarding my neighbor's objection to my proposed building plans for extension of my existing flat because of apparent privacy issues.

Reasons given by my neighbor for his objection:

"The enlargement of the flat will be too near to my erf and the two new windows are looking directly into my erf so that we will have no privacy anymore. If the flat is enlarged, it will be possible to be rented out to more occupants, which will also disturb the peace and privacy".

Herewith are the facts supporting my appeal to my neighbor's objection are as follows:

- There is an existing boundary wall between our erven that is 2.4 meters tall. The proposed windows will only be about 0.7 meters tall- high.
- I am not enlarging the flat against our boundary wall. There will still be 1.5 meters between the flat and the boundary wall.
- My erf and my neighbor's erf sizes are both more than 1 200 square meters thus there is a lot of privacy for both of us.
- The proposed extension is for the enlargement of the existing two bedrooms only and therefore does not change the capacity of the tenancy. In addition, Namibia does not have a specific national law that sets a hard limit for residential occupancy per bedroom. My current tenant will remain in the flat after the expansion.

I do not believe the reasons for my neighbor's objection are reasonable thus I humbly request assistance in approval of my proposed plans as soon as possible.



Yours sincerely
 Agneta Matsuis

Hugo April to August

 CHECKLIST FOR URBAN PLANNING APPLICATIONS	Property No.:	715
	Township/Farm:	W

Please submit the application and supporting documents in the sequence indicated below:

NO.	REQUIRED DOCUMENT	ANNEXURE	ATTACHED (Yes/No or N/A)	FOR OFFICE USE
1.	Full Application with motivation by applicant	Annexure A	YES	✓
2.	Previous Council's Approval (if applicable)	Annexure B	N/A	—
3.	A. Locality Plans	Annexure C1	YES	✓
	B. Portion Number(s) from Surveyor General's Office (for subdivision of portions/farms)	Annexure C2	N/A	—
	C. Existing Zoning Plan	Annexure C3	YES	✓
	D. Intended Zoning Plan (for rezoning & township establishment)	Annexure C4	N/A	—
	E. Subdivision/Consolidation/Township Establishment Plan with Contours	Annexure C5	N/A	—
	F. Services Plans with Contours (for township establishment)	Annexure C6	YES	✓
	G. Parking Layout with Dimensions & Scale (not applicable to township establishment & vacant erven)	Annexure C7	YES	✓
	H. Copy of Diagram or Extract of General Plan approved by Surveyor General	Annexure C8	YES	✓
	I. Street Names Proposal Plan (for township establishment)	Annexure C9	N/A	—
4.	Conditions to be registered or maintained	Annexure D	N/A	—
5.	Special Power of Attorney (PoA) including revenue stamps with relevant initials	Annexure E	YES	✓
6.	Closure Certificate (if applicable)	Annexure F1	N/A	—
	Environmental Clearance Certificate (for all listed activities - except for the rezoning from Residential/General Residential to Office/Business; from any zoning to Hospitality within the built environment; or closure of public spaces, as such listed activities will be considered under delegated authority prior to the submission of the application to the Urban and Regional Planning Board)	Annexure F2	N/A	—
	7.	Previous approvals of the Minister of Urban and Rural Development.	Annexure G	N/A
8.	Roads Authority approval and sketch plan indicating the access point(s) (for portions, farms and township establishments)	Annexure H	N/A	—
9.	NamWater approval and plan confirming availability / provision of water services (for township establishment within extended municipal boundary area and areas where there are no CoW bulk infrastructures in place)	Annexure I	N/A	—
10.	NamPower approval together with the sketch plan confirming the availability/ provision of electricital services (for township establishment within extended municipal boundary area and areas where there are no CoW bulk infrastructures in place)	Annexure J	N/A	—
11.	A. Copy of Founding Statement (CC) or Company Registration (for properties registered in the name of Close Corporation/Company/Organisation)	Annexure K1	YES	✓
	B. Copy of Board/Company Resolution authorising the PoA signature (for properties registered in the name of Close Corporation/Company/Organisation)	Annexure K2	N/A	—
12.	Copy of Title Deed/Deed of Transfer/Certificate of Registered Title	Annexure L	YES	✓
13.	Conditions of Establishment (applicable to township establishment)	Annexure M	N/A	—
14.	Proof of Payment of Municipal Council of Windhoek Application Fee	Annexure N	YES	✓
15.	Debt Management Credit Check (dated not later than 30 days from the date of submitting the application)	Annexure O	YES	✓

Please Note: All the aforesaid items are mandatory, unless it is mentioned that such item is only applicable to specific application(s). Any required additional documents that are not listed on the Checklist may be attached after No. 15

FOR OFFICE USE:	
RECEIVED BY: NAME:	Selma Shamba
APPLICATION ACCEPTED:	<input checked="" type="checkbox"/>
APPLICATION NOT ACCEPTED:	<input type="checkbox"/>
Reason(s) for not accepting the application:	
SIGNATURE:	<i>S. Shamba</i>
STAMP:	



1st Floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248808, Mobile: +264 61 261 0838, Email: etmarie@dutoitplan.com

SUBMISSION:

Consent for 'business building' on Erf 715, Teinert Street
 Windhoek for a car rental its Table B of Windhoek
 Zoning Scheme

NO.	REQUIRED DOCUMENT	ANNEXURE	ATTACHED (Yes/No or N/A)
1.	Full Application with motivation by applicant	Annexure A	✓ <input checked="" type="checkbox"/>
2.	Previous Council's Approval (if applicable)	Annexure B	n/a
3.	A. Locality Plans	Annexure C1	✓ <input checked="" type="checkbox"/>
	B. Portion Number(s) from Surveyor General's Office (for subdivision of portions/farms)	Annexure C2	n/a
	C. Existing Zoning Plan	Annexure C3	✓ <input checked="" type="checkbox"/>
	D. Intended Zoning Plan (for rezoning & township establishment)	Annexure C4	n/a
	E. Subdivision/Consolidation/Township Establishment Plan with Contours	Annexure C5	n/a
	F. Services Plans with Contours (for township establishment)	Annexure C6	✓ <input checked="" type="checkbox"/>
	G. Parking Layout with Dimensions & Scale (not applicable to township establishment & vacant erven)	Annexure C7	✓ <input checked="" type="checkbox"/>
	H. Copy of Diagram or Extract of General Plan approved by Surveyor General	Annexure C8	✓ <input checked="" type="checkbox"/>
	I. Street Names Proposal Plan (for township establishment)	Annexure C9	n/a
4.	Conditions to be registered or maintained	Annexure D	n/a
5.	Special Power of Attorney (PoA) including revenue stamps with relevant initials	Annexure E	✓ <input checked="" type="checkbox"/>
6.	Closure Certificate (if applicable)	Annexure F1	n/a
	Environmental Clearance Certificate (for all listed activities - except for the rezoning from Residential/General Residential to Office/Business; from any zoning to Hospitality within the built environment; or closure of public spaces, as such listed activities will be considered under delegated authority prior to the submission of the application to the Urban and Regional Planning Board)	Annexure F2	n/a
	Previous approvals of the Minister of Urban and Rural Development.	Annexure G	n/a
7.	Roads Authority approval and sketch plan indicating the access point(s) (for portions, farms and township establishments)	Annexure H	n/a
8.	NamWater approval and plan confirming availability / provision of water services (for township establishment within extended municipal boundary area and areas where there are no CoW bulk infrastructures in place)	Annexure I	n/a
9.	NamPower approval together with the sketch plan confirming the availability/ provision of electrical services (for township establishment within extended municipal boundary area and areas where there are no CoW bulk infrastructures in place)	Annexure J	n/a
10.	A. Copy of Founding Statement (CC) or Company Registration (for properties registered in the name of Close Corporation/Company/Organisation)	Annexure K1	✓ <input checked="" type="checkbox"/>
	B. Copy of Board/Company Resolution authorising the PoA signature (for properties registered in the name of Close Corporation/Company/Organisation)	Annexure K2	n/a
11.	Copy of Title Deed/Deed of Transfer/Certificate of Registered Title	Annexure L	✓ <input checked="" type="checkbox"/>
12.	Conditions of Establishment (applicable to township establishment)	Annexure M	n/a
13.	Proof of Payment of Municipal Council of Windhoek Application Fee	Annexure N	✓ <input checked="" type="checkbox"/>
14.	Debt Management Credit Check (dated not later than 30 days from the date of submitting the application)	Annexure O	✓ <input checked="" type="checkbox"/>



1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248608, Mobile: +264 81 281 0836, Email: elmarie@dutoitplan.com

Enquiries: T. Tjitemisa
 Tel: +264 81 416 6169
 Ref: Erf 715W Council

Strategic Executive
 Department of Urban Planning and Property Management
 Windhoek City Council
 P O Box 59
 WINDHOEK

9 APRIL 2025

ATTENTION: Ms. Kristofina Asino

Dear Ms. Asino

APPLICATION FOR CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

1. APPLICATION

Application is herewith submitted on behalf of the owners of the erf, Drongos Investment Close Corporation, to the City Council of Windhoek for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

The Erf is under the registered ownership of Drongos Investment Close Corporation. See the Title Deed attached. Drongos Investment Close Corporation appointed Du Toit Town Planning Consultants to complete the town planning procedures required by the Municipality for the consent application for Erf 715, Windhoek.

The Special Power of Attorney, authorizing Du Toit Town Planning Consultants, to attend to the consent for the erf, are attached hereto. All necessary annexures, as required by the City of Windhoek (CoW) are attached hereto.

1. ERF INFORMATION

1.1. Locality and size

The project erf is located in Teinert Street, which places it in the central area of the city, just south of the central business district. It is parallel to Mandume Ndemufayo Drive, but no access is taken from there. The erf is also closely located to the GAME centre on Erf 6880, Windhoek. The erf is 1659m² in extent.

See figure 1 overleaf illustrating the locality of Erf 715, Teinert Street, Windhoek. The locality plan is attached as Annexure C1 for optimal clarity.



Figure 1: Locality of Erf 715, Windhoek

1.2. Existing land use and Current zoning

The project Erf is currently zoned as 'office' with a bulk of 0.4 and currently accommodates the existing Namibia Car Rental Offices. See image below on the extent of existing development.

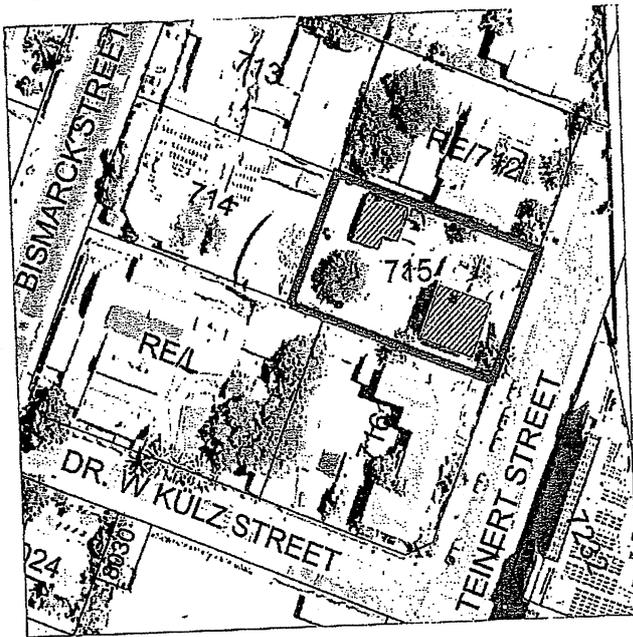


Figure 2 : Existing development

2. REGISTERED CONDITIONS

The conditions registered against Erf 715, Teinert Street, Windhoek are contained in the Deed of Transfer T0919/2024 of which a copy is attached (Annexure J). It is the old, long title conditions that are registered against the property. It should be changed to the standard Zoning Scheme conditions should there be a change in ownership.

3. PROPOSAL

3.1. Consent

The owner was recently informed by the City of Windhoek that although in operation for many years, the operation of the Namibia Car Rental on Erf 715, Windhoek is not in compliance with the office zoning of the Erf. The erf is currently zoned for 'office' with a bulk of 0.4. The Windhoek Zoning Scheme does not permit the operation of a car rental as a primary use on office zoned erven, however, consent to operate a car rental on the office zoned Erf can be obtained from the City of Windhoek under the definition of a 'business building'.

See the extract from the Windhoek Zoning Scheme below.

XII	Offices	Dwelling units, Residential buildings, Institutions, Places of public worship, Business buildings, hotels, Restaurant	Other uses not under columns 2 and 3
Office			

Business building means a building designed and/or used as offices, warehouses, medical or dental consulting rooms, laboratories or other business purposes but does not include other buildings specifically defined or mentioned elsewhere in this Scheme with the exception of offices.

It is to this end that this application is now made.

4. MOTIVATION

4.1. Need and Desirability

Namibia Car Rental have been operational in Namibia for at least 13 years. The company acquired Erf 715, Windhoek, due to its central locality and accessibility to major arterial and connector roads. As a well-established business in Windhoek, the car rental service contributes significantly to the mobility of both locals and visitors, supporting tourism, and business travel. The continuity of the Namibia Car Rental operation is integral to the provision of these services, which are crucial to the city's economic development and the broader tourism infrastructure of the region.

From a desirability perspective, granting consent for the Namibia Car Rental operation to continue on the office-zoned Erf 715 would align with the growing demand for transportation solutions in Windhoek. The business's location on Erf 715 is strategically situated to serve a large customer base, including corporate clients, and residents in need of vehicle rental services. Furthermore, the car rental service supports local employment and contributes to the community by providing jobs and services that are in demand. The request for consent reflects a practical approach to integrating this essential service within the city's existing framework, recognizing that the car rental business has operated in this location for many years without significant issues.

Thus, granting consent would not only allow the Namibia Car Rental to continue providing a valuable service to Windhoek but also ensure that the business remains compliant with the City's regulations while contributing to the economic and social fabric of the area. It is therefore both necessary and desirable for the City of Windhoek to grant consent for the continued operation of this service on Erf

The majority of erven surrounding Erf 715, are of an office/business nature in the neighbourhood. This is mainly due to the accessibility to the City Centre. Almost all the residential uses have been converted to more commercial uses.

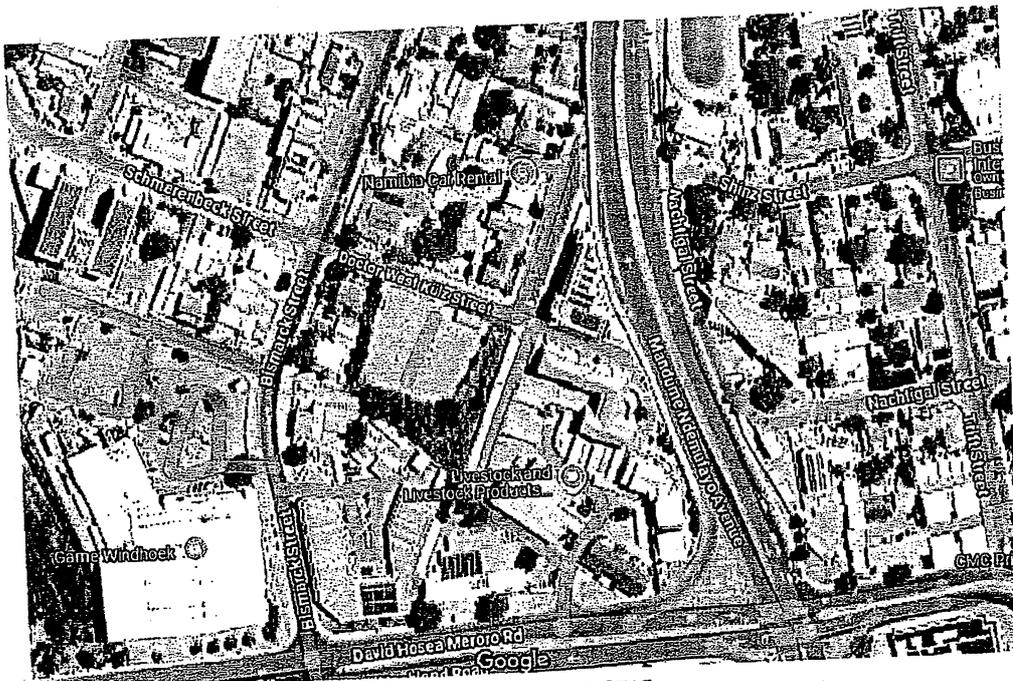


Figure 3: Google maps extract of activities surrounding Erf 715

the Namibia Car Rental to remain compliant ing regulations while continuing to contribute positively to the city's growth and development.

Therefore, we request that the City of Windhoek grant consent for the operation of Namibia Car Rental on Erf 715 to ensure the continuation of this essential service.

9. APPLICATION

Application is herewith made for:

- Consent in terms of Table B of the Windhoek Zoning Scheme for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

10. LIST OF ANNEXURES

Please find attached 3 copies of the following:

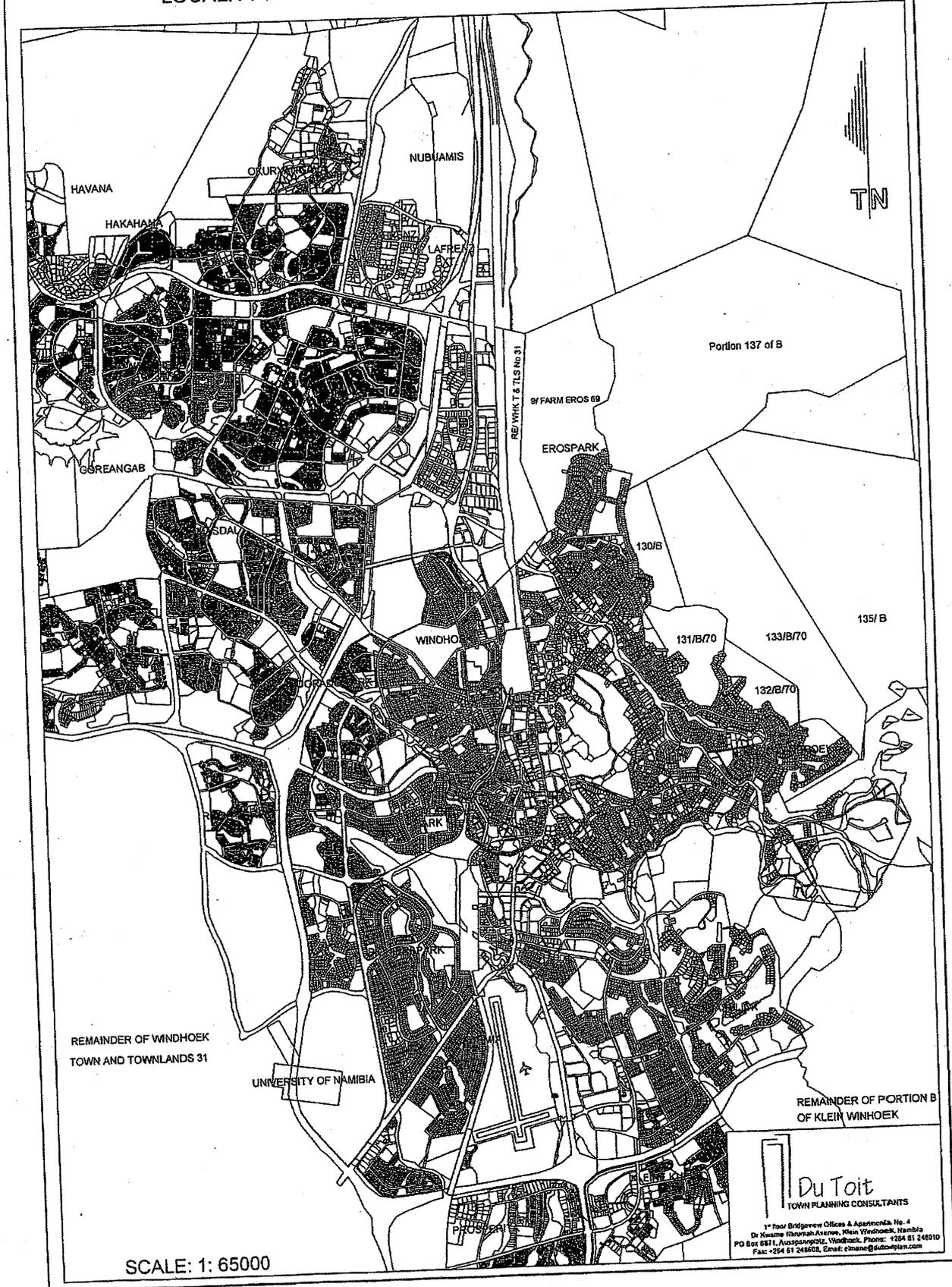
Annexure	C1:	Locality Plan
	C2:	Zoning Certificate
	C3:	Consent Plan
	C4:	Parking Plan
	C5:	Erf Diagram
Annexure	E:	Special Power of Attorney
Annexure	K1:	Amended Founding Statement
Annexure	L:	Copy of Title Deed
Annexure	L:	Proof of Payment
Annexure	M:	Credit Check Certificate

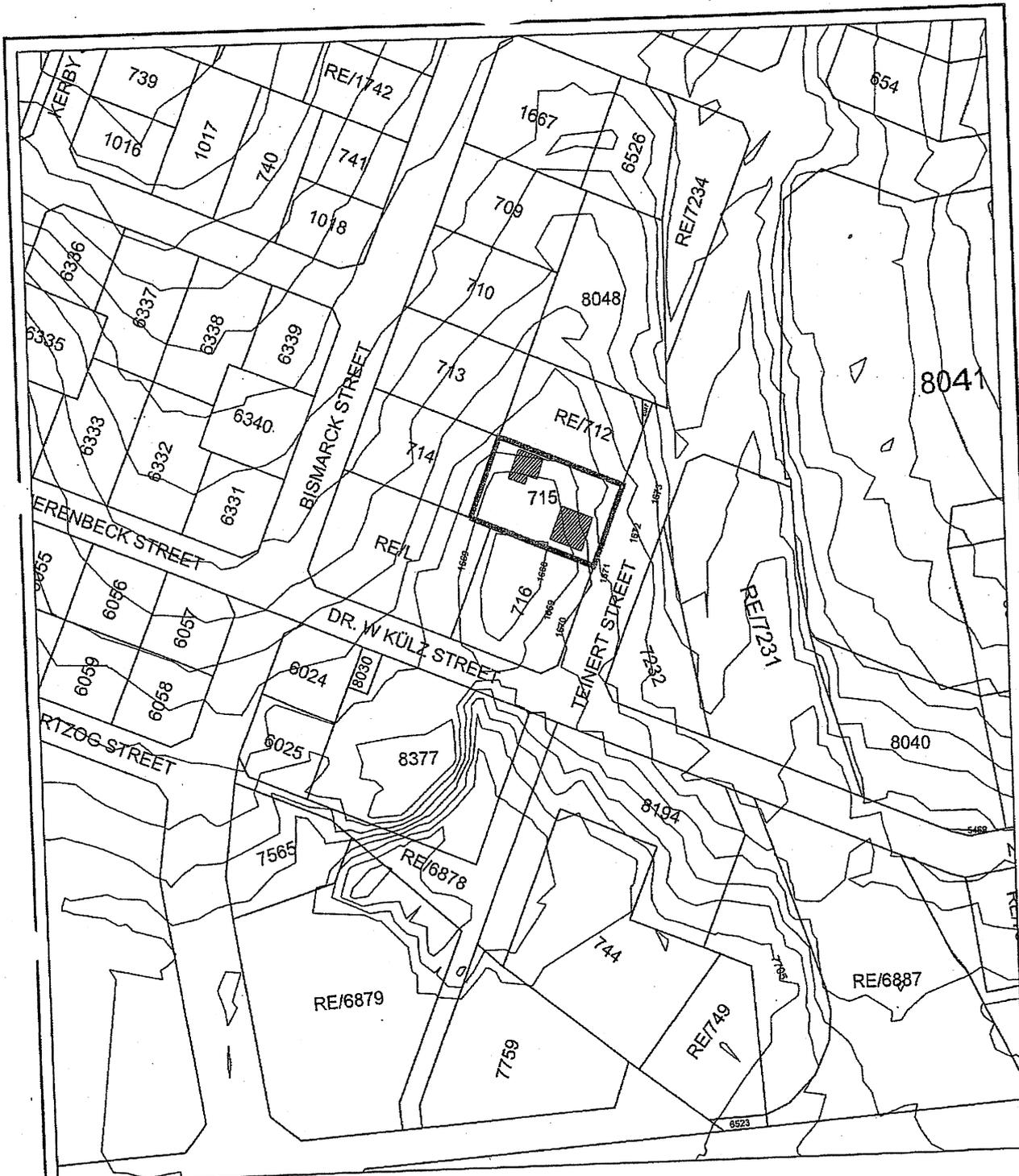
Kind regards,



Dorette Opperman

LOCALITY PLAN OF ERF 715 TEINERT STREET WINDHOEK





 EXISTING BUILDINGS

Scale: 1/2000

DATE: MARCH 2025

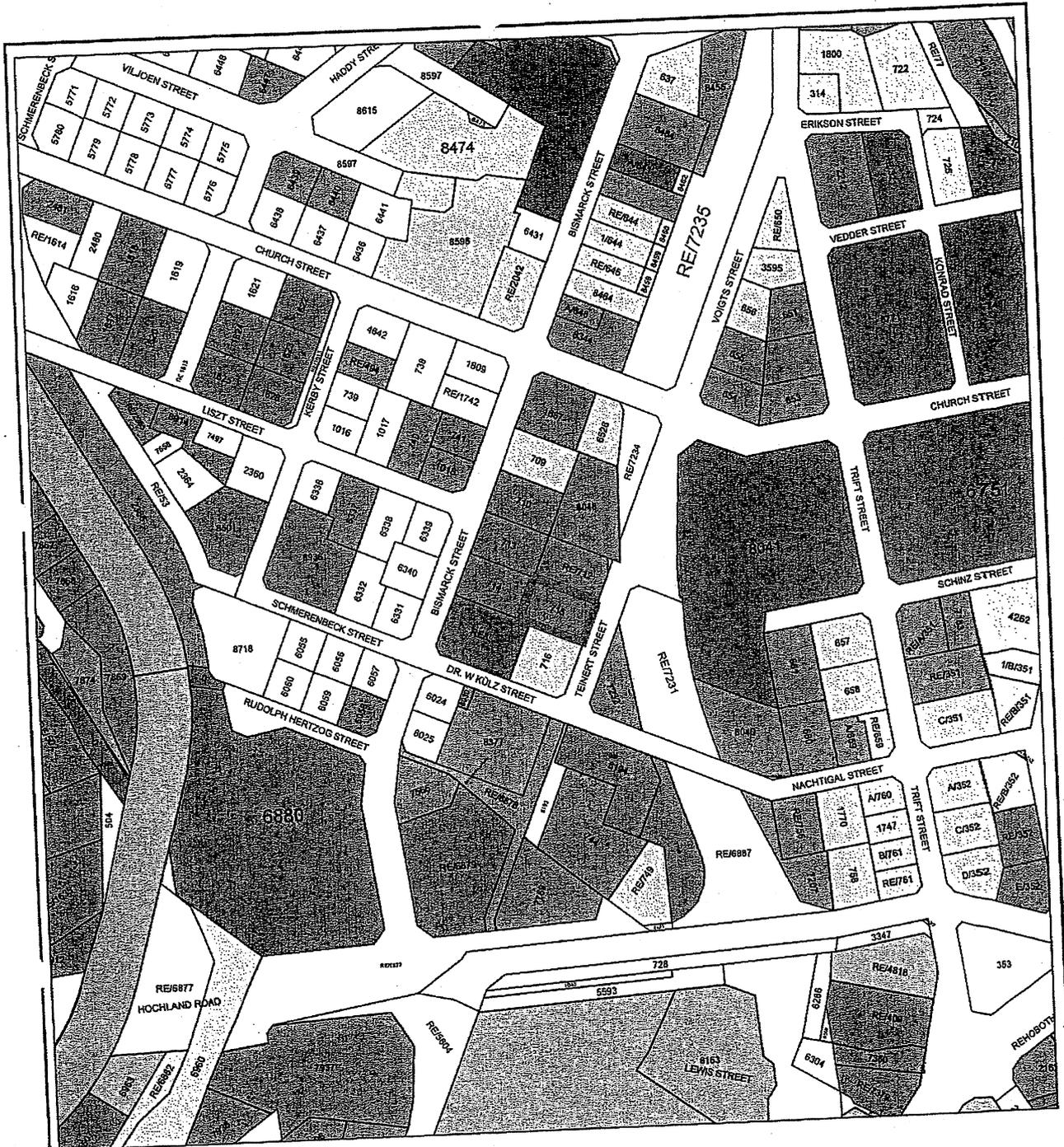
PLAN NO. 715WW



Consent in terms of Table B of the Windhoek town Planning Scheme to use Erf 715, Windhoek for a car rental



1st floor Bridgeway Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausseppaplatz, Windhoek, Phoswa: +264 61 248010
 Fax: +264 61 248608, Email: elmarie@du-toitplan.com



ZONING LEGEND

RESIDENTIAL

GENERAL RESIDENTIAL

BUSINESS

OFFICE

PUBLIC OPEN SPACE

INSTITUTIONAL

MUNICIPAL

SPECIAL

CURRENT ZONING OF ERF 715
TEINERT STREET
WINDHOEK

("OFFICE")

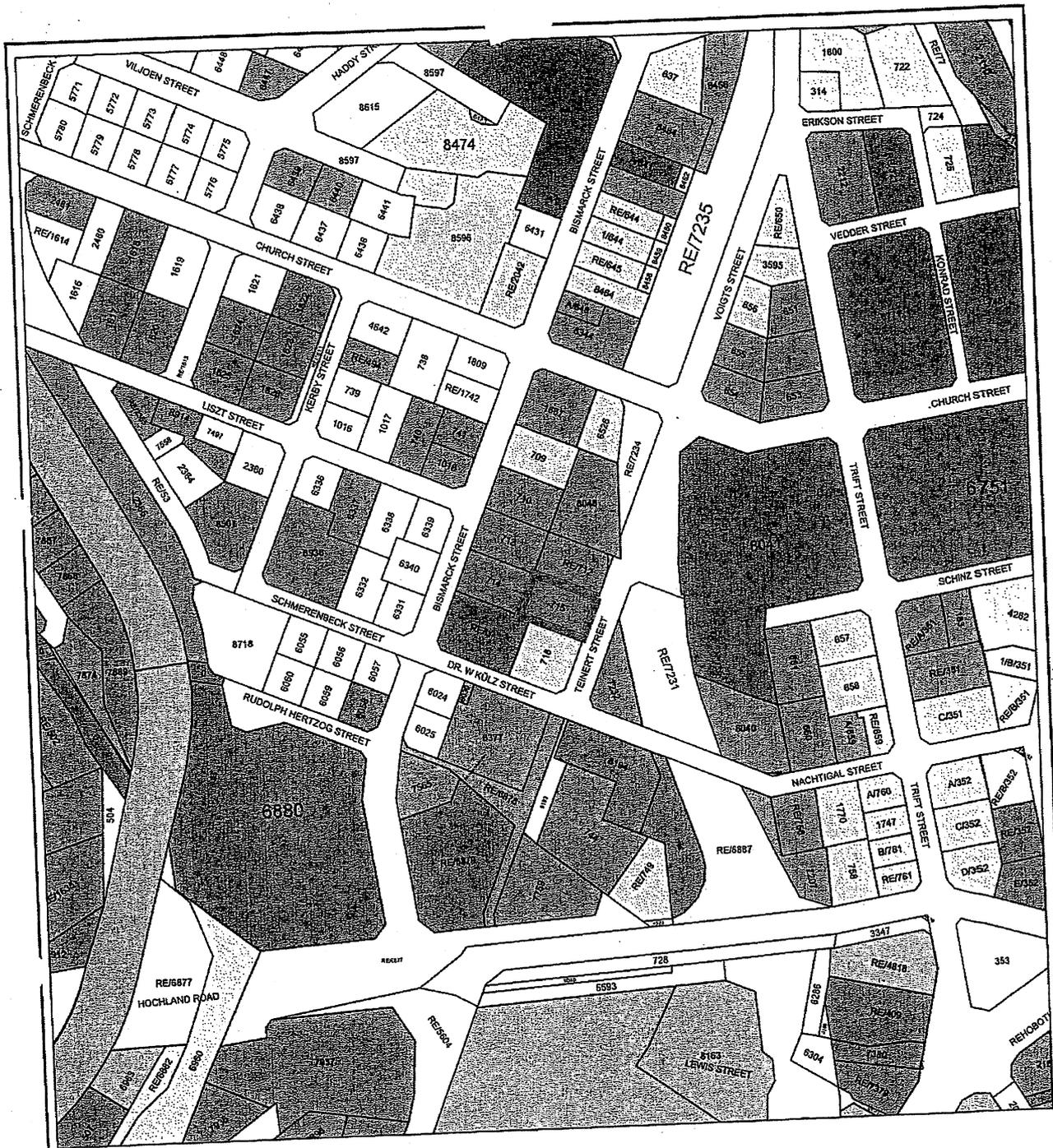
DATE: MAR.2025

SCALE: 1/4000

PLAN NO. AMS



1st Floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248908, Email: almatia@dutoitplan.com



ZONING LEGEND

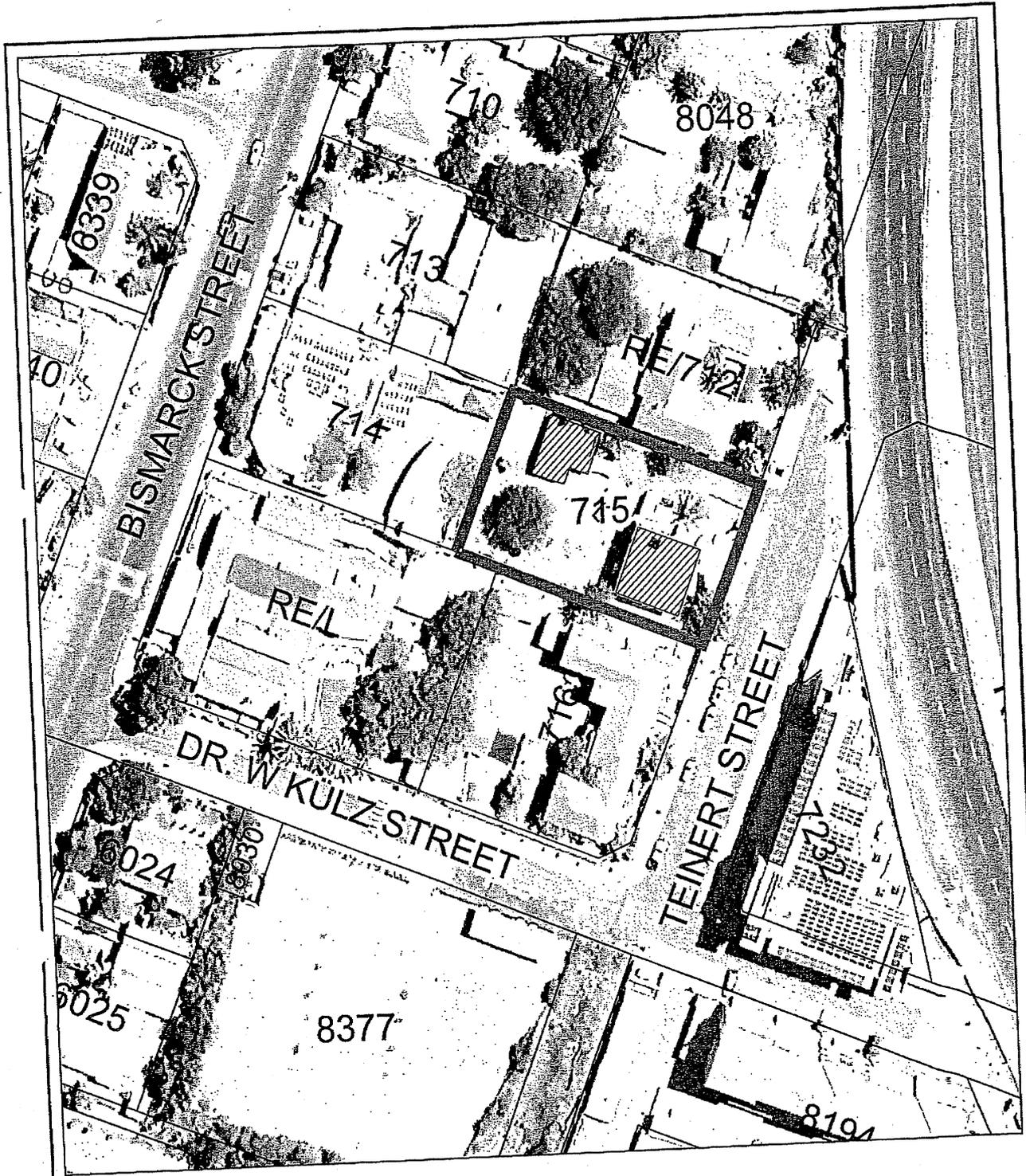
- RESIDENTIAL
- BUSINESS
- PUBLIC OPEN SPACE
- MUNICIPAL
- GENERAL RESIDENTIAL
- OFFICE
- INSTITUTIONAL
- SPECIAL

CONSENT IN TERMS OF TABLE B OF THE WINDHOEK TOWN PLANNING SCHEME TO USE ERF 715, WINDHOEK FOR A CAR RENTAL, UNDER "OFFICE" ZONING

DATE: MAR.2025
 SCALE: 1/4000
 PLAN NO. AMS

Du Toit
 TOWN PLANNING CONSULTANTS

14 Binnr Redigeweg Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspanplatz, Windhoek. Phone: +264 61 248010
 Fax: +264 61 248608, Email: sdmarie@duitonplan.com



Scale: 1/1000

DATE: MARCH 2025

PLAN NO. 715WW



Consent in terms of Table B of the Windhoek
town Planning Scheme to use Erf 715,
Windhoek for a car rental



1st floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspanplatz, Windhoek, Phones: +264 61 248010
Fax: +264 61 248608, Email: etn@duoitplan.com

PARKING CALCULATIONS:

Ground Floor - 101.6 m²
 Outside Building - 40 m²
 Basement used for Storage Only

Total Usable Space - 141.6m²
141.6 m²/ 25m² = 5.664

Parking Bays Required - 6 PB

Parking Bays Shown - 10 PB

713

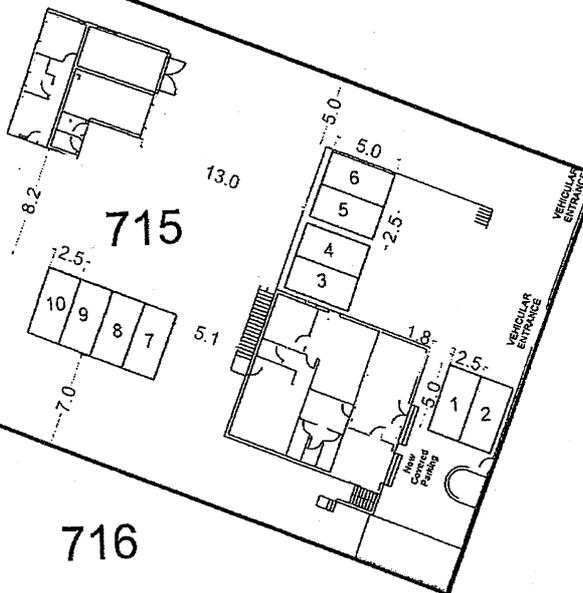
RE/712

714

715

716

TEINERT STREET



EXISTING BUILDINGS

Scale: 1/500

DATE: APRIL 2025

PLAN NO. 715WW

PARKING LAYOUT FOR THE:

CONSENT IN TERMS OF TABLE B OF THE
 WINDHOEK TOWN PLANNING SCHEME TO
 USE ERF 715, WINDHOEK FOR A CAR
 RENTAL



Du Toit
 TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausserspauplatz, Windhoek, Phone: +254 61 248010
 Fax: +254 61 248005, Email: elmaszie@dutoitplan.com

**Town Planning Certificate No. 1:
Town Planning Scheme Information**

Ref : _____

Enq : _____

Tel : _____

Applicants Address _____

Telephone Number : _____

Sir / Madam

Erf No: 715

Township : WINDHOEK/WINDHOEK BLOCKS

Street : TEINERT STR

In terms of the Windhoek Town Planning Scheme the following conditions apply to the above mentioned erf.

- 1. Use Zone : OFFICE _____ Refer to Table B.
- 2. Density : _____ Refer to Table E.
- 3. Bulk Factor : 0.4 08 _____ Refer to Table F.
- 4. Coverage : _____ Refer to Table G.
- 5. Erf Size : 1 659 m² _____
- 6. Parking : _____

(The parking ratio should be confirmed with the Transportation Department for erven in the business zone, and for restaurants, grouped housing schemes, hotels, bed & breakfasts, resident occupations, places of amusement, social halls and churches)

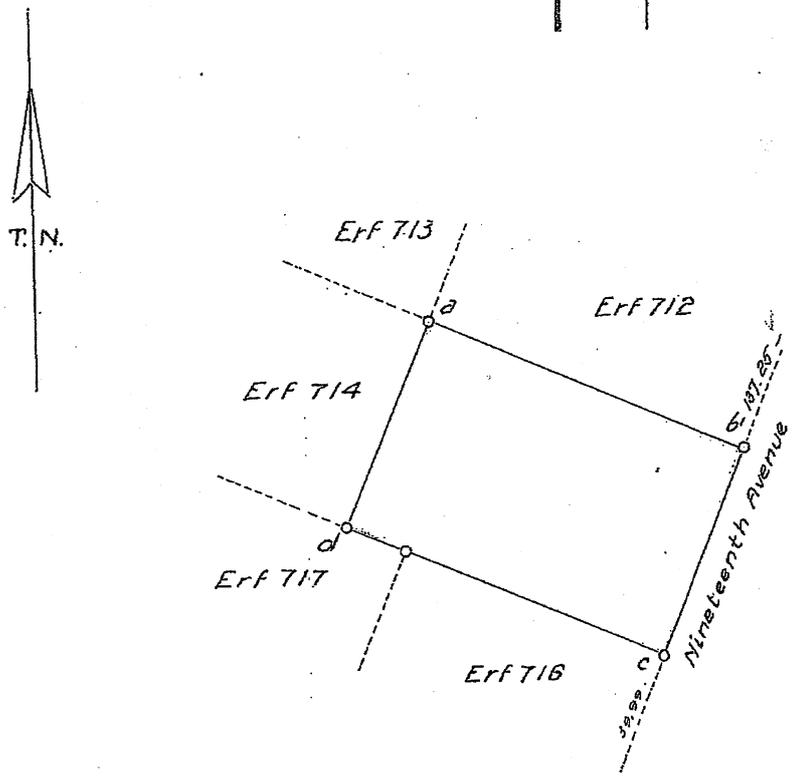
- 7. Street Build Lines _____
- 8. Position Of Buildings : _____
- 9. Street Address : 4 TEINERT STR _____
- 10. Flood Line : _____
- 11 Height Restriction : _____ Refer to Table J.
- 12. Street Reservation : _____
- 13. Other : _____

The TOWN PLANNING SCHEME and MAP are open for inspection on the passage wall of the 7th floor of the town house. The information provided herein must be verified by the applicant by inspection of the Scheme and Map.

Your attention is further directed to any condition which may be registered against your property in the title deeds. You may be required to furnish a certified copy of the title deeds conditions before any building plans are approved.

Form No. 5. Diagram Form for a whole or original Portion of Erf in Tc

Sides metres		Angles	
a-b	51,26	a	90 08 20
b-c	32,35	b	89 51 40
c-d	51,26	c	90 08 20
d-a	32,36	d	89 51 40



Scale 1: 1000

The above Figure lettered a b c d represents Hectare 18 Are 59 Sq. Metres 16 Sq. decimetres of Land being

Erf. No. 715. being ^{portion} ~~part~~ of Block L.

situate in the Township of Windhoek, SOUTH WEST AFRICA according to ^{Diagram} General Plan 56, No A 172 ⁱⁿ framed by Surveyor General's Office in May 1923.

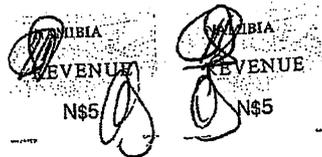
Bounded as indicated above.

The angular points have been properly defined on the ground according to regulations. Surveyed in May 1929, by me

[Signature]
Land Surveyor.

Formerly Pazelle

Examined <i>[Signature]</i>	Approved	This Diagram is annexed to Deed of Transfer No. 915/1928 Registered this day
<i>[Signature]</i>		



SPECIAL POWER OF ATTORNEY

We, the undersigned

HOWARD IAN SIVERTSEN AND OWEN JOHN SIVERTSEN

duly authorized thereto and acting on behalf of

DRONGOS INVESTMENT CLOSE CORPORATION (CC/2023/07717), THE OWNER OF ERF 715, WINDHOEK

do hereby nominate, constitute and appoint

DU TOIT TOWN PLANNING CONSULTANTS

with power of Substitution, to be my lawful Agent in my name, place and stead, to make the necessary application to the **CITY OF WINDHOEK MUNICIPALITY** for:

- **CONSENT IN TERMS OF TABLE B OF THE WINDHOEK TOWN PLANNING SCHEME TO USE ERF 715, WINDHOEK FOR A CAR RENTAL**

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 Agent shall lawfully do or cause to be done, by virtue of these present.

Signed at Windhoek this 3 day of March 2025, in the presence of the undersigned witnesses

WITNESSES:

1.

2.

1.

2.

Four handwritten witness signatures, each written over a horizontal line.

Two handwritten signatures for subscribers, each written over a horizontal line. The word "SUBSCRIBER" is printed below each signature.

BUSINESS AND INTEL

OF NAMIBIA
L PROPERTY AUTHORITY - BIPA

CLOSE CORPORATIONS ACT, 1988
(Sections 12, 13, 14, 24, 27, 29, 47 and 60)
(Regulations 2, 3 and 13)



CC2

Amended Founding Statement

Before filling in the form, first see notes on page 2.

REGISTRATION NUMBER OF CORPORATION CCI/2023/07717	
---	--

PART A

	Dates of commencement of change
Full name of corporation <u>DRONGOS INVESTMENT CLOSE CORPORATION</u>	*
Previous name of corporation (if applicable)* <u>N/A</u>	*
Literal translation of name (if applicable)* <u>N/A</u>	*
Shortened form of name (if applicable)* <u>N/A</u>	*
Description of principal business* <u>Letting, Renting and Buying of Property and Investing in Property and all related business</u>	*
Date of end of financial year* <u>THE LAST DAY OF FEBRUARY EACH YEAR</u>	*

PART B

Postal address* <u>P. O. BOX 9851 EROS, WINDHOEK, NAMIBIA</u>	* <u>18 JAN 2024</u>
Email address: <u>cjsmith@ongurukena.com</u>	
Address of registered office (not post office box)* <u>10 KERBY STREET, WINDHOEK, NAMIBIA</u>	* <u>18 JAN 2024</u>
Name and address of accounting officer* <u>CJ SMITH & CO. P. O. BOX 9851 EROS, WINDHOEK, NAMIBIA</u>	*

(Attach written consent to appointment)

Full name of association or body of which accounting officer is a member NAMIBIA INSTITUTE OF PROFESSIONAL ACCOUNTANTS

Membership/Practice No. 20002

Signature of previous accounting officer: _____

Signature of current accounting officer: _____

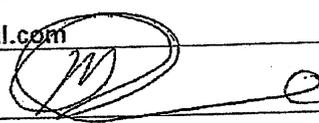
* See note 2 on page 2

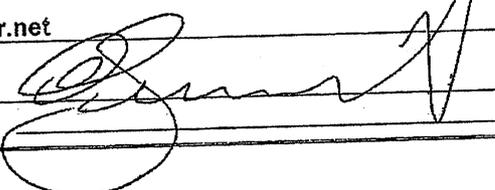
NAME OF CORPORATION DRONGOS INVESTMENT CLOSE CORPORATION

REGISTRATION NUMBER CC/2023/07717

PART C

MEMBERS 2 (TWO)

		Date of Change															
Full names and surname	<u>HOWARD IAN SIVERTSEN</u>	<u>18 JAN 2024</u>															
Identity number or date of birth	(i) <table border="1"> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> <tr> <td>6</td> <td>7</td> <td>0</td> </tr> <tr> <td>8</td> <td>2</td> <td>8</td> </tr> <tr> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>9</td> <td>3</td> <td></td> </tr> </table>	Year	Month	Day	6	7	0	8	2	8	0	0	1	9	3		<u>18 JAN 2024</u>
Year	Month	Day															
6	7	0															
8	2	8															
0	0	1															
9	3																
Registration number	(ii)																
Percentage of interest	<u>50%</u> Particulars of contribution <u>N\$ 50,00</u>	<u>18 JAN 2024</u>															
Residential address	<u>55B DR. KWAME NKRUMAH AVENUE, LUDWIGSDORF, WINDHOEK, NAMIBIA</u>	<u>18 JAN 2024</u>															
Postal address	<u>P. O. BOX 90196 KLEIN WINDHOEK, WINDHOEK, NAMIBIA</u>	<u>18 JAN 2024</u>															
Email address:	<u>hs@namibiacarrental.com</u>																
Signature of member or representative		<u>18 JAN 2024</u>															

Full names and surname	<u>OWEN JOHN SIVERTSEN</u>	<u>18 JAN 2024</u>															
Identity number or date of birth	(i) <table border="1"> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> <tr> <td>6</td> <td>9</td> <td>0</td> </tr> <tr> <td>2</td> <td>0</td> <td>7</td> </tr> <tr> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>0</td> <td>8</td> <td></td> </tr> </table>	Year	Month	Day	6	9	0	2	0	7	0	0	3	0	8		<u>18 JAN 2024</u>
Year	Month	Day															
6	9	0															
2	0	7															
0	0	3															
0	8																
Registration number	(ii)																
Percentage of interest	<u>50%</u> Particulars of contribution <u>N\$ 50,00</u>	<u>18 JAN 2024</u>															
Residential address	<u>3 ZIEGLER STREET, KLEIN WINDHOEK, WINDHOEK, NAMIBIA</u>	<u>18 JAN 2024</u>															
Postal address	<u>P. O. BOX 90196 KLEIN WINDHOEK, WINDHOEK, NAMIBIA</u>	<u>18 JAN 2024</u>															
Email address:	<u>owen@solar-saver.net</u>																
Signature of member or representative		<u>18 JAN 2024</u>															

Witness Signature  Date of signature 08 December 2023

Full names GEORGINE FRANZERINE PLATT
 Residential address NO. 16 BABIE STREET, SUIDERHOF, WINDHOEK, NAMIBIA
 Business address 362 SAM NUJOMA DRIVE, KLEIN WINDHOEK, WINDHOEK, NAMIBIA
 Postal address P. O. BOX 86477 EROS, WINDHOEK, NAMIBIA
 Email address: gina@law.na

08 MAR 2024
 B. OSOT
 RUST
 (with reference to)
 US 800
 not exceeding
 REGISTER OF DEEDS

PREPARED BY ME:

L. Erasmus
CONVEYANCER
ERASMUS, L

T 0919 / 2024

DEED OF TRANSFER

Be it hereby made known

THAT LINDA ERASMUS

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

FOR INFORMATION ONLY

CONSULTANTS COURT CC
Registration Number: CC/94/00263

Signed at LUBA NGO on 27 NOVEMBER 2023

AN

AN

And the said Appearer declared that his Principal had truly and legally sold on 31 OCTOBER 2023

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

DRONGOS INVESTMENT CLOSE CORPORATION

Registration Number: CC/2023/07717

Its Successors in Title or Assigns

CERTAIN: Erf No. 715 Windhoek

SITUATE: In the Municipality of Windhoek
Registration Division "K"
Khomas Region

MEASURING: 1659,16 (One Six Five Nine comma One Six)
Square Metres

First transferred by Deed of Transfer No. T915/1948 with Diagram relating thereto and held by Deed of Transfer No. T2910/1995

A. **SUBJECT** to the following conditions created in the said Deed of Transfer No. T915/1948 imposed by the Council of the Municipality of Windhoek for its benefit, namely:-

"The said Council shall not be liable to the said Purchaser or to his or its successors in title for compensation in case any alteration in the levels of any street or streets adjoining the said property or in any portion of such streets is effected at any time by the said Council.

In the event of the said Council at any time laying out and constructing such streets at a level differing from the average level of the said property at the boundary line between it and the said street or streets, then the Purchaser or his or its successors in title, shall, within three months after written notice of

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intention so to lay out and construct any such street having been addressed to him or it by the said Council, at his own costs construct a retaining wall on the said property at any such boundary line of sufficient height and strength so as effectually to prevent any portion of the said property falling into the street and vice versa.

All such retaining walls shall be built in consultation with the said Council and shall be subject to its approval. Should the said Purchaser or his or its successors in title fail to comply with the provisions of this clause, the said Council shall be entitled to build any such retaining walls and to enter upon the property for that purpose and shall be entitled to recover the costs thereof from the said Purchaser or his or its successors in title."

B. FURTHER SUBJECT to the following conditions imposed by Notarial Deed No. 91/1959 in favour of the said Council of the Municipality of Windhoek, namely:-

1. This erf shall be used for residential purposes only and a block of flats with one main building together with the necessary outbuildings and appurtenances shall be erected on this erf, provided that:
 - a. the main building does not exceed three storeys in height, i.e. ground floor and two additional floors;
 - b. offstreet parking to the extent of one independent open car space per every two flat units be provided;
 - c. an independent car space be provided for every two flat units;
 - d. the maximum coverage of 40% when the ground floor and one additional floor is erected and 33 1/3% when the ground floors are erected. Public stairways, galleries, entrance halls and balconies will only count as half coverage. Covered car spaces will not be included as coverage,
 - e. the minimum value of the main building exclusive of outbuildings shall be N\$ 6 000,00.

CONFIDENTIAL ONLY

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2. No new buildings or structures or any portions thereof, except the boundary walls or fences shall be erected nearer than 5 metres to the street line which forms a boundary of this erf, nor within 3 metres of any lateral or rear boundary common to an adjoining erf.
3. Outbuildings and/or servants quarters erected on this erf may not be occupied by anyone except the bona fide domestic servants of the registered owner or his tenant.
4. In the event of the lower ground floor of the existing building being converted into a flat, a W.C. for the use of the domestic workers is to be provided before the flat is occupied.

FOR INFORMATION ONLY

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MR

WHEREFORE the Appearer, renouncing all the right and title which the said TRANSFEROR hereto before 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, Its Successors in Titel or Assigns, now are and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its rights, and finally acknowledging the purchase price to be the sum of N\$ 3 000 000,00.

FOR INFORMATION ONLY

Signed at WINDHOEK on 08 MAR 2024

together with the Appearer, and confirmed with my seal of office,

in my presence

Registrar of Deeds



[Signature]
Signature of Appearer

1. Transfer Duty Receipt No. 0200150649
Issued at WINDHOEK
On 4 March 2024
for N\$ 360 000,00

Checked: 1. [Signature]

2. [Signature]

2. I, the undersigned, LINDA ERASMUS, 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 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 and a Building Compliance Certificate by the relevant Local Authority has been issued.

[Signature]
CONVEYANCER

Handwritten initials

Handwritten initials

2. No new buildings or structures or any portions thereof, except the boundary walls or fences shall be erected nearer than 5 metres to the street line which forms a boundary of this erf, nor within 3 metres of any lateral or rear boundary common to an adjoining erf.
3. Outbuildings and/or servants quarters erected on this erf may not be occupied by anyone except the bona fide domestic servants of the registered owner or his tenant.
4. In the event of the lower ground floor of the existing building being converted into a flat, a W.C. for the use of the domestic workers is to be provided before the flat is occupied.

FOR INFORMATION ONLY

✓

✓ AH

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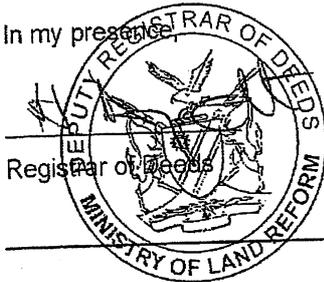
WHEREFORE the Appearer, renouncing all the right and title which the said TRANSFEROR hereto before had to the premises, did, in consequence also acknowledge the said TRANSFEROR to be entirely dispossessed of, and disentitled to, the same, and that, by virtue of these presents, the said TRANSFEREE, Its Successors in Titel or Assigns, now are and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its rights, and finally acknowledging the purchase price to be the sum of N\$ 3 000 000,00.

FOR INFORMATION ONLY

Signed at WINDHOEK on 08 MAR 2024

together with the Appearer, and confirmed with my seal of office,

In my presence



Registrar of Deeds

[Signature]
Signature of Appearer

- 1. Transfer Duty Receipt No. 0200150649
Issued at WINDHOEK
On 4 March 2024
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- Checked:
- 1. [Signature]
 - 2. [Signature]

- 2. I, the undersigned, LINDA ERASMUS, 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 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 and a Building Compliance Certificate by the relevant Local Authority has been issued.

[Signature]
CONVEYANCER

u

u

AN

MC

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INV2025272842
INV2025

CITY OF WINDHOEK

P O Box 59, WINDHOEK NAMIBIA
Telephone No: (061) 290 2911

TAX INVOICE

VAT Reg. Number 2646057-01-5



Invoice Number : INV2025272842 Account Number : N/A Name : DU TOIT TOWN PLANNING CONSULTANTS Address : P O BOX 6871, AUSSPANNPLATZ	Date Issued : 4/8/2025 Vote Number : 5000132050048 Reference Number : ERF 715 W System Reference : INV431474 Issued By : 90144 - HUUMBWA (R) Contact Details : +264 61 290 2283/2643
Description : CONSENT TO USE ERF 715, W FOR A 'BUSINESS BUILDING' FOR A CAR RENTAL COMPANY UNDER THE 'OFFICE ZONING'	

PAYMENT DUE

Total Amount Excluding VAT	: N\$ 1739.13
Total VAT Amount	: N\$ 260.87
Total Amount Payable	: N\$ 2000.00

INVOICE DETAILS

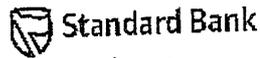
Department : 5000 - URBAN & TRANSPORT PLANNING

Tariff Code	: N/A
Tariff Description	: N/A
Quantity Provided	: 1
Unit Price	: N\$ 1739.13
Tariff Amount Excluding VAT	: N\$ 1739.13
Tariff VAT Amount	: N\$ 260.87
Tariff Total Amount	: N\$ 2000.00
Service Code	: N/A

City of Windhoek Banking Details - Bank: First National Bank - Number: 62012146115 - Branch: 281872



Receipt



Transaction with transaction id 57271874 submitted successfully.

NAD **2,000.00**

CITY OF WINDHOEK

FIRST NATIONAL BANK NAMIBIA

62012146115

Transaction ID

57271874

From

DU TOIT

Date

Apr 9, 2025

Payment Priority

Normal

My Reference

COWAppFee Erf 715 Whk

Their Reference

715 Whk consent

Disclaimer

Any confirmation of a transaction must not be constructed as a confirmation of credit into a beneficiary's account. Due to the nature of the internet, transactions may be subjected to interruption, transmission blockout, delayed transmission and incorrect data transmission.

The Bank is not liable for malfunctions in communication facilities not within its control that may affect the accuracy of timeliness of messages and transactions you send.

All transactions are subject to our verification and our normal fraud checks.



WINDHOEK
 Department of Finance and Customer Service
 Debt and Risk Management Division
 PO Box 59, Windhoek, Namibia

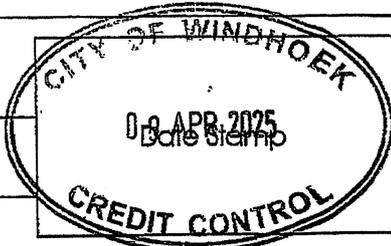
DEBT MANAGEMENT CREDIT CHECK FORM

Surname: SIVERTSEN First name(s): HOWARD IAN
 Erf/stand no: 715 Township: WINDHOEK
 If company or registered under cc; DRONGOS INVESTMENT CC H+O
 Namibian I. D / Passport no.: 670828 00193
 Postal/Private Bag address: _____ Township of address: _____
 Physical Residential or Business address: _____
 Tel no _____ (H) _____ Cell _____

CREDIT CONTROL

Service Accounts
 Credit Control Officer Comments:
NO arrears on service accounts

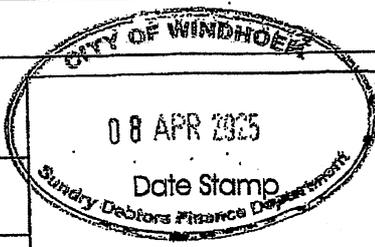
Name of Credit Controller: paulus
 Signature: Rdjembela



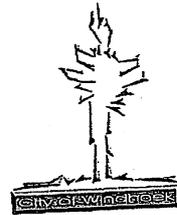
SUNDRY DEBTORS - LAND SALES

Comments:
No Accounts

Name of Credit Controller: Eisia
 Signature: E. Esterhuizen
 Accountant Land Sales: _____



MEMORANDUM



The Gateway to Endless Opportunities

TO : Department of Urban and Transport Planning

FROM : Chief Engineer Roads and Storm Water Planning, Design & Traffic Flow

ENQ : L. Nambinga .

REF : L/715/W

DATE : 29 April 2025

Mr. H. Rust

RE: APPLICATION FOR CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK.

The application dated 9 April 2025, for the proposed, Consent for a 'Business Building' under the 'Office' zoning for the operation of a Car Rental on Erf 715, no. 4 Teinert street, refers.

A storm water investigation was done, and the following is reported:

1. The proposed Erf 715 has a general downward slope from the northeast into a southwesterly direction.
2. There is a stormwater course flowing across the central part of the proposed Erf 715, flowing from the northeast into a southwesterly direction.
3. It is indicated that access to the proposed Portion on Erf 715, Windhoek, is obtained from Teinert Street.

This Division has no objection to the proposed Consent for a 'Business Building' under the 'Office' zoning for the operation of a Car Rental on Erf 715, no. 4 Teinert street, Windhoek, provided:

1. That surface storm water runoff be accommodated according to Clause 35 of the Town Planning Scheme (see Info 35 of the Town Planning Scheme) stating:
 - (1) That no stormwater drainage pipe, canal, work, or obstruction (except stormwater drainpipes, canal or works which have been authorized in writing by the local authority or which have been or may be built, laid, or erected in terms of any law) may be constructed on or over the property or located in such a way that –

- (a) the flow of stormwater from higher lying property to lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - (b) the flow of a natural watercourse (in which the local authority allows flood water to run off, be discharged or to be canalized) is or can be changed, canalized or impeded.
 - (c) the maintenance of such stormwater pipe, channel or work shall be the responsibility of the owner of the concerned property.
2. That prior approval must be obtained from the Chief Engineer: Planning, Design & Traffic Flow if the accommodation of the stormwater on the proposed portions is contemplated.
 3. That Engineering drawing on how the stormwater would be accommodated to the satisfaction of the Chief Engineer, Planning, Design & Traffic Flow be submitted for approval simultaneously with the building plans.
 4. That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted prior to the approval thereof.
 5. That no closure of any stormwater systems will be allowed.
 6. That no building plan will be approved until the above stormwater conditions are met.
 7. That no access be allowed over any stormwater structure or catchpit.
 8. That no development be allowed onto or over any stormwater system or structure.
 9. That the Engineer verifies any stormwater related works upon completion thereof.
 10. That a condition for the resale of this property be included in the Title Deed of the erf, whereby transfer to a third party only take place with the approval of the City of Windhoek. [Approval will only be granted after the Strategic Executive: Urban and Transport Planning has certified that the stormwater has been accommodated satisfactorily.]

MEMO. NDUM

TO: Mr. H. Rust

DATE: 20 May 2025

FROM: INF: Engineering Services Division

REF: L/715/W



SUBJECT: CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, TEINERT STREET, WINDHOEK.

The application dated 09 April 2025 regarding the Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek, refers.

The application can only be approved under the following conditions:

1. That any additional requirements with regard to water and sewer services brought on as a direct consequence of the consent use or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

.....
SECTION ENGINEER
OC Archer

TO:	Urban Planning R. Kwenani	DATE:	27 May 2025	
FROM:	Section Engineer: Roads Planning & Traffic Flow	REF:	L/715/W	

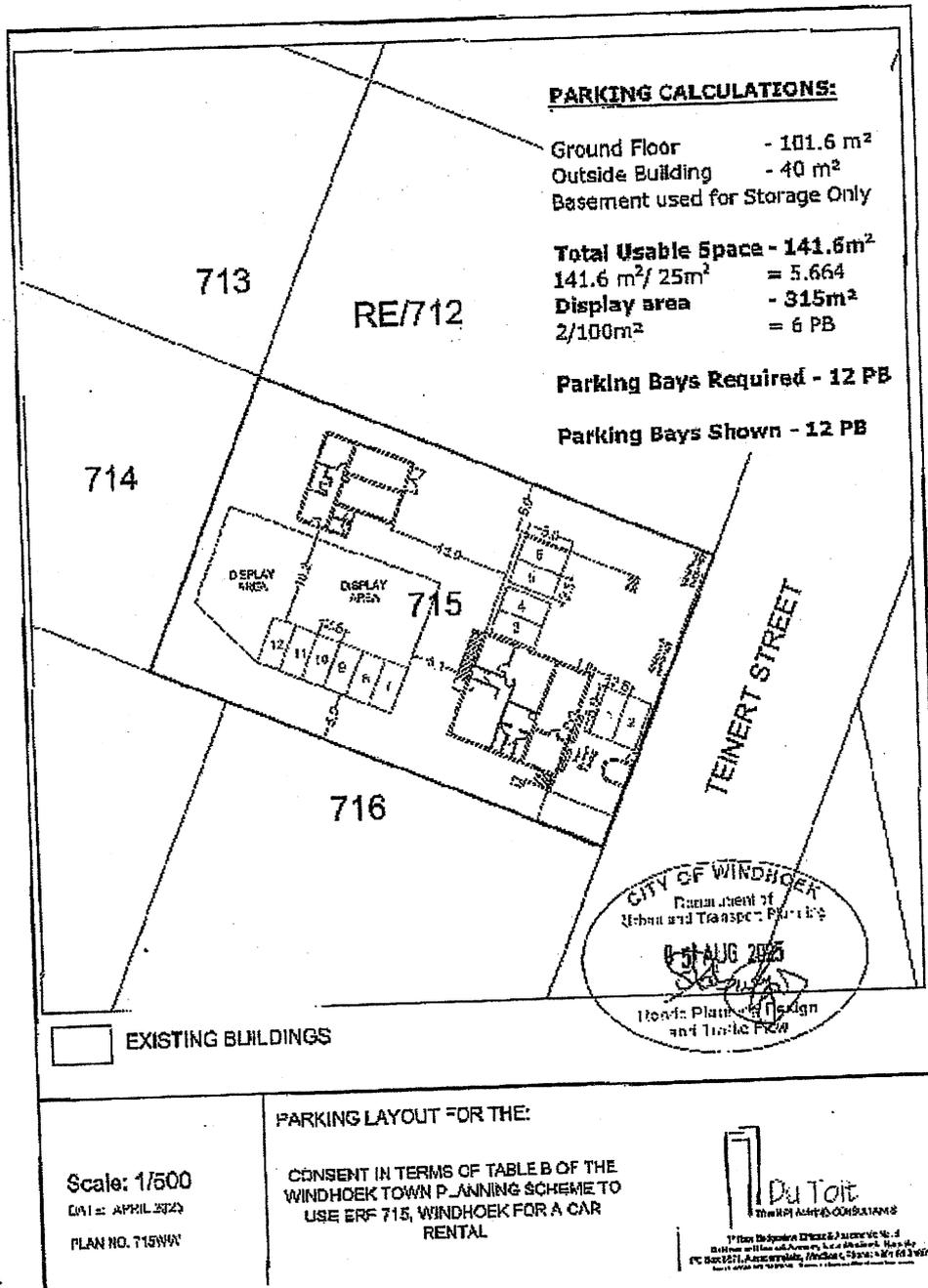
ROADS PLANNING & TRAFFIC FLOW COMMENTS: REVISED COMMENTS

The application dated 09 April 2025 received from Du Toit Town Planning Consultants regarding the above has reference.

Erf 715 Windhoek, is located on Teinert Street, zoned "office" with a bulk of 0.4 and measures approximately 1659m² in extent. Access is gained from Teinert Street; which is a short road which has low to medium traffic volumes during peak hours.

1. **This Division has no objection to the Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek; provided that:**

- 1.1. Parking is provided as per the parking layout attached.
- 1.2. Parking requirement: 2 bays per 100 m² display area. Display area is to be indicated on the plan
- 1.3. Consent use will only come into effect after meeting parking requirements to the satisfaction of the SE: Urban and Transport Planning.



Yours faithfully

S. Sikabongo
 Roads Planning, Design and Traffic Flow
 *2364

MEMORANDUM



The Gateway to Endless Opportunities

TO : URBAN POLICY
FROM : HEALTH AND ENVIRONMENT SERVICES
ENQ : MET SHANYENGANGE Tel. 061 290 3529
CC :
DATE : 30/06/2025

Dear Colleague,

RE: APPLICATION FOR CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

The Division has no objection to the application.

Kind Regards,

MEMORANDUM



The Gateway to Endless Opportunities

TO : Mr. H. Rust
 Department of Urban and Transport Planning

FROM : Mr. Victor Namgongo
 Chief Engineer: Engineering Services
 Department of Electricity

ENQ : Michel Haraseb

REF : L/715/W

DATE : October 20, 2025

RE: AP APPLICATION FOR CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK.

The Strategic Executive: Electricity Department has no objection to the application submitted with the following conditions:

- Should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per the request received from the applicant, all cost related thereto will be for the applicant's account.
- Only one (1) service connection from the municipal electrical network will be allowed per Erf.
- Service connections may not be routed through any subdivided portion or remainder.
- For Erven that is zoned "General Residential", "Business", "Office", "Institutional" or "Industrial" and an application for a new service connection or upgrade larger than 3 x 60 Amp is applied for, the applicant and/or his/her electrical engineering representative must contact the Strategic Executive: Electricity well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation; and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
- Kindly note that a Connection Charge may be payable at the cost of the applicant and the applicant is advised to review the Electricity Department Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs

and/or to consult directly with the Electricity Department for information on Connection Charges”

Mr. V. H. Namgongo
CHIEF ENGINEER: ENGINEERING SERVICES
DEPARTMENT OF ELECTRICITY



1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248608, Mobile: +264 81 281 0836, Email: elmarie@dutoitplan.com

Enquiries: D. Opperman
 Tel: +264 81 835 2021
 Ref: 715W PP Rep

Strategic Executive
 Department of Urban and Transport Planning
 Windhoek City Council
 P O Box 59
 WINDHOEK

1 September 2025

For Attention: Ms. Kristofina Asino

Dear Ms. Asino

PUBLIC PARTICIPATION REPORT: CONSENT FOR A 'BUSINESS BUILDING UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET WINDHOEK

Our application submitted 10 April 2025 for the:

- Consent in terms of Table B of the Windhoek Zoning Scheme to use Erf 715, Windhoek for a 'business building' for the operation of a car rental under the 'office' zoning, refers.

Herewith the summary of the public participation process together with the new proof of notification form we received 4 August 2025:

(Please note that since the public participation was completed before 4 August, none of the neighbours were contacted in person).

Electronic copy			Sent	
Application in .doc format			14 April 2025	
All annexures (pdf)			14 April 2025	
All relevant plans and drawings (pdf)			14 April 2025	
Advertisements & Notices	Date published		Closing date	
Proof of Advertisements	GG	n/a		14 May 2025
	New Era	17/04/25	24/04/2025	
	Namibian	17/04/25	24/04/2025	
Proof of Neighbour Notices (list of registered letters)	Sent per email		14 May 2025	
Proof of Notice on Site	Done – photo attached			
Proof of Notice on LA Board	Done – photo attached			
Copies of all objections received	Objections lodged – see discussion below			

MOTIVATION FOR THE USE OF EMAIL FOR NEIGHBOUR NOTIFICATION

As mentioned above, the preferred method for neighbour consultation was per email as the new requirements from City of Windhoek was not yet applied. Our office is of the opinion that the email method is one of the options provided for by the Urban and Regional Planning Act, 2018 and is the most practical option. Further motivation for the use of email is given below:

1. Legislative Compliance: The Urban and Regional Planning Act recognises email and registered post as acceptable methods for neighbour notifications. Accordingly, we utilised the official email addresses and postal addresses as provided by the City of Windhoek (see attached), ensuring compliance with legislative provisions.

2. Practical Constraints and Operational Efficiency: Many property owners are unavailable during regular working hours, making hand delivery impractical unless conducted after hours. In addition, several of the affected properties are occupied by tenants rather than owners, meaning that hand-delivered notices may not reach the intended recipients. Additionally, some property owners may reside outside of Windhoek or even outside the country. Email is often the only reliable and timely way to reach such individuals, ensuring that they are still included in the consultation process. Where email addresses were not available from the City, notices were sent via registered post as the next most effective option.

Furthermore, email and registered post communication provide a verifiable digital record of dispatch, ensuring transparency and accountability. This mitigates the risk of notices being lost or misfiled, as is sometimes the case with physical documents.

For the above reasons, we believe that notifying neighbours via email was the most practical, compliant, and responsible method under the circumstances.

3. Neighbours contacted and responses:



Figure 1: Neighbours contacted

PORTION NO	NAME & POSTAL ADDRESS	EMAIL SENT	RESPONSE RETURNED	COMMENT
ERF 716, C/O TEINERT & DR W. KULZ STREET	IHAMBO SNT 0812970901 P O BOX 3136 PIONEERSPAR Tenant: Owner contact: Patty Gerstle Patty.gerstle@gmail.com	Yes	Yes	Objection
ERF RE/712, ✓ TEINERT STREET	IWALA TRADING NUMBER THREE 0811277151 PO BOX 4843 WINDHOEK NAMIBIA IWALA@IWAY.NA	Yes	Yes	No objection No objection
ERF 7232, TEINERT STREET 8834	MANDUME PARKN INVESTMENTS 0811276303 P O BOX 1175 WINDHOEK NAMIBIA Graham Williamson: gwnamibia@gmail.com	Yes	Yes	Objection
ERF RE/7231, TEINERT STREET	CITY OF WINDHOEK P.O. BOX 59 WINDHOEK NAMIBIA	N/A	N/A	N/A
ERF RE/L, ✓ C/O DR W. KULZ & BISMARCK STREET	N/A ELCIN Church windhoek@elcin- gelc.org	Yes	Yes	Read receipt
ERF 714, ✓ BISMARCK STREET	ELECTRICITY CONTROL BOARD 061374300 PO BOX 2923 WINDHOEK ACCOUNTS.PAYABLE@ECB.ORG.NA ckatjimune@ecb.org.na	Yes	Yes	Read receipt
ERF 713, ✓ BISMARCK STREET	SHANNY'S PROPERTIES CC 0818766822 PO BOX 20858 WINDHOEK NAMIBIA windhoek@animalhospital.com.na	Yes	Yes	Yes No objection No objection

Both the objections received from the Body Corporate of Mandume Park Building (Erf 8834) and Mrs Gerstle of Erf 716 revolved around parking.

The objections were discussed with our clients, whereafter they went through great lengths to address the objections of both parties in person. Namibia Car Rental has acknowledged in the attached documents that there are challenges in terms of street parking on Teinert Street. And although they have transgressed at some point – as per the photos from Mandume Park Body Corporate, the objectors are equally guilty of congestion in the street.

In their response to the objectors dated 15 M., (Mrs Gerstle) and 9 June 2025 (Mandume Park BC), Namibia Car Rental implemented the following solutions in the meantime:

- Renting parking space at a facility in Prosperita to ensure the excess vehicles are accommodated off-site, which contributes to a clearer and less crowded street frontage
- Expansion of a parking deck: Due to the natural topography of the erf, the slope allows for parking deck(s). Once consent for the car rental is obtained, they intend to submit plans for the expansion of the deck to provide sufficient parking.

The Department Transportation conducted a site visit on 23 July 2025 and was satisfied with the parking layout provided as well as the solutions provided by our clients.

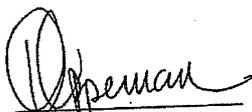
Despite the measures the owners of Erf 715 went through to accommodate the objectors, they did not withdraw the objections. In light of this, Council is thus requested to not support the objections for the car rental operations on Erf 715, Windhoek.

Attached to this letter (in this order):

- Proof of Giving Notice of Application form (new)
- Addresses received from CoW
- Proof of mail sent via email; Read receipts and returned forms
- Example of letter sent
- Newspaper Notices
- Site notice
- Customer Care Centre notice
- Communications regarding objections

Please do not hesitate to contact me should you require any further information.

Kind Regards


D Opperman

1.2 FAILED HAND DELIVERY ATTEMPTS RECORD

Pursuant to Sections 107, 121(a) and 121(1)(b)(i) of the Act read with Sub regulation 10(4) and (12)(c) of the Regulations relating to the Act, where hand delivery has been attempted but was unsuccessful, the applicant must maintain a record of at least two hand delivery attempts, of which one shall be outside office hours.

NEIGHBOUR ERF/ PORTION/ FARM NO.	TOWNSHIP NAME / FARM NO	HAND DELIVERY				REASON(S) FOR FAILED HAND DELIVERY	EVIDENCE OF ATTEMPTS ATTACHED
		ATTEMPT 1		ATTEMPT 2			
		DATE	TIME	DATE	TIME		
							<input type="checkbox"/> Date stamped photos of visit <input type="checkbox"/> Date stamped photo of call back notice left <input type="checkbox"/> Others
							<input type="checkbox"/> Date stamped photos of visit <input type="checkbox"/> Date stamped photo of call back notice left <input type="checkbox"/> Others
							<input type="checkbox"/> Date stamped photos of visit <input type="checkbox"/> Date stamped photo of call back notice left <input type="checkbox"/> Others
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							<input type="checkbox"/> Date stamped photos of visit <input type="checkbox"/> Date stamped photo of call back notice left <input type="checkbox"/> Others



1.3 ALTERNATIVE METHODS

In cases where hand delivery has been attempted and failed, the applicant may proceed with alternative methods of serving notice(s) in accordance with Sections 107, 121(1)(b)(ii), 121(1)(c)(ii), 121(1)(d), 121(2)(b) and 121(2)(c) of the Act (read with Sub regulation 10(4) of the Regulations relating to the Act). These methods shall only be considered after hand delivery has been reasonably attempted and documented.

NEIGHBOUR ERF / PORTION / FARM NO.	TOWNSHIP NAME / FARM NO	ALTERNATIVE DELIVERY METHOD Please select the alternative method used.			EVIDENCE ATTACHED (YES/NO)
ERF 716 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
ERF 707/12 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
8834 ERF 7082 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
ERF 707 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
ERF 714 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
ERF 713 [✓]	W	<input type="checkbox"/> Registered Mail	<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Fax	YES
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	
		<input type="checkbox"/> Registered Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Fax	



PART 2: NOTIFICATION TO THE GENERAL PUBLIC

As per Regulations 10(1)-(3), 11, and 12 of the Regulations relating to the Act.

2.1 GOVERNMENT GAZETTE NOTICE

Section 107 of the Act read with Sub regulation 10(1)(a) of the Regulations relating to the Act.

GOVERNMENT GAZETTE DATE	GOVERNMENT GAZETTE NUMBER	NOTICE NUMBER	DEADLINE FOR COMMENTS/ OBJECTIONS	EVIDENCE OF NOTICE ATTACHED (YES/NO)
			N/A	

2.2 NEWSPAPERS NOTICES

Section 107 of the Act read with Sub regulations 10(2)-(3) of the Regulations relating to the Act.

NEWSPAPER NAME	1 ST PUBLICATION DATE	2 ND PUBLICATION DATE	DEADLINE FOR COMMENTS/ OBJECTIONS	EVIDENCE OF NOTICES ATTACHED (YES/NO)
NEW ERA	17/04/25	24/04/2025	14 MAY 2025	YES
NAMIBIAN	17/04/25	24/04/2025	14 MAY 2025	YES

2.3 ONSITE NOTICE (NOTICE ON THE LAND)

Section 107 of the Act read with Sub regulation 12(a) of the Regulations relating to the Act.

NOTICE DISPLAY PERIOD (FROM - TO)	DEADLINE FOR COMMENTS / OBJECTIONS	EVIDENCE OF NOTICE ATTACHED (YES/NO)
17/04/2025 - 14/05/2025	14 MAY 2025	YES

2.4 LOCAL AUTHORITY NOTICE BOARD NOTICE

Section 107 of the Act read with Sub regulation 12(b) of the Regulations relating to the Act.

NOTICE DISPLAY PERIOD (FROM - TO)	DEADLINE FOR COMMENTS / OBJECTIONS	EVIDENCE OF NOTICE ATTACHED (YES/NO)
17/04/2025 - 14/05/2025	14 May 2025	YES

PART 3: COMMENTS AND/OBJECTIONS LODGED

COMMENTS/ OBJECTOR ERF, PORTION OR FARM NO.	COMMENTS/ OBJECTOR TOWNSHIP NAME / FARM NO	NAME(S) OF COMMENTS/ OBJECTOR	OBJECTIONS OR COMMENTS RECEIVED	EVIDENCE OF COMMENTS/ OBJECTIONS ATTACHED (YES/NO)
ERF 716	W	Mrs. Gerstle	<input type="checkbox"/> Comments <input checked="" type="checkbox"/> Objections <input type="checkbox"/> Comments <input type="checkbox"/> Objections	YES
ERF 8834	W	mandume Park B/c	<input type="checkbox"/> Comments <input checked="" type="checkbox"/> Objections <input type="checkbox"/> Comments <input type="checkbox"/> Objections <input type="checkbox"/> Comments <input type="checkbox"/> Objections <input type="checkbox"/> Comments <input type="checkbox"/> Objections	YES



PART 4: DECLARATION

I, the undersigned, declare that:

- I have personally undertaken the required neighbour consultation process as per Section 121 of the Urban and Regional Planning Act, 2018.
- All reasonable efforts were made to deliver notices by hand as per Section 121(a), and where that was not possible, alternative methods were used in accordance with Section 121(b)-(d).
- I have complied with all public notification requirements under Regulations 10, 11, and 12, including publication in the Gazette and two newspapers, as well as placement of notices on the site and at the local authority's notice board.

D. Opperman
NAME

01/09/2025
DATE

D. Opperman
SIGNATURE

COMPANY NAME (IF APPLICABLE)

PART 4: FOR OFFICE USE ONLY	
<p>CONSULTATIONS ACCEPTED:</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF <u>NO</u>, STATE THE REASONS BELOW:</p>	<p>OFFICIAL NAME <input type="text"/></p> <p>DATE STAMP & SIGNATURE:</p>





1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248608, Mobile: +264 81 281 0836, Email: elmarie@dulotplan.com

Enquiries: T Tjitemisa
 Tel: +264 81 416 6169
 Ref: Erf 715W_addresses

14 APRIL 2025

ERF OWNERS AND ADDRESSES: ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Good day Redemptus,

Could you kindly provide me with the names and addresses (and phone numbers/email addresses where available) of the owners of the following properties, please:

PORTION NO	NAME & POSTAL ADDRESS	TEL/EMAIL
ERF 716, C/O TEINERT & DR W. KULZ STREET	IHAMBO SNT 0812970901 P O BOX 31361 PIONEERSPARK <i>not owner - only tenant</i>	Owner: Patty Gerstle patty.gerstle@gmail.com
ERF RE/712, TEINERT STREET	IWALA TRADING NUMBER THREE 0811277151 PO BOX 4843 WINDHOEK NAMIBIA IWALA@IWAY.NA	
ERF 7232, TEINERT STREET	MANDUME PARKN INVESTMENTS 0811276303 P O BOX 11755 WINDHOEK NAMIBIA	Graham Williamson gwnamibia@gmail.com
ERF RE/7231, TEINERT STREET	CITY OF WINDHOEK P.O. BOX 59 WINDHOEK NAMIBIA	
ERF RE/L, C/O DR W. KULZ & BISMARCK STREET	N/A P O BOX 233, Windhoek Windhoek@eldin-geic.org	
ERF 714, BISMARCK STREET	ELECTRICITY CONTROL BOARD 061374300 PO BOX 2923 WINDHOEK	

	<u>ACCOUNTS.PAYABLE@ECB.ORG.NA</u> <u>ckatjimune@ecb.org.na</u>	
ERF 713, BISMARCK STREET	SHANNY'S PROPERTIES CC 0818766822 PO BOX 20858 WINDHOEK NAMIBIA FINANCE@ANIMALHOSPITAL.COM.NA	
ERF 8041, TRIFT STREET	0818766822 PO BOX 20858 WINDHOEK NAMIBIA FINANCE@ANIMALHOSPITAL.COM.NA <i>N/A - Trift Towers</i>	

Best regards,
 Tjjama Tjitemisa

~~Wht~~ Windhoek@animalhospital.com.n

ERF 716 W

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 23 April 2025 10:26
To: 'patty.gerstle@gmail.com'
Cc: Dorette Opperman
Subject: Neighbour Consultation for Owner of Erf 716, C/O Teinert and Dr W Kulz Street, Windhoek
Attachments: Letter to owner of Erf 716.pdf; Annexures.pdf

Dear Ms Gerstle,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the consent is discussed in the attached document. Please fill in the form within the document (page 3) and send back to us on or before the **14th of May 2025**.

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TJIJAMA TJITEMISA
 Town Planning Consultant
 +264(0) 81-416 6169
 planner2@dutoitplan.com



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 81 248010
 Fax: +264 81 248608, Email: planner2@dutoitplan.com

ERF RE/712 W

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 23 April 2025 10:25
To: 'iwala@iway.na'
Cc: Dorette Opperman
Subject: Neighbour Consultation for the Owner of Erf RE/712, Teinert Street, Windhoek
Attachments: Letter to owner of Erf Re 712W.pdf; Annexures.pdf

Tracking:	Recipient	Read
	'iwala@iway.na'	
	Dorette Opperman	
	Rosalinde Nakale	Read: 23/04/2025 14:00

Dear Sir/Madam,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the consent is discussed in the attached document. Please fill in the form within the document (page 3) and send back to us on or before the **14th of May 2025**.

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TIJAMA TJITEMISA
 Town Planning Consultant
 +264(0) 81-416 6169
 planner2@dutoitplan.com



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
 Fax: +264 61 248608, Email: planner2@dutoitplan.com

CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Name: ROSALINDE NAIKALE

Address: P.O. BOX 484
WINDHOEK

Telephone 081 276173 Email: iwala@always.na

I, the owner of Erf. R. 712 6, Teinert Street, Windhoek:

(Please indicated with "x" in appropriate box)

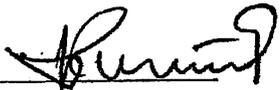
Do not object

Do Object

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

If objecting, please state the reasons:

N/A


Signature

24-04/2025
Date

Kindly take note that comments should reach our office by 14 May 2025.
You can return the form to the following email address: planner2@dutoitplan.com

ERF 7232 W

88 34

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 23 April 2025 10:26
To: 'gwnamibia@gmail.com'
Cc: Dorette Opperman
Subject: Neighbour Consultation for the Owner of Erf 7232, Teinert Street, Windhoek
Attachments: Letter to owner of Erf 7232W.pdf; Annexures.pdf

Dear Mr Graham,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the consent is discussed in the attached document. Please fill in the form within the document (page 3) and send back to us on or before the **14th of May 2025**.

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TJIJAMA TJITEMISA
 Town Planning Consultant
 +264(0) 81-416 6169
 planner2@dutoitplan.com



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6874, Aussparplatz, Windhoek, Phone: +264 61 248010
 Fax: +264 61 248608, Email: planner2@dutoitplan.com

ERF REIL W

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 23 April 2025 10:26
To: 'windhoek@elcin-gelc.org'
Cc: Dorette Opperman
Subject: Neighbour Consultation for the owner of Erf RE/L, C/O DR Kulz and Bismarck Street, Windhoek
Attachments: Letter to owner of Erf ReL W.pdf; Annexures.pdf

Tracking:

Recipient	Read
'windhoek@elcin-gelc.org'	
Dorette Opperman	
Deutsche Evangelisch-Lutherische Gemeinde Windhoek	Read: 24/04/2025 12:45

Dear Sir/Madam,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the consent is discussed in the attached document. Please fill in the form within the document (page 3) and send back to us on or before the 14th of May 2025.

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TIJAMA TJITEMISA
 Town Planning Consultant
 +264(0) 81-416 6169
 planner2@dutoitplan.com



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
 Fax: +264 61 248608, Email: planner2@dutoitplan.com

ERF 714 W

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 23 April 2025 10:27
To: 'accounts.payable@ecb.org.na'; 'ckatjimune@ecb.org.na'
Cc: Dorette Opperman
Subject: Neighbour Consultation for the Owner of Erf 714, Bismarck Street, Windhoek
Attachments: Letter to owner of Erf 714.pdf; Annexures.pdf

Dear Sir/Madam,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the consent is discussed in the attached document. Please fill in the form within the document (page 3) and send back to us on or before the **14th of May 2025**.

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TJIJAMA TJITEMISA
 Town Planning Consultant
 +264(0) 81-416 6169
 planner2@dutoitplan.com



Du Toit
 TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
 Fax: +264 61 248608, Email: planner2@dutoitplan.com

ERF 714 W

Planner2

From: Imilia Ditu <imwengo@ecb.org.na>
To: Planner2
Sent: 23 April 2025 16:43
Subject: Read: Neighbour Consultation for the Owner of Erf 714, Bismarck Street, Windhoek

Your message

To: Imilia Ditu
Subject: Neighbour Consultation for the Owner of Erf 714, Bismarck Street, Windhoek
Sent: Wednesday, April 23, 2025 10:26:32 AM (UTC+02:00) Windhoek
was read on Wednesday, April 23, 2025 4:49:13 PM (UTC+02:00) Windhoek.

ERF 713W

CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Name: Detlef marggraff (Shanny's Properties)

Address: 10 Simeon Shikungilani Street (Old Bismarck street)

Windhoek

Telephone: 083 330 6520 Email: windhoek@animalhospital.com.na

I, the owner of Erf.....713....., Bismarck Street, Windhoek and

Erf....., Trift Street, Windhoek

(Please indicated with "x" in appropriate box)

Do not object

Do Object

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

If objecting, please state the reasons:

.....

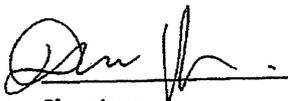
.....

.....

.....

.....

.....


Signature

01/09/2025
Date

Kindly take note that comments should reach our office by 14 May 2025
You can return the form to the following email address: planner2@dutoitplan.com

Dorette Opperman

From: Dorette Opperman <planner1@dutoitplan.com>
Sent: Monday, September 1, 2025 1:01 PM
To: 'windhoek@animalhospital.com.na'
Cc: 'Planner2'
Subject: FW: Neighbour Consultation for the Owner of Erven 713, Bismarck Street Windhoek
Attachments: Letter to owner of Erf 713 & 8041W.pdf; Annexures.pdf

Dear Sir/Madam,

The email below from my colleague refers. Apologies for not following up earlier on the response, it appears that the email was not delivered. As per the email below, we forwarded the attached letter and annexures informing you about our application on Erf 715 (adjacent to the back of your erf) for consent for the car rental on the office zoned property.

The City of Windhoek requires that the property owners provide proof that the email were received. Alternatively, please complete the form on page 4 of the letter.

You are welcome to respond as soon as possible or alternatively by latest 19 September 2025 (14 working days from today).

Kind Regards
 Dorette



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 81 248010
 Fax: +264 81 248608, Email: planner1@dutoitplan.com

Dorette Opperman
 Mobile: +264 81 835 2021

<https://w3w.co/material.wicket.inhaler>

From: Planner2 <planner2@dutoitplan.com>
Sent: Wednesday, April 23, 2025 10:26 AM
To: finance@animalhospital.com.na
Cc: Dorette Opperman <planner1@dutoitplan.com>
Subject: Neighbour Consultation for the Owner of Erven 713, Bismarck Street and 8401, Trift Street, Windhoek

Dear Sir/Madam,

Our office is in the process of applying to the City of Windhoek Council for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the Urban and Regional Planning Act, 2018 to be informed. The primary intention of the consent is within the document (page 3) and send back to us on or before the 14th of May 2025. 2018) you as a neighbouring property owner needs ised in the attached document. Please fill in the form

Do not hesitate to contact me should you require additional information.

Best Regards,

(MS) TJIJAMA TJITEMISA
Town Planning Consultant
+264(0) 81-416 6169
planner2@dutoitplan.com



1st floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248608, Email: planner2@dutoitplan.com

TEMPLATE LETTER



1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248608, Mobile: +264 81 281 0836, Email: elmarie@dutoitplan.com

Enquiries: D. Opperman
 Tel: +264 81 835 2021
 Ref: 715W Letters

ERF 714, BISMARCK STREET
 ELECTRICAL CONTROL BOARD
 P O BOX 2923
 WINDHOEK

Sent via email: accounts.payable@ecb.org.na & ckatjimune@ecb.org.na

23 APRIL 2025

Dear Sir/ Madam

CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Take notice that DU TOIT TOWN PLANNING CONSULTANTS, are applying on behalf of the owners Erf 715, Teinert Street, Windhoek (Drongos Investment Close Corporation) in terms of the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), to the Windhoek City Council for:

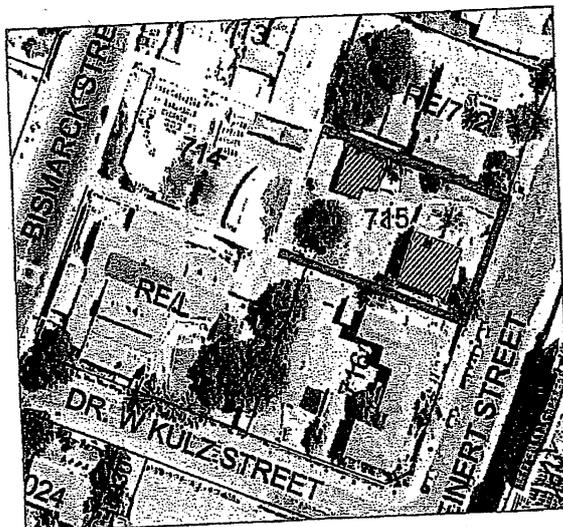
- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

In terms of the new Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Windhoek Town Planning Scheme, you as the owner of a neighbouring property are hereby granted the opportunity to comment on the proposal. We kindly request that you provide us with your comments no later than **14 May 2025**.

ERF INFORMATION

The project erf is located in Teinert Street, which places it in the central area of the city, just south of the central business district. It is parallel to Mandume Ndemufayo Drive, but no access is taken from there. The erf is also closely located to the GAME centre on Erf 6880, Windhoek. The erf is 1659m² in extent. The project Erf is currently zoned as 'office' with a bulk of 0.4 and currently accommodates the existing Namibia Car Rental Offices.

Please see the locality of the Erf (red) adjacent and the proximity to your Erf (yellow).



PROPOSAL

The owner was recently informed by the City of Windhoek that although in operation for many years, the operation of the Namibia Car Rental on Erf 715, Windhoek is not in compliance with the office zoning of the Erf. The erf is currently zoned for 'office' with a bulk of 0.4. The Windhoek Zoning Scheme does not permit the operation of a car rental as a primary use on office zoned erven, however, consent to operate a car rental on the office zoned Erf can be obtained from the City of Windhoek under the definition of a 'business building'.

See the extract from the Windhoek Zoning Scheme below.

XII	Offices	Dwelling units, Residential buildings, Institutions, Places of public worship, Business buildings, hotels, Restaurant	Other uses not under columns 2 and 3
Office			

Business building means a building designed and/or used as offices, warehouses, medical or dental consulting rooms, laboratories or other business purposes but does not include other buildings specifically defined or mentioned elsewhere in this Scheme with the exception of offices.

It is to this end that this application is now made.

MOTIVATION (Need and Desirability)

Namibia Car Rental have been operational in Namibia for at least 13 years. The company acquired Erf 715, Windhoek, due to its central locality and accessibility to major arterial and connector roads. As a well-established business in Windhoek, the car rental service contributes significantly to the mobility of both locals and visitors, supporting tourism, and business travel. The continuity of the Namibia Car Rental operation is integral to the provision of these services, which are crucial to the city's economic development and the broader tourism infrastructure of the region.

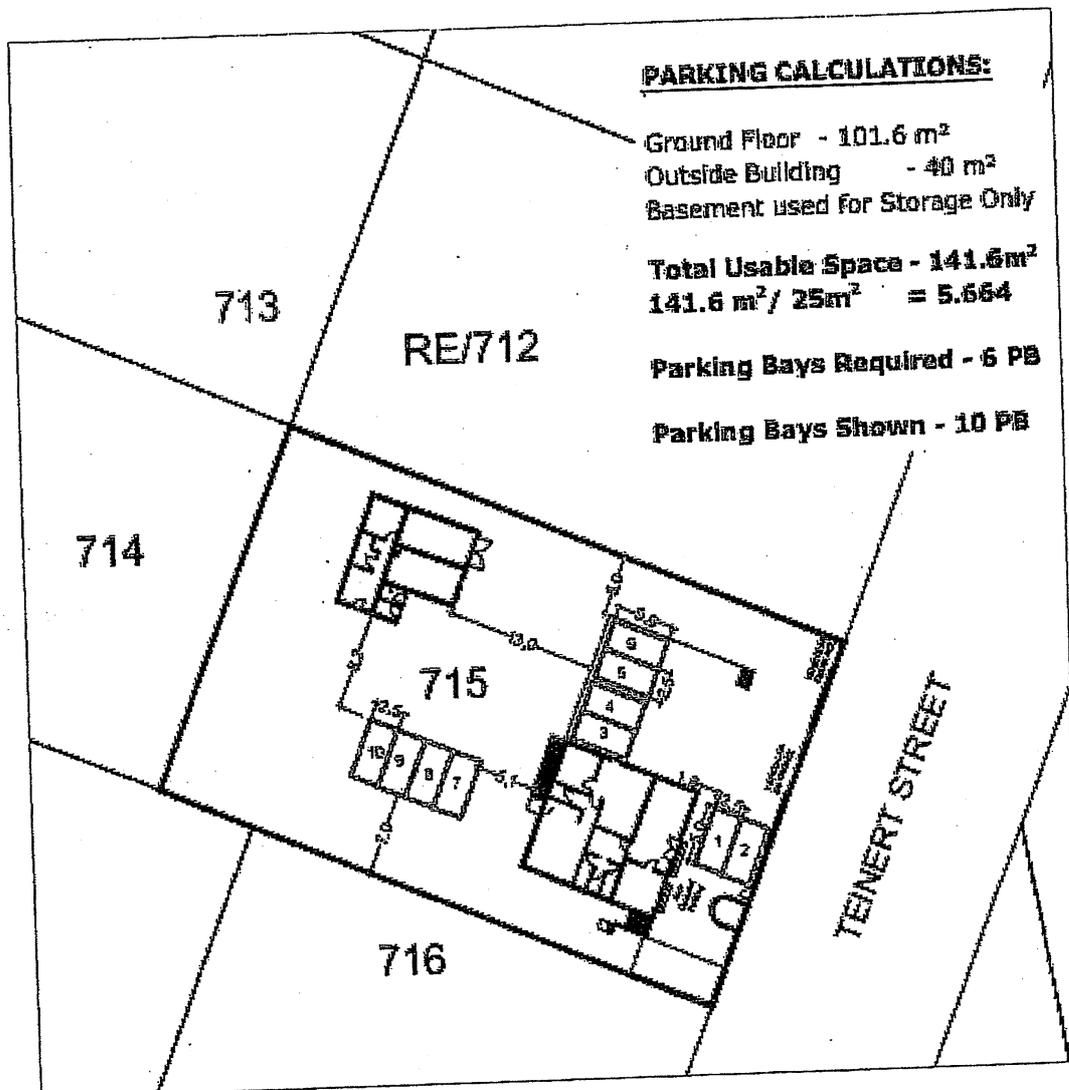
From a desirability perspective, granting consent for the Namibia Car Rental operation to continue on the office-zoned Erf 715 would align with the growing demand for transportation solutions in Windhoek. The business's location on Erf 715 is strategically situated to serve a large customer base, including corporate clients, and residents in need of vehicle rental services. Furthermore, the car rental service supports local employment and contributes to the community by providing jobs and services that are in demand. The request for consent reflects a practical approach to integrating this essential service within the city's existing framework, recognizing that the car rental business has operated in this location for many years without significant issues.

Thus, granting consent would not only allow the Namibia Car Rental to continue providing a valuable service to Windhoek but also ensure that the business remains compliant with the City's regulations while contributing to the economic and social fabric of the area.

The majority of erven surrounding Erf 715, are of an office/business nature in the neighbourhood. This is mainly due to the accessibility to the City Centre. Almost all the residential uses have been converted to more commercial uses.

ACCESS AND PARKING

Access to Erf 715 is from Teinert Street. The erf has sufficient parking for a number of vehicles. As per the calculations, the office floor area is $\pm 141,6\text{m}^2$ which would require 6 parking bays. A total of 10 is shown but it is clear there is space available for more vehicles. See below the parking plan. Please find the parking plan attached.



Parking layout for existing building

In light of the above, your comments on the intended application will be highly appreciated. Kindly note that should we not receive any comments by the closing date of 14 May 2025, we would assume you do not have any objection.

Kind regards

Tjijama Tjitemisa

CLASSIFIEDS

(061) 208 0800/44
(061) 220 584
classifieds@nape.com.na

Notice

NOTICE
Take notice that HARMONIC TOWN PLANNING CONSULTANTS CC, Town and Regional Planners, on behalf of the owners of the respective erf, intend to apply to the Outapi Town Council and the Urban and Regional Planning Board for the:

- 1. Rezoning of Erf No. 3215, Extension 15, Outapi from "Local Authority" to "Civic"; and
- 2. Consent to commence with the proposed development while the rezoning is in progress.

Erf 3215, Extension 15 measures 4569 m² in extent and is zoned "Local Authority" as per Outapi Zoning Scheme. The owner wishes to rezone the erf from "Local Authority" to "Civic" to align the zoning designation with the existing use of the property, which currently accommodates a non-residential electrical substation. The client prefers rezoning the erf to "Civic" due to its size and intends to use the rest of the erf for a public institution.

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

Further take notice that the plan of the erf lies for inspection on the town planning notice board at the Outapi Town Council, Erf 376, Transil Main Road, Outapi and at Harmonic Town Planning Offices, 76B Pasteur Street, Windhoek West.

Further take notice that 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 Applicant in writing within 14 days of the last publication of this notice (final date for objections is Tuesday, 13 May 2025).

Contact: Harold Kisting
Harmonic Town Planning Consultants CC
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell 081 227 5879
Fax 088546401
Email: hkisting@nape.com.na

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PUBLIC NOTICE
ENVIRONMENTAL IMPACT ASSESSMENT FOR THE PROPOSED WASTE WATER TREATMENT PLANT UPGRADE, KATIMA MULLILO, ZAMBESI REGION
Notice is hereby given to all Interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012) for the following intended activity:

Project Name: Proposed Waste Water Treatment Plant Upgrade
Project Location: Parcel 107 of Farm KM No.1328, Katima Mulilo, Zambezi Region
Project Description: Development of a waste water treatment plant to replace the existing oxidation ponds.
Proponent: Katima Mulilo Town Council
Environmental Consultants: Ace Projects Consultants
Ace Projects Consultants has been appointed by the proponent to conduct an Environmental Impact Assessment and Environmental Management Plan for the proposed development.
All interested and affected parties (I & APs) are encouraged to register and raise concerns or provide comments and opinions. All I & APs will be provided with a Background Information Document (BID) comprising detailed information for the intended activity. A public meeting/open day session will be held at Nyepezo Community Hall, on 29 April 2025, @ 10:00 am.
Should you wish to register as an I & AP and receive a BID, please contact the Ace Projects Consultants office.
Tel: +264817796237
E-Mail: info@aceprojects.co.na
DEADLINE FOR COMMENTS IS 05 APRIL 2025

Notice

NOTICE
Take notice that HARMONIC TOWN PLANNING CONSULTANTS CC, Town and Regional Planners, on behalf of the owner of the respective erf, intend to apply to the City of Windhoek for the:

- 1. CONSENT FOR A GENERAL DEALER (SALE OF MOTOR VEHICLES PARTS AND ACCESSORIES) TO OPERATE FROM "INDUSTRIAL" ZONING, NGUNI STREET, WINDHOEK, EXTENSION 6.

Erf No. 8199, Nguni Street, Windhoek measures 31330 m² in extent and is zoned "Industrial" with a bulk of 1 as per the Windhoek Zoning Scheme. The owner intends to operate a General Dealer "Sale of Motor Vehicle Parts and Accessories" on the erf. Sufficient parking for the development is provided in accordance with the requirements of the Windhoek Zoning Scheme.

Further take notice that the plan of the erf lies for inspection on the town planning notice board at the City of Windhoek and at Harmonic Town Planning Offices, 76B Pasteur Street, Windhoek West.

Further take notice that 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 Applicant in writing within 14 days of the last publication of this notice (final date for objections is Tuesday, 13 May 2025).

Contact: Harold Kisting
Harmonic Town Planning Consultants CC
Town and Regional Planners
P.O. Box 3216 Windhoek
Cell 081 227 5879
Fax 088546401
Email: hkisting@nape.com.na

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PUBLIC NOTICE
ENVIRONMENTAL IMPACT ASSESSMENT FOR THE PROPOSED WASTE WATER TREATMENT PLANT UPGRADE, KATIMA MULLILO, ZAMBESI REGION
Notice is hereby given to all Interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012) for the following intended activity:

Project Name: Proposed Waste Water Treatment Plant Upgrade
Project Location: Parcel 107 of Farm KM No.1328, Katima Mulilo, Zambezi Region
Project Description: Development of a waste water treatment plant to replace the existing oxidation ponds.
Proponent: Katima Mulilo Town Council
Environmental Consultants: Ace Projects Consultants
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All interested and affected parties (I & APs) are encouraged to register and raise concerns or provide comments and opinions. All I & APs will be provided with a Background Information Document (BID) comprising detailed information for the intended activity. A public meeting/open day session will be held at Nyepezo Community Hall, on 29 April 2025, @ 10:00 am.
Should you wish to register as an I & AP and receive a BID, please contact the Ace Projects Consultants office.
Tel: +264817796237
E-Mail: info@aceprojects.co.na
DEADLINE FOR COMMENTS IS 05 APRIL 2025

HARMONIC
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PUBLIC NOTICE
ENVIRONMENTAL IMPACT ASSESSMENT FOR THE PROPOSED FISH FARMING PROJECT DEVELOPMENT AT MACHITA COMMUNAL AREA IN ZAMBESI REGION
Notice is hereby placed to inform all potentially interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012).

Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Notice

NOTICE FOR THE ENVIRONMENTAL IMPACT ASSESSMENT
Notice is hereby placed to inform all potentially interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012).

Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

All interested and Affected Parties (I & APs) are invited to register, request background information document and submit inputs on or before 30 April 2025. A public consultation date will be communicated to all stakeholders at a later stage.

For any inquiries please contact:
Consultant: SS Consultants CC
Ms. Usanao Kalijaja
Tel: +264817796237 +264 81 240 9124
Email: Uka@injas@ssconsultants.co.na

SS CONSULTANTS
P.O. Box 1000 Windhoek
Tel: +264817796237
Fax: +264817796237
Email: info@ssconsultants.co.na

NOTICE FOR THE ENVIRONMENTAL IMPACT ASSESSMENT
Notice is hereby placed to inform all potentially interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012).

Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

All interested and Affected Parties (I & APs) are invited to register, request background information document and submit inputs on or before 30 April 2025. A public consultation date will be communicated to all stakeholders at a later stage.

For any inquiries please contact:
Consultant: SS Consultants CC
Ms. Usanao Kalijaja
Tel: +264817796237 +264 81 240 9124
Email: Uka@injas@ssconsultants.co.na

SS CONSULTANTS
P.O. Box 1000 Windhoek
Tel: +264817796237
Fax: +264817796237
Email: info@ssconsultants.co.na

NOTICE FOR THE ENVIRONMENTAL IMPACT ASSESSMENT
Notice is hereby placed to inform all potentially interested and Affected Parties (I & APs) that an application for Environmental Clearance Certificate will be made to the Ministry of Environment, Forestry and Tourism, in line with the provisions of Environmental Management Act 7 of 2007 and its Regulations (2012).

Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Notice

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: The EPL No. 10228 is located south of the Windhoek settlement and covers farm land.

All interested and Affected Parties (I & APs) are invited to register, request background information document and submit inputs on or before 30 April 2025. A public consultation date will be communicated to all stakeholders at a later stage.

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Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Notice

PUBLIC NOTICE
ENVIRONMENTAL IMPACT ASSESSMENT FOR THE PROPOSED FISH FARMING PROJECT DEVELOPMENT AT MACHITA COMMUNAL AREA IN ZAMBESI REGION
Notice is hereby given to all Interested and Affected Parties (I & APs) that an application will be made to the Environmental Commission in terms of Environmental Management Act (No. 7 of 2007) and its Regulations (2012) for the following intended activity:

Project Name: Commercial Fish Farming
Project Location: Machita Communal Area, Zambezi Region
Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: Farm Okavango No. 46, located about 3 km north of Karibib and 3 km east of the C33 road from Karibib to Otmaruru.

All interested and Affected Parties (I & APs) are invited to register, request background information document and submit inputs on or before 30 April 2025. A public consultation date will be communicated to all stakeholders at a later stage.

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NOTICE TO CREDITORS
All persons having claims against the estate specified below, are called upon to lodge their claims with the executor concerned within a period of 30 days (or otherwise as indicated) from the date of publication hereof.

Registered number of Estate: E 472/2025
Master's Office: Windhoek
Surname: Hambo
First Name: Witbooi
Date of Birth: 11 November 1966
ID Number: 6011101323
Last Address: Oshana, Oshana
Date of Death: 07 February 2025
Full Name of the Surviving Spouse: Lina Kaliba
Date of Birth: 25 April 1955
ID Number: 9042500162
Authorized Agent: Jacobs Amupolo Lawyers & Conveyancers
Office: 23-25, Marousie Mall, Ungweni
Tel: 081277773
Advertiser and Address: Maria Amupolo
astal@amupolo.com
Date: 17 April 2025
Tel: 081277773 Maria Amupolo
Notice of publication in the Government Gazette 17 April 2025

CHANGE OF SURNAME - THE ALIENS ACT, 1937
NOTICE OF INTENTION OF CHANGE OF SURNAME
I, (1) AMWAMA SALOM residing at WINDHOEK - WILHELM STRASSE, ERF 722 and carrying on business / employed as (2) N/A intend to apply to the Minister of Home Affairs for authority under section 9 of the Aliens Act, 1937, to assume the name AMWAMA for the reasons that (3) I WANT TO CHANGE MY SURNAME FROM AMWAMA TO HAMWAMA, I previously bore the name(s) AMWAMA. I intend to apply for authority to change the surname of my wife N/A and minor child(ren) (5) N/A. Any person who objects to my/our assumption of the said surname of SALOM HAMWAMA should as soon as may be lodge his/her objection, in writing, with a statement of his/her reasons therefor, with the magistrate of WINDHOEK MAGISTRATE COURT, 01 APRIL 2025.

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Notice

CONSENT FOR A "BUSINESS BUILDING" UNDER THE "OFFICE ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF NO. 4 TEBERT STREET, WINDHOEK
Notice is hereby given to all Interested and Affected Parties (I & APs) that an application will be made to the Environmental Commission in terms of Environmental Management Act (No. 7 of 2007) and its Regulations (2012) for the following intended activity:

Project Name: Commercial Fish Farming
Project Location: Machita Communal Area, Zambezi Region
Project Description: The project involves conducting an EIA for the establishment of an aquaculture farm for the production of Nile Tilapia (Oreochromis niloticus) in the Machita Communal Area, Zambezi Region. The farm will cover an area of approximately 100 hectares and will include a water supply system, feeding system, and waste management system.

Project Location: Farm Okavango No. 46, located about 3 km north of Karibib and 3 km east of the C33 road from Karibib to Otmaruru.

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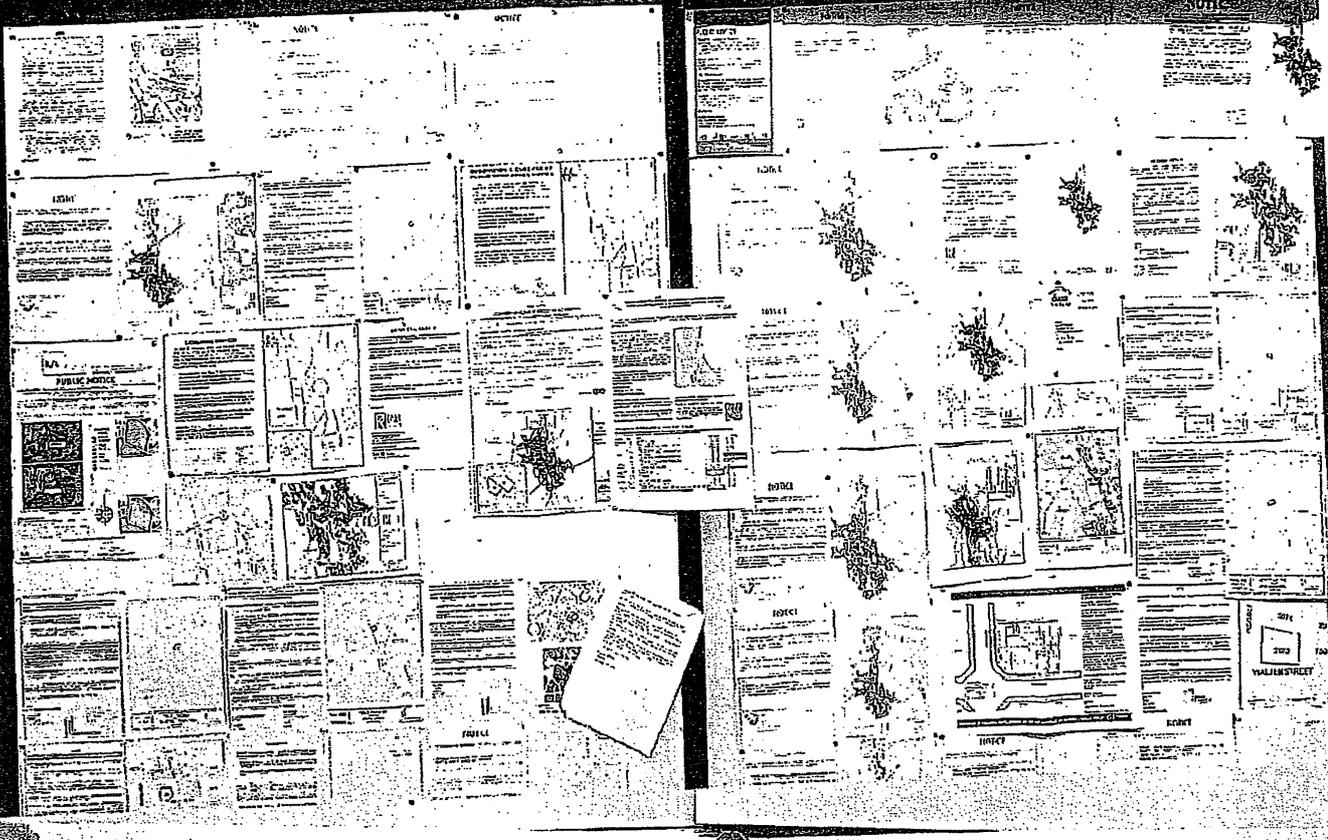
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Last Address: Oshana, Oshana
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Date of Birth: 25 April 1955
ID Number: 9042500162
Authorized Agent: Jacobs Amupolo Lawyers & Conveyancers
Office: 23-25, Marousie Mall, Ungweni
Tel: 081277773
Advertiser and Address: Maria Amupolo
astal@amupolo.com
Date: 17 April 2025
Tel: 081277773 Maria Amupolo
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NOTICE

CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

DU TOIT TOWN PLANNING CONSULTANTS, are applying on behalf of the owners of the erf, Drongos Investment Close Corporation, to the City Council of Windhoek for the:

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

The project erf is located in Teinert Street, which places it in the central area of the city, just south of the central business district. It is parallel to Mandume Ndemufayo Drive, but no access is taken from there. The erf is also closely located to the GAME centre on Erf 6880, Windhoek. The erf is 1659m² in extent. The project erf is currently zoned as 'office' with a bulk of 0.4 and currently accommodates the existing Namibia Car Rental Offices.

The owner was recently informed by the City of Windhoek that although in operation for many years, the operation of the Namibia Car Rental on Erf 715, Windhoek is not in compliance with the office zoning of the erf. The erf is currently zoned for 'office' with a bulk of 0.4. The Windhoek Zoning Scheme does not permit the operation of a car rental as a primary use on office zoned even, however, consent to operate a car rental on the office zoned erf can be obtained from the City of Windhoek under the definition of a 'business building'. It is to this end that application for consent is made.

Based on the office floor area of approximately 141.6 m², six (6) parking bays are required. However, the site currently provides ten (10) parking bays, with ample space available to accommodate additional parking if needed.

The locality plan of the site lies for inspection on the Town Planning Notice Board in the Customer Care Centre, Municipal Offices, Rev. Michael Scott Street, Windhoek and at the offices of Du Toit Town Planning, 4 Dr. Kuame Marumah Avenue, Klein Windhoek.

Any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof with the City Council (the Urban Planner-Town House, Fifth Floor, Room 516) and the applicant within 14 days of the last publication of this notice (final date for objections is 14th of May 2023).

Should you require additional information you are welcome to contact our office.

Applicants:
DU TOIT TOWN PLANNING CONSULTANTS
P.O. Box 6871
ALUSSPANNPLATZ
WINDHOEK
Tel: 067-248020
Email: planner2@dutoit.com

City of Windhoek
The Urban Planner
(Town House, 5th Floor, Room 516)
City of Windhoek
P.O. Box 59
WINDHOEK



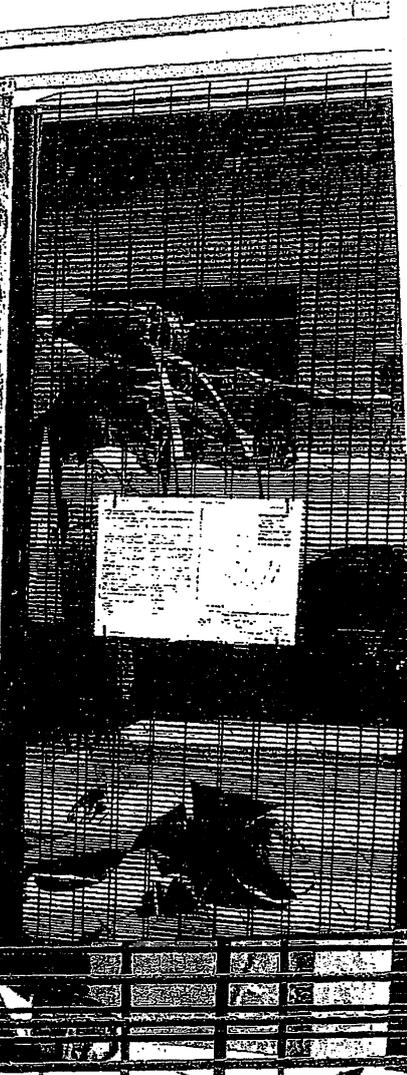
Scale: 1/5000
DATE: MARCH 2023
PLANNING NUMBER: TN

LOCALITY PLAN OF ERF 715
TEINERT STREET
WINDHOEK



Nº 4 | TEINERT STREET

YOUR NEXT ADVENTURE STARTS HERE



NOTICE

CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

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The owner was recently informed by the City of Windhoek that although in operation for many years, the operation of the Namibia Car Rental on Erf 715, Windhoek is not in compliance with the office zoning of the Erf. The erf is currently zoned for 'office' with a bulk of 0.4. The Windhoek Zoning Scheme does not permit the operation of a car rental as a primary use on office zoned erf, however, consent to operate a car rental on the office zoned Erf can be obtained from the City of Windhoek under the definition of a 'business building'. It is to this end that application for consent is made.

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Should you require additional information you are welcome to contact our office.

Applicants
DU TOIT TOWN PLANNING CONSULTANTS
P.O. Box 6971
ALUSRAHILWATZ
WINDHOEK
Tel: 065-248016
Email: clients@du-toit.com

City of Windhoek
The Urban Planner
Town House, 5th Floor, Room 516
City of Windhoek
P.O. Box 59
WINDHOEK

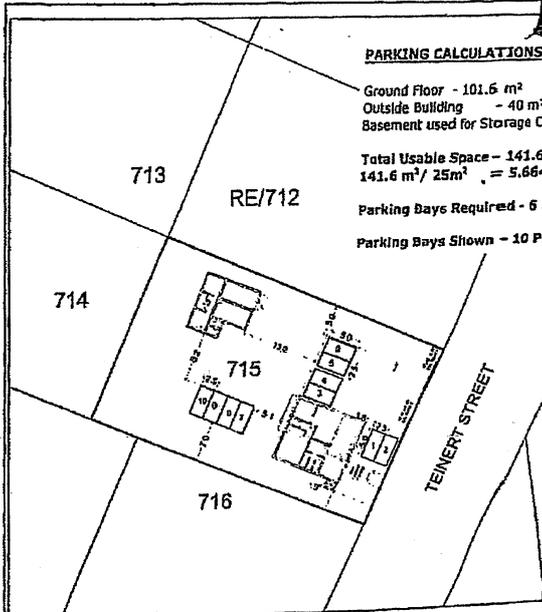
PARKING CALCULATIONS:

Ground Floor - 101.6 m²
Outside Building - 40 m²
Basement used for Storage Only

Total Usable Space - 141.6m²
141.6 m² / 25m² = 5,664

Parking Bays Required - 6 PB

Parking Bays Shown - 10 PB



EXISTING BUILDINGS

PARKING LAYOUT FOR THE:

Scale: 1/500
DATE: APRIL 2015
PLANNING 715/14

CONSENT IN TERMS OF TABLE 4 OF THE WINDHOEK TOWN PLANNING SCHEME TO USE ERF 715, WINDHOEK FOR A CAR RENTAL.

CONSENT FOR A 'BUSINESS BUILDING' UNDER 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Name: The Mandume Body Corporate (Mandume Park Building)

Address: 1 Teinert Street, Windhoek

Telephone: 0811289900 / 0811276303 Email: gwnamibia@gmail.com

We I, the owner of Erf: 7232 (new erf 8834 Windhoek), Teinert Street, Windhoek

(Please indicated with "x" in appropriate box)

Do not object [] Do Object [X]

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

If objecting, please state the reasons:

The rental cars are taking up most of the public parking in the street, as well as parking on the pavement. There are regular instances where they park on our private parking, as well as parking behind us, so that we can't get out. We feel strongly that they should move to an area of light industry, where all the vehicles can be accommodated. For example Southern Industrial area.

Please also state the date of occupation when Namibia Car Rental has taken up its operation in Teinert Street.

See attached pictures of parking issues.

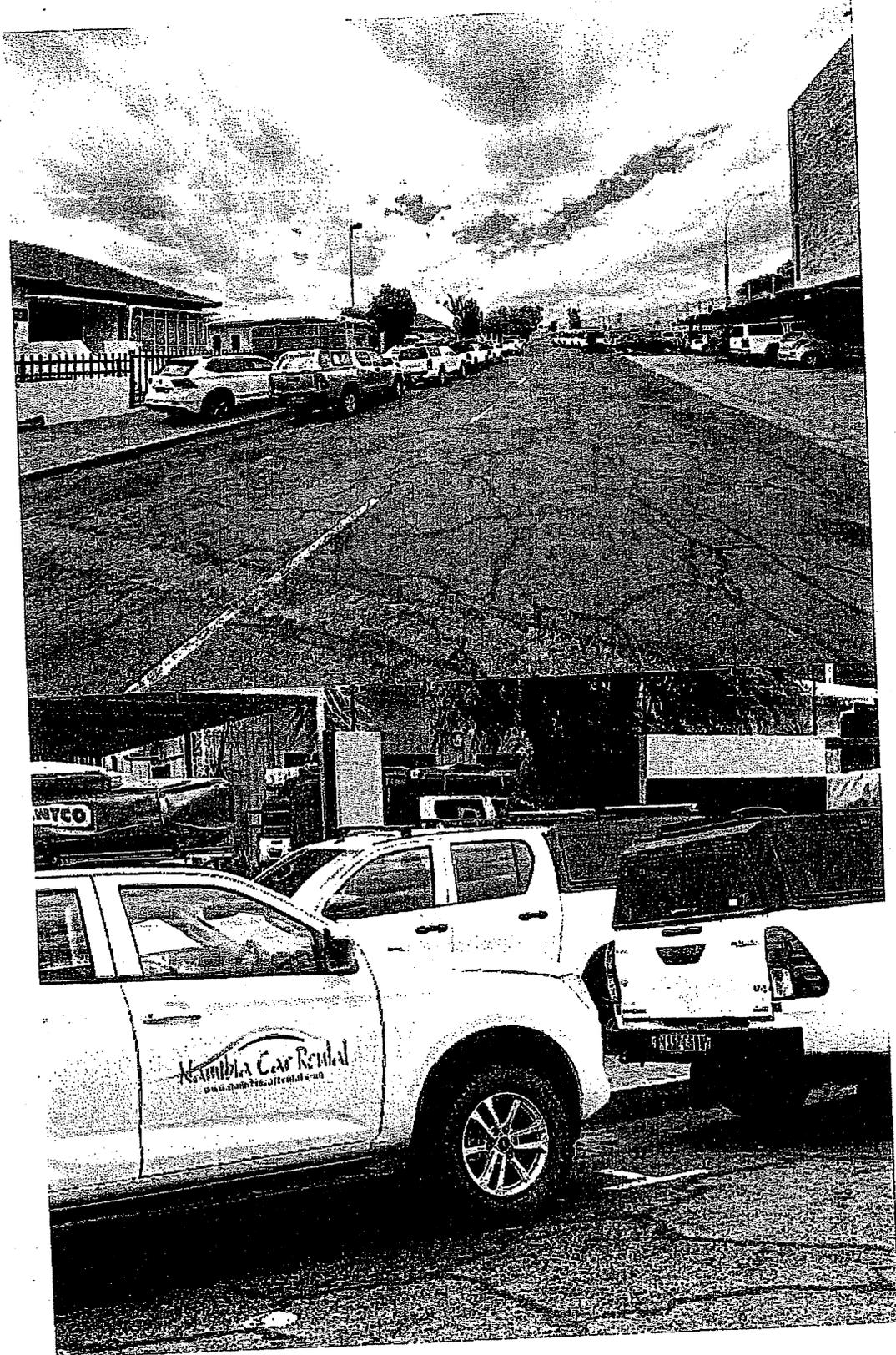
This Objection consist of 3 pages.

Signature for Trustees and members

24/04/2025 Date

Kindly take note that comments should reach our office by 14 May 2025. You can return the form to the following email address: planner2@dutoitplan.com

Consent for a 'Business Buildi the 'Office' zoning for the operation of a
car rental on en . reinert Street, Windhoek



Consent for a 'Business Building' car rental on E

'the 'Office' zoning for the operation of a
Reinert Street, Windhoek



CONSENT FOR A 'BUSINESS BUILDING' UNDER THE 'OFFICE' ZONING FOR THE OPERATION OF A CAR RENTAL ON ERF 715, NO. 4 TEINERT STREET, WINDHOEK

Name: P. GERSTAE

Address: BOX 1954 WIND

Telephone: 0812606784 Email: PATTY.GERSTAE@GMAIL.COM

I, the owner of Erf. 716, C/O Teinert and Dr W Kulz Street, Windhoek

(Please indicated with "x" in appropriate box)

Do not object

Do Object

- Consent for a 'Business Building' under the 'Office' zoning for the operation of a car rental on Erf 715, Teinert Street, Windhoek

If objecting, please state the reasons:

There is not enough parking in the street for my own tenants and I also object to people then parking on my pavement. The interlocked pavement was done at our own expense and is being damaged

P. Gerstae
Signature

23/4/2025
Date

Kindly take note that comments should reach our office by 14 May 2025
You can return the form to the following email address: planner2@dutoitplan.com

Dorette Opperman

From: Dorette Opperman <planner1@dutoitplan.com>
Sent: Thursday, June 5, 2025 11:49 AM
To: 'patty.gerstle@gmail.com'
Cc: 'Howard'
Subject: RE: Response to Parking Concerns – Teinert Street
Attachments: Erf 716W_New form.pdf

Dear Mrs Gerstle,

Howard informed me that their response addressed your concerns sufficiently and that you will revise your objection.

Kindly complete the attached form and email it back to me.

Please do not hesitate to contact me if you require any further information.

Kind Regards
 Dorette

Phoned 20/06/2025

* Received email - still unsure about all
 → explained Howard's response again
 → wants to remain neutral but not revising her objection



Du Toit

TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspanplatz, Windhoek, Phone: +264 61 248010
 Fax: +264 61 248608, Email: planner1@dutoitplan.com

Dorette Opperman
 Mobile: +264 81 835 2021

<https://w3w.co/material.wicket.inhaler>

From: Howard <hs@namibiacarrental.com>
Sent: Thursday, May 15, 2025 12:30 PM
To: patty.gerstle@gmail.com
Cc: Dorette Opperman <planner1@dutoitplan.com>; Owen Sivertsen <owen@solar-saver.net>
Subject: Response to Parking Concerns – Teinert Street

Dear Mrs. Gerstle,

We acknowledge and appreciate your concerns regarding parking on Teinert Street in relation to our town planning consent use application to operate a car rental agency from our property. It is evident that parking challenges affect multiple properties in the street, including yours. As noted in your objection, both Mandume Office Park and Erf 716 face a shortage of parking for tenants and employees. When Erf 715 was unoccupied, adjacent property tenants benefited from unrestricted parking in front of our premises. However, as we now actively use our property, the existing parking constraints in the street have become more apparent.

Our car rental business primarily serves tourists, which results in seasonal fluctuations in vehicle availability. At times, we experience difficulty accommodating rental vehicles not currently in use, as reflected in the

photographs included in the Mandume Office Park of
we are still navigating growth and operational adjust
presence has positively contributed to the overall appearance

. As a relatively new establishment in this location,
Despite these challenges, we believe that our
and value of Teinert Street.

Understanding the importance of maintaining parking availability for visitors, we prioritize keeping our rental fleet securely parked on our premises. To manage parking congestion during slower rental periods, we have implemented the following solutions:

1. **Off-Site Parking:** We have contracted parking space at a facility in Prosperita, ensuring that excess fleet vehicles are accommodated off-site. This measure is already in effect, contributing to a clearer and less crowded street frontage.
2. **Parking Deck Expansion:** We have engaged an architect to explore extending our parking deck. Conceptual plans have been drafted, and once finalized, we will submit them for planning approval.

We trust this response provides clarity regarding our approach to addressing parking concerns in Teinert Street. We remain open to working collaboratively with our neighbours toward a sustainable resolution for all affected properties. We hope this reassures you and encourages the withdrawal of your objections to our application.

Kind regards,

Howard Sivertsen

Namibia Car Rental / Drongos Investment CC

+264 (0)82 4099239 office

Dorette Opperman

From: Howard <hs@namibiacarrental.com>
Sent: Wednesday, July 23, 2025 9:17 AM
To: Owen Sivertsen; Reinhard Haenisch
Cc: Dorette Opperman
Subject: RE: EXTERNAL - Re: EXTERNAL - Response to Parking Concerns – Teinert Street

Dear Reinhard, dear Owen

With some disappointment we take note of your email and the contents thereof.

We understand the reasons for your concerns and know the history when Air-Namibia was still operational. We also acknowledge that we abused our neighbours parking in the period after we moved into our new premises. We can assure you that this will not be repeated and that we have secured remote (off-site) parking for our fleet during slow periods. We also have plans to extend our deck to double up on parking on our own premises.

We have also instructed our town planner to proceed with our application and to involve the City Transport Inspector to conduct a site visit to evaluate whether our activities contravene any by-laws and or zoning requirements. We note and have recorded that all recent, current parking contraventions are not caused by our vehicles but rather by tenants in the neighbouring properties. I also doubt whether these properties comply with the City's parking requirements.

We clearly want to promote good neighbourliness, and it is a pity that we could not resolve this amongst ourselves.

Kind regards
 Howard Sivertsen
 NAMIBIA CAR RENTAL
 +264 (0)82 4099239 office



From: Owen Sivertsen <owen@solar-saver.net>
Sent: Wednesday, 23 July 2025 7:43 am
To: Reinhard Haenisch <reinhard@acorn.na>; Howard <hs@namibiacarrental.com>
Subject: Re: EXTERNAL - Re: EXTERNAL - Response to Parking Concerns – Teinert Street

Noted Reinhard.

@Howard I am afraid knowing someone for 35 years means nothing anymore.

Regards

Owen

From: Reinhard Haenisch <reinhard@acorn.na>
Sent: Wednesday, July 23, 2025 5:26:44 AM
To: Owen Sivertsen <owen@solar-saver.net>
Subject: EXTERNAL - Re: EXTERNAL - Response to Parking Concerns – Teinert Street

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Owen,

Apologies for only reverting now.

As discussed, I have taken the meeting request to the trustees.

The decision made, based on the reasons stated below and mentioned telephonically, remains.

The trustees therefore feel that no meeting is required in this regard.

Thanks and Kind Regards

Reinhard Haenisch

t: +264 61 429 300

c: +264 81 128 9900

e: reinhard@acorn.na

From: Reinhard Haenisch
Sent: Thursday, June 19, 2025 6:12:21 AM
To: Owen Sivertsen <owen@solar-saver.net>
Subject: FW: EXTERNAL - Response to Parking Concerns – Teinert Street

Hi Owen,

Hope all is good.

The above refers:

The trustees of the Mandume Park Building have discussed this in detail and have opted not to withdraw their objection of Namibia Car Hire's rezoning application, to the City of Windhoek.

This decision is based on the following main factors:

1. Since day one when Mandume Park opened, before Namibia Car Rental moved to Teinert Street, Parking and movement (for owners/tenant/clients in the street) was already a challenge, due to limited space in the short street and it still is today
2. It will be a matter of time that the Government Building (ex Air Namibia) will be occupied again and lead to even higher traffic congestion.
3. The nature of a Car Rental business, Like Namibia Car Hire, requires a more accessible property in a light industrial area and not office area.

Thanks and Kind Regards

Reinhard Haenisch

t: +264 61 429 300

c: +264 81 128 9900
e: reinhard@acorn.na

From: Owen Sivertsen <owen@solar-saver.net>
Sent: Monday, June 9, 2025 10:05 AM
To: Reinhard Haenisch <reinhard@acorn.na>
Subject: FW: EXTERNAL - Response to Parking Concerns – Teinert Street

Hi Reini,

Thanks for taking my call, as discussed please have a look at this and let's meet on site to discuss.

We acknowledge and appreciate your concerns regarding parking on Teinert Street in relation to our town planning consent use application to operate a car rental agency from our property. It is evident that parking challenges affect multiple properties in the street, including yours. As noted in your objection, both Mandume Office Park and Erf 716 face a shortage of parking for tenants and employees. When Erf 715 was unoccupied, adjacent property tenants benefited from unrestricted parking in front of our premises. However, as we now actively use our property, the existing parking constraints in the street have become more apparent.

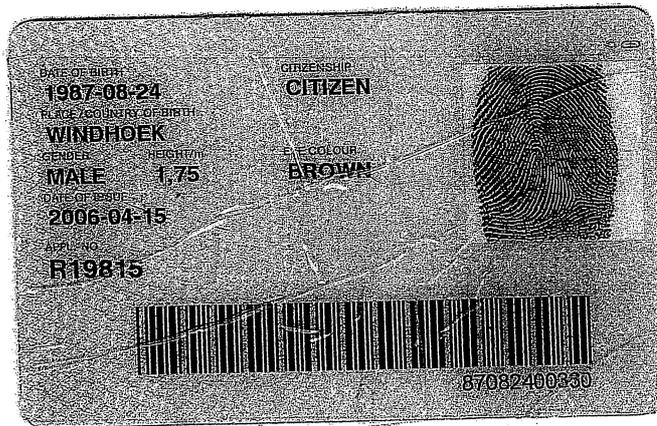
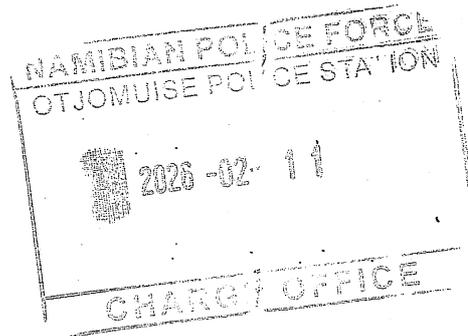
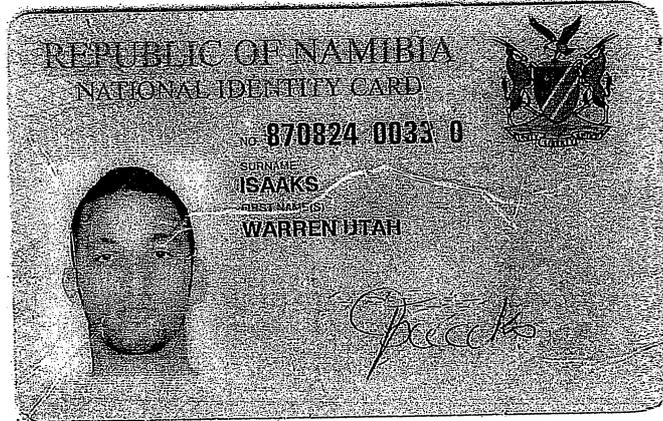
Our car rental business primarily serves tourists, which results in seasonal fluctuations in vehicle availability. At times, we experience difficulty accommodating rental vehicles not currently in use, as reflected in the photographs included in the Mandume Office Park objection. As a relatively new establishment in this location, we are still navigating growth and operational adjustments. Despite these challenges, we believe that our presence has positively contributed to the overall appearance and value of Teinert Street.

Understanding the importance of maintaining parking availability for visitors, we prioritize keeping our rental fleet securely parked on our premises. To manage parking congestion during slower rental periods, we have implemented the following solutions:

1. **Off-Site Parking:** We have contracted parking space at a facility in Prosperita, ensuring that excess fleet vehicles are accommodated off-site. This measure is already in effect, contributing to a clearer and less crowded street frontage.
2. **Parking Deck Expansion:** We have engaged an architect to explore extending our parking deck. Conceptual plans have been drafted, and once finalized, we will submit them for planning approval.

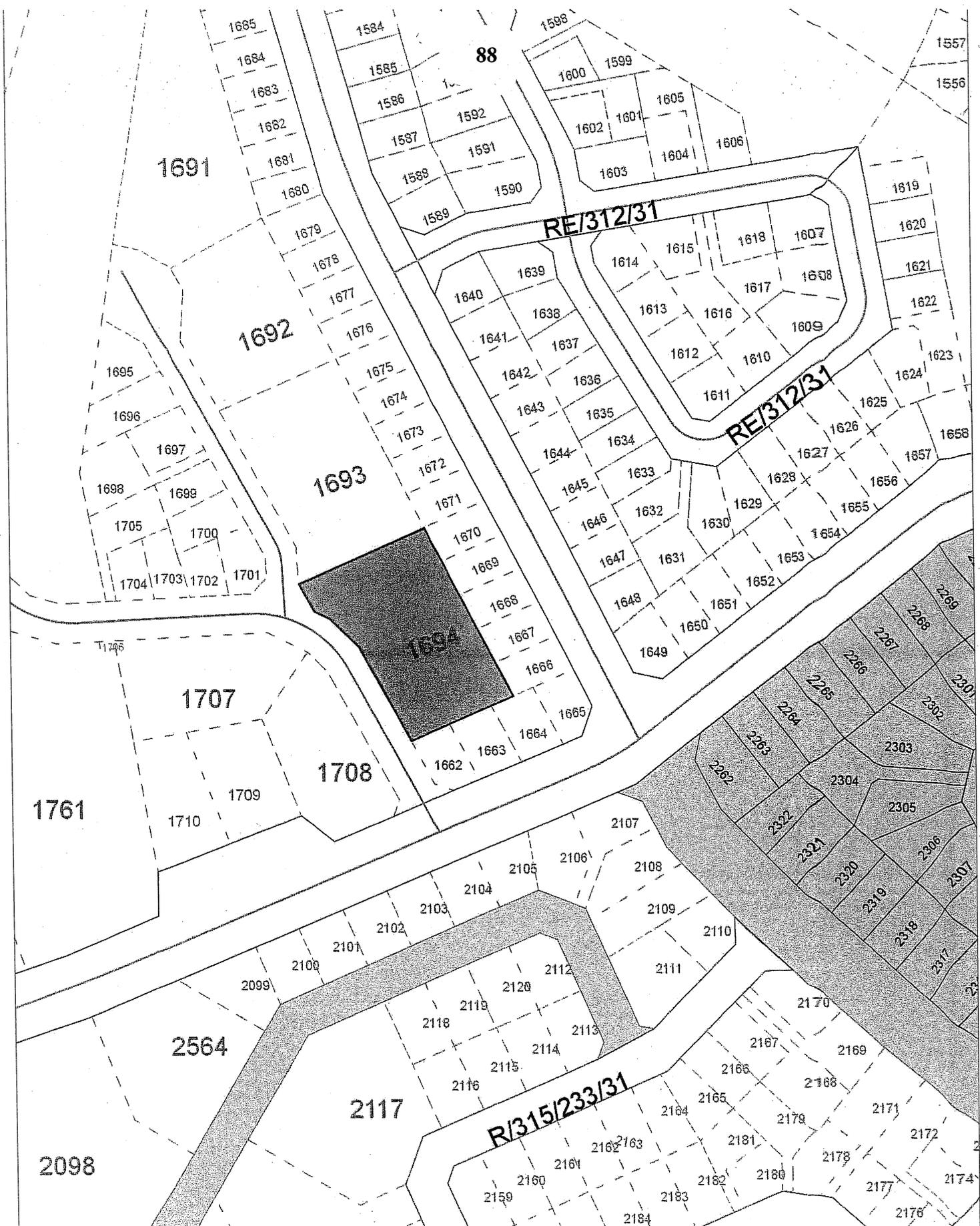
We trust this response provides clarity regarding our approach to addressing parking concerns in Teinert Street. We remain open to working collaboratively with our neighbours toward a sustainable resolution for all affected properties. We hope this reassures you and encourages the withdrawal of your objections to our application.

Kind regards,
Owen Sivertsen
Namibia Car Rental / Drongos Investment CC
+264 (0)82 4099239 office



I certify that this document is a true reproduction of the original which was examined by me, that, from my observations, the document has not been altered in any manner.

Warren Itah Isaaks



NOTES:

Compiled by

Date: 19/1/2026



1:1923

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Applicant:	
Erf No.:	
Tel. No.:	

NEIGHBOUR CONSULTATION FORM

COMMENTS REQUIRED FOR:

- A: More than 2 Storey Residential Dwelling
- B: Exceeding of Coverage
- C: Exceeding of Outbuilding Size
- D: Relaxation of Building Lines

ADJACENT ERF OWNER'S COMMENTS:

I, SALOMO NDESHIMANA Shikuma the Owner of Erf 1664, which is adjacent* to Erf 1694, have seen the drawing showing the structure to be erected thereon.

More than 2 Storey Residential Dwelling	AGREE <input type="checkbox"/>	OBJECT <input type="checkbox"/>
Exceeding of Coverage	AGREE <input type="checkbox"/>	OBJECT <input type="checkbox"/>
Exceeding of Outbuilding Size	AGREE <input type="checkbox"/>	OBJECT <input type="checkbox"/>
Relaxation of Building Lines (3m; 5m; 7m)	AGREE <input type="checkbox"/>	OBJECT <input checked="" type="checkbox"/>

(Kindly tick the appropriate box above)

Reason for objection, if any (please elaborate on a separate page if the space below is insufficient):

We are worried about future complications because currently our South and West boundary walls are already damaged, despite being approved by the engineer and developer. Our insurance refused to cover the repairs, stating the construction did not meet required standards, leaving us to cover the costs ourselves. (Could the applicant provide written agreement confirming who will take responsibility for any future issues, such as cracks or wall collapse? Additionally there are storm-water pipes running in that direction. Can we leave at least a one metre gap for proper water flow and visibility in case of blockage?

I herewith declare all information contained herein as true and correct

Signed: [Signature]

Tel: 081 33 89 567

Date: 18/11/2025

Signatory must attach a copy of his/her identification

*Immediate neighbours include owners of properties that share borders or are separated by hand-accesses or small watercourses and public open spaces as well as those opposite across the street.

REPUBLIC OF NAMIBIA
NATIONAL ID CARD

90

NO. 871029 0030 9



SURNAME: SHIKUMA
FIRST NAME(S): SALOMO NDESHIPANDA



Salomo Ndeshipanda

NAMIBIAN POLICE FORCE
OTJOMUIS POLICE STATION

2026 -02- 12

CHARGE OFFICE

DATE OF BIRTH: 1987-10-29
PLACE/COUNTRY OF BIRTH: OLUKULO
SEX: MALE HEIGHT: 1.85
DATE OF ISSUE: 2017-08-28
ID NO: 071895

CITIZENSHIP: CITIZEN
EYE COLOUR: BROWN




87102900309

I certify that this document is a true reproduction of the original which was examined by me and that, in my observations, the original has not been tampered in any manner.

Signature: *[Handwritten Signature]*

[Municipal Council Minutes: 2019-09-26]

10.3.4

**FNS.3 [UTP] BUILDING LINE RELAXATION
DISPUTE ON ERF 3274, WINDHOEK –
OBJECTION FROM ADJACENT
NEIGHBOUR ERF 3275, WINDHOEK
(L/3274/W)**

On proposal by Councillor M Shiikwa, it was

RESOLVED

- 1 That the Building Permit application for Building Plan 3884/2015 requesting for the relaxation of the rear 3 and 5 metre building lines on Erf 3274, Windhoek be granted.
- 2 That the applicant and Objectors be informed of Council's decision, in writing, and be given the opportunity to appeal against Council's decision to the Ministry of Urban and Rural Development within twenty eight (28) days from the date of notification thereof.
- 3 That any notice of an intention to appeal this Council Resolution be submitted to Council within twenty eight (28) days from the date of notification thereof, in terms of clause 51(3) of the Windhoek Town Panning Scheme.
- 4 That it be noted that paragraph 3 of Council Resolution 287/O8/2007 is herewith amended to read as follows:
 - 3 *That any building permit application for the relaxation of building lines where objections have been received be presented to Council for a final determination in the matter.*
- 5 That the resolution be implemented prior to confirmation of the minutes to allow for prompt feedback to the applicant.

RESOLUTION 233/09/2019

1671

16712

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16717

16718

16719

16720

16721

52,68m Boundary Line

92

72,12m Boundary Line

Existing Concrete retaining boundary-wall

16722

16723

16724

16725

16726

42,40m Boundary Line

Erf 1662

Erf 1663

Erf 1664

16727

16728

16729

REFUSE COLLECTION POINT
4m Line

WATER METER BATTERY

15,03m Boundary Line

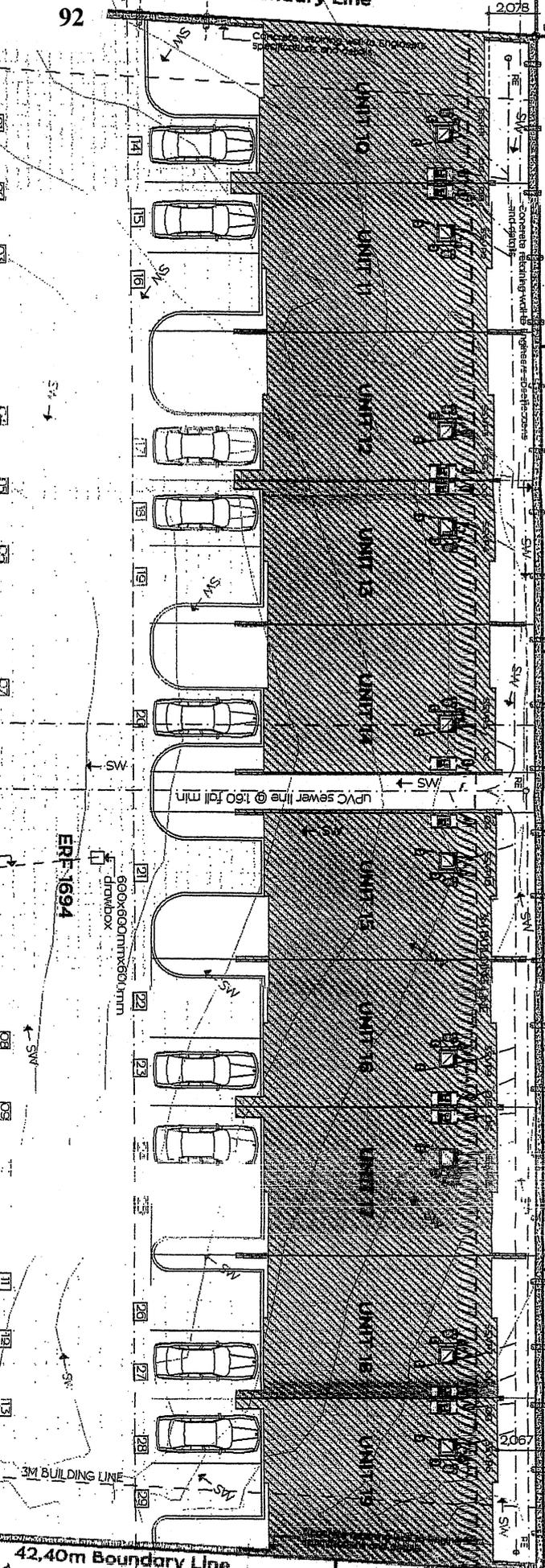
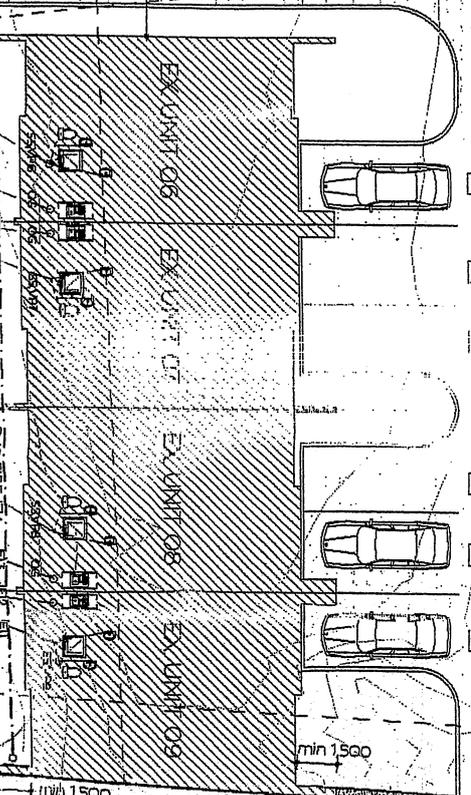
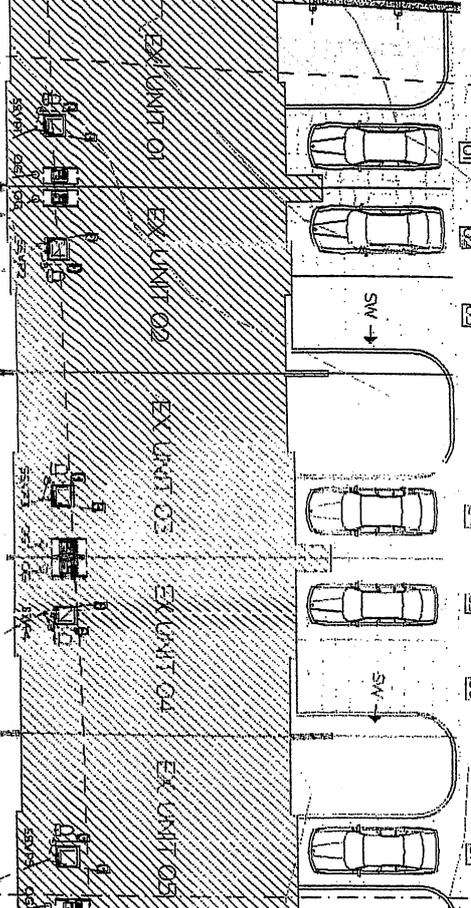
41,00m Boundary Line

16701

16702

16703

16704



Existing 110mm sleeve with draw wire
 Existing 150mm fall min. UPVC sewer line
 Existing 600x600mmx60mm drawbox
 Existing 3M building line
 Existing 16677m boundary line
 Existing 16688m boundary line
 Existing 41,00m boundary line
 Existing 15,03m boundary line
 Existing 52,68m boundary line
 Existing 72,12m boundary line
 Existing concrete retaining boundary-wall

Telephone services 750mm depth
 750mm from the Erf boundary
 Existing 41,00m boundary line
 Existing 15,03m boundary line
 Existing 52,68m boundary line
 Existing 72,12m boundary line
 Existing concrete retaining boundary-wall

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