

NOTE

***** Pages 722 - 1263 and attached hereto should be read with the agenda of the monthly meeting of the Municipal Council of Windhoek, scheduled to be held on Thursday, 30 April 2026 at 17:30, rescheduled to be held on Thursday, 7 May 2026 at 17:30, in the new Council Chambers, Windhoek.**

Compiled by: Ms J Rukira



REPUBLIC OF NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

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 E-mail: ed@mirco.gov.na
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 Enquiries: Rainha Theodor

Private Bag 13347
 WINDHOEK



27 March 2026

Mr. Moses Matyayi
 Chief Executive Officer
 City of Windhoek
WINDHOEK

Dear Colleague,

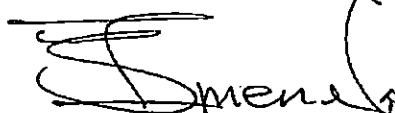
ENDORSEMENT OF THE CITY OF WINDHOEK'S REGISTRATION FOR THE MAYORS FOR PEACE INITIATIVE

The Ministry of International Relations and Trade has the honour to acknowledge receipt of the request for the registration of the City of Windhoek in the Mayors for Peace initiative.

The Ministry wishes to convey that it has no objection to the proposed endorsement and hereby supports the participation of the City of Windhoek in this initiative. The Ministry further recognises the importance of Mayors for Peace, led by the Mayor of Hiroshima, which calls upon municipalities and cities to complete the Registration Form as a demonstration of their commitment to the abolition of nuclear weapons, in the interest of promoting international peace and security.

In this regard, the City of Windhoek may proceed with the necessary steps to formalise its participation in the initiative.

Yours sincerely,


 Julia Imene-Chanduru
 Acting Executive Director





· REPUBLIC OF NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

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Private Bag 13347
 WINDHOEK

18 February 2026

Mr. Moses Matyayi
 Chief Executive Officer
 City of Windhoek
 P.O. Box 59
Windhoek

Dear Mr. Matyayi,

MAYORS FOR PEACE INITIATIVE BY THE CITY OF HIROSHIMA

Your letter dated 06 February 2026 on the above-captioned subject bears reference.

Kindly note that the Ministry, in line with the approval of the Municipal Council's Management Committee, hereby formally endorses the participation of the City of Windhoek in the Mayors for Peace Initiative.

Given that the initiative seeks to promote global solidarity, peacebuilding and the abolition of nuclear weapons through the active engagement of municipal leaders worldwide, it will provide a platform for local authorities to meaningfully participate in multilateral processes and international dialogue related to these matters. Thus, the objectives of the initiative align well with Namibia's longstanding commitment to peace, disarmament and multilateral cooperation.

In this regard, the Ministry therefore supports the accession of City of Windhoek to the Mayors for Peace Initiative and encourages your continued engagement in efforts that advance peace and international cooperation at local and international fora. The Ministry stands ready to lend its support to the City in the event that further information is required concerning Namibia's work in the disarmament space.

Yours sincerely,


 Ndiitah Nghipondoka-Robiati
 Executive Director



All official correspondence must be addressed to the Executive Director



Republic of Namibia

Ministry of Urban and Rural Development

Enquiries: Ms. Elmoreyn Howaes
Tel: (+264+61) 297-5197
Fax: (+264+61) 297-5305
Email: ehowaes@murd.gov.na

Government Office Park
Luther Street

Private Bag 13289
Windhoek, Namibia

Our Ref.: RI2
Your Ref.:

Chief Executive Officers
Swakopmund, Walvis Bay, Windhoek,
LOCAL AUTHORITIES

Dear Colleagues,

RE: FORWARDING OF REGISTRATION FORM – MAYORS FOR PEACE INITIATIVE BY THE CITY OF HIROSHIMA

The Ministry of International Relations and Trade has received a letter from the City of Hiroshima regarding the global initiative, Mayors for Peace. This initiative aims to promote global solidarity, peacebuilding, and the abolition of nuclear weapons through the active participation of municipal leaders worldwide.

Kindly review the attached registration form if your municipality wishes to join or support this important initiative. Your active participation will contribute toward building a peaceful and nuclear-weapon-free world.

Yours sincerely,

DR. WILHELMINE SHIVUTE
EXECUTIVE DIRECTOR



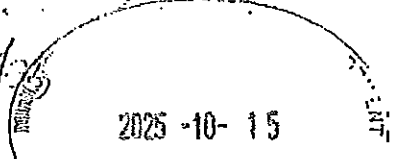
cc: Ms. Ndiitah Nghlpondoka-Robiati
Executive Director: Ministry of International Relation and Trade

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REPUBLIC OF NAMIBIA

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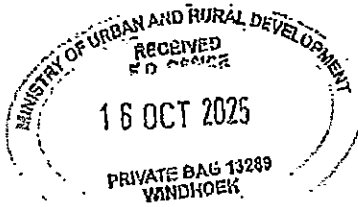
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WINDHOEK - NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

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Private Bag 13347
WINDHOEK



23 September 2025

Dr. Wilhelmina Shivute
Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK

Dear Colleague

FORWARDING OF REGISTRATION FORM - MAYOR OF PEACE INITIATIVE BY THE CITY OF HIROSHIMA

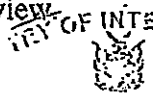
The Ministry is pleased to forward a registration form received from the City of Hiroshima regarding its international initiative, Major of Peace.

The programme seeks to promote global solidarity, peace building, and nuclear disarmament through the active participation of municipal leaders worldwide. The city of Hiroshima has extended an invitation to Namibian municipalities to consider joining this initiative, as it aligns with Namibia's longstanding commitment to peace and multilateral cooperation.

Kindly find attached the registration form for further review

Yours sincerely,

Ndintan Nghipondoka-Robiati
Executive Director



7025 -09- 24

BILATERAL RELATIONS

S AN



Mayors for Peace

Secretariat

c/o Hiroshima Peace Culture Foundation, 1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 JAPAN
E-mail: mayorcon@pcf.city.hiroshima.jp Website: www.mayorsforpeace.org

August 6, 2025

Your Excellency,

I would like to express my deepest appreciation for the honor of your embassy's attendance at the 2025 Hiroshima Peace Memorial Ceremony.

On August 6, 1945, the first atomic bomb ever used against human beings was dropped on Hiroshima. It caused devastating casualties instantly and extensively, reducing the city to ashes. Since then, civil society has continued striving to raise awareness that nuclear weapons are an absolute evil and the ultimate inhumanity. Despite this, more than 12,000 nuclear warheads still exist on the planet. To abolish nuclear weapons, the common threat for entire humanity, it is clear that we must build a robust global coalition of citizens everywhere, and not take action based on self-centered nationalism.

Mayors for Peace, of which I serve as President, was established in 1982 after the Mayor of Hiroshima at the time proposed the Program to Promote the Solidarity of Cities toward the Total Abolition of Nuclear Weapons at the UN Special Session on Disarmament held in New York. Since the organization's establishment, we have carried out various initiatives in collaboration with member cities around the world to abolish the common threat of nuclear weapons and realize world peace. As of August 1, 2025, Mayors for Peace has grown to 8,509 member cities from 166 countries and regions.

We have a target of 10,000 member cities, so that Mayors for Peace can further disseminate information on the realities of the atomic bombings and spread our calls for nuclear weapons abolition, both of which have been the fervent will of the *hibakusha* throughout the years.

Attached is a list of the current member cities in your country. I sincerely ask for your support of our goals and your assistance in having as many cities as possible in your country to join us, and to expand international public support for a world without nuclear weapons.

In closing, I offer my warmest wishes for your continued good health and success.

Sincerely yours,

MATSUI Kazumi
President of Mayors for Peace
Mayor of Hiroshima



Mayors for Peace Registration Form

To Mr. MATSUI Kazumi
Mayor of Hiroshima
President of Mayors for Peace

I hereby express my city/municipality's support for the abolition of nuclear weapons and desire to join Mayors for Peace.*

Name of the city/municipality**: _____

***This is the name we will use to refer to your city/municipality in our database.*

Name of country: _____

Mayor's name: _____

Title: _____

Mayor's Signature: _____

Date: _____

Mayor's office address: _____

TEL: _____ FAX: _____

E-mail: _____

Website: _____

Municipal Population: _____ (as of _____)

Contact person

Name: _____

Title: _____

Position: _____

E-mail: _____

Questionnaire

How did you find out about Mayors for Peace?

Member City: (Name) _____ Ministry of Foreign Affairs of your country

NGO/Organization: (Name) _____ Meeting with Mayor of Hiroshima

Other: (please specify) _____

Please send this form to:
Mayors for Peace Secretariat
FAX : +81-82-242-7452
E-mail : mayorcon@pcf.city.hiroshima.jp

Note

*This registration form implies your city/municipality's decision to join Mayors for Peace. If your city/municipality requires specific procedures, including approval from your city/municipal council, please submit this form after such procedures are completed.

*Mayors for Peace runs several social media sites (X @Mayors4Peace, Facebook @mayorsforpeace) where we would like to introduce our new member cities. We ask your permission to share information about your new membership with our followers. If you agree to the above, we ask that you please provide (1) a photo of the current mayor and (2) a photo that represents your city (landmark, landscape, etc.). Thank you in advance for your cooperation.



Mayors for Peace

Secretariat

c/o Hiroshima Peace Culture Foundation, 1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 JAPAN
E-mail: mayorcan@pcf.city.hiroshima.jp Website: www.mayorsforpeace.org

August 2025

Dear Fellow Mayor,

I trust this letter finds you well.

In August 1945, two atomic bombs instantly reduced the cities of Hiroshima and Nagasaki to rubble, taking more than 210,000 precious lives by the end of the year. The *hibakusha*—those who barely survived—still suffer from the harmful aftereffects, notably of radiation. While their minds and bodies are in pain, they continue to make their appeal that “no one else should suffer as we have.”

With our *hibakusha* aging, we are determined to have their experiences and strong desire for peace shared and wholeheartedly accepted by future generations, and to have those commitments spread throughout the world. I am convinced that spreading their message will eventually lead to the realization of their most cherished will, the abolition of nuclear weapons.

In 1982, Hiroshima and Nagasaki established Mayors for Peace to achieve this goal. It is a non-partisan, global network of municipalities that is registered at the UN with ECOSOC. Since its establishment, Mayors for Peace has expanded its membership and worked in solidarity with its member cities to call for the realization of a world free from nuclear weapons and lasting world peace. Presided by the Mayor of Hiroshima and vice presided by the Mayor of Nagasaki along with 10 other mayors of cities from across the world, as of August 1st of this year, Mayors for Peace has grown to 8,509 member cities from 166 countries and regions.

In January 2021, the Treaty on the Prohibition of Nuclear Weapons entered into force, which is the first multilateral treaty to clearly and fundamentally define that nuclear weapons are subjected to total prohibition. This is a proof that voices of *hibakusha* and those who share their fervent wish for the total elimination of nuclear weapons pushed international society forward. In this context, Mayors for Peace adopted the Vision for Peaceful Transformation to a Sustainable World (PX Vision) and Action Plan (2021-2025) in July of the same year. The Vision sets forth three objectives: “Realize a world without nuclear weapons,” “Realize safe and resilient cities,” and “Promote a culture of peace.” In order to pursue these objectives, we have decided to put a greater emphasis on the expansion of our membership.

The growing number of Mayors for Peace member cities is a powerful force building real momentum toward peace and the abolition of nuclear weapons. To this end, I humbly ask that you share in our sincere message from the atomic bombed cities of Hiroshima and Nagasaki and join Mayors for Peace to support our initiatives toward genuine and lasting world peace.

Sincerely yours,

MATSUI Kazumi
President of Mayors for Peace
Mayor of Hiroshima

Note

*This registration form implies your city/municipality's decision to join Mayors for Peace. If your city/municipality requires specific procedures, including approval from your city/municipal council, please submit this form after such procedures are completed.

*Mayors for Peace runs several social media sites (X @Mayors4Peace, Facebook @mayorsforpeace) where we would like to introduce our new member cities. We ask your permission to share information about your new membership with our followers. If you agree to the above, we ask that you please provide (1) a photo of the current mayor and (2) a photo that represents your city (landmark, landscape, etc.). Thank you in advance for your cooperation.

2) Executive Cities

The following 21 cities are executive cities (From oldest to newest).

President City:

Hiroshima (Japan)

Vice President Cities:

Nagasaki (Japan)

Hannover (Germany)

Malakoff (France)

Muntinlupa (Philippines)

Manchester (UK)

Ypres (Belgium)

Granollers (Spain)

Halabja (Iraq)

Blograd na Moru (Croatia)

Des Moines (US)

Montreal (Canada)

Executive Cities:

Santos (Brazil)

Wellington (New Zealand)

Sarajevo (Bosnia and Herzegovina)

Bangkok (Thailand)

Cartago (Costa Rica)

Tehran (Iran)

Grigny (France)

Cervia (Italy)

Evora (Portugal)

**Underlined* are Lead Cities in charge of their regional chapter:
19 cities

3) Secretariat

Address : c/o Hiroshima Peace Culture Foundation

1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 JAPAN

E-mail : mayorcon@pcf.city.hiroshima.jp

Website : www.mayorsforpeace.org

4. How to Join

1) Registration Process

- i. If your city/municipality would like to join us, please send a "Registration Form" to the Secretariat.
- ii. The Secretariat registers its new member cities once a month (around the 20th).
- iii. Date of affiliation is the 1st day of the month following the date registration procedures are completed by the Secretariat. "Certification of Membership" will be sent out to newly affiliated cities after the date of affiliation.

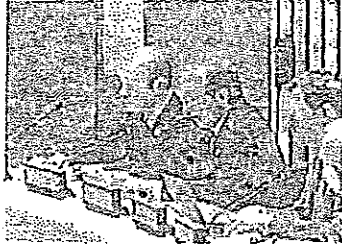
2) Membership Fee

2,000 yen/year

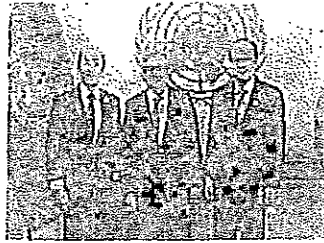
3) Member Cities' Activities (Examples)

- i. Promote the petition drive calling for all states to join the Treaty on the Prohibition of Nuclear Weapons as soon as possible
- ii. Hold peace-related events such as the Mayors for Peace Atomic Bomb Poster Exhibition and share reports
- iii. Invite mayors of your sister cities and neighboring cities who are not yet members to join Mayors for Peace
- iv. Attend the General Conference

*Please see "Peace-Related Activities Offered to Members of Mayors for Peace" for more activities that member cities will get the opportunity to participate in.



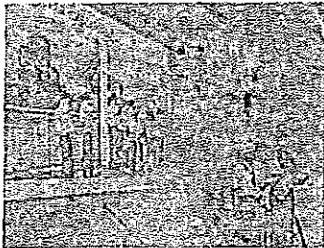
Speech by the President
at the second Meeting of States Parties
to the Treaty on the Prohibition of
Nuclear Weapons
(November 2023, New York)



Meeting with UN Secretary-General
Guterres
(November 2023, New York)
Photo provided by: UN / Evan Schneider



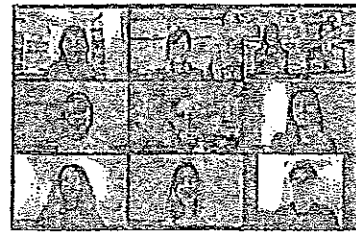
Meeting with national government
representatives
(November 2023, New York)



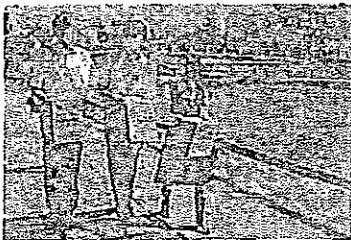
Presentation by Mayors for Peace
youths at the Mayors for Peace Youth
Forum held in UNOCG
(August 2023, Vienna)



Planting ceremony of a second
generation atomic bomb survivor trees
seedling by a member city
(March 2024, Obu)



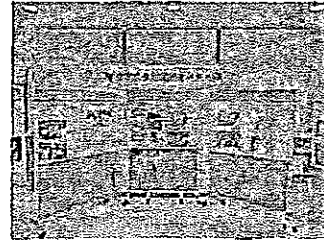
Holding a Peace Education Webinar
(February 2024, Hiroshima)



Petition Drive by the President
and high school students in the street
(August 2022, Hiroshima)



Presenting signatures to the
representatives of UN by high school
students participating in the petition drive
(July 2023, Vienna)



Holding the Mayors for Peace
Atomic Bomb Poster Exhibition
by a member city
(August 2023, Kadogawa)



Mayors for Peace

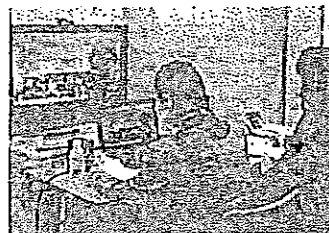
Secretariat

c/o Hiroshima Peace Culture Foundation, 1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 JAPAN
E-mail: mayorcon@pcf.city.hiroshima.jp Website: www.mayorsforpeace.org

4. Online *Hibakusha* Testimonies

By request, Mayors for Peace can help connect venues in member cities to the Hiroshima Peace Memorial Museum so they can experience online *hibakusha* testimonies.

Available free of charge.



5. Peace Education Webinar

Mayors for Peace holds a Peace Education Webinar annually with the aim of stimulating youth-led peace activities in member cities. This webinar provides an opportunity for young leaders involved in peace activities to share information and engage in dialogue.



For more information, please contact:

Mayors for Peace Secretariat
c/o Hiroshima Peace Culture Foundation
1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 JAPAN
E-mail: mayorcon@pcf.city.hiroshima.jp

[Municipal Council Minutes: 2017-07-27]

4.7

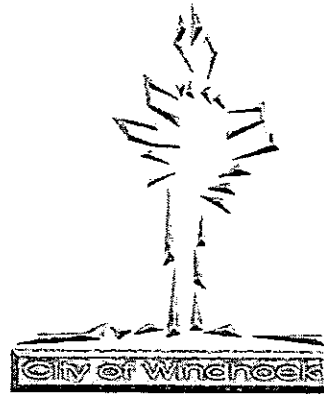
**REP.4 [CEO] REPORT ON THE DRAFT
CORPORATE COMMUNICATION POLICY
(2/1/P)**

On proposal by Council MJ Amadhila, it was

RESOLVED

- 1 That the draft Corporate Communication Policy, attached as pages 414 – 457 to the agenda, be noted and approved.
- 2 That it be noted that the Corporate Communications Policy has been aligned in accordance with Council’s Transformational Strategic Plan (2017 to 2022).
- 3 That it also be noted that the policy was drafted in line with the City of Windhoek’s Policy Formulation Guideline.

RESOLUTION 164/07/2017



The Gateway to Endless Opportunities

CORPORATE COMMUNICATION POLICY

Approved by the Council Resolution: **164/07/2017**: Date: **27/07/2017**

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i. DEFINITIONS OF TERMS: 738

TERM	MEANING
City of Windhoek	Refers to the Windhoek Municipality as the Local Authority established in terms of Local Authority Act, Act 23 of 1992 (as amended) including all its subsidiaries
Stakeholders	External and Internal: City Council, Residents, National Government, Khomas Regional Council, NALAO, AMICAAL, Other Local Authorities, Trade Unions and Related Associations, Suppliers of goods services, Electricity Control Board, Media, NCCI, NGO, International Missions and City of Windhoek Employees.
Media	Communication channels through which news or promotional messages are disseminated, such as print, electronic media, and social media.
Spokesperson (s)	Individuals who are authorised to Communicate to the media on behalf of the organisation as stipulated in this policy.
Corporate Identity Manual (CI Manual)	The Corporate Identity manual of the City of Windhoek is the document that details how the City's logo, symbols, flags, and labels are to be represented.
Crisis Communications Plan	Is a sub-speciality of the public relations profession that is designed to protect and defend an individual, company, or organization facing a public challenge to its reputation; it is the collection, processing, and dissemination of information required to address a crisis situation.
Crisis	A crisis (" <i>critical</i> ", " <i>emergency event</i> ") is any event that is, or is expected to lead to, an unstable and dangerous situation affecting an individual, group, community, or whole society. Crises are deemed to be negative changes in the security, economic, political, societal, or environmental affairs, especially when they occur abruptly, with little or no warning.

ii. ABBREVIATIONS

CoW – City of Windhoek

CCP - Corporate Communications Policy

CCMPP - Corporate Communications, Marketing and Public Participation

CIM – Corporate Identity Manual

MICT – Ministry of Information Communication Technology

ICT – Information Communication Technology

MURD - Ministry of Urban and Rural Development

NAMPOL - Namibian Police

MoHSS - Ministry of Health and Social Services

KRC - Khomas Regional Council

iii. INTRODUCTION:

The City of Windhoek (CoW), which is a Municipality of Windhoek established by the Local Authority Act 23 of 1992 (as amended). It is committed to a two-way communication principle, building relationships with its internal and external stakeholders, and forming partnerships with the public and private sector. The purpose of this policy is to provide clear principles and guidelines for communication in the organisation. The different roles and responsibilities within the City of Windhoek's communication are made clear, as to what is to be communicated, when, where, and by whom. This policy will ensure that communication takes place in a well-coordinated and professional manner on all the City of Windhoek-related matters.

iv. GUIDING PRINCIPLES OF THIS DOCUMENT:

This Corporate Communications Policy seeks to ensure that the City of Windhoek acknowledges the importance of communications as a strategic management function and as an integral part of its daily functioning. It demonstrates that the City of Windhoek is committed to a transparent and effective relationship with its internal and external stakeholders and will do so by a process of consultation and information dissemination. The City of

Windhoek acknowledges that it has a ⁷⁴⁰responsibility to inform its internal and external stakeholders on identified issues, progress made, and results achieved in addressing its mandate.

The Corporate Communications, Marketing and Public Participation Division has the responsibility to ensure that all communications activities, including budgeting and procurement thereof of communication services, are done in accordance with these policies and procedures. This requires all communication and communication-related activities to be coordinated and recommended by the Division in consultation with Chief Executive Officer.

v. POLICY STATEMENT:

It is the policy of the City of Windhoek (Windhoek Municipality) to provide information to its internal and external stakeholders about the organisation's programme and services. This should be done in an accurate, timely, professional, relevant and understandable manner to:

- Ensure that it reports its achievements with regards to its mandate;
- Ensure that it is visible, accessible and answerable to its stakeholders and the residents it serves;

Procedures and compliance

The Communications Policy is intended to ensure that the City of Windhoek's communication processes are established streamlined standardised communication methods, and that the dissemination of information pertaining to the organisations business matters are communicated uniformly.

It is expected that all employees, contracted consultants, and political office bearers exercise adherence to the communications methods of the City of Windhoek as per this policy.

SECTION 1: CORPORATE COMMUNICATIONS POLICY IN THE ORGANIZATION

The starting point for a Corporate Communications Policy in any organization is the organizational strategy. This is because a corporate communication strategy should mirror organizational strategy and therefore a clear organizational strategy is a prerequisite for the development of an effective Corporate Communications Policy. Therefore, this Corporate Communications Policy is aligned to the Transformational Strategic Plan 2017-2022 of the City of Windhoek.

For the City of Windhoek, the organizational vision, mission, strategic thrusts, and value objectives as well as the decision-making structure provide a holistic picture/framework and communication input at those levels that should account for a strategic communication vision.

1.1 VISION, MISSION, VALUES, STRATEGIC THEMES AND OBJECTIVES

1.1.1 OUR VISION 2017-2022

To be a smart and caring city by 2022

Smart = Financial Sustainability and Governance Theme (e.g. technologically advanced, Clean, Best Practices, Vibrant, Green, Affordable, Innovative)
SMART = Specific, Measurable, Achievable, Realistic, Time-bound

Caring = Social Progression Theme (e.g. Safe, People, and Service-Oriented)

1.1.2 OUR MISSION STATEMENT 2017-2022

To enhance the quality of life for all our people by rendering efficient and effective municipal services.

1.1.3 OUR VALUES

- **TEAMWORK** – Let's do the right thing, right, together.

- **CUSTOMER FOCUS** – We render ⁷⁴²friendly, fair, simple, fast, and effective services to all residents.
- **COMMUNICATION** – We are transparent and keep our staff and stakeholders well informed.
- **FAIRNESS AND EQUITY** – We treat staff and stakeholders the same and with respect.
- **INTEGRITY** – We are trustworthy, responsible, and honest in all our dealings.

1.1.4 STRATEGIC THEMES AND OBJECTIVES FOR 2017-2022

- **Theme 1**

Financial Sustainability & Governance

- **Theme 2**

Social Progression, Economic Advancement and Infrastructure Development

THEME 1- FINANCIAL SUSTAINABILITY & GOVERNANCE

- Secure Stakeholder Funding *
- Revenue Enhancement *
- Financial Accountability*
- Find New Sources of Sustainable Revenue *
- Cash Flow Management - Opex/Capex
- Reduction of Cost
- Smart Procurement
- Improve Efficiencies in Urban Planning & Management *
- Diversification on Reliance on Bulk Supply

THEME 2 - SOCIAL PROGRESSION, ECONOMIC ADVANCEMENT & INFRASTRUCTURE DEVELOPMENT

- Improve / Manage Customer Care*
- Provide Enabling Environment for Tourism, Trade & Investment
- Empower Youth
- Avail Serviced Land in All Use Categories*
- Increase Access to Services *
- Improve Water Security *

- Smart and Relevant ICT Services⁷⁴³ —
- Smart and Relevant Transport Services*
- Increase Capacity of Electricity Supply *
- Increase access of electricity in informal settlements *

1.2 THE GENERAL AIMS AND OBJECTIVES OF THE CORPORATE COMMUNICATIONS POLICY

1.2.1 The overall aims of this Corporate Communications Policy (CCP) are:

- a) To promote and preserve the positive corporate image of the City of Windhoek in a coherent way.
- b) To improve and enhance communication between the City, its employees, stakeholders, and development partners
- c) To arouse public interest in the development affairs of the City and respond effectively to customer needs
- d) To establish long term mutual understanding and keep a good relationship with the City's stakeholders
- e) To enhance the City's potential as an investment, tourist, and conferencing destination through appropriate communication channels.

1.2.2 The specific objectives of the Corporate Communications Policy are:

- a) To facilitate the flow of relevant information within the organization and from the City to the external public and vice-versa
- b) To keep those having a stake in the City's service rendering activities, informed of the process and progress on decisions taken by the City
- c) To continually appraise the external community level of satisfaction towards the City's services and devise necessary corrective measures
- d) To implement reliable and effective communication and feedback-giving procedures
- e) To translate information and proactively counteract rumors, negative perceptions, and misrepresentation of the City's action or inaction
- f) To promote the City as an efficient service provider organization and ensure that an organization, its employees, and its public find and adapt to each other
- g) To address public concerns in a transparent and jargon free language and avoid provocative and ambiguous statements.

- h) To ensure coordination and ⁷⁴⁴consultation with internal stakeholders within the organization for uniformity and prevention of double standard practices or conflicting messages
- i) To instill a sense of belonging and pride in the City among the internal (staff) and external public

SECTION 2: COMMUNICATION ⁷⁴⁵ROLE AND RESPONSIBILITIES:

To ensure effective communication in the organisation, the Corporate Communications Policy stipulates that communications should be carried out as per the following set structural functions:

2.1 Mayor

- 2.1.1 The Mayor is the Political Head of the organisation, therefore the Mayor is the Chief Communicator (spokesperson) for the City of Windhoek on issues of political nature.
- 2.1.2 He/she can delegate these responsibilities to the Deputy Mayor or to the Chairperson of the Management Committee.
- 2.1.3 The Mayor together with the Chief Executive Officer and the Manager Corporate Communications, Marketing and Public Participation will be responsible for defining the annual communication priorities, objectives and requirements in consultation with all Councillors and Strategic Management Team.

2.2 Chief Executive Officer

- 2.2.1 The City's Chief Executive Officer who is the Head of Administration and Operation is the spokesperson for the City on strategic and operational matters.
- 2.2.2 He/she ensures that the communications strategies are in line with the City of Windhoek's organisation's priorities as per the overall organisational strategic plan.
- 2.2.3 The Chief Executive Officer ensures that communication within the organisation is well streamlined and reinforces adherence to information flow per the reporting structures.

2.3 Strategic Executives and Head of City Police:

Strategic Executives Officers and Head of City Police are the heads of respective departments in the City of Windhoek, and in relations to this Corporate Communications Policy they are responsible for:

- 2.3.1 Ensuring compliance with the ⁷⁴⁶City's Corporate Communications Policy and Procedures;
- 2.3.2 Attending to media inquiries through the Corporate Communication, Marketing and Public Participation Division with the exemption of City Police:
- (i) The Head of City Police is delegated as a spokesperson on all technical matters pertaining to the City Police operations.
- 2.3.3 Ensuring that key communication matters and priorities are identified annually in line with the organisation Corporate Communication Policy;
- 2.3.4 Ensuring that their programmes and projects have communication action plans, must be done in consultation with the Corporate Communications, Marketing and Public Participation Division.
- 2.3.5 Ensure that events related to launches of capital projects, social events, etc. are well coordinated with Corporate Communications, Marketing and Public Participation Division for the formulation of timely communication plans and implementation thereof.

2.4 Manager of Corporate Communication, Marketing and Public Participation:

The Manager of Corporate Communication, Marketing and Public Participation Division, head the division with the sections that are responsible for the core functions of the corporate image, namely: Corporate Communications, Marketing and Public Participation. In line with this Corporate Communication Policy his/her key responsibilities are:

- 2.4.1 Overall spokesperson on all organisation operational matters daily;
- 2.4.2 He/she is responsible for co-coordinating all communications activities including budgeting for the procurement of the communications products and services. This includes the appointment of communication service providers, consultants and communication activities of the various department of the City of Windhoek;
- 2.4.3 He/she ensures that the Corporate Communications Policy and Procedures are communicated to staff and adhered to;
- 2.4.4 He/she provides communication advice to the Mayor and Chief Executive Officer;

2.4.5 He/she ensure proper media ⁷⁴⁷coverage, monitoring, and evaluation and its impacts on the organisation's corporate image and provides solutions to enhance a positive organisational image/reputation;

2.5 Corporate Communications, Marketing and Public Participation Division

2.5.1 Corporate Communications, Marketing and Public Participation Division is responsible for co-coordinating all communication activities in the organisation. In this regards, the Division shall support and coordinate all communication efforts with the main aim of enabling the Mayor and Chief Executive Officer to perform their function as Chief Communicators;

2.5.2 City of Windhoek employees are not allowed to directly comment on the City-related services, products and operations to the media unless duly authorised by the Office of the CEO and by the Corporate Communications Manager.

2.5.3 That anonymous sources and leaking of confidential information to the media will not be tolerated, as very often such leakages has the potential to harm the organisations reputation.

2.5.4 The division shall provide strategic advice regarding Corporate Communications Policy development, programme planning and implementation;

2.5.5 The Corporate Communication, Marketing and Public Participation division shall develop and implement communication plans and produce publications for information dissemination.

2.5.6 Corporate Communication, Marketing and Public Participation Division Manager should establish a Communication Forum, which is a strategic platform to advise on Council Communications.

SECTION 3: PROCEDURES AND REGULATIONS⁷⁴⁸

The following procedures and regulations are the guidelines that direct the implementation of the Corporate Communications Policy.

3.1 Media Relations

Corporate Communications, Marketing and Public Participation Division is the City of Windhoek's first line of contact with the media and is responsible for co-ordinating all media relations. The following procedures should be followed with regards to media liaison:

- 3.1.1 It is critically important that all media queries should be coordinated by the Corporate Communications, Marketing and Public Participation Division with the knowledge of the CEO's Office. In a situation where this is not possible, the response must be sanctioned by the relevant Strategic Executives through the Office of the Chief Executive Officer to the Manager Corporate Communications.
- 3.1.2 All media queries must be referred to the Corporate Communications, Marketing and Public Participation Division that is responsible for coordination with the relevant departments for an adequate response.
- 3.1.4 The Division is responsible for media evaluation and monitoring. Consistent media monitoring services be maintained with regular reports on media coverage of the organisation. Items of importance will be circulated to those impacted upon, either for information purposes or for a factual draft response.
- 3.1.5 Media queries are to be responded to within 48 hours, exemption for earlier or late response can be given depending on the subject at hand.
- 3.1.6 Inquiries received after hours (**before or after 07:30 – 16:30 from Monday – Friday**) will only be dealt with during office hours unless there is obvious urgency or instruction to do so.
- 3.1.7 Inquiries from the media must always be in writing. Responses are to be supplied in writing except for radio and television interviews.
- 3.1.8 Media queries must be treated as a top priority in the City of Windhoek.

3.2 Production of Communication Materials

- 3.2.1 The Corporate Communications, Marketing and Public Participation Division must be consulted on communications materials that are to be

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produced by various departments within the organisation for purpose of media and public audience.

3.2.1 Decisions to outsource such activities or part thereof must carry the approval of the Manager Corporate Communications, Marketing and Public Participation.

3.2.2 Corporate Communications, Marketing and Public Participation Division is the sole gatekeeper of assessing and disseminating messages to the media.

3.3 Advertising

3.3.1 The Marketing Section under Corporate Communications, Marketing and Public Participation Division is responsible for coordinating all advertising activities.

3.3.2 The Marketing Section is responsible for the formulation of marketing campaigns, corporate adverts, promotional concepts and coordination of advertising or procurement and budgeting of advertising services.

3.3.3 No Marketing and Advertising should be done without the approval of the Manager of Corporate Communications.

3.3.4 In all instances, correct procurement procedures should be followed.

3.4 Corporate Image

The Corporate Communications, Marketing and Public Participation Division is responsible for the corporate image as per the **Corporate Identity Manual** of the City, with the following responsibilities:

3.4.1 To ensure a uniformed corporate ambiance presence throughout all City of Windhoek buildings. Ensure that the Head Office of the City of Windhoek has a prominent logo displayed on the building and that there is a presentable corporate flag hoisted in front of the Head Office building.

3.4.2 Monitor and approve the usage of the corporate brand throughout the organisation as per the City of Windhoek Corporate Identity Manual (CI Manual). The City's corporate colours, logos, flags and symbols should be carried out in consultations with the Corporate Communications, Marketing and Public Participation Division (Marketing Section).

- 3.4.3 The Marketing Section is also ⁷⁵⁰responsible for the protocol display of Mayoral frames, Presidential frames, and CEO frames.
- 3.4.4 The Manager Corporate Communications (Section Head: Marketing) gauge the market for the latest trends in marketing and brand management and advice the CEO on the type of marketing strategies that the organisation can make use of. He/she is to also ensure that marketing items such as folders, letterheads, business cards are correctly branded as per ID Manual; and that communication material are produced in line with the prescribed norms such as the corporate font type, with correct positioning of the corporate logo.
- 3.4.5 The Aloe is the official City of Windhoek emblem with the name of the City of Windhoek written in full underneath, the logo is adorned in the tier colours of royal blue: **100% royal blue, 60% royal blue and 20% royal blue.**

3.5 Branding and Promotional Materials

- 3.5.1 Promotional material using the corporate identity of the Municipality may only be used for official purposes. The production of such materials must be authorised by the Corporate Communications, Marketing and Public Participation Division.
- 3.5.2 Branded merchandise is an integral part of the City of Windhoek branding strategy and as such cannot be developed without the approval of the Manager of Corporate Communications. The use of the municipality logo on projects not initiated by the City of Windhoek has to be approved by the Corporate Communications, Marketing and Public Participation Division. Strict adherence to the corporate identity is given with the development of any branded material.
- 3.5.3 Section Head Marketing should coordinate the branding of City events.

3.6 Procurement of corporate communication materials

- 3.6.1 All procurement of corporate communication materials, designs, processes intended to convey information to the public shall be approved in consultation with Corporate Communication, Marketing and Public Participation division.
- 3.6.3 Corporate Communications, Marketing and Public Participation Division has the responsibility of ensuring that communication products and

services, including consultants⁷⁵¹ or services are acquired in a fair and equitable manner in line with the Public Procurement Act, 2015 (Act No.15 of 2015).

3.6.4 It is advisable to make use of the in-house service such as layout and design, printing etc., depending on the type of project, the time frames, capacity available, and budgets.

3.7 Website and Social Media Usage

The Ministry of Information and Communication Technology (MICT) developed a **Social Media Use Policy and Implementation Plan 2016/17-2019/20** that was approved by Cabinet. Under that Social Media Use Policy all O/M/As, Regional Councils and Local Authorities are required to adopt and implement accordingly. Therefore, the City of Windhoek through this Communication Policy adopts the above-mentioned Policy.

The City of Windhoek Website and Social media serves as a window in which the public sees the organisation, thus the Corporate Communications, Marketing and Public Participation Division is responsible for the following responsibilities:

3.7.1 Only the CCMPP division with approval of the divisional Manager is authorised to create a Social Media platform on behalf of the organisation;

3.7.2 To place content, updating and removing materials;

3.7.3 To ensure that departments provide information for update of the website and any other social media platform;

3.7.4 To approve the creation of a link on the City's website and social media platforms and or acceptance of a link to the City website and social media be done with approval from Manager Corporate Communication.

3.8 Language Policy and Translations

3.8.1 The City of Windhoek language use policy is based on the Namibian Constitution and the Local Authority Act, Act 23 of 1992, in this regard; it considers the language usage and preference of the resident when communicating.

3.8.2 English is the approved official language for the country, and it is, therefore, the approved business language for the City of Windhoek,

and all official notes and advertisements issued for public information must be published in English. Translations into local languages spoken in the City should be done as the need arises for the benefit of the public.

3.9 Copyright

- 2.5.3 All publicity materials and information generated or paid for by the City remains its property.
- 2.5.4 The reproduction of any such material requires the approval of the Municipality.
- 2.5.5 Copyright to the Municipality allows the Municipality the freedom to allow others to use the materials without paying fees to the original producer. It also gives the Municipality the authority to prevent misuse of the materials by the producer or anyone else.

3.10 Exhibitions

The marketing Section of the Corporate Communications, Marketing and Public Participation Division is solely responsible for coordinating Exhibition and Trade Fairs and Branding as per CoW Corporate Identity of the Municipality thus, the Division must approve all participation in trade fairs and exhibitions on behalf of the City of Windhoek.

3.11 Events

Events shall be organised as prescribed in the City of Windhoek's Events Policy, and Corporate Communications, Marketing and Public Participation Division shall take full responsibility for media, publicity, and branding.

3.12 Training and Development

The Corporate Communications, Marketing and Public Participation Division shall identify communication-training courses in consultation with Human Resources Development for Council officials who interact with media and public. Communications consultants engaged by Council should work closely with officials so that skills can be transferred.

SECTION 4: CRISIS COMMUNICATIONS⁷⁵³

4.1 Introduction to the Crisis Communications Plan

4.1.1 Crisis communication is a sub-specialty of the corporate communication profession, it designed to protect and defend an individual, company, or organization facing a public challenge to its reputation.

The communication scholar Timothy Coombs defines crisis as "the perception of an unpredictable event that threatens important expectancies of stakeholders and can seriously impact an organization's performance and generate negative outcomes and crisis communication as the collection, processing, and dissemination of information required to address a crisis situation".

4.1.2 The City of Windhoek needs to protect its reputation and image through appropriate responses during a crisis. When an emergency occurs, the need to communicate is immediate. If business operations are disrupted, City residents will want to know how they will be impacted. The public may need to be notified and the government and related stakeholders will want to know what is going on in the City. Employees and their families will be concerned and want information. If it is one of the City's facilities, people living near the facility may need information—especially if they are threatened by the incident. These audiences will want information before the organisation has a chance to begin communicating.

4.1.3 An important component of the preparedness program is the crisis communications plan in relation to the City's **Disaster Risk Management Plan**. The City of Windhoek must be able to respond promptly, accurately and confidently during an emergency in the hours and days that follow. Many different audiences must be reached with information specific to their interests and needs. The image of the City can be positively or negatively impacted by public perceptions of the handling of the incident/crises.

4.1.4 This step of Ready Business provides direction for developing a crisis communications plan. Understanding potential audiences is key, as each audience wants to know: **"How does it affect me?"** Guidance for

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scripting messages that are specific to the interests of the audience is an important element of the communication plan.

- 4.1.5 Understanding the audiences that a business needs to reach during an emergency is one of the first steps of the crisis communications plan. Many potential audiences will want information during and following a crisis and each has its own needs for information. Therefore, potential audiences must be defined, determine their information needs and then identify who within the City of Windhoek is best able to communicate with that audience.

The cause of almost all crises in the view of public perception falls into two broad categories:

1. Overt acts and acts of omission
2. Issues of competence or lack thereof

4.2 The Crisis Communication Team

- 4.2.1 Depending on the type of crisis the City should formulate a crisis communication team that should be composed of the **Chief Executive Officer, Manager Corporate Communications, Corporate Legal, Strategic Executive** from the affected department, and other relevant officials or stakeholders.
- 4.2.2 This team is essential to identify what actions should be taken, and should come up with a plan of action and decide who the spokesperson should be. The team needs to have access to organisation's complete management list and contact numbers in the event their service may be required. Once the crisis communication team is selected a list should be made up of the people on the team and what each team member is responsible for.
- 4.2.3 In addition to the crisis communication team, the Corporate Communications, Marketing and Public Participation Division should be supplemented with competent people who can answer phones and if required escort media. Having calls from the media answered promptly is essential. As soon as possible a prepared statement should be given to this staff. This statement should be something such as **"Facts are still being gathered but there will be a media conference at a time to be announced, give me your name, e-mail and number and I will revert back to you to let you know when."**

- 4.2.4 The Crisis Communication Team should be to determine the appropriate positioning or message to address the emergency. The team should identify a spokesperson, and the spokesperson must be able to **"Tell it all, tell it fast and tell the truth/facts"**. It is always best when a mistake has been made to admit it upfront, and begin doing whatever is possible to re-establish credibility and confidence with internal and external audiences.
- 4.2.5 The Communication Plan and the positive actions taken by the communication team are essential to minimise any legal costs that may arise after the crisis.
- 4.2.6 The Communication Team should strive to protect the integrity and reputation of the organisation, and should be mindful that denying or lying or hiding and or ignoring the crises may escalate it and cause damage to the City of Windhoek's reputation.
- 4.2.7 The Crisis Communication Plan is helpful in mitigating crisis issues brought into the media domain such as a legal dispute, theft, accident, fire, flood or manmade disaster that has potential to adversely affect the City of Windhoek reputation.
- 4.2.8 The Plan is also essential to situations wherein the eyes of the media or public the organisation seemed not to have reacted to one of the above situations in the appropriate manner, and therefore requires rectification to safeguard the organisation's image.
- 4.2.9 When a situation arises that may be a crisis the first thing any employee in the City of Windhoek should do is contact the Chief Executive Officer and or the Manager Corporate Communications so that a Crisis Communication Plan can be initiated.

4.3 Designated Spokesperson

- 4.3.1 The Crisis Communication Team should designate one individual as the designated primary spokesperson to represent the City of Windhoek, make official statements and answer media questions throughout the crisis. A backup to the designated spokesperson should also be identified to fill the position if the primary spokesperson is unavailable.
- 4.3.2 In addition to the primary spokesperson and the backup spokesperson, individuals who will serve as technical experts or advisors should be designated. These resources might include a senior person from the

City's Finance Department (e.g. ⁷⁵⁶to speed procurement processes), Infrastructure Department (e.g. engineering needs), City Police, Fire Brigade, Emergency Management, Electricity Department, etc.

4.3.3 Some external resource person may also be required depending on the crisis. Some information may need may be of technical nature and a technical expert should be at hand to supplement the knowledge of the spokesperson.

4.4 Criteria for the Spokesperson, backup Spokesperson during Crisis Communication

The spokesperson should be:

4.4.1 Comfortable in front of the Media (a TV camera) reporters.

4.4.2 Preferably, skilled in handling media, skilled in directing responses to another topic, skilled in identifying key points, able to speak without using jargon, respectful of the role of the reporter, knowledgeable about the City of Windhoek and the crisis at hand.

4.4.3 To establish credibility with the media, able to project confidence to the audience, suitable regarding diction; appearance and charisma, sincere, straightforward and believable, accessible to the media and resource full persons and;

4.4.4 Able to remain calm in stressful situations.

4.4.5 In addition to the designated spokesperson, it can be anticipated that other parties involved in the crisis such as Namibian Police (NAMPOL), Ministry of Health and Social Services (MoHSS), Khomas Regional Council (KRC), Ministry of Urban and Rural Development (MURD), NamPower, NamWater, etc. will also have their spokesperson, and it is important to obtain the identities and contact numbers of those spokespersons as early as possible so that their media release do not contradict information at hand and as such enhance media coordination between the respective institutions whenever possible.

4.5 Phases of Crisis and Communication tactics to consider during the crises

Five factors crucial for consideration during a crisis: Crisis origin, crisis type, infrastructure, message strategy, and message form.

There are three phases of crises stages:

- 4.4.6 **Pre-crisis:** preparing ahead of ⁷⁵⁷time for the crisis, set up early your Crises Communication Team.
- 4.4.7 **Crisis:** Be vigilant and assess how the organisation is responding to the actual crisis event.
- 4.4.8 **Post-crisis:** occurs after the crisis has been resolved; the efforts by the crisis management team to understand why the crisis occurred and to learn from the event.

Things to do during the three phases of the crises:

Pre-crisis:

- a) Researching and collecting information about crisis risks specific to the City of Windhoek.
- b) A rapid response Crisis Communications Team should be organized during the pre-crisis stage.
- c) The organisation should at a strategic level create a Crises Management Team that is guided by a Crises Management Plan and should make decisions ahead of time about who will handle specific aspects of a crisis when it occurs.
- d) The Crisis Communications Team should prepare a press release before the onset of the crisis and ensure that information should flow rapidly to the public or affected communities.
- e) Establish a chain of command that all employees will follow in the dissemination of information to the public during the crisis.

In-crisis:

Crisis communication tactics during the crisis stage may include the following:

- a) The identification of the incident as a crisis by the City of Windhoek's Crisis Management Team;
- b) The collection and processing of pertinent information to the Crisis Management Team for decision making; and
- c) The dissemination of crisis messages to both internal and external publics of the organization by the Crises Communication Team.

Post-crisis:

- Reviewing and dissecting the successes and failures of the Crisis Management Team to make any necessary changes to the organisation, employees, practices, or procedures.

- Providing follow-up crisis messages⁷⁵⁸ as necessary.

It is important for crisis communication to include the following five steps:

- Deliver all information promised to stakeholders as soon as that information is known.
- Keep stakeholders updated on the progression of recovery efforts including any corrective measures being taken and the progress of investigations.
- Analyse the crisis management effort for lessons and integrate those lessons into the organization's crisis management system.
- Scan the Internet channels for online memorials.
- Consult with victims and their families to determine the City of Windhoek's role in any anniversary events or memorials.
- All victims should be provided an expression of sympathy, any information about corrective actions, and trauma counselling when needed. This can be called the care response.
- For crises with minimal attributions of crisis responsibility and no intensifying factors, instructing information and care response is sufficient.
- For crises with minimal attributions of crisis responsibility and an intensifying factor, add excuse and/or justification strategies to the instructing information and care response.
- For crises with low attributions of crisis responsibility and no intensifying factors, add excuse and/or justification strategies to the instructing information and care response.
- For crises with low attributions of crisis responsibility and an intensifying factor, add compensation and/or apology strategies to the instructing information and care response.
- For crises with strong attributions of crisis responsibility, add compensation and/or apology strategies to the instructing information and care response.
- The compensation strategy is used anytime victims suffer serious harm.
- The reminder and ingratiation strategies can be used to supplement any response.
- Denial and attack the accuser strategies are best used only for rumour and challenge crises.

During a crisis, it is important for the information to be handled rapidly and correctly so that in the process the potential damage to the City of Windhoek reputation can be minimized. It is also important that during the crisis event to tell it all, tell it fast and tell the truth.

Further, how to draft effective message to defend the crisis is the focal point of the Crisis Communication Team. If need be the team should decide depending on the complexity of the crises, on the image repair theories it can adopt such as **denial, evade responsibility, reduce offensiveness, corrective action, and mortification**. Specifically, denial strategy contains two sub-strategies, simple denial and shift blame. Evade responsibility strategy includes provocation, defeasibility, accident, good intention. Reduce offensiveness strategy garners bolstering, minimization, differentiation, transcendence, attack accuser, and compensation.

Amongst other strategies includes: denial, scapegoat, attack the accuser, excuse, justification, ingratiation, concern, compassion, regret, apology.

4.7 Crisis Communication dilemma

An increasing number of studies are investigating "stealing thunder". The concept originates from the law, which indicates that lawyers report flaws in their cases instead of giving the opponent opportunities to find the flaw. Journal articles frequently demonstrate the advantage of adopting the "stealing thunder" strategy in minimizing reputational loss during crises. They argue organizations should report the problems first. However, the strategy itself is fundamentally counterintuitive. Companies are unwilling to disclose their crisis because there is a chance that the public will never know.

4.8 Process for disseminating crisis information

4.8.1 Select a place to be used as a media centre. It should be some distance from offices of the Crisis Communication Team, and Emergency Operations Centre to ensure that media is not in the middle of the action if they happen to take the wrong turn. If there is a visual (a fire or rescue operation) don't make the media centre in such a remote site that they can't see what is going on because they may not show up and if they do you will lose their confidence and it may appear that you are hiding something.

4.8.2 The Crisis Communications Team should decide the locations for interviews and press briefings. Don't change the rules that you already

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have established for the media. If the media are currently required to be escorted, then during a crisis they should be required to be escorted. These things should be considered and preparations made now to find people who can escort media during a crisis. If they are not required to be escorted now, then don't require them to be in a crisis. If there are special circumstances that would require them to be escorted such as a safety hazard, they should be advised of this upfront. Any change in the way the media is dealt with during a crisis may change the views of the reporter. It is important that they feel that you aren't trying to hide anything.

- 4.8.3 Controlling the interview process is important to managing the crisis, and all interviews should be restricted to the primary spokesperson, back-up spokesperson, or technical expert. However, remember that reporters have the right to interview anyone they want to and if they don't get the answers they want from designated spokesperson they will get them somewhere. They are all after the scoop. They all want a different angle than the reporter standing next to them. They will try for that scoop with you. If the possibility is there to provide them with what they want, then it should be considered very carefully. All media should be treated equally. What is given to one (such as access to an area affected by the crisis) should be available to all media.

4.9 Preparing the Crisis Communication media release/statements

- 4.9.1 The City of Windhoek should always communicate immediately when in a crisis, as failure to do will diminish opportunity to control the crisis event. The first news/media release of the crisis should include at a minimum the **who, what, when and where** of the situation.
- 4.9.2 The designated spokesperson must give the facts that have been gathered from reliable sources and confirmed. He/she should not over reach and should not speculate.
- 4.9.3 The first media release should reflect concern for the public, employees, affected communities etc.
- 4.9.4 The outcome of expressing concern and generating good will at the public level is important to garner loyalty from the residents and employees. It is important to note that should employees and residents not made to feel like insiders, they will likely act like outsiders and thus jeopardise corporate reputation.

- 4.9.5 There must be a prepared media⁷⁶¹ release/statement on hand that can be used to make an initial general response to the media when knowledge about the crisis first becomes known on a widespread basis or by reporters.
- 4.9.6 As the crisis progresses and new information and facts become available, it is also advisable to develop prepared media release/statements to be made by the spokesperson at the onset of any media interview, briefing or news conference.
- 4.9.7 These prepared media release/statements can also be e-mailed to reporters who call to request information but are not represented at news conferences or briefings.

4.10 Collateral Materials

- 4.10.1 Information brochures or fact sheets about the company or the area in which the crisis has occurred are helpful in informing the reporters or anyone else seeking information about the company.
- 4.10.2 In some cases, it might be necessary to create materials that explain technical systems or in-house procedures. If the City explains how a technical system or in-house procedure works and point out where a breakdown occurred, there is less chance of a reporter interpreting the situation erroneously. If one is not already in place when possible a generic fact sheet should be created and made available.
- 4.10.3 Complicated information should be made simple as possible for the ease of reporting by the journalists. If the crisis was caused by a piece of equipment consider bringing in a similar piece of equipment to show journalists. At the very least provide a schematic or drawing, as it helps keep the journalist from seeking one out themselves. It is important to try not to use the actual piece of equipment that failed since that is morbid and allows an opportunity for an overzealous reporter to do some yellow journalism. It may also be traumatic to the relatives of victims.

4.11 Contact Information

- 4.11.1 There should be an updated media contact list.

4.11.2 It is important to have an updated ⁷⁶² employee's contacts list, including senior management, executive management, councillors, and mayor, stakeholders and suppliers.

4.12 Emergency notification protocols

4.12.1 Internal notifications:

There should be established and documented emergency protocols for when to notify the leadership of the organisation, and should be clearly understood and documented. Some crisis events can occur on a holiday, weekend, or in the middle of the night. The City's leadership will not be pleased to learn about the situation from the news media. It should be clear to staff members on standby to know that the situation requires immediate notification to executive management regardless of the time of day. Similar protocols and procedures should also include crisis notification to Mayor, Councillors, immediate stakeholders, bulk service suppliers etc.

4.12.2 Government Officials & Regulators

Communications with government officials depend upon the nature and severity of the incident and regulatory requirements. Environmental regulations require notification if there is a chemical spill or release that exceeds threshold quantities. Other regulators may need to be notified if there is an incident involving product tampering, contamination, or quality.

A major incident in the community will capture the attention of elected officials; therefore, the Chief Executive Officer should communicate with elected officials and public safety officials.

4.12.3 Employees, Victims and Their Families

Human Resources and Corporate Services department is responsible for the day-to-day communications with employees regarding employment issues and benefits administration. HR management should assume a similar role on the Crisis Communications Team. HR should coordinate communications with management, supervisors, employees and families. HR should also coordinate communications with those involved with the care of employees and the provision of benefits to employees and their families. Close coordination between management, company spokesperson, public agencies and HR is needed when managing the sensitive nature of communications related to an incident involving death or serious injury.

4.12.3 The Community

If there are hazards at a facility that could impact the surrounding community, then the community becomes an important audience. If so, Community Services should be part of the Crisis Communications plan. The plan should include coordination with public safety officials to develop protocols and procedures for advising the public of any hazards and the most appropriate protective action that should be taken if warned.

4.12.4 News Media

If the incident is serious, then the news media will be on scene or calling to obtain details. There may be numerous requests for information from local, regional or national media. The challenge of managing large numbers of requests for information, interviews and public statements can be overwhelming. Prioritization of requests for information and the development of press releases and talking points can assist with the need to communicate quickly and effectively. Therefore, the Crisis Communication Team should coordinate the dissemination of the information through the designated communication person.

4.13 Messages and audience

4.13.1 During and following an incident, each audience will seek information that is specific to them. **"How does the incident affect my job, safety, my house, community etc".?** It is important to identify potential audiences as these types of questions need to be answered when communicating with each audience.

4.13.2 After identifying the audiences and the spokesperson assigned to communicate with each audience, the next step is to script messages. Writing messages during an incident can be challenging due to the pressure caused by **"too much to do"** and **"too little time."** Therefore, it is best to script message templates in advance if possible.

4.13.2 Pre-scripted messages should be prepared using information developed during the pre-crisis stage and risk assessment done. The risk assessment process should have identified scenarios that would require communications with stakeholders.

There may be many different scenarios but the need for communications will relate more to the impacts or potential impacts of an incident:

- accidents that injure employees or others
- damage to properties and or road infrastructures
- liability associated injury to or damage sustained by others
- production or service interruptions
- chemical spills or releases with potential off-site consequences, including environmental

Messages should be scripted to address the specific needs of each audience, which may include:

- **Council Leadership, CEO, Strategic Executive, and Corporate Communication** - "What happened?" "When did it happen?" "Was anyone injured?" "How bad is the property damage?" "How long do you think municipal service interruption will remain?"
 - **Employees** - "When should I report to work?" "Will I have a job?" "Will I get paid during the shutdown?" "What happened to my co-worker?" "What are you going to do to address my safety?" "Is it safe to go back to work?"
 - **Government Regulator** - "When did it happen?" "What happened (details about the incident)?" "What are the impacts (injuries, deaths, environmental contamination, safety of residents, etc.)?"
 - **Elected Official** - "What is the impact on the community (hazards and economy)?" "How many residents/employees will be affected?" "When will you be back up and running?"
 - **Bulk Suppliers** - "When should we resume electricity and water supply?"
 - **Neighbors in the Community** - "How can I be sure it's safe to go outside?" "What are you going to do to prevent this from happening again?" "How do I get paid for the loss I incurred?"
 - **News Media** - "What happened?" "Who was injured?" "What is the estimated loss?" "What caused the incident?" "What are you going to do to prevent it from happening again?" "Who is responsible?"
- 4.13.3 Messages can be pre-scripted as templates with blanks to be filled in when needed. Pre-scripted messages can be developed, approved by the management team and stored on a remotely accessible server for quick editing and release when needed. Another important element of the Crisis Communications Plan is the need to coordinate the release of information. When there is an emergency or a major impact on the business, there may be limited information about the incident or its potential impacts. The "story" may change many times as new information becomes available.

4.13.4 One of the aims of the Crisis Communication Plan is to ensure consistency of message. If you tell one audience one story and another audience a different story, it will raise questions of competency and credibility. Protocols need to be established to ensure that the core of each message is consistent while addressing the specific questions from each audience.

4.13.5 Another important goal of the Crisis Communications Plan is to move from reacting to the incident to managing a strategy, to overcome the incident. The Crisis Management Team needs to develop the strategy and the Crisis Communications Team needs to implement that strategy by allaying the concerns of each audience and positioning the organization to emerge from the incident with its reputation intact.

4.14 Crisis communication hub/centre

Communications before (pre-crisis), during (crisis) and after (post-crisis) the crisis is bi-directional. The media, stakeholders or audiences/residents will ask questions and request information. The organisation should answer questions and provide information. Therefore, this flow of information should be managed through a communications hub.

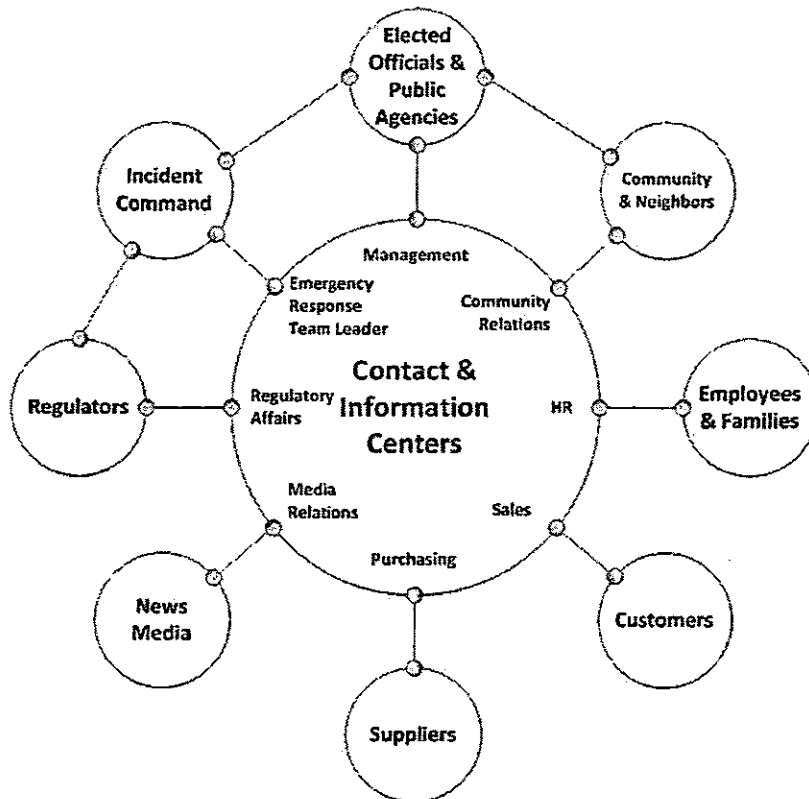


Figure: Crisis Communications Hub & Spoke Diagram - Text Version

- 4.14.1 Contact and Information Centre form the "hub" of the crisis communications plan. The centre receives requests for information from each audience and disseminates information to each audience. Employees from multiple departments may be assigned to communicate with a specific audience.
- 4.14.2 The "contact centre" fields inquiries from customers, suppliers, the news media and others. The contact centre should be properly equipped and staffed by personnel to answer requests for information. The staff working within the contact centre should be provided with scripts and a "frequently asked questions" (FAQ) document to answer questions consistently and accurately.
- 4.14.3 The "information centre" consists of existing staff and technologies (e.g., website, call centre, bulletin boards, etc.) that field requests for information from the public, employees and others during normal business hours. The information centre and its technologies can be used to push information out to audiences and post information for online reading.
- 4.14.4 The Crisis Communications Team, consisting of members of the management team, should operate in an office environment to support the contact and information centre. The offices may be clustered near the emergency operations centre or at an alternate site if the primary site cannot be occupied. The goal of the crisis communications team is to gather information about the incident. This should include monitoring the types of questions posed to call centre operators or staff in the office; emails received by customer service; social media chatter or stories broadcast by the news media. Using this input, the Crisis Communications Team can inform management about the issues that are being raised by stakeholders. In turn, management should provide input into the messages generated by the Crisis Communications Team. The team can then create appropriate messages and disseminate information approved for release to the media and the public.

4.15 Resources for Crisis Communications

Resources should be available within the primary business site and provisions should be made to set up similar capabilities within an alternate site in case the primary site cannot be occupied.

- a) Telephones with dedicated or ⁷⁶⁷addressable lines for incoming calls and separate lines for outgoing calls
- b) Access to any electronic notification system used to inform employees
- c) Electronic mail (with access to "info@" inbox and ability to send messages)
- d) Fax machine (one for receiving and one for sending) and photocopy machine
- e) Digital and Online Communication Officer access to the company website to post updates
- f) Access to social media accounts (e.g. Facebook, WhatsApp etc.)
- g) Access to local area network, secure remote server, message template library and printers
- h) Hard copies of emergency response, business continuity and Crisis Communications Plan
- i) The site and building diagrams, information related to business processes and loss prevention programs (e.g., safety and health, property loss prevention, physical and information/cybersecurity, fleet safety, environmental management etc.)
- j) Forms for documenting events as they unfold
- k) Message boards (flipcharts, whiteboards, etc.)
- l) Pens, pencils, paper, clipboards, and other stationery supplies

4.15 Contact Log

A log should be established to record all telephone calls from the media or other parties inquiring about the crisis. This will help to ensure that the many callbacks required are not overlooked. It will also assist in the post-crisis analysis.

The contact log should contain the following information:

Date, name of the caller, questions asked, telephone number, the person responsible for response, and additional follow-up needs.

ANNEXURES

ANNEXURE 1 – IMMEDIATE RESPONSE CHECKLIST

Step One – First Alert

Tick	Steps	Responsible Person
	Alert the Chief Executive Officer and Manager Corporate Communications	
	Inform switchboard to direct all media calls to the Corporate Communications Officers	
	Assess situation and level of impact	
	Decide to issue a written statement or to hold a press briefing	
	If necessary, decide the location for a press briefing.	
	Alert switchboard and media to time and location of the press briefing.	

Step Two- get the Facts

Tick	Steps	Responsible Person
	Gather known facts.	
	Verify the nature and scope of the incident with the Health and Safety officer or responding emergency agencies.	
	Determine if injuries and/ or fatalities (do not release names).	
	Assess public health risk (if any)	
	Determine what authorities must / should be consulted.	
	Consult immediately with responding agencies to coordinate the release of information.	
	Begin to craft a message for release to media, use key messages worksheet.	
	Begin to plan to inform internal, stakeholder audiences.	

Step Three- verify and keep the Information Moving

Tick	Steps	Responsible Person
	Time code all information as it arrives.	
	Verify all facts before releasing.	
	Keep appropriate senior officials up-to-date.	
	Keep in consultation with appropriate government and legal authorities.	
	Begin plan to inform internal, stakeholder audiences.	

Step Four – Prepare for Media (Calls and Visits)

Tick	Steps	Responsible Person
	Start media contact record.	
	Brief and rehearse designated media spokesperson. Go through the “What information media will want” list and rehearse what verified information will be made available.	
	Discuss media inquiry strategy.	
	Activate pre-arranged media room/area (on or off-site)	
	Get approval for media statement (as handouts or release)	
	Designate officials who will read statements or speak during a press briefing	
	Review guidelines for dealing with the media with each person.	

Step Five – When Reporters Arrive

Tick	Steps	Responsible Person
	Ask media for identification and to sign in.	
	Inform reporters of restrictions on the movement/photography and filming.	
	Proceed with the briefing.	
	Advise media of time and place of next and future updates	
	Follow-up on additional media inquiries.	

Step Six – Media Follow-up & On-going Media Relations

Tick	Steps	Responsible Person
	Monitor media coverage.	
	Assess and correct factual errors.	
	Advise media of any significant new developments.	
	Log all media contact.	
	Evaluate the effectiveness of the plan and revise as necessary.	

ANNEXURE 2 – CRISIS COMMUNICATION MANAGEMENT TEAM CONTACTS

Name	Designate	Home Number	Mobile Number

ANNEXURE 3 – CRISIS MEETING AGENDA ⁷⁷²

During an initial briefing about the crisis, the following specific agenda items will be reviewed:

1. **Situation report:** What appears to have happened? Confirmed facts (when, immediate known consequences, likely consequences). Scope of proposed situation.

2. **Initial response status:** What is being done, why, by whom?

3. **Initial communications status:** Who knows? Who needs to know immediately and later on? Alert switchboard.

4. **Short-term response requirements:** Delegate crisis communications responsibility. What must be done in the next several hours and how? What human and material resources are available or needed?

5. **Short-term communication process:** Staff, Shareholders, families, Media etc

6. Next meeting time.....

ANNEXURE 4- CITY OF WINDHOEK STAKEHOLDERS

STAKEHOLDER CATEGORY	STAKEHOLDERS
External Stakeholder	Residents
	Khomas Regional Council
	National Government
	Local Authorities
	Namibia Chamber of Commerce and Industry (NCCI)
	Suppliers of goods and services
	Diplomatic Missions
Internal Stakeholder	Councillors
	Management
	Staff
Trade Unions and Related Associations	Namibia Public Workers Union (NAPWU) Namibia Local Authority Workers Union (NALAWU)
Professional Associations	NALAO ALAN AMICAAL
Media	All Media institutions
Line Ministry	Ministry of Urban and Rural Development
Regulator	Electricity Control Board
Others	Non-Governmental Organisations (NGO)

ANNEXURE 5- KEY MESSAGES WORKSHEET⁷⁷⁴ ---

Three **Key Messages** to be communicated during this crisis

1. _____

2. _____

3. _____

ANNEXURE 6 – POSSIBLE MEDIA QUESTIONS⁷⁷⁵

1. Casualties

- 1.1. Number killed or injured or who escaped (use caution with initial numbers).
- 1.2. Nature of injuries received.
- 1.3. Care given to the injured.
- 1.4. Disposition of the dead.
- 1.5. Prominence of anyone who was killed injured or escaped.
- 1.6. How escape was handicapped or cut off.

2. Property Damage

- 2.1. Estimated value of loss.
- 2.2. Description of property.
- 2.3. Importance of the property.
- 2.4. Other property threatened.
- 2.5. Insurance protection.
- 2.6. Previous emergencies in the area.

3. Causes

- 3.1. Testimony of participants
- 3.2. Testimony of witnesses.
- 3.3. Testimony of Key responders- the crisis management team, police, fire, etc
- 3.4. How emergency was discovered.
- 3.5. Who sounded the alarm?
- 3.6. Who summoned aid?
- 3.7. Previous indications of danger.

4. Rescue and Relief

- 4.1. The number of people engaged in rescue and relief operations.
- 4.2. Any prominent person in the relief crew.
- 4.3. Equipment used.
- 4.4. Physically disabled persons rescued.
- 4.5. Care of destitute and homeless.
- 4.6. How the emergency was prevented from spreading.

4.7. How the property was saved. 776

4.8. Acts of heroism.

5. Description of the crisis or disaster

5.1. Extent of emergency.

5.2. Blasts and explosions.

5.3. Crimes of violence.

5.4. Attempts at escape or rescue.

5.5. Duration.

5.6. Collapse of structures.

5.7. Colour of flames.

5.8. Extent of the spill.

6. Accompanying incidents

6.1. Number of spectators, spectator attitudes, and crowd control.

6.2. Unusual happenings

6.3. Anxiety, the stress of families, survivors, etc

7. Legal actions

7.1. Inquests, coroner's reports.

7.2. Police follow-up.

7.3. Insurance company actions

7.4. Professional negligence or inaction.

7.5. Suits stemming from the incident

8. Fraud

8.1. Who was involved?

8.2. How much was stolen?

8.3. How did the person manage without being detected by the internal systems?

8.4. Any accomplices?

8.5 How will affect day to day and operations of the company

8.6. What will happen to the suspect?

What was successful?

What process should be improved?

What did you learn?



The Gateway to Endless Opportunities

ATTENDANCE REGISTER FOR THE COMMUNICATION WORKSHOP 2025

FULL NAME	POSITION	DEPARTMENT
1. Jacobus J Theron	Act. Chief: BWWW	Infrastructure, Water
2. Zelda Scheepers	Section Engineer: BWWW	INF
3. HN AKWEMYE	MAN: CC MPP	CC MPP
4. Laura Ashipala	Section Scientist: Scientific Services	INFRA
5. Glodean Limbo	Strategy & Org Performance	OCEO
6. Bontofiso Mlungiso	"	"
7. NN. Ndatyolako	Act. Chief: SCS	INFRA
8. Kayeuna Basson	SS: Microbiology	INFRA
9. LYKAS HATU TALE	Off: Support & Logistics	EDCS
10. B.A. Hausiku	Section Head: Training	EDCS.

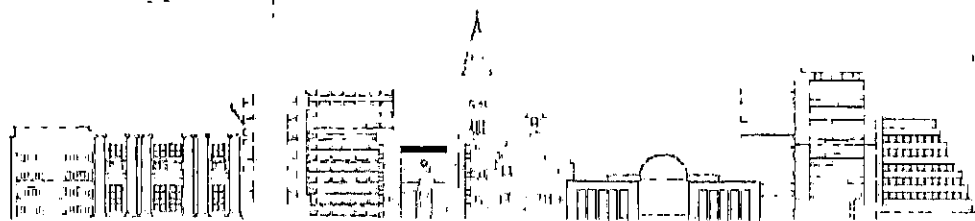
12.	FUNGAI CHIGAMA	SPECIALIST: HOUSING	HPMHS
13.	Hugo Ruse	Section Planner Urban Policy	UTP
14.	Rauna Kainy	Manager: Cash Management	FCS
15.	Chief L.S. ILERA	HEAD: CITYPOL	DCPS
16.	Chief K. Chackurani	Chief: EDRM	EDC
17.	Ahmad Heindelta	Sub Head - Sub Dev	UTP
18.	Kristofina Abino	Manager: Urban Policy	UTP
19.	Leonora Joadt	Section Head: SME Dev. & Prom.	EDCS
20.	Belinda Nantoro	Legal Advisor	OCEO
21.	S. Simpson	Manager: Properties	HPH.
22.	T. Nepuker	US & Compliance Analyst	OCEO
23.	E. Heijndeloo	JH: Business Development (Active)	EDCS
24.	E.-J. Shapiro	Acting Manager: Planning & Urban	HPMHS
25.	Zurben Skentamp	SE: EDCS	EDCS
26.	STELIO A. TSAUSERS	A/Chief: SWM	IWTs
27.	G.K. Marton	SH: SH & ENV.	HES - EDCS
28.	Phillips-H. SILKINGO	Senior Station Officer: EDRM.	EDCS
29.	Carlo A. Louw	Section Head Operations - EDRM	EDCS

48.			
47.			
46.			
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43.			
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40.			
39.			
38.			
37.			
36.	Lydia Shiga	Online Comms Officer	OC/EO
35.	Anna Shimi	Comms Intern	OC/EO
34.	Lydia Anjitha	SH; Corporate Comms (PRD)	OC/EO
33.	Sebenika Kothiyanga	SH; Food Safety	EDCS
32.	Julia Steer	Internal Auditor	Internal Audit
31.	Raymond Kapia	CHIEF/EDRM	EDCS
30.			



PROGRAMME

Media Relations and Communication
Policy Workshop



VENUE: City of Windhoek Function Hall
DATE: 20 AUGUST 2025 • TIME: 09:30

City of Windhoek | "To be a Sustainable & Caring City by 2027"



PROGRAMME

Media Relations and Communication
Policy Workshop



VENUE: City of Windhoek Function Hall
DATE: 20 AUGUST 2025 • TIME: 09:30

City of Windhoek | "To be a Sustainable & Caring City by 2027"



PROGRAMME

Workshop Overview

This focused session is designed for Senior Executives, Managers, Section Heads, and Subject Matter Experts across all departments. It aims to enhance organizational capacity in media engagement, reinforce strategic communication practices, and align all external messaging with the City of Windhoek's overarching objectives. Participants will engage in discussions around policy frameworks, communication protocols, and hands-on best practices for interacting with the media.

Program director: **Lydia Shifa, Online Communication Officer**

Time	Activity	Facilitator/Presenter
09:00	Arrival and Registration	Corporate Communication Team
09:30	Welcoming and opening remarks	Moses Matyayi , Chief Executive Officer
09:35	Session 1: Strategic Media Relations – Building and Sustaining Trust	Cillie Kapolo (CPRP), Corporate Communication Officer
10:15	Tea / Coffee Break	All
10:45	Session 2: Communication Policy Overview – Principles, Protocols, and Expectations	Lydia Amutenya , Section Head: Corporate Communications (PRO)
12:30	Interactive Q&A	
12:45	Wrap-up Discussion and Way Forward	All
13:00	Closing Remarks	Harold Akwenye , Manager: Corporate Communications, Marketing and Public Participation
	Lunch -	

Key Outcomes

- Improved understanding of corporate communication policies and media protocols
- Aligned approaches to external communication across departments
- Improved understanding of the importance of media relations in supporting the City's reputation, transparency, and strategic goals.



Vision: To be a Sustainable and Caring City by 2027

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Vision: To be a Sustainable and Caring City by 2027

ATTENDANCE REGISTER: COUNCIL MEMBERS



Workshop/Presentation/Meeting Title: **Workshop on the Revised Corporate Communication Policy**

Venue: Council Chambers

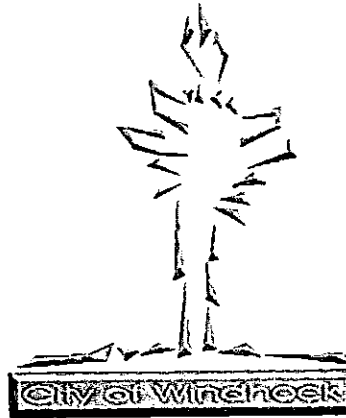
Date of Workshop/Presentation/Meeting: Thursday, 19 March 2026

Starting time: 15:30

Closing: 18:33

Date Submitted: 20/03/26

COUNCIL MEMBERS	SIGNATURE
Council Member Sakarias Uunona Mayor	
Council Member Nangula A Amutenya Deputy Mayor	
Council Member Austin Kwenani Kwenani Chairperson of Management Committee	
Alderswoman Fransina N Kahungu Member of Management Committee	
Council Member Queen O Kamati Member of Management Committee	
Council Member Matheus A Shoongo Member of Management Committee	
Council Member Demetreo R Beukes Member of Management Committee	
Council Member Ndesihafela Larandja Ordinary Councillor	
Council Member Ivan Skrywer Ordinary Councillor	Present (via virtual) left A:03
Council Member Ignatius Semba Ordinary Councillor	
Council Member Maitjituavi S Kavetu Ordinary Councillor	
Council Member Toini M Ambambi Ordinary Councillor	
Council Member Ricardo I Garoeb Ordinary Councillor	
Council Member Jesaya Ikali Ordinary Councillor	
Council Member Werner-Meck H Tjihuike Ordinary Councillor	



The Gateway to Endless Opportunities

MUNICIPAL COUNCIL OF WINDHOEK'S CRISIS COMMUNICATION PLAN

2026

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Municipal Council of Windhoek's Crisis Communication Plan

A Crisis Communication Plan for the City of Windhoek is a structured and coordinated framework that guides how the Municipality prepares for, responds to, and communicates during a crisis.

1. Purpose and Scope

This Crisis Communication Plan provides a clear and coordinated framework for how the Municipal Council of Windhoek (MCW) communicates before, during and after a crisis. It supports the Corporate Communication Policy and aligns with the City's Disaster Risk Management Plan. The purpose of the Plan is to protect MCW's reputation, ensure timely and accurate information sharing, maintain public confidence, and support effective decision-making during emergencies.

2. Objectives

The objectives of this Plan are to:

- Ensure rapid, accurate and consistent communication;
- Protect the integrity, credibility and image of MCW;
- Provide clear information to affected audiences based on their needs;
- Support coordinated action with internal and external stakeholders; and
- Minimise reputational, legal and operational risks.

3. Principles of Crisis Communication

All crisis communication by MCW shall be guided by the following principles:

- **Tell it fast** – communicate early and proactively;
- **Tell it accurately** – verify facts and avoid speculation;
- **Tell the truth** – acknowledge mistakes where applicable;
- **Show care and concern** – prioritise safety, empathy and reassurance; and
- **Maintain consistency** – ensure one coordinated voice and message.

4. Crisis Communication Team

4.1 Composition

Depending on the nature of the crisis, a Crisis Communication Team shall be activated and may include:

- Chief Executive Officer (Team Lead);

- Manager: Corporate Communications, Marketing and Public Participation;
- Corporate Legal Services;
- Strategic Executive from the affected department; and
- Other relevant officials or stakeholders as required.

4.2 Responsibilities

The Crisis Communication Team is responsible for:

- Assessing the situation and determining communication actions;
- Approving key messages and communication strategies;
- Designating spokespersons;
- Coordinating internal and external communication; and
- Monitoring media coverage and public response.

The Corporate Communications, Marketing and Public Participation Division shall be capacitated to manage media inquiries, provide prepared holding statements, and support media coordination.

5. Notification and Activation

Any MCW employee who becomes aware of a potential or actual crisis must immediately inform the Chief Executive Officer and/or the Manager: Corporate Communications. Upon confirmation, this Plan shall be activated without delay.

6. Designated Spokespersons

6.1 Appointment

The Crisis Communication Team shall appoint:

- one primary spokesperson; and
- one backup spokesperson.

Only designated spokespersons or approved technical experts may provide official statements or media interviews.

6.2 Criteria

Spokespersons must be:

- Experienced and confident in media engagements;
- Knowledgeable about MCW and the crisis;
- Clear, calm, factual and jargon-free;

- credible, accessible and professional; and
- able to perform under pressure.
- Where required, technical experts (e.g., Infrastructure, Finance, Emergency Services, City Police, Fire Brigade, etc.) may support the spokesperson to ensure accuracy and coordination.

7. Audiences and Information Needs

- Key audiences include:
 - Council Leadership and Executive Management;
 - Employees and their families;
 - Residents and affected communities;
 - Government officials and regulators;
 - Bulk service suppliers;
 - Media; and
 - Other stakeholders.

All messages must answer the core audience question: **How does this affect me?**

8. Phases of Crisis Communication

8.1 Pre-Crisis

- Identify and assess crisis risks;
- Establish Crisis Communication and Management Teams;
- Define roles, responsibilities and chain of command;
- Prepare message templates and media holding statements; and
- Maintain updated contact lists.

8.2 Crisis

- Confirm the incident and assess impact;
- gather and verify information;
- communicate early using approved messages;
- coordinate with authorities and stakeholders; and

- provide regular updates to all audiences.

8.3 Post-crisis

- Provide follow-up communication and recovery updates;
- Express care, sympathy and corrective actions;
- Evaluate communication effectiveness; and
- Integrate lessons learned into future planning.

9. Crisis Response Strategy

- MCW shall apply appropriate response strategies based on responsibility and impact, including:
 - Instructing information and care responses;
 - Justification or explanation where applicable;
 - Corrective action;
 - Apology or compensation when required; and
 - Proactive disclosure ("stealing thunder") where it protects credibility.

Denial or attack strategies shall only be used for misinformation, rumours or false accusations.

10. Media and Information Management

10.1 Media Centre

A designated media centre and briefing area shall be identified. Media access rules must remain consistent, transparent and safety-driven.

10.2 Media Statements

Initial media statements must include confirmed facts (who, what, when, where), demonstrate concern, and avoid speculation. Updates shall be issued as information evolves to answer the why and how.

10.3 Interviews

- All interviews shall be conducted by approved spokespersons or experts.
- Media shall be treated fairly and equally.

11. Crisis Communication Hub

A central communication hub shall manage all information flow through:

- A contact centre for inquiries;

- An information centre (website, call centre, social media); and
- Coordination with the Crisis Communication Team.
- Scripts, FAQs and approved messages shall be used to ensure consistency.

12. Resources and Records

MCW shall ensure access to communication resources, including communication systems, digital platforms, message templates, and crisis documentation. A contact log shall be maintained for all media and stakeholder inquiries.

13. Evaluation and Review

After each crisis, MCW shall evaluate communication effectiveness, identify gaps, and update this Plan as required to ensure continuous improvement.

This Crisis Communication Plan forms an integral annexure to the Municipal Council of Windhoek Corporate Communication Policy.

ANNEXURE 1.1 – IMMEDIATE RESPONSE CHECKLIST**Step One – First Alert**

Tick	Steps	Responsible Person
	Alert the Chief Executive Officer and Manager Corporate Communications, Marketing and Public Participation	
	Provide the media with relevant contact information to ensure unhindered access to the Corporate Communication Section.	
	Assess situation and level of impact	
	Decide to issue a written statement or to hold a media briefing	
	If necessary, decide the location for a media briefing.	
	Alert switchboard and media to time and location of the press briefing.	

Step Two- get the Facts

Tick	Steps	Responsible Person
	Gather known facts.	
	Verify the nature and scope of the incident with the Health and Safety officer or responding emergency agencies.	
	Determine if injuries and/ or fatalities (do not release names).	
	Assess public health risk (if any)	
	Determine what authorities must / should be consulted.	
	Consult immediately with responding agencies to coordinate the release of information.	
	Begin to craft a message for release to media, use key messages worksheet.	
	Begin to plan to inform internal, stakeholder audiences.	

Step Three- verify and keep the Information Moving

Tick	Steps	Responsible Person
	Time code all information as it arrives.	
	Verify all facts before releasing.	
	Keep appropriate senior officials up-to-date.	
	Keep in consultation with appropriate government and legal authorities.	
	Begin plan to inform internal, stakeholder audiences.	

Step Four – Prepare for Media (Calls and Visits)

Tick	Steps	Responsible Person
	Start media contact record.	
	Brief and rehearse designated media spokesperson. Go through the "What information media will want" list and rehearse what verified information will be made available.	
	Discuss media inquiry strategy.	
	Activate pre-arranged media room/area (on or off-site)	
	Get approval for media statement (as handouts or release)	
	Designate officials who will read statements or speak during a press briefing	
	Review guidelines for dealing with the media with each person.	

Step Five – When Reporters Arrive

Tick	Steps	Responsible Person
	Ask media for identification and to sign in.	
	Inform reporters of restrictions on the movement/photography and filming.	
	Proceed with the briefing.	
	Advise media of time and place of next and future updates	
	Follow-up on additional media inquiries.	

Step Six – Media Follow-up & On-going Media Relations

Tick	Steps	Responsible Person
	Monitor media coverage.	
	Assess and correct factual errors.	
	Advise media of any significant new developments.	
	Log all media contact.	
	Evaluate the effectiveness of the plan and revise as necessary.	

ANNEXURE 1.2 – CRISIS COMMUNICATION MANAGEMENT TEAM CONTACTS

Name	Designate	Mobile Number

ANNEXURE 1.3 – CRISIS MEETING AGENDA

During an initial briefing about the crisis, the following specific agenda items will be reviewed:

- 1. **Situation report:** What appears to have happened? Confirmed facts (when, immediate known consequences, likely consequences). Scope of proposed situation.

- 2. **Initial response status:** What is being done, why, by whom?

- 3. **Initial communications status:** Who knows? Who needs to know immediately and later on? Alert switchboard.

- 4. **Short-term response requirements:** Delegate crisis communications responsibility. What must be done in the next several hours and how? What human and material resources are available or needed?

- 5. **Short –term communication process:** Staff, Shareholders, families, Media etc

- 6. **Next meeting time**.....

ANNEXURE 1.4- CITY OF WINDHOEK STAKEHOLDERS

STAKEHOLDER CATEGORY	STAKEHOLDERS
External Stakeholder	Residents
	Khomas Regional Council
	National Government
	Local Authorities
	Namibia Chamber of Commerce and Industry (NCCI)
	Suppliers of goods and services
	Diplomatic Missions
Internal Stakeholder	Councillors
	Management
	Staff
Trade Unions and Related Associations	Namibia Public Workers Union (NAPWU) Namibia Local Authority Workers Union (NALAWU)
Professional Associations	NALAO ALAN AMICAAL
Media	All Media institutions
Line Ministry	Ministry of Urban and Rural Development
Regulator	Electricity Control Board
Others	Non-Governmental Organisations (NGO)

ANNEXURE 1.5- KEY MESSAGES WORKSHEET

Three **Key Messages** to be communicated during this crisis

1. _____

2. _____

3. _____

ANNEXURE 1.6 – POSSIBLE MEDIA QUESTIONS

1. Casualties

- 1.1. Number killed or injured or who escaped (use caution with initial numbers).
- 1.2. Nature of injuries received.
- 1.3. Care given to the injured.
- 1.4. Disposition of the dead.
- 1.5. Prominence of anyone who was killed injured or escaped.
- 1.6. How escape was handicapped or cut off.

2. Property Damage

- 2.1. Estimated value of loss.
- 2.2. Description of property.
- 2.3. Importance of the property.
- 2.4. Other property threatened.
- 2.5. Insurance protection.
- 2.6. Previous emergencies in the area.

3. Causes

- 3.1. Testimony of participants
- 3.2. Testimony of witnesses.
- 3.3. Testimony of Key responders- the crisis management team, police, fire, etc
- 3.4. How emergency was discovered.
- 3.5. Who sounded the alarm?
- 3.6. Who summoned aid?
- 3.7. Previous indications of danger.

4. Rescue and Relief

- 4.1. The number of people engaged in rescue and relief operations.
- 4.2. Any prominent person in the relief crew.
- 4.3. Equipment used.

- 4.4. Physically disabled persons rescued.
- 4.5. Care of destitute and homeless.
- 4.6. How the emergency was prevented from spreading.
- 4.7. How the property was saved.
- 4.8. Acts of heroism.

5. Description of the crisis or disaster

- 5.1. Extent of emergency.
- 5.2. Blasts and explosions.
- 5.3. Crimes of violence.
- 5.4. Attempts at escape or rescue.
- 5.5. Duration.
- 5.6. Collapse of structures.
- 5.7. Colour of flames.
- 5.8. Extent of the spill.

6. Accompanying incidents

- 6.1. Number of spectators, spectator attitudes, and crowd control.
- 6.2. Unusual happenings
- 6.3. Anxiety, the stress of families, survivors, etc

7. Legal actions

- 7.1. Inquests, coroner's reports.
- 7.2. Police follow-up.
- 7.3. Insurance company actions
- 7.4. Professional negligence or inaction.
- 7.5. Suits stemming from the incident

8. Fraud

- 8.1. Who was involved?
- 8.2. How much was stolen?

8.3. How did the person manage without being detected by the internal systems?

8.4. Any accomplices?

8.5 How will affect day to day and operations of the company

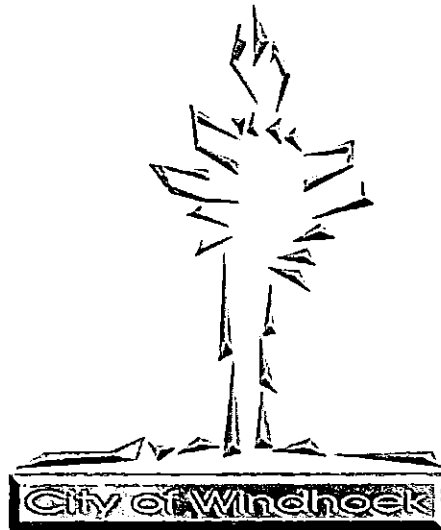
8.6. What will happen to the suspect?

ANNEXURE 1.7 – EVALUATION

What was successful?

What process should be improved?

What were the lesson learnt?



The Gateway to Endless Opportunities

DRAFT REVIEW CORPORATE COMMUNICATION POLICY

VERSION	DESIGNATION	DATE
Version 1.0	Approver: Council – CR:164/07/2017	27/07/2017
Version 2.0	Author: Corporate Communication Section	14/12/2025

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DEFINITIONS OF TERMS:

The following terms should be understood as per the definition below:

TERM	MEANING
City of Windhoek	The Municipal Council of Windhoek as a Local Authority established in terms of Local Authority Act 1992, (Act 23 of 1992), as amended, including all its subsidiaries
Mayor	Mayor is the political head and chairperson of the Municipal Council of Windhoek.
The Chief Executive Officer	Is the Accounting Officer and head of administration and operation for the Municipal Council of Windhoek.
Staff / Employee	Any employee of the City of Windhoek including permanent, fixed term and internship contract employees.
Stakeholders	Individuals, groups, or organizations that have an interest in or are affected by the City of Windhoek's decisions, actions, and services.
Media	Communication channels through which news, information, or promotional messages are disseminated to the public. This includes print media (e.g., newspapers and magazines), electronic media (e.g., radio and television), and digital media (e.g., social media platforms and online publications).
Spokesperson(s)	An authorized official(s) responsible for communicating official information, statements, and responses on behalf of the City of Windhoek to Stakeholders as stipulated in this policy.
Working hours	Designated period during which the City of Windhoek's offices and services are available to the public and when employees are expected to be on duty.
Corporate Identity Manual	The document that details how the City's logo, symbols, flags, and labels are to be represented.
Crisis communication	A strategic approach to managing and disseminating information during a significant event or situation that poses a threat to the City of Windhoek's reputation, operations, or stakeholders.
Communication materials	Any content, tools, or resources used to convey messages, information, or branding on behalf of the City of Windhoek to internal and/or external stakeholders.
Local languages	The various indigenous languages spoken within Namibia's multilingual communities

ABBREVIATIONS

CCMPP - Corporate Communications, Marketing and Public Participation

CCP - Corporate Communications Policy

CIM – Corporate Identity Manual

COW – City of Windhoek

HCCS – Human Capital and Corporate Services

ICT – Information Communication Technology

MCW – Municipal Council of Windhoek

MICT – Ministry of Information Communication Technology

1 PURPOSE

This Corporate Communication Policy is designed to provide clear guidelines and principles for effective communication with internal and external stakeholders of the Municipality.

The policy seeks to streamline both internal and external communication, ensuring cohesive messaging and operational efficiency. Effective communication is essential for fostering trust among residents, stakeholders, and employees, and it plays an important role in enhancing public service delivery and safeguarding the MCW's reputation.

Through this policy, the MCW outlines protocols for managing communication processes, defines roles and responsibilities for internal stakeholders, and establishes frameworks for engaging external stakeholders. Ultimately, this policy is intended to foster transparency and accountability, ensuring that stakeholders are actively informed and engaged with regards to the municipal operations.

2 OBJECTIVES

- 2.1 To provide guidelines and standards for effective, consistent and transparent communication between the Municipal Council of Windhoek and its stakeholders.
- 2.2 To foster trust and confidence among stakeholders through transparent and open communication.

- 2.3 To ensure accurate, timely, and consistent dissemination of information regarding municipal services, programs, and activities.

3 SCOPE OF POLICY

The **Corporate Communication Policy (CCP)** establishes a comprehensive framework for communication within the Municipality of Windhoek. This policy applies to both internal and external stakeholders by ensuring that information is consistently, transparently, and efficiently conveyed. The policy is designed to enhance internal collaboration while fostering trust and engagement with external partners, including the media, the public, and other stakeholders.

This document outlines how communication should be managed to support the MCW's strategic objectives and ensure the consistent delivery of information to intended audience.

4 COMMUNICATION PRINCIPLES

Communication within MCW shall be guided by the following principles, which reflect the organisation's values and expectations:

- 4.1 **Professionalism:** All official communication must uphold the integrity and reputation of the Municipality.
- 4.2 **Transparency:** Provide open and honest communication with stakeholders.
- 4.3 **Accessibility:** Ensure information about municipal services, programs, and activities is easily accessible to all stakeholders.
- 4.4 **Timeliness:** Ensure communication efforts are prompt and responsive to the needs of stakeholders.
- 4.5 **Proactiveness:** Ensure information is shared timely before questions or issues escalate.
- 4.6 **Accuracy:** Provide factual and reliable information to stakeholders.
- 4.7 **Consistency:** Communicate consistently across all platforms and channels.
- 4.8 **Respect:** Conduct all communications with respect and sensitivity towards diverse perspectives and opinions.
- 4.9 **Accountability:** Be accountable for the information communicated and the actions taken in response to stakeholder's feedback.

- 4.10 **Truthfulness:** Ensure all communication is honest, complete, and not misleading, and does not distort or selectively present information in a manner that may create false impressions among stakeholders.

5 COMMUNICATION STANDARDS

All MCW communication must adhere to the following standards, which provide the specific, mandatory requirements that ensure consistency, quality, and compliance across all internal and external communication activities.

- 5.1 **Approval Protocols:** All communication intended for employees, media or general public must first be approved by the respective supervisor of the originating office or department.

Once approved at departmental level, the communication must be submitted to the Corporate Communication Section for review, alignment, and final release.

- 5.2 **Language and Tone:** Official communication must be written in clear, professional, and respectful language.

Slang, abbreviations, informal expressions, emotive language, or personal opinions are not permitted in official MCW communication.

Emails must use appropriate salutations, full sentences, and correct grammar.

- 5.3 **Branding and Formatting:**

All communication must use approved templates, fonts, logos, and formatting standards as prescribed by MCW.

Documents must be structured logically, with appropriate headings and signatories.

- 5.4 **Accuracy and Verification:** All information shared must be verified, factual, and aligned with official MCW positions.

Departments are responsible for ensuring the accuracy of content before submission to Corporate Communication.

- 5.5 **Consistency:** Communication messaging must align with MCW's strategic direction, policies, and organisational priorities.

Departments shall avoid issuing conflicting or duplicated messages.

- 5.6 **Confidentiality and Sensitivity:** Communication must comply with confidentiality requirements and avoid sharing personal, sensitive, or restricted information without authorisation.

- 5.7 **Record-Keeping:** Departments must retain copies of approved communication and correspondence in line with MCW's records management procedures.

These standards ensure that MCW communicates with one voice, maintains professionalism, and safeguards organisational credibility.

6 LEGAL FRAMEWORK

This policy is guided by the following legal instruments:

- 6.1 Local Authorities Act 1992, (Act 23 of 1992) as amended;
- 6.2 Access to Information, Act 8 of 2022;
- 6.3 Government Communication Strategy 2025;
- 6.4 Municipal Council of Windhoek: Personnel Rules (Conditions of Service) 21 August 2012; and
- 6.5 Municipal Council of Windhoek's Confidentiality Policy.

7 COMPLIANCE

- 7.1 This policy ensures that the MCW communication processes are established, streamlined and standardised.
- 7.2 All employees, political office bearers, contractors and consultants, shall adhere to this policy.
- 7.3 Non-compliance may result in punitive actions such as disciplinary or legal actions.

8 COMMUNICATION ROLES AND RESPONSIBILITIES

To ensure effective communication and proper coordination of information dissemination in the organisation, the policy stipulates the following roles and responsibilities:

8.1 The Mayor

- (i) Mayor shall be the principal spokesperson on matters of political and Council affairs.
- (ii) Provides public statements during major announcement, crisis and municipal milestones.

- (iii) Coordinate all media enquiries through the Corporate Communication Section to ensure messages are consistent and fact-checked.
- (iv) The Mayor may delegate the communication responsibilities to the deputy mayor, the chairperson of the management committee, or any designated Council member.

8.2 Chief Executive Officer

- 8.2.1 Shall be the official spokesperson for the Municipal Council of Windhoek on matters of strategic nature, policy and governance.
- 8.2.2 Coordinate all media enquiries through the Corporate Communication Section to ensure messages are consistent and fact-checked

8.3 Strategic Executives and Head of City Police

- 8.3.1 Shall coordinate all media enquiries through the Corporate Communication Section.
- 8.3.2 Shall be responsible for coordinating the identification of annual key communication priorities within their departments for implementation by the Corporate Communications Section.
- 8.3.3 The Head of Windhoek Municipal Police Service shall act as the official spokesperson on matters pertaining to the Windhoek Municipal Police Service operations.

8.4 Manager of Corporate Communications, Marketing and Public Participation

- 8.4.1 Shall be the overall spokesperson for all operational matters within the organisation.
- 8.4.2 Be responsible for developing and implementing communication strategies, aligned with organisational goals.
- 8.4.3 Provide strategic advice on communication matters to the Management and Council.
- 8.4.4 Ensure that the policy is communicated and adhered to by all staff and members of Council.

8.5 Corporate Communication Section

Corporate Communication Section shall act as the key point of contact between the Municipal Council of Windhoek, the media and the public ensuring that all communication are managed and prioritised effectively and efficiently.

8.5.1 Internal Communication

- (i) Corporate communication shall ensure that all employees are informed, aligned, and engaged in the operations, policies, and strategic objectives of City of Windhoek, through official internal communication channels, such as official emails, memos, internal newsletter, intranet, notice board, and staff meetings.
- (ii) Internal communication content may be developed by any department, business unit, or office that wishes to communicate information to employees.
- (iii) Before any such communication is shared with all employees, the content must first be reviewed and approved by the respective supervisor of the originating office or department.
- (iv) Once approved at the departmental level, the communication shall be submitted to the Corporate Communication Section for mandatory review to ensure clarity, consistency, and alignment with the City of Windhoek's communication standards.
- (v) The Corporate Communication Section shall determine and manage the final format, channel, and timing of dissemination, taking into account organisational priorities and communication guidelines.

8.5.2 Media Relations

- (i) All media enquiries shall be managed and coordinated through the Corporate Communication Section.
- (ii) In the absence of the Manager of Corporate Communications, Marketing and Public Participation, the Section Head: Corporate Communication shall be the authorized person to communicate with the media on behalf of the organization.
- (iii) In the absence of the Section Head: Corporate Communication, any Corporate Communications Officer may be delegated to speak to the media on behalf of the organisation.
- (iv) All responses to the media from different departments shall be approved by respective departmental heads before they are submitted to Corporate Communications Section.

(v) **Media Enquiries Response Guidelines:** All media enquiries shall be acknowledged and responded to in accordance with the following categories and within the stipulated timeframes:

a) **Category A: Routine Enquiries** - These include general questions or requests for publicly available information.

Response time: within 24 working hours of receipt.

b) **Category B: Strategic / Policy Matters** - These pertain to strategic, policy-related, or political matters concerning the Municipal Council of Windhoek (MCW). **Response time:** Within 48 working hours of receipt.

c) **Category C: Complex / Investigative Enquiries** - These involve sensitive issues such as legal, financial, disciplinary, or confidential matters requiring cross-departmental consultation.

Response time: Within 48 working hours or longer, depending on the complexity of the request.

(vi) All media enquiries and responses shall be in writing.

8.5.3 Production of Communication Materials

(i) All communication materials shall be reviewed and approved by the Corporate Communications Section before production and dissemination.

(ii) Communication materials shall be translated into a language that is commonly understood by the target audience, as may be necessary.

8.5.4 Digital Communication

(i) Website

The Corporate Communication Section shall be responsible for the upkeep and overall management of the content on the website.

(ii) Social Media

The MCW recognizes the importance of managing and harnessing social media as part of its ongoing communication and public relations efforts. It therefore provides guidance on how to safely and productively use social

media to maximize the range of benefits it offers whilst mitigating associated risks.

The following should be read with the social media guidelines.

(iii) Social media account management

- a) All social media accounts shall be public and allow users interaction.
- b) All social media accounts must be branded in line with CoW's Corporate Identity Manual.
- c) All social media platforms shall be updated and responded to regularly.
- d) Only Online Communication Officer shall manage the social media accounts.
- e) Official social media pages shall be strictly used to advance Council agendas and not for political and personal advancement.
- f) No one shall create any MCW related social media page without written approval from the Manager of Corporate Communication, Marketing and Public Participation
- g) The custodian of social media passwords shall be the Corporate Communications section.

8.5.5 Social Media Content

- (i) Only designated officials from Corporate Communications section are authorised to post content on MCW social media platforms.
- (ii) Prior to posting, all social media content shall be subjected to review by the Section Head: Corporate Communications
- (iii) Social media content shall not be defamatory or in breach of confidentiality, copyright or trademark laws.
- (iv) All social media pages shall have guidelines detailing the rules of engagement for the users.

- (v) Users who repeatedly violate rules of engagement should be removed and banned from social media platforms

8.5.6 Personal use of social media by staff members

Municipal Council of Windhoek's employees use of social media shall be guided by the following:

- (i) Statements or opinions expressed via personal accounts of officials shall not be a representation of MCW. In an event where an official discuss MCW related matters on social media should add a disclaimer that the views made are personal and do not represent those of the MCW.
- (ii) Staff members shall not disclose confidential information on their personal social media pages, including clients' personal information, non-public financial data, or any other legal or proprietary information about MCW.
- (iii) Should a staff member violate the terms of this policy, it will be considered as misconduct and will be dealt with as per the council disciplinary procedures.

9 CRISIS COMMUNICATIONS

9.1 Communication during a crisis

With reference to the crisis communication plan (**attached as annexure A**), the following should be adhered to in the event of a crisis:

- 9.1.1 A crisis communication team shall be activated, comprising of the **Chief Executive Officer, Manager Corporate Communications, Corporate Legal Adviser, Strategic Executive** from the affected department, and any other relevant stakeholders.
- 9.1.2 A designated spokesperson shall be appointed to manage communication.
- 9.1.3 Factual information about the crisis shall be disseminated promptly and accurately.
- 9.1.4 Relevant stakeholders, the leadership and staff members shall be notified of the crisis immediately.

10. PROHIBITION AND CONFIDENTIALITY

- 10.1 This policy strictly prohibits the unauthorised disclosure of confidential information to the media or third party.
- 10.2 With the exemption of authorised spokespersons, employees and political office bearers shall be prohibited from directly commenting on the City-related matters and operations to the media and other stakeholders.
- 10.3 Reckless handling of confidential information is strictly prohibited.

11 CONSEQUENCES FOR POLICY VIOLATIONS

Any violation of the terms set forth in this policy, shall be regarded as a misconduct and will be dealt with in accordance with the MCW's Labour Relations Policy.

12 POLICY REVIEW

This policy will be reviewed as the need arises to ensure alignment with evolving communication requirements and trends. Revisions shall be made in consultation with key internal stakeholders and in accordance with MCW requirements as appropriate.

13 EFFECTIVE DATE

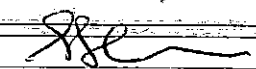
The usage of the Corporate Communication Policy shall become effective once approved by MCW.

 <h1 style="margin: 0;">CHECKLIST</h1> <p style="margin: 0;">FOR URBAN PLANNING APPLICATIONS</p>	Property No.:	Erf 414
	Township/Farm:	Olympia

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	YES	✓
	E. Subdivision/Consolidation/Township Establishment Plan with Contours	Annexure C5	N/A	—
	F. Services Plans with Contours (for township establishment)	Annexure C6	N/A	—
	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	YES	✓
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	N/A	—
	B. Copy of Board/Company Resolution authorising the PoA signature (for properties registered in the name of Close Corporation/Company/Organisation)	Annexure K2	YES	✓
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:	Gelma Shamba SIGNATURE: 
APPLICATION ACCEPTED: <input checked="" type="checkbox"/>	STAMP:
APPLICATION NOT ACCEPTED: <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CITY OF WINDHOEK DEPT. OF URBAN AND TRANSPORT PLANNING</p> <p style="font-size: 1.2em; font-weight: bold;">2025-07-31</p> <p>URBAN POLICY DIVISION UP1</p> </div>
Reason(s) for not accepting the application:	

SPC Ref: W/25043

30 July 2025

Enquiries: G. Stubenrauch / R. Kameya

The Chief Executive Officer
Municipal Council of Windhoek
P.O Box 19
Windhoek

Dear Mr. M. Matyayi

COUNCIL APPLICATION: REZONING OF ERF 414, OLYMPIA

- 1. REZONING OF ERF 414, OLYMPIA FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO "OFFICE" WITH A BULK OF 0.75;**
- 2. CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA; AND**
- 3. INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.**

1. INTRODUCTION

Stubenrauch Planning Consultants cc has been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply of their behalf to the Municipal Council of Windhoek and to the Urban and Regional Planning Board (URPB) for the following:

- (a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;**
- (b) Consent for a free residential bulk on Erf 414, Olympia; and**
- (c) Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**

This application seeks Formal Council Resolution and approval from the Municipal Council of Windhoek whereafter a formal submission for the approval of the application can be made to the Urban and Regional Planning Board as required by the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

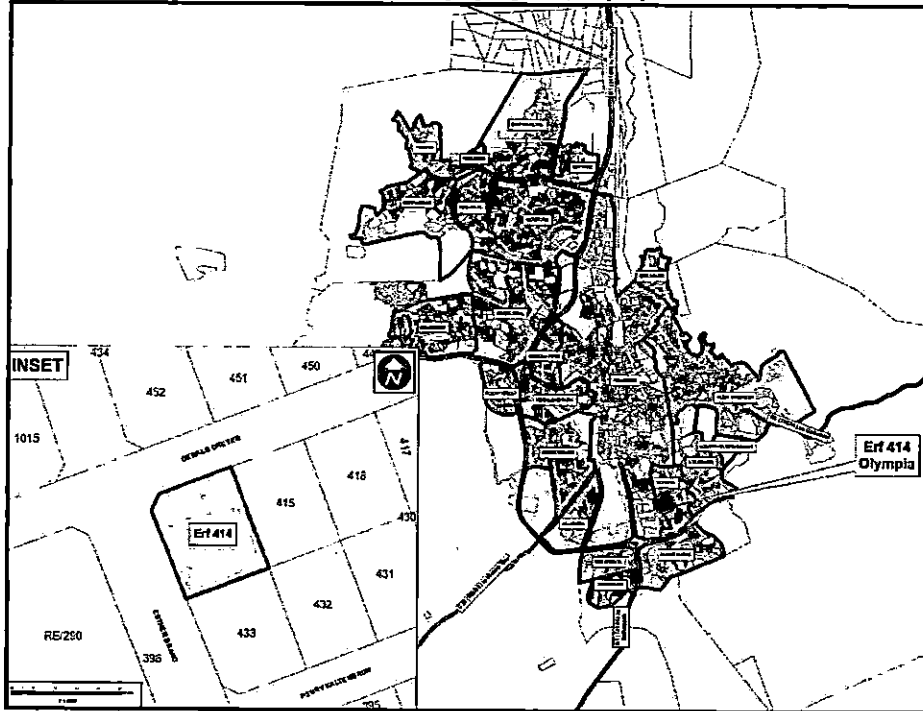
It should be noted that the Formal Council Resolution for the subject subdivision can only be taken once the public notification and consultation as outlined under Paragraph 7 (f) of this application has been completed.

2.SITE DESCRIPTION

2.1 Locality and size

As *Figure 1* below depicts, Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It is situated less than two (2) blocks away from Lolo Park where Woermanbrock is located. Erf 414, Olympia is surrounded by erven zoned "Residential" "General Residential" and "Private Open Space" in proximity.

Figure 1: Locality of Erf 414, Olympia



Erf 414, Olympia measures approximately 1,301m² in extent.

2.2 Ownership and zoning

In accordance with the attached Deed of Transfer No. **T0863/2015**, ownership of Erf 414, Olympia is registered in the name of XON Systems Namibia (Pty) Ltd.

Please note that the company has since undergone a name change, which accounts for the discrepancy between the name reflected on the deed of transfer and that appearing on the Power of Attorney and Company Resolution.

XON Systems Namibia (Pty) Ltd is now known as NEC XON Systems Namibia (Pty) Ltd. Supporting documentation confirming this name change is included within this application for ease of reference.

Erf 414, Olympia is currently zoned as "Residential" with a density of 1:900, in accordance with the Windhoek Zoning Scheme. *A copy of the zoning certificate is also attached.*

2.3 Conditions and servitudes

There are neither servitudes nor conditions registered against Erf 414, Olympia that could possibly hinder the proposed town planning steps as set out within this application.

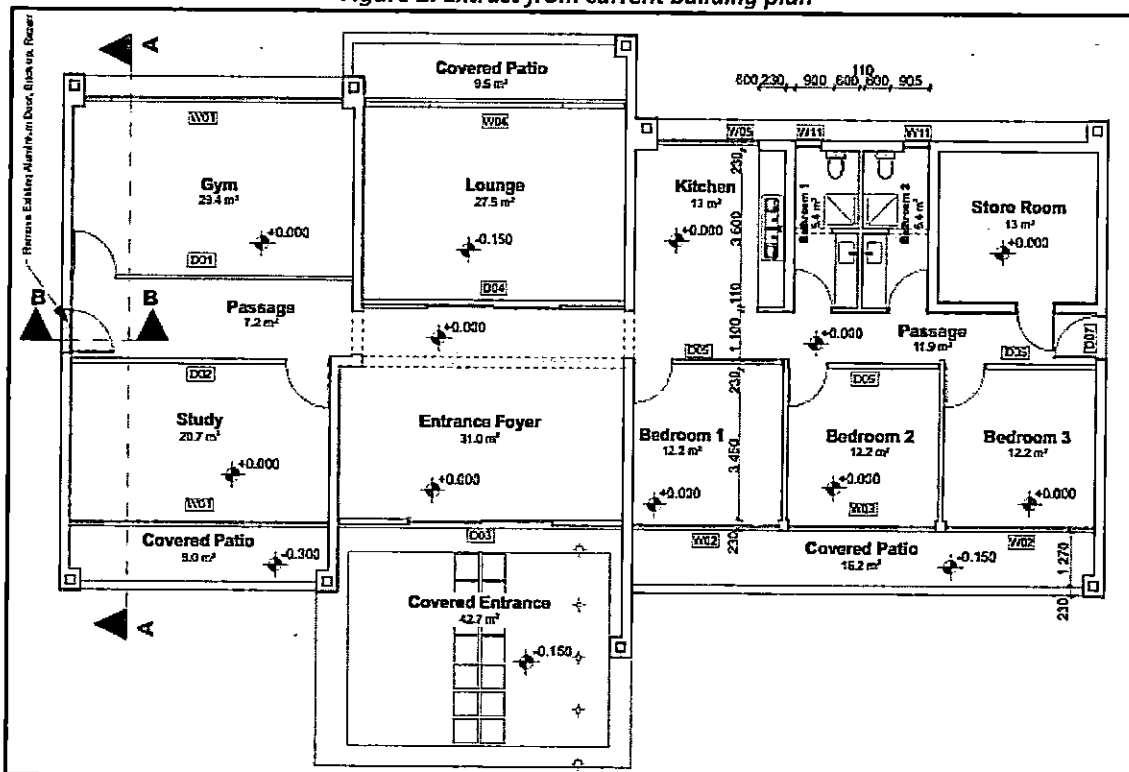
2.4 Status quo

As depicted by *Figure 2* below, Erf 414, Olympia currently accommodates a single building which has previously been used for residential purposes in accordance with the Windhoek Zoning Scheme by the previous owner. The building erected on the Erf is approximately 335.59 m² in extent which covers approximately 25.8% in footprint of the total Erf size.

The building comprises of the following:

- (a) gym area;
- (b) lounge;
- (c) kitchen;
- (d) x2 bathrooms;
- (e) storeroom;
- (f) x3 bedrooms;
- (g) an entrance foyer; and
- (h) study.

Figure 2: Extract from current building plan



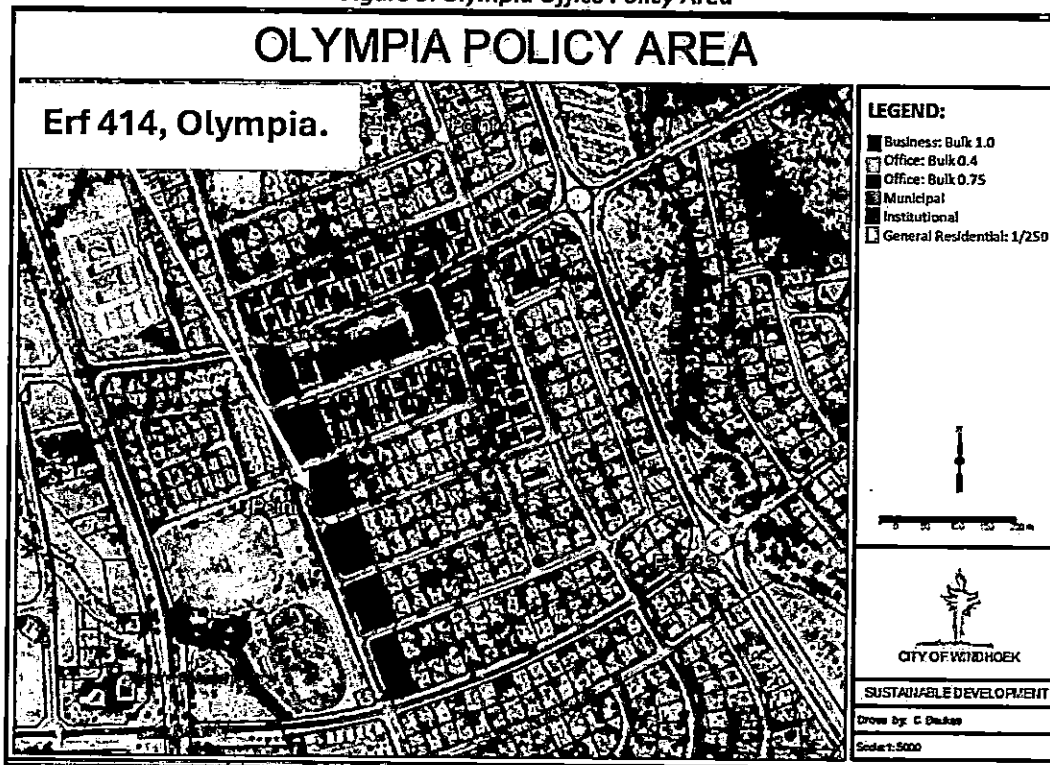
The current physical structure on Erf 414, Olympia will be retained without alteration; however, certain internal uses will be modified to align with the operational requirements of NEC XON Systems Namibia (Pty) Ltd. These intended changes are further detailed in **Paragraph 3**, which outlines the proposed development.

2.5 Policy area

The neighbourhood of Olympia has experienced major redefinition over the past years with the introduction of Olympia Office Policy Area which promotes office use along areas nearby Lolo Park as depicted by *Figure 3* below.

In terms of the policy areas of the Municipal Council of Windhoek, Erf 414, Olympia falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. This makes the proposed rezoning as set out within this application a positive initiative in favour of the strategic intentions of the Municipal Council of Windhoek.

Figure 3: Olympia Office Policy Area



2.6 Topography

The topography on Erf 414, Olympia is characterised by a very gentle slope from the northwestern end to the southeastern end of the erf. It has a slope of approximately 1:0.2, which translates to a gradient of about 2%. It is thus put forth that the topography on Erf 414, does not pose a threat to the proposed development of the property.

3. PROPOSED DEVELOPMENT

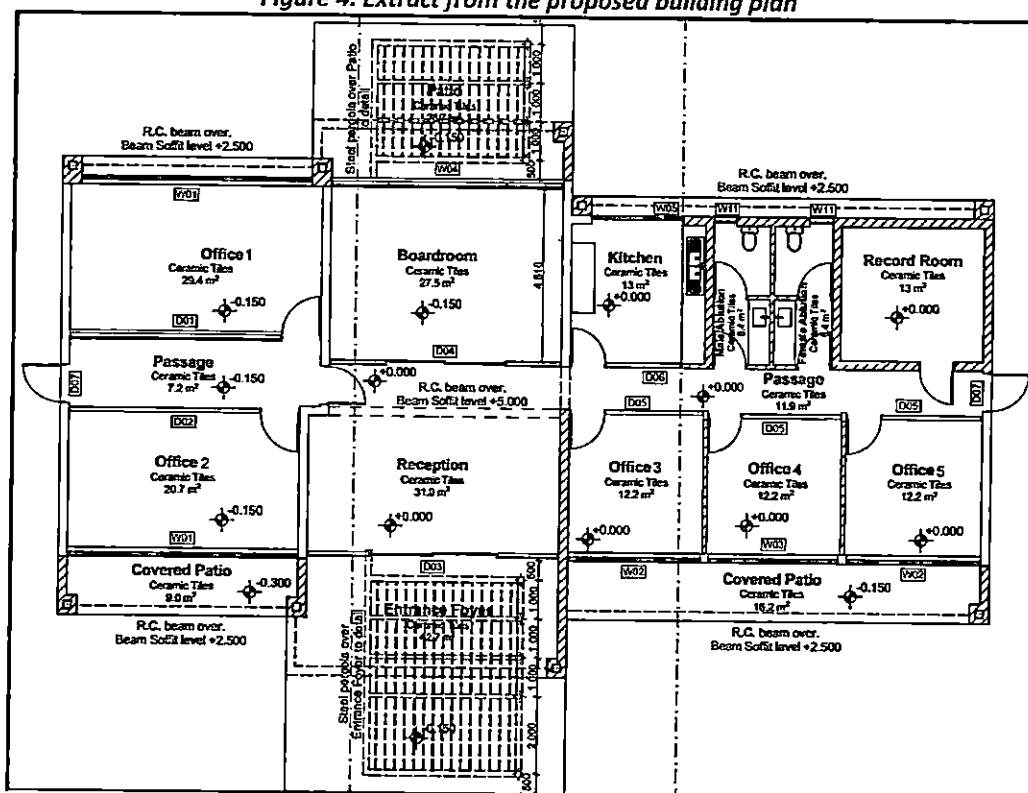
3.1 Background

Upon purchasing Erf 414, Olympia, it is now the intention of NEC XON Systems Namibia (Pty) Ltd to alter some of the uses of the building on Erf 414, Olympia to accommodate office related functions. While the overall structure will remain unchanged, internal modifications will be made to support the company's operational needs.

The proposed alterations include the conversion of the current gym area, study, and bedrooms into a total of five (5) office spaces. The existing entrance foyer will be redesigned to serve as a reception area, while the lounge will be repurposed as a boardroom. The kitchen and bathrooms will remain in their current form, and the storeroom will be utilized as a records archive room.

These proposed changes are illustrated in *Figure 4* below, which is an extract from the building plans to be submitted to the Building Control Department of the Municipal Council of Windhoek.

Figure 4: Extract from the proposed building plan



A summary of the changes is depicted by *Table 1* below.

Current Use	Proposed Use	Remarks
Gym area	Office 1	Converted into one of five new offices
Study	Office 2	Converted into one of five new offices
Bedroom 1	Office 3	Converted into one of five new offices
Bedroom 2	Office 4	Converted into one of five new offices
Bedroom 3	Office 5	Converted into one of five new offices
Entrance Foyer	Reception Area	Serves as the main reception for the office

Lounge	Boardroom	Used for meetings and formal gatherings
Kitchen	Kitchen (unchanged)	No structural or functional changes
Bathrooms	Bathrooms (unchanged)	No structural or functional changes
Store Room	Record Room	Used for storing company documents and archives

3.2 Parking

Parking to the proposed development has been determined using the denomination of the uses of the office spaces as outlined in *Table 1* above. The parking is in line with the parking requirements of the City of Windhoek.

The number of parking provided are sufficient and are in accordance with the City of Windhoek's Town Planning Scheme. *The parking layout is attached hereto.*

The parking provision on Erf 414, Olympia is summarised in *Table 2* below.

Table 2: Parking provision

Use	Calculation	Required Bays
Office X5 (86.7 m ²)	1 bay per 25m ² floor area	4 bays
Total Parking Bays Required		Total Parking bays provided
4 Parking Bays		8 Parking Bays

It should be noted that the additional 4 parking bays are provided to accommodate the free residential bulk as applied for within this application. No more than 3 bedrooms are intended.

3.3 Town planning steps

In order to align the intended land use on Erf 414, Olympia, approval for the following Town Planning procedures need to be obtained for from the Municipal Council of Windhoek and from the Urban and Regional Planning Board:

(a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75

The proposed rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75, is necessary in order to align the intended use of the property with the legal zoning in accordance with the Windhoek Zoning Scheme.

The rezoning is necessary as it will enable the owner of Erf 414, Olympia to apply for a fitness certificate to begin with their office operations.

The proposed bulk of 0.75, will increase the development potential of Erf 414, Olympia in alignment with the strategic initiatives of the Municipal Council of Windhoek's Policy Areas.

The rezoning will occur as depicted by *Figure 5* below.

Figure 5: Proposed rezoning of Erf 414, Olympia



(b) Consent for a free residential bulk on Erf 414, Olympia

It is the intention of the owner of Erf 414, Olympia in the near future to expand on the existing structure by further constructing an additional unit which will serve as a technical block from which the owner will operate and monitor office operations and offer support.

Consent for a 50% free residential bulk of the approved bulk factor on Erf 414, Olympia is here forth requested from the Municipal Council of Windhoek in terms of the Policy on Free Residential Bulk as approved vide Council Resolution No. 167/06/2011.

(c) Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek

Upon approval of the rezoning of Erf 414, Olympia by the Urban and Regional Planning Board, the rezoning must be included in next amendment scheme to be prepared for Windhoek.

4:ENGINEERING SERVICES

Erf 414, Olympia is fully connected to the Municipal service network of the City of Windhoek for both electricity, water and sewer reticulation.

It is anticipated that the current municipal services are sufficient in capacity to accommodate the proposed development.

5:ACCESS

Access to Erf 414, Olympia is currently gained from the internal municipal street network of the Municipal Council of Windhoek. The Erf gains access directly from Esther Brand Street and this current access will be retained as it is.

No Roads Authority approval is required for this application.

6. ENVIRONMENTAL IMPACT

Our office acknowledges the regulatory framework that classifies the Rezoning of land from "Residential" to "Commercial" use as a listed activity under the Environmental Management Act No. 7 of 2007 and its associated Regulations. Therefore, it is with due respect that we formally approach the Municipal Council of Windhoek seeking an exemption from the requirement to conduct an Environmental Impact Assessment in our endeavour to secure an Environmental Clearance Certificate.

The proposed rezoning will not pose any harm to the environment as it is located within a policy area but will rather serve to align the proposed land use with the appropriate land use zoning.

As per the letter dated 20 August 2013 addressed to the City of Windhoek from the Office of the Environmental Commissioner, informing the Municipal Council of Windhoek that it has been delegated the power to manage certain rezoning of street and public open space closure activities, our office hereby kindly requests the City of Windhoek to provide our office with an exemption from conducting an Environmental Clearance for the Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75.

We kindly request the Municipal Council of Windhoek to carefully consider this application, which is grounded in these compelling and comprehensive reasons.

7. COMPLIANCE WITH THE URBAN AND REGIONAL PLANNING ACT, 2018 (ACT NO. 5 OF 2018)

Section 65 of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) deals with the matters to be taken into account by the functionary authorised as contemplated in Section 56 when considering the subject application.

The subject application complies with the following relevant considerations:

(a) Impact on the environment

The proposed development will exclusively be for office purposes related to information technology services. No toxic, hazardous, or industrial activities will be conducted on the premises. As such, the operations will pose no risk to the natural or urban environment. Furthermore, no alterations will be made to the physical structure of the building, thereby preserving the existing urban fabric and maintaining the character of the surrounding area.

(b) Socio-economic impact

The proposed development is expected to have a positive socio-economic impact through increased municipal rates and taxes resulting from the property's commercial use. These additional revenues can contribute to the funding and enhancement of public facilities and amenities, thereby supporting broader community development and service delivery within the municipality.

(c) Impact on cultural heritage

Erf 414, Olympia is not located in any known Heritage protection zone of Windhoek. As such, no undesirable impacts to the heritage resources of the area are anticipated to emerge from the proposed development.

(d) Impact on surrounding area

The introduction of an office use within a growing mixed-use area such as Olympia contributes positively to the surrounding environment by enhancing land use diversity and promoting a balanced urban fabric. Mixed-use developments support economic liveliness, reduce commuting distances, and encourage a more dynamic and integrated community. The presence of NEC XON Systems (Pty) Ltd will complement existing residential and commercial activities, encouraging a more vibrant and sustainable neighbourhood.

(e) Servitudes and encumbrances

There are no encumbrances registered against Erf 414, Olympia that could possibly hinder the proposed rezoning application.

(f) Notification procedure

The Urban and Regional Planning Act No. 5 of 2018 as promulgated set out the regulations that govern the Urban and Regional Planning fraternity. These regulations under Section 107 require that on receipt of a complete application in terms of Section 105 of the Urban and Regional Planning Act, 2018, **the Chief Executive Officer of the Local Authority or the authorised planning authority must request the applicant to give notice of the application in the prescribed manner to –**

- a) Prescribed persons
- b) General Public

To comply with the Urban and Regional Planning Act and its Regulations of September 2020, **we hereby request the Municipal Council of Windhoek to instruct our office in writing to give notice of the application in the prescribed manner.**

(g) Compliance with relevant legislation

The subject application complies with the regulations of the Urban and Regional Planning Act 5 of 2018, the Environmental Management Act 7 of 2007 as well as with the Windhoek Zoning Scheme.

8.CONCLUSION

Stubenrauch Planning Consultants herewith request for approval from the Municipal Council of Windhoek for the following:

- (a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- (b) Consent for a free residential bulk on Erf 414, Olympia; and
- (c) Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

9.ANNEXURES

In support of this application, kindly find attached:

Annexure A: Full Council Application with motivation

Annexure B: Relevant Maps

Locality Map

Rezoning Map

Aerial Image

Current and Proposed Map

Extract from General Plan

Building Plans and Parking Layout

Annexure C: Conditions to be maintained

Annexure D: Special Power of Attorney

Annexure D: Company Resolution

Annexure E: Proof of Company Name Change

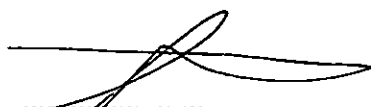
Annexure F: Deed of Transfer

Annexure G: Proof of payment of Municipal Council of Windhoek Application Fees

Annexure H: Credit Clearance Certificate

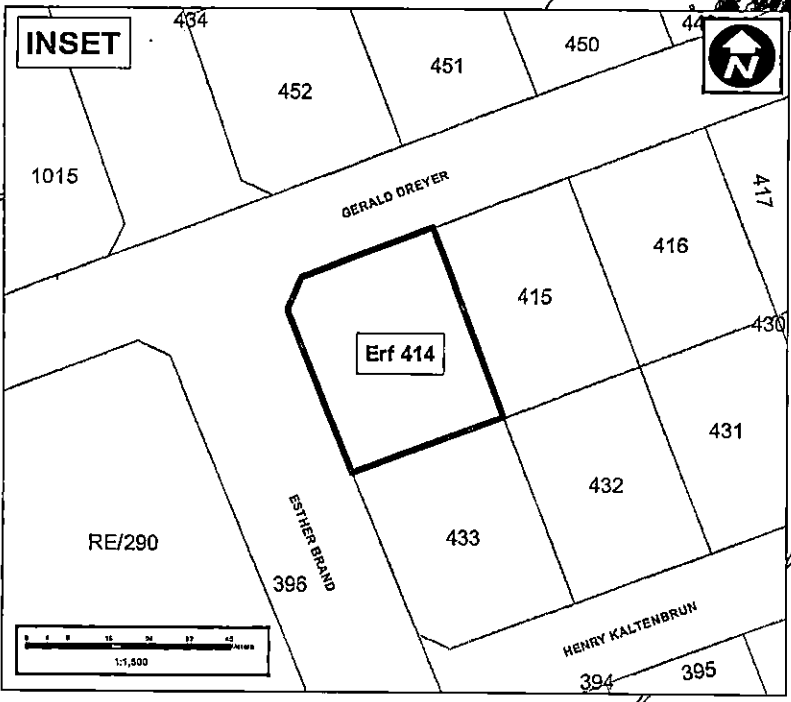
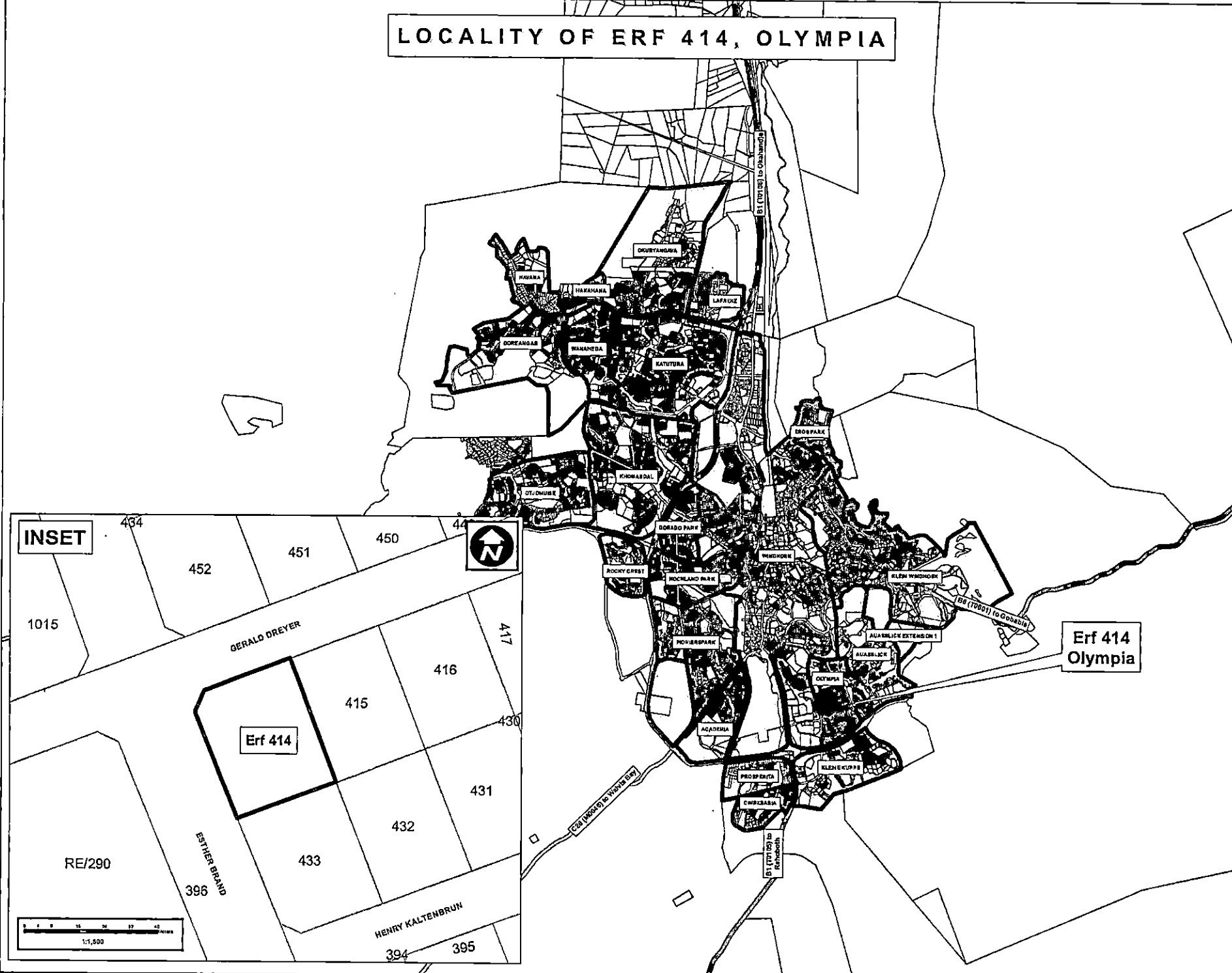
I trust that the council will be in support of this application.

Yours faithfully



.....
Günther Stubenrauch

LOCALITY OF ERF 414, OLYMPIA



WINDHOEK

Legend

- Cadastral Boundary
- Extension Boundary
- Trunk Road
- Main Road
- Erf 414

826

Erf 414
Olympia



STUBENRAUCH
PLANNING CONSULTANTS
TOWN AND REGIONAL PLANNERS
PO Box 41404
Windhoek
Namibia
email: Dronwynn@spc.com.na
Tel: 061 251189

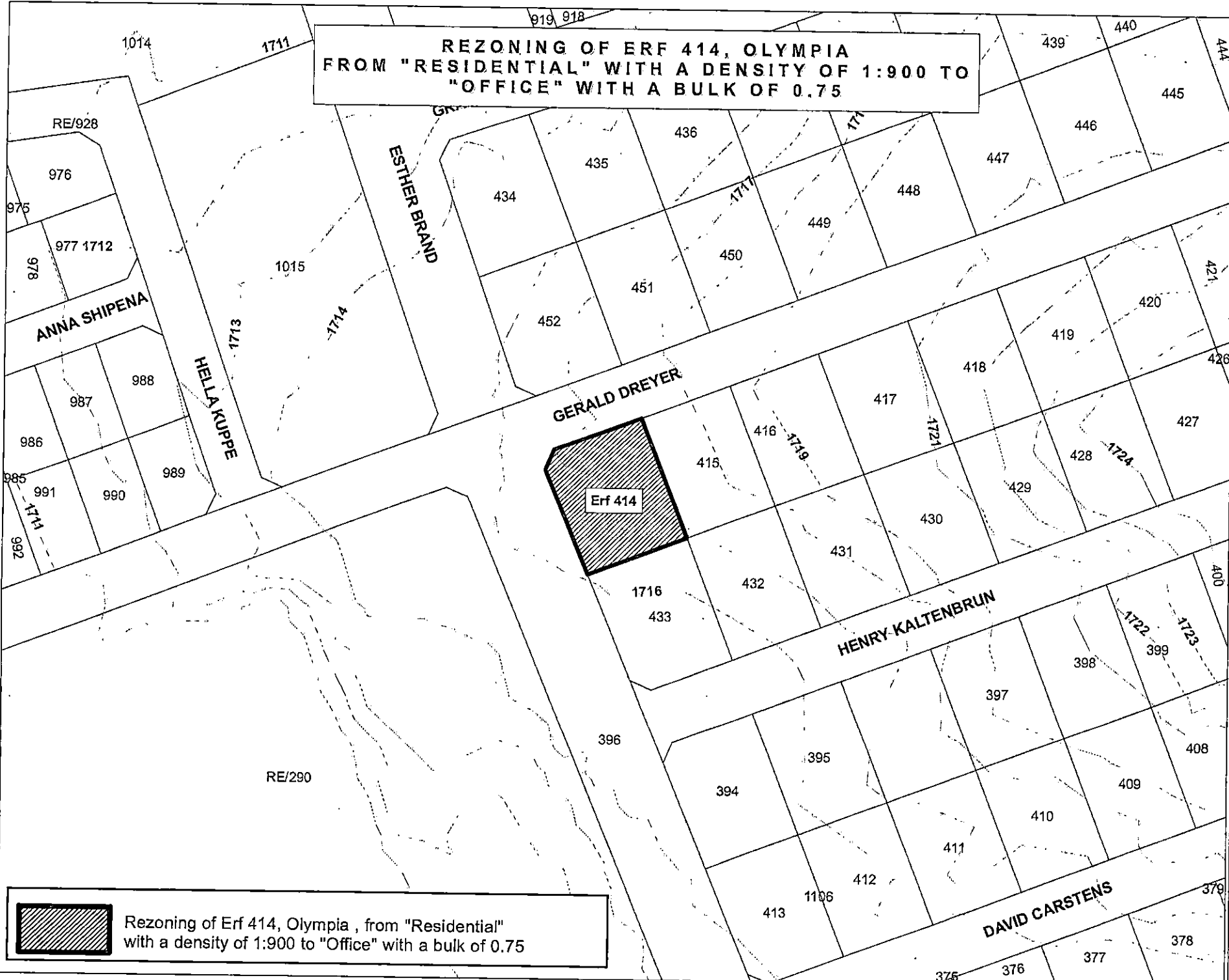
WINDHOEK


LOCALITY MAP


DATE	DRAWN	CHECKED	APPROVED
April 2025	DD		WZB041-1

0 500 1000 2000 3000 4000 METERS

**REZONING OF ERF 414, OLYMPIA
FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO
"OFFICE" WITH A BULK OF 0.75**








 Rezoning of Erf 414, Olympia, from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75


CITY OF WINDHOEK

WINDHOEK

Legend

-  Cadastral Boundary
-  Extension Boundary
-  Erf 414
-  1m Contours (COW Aerial Survey)



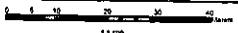
Stubenrauch GPO
Planning Consultants

STUBENRAUCH
PLANNING CONSULTANTS
TOWN AND REGIONAL PLANNERS
PO Box 41404
Windhoek
Namibia
email: Dstonywa@gpo.com.na
Tel: 061 281189

WINDHOEK

Rezoning Map

DATE	DRAWN	CHECKED	REVISION
April 2025	SD		W24041-2


1:1,000

REZONING OF ERF 414, OLYMPIA
 FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO
 "OFFICE" WITH A BULK OF 0.75







Rezoning of Erf 414, Olympia , from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75



CITY OF WINDHOEK

WINDHOEK

Legend

-  Cadastral Boundary
-  Extension Boundary
-  Erf 414
-  1m Contours (COW Aerial Survey)

828



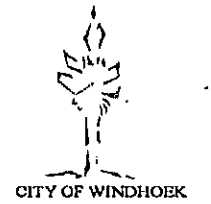
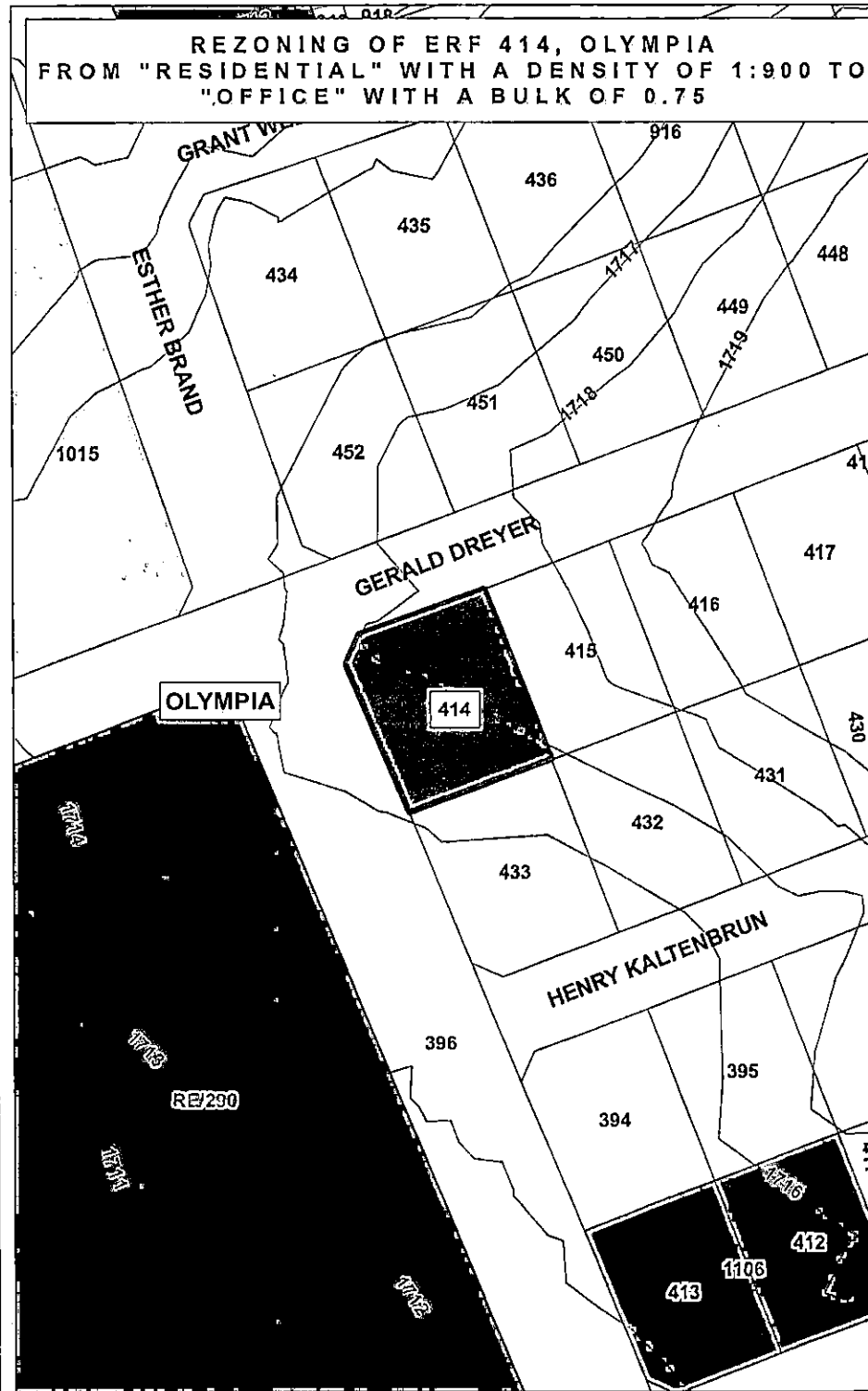
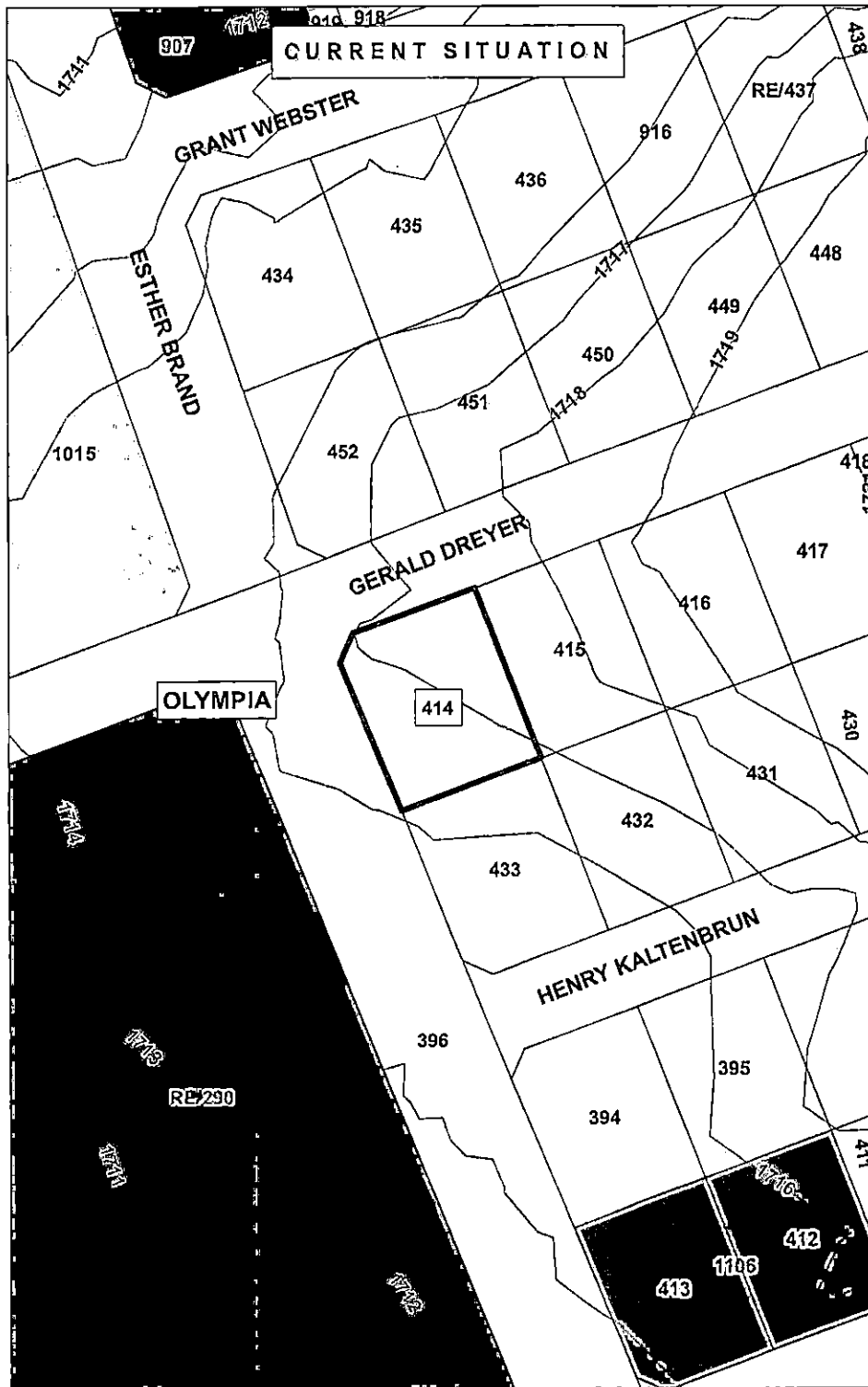
STUBENRAUCH
 PLANNING CONSULTANTS
 TOWN AND REGIONAL PLANNERS
 PO Box 41404
 Windhoek
 Namibia
 email: Dr@wsp.com.na
 Tel: 061 261189

WINDHOEK

Rezoning Map

DATE	SCALE	DATE	SCALE
April 2025	1:50	2025	1:50
DRAWN BY		CHECKED BY	
W24041-0		W24041-0	

1:500



WINDHOEK

Legend

- Business
- Cemetery
- General Residential
- Government
- Industrial
- Institutional
- Municipal
- Office
- Private Open Space
- Public Open Space
- Residential
- Restricted B
- Special
- Street
- Transport & Communication
- Undetermined
- Hospitality
- Erf 414
- 1m Contours (COW Aerial Survey)



829



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WINDHOEK

CURRENT AND PROPOSED

DATE	DRAWN	CHECKED	MANAGED
April 2025	ED		W22041-4



1:1,000

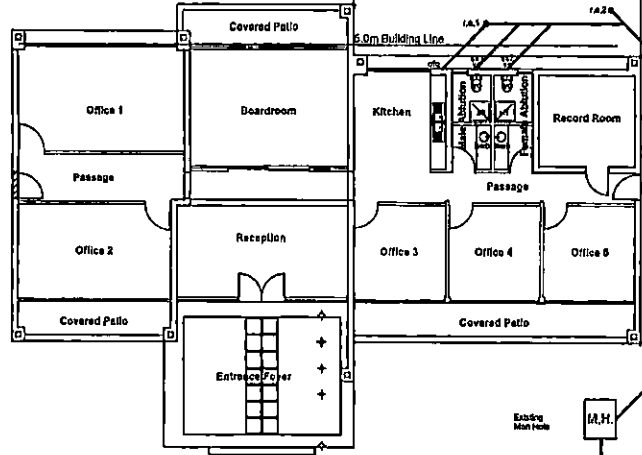
1717

GERALD DREYER STREET

28.26m Boundary Line

2.1m High Clear View Fencing

5.0m Building Line



40.00m Boundary Line

ESTER BRAND STREET

35.01m Boundary Line

DUAL TRAFFIC FLOW



Existing Manhole

M.H.

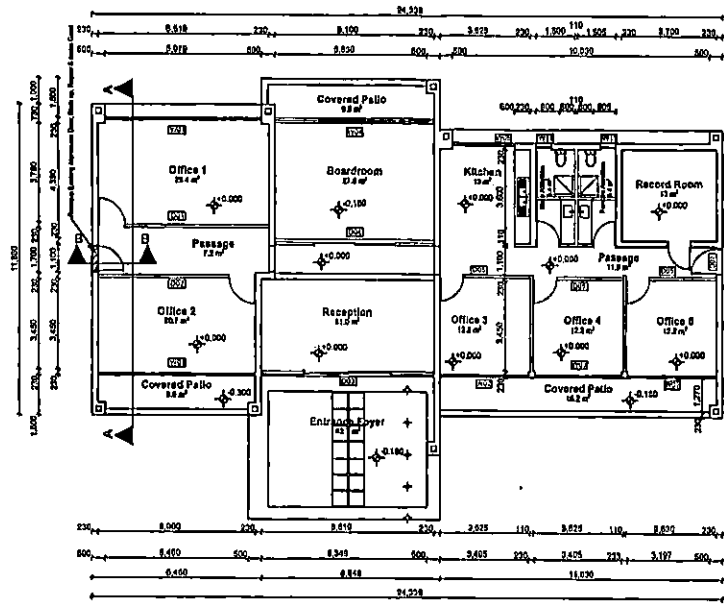
Existing Sewer Line

M.H.

32.38m Boundary Line

ERP 433

SITE PLAN
Scale 1:250



FLOOR PLAN
Scale 1:200

AREAS	
Site	1200.00 m ²
Total Area of Proposed Dwelling	215.58 m ²
Fast Price Covering Ch Site	23.8%
PARKING	
Office Use Parking	44 Parking Bays
Parking for Free Residential Bulk	44 Parking Bays
Total Parking Provided	88 Parking Bays

830

NO.	DATE	DESCRIPTION
A	06.07.2018	Prepared Plans for Approval of Office 1 Proposed around 5.0m & 2.1m High Clear View Fencing & Development of Proposed Fencing
B	17.02.2019	Prepared Plans for Approval of Office 2 Proposed around 5.0m & 2.1m High Clear View Fencing & Development of Proposed Fencing

THE LENGTH OF ALL PARKING BAYS MEASURED 8 METRES.
THE WIDTH OF ALL PARKING BAYS MEASURED 2.5 METRES.
THE LENGTH OF THE SLIDING GATE MEASURED 8.5 METRES
AND IS OPEN IN A SOUTHERLY DIRECTION.
THE DISTANCE BETWEEN THE FIRST PARKING AND THE SLIDING GATE IS 27 METRES.

Use	Calculation	Required Bays
Office X5 (86.7 m ²)	1 bay per 25m ² floor area	4 bays
Total Parking Bays Required		Total Parking bays provided
4 Parking Bays		8 Parking Bays

REFERENCE DRAWING	
STUDENRAUCH PLANNING CONSULTANTS Cnr 88/89 Balaclava Rd, Mt St Helens, Perth WA 6150 P.O. BOX 1048, PERTH WA 6150	
Title:	Floor Plan & Parking
Client:	Janelle Engelbrecht
Project:	Residing of Erf 414, Olympe
Scale:	As Shown
Date:	July 2018
Drawn:	Rohan Kemaya
Project No:	001
Drawing No:	WP25041-0



ZONING CERTIFICATE

in accordance with the Windhoek Zoning Scheme, which is prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018)

ERF DESCRIPTION:	ERF 414 of OLYMPIA	
TOWNSHIP EXTENSION:		
STREET NAME:	GERALD DREYER STR	
STREET ADDRESS:	20 GERALD DREYER STR	
USE ZONE:	RESIDENTIAL	- Refer to Table B
PRIMARY USES:	DWELLING UNITS	
CONSENT USES:	RESIDENTIAL BUILDINGS; PLACES OF PUBLIC WORSHIP; PLACES OF INSTRUCTION; SOCIAL HALLS; INSTITUTIONS; SPECIAL BUILDINGS; BED & BREAKFASTS; RESIDENT OCCUPATIONS	- Refer to Table H
DENSITY:	1 DWELLING / 900M ²	- Refer to Table E
BULK FACTOR:	0	- Refer to Table F
COVERAGE:	50 %	- Refer to Table G
ERF SIZE:	1301 m ²	- Refer to Table B
PARKING:	To be confirmed with the Transportation Department for erven in the business zone, restaurants, grouped housing schemes, hotels, bed & breakfasts, resident occupations, places of amusement, social halls, churches, etc)	
STREET BUILDING LINES:		- Refer to Table B
POSITION OF BUILDINGS:		
FLOOD LINE:		
HEIGHT RESTRICTION:		
STREET RESERVATION:		- Refer to Table J
OTHER LAND RESERVATION:		- Refer to Table A
OTHER:		

PLEASE NOTE:

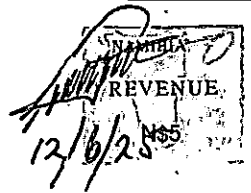
The ZONING SCHEME and MAP are open for inspection at the Urban Policy Division, 5th Floor, City of Windhoek. The information provided herein must be verified by the applicant by inspection of the Scheme and Map.

Your attention is further directed to any condition which may be registered against your property in the title deeds or that is contained in the township establishment conditions. You may be required to furnish a certified copy of the title deeds or township establishment conditions before building plans are approved. ZONING SCHEME and MAP are open for inspection at the Urban Policy Division, 5th Floor, City of Windhoek. 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 or that is contained in the township establishment conditions. You may be required to furnish a certified copy of the title deeds or township establishment conditions before building plans are approved.

CONDITIONS TO BE REGISTERED IN FAVOUR OF THE LOCAL AUTHORITY

- a) The erf must 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 No. 5 of 2018.
- b) The building value of the building, including the outbuildings, to be erected on the erf shall be as determined by Council.



SPECIAL POWER OF ATTORNEY

I, the undersigned (full names) Johannes Kugelbrecht

In my capacity as the Director of **NECXON Systems Namibia (Proprietary) Limited**

The registered owner of **Erf 414, Olympia**

Do hereby nominate, constitute and appoint

**Stubenrauch Planning Consultants cc
P O Box 41404
Windhoek**

with power of Substitution, to be my lawful Attorney and Agent in my name, place and stead, to make the necessary application to the Municipal Council of Windhoek and to the Ministry of Urban and Rural Development: Urban and Regional Planning Board (URPB) for the:

- Rezoning of 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- Consent for a free residential bulk on Erf 414, Olympia; and
- Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

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

SIGNED at Wkh this 12 day of June 2025, in the presence of the undersigned witnesses.

WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
Director



Written Resolution

By **NEC XON Systems Namibia (Proprietary Limited) Company Number 2010/0762**

1. That Stubenrauch Planning Consultants cc is appointed to undertake the necessary steps on behalf of **NEC XON Systems Namibia (Proprietary) Limited** (Company Number 2010/0762) to obtain approval for the following:
 - a) **Rezoning of 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;**
 - b) **Consent for a free residential bulk on Erf 414, Olympia; and**
 - c) **Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**

2. That we (Directors) hereby appoint and authorise Johannes Engelbrecht with identity number 70072420100259 in his capacity as an employee of the company to sign all acts necessary and incidental thereto.

Johannes Engelbrecht

Name
Sole Director

Signed by: *Johannes Engelbrecht* 12 June 2025

 33284F103884BC-----
 Signature Date



Orchestrating a brighter world

REPUBLIC OF NAMIBIA
COMPANIES ACT 2004
(Section 208) (Regulation 43 (1))
(To be lodged in duplicate)

SPECIAL RESOLUTION

Registration Number of Company
2010/0762

BUSINESS & INTELLECTUAL PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation
bipa 06 MAR 2018
PO Box 185 Windhoek, Namibia
Tel: +264 61 293 4400
Fax: +264 61 401 081
Email: info@bipa.na Web: www.bipa.na
Registration Office

Name of company **XON SYSTEMS NAMIBIA (PROPRIETARY) LIMITED**

Date notice given to members 17 JANUARY 2018 Date resolution passed 12 FEBRUARY 2018
Special resolution passed in terms of section 50 (1) & 62 of the Act/paragraph 1, 2 and 3 of the memorandum/
*article _____ of the articles.

Copy of notice convening meeting attached.
Consent to waive period of notice of meeting (CM 25) attached/ not attached.

CONTENTS OF RESOLUTION (Use reverse side if necessary)

Resolved

- 1. THAT the name of the Company be changed to:
NEC XON SYSTEMS NAMIBIA (PROPRIETARY) LIMITED**

- 2. THAT the main objectives of the Company changed to:**

To conduct business activities such as sales, installation and maintenance service, Technical support, training, etc., in connection with telecommunication, broadcasting, postal and other IT system equipment.

Rubber stamp of company, if any, or of secretaries.

Date 11 SEP 2018 Signature _____
Name (in block capitals) **CHARL COETZEE**

* Delete whichever not applicable

Perforated (To be completed by company)

Herewith copy of special resolution as registered.

Registration Number of Company
2010/0762

Name of Company **XON SYSTEMS NAMIBIA
(PROPRIETARY) LIMITED**

Postal address **P O BOX 30
WINDHOEK
NAMIBIA**

BUSINESS & INTELLECTUAL PROPERTY AUTHORITY
Protecting Entrepreneurship and Innovation
bipa 06 MAR 2018
PO Box 185 Windhoek, Namibia
Tel: +264 61 293 4400
Fax: +264 61 401 081
Email: info@bipa.na Web: www.bipa.na
Registration Office

Not valid unless stamped by the Registrar of Companies.

REPUBLIC OF NAMIBIA
COMPANIES ACT 2004
(Section 50(3)) (Regulation 16(1))
(to be lodged in duplicate)

CERTIFICATE OF CHANGE OF NAME OF COMPANY

Registration Number of Company
2010/0762

I certify that this is a true and correct copy of the original, which was submitted to me, and that, from my office records, the original has not been altered in any manner.
[Signature]
Signature: *[Signature]* 07796

This is to certify that

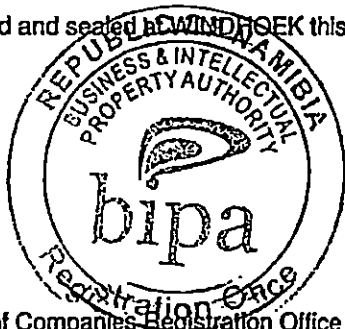
XON SYSTEMS NAMIBIA (PROPRIETARY) LIMITED

has changed its name by SPECIAL RESOLUTION and is now called

NEC XON SYSTEMS NAMIBIA (PROPRIETARY) LIMITED

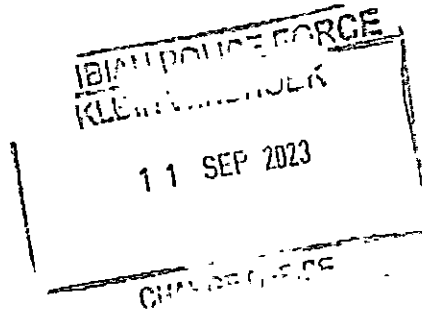
and that the new name has this day been entered in the Register of Companies

Signed and sealed by WINDHOEK this 9th day of March of the year 2018



Seal of Companies Registration Office

[Signature]
Registrar of Companies



This certificate is not valid unless sealed by the seal of the Companies Registration Office

COMPANIES ACT 2004
(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))

CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Companies Registration Office
PO Box 21214
WINDHOEK
NAMIBIA

Registration Number of Company
2010/0762

BUSINESS & INTELLECTUAL PROPERTY AUTHORITY
Revenue stamps
Protecting Entrepreneurship and Innovation
machine impression
bipa 20 FEB 2019
PO Box 195 Windhoek, Namibia
Tel: +264 61 293 4400
Fax: +264 61 401 061
Email: ip@bipa.na
Website: www.bipa.na
Registration Office

Name and postal address of Company **NEC XON SYSTEMS NAMIBIA (PROPRIETARY)**
P O BOX 30, WINDHOEK, NAMIBIA

Return of particulars as at 16 February 2019

COPY

1. SGA Chartered Accountants & Auditors
(name of director of officer)

I state that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed form CM 27, the directors or officers are not disqualified under section 225.

Signed *[Signature]* **SGA Chartered Accountants & Auditors**
Tel: +264 (061) 276000
Fax: +264 (061) 232309
Box 30, Windhoek
Namibia

Date 15 February 2019

A. **Directors**

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

1. Surname	ENGELBRECHT											
2. Full forenames	JOHANNES											
3. Former surname and forenames												
4. Identity number or, if not, available, date of birth	Year	Month	Day									
	7	0	0	7	2	4	0	1	0	0	2	5
5. (a) Date of appointment	21 SEPTEMBER 2011											
(b) Designation	DIRECTOR											
6. Residential address	1 GIRIBES STREET, KLEINE KUPPE, WINDHOEK, NAMIBIA											
7. Business address	1 GIRIBES STREET, KLEINE KUPPE, WINDHOEK, NAMIBIA											
8. Postal address	P O BOX 9753, WINDHOEK, NAMIBIA											
9. Nationality (if not Namibian)	NAMIBIAN											
10. Occupation	BUSINESSMAN											
11. Resident in Namibia (Yes or No)	YES											
12. Nature of change in 1 to 5 above and date	NO CHANGE											

CM 29 PAGE 1

[Signature]
Signature

TO PARTICULARS, SEE PAGE 1

Registration Number of Company
2010/0762

1. COETZEE

2. CHARL

3.

4.	Year	Month	Day																		
	7	3	1	0	1	8	5	0	3	5	0	8	2								

5.(a) 21 SEPTEMBER 2011

(b) DIRECTOR

6. STAND 289, MIDSTREAM ESTATE EXT. 2, BRAKFORTEIN ROAD

7. STAND 289, MIDSTREAM ESTATE EXT. 2, BRAKFORTEIN ROAD

8. P O BOX 6973, HALFWAY HOUSE 1685, SOUTH AFRICA

9. SOUTH AFRICAN

10. BUSINESSMAN

11. NO

12. RESIGNATION: 23 MARCH 2018

1.

2.

3.

4.	Year	Month	Day																	

5.(a)

(b)

6.

7.

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12.

1.

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4.	Year	Month	Day																	

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(b)

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4.	Year	Month	Day																	

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4.	Year	Month	Day																	

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(b)

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8. 11 SEP 2023

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10.

11.

12.

REGISTRATION Number of Company
2010/0762

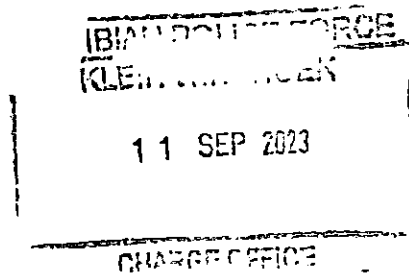
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(b)																		
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11.																		
12.																		

B. AUDITOR

1. Name SGA CHARTERED ACCOUNTANTS & AUDITORS
2. Date of appointment 21 SEPTEMBER 2011
3. Nature of change in 1 and 2 above and date.

NO CHANGE



Perforated

(To be completed by company)

Return of particulars of company's register of directors, auditors & officers

Dated 15 February 2019

Name of company NEC XON SYSTEMS NAMIBIA
(PROPRIETARY) LIMITED

Postal address P O BOX 30

WINDHOEK

NAMIBIA

CM29
Date received
BUSINESS & INTELLECTUAL PROPERTY AUTHORITY Protecting Entrepreneurship and Innovation
Date stamp of Companies Registration Office 20 FEB 2019
PO Box 125 Windhoek, Namibia Tel: +264 61 293 4400 Fax: +264 61 401 061 Email: info@bipa.na Web: www.bipa.na Registration Office

CM29 PAGE 3

P O BOX 6973
HALFWAY HOUSE
1685

23 MARCH 2018

NEC XON HOLDINGS (PTY) LTD

Dear Sir,

RESIGNATION AS DIRECTOR OF XON Systems Namibia (PTY) LTD

I hereby resign as a director of your Company.

Yours faithfully



CHARL COETZEE

11 SEP 2023
CH/P OFFICE

ORIGINAL	842
STAMPED	
DUTY	N\$ 26.400,00
FEES	

MORTGAGED (No. B 8510/8015)
 for N\$ 4.500.000.00 (with preference for N\$ 900.000.00)
 an additional amount not exceeding N\$ 900.000.00
 DEEDS OFFICE WINDHOEK
 Deputy Registrar of Deeds

Prepared by me,

 Conveyancer,
 KOCK D R

KIRSTEN & COMPANY INCORPORATED
 ATTORNEYS, NOTARIES AND CONVEYANCERS
 CNR MERENSKY & NACHTIGAL STREET
 SNYMAN CIRCLE, AUSSPANPLATZ
 PO BOX 4189 WINDHOEK

DEED OF TRANSFER

T 0863 2015

BE IT HEREBY MADE KNOWN

THAT DANIEL ROSSOUW KOCK
 appeared before me, the Deputy Registrar of Deeds at WINDHOEK, he/she the said
 Appearer, being duly authorised thereto by a Power of Attorney granted to him/her by

RENATE HALBERSTADT
 Identity Number 400729 0015 6
 Unmarried

signed at SWAKOPMUND on 23 August 2014

AND THAT APPEARER DECLARED THAT the said Principal had on 20 August 2014 sold, and that he/she in his/her capacity aforesaid, did by these presents, cede and transfer, in full and free property to and on behalf of

XON SYSTEMS NAMIBIA (PROPRIETARY) LIMITED
Company Number 2010/0762

its successors in title or assigns

CERTAIN : ERF NO. 414 OLYMPIA

SITUATE : IN THE MUNICIPALITY OF WINDHOEK
 REGISTRATION DIVISION "K"
 KHOMAS REGION

MEASURING : 1 301 (ONE THOUSAND THREE HUNDRED AND ONE)
 SQUARE METRES

First transferred by Deed of Transfer 133/1974 with General Plan S.G. AS 370/1971 relating thereto and held by Deed of Transfer T4199/1998

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

IN FAVOUR OF THE LOCAL AUTHORITY:-

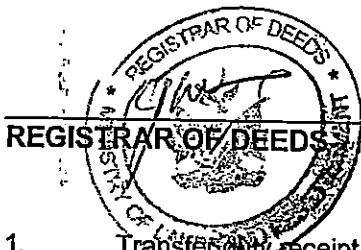
- A. The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Windhoek Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance 1954 (Ordinance 18 of 1954), as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

WHEREFORE the Appearer, renouncing all the Right and Title which the said TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge her to be entirely dispossessed of and disentitled to the same, and that, by virtue of these Presents, the said TRANSFEREE, its successors in title or assigns now is and henceforth shall be entitled thereto, conformably to local custom, the State, however, reserving its Rights, and finally acknowledging the purchase price amounting to the sum of N\$2 200 000.00 (TWO MILLION TWO HUNDRED THOUSAND NAMIBIA DOLLARS)

SIGNED AT WINDHOEK on 2015-02-26 together with the Appearer, and confirmed with my Seal of Office

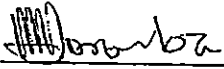


SIGNATURE OF APPEARER

In my presence,



FOR INFORMATION ONLY

1. Transfer duty receipt No.102321496 issued by the Receiver of Revenue at WINDHOEK on 3 February 2015 for N\$264 000,00

(Checked 1.  2. 

2. I the undersigned, KOCK D R, Conveyancer, hereby certify in terms of Section 78 of Act 23/1992 ("The Act") that all rates leviable in respect of the immovable property contained in this Deed, and all the fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplies to such property in terms of the Act, inclusive of any availability charge and minimum charge provided for in Section 30(1)(u) of the Act, have been paid up to and including the date of registration hereof.


CONVEYANCER

INV2025278701
INV2 845

CITY OF WINDHOEK

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

TAX INVOICE

VAT Reg. Number 2646057-01-5



Invoice Number : INV2025278701	Date Issued : 6/13/2025
Account Number : N/A	Vote Number : 5000132050048
Name : STUBENRAUCH PLANNING CONSULTANTS CC	Reference Number : ERF 414 OLYMPIA
Address : N/A	System Reference : INV439286
	Issued By : 90346 - ASHIPEMBE (EN)
	Contact Details : N/A
Description : REZONING APPLICATION	

PAYMENT DUE

Total Amount Excluding VAT	: N\$ 1750.00
Total VAT Amount	: N\$ 262.50
Total Amount Payable	: N\$ 2012.50

INVOICE DETAILS

Department : 4010 - URBAN PLANNING

Tariff Code	: N/A
Tariff Description	: N/A
Quantity Provided	: 1
Unit Price	: N\$ 1750.00
Tariff Amount Excluding VAT	: N\$ 1750.00
Tariff VAT Amount	: N\$ 262.50
Tariff Total Amount	: N\$ 2012.50
Service Code	: N/A

Payment Confirmation

Date : 18/06/2025 09:48:21

This is a notification from Nedbank Namibia Limited that the following payment has been made.

Transaction Details

Date of Payment : 18-06-2025
 Transaction Reference Number : 384471552637561

Beneficiary Details

Beneficiary Name : City of Windhoek
 Transfer Amount : 2,012.50 NAD
 Beneficiary Reference : INV2025278701 SPC
 Beneficiary Bank : FIRST NATIONAL BANK
 Beneficiary Bank Code : 281872
 Beneficiary Account : 62012146115
 Channel : Internet Payment

Payer Details

Paid By : STUBENRAUCH PLANNING CONSULTANTS CC

This notification of payment is sent to you by Nedbank Namibia Limited, Reg No 73/04561, Authorised Financial Services and Registered Credit Provider in The Republic of Namibia (NCRCP16), Freedom Plaza, Erf 8764, c/o Fidel Castro & Rev Michael Scott Street, Windhoek, Namibia. ("Nedbank Namibia"). Our customer (the Payer) has requested Nedbank Namibia to send this notification of payment to you. Please therefore contact the payer for enquiries regarding the contents of this notification. Any other enquiries should be directed to the Nedbank Namibia Contact Centre at Tel: +264819592222..

Nedbank Namibia will not be held responsible for the accuracy of the information on this notification and we accept no liability whatsoever arising from the transmission and use of the information conveyed in this notification, or from any claims, losses, damage, expenses, whether direct, indirect or consequential, arising or resulting from the transmission of this notification.

Payments may take up to three business days. Please check your account to verify the existence of the funds.

Note: Nedbank Namibia will never send you an e-mail requesting you to enter your personal details or private identification and/or authentication details.

Disclaimer

This e-mail and any accompanying attachments may contain confidential and/or proprietary information. This information is private and protected by law and, accordingly, if you are not the intended recipient, you are requested to delete this entire communication immediately and are notified that any disclosure, copying or distribution of or taking any action based on this information is prohibited. E-mails cannot be guaranteed to be secure or free of errors or viruses. The sender does not accept any liability or responsibility for any interception, corruption, destruction, loss, late arrival or incompleteness of or tampering or interference with any of the information contained in this e-mail or for its incorrect delivery or non-delivery for whatsoever reason or for its effect on any electronic device of the recipient. If verification of this e-mail or any attachment is required, please request a hard copy version. Nedbank Namibia reserves the right to monitor, intercept and/or block e-mails addressed to its customers, or to take any other action required in accordance with its e-mail policy.

DEBT MANAGEMENT CREDIT CHECK FORM

Surname Engelbrecht First name(s) Johannes

Erf/stand-no H14 Township Olympia

If company or registered under cc NEC X 60 Systems Namibia (Pty) Ltd

Namibian I. D / Passport no. 70072480100259

Postal/Private Bag address P.O. Box 30 Township of address Windhoek

Physical Residential or Business address Nord Curibes Street, Kleine Kuppe

Tel no N/A (H) N/A Cell 085 5400707

DEBT MANAGEMENT CREDIT CHECK

Service Accounts (MS)

Credit Control Officer Comments:

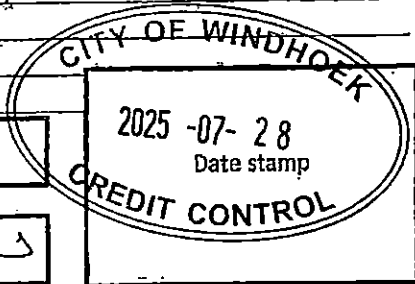
NO ARREARS

Acc. Technician Credit Control

Dina

Signature Acc. Tech Credit Control

[Signature]



LAND SALES

Comments:

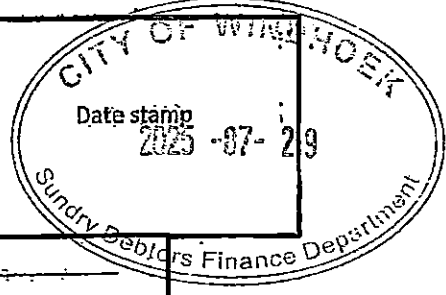
No arrears

Acc. Technician Land Sales

Johanna

Signature Acc. Technician Land Sales

[Signature]



ACCOUNTANT LAND SALES:

CITY OF MANY FACES

MEMORANDUM



TO : UTP: Urban Policy

FROM : UPT: Sustainable Development

ENQ : N. Naruses

REF : L/ /414/OL

DATE : 06/03/2026

Attention: Ms. Ruth Kwenani

RE: REZONING OF ERF 414, OLYMPIA FROM “RESIDENTIAL” WITH A DENSITY OF 1:900 TO “OFFICE” WITH A BULK OF 0.75; CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA; AND INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.

An application regarding the above subject matter refers.

Discussion:

The Sustainable Development Division has in principle no objection to the proposed application, provided that it aligns with the relevant policy areas and has no detrimental effect on the surrounding environment or its amenities.

The proposal appears to maximize development potential without adversely impacting the surrounding environment or its amenities however, it is noted that confirmation of full policy alignment remains subject to the relevant divisions assessment.

Proposal/Recommendations

That the proposed application be granted, subject to due consideration of urban policy comments and compliance with the relevant by-laws as administered by the respective divisions. It is recommended that the application be Supported, subject to the following considerations:

- Compliance with all relevant by-laws as administered by the respective technical divisions.

We trust that the above is in order.

Thank you,


TOWN PLANNER: SUSTAINABLE DEVELOPMENT

MEMORANDUM

SUBJECT:

- 1. REZONING OF ERF 414, OLYMPIA FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO "OFFICE" WITH A BULK OF 0.75;**
- 2. CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA;**
- 3. INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.**

CIRCULATION	DATE	COMMENTS	SIGNATURES
Technical Enquiries: Sikabongo	S. 14/08/2025	Tel: 290 2364	
Section Engineer	.../.../2025		
Chief Engineer	.../.../2025		

TO:	Urban Planning H Rust	DATE:	14 August 2025	
FROM:	Section Engineer: Roads Planning & Traffic Flow	REF:	L/414/OL	

ROADS PLANNING & TRAFFIC FLOW COMMENTS:

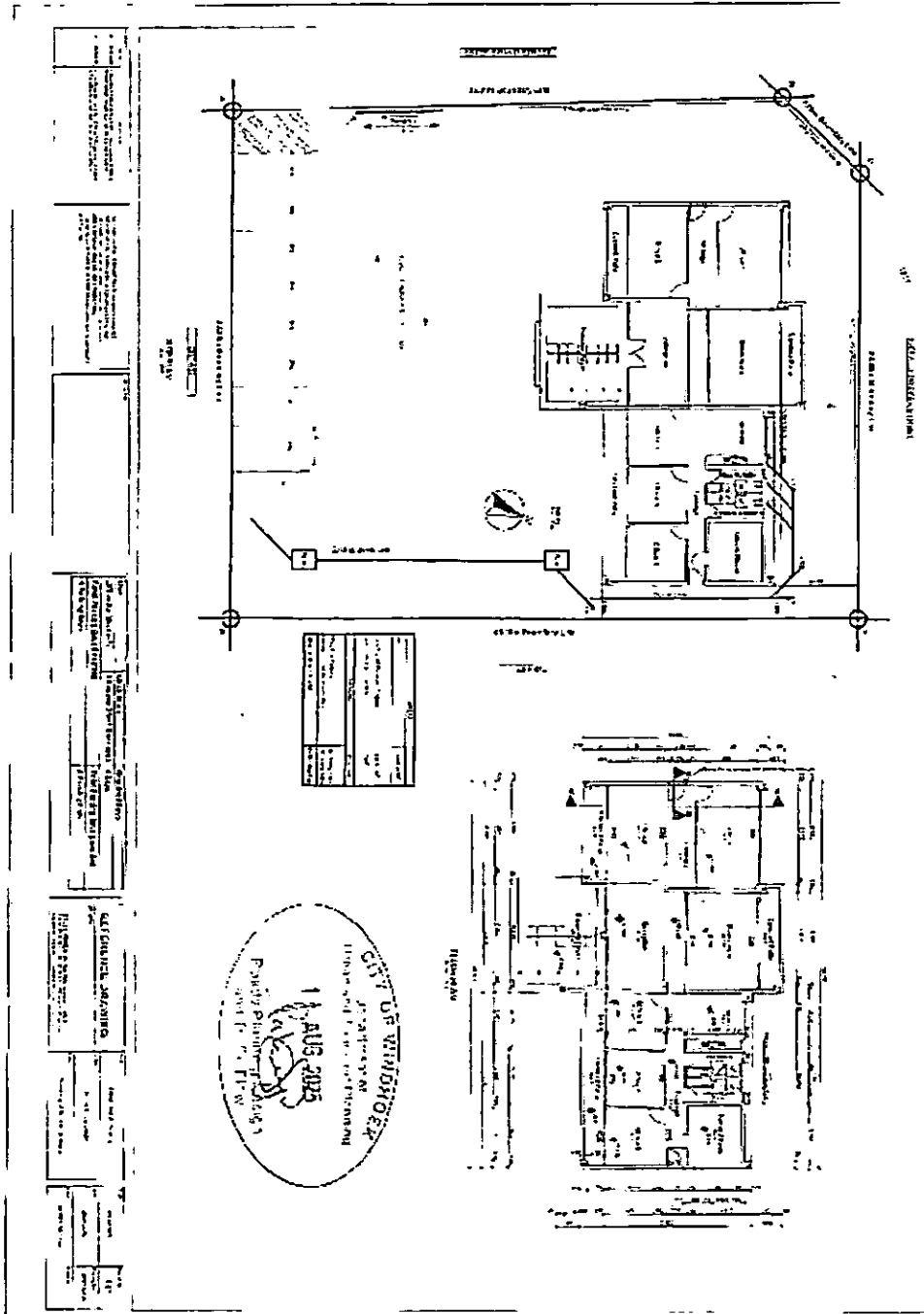
The application dated 04 August 2025 received from Stubenrauch Planning Consultants; Town & Regional; regarding the above has reference.

Erf 414 Olympia is situated along corner of Esther Brand and Gerald Deyer Street, access is gained from Esther Brand Street. The total size measures 1300m² in extent and is zoned 'residential' with a density of 1:900. Both streets are short street and do not experience low traffic volumes and no congestion is experienced during peak hours. Rezoning to office will generate 15 trips into the road network, which is considered insignificant. Erf 414, Olympia falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75.

1. **This Division has no objection to the Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75; provided that:**
 - 1.1. The parking is provided as per attached parking layout.
 - 1.2. Minimum 1 parking bay per 25m² utilised bulk to be provided on site for office use.

2. **The Division has no objection to the Consent for a free residential bulk on Erf 414, Olympia; provided that:**
 - 2.1. The parking is provided as per attached parking layout
 - 2.2. Free residential bulk is limited to 50% of the allowable bulk
 - 2.3. Minimum 1 exclusive parking bay must be provided for every dwelling unit on site.
 - 2.4. Consent use will only come into effect after meeting parking requirements to the satisfaction of the SE: Urban and Transport Planning.

3. **The Division has no objection to the Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**



Yours faithfully

HW Lisse
 Chief Engineer, Roads Planning, Design and Traffic Flow

Kwenani (RM)

From: Nambinga (LE)
Sent: Friday, 12 September, 2025 14:33
To: Kwenani (RM)
Subject: Re: REZONING OF ERF 414, OLYMPIA FROM RESIDENTIAL WITH A DENSITY OF 1:900 TO OFFICE WITH A BULK OF 0.75 AND CONSENT FOR FREE RESIDENTIAL BULK
Attachments: 414 OL -Rezoning- Stormwater.doc

Good day Ms. Kwenani,

Attached, please find our stormwater comments.

Kind Regards

Linekela

From: Kwenani (RM) <Ruth.Kwenani@windhoekcc.org.na>
Sent: Wednesday, 13 August 2025 15:04
To: TPC Comments <TPCComments@windhoekcc.org.na>
Subject: REZONING OF ERF 414, OLYMPIA FROM RESIDENTIAL WITH A DENSITY OF 1:900 TO OFFICE WITH A BULK OF 0.75 AND CONSENT FOR FREE RESIDENTIAL BULK

Dear Colleagues

An application for the **REZONING OF ERF 414, OLYMPIA FROM RESIDENTIAL WITH A DENSITY OF 1:900 TO OFFICE WITH A BULK OF 0.75 AND CONSENT FOR FREE RESIDENTIAL BULK** was received during the submission month of August 2025.

The application is saved under V:\Town Planning Committee\2025\August\414 OL\Application

Please provide technical comments by latest **25 September 2025**

The application will be evaluated by Ruth Kwenani and all comments should be emailed to me at rkw@windhoekcc.org.na

Please also **save** a copy of the comments under V:\Town Planning Committee\2025\August\414 OL\Comments

Regards

Urban Policy Division



Ruth Kwenani

853

Town Planner
Department of Urban and Transport Planning

The Gateway to Endless Opportunities

Office: +264 61 290 3428

Fax:

Mobile:

E-mail: Ruth.Kwenani@windhoekcc.org.na

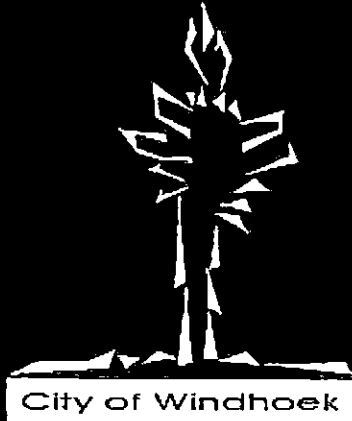
Box 59, Windhoek

Enquiries: +264 61 290 2911

www.cityofwindhoek.org.na

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Vision: To be



City of Windhoek

The Gateway to Endless Opportunities

PERFORMANCE ASSESSMENT *"An essential part of Perform"*

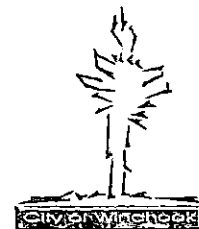
MANUAL SUBMISSION:

Performance Assessment- 2024/2025 Perf
Individual Development Plan- 2025/2026

SUBMISSION TIMELINE: 31ST JULY-15TH AUGUST 2025

Transitioning to e- PMS for B5- D5 Band will commence in the 2025/
A3 – B4 Band will continue with manual submission and will be onb

MEMORANDUM



TO : Department of Urban and Transport Planning

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

ENQ : L. Nambinga

REF : L/414/OL

DATE : 28 August 2025

Ms R. Kwenani

RE: COUNCIL APPLICATION: REZONING OF ERF 414, OLYMPIA:

- **REZONING OF ERF 414, OLYMPIA FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO "OFFICE" WITH A BULK OF 0.75;**
- **CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA; AND**
- **INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.**

The Application dated 30 July 2025, for the proposed, rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75; Consent for a free Residential bulk on Erf 414, Olympia; and Inclusion of the Rezoning in the next amendment scheme to be prepared for Windhoek, refers.

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

1. The proposed Erf 414, Olympia, has a general downward slope from the northeast into a southwesterly direction.
2. Access to the proposed Erf 414, Olympia is indicated to be obtained from Esther Brandt Street.
3. There is no visible sign of any stormwater course or system flowing across the proposed Erf 414, Olympia, except for surface stormwater run-off.

This Division has no objection to the proposed, rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75; Consent for a free Residential bulk on Erf 414, Olympia; and Inclusion of the Rezoning in the next amendment scheme to be prepared for 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.

.....
CJ VAN DER MERWE
SECTION ENGINEER: DESIGN

MEMORANDUM

TO: Ms. R. Kwenani**DATE:** 25 August 2025**FROM:** INF: Engineering Services Division**REF:** L/414/OL

SUBJECT: REZONING OF ERF 414, OLYMPIA FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO "OFFICE" WITH A BULK OF 0.75;

CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA; AND

INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.

The application dated 30 July 2025 regarding the above subject matter, refers.

The application can only be approved under the following conditions:

1. That free residential bulk is limited to 50% of the allowable bulk of 0.75
2. That the total number of residential units not exceed three units.
3. That any additional requirements with regard to water and sewer services brought on as a direct consequence of the rezoning and 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

MEMORANDUM



The Gateway to Endless Opportunities

TO : Ms. Ruth Kwenani
Town Planner
Department of Urban & Transport Planning

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

ENQ : Ms. Justina Heita
Engineering Technician: LV Network Upgrades
Department of Electricity

DATE : 01/09/2025

RE: 1. **REZONING OF ERF 414, OLYMPIA FROM “RESIDENTIAL” WITH A DENSITY OF 1:900 TO “OFFICE” WITH A BULK OF 0.75;**
2. **CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA; AND**
3. **INCLUSION OF THE REZONING IN THE NEXT AMENDMENT SCHEME TO BE PREPARED FOR WINDHOEK.**

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

- Should an Electrical Substation be required a servitude or subdivided Erf must be allocated where the Substation will be constructed.
- No electrical substations shall be installed on the sidewalk.
- Medium and Low Voltage Cables, Streetlights and Low Voltage Distribution Units may be installed on sidewalk spaces.
- All electrical services design drawings, and internal reticulations must be submitted to the office of the Strategic Executive: Electricity for approval before any construction works are commenced
- During project implementation, the applicant’s electrical representative should at all times engage the quality monitoring official from Electricity Department for all inspections and testing required.

- 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”
- “General Residential” developments without high rise buildings i.e. individual apartments, a Split Prepayment meter for each unit shall be used with a metering box located on the street/ development erf boundary if it’s technically possible otherwise a bulk meter shall be used.



Mr. N. H. Nangongo

**CHIEF ENGINEER: ENGINEERING SERVICES
DEPARTMENT OF ELECTRICITY**

MEMORANDUM ⁸⁵⁹



The Gateway to Endless Opportunities


TO : URBAN POLICY
FROM : ENVIRONMENTAL MANAGEMENT
ENQ : ML SHIKONGO #2025
CC : MET SHANYENGANGE #3529
DATE : 19/12/2025

Dear Colleague,

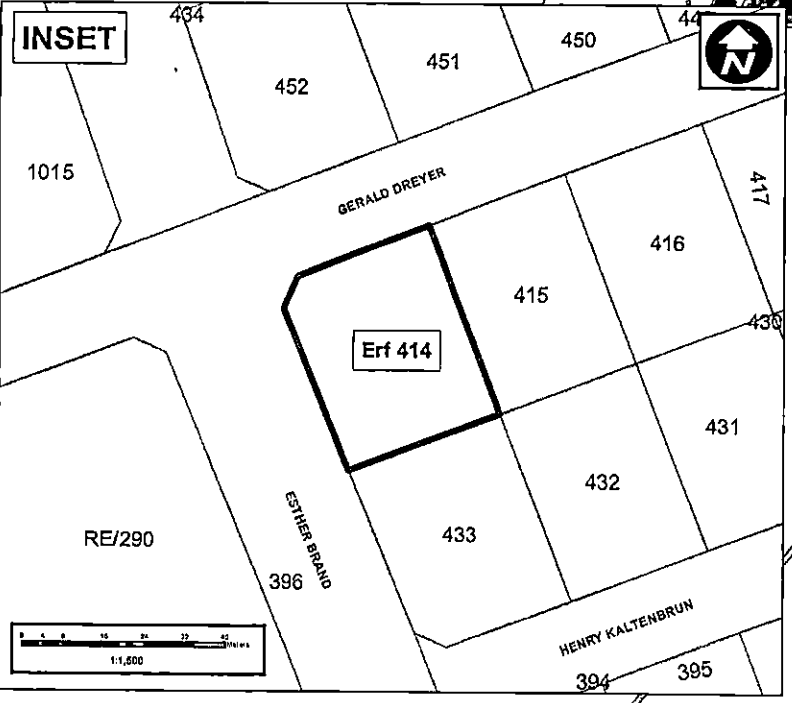
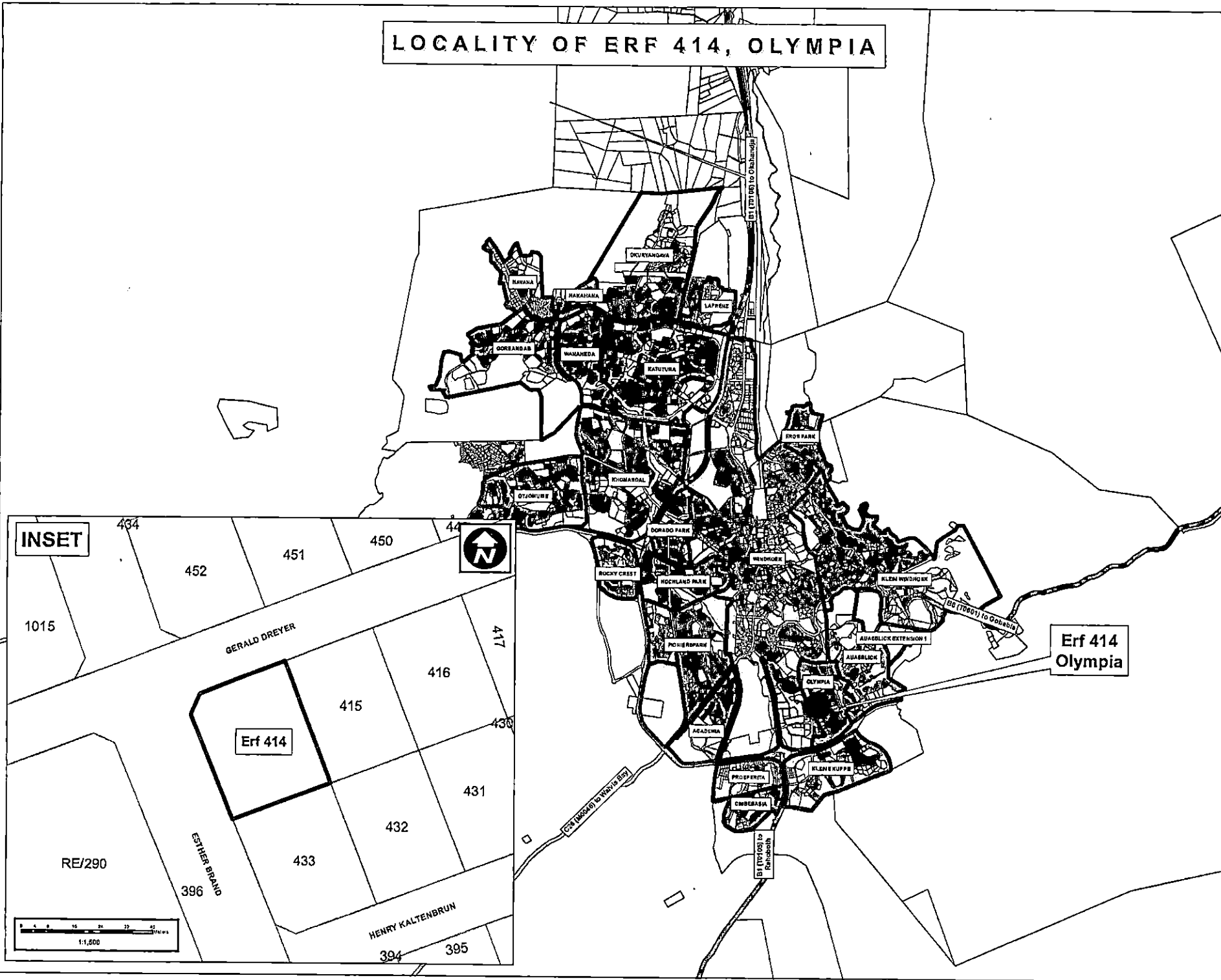
RE: REZONING OF ERF 414, OLYMPIA FROM RESIDENTIAL WITH A DENSITY OF 1:900 TO OFFICE WITH A BULK OF 0.75 AND CONSENT FOR FREE RESIDENTIAL BULK

Reference is made to the above.

The Division is supporting the application. Adverse environmental impacts are not foreseeable for the activity in question. Applicant to request for an Environmental Clearance Exemption from the Division of Health and Environment Services before submitting the application to the Urban and Regional Planning Board.


Kind Regards,

LOCALITY OF ERF 414, OLYMPIA



WINDHOEK

Legend

- Cadastral Boundary
- Extension Boundary
- Trunk Road
- Main Road
- Erf 414

860
090

Erf 414
Olympia



STUBENRAUCH
PLANNING CONSULTANTS
TOWN AND REGIONAL PLANNERS
PO Box 41404
Windhoek
Namibia
email: Staubrauch@gpo.com.na
Tel: 061 281180

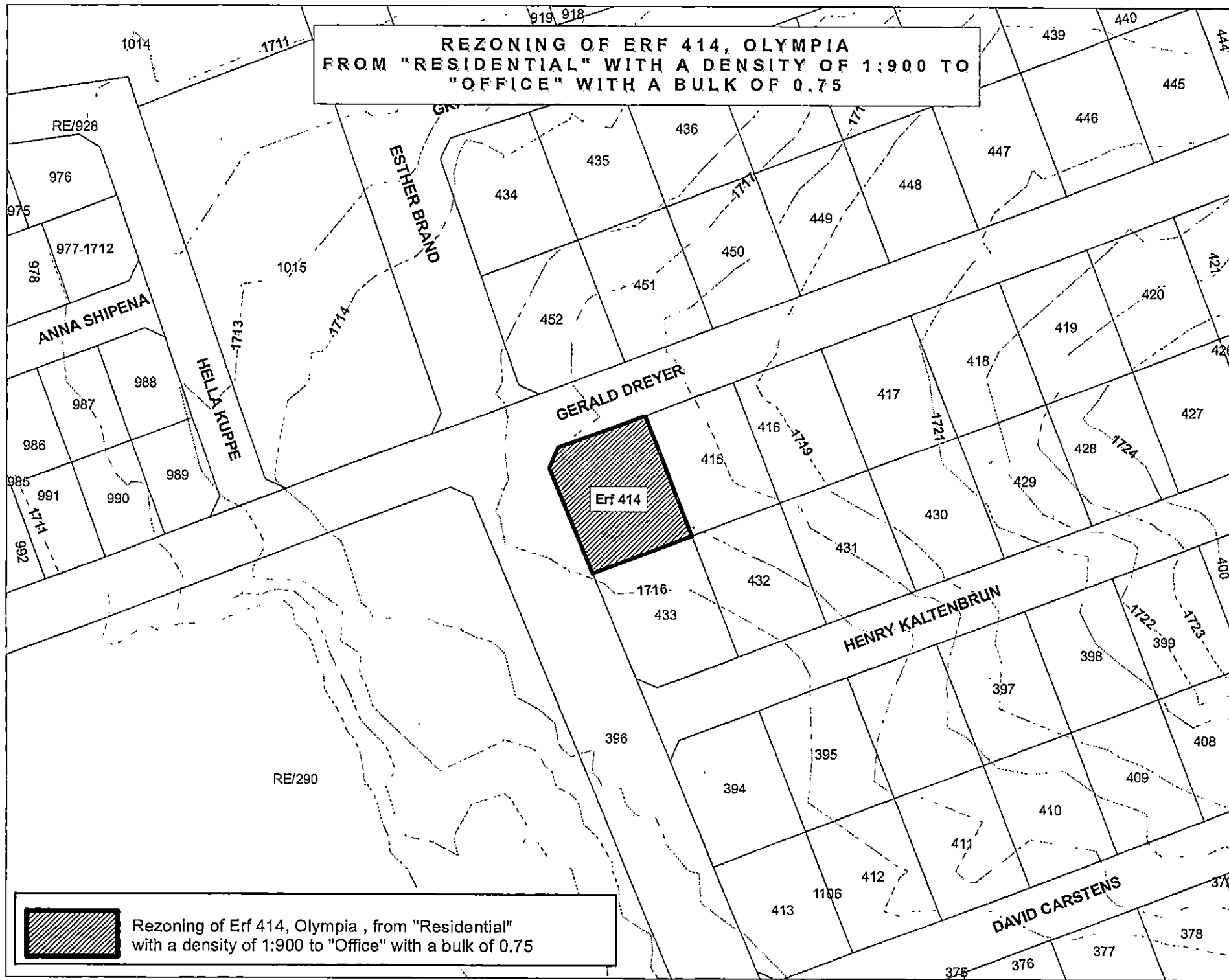
WINDHOEK

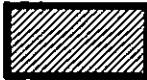
LOCALITY MAP

3/11	SHAVE	01/2/20	DR/WINDHOEK
April 2025	ED		W25041-1

1:15000

**REZONING OF ERF 414, OLYMPIA
FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO
"OFFICE" WITH A BULK OF 0.75**







 Rezoning of Erf 414, Olympia , from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75



CITY OF WINDHOEK

WINDHOEK

Legend

-  Cadastral Boundary
-  Extension Boundary
-  Erf 414
-  1m Contours (COW Aerial Survey)

861



STUBENRAUCH
PLANNING CONSULTANTS
TOWN AND REGIONAL PLANNERS
PO Box 41404
Windhoek
Namibia
email: Blanclynn@spc.com.na
tel: 061 261199

WINDHOEK

Rezoning Map

DATE	DRAWN	CHECKED	APPROVED
April 2025	DD		W24041-2

1:1000

REZONING OF ERF 414, OLYMPIA
 FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO
 "OFFICE" WITH A BULK OF 0.75







Re zoning of Erf 414, Olympia , from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75



WINDHOEK

Legend

-  Cadastral Boundary
-  Extension Boundary
-  Erf 414
-  1m Contours (COW Aerial Survey)

862



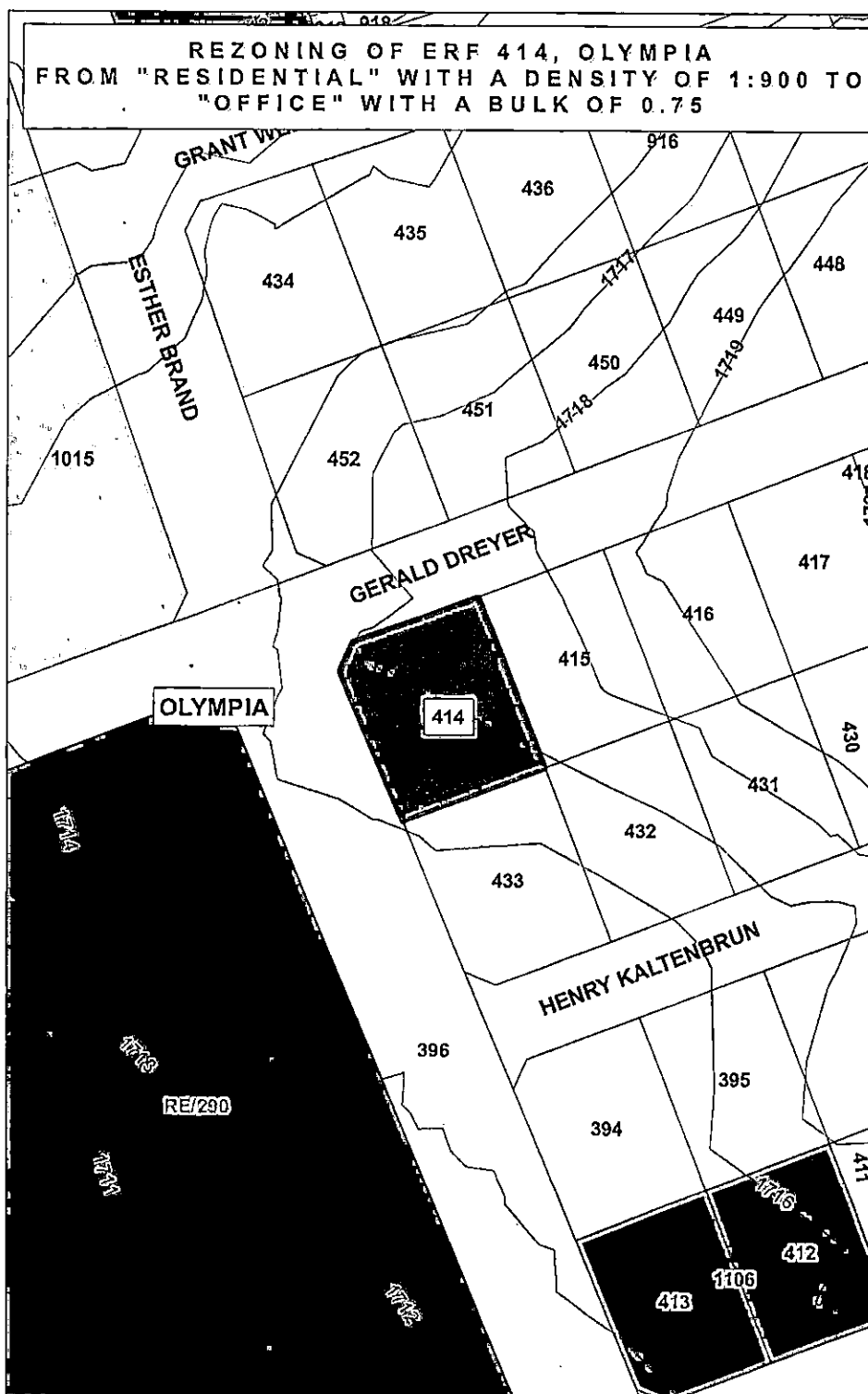
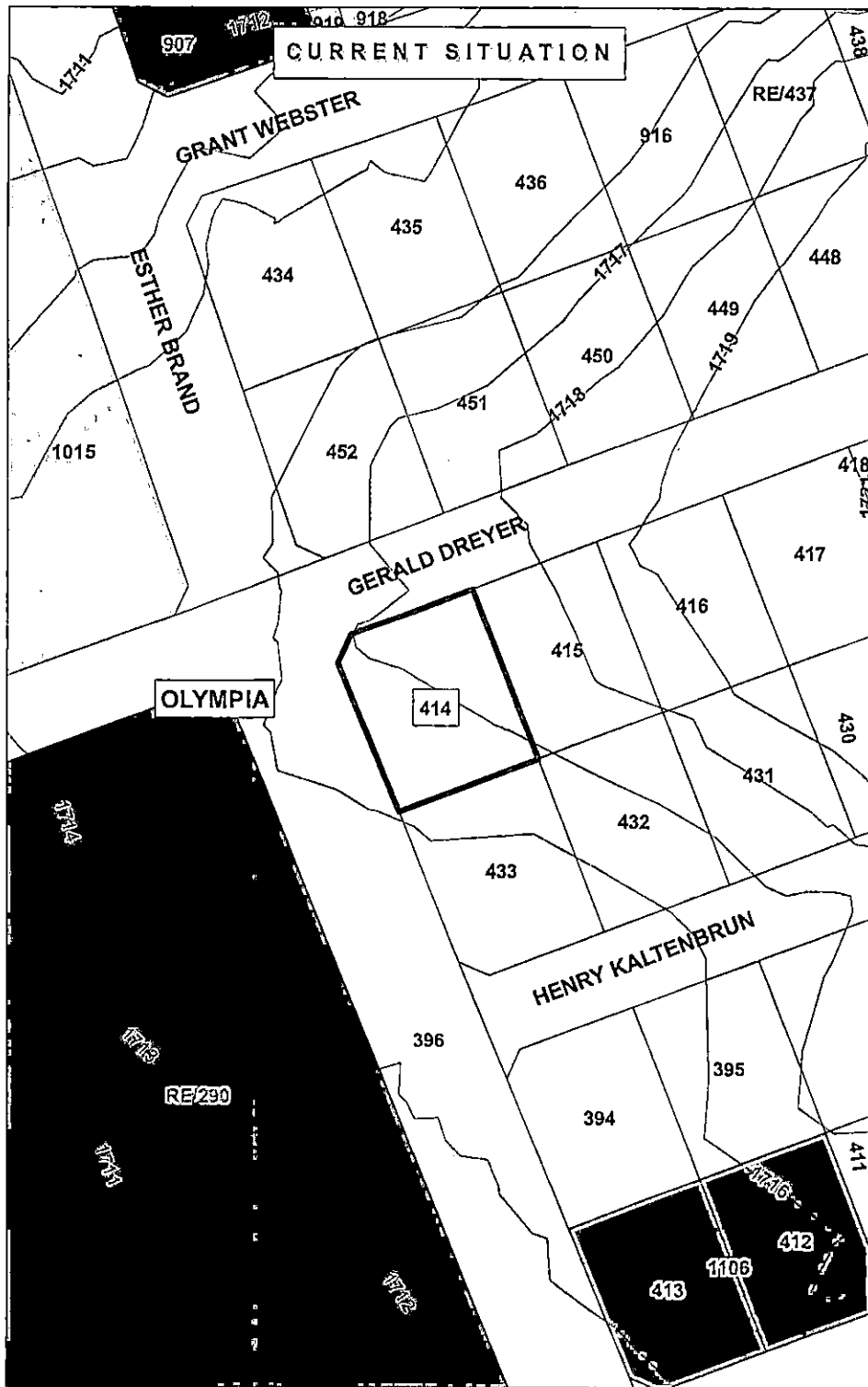
STUBENRAUCH
 PLANNING CONSULTANTS
 TOWN AND REGIONAL PLANNERS
 P.O. Box 41404
 Windhoek
 Namibia
 email: Benwynn@spc.com.na
 Tel: 061 231159


WINDHOEK

Rezoning Map

Date	Drawn	Checked	Reviewed
April 2025	ES		W24041-0

1:200






CITY OF WINDHOEK

WINDHOEK

Legend

<p>Zoning</p> <ul style="list-style-type: none"> Business Cemetery General Residential Government Industrial Institutional Municipal Office Private Open Space Public Open Space Residential Restricted Special Street Transport & Communication Undetermined Hospitality 	
--	---

863

Erf 414

— 1m Contours
(COW Aerial Survey)

Stubenrauch


Planning Consultants

**STUBENRAUCH
PLANNING CONSULTANTS
TOWN AND REGIONAL PLANNERS**
 PO Box 41404
 Windhoek
 Namibia
 email: Bronwyn@spc.com.na
 Tel: 061 251189

WINDHOEK

CURRENT AND PROPOSED

DATE	DRAWN	CHECKED	DRAWING NO.
April 2025	ES		W28041-4



1:200

5610 Notices

Legal

at the Gersakomund Municipality and SPC Office, 45 Feld Street, Windhoek. Further take note that any person objecting to the proposed change in land use as set out above may lodge such objections...

PUBLIC NOTICE ENVIRONMENTAL AND TOWN PLANNING Suburban Planning Consultants cc has been appointed by Green Building Construction Namibia (Proprietary) Limited, the registered owner of Erven 3703 - 3705 and 3723, Gorenqab Extension 5 and Seven Lane Investments Estate Corporation, the registered owners of Erf 3715, Gorenqab Extension 5, to apply on their behalf to the City of Windhoek...

1. Rezoning of Erf 3723, Gorenqab Extension 5 from "Residential" to "Business" with a built of 1.0; 2. Consolidation of Erven 3715 and 3723, Gorenqab Extension 5 into "Consolidated Erf X"; 3. Rezoning of Erven 3703, 3704 and 3705, Gorenqab Extension 5 from "Business" with a built of 1.0 to "Private Open Space"; and 4. Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

FOR A SUBSTITUTED SERVICE IN THE HIGH COURT OF NAMIBIA (Main Division) Case Number: HC-ND-QV-ACCT-MAT-202500241 In the matter between ELIZABETH NDIKELAO NASHIDENGO PLAINTIFF and ELTON JOHN TUBELLA RESPONDENT TO: GCG 2004 AND TO: LEGAL PRACTITIONERS FOR THE APPLICANT PER: CATHERINE Y. GONTES NO. 5 HANDEL STREET WINDHOEK WEST, WINDHOEK. TO: REGISTRAR OF THE HIGH COURT MAIN DIVISION WINDHOEK-NAMIBIA.

REGISTRATION OF ISAPs AND SUBMISSION OF COMMENTS: In line with Namibia's Environmental Management Act (No. 7 of 2007) and EIA regulations (No. 33 of 2012), all ISAPs are hereby invited to register and submit their comments, concerns or enquiries in writing via: Email: branyan@spc.com.na; Tel: 061 21 11 22 on or before 23 September 2025.

PUBLIC NOTICE Suburban Planning Consultants cc has been appointed by Namibian Custom Smelters (Proprietary) Limited (Case Number: 2002/0037), the owner of Erven 1570, 1580 and 1581 (a portion of Portion 890, Tsumeb), to apply on their behalf to the Tsumeb Municipality and to the Urban and Regional Planning Board (URPB) for the following: 1. Rezoning of Erven 1570, 1580 and 1581 (a portion of Portion 890, Tsumeb), from "Residential 1" with a density of 1:500 to "Residential 1" with a density of 1:200; 2. Consolidation of Erven 1570, 1580 and 1581 (a portion of Portion 890, Tsumeb), into "Consolidated Erf X"; and 3. Inclusion of the rezoning and consolidation in the next Zoning Scheme to be prepared for Tsumeb.

5610 Notices

Legal

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Legal

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864 65-220 229

65-222 688

E info@ope.com.na

Tollfree 97790

Erf 3175, Oshakati East

PO Box 1594, Oshakati, Namibia

www.ope.com.na



Oshakati Premier Electric

TENDER OPE/04/2026

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

Closing Date 12 September 2025
Compulsory Briefing No Briefing Meeting
Document Fees N\$50.00 (non-refundable)
Enquiries Mr. L Hanekom (lhanekom@ope.com.na)
Mr. K Mbangula (kmbangula@ope.com.na)
Ms. P Nambele (pnambela@ope.com.na)
Tel: +264-0165-220 229

Documents in a sealed envelope clearly marked "TENDER NO OPE/04/2026" addressed to the Chairperson of the Tender Committee, must be placed in the tender box at the Oshakati Premier Electric Head Office or be posted to the Chairperson of the Tender Committee, PO Box 1594, Oshakati, to reach him at the latest by 12:00 on FRIDAY, 12 September 2025.
Please note documents received after the closing date and time will not be considered for evaluation.



Request for Proposals

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

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

Closing Date: Tuesday, 02 September 2025

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

Important Notice:

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

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

865

CLASSIFIEDS

(061) 208 0800/44

(061) 220 584

classifieds@nepc.com.na



NOTICE LEGAL NOTICE

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of our client intends to apply to the Municipality of City of Windhoek and the Ministry of Urban and Rural Development for the:

- REZONING OF ERF 343, PIONEERSPARK FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1:500 TO "OFFICE" WITH A BULK OF 0.4 AND
- CONSENT TO USE THE BUILDINGS ON ERF 343, PIONEERSPARK FOR THE PURPOSES OF MEDICAL/DENTAL CONSULTING ROOMS.

Erf 343 Pioneerspark is currently zoned "Single Residential". Our client would like to rezone the Erf to "Office" with a bulk of 0.4 and consent to use the buildings for the purpose of medical/dental consulting rooms. Erf 343, Pioneerspark, measures approximately 1 182m² in extent. The existing buildings on Erf 343 were purpose-built for institutional use and have never been intended or used for residential purposes, despite the residential zoning. The buildings measure 216m² in size and consist of two large classrooms, an office, a storeroom, a kitchen, and ablution facilities. While these structures are not suitable for residential, they are ideal for the intended bio-kinetics practice. It is important to note that the property in question has a history of institutional use. Originally acquired by the youth organization "Die Voortrekkers", the property was initially used for institutional activities until approximately 1992. Since then, various day care centers, crèches, and kindergartens have operated on the property, with the City of Windhoek's consent.

Urban Dynamics wishes to inform the general public that it is our client's intention to rezone Erf 343, Tsumeb, Pioneerspark to "Office" with a bulk of 0.4 and consent to use the buildings for the purpose of medical/dental consulting rooms. The erf under discussion currently obtains direct access from Tsumeb Street.

Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: collin@udanam.com
info@udanam.com



AUCTION VEHICLES

Auction Namibia
BANK REPO & FLEET AUCTION
Thursday 28 August 2025 @ 10:00
Windhoek Prosperitas

VEHICLES ON AUCTION:
2014 VW BORA DIESEL 1.9
D/C 4X4 167 1
2022 MAHINDRA HAWK D140 4X2
2022 RENAULT JIGER L0
2020 VW GOLF 1.4 TSI
COMFORTLINE DSG
2018 VW TIGUAN 1.4 TSI
2018 M-BENZ A200
2018 M-BENZ GLC 220 D 4MATIC
2014 HYUNDAI DROPSIDE S/C
2014 MAZDA AXELA
2013 VW GOLF TSI BLUE MOTION
DUNE BUGGY

VEHICLES ON AUCTION:
2013 VW BORA DIESEL 1.9
FOUR CAM 32 ENGINE D/C 4X4
2008 PEUGEOT 207 CC
2008 PEUGEOT 107
2011 NISSAN QUASHEQAI
2009 M-BENZ A170
2009 M-BENZ C200
2008 OPEL ZAFIRA 1.9
2006 PEUGEOT 207 CC
2008 PEUGEOT 107
2005 FORD F250 XLT D/C 4X4
1987 M-BENZ CLK0

Registration & Bidding see: www.auctionnamibia.com
Online Bidding Starts: Monday 25 August 2025 @ 10:00
Webcast Auction: Thursday 28 August 2025 @ 10:00
Viewing: Windhoek 25-27 August 2025 @ 09:00 - 16:00

* & apply Buyer's premiums will be added.
* Details subject to change without prior notice. *
Tel: 061 224 61 357 MAIL: Contact Us: 061 224 61 3378
Contact Us: 061 224 61 34818 Email: info@auctionnamibia.com

NOTICE LEGAL NOTICE

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of our client intends to apply to the Municipality of City of Windhoek and the Ministry of Urban and Rural Development for the:

- CONSENT TO UTILIZE ERF 7206, TACOMA STREET, WINDHOEK FOR A CAR DEALERSHIP

Erf 7206 currently accommodates three businesses, namely JB Cooling which is a general workshop operating within its approved zoning rights, and Dub Motors CC and JL Auto Centre CC which are both a car dealerships. While JB Cooling is compliant with the "Restricted Business" zoning, the two car dealerships are not aligned with the current zoning parameters. Under the "Restricted Business" zoning category, the primary uses include offices, warehouses, medical or dental consulting rooms and similar functions. The operation of a car dealership is not a primary use and can only be undertaken with Council's consent as per the Windhoek Zoning Scheme. The two car dealerships have been client's of Erf 7206 for over five years without any detrimental impact on the surrounding area. The client's intention is to align the property's actual land use with the zoning requirements by securing the necessary consent.

This application is therefore not for a new development, but rather for the formalisation of an existing and legal use that has already demonstrated compatibility with its surroundings. The client seeks to maintain the property's role as a productive and economically active site and comply fully with municipal regulations, as well as to provide certainty for long-term operational planning.

Urban Dynamics wishes to inform the general public that it is our client's intention to utilize Erf 7206, Tacoma Street, Windhoek for a car dealership. The erf under discussion currently obtains direct access from Tacoma Street.

Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: collin@udanam.com
info@udanam.com



AUCTION VEHICLES

Auction Namibia
BANK REPO & FLEET AUCTION
Thursday 28 August 2025 @ 10:00
Windhoek Prosperitas

VEHICLES ON AUCTION:
2014 VW BORA DIESEL 1.9
D/C 4X4 167 1
2022 MAHINDRA HAWK D140 4X2
2022 RENAULT JIGER L0
2020 VW GOLF 1.4 TSI
COMFORTLINE DSG
2018 VW TIGUAN 1.4 TSI
2018 M-BENZ A200
2018 M-BENZ GLC 220 D 4MATIC
2014 HYUNDAI DROPSIDE S/C
2014 MAZDA AXELA
2013 VW GOLF TSI BLUE MOTION
DUNE BUGGY

VEHICLES ON AUCTION:
2013 VW BORA DIESEL 1.9
FOUR CAM 32 ENGINE D/C 4X4
2008 PEUGEOT 207 CC
2008 PEUGEOT 107
2011 NISSAN QUASHEQAI
2009 M-BENZ A170
2009 M-BENZ C200
2008 OPEL ZAFIRA 1.9
2006 PEUGEOT 207 CC
2008 PEUGEOT 107
2005 FORD F250 XLT D/C 4X4
1987 M-BENZ CLK0

Registration & Bidding see: www.auctionnamibia.com
Online Bidding Starts: Monday 25 August 2025 @ 10:00
Webcast Auction: Thursday 28 August 2025 @ 10:00
Viewing: Windhoek 25-27 August 2025 @ 09:00 - 16:00

* & apply Buyer's premiums will be added.
* Details subject to change without prior notice. *
Tel: 061 224 61 357 MAIL: Contact Us: 061 224 61 3378
Contact Us: 061 224 61 34818 Email: info@auctionnamibia.com

NOTICE LEGAL NOTICE

THE REZONING OF ERF 1/78 AND 805, KLEIN WINDHOEK, NELSON MANDELA AVENUE, FROM OFFICE WITH A BULK OF 0.4, TO OFFICE WITH A BULK OF 2.

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of the registered owner of Erf 1/78 and 805 Klein Windhoek intends applying to the Windhoek Municipal Council for the above mentioned rezoning.

Erfen 1/78 and 805 is located along Nelson Mandela Avenue in Klein Windhoek, in close proximity of Ermon Engineering, Namibia Project Advisory and Management, Coakus Low Vision Centre, President Consulting Group, and Standard Bank. Erf 1/78 measures 1 368 m² and Erf 805, measures 1 355 m² in extent and both erfen are currently zoned "Office" with a bulk of 0.4. Gondwana Travel Centre currently operates their offices from these erfen. However, some of the offices are located on the adjacent Erf 81, Hugo Ham Street as the existing buildings on erfen 1/78 and 805 is insufficient to accommodate the required office space.

These two erfen are located adjacent to each other and they are therefore perceived as one. However, it is the intention of our client to construct an office building with sufficient floor space to accommodate all their office needs on the erfen.

Given the current zoning of "Office" with a bulk of 0.4, only 40% of the floor area can be used for the office building. It is for this reason an application was proposed for the rezoning of erfen 1/78 and 805 to increase the bulk from 0.4 to a bulk of 2. The land use will remain office.

Take note that the plan of the erfes for inspection, during normal office hours, on the town planning notice board, Customer Care Centre at the Windhoek Municipal Council.

Further take note 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 Chief Executive Officer of the Windhoek Municipal Council and with the applicant in writing within 14 days of the last publication of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: collin@udanam.com
info@udanam.com



REPUBLIC OF NAMIBIA MINISTRY OF INDUSTRIALISATION AND TRADE, LIQUOR ACT, 1998
NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIQUOR ACT, 1998 (REGULATIONS 14, 26 & 33)
Notice is given that an application in terms of the Liquor Act, 1998, particulars of which appear below, will be made to the Regional Liquor Licensing Committee, Region 1, KHOMAS

1. Name and postal address of applicant: SAURENATO BUSINESS GROUP CC P O BOX 18304, OLYMPIA
 2. Name of business or proposed business to which applicant relates: SAURENATO BUSINESS GROUP CC
 3. Address/Location of premises to which Application relates: EXP 1801, PARADISE BUILDING INDUSTRY AVENUE WINDHOEK, NAMIBIA
 4. Nature and details of application: SPECIAL LIQUOR LICENSE
 5. Clerk of the court with whom Application will be lodged: WINDHOEK MAGISTRATE COURT
 6. Date on which application will be lodged: 27 AUGUST 2025
 7. Date of meeting of Committee at which application will be heard: 08 OCTOBER 2025
- Any objection or written submission in terms of section 28 of the Act in relation to the applicant must be sent or delivered to the Secretary of the Committee to reach the Secretary not less than 21 days before the date of the meeting of the Committee at which the application will be heard
- Email: brownym@spc.com.na
Tel: 061 25 11 69
on or before 23 September 2025.

NOTICE LEGAL NOTICE

PUBLIC NOTICE ENVIRONMENTAL AND TOWN PLANNING

Stubenrauch Planning Consultants cc has been appointed by Green Building Construction Namibia (Proprietary) Limited, the registered owners of Erfen 3703 - 3705 and 3728, Goresang Extension 5 and Seven Lane Investments Close Corporation, the registered owners of Erf 3715, Goresang Extension 5, to apply on their behalf to the City of Windhoek and the Urban and Regional Planning Board for the following in terms of the Urban and Regional Planning Act, 2012, and to the Environmental Commission in terms of the Environmental Management Act (No 7 of 2007) and the Environmental Impact Assessment Regulations (GN 30 of 6 February 2012) for the following:

1. Rezoning of Erf 3728, Goresang Extension 5 from "Private Open Space" to "Business" with a bulk of 1:0
2. Consolidation of Erfen 3715 and 3728, Goresang Extension 5 into "Consolidated Erf"
3. Rezoning of Erfen 3703, 3704 and 3705, Goresang Extension 5 from "Business" with a bulk of 2.0 to "Private Open Space" and
4. Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

Erfen 3703 - 3705, are located in the same row of erven, adjacent to the Goresang Dam in the predominantly residential neighbourhood of Goresang Extension 5, while Erfen 3715 and 3728, are located adjacent to one another in the predominantly residential neighbourhood of Goresang Extension 5. Erfen 3703 - 3705 and 3715 Goresang Extension 5 is zoned "General Business", while Erf 3728 Goresang Extension 5 is zoned "Private Open Space". Erfen 3702 - 3704, 3715 and 3728 measures 302m², 300 m², 350 m², 2836 m² and 309m² respectively.

The purpose of the subject application is to allow Seven Lane Investments CC to acquire Erf 3715, Goresang Extension 5, and expand its development potential by consolidating it with the adjoining Erf 3728, owned by Green Building Construction Namibia. While supporting the consolidation, Green Building Construction commits to preserving open spaces in the area by proposing the rezoning of Erfen 3703 - 3705 to "Private Open Space" ensuring balanced, sustainable urban development.

A copy of the plan of the erfen lies open for inspection during normal office hours at the City of Windhoek's Customer Care Centre (town planning notice board), Main Municipal Offices, Rev. Michael Scott Street, Windhoek and SPC Office, 45 Feld Street Windhoek and that the application and its supporting documents lie open for inspection at the City of Windhoek (Town Planning offices - 5th floor) and SPC Office No. 45 Feld Street, Windhoek.

The Proponent: Green Building Construction Namibia (Proprietary) Limited
Environmental Assessment Practitioner (EAP): Stubenrauch Planning Consultants (SPC)
REGISTRATION OF I&As AND SUBMISSION OF COMMENTS:
In line with Namibia's Environmental Management Act (No 7 of 2007) and EIA regulations (GN 30 of 6 February 2012), all I&As are hereby invited to register and submit their comments, concerns or questions in writing via:
Email: brownym@spc.com.na
Tel: 061 25 11 69
on or before 23 September 2025.



NOTICE LEGAL NOTICE

PUBLIC NOTICE

Stubenrauch Planning Consultants cc has been appointed by Namibian Custom Smelters (Proprietary) Limited (Company Number: 2000/007), the owner of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, to apply on their behalf to the Tsumeb Municipality and to the Urban and Regional Planning Board (URPB) for the following:

1. Rezoning of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, from "Residential R" with a density of 1:900 to "Residential R" with a density of 1:500
2. Consolidation of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, into "Consolidated Erf"
3. Inclusion of the rezoning and consolidation in the next Zoning Scheme to be prepared for Tsumeb.

Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is situated adjacent to one another in close proximity to the Tsumeb Private Hospital and Patheco Tsumeb. After the consolidation has been completed, "Consolidated Erf X" will measure approximately 7389m². In accordance with the Tsumeb Town Planning Amendment Scheme No. 12 (now known as the Tsumeb Zoning Scheme), Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is zoned "Residential R" with a density of 1:900.

The purpose of the subject application is to rectify the existing encroachments on Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb. This process also seeks to align the current land use activities on the site with the provisions of the Tsumeb Zoning Scheme, and to ensure that the newly created erf will have appropriate and viable streets access.

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

Further take note that any person objecting to the proposed change in land use as set out above may lodge such objection/comments together with their grounds thereof, with the Tsumeb Municipality and the applicant (SPC) in writing before the Tuesday, 23 September 2025 (14 days after the last publication of this notice).

Applicant: Stubenrauch Planning Consultants cc
P O Box 41404, Windhoek
Tel: (061) 25 1189
Email: office@spc.com.na
Our Ref: W/25051

The Chief Executive Officer
Tsumeb Municipality
P O Box 2012,
Tsumeb



NOTICE LEGAL NOTICE

PUBLIC NOTICE

REZONING OF ERF 414, OLYMPIA

Stubenrauch Planning Consultants cc hereby informs you in terms of the Urban and Regional Planning Act of 2012 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyper Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

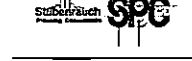
The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

Please take note that the application, locality map and its supporting documents lie open for inspection during normal office hours at the Municipal Council of Windhoek (Town Planning Office on the 5th floor), Rev. Scott Michael Street, Windhoek and SPC Office, 45 Feld Street, Windhoek.

Further take note that any person objecting to the proposed application as set out above may lodge such objection(s) together with grounds thereof, with the Chief Executive Officer of the City of Windhoek Municipality and with the applicant (SPC) in writing on or before Friday, 25 September 2025.

Applicant: Stubenrauch Planning Consultants cc
The Chief Executive Officer
P O Box 41404
City of Windhoek Municipality
Windhoek,
P.O. Box 59
Tel: (061) 25 1189
Windhoek
Email: rjomeg@spc.com.na
Our Ref: W/25041

The Chief Executive Officer
Tsumeb Municipality
P O Box 2012,
Tsumeb



NOTICE LEGAL NOTICE

CALL FOR PUBLIC PARTICIPATION/COMMENTS

ENVIRONMENTAL IMPACT ASSESSMENT TO OBTAIN AN ENVIRONMENTAL CLEARANCE TO CONSTRUCT AND OPERATE A BULK LIQUID FUEL STORAGE AND HANDLING FACILITY ON ERF 4905, WALVIS BAY, ERONGO REGION

Green Earth Environmental Consultants have been appointed to attend to and complete an Environmental Impact Assessment and Environmental Management Plan (EMP) to obtain an Environmental Clearance Certificate as per the requirements of the Environmental Management Act (No 7 of 2007) and the Environmental Impact Assessment Regulations (GN 30 in GG 4878 of 6 February 2012) to construct and operate a bulk liquid fuel storage and handling facility on Erf 4905, Walvis Bay, Erongo Region.

Name of proponent: TsamuaFuel Namibia (Proprietary) Limited
Project location and description: Erf 4905 is 1,3350ha in extent and zoned "light industrial" and is located on the corner of Sam Nujoma Avenue and Harina Mupfema Road (old 12th Road) directly southeast of the railway line servicing the Walvis Bay harbour and industrial area. The Proponent intends to construct and operate a bulk liquid fuel handling and storage facility on Erf 4905, Walvis Bay. Imported and locally sourced Automotive Diesel Oil (ADO) and Unleaded Petrol (95ULP) will be stored and handled on the site. Once fully constructed and in operation, the facility will have the capacity of 29,500 million litres ADO and 13,800 million litres ULP. Product will be received via 2 x 12" underground steel pipelines connected to the new Private Terminal take-off manifold at Puma Terminal. Dispatching of product will be via a 2X bay road gantry. The site will be fitted with a full stand-alone firefighting system, warehouse for storing oils, double-storey office building, guard houses for security, security perimeter fence, area lighting and CCTV.

Interested and affected parties are hereby invited to register in terms of the assessment process to give input, comments, and opinions regarding the proposed project. A public meeting will be held if enough public interest is shown. Registered I & APs will be notified of the date and venue of the public meeting.
The last date for comments and/or registration is 26 September 2025.
Contact details for registration and further information:

Green Earth Environmental Consultants
Contact Persons: Charlie Du Toit/Carleen van der Walt
Tel: 081273145
Email: carleen@greenearthnamibia.com

The last date for comments and/or registration is 26 September 2025.
Contact details for registration and further information:

Green Earth Environmental Consultants
Contact Persons: Charlie Du Toit/Carleen van der Walt
Tel: 081273145
Email: carleen@greenearthnamibia.com

Paw-Line
Help a paw and sms SPCA to 5005.
All proceeds donated to the SPCA.

REGISTRATION OF I&As AND SUBMISSION OF COMMENTS:
In line with Namibia's Environmental Management Act (No 7 of 2007) and EIA regulations (GN 30 of 6 February 2012), all I&As are hereby invited to register and submit their comments, concerns or questions in writing via:
Email: brownym@spc.com.na
Tel: 061 25 11 69
on or before 23 September 2025.

Make a difference....make your footprint.

Call or visit the Society for the Prevention of Cruelty to Animals (SPCA) for more information on how you can contribute to the welfare of all animals and how to keep your animals safe and happy.
Tel: 061 - 238 654 www.spcawindhoek.org.na

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CLA0250002532

STUDENT OPPORTUNITY

Marketing Agents (Pvt) Ltd. The newly launched fully Namibian KasiApp App. Through its Micro-Entrepreneurship is recruiting 200 Marketing University Students to help with registering businesses on the app. The pay is very good with extra 10% commission-based. Email: Outreach@kasiapp.com X: [kasiapp_namibia](https://www.instagram.com/kasiapp_namibia) | FB: [kasiapp_namibia](https://www.facebook.com/kasiapp_namibia)

CLA0250002550

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Are looking for farm work or to work on a garden in good gardening and planting. Call: 0812313668

CLA0250002523

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Price: Only N\$1,750,000 including new beds and white linen and towels etc for B&B. Contact: 0537837821

CLA0250002535

Notices

Legal

PUBLIC NOTICE

Stubenrauch Planning Consultants cc has been appointed by Werner Erbe Foundation, who went into a pre-lease agreement with the Municipality of Swakopmund to purchase a portion of Erf 921, Swakopmund Extension 38, to the Urban and Regional Planning Board (URPB) for the following:

1. Subdivision of Erf 921, Swakopmund Extension 38 into Erf A/8221 and the Remainder;
2. Rezoning of Erf A/8221, Swakopmund Extension 38, from "Undetermined" to "Institutional"; and
3. Inclusion of the subdivision and rezoning in the next Zoning Scheme to be prepared for Swakopmund.

Erf 921, Swakopmund Extension 38 is located by Andimba Taho Ya Tavo Avenue on the western boundary. Erf 821, Swakopmund Extension 38 is also in close proximity to Open Doors Education Centre (CODE), in extent 1,1 hectares approximately 8,02534 in extent. In accordance with the Swakopmund Town Planning Scheme No. 12 (now known as the Swakopmund Zoning Scheme), Erf 821, Swakopmund Extension 38, is zoned "Undetermined". The purpose of the subject application is to allow our client to purchase a portion of Erf 921, Swakopmund Extension 38, as well as to develop an education park and vocational training centre on the newly created erf. A copy of the application, maps and its accompanying documents are available for inspection during normal office hours at the Swakopmund Municipality and SPC Office, 45 Feld Street, Windhoek.

Further take note that any person objecting to the proposed change in land use as set out above may lodge such objection/comments together with their grounds thereof, with the Tsumeb Municipality and the applicant (SPC) in writing before the Tuesday, 23 September 2025 (14 days after the last publication of this notice).

Applicant: Stubenrauch Planning Consultants cc
P O Box 41404
Windhoek
Tel: (061) 25 1188
Email: office@stuba.com.na
Our Ref: W/25047

The Chief Executive Officer Swakopmund Municipality
PO Box 53
Swakopmund

PROJECT DETAILS

1. Rezoning of Erf 3728, Goringgong Extension 5, from "Private Open Space" to "Business" with a bulk of 1.0;
2. Consolidation of Erven 3715 and 3728, Goringgong Extension 5 into "Consolidated Erf X";
3. Rezoning of Erven 3703, 3704 and 3705, Goringgong Extension 5 from "Business" with a bulk of 1.0 to "Private Open Space"; and
4. Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

Erven 3703 - 3705, are located in the same row of erven, adjacent to the Goringgong Dam in the predominantly residential neighbourhood of Goringgong Extension 5, while Erven 3715 and 3728, are located adjacent to one another in the predominantly residential neighbourhood of Goringgong Extension 5. Erven 3703 - 3705 and 3715, Goringgong Extension 5, while Erf 3728 Goringgong Extension 5 is zoned "Private Open Space", Erven 3702 - 3705, 3715 and 3728 measures 302m², 300 m², 360 m², 2836 m² and 909 m² respectively. The purpose of the subject application is to allow the applicant to acquire Erf 3715, Goringgong Extension 5, and expand its development potential by consolidating it with the adjoining Erf 3728, owned by Green Building Construction Namibia, Ltd. supporting the consolidation, Green Building Construction commits to preserving open spaces in the area by proposing the rezoning of Erven 3703-3705 to "Private Open Space", ensuring balanced, sustainable urban development.

A copy of the plan of the erven set open for inspection during normal office hours at the City of Windhoek's Customer Care Centre (town planning notice board), Main Municipal Offices, Reich Michael Scott Street, Windhoek and SPC Office, The Urban and Regional Planning Board and that the application and its supporting documents be open for inspection at the City of Windhoek (Town Planning Office - 5th floor) and SPC Office, No. 45 Feld Street, Windhoek.

The Preponent: Green Building Construction Namibia (Proprietary) Limited.

Environmental Assessment Practitioner (EAP): Stubenrauch Planning Consultants (SPC) REGISTRATION OF 18A/PE AND SUBMISSION OF COMMENTS:

In line with Namibia's Environmental Management Act (No. 7 of 2007) and EA regulations (GN 30 of 6 February 2012), all 18A/PEs are hereby invited to register and submit their comments, concerns or questions in writing via: Email:trameyn@stuba.com.na; Tel: 061 25 11 88 on or before 23 September 2025.

CLA0250002478

CALL FOR PUBLIC PARTICIPATION/ COMMENTS ENVIRONMENTAL IMPACT ASSESSMENT TO OBTAIN AN ENVIRONMENTAL CLEARANCE CERTIFICATE AS WELL AS TO CONSTRUCT A WASTE STORAGE AND HANDLING FACILITY ON

ERF 4808, WALVIS BAY, ERONG REGION

Green Earth Environmental Consultants have been appointed to attend to and complete an Environmental Impact Assessment and Environmental Management Plan (EMP) to obtain an Environmental Clearance Certificate as well as the requirements of the Environmental Management Act (No. 7 of 2007) and EA regulations (GN 30 of 6 February 2012) to construct and operate a bulk liquid fuel storage and handling facility on Erf 4808, Walvis Bay, Erongo Region.

The applicant: TransAfrica Namibia (Proprietary) Limited

Project location and description: Erf 4808 is 1,335ha in extent and zoned "Light Industrial" and is located on the corner of Son Ngwenyane Avenue and Honas Mupfema Road (off 18th Road) directly south of the railway siding at Walvis Bay Harbour and included site has a proposed capacity to construct and operate a bulk liquid fuel handling and storage facility on Erf 4808, Walvis Bay, imported and locally sourced Automotive Diesel Oil (ADO) and Unleaded Petrol (ULP) will be stored and handled on the site. Once fully constructed and in operation the facility will have the capacity of 2350 million litres ADO and 13200 million litres ULP. Product will be received via a 2 x 12" underground steel pipelines connected to the main Pipeline Terminal take-off manifold at Puma Terminal. Dispatching of product will be via a 2" 2 Bay road gantry. The site will be fitted with a proposed fire-fighting system, warehouse for storing oil, double-storey office building, guard houses for security, security perimeter fence, area lighting and CCTV.

Interested and affected parties are hereby invited to register in terms of the assessment process to give input, comments, and opinions regarding the proposed project. A public meeting will be held through public internet is shown. Registered 18A/PE will be notified of the date and venue of the public meeting. The date for comments and/or registration is 26 September 2025.

Contact details for registration and further information:

Green Earth Environmental Consultants
Contact Persons: Charles Du Toit/Corien van der Walt
Tel: 081127145
Email: cases@geearth.com.namibia

CLA0250002465

NOTICE

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of our client, intends to apply to the Municipality of City of Windhoek and the Ministry of Urban and Rural Development for the:

Notices

Legal

(14 days after the last publication of this notice), Applicant: Stubenrauch Planning Consultants cc

P O Box 41404
Windhoek
Tel: (061) 25 1188
Email: office@stuba.com.na
Our Ref: W/25047

The Chief Executive Officer Swakopmund Municipality
PO Box 53
Swakopmund

PUBLIC NOTICE

Stubenrauch Planning Consultants cc has been appointed by Namibian Custom Smelters (Proprietary) Limited (Company Number: 2001037), the owner of Erven 1578, 1580 and 1581, a portion of Portion 890, Tsumeb, to apply on their behalf to the Tsumeb Municipality and to the Urban and Regional Planning Board (URPB) for the following:

1. Rezoning of Erven 1578, 1580 and 1581 (a portion of Portion 890), Tsumeb, into "Residential 1" with a density of 1500;
2. Consolidation of Erven 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, into "Consolidated Erf X"; and
3. Inclusion of the rezoning and consolidation in the next Zoning Scheme to be prepared for Tsumeb.

Erven 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is situated adjacent to one another in close proximity to the Tsumeb Private Hospital and Paterson Tsumeb. Once the consolidation has been completed, "Consolidated Erf X" will measure approximately 7338m². In accordance with the Tsumeb Town Planning Amendment Scheme No. 12 (now known as the Tsumeb Zoning Scheme), Erven 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is zoned "Residential 1" with a density of 1500. The purpose of the subject application is to rectify the existing encroachments on Erven 1579, 1580, and 1581 (being a portion of Portion 890), Tsumeb. This process also seeks to align the current land use activities in the site with the provisions of the Tsumeb Town Planning Scheme No. 12 (currently referred to as the Tsumeb Zoning Scheme), and to ensure that the newly created erf will have appropriate and viable access.

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

Further take note that any person objecting to the proposed change in land use as set out above may lodge such objection/comments together with their grounds thereof, with the Tsumeb Municipality and the applicant (SPC) in writing before the Tuesday, 23 September 2025 (14 days after the last publication of this notice).

Applicant: Stubenrauch Planning Consultants cc
P O Box 41404
Windhoek
Tel: (061) 25 1188
Email: office@stuba.com.na
Our Ref: W/25047

The Chief Executive Officer Swakopmund Municipality
PO Box 53
Swakopmund

Notices

Legal

Intend to UTILIZE ERP 7206, TACOMA STREET, WINDHOEK FOR A CAR DEALERSHIP

Erf 7206 currently accommodates three businesses, namely JB Cooling which is a general workshop operating within its approved zoning rights, and Hub Motors Shop and JL Auto Centre CC which are both a car dealership. While JB Cooling is compliant with the "Restricted Business" zoning, the two car dealerships are not aligned with the current zoning parameters. Under the "Restricted Business" zoning category, the primary uses include offices, secretarial, medical or dental consulting rooms and similar functions. The operation of a car dealership is not a primary use and can only be undertaken with Council's consent as per the Windhoek Zoning Scheme. The two dealerships have been operating on Erf 7206 for over five years without any detrimental impact on the surrounding area. The client's intention is to align the property's actual land use with the zoning requirements by securing the necessary consent. This application is therefore for a rezoning, not a rezoning, but rather for the formalisation of an existing and proven land use that has already demonstrated compatibility with its surroundings. The client seeks to maintain the property's role as a productive and economically active site and comply fully with municipal regulations as well as to provide a platform for long-term operational planning. Urban Dynamics Africa wishes to inform the general public that it is our client's intention to utilize Erf 7206, Tacoma Street, Windhoek for a car dealership. The erf under discussion currently obtains direct access to the public road network, but the plan of the erf for inspection on the town planning Notice Board in the Customer Care Centre, Main Municipal Offices, Reich Michael Scott Street, Windhoek. Further take note that any person objecting to the proposed use as set out above may lodge such objection/comments together with their grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: cases@udurban.com
info@udurban.com

CLA0250002485

Notices

Legal

THE REZONING OF ERV 1778 AND 805, KLEIN WINDHOEK, NELSON MANDELA AVENUE, FROM OFFICE WITH A BULK OF 0.4, TO OFFICE WITH A BULK OF 0.4 URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of the registered owner of Erven 1778 and 805 Klein Windhoek intend applying to the Windhoek Municipal Council for the above mentioned rezoning.

Erven 1778 and 805 is located along Nelson Mandela Avenue in Klein Windhoek, in close proximity of Emcon Engineering, Mondija Project Advisory and Management, Ocus Low Vision Centre, President Consulting Group, and Standard Bank. Erf 1778 measures 1,368 m² and Erf 805, measures 1355 m² and both erven are currently zoned "Office" with a bulk of 0.4. Ondwina Travel Centre currently operates their offices from these erven. However, some of the offices are located on the adjacent Erf 81, Hugo Harz Street as the existing buildings are in poor condition. The client wishes to accommodate the required office space. These two erven are located adjacent to each other and they are therefore perceived as one. However, it is the intention of our client to construct an office building with sufficient floor area to accommodate all their office needs on the erven. Given the current zoning of "Office" with a bulk of 0.4, only 40% of the floor area can be used for the office building. It is for this reason an application was made for the rezoning of erven 1778 and 805 to increase the bulk from 0.4 to a bulk of 2. The land use will remain office. Take note that the plan of the erf lies for inspection, during normal office hours, on the town planning Notice Board, Customer Care Centre at the Windhoek Municipal Council. Further take note 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 Chief Executive Officer of the Windhoek Municipality and with the applicant in writing within 14 days after the last publication of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: cases@udurban.com

CLA0250002487

Notices

Legal

LIQUOR ACT, 1988

NOTICE OF APPLICATION TO A COMMITTEE IN TERMS OF THE LIQUOR ACT, 1988 (Regulations 14, 26 & 33) Notice is given that an application in terms of the Liquor Act, 1988, particulars of which appear below will be before the Regional Liquor Licensing Committee, Region OTJOZONDJUPA 1. Name and postal address of applicant: AFRICAN DAYS TOURS & SAFARIS (BUSINESS NAME) MAJ VAN DER WESTHUIZEN, PO BOX 851, OKAHANDJIA 2. Name of business or proposed business to which application relates: AFRICAN DAYS TOURS & SAFARIS TRADING AS KHAYA GUESTHOUSE 3. Address/location of premises to which applicant relates: Erf 507, VOORTEKERRER ROAD, OKAHANDJIA 4. Nature and details of application: AMENDMENT OF CURRENT RESTAURANT LIQUOR LICENSE FOR AFRICAN DAYS TOURS & SAFARIS TRADING AS KHAYA GUESTHOUSE IN OKAHANDJIA AT ERV 507, VOORTEKERRER ROAD, OKAHANDJIA TO SERVE ALL TYPES OF LIQUOR. JUSTICE OF THE PEACE LIQUOR AS CURRENTLY APPROVED FOR. 5. Clerk of the court with whom application will be lodged: CLERK OF THE MAGISTRATES COURT, DISTRICT OKAHANDJIA 6. Date on which application will be lodged: 15 September 2025. 7. Date of meeting of the Committee at which the application will be heard: 12 November 2025. Any objection or written submission in terms of section 28 of the Act in relation to the application must be sent or delivered to the Secretary of the Committee to reach the Secretary not less than 21 days before the date of the meeting of the Committee at which the application will be heard.

CLA0250002541

PUBLIC NOTICE

REZONING OF ERV 414, OLYMPIA NEIGHBOURHOOD AT THE CORNER OF ERF 1578 AND ERF 821, GOREINGGONG EXTENSION 5

Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems (Pty) Ltd, a registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1900 to "Office" with a density of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia;
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia neighbourhood at the corner of ERF 1578 AND ERF 821. The erf is currently zoned "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1900 and measures approximately 1,301 m² in extent. The purpose of this application is to increase the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia. Please take note that the application, locality map and its supporting documents be open for inspection during normal office hours at the City of Windhoek (Town Planning Office - 5th floor) and SPC Office, 45 Feld Street, Windhoek and SPC Office, 45 Feld Street, Windhoek. Further take note that any person objecting to the proposed application as set out above may lodge such objection together with grounds thereof, with the Chief Executive Officer of the City of Windhoek Municipality and with the applicant (SPC) in writing on or before Thursday 25 September 2025.

Applicant: Stubenrauch Planning Consultants cc
P O Box 41404
Windhoek
Tel: (061) 25 1188
Email: office@stuba.com.na
Our Ref: W/25041

The Chief Executive Officer City of Windhoek Municipality
P O Box 53
Windhoek

CLA0250002482

Notices

Legal

don't consulting rooms. Erf 343, Pieterpark measures approximately 1 182m² in extent. The existing buildings on Erf 343 were purpose-built for institutional use and have never been intended or used for residential purposes, despite the residential zoning. The buildings measure 27m² in size and consist of two large classrooms, an office, a storeroom, a kitchen, and toilet facilities. While these structures are not suitable for residential, they are ideal for the intended bio-kinetics practice. It is important to note that the property in question has a History of Institutional use. Originally acquired by the youth organization "Die Volkswaekers", the property was initially used for institutional activities until approximately 1992. Since then, various day care centres, crèches, and kindergartens have operated on the property, with the City of Windhoek consistently granting access from Tsumeb Street. The applicant wishes to inform the general public that it is their client's intention to rezone Erf 343, Tsumeb, Pieterpark to "office" with a bulk of 0.4 and Consent to use the buildings for the purpose of medical/clinical consulting rooms. The erf is currently zoned residential. Urban Dynamics Africa wishes to inform the general public that the plan of the erf lies for inspection on the town planning Notice Board in the Customer Care Centre, Main Municipal Offices, Reich Michael Scott Street, Windhoek. Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with their grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: cases@udurban.com
info@udurban.com

CLA0250002486

IN THE HIGH COURT OF NAMIBIA HELD AT WINDHOEK

HC-ND-GRV-AGT-COM-2022/05302

DEVELOPMENT BANK OF NAMIBIA EXECUTION DEBTOR GEORGE ALBERTUS PIETERS 2ND EXECUTION DEBTOR MUBASEN ENTERPRISES CLOSE CORPORATION 3RD EXECUTIVE DEBTOR JACOBUS AMALFOOP

Notice of Judgment granted on 15TH SEPTEMBER 2023, and Writ of Execution dated 02nd NOVEMBER 2023, the following goods will be sold in execution on 19 September 2025, at 11:00 in front of the Magistrate Court Keetmanshoop, Republic of Namibia, GOOD: OSH-TAK: ERV 2403, TSEBELAGATE (EXTENSION NO. 2) KEETMANSHOOP REGISTRATION DIVISION: "T" KARAS REGION MEASURINGS: 2578 SQUARE METRES HELD BY DEED OF TRANSFER T590/2002 TERMS OF SALE: THE PROPERTY WILL BE SOLD BY THE DEPUTY SHERIFF SUBJECT TO THE CONDITIONS OF SALE. Dated at ONGWEDIVA on the 18th DAY OF AUGUST 2025 PER: JACOBUS AMALFOOP LAWYERS & CONVEYANCERS SHOP F23-25, MAROELA MALL, ONGWEDIVA TO THE REGISTRAR OF THE HIGH COURT OF NAMIBIA WINDHOEK AND TO THE NAMIBIAN NEWSPAPER NEW ERA NEWSPAPER

CLA0250002554

IN THE HIGH COURT OF NAMIBIA HELD AT WINDHOEK

HC-ND-GRV-AGT-COM-2022/05302

DEVELOPMENT BANK OF NAMIBIA EXECUTION DEBTOR GEORGE ALBERTUS PIETERS 2ND EXECUTION DEBTOR MUBASEN ENTERPRISES CLOSE CORPORATION 3RD EXECUTIVE DEBTOR NOTICE OF SALE IN PURSUANCE OF JUDGEMENT GRANTED ON 15TH SEPTEMBER 2023, and Writ of Execution dated 02nd NOVEMBER 2023, the following goods will be sold in execution on 19 September 2025, at 11:00 in front of the Magistrate Court Keetmanshoop, Republic of Namibia, GOOD: OSH-TAK: ERV 2403, TSEBELAGATE (EXTENSION NO. 2) KEETMANSHOOP REGISTRATION DIVISION: "T" KARAS REGION MEASURINGS: 2578 SQUARE METRES HELD BY DEED OF TRANSFER T512/014 TERMS OF SALE: THE PROPERTY WILL BE SOLD BY THE DEPUTY SHERIFF SUBJECT TO THE CONDITIONS OF SALE. Dated at ONGWEDIVA on the 18th DAY OF AUGUST 2025 PER: JACOBUS AMALFOOP LAWYERS & CONVEYANCERS SHOP F23-25, MAROELA MALL, ONGWEDIVA TO THE REGISTRAR OF THE HIGH COURT OF NAMIBIA WINDHOEK AND TO THE NAMIBIAN NEWSPAPER NEW ERA NEWSPAPER

CLA0250002555

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(061) 220 584
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NOTICE LEGAL NOTICE

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of our client intends to apply to the Municipality of City of Windhoek and the Ministry of Urban and Rural Development for the:

REZONING OF ERF 343, PIONEERSPARK FROM "SINGLE RESIDENTIAL" TO "OFFICE" WITH A BULK OF 0.4 AND

CONSENT TO USE THE BUILDINGS ON ERF 343, PIONEERSPARK FOR THE PURPOSES OF MEDICAL/DENTAL CONSULTING ROOMS.

Erf 343 Pioneerspark is currently zoned "Single Residential". Our client would like to rezone the Erf to "Office" with a bulk of 0.4 and Consent to use the buildings for the purpose of medical/dental consulting rooms.
Erf 343, Pioneerspark measures approximately 1 182m² in extent. The existing buildings on Erf 343 were purpose-built for institutional use and have never been intended or used for residential purposes, despite the residential zoning. The buildings measure 276m² in extent and consist of two large classrooms, an office, a store room, a kitchen, and ablution facilities. While these structures are not suitable for residential use, they are ideal for the intended bio-kinetics practice. It is important to note that the property in question has a history of institutional use. Originally acquired by the youth organization "Die Voorloer", the property was initially used for institutional activities until approximately 1992. Since then, various day care centres, crèches, and kindergartens have operated on the property, with the City of Windhoek's consent.

Urban Dynamics wishes to inform the general public that it is our client's intention to rezone Erf 343, Tuschek, Pioneerspark to "office" with a bulk of 0.4 and Consent to use the buildings for the purpose of medical/dental consulting rooms. The erf under discussion currently obtains direct access from Tuschek Street.

Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837
Windhoek
Tel: 061 240300
Fax: 061 240309
Email: info@urban.com.na
info@urban.com.na



OnDjupa Feed CC: Vacancy for Animal Scientist, M.Sc. Agric

- Masters Degree in animal/ ruminant nutrition
 - Practical experience in intensive feeding and/or formulation of diets
 - International exposure, international job experience and dealing with international standards and certifications
 - Scientific background for research to be conducted
 - Statistical analysis according to international certification agencies
 - Willing to work at business outlets throughout Otjozondjupa and Omasheke Regions
- Entries must reach per email before the 31/8/25 of the following year.

VACANCIES

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Looking for
1 x PHYSICIAN SPECIALIST DOCTOR
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HPCNA
10 Years' Experience
Email to:
dandhmedicalclinic@gmail.com
Contact: 0816601539
Closing date: 13.09.2025

NOTICE LEGAL NOTICE

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of our client intends to apply to the Municipality of City of Windhoek and the Ministry of Urban and Rural Development for the:

CONSENT TO UTILIZE ERF 7206, TACOMA STREET WINDHOEK FOR A CAR DEALERSHIP

Erf 7206 currently accommodates three businesses, namely JB Cooling which is a general workshop operating within its approved zoning rights, and Dub Motors CC and J. Auto Centre CC which are both car dealerships.
While JB Cooling is compliant with the "Restricted Business" zoning, the two car dealerships are not aligned with the current zoning parameters. Under the "Restricted Business" zoning category, the primary uses include offices, workshops, medical or dental consulting rooms and similar functions. The operation of a car dealership is not a primary use and can only be undertaken with Council's consent as per the Windhoek Zoning Scheme.
The two dealerships have been operating on Erf 7206 for over five years without any detrimental impact on the surrounding area. The client's intention is to align the property's actual land use with the zoning requirements by securing the necessary consent.

This application is therefore not for a new development, but rather for the formalisation of an existing and proven land use that has already demonstrated compatibility with its surroundings. The client seeks to maintain the property's role as a productive and economically active site and comply fully with municipal regulations as well as to provide certainty for long-term operational planning.

Urban Dynamics wishes to inform the general public that it is our client's intention to utilize Erf 7206, Tacoma Street, Windhoek for a car dealership. The erf under discussion currently obtains direct access from Tacoma Street.
Take note that the plan of the erf lies for inspection on the town planning Notice Board in the Customer Care Centre, Main Municipal Offices, Rev. Michael Scott Street, Windhoek. Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837 Windhoek
Tel: 061 240300
Fax: 061 240309
Email: info@urban.com.na
info@urban.com.na



REZONING NOTICE

Notice is hereby given that Afrishine Investment cc, intends to apply to the Rundu Town Council and the Urban and Regional Planning Board on behalf of the registered owner of Erf 2473, Rundu Extension 8, for the:

- Re-zoning of Erf 2473 Rundu Extension 8 from Industrial to Institutional
- Consent to commence with the development while the rezoning is in process

The rezoning of Erf 2473, Rundu Extension 8 as well as the consent use sought, would enable the owner of the property to optimise the development potential of their property and thus cater towards the need to contribute towards the education industry in the town.

Take note that a similar notice of the intent to rezone, have been posted on-line, published in the Government Gazette as well as on the Notice Board of the Rundu Town Council. The consultation with neighboring owners duly took place too.

Take note that any person objecting to the proposed rezoning as set out above may lodge such objection together with the grounds thereof with the Chief Executive Officer, Rundu Town Council, Private Bag 2128, Rundu and/or for the applicant in writing within 14 working days of the publication of this notice. The last date for comments/objections is thus 19 September 2025.

Applicant:
Afrishine Investment cc
P O Box 793
Swakopmund
Mobile: +264 81 3236024
Email: afrishineinvestment79@gmail.com

NOTICE LEGAL NOTICE

THE REZONING OF ERF 1778 AND 805, KLEIN WINDHOEK, NELSON MANDELA AVENUE, FROM OFFICE WITH A BULK OF 0.4 TO OFFICE WITH A BULK OF 2.

Take note that URBAN DYNAMICS AFRICA TOWN AND REGIONAL PLANNERS, on behalf of the registered owner of Erf 1778 and 805 Klein Windhoek intends applying to the Windhoek Municipal Council for the above mentioned rezoning.

Erfen 1778 and 805 is located along Nelson Mandela Avenue in Klein Windhoek, in close proximity of Emaan Engineering, Mondipa Project Advisory and Management, Ocus Law Vision Centre, Prescent Consulting Group, and Standard Bank. Erf 1778 measures 1368 m² and Erf 805 measures 1355 m² in extent and both erven are currently zoned "Office" with a bulk of 0.4. Gonkhanza Travel Centre currently operates their offices from these erven. Erf 1778 and Erf 805 are located on the adjacent Erf 87/81, Hugo Han Street as the existing buildings on erf 1778 and 805 is insufficient to accommodate the required office space.

These two erven are located adjacent to each other and they are therefore perceived as one. However, it is the intention of our client to construct an office building with sufficient floor space to accommodate all of their office needs on the erven.

Given the current zoning of "Office" with a bulk of 0.4, only 40% of the floor area can be used for the office building. It is for this reason an application was made for the rezoning of erf 1778 and 805 to increase the bulk from 0.4 to a bulk of 2. The land use will remain office.

Take note that the plan of the erf lies for inspection, during normal office hours. Further take note that any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be Friday, 19 September 2025.

Urban Dynamics Africa
P O Box 20837 Windhoek
Tel: 061 240300
Fax: 061 240309
Email: info@urban.com.na
info@urban.com.na



GENERAL TOWN PLANNING NOTICE

URBAN GREEN SUSTAINABILITY CONSULTANTS, on behalf of the Aranos Town Council, in terms of the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), intends to apply to the Aranos Town Council and the Urban and Regional Planning Board (Ministry of Urban and Rural Development) for the -

- Consolidation of Erfen 129,130 and 131, Skool Street, Sonara, into Consolidated Erf X, Sonara, in accordance with Section 105 (3) (e) of the Urban and Regional Planning Act No. 5 of 2018;
- Need and Desirability for Township Establishment on Consolidated Erf X, Sonara, in accordance with Section 105 (3) (f) of the Urban and Regional Planning Act No. 5 of 2018;
- Township Establishment on Consolidated Erf X, Sonara, to become known as Bosdoun Proper, in accordance with Section 105 (3) (f) of the Urban and Regional Planning Act No. 5 of 2018; and
- Approval of Layout Plan of Bosdoun Proper.

The application is lying open for inspection during normal work hours at the Office of the Ministry of Urban and Rural Development, Division: Planning, 2nd Floor, Room No. 222, GPO Office Park in Windhoek, Urban Green Office No. 40, Berg Street, Klein Windhoek, and at the Office of the Chief Executive Officer, Aranos Town Council.

Further take note that any person who wishes to object to the application mentioned above may lodge such objection, together with the grounds thereof, with the Secretary of the Urban and Regional Planning Board, Private Bag 13289, Windhoek, the CEO of the Aranos Town Council and with the applicant in writing within 14 days after the appearance of the last notice (final date for objections) on Friday, 19 September 2025.

Applicant:
Urban Green Sustainability Consultants
PO Box 11929
Klein Windhoek
Contact details: Tel: 061 - 300 820
Email: admin@urbangreensustainability.com.na

Aranos Town Council
The Chief Executive Officer
PO Box 157, Aranos
Contact details: Tel: 063 - 272 051
Email: gm@urbanandregional.com.na

NOTICE LEGAL NOTICE

PUBLIC NOTICE

REZONING OF ERF 414, OLYMPIA

Stuberach Planning Consultants cc hereby informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEG XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

- Re-zoning of Erf 414, Olympia from "Residential R" with a density of 1:500 to "Residential B" with a density of 1:300; with a bulk of 0.75;
- Consent for a free residential bulk on Erf 414, Olympia; and
- Inclusion of the rezoning and the consent amendment scheme to be prepared for Windhoek.

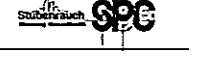
Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:500 and measures approximately 1,300m² in extent.

The purpose of this application is to align the intended office use for NEG XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

Please take note that the application, locality map and its supporting documents be open for inspection during normal office hours at the Municipal Council of Windhoek (Town Planning Office on the 5th floor), Rev. Scott Michael Street, Windhoek and SPC Office, 45 Feld Street, Windhoek.

Further take note that any person objecting to the proposed application as set out above may lodge such objection(s) together with the grounds thereof, with the Chief Executive Officer of the City of Windhoek Municipality and with the applicant (SPC) in writing on or before Friday, 25 September 2025.

Applicant: Stuberach Planning Consultants cc
The Chief Executive Officer
PO Box 41404
City of Windhoek Municipality
Windhoek
Tel: (061) 25 1189
Windhoek
Email: info@stuberach.com.na
Our Ref: W/25041



GENERAL TOWN PLANNING NOTICE

URBAN GREEN SUSTAINABILITY CONSULTANTS, on behalf of the Aranos Town Council, in terms of the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), intends to apply to the Aranos Town Council and the Urban and Regional Planning Board (Ministry of Urban and Rural Development) for the -

- Subdivision of Erf 363, Extension 4, Aranos into Erf A/363, Extension 4, Aranos and the Remainder of Erf 363, Extension 4, Aranos, in accordance with Section 105 (1) (b) of the Urban and Regional Planning Act No. 5 of 2018;
- Re-zoning of Erf A/363, Extension 4, Aranos from "undeveloped" to "business" with Office as a primary use; and
- Consent to proceed with the use of Office as a primary use while the rezoning process is being finalised.

The application is lying open for inspection during normal work hours at the Office of the Ministry of Urban and Rural Development, Division: Planning, 2nd Floor, Room No. 222, GPO Office Park in Windhoek, Urban Green Office No. 40, Berg Street, Klein Windhoek, and at the Office of the Chief Executive Officer, Aranos Town Council.

Further take note that any person who wishes to object to the application mentioned above may lodge such objection, together with the grounds thereof, with the Secretary of the Urban and Regional Planning Board, Private Bag 13289, Windhoek, the CEO of the Aranos Town Council and with the applicant in writing within 14 days after the appearance of the last notice (final date for objections) on Friday, 19 September 2025.

Applicant:
Urban Green Sustainability Consultants
PO Box 11929 Klein Windhoek
Contact details: Tel: 061 - 300 820
Email: admin@urbangreensustainability.com.na

Aranos Town Council
The Chief Executive Officer
PO Box 157, Aranos
Contact details: Tel: 063 - 272 051
Email: gm@urbanandregional.com.na

NOTICE LEGAL NOTICE

PUBLIC NOTICE

Stuberach Planning Consultants cc has been appointed by Namibian Outcom Smelters (Proprietary) Limited (Company Number: 2000/087), the owner of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, to apply on their behalf to the Tsumeb Municipality and to the Urban and Regional Planning Board (URPB) for the following:

- Re-zoning of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, from "Residential R" with a density of 1:500 to "Residential B" with a density of 1:300;
- Consolidation of Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, into "Consolidated Erf X"; and
- Inclusion of the rezoning and the consent amendment scheme to be prepared for Tsumeb.

Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is situated adjacent to one another in close proximity to the Tsumeb Private Hospital and Pathcare Tsumeb. After the consolidation has been completed, "Consolidated Erf X" will measure approximately 7388m². In accordance with the Tsumeb Town Planning Amendment Scheme No. 12 (now known as the Tsumeb Zoning Scheme), Erfen 1579, 1580 and 1581 (a portion of Portion 890), Tsumeb, is zoned "Residential R" with a density of 1:500.

The purpose of the subject application is rectifying the existing encroachments on Erfen 1579, 1580, and 1581 (being a portion of Portion 890), Tsumeb. This process also seeks to align the current land use activities on the site with the provisions of the Tsumeb Town Planning Scheme No. 12 (currently referred to as the Tsumeb Zoning Scheme), and to ensure that the newly created erf will have appropriate and viable streets access.

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

Further take note that any person objecting to the proposed changes in land use as set out above may lodge such objection/comments together with their grounds thereof, with the Tsumeb Municipality and the applicant (SPC) in writing before the Tuesday, 23 September 2025 (14 days after the last publication of this notice).

Applicant:
Stuberach Planning Consultants cc
P O Box 41404, Windhoek
Tel: (061) 25 1189
Email: info@stuberach.com.na
Our Ref: W/25051

The Chief Executive Officer
Tsumeb Municipality
PO Box 2012,
Tsumeb



REGISTRATION OF MAPS AND SUBMISSION OF COMMENTS

In line with Namibia's Environmental Management Act (No. 7 of 2007) and EA regulations (GN 30 of 6 February 2012), all MAPs are hereby invited to register and submit their comments, concerns or questions in writing via:

Email: boms@stuberach.com.na
Tel: 061 25 11 89
on or before
23 September 2025.

CLOSING DATE:
10 SEPTEMBER 2025
Please submit CV to:
steph@stuberach.com



NOTICE LEGAL NOTICE

PUBLIC NOTICE ENVIRONMENTAL AND TOWN PLANNING

Stuberach Planning Consultants cc has been appointed by Green Building Construction Namibia (Proprietary) Limited, the registered owner of Erfen 3703 - 3705 and 3728, Goringab Extension 5 and Seven Leven Investments Close Corporation, the registered owners of Erf 3715, Goringab Extension 5, to apply on their behalf to the City of Windhoek and the Urban and Regional Planning Board for the following in terms of the Urban and Regional Planning Act, 2018 and to the Environmental Commissioner in terms of the Environmental Management Act (No 7 of 2007) and the Environmental Impact Assessment Regulations (GN 30 of 6 February 2012) for the following:

PROJECT DETAILS:

- Re-zoning of Erf 3728, Goringab Extension 5 from "Private Open Space" to "Business" with a bulk of 1:0;
- Consolidation of Erfen 3715 and 3728, Goringab Extension 5 into "Consolidated Erf X"; and
- Re-zoning of Erfen 3703, 3704 and 3705, Goringab Extension 5 from "Business" with a bulk of 1.0 to "Private Open Space"; and
- Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

Erfen 3703 - 3705, are located in the area of the rezoning, adjacent to the Goringab Dam in the predominantly residential neighbourhood of Goringab Extension 5, while Erfen 3715 and 3728, are located adjacent to one another in the predominantly residential neighbourhood of Goringab Extension 5. Erfen 3703 - 3705 and 3715 Goringab Extension 5 is zoned "General Business", while Erf 3728 Goringab Extension 5 is zoned "Private Open Space". Erfen 3702 - 3705, 3715 and 3728 measures 302m², 300 m², 350 m², 2836 m² and 509 m² respectively.

The purpose of the subject application is to allow Seven Leven Investments CC to acquire Erf 3715, Goringab Extension 5, and expand its development potential by consolidating it with the adjacent Erf 3728, owned by Green Building Construction Namibia. While supporting the consolidation, Green Building Construction commits to preserving open spaces in the area by proposing the rezoning of Erfen 3703-3705 to "Private Open Space", ensuring balanced, sustainable urban development.

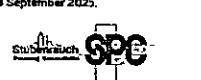
A copy of the plan of the erven lies open for inspection during normal office hours at the City of Windhoek's Customer Care Centre (Town planning notice board), Main Municipal Offices, Rev. Michael Scott Street, Windhoek and SPC Office, 45 Feld Street, Windhoek and that the application and its supporting documents be open for inspection at the City of Windhoek and SPC Office, No. 45 Feld Street, Windhoek.

The Proponent: Green Building Construction Namibia (Proprietary) Limited

Environmental Assessment Practitioner (EAP): Stuberach Planning Consultants (SPC)

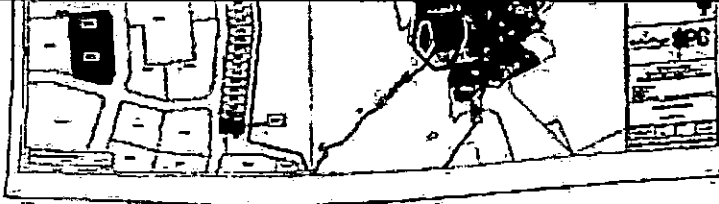
Requirements:
D/Tech in architecture
Min 3 years experience
Architectural License
Preference will be given to Namibian citizens

CLOSING DATE:
10 SEPTEMBER 2025
Please submit CV to:
steph@stuberach.com



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COUNCIL NOTICE BOARD



PUBLIC NOTICE

REZONING OF LOT 414, OLYMPIA

The Olympia Planning Commission is to advise citizens, in terms of the Urban and Regional Planning Act of 2012 and in terms of the City of Woodhous Planning Commission Policy for Proposed Development. Plans have been submitted by LLC SDN Systems (Munich, MN), LLC, the registered owner of Lot 414, Chicago to apply to the City of Woodhous, Municipality and to the Urban and Regional Planning Board for the following:

- a) Rezoning of Lot 414, Olympia from "Residential" with a density of 1-900 to "Office" with a bulk of 0.75;
- b) Consent for a new residential bulk on Lot 414, Olympia; and
- c) Revision of the rezoning in the form and related forms to be prepared for Woodhous.

Lot 414 is located within the Olympia Urban and Regional Plan at the corner of 1st Street and Grand Street. The lot is currently zoned "Residential" with a bulk of 0.75. Lot 414, Olympia is currently zoned "Residential" with a density of 1-900 and a maximum height of 12.0 meters.

The purpose of this application is to sign the intended office use for LLC SDN (Munich, MN) with the application being by rezoning of Lot 414, Olympia.

Please take note that the application, forms and supporting documents are open for inspection during normal office hours of the Municipal Council of Woodhous (Town Planning Office on the 1st Floor, New South Michael Street, Woodhous) and City Office, 43 King Street, Woodhous.

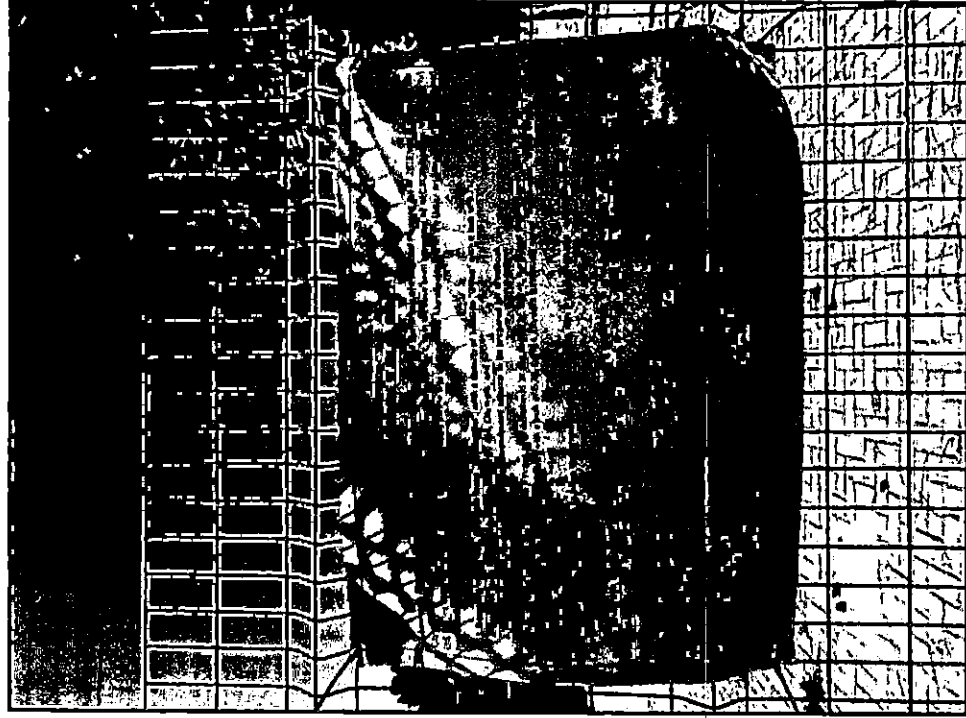
Further take note that any parties objecting to the proposed rezoning of Lot 414, Olympia may object to the application with written objections to the Chief Executive Officer of the City of Woodhous (Municipality) and with 14 days to the Council of Woodhous on or before Friday, 25 September 2023.

Applicants: Olympia Planning Commission
 20000 1st Street
 PO Box 11400
 Woodhous
 T91 0911 23 1118
 Oct Act W/2041

The Chief Executive Officer
 City of Woodhous Municipality
 PO Box 99
 Woodhous
 M4B 6M6



NOTICE ON SITE





PROOF OF GIVING NOTICE OF APPLICATION

for applications made in terms of the Urban and Regional Planning Act, Act No. 5 of 2018 (the Act)

APPLICATION: REZONING OF ERF 414, OLYMPIA FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 TO "OFFICE" WITH A BULK OF 0.75 AND CONSENT FOR A FREE RESIDENTIAL BULK.

PART 1: NOTIFICATION TO PRESCRIBED PERSONS (NEIGHBOURS)

As per Section 121(1)(a) of the Act and Regulation 10(4)(a)-(c)

1.1 MANDATORY HAND DELIVERY REQUIREMENT RECORD

In accordance with Sections 121(1)(a), 121(1)(b)(i), 121(1)(c)(i) and 121(2)(a) of the Act (read with Section 107 of the Act and Sub regulation 10(4) of the Regulations relating to the Act), the applicants are required to service notice to prescribed persons (being the owners of neighbouring properties) through **hand delivery as the first and mandatory method of consultations with the neighbours.**

NEIGHBOUR ERF/PORTION / FARM NO.	TOWNSHIP NAME / FARM NO.	DATE DELIVERED	PROOF OF RECEIPT UPON SIGNATURE ATTACHED (Yes/No)
Erf 1015	Olympia		
Erf 452	Olympia	21.08.25	[Signature]
Erf 451	Olympia	21.08.25	[Signature]
Erf 415	Olympia	27.08.25	[Signature]
Erf 432	Olympia	27.08.25	[Signature]
Erf 433	Olympia	21/08/2025	[Signature]
Erf RE/290	Olympia	21/08/2025	[Signature]



Owner: 871 1015, Olympia

Romeo Kameya

From: Alec Louw <louw.alec@gmail.com>
Sent: Wednesday, 27 August 2025 3:31 pm
To: AB Trustees; hk; Geline Loubser
Cc: Romeo Kameya
Subject: Fwd: Notification of Proposed Rezoning of Erf 414, Olympia
Attachments: 20250827153521325.pdf

Good day trustees ,

Please see request below received from Stubenrauch Planning Consultants , regarding rezoning of Erf 414 (- opposite Nico's-) , for your further attention .

Regards,

Alec Louw

----- Forwarded message -----

From: Romeo Kameya <romeo@spc.com.na>
Date: Wed, Aug 27, 2025 at 3:16 PM
Subject: Notification of Proposed Rezoning of Erf 414, Olympia
To: louw.alec@gmail.com <louw.alec@gmail.com>

Good afternoon Mr. Louw,

Following our recent telephone conversation, I am writing to formally provide you with the letter of notification regarding the proposed rezoning of Erf 414, Olympia, from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75. Sending this information via email will facilitate the distribution of the soft copy to the Body Corporate Chairperson and keep all members informed.

Please find attached the letter of notification prepared in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), as well as the City of Windhoek Public Consultation Policy for Proposed Developments.

The letter details the location of Erf 414, the purpose of the rezoning application submitted to the City of Windhoek Municipality, and the deadline for submitting comments or objections, which is Thursday, 25 September 2025.

Additionally, a copy of the application, locality m 872 supporting documents are available for inspection during normal office hours at the following locations:

1. City of Windhoek Municipality (Town Planning Office, 5th Floor), Rev Scott Michael Street, Windhoek
2. SPC Office, 45 Feld Street, Windhoek

Should you require any further information in this regard, please do not hesitate to contact our office.

Please be so kind and acknowledge receipt of this email.

Best Regards,

Romeo Kameya | Stubenrauch Planning Consultants

Tel: +264 61 251189 | Fax: +264 61 252157 | PO Box 41404 | 45 Feld Street, Ausspannplatz



Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

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Our Ref: W/25041

21 August 2025

Enquiries: G. Stübenrauch/ R. Kameya

The Owner of Erf RE/290, Olympia
(Tenant) Southern Industrial Park Twenty cc
PO Box 35408
Kleine Kuppe

Dear Sir/Madam

ERF 414, OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stübenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041

21 August 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Owner of Erf 1015, Olympia
(Tenant) Mr. Tersia Grunewald
PO Box 80807
Olympia

Dear Sir/Madam

ERF 414; OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041

21 August 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Owner of Erf 452, Olympia
Mrs. Nicola Catharina Hornickel
PO Box 1643
Windhoek

Dear Sir/Madam

ERF 414, OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041

21 August 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Owner of Erf 451, Olympia
KW Otto
PO Box 80374
Windhoek

Dear Sir/Madam

ERF-414, OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041

21 August 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Owner of Erf 433, Olympia
Aili Ndinelago Ngula
PO Box 95379
Windhoek

Dear Sir/Madam

ERF 414, OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041
Enquiries: G. Stubenrauch/ R. Kameya

21 August 2025

The Owner of Erf 432, Olympia
M Kehrer
PO Box 1698
Windhoek

Dear Sir/Madam

ERF 414, OLYMPIA

- 1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;**
- 2. Consent for a free residential bulk on Erf 414, Olympia; and**
- 3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

- 1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;**
- 2. Consent for a free residential bulk on Erf 414, Olympia; and**
- 3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Our Ref: W/25041

21 August 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Owner of Erf 415, Olympia
Mr. Stefanus Facquelin Gous
PO Box 80478
Olympia

Dear Sir/Madam

ERF 414, OLYMPIA

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act of 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

1. Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
2. Consent for a free residential bulk on Erf 414, Olympia; and
3. Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Street. It falls within the Olympia Office Policy Area specifically "Office" with a bulk of 0.75. Erf 414, Olympia is currently zoned "Residential" with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

As an immediate neighbour of Erf 414, Olympia you are hereby notified of the proposed application as set out above.

Kindly take note that any person commenting or objecting to the proposed application as set out above may lodge such comment or objection together with their grounds thereof, with the Chief Executive Officer of the City of Windhoek and the applicant (SPC) in writing on or before **Thursday, 25 September 2025**.

Please be so kind and complete the attached comment form for return to our office by **Thursday, 25 September 2025**.

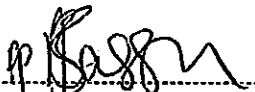
Please note that even if you do not have any comment or reservation against the intended application, **you are requested to kindly return the completed form to our office.**

Should the comment form not be returned to our office by Thursday, 25 September 2025, we will assume there are no comments or objections against the proposed development.

A copy of the application, locality map and its supporting documents lie open for inspection during normal office hours at the Municipal Council of Windhoek (Town Planning Office on the 5th floor), Rev Scott Michael Street, Windhoek and SPC Office, 45 Feld Street, Windhoek.

Should you require any additional information in this regard or would further like to discuss this matter with us please do not hesitate to contact our office.

Yours faithfully


Günther Stubenrauch

Name:.....
Tell:.....
Cell:.....
Fax:
Email:.....
Date/...../ 2025

(please fill in your personal details above)

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I / we (please print)

the owner/s of

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

If objecting, please indicate the reasons for doing so:

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

Should this form not be returned to our office by **Thursday, 25 September 2025**, we will assume there are no objections against above-mentioned development.

Signed at: on this day of 2025.

.....
Signature of Property Owner

.....
Witness

Fax:
Email: leku.alece@gmail.com
Date 25 10 2025

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

(please fill in your personal details above)

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I/we (please print) BODY CORPORATE AURIBLUK

the owner/s of ERF 1215, OLYMPIA

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75; *
(- WITH THE CONDITION AS BELOW)

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

* If objecting, please indicate the reasons for doing so:

WE AGREE WITH THE CONDITION, THAT PARKING BE
RESTRICTED TO ERF 414, OLYMPIA AND ADJOINING PAVEMENT

Should this form not be returned to our office by Thursday, 25 September 2025, we will assume there are no objections against above-mentioned development.

Signed at WINDHOEK on this 25 day of SEPTEMBER 2025.

[Signature]
A. Leimkuhler
Trustee

[Signature]
A. P. Kow
Trustee

Name:.....
Tell:.....
Cell:.....
Fax:
Email:.....
Date/...../ 2025

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

(please fill in your personal details above)

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I / we (please print) AILI N MBULU
the owner/s of ERF 433

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

If objecting, please indicate the reasons for doing so:

.....
.....
N/A
.....
.....

Should this form not be returned to our office by **Thursday, 25 September 2025**, we will assume there are no objections against above-mentioned development.

Signed at: WINDHOEK on this 21 day of AUGUST 2025.

P.P. Mbulu
Signature of Property Owner

.....
Witness

Name: M. KEHREK
Tell: 061 252091
Cell: 081 1282849
Fax: _____
Email: Mkehre@Lway.na
Date: 27. Aug. 2025

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

(please fill in your personal details above)

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I / we (please print) MONIKA KEHREK
the owner/s of ERF 432 Olympia

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

- Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- Consent for a free residential bulk on Erf 414, Olympia; and
- Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

- Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- Consent for a free residential bulk on Erf 414, Olympia; and
- Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

If objecting, please indicate the reasons for doing so:

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

Should this form not be returned to our office by **Thursday, 25 September 2025**, we will assume there are no objections against above-mentioned development.

Signed at Quetta Kehre on this 27.8. day of August 2025.

Quetta Kehre
Signature of Property Owner

[Signature]
Witness

Our Ref.: W/25041

885

Name: Klaus Otto
Tell: 061-251 994
Cell: 081-366 6347
Fax:
Email: klaus.skw@gmail.com
Date:/...../2025

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

(please fill in your personal details above)

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I / we (please print) Klaus Werner OTTO

the owner/s of Erf 451 OLYMPIA

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

If objecting, please indicate the reasons for doing so:

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

Should this form not be returned to our office by Thursday, 25 September 2025, we will assume there are no objections against above-mentioned development.

Signed at Windhoek on this 26th day of August 2025.

K.W. Otto
Signature of Property Owner

[Signature]
Witness

Name: Hester Steenkamp
Tell: 061-242240
Cell: 081-2422401
Fax: _____
Email: hester.gous.hg@gmail.com
Date: 27.1.08 / 2025

Stubenrauch Planning Consultants cc
PO Box 41404
Windhoek
Email: romeo@spc.com.na

(please fill in your personal details above)

Dear Sir / Madam

REZONING OF ERF 414, OLYMPIA

Herewith do I / we (please print) Hester Steenkamp
the owner/s of Erf 415 Olympia

declare that I / we (please indicate an X in the appropriate box):

Do Not object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

Do object against the:

Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;

Consent for a free residential bulk on Erf 414, Olympia; and

Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.

If objecting, please indicate the reasons for doing so:

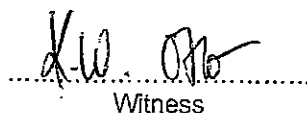
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Should this form not be returned to our office by **Thursday, 25 September 2025**, we will assume there are no objections against above-mentioned development.

Signed at: Windhoek on this 27th day of August 2025.


Signature of Property Owner

S.F. Gous


Witness

Erf 123, Karibib is located south of the B2 main road, is 1520m² in extent and is zoned for residential purposes. The intention is to rezone the respective Erf 123, Karibib to allow for the construction of a maximum of 7 residential units.

The plan of the proposed rezoning lies for inspection at the Council Offices of Karibib, 19 Kalk Street.

Any person objecting to the proposed use of the land as set out above, may lodge such objection, together with grounds thereof, with the Karibib Town Council and with the applicant in writing within 14 days of the last publication of this notice. The final date for objection is **19 September 2025**.

Applicant: WSTRP Town Planning Consultants
P.O. Box 31761, Windhoek
Cell: 0811293070
wstrpc@gmail.com

No. 653

2025

REZONING OF ERF 414, OLYMPIA

Stubenrauch Planning Consultants cc herewith informs you in terms of the Urban and Regional Planning Act, 2018 and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, that we have been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owner of Erf 414, Olympia to apply to the City of Windhoek Municipality and to the Urban and Regional Planning Board for the following:

- **Rezoning of Erf 414, Olympia from “residential” with a density of 1:900 to “office” with a bulk of 0.75;**
- **Consent for a free residential bulk on Erf 414, Olympia; and**
- **Inclusion of the rezoning in the next amendment scheme to be prepared for Windhoek.**

Erf 414 is located within the Olympia Proper neighbourhood at the corner of Esther Brand and Gerald Deyer Streets. It falls within the Olympia Office Policy Area specifically “office” with a bulk of 0.75. Erf 414, Olympia is currently zoned “residential” with a density of 1:900 and measures approximately 1,301m² in extent.

The purpose of this application is to align the intended office use for NEC XON (Pty) Ltd with the appropriate zoning by rezoning Erf 414, Olympia.

The application, locality map and its supporting documents lie open for inspection during normal office hours at the Municipal Council of Windhoek (Town Planning Office on the 5th Floor), Rev Scott Michael Street, Windhoek and Stubenrauch Planning Consultants Office, 45 Feld Street, Windhoek.

Any person objecting to the proposed application as set out above may lodge such objection(s) together with grounds thereof, with the Chief Executive Officer of Windhoek Municipality and with the applicant: Stubenrauch Planning Consultants in writing on or before **Thursday, 25 September 2025**.

Applicant: Stubenrauch Planning Consultants cc
P.O. Box 41404, Windhoek
Tel: (061) 25 1189
Email: romeo@spc.com.na
Our Ref: W/25041

**Chief Executive Officer
Windhoek Municipality
P.O. Box 59, Windhoek**

The owners of Erf 449 Olympia

PO Box 80793

Olympia

NAMIBIA

25 September 2025

Department of Urban and Transport Planning

PO Box 59

Windhoek

Namibia

To whom it may concern

OBJECTION AGAINST THE PROPOSED REZONING OF ERF 414, OLYMPIA (CORNER OF GERALD DREYER AND HIDIPO HAMUTENYA STREET) FROM “RESIDENTIAL“ WITH A DENSITY OF 1:900 TO “OFFICE” WITH A BULK OF 0.75 AND CONSENT FOR A FREE RESIDENTIAL BULK ON ERF 414, OLYMPIA (ACCORDING TO NOTICE ON SITE).

Hereby we, **Jacques and Nadine Korrubel**, the owners of Erf 449, Olympia (Gerald Dreyer Street No 13) object to the proposed rezoning for the following reasons, which are motivated in detail in the remainder of the document:

Erf 414, Olympia, is located within the proposed Windhoek Urban Structure Plan's Olympia Neighbourhood Node. According to the Olympia Neighbourhood Node (Figure 137 in the WUSP, made available in July 2025 for public participation), Erf 414 is earmarked for an Office Zoning, but unfortunately, the legend of the Olympia Neighbourhood Node does not indicate any Bulk factor (See Figure 1). The omission of the Bulk factor for the Office Zone could lead to exploitation by developers and property speculators resulting in inconsistent development.

The WUSP document mentions certain planning objectives for Olympia, which specifically includes:

- To protect the established residential character of the western portion of Olympia (in other words the area west of Robert Mugabe Avenue)
- To limit commercial development to existing nodes and prevent encroachment into residential areas.

The City of Windhoek Council has recently recommended the approval of the rezoning of Erf 347, Olympia (also located in in Hidipo Hamutenya Street) from Residential with a density of 1:900 to Office with a Bulk of 0.4, which included the Consent for free residential bulk limited to 50%.

Therefore, the application for the rezoning to Office with a Bulk of 0.75 is objected against as it is not consistent with the intensions of the Olympia Neighbourhood Node & the structure plan maps currently in circulation which do not distinguish between various bulk factors along Hidipo Hamutenya Street. A Bulk of 0.4 for Erf 414 will correspond with current approvals as already mentioned and approved in the street.

Erf 414 is 1301m² in size. Underneath is a comparison to highlight the impact of the increased bulk.

BULK of 0.4	BULK of 0.75
Maximum Office area in m ² = 520m ²	Maximum Office area in m ² = 976m ²
50% Free Residential Bulk of the approved bulk factor = 260m ²	50% Free Residential Bulk of the approved bulk factor = 488m ²
Maximum Total Floor Area allowed = 780m ²	Maximum Total Floor Area allowed = 1464m ²
Actual Bulk = 0.59	Actual Bulk = 1.13

Table 1: Bulk comparison

The full impact of the proposed increase in bulk to Bulk of 0.75 combined with the consent for free residential bulk is alarming.

Secondly, the City's Policy on Free Residential Bulk (Resolution 167/06/2011) stipulates:

- 2.3) "That free residential bulk only be granted where all the required parking bays can be provided for on-site and no on-street parking be considered for the free residential bulk or the office component of the development in applications where free residential bulk is requested."

SPC's motivation document (dated 30 July 2025) indicates that the current building is ±336m² and contains 5 offices. The accompanying site development plan indicates 8 parking bays. However, the application mentions that an additional unit will be constructed (technical block), the size is not mentioned. The motivation is not clear on the number of residential units (in terms of the Consent for Free Residential Bulk) which are proposed. The motivation vaguely refers to "No more than 3 bedrooms are intended".

These future extension/addition and unspecified number of residential units are also not included on the site development plan, nor are the parking bays allocated for the future structures (technical block & residential units). The unspecified number of residential units (most possibly on the first floor above the technical block) could affect the two immediate neighbours' privacy and living quality.

Thirdly, due to the unclear nature of some aspects of the proposed development, a site development plan indicating the proposed location of the additions and residential units (as well as the parking) should have been provided by the applicant. This is also a requirement of the Urban and Regional Planning Act No 5 of 2018, which states that an application lodged with the chief executive officer of the local authority or the authorised planning authority section (105)(3)(b) be accompanied by plans, diagrams, documents or information that the local authority or the authorised planning authority may require.

A site development plan will provide affected property owners with relevant information beforehand – which will allow the owners to make informed decisions. This is important because in general the public are not experts on technical town planning aspects (especially the potential impact of free residential bulk). The question is raised whether the development will be able to provide enough on-site parking - if another structure is to be constructed.

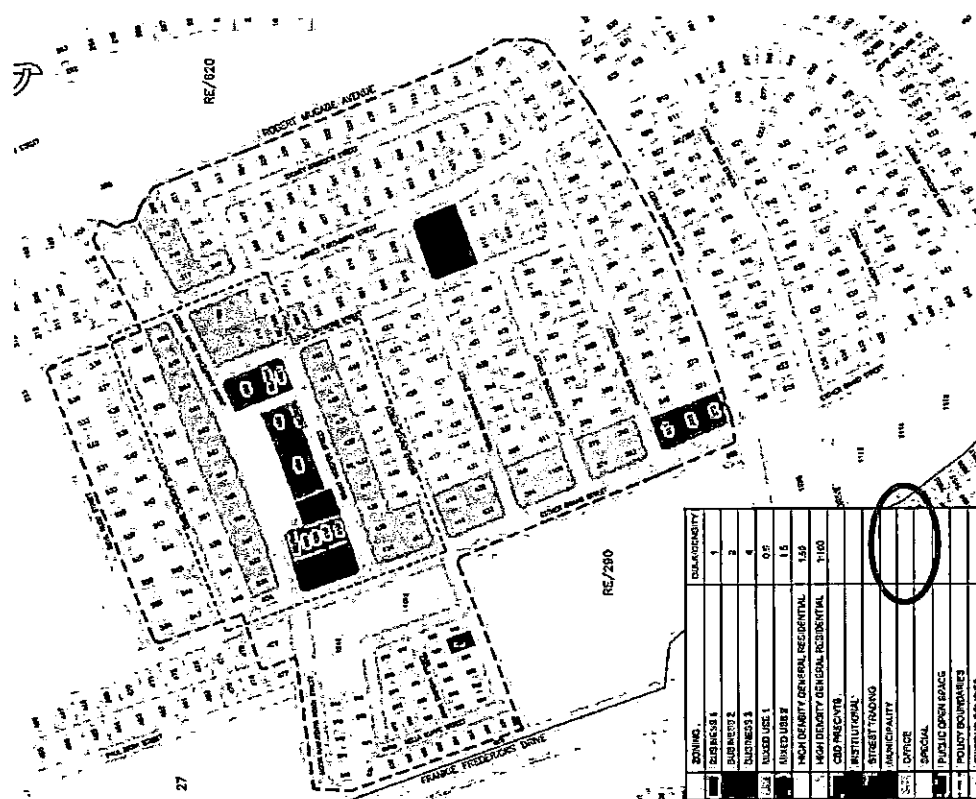


Figure 1: Olympia Neighbourhood Node proposal contained in Final Draft Windhoek Urban Structure Plan and used by the City of Windhoek as the current Olympia Policy Area plan until the Structure

Plan is approved. This was confirmed by Ms Asino on 24 September 2025. Note that there is no Bulk Factor indicated for the proposed Office zoning.

We request that the council and officials allow the current Windhoek Urban Structure Plan process to run its course together with the prescribed public participation, as stipulated in the Urban and Regional Planning Act, before another town planning application is being approved on an ad-hoc basis.

Impact of proposed Sport Precinct on the Olympia Neighbourhood Node.



Figure 2 – Central Sport Precinct proposals (detailed on p. 188 : Draft WUSP)

The proposals contained within the draft WUSP for the sports precinct, being the road extension (indicated in red as “G” in Figure 2) and the Infill Developments (indicated as “F” in Figure 2) even strengthens the argument to develop Jason Ndadi Street (east-west) as the main activity corridor between the Olimpia Lolo Park Shopping Centre, its surrounding office developments via NIPAM (indicated in hatched yellow in Figure 2) towards the proposed infill commercial institutional and residential development within Sport Precinct. Office development will follow an east-west direction and not a north-south direction along Hidipo Hamutenya Street.

Figure 2 above highlights the fact that Jason Ndadi Street and Frankie Fredericks Street will become

the main activity corridors and links between Olympia, the Grove Shopping Mall precinct and via Auas Road and Robert Mugabe Avenue to the CBD of Windhoek. (indicated as the blue lines over the main roads)

Offices, high-density residential and institutional developments within the infill development areas within the Sport Precinct will be much better suited for the future densification and mixed-use development of this part of Windhoek, than the office and residential developments along Hidipo Hamutenya Street in the Olympia Policy Area.

In conclusion

In view of the above mentioned we object against the excessive bulk factor of the application for the rezoning of Erf 414, Olympia from Residential with a density of 1:900 to Office with a Bulk of 0.75.

We do not have an objection against the rezoning of Erf 414, Olympia from Residential with a density of 1:900 to Office with a Bulk of 0.4, subject to the requirement that all parking requirements must be provided on-site – not in the road reserve.

A Bulk of 0.4 and the accompanying residential component ($\pm 260\text{m}^2$) will allow for a more conservative development consisting of a variety of land uses and still fit in with the traditional neighbourhood structure and character. As well as work towards creating walkable nodes and a quality urban environment - which is in line with the provision made for the Olympia neighbourhood node in the WUSP. (Paragraph 4, Page 195 of WUSP – Aug 2024 version)

Yours faithfully

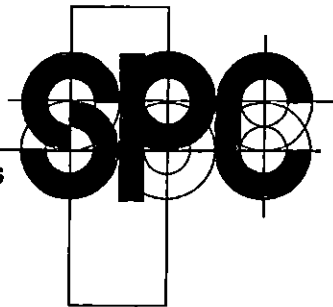


&



J Korrubel

N Korrubel



Our Ref: W/25041

15 October 2025

Enquiries: G. Stubenrauch/ R. Kameya

The Chief Executive Officer
 Municipal Council of Windhoek
 P.O Box 59
 Windhoek

Dear Mr. M. Matyayi

PUBLIC PARTICIPATION REPORT: ERF 414, OLYMPIA

- a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- b) Consent for a Free Residential Bulk on Erf 414, Olympia; and
- c) Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

1. INTRODUCTION

Stubenrauch Planning Consultants cc has been appointed by NEC XON Systems Namibia (Pty) Ltd, the registered owners of Erf 414, Olympia to apply of their behalf to the Municipal Council of Windhoek and to the Urban and Regional Planning Board (URPB) for the following:

- a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- b) Consent for a Free Residential Bulk on Erf 414, Olympia; and
- c) Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

2. NOTIFICATION

In line with the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018) and in terms of the City of Windhoek Public Consultation Policy for Proposed Development, the City of Windhoek instructed our office to commence with the notification of the subject application to the general public and to the surrounding neighbours.

In compliance with the stipulations of City of Windhoek Public Consultation Policy for Proposed Development, notification of the subject application was done in the following manner:

- a) Surrounding neighbours were consulted via letters being hand delivered and per email;
- b) A notice was placed in the Government Gazette on 1 September 2025;
- c) Notices were placed in the Namibian newspaper on 25 August 2025 and 1 September 2025;
- d) Notices were placed in the New Era newspaper on 25 August 2025 and 1 September 2025; and
- e) A notice was placed on-site as well as on the noticeboard of the City of Windhoek.

This application notification was to allow the affected persons the opportunity to view the subject application as submitted to the Local Authority and to allow them to comment or object against the proposed development for a period of 14 working days.

A summary of the letters sent out and the responses received from the letters sent out to the surrounding property owners is outlined in Table 1 below.

Table 1: Responses received during the notification period

Erf Number	Owner	Delivery method	Comment
Erf 1015, Olympia	Body Corporate Auasblick Complex	Per email	Do no objection – see condition on attached form.
Erf 452, Olympia	Nicola Catharina Hornickel	Hand delivery	No response
Erf 451, Olympia	K W Otto	Hand delivery	Do not object
Erf 415, Olympia	Stefanus Facquelin Gous	Hand delivery	Do not object
Erf 432, Olympia	M Kehler	Hand delivery	Do not object
Erf 433, Olympia	Aili Ndinelago Ngula	Hand delivery	Do not object
Erf RE/290, Olympia	(Tenant) Southern Industrial Park Twenty cc	Hand delivery	No response

2.1 Objection received

In a letter dated 25 September 2025, SPC received an objection from the owners of Erf 449, Olympia who are members of the general public. The email received of the objection was sent to both the City of Windhoek's Urban Policy Division as well as SPC.

In summary, the objection is not against the rezoning but against the proposed bulk of 0.75.

The objectors in principle do not have a problem with the rezoning from Residential to Office but believe the allowed bulk of 0.75 is too large. They point out that nearby approved developments have a smaller bulk of 0.4, and they ask that the same limit be applied here to keep the neighbourhood consistent and protect its character.

The objectors ask that the official city structure plan be followed carefully, and that new approvals not be rushed before the plan is finalised. They say office development should be focused on certain main streets. In conclusion, they support rezoning with a smaller

bulk of 0.4 and full on-site parking to ensure the development fits well with the surrounding area and city planning goals.

Our office has taken note of the objection but respectfully submits that we wish to proceed with the proposed bulk factor of 0.75 as initially applied for in the application to the City of Windhoek.

Regarding parking concerns, adequate parking has been provided on-site in accordance with the parking layout submitted with the application to the Urban Policy Division. Therefore, parking on the street will not be an issue.

In light of the above we herewith lodge the subject application for approval.

3. RECOMMENDATION

Stubenrauch Planning Consultants cc herewith recommends the Municipal Council of Windhoek to table and approve the following:

- a) Rezoning of Erf 414, Olympia from "Residential" with a density of 1:900 to "Office" with a bulk of 0.75;
- b) Consent for a Free Residential Bulk on Erf 414, Olympia; and
- c) Inclusion of the rezoning in the next Zoning Scheme to be prepared for Windhoek.

4. CONCLUSION

Should Council be in support of this application, please provide our office with a copy of the formal approval.

5. ANNEXURES

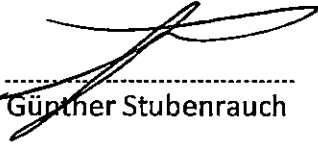
Kindly find attached the following documentation in support of this application.

1. Proof of Giving Notice of Application Form
2. Proof of email
3. Letter sent to the surrounding neighbours
4. Newspaper notices
5. Gazette notice
6. Notice on-site
7. Notice at Municipality's notice board
8. Relevant Maps
9. Objection received

Once all documents are prepared, kindly notify our office as soon as possible to enable our office to submit the subject application to the Urban and Regional Planning Board (URPB) for approval.

Should you require any further information in this regard please do not hesitate to contact our office.

Yours faithfully



Günther Stubenrauch



CHECKLIST

FOR URBAN PLANNING APPLICATIONS

897

Property No.:

1937

Township/Farm:

Hochlandpark

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	YES	✓
	C. Existing Zoning Plan	Annexure C3	YES	✓
	D. Intended Zoning Plan (for rezoning & township establishment)	Annexure C4	YES	✓
	E. Subdivision/Consolidation/Township Establishment Plan with Contours	Annexure C5	YES	✓
	F. Services Plans with Contours (for township establishment)	Annexure C6	N/A	—
	G. Parking Layout with Dimensions & Scale (not applicable to township establishment & vacant erven)	Annexure C7	N/A	—
	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	YES	✓
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 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	—
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	YES	✓
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	YES	✓
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 Namha

SIGNATURE:

APPLICATION ACCEPTED:

STAMP:

APPLICATION NOT ACCEPTED:

Reason(s) for not accepting the application:

2025-03-19

Department of Urban and Transport Planning
Urban Planner
City of Windhoek
P.O. Box 59
Windhoek

Attention: K. Asino

Dear Madam,

APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

1. Application

Dunamis Consulting (Pty) Ltd was appointed by The Body Corporate Fishers Court (Pty) Ltd represented by Simon Omega Isak Panduleni Hamunyela Nakapunda (ID 82112810014) the undersigned in his capacity as trustee and owner of Erf 1937 Kingfisher Road Hochlandpark to apply to the Municipal Council of Windhoek for:

- ✧ Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; and
- ✧ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

The power of attorney is attached.

2. Erf location and Site Information

Erf 1937 is located in Barbet Street, Hochlandpark. The Erf measures 4724m² in extent and is currently zoned as "Business" with a bulk of 1.0. The Erf comprises sixty (60) dwelling units with respective basement parking bays.

The locality of the Erf is shown on the attached plans.

Erf 1937 Hochlandpark is currently zoned "Business" with a bulk of 1.0. The intention of the owner is to subdivide the Erf into Portion 1 and Remainder and rezone the Remainder of Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50. The Subdivision and will allow the owner to create a new vacant Erf (Portion 1) for Business (Storage Facility) purposes while the Rezoning to 'General Residential' will accommodate the sixty (60) dwelling units on a density factor of 1:50.

In the past, it was a popular development trend whereby developers erected dwelling units on business zoned Erven as a Primary Use. This was simply because one could build dwelling units on a Business zoning as provided for in terms of the Windhoek Zoning Scheme under Table B of Land Use Zones. This development trend however soon became unpopular due to the high Business Rates and Taxes charges on the affected properties occupied by dwelling units.

The above charges has prompted the application for the conversion of the Portion occupied by the dwelling units from a business land use to a general residential land use.

3.1. Current Zoning

Erf 1937 Hochlandpark is zoned "Business" with a bulk of 1.0. In terms of clauses, 9 and 11 of the Windhoek Zoning Scheme the current land use is "Business" as indicated in Table B below which remains intact and shall apply to the new Portion 1.

Table B: Primary and Consent Land Uses as per Current Zoning:

USE ZONE	PRIMARY USES	CONSENT USES	PROHIBITED USES
IV Business -Erf 1937 HP Bulk of 1.0	Shops, Business buildings, <u>dwelling units</u> , residential buildings and social halls	Other uses not under columns 2 and 4	Noxious industrial buildings

3.2. Proposed Zoning

The proposed development on the Remainder of Erf 1937 Hochlandpark, can be allowed under the 'General Residential' zoning with a density of 1:50 in terms of the Windhoek Zoning Scheme. The proposed 'General Residential' zoning as per the Windhoek Zoning Scheme, makes provision for land uses in Table B below.

Table B: Primary and Consent Land Uses as per Recommended Zoning:

USE ZONE	PRIMARY USES	CONSENT USES	PROHIBITED USES
II General Residential - Erf 1937 HP Density 1:50	Dwelling units, residential buildings	Places of public worship, Places of instruction, Institutions, Special buildings, Hotels, Resident occupations, and Heritage buildings (For details refer to Table H)	Other uses not under columns 2 and 3

3.3. Subdivision

—900—

It is proposed that Erf 1937 Hochlandpark be subdivided into Portion 1 and Remainder. The proposed subdivision is meant to enhance and optimally utilize the current Erf as its size remains compatible with the proposed new Erf sizes and supporting land uses.

Subdivision			
Erf/Portion	Size	Current Bulk	Proposed Density
Erf 1937	4724m ²	1.0	
Portion 1/1937	1606m ²	1.0	
Remainder 1937	3118m ²		1:50

The subdivision plan is attached hereto.

3.3. Municipal Services and Street Access

This Erf is already connected to the Windhoek municipal reticulation network as it is located in a built-up area. All additional and extensions of municipal services such as sewer, water and electricity for the proposed subdivision, will be in line with the municipal service requirements and all costs will be to the clients account. The new Portion 1 will obtain access from Raben and Oriole Streets and the Remainder Erf 1937 will obtain access from Kingfisher Street.

3.4. Registered conditions

The conditions registered against the Erf are contained in Deeds of Transfer No: 7568/2002 as per copy attached. There are no special conditions or servitudes to take into account with the proposed development of the sites.

4. Public Consultation and Objections

The rezoning and subdivision applied for, is in terms of Sections 105(1)(a), 105(1)(e) of the Urban and Regional Planning Act, Act 5 of 2018 and in terms of Section 107(1)(a) and Section 10(1)(4) of the regulations, which requires that notifications be given to the neighbours in writing on the intention of the application.

The public participation for the intended development of Erf 1937 Hochland Par will be undertaken upon notification by the Council and a full report will be submitted as per requirements.

4.1. Namibia Airport Company Clearance

Erf 1937 Hochlandpark is not affected the Namibia Airport Company Clearance requirement as it is located very far from the radar of the Eros Aerodrome.

5. Motivation

5.1. Need and Desirability

Erf 1937 Hochlandpark is located within an area predominantly characterized by mixed land use Erven. Other Zoning found within close proximity to this Erf are such

as municipal on Erf 126, Streets on R/128, Erf 1716, residential, institutional land uses such as the Highlands Christian School on Erf 1814 located within 129 meters from Erf 1937 Hochlandpark, a Church on Erf 190, business land use on which is the "Suburban Business Centre" on Erf 1963 adjacent to Erf 1937, general residential land use on Erven 119, 120, 124, R/123, 192 and 1697 which are located about along Kingfisher and Goshawk Streets. Another high density complex is located on a business zoned Erf 1714 facing the convenient shopping center.

Erf 1937 Hochlandpark has a relatively large size of 4724m² that could be supported for two individual Erven as created by way of the proposed subdivision of the site while maintaining the existing buildings on each the Remainder Erf created.

The existing mixed land use precinct set-up, the minimal scale of the development, good access, supporting amenities, provision of enough parking on site, the density factor of 1:50 for the minimum Erf size of 3118m² for high density purposes on the Remainder Erf 1937, the overall proposed development will blend in with the existing surroundings. The proposed development will not have any adverse impact on this neighborhood, as it is meant to accommodate an existing situation on the ground and will further enhance the existing activities in this area.

5.2. City Policies and Development Framework

5.2.1. Windhoek Structure Plan

In October 1996 a structure plan was drawn up for the City of Windhoek. This plan divided the City into zones, indicating the present and expected zoning and usage of these zones. Erf 1937 Hochlandpark *falls within a residential area typified by a predominance of detached housing on Erven greater than 700m² with pockets of townhouses, semi-detached housing and flats. Predominant densities will be lower than 1 dwelling per 350m².*

The above development characteristics is in line with the proposed Erf sizes and proposed density of 1:50 to accommodate the sixty (60) dwelling units complex on the proposed Remainder Erf 1937 ochlandpark.

5.2.2. Policy

Erf 1937 Hochlandpark is located outside any of the Council approved Development Area for Windhoek. Despite the fact that it falls outside any of the current approved Development Areas of Windhoek West, Erf 1937 Hochlandpark qualifies for the proposed development due to its immediate proximity to the Suburban Business Centre which is made up of the Hochlandpark convenient shop known as the Hochland Spar, ATM banking facilities and Kingfisher's medical practices, just to mention a few amenities. Council therefore would consider applications for the creation of Residential Erven provided that they have sizes not less than 500m² and which are of insignificant impact.

5.2.3. Use of Existing and new Buildings

Erf 1937 Hochlandpark comprises a sixty (60) dwelling units complex as per the attached subdivision plans.

6. Concluding remarks

902

The Municipal Council of Windhoek generally supports owner' initiatives of maximizing development potential on their properties, provided that such development does not infringe on the surrounding area's set-up.

The mixed land use development character remains prominent in this area and the proposed high density of 1:50 to accommodate the existing sixty (60) dwelling units on the proposed Remainder Erf 1937 Hochlandpark and the subdivision to create an additional Erf on Erf 1937 Hochlandpark is not foreseen to cause any adverse impact on its surroundings as the suburbs is already made of high-density and business developments.

7. Application

It is against this background that an application is submitted to your office for the following:


- ✧ Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; and
- ✧ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

8. Attachments

Four (4) copies of documents as compiled in line with the checklist are attached to this application.

Considering the above motivation, it is trusted that you will favorably consider this application.

Yours faithfully,

.....

Petrine Ndimuhona Sem (Pr. TRP/NCTRP No.28)

FORM 7 OF ANNEXURE 4

MINISTRY OF URBAN AND RURAL DEVELOPMENT
NOTICE OF INTENTION TO APPLY FOR SUBDIVISION OF LAND
TO WHOM IT MAY CONCERN


Please take note that Dunamis Consulting (Pty) Ltd on behalf of the owners of Erf 1937 Hochlandpark, intends to apply to the Municipal Council of Windhoek and the Urban and Regional Planning Board for consent to SUBDIVIDE:

- ✧ Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units.

Please further take note that -

- (a) the plan of the land lies for inspection at the Town Planning Office of Municipal Council of Windhoek and the URP Board.
- (b) any person having objections to the subdivision concerned or who wants to comment, may lodge such objections and comments, together with the grounds, in writing with the authorised planning authority or other local authority or the Board* and with the applicant within 14 days of the last publication of this notice.

The recommendation of the authorised planning authority or other local authority or the Board*, if any, and any conditions determined by it with regard to the subdivision will be provided upon approval.


.....
Signature of applicant

18/08/2025
Date

Address of applicant: Ondangaura Street No. 107, Erf 1042, Cimbebasia, Windhoek

MINISTRY OF URBAN AND RURAL DEVELOPMENT**NOTICE OF INTENTION TO APPLY FOR REZONING****TO WHOM IT MAY CONCERN**

Please take note that DUNAMIS CONSULTING (Pty) Ltd intends to apply to the MUNICIPAL COUNCIL OF WINDHOEK AND THE URBAN AND REGIONAL PLANNING BOARD to rezone:

- ✧ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

Please further take note that -

- (a) the plan of the erf or land lies for inspection at room of the offices of the URBAN AND REGIONAL PLANNING BOARD;
- (b) any person having objections to the rezoning concerned or who wants to comment, may in writing lodge such objections and comments, together with the grounds, with the URBAN AND REGIONAL PLANNING BOARD, and with the applicant within 14 days of the last publication of this notice.

The recommendation of the URBAN AND REGIONAL PLANNING BOARD, if any, and any conditions determined by it with regard to the rezoning concerned will be provided upon approval.



.....
Signature of applicant

18/08/2025

Date

Address of applicant: Ondangaura Street No. 107, Erf 1042, Cimbebasia, Windhoek



ZONING CERTIFICATE

In accordance with the Windhoek Zoning Scheme, which is prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018)

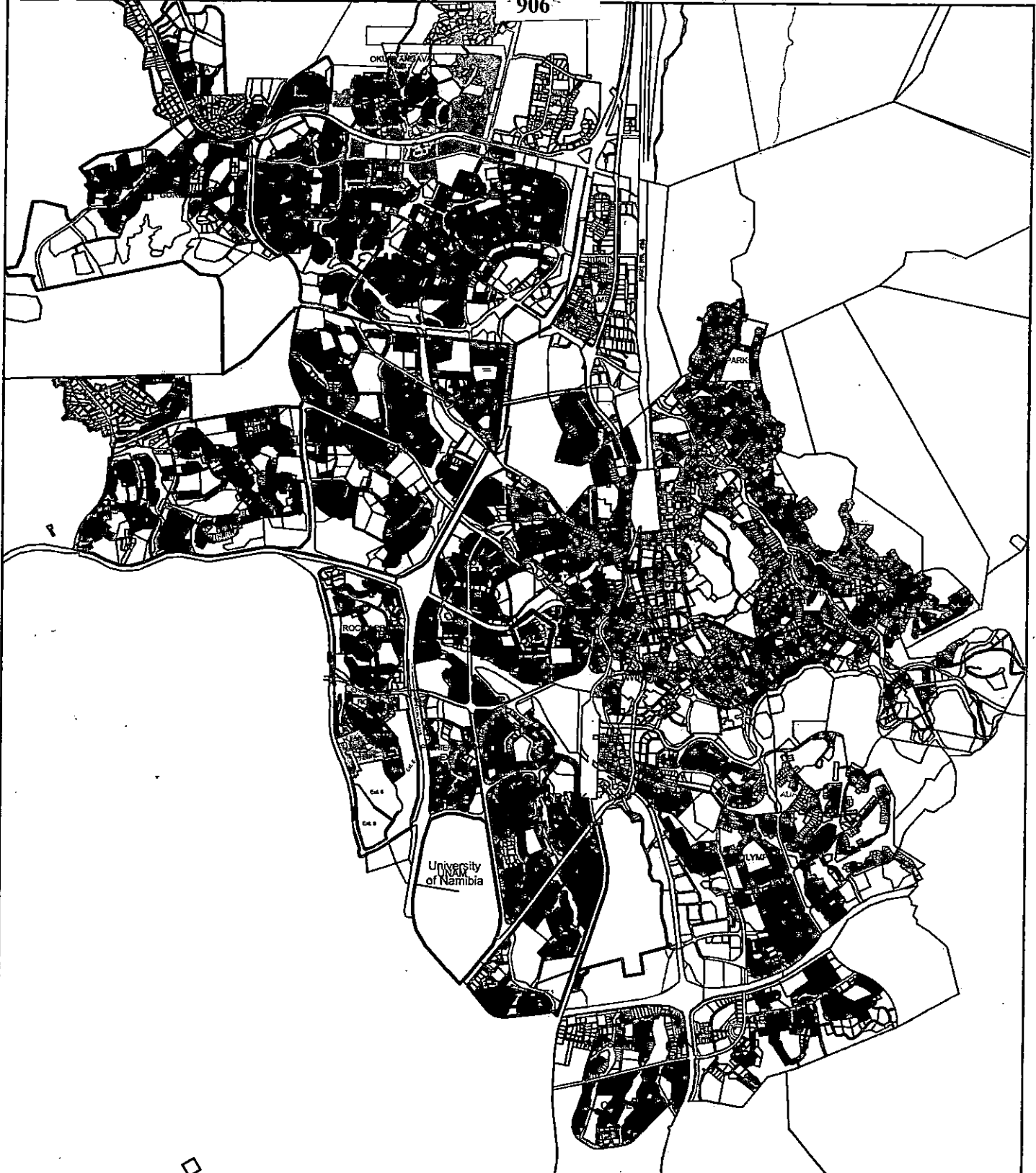
ERF DESCRIPTION:	ERF 1937 of HOCHLAND PARK	
TOWNSHIP EXTENSION:		
STREET NAME:	KINGFISHER RD	
STREET ADDRESS:	68-70 KINGFISHER RD	
USE ZONE:	BUSINESS	- Refer to Table B
PRIMARY USES:	SHOPS; BUSINESS; DWE	
CONSENT USES:	OTHER USES NOT UNDER COLUMNS 3 AND 5	- Refer to Table H
DENSITY:		- Refer to Table E
BULK FACTOR:	1	- Refer to Table F
COVERAGE:	85 %	- Refer to Table G
ERF SIZE:	4724 m ²	- Refer to Table B
PARKING:	To be confirmed with the Transportation Department for erven in the business zone, restaurants, grouped housing schemes, hotels, bed & breakfasts, resident occupations, places of amusement, social halls, churches, etc)	
STREET BUILDING LINES:		- Refer to Table B
POSITION OF BUILDINGS:		
FLOOD LINE:		
HEIGHT RESTRICTION:		
STREET RESERVATION:		- Refer to Table J
OTHER LAND RESERVATION:		- Refer to Table A
OTHER:		

PLEASE NOTE:

The ZONING SCHEME and MAP are open for inspection at the Urban Policy Division, 5th Floor, City of Windhoek. 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 or that is contained in the township establishment conditions. You may be required to furnish a certified copy of the title deeds or township establishment conditions before building plans are approved. ZONING SCHEME and MAP are open for inspection at the Urban Policy Division, 5th Floor, City of Windhoek. 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 or that is contained in the township establishment conditions. You may be required to furnish a certified copy of the title deeds or township establishment conditions before building plans are approved.



Scale 1:65500

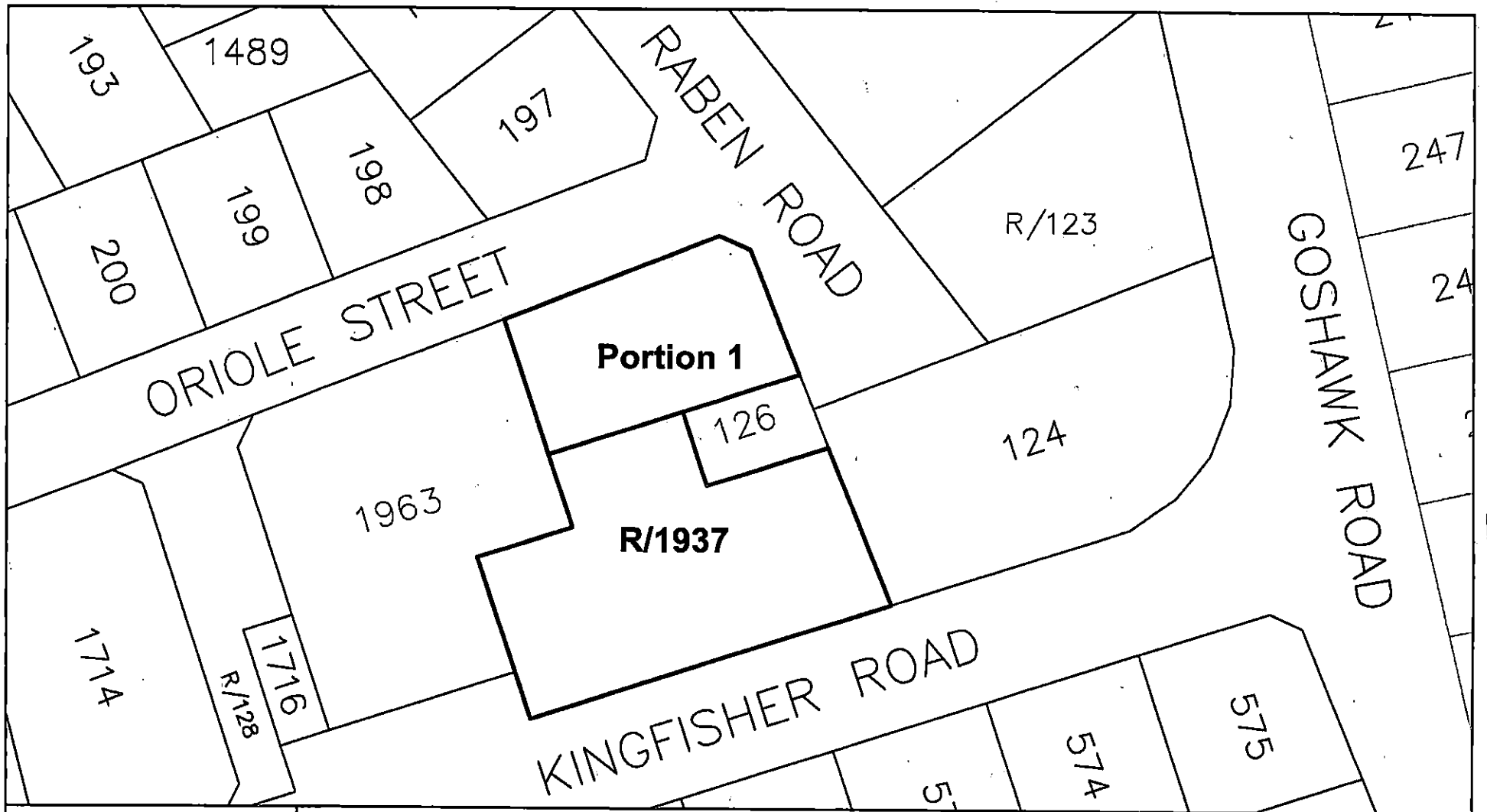
Date: August 2025

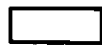
 Erf 1937 Hochlandpark

LOCALITY PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS
HOCHLANDPARK



Cell: +264 855 512 173
Email: ndimuhona@dunamisplan.com
P.O. Box 81108
Olympia, Namibia



 Portion 1 & R/1937 HP & Structures

**SUBDIVISION PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS HOCHLAND
PARK INTO PORTION 1 AND REMAINDER**

Subdivision	
Erf	Size m ²
1937	4724
Ptn 1/1937	1606
R/1937	3118

Scale 1:1000



Date: July 2025

Plan No. 1937HP/2025



Your Integrity, Our Standard

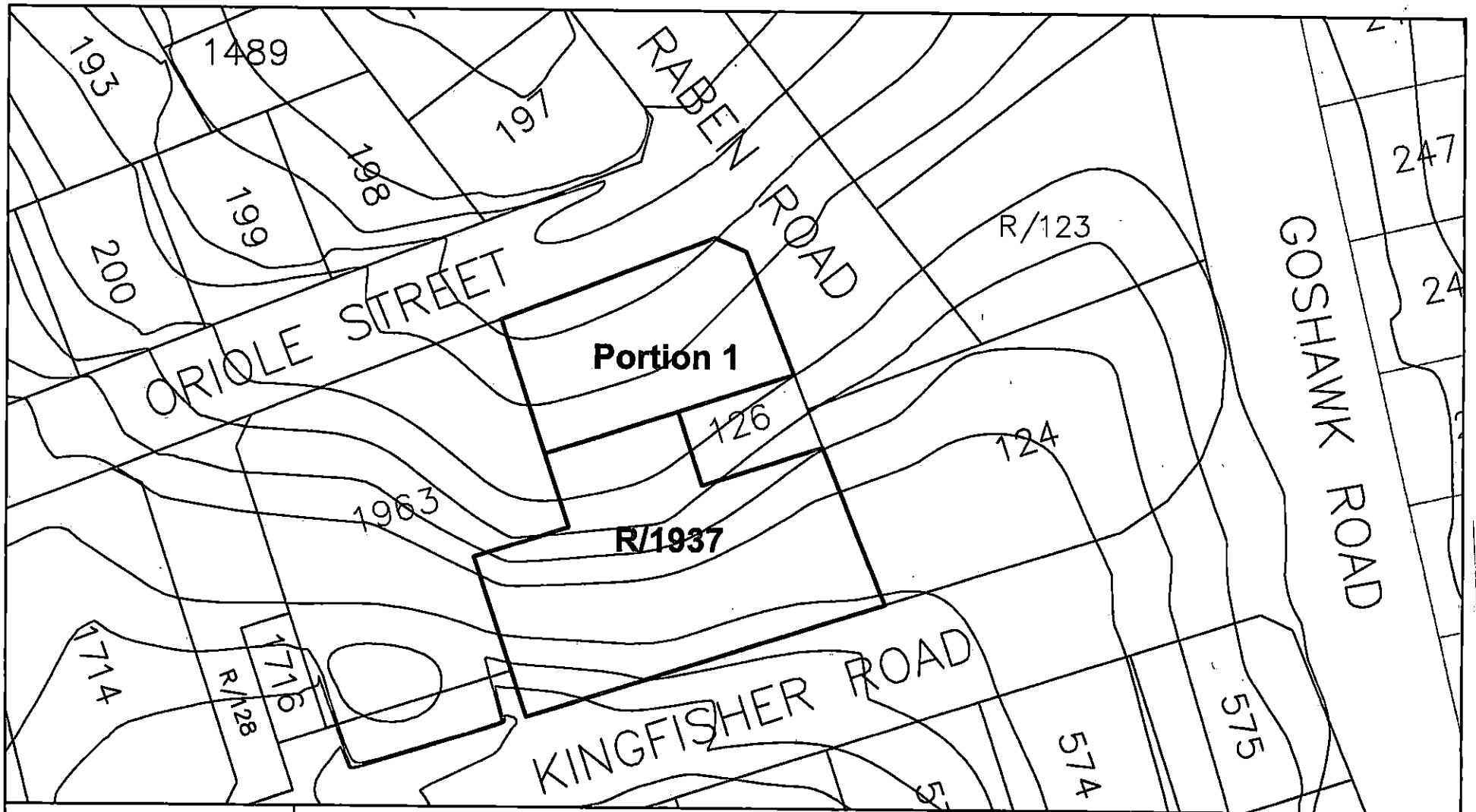
Cell: +264 855 512 173

Tel: +264 83 330 2241


Email: ndimuhona@dunamisplan.com

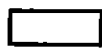
P.O. Box 81108

Olympia, Namibia



910

 1m Contours

 Portion 1 & R/1937 HP & Structures

Subdivision	
Erf	Size m ²
1937	4724
Ptn 1/1937	1606
R/1937	3118

Scale 1:1000



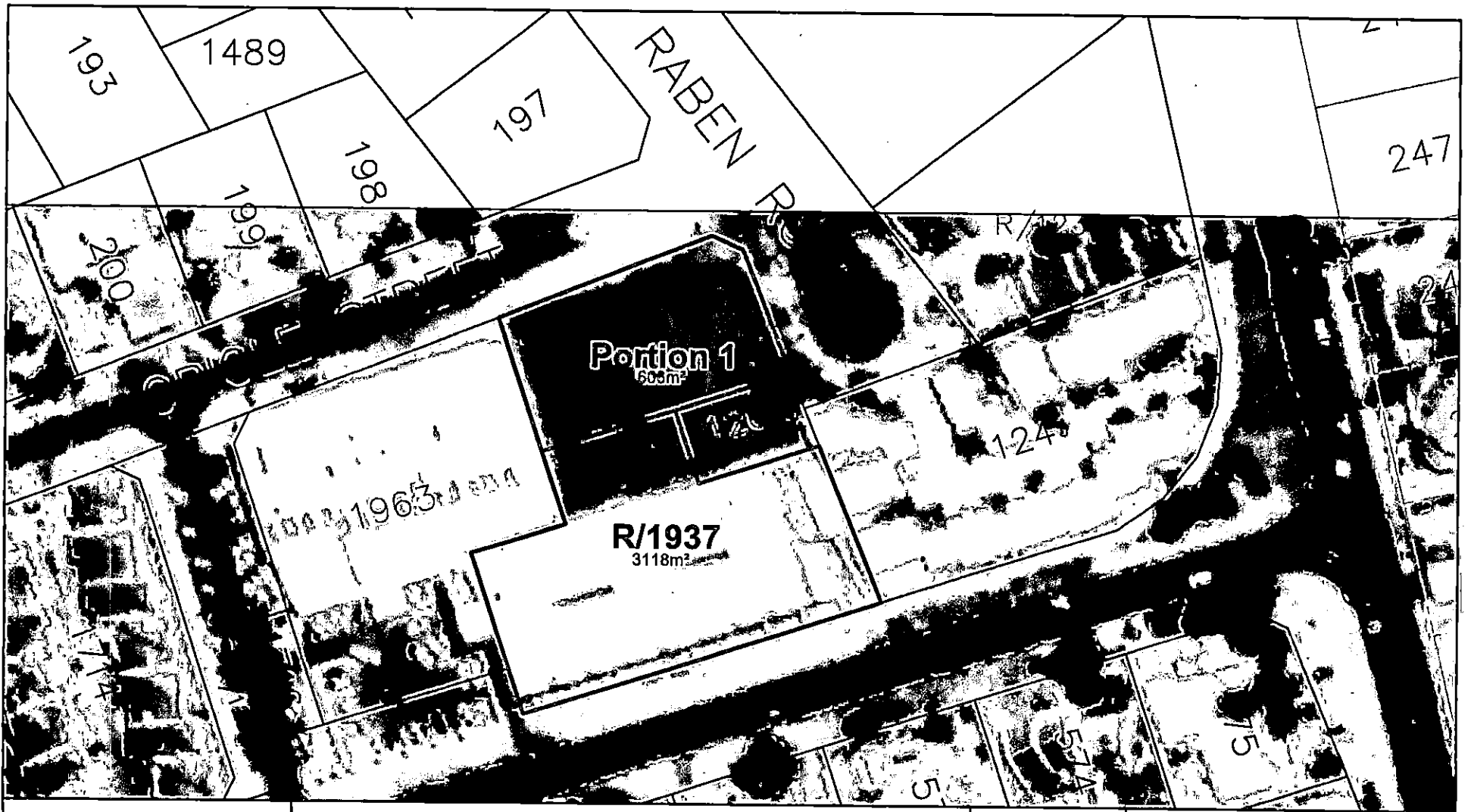
Date: July 2025

**SUBDIVISION PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS HOCHLAND
PARK INTO PORTION 1 AND REMAINDER**

Plan No. 1937HP/2025



Your Integrity, Our Standard
 Cell: +264 855 512 173
 Tel: +264 83 330 2241
 Email: ndimuhona@dunamisplan.com
 P.O. Box 81108
 Olympia, Namibia



116



Portion 1 & R/1937 HP & Structures

Subdivision

Erf	Size m ²
1937	4724
Ptn 1/1937	1606
R/1937	3118

Scale 1:1000



Date: July 2025

SUBDIVISION PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS HOCHLAND
PARK INTO PORTION 1 AND REMAINDER

Plan No. 1937HP/2025



TOWN, REGIONAL PLANNERS AND DEVELOPERS

Your Integrity. Our Standard

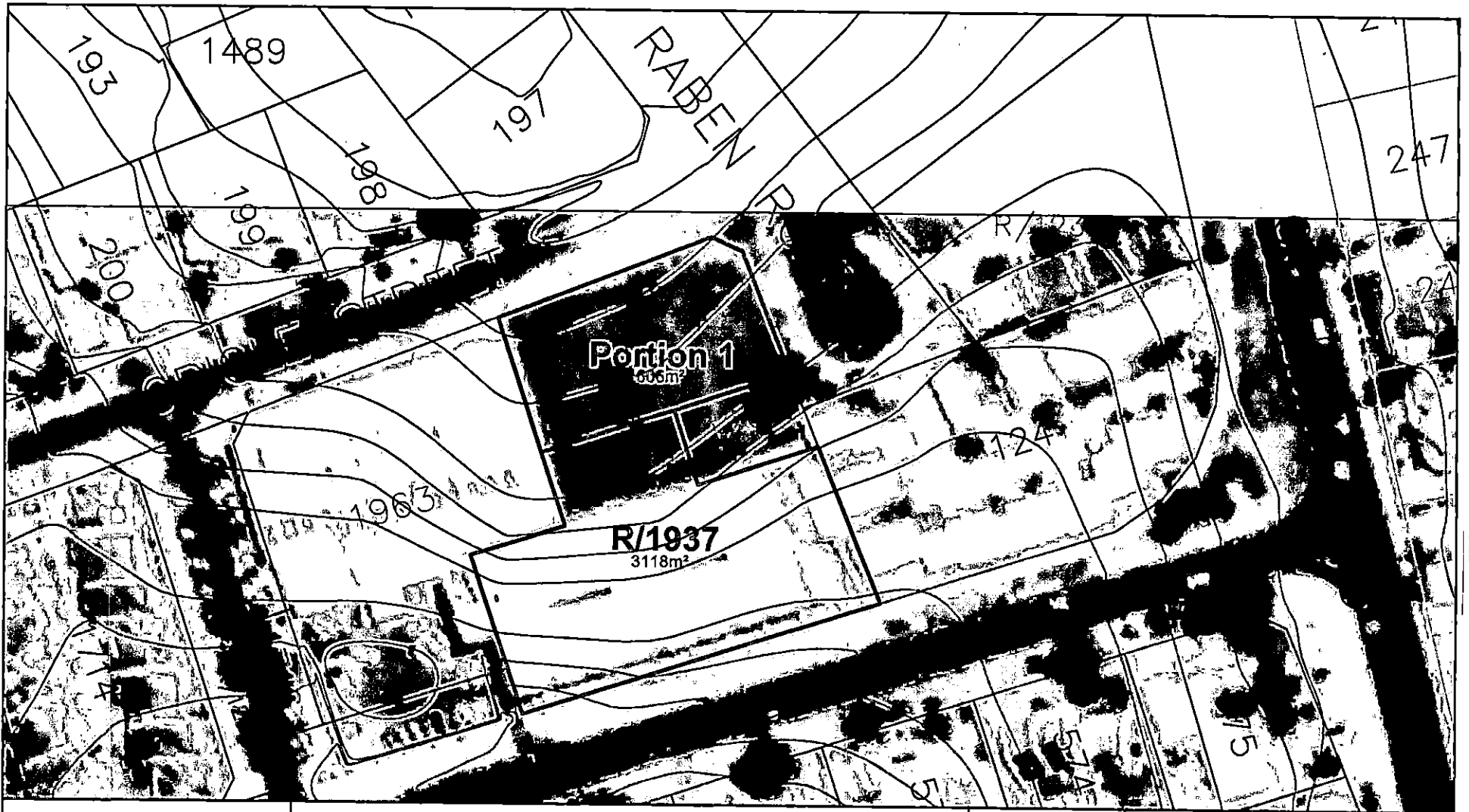
Cell: +264 855 512 173

Tel: +264 83 330 2241


Email: ndimuhona@dunamisplan.com

P.O. Box 81108

Olympia, Namibia



912

 1m Contours

 Portion 1 & R/1937 HP & Structures

Subdivision	
Erf	Size m ²
1937	4724
Ptn 1/1937	1606
R/1937	3118

Scale 1:1000



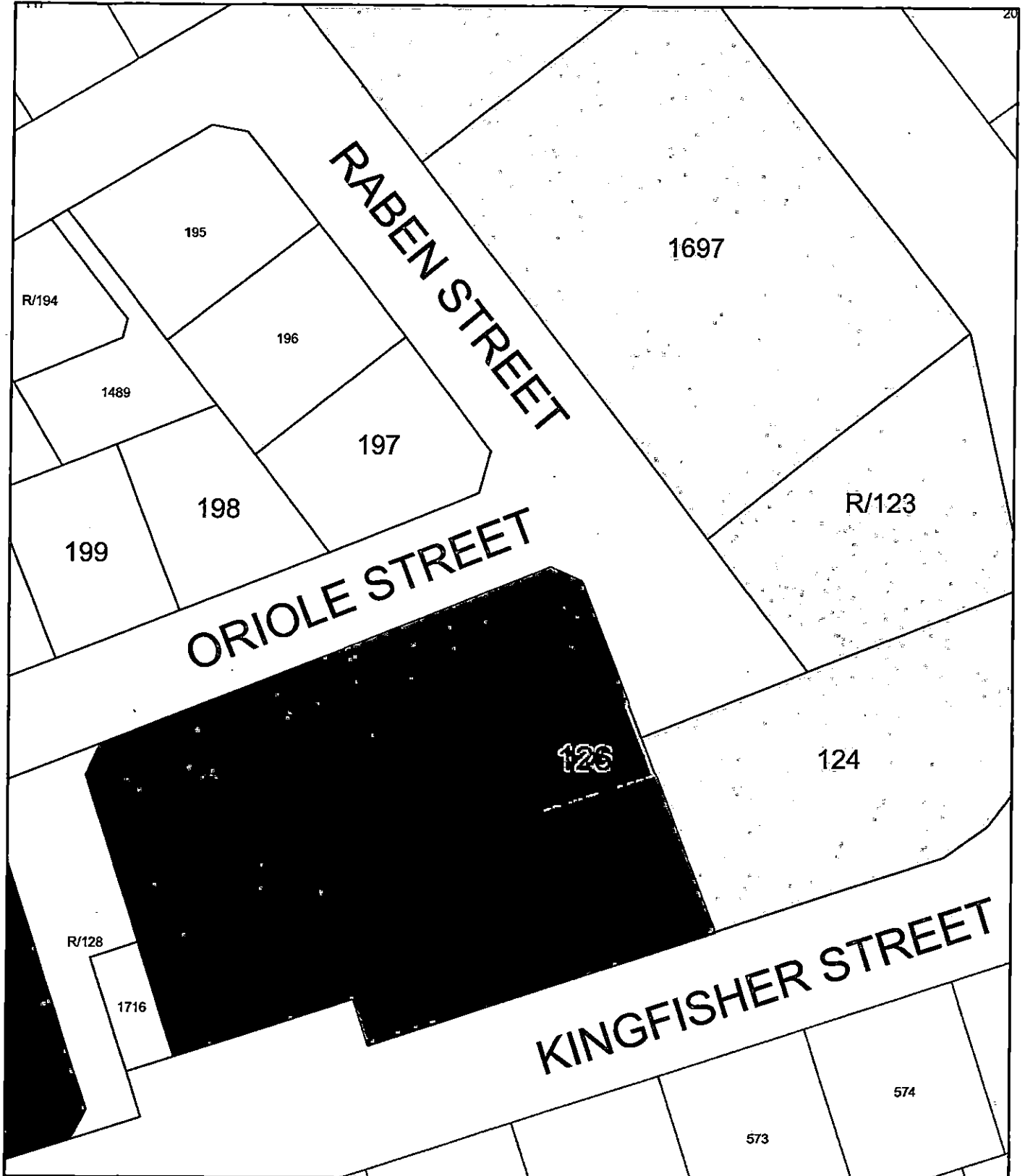
Date: July 2025

**SUBDIVISION PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS HOCHLAND
PARK INTO PORTION 1 AND REMAINDER**



Your Integrity, Our Standard
 Cell: +264 855 512 173
 Tel: +264 83 330 2241
 Email: ndimuhona@dunamisplan.com
 P.O. Box 81108
 Olympia, Namibia

Plan No. 1937HP/2025



Scale 1:1000
Date: July 2025



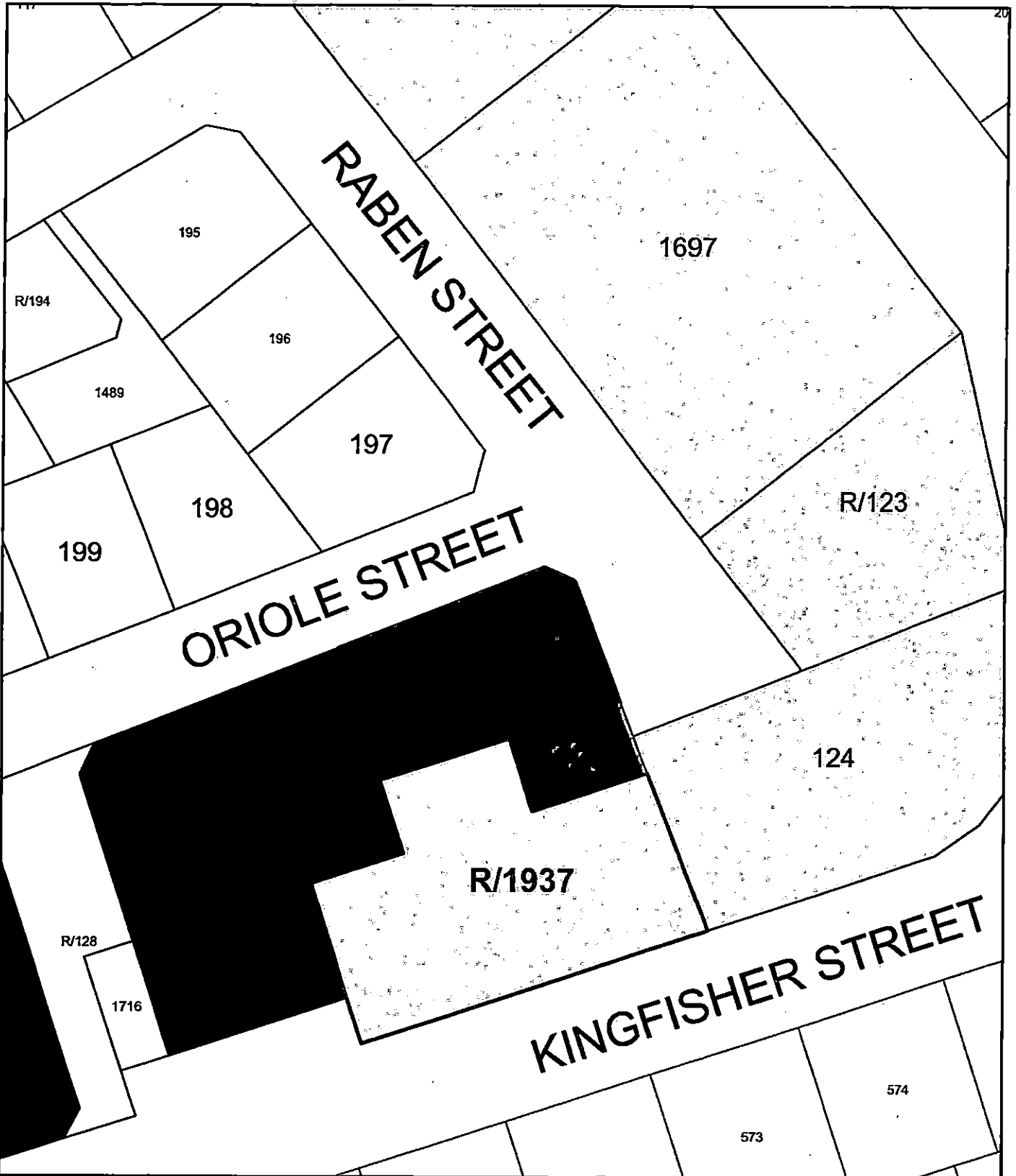
-Portion 1/1937 HP Business Current Bulk 1.0
-R/1937 HP

CURRENT ZONING PLAN OF ERF 1937 KINGFISHER,
ORIOLE AND RABEN STREETS HOCHLANDPARK

Plan No.1937HP/2025



Cell: +264 855 512 173
Tel: +264 83 330 2241
Email:rdimuhona@dunamisplan.com
P.O. Box 81108
Olympia, Namibia



Scale 1:1000

Date: July 2025



-Portion 1/1937 HP Business Proposed Bulk 1.0
 -R/1937 HP "General Residential" Proposed Density 1:50

PROPOSED ZONING PLAN OF ERF 1937 KINGFISHER,
 ORIOLE AND RABEN STREETS HOCHLANDPARK

Plan No.1937HP/2025



Cell: +264 855 512 173
 Tel: +264 83 330 2241
 Email: ndimuhona@dunamisplan.com
 P.O. Box 81108
 Olympia, Namibia

APPROVED

Mullakera

No. A 280/2002

10 MAY 2002

for SURVEYOR-GENERAL

Sheet 1 of 2 sheets

SIDES Metres		ANGLES OF DIRECTION	CO-ORDINATES Y System: Lo 22/17° X		Designation
		Constants:	± 0,00	± 0,00	
AB	46,79	248 30 00	A -6 986,83	+63 430,44	1936b
BC	7,07	293 30 00	B -7 030,37	+63 413,29	127b
CD	27,34	338 30 00	C -7 036,85	+63 416,11	127c
DE	25,00	72 00 00	D -7 046,87	+63 441,55	127d
EF	16,00	342 00 00	E -7 023,10	+63 449,27	127e
FG	25,98	252 00 00	F -7 028,04	+63 464,48	127f
GH	35,06	338 30 00	G -7 052,75	+63 456,46	125b
HJ	77,04	72 00 00	H -7 065,60	+63 489,08	125c
JK	35,00	162 00 00	J -6 992,32	+63 512,89	117
KL	20,25	252 00 00	K -6 981,51	+63 479,60	127g
LA	45,11	162 00 00	L -7 000,77	+63 473,34	1936c
		Nubuarnisberg	Δ -5 533,62	+53 318,30	No. 150
		Wachter	Δ -13 105,12	+52 799,35	No. 215

Description of Beacons

A,B,C,D,E,F,J,K,L : 16mm Round Iron Peg
G,H : Not Beacons

COMPONENTS

- 1) The figure A,B,C,D,E,F,L represents the Remainder of Erf 127 (Formerly Open Space) Hochland Park. Vide Diagram No. A 278/2002 annexed to
- 2) The figure K,G,H,J represents Erf 125 Hochland Park. Vide Diagram No. A 335/76 (K178) annexed to

The figure **ABCDEFGHIJKL**
represents **4724 square metres** of land being
Erf 1937 Hochland Park **Comprising 1) and 2) above**
situate in the Municipal Area of Windhoek Republic of Namibia
Registration Division "K"

Surveyed in March 2002 by me

P.G.C. Visser
P.G.C. Visser
Land Surveyor

This diagram is annexed to No. T. 7568/2002 d.d. 01/11/2002 Registrar of Deeds	The original diagrams are as quoted above Transfer/Grant d.d.	S.R. No. E 76/2002 Gen. Plan No. Noting Plan MG-5AC / V3 File No. HOCH. A
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APPROVED

M. M. M. M. M.

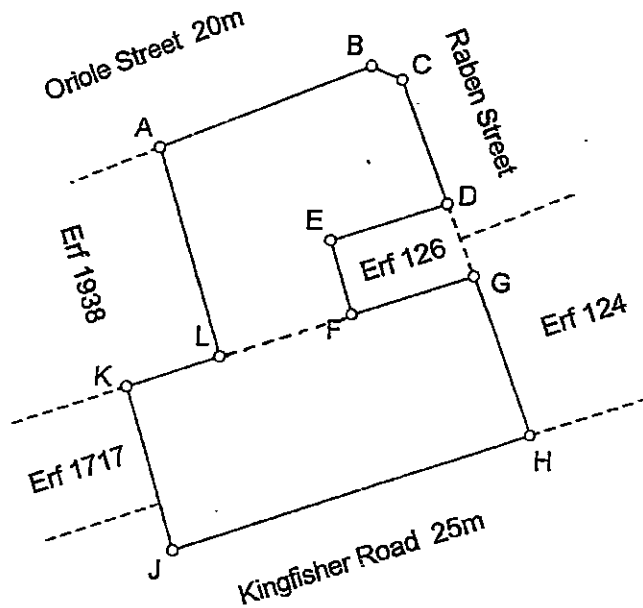
No. A 280/2002

10 MAY 2002

for SURVEYOR-GENERAL

Sheet 2 of 2 sheets

Erf 1937 Hochland Park



Scale 1:1500

Surveyed in March 2002 by me

P.G.C. Visser

P.G.C. Visser
Land Surveyor

IN FAVOUR OF THE LOCAL AUTHORITY

- a. the erf shall only be used or occupied for in 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 Oshakati Zoning Scheme prepared and approved in terms of Section 44 and 55 of the Urban and Regional Planning Act, Act. No. 5 of 2018.
 - b. the building value of the main building, excluding the outbuilding to be erected on the erf shall be at least **two (2) times** the municipal valuation of the **Remainder Erf 1937 Hochlandpark**.
-
- a. the erf shall only be used or occupied for in 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 Oshakati Zoning Scheme prepared and approved in terms of Section 44 and 55 of the Urban and Regional Planning Act, Act. No. 5 of 2018.
 - b. the building value of the main building, excluding the outbuilding to be erected on the erf shall be at least **four (4) times** the municipal valuation of **Portion 1 of Erf 1937 Hochlandpark**.



SPECIAL POWER OF ATTORNEY

The Body Corporate Fishers Court (Pty) Ltd represented by Simon Omega Isak Panduleni Hamunyela Nakapunda (ID 82112810014) the undersigned in his capacity as trustee and owner of Erf 1937 Kingfisher Road Hochlandpark, do hereby nominate, constitute and appoint:

Dunamis Consulting (Pty) Ltd
Town, Regional Planners and Developers
P.O. Box 81108
Olympia, Namibia


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

- ✧ Subdivision of Erf 1937 (4724m²) Kingfisher Street Hochlandpark into Portion 1 (1606m²) and Remainder (3118m²); and
- ✧ Rezoning of Remainder of Erf 1937 Kingfisher Street Hochland Park from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50.

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

Signed at **Windhoek** this **25th** day of **July 2025** in the presence of the undersigned witnesses.

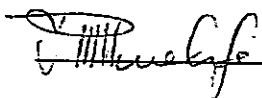
OWNERS



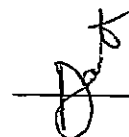
Simon O. I. P. H. Nakapunda

WITNESSES:

1.



2.



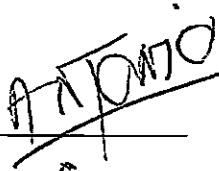
THE BODY CORPORATE FISHERS COURT PTY LTD

SCHEME NUMBER (5543/2004)

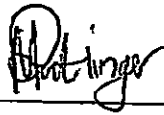
ROUND ROBIN RESOLUTION PASSED BY THE TRUSTEES OF THE COMPANY

ROUND ROBIN RESOLUTION PASSED BY THE TRUSTEES OF THE COMPANY**IT WAS RESOLVED THAT:**

Simon Omega Isak Panduleni Hamunyela Nakapunda (ID 82112810014) in his capacity as a trustee, is herewith authorized to sign any agreements, municipal forms and power of attorneys with regards to any municipal enquiry/services for erf 1937 in Hochland park.



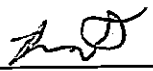
A DRAGUN
TRUSTEE



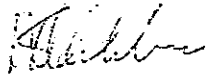
M DENTLINGER
TRUSTEE



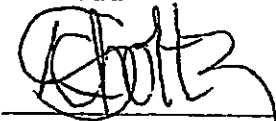
H NELUMBU
TRUSTEE



F ALBERTS
TRUSTEE



S NDAKUKAMO
TRUSTEE



L SCHOLTZ
TRUSTEE



E NEKWAYA
TRUSTEE

PREPARED BY ME:

COMPLAINT:
WITHELM G.J.

ORIGINAL STAMPED.	
DUTY	/
FEES	117 50,00

08 AUG 2003 B 4571 2003

MS 10 000 000 with preference

Amount not exceeding R\$ 2 000 000,00

W. T. S. EISEB

RECEIVED

Deeds Registry

WITHELM G.J.

Date: 08 NOV 2006 Registrar of Deeds

T 7568 6002

CERTIFICATE OF CONSOLIDATED TITLE

Issued under the Provisions of Section Forty of the Deeds Registries Act 1937 (No 47/1937)

WHEREAS

PROPERTY ONE NINE THREE SEVEN HOCHLAND PARK CC
Registration Number : CC/2002/2484

has applied for the issue to it of a Certificate of Consolidated Title under the provisions of Section Forty of the Deeds Registries Act, 1937; and



FOR INFORMATION ONLY

Handwritten signatures and marks at the bottom of the page.

Certify a true copy of 921 ... ed record in
this office issued under provisions of regulation 57
Act 47/1957
2025-04-11
Deeds Office
Windhoek
REGISTRATION OF DEEDS

I hereby certify that receipt No _____
Date _____ has been issued for NS *91.00*
2025-04-11 office fees received
Date 2025-04-11
WINDHOEK
Registrar of Deeds

WHEREAS the said PROPERTY ONE NINE THREE SEVEN HOCHLAND PARK CC is the registered owner of

1. CERTAIN ERF NO 125 HOCHLANDPARK

SITUATE In the Municipality of WINDHOEK
Registration Division "K"

HELD BY Deed of Transfer no T. 7566 /2002

and

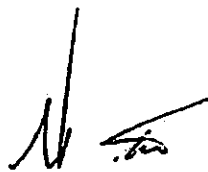
2. CERTAIN REMAINDER OF ERF 127 (formerly Open Space)
HOCHLANDPARK

SITUATE In the Municipality of WINDHOEK
Registration Division "K"

HELD BY Deed of Transfer no T. 7567 /2002

which have been consolidated into the land hereinafter described;

FOR INFORMATION ONLY



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

PROPERTY ONE NINE THREE SEVEN HOCHLAND PARK CC
Registration Number : CC/2002/2484

Its Successors in Title or assigns,

is the registered owner of

CERTAIN	ERF NO 1937 HOCHLANDPARK
SITUATE	In the Municipality of WINDHOEK Registration Division "K"
MEASURING	4724 (Four Thousand Seven Hundred and Twenty Four) Square Metres, as indicated on the annexed Diagram no A.280/2002

- A. THAT Portion of the property indicated by the figure A B C D E F L on annexed diagram no A.280/2002 is subject to the following condition created in Notarial Deed no K. 257, /2002 namely:-

IN FAVOUR OF THE MUNICIPAL COUNCIL OF WINDHOEK

The property shall be used solely for parking purposes and no development other than for parking purposes will be allowed on the property.

FOR INFORMATION ONLY

[Handwritten mark]

|

[Handwritten signature]

- B. SUBJECT** to the following conditions made applicable in terms of Section 30 of the Townships and Division of Land Ordinance, 1963 (Ordinance 11 of 1963) in respect of the whole property namely:-

IN FAVOUR OF THE LOCAL AUTHORITY:-

- (a) The erf shall be subject to the reservation by the Municipal Council of Windhoek of the right of access and use without compensation of the area 3 metres parallel with any boundary for the construction and maintenance of municipal services in respect of water, sewerage, drainage, electricity and gas, which right includes the right to place on such erf temporarily any materials that may be excavated or used during such operations on the erf or any adjacent erf.
- (b) The building value of the main building, excluding the outbuildings, must be at least four times the municipal valuation of the erf.

FOR INFORMATION ONLY

M

N

TC

AND that by virtue of these presents, the said

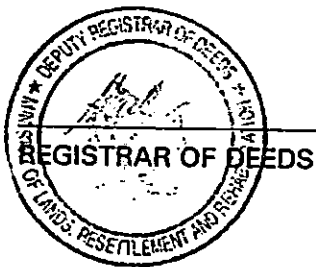
PROPERTY ONE NINE THREE SEVEN HOCHLAND PARK CC

Its Successors in Title or assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights.

SIGNED at WINDHOEK on
with my seal of office.

01 NOV 2002

and confirmed



FOR INFORMATION ONLY

[Handwritten mark]

[Handwritten mark]



NOTIFICATION OF PAYMENT

Dear: To Whom It May Concern

First National Bank Namibia hereby confirms that the following payment instruction has been received:

Date Actioned : 2025/08/19
 Time Actioned : 12:01:48
 Trace ID : 1X971JRB

Payer Details

Payment From : MRS PETRINE N SEM - BUSIN
 Cur/Amount : NAD3105.00

Payee Details

Recipient/Account no : ..146115
 Name : CITY OF WHK PLANNING
 Bank : FIRST NATIONAL BANK
 Branch Code : 282672
 Reference : 1937 HP SUBDIV-REZ

END OF NOTIFICATION

To authenticate this Payment Notification please visit the First National Bank of Namibia Limited website at fnbnamibia.com.na, select the "Verify Payment" link and follow the on-screen instructions.

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

Disclaimer:

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

927
DEBT MANAGEMENT CREDIT CHECK FORM

Surname Nakapunda First name(s) Simon Omega
Erf/stand no 1937 Township Hochlandpark
If company or registered under CC The Body Corporate Fishers Court (Phy) Ltd
Namibian I. D / Passport no. 82112810041
Postal/Private Bag address 310 Township of address Windhoek
Physical Residential or Business address Erf 1937 Hochlandpark - Kingfisher Road
Tel no / (H) / Cell 081 342 1553

DEBT MANAGEMENT CREDIT CHECK

Service Accounts (MS)

Credit Control Officer Comments: 10624449 - paid.

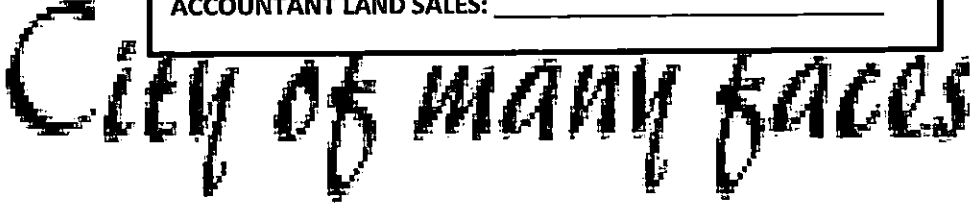
Acc. Technician Credit Control Viviana
Signature Acc. Tech Credit Control [Signature]
CITY OF WINDHOEK
Date stamp 12 AUG 2025
CREDIT CONTROL

LAND SALES

Comments: No land sales accounts

Acc. Technician Land Sales Eric
Signature Acc. Technician Land Sales [Signature]
CITY OF WINDHOEK
Date stamp 11 AUG 2025
Survey Department

ACCOUNTANT LAND SALES: _____





City of Windhoek

PROOF OF GIVING NOTICE OF APPLICATION

928

for applications made in terms of the Urban and Regional Planning Act, Act No. 5 of 2018 (the Act)

APPLICATION:

APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

PART 1: NOTIFICATION TO PRESCRIBED PERSONS (NEIGHBOURS)

As per Section 121(1)(a) of the Act and Regulation 10(4)(a)-(c)

1.1 MANDATORY HAND DELIVERY REQUIREMENT RECORD

In accordance with Sections 121(1)(a), 121(1)(b)(i), 121(1)(c)(i) and 121(2)(a) of the Act (read with Section 107 of the Act and Sub regulation 10(4) of the Regulations relating to the Act), the applicants are required to service notice to prescribed persons (being the owners of neighbouring properties) through hand delivery as the first and mandatory method of consultations with the neighbours.

NEIGHBOUR ERF/PORITION / FARM NO.	TOWNSHIP NAME / FARM NO	DATE DELIVERED	PROOF OF RECEIPT UPON SIGNATURE ATTACHED (Yes/No)
Erf 124	Hochlandpark	05/10/2025	
Erf 197	Hochlandpark	05/10/2025	
Erf 198	Hochlandpark	05/10/2025	
Erf 570	Hochlandpark	05/10/2025	
Erf 571	Hochlandpark	05/10/2025	
Erf 572	Hochlandpark	05/10/2025	
Erf 573 <i>Uy</i>	Hochlandpark	05/10/2025	
Erf 574	Hochlandpark	05/10/2025	
Erf 1697	Hochlandpark	05/10/2025	
Erf 1963	Hochlandpark	05/10/2025	





PROOF OF GIVING NOTICE OF APPLICATION

for applications made in terms of the Urban and Regional Planning Act, Act No. 10 of 2018 (the Act)

APPLICATION

APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

PART 1: NOTIFICATION TO PRESCRIBED PERSONS (NEIGHBOURS)

As per Section 121(1)(a) of the Act and Regulation 10(4)(a)(c)

1.1 MANDATORY HAND DELIVERY REQUIREMENT RECORD

In accordance with Sections 121(1)(a), 121(1)(b)(i), 121(1)(c)(i) and 121(2)(a) of the Act (read with Section 107 of the Act and Sub regulation 10(4) of the Regulations relating to the Act), the applicants are required to service notice to prescribed persons (being the owners of neighbouring properties) through hand delivery as the first and mandatory method of consultations with the neighbours.

NEIGHBOUR ERF/PORTION / FARM NO.	TOWNSHIP NAME / FARM NO	DATE DELIVERED	PROOF OF RECEIPT UPON SIGNATURE ATTACHED (Yes/No)
Erf 124	Hochlandpark	05/10/2025	
Erf 197	Hochlandpark	05/10/2025	
Erf 198	Hochlandpark	05/10/2025	
Erf 570	Hochlandpark	05/10/2025	
Erf 571	Hochlandpark	05/10/2025	
Erf 572	Hochlandpark	05/10/2025	
Erf 573 <i>Uy</i>	Hochlandpark	05/10/2025	
Erf 574	Hochlandpark	05/10/2025	
Erf 1697	Hochlandpark	05/10/2025	
Erf 1963	Hochlandpark	05/10/2025	
Erf R/123	Hochlandpark	09 Feb 2026	



1.2 FAILED HAND DELIVERY ATTEMPT ⁹³⁰ RECORD

Pursuant to Sections 107, 121(a) and 121(1)(u)(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. N/A**

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
							<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
							<input type="checkbox"/> Date stamped photos of visit <input type="checkbox"/> Date stamped photo of call back notice left <input type="checkbox"/> Others



PART 2: NOTIFICATION TO THE 932 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)
01/10/2025	8755	773	20/10/2025	YES

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)
The Namibian Sun	26/09/2025	03/10/2025	23/10/2025	YES
Die Republikein	26/09/2025	03/10/2025	23/10/2025	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)
03 to 23 October 2025	23 October 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)
03 to 23 October 2025	23 October 2025	YES

PART 3: COMMENTS AND/OBJECTIONS LODGED

COMMENTS/OBJECTIONER, PORTION OR FARM NO.	COMMENTER/OBJECTIONER TOWNSHIP NAME / FARM NO	NAME(S) OF COMMENTER/OBJECTIONER	OBJECTIONS OR COMMENTS RECEIVED	EVIDENCE OF COMMENTS/OBJECTIONS ATTACHED (YES/NO)
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A
			<input type="checkbox"/> Comments <input type="checkbox"/> Objections	N/A



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.

NAME

Petrine Ndimuhona Sem

DATE

24/10/2025

SIGNATURE



COMPANY NAME (IF APPLICABLE)
DUNAMIS CONSULTING (PTY) LTD

PART 4: FOR OFFICE USE ONLY

CONSULTATIONS ACCEPTED:

YES


NO

IF NO, STATE THE REASONS BELOW:

OFFICIAL NAME

DATE STAMP & SIGNATURE:



TO:	Urban Planning R. Kwenani	DATE:	17 September 2025	
FROM:	Section Engineer: Transport Planning	REF:	L/1937/HP	

ROADS PLANNING & TRAFFIC FLOW COMMENTS:

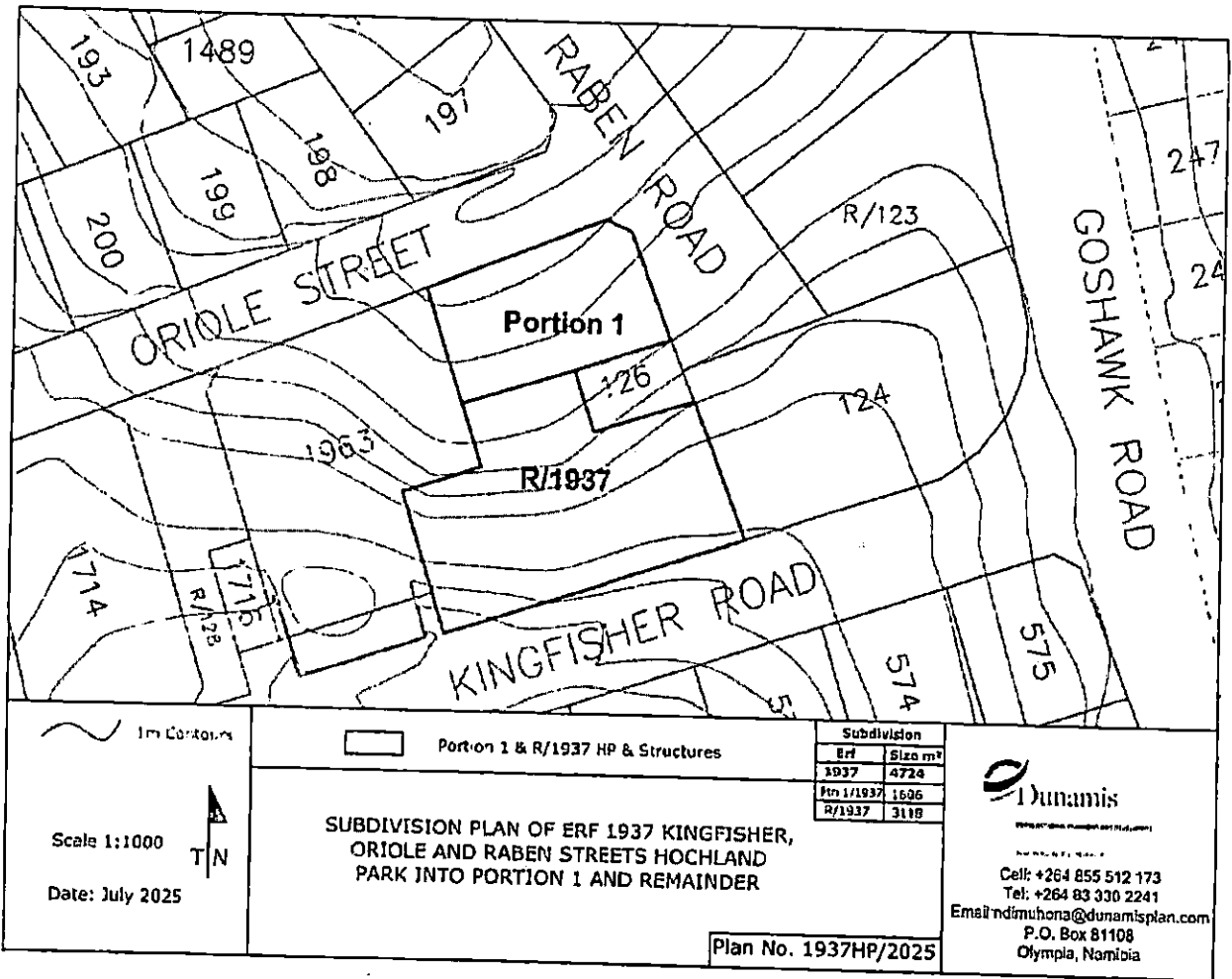
The Application dated 18 August 2025 received from Dunamis Consulting (Pty) Ltd regarding the above refers.

Erf 1937 is located in Kingfisher Road and Oriole Street in Hochlandpark and measures 4724m² in extent. The erf is currently zoned "Business" with a bulk of 1.0. Kingfisher Road and Oriole Street carries moderate and low traffic volume respectively. No traffic flow problems are currently experienced during peak hours.

1. **This Division has no objections to the proposed Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; provided that:**
 - 1.1 Minimum 1 parking bay per equal or less than 3 bedroom units, or 2 parking bays per equal or greater than 4 bedroom unit, plus one bay per 3 units or part there of explicitly for visitors parking must be provided on site.
 - 1.2 A stacking distance of 15m minimum should be provided at the entrance, from the road kerb for the 60 dwelling units.

2. **This Division has no objections to the proposed Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf, provided that:**
 - 2.1 The applicant takes notes that the applied density is not in line with the recommended density as per the infrastructure study for the densification of the area conducted in 2022 which recommended that even within the study area be rezoned up to a density of 1/250 and a bulk of 0.75.
 - 2.2 The density of 1:50 is only considered for this erf as it generates less vehicular trips compared to the existing business zone with a bulk of 1.0. the application is supported to align the current situation on site and should not be seen as an area policy change.

3. The application notes that the result of TIA indicates that the following intersections require mitigation measures to continue operating at acceptable levels of service for the existing traffic conditions:
- a. David Hosea Meroro Road / Goshawk Street (revised Signal Settings with an additional phase and double signalised slip lane).
 - b. Goshawk Street / Barbet Street (double lane roundabout with an inscribed diameter of approximately 30m)
 - c. Goshawk Street / Egret Street (single lane roundabout with widening to allow two lanes entering from the northern approach with an inscribed diameter of approximately 30m)
 - d. Sam Nujoma Drive / Goshawk Street (revised Signal Settings with an additional phase)
 - e. No upgrading is required at the intersection of Hendrik Witbooi Drive and Kingfisher Street.
- 2.3 The City is lagging behind in upgrading of road infrastructures and considering the current financial situation of Council, and other road upgrading priorities that need to be addressed before the above upgrading can be considered. The city is thus not in position to provide such upgrading within the foreseeable medium period of 10 to 15
- 2.4 The applicants would therefore be required contributes to the infrastructure development as per the Infrastructure Development Contribution (IDC) for the policy area of which the betterment and or endowment fees should be paid into the vote number: 9000/00/2/05/4125.
- 2.5 A stacking distance of 15m minimum should be provided at the entrance, measured from the road kerb for the 60 dwelling units.



Yours faithfully
 M. Shimmi

Roads Planning and Traffic Flow
 *2508

MEMORANDUM



TO : Manager: Urban Policy
FROM : Manager: Building Control
ENQ : Mr L Mwikanda
CC : Mrs. Ruth Kwenani
DATE : 12/12/2025

Dear Ms Asino,

RE: SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING

Herewith the response from Building Control Division:

1. The inspection was conducted, and I can confirm that all structures conform to the approved building permit. Therefore, this Division has no objection to the application.

Should you require further information, kindly contact the Manager Building Control Mr. Larry Mwikanda at 061 290 2244 or 0811224683.

Yours sincerely,



Mr LS Mwikanda
MANAGER: BUILDING CONTROL

Kwenani (RM)

From: Nambinga (LE)
Sent: Thursday, 25 September, 2025 19:16
To: Kwenani (RM)
Subject: Re: SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING
Attachments: 1937 HP - Subdivision - Stormwater.doc

Good day Ms. Kwenani,

Attached, please find our stormwater comments.

Kind Regards

Linekela



Linekela Nambinga

Engineering Technician: Planning and Design
 Department of Urban and Transport Planning

Office: +264 61 290 3406

Fax:

Mobile:

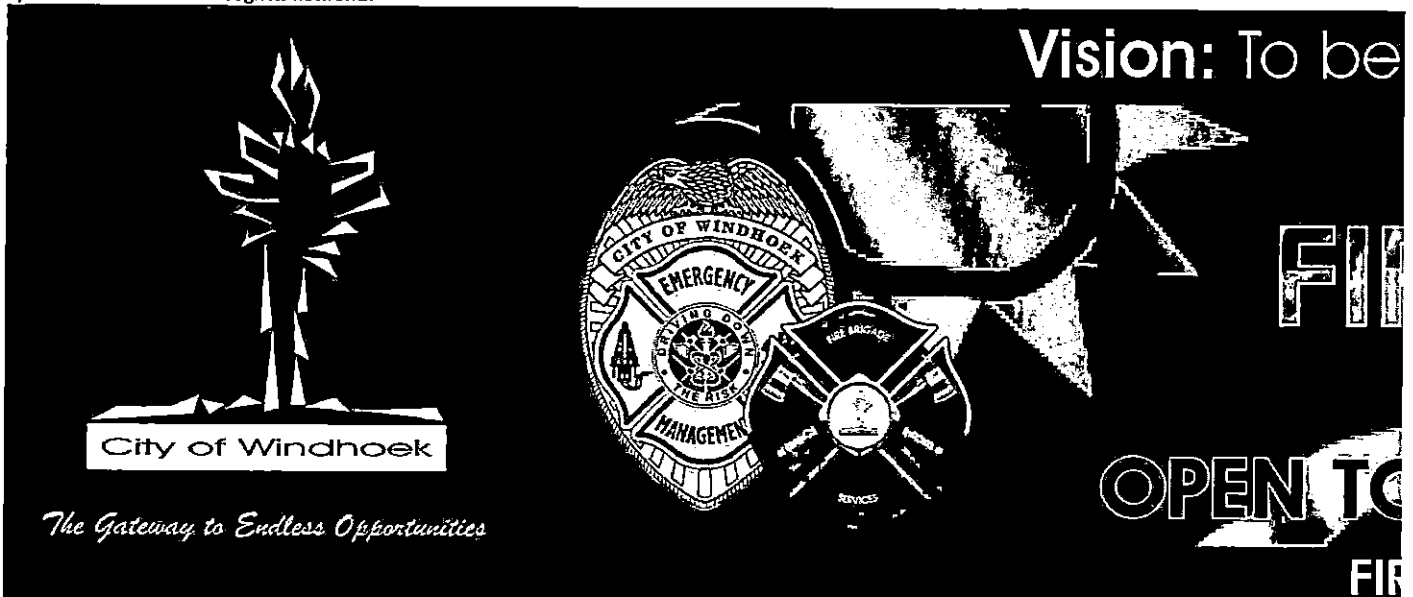
E-mail: Linekela.Nambinga@windhoekcc.org.na

Box 59, Windhoek

Enquiries: +264 61 290 2911

www.cityofwindhoek.org.na

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From: Kwenani (RM) <Ruth.Kwenani@windhoekcc.org.na>
Sent: Tuesday, August 26, 2025 09:34
To: TPC Comments <TPCComments@windhoekcc.org.na>

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/1937/HP

DATE : 19 September 2025

Mr H. Rust

RE: APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

The Application dated 18 August 2025, for the proposed, subdivision of Erf 1937 Kingfisher Street, Hochlandpark into Portion 1 and the Remainder and Subsequent rezoning of the Remainder Erf 1937, Kingfisher Street, Hochlandpark, from "business" with a bulk of 1.0 to "General Residential", with a density of 1:50, refers.

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

1. The proposed Subdivision of Erf 1937 Hochlandpark, into Portion 1 and the Remainder, has a general downward slope from the southeast into a northwesterly direction.
2. There is no visible sign of any stormwater course or system flowing across the proposed subdivided Portions 1 and the Remainder of Erf 1937 Hochlandpark, except for surface stormwater run-off.
3. Access to the proposed subdivided Portion 1 and the Remainder of Erf 1937 Hochlandpark, is indicated to be obtained from Raben and Kingfisher Streets, respectively.

This Division has no objection to the proposed, subdivision of Erf 1937 Kingfisher Street, Hochlandpark into Portion 1 and the Remainder and Subsequent rezoning of the Remainder Erf 1937, Kingfisher Street, Hochlandpark, from "business" with a bulk of 1.0 to "General Residential", with a density of 1:50, 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.

.....
CJ VAN DER MERWE
SECTION ENGINEER: DESIGN

MEMORANDUM

TO: Ms. R. Kwenani**DATE:** 29 September 2025**FROM:** INF: Engineering Services Division**REF:** L/1937/HP

SUBJECT: SUBDIVISION OF ERF 1937 (4724M²) STREET HOCHLANDPARK INTO PORTION 1 (1606M²) FOR A BUSINESS-STORAGE FACILITY AND REMAINDER (3118M²) FOR THE EXISTING DWELLING UNITS; AND

REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50 TO ACCOMMODATE THE EXISTING 60 DWELLING UNITS ON THE ERF.

The application dated 18 August 2025 regarding the above subject matter, refers.

Remainder of Erf 1937

The proposed layout for the subdivision of Erf 1937 into Portion 1 and the Remainder will result in the Remainder of Erf 1937 being deprived of direct access to a municipal sewer connection point. The applicant is advised that the consideration of the rezoning and subdivision will be subject to the submission and approval of an Engineering Design for sewer provision as stipulated by the Infrastructure Water and Technical Services Department as follows:

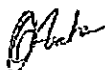
1. That the applicant appoints a registered professional engineer to design a municipal sewer connection for erf R/1937.
2. That the appointed engineer submits the sewer designs to the Department of Infrastructure, Water & Technical Services, Engineering Services Division, for approval prior to commencing any construction works.
3. That after obtaining approval of the sewer designs, the applicant appoints a contractor to construct the sewer line.
4. That the construction works be supervised by a registered professional engineer.
5. That all costs associated with the municipal sewer connection be borne by the applicant.
6. That the applicant submits a sewer design to the Department of Infrastructure, Water & Technical Services, Engineering Services Division for approval before submitting to the Ministry of Urban and Rural Development Board.
7. That a Fitness Certificate will only be issued after the applicant has provided a municipal sewer connection to Erf R/1937.

8. That no building plans will be approved for both the newly created erven until a municipal sewer connection is installed by the applicant and taken over by the Council as per the approved designs.
9. That the applicant make provision for a municipal water meter for each unit, in accordance with the specifications set by the Strategic Executive: Infrastructure, Water & Technical Services.
10. That no additional units be constructed in the future.
11. That any additional requirements with regard to water and sewer services be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Portion 1

The proposed layout for the subdivision of Erf 1937 into Portion 1 and the Remainder will result in Portion 1 being deprived of direct access to a municipal water connection point. The applicant is advised that the consideration of the rezoning and subdivision will be subject to the submission and approval of an Engineering Design for water provision as stipulated by the Infrastructure Water and Technical Services Department as follows:

1. That the applicant appoints a registered professional engineer to design a municipal water connection for Portion 1.
2. That the appointed engineer submits the water designs to the Department of Infrastructure, Water & Technical Services, Engineering Services Division, for approval prior to commencing any construction works.
3. That after obtaining approval of the water designs, the applicant appoints a contractor to construct the water line.
4. That the construction works be supervised by a registered professional engineer.
5. That all costs associated with the municipal water connection be borne by the applicant.
6. That the applicant submits a water design to the Department of Infrastructure, Water & Technical Services, Engineering Services Division for approval before submitting to the Ministry of Urban and Rural Development Board.
7. That a Fitness Certificate will only be issued after the applicant has provided a municipal water connection to Portion 1.
8. That no building plans will be approved for both the newly created erven until a municipal water connection is installed by the applicant and taken over by the Council as per the approved designs.
9. That any additional requirements with regard to water and sewer services be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.



.....
SECTION ENGINEER
OC Archer

Kwenani (RM)

From: Beukes (R)
Sent: Tuesday, 2 December, 2025 09:05
To: Kwenani (RM)
Cc: Koopman (KV); Namgongo (VH)
Subject: 1937 HP - Subdivision and Rezoning - Electricity
Attachments: 1937 HP - Subdivision and Rezoning - Electricity.docx

Good day Colleagues,

Comments as requested.

Kind Regards
 Ronnie



Ronnie Beukes (Inc.Eng)

Section Engineer: LV Planning
 Department of Electricity

The Gateway to Endless Opportunities

Office: +264 61 290 2476

Fax: +264 61 290 2494

Mobile: +264 81 125 9352

E-mail: Ronnie.Beukes@windhoekcc.org.na

Box 59, Windhoek

Enquiries: +264 61 290 2911

www.cityofwindhoek.org.na

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Subject: SUBDIVISION OF ERF 1937 KINGFISHER STREET HOCHLANDPARK INTO PORTION 1 AND
REMAINDER AND SUBSEQUENT REZONING

Dear Colleagues

An application for the **SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.** was received during the submission month of August 2025.

The application is saved under V:\Town Planning Committee\2025\August\1937 HP\Application

Please provide technical comments by latest **25 September 2025**

The application will be evaluated by Ruth Kwenani and all comments should be emailed to me at rkw@windhoekcc.org.na

Please also **save** a copy of the comments under V:\Town Planning Committee\2025\August\1937 HP\PP

Regards

Urban Policy Division



Ruth Kwenani

Town Planner

Department of Urban and Transport Planning

The Gateway to Endless Opportunities

Office: +264 61 290 3428

Fax:

Mobile:

E-mail: [Ruth.Kwenani@windhoekcc.org.na]Ruth.Kwenani@windhoekcc.org.na

Box 59, Windhoek

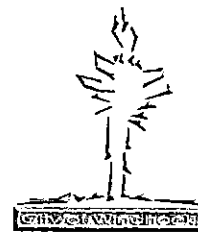
Enquiries: +264 61 290 2911

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MEMORANDUM

945



The Gateway to Endless Opportunities

TO : Ms. Ruth Kwenani
Town Planner
Department of Urban & Transport Planning

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

ENQ : Ronnie Beukes
Section Engineer: LV Planning & Design
Department of Electricity

DATE : 02/12/2025

RE: SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50

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"

- Should an Electrical Substation be required a servitude or subdivided Erf must be allocated where the Substation will be constructed.
- No electrical substations shall be installed on the sidewalk.

Mr. V. H. Namgongo

**CHIEF ENGINEER: ENGINEERING SERVICES
DEPARTMENT OF ELECTRICITY**

MEMORANDUM ⁹⁴⁷



TO : URBAN POLICY
FROM : ENVIRONMENTAL MANAGEMENT
ENQ : MET SHANYENGANGE #3529
CC :
DATE : 01/12/2025


Dear Colleague,

RE:APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50

The Division is supporting the application.

- The applicant is not required to comply with environmental requirements for the rezoning of residential to general residential.

Kind Regards,


MET SHANYENGANGE

CITY OF WINDHOEK
SUSTAINABLE DEVELOPMENT - ADVISORY



TO : R Kwenani
FROM : C Beukes
DATE : 17/09/2025

SUBJECT:

APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

I refer you to the abovementioned.

Erf 1937 Kingfisher Street, Hochland Park measures approximately 4724 m² and is zoned 'Business' with a bulk of 1.0.

Proposal/Recommendations

The Department of Urban and Transport Planning, Sustainable Development Division has **no objection** to the proposed subdivision of erf 1937 into portions 1 and Remainder and the subsequent rezoning of portion 1 of erf 1937 Hochland Park from 'Business' with a bulk of 1.0 to 'Gen Res' with a density of 1:50 provided that:

- The rezoning and subdivision are done in accordance with the Windhoek Zoning Scheme provisions
- The comments from all technical divisions are considered.

I trust that you find this in order. Please contact us for any further clarifications.

Thank you,
TOWN PLANNING TECHNICIAN: SUSTAINABLE DEVELOPMENT

MEMORANDUM

SUBJECT:

1. Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units;

2. Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

CIRCULATION	DATE	COMMENTS	SIGNATURES
Technical enquiries: L. Shikongo	17/09/2025		Tel: 290 3359
Section Engineer: M. Shimi	.../.../2025		
Chief Engineer	.../.../2025		

005 Regskennisgewings Legal Notices

IN THE HIGH COURT OF NAMIBIA CASE No. HC-MD-CIV-ACT-CON-20/20/3787

In the matter between: STANDARD BANK NAMIBIA LIMITED PLAINTIFF and EMANUEL KASHUPUWA DEFENDANT NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY Pursuant to Judgment of the above Honourable Court granted on 25 NOVEMBER 2022, the following immovable property will be sold without reserve and without the Deputy Sheriff of the District of WINDHOEK on the 07 OCTOBER 2025 at 09:00 at ERF NO 1960 OTJOMUISE, EXTENSION NO 3, WINDHOEK, REPUBLIC OF NAMIBIA.

CERTAIN ERF NO 1960 OTJOMUISE, EXTENSION NO 3 SITUATE in the Municipality of WINDHOEK REGISTRATION DIVISION "K" KHOMAS REGION MEASURING 435 (FOUR THREE FIVE) square meters

CONSISTING OF 1x Kitchen, 1x Lounge, 2x Bedrooms, 1x Shower/Water Close/Hand Wash Basin

IN THE HIGH COURT OF NAMIBIA MAIN DIVISION HELD AT WINDHOEK INT-HC-SUBSER-2025/01432

ON THURSDAY, THE 25th DAY OF SEPTEMBER 2025 BEFORE THE HONOURABLE JUSTICE MASJUKU

In the matter between: THE SCHOOL BOARD OF WINDHOEK HIGH SCHOOL APPLICANT and MINISTER OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE 1st RESPONDENT EXECUTIVE DIRECTOR OF THE MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE 2nd RESPONDENT

REGIONAL DIRECTOR OF THE MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE 3rd RESPONDENT

Having heard MR TITUS, on behalf of the Applicant(s) and MR AVILA, MS KASTOOR, on behalf of the Respondent(s) and having read the pleadings for INT-HC-SUBSER-2025/01432 and other documents filed of record. IT IS ORDERED THAT:

1. The applicant is authorised and granted leave to serve, through the Deputy Sheriff for the district of Windhoek the applicant's application for/judgment dated 24 June 2025 issued under case number HC-MD-CIV-NOT-REV-2025/00179 together with Form 3 in terms of rule 13 of the rules of the court, together with a copy of the order applied for herein, through substituted service by way of:

11 Service on the 10th respondent by way of the 10th respondent's email address being marwinem@mailbox.windhoek.na

12 Service on the 10th respondent by way of WhatsApp text message at +264 812 328925

13 Service on the 10th respondent by way of publication in one edition of the Republic and Namibian newspapers.

2. The interdictory for substituted service is finalised and removed from the roll. BY ORDER OF THE COURT REGISTRAR, FRANCIS ERASMUS On behalf of Applicant Francis Erasmus & Partners 5 Conradie Street Windhoek Namibia

005 Regskennisgewings Legal Notices

LIQUIDATION AND DISTRIBUTION ACCOUNTS IN DECEASED ESTATES LYING FOR INSPECTION

In terms of section 35 (3) of Act 66 of 1955 is hereby given that copies of the liquidation and distribution accounts (first and final, unless otherwise stated) will be open for the inspection of all persons with an interest therein for a period of 21 days (shorter or longer if specially stated) from the date specified or from the date of publication hereof, whichever may be the later, and at the offices of the Masters and Magistrates as stated. Should no objection thereto be lodged with the Masters concerned during the specified period, the executors will proceed to make payments in accordance with the accounts. Please

1. Registered number of estate E 1900/2024 Summe Burger Christien Names Andries Laak Identity number 6011102200 Last address Farm Emerentia No 631 Gobabis

Description of account other than First and Final Period of inspection other than 21 days Magistrate's Office GORABIS

Masters Office WINDHOEK Andries and address B N VENTER-AGENT P O BOX 1265, GORABIS Date 17 September 2025 Tel 062-56 5226

Notice for Publication in the Government Gazette on 25 September 2025

IN THE HIGH COURT OF NAMIBIA MAIN DIVISION CASE NO. HC-MD-CIV-ACT-CON-2015/03550

In the matter between: STANDARD BANK OF NAMIBIA EXECUTION CREDITOR and MERICIA CLOETE EXECUTION DEBTOR

NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY

IN EXECUTION of a judgment of the above Honourable Court in the above action, without a reserve will be held by the Deputy Sheriff, WINDHOEK, at ERF NO. ERF NO. 243, DESCARTE STREET, ACADEMIA, WINDHOEK in the REPUBLIC OF NAMIBIA on MONDAY the 11th of OCTOBER 2025 at 10:30 of the undermentioned property:

CERTAIN: ERF NO. 243, DESCARTE STREET, ACADEMIA, SITUATE IN THE MUNICIPALITY OF WINDHOEK REGISTRATION DIVISION "K" KHOMAS REGION MEASURING: 932 (NINE THREE TWO) SQUARE METERS

HELD: BY DEED OF TRANSFER NO. T 3608/2015 SUBJECT: TO ALL THE CONDITIONS CONTAINED THEREIN

CONSISTING OF: MAIN BUILDING 5 BEDROOMS 1 FULL BATHROOM 1 LOUNGE 1 KITCHEN 1 ENTERTAINMENT AREA 1 WALK IN CLOSET 1 LAUNDRY 1 GUEST WC 1 SH/WC/HWB OUTBUILDING 2 GARAGES 1 STORAGE 1 OUTSIDE BARBEQUE 1 SW/POOL

ADDITIONAL IMPROVEMENT: JACUZZI/POOL VERANDAHS

TERMS: 10% of the purchase price and the auctioneer's commission must be paid in cash on the date of the sale. The further terms and conditions of the sale will be read prior to the auction and lie for inspection at the office of the Deputy Sheriff of WINDHOEK and at the office of the executor's attorney.

SIGNED AT WINDHOEK ON THIS 21ST DAY OF AUGUST 2025. SHIKONGO LAW CHAMBERS LEGAL PRACTITIONERS FOR THE PLAINTIFF NO. 4 BANTING STREET WINDHOEK (REF: STA/1471/AB/bm)

TO: THE DEPUTY SHERIFF WINDHOEK REPUBLIC OF NAMIBIA

005 Regskennisgewings Legal Notices

APPLICATION AND AFFIDAVIT IN TERMS OF REGULATION 38(1) OF THE REGISTRATION OF DEEDS IN REHOBOTH ACT NO. 93 OF 1976

In the matter between: THE UNDERSIGNER, BERND ZELLINGER, duly authorised thereto and acting on behalf of: SABLE VIEW PLOT NUMBER THIRTY TWO CC REGISTRATION NUMBER CC/2016/05798 do hereby make oath and say:

1. The Close Corporation is the registered holder of Land Title No. 1346/2016 dated 04 November 2016

2. The said Land Title No. 1346/2016 has been lost or destroyed under circumstances which are totally unknown to the Close Corporation.

3. The said Land Title No. 1346/2016 has not been pledged in any way and is not being detained by or otherwise, but has been lost and cannot be found though diligent search has been made thereto.

4. The Close Corporation hereby apply to the Deputy Registrar of Deeds at Rehoboth in terms of Regulation 38(1) of Act No. 93 of 1976 for the issue to me of a copy of the said Land Title No. 1346/2016, and I undertake that, if the same should come into my possession or custody, I shall deliver or transmit it to the said Registrar of Deeds at Rehoboth. BERND ZELLINGER

04020250422864

IN THE HIGH COURT OF NAMIBIA MAIN LOCAL DIVISION WINDHOEK

Case No. HC-MD-CIV-ACT-CON-2024/01436

In the matter between: STANDARD BANK NAMIBIA LIMITED PLAINTIFF and CARLO ROBERT JONES FIRST DEFENDANT GARIAN GAYNOR JONES SECOND DEFENDANT

NOTICE OF SALE IN EXECUTION

IN EXECUTION of a Judgment of the High Court of Namibia, given on the 28th day of March 2025, a Judicial Sale by PUBLIC AUCTION will be held of and at the undermentioned immovable property on 07 OCTOBER 2025 at 10:00 at ERF 1690, Neate Street, Walvis Bay, Extension 3.

CERTAIN: ERF 1690 WALVIS BAY SITUATE IN THE MUNICIPALITY OF WALVIS BAY REGISTRATION DIVISION "F", ERONGO REGION MEASURING: 786 (SEVEN EIGHT SIX) SQUARE METERS

HELD BY DEED OF TRANSFER NO. T 8044/2006 SUBJECT: TO THE CONDITIONS CONTAINED THEREIN

The following improvements are on the property (although nothing in this respect is guaranteed): 1x Lounge 1x kitchen 1x scullery 4x bedrooms 3x bathrooms 1x entertainment 1x garage.

The property will be sold by the Deputy Sheriff to the highest bidder subject to the conditions of sale.

The conditions of sale to be read out by the Deputy Sheriff, Walvis Bay, at the time of the sale and which conditions may be inspected prior to the sale at the offices of the Deputy Sheriff Walvis Bay, and at the offices of ENS (Namibia) (Incorporated as Lorentz Angula Inc.), Ground Floor, Unit 4, Ausspamm Plaza, Dr. Agostinho Neto Street, Windhoek

SIGNED AT WINDHOEK ON THIS 08th DAY OF AUGUST 2025. ENS (Namibia) (Incorporated as Lorentz Angula Inc.) Legal Practitioner for Plaintiff

Ground Floor, Unit 4, Ausspamm Plaza Dr. Agostinho Neto Street WINDHOEK (Ref: M C24005)

005 Regskennisgewings Legal Notices

IN THE HIGH COURT OF NAMIBIA (Main Division) Case Number: HC-MD-CIV-ACT-CON-2021/04394

In the matter between: THE DEVELOPMENT BANK OF NAMIBIA LTD PLAINTIFF and M AND K AGRICULTURE (PTY) LTD 1ST DEFENDANT HENDRIK ROBERT VAN WYK 2ND DEFENDANT SIOBHAN FEUOTY VAN WYK 3RD DEFENDANT M AND K TRADING CC 4TH DEFENDANT

CORAL TREE INVESTMENTS EIGHTH CC 5TH DEFENDANT NOTICE OF SALE

IMMOVABLE PROPERTY In Execution of a Judgment of the above Honourable Court in the above action, the following property will be sold by public auction on 6 OCTOBER 2025 at 15:00 by the Deputy Sheriff of the High Court with a reserve price of N\$ 5 890 000,00, which sale shall take place at the undermentioned property:

CERTAIN PORTION OF FARM SEVEN FUSGOLD NO.15 SITUATE IN THE MUNICIPALITY OF WINDHOEK REGISTRATION DIVISION "K" KHOMAS REGION

MEASURING: 24 9925 (TWO FOUR COMMA NINE NINE THREE FIVE) SQUARE METERS HELD: DEED OF TRANSFER NO. T 0522/2018

SUBJECT TO THE CONDITIONS THEREIN CONTAINED SECURED BY MORTGAGE BOND B 448/18 IN FAVOUR OF THE DEVELOPMENT BANK OF NAMIBIA LTD IN AN AMOUNT OF N\$ 5 840 000,00

AUCTIONEER'S NOTE: REFUNDABLE REGISTRATION FEE OF N\$5 000,00 TERMS: 10% of the purchase price and the auctioneer's commission must be paid on the date of the sale. The further terms and conditions of the sale will be read prior to the auction and lie for inspection at the office of the Deputy Sheriff, Windhoek, and at the offices of the Execution Creditors' Attorneys.

DATED AND SIGNED AT WINDHOEK ON THIS DAY OF 2025. CHONGI INC. EXECUTION CREDITOR'S ATTORNEYS 1 JAN JOHNER ROAD WINDHOEK (Our Ref: MA7723)

04020250422869

REZONING NOTICE DUNAMA CONSULTING (PTY) LTD on behalf of the owners of Erf 1937 Kingfisher Street Hochlandpark intends to apply to the Municipal Council of Windhoek and the Urban and Planning Board for the following:

Subdivision of Erf 1937 (4724m²) Kingfisher Street Hochlandpark into Portion 1 (6000m²) for a Business/Storage Facility and Remainder (3100m²) for the existing Dwelling Units and Remainder of Remainder of 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 10 to "General Residential" with a density of 150 to accommodate the existing 60 dwelling units on the Erf. Erf 1937 is located in Barbet Street, Hochlandpark. The Erf measures 4724m² in extent and is currently zoned as "Business" with a bulk of 10. The Erf comprises sixty (60) dwelling units with respective basement parking bays. It is the intention of the owner to subdivide the Erf into Portion 1 and Remainder and rezoned the Remainder of 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 10 to "General Residential" with a density of 150 to accommodate the existing 60 dwelling units on the Erf. The Subdivision and Rezoning will allow the owner to create an additional Erf from Erf 1937 Hochland Park and align the high density activity on the Remainder Erf with the Zoning Scheme. On-site parking as required in terms of the Windhoek Zoning Scheme is provided for the existing sixty (60) dwelling units.

Further, take note that the locally plan of the Erf can be inspected at the Windhoek Town Council Customer Care Centre Town Planning Notice Board, 80 Independence Avenue, Windhoek.

Further take note that any person objecting to the proposed land use as set out above may lodge such objection together with the grounds thereof in Writing at the Windhoek Urban Planning Offices Room 518, 5th Floor, Town House Main Building within 14 days of the last publication of this notice (final date for objections is 23 OCTOBER 2025).

Tel: +264 833 512 173 Tel: +264 833 302 241 Email: ndm@hona.com

04020250422874

005 Regskennisgewings Legal Notices

IN THE HIGH COURT OF NAMIBIA MAIN LOCAL DIVISION WINDHOEK

Case No. HC-MD-CIV-ACT-CON-2023/05191

In the matter between: STANDARD BANK NAMIBIA LIMITED PLAINTIFF and AMERENTIA FREDERICKS DEFENDANT

NOTICE OF SALE IN EXECUTION

IN EXECUTION of a Judgment of the High Court of Namibia, given on the 28th day of March 2025, a Judicial Sale by PUBLIC AUCTION will be held of and at the undermentioned immovable property on 07 OCTOBER 2025 at 10:30 at SECTION NR. 55, REINHETS COURT, ERF 462, WALVIS STREET, WINDHOEK, WESTERN DISTRICT NO. 9125 (A Section Number 35 as shown and more fully described on Sectional Plan No. 5564/2012 in the development scheme known as REINHETS COURT, in respect of the land and building or buildings situated at Erf No 462 WINDHOEK in the Municipality of Windhoek, Registration Division "K", Khomas Region, of which section the floor area, according to the said Sectional Plan is 73 (Seventy Three) square meters in extent; and (b) An undivided share in and to the common property in the development scheme apportioned to the said section in accordance with the participation quota as endorsed on the said Sectional Plan.

Held by Sectional Deed of Transfer No. ST 275/2018 Subject to such conditions as set out in the aforesaid Title Deed The following improvements are on the property (although nothing in this respect is guaranteed):

1x Lounge 1x kitchen 2x bedrooms 1x bathroom 1x outside BBQ

The property will be sold by the Deputy Sheriff to the highest bidder subject to the conditions of sale.

The conditions of sale to be read out by the Deputy Sheriff of Windhoek, at the time of the sale and which conditions may be inspected prior to the sale at the offices of the Deputy Sheriff Windhoek, and at the offices of ENS (Namibia) (Incorporated as Lorentz Angula Inc.), Ground Floor, Unit 4, Ausspamm Plaza, Dr. Agostinho Neto Street, Windhoek

Dated at WINDHOEK on this 08th day of AUGUST 2025. ENS (Namibia) (Incorporated as Lorentz Angula Inc.) Legal Practitioner for Plaintiff Ground Floor, Unit 4, Ausspamm Plaza Dr. Agostinho Neto Street WINDHOEK (Ref: M C23044)

04020250422874

APPLICATION AND AFFIDAVIT IN TERMS OF REGULATION 38(1) OF THE REGISTRATION OF DEEDS IN REHOBOTH ACT NO. 93 OF 1976

In the matter between: THE UNDERSIGNER, BERND ZELLINGER, duly authorised thereto and acting on behalf of: SABLE VIEW PLOT NUMBER THIRTY THREE CC REGISTRATION NUMBER CC/2016/05828 do hereby make oath and say:

1. The Close Corporation is the registered holder of Land Title No. 1347/2016 dated 04 November 2016.

2. The said Land Title No. 1347/2016 has been lost or destroyed under circumstances which are totally unknown to the Close Corporation.

3. The said Land Title No. 1347/2016 has not been pledged in any way and is not being detained by any person as security for debt or otherwise, but has been lost and cannot be found though diligent search has been made thereto.

4. The Close Corporation hereby apply to the Deputy Registrar of Deeds at Rehoboth in terms of Regulation 38(1) of Act No. 93 of 1976 for the issue to me of a copy of the said Land Title No. 1347/2016, and I undertake that, if the same should come into my possession or custody, I shall deliver or transmit it to the said Registrar of Deeds at Rehoboth. BERND ZELLINGER

04020250422874

005 Regskennisgewings Legal Notices

IN THE HIGH COURT OF NAMIBIA MAIN LOCAL DIVISION WINDHOEK

Case No. HC-MD-CIV-ACT-CON-2019/04577

In the matter between: AGRICULTURAL BANK OF NAMIBIA PLAINTIFF and BATZBEA KAUZEUANI KAUHOBO DEFENDANT

NOTICE OF SALE IN EXECUTION

IN EXECUTION of a Judgment of the High Court of Namibia, given on the 25th day of SEPTEMBER 2020, a Judicial Sale by PUBLIC AUCTION will be held of and at the undermentioned immovable property on 07 OCTOBER 2025 at 12:00 at ERF 915, MARKET STREET, KATUTURA WINDHOEK, CERTAIN ERF NO. 915 (A PORTION OF ERF NO. 8452) KATUTURA (EXTENSION 15) SITUATE IN THE MUNICIPALITY OF WINDHOEK REGISTRATION DIVISION "K", KHOMAS REGION MEASURING: 435 (FOUR THREE SIX) SQUARE METERS

HELD BY DEED OF TRANSFER NO. T 2561/2000 SUBJECT: TO THE CONDITIONS THEREIN CONTAINED

The following improvements are on the property (although nothing in this respect is guaranteed): 3 bedrooms toilet/shower kitchen lounge

The property will be sold by the Deputy Sheriff to the highest bidder subject to the conditions of sale.

The conditions of sale to be read out by the Deputy Sheriff, Windhoek, at the time of the sale and which conditions may be inspected prior to the sale at the offices of the Deputy Sheriff Windhoek, and at the offices of ENS (Namibia) (Incorporated as Lorentz Angula Inc.), Ground Floor, Unit 4, Ausspamm Plaza, Dr. Agostinho Neto Street, Windhoek

Dated at WINDHOEK on this 08th day of AUGUST 2025. ENS (Namibia) (Incorporated as Lorentz Angula Inc.) Legal Practitioner for Plaintiff Ground Floor, Unit 4, Ausspamm Plaza Dr. Agostinho Neto Street WINDHOEK (Ref: AB19026)

04020250422874

HELP FOR RELATIVES OF ALCOHOLICS

AL-ANON Family groups offer help for friends & relatives of alcoholics.

THEY PROVIDE ASSISTANCE FOR PEOPLE WHO LIVE WITH ALCOHOLICS

MAIL: volmdery@telcel.com.na Dawman@ymail.com

Cell: 081 256 6229

VENUE: cnr Luderitz and Kasino Streets DATE AND TIME: Thursdays at 19H00

TO ADVERTISE CALL: Classifieds T: 061-297 2175

005 Regskennisgewings Legal Notices

ADVANCE NOTICE TO LIQUIDATION AND DISTRIBUTION ACCOUNT IN DECEASED ESTATE OF PETER JOHANNAN FORSTER

NOTICE TO LIQUIDATION AND DISTRIBUTION ACCOUNT IN DECEASED ESTATE OF PETER JOHANNAN FORSTER

Notice is hereby given that the First and Final Liquidation and Distribution Account in the above estate will be open for inspection at the office of the Master of the High Court, Windhoek for a period of 21 days as from date of publication hereof.

Advocate for the Estate: PETER JOHANNAN FORSTER

04020250422874

ESTATE OF THE LATE ANBIA MAGRETHA OPPERJAN

Notice is hereby called upon to lodge their claims with and pay their debts to the undersigned within thirty days of the publication hereof.

04020250422874

ESTATE OF THE LATE ESTER KLEIN

Notice is hereby given that the First and Final Liquidation and Distribution Account in the above Estate will be open for inspection at the Office of the Master of the High Court WINDHOEK and the Magistrate ONDANGWA for a period of 21 days from the publication thereof.

04020250422874

ESTATE OF THE LATE FULL NAMES OF DECEASED: VANCHIA ROSETTA GAYER

Notice is hereby called upon to lodge their claims with and pay their debts to the undersigned within thirty days of the publication hereof.

04020250422874

ESTATE OF THE LATE WILHELM KONRAD KONWIL BAYER

04020250422874

Market Watch TO ADVERTISE CALL: Classifieds T: 061-297 2175

035 **Registerings**
Legal Notices

Standard Bank EXECUTORS AND TRUSTEES NAMIBIA

ESTATE OF THE LATE JACOB SHAAHBA
D.O. NO: 2021/20006
D.O.D. 05 JUNE 2019
Last Address: OHGWEDEWA
MOBILE 99292019

Notice is hereby given that the First and Final Liquidation and Distribution Account in the above Estate will be for inspection at the Office of the Master of the High Court WINDHOEK and the Magistrate OSHAKATI for a period of 21 days from the publication thereof.

STANDARD EXECUTORS & TRUSTEES, PO BOX 1994, WINDHOEK, NAMIBIA

Standard Bank EXECUTORS AND TRUSTEES NAMIBIA

ESTATE OF THE LATE NIKUSRA ALBERTUS WESCHER
D.O. NO: 6001/130026
OCCUPATION: LIVESTOCK AGENT
D.O.D. 19 JULY 2018
Last Address: GOGHAS SURVIVING SPOUSE: GRETE ELIZE WESCHER
D.O. NO: 6220/0075
MOBILE 1304/2018

Notice is hereby given that the First and Final Liquidation and Distribution Account in the above Estate will be for inspection at the Office of the Master of the High Court WINDHOEK and the Magistrate MARIEBURG for a period of 21 days from the publication thereof.

STANDARD EXECUTORS & TRUSTEES, PO BOX 1994, WINDHOEK, NAMIBIA

KINGLAW

NOTICE

ESTATE OF THE LATE HANFRED JOHN LEAK (DECEASED)
(Estate No. 109/2025)
Identify Number 203302/0753 who resided at R10 Anderson Street, Windhoek

And who died on the 20 July 2025 Creditors and Debtors are hereby called upon to file their claims and to pay their debts to the executor, good within 30 (thirty) days from Friday, the 03rd of October 2025.

A VILJOEN
Agent for Executor
c/o Kinglaw Associates
Incorporated
web@kinglaw.com.na
Tel: 023 222 0270

KINGLAW

NOTICE

On terms of Section 35(3) of Act 66 of 1995

Notice is hereby given that the First and Final Liquidation and Distribution Account in the Estate of the late

ANNE-MARIE HUTSCHNE
(Estate No. 0334/2025) will be for inspection for 21 (twenty one) days at the Office of the Master of the High Court, Windhoek as from Friday, 03rd of October 2025.

A VILJOEN
Agent for Executor
c/o Kinglaw Associates
Incorporated
web@kinglaw.com.na
Tel: 023 222 0270

Market Watch

OM TE ADVERTER SKAKEL!

Kleinadvertensies
T: 091-297 2175

035 **Registerings**
Legal Notices

PUBLIC NOTICE Take notice that RITTA KHIBA PLANNING CONSULTANTS (TOWN AND REGIONAL PLANNERS) on behalf of the applicant and owners of Erf 3533, Abraham Mashego Street No. 120, Katutura Extension 14, intends on applying to the Municipal Council of Windhoek for REZONING OF ERF 3533, ABRAHAM MASHEGO STREET NO. 120, KATUTURA EXTENSION 14 FROM "RESIDENTIAL" WITH A DENSITY OF 500 M² TO "OFFICE" WITH A BULK OF 0.4 AND CONSENT FOR BUSINESS BUILDING FOR MEDICAL CENTER.

Erf 3533, Abraham Mashego Street No. 120, Katutura Extension 14, is zoned "Residential" with a bulk of 0.4 and is approximately 566 m² in extent. The erf has existing buildings situated on it that is use for residential purposes.

The number of vehicles for which parking will be provided on-site will be in accordance with the Windhoek Town Planning Scheme. Take notice that the layout plan, current zoning and building plan, with approved parking layouts for the erf, as well as the planning notice board at the Customer Care Center/Main Municipal Offices, Rev. Michael Scott Street, Windhoek.

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 Municipal Council of Windhoek, 5th Floor and with the applicant in writing, not later than 21 days after the last publication (03 November 2025).

APPLICANT:
RITTA KHIBA PLANNING CONSULTANTS CC
Town Planner Ms. Dolsia Gouws
P.O. Box 23443, Windhoek
Tel: 061 225062
Mobile: 0815788154
Email Address: rkh@rpk.com.na

MUNICIPALITY OF WINDHOEK:
Town Planner, Department Of Urban and Transport Planning Office, *264 61 290 2264.
Email: Kristelina.Asim@windhoek.org.na

REZONING NOTICE DINA-MIS CONSULTING (PTY) LTD on behalf of the owners of Erf 1937 Kingfisher Street, Windhoek, intends to apply to the Municipal Council of Windhoek and the Urban and Planning Board for the following:

Subdivision of Erf 1937 (4724m²) Kingfisher Street, Windhoek into Portion 10605m² for a Business Storage Facility and Remainder (3178m²) for the existing Dwelling Units and Rezoning of Remainder Erf 1937 Kingfisher Street, Windhoek from "Business" with a bulk of 1.0 to "General Residential" with a density of 150 to accommodate the existing 60 dwelling units on the Erf. Erf 1937 is located in Barbet Street, Windhoek. The Erf measures 4724m² in extent and is currently zoned as "Business" with a bulk of 1.0. The Erf comprises sixty (60) dwelling units with respective basement parking bays. It is the intention of the owner to subdivide the Erf into Portion 1 and Remainder and rezone the Remainder Erf 1937 Kingfisher Street, Windhoek from "Business" with a bulk of 1.0 to "General Residential" with a density of 150 to accommodate the existing 60 dwelling units on the Erf. The Subdivision and Rezoning will allow the owner to create an additional Erf from Erf 1937, Windhoek and align the high density activity on the Remainder Erf with the Zoning Scheme. On-site parking as required in terms of the Windhoek Zoning Scheme is provided for the existing sixty (60) dwelling units.

Further, take notice that the locality plan of the Erf can be inspected at the Windhoek Town Council Customer Care Centre Town Planning Notice Board, 80 Independence Avenue, Windhoek.

Further take notice that any person objecting to the proposed land use as set out above may lodge such objection together with the grounds thereof in writing, at the Windhoek Urban Planning Offices Room 518, 5th Floor, Town House Main Building within 14 days of the last publication of this notice (final date for objections is 23 October 2025).

Cell: +264 855 512 173
Tel: +264 833 302 241
Email: nd@mhurans.com.na

REZONING NOTICE Take notice that RITTA KHIBA PLANNING CONSULTANTS (TOWN AND REGIONAL PLANNERS) on behalf of the owners of Erf 1731, located at 18 General Murtala Muhammad Avenue, Windhoek, intends applying to the Municipal Council of Windhoek and the Urban and Regional Planning Board for REZONING OF ERF 1731, GENERAL MURTALA MUHAMMAD AVENUE NO. 18 WINDHOEK FROM "RESIDENTIAL" WITH A DENSITY OF 1:900 M² TO "OFFICE" WITH A BULK OF 0.4 AND CONSENT FOR A FREE RESIDENTIAL BULK AND TO USE THE ERF FOR OFFICE PURPOSES WHILE THE REZONING IS BEING PROCESSED.

Erf 1731, Windhoek is zoned "Residential" with a density of 1:900 m² and measures approximately 1137 m² in extent. There are existing buildings situated on the erf. Once Council approves the proposed rezoning the intention is to use the existing buildings for office purposes.

The number of vehicles for which parking will be provided on-site will be in accordance with the Windhoek Zoning Scheme. Take notice that the locality plan of the Erf lies for inspection on the town planning noticeboard at the Customer Care Center, Main Municipal Offices, Rev. Michael Scott Street, Windhoek as well as at RITTA KHIBA PLANNING CONSULTANT CC, Erf 1012 Dorado Park.

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 Municipal Council of Windhoek, 5th Floor, Office 516 and with the applicant in writing within 14 days of the last publication of this notice on 03 November 2025.

APPLICANT:
RITTA KHIBA PLANNING CONSULTANTS & ENVIRONMENTAL CONSULTANTS
P.O. Box 22543, Windhoek
Tel: 061 - 225062 or Fax: 0855149325 (fax to email)
Mobile: 0815783554 / 0812505559
Email Address: rkh@rpk.com.na

MUNICIPALITY OF WINDHOEK:
URBAN AND TRANSPORT PLANNING P.O. BOX 53, WINDHOEK
ENQUIRIES: +264 61 290 2264
0612250622

LIQUIDATION AND DISTRIBUTION ACCOUNTS IN DECEASED ESTATES LYING FOR INSPECTION

In terms of section 35(3) of Act 66 of 1995, notice is hereby given that copies of the liquidation and distribution accounts (first and final, unless otherwise stated) in the estates specified below will be open for the inspection of all persons interested therein for a period 21 days (or shorter or longer if specially stated) from the date of publication hereof, whichever may be the later, and at the offices of the Masters and Magistrates as stated.

Should no objection thereto be lodged with the Masters concerned during the specified period, the executors will proceed to make payments in accordance with the accounts.

1. Registered number of estate 6535/2025
Surname: GÜNTLING
Christian names GÜNTHER ADOLF
Identity number PASSPORT NO. C48N414N
Last address NO. 29 BISMARCK STREET, SUSANNE GRAU HEIM, WINDHOEK, NAMIBIA

Description of account other than First and Final N/A
Period of inspection other than 21 days N/A

Magistrate's Office N/A
Magistrate's Office WINDHOEK
Advertiser: and address: W. BIEDERLACK & CO. C.C. P.O. BOX 365 WINDHOEK, NAMIBIA
Date 3 October 2025 Tel: 061-23 3177

Notice for Publication in The Government Gazette on 3 October 2025

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/01872
IN the matter between:
FIRST NATIONAL BANK OF NAMIBIA LIMITED PLAINTIFF
And
ANTONIO SEBASTIAO VEMBA 1ST DEFENDANT
MARIA MASSAUQUE JOAO DOMBEL VEMBA 2ND DEFENDANT

NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY

In Execution of a Judgment of the above Honourable Court in the above-mentioned suit, a sale will be held on WEDNESDAY, the 15th day of OCTOBER 2025 at 10:00 at UNIT 50, FRAIDA DA LACOSTA NO. 2-4, LANGSTRAND, WALVISBAY, REPUBLIC OF NAMIBIA.

Public consisting of:
a) Section No. 50 as shown and more fully described on Sectional Plan No.76/2007 in the development scheme known as FRAIDA DA LACOSTA, in respect of the land and building or buildings, situated at LANGSTRAND, EXTENSION NO.1, in the Municipality of WALVISBAY, Registration Division "F", ERONGO REGION, of which the floor area, according to the said Sectional Plan is 106,000 ONE ZERO SDO square meters in extent; and
b) An undivided share in the common property in the development scheme, appertaining to that section in accordance with the participation quota as endorsed on that Sectional Plan.

Held under Sectional Deed of Transfer No. 57 76/2007 and subject to the conditions contained therein;

ALLEGED IMPROVEMENTS DESCRIPTION: the following improvements are on the property (although nothing in this respect is guaranteed). The building comprising:
1X OPEN PLAN KITCHEN
1X OPEN PLAN LIVING ROOM
2X BEDROOMS WITH BIC
1X BATHROOM - BATH, TOILET, WASH BASIN
1X PATIO
1X BRG BRAAI ON PATIO
1X SINGLE GARAGE WITH LAUNDRY CONNECTIONS

1. The property shall be sold by the Deputy-Sheriff of WALVISBAY subject to the Conditions of Sale that may be inspected at the Offices of the Deputy-Sheriff to the highest bidder on the auction and furthermore subject to approval by the preferent claimant.

2. The sale is subject to the provisions of the High Court Act No 16 of 1990, as amended, and the property will be sold "voetstoots" according to the existing title deed.

3. 10% of the purchase price to be paid in cash on the date of the sale, the balance to be paid against transfer, to be secured by a Bank or Building Society or other acceptable guarantee to be furnished to the Deputy-Sheriff within 14 (fourteen) days after the date of Sale.

4. The full Conditions of Sale will be read out by the Deputy-Sheriff on the day of the sale, but may be inspected at any time prior to the sale at the offices of the Deputy-Sheriff or at the office of the Plaintiff's attorney.

DATED AT WINDHOEK this day of AUGUST 2025.

DU PISANI LEGAL PRACTITIONERS
Legal Practitioner for Plaintiff
G7, John Meinert Street WINDHOEK
FIR/0254/vms
061020250422360

ALCOHOLICS ANONYMOUS NAMIBIA

Losing Control?

Windhoek: 081 379 6366
Swakopmund: 081-240 2649
Email: info@alcoholicsna.com.na

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
KARL GIEL (execution creditor) and
ACCOLADE PROPERTIES NAMIBIA (PROPRIETARY) LIMITED (execution debtor)

PLAINTIFF
and
DEFENDANT

NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY

Pursuant to a judgment of the above Honourable Court granted on 15 November 2024 the following immovable property will be sold, without reserve, by the Deputy Sheriff of the district of Windhoek on MONDAY the 13TH OF OCTOBER 2025 at 09H00 in the afternoon at erf No 3 Sungenat, situated in the settlement area of Kappsfarm Registration Division "K" Khomas Region, to wit: - ERF NO 3 SUNGATE, SITUATED IN THE SETTLEMENT AREA OF KAPPSFARM REGISTRATION DIVISION "K" KHOMAS REGION.

MEASURING: One One Eight Eight HECTARES HELD BY DEED OF TRANSFER NO T. 42/2009 SUBJECT TO ALL THE CONDITIONS CONTAINED THEREIN, being a vacant erf (therefore not a "primary home").

The public is hereby informed of High Court Rules 104(11), (12) and (13), which reads as follows:
"(11) The deposit referred to in subrule (10) may be set off against any amount due following a successful bid made by the depositor at the sale in execution, and any monies not set off against monies due following a successful bid made by the depositor must be refunded to the depositor at the end of the sale in execution.
(12) The deputy-sheriff may not allow any person to bid on behalf of another natural person or any legal entity, if that person does not, prior to the commencement of the bidding, hand to the deputy-sheriff a power of attorney to bid on behalf of the other person.
(13) A bidder or his or her representative must attend the auction in person and the deputy-sheriff must not allow telephonic bidding/bidding via video conferencing or any other electronic or remote bidding."
The public is hereby further informed of High Court Rules 110(9) and (10), which reads as follows:
"(9) The sale of property in execution must, subject to rule 109(6), be without reserve and be on the conditions stipulated under subrules (6) and (7), and the property must be sold to the highest bidder except that -
(a) where the property to be sold in execution is the primary home of the execution debtor or any other person, the highest bid must not be less than the market value of the property as determined under rule 109(9);
(12) or (13); and (b) if the land to be sold in execution is agricultural land as defined in section 1 of the Agricultural (Commercial) Land Reform Act, 1995 (Act No. 6 of 1995), the conditions of sale must clearly state that the property to be sold is agricultural land; and in that event the deputy-sheriff must comply with the relevant provisions of Part III of that Act"; and
(10) If the purchaser fails to carry out any of his or her obligations under the conditions of sale a judge may, on the report of the deputy-sheriff after due notice to the purchaser, summarily cancel the sale and the property may again be put up for sale."
The conditions of sale will be for inspection at the offices of the Deputy Sheriff at Windhoek. Dated at Windhoek on 05 September 2025. Masiza Law Chambers legal practitioners for the execution creditor.

LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
061020250422369

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
KARL GIEL (execution creditor) and
ACCOLADE PROPERTIES NAMIBIA (PROPRIETARY) LIMITED (execution debtor)

PLAINTIFF
and
DEFENDANT

NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY

Pursuant to a judgment of the above Honourable Court granted on 15 November 2024 the following immovable property will be sold, without reserve, by the Deputy Sheriff of the district of Windhoek on MONDAY the 13TH OF OCTOBER 2025 at 15H00 in the afternoon at erf No 2 Sungenat, situated in the settlement area of Kappsfarm Registration Division "K" Khomas Region, to wit: - ERF NO 2 SUNGATE, SITUATED IN THE SETTLEMENT AREA OF KAPPSFARM REGISTRATION DIVISION "K" KHOMAS REGION MEASURING 5,7135 (Five Comma Seven One Three Six) HECTARES HELD BY DEED OF TRANSFER NO T. 42/2009 SUBJECT TO ALL THE CONDITIONS CONTAINED THEREIN, being a vacant erf (therefore not a "primary home").

The public is hereby informed of High Court Rules 104(11), (12) and (13), which reads as follows:
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The conditions of sale will be for inspection at the offices of the Deputy Sheriff at Windhoek. Dated at Windhoek on 05 September 2025. Masiza Law Chambers legal practitioners for the execution creditor.

LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
061020250422369

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
KARL GIEL (execution creditor) and
ACCOLADE PROPERTIES NAMIBIA (PROPRIETARY) LIMITED (execution debtor)

PLAINTIFF
and
DEFENDANT

NOTICE OF SALE IN EXECUTION OF IMMOVABLE PROPERTY

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MEASURING: One One Eight Eight HECTARES HELD BY DEED OF TRANSFER NO T. 42/2009 SUBJECT TO ALL THE CONDITIONS CONTAINED THEREIN, being a vacant erf (therefore not a "primary home").

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LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
061020250422369

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
KARL GIEL (execution creditor) and
ACCOLADE PROPERTIES NAMIBIA (PROPRIETARY) LIMITED (execution debtor)

PLAINTIFF
and
DEFENDANT

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LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
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035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
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PLAINTIFF
and
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The conditions of sale will be for inspection at the offices of the Deputy Sheriff at Windhoek. Dated at Windhoek on 05 September 2025. Masiza Law Chambers legal practitioners for the execution creditor.

LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
061020250422369

035 **Registerings**
Legal Notices

IN THE HIGH COURT OF NAMIBIA
(Main Division)
CASE NO: HC-MD-CIV-ACT-CON-2021/03520
IN the matter between:
KARL GIEL (execution creditor) and
ACCOLADE PROPERTIES NAMIBIA (PROPRIETARY) LIMITED (execution debtor)

PLAINTIFF
and
DEFENDANT

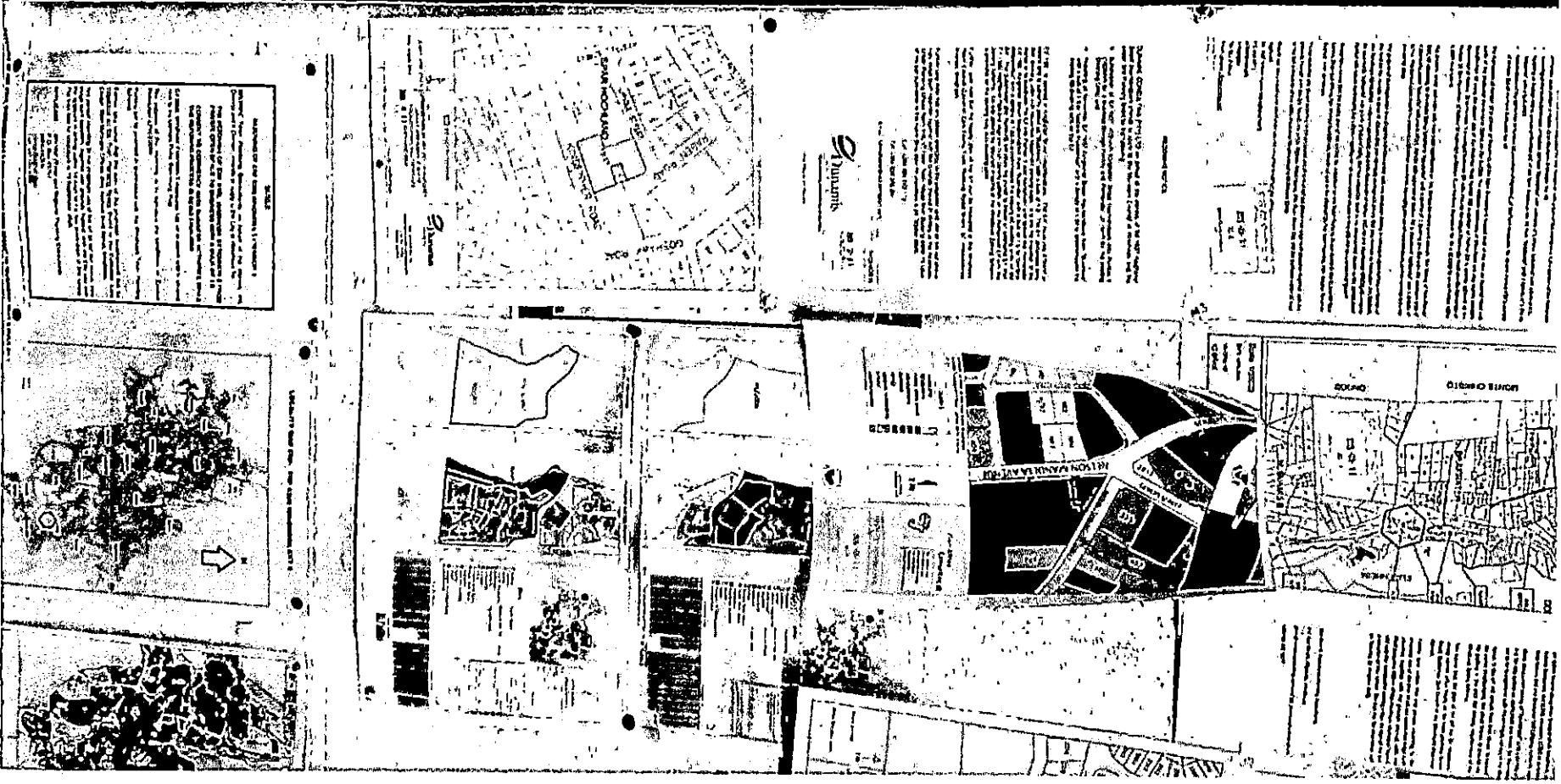
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LEGAL PRACTITIONERS FOR PLAINTIFF
1st Floor, The Steps Building, c/o Gore and Chasie Streets, Kleine Kuppe WINDHOEK
REF. JV/ZT/MAT2012
061020250422369



REZONING NOTICE

DUNAMIS CONSULTING (PTY) LTD on behalf of the owners of Erf 1937 Kingfisher Street Hochlandpark intends to apply to the Municipal Council of Windhoek and the Urban and Planning Board for the following:

- ◆ Subdivision of Erf 1937 (4724m²) Kingfisher Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; and
- ◆ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

Erf 1937 is located in Kingfisher Street, Hochlandpark. The Erf measures 4724m² in extent and is currently zoned as "Business" with a bulk of 1.0. The Erf comprises sixty (60) dwelling units with respective basement parking bays. It is the intention of the owner to subdivide the Erf into Portion 1 and Remainder and rezone the Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf. The Subdivision and Rezoning will allow the owner to create an additional Erf from Erf 1937 Hochland Park and align the high density activity on the Remainder Erf with the Zoning Scheme. On-site parking as required in terms of the Windhoek Zoning Scheme is provided for the existing sixty (60) dwelling units.

Further, take note that the locality plan of the Erf can be inspected at the Windhoek Town Council Customer Care Centre Town Planning Notice Board, 80 Independence Avenue, Windhoek.

Further take note that any person objecting to the proposed land use as set out above may lodge such objection together with the grounds thereof in Writing at the Windhoek Urban Planning Offices Room 518, 5th Floor, Town House Main Building within 14 days of the last publication of this notice (final date for objections is 23 October 2025).

Cell +264 655 512 173

Tel +264 833 302 241

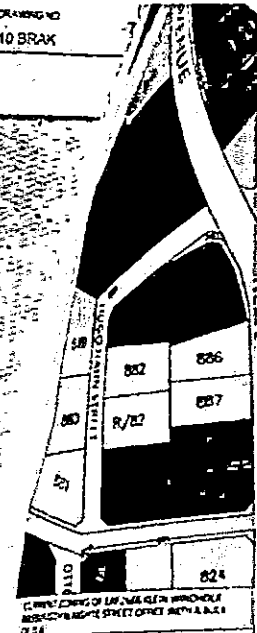
Email: ndunamis@ndunamis.com



CITY OF WINDHOEK

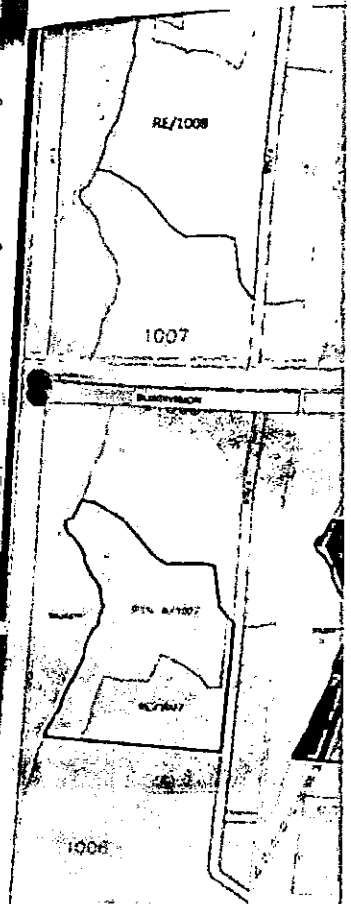
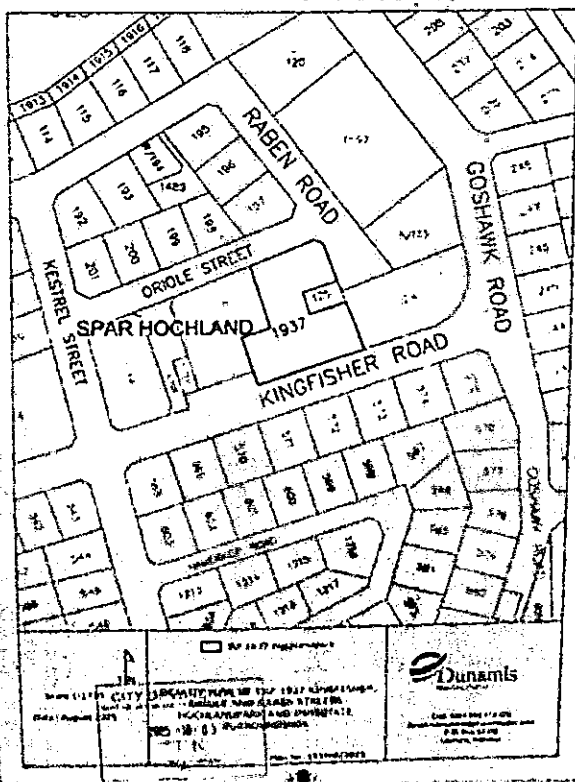
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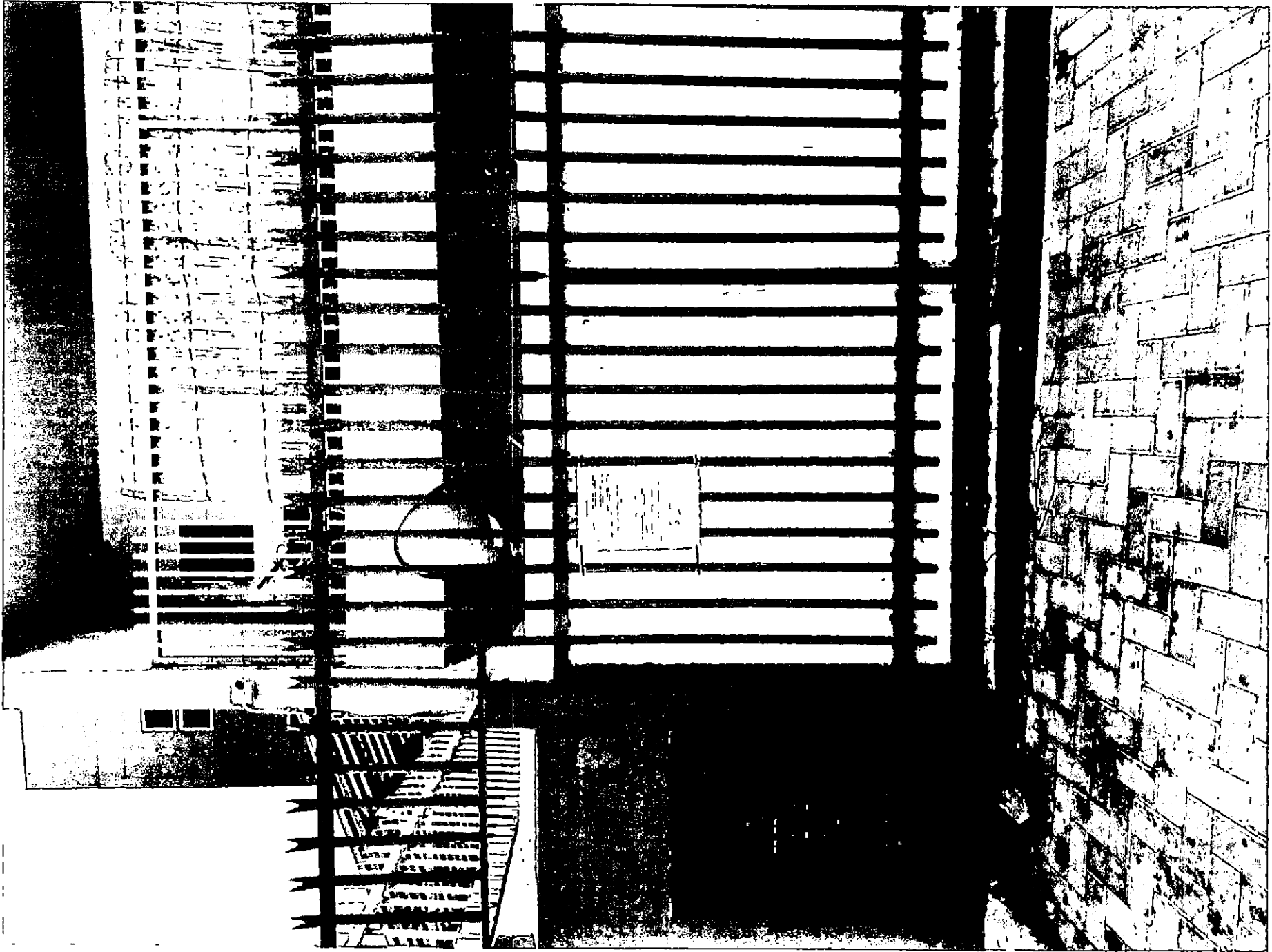
DRAWING NO
10 BRAK



LEGEND

RESIDENTIAL	<input type="checkbox"/>
RESIDENTIAL	<input type="checkbox"/>
PUBLIC OPEN SPACE	<input type="checkbox"/>
INDUSTRIAL	<input type="checkbox"/>
BUSINESS	<input type="checkbox"/>
OFFICE	<input type="checkbox"/>
GENERAL RESIDENTIAL STREET	<input type="checkbox"/>
UNDEVELOPED	<input type="checkbox"/>





REZONING NOTICE

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- ❖ Subdivision of Erf 1937 (4724m²) Kingfisher Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; and
- ❖ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

Erf 1937 is located in Kingfisher Street, Hochlandpark. The Erf measures 4724m² in extent and is currently zoned as "Business" with a bulk of 1.0. The Erf comprises sixty (60) dwelling units with respective basement parking bays. It is the intention of the owner is to subdivide the Erf into Portion 1 and Remainder and rezone the Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf. The Subdivision and Rezoning will allow the owner to create an additional Erf from Erf 1937 Hochland Park and align the high density activity on the Remainder Erf with the Zoning Scheme. On-site parking as required in terms of the Windhoek Zoning Scheme is provided for the existing sixty (60) dwelling units.

Further, take note that the locality plan of the Erf can be inspected at the Windhoek Town Council Customer Care Centre Town Planning Notice Board, 80 Independence Avenue, Windhoek.

Further take note that any person objecting to the proposed land use as set out above may lodge such objection together with the grounds thereof in Writing at the Windhoek Urban Planning Offices Room 518, 5th Floor, Town House Main Building within 14 days of the last publication of this notice (final date for objections is 23 October 2025).

Cell: +264 855 512 173

Tel: +264 833 302 241

Email: ndimuhona@dunamisplan.com



TOWN, REGIONAL PLANNERS AND DEVELOPERS

Your Integrity, Our Standard

Neighbors to Erf 1937 Hochland Park

	ERF NO	OWNER DETAILS	POSTAL ADDRESS	CONTACT NO	EMAIL ADDRESS
1	124 Hochlandpark	Julia lindombo	Not Provided	0812959391	
2	126 Hochlandpark	City Of Windhoek	Not Provided		
3	197 Hochlandpark	Ehrenfried Honga	P.O. Box 98241 Whk	0811220667	
4	198 Hochlandpark	Paulus Hangula	P.O. Box 2644 Whk	0814619069	braalo@gmail.com
5	570 Hochlandpark	Hannu Aupindi	P.O. Box 1423 Grootfontein, Namibia	0811227030	
6	571 Hochlandpark	Gerson Kamatuka	P.O. Box 8800 Bachbrecht, Namibia		kamatukagerson@gmail.com
7	572 Hochlandpark	Edison Hiwanaame	P.O. Box 96188 Windhoek, Namibia	0813239294	
8	573 Hochlandpark	Osvaldo Da Graca & Mamsy Nomsa Dambi	P.O. Box 6333 Ausspanplatz		vuyorealestate@yahoo.com
9	574 Hochlandpark	Tulonga O Nakamhela Kalkfeld Investments Pty Ltd	P O Box 99 Kalkfeld Namibia		kalkfeld@kalkfeld.com
10	1697 Hochlandpark	Marshalene Lucille Job	P.O Box 10551 Khomasdal	0816397665	marshalene.job@fnbnamibia.com.na sold to new owner - her unit.
11	1963 Hochlandpark	Vleisland Meat Packers Cc	P.O. Box 707 Hentiesbaai, Namibia	0816108495/ 061302632	vleisland@iway.na sold to new owner 7 yrs ago.
12	R/123 Hochlandpark	City Of Windhoek	Not Provided		

956

Yours faithfully,



Petrine Sem (Pr. TRP/NCTRP No.28)

✉ ndimuhona@dunamisplan.com ☎ +264 83 330 2241, +264 85 551 2173

107 Ondanguara Street, Erf 1042, Cimbebasia, P.O. Box 81108, Olympia, Windhoek. Namibia

APPLICATION FOR THE SUBDIVISION OF ERF 1937 KINGFISHER STREET, HOCHLANDPARK INTO PORTION 1 AND REMAINDER AND SUBSEQUENT REZONING OF REMAINDER ERF 1937 KINGFISHER STREET HOCHLANDPARK FROM "BUSINESS" WITH A BULK OF 1.0 TO "GENERAL RESIDENTIAL" WITH A DENSITY OF 1:50.

Name: EON Property Services.

Address: 16 Wagner Street, White Nest.

Tel/Cell: 061-826 000

Email: bcassist@eonproperty.com

I, the owner of Erf Re/123 Hochlandpark

(Please indicate an "x" in the appropriate box)

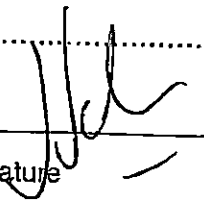
Do object to

Do not object to

- ✦ Subdivision of Erf 1937 (4724m²) Street Hochlandpark into Portion 1 (1606m²) for a Business-Storage Facility and Remainder (3118m²) for the existing Dwelling Units; and
- ✦ Rezoning of Remainder Erf 1937 Kingfisher Street Hochlandpark from "Business" with a bulk of 1.0 to "General Residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the Erf.

If objecting, please indicate the reasons:

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

Signature 

Date 09 Feb 2026

Kindly take note that the comments should reach our office by 30 January 2026. You can return the form to the following email address: ndimuhona@dunamisplan.com.

Kwenani (RM)

From: Beukes (C) <Conwell.Beukes@windhoekcc.org.na>
Sent: Friday, 26 September, 2025 15:37
To: Kwenani (RM)
Subject: Erf 1937 HP
Attachments: Erf 1937HP_Susdev Comments.docx

Hi Ruth,

Kindly see attached comments.

Regards



Conwell Beukes

Senior Town Planning Technician
 Department of Urban and Transport Planning

The Gateway to Endless Opportunities

Office: +264 61 290 3182

Fax:

Mobile:

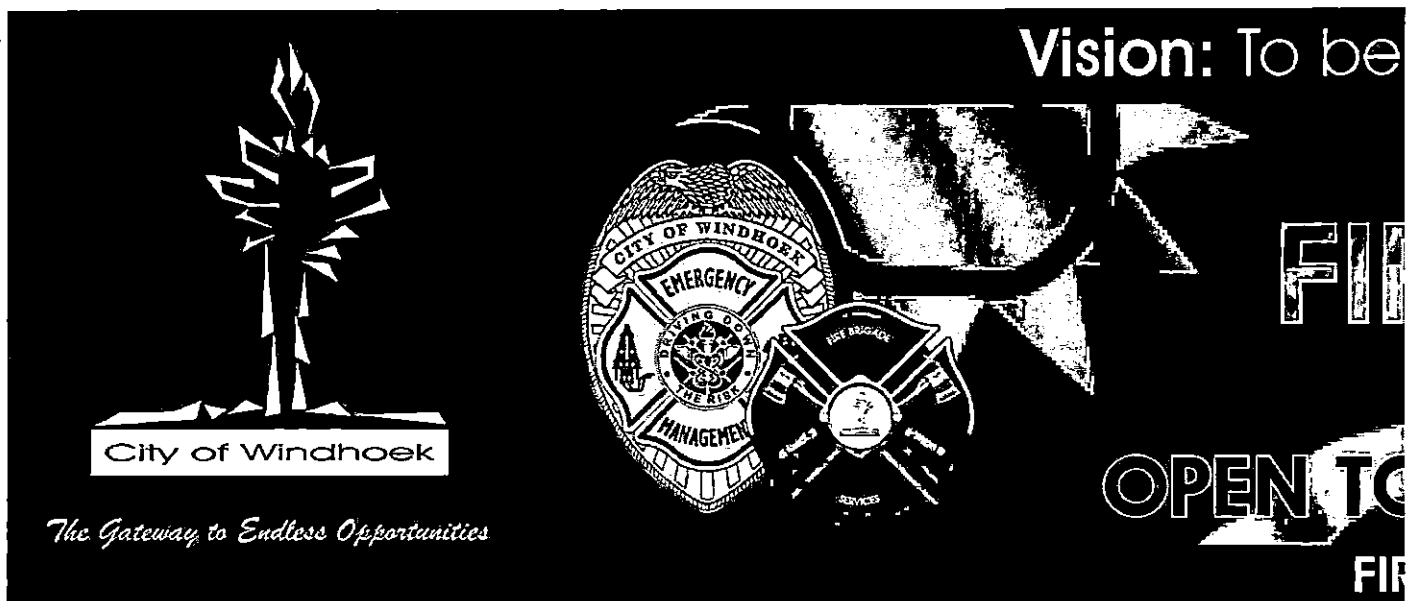
E-mail: Conwell.Beukes@windhoekcc.org.na

Box 59, Windhoek

Enquiries: +264 61 290 2911

www.cityofwindhoek.org.na

If you received this message in error, please immediately delete it and all copies from all storage media, and notify the sender. Neither the City of Windhoek nor the sender accepts liability for any interception, error, virus or other interference. Views and opinions contained herein are those of the sender unless clearly stated to be those of the City of Windhoek. City of Windhoek reserves the right to monitor outgoing and incoming e-mails and other telecommunications on its e-mail and telecommunications systems or transferred through its networks.



Any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof, with Council and with the applicant in writing within 14 days after the appearance of this notice. The last day for objections will be **Tuesday, 21 October 2025**.

Applicant:**Urban Dynamics Africa****P.O. Box 20837, Windhoek****Tel: 061 240300 or Fax: 061 240309****Email: collin@udanam.com or info@udanam.com****Chief Executive Officer****City of Windhoek****P.O. Box 59, Windhoek**

No. 772

2025

REZONING OF ERF 9791, SWAKOPMUND EXTENSION 39

Hennie Fourie, Town Planner on behalf of the owner of Erf 9791, Swakopmund Extension 39, intends to apply to the Municipal Council of Swakopmund and the Ministry of Urban and Rural Development for:

Rezoning of Erf 9791, Swakopmund Extension 39 from "general business" with a bulk of 2.0, to "general residential 1" with a density of 1 dwelling unit per 100m².

Erf 9791, Swakopmund Extension 39 measuring 1137m² is zoned "general business" and is situated at Agulhas Street, Ocean View, Swakopmund. This is currently an open erf and the owner wants to utilize this for the erection of a town house complex.

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

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

Any person objecting to the proposed use of land as set out above, may lodge such objection, together with the grounds therefore, with the Municipality of Swakopmund and the applicant in writing within 14 days of the last publication of this notice. (Final day for objection is **29 October 2025**).

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

No. 773

2025

SUBDIVISION OF ERF 1937, HOCHLAND PARK

Dunamis Consulting (Pty) Ltd on behalf of the owners of Erf 1937, Kingfisher Street, Hochland Park, intends to apply to the Municipal Council of Windhoek and the Urban and Planning Board for the following:

- **Subdivision of Erf 1937 (4724m²), Kingfisher Street, Hochland Park into Portion 1 (1606m²) for a business-storage facility and Remainder (3118m²) for the existing dwelling units; and**
- **Rezoning of Remainder Erf 1937, Kingfisher Street, Hochland Park from "business" with a bulk of 1.0 to "general residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the erf.**

Erf 1937 is located in Barbet Street, Hochland Park. The erf measures 4724m² in extent and is currently zoned as "business" with a bulk of 1.0. The erf comprises sixty (60) dwelling units with respective basement parking bays. It is the intention of the owner is to subdivide the erf into Portion 1 and Remainder and rezone the Remainder Erf 1937, Kingfisher Street, Hochland Park from "business" with a bulk of 1.0 to "general residential" with a density of 1:50 to accommodate the existing 60 dwelling units on the erf. The subdivision and rezoning will allow the owner to create an additional erf from Erf 1937, Hochland Park and align the high-density activity on the Remainder erf with the Windhoek Zoning Scheme.

On-site parking as required in terms of the Windhoek Zoning Scheme is provided for the existing sixty (60) dwelling units.

The locality plan of the erf can be inspected at the Windhoek Municipal Council Customer Care Centre, Town Planning Notice Board, 80 Independence Avenue, Windhoek.

Any person objecting to the proposed land use as set out above may lodge such objection together with the grounds thereof in Writing at the Windhoek Urban Planning Offices, Room 518, 5th Floor, Town House Main Building within 14 days of the last publication of this notice (final date for objections is 20 October 2025).

Applicant:

Dunamis Consulting (Pty) Ltd
P.O. Box 81108, Olympia, Namibia
Tel: +264 833 302 241
Email: ndimuhona@dunamisplan.com

Chief Executive Officer
Municipal Council of Windhoek
P.O. Box 59, Windhoek, Namibia
Tel: +264 290 2264

BANK OF NAMIBIA

No. 774

2025

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2025

	31/08/2025 NS	31/07/2025 NS
ASSETS		
External:	12,569,680,741	12,613,155,210
Rand Cash	79,111,681	60,324,931
IMF - SDR Holdings	7,687,311,592	7,749,572,811
IMF - Quota Subscription	4,803,257,468	4,803,257,468
Investments	51,355,899,375	52,465,597,181
Rand Currency	26,470,676,965	26,469,666,351
Other Currencies	24,798,067,640	25,879,147,028
Interest Accrued	87,154,770	116,783,802
Domestic:	1,340,768,625	1,285,703,736
USD Stock	0	0
Currency Inventory	97,843,314	102,937,459
Loans and Advances: Local Banks	295,211,604	302,322,286
Repurchase Agreements	0	0
Loans and Advances: Other	188,905,188	187,200,888
Fixed Assets	413,506,832	413,975,398

[Municipal Council Minutes: 1998-04-29]

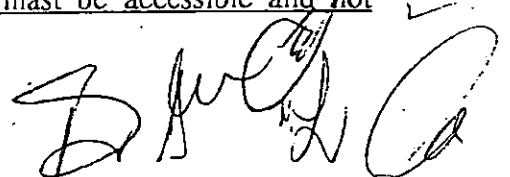
2.6

**DP.7 APPLICATION TO LEASE SPACE AT
THE ELEVATED RESERVOIR - MESSRS
RADIOWAVE
(6/2/9/1/3)**

On a proposal by Councillor I Ngatjizeko it was

RESOLVED

- 1 That permission be granted to Messrs Radiowave to lease an area outside the fenced area of the elevated reservoir for a period of five years with a one month notice period at an annual rental of N\$364.00: Provided that the rental escalate annually with the Namibia Inflation Rate: Provided further that the rental will be levied as soon as the vacant room at the Elevated Reservoir has been occupied and the Deed of Lease has been signed.
- 2 That Messrs Radiowave be permitted to occupy the vacant room at the elevated reservoir.
- 3 That such occupation be for a maximum period of six months.
- 4 That a lease agreement be signed with Messrs Radiowave with the following conditions:
 - 4.1 That the antenna must not exceed six metre in height.
 - 4.2 That, should interference from this repeater be monitored on the frequency of the Water Services telemetry system, the station be shut down until interference is rectified.
 - 4.3 That the antenna must be erected to the satisfaction of the City Engineer.
 - 4.4 That the mast not be higher than six (6) metres from ground level and a drawing of the type and form of the antenna be submitted to the City Engineer (Water Services) for approval before the erection thereof.
 - 4.5 That the mast be painted to the satisfaction of the City Engineer to complement the area and its surroundings.
 - 4.6 That no buildings be erected and the property not be used for residential or storage purposes.
 - 4.7 That the natural habitat and surroundings not be disturbed.
 - 4.8 That the area surrounding the antenna must be accessible and not



restricted.

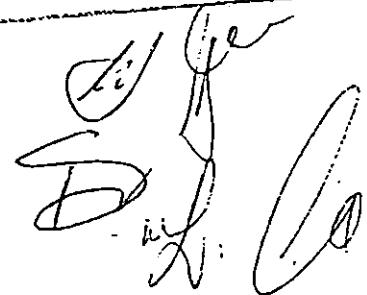
- 4.9 That the extent of the property allocated not exceed 9 m². ✓
- 4.10 That the mast comply with all regulations set up by Civil Aviation. ✓
- 4.11 That the property be fenced in with a security fence to the satisfaction of the City Engineer. ✓
- 5. That Ministerial approval for the lease be obtained.
- 6 That a Deed of Lease be drafted.
- 7 That Council be indemnified against any possible claims. ✓

Financial implications

None.

RESOLUTION 76/04/98

CITY SECRETARY: ADMINISTRATION	
POSTAL ITEM No.:	DATE
ASSIGNED TO: DPPS #10	ACTION RECEIPT.
OBTAINED COMMENTS FROM	
SUBMIT TO:	
N. B.	



MEMORANDUM OF RENEWAL OF LEASE

MEMORANDUM OF AGREEMENT OF RENEWAL OF LEASE made and entered into by and between

THE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF WINDHOEK

herein represented by JOHANNA SUSANNA DE KOCK as the Chief: Housing and Properties acting on behalf of the Chief Executive Officer in terms of section 27(5) of Act 23 of 1992 and SCHALK WILLEM BURGER ENGELBRECHT as Control Officer acting on behalf of the Chairperson of the Management Committee in terms of section 31A(a) of Act 23 of 1992 (hereinafter referred to as the "LESSOR")

AND

RADIOWAVE CC

YEAR TO YEAR
6/2/91/3.
YEARLY
Policy

of: - Box 9953
Eros
WINDHOEK

Telephone: 24 2350 Fax No. 24 2322

herein represented by ROBIN PATRICK THOMPSON

in his/her capacity as MANAGING DIRECTOR

duly authorised thereto by virtue of the attached Company resolution, marked "A" (hereinafter referred to as the "LESSEE")

S M
G-C
B

WHEREAS the LESSOR lets certain immovable property belonging to it, namely a portion of ground, on Block II, Klein Windhoek, outside the existing fence of the water reservoir, which property is more fully described in the Agreement of Lease hereinafter described as the "ORIGINAL LEASE" (hereinafter referred to as the "PROPERTY"), to the LESSEE who hired the PROPERTY in terms of a written Agreement of Lease signed by or on behalf of the LESSEE on 19 June 1988 (which Agreement is hereinafter referred to as the "ORIGINAL LEASE");

AND WHEREAS the ORIGINAL LEASE or the RENEWAL AGREEMENT, as the case may be, has lapsed, or will shortly lapse through affluxion of time;

AND WHEREAS FURTHER the LESSEE is desirous of renewing the lease in respect of the PROPERTY for a further period as set out below and the LESSOR is willing to grant such renewal;

Handwritten signatures and initials, including "G-C" and "B".

NOW THEREFORE THE PARTIES HERETO AGREE AS FOLLOWS:**RENEWAL OF LEASE**

The lease in respect of the PROPERTY is hereby renewed for a further period, which period shall commence on **1 July 2003** and shall continue on a year to year basis with a one-month notice period.

RENTAL

The rental for the PROPERTY for the renewal period shall be the sum of **N\$599.00** (Five Hundred and Ninety Nine Namibia Dollar) per annum and subsequent payments shall be effected annually in advance before the 7 day of July each year: Provided that the abovementioned rental shall be increased after the completion of a twelve month cycle after commencement of this Agreement in accordance with the Namibian inflation rate. (Increase in the Consumer Price Index for the twelve month period ending three months prior to the completion of each twelve month cycle.)

The above rental amount does not include VAT.

The rental shall be payable free of bank commission at the Municipal Offices, Independence Avenue, Windhoek or such other place or places as the LESSOR may from time to time advise the LESSEE of in writing.

SPECIAL CONDITIONS

- 1 The LESSEE shall not at any time or under any circumstances have any claim against the LESSOR for improvements effected to the PROPERTY. J
- 2 That the rental would be reviewed after a period of twelve months and could be increased according to the LESSOR'S Rental Policy at that time.

APPLICABLE TO PRIOR AGREEMENTS

Save and except insofar as the terms and conditions of the ORIGINAL LEASE and the RENEWAL AGREEMENT, if one had been entered into prior to this renewal, have been expressly varied or amended by this Agreement, same shall remain in full force and effect as if it had been incorporated herein.

[Handwritten signatures]
G. C.

THUS DONE and SIGNED at WINDHOEK on this 6th day of JUNE 2003 in the presence of the undersigned witnesses.

AS WITNESSES

1. [Signature]

[Signature]
on behalf of the Chairperson of the Management Committee

2. [Signature]

[Signature]
on behalf of the Chief Executive Officer
(Certified to be in accordance with Council's Resolution)

THUS DONE and SIGNED at WINDHOEK on this 6th day of JUNE 2003 in the presence of the undersigned witnesses:

AS WITNESSES

1. [Signature]

[Signature]
LESSEE

2. [Signature]

[DEED-RADIOWAVE-]

**MINUTES OF A MEETING OF THE MEMBERS OF RADIOWAVE CC
HELD IN WINDHOEK ON 3RD JUNE 2003**

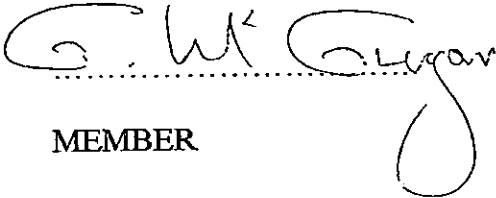
RESOLVED;

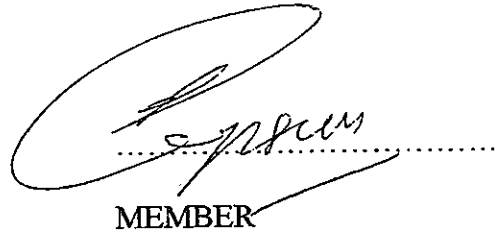
That Mr Robin Thompson in his capacity as Managing Director of Radiowave be authorized to sign ;

The Memorandum of Renewal of Lease with the municipal Council of The Municipality of Windhoek.

On behalf of Radiowave CC.

Signed at Windhoek this 3rd day of June 2003.


MEMBER


MEMBER

9.0 J.

B



15 JULY 2024

City of Windhoek

Windhoek

Dear Sirs

LEASE AGREEMENT: PORTION OF GROUND ON BLOCK 11, KLEIN WINDHOEK

In March 2019 the assets and broadcast licence of Radiowave CC were sold and transferred to Namibia Future Media Holdings (Pty) Limited (NFMH)

As such the existing lease agreement needs to be re drafted in the name of the new owners and the company documents for this entity are attached to this letter.

We have tried several times over the past 5 years to do this and only now have we been referred to the correct person who has advise the procedure.

As we have also been unable to change the name on the electricity account (10358854) due to the absence of a new lease agreement in the name of NFMH, it has hampered the payment of the account by NFMH.

I have been advised that the preparation of a new lease agreement in the correct name will take some time and therefore request that pending same, permission already be granted to amend the name on the municipal account to facilitate payment thereof.

Your assistance in this matter would be appreciated.

Thanking you

A handwritten signature in black ink, appearing to read 'Thompson'.

Christine Thompson

081-2002335.

968

FUTUREMEDIA

14 July 2025

City of Windhoek
Windhoek
Namibia

Power of Attorney – Authority to Amend Lease Agreement

TO WHOM IT MAY CONCERN

This letter serves to confirm that Mrs. Christine Thompson is authorised to act on behalf of the company for the following purpose:

- To represent the company in all matters related to the amendment or update of the lease agreement.
- To sign and submit all required documents;
- To communicate with City of Windhoek, or any relevant authorities involved in the process.

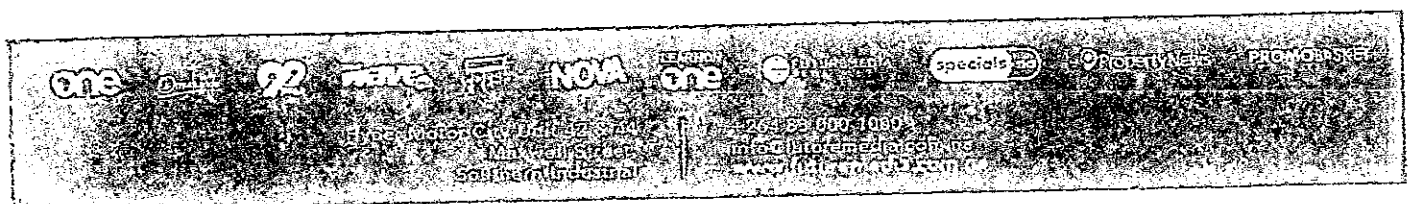
The person to sign the new Lease agreement on behalf of Namibia Future Media Holdings (Pty) Ltd is Mr. Stefan Hugo in his capacity as Director, email address stefan@futuremedia.com.na.

This Power of Attorney is effective as of 14 July 2025 and will remain valid until the lease agreement is transferred into the name of Namibia Future Media Holdings (Pty) Ltd unless revoked earlier in writing by the company.

Your Sincerely



Z. Bruwer
Finance Manager



969
REPUBLIC OF NAMIBIA
COMPANIES ACT 2004
(Section 50(3)) (Regulation 16(1))
(to be lodged in duplicate)

CERTIFICATE OF CHANGE OF NAME OF COMPANY

Registration Number of Company
2015/1214

This is to certify that

GRACE INVESTMENTS ONE THREE ONE (PROPRIETARY) LIMITED

has changed its name by SPECIAL RESOLUTION and is now called

NAMIBIA FUTURE MEDIA HOLDINGS (PROPRIETARY) LIMITED

and that the new name has this day been entered in the Register of Companies

Signed and sealed at WINDHOEK this 25th day of September of the year 2017



Seal of Companies Registration Office

[Signature]
Registrar of Companies

[Signature]

2017
OF JOHANNESBURG
2025 -02- 2 8
LE

This certificate is not valid unless sealed by the seal of the Companies Registration Office

REPUBLIC OF NAMIBIA
COMPANIES ACT 2004
(Section 180) (Regulation 38(1))
(to be lodged in duplicate)

CERTIFICATE TO COMMENCE BUSINESS

Registration Number of Company
2015/1214

I hereby certify that:

GRACE INVESTMENTS ONE THREE ONE (PROPRIETARY) LIMITED

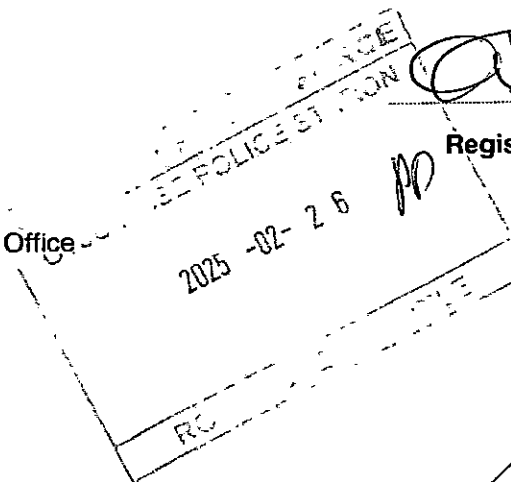
which was incorporated on the 3 day of November of the year 2015

has complied with the requirements of section 180 of the Companies Act, 2004, and is with effect from this day entitled to commence business.

Signed and sealed at Windhoek this 3 day of November of the year 2015



Seal of the Companies Registration Office



[Signature]

Registrar of Companies

[Signature]

This certificate is not valid unless sealed by the Seal of the Companies Registration Office.

EACH YEAR FINANCIAL YEAR ENDS ON
LAST DAY OF September

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004
(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))



CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Registration Number of Company
2015/1214

bipa
 The fee payable in terms of the Act and as set out in the regulations
 PO Box 185, Windhoek, Namibia
 Tel: +264 61 299 4400
 Fax: +264 61 401 061
 Email: info@bipa.na Web: www.bipa.na
 Registrars Office

Business and Intellectual Property Authority - Business Registration office
 PO Box 185 WINDHOEK NAMIBIA
 Tel: +264 61 2994400
 Email: info@bipa.na

Name and postal address of Company NAMIBIA FUTURE MEDIA HOLDINGS (PTY) LTD (P O BOX 90639, WINDHOEK, NAMIBIA)

Return of particulars as at 21/10/2024

I. BONSAI SECRETARIAL COMPLIANCE SERVICES

(name of director of officer)
 state that, the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed form CM 27, the directors or officers are not disqualified under section 225.
 Signed [Signature] **BONSAI SECRETARIAL COMPLIANCE SERVICES**
 Date 26/11/2024 PIC Reg Nr: 51096 | Box 90757, Windhoek
 T: +264 83 370 5072 | E: info@bscs.com.na

A. Directors

KEY TO PERSONAL PARTICULARS REQUIRED		PERSONAL PARTICULARS			
1. Surname	MATTHEWS				
2. Full forenames	IAN PETER				
3. Former surname and forenames					
4. Identity number or, if not, available, date of birth and Passport number	Year	Month	Day		
	6	1	07	05	
5. (a) Date of appointment	05/04/2019				
(b) Designation	DIRECTOR				
6. Residential address	31 SIXTH STREET, HOUGHTON ESTATE JOHANNESBURG, 2198 SOUTH AFRICA				
7. Business address	23 FRICKER ROAD, GROUND FLOOR, SUITE 205 ILLOVO BOULEVARD, ILLOVO JOHANNESBURG, 2196				
8. Postal address	P O BOX 90639 KLEIN-WINDHOEK WINDHOEK, NAMIBIA				
9. Email address	imatthews@bravura.net				
10. Contact number	+27 83 251 7160				
11. Nationality (If not Namibian)	SOUTH AFRICAN				
12. Occupation	BUSINESSMAN				
13. Resident in Namibia (Yes or No)	NO				
14. Nature of change in 1 to 5 above and date	NO CHANGE				

1. STROEBEL

2. GARY CLIFFORD

3.

4. Year	Month	Day															
7	3	1	2	2	7												

5.(a) 05/04/2019

(b) DIRECTOR

24 STRATFORD STREET, BLOEMFONTEIN

6. 9301, SOUTH AFRICA

3RD FLOOR, OLD POWER STATION COMPLEX

7 WINDHOEK, NAMIBIA

8. P O BOX 9953, EROS
WINDHOEK, NAMIBIA

9. gary@futuremedia.com.na

081 695 8073

11 SOUTH AFRICAN

12. BUSINESSMAN

13. NO

14. NO CHANGE

1. VISSER

2. DIRK

3.

4. Year	Month	Day															
8	1	0	7	0	7	1	0	9	3	8							

5.(a) 05/04/2019

(b) DIRECTOR

30 NISSEN-LASS STREET, PIONIERSPARK

6. WINDHOEK, NAMIBIA

131 MANDUME NDEMUFAYO AVENUE

7 WINDHOEK, NAMIBIA

8. PO BOX 30529, PIONIERSPARK
WINDHOEK, NAMIBIA

9. dirk.visser@afrox.linde.com

10. +264 81 128 1249

11 NAMIBIAN

12. SUPPLY CHAIN MANAGER: AFROX

13. YES

14. NO CHANGE

1. MANDY

2. JOHN DAY

3.

4. Year	Month	Day															
4	6	0	5	0	2	1	0	0	1	2							

5.(a) 07/06/2022

(b) DIRECTOR

TINKENSTEIN MANOR

WINDHOEK
NAMIBIA

74 KELKIEWYN STREET

7 HOCHLAND PARK
WINDHOEK, NAMIBIA

P O BOX 90242

8. KLEIN-WINDHOEK
WINDHOEK

9. john@mmmconsultancynam.com

10. +264851271543

11 NAMIBIAN

12. BUSINESSMAN

13. YES

14. RESIGNED 21/10/2024

1. BODENSTEIN

2. WILLEM JOHANNES

3.

4. Year	Month	Day															
8	2	0	4	2	4	1	1	1	2	4							

5.(a) 07/06/2022

(b) DIRECTOR

30 BERG STREET

6. KLEIN-WINDHOEK
WINDHOEK
NAMIBIA

UNIT 4, C/N NELSON MANDELA & SIMON BOLIVAR STREET

7 WINDHOEK
NAMIBIA

P O BOX 5257

8. AUSSPANPLATZ
WINDHOEK, NAMIBIA

9. WBodenstein@bravura.net

10. 081 365 8840

11 NAMIBIAN

12. BUSINESSMAN

13. YES

14. NO CHANGE

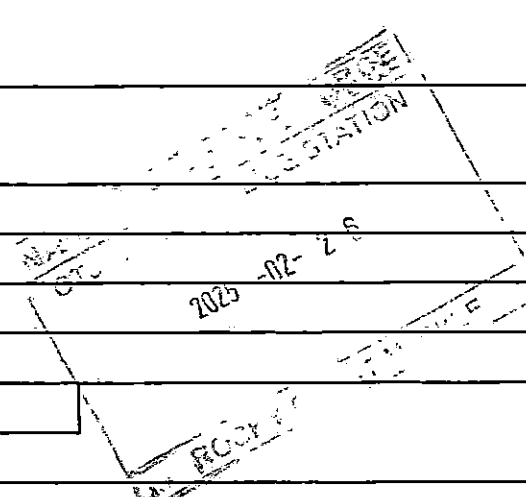
2025-02-26
 ROCKY CREST
 OTJ... STATION

1. HUGO	
2. STEFAN	
3.	
4. Year Month Day	
7 7 0 7 2 0 1 0 3 7 8	
5.(a) 01/03/2024	
(b) DIRECTOR	
24 SIERRE STREET	
6. AUAS BLICK	
WINDHOEK	
44 HYPER MOTOR CITY,	
7 MAXWELL STREET	
WINDHOEK	
P O BOX 9521	
8. WINDHOEK	
NAMIBIA	
g. shugo.nam@gmail.com	
+264811410504	
11 NAMIBIAN	
12. CHIEF EXECUTIVE OFFICER, TRIBEFIRE STUDIOS	
13. YES	
14. NO CHANGE	

1.	
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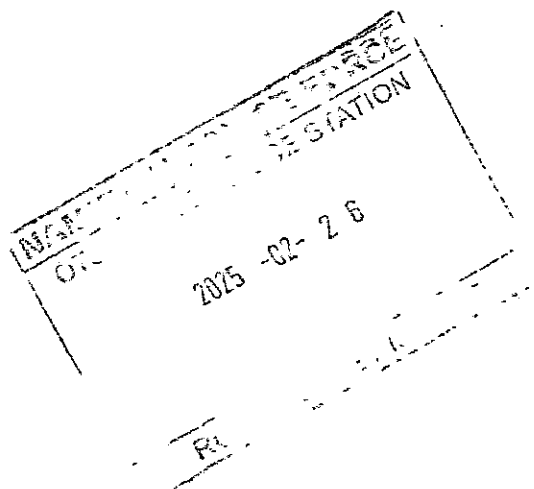


B. AUDITOR

1. Name C R VAN WYK & COMPANY - WHK

2. Date of appointment 03/11/2015

3. Nature of change in 1 and 2 above and date.
NO CHANGE



Perforated

(To be completed by company)

Return of particulars of company's register of directors, auditors & officers

Dated 21/10/2024

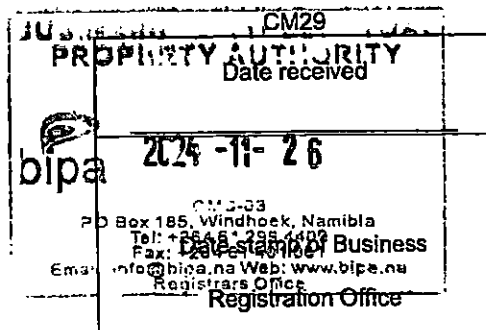
Name of company NAMIBIA FUTURE MEDIA HOLDINGS (PTY) LTD

BONSAI SECRETARIAL COMPLIANCE SERVICES

Postal address P O BOX 185, WINDHOEK, NAMIBIA
T: +264 83 370 5072 | E: info@bscs.com.na

TO BE UPLIFTED BY BONSAI SECRETARIAL

Email address info@bscs.com.na



C. Officers and Local Managers

KEY TO PERSONAL PARTICULARS REQUIRED

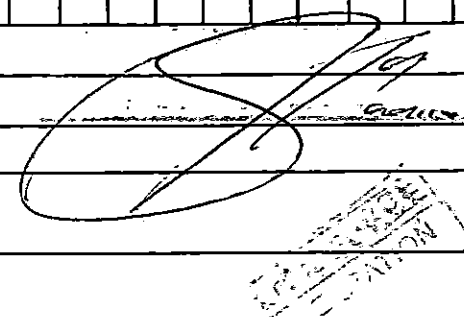
975 PERSONAL PARTICULARS

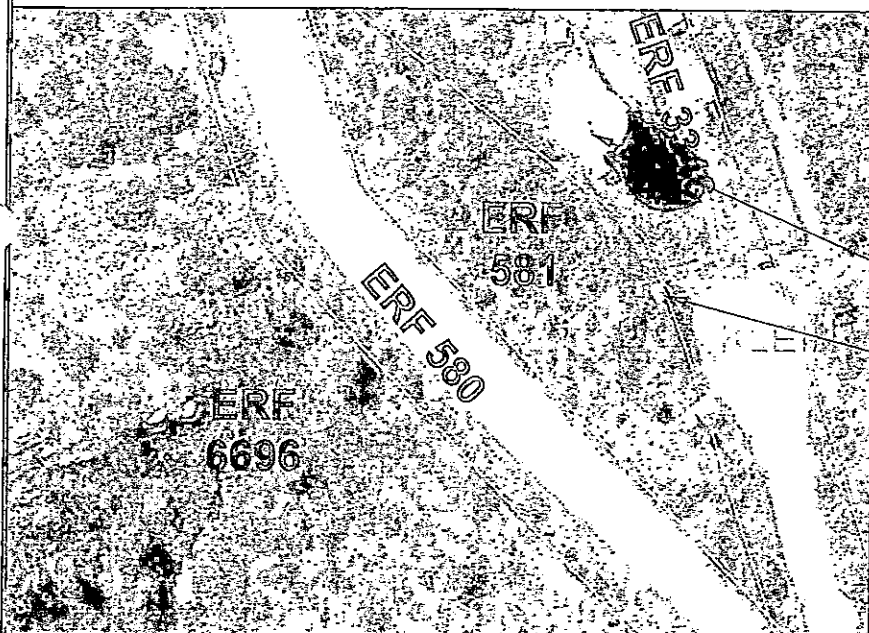
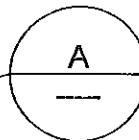
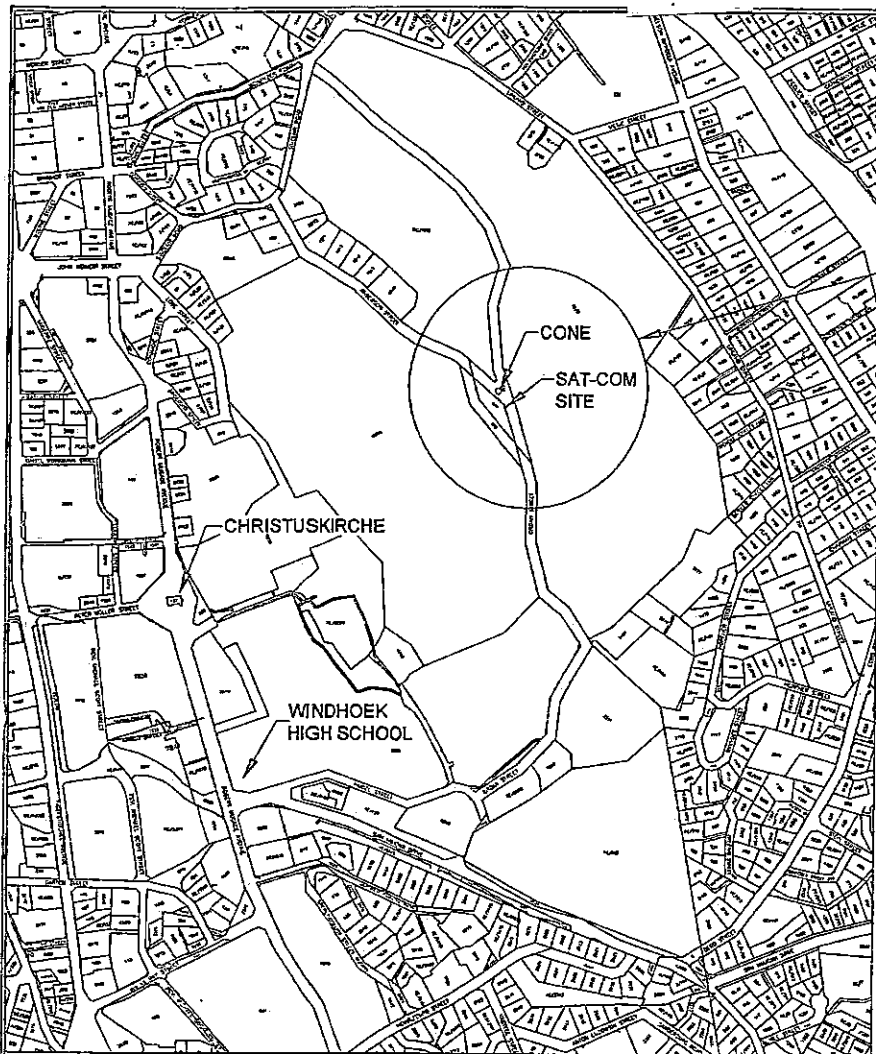
Registration Number of Company
2015/1214

1. Surname	BONSAI FAMILY TRUST T/A BONSAI SECRETARIAL COMPLIANCE SER			
2. Full forenames				
3. Former surname and forenames				
4. Identity number or, if not, available, date of birth and Passport number	Year	Month	Day	
5. (a) Date of appointment	03/11/2015			
(b) Designation	SECRETARY			
6. Address of registered office, and registration number if officer is a corporate body	UNIT 6, GOLD STREET BUSINESS PARK, GOLD STREET PROSPERITA, WINDHOEK (T331/2003)			
7. Residential address				
8. Business address	UNIT 6, GOLD STREET BUSINESS PARK, GOLD STREET, PROSPERITA, WINDHOEK, NAMIBIA			
Postal address	P O BOX 90757, KLEIN WINDHOEK, NAMIBIA			
10. Email address	info@bscs.com.na			
11. Contact number	0833705072			
12. Nationality (If not Namibian)	NAMIBIA			
13. Occupation				
14. Resident in Namibia (Yes or No)	NO			
15. Nature of change in 1 to 6 above and date	NO CHANGE			

FOR KEY TO PARTICULARS, SEE ABOVE

1.				
2.				
3.				
4	Year	Month	Day	
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(b)				
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4	Year	Month	Day	
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CONE

EXISTING
SAT-COM SITE

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REV	DATE	DESCRIPTION	INITIAL

PRINTED: 2006-11-29



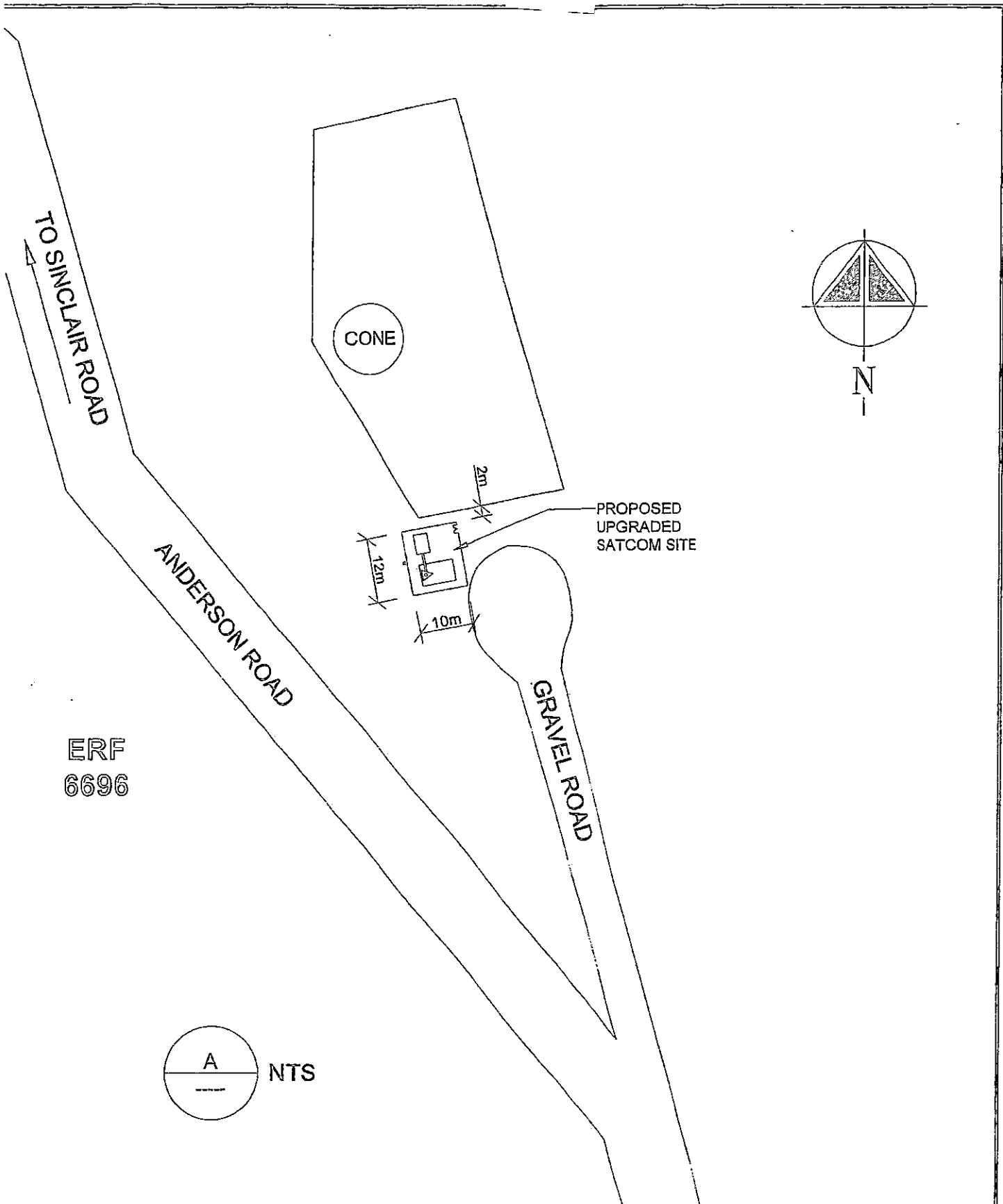
**SEELNBINDER
CONSULTING
ENGINEERS CC**
REG. CC 97/213

**MULTI-DISCIPLINARY CONSULTING ENGINEERS
AND PROJECT MANAGERS**

P.O. BOX 922
WINDHOEK
NAMIBIA

TEL: +264 61 235000
FAX: +264 61 235001
E-MAIL: sce@sce.com.na

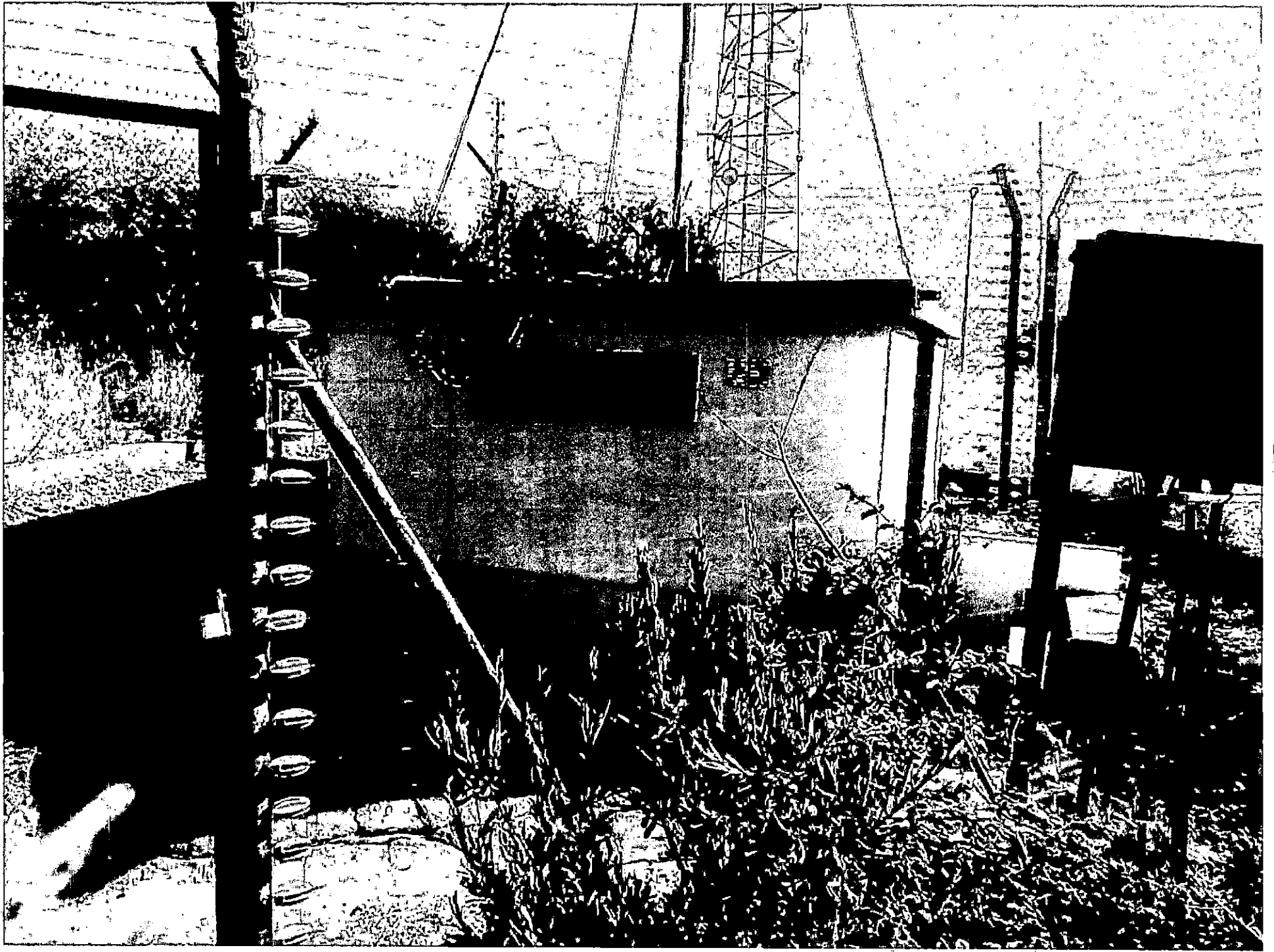
CARL LIST HAUS
SUITE 409
FIDEL CASTRO STREET



JENT



PROJECT				SAT-COM SITE AQUISITION	
TITLE				SITE LOCATION DRAWING	
DATE	2006-11-16	SCALE	NTS	DRAWN	M IZAKS
FILE	C&S:W4754SE/ W4754SE01.dwg	DRWG No.	W4754SE01		REV.



VALUATION CERTIFICATE

DIVISION: VALUATION SERVICES
DATE OF VALUATION; 20/03/2026



Erf No.: 3346 Suburb: Windhoek Street name: Orban Street

Erf size: 19,792m² Zoning: Street Bulk: N/A

Required portion size: ±9 m²

Current use of the portion under consideration: vacant

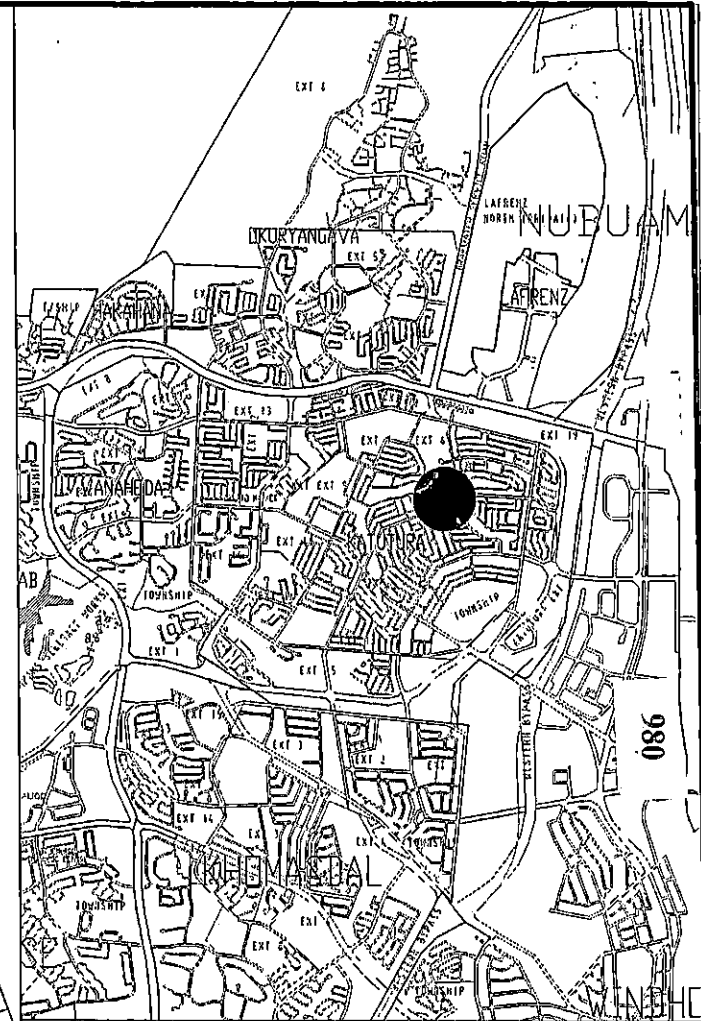
Acquisition purpose: To be leased for operating a communication tower

Current vacant land going price/ m ²	N\$ 202	
Size of the portion Required	9 m ²	
Estimated monthly rental value	N\$ 1818.00	
Estimated annual rental	N\$ 21,800.00	


Several portions of similar sizes are being leased out through the city to different entities at a price of N\$202 per month/ square meter. The aforementioned price shall be applied to value the subject site required.

p.p. N. Att

Valued-by: Kaulikufwa Hendjala Date: 20/03/2026



 = ENCROACHMENT = 40m²

REV. DATE		DRAWN	CHECKED	NETWORK/ID/Groups/Geomatics/RRR
CARDX:		BOSTON STREET		REVISIONS
FILE:		REF. DWG:		
	REQUESTED:	DATE	ENCROACHMENT ON ERF 5835	
	DRAWN:	DATE	AND REMAINDER OF ERF 6283	
	CHECKED:	DATE	BY OWNER OF ERF 5836	
	DIVISIONAL HEAD:	SCALE	Not to Scale	
			SHEET	

981

CANCELLED.
 20 MAR 2001
 D. D. BERGES
 Registrar of Deeds
 Windhoek

DC 94.6 / 2001

LORENTZ & BONE
 Attorneys, Notaries & Conveyancers
 Standard Bank Chambers
 P O Box 85, WINDHOEK

DEED OF TRANSFER

T	2165	1996
---	------	------

BE IT HEREBY MADE KNOWN:

CAREL JACOBUS WICHARD
 VAN DER MEIWE

THAT ~~MARINBA~~ COLEMAN

appeared before me, Registrar of Deeds, at Windhoek, he the said Approver, being duly authorised thereto by a Power of Attorney executed at WINDHOEK on the 12th day of March 1996, by

MUNICIPAL COUNCIL OF WINDHOEK

(hereinafter styled the TRANSFEROR)

which power, witnessed in accordance with law, was exhibited to me on this day:

...his said principal on the 15th February
...not truly and legally sold, and that he, in his capacity as Attorney aforesaid
...these presents, cede and 982, in full and free property to and on beha

KASSIAN HEGA
IDENTITY NUMBER : 420103 07 0021 3

...hereinafter styled the **TRANSFEREE**)

...as Heirs, Executors, Administrators or Assigns,

CERTAIN **ERF No. 5835 KATUTURA, EXTENSION No. 1**

SITUATE **In the Municipality of WINDHOEK**
 Registration Division "K"

EXTENT **291 (Two Hundred and Ninety One) Square-metres, as will appear**
 from the General Plan No. A. 359/1978, and

HELD **by Certificate of Registered Title No. T. 1281/1978**

A. SUBJECT to the following conditions imposed by virtue of Proclamation
No. 8/1981, namely

IN FAVOUR OF THE LOCAL AUTHORITY

- (1) The owner and any Lessee of the Erf shall be obliged to allow -
- (i) Such water pipe-lines, storm water drainpipes, sewerpipes, and overhead and underground electrical supply lines as may from time to time be considered necessary by the local authority, to be constructed across the erf in such a manner and in such a position as may from time to time be agreed on by the local authority and the owner of the property;

Any materials that may be excavated during the construction, maintenance and removal of any such water pipe-line, storm water pipe, sewer-pipe and overhead and underground electrical supply line, to be placed on the erf temporarily.

any person who may be required to enter the erf in order to perform his duties pertaining to such construction, maintenance and removal of any such water pipe-lines, storm water drain pipe, sewer-pipe and overhead and underground electrical supply line and any other work pertaining thereto, to enter the erf at all reasonable times,

without any compensation being recoverable from the local authority. Provided that any damage caused at the construction, maintenance and removal of any such water pipe-line, storm water drain-pipe, sewer-pipe and overhead and underground electrical supply line and any other work pertaining thereto and any damage caused at the placing on or removal from the erf of any materials excavated, will be compensated by the local authority.

This erf may only be used with such purposes as are permitted by and subject to the conditions laid down in terms of the Katutura Town Planning Scheme, drafted in accordance with the provisions of the Town Planning Ordinance 1954 (Ordinance 18 of 1954).

The owner of the erf shall be responsible for the building at his own cost, of a retaining wall or retaining walls to prevent any portion of the erf from falling into the street or vice versa. Provided that where the owner of the erf has constructed a retaining wall or walls approved by the local authority before the street or streets referred to in this paragraph have been constructed and such street or streets are constructed subsequently on such a level that it necessitates the building of a new retaining wall or walls or that the existing retaining wall or walls have to be altered to prevent any part of the erf from falling into the street or vice versa, as the case may be, such construction or alteration shall be effected at the expense of the local authority.

AND FURTHER SUBJECT to a pre-emptive right hereby created for and in favour of the Municipal Council of Windhoek, namely:

The owner, his heirs or successors in title may not sell the abovesaid property for a period of 7 years and 6 months from date of final registration, except after first offering it for sale to the Municipal Council of Windhoek at a price to be determined as set out in the Deed of Sale, and the Municipal Council of Windhoek rejecting the said offer in writing.

MUNISIPALITEIT WINDHOEK

KOOPAKTE EN LENINGSOOREENKOMS

MEMORANDUM VAN OOREENKOMS aangegaan deur en tussen

DIE MUNISIPALITEIT WINDHOEK

hierin verteenwoordig deur ANDRIES GERHARDUS CHRISTIAAN YSSEL
en AUGUSTUS CONRAD ARNOLD in hul
onderskeie hoedanighede as Burgemeester en Stadsklerk van gemelde
Munisipaliteit (Hierna die "VERKOPER" genoem)
en

PHILLIP TOTWE

.....
Geboortedatum: 1943-07-26
Adres: POSBUS 21215
WINDHOEK
9000
.....

(Hierna die "KOPER" genoem)

1. OMSKRYWING VAN EIENDOM

Die VERKOPER verkoop hiermee aan die KOPER, wie hiermee koop
sekere onroerende eiendom met verbeterings bekend as erf 5836,
geleë in Katutura uitbreidingnummer 1, in die munisipale
gebied van Windhoek, groot ongeveer 287 vierkante meter soos
meer volledig sal blyk uit 'n algemene plan in VERKOPER se besit
(Hierna die "EIENDOM" genoem).

2. KOOPPRYS

Die koopprys van die EIENDOM is die bedrag van R 5 667,25
(Vyfduisend seshonderd sewe en sestig rand vyf en twintig sent)

3. BETALING VAN KOOPPRYS

Die koopprys word betaal soos in klousule 4 hiervan bepaal word.

(Handwritten signatures and initials)
PT

4. LENING OM DIE EIENDOM TE KOOP

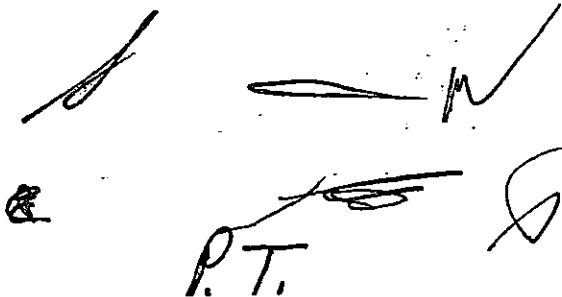
Die VERKOPER verleen hiermee 'n lening ten bedrae van R5 667,25
 (Vyfduisend seshonderd sewe en sestig rand vyf en twintig sent)
 aan KOPER vir die betaling van die koopprys van R 5 667,25
 (Vyfduisend seshonderd sewe en sestig rand vyf en twintig sent)
 en oordragskoste van R N.V.T. ().
 Gemelde lening is maandeliks terugbetaalbaar oor 'n tydperk van 30 jaar teen 'n rentekoers van 4 % per jaar jaarliks vooruit bereken op die 30ste dag van Junie.

Gemelde lening word verleen ooreenkomstig die voorwaardes soos gestel in Bylae "A" hierby aangeheg.

Gemelde lening moet verseker word deur die registrasie van 'n EERSTE VERBAND gelyktydig met oordrag van die EIENDOM, welke verband onderhewig is aan die voorwaardes soos in Bylae "B" hierby uiteengesit.

5. ADMINISTRATIEWE HEFFING EN RENTE

- (a) Die rentekoers in klousule 4 genoem, sluit 'n administratiewe heffing van 0,5% in. Indien dit te enige tyd blyk dat die administrasiekoste van die verband hierin voorsien styg tot meer as 0,5% per jaar, sal die VERKOPER geregtig wees om die administratiewe heffing betaalbaar deur die KOPER aan te pas met die werklike styging in die administrasiekoste en om die paaiement wat die KOPER onder die verband betaal te verhoog met sodanige aanpassing: Met dien verstande dat een maand skriftelike kennisgewing aan die KOPER gegee word van sodanige verhoging.
- (b) Indien die rentekoers wat die VERKOPER betaal op die leningskapitaal wat direk of indirek aangewend is om hierdie transaksie te finansier te eniger tyd verhoog, die VERKOPER geregtig sal wees om die rentekoers in klousule 4 gemeld dienooreenkomstig te verhoog met een maand skriftelike kennisgewing en om KOPER se verbandpaaiement ooreenkomstig te verhoog.

 P.T.

6. BEPERKING MET BETREKKING TOT KOPER

(a) Alleenlik persone wat -

- (i) ingevolge wetgewing geregtig is om eiendom in Katutura te bewoon en te koop; en
- (ii) wat deur die Stadsraad van die VERKOPER as koper na aanleiding van die bedoelde Stadsraad se beleid goedgekeur is

sal geregtig wees om onroerende eiendom in Katutura van die VERKOPER te koop.

Die KOPER en VERKOPER kom hiermee ooreen dat voormelde waarborg 'n voorwaarde van hierdie koop is en dat indien dit te enige stadium blyk dat KOPER nie aan enige van voormelde vereistes voldoen het nie, hierdie ooreenkoms deur VERKOPER as nietig beskou kan word en dat klousule (B) van toepassing sal wees.

- (b) Indien dit te enige tyd mag blyk dat die KOPER op datum van verkoop nie voldoen het aan die voorwaardes ingevolge subklousule (a) gestel nie, onderneem hy om op aanvraag deur die VERKOPER die EIENDOM op sy koste terug te transporteer in naam van die VERKOPER teen betaling van die bedrag van die koopprys tot daardie datum deur hom betaal min 'n redelike bedrag vir okkupasie. Die KOPER onderneem om in sodanige gebeurlikheid sy volle samewerking te verleen om bedoelde transport te bewerkstellig by gebreke waaraan hierdie klousule as onherroeplike volmag sal dien ten gunste van die VERKOPER om alle nodige handelingte te verrig en dokumente te onderteken namens die KOPER en alle redelike gelde op rekening van die KOPER te betaal wat nodig mag wees om bedoelde transport te bewerkstellig.

7. DATUM VAN VERKOOP EN BESIT

Vir doeleindes van hierdie ooreenkoms is die datum van verkoop die

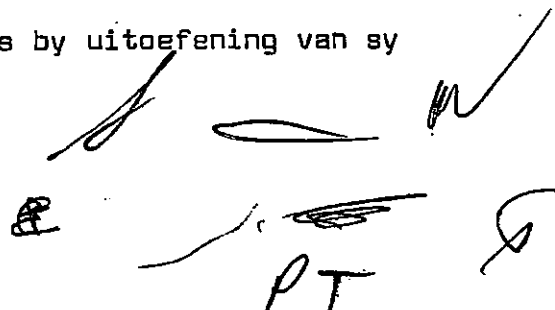
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datum van ondertekening van hierdie ooreenkoms namens die VERKOPER vanaf welke datum die KOPER besit neem van die EIENDOM, die uitsluitlike risiko daarvan sal dra en geregtig sal wees op alle opbrengste en winste van die EIENDOM. Die KOPER sal ook vanaf datum van verkoop verantwoordelik wees vir alle heffings, tariewe en belastings wat ten opsigte van die EIENDOM opgelê mag word, sy dit betaalbaar aan die Regering, die Administrasie, die Munisipaliteit, of wie ook al en ongeag of sodanige gelde betaalbaar is kragtens of ingevolge wetgewing of besluit van die instansie aan wie dit betaalbaar is.

8. VOORKOOPSREG

Dit is 'n uitdruklike voorwaarde van hierdie verkoop dat die volgende voorwaardes sal geld:

- (a) Die VERKOPER 'n voorkeopsreg sal behou oor die EIENDOM vir een kwart van die tydperk van die lening in klousule (4) genoem;
- (b) Die EIENDOM slegs bewoon mag word deur 'n persoon aan wie die lening toegestaan is en sy familie: Met dien verstande dat die VERKOPER in buitengewone omstandighede die KOPER mag toelaat om die woonhuis te verhuur vir 'n tydperk van nie meer as een jaar nie tesame met daaropvolgende tydperke van nie meer as een jaar elk, soos die VERKOPER in sy uitsluitlike diskresie mag goedvind nie;
- (c) Slegs een lening teen 'n gesubsidieerde rentekoers per persoon toegestaan word;
- (d) Ondanks die voorkeopsreg hierbo bedoel, die afhanklikes van enige verbandnemer wat sterf, geregtig sal wees om oordrag te neem van die EIENDOM by die afsterwe van sodanige persoon met behoud van die balans van die lening en met behoud van die voorkeopsreg; en
- (e) Dat die bedrag van die terugkoopprys by uitoefening van sy

 PT

voorkoopsreg deur die VERKOPER die volgende sal wees -

- (i) die koopprys van die EIENDOM soos in klousule 2 genoem; en
- (ii) die waarde van verbeterings na die koopdatum deur KOPER aangebring soos bepaal deur die waardeerder van die VERKOPER min waardevermindering ten opsigte van bedoelde verbeterings teen hoogstens 5% (vyf persent) per jaar soos bepaal deur sodanige waardeerder.

Die VERKOPER moet binne 90 (negentig) dae na ontvangs van 'n skriftelike aanbod deur KOPER of sy opvolgers in titel, sy voorkoopsreg òf uitoefen òf verwerp.

9. BESITBELANG

Indien die belastingbasis in klousule 7 voorsien op datum van verkoop ontbreek, sal die VERKOPER vanaf bedoelde datum die gelde betaal wat ingevolge Goewermentskennisgewing 16 van 1962, soos gewysig, en gewysig mag word, betaalbaar is ten opsigte van woonpersele in Katutura tot tyd en wyl die nodige belastingbasis soos in klousule 7 veronderstel deur wetgewing daargestel word.

10. GRENSBAKENS

Die KOPER onderneem om die grensbakens van die EIENDOM op so 'n wyse in stand te hou dat die grense te alle tye onderskeibaar sal wees.

Indien daartoe versoek deur die KOPER binne veertien dae na datum van verkoop, en mits geen uitgraving of bouwerk op die EIENDOM begin is nie, onderneem die VERKOPER om die bakens van die EIENDOM aan die KOPER aan te wys na welke datum die VERKOPER geen verantwoordelikheid aanvaar vir die aanwys of vervanging van landmeterspenne nie.

11. VOETSTOOTS

Die EIENDOM word voetstoots verkoop en die VERKOPER is nie by heropmeting van die EIENDOM aanspreeklik vir enige tekort nie

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en wens ook nie te baat by enige oormaat nie. Die VERKOPER waarborg ook nie dat die EIENDOM geskik is vir die doel waarvoor dit verkoop is nie en die KOPER erken hiermee uitdruklik dat geen waarborge, voorstelle of ondernemings aan hom gegee of gemaak is ten opsigte van enige eienskap van die EIENDOM, al dan nie.

12. SANITASIE-, WATER- EN ELEKTRISITEITSGERIEWE

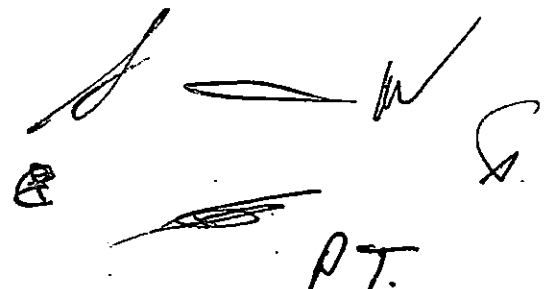
Ongeag die bepalings van klousule (7) hiervan, sal die KOPER vanaf datum van verkoop verantwoordelik wees vir betaling van die basiese tarief ten opsigte van sanitasiedienste ten aansien van die EIENDOM en na verstryking van 'n tydperk van 2 (twee) jaar na datum van verkoop, sal die KOPER verder aanspreeklik wees vir die betaling van die basiese tarief wat dan van toepassing is op 'n aansluitingspyp van 20 mm en 'n stroombreker van 15 ampère ten opsigte van water- en elektrisiteitsdienste wat beskikbaar is vir die EIENDOM: Met dien verstande dat indien die EIENDOM voor sodanige datum voorsien word van water- en elektrisiteitsdienste, die KOPER vanaf bedoelde datum aanspreeklik sal wees vir betaling van die basiese water- en elektrisiteitstariewe.

13. PROSOPIS spp.

Die KOPER mag nie die boomsoort bekend as Prosopis spp. op die EIENDOM plant of laat plant of toelaat dat dit daarop groei nie.

14.

Die EIENDOM word verkoop onderhewig aan die voorwaardes in hierdie ooreenkoms vervat asook die voorwaardes en beperkings wat daarop van toepassing is of mag word ingevolge die Ordonnansie op Dorpe en Grondverdeling, 1963 (Ordonnansie 11 van 1963) en/of Proklamasie 56 van 1951 en/of enige Stadsbeplanningekema wat afgekondig is of mag word ingevolge die bepalings van die Dorpsbeplanningsordonnansie, 1954 (Ordonnansie 18 van 1954), en vir doeleindes hiervan erken die KOPER vertrou te wees met sodanige voorwaardes en beperkings.



 PT.

15. OORDRAG EN AANVERWANTE SAKE

- (a) Oordrag van die EIENDOM sal aan die KOPER gegee word so spoedig moontlik en die KOPER sal verplig wees om oordrag te neem wanneer hy deur die VERKOPER of sy agent daartoe versoek word.
- (b) Alle koste en heffings in verband met en samehangend met die oordrag (insluitende die oordragskoste, seëlregte, hereregte en ander aanverwante gelde indien enige), verbandkoste en alle koste en heffings in verband met die opstel van hierdie ooreenkoms, asook alle ander regskoste in verband daarmee is vir die rekening van die KOPER.
- (c) Alle dokumente, aktes en regswork wat nodig is of voortvloei uit hierdie ooreenkoms insluitende die oordrag van die EIENDOM in die naam van die KOPER en registrasie van verband sal opgestel en uitgevoer word deur die VERKOPER se prokureurs.

16. BETALINGS

Alle betalings ingevolge hierdie ooreenkoms deur die KOPER betaalbaar, sal vry van bankkommissie te Windhoek gemaak word by die kantore van die VERKOPER of sodanige ander plek of plekke as wat die VERKOPER die KOPER van tyd tot tyd skriftelik in kennis mag stel.

17. MUNISIPALE REGULASIES EN GOEWERMENTSKENNISGEWING 16
VAN 1962

Ondanks enige andersluidende bepaling in hierdie ooreenkoms vervat, sal hierdie verkoop onderhewig wees aan alle tersaaklike munisipale regulasies asook die bepalings van Goewermentskennisgewing 16 van 1962, soos gewysig, in albei gevalle vir soverre van toepassing ingevolge die bedoelde regulasies.

[Handwritten signatures and initials]
PT

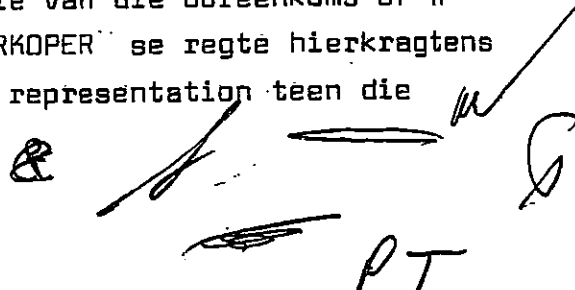
18. KANSELLASIE

Indien die KOPER in gebreke sou bly om die koopprys of enige gedeelte daarvan of enige paaiement daarvan te betaal op die vervaldatum daarvan, of wanneer dit verskuldig en betaalbaar raak, of hom skuldig maak aan die verbreking of nie-nakoming van enige van die voorwaardes van hierdie ooreenkoms, sal die VERKOPER geregtig wees om in sy diskresie óf onmiddellik betaling te eis van die volle koopprys of enige uitstaande balans en rente óf na 30 (dertig) dae skriftelike kennisgewing persoonlik of per aangetekende pos aan die KOPER van sy voorneme om dit te doen, die verkoop ingevolge hierdie ooreenkoms, te kanselleer.

By verstryking van gemelde kennisgewingstydperk sal die KOPER onmiddellik die EIENDOM ontruim en die VERKOPER toelaat om op wettige en vreedsame wyse besit daarvan te neem en sal die VERKOPER verder die reg hê om alle bedrae wat die KOPER ingevolge hierdie ooreenkoms betaal het te behou as teenprestasie vir die okkupasie van die EIENDOM deur die KOPER asook vir die geriewe betreffende die afbetaling van die koopprys wat ingevolge hierdie ooreenkoms aan die KOPER verleen is, of alternatiewelik of gesamentlik as 'n strafbedrag wat die KOPER hiermee onderneem om aan die VERKOPER te betaal in geval van voornoemde kontrakbreuk: Met dien verstande dat die voorgaande nie afbreuk sal doen aan enige reg wat die VERKOPER in die regte mag hê om skadevergoeding van die KOPER te eis nie.

19. VOORBEHOUD VAN REGTE

Versuim van die VERKOPER of sy werknemers of agente om strenge nakoming deur die KOPER van sy verpligtinge onder hierdie ooreenkoms te vereis, of die aanvaarding van die betaling van enige gelde of paaiemente later as die dag waarop dit betaalbaar is, of die verleen van uitstel aan die KOPER om enige van sy verpligtinge ingevolge hierdie ooreenkoms na te kom, doen nie afbreuk aan die VERKOPER se regte kragtens hierdie ooreenkoms nie en word ook nie uitgelê as 'n novasie van die ooreenkoms of 'n stilswyende afstanddoening van die VERKOPER se regte hierkragtens nie, nóg sal dit geld as 'n estoppel by representation teen die



 PT

VERKOPER nie.

20. DOMICILIUM

Vir doeleindes van hierdie ooreenkoms en vir doeleindes van die betekening en aflewering van enige kennisgewings aan die KOPER voortvloeiend uit hierdie ooreenkoms of enige kontrakbreuk ingevolge die ooreenkoms, kies die KOPER die EIENDOM wat hiermee verkoop word as domicilium citandi et executandi en kies die VERKOPER as sy domicilium citandi et executandi die Stadhuis, Kaiserstraat, Windhoek. Die KOPER stem voorts toe tot die jurisdiksie van die Landdroshof ten opsigte van enige aksie wat uit hoofde van hierdie ooreenkoms of verband mag voortspruit.

21.

- (a) Die VERKOPER is nóg weens enige beweerde ontoereikendheid of ongeldigheid van versekering, nóg weens 'n versuim van versekering uit te neem, nóg weens 'n vertraging by die uitneem van versekering of by die nakoming van die voorskrifte van 'n polis, nóg weens versuim om 'n eis in te stel, nóg weens die aard aan 'n polis, nóg weens enige handeling of versuim van die VERKOPER of sy werknemers ten opsigte daarvan teenoor die KOPER of enige ander persoon aanspreeklik.
- (b) Die KOPER mag nie sonder die skriftelike toestemming van die VERKOPER vir solank die EIENDOM onderhewig is aan 'n verband ten gunste van VERKOPER die EIENDOM ingevolge enige polisse wat nie aan die VERKOPER gesedeer is nie, verseker nie en sonder om daardeur van hierdie verbod af te doen, word alle polisse wat die KOPER te eniger tyd ten opsigte van die EIENDOM mag uitneem, hiermee aan die VERKOPER gesedeer as kollaterale sekuriteit by die verband.

22.

Indien die KOPER in stryd met enige bepaling van hierdie ooreenkoms of verband handel, of indien die verband deur die VERKOPER opgeroep word of die boedel van die KOPER

A collection of handwritten marks including a large 'W' at the top right, a signature 'G' on the far right, and the initials 'PT.' at the bottom right. There are also some scribbles and a small 'E' on the left.

gesekwestreer word, hetsy vrywilliglik of op aansoek van enige skuldeiser, is die VERKOPER geregtig om sonder benadeling van enige ander regte die EIENDOM van tyd tot tyd te verhuur en om enige huur of okkupasie te beëindig, om alle inkomste of vrugte wat die EIENDOM van tyd tot tyd oplewer, hetsy ingevolge ooreenkomste wat met die KOPER gesluit is, hetsy andersins, in eie naam in te vorder en te ontvang, om geldige kwitansies en kwytings ten opsigte van sodanige ontvangste te gee en indien nodig, om 'n skikking in verband daarmee aan te gaan, om alle gelde wat aldus ontvang word aan te wend ter delging eerstens van alle koste in verband met die invordering daarvan en tweedens, van die rente en hoofskuld. Die VERKOPER kan 'n verteenwoordiger of verteenwoordigers aanstel om enige handeling wat hy deur hierdie klousule gemagtig word om te verrig, namens VERKOPER te verrig en is geregtig om sodanige verteenwoordigers uit die huurgeld, inkomste of ander opbrengs te betaal.

Vir alle doeleindes sal hierdie klousule as 'n onherroeplike volmag, term en voorwaarde van hierdie ooreenkoms beskou word.

ALDUS GEDAAN en GETEKEN te WINDHOEK, hierdie *19de* dag van *Januarie* 19*83* deur of namens die KOPER in die teenwoordigheid van die ondergetekende getuies.

AS GETUIES:

1. *[Handwritten signature]*
2. *[Handwritten signature]*

[Handwritten signature]
KOPER

ALDUS GEDAAN en GETEKEN te WINDHOEK, hierdie *25de* dag van *April* 19*83* deur of namens die VERKOPER in die teenwoordigheid van die ondergetekende getuies.

AS GETUIES:

1. ~~.....~~
2. ~~.....~~

[Large handwritten signature]

.....
BURGEMEESTER
(Gesertifiseer in ooreenstemming met besluite van die Raad)
B.K. 83-02-14 Item F.14

[Handwritten signature]
STADSKLERK

VEREINDE -11- 1983 MORTGAGED (No. 7 BUSS) /19...
 vir R. 5.667.25 (met voorkeur vir 'n verdere bedrag nie te boegående an additional amount not exceeding R. 1250.00)

AKTESKANTOOR, DEEDS OFFICE, WINDHOEK

REGISTRATEUR VAN AKTES, REGISTRAR OF DEEDS

D. D. BEUF

13 SEP 2004

995

3634 12001

Opgestel deur my "C"
[Handwritten Signature]
 AKTEUITMAKER

ENDOSSEMENT IN TERME VAN ARTIKEL 233 VAN ORDONNANSIE NR. 13 VAN 1963.
 ENDORSEMENT IN TERMS OF SECTION 233 OF ORDINANCE NO. 13 OF 1963.

Die binnegemaakte eiendom is onderworpe aan die bepaling van artikel 233(4) van Ordonnansie Nr. 13 van 1963 (soos gewysig) wat af-datum van registrasie af, en soos meer ten volle sal blyk uit, VERBODIG is om te registreer, en sal nie meer volledig oopstaan, MORTGAGE BOND NO. 7255.

The within-mentioned property is subject to the provisions of section 233(4) of Ordinance No. 13 of 1963 (as amended) with effect from the date of registration of, and as will more fully appear from, MORTGAGE BOND NO. 7255.

Datum/Date: 11/11/83
 Akteskantoor, Deeds Office, WINDHOEK

REGISTRATEUR VAN AKTES REGISTRAR OF DEEDS

AKTESKANTOOR, DEEDS OFFICE, WINDHOEK

AKTE VAN TRANSPORT

HIERMEE WORD BEKEND GEMAAK DAT COLIN DU PREEZ JOHANNES LOUW SCHOEMAN

T 2635 11983

voor my, Registrateur van Aktes te Windhoek verskyn het, waartoe hy die genoemde Komparant behoorlik gemagtig is kragtens 'n Volmag gedateer die 29ste dag van Junie 1983 1983, geteken te WINDHOEK en aan hom verleen deur

ANDRIES GERHARDUS CHRISTIAAN YSSEL en AUGUSTUS CONRAD ARNOLD in hul onderskeie hoedanighede as Burgemeester en Stadsklerk van die MUNISIPALITEIT VAN WINDHOEK en as sulks verteenwoordigend die Raad van die Munisipaliteit van Windhoek kragtens Artikel 267 van Ordonnansie nr 13 van 1963.

welke Volmag hede aan my getoon is.

EN /...2.



FOR INFORMATION ONLY

EN die genoemde Komparant het verklaar dat die gesegde
MUNISIPALITEIT VAN WINDHOEK waarlik en wettiglik die
hiernagenoemde eiendom verkoop het op die 25ste dag van
April 1983 en dat hy, die genoemde Komparant
in sy voornoemde hoedanigheid by hierdie Akte sedeer
en transporteer in volle en vrye eiendom aan en ten
gunste van

PHILLIP TOTWE

Identiteitsnommer 430726 10 0001 1

SY Erfgename, Eksekuteurs, Administrateurs of
Regsverkrygendes,

SEKERE Erf nr 5836 KATUTURA DORP
UITBREIDING NR 1

GELEË in die Munisipaliteit van Windhoek
Registrasie Afdeling "K"

GROOT 287 (TWEEHONDERD SEWEN EN TAGTIG)
vierkante metery soos aangedui op
Algemene Plan Nr A 359/78 en gehou
kragtens Sertifikaat van Geregistreeerde
Titel Nr 1281/78

ONDERHEWIG: aan die volgende voorwaardes opgelê
kragtens Proklamasie Nr AG 8/1981
naamlik:-

TEN /...3.

TEN GUNSTE VAN DIE PLAASLIKE BESTUUR:

- (1) Die eienaar en enige huurder van die erf is verplig om toe te laat -
- (i) dat sodanige waterpyplyne, stormwaterafvoerpyp, rioolpyp of bogrondse- of ondergrondse elektriese kragtoevoerlyne soos die raad van tyd tot tyd nodig ag, op so 'n wyse en in so 'n ligging soos van tyd tot tyd na oorlegpleging met die eienaar van die erf, deur die plaaslike bestuur bepaal word, oor die erf aangelê word;
 - (ii) dat enige materiaal wat uitgegrawe word gedurende die konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn, stormwaterafvoerpyp, rioolpyp of bogrondse of ondergrondse elektriese kragtoevoerlyn, tydelik op die erf geplaas mag word;
 - (iii) dat iedereen van wie gevereis word om die erf te betree ten einde sy pligte in verband met sodanige konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn, stormwaterafvoerpyp, rioolpyp of bogrondse of ondergrondse elektriese kragtoevoerlyn, of enige ander werk wat daarmee in verband staan, te verrig, die erf te eniger redelik tyd mag betree,

sonder dat enige vergoeding op die plaaslike bestuur verhaalbaar sal wees; Met dien verstande dat enige skade veroorsaak by die konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn stormwaterafvoerpyp, rioolpyp of bogrondse of ondergrondse elektriese kragtoevoerlyn of enige ander werk wat daarmee in verband staan of enige skade veroorsaak by die plasing op of verwydering van die erf van enige materiaal wat uitgegrawe word, deur die plaaslike bestuur vergoed moet word.

- (2) Die erf mag slegs gebruik word vir die doeleindes wat toelaatbaar is ingevolge en onderworpe aan die voorwaardes neergelê in die Dorpsbeplanningskema van Katutura wat ingevolge die bepalings van die Dorpsbeplanningsordonnansie 1954 (Ordonnansie 18 van 1954,) soos gewysig, opgestel is.
- (3) Die eienaar van die erf moet op eie koste 'n keermuur of keermure wat deur die plaaslike bestuur goedgekeur is, oprig om te verhinder dat enige gedeelte van die erf in die straat val, of andersom, na gelang: Met dien verstande dat waar die eienaar van die erf reeds voordat die in hierdie paragraaf bedoelde straat of strate gemaak is, 'n keermuur of keermure opgerig het wat deur die plaaslike bestuur goedgekeur is en sodanige straat of strate word daarna gemaak, op so 'n vlak dat dit tot gevolg het, dat 'n nuwe keermuur of keermure opgerig moet word of dat 'n bestaande keermuur of keermure verander moet word om te verhinder dat enige gedeelte van die erf in die straat val, of andersom, na gelang, sodanige oprigting of verandering op koste van die plaaslike bestuur gedoen moet word.

WESHALWE die Komparant, terwyl hy afstand doen van al die regte en titel wat die genoemde MUNISIPALITEIT VAN WINDHOEK voorheen op die genoemde eiendom gehad het, gevolglik ook erken dat die genoemde MUNISIPALITEIT VAN WINDHOEK geheel en al van die besit daarvan onthef en nie meer daartoe geregtig is nie, en dat kragtens hierdie Akte die bogenoemde Transportnemer, sy Erfgename, Eksekuteurs, Administrateurs of Regsverkrygendes tans en voortaan daartoe geregtig is en voortaan geregtig sal wees, ooreenkomstig plaaslike gebruik, maar behoudens die regte van die Goewerment en ten slotte erken hy dat die koopprys die som van R5 667,25 (VYF DUISEND (SESHONDERD SEWE EN SESTIG RAND VYF EN TWINTIG SENT) is.

/TEN BEWYSE - 5 -

THE RESTRICTIONS IMPOSED IN TERMS
 OF SECTION 233, G.S. 1963 HAS
 LIFTED THROUGH EFFICIENCY OF
 TIME
 CERTIFICATE FILED WITH BC 3634/2001
 D. D. BEUKES
 REGISTRAR OF DEEDS
 WINSTON-SALEM, N.C.

TRANSFERRED TO
 S.I. & G.H. DEARIZ
 (M.I.C.P.)
 15023/2001 Remainder
 D. D. BEUKES
 REGISTRAR

13 SEP 2001
 13 SEP 2001

II

Dated the 2nd JULY, 2007

Signed at WINDHOEK

AND THE SAID APPEARER declared that

WHEREAS her Principal on the 22nd MAY, 2007 sold the herein mentioned property to the herein mentioned Transferee;

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

BELEIDA KARVAIHE

BORN ON 21 NOVEMBER 1975

UNMARRIED

Her Heirs, Executors, Administrators or Assigns,

CERTAIN:

Erf 5836, Karvaia (Extension No.1)

SITUATE:

In the Municipality of WINDHOEK, Khomas Region

REGISTRATION DIVISION "K"

MEASURING:

287 (Two Eight Seven) square metres

FIRST TRANSFERRED BY DEED OF TRANSFER NO. T 2635/1983 AND HELD BY DEED OF TRANSFER NO. T 5083/2001 WITH GENERAL PLAN NO. A 359/1978 AND RELATING THERETO

SUBJECT to the following conditions imposed by virtue of Proclamation No. AG 8/1981 and created in the said Deed of Transfer No. T 2635/1983, namely:-

cf.

IN FAVOUR OF LOCAL AUTHORITY

1. The owner and any lessee of the erf shall be obliged to allow:
- (i) such water pipe-lines, storm water drain pipes, sewer-pipes and overhead and underground electrical supply lines as may from time to time be considered necessary by the Municipal Council of Windhoek, to be constructed across the property in such a manner and in such a position as may from time to time be determined by the Municipal Council after consultation with the owner of this property;
 - (ii) any materials that may be excavated during the construction, maintenance or removal of any such water pipeline, storm water drain pipe, sewer-pipe or overhead or underground electrical supply line, to be placed on that erf temporarily;
 - (iii) any person who may be required to enter the property in order to perform his duties pertaining to such construction, maintenance or removal of such water pipeline, storm water drain pipe, sewer pipe or overhead or underground electrical supply line or any other work pertaining thereto, to enter the property at all reasonable times.

without any compensation being recoverable from the local authority. Provided that any damage caused at the construction, maintenance or removal of any material or any other work pertaining thereto or any damage caused at the placing on or removal from the erf of any materials excavated, will be compensated by the local authority.

2. This erf may only be used for such purposes as are permitted by and subject to the conditions laid down in terms of the Katutura Town Planning Scheme, drafted in accordance with the provisions of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954).

3. The owner of the erf shall be responsible for the building at his own costs, or one or more retaining walls to prevent any portion of the erf from falling into the street or vice versa: Provided that where the owner of the erf has constructed a retaining wall approved by the local authority before the street has been constructed, and such street is constructed subsequently on such a level that it necessitates the building of a new retaining walls or that the existing retaining wall has to be altered to prevent any part of the erf from falling into the street or vice versa, as the case may be, such construction or alteration shall be effected at the expense of the local authority.

ISSUED FOR INFORMATION ONLY

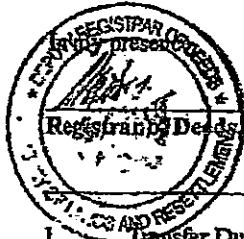
14.
NN 1

WHEREFORE the Apparer, renouncing all the Right and Title the TRANSFEROR herefore had to the Premises, did, in consequences 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

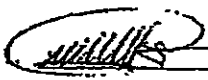
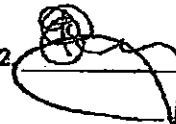
Their heirs, Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto, conformably to local custom, The State, however, reserving its rights; and finally, acknowledging the purchase price to the sum of NS 128 000,00 (One Hundred and Twenty Eight Thousand Namibia Dollars).

Signed at WINDHOEK on 21 AUG 2007, together with the appearer, and confirmed with my seal of office.


ISSUED FOR INFORMATION ONLY
Signature of appearer



- 1. Transfer Duty Receipt No.103207529
Issued at WINDHOEK
On 31 July 2007 for
NS 280,00

Checked  2. 

- 2. I, the undersigned
ELMARIE THOMPSON
Hereby certify in terms of Section 78 of Act 23/1992 that all rates leviable in respect of such immovable property in terms of this Act, and all the fees, charges and other moneys, due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of this Act, inclusive of any availability charge and minimum charge provided for in section 30(1) (v) has been paid up to and including the date of registration hereof.


E THOMPSON (CONVEYANCER)

❖ Delete which is not applicable

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31

2005
 (No. BL572) 2005
 for NS KED 000-00 with provisions for
NS 005 005-0
 for additional amount not exceeding
Eiseb W.T.S
 REGISTRAR OF DESIGN
 CENTRAL OFFICE
 GANDHARU

ISSUED FOR INFORMATION ONLY

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J. O. VAN ZYL

(B)

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1006
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ISSUED IN TERMS OF
Wet 47/37

T 2272/85
1008

Section 43 Wet 47/37
Artikel

in respect of F.C. 6274 (OPENBARE LEEG)
in the vicinity of

KANTORALDEUR VREE 1 = 1382 A²

Remainder vacant

18-08-1985 Adjunct
J. D. VAN ZYL
REGISTRAR OF DEEDS,
REGISTRATEUR VAN AKTES,
WINDHOEK.

EMBODIMENT IN TERMS OF SECTION 183 ORD. 13/63

In terms of section 183 Ordinance 13/63
the within-mentioned General-Plan No. A 3507
has been amended as following
that street has been closed and converted into

- Section 1 = 5200
- Section 2 = 408
- Section 3 = 323

bepalings van Artikel 43 van die Registrasie van Aktes Wet, 1937,
ten opsigte van die hieronderger 1009 grond, synde gedeelte van
die grond geregistreer in die naam van die MUNISIPALITEIT VAN
WINDHOEK kragtens Sertifikaat van Geregistreerde Titel Nr.
T. 1279 /1978, hede geregistreer,

SO IS DIT dat ingevolge die bepalinge van genoemde Wet,
ek, die Registrateur van Aktes te Windhoek, hierby sertifiseer dat
voornoemde -

MUNISIPALITEIT VAN WINDHOEK

het Opvolgers-in-titel of Regsverkrygendes, die geregistreerde eie-
naar is van -

SEKERE Gedeelte 3 (in gedeelte van Gedeelte 1)
van die plaas KATUTURA Nr. 390,

GELEë In die Munisipaliteit van WINDHOEK,
Registrasie-afdeling "K"

GEHOU deur die MUNISIPALITEIT VAN WIND-
HOEK kragtens Sertifikaat van Ge-
registreerde Titel Nr. T. 1279 /1978,
geregistreer,

Handtekening: [Illegible]
[Illegible]
[Illegible]

MUNICIPALITEIT VAN WINDHOEK

het Openders-Instel of Eegeterkygandes, nou en voortaan daar-
 toe geregtig is doersworsstig plussike gebruik, maar behoudens
 die regde van die Soewerment.

TEN GEWYSE WAARVAN is, die genoemde Registrasie-
 sur van Aktes hierdie eksa orderteloor het en met die impesol be-
 kregtig het.

ALUS GEDEEN, en GETREKEN ten kantore van die Re-
 gistrasur van Aktes te WINDHOEK op hierdie in de
 dag van November in die jaar van onse Heer Een-
 duisend negentorond Agt-en-sonwentig (1878).



REBIER VAN WINDHOEK

MARKS	AMPLIS OF DIRECTION	1011		CO ORDINATES System 22/17	DESIG	
		X	Y			
AD	777.72	6	428.61	+56	921.22	K87
BC	833.76	7	184.75	+57	103.14	B4
CD	151.14	7	863.23	+57	928.00	K78
DE	161.43	6	940.79	+57	839.36	K15
EF	160.91	6	779.37	+57	838.00	K16
FG	190.97	6	653.95	+57	737.20	K17
GH	260.14	6	583.77	+57	559.59	K8
HJ	290.66	6	338.28	+57	645.65	K12
JK	55.85	6	865.00	+57	744.66	K11
KL	137.68	6	843.17	+57	693.22	K48
LM	239.23	6	800.90	+57	562.22	K31
KN	42.89	6	227.14	+57	484.46	K32
NO	52.24	6	262.42	+57	460.07	K33
OP	92.33	6	271.24	+57	408.58	K19
PQ	114.90	6	361.55	+57	427.77	K18
QR	221.84	6	473.08	+57	403.47	K9
RS	133.84	6	437.18	+57	184.49	K21
SA	132.63	4	412.75	+57	852.90	K20
		5	376.42	+59	853.77	Win 1
		-	533.63	+53	318.30	Mubuanis-berg

Description of Beacons:

- A, C..... 25 mm round iron peg
- B..... 19 mm round iron peg
- D, E, F, K, L, M, N..... 16 mm round iron peg in concrete
- O..... below ground level
- P..... 12 mm round brass peg in concrete
- Q..... under Reference Mark Box
- R, S..... 16 mm round iron peg in tar

SCALE 1:10,000
 PLAN OF P.C.R.S.

1012

As van ...

2/6/78

... SEITSEER EK. DIE ONDERGETEKENDE, DAT DIE
... VAN DIE MUNISIPALE ORDONNANSIE 1963
... VAN 1963) EN VAN ENIGE ANDER
... ONDERVERDEIJNG VAN GROND BINNE 'N
... GENEED NAGEROM IS.

STADSKLEERK

STADSKLEERK
TOWN CLEERK

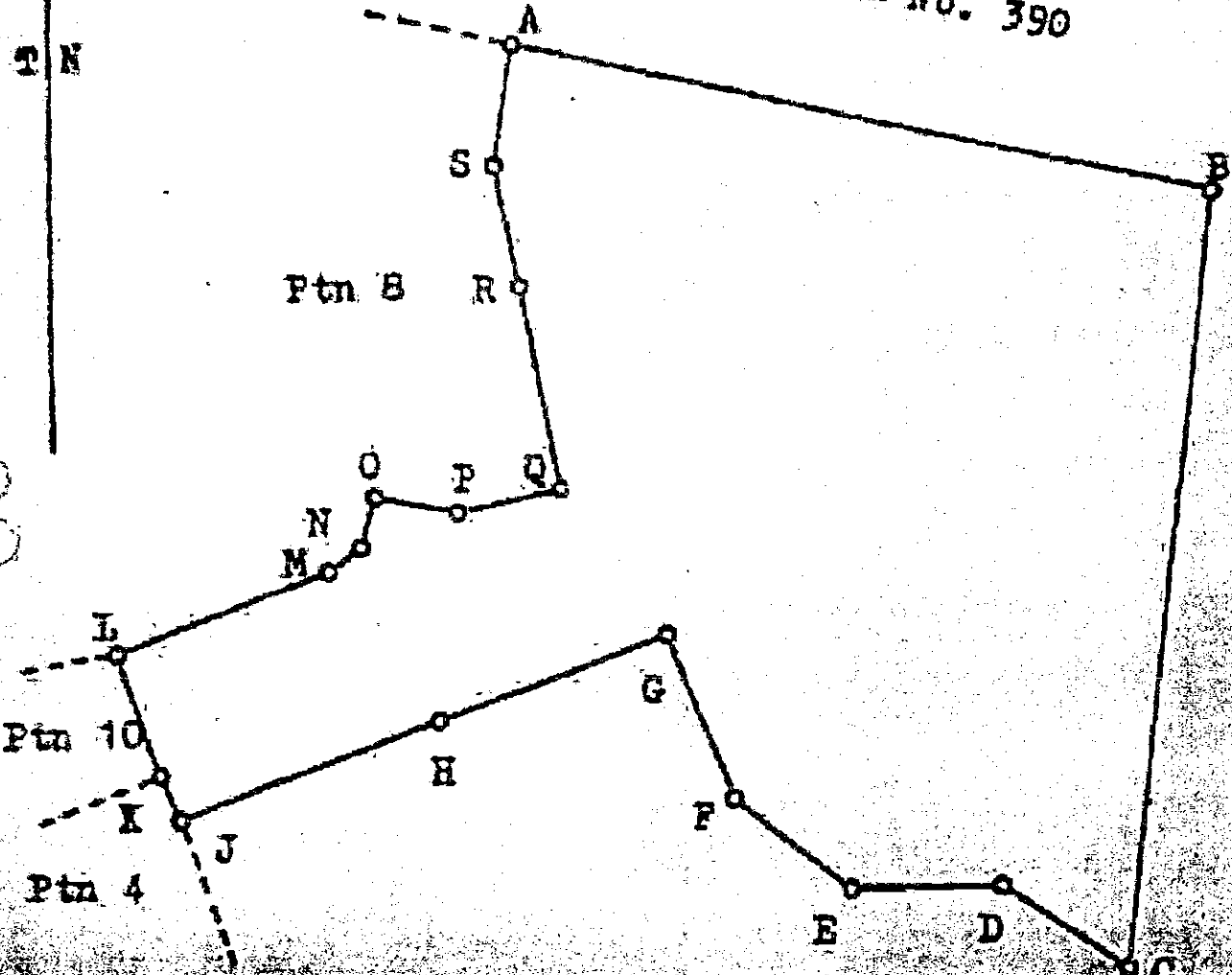
7 JUN 1978

POSTKANTOOR HUK SV
... 9100

1013

Remainder of Katutura No. 390

T N



Portion 2

10 000

VERBODEN MORTGAGED. (No. 7 DASS) 1983
 Vir R. 5-667.25 (met voorkeur vir 'n verdere bedrag nie te oorskryde R. 1200.00 an additional amount not exceeding R. 1200.00)

CANCELED 13 SEP 2004

AKTESKANTOOR, DEEDS OFFICE, WINDHOEK. D. D. BEUKES, REGISTRATEUR VAN AKTES, REGISTRAR OF DEEDS. 1014 3634 124

AKTESKANTOOR, DEEDS OFFICE, WINDHOEK. REGISTRATEUR VAN AKTES, REGISTRAR OF DEEDS.

ENDOSSEMENT IN TERME VAN ARTIKEL 233 VAN ORDONNANSIE NR. 13 VAN 1963. ANDRESEMENT IN TERMS OF SECTION 233 OF ORDINANCE NO. 13 OF 1963.

Die binnegemelde eiendom is onderworpe aan die bepalinge van artikel 233 (4) van Ordonnansie Nr. 13 van 1963 (soos gewysig) vanaf datum van registrasie van, en soos meer ten valie sal blyk uit, VERBRAND NR. 2635/1983 of, and as will more fully appear from MORTGAGE BOND NO. 2635/1983, registered this day.

Delum/Date: 1983
 Akteskantoor, Deeds Office, WINDHOEK. REGISTRATEUR VAN AKTES, REGISTRAR OF DEEDS.

Geestel deur my "C"
[Signature]
 AKTETUUTMAKER

ENGAGEMENTS SEE PAGE -5-

K

AKTE VAN TRANSPORT

T 2635 /1983

HIERMEE WORD BEKEND GEMAAK DAT COLIN DU PREEZ JOHANNES LOUW SCHOEMAN

voor my, Registrateur van Aktes te Windhoek verskyn het, waartoe hy die genoemde Komparant behoorlik gemagtig is kragtens 'n Volmag gedateer die 29ste dag van Junie 1983 1983, geteken te WINDHOEK en aan hom verleen deur

ANDRIES GERHARDUS CHRISTIAAN YSSEL en AUGUSTUS CONRAD ARNOLD in hul onderskeie hoedanighede as Burgemeester en Stadsklerk van die MUNISIPALITEIT VAN WINDHOEK en as sulks verteenwoordigend die Raad van die Munisipaliteit van Windhoek kragtens Artikel 267 van Ordonnansie nr 13 van 1963.

welke Volmag hede aan my getoon is.

EN /...2.



EN die genoemde Komparant het verklaar dat die gesegde
MUNISIPALITEIT VAN WINDHOEK waarlik en wettiglik die
hiernagenoemde eiendom verkoop het op die 25ste dag van
April 1983 en dat hy, die genoemde Komparant
in sy voornoemde hoedanigheid by hierdie Akte sedeer
en transporteer in volle en vrye eiendom aan en ten
gunste van

PHILLIP TOTWE

Identiteitsnommer 430726 10 0001 1

SY Erfgename, Eksekuteurs, Administrateurs of
Regsverkrygendes,

SEKERE	Erf nr 5836	KATUTURA DORP UITBREIDING NR 1
GELEË	in die Munisipaliteit van Windhoek Registrasie Afdeling	
GROOT	287 (TWEEHONDERD SEHE EN TAGTIG) vierkante met soos aangedui op Algemene Plan Nr A 359/78 en gehou kragtens Sertifikaat van Geregistreerde Titel Nr 1281/78	
ONDERHEWIG	aan die volgende voorwaardes opgelê kragtens Proklamasie Nr AG 8/1981 naamlik:-	

TEN /...3.

TEN GUNSTE VAN DIE PLAASLIKE BESTUUR:

- (1) Die eienaar en enige huurder van die erf is verplig om toe te laat -
- (i) dat sodanige waterpyplyne, stormwaterafvoerpyp, rioolpyp of bogronde- of ondergrondse elektriese kragtoevoerlyne soos die raad van tyd tot tyd nodig ag, op so 'n wyse en in so 'n ligging soos van tyd tot tyd na oorlegpleging met die eienaar van die erf, deur die plaaslike bestuur bepaal word, oor die erf aangelê word;
 - (ii) dat enige materiaal wat uitgegrawe word gedurende die konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn, stormwaterafvoerpyp, rioolpyp of bogronde of ondergrondse elektriese kragtoevoerlyn, tydelik op die erf geplaas mag word;
 - (iii) dat iedereen van wie dit vereis word om die erf te betree ten einde sy pligte in verband met sodanige konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn, stormwaterafvoerpyp, rioolpyp of bogronde of ondergrondse elektriese kragtoevoerlyn, of enige ander werk wat daarmee in verband staan, te verrig, die erf te eniger redelik tyd mag betree,

sonder dat enige vergoeding op die plaaslike bestuur verhaalbaar sal wees; Met dien verstande dat enige skade veroorsaak by die konstruksie, instandhouding of verwydering van enige sodanige waterpyplyn stormwaterafvoerpyp, rioolpyp of bogronde of ondergrondse elektriese kragtoevoerlyn of enige ander werk wat daarmee in verband staan of enige skade veroorsaak by die plasing op of verwydering van die erf van enige materiaal wat uitgegrawe word, deur die plaaslike bestuur vergoed moet word.

- (2) Die erf mag slegs gebruik word vir die doeleindes wat toelaatbaar is ingevolge en onderworpe aan die voorwaardes neergelê in die Dorpsbeplanningskema van Katutura wat ingevolge die bepalings van die Dorpsbeplanningsordonnansie 1954 (Ordonnansie 18 van 1954,) soos gewysig, opgestel is.
- (3) Die eienaar van die erf moet op eie koste 'n keermuur of keermure wat deur die plaaslike bestuur goedgekeur is, oprig om te verhinder dat enige gedeelte van die erf in die straat val, of andersom, na gelang. Met dien verstande dat waar die eienaar van die erf reeds voordat die in hierdie paragraaf bedoelde straat of strate gemaak is, 'n keermuur of keermure opgerig het wat deur die plaaslike bestuur goedgekeur is en sodanige straat of strate word daarna gemaak, op so 'n vlak dat dit tot gevolg het, dat 'n nuwe keermuur of keermure opgerig moet word of dat 'n bestaande keermuur of keermure verander moet word om te verhinder dat enige gedeelte van die erf in die straat val, of andersom, na gelang, sodanige oprigting of verandering op koste van die plaaslike bestuur gedoen moet word.

WESHALWE die Komparant, terwyl hy afstand doen van al die regte en titel wat die genoemde MUNISIPALITEIT VAN WINDHOEK voorheen op die genoemde eiendom gehad het, gevolglik ook erken dat die genoemde MUNISIPALITEIT VAN WINDHOEK geheel en al van die besit daarvan onthef en nie meer daartoe geregtig is nie, en dat kragtens hierdie Akte die bogenoemde Transportnemer, sy Erfgename, Eksekuteurs, Administrateurs of Regsverkrygendes tans en voortaan daartoe geregtig is en voortaan geregtig sal wees, ooreenkomstig plaaslike gebruik, maar behoudens die regte van die Goewerment en ten slotte erken hy dat die koopprys diesom van R5 667,25 (VYF DUISEND (SESHONDERD SEWE EN BESTIG RAND VYF EN TWINTIG SENT) is.

/TEN BEWYSE - 5 -