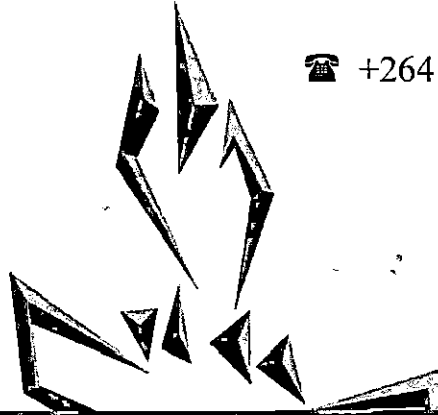


DOCUMENT 1

CITY OF WINDHOEK

✉ 59, Windhoek

☎ +264 61 2902911

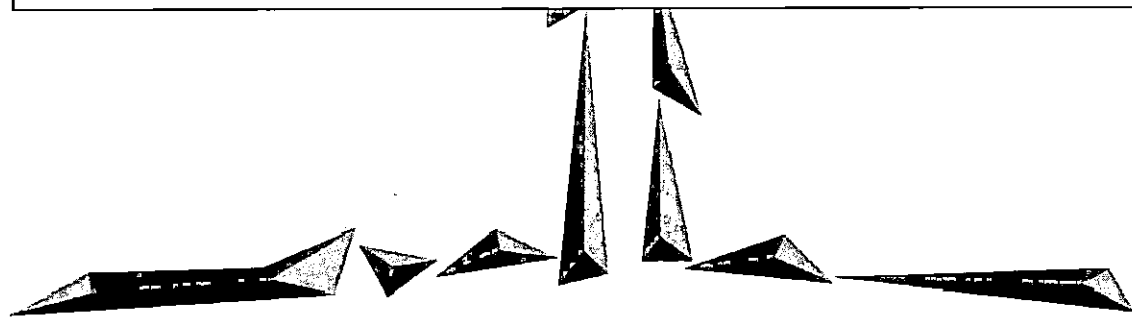


NOTICE is hereby given of the monthly meeting of the

MUNICIPAL COUNCIL OF WINDHOEK

to be held on **Thursday, 27 August 2026 at 17:30**, in the new Council Chambers, Windhoek.

.....
CHIEF EXECUTIVE OFFICER



ENQUIRIES: Ms M Garises/jr

REF: 2026-08-27.ca

TELEPHONE: 2902557

DATE: 2026-08-24

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[Municipal Council Agenda: 2026-08-27]

1 OPENING BY PRAYER
(9/4/2)

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[Municipal Council Agenda: 2026-08-27]

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

=====

[Municipal Council Agenda: 2026-08-27]

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

=====

[Municipal Council Agenda: 2026-08-27]

4 DECLARATION OF INTEREST
(9/4/2)

=====

5 CONFIRMATION OF MINUTES
(9/4/3)

[Municipal Council Agenda: 2026-08-27]

**5.1 MUNICIPAL COUNCIL MEETING
HELD ON 30 JULY 2026**
(9/4/3)

The minutes of the monthly meeting of the Municipal Council of Windhoek held on 30 July 2026 are submitted for confirmation.

[Municipal Council Agenda: 2026-08-27]

**5.2 SPECIAL MUNICIPAL COUNCIL
MEETING HELD ON 20 AUGUST 2026**
(9/4/3)

The minutes of the special meeting of the Municipal Council of Windhoek held on 20 August 2026 are submitted for confirmation.

=====

[Municipal Council Agenda: 2026-08-27]

6 PETITIONS
(9/3/3)

=====

[Municipal Council Agenda: 2026-08-27]

7 MOTIONS
(9/3/1)

=====

[Municipal Council Agenda: 2026-08-27]

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

=====

**9 OUTSTANDING MATTERS ARISING
FROM THE SPECIAL COUNCIL
MEETING HELD
ON 20 AUGUST 2026**

[Municipal Council Agenda: 2026-08-27]

9.1 FNS.1 [HPH] CONFIDENTIAL MATTER
(L/Erf 444 and 449 AB)

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

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

(ii) any offer to be made by the local authority council by way of tender or otherwise for the purchase of any property;

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

[Municipal Council Agenda: 2026-08-27]

9.2 SOP.1 [CEO/FCS/HPH] - CONFIDENTIAL MATTER
(L/Debt Swap Update)

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

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

(ii) *any offer to be made by the local authority council by way of tender or otherwise for the purchase of any property;*

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

=====

10 REPORTS OF MANAGEMENT COMMITTEE
(9/4/4)

[Municipal Council Agenda: 2026-08-27]

10.1 REPORT OF MANAGEMENT COMMITTEE
IN TERMS OF RULE 21(1) AS CONTEMPLATED
IN SECTION 26(1) OF THE LOCAL AUTHORITIES
ACT, 1992 (ACT 23 OF 1992) (AS AMENDED):
JUNE AND JULY 2026

This matter is submitted to the Council Members under Item 11.3.4 of this agenda.

=====

11 MINUTES OF MANAGEMENT COMMITTEE

[Municipal Council Agenda: 2026-08-27]

11.1 APPROVAL OF MINUTES (MC 15/2026)

The minutes of the Management Committee meeting (MC 15/2026) held on 5(4) August 2026 was approved by the said Committee on 18 August 2026 and is submitted for notice, with recommendations being submitted to the Municipal Council of Windhoek per Items GOV.3, GOV.4 and FNS.1, which follow immediately hereunder for consideration.

It is

RECOMMENDED

That the minutes of the Management Committee meeting (MC 15/2026) held on 5(4) August 2026, be noted by its members, with recommendations submitted to the Municipal Council of Windhoek as per Items GOV.3, GOV.4 and FNS.1.

[Municipal Council Agenda: 2026-08-27]

11.1.1 GOV.3 [FCS] UPDATED MUNICIPAL COUNCIL OF WINDHOEK FLEET MANAGEMENT AND AUXILIARY SERVICES POLICY (5/1/2/P)

Council at its meeting held on 2 July 2024 per Resolution 130/07/2024 *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Strategic Executive: Finance and Customer Services to further enhance the policy in line with the discussions of the meeting, i.e., define governor and include the policy, provide clarity on spouse, indicate the categories applicable in the policy and align the policy to the policy template.*
- 1.1 *That this matter be submitted to the Councillors Advisory Committee on Financial Sustainability, Performance Management and Policy.*
- 1.2 *That a workshop be arranged for all Council Members, in consultation with the Chief Executive Officer (Acting Manager: Mayoral and Council Affairs), whereafter it be resubmitted to Management Committee/Council, for consideration.*
- 2 *That the resolution be implemented prior to confirmation of the minutes*

In response to the above resolution, the following is reported:

Response

- Removal of provision relating to spouses of Council Members

The provision relating to the spouses of Council Members has been formally removed from the updated policy. This amendment applies to all references contained in the initially submitted draft that permitted spouses of Council Members to be transported in, or make use of, the Municipal Council of Windhoek vehicles.

The provision was deliberately excluded as it does not align with the governance principles, accountability standards, ethical obligations, and operational framework governing the Municipal Council of Windhoek. Its removal strengthens policy integrity and ensures that municipal fleet resources are utilised strictly for authorised official purposes.

- **Consultative Stakeholder workshops conducted**

*** Furthermore, a comprehensive consultative workshop process was successfully undertaken with key stakeholders, including Council Members, officials from Financial Sustainability and Performance Management, Policy representatives, and relevant technical personnel, on 20 November 2024 and 24 February 2026, the attendance registers are **attached as pages 1 - 3 and 4 - 5 respectively to the agenda.**

*** These engagements served to validate the proposed policy amendments, strengthen institutional alignment, and ensure that the revised policy reflects both strategic governance expectations and operational realities. The attendance registers for both sessions were duly compiled and are **attached as pages 1 - 3 and 4 - 5 respectively to the agenda** for record, audit trail, and verification purposes.

- **Definition of ‘Governor’ included in the Policy**

In addition, the term ‘**Governor**’ has now been expressly defined in the updated *Municipal Council of Windhoek Fleet Management and Auxiliary Services Policy*. For the purposes of this policy, a governor refers to a speed-regulating device installed in Municipal Council of Windhoek vehicles to monitor, control, and limit maximum vehicle speed.

The inclusion of this definition is intended to promote road safety, reduce speed-related risks, ensure compliance with applicable traffic and fleet control regulations, improve driver discipline, and strengthen the overall effectiveness of municipal fleet management practices.

The item is herewith resubmitted, for consideration.

Introduction and purpose

*** This submission further articulates the key adjustments, refinements, and strategic modifications made to the existing Fleet Management Policy, which was previously approved by Council under Resolution 279/11/2019 **attached as pages 6 - 40 to the agenda** for ease of reference.

The proposed revisions are intended to enhance operational efficiency, strengthen safety and compliance standards, improve accountability measures, and ensure full alignment with current industry best practices, governance principles, and the evolving operational demands of the Municipal Council of Windhoek.

Furthermore, the updated policy is structured to support the implementation of a sustainable, resilient, and performance-driven Fleet Management System. It seeks to consolidate existing institutional strengths, address identified operational gaps and control weaknesses, and clearly define critical areas requiring strategic improvement.

Ultimately, these amendments are aimed at ensuring optimal fleet utilisation, improved service delivery, strengthened asset lifecycle management, enhanced risk mitigation, and sound governance oversight over municipal fleet resources.

Discussion

As indicated above, the adjustments to the existing Fleet Management Policy were necessitated by the need to improve operational efficiency, strengthen safety measures, enhance governance controls, and ensure alignment with current industry standards and best practices. The overarching objective of these revisions is to support the implementation of a sustainable, efficient, and strategically responsive Fleet Management System.

In the updated Municipal Council of Windhoek Fleet Management and Auxiliary Services Policy, the following key enhancements and policy adjustments are specifically highlighted:

Area of comparison	Current Fleet Management Policy	Updated Fleet Management and Auxiliary Services Policy	Practical difference
Policy title and scope	Focuses only on Fleet Management.	Covers Fleet Management and Auxiliary Services.	The updated policy is broader and appears to regulate not only vehicles, but also related support and control functions.
Length and detail	About 35 pages.	About fifty two (52) pages.	The updated version is more detailed and introduces additional controls, procedures, and governance provisions.
Introductory structure	Starts mainly with Preamble, Definitions, and Policy Statement.	Adds Scope, Objectives, Purpose, and Roles and Responsibilities before the main sections.	The updated version is more structured and clearly explains why the policy exists, who it applies to, and who is accountable.
Governance and accountability	No dedicated front-end section clearly allocating responsibilities by office or role in the visible pages reviewed.	Contains a full Roles and Responsibilities section for Council Members, Chief Executive Officer, Executives, Managers, Supervisors, Fleet Manager, and users.	The updated policy clearly assigns accountability, making implementation and enforcement easier.
Coverage of users	Covers municipal vehicles and their use, including some exclusions in the preamble.	Expressly applies to employees, public office bearers, and also refers to claimed and rented municipal vehicles.	The updated policy defines a wider operational reach and clarifies who is bound by the policy.
Objectives and purpose	General policy statement about centralised fleet operations.	Has separate Objectives and Purpose sections.	The updated version gives clearer policy intent, which helps interpretation and implementation.
Departmental control	States that fleet operations are centralised in the Fleet Management Division of the Finance and Customer Services Department.	Retains centralised control but expands it with clearer responsibility lines and approval functions.	The updated version strengthens oversight instead of only stating where the function sits.

Area of comparison	Current Fleet Management Policy	Updated Fleet and Auxiliary Services Policy	Practical difference
Definitions	Includes core terms such as municipal fleet vehicle, lease/hire vehicle, official passenger, private passenger, unofficial passenger, vehicle on tour, and pool vehicle.	Retains many of these terms and adds or refines definitions such as rented/leased municipal vehicle and a more specific vehicle on tour linked to approved trip authority.	The updated version provides clearer operational meaning for more vehicle categories and circumstances.
Driver eligibility	Contains a section later in the policy on requirements for driving municipal vehicles.	Adds a visible rule in the preamble that drivers without a driving licence and driver's tag may not drive municipal vehicles.	The updated policy tightens driver control from the beginning of the document.
Pool vehicle management	Refers to pool vehicles in definitions and general fleet arrangements.	Adds dedicated sections such as centralised fleet pool, normal usage of pool vehicles, and pool vehicle usage records.	The updated version treats pool vehicle administration as a controlled system rather than only a general fleet concept.
Driving compliance	Has a section on requirements for driving municipal vehicles and penalties.	Adds specific sections such as qualification to drive municipal vehicles and driving violations.	The updated policy separates qualification from misconduct, making compliance management more precise.
Operational duties	Spreads obligations across different operational clauses.	Adds a dedicated duties and responsibilities section.	The updated policy is clearer on what managers, officers, and drivers must actually do.
Maintenance controls	Includes servicing, repairs, fuel, roadworthiness, tires, and related maintenance provisions.	Keeps those topics and adds routine maintenance of pool vehicles and Certificate of Fitness.	The updated version strengthens preventive maintenance and formal roadworthiness control.
Emergency response	Includes accidents as a section.	Adds accident or breakdown and serious emergency, catastrophe or revolt.	The updated policy prepares for a wider range of incidents and emergency situations.
Monitoring and technology	Includes Vehicle Tracking System and Vehicle Auditing.	Expands these into Monitoring System, Municipal Vehicle Tracking System, Fuel Tracking and Fleet Management System Functions.	The updated policy places greater emphasis on technology-based monitoring and integrated control systems.
Driver management tools	No visible equivalent in the table of contents reviewed.	Adds Driver's Tag and Driver of the Year Competition.	The updated policy introduces both a control mechanism and an incentive mechanism for drivers.
Disposal and replacement	Includes disposal of vehicles and Withdrawal of vehicles from service.	Expands this area into withdrawal of vehicles from service and replacement criteria, motivation for disposal of vehicle, and detailed withdrawal thresholds.	The updated version gives more formal rules for when vehicles should leave service and how replacement decisions are justified.

Area of comparison	Current Fleet Management Policy	Updated Fleet and Auxiliary Services Policy	Practical difference
Asset control	Includes internal transfer, auditing, and disposal provisions.	Adds Asset Register and Management and Accounting.	The updated policy links fleet matters more directly to asset management and financial control.
Payment wording	Refers to method of payment for services and supplies.	Refers to method of payment to service providers for services and supplies.	The updated version is more explicit about external service-provider transactions.
Final structure	Ends with implementation provisions, penalty, training, and documents to be used in operations.	Keeps penalty, training, and documentation, and also adds a formal Conclusion.	The updated policy is more formally organised and appears designed as a fuller governance document.

Strategic implications/significance

The Fleet Management Policy provides the framework through which the Municipal Council of Windhoek regulates the management, control, and use of municipal vehicles, including the responsibilities of duly authorised drivers assigned to operate dedicated vehicles. As the Council relies extensively on its fleet to fulfil its mandate in terms of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), section 35, the policy carries significant strategic importance for the institution.

From a financial and operational perspective, the policy supports cost reduction and resource optimisation by promoting the efficient use of fuel, structured maintenance planning, and the prudent allocation of vehicles. These measures contribute to lower operating costs, reduced waste, and improved value derived from municipal fleet resources.

The policy also strengthens safety and regulatory compliance by ensuring that vehicles are maintained according to appropriate safety standards and that employees adhere to prescribed driving and operational requirements. This reduces the likelihood of accidents, injuries, losses, and legal exposure, while also supporting compliance with applicable laws, regulations, and institutional standards.

In addition, the policy promotes operational efficiency by establishing clear procedures for vehicle scheduling, allocation, maintenance, and usage. A well-managed fleet enables the Council to deliver municipal services more effectively, improves productivity, and helps ensure that service delivery obligations are met without avoidable disruptions.

The policy further enhances decision-making by encouraging the monitoring and analysis of fleet-related information such as fuel consumption, maintenance expenditure, vehicle performance, and mileage. Access to such information enables management to make informed decisions regarding vehicle procurement, replacement, leasing arrangements, budgeting, and overall fleet costing.

Equally important, the policy contributes to risk management by identifying and mitigating risks associated with vehicle ownership and use, including accidents, theft, misuse, mechanical failure, and liability exposure. Through structured controls and oversight mechanisms, the policy assists the Council in safeguarding its assets and limiting avoidable operational and financial risks.

Collectively, these benefits position the Fleet Management Policy as a strategic governance instrument that supports the Municipal Council of Windhoek's long-term financial sustainability, service delivery effectiveness, and institutional resilience.

Financial implications

None

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob.	Impact	Score	Risk containment plan
1	Compliance	Non-adherence to the policy	Low	Minor	1	Continues awareness and education
2	Operational	Non-sustainable Fleet Management System / misuse of Council vehicles	High	High	3	Revision of Policy
3	Operational	Outdated Policy	High	High	3	Approval of Updated Policy by Council

Compliance check/legal implications

The Updated Municipal Council of Windhoek Fleet Management and Auxiliary Policy considers and was aligned to all relevant laws, regulations and acts.

The existing Fleet Management Policy per Resolution 279/11/2019, **attached as pages 6 - 40 to the agenda**, should be replaced by the Updated Municipal Council of Windhoek Fleet Management and Auxiliary Policy **attached as pages 41 - 92 to the agenda**, once approved by Council.

Consultation with stakeholder departments and other interested parties

The Department of Finance and Customer Services (Fleet Management Division), in enhancing the existing Fleet Management Policy, with the aim to support the implementation of a sustainable Fleet Management System, consulted the following internal stakeholders for input in updating the said policy:

Department	Responsible	Accountable	Consulted
Chief Executive Officer	Divisional Heads	Mr F Maanda (then in 2023)	X
Urban and Transport Planning	Divisional Heads	M P Van Rensburg	X
Housing Property Management and Human Settlement	Divisional Heads	Mr FI Maanda	X
Finance and Customer Services	Divisional Heads	Ms JJ Comalie	X
Electricity	Divisional Heads	Mr OA Hekandjo	X
Infrastructure, Water and Technical Services	Divisional Heads	Mr L Narib (2023)	X
City Police	Divisional Heads	Mr LS Ileka (Chief Kanime)	X
Economic Development and Community Services	Divisional Heads	Ms Z Steenkamp/ Ms M Hjarunguru	X
Corporate Legal	Divisional Head	Mr B Ngairorue	X

Subsequent to that, during 2023, the draft updated Policy was presented to the Strategic Executives Forum and STRATCOM for discussion/consideration. Further inputs from Strategic Executives, as directed by the STRATCOM was also incorporated into the updated policy.

Inputs from the Corporate Legal Adviser (as per the Strategic Executives Forum resolution of 23 May 2024):

The Corporate Legal Adviser thoroughly reviewed the document and made several inputs to the specified paragraphs.

The updates are in the following sections: 17, 18, 19, 24, 28, 30, 32, 33, 34, 36, 37, 40, 41, 43, 50, 52, and 53. It is worth noting that these changes were due to grammatical mistakes, the elimination of repetition, and removal of conflicting paragraphs.

Procurement implications

None

Supporting documents

*** The Fleet Management Policy approved by Council per Resolution 279/11/2019 is **attached as pages 6 - 40 to the agenda.**

*** The Updated Municipal Council of Windhoek Fleet Management and Auxiliary Policy is **attached as pages 41 - 92 to the agenda.**

Conclusion

*** The updated Municipal Council of Windhoek Fleet Management and Auxiliary Policy is **attached as pages 41 - 92 to the agenda** is herewith submitted to Council for consideration and approval which will replace the existing Fleet Management Policy approved by Council per Resolution 279/11/2019.

Management Committee

RECOMMENDED

- *** 1 That the existing Fleet Management Policy per Council Resolution 279/11/2019, **attached as pages 6 - 40 to the agenda**, be rescinded in its entirety.
- *** 2 That the updated Municipal Council of Windhoek Fleet Management and Auxiliary Policy, **attached as pages 41 - 92 to the agenda**, be noted and approved.
- 3 That the renaming of the Municipal Fleet Division to the Fleet Management and Auxiliary Services Division, in alignment with the provisions and strategic direction of the newly updated Fleet Management and Auxiliary Services Policy, be noted and approved.
- 4 That the resolution be implemented prior to confirmation of the minutes.
-

[Municipal Council Agenda: 2026-08-27]

11.1.2

GOV.4 [EDC] APPROVAL OF THE TRAINING GRANT AGREEMENT (TGA) BETWEEN THE NAMIBIA TRAINING AUTHORITY (NTA) AND THE EMERGENCY MANAGEMENT TRAINING CENTRE (MUNICIPAL COUNCIL OF WINDHOEK)
(1/5)

Purpose

To seek approval for the Municipal Council of Windhoek, through the Emergency Management Training Centre (EMTC), to enter into a Training Grant Agreement (TGA) with the Namibia Training Authority (NTA) for the funding and implementation of the National Vocational Qualification in Firefighting and Rescue Operations Level 1 and Level 2 programmes.

Background

The Emergency Management Training Centre (EMTC) obtained accreditation as a Vocational Training Provider for Firefighting and Rescue Operations Levels 1 to 4 in 2024 from the Namibia Training Authority (NTA).

The accreditation represents a significant milestone for the Municipal Council of Windhoek and the Emergency and Disaster Risk Management Division, positioning the Emergency Management Training Centre (EMTC) as a recognised provider of vocational education and training within the emergency management sector.

Following the accreditation, the Namibia Training Authority (NTA), through the National Training Fund established in terms of the Vocational Education and Training Act, 2008 (Act 1 of 2008), approved funding for the Firefighting and Rescue Operations Level 1 and Level 2 programmes offered by the Emergency Management Training Centre (EMTC).

*** The Namibia Training Authority (NTA) subsequently prepared a Training Grant Agreement (TGA), attached as **pages 93 - 115 to the agenda** outlining the funding arrangements, obligations, responsibilities, reporting requirements, and conditions applicable to both parties.

The funding will support the implementation of the programmes and provide financial assistance to qualifying trainees enrolled in the respective qualifications. The initiative is expected to contribute significantly towards strengthening emergency response capacity, skills development, and professionalisation within the emergency management sector.

Financial implications

*** The financial implications are contained in the Training Grant Agreement (TGA) as approved by the Namibia Training Authority (NTA), **attached as pages 93 - 115 to the agenda.**

The funding will cover approved training-related costs associated with the implementation and delivery of the Firefighting and Rescue Operations Level 1 and Level 2 programmes in accordance with the approved Namibia Training Authority (NTA) funding model and grant conditions.

The funding will enable the Emergency Management Training Centre (EMTC) to expand training delivery while reducing the financial burden on trainees and participating institutions.

All funds will be administered in accordance with the provisions of the Training Grant Agreement (TGA), the Vocational Education and Training Act, 2008 (Act 1 of 2008), and the Municipal Council of Windhoek's financial management policies and procedures.

Strategic alignment

The proposed Training Grant Agreement (TGA) is aligned with the Strategic Objectives of the Municipal Council of Windhoek and the Emergency and Disaster Risk Management Division, particularly in relation to human capital development, service excellence, institutional sustainability, emergency preparedness, and stakeholder development.

Strategic significance/implications

The proposed Training Grant Agreement (TGA) between the Municipal Council of Windhoek (Emergency Management Training Centre) and the Namibia Training Authority is strategically aligned with the Municipal Council of Windhoek Strategic Plan (2022 to 2027), Namibia's Vision 2030, and the National Development Plan (NDP VI). The agreement supports Council's vision of becoming a Smart and Caring City by 2027 through the development of a competent, skilled, and responsive workforce capable of delivering efficient and sustainable municipal services.

The Training Grant Agreement (TGA) provides a strategic framework for strengthening vocational education, occupational skills development, and capacity building within the emergency management and public safety sectors. Through the implementation of accredited training programmes, the agreement contributes to the enhancement of institutional capacity, workforce readiness, and professional competency, thereby supporting national human capital development objectives.

The proposed Training Grant Agreement (TGA) is specifically aligned with the following Municipal Council of Windhoek Strategic Objectives:

- Improve Organisational capabilities through the development of skilled and competent personnel in emergency management and related disciplines.
- Enhance stakeholder engagement and partnerships through strategic collaboration with national training and regulatory institutions.
- Pursue innovation, operational efficiency, and service excellence by promoting continuous professional development and competency-based training.
- Enhance the quality of life for all stakeholders through improved emergency preparedness, public safety, and service delivery outcomes.
- Promote sustainable socio-economic development by creating opportunities for skills development, employability, and workforce advancement.

Furthermore, the strategic implication of this agreement for the Municipal Council of Windhoek lies in strengthening its role as a leading provider of quality vocational and occupational training within the local government sector. The partnership enhances Council's institutional credibility as an accredited training provider, supports compliance with national skills development frameworks, and creates opportunities for expanded training delivery, knowledge transfer, and workforce development.

The agreement also contributes to Council's long-term sustainability by facilitating access to training grants and capacity-building resources, thereby improving the effectiveness of emergency management services and reinforcing the Municipal Council of Windhoek's commitment to excellence in governance, public safety, and human capital development. Through this partnership, Council is positioned to make a meaningful contribution to Namibia's national skills agenda while advancing its strategic objective of building a capable, innovative, and service-oriented institution.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Probability	Impact	Risk rating	Mitigation measures
1	Operational	Delays in programme implementation	Moderate	Major	Medium	Ensure adequate planning and allocation of resources; conduct regular monitoring of implementation milestones.

Risk No.	Risk type	Risk description (cause and effect)	Probability	Impact	Risk rating	Mitigation measures
2	Financial	Failure to comply with Namibia Training Authority (NTA) financial reporting requirements and grant conditions.	Low	Major	Medium	Implement effective financial controls.
3	Human Resource	Low learner enrolment may affect Programme viability and achievement of grant performance targets.	Moderate	Moderate	Medium	Implement targeted marketing strategies and provide learner support mechanisms.

Budget and resource allocation

The implementation of the Firefighting and Rescue Operations Level 1 and Level 2 programmes will be funded through the Training Grant Agreement (TGA) concluded with the Namibia Training Authority (NTA).

The Emergency Management Training Centre (EMTC) possesses the required accredited training facilities, qualified instructors, operational resources, training equipment, and administrative support systems necessary to implement the programmes successfully.

Additional resources required during implementation will be procured and managed in accordance with approved Namibia Training Authority (NTA) funding provisions and the Municipal Council of Windhoek's procurement and financial management procedures.

Consultation with Stakeholder departments and other interested parties

Consultation was undertaken with relevant internal stakeholders and support departments regarding the proposed Training Grant Agreement (TGA).

Comments from the Chief Executive Officer

- Legal Services

Legal Services reviewed the Training Grant Agreement and confirmed that the Agreement may be concluded subject to compliance with all applicable legislative requirements, contractual obligations, and Municipal Council of Windhoek governance processes.

- External Relations and Networking

External Relations and Networking supports the conclusion of the Agreement and recognises the strategic value of the partnership between the Municipal Council of Windhoek and the Namibia Training Authority in advancing vocational skills development, emergency management training, and institutional capacity building.

Comments from the Strategic Executive: Finance and Customer Services

The Executive supports the proposed Agreement, noting that the funding is externally sourced through the Namibia Training Authority (NTA) and will contribute towards sustainable programme implementation, subject to compliance with applicable financial management and reporting requirements.

Comments from the Strategic Executive: Human Capital and Corporate Services

The Executive supports the initiative as it contributes towards workforce development, professionalisation of emergency services, competency development, succession planning, and the advancement of nationally recognised vocational qualifications.

Conclusion

The approval and signing of the Training Grant Agreement (TGA) between the Namibia Training Authority (NTA) and the Emergency Management Training Centre (EMTC) (Municipal Council of Windhoek) will enable the successful implementation of the funded Firefighting and Rescue Operations Level 1 and Level 2 programmes.

The funding will strengthen vocational education and training, support national skills development objectives, enhance emergency response capacity, and contribute to the professional development of aspiring firefighters, rescue personnel, serving emergency response officials, Local Authorities, State-Owned Enterprises, and private sector stakeholders throughout Namibia.

Furthermore, the Agreement presents a unique opportunity for the Municipal Council of Windhoek to position itself as a centre of excellence in emergency management training within Namibia and the Southern African region, thereby contributing to sustainable skills development, Organisational resilience, and improved public safety outcomes.

The conclusion of the Agreement is therefore considered to be in the best interests of the Municipal Council of Windhoek and aligned with its mandate of promoting sustainable development, capacity building, and service delivery excellence.

Management Committee

RECOMMENDED

- 1 That approval be granted for the Municipal Council of Windhoek to enter into the Training Grant Agreement (TGA) with the Namibia Training Authority (NTA) **attached as pages 93 - 115 to the agenda.**
- 2 That the Training Grant Agreement (TGA) be signed between the Municipal Council of Windhoek and the Namibia Training Authority (NTA).
- 3 That the Strategic Executive: Economic Development and Community Services (Emergency and Disaster Risk Management Division) be authorised to implement the funded programmes in accordance with the terms and conditions of the Training Grant Agreement (TGA) and applicable Namibia Training Authority (NTA) requirements.

- 4 That the Strategic Executive: Economic Development and Community Services (Emergency and Disaster Risk Management Division) be authorised to oversee the implementation, administration, monitoring, evaluation, and reporting of the funded training programmes.
- 5 That the Acting Strategic Executive: Finance and Customer Services be designated as the custodian of the grant funds on behalf of the Council and be responsible for all financial management, procurement, and reporting in accordance with the Council's policies and procedures.
- 6 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.1.3

FNS.1 [UTP] APPLICATION FOR THE REZONING OF CONSOLIDATED ERF 7590, EPUKIRO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:900 m² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500 m² (L/7590/W)

Application

An application was received from Du Toit Planning Consultants, on behalf of the owner of the property, Hochveld Investments (Proprietary) Limited for the:

- Rezoning of consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 m² to 'residential' with a density of 1:500 m².

The Power of Attorney was signed by Tjeripo Zacharias Hjarunguru as the sole Director of Hochveld Investments (Proprietary) Limited.

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

The full application is **attached as pages 116 - 180 to the agenda.**

Erf information

consolidated Erf 7590, Windhoek is situated on Epukiro Street, to the east of the Eros Shopping Centre. The property measures ± 1 671 m² in extent and is currently zoned 'residential' with a density of one (1) dwelling per 900 m².

The erf accommodates an established dwelling unit.

Development intention

The owner intends to increase the density of the erf from 1:900 m² to 1:500 m². The proposed increase in 'residential' density from 1:900 m² to 1:500 m² is motivated by a practical housing need. The owner intends to allow for the possibility of additional dwelling units or supplementary accommodation, which may function as guest suites or ancillary 'residential' units associated with the main dwelling, while maintaining the residential character of the property.

Public consultation

Public consultation was completed in line with the requirements of the Public Consultation Policy and the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for the proposed development as follows:

- *** - Notices were advertised on 6 February and 13 February 2026 in the New Era and The Namibian newspapers respectively, **attached as pages 145 - 148 to the agenda;**
- *** - Notices were placed on the notice board at the Municipal Council of Windhoek Customer Care Centre (CCC) as well as on the site, **attached as pages 149 - 150 to the agenda;**
- *** - A notice was placed in the Government Gazette No 8848 on 13 February 2026 (Notice No. 113), **attached as pages 151 - 154 to the agenda;**
- *** - Neighbour consultation letters/forms were sent by email to the direct neighbours on Erven 4081, 4099, 7175, 4089, 5765 and 4092, Windhoek, **attached as pages 155 - 168 to the agenda.** The neighbouring erf, being Erf 4118, Windhoek is a public open space.

Objections were received against the application from the owners of Erven 4081 and 7175, Windhoek.

Objections received

The owner of Erf 4081, Windhoek raised the following objections:

- No plan was attached to the public consultation process providing sufficient information whether a dwelling unit or flat or block of flats are intended;
- Any further development on the erf will impact privacy of Erf 4081, Windhoek;
- The house is already big in extent and increase in density will not be practical and influence the residential character of the erf and the area; and
- The rezoning will create a precedent for the area for higher densities and will have negative impact on the value of properties in the area.

The owner of Erf 7175, Windhoek lodged the following objections:

- The correct neighbour consent route was not followed;
- Upmarket neighbourhood where mass housing of any sort should never be permitted;
- Possible height restrictions that would influence Erf 7175 market value.

- *** The objections from the neighbours are included as part of the public participation report submitted by the Consultant **attached as pages 169 - 172 and 173 - 175 respectively to the agenda.**

*** The Consultant's response to the objections is submitted as part of the public participation report and **attached as pages 176 - 178 to the agenda**.

*** The Urban Policy Division's responses to the objections will be addressed as part of the evaluation of the application further down in the submission.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

The Sustainable Development Division has no objection to the proposed rezoning application provided that the applicant meets all Council's requirements.

- Roads Planning and Traffic Flow

Erf 7590 is situated on Epukiro Street in Windhoek. Epukiro Street is a short street and no traffic flow problems are experienced. The rezoning will generate approximately three (3) vehicular trips to the current road network.

The division has no objection to the proposed rezoning of consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 m² to 'residential' with a density of 1:500 m²: Provided:

- That a minimum of one (1) parking bay per equal or less than three (3) bedroom dwelling or minimum two (2) parking bays per equal or more than four (4) bedroom dwelling to be provided on-site.
- That parking for new buildings are to be submitted with building plans.

- Roads and Stormwater

A stormwater investigation was done and the following is reported:

- The proposed Erf 7590, Epukiro Street, Windhoek, has a general downward slope from the northeast into a southwesterly direction.
- There is no visible sign of any stormwater course or system flowing across the proposed Erf 7590, except for surface stormwater run-off.

The division has no objection to the proposed rezoning of consolidated Erf 7590, Epukiro Street, Windhoek from 'residential' 1:900 m² to 'residential' with a density of 1:500 m²: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.

Comments from the Strategic Executive: Infrastructure Water and Technical Services

- **Engineering Services**

The application can be approved under the following conditions:

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

Comments from the Strategic Executive: Electricity

- **Technical Support**

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

- That 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.
- That only one (1) service connection from the municipal electrical network will be allowed per erf.

Comments from the Strategic Executive: Economic Development and Community Services

- **Health and Environment Services**

The division has no objection to the application for the rezoning; however, the applicant should comply with the following:

- That the applicant to submit building plans for approval.
- That all efforts must be made to prevent and mitigate causing a health nuisance to the surrounding properties and the environment once construction of the second dwelling commences.

Title Deed conditions

Deed of Transfer T3812/2025 for the consolidated Erf 7590, Windhoek lists no restrictive conditions.

Urban Policy evaluation

- Proposed land uses and zoning scheme provisions

The consolidated Erf 7590, Windhoek is currently zoned 'residential' with a density of 1:900 m². The applicant intends to increase the density of the erf to 1:500 m² to allow additional dwelling units on the erf.

The 'residential' zoning allows consent uses as follows in terms of the Windhoek Zoning Scheme:

Use zone (1)	Primary uses (2)	Consent uses (3)	Prohibited uses (4)
(I) Residential	Dwelling units	Residential buildings, Places of public worship, Places of instruction, Social halls, Institutions, Special buildings, Bed-and-breakfasts, Resident occupations and Heritage buildings (For details refer to Table H)	Other uses not under columns 2 and 3

Clause 2(1) of the Windhoek Zoning Scheme defines Dwelling Units as follows:

***Dwelling unit** means a dwelling consisting of one primary unit with or without an outbuilding or an entertainment area, where the primary unit consists of mutually adjacent rooms with a kitchen and with at least a bathroom with toilet facilities and where the said primary unit is designed for occupation by a single household, and may, subject to the provisions of this Scheme or any law or regulation, be with or without a supplementary dwelling unit:*

Provided that in this context

an 'Outbuilding' means, rooms with a total floor area not exceeding 120 m² being separate or detached from the main building (or primary unit) and designed or destined to be used for one or more of the following purposes:

- (a) parking places (a maximum of four independent covered parking places to 80 m² maximum);*
- (b) servant's room (maximum 20 m²);*
- (c) a servant's bathroom (toilet, wash basin and shower to a maximum of 5 m²);*
- (d) a store for use in reasonable connection with the dwelling (limited to a maximum floor area of 15 m²);*

Such outbuilding being owned together with the said primary unit as a single indivisible property unit and which shall for the purpose of the Scheme be considered an integral part of the dwelling unit with which it is owned.

a 'supplementary dwelling unit' means a dwelling, designed for occupation by a single household, which shall not exceed half of the floor area of the main building (or primary unit) or 100m², whichever is the lesser, which is auxiliary to the said primary unit and is owned therewith as a single indivisible property unit by one and the same owner and which shall, for the purpose of this Scheme, be considered an integral part of the dwelling unit with which it is owned.

and an 'entertainment area' means a covered or roofed area which may be adjacent to the main building but without an internal connection (door) or physically detached from the main building with a total floor area not exceeding 60 m² and designed or destined to be used for entertainment purposes only, and may include one toilet;

Provided that, subject to approval by the Council, an 'outbuilding' and 'entertainment area' may exceed these restrictions.

The current density and size of the erf allows for one (1) dwelling unit with additional outbuildings. The requested density of 1:500 m² will allow three (3) units on the erf.

With the existing dwelling unit size and coverage restrictions on the erf, it will not be possible to construct three (3) individual dwelling units (including supplementary dwelling units) on the erf without demolishing the existing structures.

The consolidated Erf 7590, Windhoek is situated within a residential neighbourhood that consists of mainly 'residential' properties with densities of 1:900 m², mainly due to the size and topography of the erven.

The erf falls within an area where prevailing Council Policy supports increased 'residential' density up to 1:500 m². The proposal aligns with the Council's vision for sustainable densification and efficient land use within serviced urban areas.

The Municipal Council of Windhoek continues to experience urbanisation pressures and a growing demand for well-located, higher-density 'residential' options. This proposed development responds to the increasing need for infill development within existing urban boundaries, providing additional housing opportunities without placing undue pressure on existing infrastructure or requiring urban sprawl.

- Response to objections received

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

- *Alleged non-compliance with neighbour consent procedure.*

One of the objectors indicated that the neighbour consent route was not followed. However, the required public participation procedures were accurately followed in accordance with the Municipal Council of Windhoek's Public Consultation Policy on the proposed development as well as the Urban and Regional Planning Act, 2018 (Act 5 of 2018).

In particular, proof of evidence has been submitted to the application, including the consultation letters that were distributed to all adjoining property owners.

- *Lack of detailed building plans.*

The current application pertains solely to the rezoning of the property with the objective of increasing residential density. It does not constitute an application for building plan approval.

At the rezoning stage, detailed architectural plans are typically not available, as the development potential of the property must first be established and confirmed through the statutory planning process.

The standard building permit approval process will apply and any proposed development that exceeds standard regulatory parameters such as permissible height, building lines or site coverage will require a separate approval process as per the provisions of the Town Planning Scheme. As part of such a process, affected neighbouring property owners would be consulted where applicable.

- *Privacy and potential overlooking.*

The existing dwelling on Erf 7590, Windhoek overlooks neighbouring properties to some extent largely as a result of the natural topography of the area.

Any additional structures or additional storeys will be required to comply with the Windhoek Zoning Scheme's setback requirements, which include increased building line setbacks for higher storeys (generally 5 metre for a second storey and 7 metre for a third storey).

These controls are specifically intended to mitigate potential impacts such as overlooking and loss of privacy. As above the standard building permit approval process will apply and affected neighbours must be consulted where applicable.

- *Character of the area and 'upmarket neighbourhood' concerns.*

The proposed rezoning does not constitute mass housing and will not alter the primary 'residential' character of the area. The property will remain zoned 'residential', permitting dwelling units that are consistent with the established nature of the surrounding neighbourhood.

The primary objective of the rezoning is to enable the potential development of additional dwelling units or supplementary accommodation. These may take the form of guest suites or ancillary residential units associated with the main dwelling. Such uses remain compatible with 'residential' land use and do not introduce any incompatible or non-residential activities.

The erf is situated within an area where prevailing Council policy supports increased 'residential' density of up to 1:500 m². The proposal is therefore aligned with Council's Strategic Vision for sustainable densification and the efficient utilisation of serviced urban land.

In light of the above, the proposed rezoning is consistent with, and supportive of, the broader spatial planning objectives of Council.

- *Potential precedent and over-densification of the area*

Each rezoning application submitted to the Municipal Council of Windhoek is assessed on its own merits and must comply with applicable planning policies such as the Windhoek Zoning Scheme and broader spatial planning frameworks such as Policy Areas for densification and the Windhoek Urban Structure Plan.

Approval of a rezoning application for a specific property does not automatically grant similar rights to neighbouring properties. Any future applications in the area would be subject to the same planning assessment process and requirements.

In addition, development on the property would remain subject to coverage limitations, building line requirements, parking standards and other development controls, which collectively ensure that development remains compatible with the surrounding residential environment.

- *Impact on property values*

The proposed rezoning maintains the 'residential' land use of the property and does not introduce commercial or incompatible activities. Any future development will still be required to comply with the Windhoek Zoning Scheme and municipal building regulations, ensuring that development remains orderly and appropriate for the area.

- **Betterment fee**

Compensation is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for any rezoning to a higher density as per the Ministry of Urban and Rural Development's *Policy on the Levying Betterment Fees for Local Authorities* in Namibia.

Conclusion

The proposed rezoning of the consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 m² to 'residential' with a density of 1:500 m² is recommended for approval, because:

- The erf falls within an area where the prevailing Council Development Policy supports increased 'residential' density up to 1:500 m²;

- The proposal aligns with Council's Vision for sustainable densification and efficient land use within serviced urban areas; and
- The proposed development responds to the increasing need for infill development within existing urban boundaries, providing additional housing opportunities without placing undue pressure on existing infrastructure or requiring urban sprawl.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the rezoning of the consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 m² to 'residential' with a density of 1:500 m² be recommended to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 2 That it be noted that compensation is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 3 That a minimum of one (1) parking bay per equal or less than three (3) bedroom dwelling or minimum two (2) parking bays per equal or more than four (4) bedroom dwelling to be provided on-site.
- 4 That building plans inclusive of parking for new buildings or residential units including the parking layout and calculations must be submitted to the Municipal Council of Windhoek's Building Control Division, for approval.
- 5 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:
 - 5.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 5.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 6 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.

- 7 That 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.
- 8 That only one (1) service connection from the municipal electrical network will be allowed per erf.
- 9 That the applicant takes all necessary measures to ensure that all efforts must be made to prevent and mitigate causing a health nuisance to the surrounding properties and the environment once construction of the second dwelling commences.
- 10 That the applicant accept the conditions of the delegated authority recommendation (or Council) in writing, by completing and returning the Acknowledgment and Acceptance of Council Conditions Form to the Municipal Council of Windhoek, prior to the submission of the application to the Urban and Regional Planning Board.
- 11 That the objectors be informed of Council decision.
- 12 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 12.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 13 That the resolution be implemented prior to confirmation of the minutes.

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[Municipal Council Agenda: 2026-08-27]

11.2 APPROVAL OF MINUTES (MC 16/2026)

The minutes of the Management Committee meeting (MC 16/2026) held on 18 August 2026 is submitted to Management Committee members for approval.

[Municipal Council Agenda: 2026-08-27]

11.3 MINUTES (MC 16/2026)

The minutes of the Management Committee meeting (MC 16/2026) held on 18 August 2026 as approved by its members at this Council meeting, is submitted for notice with recommendations being submitted to the Municipal Council of Windhoek per Items GOV.2, GOV.5, GOV.6, GOV.7, FNS.1, FNS.2, FNS.3, FNS.4, FNS.5, FNS.6, FNS.7, FNS.8 and FNS.9, which follow immediately hereunder for consideration.

It is

RECOMMENDED

That the minutes of the Management Committee meeting (MC 16/2026) held on 18 August 2026, be noted by its members, with recommendations submitted to the Municipal Council of Windhoek as per Items GOV.2, GOV.5, GOV.6, GOV.7, FNS.1, FNS.2, FNS.3, FNS.4, FNS.5, FNS.6, FNS.7, FNS.8 and FNS.9.

[Municipal Council Agenda: 2026-08-27]

11.3.1

GOV.2 [CEO] WITHDRAWAL OF THE GERMAN GOVERNMENT FINANCING OFFER FOR THE SUSTAINABLE URBAN MOBILITY IN WINDHOEK PROJECT - BMZ NO. 2021.6850.8 (13/1/2/3/2)

Management Committee at its meeting held on 16 June 2026 per Item GOV.3 *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Chief Executive Officer (Strategy Advisor: Smart Cities and Transport), to enrich the item as per input of the meeting, especially on lessons learnt and the proposed way forward in the body of the item, whereafter it be resubmitted to Management Committee, for consideration:*
 - 1.1 *Add presentations done by the Government, etc; and*
 - 1.2 *Explain technical statements and support with factual information/bring out facts.*
- 2 *That the resolution be implemented prior to approval of the minutes.*

In line with the resolution above, the requested information is incorporated throughout the body of the item. The item is herewith resubmitted, for consideration.

Purpose of the submission

Council at its meeting held on 30(18) November 2021 per Resolution 238/11/2021 attached as **page 181** to the agenda, *inter alia* resolved as follows:

- 1 *That the grant of 11 million EUR from the Kreditanstalt für Wiederaufbau (KfW) Bank through the German Namibian Bilateral Development Co-operation for the establishment of Non-Motorised Transport (NMT) for Windhoek as per the letter dated 1 November 2021, be approved and accepted by the Municipal Council of Windhoek in terms of section 30(1)(z)(i) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).*

This submission serves to inform Council of the formal withdrawal of the German Government's financing offer for the **Sustainable Urban Mobility in Windhoek Project (BMZ No. 2021.6850.8)**, which included an initial **EUR11.0 million grant commitment**.

Council is requested to note the withdrawal reasons, the impact on the Municipal Council of Windhoek and the next steps for urban mobility, including the Electric Bus Project.

Background

During the Government negotiations between Namibia and Germany which took place 20 to 21 October 2021, the Project Executing Agency received an allocation of EUR11 million in the form of a grant through the German Development Bank (Kreditanstalt für Wiederaufbau (KfW) Bank) for 'Sustainable Urban Mobility in Windhoek'.

The grant was provided through the German Climate and Technology Initiative (DKTI), which supports innovative projects that contribute to climate change mitigation and sustainable development through the implementation of technologies and solutions with clear, measurable climate impacts. A key requirement of such initiatives is that projects demonstrate quantifiable reductions in greenhouse gas emissions, particularly reductions in Carbon Dioxide (CO₂) emissions, supported by measurable indicators and verifiable outcomes.

The project was expected to contribute to Windhoek's strategic low-carbon transport, emission reductions, public transport efficiency, and sustainable urban development.

*** Subject to confirmation of this grant funding, a Feasibility Study for the 'Implementation of a Non-Motorised Transportation Network for the City of Windhoek' **attached as pages 182 - 221 to the agenda**, was commissioned from 24 November 2024 until 30 April 2025.

The Feasibility Study found that the project did not meet the German Climate and Technology Initiative's (DKTI's) climate-output requirements, particularly the requirement for measurable Carbon Dioxide (CO₂) reduction.

Against that, the German Government requested that the Municipal Council of Windhoek identify another project that meets climate-impact standards and is ready for appraisal and funding before the grant's expiry.

*** At the end of October 2025, the Municipal Council of Windhoek submitted an alternative proposal for an **Electric Bus Project (attached as pages 222 - 231 to the agenda)**. The **Kreditanstalt für Wiederaufbau (KfW) Bank** reviewed it, with more discussions between the German Development Bank (Kreditanstalt für Wiederaufbau (KfW) Bank); the Municipal Council of Windhoek; and the Development Bank of Namibia (DBN), however regrettably, the German Government withdrew the grant funding.

Withdrawal of Funding from the Original Sustainable Urban Mobility Project

On 14 August 2025, the Municipal Council of Windhoek received formal communication from the German Development Bank (Kreditanstalt für Wiederaufbau (KfW) Bank) regarding the status of the original Sustainable Urban Mobility in Windhoek Project (BMZ Project No. 2021.6850.8), which was approved during the Namibia - Germany Development Cooperation Negotiations held in Windhoek on 20 to 21 October 2021. The project had been allocated an indicative grant of EUR11 million through the German Government's German Climate Technology Initiative (DKTI), a financing mechanism specifically dedicated to projects that demonstrate substantial climate mitigation benefits, particularly measurable reductions in greenhouse gas emissions.

As part of the project preparation process, the German Government funded a comprehensive Feasibility Study to assess the viability of the proposed intervention. The study focused on identifying a Non-Motorised Transport (NMT) network capable of encouraging a significant modal shift from motorised transport to walking and cycling, particularly among commuters travelling from Windhoek's northwestern suburbs. The underlying objective was to achieve measurable reductions in Carbon Dioxide (CO₂) emissions through increased uptake of sustainable transport modes.

Although the Feasibility Study experienced significant implementation delays, the consultants, the Kreditanstalt für Wiederaufbau (KfW) Bank, and the Municipal Council of Windhoek subsequently intensified efforts to complete the assessment and present the final results. The findings concluded that the projected number of Non-Motorised Transport (NMT) users, particularly cyclists, would be substantially lower than originally anticipated. Results show that, during operational or use phase, the project results in greenhouse gas reductions of between 6 359 and 22 206 tCO₂e over the project lifetime. This translates into reductions of between 212 and 740 tCO₂e/year.

To assess the project's eligibility against the funding requirements of the German Climate and Technology Initiative (DKTI), the Municipal Council of Windhoek, together with the consultants, sought clarification from the Kreditanstalt für Wiederaufbau (KfW) Bank regarding the minimum greenhouse gas emission reduction threshold required for the project to be considered viable for funding. Despite several requests for clarification throughout the Feasibility Study process, the Kreditanstalt für Wiederaufbau (KfW) Bank did not provide a definitive emissions threshold or benchmark against which the project's climate impact could be evaluated. As a result, it was not possible to determine whether the projected emission reductions would satisfy the programme's climate impact requirements.

On 14 August 2025, the German Government, the Kreditanstalt für Wiederaufbau (KfW) Bank formally advised that the project, in its existing configuration and scope, could not be supported under the German Climate and Technology Initiative (DKTI) financing framework. The Kreditanstalt für Wiederaufbau (KfW) Bank concluded that the estimated climate benefits and associated Carbon Dioxide (CO₂) emission reductions were found to be insufficient to satisfy the eligibility requirements of the German Climate and Technology Initiative (DKTI) funding facility. As a result, the original EUR11 million grant allocation was withdrawn and the project was discontinued in its current form.

Notwithstanding the withdrawal of funding, the Kreditanstalt für Wiederaufbau (KfW) Bank expressed its willingness to continue engaging with the Municipal Council of Windhoek to identify alternative sustainable urban mobility projects that could meet the climate impact requirements of the German Climate and Technology Initiative (DKTI) funding window. The Kreditanstalt für Wiederaufbau (KfW) Bank further indicated that any replacement project should preferably build on existing planning initiatives or advanced project preparation work to facilitate expedited implementation. To preserve access to the available funding envelope, the Kreditanstalt für Wiederaufbau (KfW) Bank advised that a Grant Agreement for an alternative qualifying project would need to be concluded no later than 21 October 2026.

The withdrawal of the original funding allocation subsequently necessitated Council's efforts to identify and develop alternative climate-responsive urban mobility initiatives, including the proposed Windhoek City Electric Vehicle Transition Project, which seeks to achieve significantly greater greenhouse gas emission reductions through the electrification of public transport and the integration of renewable energy solutions. This alternative project concept is currently being pursued with national and international stakeholders as a potential successor initiative capable of meeting the climate financing requirements of the German Government and other development finance institutions.

Engagements with the Kreditanstalt für Wiederaufbau (KfW) Bank on the Alternative E-Mobility Project

Following the withdrawal of funding for the original Sustainable Urban Mobility in Windhoek Project, the Municipal Council of Windhoek initiated engagements with the Kreditanstalt für Wiederaufbau (KfW) Bank regarding the possibility of redirecting the previously earmarked German Government grant funding towards an alternative low-carbon urban mobility project. In its correspondence with Council, the Kreditanstalt für Wiederaufbau (KfW) Bank indicated that it could, in principle, support the establishment of an electric bus fleet and associated charging infrastructure in Windhoek, provided that the project demonstrates significant climate mitigation benefits and that the electricity supply is sourced from renewable energy.

The Municipal Council of Windhoek subsequently presented its proposed Windhoek City Electric Vehicle Transition Project, which seeks to modernise public transport through the phased introduction of electric buses, renewable energy generation, battery storage systems, and supporting charging infrastructure. The Kreditanstalt für Wiederaufbau (KfW) Bank further indicated that it considered it feasible and desirable for the German grant funding to be integrated into an updated Green Climate Fund (GCF) programme through a blended financing and co-financing arrangement.

During the engagement process, the Kreditanstalt für Wiederaufbau (KfW) Bank requested clarification on several aspects of the proposed project, including the status of the original 2018 Green Climate Fund (GCF) concept note, project implementation timelines, governance arrangements, renewable energy generation plans, project preparation requirements, and Council's long-term commitment to electromobility. Council informed the Kreditanstalt für Wiederaufbau (KfW) Bank that the original Green Climate Fund (GCF) concept note had been returned to the National Designated Authority pending the

accreditation of a Direct Access Entity. Since then, the Development Bank of Namibia (DBN) has achieved accreditation as a medium-sized Direct Access Entity and is in the process of finalising the Accreditation Master Agreement with the Green Climate Fund (GCF), thereby creating a pathway for the resubmission and advancement of the project.

The Municipal Council of Windhoek further advised that a multidisciplinary project team comprising the Municipal Council of Windhoek, the Development Bank of Namibia (DBN), local technical experts and former Green Climate Fund (GCF) specialists has been established to review and strengthen the project concept. This collaborative effort has already resulted in the development of an updated project ideation document and the establishment of a Steering Committee to oversee project preparation and stakeholder coordination. Council also indicated its intention to pursue Green Climate Fund (GCF) Project Preparation Facility support to finance further project development and detailed feasibility assessments.

With respect to project design, the Municipal Council of Windhoek confirmed that the proposed transition would be underpinned by renewable energy infrastructure, including the development of a 5.6 MW solar photovoltaic plant supported by a four (4)-hour Battery Energy Storage System, with additional capacity expansions planned in subsequent phases. This approach is intended to ensure that the electrification of public transport delivers meaningful greenhouse gas emission reductions and aligns with the climate financing objectives of both the German Government and the Green Climate Fund (GCF).

The Municipal Council of Windhoek further confirmed that Council, through Resolution 75/03/2025 **attached as page 232 to the agenda**, reaffirmed its commitment to the adoption of electromobility as the preferred technology pathway for the future municipal bus fleet, while remaining open to evaluating other emerging low-carbon technologies where appropriate. The implementation of the project is also expected to require institutional and operational reforms within the Public Transport Division to improve service efficiency, financial sustainability and long-term operational performance.

These engagements culminated in the Kreditanstalt für Wiederaufbau (KfW) Bank expressing its willingness to continue working with the Municipal Council of Windhoek, the Development Bank of Namibia (DBN) and other stakeholders to further develop the project and assess its eligibility for climate finance support. The discussions provided a strong indication that the proposed Windhoek City Electric Vehicle Transition Project represents a viable successor initiative capable of meeting the climate impact requirements associated with the German Government funding facility while simultaneously advancing Council's long-term sustainable mobility objectives.

Formal Communication from the German Government on the Second Withdrawal of Funding

Subsequent to the extensive engagements between the Municipal Council of Windhoek, the Kreditanstalt für Wiederaufbau (KfW) Bank and the Government of the Federal Republic of Germany to reposition the original Sustainable Urban Mobility Project as the Windhoek City Electric Vehicle Transition Project, the Municipal Council of Windhoek received formal communication dated 21 April 2026, **attached as pages 233 - 237 to the agenda**. The correspondence,

referenced 213 K2032 NAM-0227/004, was addressed to Ambassador Kaire M Mbuende, Director General of the National Planning Commission, and communicated the outcome of the German Government's assessment of the proposed alternative project.

The German Government acknowledged the collaborative efforts undertaken by the Municipal Council of Windhoek and its partners to develop an alternative climate-responsive urban mobility project following the withdrawal of the original Non-Motorised Transport (NMT) initiative. However, after undertaking a comprehensive technical and financial assessment, the German Government concluded that the proposed Windhoek City Electric Vehicle Transition Project had not yet reached the level of maturity required to satisfy the appraisal and financing requirements of the German Climate Technology Initiative (DKTI) within the remaining funding period.

In its communication, the German Government indicated that although the proposed electric mobility project demonstrated significant long-term potential, several critical issues remained outstanding and prevented the project from proceeding to the financing stage. These included:

- The information submitted on the proposed Electric Vehicle Transition Project remained incomplete and insufficient to support a full project appraisal;
- Several critical technical, financial, institutional and implementation uncertainties remained unresolved;
- Key preparatory activities, including the necessary technical studies, detailed project preparation and due diligence assessments, had not yet been completed;
- Financing arrangements for complementary project components and subsequent implementation phases had not yet been fully secured; and
- Given the limited time remaining before the expiry of the available grant funding on 20 October 2026, it was considered unrealistic to complete a satisfactory project appraisal, negotiate the financing terms, and conclude a Grant Financing Agreement within the prescribed timeframe.

In light of these constraints, the German Government formally advised that it would not proceed with financing the proposed alternative project under the existing funding allocation. Consequently, the indicative EUR11 million grant previously earmarked for the Sustainable Urban Mobility in Windhoek Project was withdrawn for a second time, thereby bringing the funding process under the current financing window to a close.

While the withdrawal represents the loss of a significant climate financing opportunity, it does not diminish the strategic importance or relevance of the Windhoek City Electric Vehicle Transition Project. Instead, it highlights the need to further strengthen the project's technical readiness, institutional arrangements, financial structuring and investment case so that it can be positioned for consideration under future climate finance windows and by other international development partners. The work undertaken to date, including the updated project concept, governance arrangements, stakeholder partnerships and Council approval provides a solid foundation upon which Council can continue mobilising international climate finance for the implementation of a sustainable, low-carbon and people-centered urban transport system.

Project funding details

Description	Details
Project name	Sustainable Urban Mobility in Windhoek
BMZ number	2021.6850.8
Grant amount	EUR11.0 million
Funding source	German Climate and Technology Initiative DKTI
German reference	213 K2032 NAM-0227/004
Date of formal communication	21 April 2026
Funding expiry date	20 October 2026
Original focus	Sustainable Urban Mobility in Windhoek
Alternative proposal	Electric Bus Project
Current status	Financing offer withdrawn

Summary of key issues

The original project design did not sufficiently demonstrate the required positive climate outcomes, especially in Carbon Dioxide (CO₂) reduction.

Although the alternative electric bus proposal (approved as per Council Resolution 75/03/2025 **attached as page 232 to the agenda**, aligns with Council's sustainable urban mobility goals, it was not considered mature enough for immediate appraisal or a Financing Agreement.

The grant was therefore withdrawn because the project could not meet German Climate and Technology Initiative (DKTI) funding requirements within the remaining validity period.

The main gaps identified relate to the Kreditanstalt für Wiederaufbau (KfW) Bank requested alternative electric bus proposal project readiness are namely:

- Incomplete preparatory assessments;
- Unresolved technical and financial uncertainties;
- Lack of confirmed funding for associated project components;
- Limited time remaining before the expiry of the grant funds; and
- Inability to conclude a positive appraisal and Financing Agreement before **20 October 2026**.

The mitigation measure and recommend actions intended to strengthen project preparedness, enhance institutional readiness, and improve Council's ability to successfully secure and implement future donor-funded initiatives to address the identified gaps will be presented in the Way Forward section of this report.

Implications for the Municipal Council of Windhoek

The project is aligned to the following Strategic Objectives set out fully in the Windhoek Strategic Plan 2022 to 2027.

- Strategic Objective: Provide basic services, land delivery and upgrading of informal settlements:

Key Performance Area (KPA) No.	Proposed Key Performance Area (KPA)	Key Performance Indicator (KPI) No.	Key Performance Indicators (KPIs)	Key Performance Indicator (KPI) description
CS 4	Basic Services	CS4.8a	(%) Progress vs. Developed Integrated Transport Master Plan (Integrating Sustainable Urban Transport Master Plan (SUTMP) with Roads Masterplan)	Measures the progress made against Developed Integrated Transport Masterplan

On this specific objective, the withdrawal of the EUR11.0 million grant under BMZ No. 2021.6850.8 for the Sustainable Urban Mobility in Windhoek Project has direct implications for the Municipal Council of Windhoek.

The grant withdrawal will result in the delay of planned sustainable urban mobility initiatives, especially those involving low-carbon public transport and electric buses.

Council must reassess its sustainable mobility project pipeline and ensure that future proposals are well developed, technically sound, financially structured and aligned with donor funding requirements.

The situation further highlights the need for earlier and more coordinated project preparation, including feasibility assessments, climate-impact modelling, financing structures, institutional arrangements and implementation planning.

The withdrawal does not end Council's sustainable urban mobility agenda. Instead, it creates a need to strengthen project preparation and position future proposals more competitively for support from Government cooperation, climate finance, development finance institutions and other international funding sources.

It should be noted that although the Feasibility Study for the 'Implementation of a Non-Motorised Transportation Network for the City of Windhoek' Project did not meet the German Climate and Technology Initiative (DKTI) requirements for feasibility, the report remains available and may still be used to seek funding from other stakeholders.

Strategic considerations

- The Urban Mobility agenda remains a priority for Windhoek. The City of Windhoek faces ongoing urban transport challenges: congestion, reliance on private vehicles, limited integration of public transport, road safety concerns, rising emissions, and accessibility constraints.

The grant withdrawal by the German financing hereby offers an opportunity for institutional learning. Council must present future mobility interventions with a clear demonstration of:

- Climate impact;
- Emissions reduction potential;

- Technical readiness;
- Financial viability;
- Institutional readiness;
- Implementation capability;
- Alignment with national development priorities; and
- Alignment with donor and climate-finance requirements.

The Government consultations scheduled for the end of **September 2026** in Namibia may offer an opportunity for continued engagement on future cooperation, subject to national coordination and project readiness, Council must therefore be ready for this engagement. (A communique from the National Planning Commission dated 30 June 2026 **attached as pages 238 - 247 to the agenda** bears reference to the abovementioned Namibia-Germany Consultations 2026.)

Risk assessment

Risk area	Description	Proposed mitigation
Funding risk	Loss of EUR11.0 million grant financing	Repackage and seek alternative funding sources
Reputational risk	Perception of lack of project readiness	Strengthen internal project preparation and governance
Strategic risk	Delay in sustainable urban mobility implementation	Develop a bankable project pipeline
Institutional risk	Weak coordination between technical, financial and external stakeholders	Establish a dedicated project preparation task team
Donor confidence risk	Future proposals may be scrutinised more strictly	Ensure evidence-based, investment-grade submissions
Time risk	Funding expiry date could not be met	Introduce early-warning systems for donor-funded projects

Lessons learned

The following lessons can be drawn from the matter:

- The Municipal Council of Windhoek must ensure that all donor-funded projects are supported by robust Feasibility Studies and comprehensive preparatory work before they are presented for financing considerations.
- Climate finance projects require clear, quantifiable and defensible climate-output indicators.
- Alternative project proposals must be supported by completed preparatory assessments and secured co-financing arrangements.
- Funding expiry timelines must be actively monitored and escalated early where risks arise.

- Internal project preparation capacity must be strengthened to ensure that the Municipal Council of Windhoek can respond effectively to future development-finance opportunities.
- Sustainable urban mobility projects must be packaged as integrated investment programmes rather than isolated concept proposals.

Proposed Way Forward

- Despite the grant withdrawal by the German Government, the Municipal Council of Windhoek should pursue the sustainable urban mobility agenda with a stronger and more structured approach.
- Internal project preparation capacity must be strengthened to ensure that the Municipal Council of Windhoek can respond effectively to future development-finance opportunities.
- The electric bus concept should be further developed into a bankable project, supported by the required feasibility, financial, legal, institutional, environmental and climate-impact assessments. Council is therefore requested to direct relevant departments to review the project preparation gaps identified through this process.
- The Municipal Council of Windhoek should explore alternative sources of funding, including development finance institutions, climate-finance windows, green mobility funds, Public Private Partnership (PPP) structures and national Government-supported funding channels.
- The Municipal Council of Windhoek should continue engaging with national stakeholders, including the National Planning Commission, the relevant line ministries, the Kreditanstalt für Wiederaufbau (KfW) Bank, the Development Bank of Namibia (DBN) and other development partners, where appropriate.
- The already established dedicated internal technical team should be supported, resourced and capacitated to coordinate sustainable urban mobility project preparation and funding readiness.
- The Municipal Council of Windhoek should ensure that future project proposals are aligned with measurable emission-reduction objectives and supported by credible data.
- The matter should be retained on the Municipal Council of Windhoek's strategic project-risk register for monitoring and institutional learning.

Financial implications

The withdrawal of the German Government's financing offer creates no immediate financial obligations for the Municipal Council of Windhoek.

The Municipal Council of Windhoek will lose access to the **EUR11.0 million grant** previously available under the Sustainable Urban Mobility in Windhoek Project, BMZ No. 2021.6850.8.

Future project preparation may require budget allocation, especially if Council plans to develop the Electric Bus Project or related sustainable urban mobility initiatives to investment-grade standards.

Legal implications

No immediate legal liabilities arise for the Municipal Council of Windhoek from the withdrawal of the financing offer, based on current information.

However, should Council wish to pursue future financing, grant agreements, co-financing arrangements, or Public Private Partnership (PPP) models, appropriate legal, procurement and governance processes will need to be followed.

Human Resource implications

There are no immediate human resource implications arising from this submission. However, the Municipal Council of Windhoek may need to assign technical, financial, legal, and project management staff to support further preparation of sustainable urban mobility projects.

Stakeholder implications

The matter affects several stakeholders, including:

- The Municipal Council of Windhoek;
- National Planning Commission;
- Relevant line ministries;
- The German Government;
- The Kreditanstalt für Wiederaufbau (KfW) Bank;
- The Development Bank of Namibia;
- Public transport stakeholders;
- Residents and commuters of Windhoek; and
- Future potential financiers and development partners.

The Municipal Council of Windhoek should communicate this matter carefully and constructively to the stakeholders, emphasising that the grant withdrawal is not the end of the sustainable urban mobility agenda, but an opportunity to strengthen project readiness and future financing prospects.

Conclusion

The withdrawal of the German Government's financing offer for the Sustainable Urban Mobility in Windhoek Project is regrettable, especially given the strategic importance of sustainable, low-carbon, and inclusive urban transport for the City.

However, the reasons provided primarily relate to project-readiness challenges, incomplete preparatory work, unresolved funding uncertainties and the limited time remaining before the grant funds expire on **20 October 2026**.

This situation presents an opportunity for the Municipal Council of Windhoek to strengthen internal project preparation, develop a bankable sustainable urban mobility pipeline and better position future projects for climate finance and Development Partner support.

Council is requested to take note of the withdrawal and the proposed administrative actions.

Management Committee

RECOMMENDED

- 1 That the formal withdrawal of the German Government financing offer in respect of the Sustainable Urban Mobility in Windhoek Project, BMZ No. 2021.6850.8, in the amount of EUR11.0 million, be noted.
- *** 2 That it be noted that the withdrawal was communicated through correspondence dated 21 April 2026, under reference 213 K2032 NAM-0227/004 **attached as pages 233 - 237 to the agenda**.
- 3 That it be noted that the original project design was allegedly found not to have sufficiently met the climate-output criteria of the German Climate and Technology Initiative (DKTI) funding source, particularly in respect of measurable Carbon Dioxide (CO₂) emission reduction.
- 4 That it be noted that although the Feasibility Study for the 'Implementation of a Non-Motorised Transportation Network for the City of Windhoek' Project allegedly did not meet the German Climate and Technology Initiative (DKTI) requirements for feasibility, the report remains available and may still be used to seek funding from other stakeholders.
- 5 That the alternative Electric Bus Proposal submitted by the Municipal Council of Windhoek on request of the Kreditanstalt für Wiederaufbau (KfW) Bank on short notice was not considered sufficiently advanced to allow for a positive project appraisal and signing of a Financing Agreement before the expiry date of the grant funds on 20 October 2026 as expected.
- 6 That the key reasons cited by the German Government for the withdrawal, namely incomplete project information, pending preparatory assessments, unresolved uncertainties, and unsecured financing for other project components was expected.
- 7 That it be noted that there are no immediate direct financial obligations arising from the withdrawal, but that the Municipal Council of Windhoek will no longer be able to access the potential EUR11.0 million grant under the referenced financing offer.

- 8 That it be noted that the sustainable urban mobility agenda remains strategically important for the Municipal Council of Windhoek and should continue to be pursued through improved project preparation, climate-impact assessment, own funding and funding-readiness processes.
- 9 That it be noted that the relevant departments will continue exploring alternative funding opportunities and further development of bankable sustainable urban mobility projects, including but not limited to electric mobility, low-carbon public transport, and Non-Motorised Transport (NMT) interventions.
- 10 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.3.2 **GOV.4 [CIT] STAFF MATTER** (9/7)

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

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

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

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

[Municipal Council Agenda: 2026-08-27]

11.3.3 **GOV.5 [CEO] APPROVAL FOR THE MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK AND THE NAMIBIA INVESTMENT PROMOTION AND DEVELOPMENT BOARD (NIPDB)** (10/1)

Council per Resolution 06/02/2026 *inter alia* resolved as follows:

That this matter be withdrawn on request by the Chairperson of the Management Committee for further deliberations, whereafter it be resubmitted to Management Committee/Council, for consideration.

The matter was specifically withdrawn to allow for clarification regarding the institutional status of the Namibia Investment Promotion and Development Board (NIPDB) following the rearrangements in government agencies and State Owned Enterprises (SOEs), as well as the establishment of the One Stop Centre

under the Office of the Prime Minister in collaboration with the Municipal Council of Windhoek. Accordingly, the Office of the Chief Executive Officer (External Relations and Networking) engaged the Namibia Investment Promotion and Development Board (NIPDB) to clarify whether the latter is integrated into the Ministry of International Relations and Trade, or remains an autonomous State Owned Enterprise (SOE). The relevant letter dated 9 February 2026 from the Office of the Prime Minister is **attached as page 248 to the agenda** for ease of reference.

In their response dated 9 June 2026, **attached as pages 249 - 250 to the agenda**, the Namibia Investment Promotion and Development Board (NIPDB) confirmed that it remains an independent public entity established in terms of its enabling legislation, with its own mandate, governance structures, and operational responsibilities. Although the Namibia Investment Promotion and Development Board (NIPDB) now reports to the Ministry of International Relations and Trade as its line Ministry, this reporting arrangement relates solely to institutional oversight and does not affect its legal status or authority to enter into partnerships and collaborative agreements with stakeholders. Based on the clarification provided by the Namibia Investment Promotion and Development Board (NIPDB), there are no legal or administrative impediments to the Municipal Council of Windhoek concluding the proposed Memorandum of Understanding (MoU) with the Namibia Investment Promotion and Development Board (NIPDB).

It is important to note that Windhoek has significant potential as an investment destination, driven by its strategic geographic location, well-developed infrastructure, robust financial sector, political stability, and status as Namibia's capital City. The presence of multinational corporations further enhances its attractiveness to both local and international investors. However, despite these strengths, challenges such as the limited size of the local market and a shortage of adequately skilled labour continue to constrain the City's competitiveness and may affect its ability to attract and retain investment.

To improve Namibia's business environment, the Government established the National Ease of Doing Business Working Committee, coordinated by the Namibia Investment Promotion and Development Board (NIPDB). The Municipal Council of Windhoek serves on this committee because its municipal services, including construction permits, electricity connections, and health and fitness certificates, directly affect the ease of doing business.

Through its collaboration with the Namibia Investment Promotion and Development Board (NIPDB), Council aims to improve investor experiences, streamline service delivery, attract investment, promote economic growth, increase incomes, and create employment. The Namibia Investment Promotion and Development Board (NIPDB), established in 2020 and operational since April 2021, supports the Government in creating an investor-friendly environment through strategic partnerships and policies that promote private-sector-led economic growth.

The item is herewith resubmitted, for consideration.

Purpose

*** The purpose of this submission is to seek Council's approval of the Memorandum of Understanding (MoU) between the Municipal Council of Windhoek and the Namibia Investment Promotion and Development Board (NIPDB), as referenced in the letter dated 8 June 2021, **attached as pages 251 - 252 to the agenda.**

Background

*** In a letter dated 8 June 2021 **attached as pages 251 - 252 to the agenda**, Ms Nangula Uaandja, the Chief Executive Officer of the Namibia Investment Promotion and Development Board (NIPDB), wrote to the Chief Executive Officer of the Municipal Council of Windhoek, requesting the Municipal Council of Windhoek to designate a senior staff member to be stationed at the Namibia Investment Promotion and Development Board (NIPDB) offices to provide municipal services to investors. The correspondence further proposed the conclusion of a Memorandum of Understanding (MoU) between the two (2) institutions to strengthen collaboration and enhance investment facilitation.

Discussion

The proposed Memorandum of Understanding (MoU) seeks to establish a formal framework for cooperation between the Municipal Council of Windhoek and Namibia Investment Promotion and Development Board (NIPDB) to improve the efficiency of investment-related services, including the processing of electricity applications, building plan approvals, business registration, fitness certificates, and other municipal services. The overarching objective is to enhance the investor experience, reduce administrative delays, and improve the competitiveness of both the City of Windhoek and Namibia as an investment destination.

*** The revised Memorandum of Understanding (MoU), **attached as pages 253 - 260 to the agenda**, has been updated to reflect the current institutional arrangements and priorities of the participating parties. To support its effective implementation, a draft Action Plan is **attached as page 261 to the agenda**. The Action Plan provides a structured framework for operationalising the Memorandum of Understanding (MoU) by outlining the key areas of cooperation, defining implementation responsibilities, establishing timelines where applicable, and identifying the expected outcomes and deliverables associated with each activity. Together, these documents provide a clear basis for coordination, monitoring, and the achievement of the agreed objectives.

The approval of the Memorandum of Understanding (MoU) will formalise and strengthen the partnership between the Municipal Council of Windhoek and the Namibia Investment Promotion and Development Board (NIPDB). It will provide a structured framework for collaboration aimed at enhancing investment facilitation, improving institutional coordination, and aligning efforts to attract and retain both domestic and foreign investment. Furthermore, the Memorandum of Understanding (MoU) will support the creation of a more efficient and investor-friendly business environment, thereby contributing to increased economic activity, job creation, and the sustainable growth and development of the City of Windhoek and Namibia as a whole.

Strategic implications/significance

The signing of this Memorandum of Understanding (MoU) holds significant importance for the Municipal Council of Windhoek. The initiative aligns with the Organisation's Strategic Plan for 2022 to 2027, and it supports the enhancement of economic development (investment and creating and sustaining a favourable economic environment) by speaking to the following strategic intents:

- Improving Organisational capabilities; and
- Enhancing the quality of life for all stakeholders.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Chief Executive Officer

- Legal Services

The submission is in order and there are no further inputs from Legal Services.

Comments from the Strategic Executive: Economic Development and Community Services

- Economic Development

The department is in support of concluding a Memorandum of Understanding (MoU) between the Namibia Investment Promotion and Development Board (NIPDB) and the Municipal Council of Windhoek which will set the tone to establish and support a jointly beneficial strategic partnership that aims to promote and facilitate competitiveness and ease of doing business in the jurisdiction of Windhoek.

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

The proposal to formalise the relationship through a non-specific but strategically aligned Memorandum of Understanding (MoU), is duly noted. At this stage, the Memorandum of Understanding (MoU) can serve as a high-level framework to capture the shared intent and strategic alignment between the parties.

Comments from the Strategic Executive: Human Capital and Corporate Services

- Organisational and Human Resources Development

The Memorandum of Understanding (MoU) presents an opportunity for capacity building of the Municipal Council of Windhoek's employees through skills transfer and opportunities for exposure. Additionally, the enhanced working relationship would inform Organisational development interventions aimed at improving systems of operations and resource determination and allocation as well as determine performance

levels and culture required in order to ensure the achievement of the Organisational mandate as it pertains to investment promotion and development activities.

The Memorandum of Understanding (MoU) is therefore supported with a further proposal that effective data management practices are to be enforced in the collection, collation and storage of records produced in the process of collecting investor contacts, applications and services rendered, statistics, survey results and feedback in order to ensure long-term trend analysis and inform decision-making.

Comments from the Strategic Executive: Finance and Customer Service

- Revenue Management

In consultation with the Namibia Investment Promotion and Development Board (NIPDB) team, the department fully supports the arrangement to have a Municipal Council of Windhoek official placed at the one-stop shop. This initiative will significantly strengthen collaboration, improve service delivery, and enhance Council's visibility at a strategic level.

It is important to highlight that there will be no direct financial implications for Council. Furthermore, it has been proposed that, in the event that the Municipal Council of Windhoek is unable to provide an official from its existing structure, Council may recommend a candidate who would be employed by the Namibia Investment Promotion and Development Board (NIPDB) at the C4 level. This person would then fall under the Finance and Customer Service function, ensuring continuity and sustainability of the arrangement.

Conclusion

The purpose of this Memorandum of Understanding (MoU) is to provide a framework of cooperation and facilitate collaboration between the parties in areas of common interest. By cementing a medium-term cooperation agreement between the Municipal Council of Windhoek and the Namibia Investment Promotion and Development Board (NIPDB), which focuses on collaboration and investor service delivery, the Municipal Council of Windhoek is demonstrating its commitment to lay a strong working foundation for cooperation with other offices, ministries and agencies and continuous improvement of the local business environment.

Management Committee

RECOMMENDED

- 1 That the updated Memorandum of Understanding (MoU) between the Municipal Council of Windhoek and the Namibia Investment Promotion and Development Board (NIPDB) **attached as pages 253 - 260 to the agenda**, be noted and approved.
- 1.1 That it be noted that the Memorandum of Understanding (MoU) can support initiatives aimed at addressing urbanisation challenges, improving infrastructure and promoting sustainable development in Windhoek through targeted investments.

- 1.2 That it be noted that the Memorandum of Understanding (MoU) is supported with a further proposal that effective data management practices are to be enforced in the collection, collation and storage of records produced in the process of collecting investor contacts, applications and services rendered, statistics, survey results and feedback in order to ensure long-term trend analysis and inform decision-making.
- 2 That areas of cooperation as detailed in the draft Memorandum of Understanding (MoU), be approved.
- 3 That a Joint Working Group/Project Steering Committee comprising of technical experts in the identified areas of cooperation be established to oversee the implementation of cooperation projects.
- 4 That the Chief Executive Officer (Manager: External Relations and Networking) coordinate the joint signing ceremony on the date to be mutually agreed upon by the parties.
- 5 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.3.4 GOV.6 [CEO] CONFIDENTIAL MATTER
(1/3)

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

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

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

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

[Municipal Council Agenda: 2026-08-27]

11.3.5 GOV.7 [HCC] STAFF MATTER
(11/1/3)

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

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

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

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

[Municipal Council Agenda: 2026-08-27]

11.3.6 FNS.1 [HPH] APPLICATION TO PURCHASE A PORTION OF THE REMAINDER OF ERF 7567, KATUTURA EXTENSION 19 FOR CONSOLIDATION WITH ERF 7386, KATUTURA EXTENSION 19 (L/R/7567/7386/KAT)

Introduction

The purpose of this item is to submit to Council an application received from Ms Naomi T Simion to purchase a portion of the Remainder of Erf 7567, Katutura Extension 19, for consolidation with Erf 7386, Katutura Extension 19 and to seek Council's approval thereof.

Application

*** An application dated 13 June 2018, **attached as page 262 to the agenda**, was received from Ms Naomi T Haufiku (previously Simon), the owner of Erf 7386, Katutura Extension 19, to purchase a portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Katutura Extension 19. Ms Naomi T Simon is a Namibian Citizen as evidenced by her Identity Document, **attached as page 263 to the agenda**, and also the owner of Erf 7386, Katutura Extension 19 as evidenced by Title Deed No. T 2524/2018, **attached as pages 264 - 269 to the agenda**.

Property description and locality

Erf 7386, Katutura Extension 19 measures $\pm 291 \text{ m}^2$ in extent, is zoned 'residential' with a density of 1:250 m^2 and is situated in Dam Street.

The Remainder of Erf 7567, Katutura Extension 19 is zoned 'public open space', measures $\pm 5\,565 \text{ m}^2$ in extent and is situated in Dam Street.

*** The Enlighten locality map depicting the erven is **attached as page 270 to the agenda**.

Technical comments

The application was circulated and the following technical comments were received:

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

- Engineering Services

The division comments that the sale of a 10 metre portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Katutura Extension 19 is not supported because a municipal water line is affected. The application can only be approved if the water line is relocated outside the boundaries of the applied portion.

To facilitate the consolidation, the applicant must appoint a registered professional Engineer to design the new water relocation. A complete design should be submitted by the appointed Engineer to the Department Infrastructure, Water and Technical Services: Engineering Services Division, for approval before any work begins.

After approval of the design, the applicant must appoint a Contractor to carry out the construction of the water line, with supervision provided by a registered Engineer. All costs involved will be for the applicant's account. The Deed of Sale may only be signed once the water line relocation has been completed to the satisfaction of the Strategic Executive: Infrastructure, Water and Technical Services.

- Bulk Water and Waste Water

No sewer services affected for a 10 metre portion. Any further sewer requirements shall be for the applicant's account.

- Solid Waste Management

There is no objection to the application. Once approved, the applicant may continue using the existing waste removal system already in place. As far as possible, the applicant will be required to institute recycling and waste reduction initiatives to compliment the Municipal Council of Windhoek's initiative in waste recycling, as Council is struggling with airspace at the landfill site. Burning, littering, and burying of waste are prohibited. By all means all waste may only be disposed of only at an approved landfill and satellite sites, as illegal dumping of waste will not be tolerated. Violators will be fined N\$2 000.00, or imprisonment for a period not exceeding six (6) months or both in accordance with the Solid Waste Management Regulations.

Comments from the Strategic Executive: Electricity

• Technical Support

There is in principle no objection to the application submitted to purchase a portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Katutura Extension 19: Provided:

- That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto will be for the applicant's account.
- That only one (1) service connection from the municipal

electrical network will be allowed per erf.

- That only one (1) additional meter point will be allowed for an approved flat on erven that is zoned 'single residential'. For more meter points, the erf must be rezoned to 'general residential'.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.

Comments from the Strategic Executive: Economic Development and Community Services

- Health and Environment Services

There is no objection. The applicant must ensure that no public health nuisances or risks emanate from activities taking place on the property. It should however be noted that the Remainder of Erf 7567, Katutura Extension 19 is zoned 'public open space'. The rezoning of a 'public open space' to any other land use is a listed activity in the Environmental Management Act, 2007 (Act 7 of 2007). The applicant should therefore obtain Environmental Clearance from the Health and Environmental Services Division of the Municipal Council of Windhoek once the application has been approved by Council.

- Parks

The Parks Division supports the application for the consolidation of a portion of the Remainder of Erf 7567, Katutura Extension 19 with Erf 7386, Katutura Extension 19.

Comments from the Strategic Executive: Urban and Transport Planning

- Urban Policy

The Urban Policy Division has no objections to the sale of a portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Katutura Extension 19, subject to the following conditions:

- That the applicant is still required to submit the following application to the Municipal Council of Windhoek for recommendation in terms of section 105 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for consideration and recommendation:
 - Subdivision of the Remainder of Erf 7567, Katutura Extension 19 into Portion A and the Remainder; and

- Consolidation of Portion A (a portion of the Remainder of Erf 7567), Katutura Extension 19 with Erf 7386, Katutura Extension 19 into one (1) erf.
- That the applicant notes that, after the subdivision and consolidation, application is submitted to the Municipal Council of Windhoek, the applicant will be required to consult with the adjacent neighbours and the general public in accordance with section 107 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Municipal Council of Windhoek's Public Consultation Policy for the proposed developments. Furthermore, the applicant must provide Council with proof of such consultation.
- That the applicant obtains an Environmental Clearance Certificate for the closure of Portion A (a portion of the Remainder of Erf 7567), Katutura Extension 19 as a 'public open space' from the Municipal Council of Windhoek by the Environmental Management Act, 2007 (Act 7 of 2007) before the submission of the subdivision and consolidation application to the Urban and Regional Planning Board.
- That Council approves the permanent closure of the proposed Portion A (a portion of the Remainder of Erf 7567) Katutura Extension 19 as 'public open space' in accordance with the provisions of Section 50(1) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), subject to the following conditions:
 - That the Municipal Council of Windhoek prepares the closure notice for the applicant.
 - That the applicant advertises the intended permanent closure of Portion A of the Remainder of Erf 7567, Katutura Extension 19 in the Government Gazette and in at least two (2) newspapers circulating within the local authority area, in accordance with the provisions of section 50(3)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), send out letters to affected and interested persons (including neighbours) and place notice of the intended closure on the site.
- That upon closure of the 'public open space', Portion A of the Remainder of Erf 7567, Katutura Extension 19 assumes the same zoning and density as Erf 7386, Katutura Extension 19 in terms of clause 5(3) of the Windhoek Town Planning Scheme.
- That the land and any buildings may only be used for purposes in line with the provisions of the Windhoek Town Planning Scheme.

- **Sustainable Development**

The Remainder of Erf 7567, Katutura Extension 19 measures $\pm 5\,565\text{ m}^2$ in extent and is zoned 'public open space'. It is currently predominantly vacant. The application is in line with the Public Open Space Policy which endorses the sale of 10 metre strip of adjacent land reserved as 'public open space'. Therefore, the division supports the application and recommends propose the following:

- That the Remainder of Erf 7567, Katutura Extension 19 be subdivided into Portion A and the Remainder.
- That Portion A be closed off as 'public open space' in line with section 50(1)(c) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- That Portion A be consolidated with Erf 7386, Katutura Extension 19, assume the same zoning as the mother erf being 'residential' in terms of clause 5(3) of the Windhoek Town Planning Scheme
- That the applicant be responsible for the remainder of cadastral process (consolidation, surveying and registration) for Portion A and submit the application to the Ministry of Urban and Rural Development.
- That the conditions registered against Portion A be cancelled and 'standard municipal conditions', including a minimum building value of four (4) times the municipal valuation of the erf, be registered with the consolidated and created single 'residential' erven respectively.

- **Road Planning and Traffic Flow**

There is no objection to the proposed sale of a 10 metre portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Katutura Extension 19, Katutura: Provided:

- That no access will be allowed from a 'public open space'.
- That Urban Arterial Account (UAA) contribution of N\$11 244.00 is applicable to be paid into Item No. 5010/05/2/05/1032.

- **Road and Stormwater**

The site was investigated and the following can be reported:

- Both Erf 7386, Katutura Extension 19 and the proposed Portion A of the Remainder of Erf 7567, Katutura Extension 19 have a general downward slope from the east towards the west.

- There is no stormwater system crossing either Erf 7386, Katutura Extension 19 or the proposed Portion A of the Remainder of 7567, Katutura Extension 19, except for surface stormwater run-off.
- It should however be noted that a stormwater course flows approximately 20 metre away to the northwest of Erf 7386, Katutura Extension 19, flowing into a southwesterly direction.

This Division has no objection to the proposed purchase of a portion of the Remainder of Erf 7567, Katutura Extension 19 for consolidation with Erf 7386, Claudius Kandovazu Street Katutura Extension 19: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.

It should however be noted that an individual erf can be created between Erf 7386, Katutura Extension 19, Erf 7385, Katutura Extension 19 from the potential subdivision of the Remainder of Erf 7567, Katutura Extension 19, should the proposed Portion A of the Remainder of 7567, Katutura Extension 19 not be consolidated with Erf 7386, Katutura Extension 19.

This proposal will however be required to be circulated for detailed investigation and comments.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- Valuations

Portion A of the Remainder of Erf 7567, Katutura Extension 19 measures $\pm 220 \text{ m}^2$ in extent and after consolidation with Erf 7386, Katutura Extension 19 the size of the consolidated erf would be $\pm 511 \text{ m}^2$ in total. The development potential is enhanced in terms of the density being 1:250 m^2 , hence, the value payable is the full market Valuation of N\$92 000.00 being the current vacant land going price of N\$420/ m^2 as determined by the Strategic Executive: Housing, Property Management and Human Settlement (Manager: Valuation Services) as per Valuation Certificate dated 29 April 2026, **attached as page 271 to the agenda.**

Should the owners of Erf 7386, Katutura Extension 19 wish to take occupation of Portion A ($\pm 220 \text{ m}^2$) of the Remainder of Erf 7567, Katutura Extension 19 prior to the conclusion of the sale, it could be leased to the applicants once the preliminary consolidated diagram is available, pending the finalising of the sale, at a monthly rental of N\$766.66.

The rental was calculated at 10 % of the purchase price divided by twelve (12), and should be further subjected to the annual escalations in line with the Namibia Inflation Rate.

That no permanent structures be constructed on Portion A ($\pm 220 \text{ m}^2$) of the Remainder of Erf 7567, Katutura Extension 19 during the lease period.

That the lease be limited to an eighteen (18) months period, whereafter the lease be cancelled and that the owner of Erf 7386, Katutura Extension 19 be obligated to finalise the sale.

- **Property Management**

The Strategic Executive: Housing, Property Management and Human Settlement hereby clarifies that the proposal submitted by the Road and Stormwater Design Division, to investigate the possible creation of an individual erf between Erf 7385, Katutura Extension 19 and Erf 7386, Katutura Extension 19 was circulated for technical comments.

However, the proposal was not supported by Engineering Services from the Department of Infrastructure, Water and Technical Services, as it will affect the existing water line that passes through the Remainder of Erf 7567, Katutura Extension 19. The comment received is **attached as page 272 to the agenda**.

In light of the above, the proposal cannot be implemented. Therefore, the Property Management Division has no objection to the subdivision of the Remainder of Erf 7567, Katutura Extension 19 into Portion A ($\pm 220 \text{ m}^2$) and the Remainder of Erf 7567, Katutura Extension 19; and the sale of Portion A ($\pm 220 \text{ m}^2$) to the owner of Erf 7386, Katutura Extension 19, for consolidation purposes.

Site inspection

A site visit was conducted on 2 June 2026 by the Strategic Executive: Housing, Property Management and Human Settlement (Property Management Division) and it was discovered that the applied portion is free of occupation as indicated on the picture, **attached as page 273 to the agenda**.

Neighbours consent

The favorable consent of the adjacent owner of Erf 7385, Katutura Extension 19 is **attached as page 274 to the agenda**.

Conclusion

This item motivates the sale of a portion of the Remainder of Erf 7567, Katutura Extension 19, for consolidation with Erf 7386, Katutura Extension 19. Having regards to the comments from the technical departments, the sale is recommended for consideration by the Management Committee and Council.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the application **attached as page 262 to the agenda**, received from the owner of Erf 7386, Katutura Extension 19 to purchase a portion of the Remainder of Erf 7567, Katutura Extension 19, be noted and supported.

- 2 That the Remainder of Erf 7567, Katutura Extension 19 be subdivided into Portion A ($\pm 220 \text{ m}^2$ in extent) and the Remainder as indicated on Plan No. KAT 7386-1 **attached as page 270 to the agenda.**
- 3 That approval be granted to sell Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 to the owner of Erf 7386, Katutura Extension 19 for consolidation purposes.
- 4 That the sale of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19, be subject to the following conditions:
 - 4.1 That it be noted that after the subdivision and consolidation application is submitted to the Municipal Council of Windhoek, the applicant will be required to consult with the adjacent neighbours and the general public in accordance with section 107 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Municipal Council of Windhoek's Public Consultation Policy of the proposed development regarding the aforesaid subdivision and consolidation. [The applicant will further be required to furnish the Municipal Council of Windhoek with proof of such consultation.]
 - 4.2 That the applicant obtain an Environmental Clearance Certificate for the closure of Portion A ($\pm 220 \text{ m}^2$ in extent) (a portion of the Remainder of Erf 7567), Katutura Extension 19 as a 'public open space' from the Municipal Council of Windhoek by the Environmental Management Act, 2007 (Act 7 of 2007), before the submission of the subdivision and consolidation application to the Urban and Regional Planning Board.
 - 4.3 That Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 be closed as 'public open space' in terms of section 50(1) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
 - 4.4 That the Municipal Council of Windhoek prepare the closure notice and that the applicant/ owner of Erf 7386, Katutura Extension 19 be responsible for inserting the notice in the media, placing a copy on-site, and for distribution to the affected neighbours.
 - 4.5 That proof of successful advertising be provided to the Strategic Executive: Urban and Transport Planning before the transfer process.
 - 4.6 That the applicant be responsible for all the town planning and cadastral applications to the Ministry of Urban and Rural Development.
 - 4.7 That the applicant be responsible to submit all required documents, forms and fees as per the Urban and Regional Planning Board requirements to the Strategic Executive: Urban and Transport Planning for submission to the Urban and Regional Planning Board.
 - 4.8 That Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19, be consolidated with Erf 7386, Katutura Extension 19 simultaneously with transfer.

- 4.9 That upon consolidation, Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19, assume the same zoning of abutting Erf 7386, Katutura Extension 19, being 'residential' with a density of 1:250 m^2 in terms of clause 5(3) of the Windhoek Town Planning Scheme.
- 4.10 That the applicant/owner of Erf 7386, Katutura Extension 19, be responsible for the town planning and cadastral procedures, i.e., closure, subdivision, consolidation, survey and registration of the newly consolidated erf and all cost involved.

- 5 That after obtaining the Environmental Clearance Certificate, closure certificate and successful completion of the town planning and cadastral procedures, Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 be sold to the owner of Erf 7386, Katutura Extension 19 for consolidation purposes, at full purchase price of N\$420/ m^2 being N\$92 000.00 in total in terms of Council Resolution 276/08/2004, **attached as page 275 to the agenda**, and as per the Valuation Certificate dated 29 April 2026, **attached as page 271 to the agenda**.
- 6 That the sale of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 be subject to the following further conditions:
- 6.1 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:
- 6.1.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
- The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
- 6.1.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 6.2 That should any municipal electrical infrastructure be relocated, dismantled or replaced as per request received from the applicant, all costs related thereto be for the applicant's account.
- 6.3 That only one (1) service connection from the municipal electrical network will be allowed per erf.

- 6.4 That only one (1) additional meter point be allowed for an approved flat on erven that are zoned 'single residential' and for more meter points, the erf be rezoned to 'general residential'.
- 6.5 That no access will be allowed from a 'public open space'.
- 6.6 That Urban Arterial Account (UAA) contribution of N\$11 244.00 be applicable to be paid into Item No. 5010/05/2/05/1032.
- 6.7 That the applicant appoint a provisional registered Engineer to do the designs for the relocation of the municipal water line outside the boundaries of the new created erf.
- 6.8 That a design be submitted by the appointed Engineer to Strategic Executive: Infrastructure, Water and Technical Services (Chief Engineer: Engineering Services) for approval before any work may start.
- 6.9 That after approval of the design, the applicant appoint a Contractor to do the construction of the water line and the supervision of the construction work should be done by a registered Engineer.
- 6.10 That all costs involved, due to the relocation of the water line, be for the applicant's account, and that the Deed of Sale for the applied portion of the Remainder of Erf 7567, Katutura Extension 19 only be signed after the relocation of the water line is done to the satisfaction of the Strategic Executive: Infrastructure, Water and Technical Services (Chief Engineer: Engineering Services).
- 7 That the applicant/owner of Erf 7386, Katutura Extension 19:
 - 7.1 Submit proof to the Strategic Executive: Housing, Property Management and Human Settlement not later than six (6) months from the date of this Council Resolution that the Environmental Management Clearance Certificate has been obtained and the proposed closure, subdivision and consolidation have been submitted to the Townships Board, for consideration.
 - 7.2 Submit proof to the Strategic Executive: Housing, Property Management and Human Settlement within sixty (60) days after the issuing of the Closure, Subdivision and Consolidation Certificate that a Surveyor has been appointed.
 - 7.3 Submit draft erf diagrams to the Strategic Executive: Housing, Property Management and Human Settlement within three (3) months after appointment of the Surveyor, indicating that the survey has been completed and that the diagrams have been submitted to the Surveyor General for approval.
 - 7.4 Sign the Deed of Sale not later than ninety (90) days after the approval of the diagrams by the Surveyor General and having been requested to do so by the Strategic Executive: Housing, Property Management and Human Settlement and pay the purchase price.

- 7.5 That should the applicant fail to comply with any of the conditions in this Council Resolution or fail to finalise the sale within eighteen (18) months from the date of this Council resolution, that the allocation of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 to the owner of Erf 7386, Katutura 19 beyond the eighteen (18) months be subject to the price escalation to be determined by the Strategic Executive: Housing, Property Management and Human Settlement.
- 8 That should the owner of Erf 7386, Katutura Extension 19 wish to take occupation of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 prior to the finalisation of the Town Planning and Cadastral procedures, same be leased to the owner at a monthly rental of N\$766.66 which is 10 % of the purchase price per annum calculated monthly; further subject to the annual escalations in terms of the Namibian Inflation rate and the draft diagrams being available.
- 9 That no permanent structures be constructed on Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 during the lease period.
- 10 That the lease be limited to an eighteen (18) months period, whereafter the lease be cancelled and that the owner of Erf 7386, Katutura Extension 19 be obligated to finalise the sale.
- 11 That the sale/lease of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 be advertised in terms of section 63(2)(a)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 12 That the sale/lease of Portion A ($\pm 220 \text{ m}^2$ in extent) of the Remainder of Erf 7567, Katutura Extension 19 be subject to Ministerial approval in terms of section 30(1)(t)(i) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 13 That the Chief Executive Officer (Corporate Legal Adviser) draft the Deed of Sale.
- 14 That the resolution be implemented prior to confirmation of the minutes.

Financial implications

Service rendered	Funds required (N\$)	Funds available
Advertisement cost	4 000.00	Item 4000/20/1/10/0025

An Urban Arterial Account (UAA) contribution of N\$11 244.00 to be paid into Item No. 5010/05/2/05/1032.

[Municipal Council Agenda: 2026-08-27]

**11.3.7 FNS.2 [HPH] APPLICATION FOR THE LESSEE'S
NAME CHANGE FROM PUPKEWITZ MOTOR
HOLDINGS (PTY) LTD TO PUPKEWITZ
MOTORS (PTY) LTD ON THE EXISTING
LEASE AGREEMENT IN RESPECT
OF ERF 3544, WINDHOEK
(L/3544/W)**

Purpose

This item serves to seek Council approval to rectify and ratify the name reflected on the Lease Agreement in respect of Erf 3544, Windhoek as Pupkewitz Motor Holding (Pty) Ltd and to amend it to Pupkewitz Motors (Pty) Ltd.

Background

*** Council Resolution 102/04/2018, attached as pages 276 - 277 to the agenda, *inter alia* resolved:

1 That a portion of Erf 3544, Windhoek ($\pm 2\,003\text{ m}^2$ in extent) be leased to Pupkewitz Holdings (Pty) Ltd for a period of five (5) years at a monthly rental of N\$13 140.48, subject to annual escalation in line with the Namibia Inflation Rate.

*** The client came to realise that the name reflected on the Lease Agreement, attached as pages 278 - 290 to the agenda, is not the one that supposed to be on the Lease Agreement, hence requesting Council to consider the name change as addressed hereunder.

Application

*** An email dated 25 July 2025, attached as page 291 to the agenda, was received from Pupkewitz Motors (Pty) Ltd, requesting Council to change the name of Pupkewitz Motor Holdings (Pty) Ltd which is on the Lease Agreement of Erf 3544, Windhoek, to Pupkewitz Motors (Pty) Ltd. They indicated that they are currently having administrative challenges due to the wrong name being resolved on to lease Erf 3544, Windhoek. The request is thus submitted for Council's consideration. The business registration documents of Pupkewitz Motors (Pty) Ltd are attached as pages 292 - 297 to the agenda. Mr Anton Westraadt ID 741103 10307 has been appointed and authorised, as per resolution dated 24 July 2025 attached as pages 298 - 299 to the agenda, to sign documents on behalf of Pupkewitz Motors (Pty) Ltd.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- Property Management

There are no objections in changing the name from Pupkewitz Motor Holdings (Pty) Ltd to Pupkewitz Motors (Pty) Ltd. As explained by the client, this was an error that need to be rectified, hence their request is supported. Given that the lease has been concluded, an addendum to this

existing lease can amend the lessee's name to the correct one, which is Pupkewitz Motors (Pty) Ltd. Council Resolution 102/04/2018 will remain valid in the original Lease Agreement except the lessee's name that will change. Accordingly, Council resolution 102/04/2018 should be read together with this resolution to form full conditions of the lease of Erf 3544, Windhoek.

Conclusion

*** The name change in respect of the lease of Erf 3544, Windhoek is supported and the correct name (Pupkewitz Motors (Pty) Ltd, as reflected on the registration documents) should be amended on the addendum. The rest of Council Resolution 102/04/2018 conditions will remain valid in the original Lease Agreement. Council Resolution 102/04/2018 **attached as pages 276 - 277 to the agenda**, should be read together with this resolution to form full conditions of the lease of Erf 3544, Windhoek.

Management Committee, having considered the application,

RECOMMENDED

- 1 That it be noted that the lease of Erf 3544, Windhoek ought to have been on Pupkewitz Motors (Pty) Ltd and not Pupkewitz Motor Holdings (Pty) Ltd as reflected on the Lease Agreement.
- 2 That the name change from Pupkewitz Motor Holdings (Pty) Ltd to Pupkewitz Motors (Pty) Ltd, in respect of Erf 3544, Windhoek, be supported.
- *** 3 That Council Resolution 102/04/2018 **attached as pages 276 - 277 to the agenda** should read together with this resolution in order to form full conditions of the lease of Erf 3544, Windhoek.
- 4 That the Chief Executive Officer (Corporate Legal Adviser) drafts an addendum to the Lease Agreement for the name change.
- 5 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.3.8

FNS.3 [UTP] APPLICATION FOR THE REZONING OF ERF 1868, STRAUSS STREET, WINDHOEK FROM 'OFFICE' WITH A BULK OF 0.4 TO 'INSTITUTIONAL'; REZONING OF ERF 1880, WAGNER STREET, WINDHOEK FROM 'RESIDENTIAL' WITH A DENSITY OF 1:900 m² TO 'INSTITUTIONAL'; AND CONSOLIDATION OF ERVEN 1868 AND 1880, WINDHOEK INTO ERF X (L/1868/1880/W)

Application

An application was received from Dunamis Consulting, on behalf of the owners of Erf 1868, Windhoek, Stadio Namibia (Company No. 2017/0727) for the:

- Rezoning of Erf 1868, Strauss Street, Windhoek from 'office' with a bulk of 0.4 to 'institutional' and;
- Rezoning of Erf 1880, Wagner Street, Windhoek from 'residential' with a density of 1:900 m² to 'institutional' and;
- Consolidation of Erven 1868 and 1880, Windhoek into Erf X.

The full application is **attached as pages 300 - 399 to the agenda.**

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

Erf information

Erf 1868, Windhoek is zoned 'office' with a bulk of 0.4 and is ± 875 m² in extent. It is located on Strauss Street. There is a dwelling unit on the erf.

Erf 1880, Windhoek is zoned 'residential' with a density of 1:900 m² and is ± 1 019 m² in extent. It is located on Strauss Street. There is a dwelling unit on the erf.

The erven are located opposite the Namibia University of Science and Technology (NUST) Hotel School in Windhoek West.

Development intention

The intention of the owner is to rezone so that they can consolidate and use the land for institutional purposes.

Public consultation

Public consultation was completed in line with the requirements of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) and Council's Policy on Public Consultation for the proposed development as follows:

- *** - The application was advertised in the Market Watch for the Republikein, Namibian Sun and Allgemeine Zeitung newspapers respectively on 5 and 12 November 2025, **attached as pages 386 - 387 to the agenda;**
- *** - Notices were placed on the notice board of the Municipal Council of Windhoek's Customer Care Centre (CCC) as well as on the site, **attached as pages 388 - 393 to the agenda;**
- *** - Neighbour consultation letters or forms were sent to the direct neighbours on Erven 1858, 1867, 1869, 1870, 1878, 1879, 1881, 1882, 1865, 1860 and 8396, Windhoek **attached as pages 394 - 398 to the agenda.**
- *** - A notice was published in the Government Gazette of 14 November 2025, Notice No. 869, **attached as page 399 to the agenda.**

No objections were received.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

There is no objection to the proposed development, provided that the applicant meets all Council requirements.

- Roads Planning and Traffic Flow

Traffic volumes in both Strauss and Wagner Streets are high during peak hours. The proposed rezoning will generate approximately eight hundred and forty (840) vehicular trips during peak hours. The erf is situated within the Windhoek West High Density Policy Area.

There is no objection to the rezoning of Erf 1868, Strauss Street, Windhoek from 'office' with a bulk of 0.4 to 'institutional': Provided:

- *** • That parking be provided as per parking layout dated 8 September 2025 **attached as page 384 to the agenda.**
- That for universities/colleges, a minimum of one (1) parking bay be provided per classroom and or office plus one (1) bay per five (5) students, 25 % of parking to be allocated to taxis.

There is no objection to the proposed rezoning of Erf 1880, Wagner Street, Windhoek from 'residential' with a density of 1:900 m² to 'institutional': Provided:

- *** • That parking be provided as per parking layout dated 8 September 2025 **attached as page 384 to the agenda.**

- That for universities/colleges, a minimum of one (1) parking bay be provided per classroom and or office plus one (1) bay per five (5) students, 25 % of parking to be allocated to taxis.

There is no objection to the proposed consolidation of Erven 1868 and 1880, Windhoek into Erf X: Provided:

- That parking be provided as per parking layout dated 8 September 2025 **attached as page 384 to the agenda.**
- That all parking allocated on sidewalk are subject to lease and to the following conditions:
 - That the applicant applies for sidewalk lease to the Property Management Division.
 - That a minimum 2 metre be retained for pedestrian movements.
 - That parking be properly constructed with kerb stones making distinction between parking and pedestrian movements.
 - That the sidewalk parking remains public parking and cannot be reserved for exclusive use.
 - That Council reserve the right to cancel the lease, should such land be needed for municipal services.
 - That service positions are to be ascertained before excavating since construction is taking place within the road reserve.
 - That Council not be held liable to reinstate any parking or compensate the owner for any improvements should the lease/parking be terminated.
 - That the owner remain responsible to provide any shortfall of parking on-site or any other area approved by Council should the lease be cancelled/terminated.

- **Roads and Stormwater**

A stormwater investigation was done, and the following is reported:

- The proposed consolidated Erf X, has a general downward slope from the northeast into a southwesterly direction.
- There is no visible sign of any stormwater course or system flowing across the proposed consolidated Erf X, except for surface stormwater run-off.

There is no objection to the proposed, rezoning of Erf 1868, Strauss Street, Windhoek from 'office' with a bulk of 0.4 to 'institutional'; the rezoning of Erf 1880, Wagner Street, Windhoek from 'residential' with a density of 1:900 m² to 'institutional'; and consolidation of Erven 1868 and 1880, Windhoek into Erf X: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.

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

- Engineering Services

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

Comments from the Strategic Executive: Electricity

- Technical Support

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

- That should 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 the Department of Electricity for all inspections and testing required.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be

provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.

- That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- That for '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 provided that it's technically possible otherwise a bulk meter shall be used.

Comments from the Strategic Executive: Economic Development and Community Services

- Environmental Management

There is no objection to the application and the applicant is not required to comply with environmental requirements for the mentioned land uses.

Urban Policy evaluation

- Proposed land uses

Erf 1868, Windhoek is zoned 'office' with a bulk of 0.4, while Erf 1880, Windhoek is zoned 'residential' with a density of 1:900 m². The intention is to rezone to 'institutional' and consolidate the erven.

- Zoning scheme provisions and Council Policy direction

The 'institutional' zoning has the following primary and consent uses allowed under the Windhoek Zoning Scheme:

Use zone (1)	Primary uses (2)	Consent uses (3)	Prohibited uses (4)
XII Institutional	Offices	Dwelling units, Residential buildings, Institutions, Places of public worship, Business buildings, hotels, Restaurant	Other uses not under columns 2 and 3

The rezoning to 'institutional' is supported as it complements the surrounding land uses and it is line with the Windhoek Zoning Scheme

The section of Traffic Flow indicates that the applicant must lease a portion of the sidewalk that they will be using.

- **Title Deed conditions**

Deed of Transfer No. T3674/2015 (for Erf 1868, Windhoek) and Deed of Transfer No. T954/2013 (for Erf 1880, Windhoek) list no restrictive conditions, but contain old and outdated conditions pertaining to the land uses and minimum building value.

The following conditions need to be registered against the proposed consolidated Erf X (consolidation of Erven 1868 and 1880, Windhoek) in favour of the Municipal Council of Windhoek:

- The erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four (4) times the municipal valuation of the erf.

- **Compensation**

No betterment fee is payable when rezoning to 'institutional'.

Conclusion

The rezoning of Erf 1868, Strauss Street, Windhoek from 'office' with a bulk of 0.4 to 'institutional' and the rezoning of Erf 1880, Wagner Street, Windhoek from 'residential' with a density of 1:900 m² to 'institutional' is recommended.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the rezoning of Erf 1868, Strauss Street, Windhoek from 'office' with a bulk of 0.4 to 'institutional' is recommended to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 2 That the rezoning of Erf 1880, Wagner Street, Windhoek from 'residential' with a density of 1:900 m² to 'institutional' is recommended to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 3 That the consolidation of Erven 1868 (± 875 m²) and 1880 ($\pm 1\,019$ m²), Windhoek into Erf X ($\pm 1\,894$ m²) is recommended to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).

- 4 That it be noted that there is no betterment fee payable for erven being rezoned to 'institutional'.
- 5 That the following conditions be registered against the proposed consolidated Erf X (consolidation of Erven 1868 and 1880, Windhoek) in favour of the Municipal Council of Windhoek:
 - 5.1 That the erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
 - 5.2 That 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 the erf.
- 6 That parking be provided as per the parking layout dated 8 September 2025 **attached as page 384 to the agenda.**
- 7 That the parking requirement for universities or colleges is a minimum of one (1) parking bay to be provided per classroom and/or office plus one bay per five (5) students, 25 % of parking to be allocated to taxis.
- 8 That all parking allocated on the sidewalk are subject to lease with the following conditions:
 - 8.1 That the applicant applies for a sidewalk lease at the Property Management Division, prior to the submission of the application to the Urban and Regional Planning Board.
 - 8.2 That a minimum of 2 metre be retained for pedestrian movements.
 - 8.3 That parking be properly constructed with kerb stones making distinction between parking and pedestrian movements.
 - 8.4 That sidewalk parking remain public parking and cannot be reserved for exclusive use.
 - 8.5 That Council reserve the right to cancel the lease should such land be needed for municipal services.
 - 8.6 That service positions are to be ascertained before excavating since construction is taking place within the road reserve.
 - 8.7 That Council not be held liable to reinstate any parking or compensate the owner for any improvements should the lease/parking be terminated.
 - 8.8 That the owner remain responsible to provide any shortfall of parking on-site or any other area approved by Council, should the lease be cancelled/terminated.
- 9 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:

- 9.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
- The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
- 9.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 10 That any additional requirements with regard to water and sewer services brought on as a direct consequence of the rezoning and consolidation or subsequent activities be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 11 That should an electrical substation be required a servitude or subdivided erf must be allocated where the substation will be constructed.
- 12 That no electrical substations be installed on the sidewalk.
- 13 That medium and low voltage cables, streetlights and low voltage distribution units may be installed on sidewalk spaces.
- 14 That all electrical services design drawings and internal reticulations be submitted to the Strategic Executive: Electricity for approval before any construction works are commenced.
- 15 That during project implementation, the applicant's electrical representative should at all times engage the quality monitoring official from Department of Electricity for all inspections and testing required.
- 16 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.

- 17 That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- 18 That for '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 provided that it's technically possible otherwise a bulk meter shall be used.
- 19 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 19.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 20 That the applicant accept the conditions of the Council Resolution in writing, by completing and returning the Acknowledgment and Acceptance of Council Conditions Form to the Municipal of Windhoek, prior to the submission of the application to the Urban and Regional Planning Board.
- 21 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

**11.3.9 FNS.4 [HPH] APPLICATION TO PURCHASE
A 10 METRE PORTION OF ERF 467,
AUASBLICK, FOR CONSOLIDATION
WITH ERF 159, AUASBLICK
(L/159/AB)**

Introduction

In accordance with the Municipal Council of Windhoek's Public Open Spaces Policy, property owners are provided the opportunity to submit an application for a once-off 10 metre portion of land that is adjacent to their property for the purpose of consolidation. The property owner benefits from such an acquisition in various ways, including the fact that it increases the value of the property and enhances its appeal. This application represents one such instance.

Purpose

The purpose of this item is to submit the application received from the owner of Erf 159, Auasblick, to purchase a 10 metre portion of Erf 467, Auasblick for consolidation with Erf 159, Auasblick.

Application

*** An application dated 16 June 2021 **attached as page 400 to the agenda**, was received from the owner of Erf 159, Auasblick, Mr Marco Scriba as per Deed of Transfer No. T5613/2010, **attached as pages 401 - 405 to the agenda**, for acquisition of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick for consolidation with Erf 159, Auasblick.

*** A copy of Mr Scriba's Identity Document is **attached as page 406 to the agenda**.

The application involves the following:

- Subdivision of Erf 467, Auasblick into Portion A ($\pm 284 \text{ m}^2$ in extent) and the Remainder;
- Closure of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick as 'public open space' in terms of section 50(1)(c) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended);
- Consolidation of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick with Erf 159, Auasblick; and
- Sale of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick to the owner of Erf 159, Auasblick for consolidation.

Property description and locality

Erf 159, Auasblick is zoned 'residential', is $\pm 2\,018 \text{ m}^2$ in extent with a density of one (1) dwelling/erf and is situated along Lugano Street.

Erf 467, Auasblick is zoned 'public open space', is $\pm 225\,103 \text{ m}^2$ in extent and is situated along Sean MacBride Street.

*** The locality of the properties is depicted by a map **attached as page 407 to the agenda**.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Electricity

- Engineering Services

There is in principle no objection to the application submitted to purchase Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick for consolidation with Erf 159, Auasblick: Provided:

- That should any municipal electrical infrastructure need to be relocated, dismantled, or replaced as per request received from the applicant, all costs related thereto will be for the applicant's account.

- That only one (1) service connection from the municipal electrical network will be allowed per erf.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
- That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- That a split prepayment meter shall be used in residential areas with payment levels lower than 80 % and all informal settlements.
- That for '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 provided that it's technically possible otherwise a bulk meter shall be used.

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

- Water and Sewer

- No water or sewer services affected.
- Any further water or sewer requirements shall be for the applicant's account.

Comments from the Strategic Executive: Urban and Transport Planning

- Urban Policy

Erf 467, Auasblick is zoned 'public open space' and is ± 225 103 m² in extent.

Erf 159, Auasblick is zoned 'residential' with a density of one (1) dwelling per erf and is ± 2 018 m² in size.

The proposed Portion A is $\pm 284 \text{ m}^2$ in extent and should be subdivided from Erf 467, Auasblick and consolidated with Erf 159, Auasblick. The consolidated erf will be $\pm 2\,302 \text{ m}^2$ in extent, which at the current density will allow one (1) residential dwelling on the new consolidated erf.

Urban Policy Division has no objection to the subdivision of a 10 metre portion of Erf 467, Auasblick for consolidation purposes with Erf 159, Auasblick subject to the comments of the Strategic Executive: Infrastructure, Water and Technical Services: Provided:

- That Erf 467, Auasblick be subdivided into proposed Portion A ($\pm 284 \text{ m}^2$ in extent) and the Remainder as indicated on the subdivision plan, **attached as page 407 to the agenda**. The same plan must be submitted to the Ministry of Urban and Rural Development.
- That the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be consolidated with Erf 159, Auasblick.
- That the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) be closed as 'public open space' in line with section 50(1)(c) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- That, prior to the formal closure, the applicant advertises the intended permanent closure in the Government Gazette and in at least two (2) newspapers circulating within the local authority area, in accordance with the provisions of section 50 of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), send out letters to affected and interested persons (including neighbours) and place notice of the intended closure on the site as well as on the Municipal Council of Windhoek's Customer Care Centre (CCC) notice board.
- That the applicant is required to consult with the adjacent neighbours in accordance with section 107 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Municipal Council of Windhoek's Public Consultation Policy of the proposed development regarding the aforesaid subdivision and consolidation. The applicant is required to furnish the Municipal Council of Windhoek with proof of neighbours' consultation.
- That it be noted that the public and neighbours' consultation for the intended closure of the portion of the 'public open space' can take place concurrently with the neighbours' consultation process of the subdivision and consolidation application(s).
- That upon closure of proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick as 'public open space', Portion A assumes the same zoning Erf 159, Auasblick in terms of the Windhoek Zoning Scheme.

- That the applicant submit all required documents, forms, and fees as per the Urban and Regional Planning Board requirements to the Strategic Executive: Urban and Transport Planning for submission to the Urban and Regional Planning Board.
- The applicant submits copies of the approved erf diagrams to the Strategic Executive: Housing, Property Management and Human Settlement upon approval of the subdivision and consolidation.
- That the current conditions registered against Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik be replaced with the usual short standard conditions of the Municipality, including a minimum building value as stipulated in clause 39 of the Windhoek Zoning Scheme.
- That any existing and future buildings comply with any building regulation in regards with safety distances from boundaries.
- That the subdivision and consolidation application (inclusive of the automatic conversion/rezoning of the portion of 'public open space' to 'residential' zoning) be submitted by a registered Town and Regional Planner, because the proposed zoning of the proposed 10 metre portion ('residential') will not remain identical to that of the parent property ('public open space') and thus involves the works reserved for registered Town and Regional Planner.

- **Traffic Flow**

This division has no objection to the sale of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik, for consolidation with Erf 159, Auasblik: Provided:

- That no access from a 'public open space' (Remainder of Erf 467, Auasblik).
- That no Urban Arterial Account (UAA) contribution is applicable.

- **Stormwater**

A stormwater investigation was done, and the following is reported:

- Both Erf 159, Auasblik and the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik have a general downward slope from the northeast towards the southwest.
- There is no stormwater system crossing either Erf 159, Auasblik or the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik except for surface stormwater run-off.
- It should however be noted that a stormwater course flows along Erf 467, Auasblik flowing approximately 5 metre away to the northwest of both Erf 159, Auasblik and the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik flowing into a southwesterly direction.

There is no objection to the proposed purchase of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik and consolidation with Erf 159, Auasblik: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.
- That the applicant/owner appoints a registered professional Engineer at own cost and risk, to determine if the northwestern boundaries of the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik and Erf 159, Auasblik requires protection against any potential flood damage.

Comments from the Strategic Executive: Economic Development and Community Services

- **Environmental Management**

No objection to the sale of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik per policy. It should, however, be noted that Erf 467, Auasblik, is zoned 'public open space' and requires an Environmental Clearance Certificate in terms of the Environmental Management Act, 2007 (Act 7 of 2007). The applicant should therefore obtain such clearance from the Strategic Executive: Economic Development and Community Services once Council has approved the application.

- **Parks**

The Parks Division has no objection to application for the acquisition of a portion of Erf 467, Auasblik for consolidation with Erf 159, Auasblik as per the Public Open Spaces Policy.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- **Valuations**

Portion A of Erf 467, Auasblik, is $\pm 284 \text{ m}^2$ in extent, and after consolidation with Erf 159, Auasblik ($\pm 2\,018 \text{ m}^2$ in extent), the size of the newly consolidated erf will be $\pm 2\,302 \text{ m}^2$. The development potential is not enhanced in terms of the density being one (1) dwelling/erf. The valuation as determined by the Manager Valuations Division is 50 % of N\$1 602.00/m² being N\$801.00/m² or N\$227 500.00 (rounded off) in total as per Council Resolution 276/08/2004, **attached as page 275 to the agenda**. The Valuation Certificate dated 8 January 2026 is **attached as page 408 to the agenda**. The valuation was determined in accordance with Council Resolution 276/08/2004, **attached as page 275 to the agenda**.

Should the applicant/owner of Erf 159, Auasblik wish to take occupation of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik prior to the conclusion of the sale, it could be leased to the applicant once the preliminary diagrams are available, pending the finalising of the sale, at a monthly rental of N\$1 895.83. The rental was calculated at 10 % of the

purchase price divided by twelve (12) and should be further subjected to the annual escalations in line with the Namibia Inflation Rate. The Valuation Certificate dated 8 January 2026 is **attached as page 408 to the agenda.**

*** All funds generated from the sale of resulting from the subdivision of 'public open spaces' are to be used exclusively (unless with consent of Council), for the development of 'public open spaces' into attractive public spaces, e.g., family parks, walking trails, etc., as per Council Resolution 183/08/2021, **attached as pages 409 - 412 to the agenda.**

- **Property Management**

*** The application for Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick for consolidation with Erf 159, Auasblick is in line with Council Resolution 251/07/2001, **attached as pages 413 - 416 to the agenda,** which contains the Public Open Spaces Policy.

All technical comments are in support of the application. The Strategic Executive: Housing, Property Management and Human Settlement supports the application.

Neighbours' consent

*** The owner of Erf 158, Auasblick granted consent as per neighbours' consent form **attached as page 417 to the agenda.**

Site visit

*** A site visit was conducted on 8 January 2026. No encroachment or other illegal activities were detected. Photos depicting the site are **attached as pages 418 - 420 to the agenda.**

Conclusion

Having presented the above comments, the item is submitted for Council's deliberation.

Management Committee, having considered the application,

RECOMMENDED

- ***
- 1 That Erf 467, Auasblick be subdivided into Portion A ($\pm 284 \text{ m}^2$ in extent) and the Remainder as per Plan No. 159 AB-1 **attached as page 407 to the agenda.**
 - 2 That Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be sold to the applicant for consolidation with Erf 159, Auasblick.
 - 3 That the applicant consult with the adjacent neighbours in accordance with section 107 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Municipal Council of Windhoek's Public Consultation Policy of the proposed development regarding the aforesaid subdivision and consolidation. [The applicant is required to furnish the Municipal Council of Windhoek with proof of neighbours' consultation].

- 4 That the applicant obtain the Municipal Council of Windhoek's support and the Minister of Urban and Rural Development's approval for the subdivision of Erf 467, Auasblick into Portion A ($\pm 284 \text{ m}^2$ in extent) and the Remainder, and the subsequent consolidation of Portion A with Erf 159, Auasblick in accordance with the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 5 That approval be granted for the permanent closure of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick as 'public open space' in accordance with the provisions of section 50(1)(c) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) subject to the following conditions:
 - 5.1 That prior to the formal closure, the applicant advertises the intended permanent closure in the Government Gazette and in at least two (2) newspapers circulating within the local authority area, in accordance with the provisions of section 50 of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), send out letters to affected and interested persons (including neighbours) and place notice of the intended closure on the site as well as on the Municipal Council of Windhoek's Customer Care Centre (CCC) notice board.
 - 5.2 That it be noted that the public and neighbours' consultation for the intended closure of the portion of the 'public open space' can take place concurrently with the neighbours' consultation process of the subdivision and consolidation application(s).
 - 5.3 That upon closure of proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick as 'public open space', Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be consolidated with Erf 159, Auasblick and assume the same zoning and density as Erf 159, Auasblick in terms of the Windhoek Zoning Scheme.
- 6 That any existing and future buildings comply with any building regulations in regards with safety distances from boundaries.
- 7 That the land and buildings only be used for purposes in line with the provisions of the Windhoek Zoning Scheme.
- 8 That the usual short standard conditions of the Municipal Council of Windhoek, including a minimum building value as stipulated in clause 39 of the Windhoek Zoning Scheme be registered against the erf.
- 9 That any existing and future buildings comply with any building regulation in regards with safety distances from boundaries.
- 10 That the subdivision and consolidation application (inclusive of the automatic conversion/rezoning of the portion of the 'public open space' to 'residential' zoning) be submitted by a registered Town and Regional Planner, because the proposed zoning of the portion of the 'public open space' ('residential') will not remain identical to that of the parent property ('public open space') and thus involves the works reserved for registered Town and Regional Planners.

- 11 That the applicant/owner be required to apply for an Environmental Clearance Certificate from the Strategic Executive: Economic Development and Community Services upon approval of the application by Council.

- 12 That subject to obtaining Environmental Clearance Certificate and the successful implementation of the town planning and cadastral procedures, Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be sold to the owner of Erf 159, Auasblick ($\pm 2\,018 \text{ m}^2$ in extent) at a purchase price of 50 % of N\$1 602.00./m², being N\$801.00./m² or N\$227 500.00 in total as per Valuation Certificate dated 8 January 2026, **attached as page 408 to the agenda**, in terms of Council Resolution 276/08/2004, **attached as page 275 to the agenda**, as determined by the Strategic Executive: Housing, Property Management and Human Settlement (Manager: Valuations).
- 13 That should the applicant/owner of Erf 159, Auasblick wish to take occupation of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick prior to the finalisation of the town planning and cadastral procedures, Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be leased to the owner at a monthly rental of N\$1 895.83, which is 10 % of the purchase prices per annum calculated monthly; further subject to the annual escalations in terms of the Namibian Inflation rate and the draft diagrams being available.

- 14 That all funds generated from the sale of resulting from the subdivision of 'public open spaces' are to be used exclusively (unless with consent of Council), for the development of 'public open spaces' into attractive public spaces, e.g., family parks, walking trails, etc., as per Council Resolution 183/08/2021, **attached as pages 409 - 412 to the agenda**.

- 15 That the sale of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be subject to the following conditions:

- 15.1 That no access should be taken from the 'public open space', i.e., the Remainder of Erf 467, Auasblick.

- 15.2 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:

- 15.2.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:

- The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
- The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.

- 15.2.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 15.3 That the applicant appoint a registered professional Engineer at own cost and risk, to determine if the northwestern boundaries of the proposed Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblik and Erf 159, Auasblik requires protection against any potential flood damage.
- 15.4 That all costs regarding water and sewer requirements as a result of this application be for the applicant's account.
- 16 That the following be noted:
 - 16.1 That should any municipal electrical infrastructure on the sidewalk or portion applied for need to be relocated to accommodate new access to the erf or as a result of an oversight from our side, all costs related thereto be for the applicant's account.
 - 16.2 That only one (1) service connection from the municipal electrical network will be allowed per erf.
 - 16.3 That only one (1) additional meter point will be allowed for an approved flat on erven that is zoned 'single residential'. [For more meter points, the erf must be rezoned to 'general residential'.]
 - 16.4 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3×60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
 - 16.5 That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
 - 16.6 That a split prepayment meter shall be used in residential areas with payment levels lower than 80 % and all informal settlements.
 - 16.7 That any additional costs with regard to electricity, water and sewer be for the owner's/applicant's account.
- 17 That the applicant/owner of Erf 159, Auasblik:
 - 17.1 Submit proof to the Strategic Executive: Housing, Property Management and Human Settlement not later than six (6) months from the date that this Council Resolution is adopted, that the Environmental Clearance Certificate has been obtained and that the proposed closure, subdivision, and consolidation have been submitted to the Urban and Regional Planning Board, for consideration.

- 17.2 Submit proof to the Strategic Executive: Housing, Property Management and Human Settlement within sixty (60) days after the issuing of the subdivision certificate and approval of the consolidation that a Surveyor has been appointed.
- 17.3 Submit to the Strategic Executive: Housing, Property Management and Human Settlement draft diagrams within three (3) months after appointment of the Surveyor indicating that the survey has been completed and that the diagrams have been submitted to the Surveyor General for approval.
- 17.4 Sign the Deed of Sale not later than ninety (90) days after the approved diagrams become available and after having been requested to do so by the Strategic Executive: Housing, Property Management and Human Settlement and pay the purchase price.
- 18 That should the applicant/owner of Erf 159, Auasblick fail to comply with any of the conditions of this Council resolution or fail to finalise the sale within eighteen (18) months from the date of this Council resolution, that the allocation be subject to a price revision to be determined by the Strategic Executive: Housing, Property Management and Human Settlement (Manager: Valuations).
- 19 That the sale/lease of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be advertised in terms of section 63(2)(a)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 20 That the sale/lease of Portion A ($\pm 284 \text{ m}^2$ in extent) of Erf 467, Auasblick be subject to Ministerial approval in terms of section 30(1)(t)(i) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 21 That the Chief Executive Officer (Corporate Legal Adviser) draft the Deed of Sale.
- 22 That the resolution be implemented prior to confirmation of the minutes.

Financial implications

Service rendered	Funds required (N\$)	Funds available
Advertisement cost	4 000.00	Item 4000/20/1/10/0025

[Municipal Council Agenda: 2026-08-27]

11.3.10

FNS.5 [UTP] APPLICATION FOR CONSENT IN TERMS OF TABLE B OF THE WINDHOEK ZONING SCHEME TO USE ERF 4266, KLEIN WINDHOEK FOR A RESTAURANT/COFFEE SHOP UNDER THE 'BUSINESS' ZONING (L/4266/KW)

Application

An application was received from Plan Africa Town Planning Consultants, appointed by Forty Two Berg Property Investments (Proprietary) Limited (Company No. 2020/0481, of which Stephan E D Harrison, Melanie Harrison and Wolfgang Spath are the shareholders) for:

- Consent in terms of Table B of the Windhoek Zoning Scheme to use Erf 4266, Klein Windhoek for a restaurant/coffee shop under 'business' zoning.

The Power of Attorney is signed by Paulo J G De Azevedo as a Director of the company. The company resolution to authorise Paulo J G De Azevedo to sign the Power of Attorney is provided in the application.

A Credit Clearance was provided, and the Acting Strategic Executive: Finance and Customer Services indicated that the application may proceed.

The full application is **attached as pages 421 - 480 to the agenda.**

Erf information

Erf 4266, Klein Windhoek is located on Berg Street next to the Klein Windhoek Supermarket and opposite the Quba Mosque. The erf is zoned 'business' with a bulk of 1.0 and is $\pm 3\,566\text{ m}^2$ in extent.

The erf is occupied by a business complex including Klein Windhoek Spar, pharmacy and Vet to Pet shop. Miena's Market coffee shop is also operated from the erf.

Development intention

The application is to formalise an existing coffee shop/restaurant operating on Erf 4266, Klein Windhoek.

Public consultation

Public consultation was completed in line with the requirements of Council's Public Consultation Policy and the provisions of the Urban and Rural Planning Act, 2018 (Act 5 of 2018) for the proposed development as follows:

- *** - The proposed consent use was advertised in The Market Watch (Die Republikein, The Sun and Allgemeine Zeitung) newspapers respectively on 29 August 2025 and 5 September 2025, **attached as pages 461 - 462 to the agenda;**
- *** - Notices of the proposed consent use was placed on the notice board of the Municipal Council of Windhoek's Customer Care Centre (CCC) as well as on the site, **attached as pages 463 - 466 to the agenda;**
- *** - Neighbour consultation letters/forms were delivered by hand to the direct neighbours on the Remainder of Erf 826 and Erven 1260, 1141 and 1144, Klein Windhoek, of which proof is **attached as pages 467 - 476 to the agenda;** and
- *** - Neighbour consultation letters/forms were sent to the direct neighbours on Erven 1655 and 395, Klein Windhoek via registered mail, of which proof is **attached as pages 477 - 479 to the agenda.**
- *** One (1) objection was received from the owner of the Remainder of Erf 826, Klein Windhoek, **attached as page 480 to the agenda.**

Objections received

The owners of the Remainder of Erf 826, Klein Windhoek, Body Corporate, 45 Berg Street, submitted an objection, which reads as follows:

It has been observed that an excessive number of vehicles are being parked in front of Berg Street 45 premises which is causing congestion and inconvenience.

The objection will be addressed as part of the Urban Policy evaluation.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

There is no objection to the proposed development provided that the applicant meets all Council requirements.

- Roads Planning and Traffic Flow

Berg Street is a local street with moderate traffic volumes during peak hours. Consent for the 'restaurant' and coffee shop with a seating capacity of twenty (20) seats will not be generating additional trips to the current road network.

There is no objection to the proposed consent to use Erf 4266, Klein Windhoek for the purpose of a restaurant/coffee shop in terms of Table B of the Windhoek Zoning Scheme: Provided:

- That parking should be as per approved plan, Drawing No. 097M-102 **attached as page 454 to the agenda.**
- That consent use only come into effect once adequate parking has been provided for on-site being to the satisfaction of the Strategic Executive: Urban and Transport Planning.

General parking requirements:

- That for 'business' use one (1) parking bay be provided for every 33 m² utilised bulk.
- That for restaurants and pubs, one (1) parking bay be provided per three (3) seats plus loading zone.

- **Roads and Stormwater**

A stormwater investigation was done, and the following is reported:

- The proposed Erf 4266, Klein Windhoek, has a general downward slope from the southwest into a northeasterly direction.
- There is no visible sign of any stormwater course or system flowing across the proposed Erf 4266, Klein Windhoek, except for surface stormwater run-off.
- However, there is a tributary to the Klein Windhoek River, flowing from the south then approximately 8 to 11 metre away from the southeastern boundary of the proposed Erf 4266, flowing into a northeasterly direction.

There is no objection to the proposed consent to use Erf 4266, Klein Windhoek, for the purpose of a restaurant/coffee shop in terms of Table B of the Windhoek Zoning Scheme: Provided:

- That the applicant appoint a registered professional Engineer to determine whether the southeastern boundary of the proposed Erf 4266, Klein Windhoek, requires to be protected against any potential flood damage.
- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.

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

- **Engineering Services**

The application can only be approved under the following condition:

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

Comments from the Strategic Executive: Electricity

- Technical Support

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

- That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per the request received from the applicant, all cost related thereto be for the applicant's account.
- That only one (1) service connection from the municipal electrical network will be allowed per erf.
- That service connections may not be routed through any subdivided portion or remainder.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
- That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.

Comments from the Strategic Executive: Economic Development and Community Services

- Health and Environment Services

The application for consent for a restaurant/coffee shop on Erf 4266, Berg Street, Klein Windhoek, which was referred back from the Town Planning Committee and received on 17 June 2026, refers.

The division has no objection to the application for consent: Provided:

- That the applicant applies for a Certificate of Fitness to operate as a restaurant/coffee shop in line with the regulations relating to the Registration of Businesses, Government Notice No. 202 of 2006.

- That all efforts must be made to prevent and mitigate causing a health nuisance to the surrounding properties and the environment during operational hours to ensure compliance with the Public and Environmental Health Act, 2015 (Act 1 of 2015).

Urban Policy evaluation

- Proposed land uses and zoning scheme provisions

The consent use application is to formalise an existing restaurant on Erf 4266, Klein Windhoek.

The Windhoek Zoning Scheme includes any other uses as possible consent uses not mentioned in the primary use and prohibited uses columns of Table B for the Business zoning as follows:

Use zone (1)	Primary uses (2)	Consent uses (3)	Prohibited uses (4)
IV Business	Shops, Business Buildings, Dwelling Units, Residential Buildings and Social Halls	Other uses not under columns 2 and 4	Noxious industrial buildings

The consent use for a 'restaurant' is regarded as a complimentary use/activity on any 'business' zoned erf/area and is not foreseen to have any negative impact on the area.

- Title Deed conditions

The Certificate of Consolidated Title No. T6228/2019 for Erf 4226, Klein Windhoek lists no restrictive conditions.

- Response to objections received from the owner of the Remainder of Erf 826, Klein Windhoek

In accordance with section 65(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018), the grounds of objections were evaluated and the Urban Policy Division's response is outlined as follows:

- Occasional parking in front of the Remainder of Erf 826, Klein Windhoek is taking place on Erf 1656, Klein Windhoek which is zoned 'street'.
- The entrance to the Remainder of Erf 826, Klein Windhoek is protected with bollards on the eastern side, which can also be done on the western side.
- The restaurant/coffee shop has been operating on Erf 4266, Klein Windhoek since its development as a 'business' zoned erf.

The objection can be mitigated through the applicant's adherence to parking conditions; and the objection is therefore not considered meritorious.

- **Compensation**

There is no betterment fee for consent use applications.

Conclusion

The consent use application is to formalise an existing restaurant on Erf 4266, Klein Windhoek. The consent use is regarded as a complimentary use/activity on any 'business' zoned erf/area and is not foreseen to have any negative impact on the area.

The application is therefore recommended for approval.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the consent use for a 'restaurant' (including the coffee shop) on Erf 4266, Klein Windhoek, be approved in accordance with Table B of the Windhoek Zoning Scheme.
- 2 That it be noted that the consent use shall automatically cease if:
 - 2.1 Any condition of this consent is breached;
 - 2.2 The owner has been given written notice by the Municipal Council of Windhoek to remedy the breach within twenty eight (28) calendar days or any other specified period (as prescribed in the Windhoek Zoning Scheme, as amended); and
 - 2.3 The owner fails to remedy the breach or comply within that period.
- 3 That the applicant shall, prior to any transfer of ownership, inform the prospective purchaser in writing of the nature of the consent use and all conditions attached thereto.
- 4 That the consent use granted shall not automatically transfer with a change of ownership.
- 5 That upon any sale, transfer of the property or any change of ownership, the new owner shall, prior to commencing any activities authorised by this consent, make written application to the Strategic Executive: Urban and Transport Planning for re-confirmation of the consent use.
- 6 That the re-confirmation shall be at the sole discretion of the Municipal Council of Windhoek, or functionary as may be delegated.
- 7 That upon transfer of ownership, the consent use shall be deemed suspended with immediate effect and shall remain suspended until such time as re-confirmation is granted in writing by the Strategic Executive: Urban and Transport Planning.

- 7.1 That any use of the property in contravention of this suspension shall constitute a breach of these conditions and may render the owner liable to enforcement action.

- 8 That parking should be provided as per approved plan, Drawing No. 097M-102 **attached as page 454 to the agenda.**
- 9 That the consent use only come into effect once adequate parking has been provided for on-site being to the satisfaction of the Strategic Executive: Urban and Transport Planning.
- 10 That for 'business' use, one (1) parking bay be provided for every 33 m² utilised bulk.
- 11 That for 'restaurants' and pubs, one (1) parking bay be provided per three (3) seats plus loading zone.
- 12 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:
- 12.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
- The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
- 12.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 13 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 be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 14 That 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.
- 15 That only one (1) service connection from the municipal electrical network will be allowed per erf.
- 16 That service connections may not be routed through any subdivided portion or the Remainder.

- 17 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
 - 18 That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity, for information on connection charges.
 - 19 That the applicant applies for a Certificate of Fitness to operate as a restaurant and/or coffee shop in line with the Regulations Relating to the Registration of Businesses, Government Notice No. 202 of 2006.
 - 20 That all efforts must be made to prevent and mitigate causing a health nuisance to the surrounding properties and the environment during operational hours to ensure compliance with the Public and Environmental Health Act, 2015 (Act 1 of 2015).
 - 21 That the applicant accept the conditions of Council in writing, by completing and returning the Acknowledgment and Acceptance of Council Conditions Form to the Municipal Council of Windhoek, prior to the submission of the application to the Urban and Regional Planning Board.
 - 22 That the objector be informed of Council's decision.
 - 23 That it be noted that in terms of clause 50 of the Windhoek Zoning Scheme, any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister of Urban and Rural Development.
 - 23.1 That the Notice of the Appeal and the grounds for the appeal must be lodged within twenty eight (28) days from the date of this Notice to the Minister and Local Authority whose decision is the subject of the appeal.
 - 24 That the resolution be implemented prior to confirmation of the minutes.
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[Municipal Council Agenda: 2026-08-27]

11.3.11

FNS.6 [UTP] APPLICATION FOR CONSENT TO USE ERF 1689, WINDHOEK FOR 'RESIDENTIAL' BUILDINGS FOR THE PURPOSE OF STUDENT ACCOMMODATION AND CONSENT FOR A COFFEE SHOP/RESTAURANT IN TERMS OF TABLE B OF THE WINDHOEK TOWN PLANNING SCHEME (L/1689/W)

Application

An application was received from Plan Africa Consulting Town and Regional planners, on behalf of the owners of the erf, Sankara Properties CC (CC/2021/05268, of which Kale G Negussie, Bruh A Terfie and Menelik Negussie are the directors) for:

- Consent to use Erf 1689, Windhoek, Johan Albrecht Street, for 'residential' buildings for the purpose of students' accommodation and consent for a coffee shop/restaurant

The Power of Attorney is signed by Mr Bruh A Terfie as a Director of the close corporation. The amended Founding Statement of the close corporation was provided and a resolution authorising Bruh A Terfie to sign the Power of Attorney was provided.

The full application is **attached as pages 481 - 530 to the agenda.**

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

Erf information

Erf 1689 is located in Windhoek West in the area north of the Namibia University of Science and Technology (NUST) and close to the offices of the Namibian newspaper.

The erf is zoned 'office' with a bulk of 0.4. and is $\pm 1\,858\text{ m}^2$ in extent.

The erf has an existing building.

Development intention

It is the intention of the owner to apply for consent to use the erf for the purpose of 'residential' buildings for student accommodation. In particular, six (6) 'residential' buildings are proposed with five (5) rooms per 'residential' building, to accommodate students. The applicant further request for consent to use the subject erf for a coffee shop/restaurant in terms of the Windhoek Zoning Scheme.

Public consultation

Public consultation was completed in line with the requirements of the Council's Public Consultation Policy and the requirements of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for the proposed development as follows:

- *** - The proposed consent uses were advertised on 1 and 8 April 2026 in the Market Watch (Republikein, Namibian Sun and Allgemeine Zeitung) newspapers respectively. The notices are **attached as pages 513 - 514 to the agenda**.
- *** - Notices of the proposed consent uses were placed on the notice board of the Municipal Council of Windhoek Customer Care Centre (CCC) as well as on the site. Proof of the notices are included in the application and **attached as pages 515 - 519 to the agenda**.
- *** - Neighbour consultation letters/forms were delivered by hand to the direct neighbours on Erven 683 and 1690, Windhoek. Proof of the hand delivery items is **attached as pages 520 - 523 to the agenda**.
- *** - Neighbour consultation letters/forms were sent via e-mail to the direct neighbours on Erven 1693, 1694 and 1792, Windhoek. Proof of the list of items sent via e-mail is **attached as pages 524 - 528 to the agenda**.

One (1) objection was received from the owner of Erf 1690, Windhoek.

Objection received

The owner of Erf 1690, Windhoek submitted an objection, which reads as follows:

No off-site in front of Erf 1689, Windhoek, parking area in front of my erf 1690 and 1691 (southern neighbour) where parking requirements will increase due to current development, visitors to SWAPO school on Erf 1792 are using it, will be insufficient and access from Johan Albrecht Street does not exist from Erf 1689, Windhoek.

- *** The objection from the neighbour is included as part of the Public Participation Report submitted by the Consultant **attached as pages 529 - 530 to the agenda**.

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

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

The division has no objection to the proposed development provided that the proposal meets all Council policies and requirements; and comments from all technical departments are considered and adhered to.

- **Roads Planning and Traffic Flow**

Erf 1689 is located in at the corner of Davey and Johann Albrecht Streets in Windhoek West. The erf measures $\pm 1\,858\text{ m}^2$ in extent and zoned 'office' with a bulk of 0.4. Johann Albrecht Street is a major collector street and mostly congested during peak hours.

There is no objection to the proposed consent use of Erf 1689, Windhoek for 'residential' buildings for the purpose of student accommodation: Provided:

- That a minimum of one (1) parking bay per equal or less than three (3) bedroom unit, or two (2) parking bays per equal or greater than four (4) bedroom unit, plus one (1) bay per three (3) units or part thereof explicitly for visitors parking be provided on-site.
- That for student accommodation, a minimum 0.3 bays be provided per bed on-site.
- That a stacking distance of 6 metre is required at the entrance.
- That parking for existing building should be provided as per the layout dated July 2025 **attached as page 506 to the agenda**, and the existing access should be closed as per the layout. Parking for all new buildings is to be submitted with building plans.

- **Roads and Stormwater**

A stormwater investigation was done, and the following is reported:

- Erf 1689 has a general downward slope from the east into a westerly direction.
- There is no visible sign of any stormwater course or system flowing across the proposed Erf 1689, Windhoek, except for surface stormwater flow.

The division has no objection to the proposed consent use of Erf 1689, Windhoek for 'residential' buildings for the purpose of student accommodation and consent for a coffee shop: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.
- That no access be considered over any stormwater system or structure.
- That the Municipal sidewalk remain to be to the required Municipal sidewalk profile.

- That should parking be required along the sidewalk, a walking width of at least 2.0 metre wide be provided along the edge of the sidewalk.

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

- Engineering Services

The application can only be approved: Provided:

- That the total number of residential units not exceed six (6) units.
- That the total number of bedrooms for residential purposes not exceed twenty (20) bedrooms.
- That any additional requirements with regard to water and sewer services brought on as a direct consequence of the consent use or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Comments from the Strategic Executive: Electricity

- Technical Support

There is in principle no objection to the application submitted for Erf 1689, Windhoek as outlined above: Provided:

- That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per the request received from the applicant, all cost related thereto be for the applicant's account.
- That only one (1) service connection from the municipal electrical network will be allowed per erf.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.

- That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.

Comments from the Strategic Executive: Economic Development and Community Services

- Environmental Management

The division supports the application and the applicant must comply with the Noise Control Regulations in terms of managing noise levels from the restaurant activities should the Council approve the application.

Urban Policy evaluation

- Proposed land uses and zoning scheme provisions

Erf 1689, Windhoek is zoned 'office' with a bulk of 0.4. The erf is situated in an office and Higher Residential Density Policy Area.

Table B of the Windhoek Zoning Scheme determines the allowable land uses on an 'office' zoned erf as follows:

Use zone (1)	Primary use (2)	Consent use (3)	Prohibited use (4)
Office	Offices	Dwelling units, Residential buildings , Institutions, Place of public worship, Business buildings, hotels, Restaurants	Other uses not under columns 2 and 3

'Residential' building is defined as follows:

Residential building means a building other than a dwelling unit, designed or used for human habitation, consisting of more than one residential unit together with such outbuildings and entertainment areas as are ordinarily used therewith but which does not include:

- a building mentioned whether by way of inclusion or exclusion in the definition of 'place of instruction' or 'institution';*
- a hotel or motel;*
- an accommodation establishment.*

For the meaning of 'residential unit' as it appears in the definition of residential building, the term is defined as follows:

Residential unit means a room or suite of rooms, other than a dwelling unit, which is designed as a dwelling for a single household or for one or more single persons.

The applicant has indicated that at least six (6) 'residential' buildings are proposed with five (5) rooms per residential building which would result in thirty (30) leasable rooms.

The total development potential of the erf is $\pm 1\,114\text{ m}^2$.

Due to limited infrastructure capacity, the Strategic Executive: Infrastructure, Water and Technical Services however, restricted development to a total number of six (6) residential units and a maximum number of twenty (20) bedrooms.

- **Title Deed conditions**

The Deed of Transfer No. T6554/2021 for Erf 1689, Windhoek contains the following restrictive conditions:

- (a) *Condition B.1. restricts the use of the erf to residential purposes for one family and limit the erection to one (1) dwelling house.*
- (b) *Condition B.2. prescribes a building value of N\$10 000.00.*

Conditions B.1. and B.2. are no longer necessary as Conditions A. (a) and A. (b) of the same Title Deed already require that the property be used in accordance with the Windhoek Zoning Scheme and set a minimum building value of at least four times the prevailing valuation of the erf.

Accordingly, Conditions B.1. and B.2. are recommended for cancellation, while Conditions A.(a), A.(b) and B.3 shall remain in full force and effect.

- **Response to objections received**

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

- *Not sufficient off-site parking available to accommodate intended use.*

The objection is valid in that there is no sufficient parking for the full envisaged development considering that the parking indicated in the street reserve at Erf 688, Windhoek as part of the development to meet parking requirements is public parking. This parking is for public use and cannot be assigned to one (1) development.

The Urban Policy Division therefore does not support the consent use for coffee shop/restaurant on the erf. Only the student accommodation, which shall be restricted to a total number of six (6) residential units and a maximum of twenty (20) bedrooms is recommended for approval.

Conclusion

The application made in terms of Table B of the Windhoek Zoning Scheme for consent to use Erf 1689, Windhoek, Johan Albrecht Street, for 'residential' buildings for the purpose of student accommodation is supported.

The consent for a coffee shop/restaurant is not supported as it will not be only catering to the inhouse students, but also be open to public which will then negatively impact the issue of parking and traffic circulation at the access of the erf.

Management Committee, having considered the application,

RECOMMENDED

- 1 That consent in terms of Table B of the Windhoek Zoning Scheme be granted for 'residential' buildings on Erf 1689, Johan Albrecht Street, Windhoek for the purpose of student accommodation, subject to the following:
 - 1.1 That the consent use shall automatically cease if:
 - 1.1.1 Any condition of this consent is breached;
 - 1.1.2 The owner has been given written notice by the Municipal Council of Windhoek to remedy the breach within twenty eight (28) calendar days or any other specified period (as prescribed in the Windhoek Zoning Scheme, as amended); and
 - 1.1.3 The owner fails to remedy the breach or comply within that period.
- 2 That the applicant shall, prior to any transfer of ownership, inform the prospective purchaser in writing of the following:
 - 2.1 The nature of the consent use and all conditions attached thereto.
 - 2.2 That the consent use granted shall not automatically transfer with a change of ownership.
 - 2.3 That upon any sale, transfer of the property or any change of ownership, the new owner shall, prior to commencing any activities authorised by this consent, make written application to the Strategic Executive: Urban and Transport Planning for re-confirmation of the consent use.
 - 2.4 That the re-confirmation shall be at the sole discretion of the Municipal Council of Windhoek, or functionary as may be delegated.
 - 2.5 That upon transfer of ownership, the consent use shall be deemed suspended with immediate effect and shall remain suspended until such time as re-confirmation is granted in writing by the Strategic Executive: Urban and Transport Planning.
 - 2.5.1 That any use of the property in contravention of this suspension shall constitute a breach of these conditions and may render the owner liable to enforcement action.
- 3 That the owner shall apply for and obtain the cancellation of Conditions B.1 and B.2 registered against Erf 1689, Windhoek as per Deed of Transfer No. T6554/2021, and shall submit proof of such cancellation to the Municipal Council of Windhoek prior to the commencement of any use, the submission of building plans for approval or the issuance of a Certificate of Fitness, whichever occurs first.

- 4 That the applicant comply with the following parking, access and traffic flow requirements:
 - 4.1 That a minimum of one (1) parking bay per equal or less than a three (3) bedroom unit, or two (2) parking bays per equal or greater than a four (4) bedroom unit, plus one (1) bay per three (3) units or part thereof explicitly for visitors parking be provided on-site.
 - 4.2 That for student accommodation, a minimum of 0.3 bays be provided per bed on-site.
 - *** 4.3 That parking for existing building should be provided as per the approved parking layout dated July 2025 **attached as page 506 to the agenda**, and the existing access should be closed as per the layout.
 - 4.4 That parking for all new buildings be submitted with building plans.
 - 4.5 That a stacking distance of 6 metre be required at the entrance.
- 5 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:
 - 5.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 5.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 6 That no access be considered over any stormwater system or structure.
- 7 That the municipal sidewalk remain as per required municipal sidewalk profile.
- 8 That should parking be required along the sidewalk, a walking width of at least 2.0 metre wide be provided along the edge of the sidewalk.
- 9 That the total number of 'residential' units not exceed six (6) units.
- 10 That the total number of bedrooms for 'residential' purposes not exceed twenty (20) bedrooms.

- 11 That any additional requirements with regard to water and sewer services brought on as a direct consequence of the consent use or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 12 That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto will be for the applicant's account.
- 13 That only one (1) service connection from the municipal electrical network will be allowed to each erf.
- 14 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
- 15 That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- 16 That the applicant at all times complies with the Noise Control Regulations in terms of managing noise levels from the activities.
- 17 That consent for a restaurant (inclusive of the coffee shop) not be approved in terms of Table B of the Windhoek Zoning Scheme due to the following:
 - 17.1 There is inadequate off-site parking to accommodate the intended use. [The restaurant (inclusive of the coffee shop) would exacerbate the existing parking shortage on Johan Albrecht Street, which is already a major collector road congested during peak hours.]
 - 17.2 The restaurant (inclusive of the coffee shop) would not cater exclusively to in-house students, but would invariably be open to the general public, increasing traffic volumes, pedestrian activity and compromising traffic circulation at the entrance of the erf.
 - 17.3 Unlike the student accommodation, which can be managed with on-site parking provisions, the restaurant (inclusive of the coffee shop) generates additional parking demand that cannot be accommodated on the erf itself. [The absence of dedicated off-street parking would force reliance on public street parking, which is already insufficient and heavily utilised by existing land uses.]

- 17.4 The cumulative impact on the surrounding neighbourhood, particularly neighbouring properties, would create nuisance for, and inconvenience adjacent property owners, undermining the 'residential' and mixed-use amenity of the area and contradicting the broader objective of ensuring sustainable and orderly urban development in Windhoek
- 18 That the objector be informed of the Council decision.
- 19 That the applicant accept the conditions of the Council Resolution in writing.
- 20 That it be noted that in terms of clause 50 of the Windhoek Zoning Scheme, any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister of Urban and Rural Development.
- 20.1 That the Notice of the appeal and the grounds for the appeal must be lodged within twenty eight (28) days from the date of this Notice to the Minister and Local Authority whose decision is the subject of the appeal.
- 21 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.3.12

**FNS.7 [UTP] APPLICATION FOR THE REZONING
OF PORTION 134 (A PORTION OF PORTION A)
OF FARM NUBUAMIS NO. 37, FROM 'RESIDENTIAL'
WITH A DENSITY OF 1:5 HECTARE TO 'RESTRICTED
BUSINESS' WITH A BULK OF 1.0
(L/134/NUB)**

Application

An application was received from Urban Green Consultants, on behalf of the owner of the erf, Karee Investments Nine (Proprietary) Limited (Company No. 2010/0568), for:

- The rezoning of Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37, Rensburger Street, from 'residential' with density of 1:50 000 m² to 'restricted business' with a bulk of 1.0; and
- Consent to use the portion in accordance with the proposed zoning while the rezoning is in process.

The Power of Attorney was signed by Steven David Gottschalk as the sole director of the company.

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

The full application is **attached as pages 531 - 636 to the agenda.**

Erf information

Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 is located at the end of Rensburger Street at the northernmost edge of the Lafrenz Industrial area.

Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 is zoned 'residential' with a density of 1:50 000 m² and is ± 11 098 m² in extent

Development intention

It is the owner's intention to rezone Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 from 'residential' to 'restricted business', with purpose to comply with the land use status quo, in accordance with the Windhoek Zoning Scheme.

The erf accommodates a warehouse building consisting of a guard house, storerooms, office, restrooms, kitchen, dispatch and loading areas located centrally on the portion, with designated parking areas located on the north and south on the portion.

The erf is being used by Value Logistics which is a supply chain partner, delivering integrated logistics, warehousing, distribution and specialist services across Southern Africa.

Public consultation

Public consultation was completed in line with the requirements of the Municipal Council of Windhoek's Public Consultation Policy and the provisions of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for the proposed development as follows:

- *** - Notices were advertised in the New Era and The Namibian newspapers respectively on 30 January and 6 February 2026, **attached as pages 599 - 602 to the agenda**;
- *** - Notices were placed on the notice board of the Municipal Council of Windhoek's Customer Care Centre (CCC) as well as on the site, **attached as pages 603 - 604 to the agenda**;
- *** - Neighbour consultation letters/forms were delivered by hand to the direct neighbours on Erven 133/37, 135/37, 4 and 5 Lafrenz, **attached as pages 605 - 615 to the agenda**;
- *** - Neighbour consultation letters/forms were sent by e-mail to the direct neighbours on Erven 1, 2 and 3 Lafrenz, **attached as pages 616 - 633 to the agenda**; and
- *** - A notice was placed in the Government Gazette No. 8835 on 20 February 2026 Notice No. 53, **attached as pages 634 - 636 to the agenda**.

No objections were received.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Urban and Transport Planning

- Sustainable Development

The division has no objection to the proposed, rezoning of Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 (Rensburger Street) from 'residential' with density of 1:5 ha to 'restricted business' with a bulk of 1.0.

- Roads Planning and Traffic Flow

Rensburger is a Collector Road with moderate traffic volume during peak hours. Rezoning of Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 from 'residential' with density of 1:50 000 m² to 'restricted business' with a bulk of 1.0 will be generating two hundred and nineteen (219) additional trips to the current road network.

Majority of the adjacent erven are zoned 'industrial' with a bulk of 1.0. Only Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 is zoned 'residential'.

There is no objection to the proposed rezoning of Portion 134 (a portion of Portion A) of Farm Nubuamis No. 37 (Rensburger Street) from 'residential' with density of 1:50 000 m² to 'restricted business' with a bulk of 1.0: Provided:

- Parking requirements for 'restricted business' is one (1) bay per 50 m².
- That parking be provided as per approved Building Permit No. D/02//2013 **attached as page 594 to the agenda.**

There is no objection to the proposed consent to use the portion in accordance with the proposed zoning while the rezoning is in process: Provided:

- That parking requirements for 'restricted business' be one (1) bay per 50 m².
- That parking be provided as per approved Building Permit No. D/02/2013 **attached as page 594 to the agenda.**
- The consent use shall only come into effect after meeting parking requirements on-site being to the satisfaction of the Strategic Executive: Urban and Transport Planning.

- **Roads and Stormwater**

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme.

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

- **Engineering Services**

The application can be approved: Provided:

- 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 be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Comments from the Strategic Executive: Electricity

- **Technical Support**

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

- That should an electrical substation be required a servitude or subdivided erf must be allocated where the substation will be constructed.
- That no electrical substations shall be installed on the sidewalk.
- That medium and low voltage cables, streetlights and low voltage distribution units may be installed on sidewalk spaces.
- That all electrical services design drawings, and internal reticulations must be submitted to the Strategic Executive: Electricity for approval before any construction works are commenced.
- That during project implementation, the applicant's electrical representative should at all times engage the quality monitoring official from the Department of Electricity for all inspections and testing required.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.

- That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.

Comments from the Strategic Executive: Economic Development and Community Services

- Environment Management

There is no objection to the application, the division supports the application: Provided:

- That the applicant apply for an Environmental Clearance Exemption from the Division of Health and Environment Services prior to submitting the application to the Urban and Regional Planning Board.

- Health and Environment Services

There is no objection to the application: Provided:

- That the applicant takes all necessary measures to ensure that no public health nuisance is caused during normal operations.
- That the applicant ensures that all businesses operating on the erf apply for and annually renew their Certificate of Fitness.

Urban Policy evaluation

- Proposed Land Uses and Zoning Scheme Provisions

Portion 134/A/37 of the Farm Nubuamis No.37 is currently zoned 'residential' with a density of 1:5 ha. The applicant intends to rezone to the restricted business zoning to formalise the existing warehousing land use activities on the portion.

The restricted business zoning allows primary and consent uses as follows in terms of the Windhoek Zoning Scheme:

Use zone (1)	Primary uses (2)	Consent uses (3)	Prohibited uses (4)
V Restricted Business	Business buildings	Other uses not under columns 2 and 4	Noxious industrial buildings

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

The portion is situated an area that is mainly zoned 'industrial' and most properties are used for either 'industrial' or 'restricted business' purposes. The application is to formalise an existing warehouse. The rezoning is not foreseen to have any negative impact on neighbouring erven and the area in general and is recommended for approval.

- **Title Deed conditions**

The Deed of Transfer No. T6106/2011 for Portion 134/A/37 Farm Nubuamis No. 37 lists a number of servitudes per conditions II - IV as well as the standard town planning scheme conditions. These conditions should remain in place.

- **Betterment fee**

Compensation is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) for any rezoning to a higher density as per the Ministry of Urban and Rural Development's Policy on the Levying Betterment Fees for Local Authorities in Namibia.

Conclusion

The proposed rezoning of Portion 134/A/37 of the Farm Nubuamis No. 37 from 'residential' with a density of 1:50 000 m² to 'restricted business' with a bulk of 1.0 is recommended for approval.

The portion is situated an area that is mainly zoned 'industrial' and most properties are used for either 'industrial' or 'restricted business' purposes. The application is to formalise an existing warehouse. The rezoning is not foreseen to have any negative impact on neighbouring erven and the area.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the rezoning of Portion 134/A/37 of the Farm Nubuamis No. 37 from 'residential' with a density of 1:5 ha to 'restricted business' with a bulk of 1.0 be recommended for approval to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 2 That it be noted that compensation is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 3 That parking requirements for 'restricted business' be one (1) bay per 50 m².
- *** 4 That parking be provided as per approved Permit No. D/02/2013 **attached as page 594 to the agenda.**
- 5 That the consent use shall only come into effect after meeting parking requirements on-site being to the satisfaction of the Strategic Executive: Urban and Transport Planning.
- 6 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Zoning Scheme, *inter alia* stating as follows:
 - 6.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:

- The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
- 6.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
 - 7 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 be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
 - 8 That should an electrical substation be required a servitude or subdivided erf must be allocated where the substation will be constructed.
 - 9 That no electrical substations shall be installed on the sidewalk.
 - 10 That medium and low voltage cables, streetlights and low voltage distribution units may be installed on sidewalk spaces.
 - 11 That all electrical services design drawings, and internal reticulations must be submitted to the Strategic Executive: Electricity for approval before any construction works are commenced
 - 12 That during project implementation, the applicant's electrical representative should at all times engage the quality monitoring official from the Department of Electricity for all inspections and testing required.
 - 13 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation, and also to determine the financial contribution to be made by the applicant towards the upgrade cost of the network.
 - 14 That it be noted that a connection charge will be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
 - 15 That the applicant apply for Environmental Clearance Exemption from the Division of Health and Environment Services prior to submitting the application to the Urban and Regional Planning Board.

- 16 That the applicant take all necessary measures to ensure that no public health nuisance is caused during normal operations.
- 17 That the applicant ensure that all businesses operating on the erf apply for and annually renew their Certificate of Fitness.
- 18 That the applicant accept the conditions of the delegated authority recommendation (or Council) in writing, by completing and returning the Acknowledgment and Acceptance of Council Conditions Form to the Municipal Council of Windhoek, prior to the submission of the application to the Urban and Regional Planning Board.
- 19 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 19.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 20 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

11.3.13 FNS.8 [HPH] REPORT ON THE OBJECTIONS RECEIVED FOR THE LEASE OF PORTION A OF ERF 331; PORTION B OF ERF 331; AND PORTION A OF ERF 332, KLEINE KUPPE - NOTICE 13/2023
(L/Objections Notice No. 13/2023)

Introduction

This item served at a Management Committee meeting held on 6 May 2025, in order to address the objections raised on the advert of Council Resolution 51/04/2023. Management Committee at said meeting per Item FNS.2 (attached as page 637 to the agenda) *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Strategic Executive: Housing, Property Management and Human Settlement, in consultation with the Chief Executive Officer (Manager: Operations and Committee Services), arrange a familiarisation visit to Portion A of Erf 331, Duwisib Street, Kleine Kuppe and Portion A of Erf 332, Kleine Kuppe, whereafter it be resubmitted to Management Committee, for consideration.*
- 1.1 *That the Strategic Executive: Housing, Property Management and Human Settlement, in consultation with the Manager: Operations and Committee Services, through the Office of the Mayor arrange an audience/session for the Council Members of Management Committee and the seventeen (17) Objectors before the above-mentioned site visit.*

- 2 *That the comments from the Strategic Executive: Housing, Property Management and Human Settlement (Manager: Valuations) on page 43 in the body of the item, in particular, wording, ... 'appeared to be based on **personal opinions**' be removed/rephrased with the resubmission of the item.*

Following the above Management Committee resolution and in particular to paragraph 1 and 1.1 above, an audience with the objectors and the site visit for Council Members were arranged and took place on the 1 April 2026, of which a Attendance Register is **attached as pages 638 - 640 to the agenda**. During the audience the Strategic Executive: Housing, Property Management and Human Settlement advised that the matter be dealt with in accordance with the law. This is based on the fact that the objectors have submitted their written objections as provided for in the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), more specifically section 63(2)(b), those intending to lodge an objection should do so in writing within a period not less than ten (10) days after the last date of the publication of such notice. The law does not require audience in the manner

Policy requirements: Advertisement

The lease was advertised per the provisions of section 63(2) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended), and thereto seventeen (17) objections were received.

As set out in section 63(3)(b), in the event that objections are lodged, the immovable property in question shall not be leased, unless the local authority has submitted to the Minister such particulars, as the Minister may require in relation to the proposed transaction. Furthermore, the proposed transaction together with the objections lodged and the comments of the local authority must be submitted to the Minister for his consideration and decision.

Reasons of objection as presented by the objector

The reasons for objection are set out fully in the letter of objections and summarised in the table below.

Background and purpose

This item serves to table the objections received, as per the below listed residents of Duwisib and Gamsa Streets, in response to the advert of Notice No. 13/2023, **attached as pages 641 - 643 to the agenda**. The proposed lease is in respect of the lease of Portion A of Erf 331, Portion B of Erf 331 and Portion A of Erf 332, Kleine Kuppe as per Council Resolution 51/04/2023 **attached as pages 644 - 647 to the agenda**:

No.	Name of objector	Reason for objection - Advert No. 13/2023	Erf No.
1	Ms Zelda Warren (Gamsa Street)	The approved development will diminish the value of the surrounding properties. There is already recreational amenities in Kleine Kuppe, and additional recreational activities will disturb the peace.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe

No.	Name of objector	Reason for objection - Advert No. 13/2023	Erf No.
2	Ms Esther J Peens of EJP Fresh Marketing (Pty) Ltd (Duwisib Street).	The approved development will diminish the value of the surrounding properties. There is already recreational amenities in Kleine Kuppe, and additional recreational activities will disturb the peace.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
3	Mr Werner Wiese (Gamsa Street)	This land is sold while it's a 'public open space', and wants to understand how this happened. This will cause a lot of nuisance, traffic and disturbance, to the incidents of people coming to park and have parties on space which is just across residential properties. It will impact on the value of their properties. He is of the opinion that this lease will be turned into a sale, and thus doubt the intended proposal.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
4	R J Visser (Gamsa Street)	The activities will diminish the property's value in the peaceful suburb of Kleine Kuppe. There is already a recreational area and does not disturb the peace.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
5	Ms Ronel du Toit (Gamsa Street)	There is already a recreational area just below Duwisib Street and Otjivero Street and regard it sufficient for Council which is already under financial constraints. The intended activities will negatively affect the current property valuations.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
6	Mr Stefan Botha	The intended activities will increase the nuisance and disturbance already experienced in the neighbourhood as a result of visitors coming to park on the said properties and play loud music with vehicular traffic. The activity will also diminish the property's value in the surrounding area. There are enough entertainment and recreational areas in the surrounding.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
7	Mr Zack Pienaar (Duwisib Street)	There will be negative impact on the neighbourhood in terms of safety and security and will disrupt the calm and peaceful neighbourhood.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
8	W Rugheimer	The intended development will add to the multiple diminishing factors, noise and safety of the neighbourhood. There is already a recreational in close proximity.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
9	Ms Melody Loots (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe. Gamsa is already a high-risk area with robberies. There is already a recreational area just at the nearby Farm.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe

No.	Name of objector	Reason for objection - Advert No. 13/2023	Erf No.
10	Ms Anandi Sowden (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe. Gamsa is already a high-risk area with robberies. There is already a recreational area just at the nearby Farm.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
11	Louise and Altus Nel (Gamsa Street)	The intended development is mere a kilometer from Farm Windhoek in the Otjivero Street. It has coffee shop, walking trails and thus providing enough for the neighbourhood. There is also other sports and recreational facilities in the area and additional development will negatively affect property valuations. The peace and quiet of the neighbourhood will be disturbed.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
12	HC and E Louw (Gamsa Street)	They believe there is not enough information given on the intended development. The development will impact on the wild life (bird species) and will also diminish the adjacent properties' valuation. There are numerous well established recreational facilities in Kleine Kuppe and Olympia and any additional facility will disturb peace and quiet of the area.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
13	Mr Leon J Engelbrecht	There is already unwanted visitors parking, playing music and littering in this area and this development will increase the problem. It will diminish the property values of dwellings in the surrounding area. Moreover, there is already enough entertainment and recreational facilities catering for various needs.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
14	Mr Paul Loots (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe. Gamsa is already a high-risk area with robberies. There is already a recreational area just at the nearby Farm.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
15	E Du Plessis (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe. There is already a recreational area just at the nearby Farm.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe
16	Mr Richard Warren (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe

No.	Name of objector	Reason for objection - Advert No. 13/2023	Erf No.
17	Ms Alieta Wiese (Gamsa Street)	By allowing this development, it will diminish the value of the properties and the overall spectra of the current peaceful suburb of Kleine Kuppe. There is already a recreational area just at the nearby Farm.	Portion A of Erf 331 and Portion B of Erf 332, Kleine Kuppe

The objection letters **attached as pages 648 - 667 to the agenda** were submitted on time as per the requirement of the advert. The objections were mainly based on the believe that their adjacent and surrounding properties' value will be negatively affected and that there will be more crime and disturbance of peace in Kleine Kuppe. In addition, the objectors indicated that there are already recreational and entertainment facilities in the Kleine Kuppe and Olympia suburbs.

Technical comments

The application was circulated and the following technical comments were received:

Comments from the Strategic Executive: Economic Development and Community Services

- Economic Development

Initial comments as reflected on the agenda that was resolved under Council Resolution 51/04/2023:

There is no objection to the proposed lease applications as the concept is in line with the intended utilisation of the erven. Given the limited financial capacity of the City which prevents the development of much needed recreational facilities, it makes sense to engage the private sector to develop and manage same, provided that the involvement of the private sector does not hamper the accessibility and affordability of such services to the residents. It has been stated that similar applications have previously been received and subsequently, it is proposed (for transparency, equity and efficiency reasons) that it would be in Council's and the public's best interest that comprehensive and comparable closed tenders/Expressions of Interest (EoIs), be invited from applicants/interested parties for the long-term lease of the said erven for the purposes of developing and managing recreational facilities.

A long-term lease is proposed as it would not be in Council's interest to sell this land, in addition, the cost of purchasing the erf would put undue financial pressure on the operations of the facilities to cover the additional costs of development which in turn may render the facility unaffordable to residents and/or unprofitable to the private partner.

It is recommended to request during the call for tenders/Expressions of Interest (EoIs) and all future long-term lease applications of developments of a business nature, detailed information on the proposed investment into the development (per individual activity as listed in an application) and projected cash flow to enable the City to obtain a better understanding of the viability and socio-economic benefits of the application for Council and the wider Windhoek community.

Revised comments following objections (Notice No. 13/2023) received from the public

The objections tabled from the concerned residents be considered in line with the statutory provisions and that Council consider revoking Council Resolution 51/04/2023, and request final decision from the Minister of Urban and Rural Development in line with the provisions of section 63(3)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).

Property Management should review any policy oversight or administration errors that could have occurred in the handling of the initial awarding of the fifteen (15) year leases of the erven and to assess if the residents have been consulted about the planned project, because based on the number of objections received there seems to be a clear opposition to the planned project. It is clear from the seventeen (17) objections that there is a shared opinionated view on the impact of the magnitude of the recreational project in the neighbourhood. The affordability of both land and residential properties in urban areas has been highlighted as a serious challenge and to avoid a situation of land speculation by the few private sector role players who may get their hands on valuable land all impacted parties must have a say in the process.

- **Parks**

Initial comments as resolved under Council Resolution 51/04/2023

Erf 331, Kleine Kuppe has two (2) portions to be leased to the respective applicants. The hill top park has always been reserved for the development of the City's Hill Top Park and with the application of Datuma Investment suits the intended development of the hill top. The Municipal Council of Windhoek's Policy for the distribution and future usage of 'public open space' in Windhoek of 2001 (Council Resolution 251/07/2001) defines open spaces as those areas specifically left free of any intensive development. They can serve many functions, including preservation of fragile ecosystems, natural area, scenic vista, aesthetic quality, wildlife habitats, cultural, historical and archaeological areas, outdoor recreation areas of all forms, pedestrian linkages, walkways and trails, aquifer recharge areas, etc. The area demarcated for the hilltop park should remain 'public open space'.

The lower part of the hill top as applied by !Ai//Gams Leisure is supported. 'Public open spaces' should be rezoned to private open spaces when it has to be leased.

Erf 332, Kleine Kuppe is also a 'public open space' that a park may be developed. There is no objection to the application.

Revised comments following objections (Notice No. 13/2023) received from the public

The division supports the proposed leases and thus retains its comments as initially provided on the agenda that was resolved under Council Resolution 51/04/2023.

Comments from the Strategic Executive: Urban and Transport Planning

- Urban Policy

Initial comments as resolved under Council Resolution 51/04/2023

The application to lease Erven 331 and 332, Kleine Kuppe are supported. Erven 331 and 332, Kleine Kuppe are zoned as 'public open space', defined as land use by the public for park, garden, games, park, playgrounds and recreation grounds. The applicant applied for almost all activities mentioned in the definition of 'public open spaces'. The activities mention by the applicant should be open for the public to utilise. All erven are suitable because of its proximity to an already developed area, therefore it will be of good use by the resident of Kleine Kuppe and the greater public of the Municipal Council of Windhoek.

The conditions as proposed by the applicants, that access will be free for the general public, such as picnic facilities, children playground, benches, tables, litter bins and pathways, should be incorporated into the Lease Agreement.

Further information was obtained from the Property Management Division, that the applicant will be charging the public as a means to sustain the operation. This deviates from the 'public open space' activities and this would warrant a rezoning of the 'public open space' to a suitable land use. The appropriate land use that would fit the activities applied for warrant the properties to be rezoned to 'business'. The applicants will have to be responsible for the subdivision as well as the subdivision at their costs.

Revised comments following objections (Notice No. 13/2023) received from the public

- Erf 331, Kleine Kuppe is zoned 'public open space' and measures $\pm 83\,246\text{ m}^2$ in extent.
- Erf 332, Kleine Kuppe is zoned 'public open space' and measures $\pm 190\,759\text{ m}^2$ in extent.
- In terms of the Windhoek Zoning Scheme 'public open space' means any land used or reserved in the scheme for use by 'public open space', park, garden, playground, recreation ground or square.
- The land uses proposed by the applicants (and opposed by the objectors) are primary uses on the subject land as per the Windhoek Zoning Scheme. Hence, the objections are not supported.

- **Sustainable Development**

Initial comments as resolved under Council Resolution 51/04/2023

Erf 331, Kleine Kuppe

The topography of Erf 331, Gamsa Street, Kleine Kuppe is mountainous on the western part and level on the eastern part. Erf 331 is zoned 'public open space' and is $\pm 83\,246\text{ m}^2$ in extent. The surrounding zonings are 'public open space', 'municipal', 'residential' and 'undetermined'. The erf is at present vacant and there are no activities taking place. It is advised that since the Strategic Executive: Economic Development and Community Services (Parks, Recreation, Sports and Cemeteries) has plans to construct a view point park on the erf, the view point park should be developed by the Developer in conjunction with the Strategic Executive: Economic Development and Community Services (Parks, Recreation, Sports and Cemeteries) and that access should be open to the public. The proposed land use that of a recreational facility is therefore supported.

Erf 332, Kleine Kuppe

Erf 332, Chasie Street, Kleine Kuppe is zoned 'public open space' and is $\pm 190\,592\text{ m}^2$ in extent. The surrounding zonings are 'residential', 'general residential' and 'undetermined'. The erf is at present vacant and there are no activities taking place. The erf's topography is mountainous and rocky, a bit sloppy but can still be developed. Proposed development is in line with the current zoning. The application to acquire a portion ($\pm 4\,900\text{ m}^2$ in extent) of Erf 332, Chasie Street, Kleine Kuppe is supported.

Portion Y of Portion 70/86, Windhoek Town and Townlands

Portion Y of Portion 70/86, Robert Mugabe Avenue, Windhoek Town and Townlands currently forms part of the Klein Windhoek Town and Townlands and shares a boundary with the western part of Klein Kuppe. The portion is zoned 'undetermined' and is $\pm 173\,796\text{ m}^2$ in extent. The surrounding zonings are 'residential', 'institutional', 'business' and 'undetermined'. The erf is at present used for dog walking and dumping of building rubble. The application to acquire a portion of Portion Y of Portion 70/86 is not supported because the portion lies within an aquifer protection zone.

In summary it is recommended as follows:

- *That as first option the application to lease Erf 331, Otjivero Street, Kleine Kuppe could be supported, on condition that the applicant develop the 'View Point' public space in conjunction with the Strategic Executive: Economic Development and Community Services (Parks).*
- *That as second option the application to lease Erf 335, Frankie Fredericks Drive, Kleine Kuppe could be supported.*

- *That as the third option the application to lease Erf 318, Chasie Street, Kleine Kuppe could be supported.*
- *That the application to lease Portion Y of Portion 70/86, Windhoek Town and Townlands not be supported, as the area is lying in an aquifer protection zone.*

Revised comments following objections (Notice No. 13/2023) received from the public

The Department of Urban and Transport Planning (Sustainable Development Division) has no objections to the proposed lease of a 1 hectare portion/s of Erven 331 and 332, Kleine Kuppe for the development of a suburban park provided that the proposal is in line with the provisions of the Windhoek Zoning Scheme.

However, the division does not support the permanent closure and rezoning of Duwisib Street due to the following:

- The street was created to provide access for future expansion of that area - the location of the street is favorable in terms of the topography.
- Permanent closure of the street will mean a new street will need to be planned to allow access to future development.
- The applicant be advised to accommodate the proposed restaurant and community hall on erven 331 and 332, Kleine Kuppe.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- Valuations

There are no conclusive attributes in the objections that can be identified as factors that will impact property values below the existing levels observed in the other part of the City where similar activities occur. Before Grove Mall was built, there were many concerns and beliefs that it would have a negative impact on property values in Klein Kuppe; nonetheless, Grove Mall can now be undeniably and firmly credited to favorably contributing to the upliftment of the neighbourhood. Therefore, objections raised does not seem to contain any significant elements that should warrant the revocation of this development. The lease payment shall remain unchanged in accordance with Council Resolution 51/04/2023.

- Property Management

Comments from the Departments are noted with appreciation including those that changed their original position. In keeping with the law, it is recommended that the decision of Council be noted and that objections be submitted to the Minister for a decision.

Conclusion

Based on technical comments received, the lease of !AiGams Leisure & Recreation Resort and Datuma Investments CC in respect of portions of Erven 331 and 332 Kleine Kuppe, as resolved per Council Resolution 51/04/2023, should be upheld. The technical comments clearly indicate that the proposed lease activities are in line with the provision of the use of 'public open spaces' and the Windhoek Zoning Schemes. The concerns of the objectors do not warrant the revocation of Council Resolution 51/04/2023, but can merely be mitigated with conditions build in the eventual lease agreement. This resolution and the objections should be forwarded to the Minister of Urban and Rural Development for a final decision in line with the provisions of section 63(3)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).

Management Committee, having considered the matter,

RECOMMENDED

- 1 That the objections, received from the seventeen (17) objectors **attached as pages 648 - 667 to the agenda**, against the lease of Portion A of Erf 331, Duwisib Street, Kleine Kuppe (5 600 m² in extent) and Portion A of Erf 332, Kleine Kuppe (± 4 900 m² in extent) to Datuma Investment CC and Portion B of Erf 331, Otjivero Road, Kleine Kuppe (± 8 300 m² in extent) to !Ai/Gams Leisure & Recreational Resort, be noted.
- 2 That it be noted that the concerns raised by the objectors, which includes diminishing property values, supposed increase in criminal activities and disturbance of peace, etc., do not warrant the revocation of Council Resolution 51/04/2023, but can merely be mitigated with conditions build in the eventual Lease Agreement as recommended in this resolution.
- 3 That it be noted that the proposed lease activities are in line with the provision of the land use of 'public open spaces' as contained in the Windhoek Zoning Schemes of Erven 331 and 332, Kleine Kuppe.
- 4 That Council Resolution 51/04/2023 be upheld.
- 5 That that the applicants engage the City Police and the surrounding neighbourhood watch during the planning stage and initiate best approaches to curtail crime in the area.
- 6 That the closure of Duwisib Street not be supported as it was created to provide access for future expansion of that area, and as such the location of the street is favorable in terms of the topography.
- 7 The applicant be advised to accommodate the proposed restaurant and community hall on Erven 331 and 332, Kleine Kuppe.
- 8 That this resolution, together with Council Resolution 51/04/2023 attached as pages 459 - 462 to the agenda and the objections from the seventeen (17) objectors be submitted to the Minister for consideration in terms of section 63(3)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).

- 9 That all parties (!AiGams Leisure & Recreation Resort, Datuma Investments CC and the seventeen (17) objectors) be informed on the final decision of the Minister.
- 10 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2026-08-27]

**11.3.14 FNS.9 [HPH] APPLICATION TO PURCHASE
ERF 6352, WINDHOEK FOR THE
ESTABLISHMENT OF A
CRICKET STADIUM
(L/6352/W)**

Management Committee at its meeting held 7 July 2026 per Item FNS.1 *inter alia* resolved as follows:

That this matter be referred back in order for the Strategic Executive: Housing, Property Management and Human Settlement to provide the background on the matter as well as attach Council Resolutions 331/11/2022 and 138/07/2024, whereafter it be resubmitted to the next Management Committee, for consideration.

*** The Strategic Executive: Housing, Property Management and Human Settlement wishes to indicate that the background was provided in the body of the item under the '**Background**' paragraph. Furthermore, it should be noted that copies of Council Resolutions 331/11/2022; and 138/07/2024 are **attached as pages 668 - 672 and 673 - 675 respectively to the agenda.**

The item is herewith resubmitted, for consideration.

Strategic Executive Forum meeting of 19 March 2026

The Strategic Executives Forum at its meeting held on 19 March 2026 per Item 9.10.8 *inter alia* resolved as follows:

- *Recommended on condition that the Strategic Executive: Housing, Property Management and Human Settlement address the following and accordingly enrich item prior to placement on Management Committee agenda for consideration:*
 - *Attach the signed lease agreement as well as council resolution; and*
 - *Add additional paragraph to seek permission from Council on improvement or compensation.*

*** The Strategic Executive: Housing, Property Management and Human Settlement wishes to indicate that the copy of the signed Lease Agreement is **attached as pages 676 - 687 to the agenda.** Furthermore, it should be noted that provision of the improvement or compensation thereof is provided for in the Sales Agreement.

Introduction

The purpose of this item is to submit to Council for its deliberations on the application received from Cricket Namibia to purchase Erf 6352, Windhoek for the development of an International Cricket Field for the purposes of hosting international cricket tournaments including the 2027 Cricket World Cup.

Background

*** In terms of the Municipal Council of Windhoek's Institutional Land Policy, **attached as pages 688 - 703 to the agenda**, institutional land and sports grounds are alienated to prospective purchasers at a subsidised purchase price, by Private Treaty. Erf 6352, Windhoek is zoned 'private open space', and is currently leased to Cricket Namibia for sports purposes.

The Namibia Hockey Union jointly with Cricket Namibia, under 'Die Gesamentlike Hokkie en Krieket Ontwikkelingsraad' (Joint Hockey and Cricket Development Board) were leasing Erven 6350, 6351 and the eastern portion of Erf 6352, Windhoek. The Lease Agreement, commenced on 1 November 1986 and would expire on 30 November 2057. During 1992, the Namibia Hockey Union and Cricket Namibia became separate entities, this rendered 'Die Gesamentlike Hokkie en Krieket Ontwikkelingsraad' (Joint Hockey and Cricket Development Board) non-existent. Although the two (2) entities separated, they continued operating the lease under 'Die Gesamentlike Hokkie en Krieket Ontwikkelingsraad' (Joint Hockey and Cricket Development Board), which made their administration difficult.

*** Cricket Namibia applied in a letter dated 20 November 2020 to lease the western portion of Erf 6352, Windhoek. During the discussion of Cricket Namibia's lease application on the western portion of Erf 6352, Windhoek, it came to light that the Hockey Union Namibia and Cricket Namibia were eager to operate separately for the mere fact that they are two (2) independent entities. Council in terms of Resolution 331/11/2022, **attached as pages 668 - 672 to the agenda** approved the lease of a western portion ($\pm 25\,092\text{ m}^2$ in extent) of Erf 6352, Windhoek to Cricket Namibia for a period of twenty (20) years.

Furthermore, Council per Resolution 331/11/2022, resolved to mediate the dissolution of the Lease Agreement of 'Die Gesamentlike Hokkie en Krieket Ontwikkelingsraad' in order to allow the two (2) entities (Cricket Namibia and the Hockey Union Namibia) to enter into separate Lease Agreements with the Municipal Council of Windhoek under new conditions.

*** Thereon, the mediation referred to above took place and the matter was submitted to Council; and Council in terms of Resolutions 138/07/2024 **attached as pages 673 - 675 to the agenda** dissolved the Lease Agreement entered into with 'Die Gesamentlike Hokkie en Krieket Ontwikkelingsraad' (Joint Hockey and Cricket Development Board) in respect of Erven 6350, 6351 and the eastern portion of Erf 6352, Windhoek; and granted the lease of eastern portion of Erf 6352, Windhoek to Cricket Namibia. The lease agreement was signed on 19 December 2024 and is valid until 30 November 2057.

In summary, Cricket Namibia is currently leasing both the eastern portion ($\pm 20\,561\text{ m}^2$ in extent) and western portion ($\pm 25\,092\text{ m}^2$ in extent) of Erf 6352, Windhoek and therefore now request to purchase the entire property for the development of an International Cricket Field, for the purposes of hosting international cricket tournaments, including the 2027 World Cup Cricket which is to be hosted in Namibia.

Application

An application dated 6 February 2025, **attached as pages 704 - 708 to the agenda**, was received from Cricket Namibia to purchase Erf 6352, Windhoek. As put forward, in the application to read together with its attachments, providing the client reasons for their application as follows:

- **Economic impact of hosting the International Cricket Council (ICC) Cricket World Cups**

The International Cricket Council (ICC) tournaments will generate significant economic activity, directly benefiting Windhoek and surrounding areas through visitor spending on hotels, restaurants, transportation, and entertainment. These events align with the Institutional Land Policy's goals to maximise the productivity use of land and will generate hundreds of jobs during the construction and hosting phases, benefiting both local businesses and the broader economy.

- **International exposure and tourism**

The World Cup's global viewership will showcase Windhoek and Namibia to the international audience, establishing it as a prime destination. The long-term land ownership will enable Cricket Namibia to position the facility as a lasting feature for future and maximising Namibia's visibility and drawing more international tourism overtime.

- **Growth of Cricket Namibia Development Programs**

Over one hundred and sixty thousand (160 000) Namibian children receive access to structured cricket programs annually. In addition, Cricket Namibia conducts various youth programs, festivals, junior and senior club structures by offering course in umpiring, scoring, coaching, groundsman ship and administration. As a result of all these efforts, Namibia's Cricket National Teams play in regular international tournaments and numerous tournaments facilitated on home soil.

- **Social impact and community development**

By creating a world class facility, Cricket Namibia supports the Institutional Land Policy's focus on fostering social development. The venue will serve as a community hub, offering young people opportunities to engage in sports, skill-building, and positive social activities. Additionally, it will be available to promote community events, contributing to social cohesion and improve quality of life for Namibians.

- **Support for local Small and Medium Enterprises (SMEs) and Infrastructure growth**

Ownership of land on which the cricket stadium is built will enable Cricket Namibia to support local Small and Medium Enterprises (SMEs) through contracts and partnership related to the facility's ongoing operations. The said undertaking align with the Institutional Policy's commitment to optimising land for sustainable local development and ensure that Namibian businesses directly benefit from mega events such as International Cricket Council (ICC) World cup and many similar events.

- **Accelerating social development goals**

Hosting the International Cricket Council (ICC) World Cup fast-tracks Namibia's progress towards several social development goals, including quality education, decent work opportunities, reduced inequalities, and sustainable community development. In line with the Institutional Land Policy, the Project will mobilise resources and stimulate sustainable practices to advance Namibia's social and economic priorities.

- **Legacy impact and future hosting potential**

The 2026 International Cricket Council (ICC) World Cup and the 2027 Men's World Cup will mark the first mega sports events of this kind in Namibia, setting standards for future events. With secure land tenure, Cricket Namibia can position Namibia as a regular host nation as well as hosts for bilateral co-hosting thus creating enduring legacy of sports tourism, national pride, and social impact.

For the purpose of promoting sports development in the country, more specifically, subsidised funding from international governing bodies, the application by Cricket Namibia be read in the same light as an application with similar desired outcome received from the Namibia Football Association (NFA). Council per Resolution 277/11/2025 **attached as pages 709 - 712 to the agenda**, allocated Erf 340, Katutura to the Namibia Football Association (NFA) at a subsidised purchase price of N\$2 958 000.00 in line with Council's Institutional Land Policy. As put forward by the Namibia Football Association (NFA) in their application which led to Council Resolution 277/11/2025, to receive funding for further development of its Technical Center at Erf 340, Katutura, the Federation of International Associations required ownership of the property be in the name of the Namibia Football Association (NFA).

The land was previously leased to the Namibia Football Association (NFA) in 1999 for period of twenty (20) years per Council Resolution 385/10/99. On 3 August 2012, the Namibia Football Association (NFA) applied for an extension of the lease. Council via Resolution 243/07/2012 extended the lease period by a further twenty (20) years. The Namibia Football Association's (NFAs) current lease period ends in 2032, but yet approached for another long-term lease period, purchase of the land or donation. As in the case of the Namibia Football Association (NFA), for international bodies such as the Federation of International Football Association (FIFA) to sponsor infrastructure development, the Namibia Football Association (NFA) should own the land or should have a long-term lease with at least twenty (20) years remaining in the lease period.

To avoid recurring lease extension, it was logical to sale land to the Namibia Football Association (NFA) for the development of the Technical Centre, to ensure consistency, the same logic should find its natural place in the Cricket Namibia application. Cricket, with an estimated global fan base of about 2.5 billion, surpassed only by Football (Soccer) at an estimated global fan base of between 3.5 to 4 billion, is considered the second most popular sports code in the world. It is followed by Basket Ball (about 2 to 3.3 billion), Field Hockey and Ice Hockey (about 2 billion), Tennis (about 1 billion), Volley Ball (about 900 million), Table Tennis (about 850 million), Baseball (about 500 million), Golf (about 450 million), and Rugby (about 400 to 500 million) etc., (www.sportforbusiness.com/the-worlds-most-watched-sports/). For more information on the world cup refer to a document **attached as pages 713 - 733 to the agenda** for more information.

Description of the subject property

Erf 6352, Windhoek is zoned 'private open space' and is $\pm 45\,653\text{ m}^2$ in extent. The locality plan is **attached as page 734 to the agenda**.

Technical comments

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

Comments from the Strategic Executive: Economic Development and Community Services

- Economic Development

There is no objection to the proposal to purchase both portions of Erf 6352, Windhoek for the development of a cricket field by Cricket Namibia, to host the World Cricket Cup in 2027 that will definitely result in a number of economic and reputational benefits from job creation, value chain development in local economy to marketing exposure for the City to both tourist and investors. The Truck Port Traders who were initially envisaged to be relocated to this portion of Erf 6352, Windhoek will be accommodated at a portion of the Remainder of Erf 6762, Windhoek. The Traders were consulted and have agreed to be moved to the Remainder of Erf 6762, Windhoek upon the upgrading of the site.

Comments from the Strategic Executive: Urban and Transport Planning

- Urban Policy

The erf is zoned 'private open space' and is suited for the intended sports field use and facilities.

There is no objection to the proposed sale of the land subject to the condition that the land may only be used for purposes in line with the Windhoek Zoning Scheme.

- **Roads, Planning, Design and Traffic Flow**

The division has no objection to the sale of Portion A ($\pm 22\,092.641\text{ m}^2$ in extent) of Erf 6352, Windhoek zoned 'private open space' with an unknown density and is situated in the corners of Netball, Cricket and Rugby Streets: Provided:

- That access may not be taken through Auas Road being an arterial.
- That no access opposite an intersection.
- That no access or parking 20 metre from any intersection.
- That parking activities to be contained on-site.
- That parking requirement for gymnasiums/sports facilities is seven (7) bays per 100 m² floor area.
- That an Urban Arterial Account (UAA) contribution of N\$724 761.36 be applicable, to be paid into Item 5010/05/2/05/1032.

Existing leasehold area/western Portion B:

The division has no objection to the sale of Portion B ($\pm 23\,561\text{ m}^2$ in extent) of Erf 6352, Windhoek, zoned 'private open space' with an unknown density and is situated in the corners of Netball, Cricket and Rugby Streets: Provided:

- That no access opposite an intersection;
- That no access or parking 20 metre from any intersection;
- That parking activities to be contained on-site;
- That parking requirement for gymnasiums/sports facilities is seven (7) bays per 100 m² floor area; and
- That an Urban Arterial Account (UAA) contribution of N\$772 931.69 be applicable, to be paid into Item 5010/05/2/05/1032.

- **Roads and Stormwater Planning, Design and Traffic Flow**

Stormwater

A stormwater investigation was done and the following is reported:

- The Erf 6352, Windhoek has a general downward slope from the southeast towards the northwest.

- There is no stormwater system crossing on Erf 6352, Windhoek except for surface stormwater run-off.

The division has no objection to the proposed purchase of Erf 6352, Rugby Street Windhoek: Provided:

- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme.

Comments from the Strategic Executive: Electricity

- Technical Support

The division has in principle no objection to the application submitted for the purchase of both portions of Erf 6352, Windhoek for sport purposes.

There is already a power supply to the two (2) erf portions. Should an upgrade to the point of supply be required, the applicant must approach the department. Any costs related to upgrades of cables or switchgear will be carried by the applicant.

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

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

- Bulk Water and Waste Water

The application to purchase Erf 6352, Windhoek can only be approved under the following conditions:

- That a water connection is available;
- That two (2) municipal water lines pass through Erf 6352, Windhoek from its southern boundary to its northern boundary;
- That no permanent structures may be erected within 2.5 metre of the water lines passing through the erf;
- That any additional requirements with regard to water services brought on as a direct consequence of the sale or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

- Sewer

The division has no objection to the sale of Erf 6352, Windhoek as no sewer services is affected. A sewer connection point is available. Any additional requirements with regard to sewer services brought on as a direct consequence of the sale or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- Property Management

There is no objection to the purchase of the subject properties to Cricket Namibia, as the application is in line with the provision of the Institutional Land Policy, were properties zoned 'private open space' can be sold to applicants who meet the requirement as per the policy. It is recommended that prior to signing the Deed of Sale of Erf 6352, Windhoek, the rental account be paid up to date with no arrears, after which the Lease Agreement can be cancelled.

Further, the sale shall be subject to Notarial Conditions against the property, in accordance with the Institutional Land Policy. It should also be noted that certain lease conditions as per Council Resolutions 331/11/2022 and 138/07/2024 are incorporated into the recommendations and will form part of the sale conditions.

Valuations

The division valued Erf 6352, Windhoek ($\pm 45\,653\text{ m}^2$ in extent) at a price of N\$3 829 000.00 (excluding 15 % VAT) as indicated on the Valuation Certificate dated 23 February 2026, **attached as page 735 to the agenda.**

Conclusion

Having presented the above comments from technical departments, the Strategic Executive: Housing, Property Management and Human Settlement submit the application for Council's deliberation.

Management Committee, having considered the application,

RECOMMENDED

- 1 That the application by Cricket Namibia in respect of Erf 6352, Windhoek, be noted.
- 2 That Erf 6352, Windhoek ($\pm 45\,653\text{ m}^2$ in extent) be sold to Cricket Namibia at a purchase price of N\$3 829 000.00 as determined by the Strategic Executive: Housing, Property Management and Human Settlement.
- 3 That the sale of Erf 6352, Windhoek, be subject to the following conditions:
 - 3.1 That the Electrical Consultant or Contractor obtain approval for all related electrical drawings for electrification indicating connection to the grid of the Municipal Council of Windhoek.
 - 3.2 That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto be for the applicant's account.
 - 3.3 That only one (1) service connection from the municipal electrical network be allowed per erf.
 - 3.4 That only one (1) additional meter point be allowed for an approved flat on erven that are zoned 'single residential', and for more meter points, the erf be rezoned to 'general residential'.
 - 3.5 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation.

- 3.6 That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- 4 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme, stating:
 - 4.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 4.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
 - 4.3 That no access be allowed over or onto any stormwater catchpit or structure.
- 5 That it be noted that two (2) municipal water lines pass through Erf 6352, Windhoek from its southern boundary to its northern boundary.
 - 5.1 That no permanent structures may be erected within 2.5 metre of the water lines passing through the erf.
 - 5.2 That any additional requirements with regard to water services brought on as a direct consequence of the sale or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 6 That any additional requirements with regard to sewer services, brought on as a direct consequence of the lease or subsequent activities, be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 7 That the development is close to a major arterial road which has heavy traffic volumes and that no direct access be allowed from Auas Road.
- 8 That parking for this kind of development be limited to the parking available for the current stadiums.

- 9 That as part of the development, that the applicant conduct a Traffic Impact Assessment (TIA) to verify impact and circulation between the available parking to make informed decision during planning and management of traffic during such events.
- 10 That during the planning stages, that the outcome of the Traffic Impact Assessment (TIA) be discussed with the Strategic Executive: Urban and Transport Planning.
- 11 That provision be made for a public transport facility as a sub-transit Centre in this area as this will manifest itself within such a major development.
- 11.1 That normally bus and taxi activities must be confined to a certain area, in combination of making provision for informal trading and/or souvenirs which subsequently, the same need to be planned and incorporated within the development and making adequate provision for turnaround movements.
- 12 That no access be allowed within 20 metre from any intersection, measured from the intersecting kerb.
- 13 That bollard or other measures be provided to prohibit unwarranted and dangerous access from Auas Road directly.
- 14 That should the development realise before Auas Road is upgraded, and the Traffic Impact Assessment (TIA) verify that a traffic light is required, the upgrade be done at the Developer's account and in such instance, the Developer must sign a Development Agreement with Council for the design and supervision of the construction works.
- 15 That a stacking distance of 18 metre be required before access to any drop off area or parking facility, being to the satisfaction of the Strategic Executive: Urban and Transport Planning.
- 16 That activities be restricted to the site to prevent spillage into the roadway of Auas Road as it is foreseen that this will realise, should there be lack of control.
- 17 That for business, three (3) parking bays per 100 m² area plus loading zone be applicable.
- 18 That for a stadium, one (1) bay for every four (4) seats for sitting capacity up to sixty (60) and in bay for every six (6) sets or part thereof be applicable.
- 19 That for restaurants and pubs, one (1) bay per three (3) seats plus a loading zone be applicable.
- 20 That for fast foods, one (1) bay per four (4) seats plus a loading zone be applicable.
- 21 That 25 % of overall parking be allocated to public transport.

- 22 That each provided taxi bay within a lay-by is the equivalent of five (5) normal parking bays, provided that the parking requirement can be relaxed up to 25 % of the initial provisions and the taxi bay be constructed to municipal standards.
- 23 That for every six (6) bicycle parking spaces provided, a credit of one (1) parking bay may be given towards the parking requirements, provided that the total credit shall not exceed 20 % of the parking bays required and the minimum dimension for a bicycle space shall be 2 metre in length and 0.6 metre in width.
- 24 That the applicant should note that the Municipal Council of Windhoek no longer has the intention to develop Ball Street.
- 25 That it is advisable that Netball Street be upgraded to bitumen standards to aid trading and access to this property, as further outlined in the Traffic Impact Assessment (TIA).
- 26 That it is advisable that Cricket Street be upgraded to improve accessibility and dust prevention.
- 27 That building plans be submitted for approval for any improvements to the purchased erf.
- 28 That no indigenous trees be removed or damaged, irrespective of the size of the trees.
- 29 That protected tree species on the erf must only be removed after obtaining permission from the Municipal Council of Windhoek.
- 30 That all health and hygiene requirements in terms of lighting, ventilation, sanitation, access to potable water and food safety measures be adhered to and of which building plans must be submitted for scrutiny and approval.
- 31 That all relevant environmental laws be taken into consideration during the development of the facilities.
- 32 That the applicant sign the Deed of Sale and pay the purchase price and 15 % VAT in line with Council's Policy not later than ninety (90) days after having been requested to do so by the Strategic Executive: Housing, Property Management and Human Settlement.
- 33 That the Cricket Namibia fail to finalise the sale within ninety (90) days as indicated in clause above, the allocation of Erf 6352, Windhoek, will be cancelled.
- 34 That the standard reverting clause and restrictive resale conditions as per the Institutional Land Policy be registered against the Title Deed in favour of Council.
- 35 That total amount of N\$1 497 693.05 of the purchase price be allocated to the Urban Arterial Account (UAA).

- 36 That the purchase be advertised in terms of section 63(2)(a)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 37 That the purchase be subject to Ministerial approval in terms of section 30(1)(t)(i) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 38 That the Chief Executive Officer (Corporate Legal Adviser) draft the Deed of Sale.
- 39 That the resolution be implemented prior to confirmation of the minutes.

Service rendered	Funds required (N\$)	Item
Advertisement cost	4 000.00	4000/20/1/10/0025
Urban Arterial Account (UAA)	1 497 693.05	5010/05/2/05/1032

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ATTENDANCE REGISTER: COUNCILLORS



Workshop/Presentation/Meeting Title: Financial Sustainability, Performance Management & Policy Committee Meeting

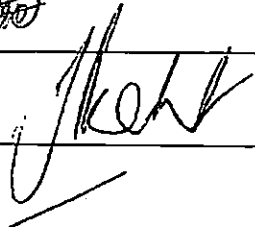
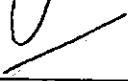
Venue: Alderman Matheus Shikongo

Date of Workshop/Event: Wednesday, 20 November 2024

Starting time: 10h00 a.m.

Closing time: 11:00

Date Submitted: _____

NAMES	SIGNATURE
Cllr Sam Shafiishuna Nujoma <i>Chairperson</i>	
Cllr Jurgen Hecht <i>Deputy Chairperson</i>	
Cllr Ndesihafela Larandja <i>Member</i>	
Cllr Ilse Keister <i>Member</i>	
Prof. Job Shipululo Amupanda (Cllr) <i>Member</i>	
Cllr Ivan Skrywer <i>Member</i>	
Cllr Clemencia Hanases <i>Member</i>	

ATTENDANCE REGISTER: OFFICIALS



Workshop/Presentation/Meeting Title:

Financial Sustainability, Performance Management and Policy Committee Meeting

Venue:

ALDERMAN MATHEUS SHIKONGO BOARDROOM

Date of Workshop/Event:

Wednesday, 20 November 2024

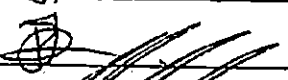
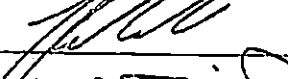
Starting time:

10h00 (a.m)

Closing time:

10h00

Date Submitted:

NAMES	DESIGNATION	PAY NUMBER	SIGNATURE
Mr. Moses Matyayi	Chief Executive Officer		
MS JN THEODORE	MGR: HR	5893	
Doreen Zamzee	GD: Specialist	17665	
MA Nkanor	HCS	17777	
MYBUSISI JOBL M	Control Fleet	14811	

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ATTENDANCE REGISTER: COUNCIL MEMBERS



Workshop/Presentation/Meeting Title:

Pending Workshop: Updated
Municipal Council of Windhoek
Fleet Management and Auxiliary
Services Policy

Venue:

Council Chambers

Date of Workshop/Presentation/Meeting:

24 February 2026

Starting time:

15:30 (16:05)

Closing:

17:17

Date Submitted

26/02/2026

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	
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 Tjihuiko Ordinary Councillor	

ATTENDANCE REGISTER: OFFICIALS



Workshop/Presentation/Meeting Title: Pending Workshop: Updated Municipal Council of Windhoek Fleet Management and Auxiliary Services Policy

Date: 24 February 2026
Venue: Council Chambers
Starting time: 15:30 (16:05)
Closing time: 17:17
Date Submitted: 26/02/2026

NAME	DESIGNATION	PAY NUMBER	SIGNATURE	DEPARTMENT (please circle)
ISRAEL Zimba Kahuna	FCS	6013		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
Moses Matyaya	CEO	17694		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
MA Nkomor	SE: HCC	17777		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
J. Comalie	SE: FCS	17486		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
T. Edward	Acting SH MT-CA	15093		OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
				OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
				OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP
				OCEO/CIT/EDC/ELE/FCS/ HCC/HPH/ICT/INF/UTP

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



The Gateway to Endless Opportunities

FLEET MANAGEMENT POLICY

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

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CITY OF WINDHOEK:
FLEET MANAGEMENT POLICY

PREAMBLE

Windhoek Municipality has a legal, obligation to protect municipal assets.

These assets include the municipal vehicle fleet, as defined, as well as vehicles, used by the municipality on lease or loan basis.

This policy excludes vehicles used subject to a specific agreement, such as vehicles used by councillors, City Police Vehicle and certain management personnel, as well as private vehicles of officials' subject to specific conditions of employment.

It is therefore accepted that where an official or councilor has access to a vehicle subject to an agreement as mentioned, such an official or councilor will not have the automatic right to use an official municipal fleet or lease vehicle.

1. DEFINITIONS

The municipal fleet vehicle shall mean an official municipal vehicle listed in the fleet vehicle register and shall include pool vehicles, as also motorized equipment such as graders and front-end loaders;

Municipal lease/hire vehicle shall, save for contrary stipulations contained in the lease/hire agreement, in which event the lease/hire agreement shall take precedence, for purposes of this policy be regarded to be of the same status as a municipal vehicle and shall include "Vehicles subject to specific agreements";

Official Passenger shall include all officials and or employees and non-employees who have the necessary prior written authority to be a passenger in an Official Vehicle;

Official Vehicle shall have the same meaning as "Municipal Vehicle" and vice versa;

Private Passenger shall mean non-employees who may or may not have the prior written authority to be a passenger in an Official Vehicle;

Unofficial Passenger shall mean officials and or employees and non-employees and or private passengers who do not have prior written authority to be a passenger in an Official Vehicle;

Vehicle on tour shall mean a vehicle used for out of city trips and stand-over outside the Municipal jurisdiction;

Pool Vehicle shall mean all Official Vehicles that are not designated to a specific Department and remain in the pool to be used for official purposes as and when the need arises and the necessary authority obtained;

Vehicles subject to specific agreements shall have the same meaning as "Municipal lease/hire vehicle".

- 1.1 Clause headings appear in this Policy for purposes of reference only and do not influence the interpretation thereof.
- 1.2 If any provision in any definition constitutes a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive clause in the body of this Policy, notwithstanding that it is only contained in the interpretation clause.
- 1.3 Any reference to the singular includes the plural and vice versa,
- 1.4 Any reference to a natural person includes legal persons and vice versa,
- 1.5 Any reference to a gender includes the other genders;

2. POLICY STATEMENT

The municipal vehicle fleet is an asset by which services are delivered and therefore the management of the fleet is very crucial. The overall management of fleet operations is centralized to the Fleet Management Division of the Finance and Customer Services Department.

This policy serves to regulate the management and operational requirements of the Municipal vehicle fleet, which includes vehicles owned by the municipality, which are either permanently allocated to Departments, falls within the vehicle pool or are leased vehicles.

It should be noted that the conditions stated in this Policy do not apply to the City Police Department

3. LEGISLATIVE FRAMEWORK

This policy is informed by among other things:-

- The Constitution of the Republic of Namibia.
- Local Authorities Act, Act 1992 (Act No. 23 of 1992), as amended
- Road Traffic and Transport Act 22 of 1999
- Labor Act, 1992: Regulations Relating to the Health & Safety of employees at work
- Environmental Management Act, No. 7 of 2007
- Motor Vehicle Accident Fund Act No. 10 of 2007

4. USE OF MUNICIPAL FLEET VEHICLES

Municipal vehicles are provided strictly for official use and shall not for any reason, be used for private or any other purpose without obtaining the necessary written authority of the Manager: Municipal Fleet or his delegate prior to the envisioned private or other use, except in the event of any of the following situations, where authority may be obtained or conduct ratified after the fact:-

4.1 General Interest of the public

4.1.1 Where an official while officially using a municipal vehicle is required to, in the general interest of the State, Public Services, or of the general public as a whole, assist in conveying a person or persons in such a municipal vehicle free of charge.

4.1.2 Examples of this type of situation would be:-

- a. Where an official is required to act as a guide,
- b. Where it is required that an eminent person be presented at an inspection,
- c. where it is required that an eminent person make an address at an official function.

4.2 Accident or breakdown

4.2.1 Whilst using a municipal vehicle on official duty, he comes across an accident or breakdown, and the vehicle involved in the accident or breakdown creates a risk for road safety and only when he is convinced that his action will not cause damage to the municipal vehicle, he may remove such vehicle from the road surface.

- 4.2.2 Such an official may further undertake to deliver a message to summon assistance to a service station, or a business undertaking or an address on his authorized route.
- 4.2.3 Where persons have sustained injuries and/or are stranded as a result of the accident or the breakdown the municipal official may, if necessary, use the municipal vehicle to convey the injured who can be moved safely, and their personal effects, free of charge to a hospital or doctor on the official's authorized route or the nearest hospital or doctor, and convey the person/s who are stranded and their personal effects free of charge to a hotel or address on the authorized route.
- 4.2.4 The residential address/es of the injured conveyed, if obtainable, and of the stranded person/s as well as the registration number/s of the vehicle/s involved in the accident or breakdown must be recorded in the log-book of the municipal vehicle or on the trip authority form and
- 4.2.5 The official shall make it clear to the injured and/or their relatives or the stranded person/s, at the scene of the accident or breakdown, that they are being conveyed at their own risk.
- 4.3 Serious emergency, catastrophe or revolt

In cases of a serious emergency, catastrophe or revolt, and the absence of arrangements and instructions issued under statutory authority or other law or by the Accounting Officer or a particular Department, sub-paragraphs 4.2.1-4.2.5 shall apply mutatis mutandis to the circumstances under paragraph 4.3.

5. USE OF MUNICIPAL VEHICLES FOR SOCIAL EVENTS AND FUNERALS

- 5.1 An official having to attend a social function in his official capacity may use a municipal vehicle for his conveyance as well as that of his spouse subject thereto that the prior written authority from the Manager: Municipal Fleet or his delegate has been obtained as stipulated in paragraph 4, and further subject thereto that the terms and conditions of this Policy are strictly adhered to at all times.
- 5.2 In the event of the funeral of a municipal employee, Municipal Vehicles may be utilised for transport of fellow municipal employees attending such a funeral service, subject thereto that the prior written authority from the Manager: Municipal Fleet or his delegate has been obtained as stipulated in paragraph 4, and further subject thereto that the terms and conditions of this Policy are strictly adhered to at all times.

6. STANDARD CONDITIONS APPLICABLE TO USE OF MUNICIPAL VEHICLES UNDER ALL CIRCUMSTANCES

In addition to the necessary prior authority to be obtained under paragraph 4, the further following standard conditions shall apply in respect of the use of all municipal vehicles:

- 6.1 Use must be made of the municipal vehicle already allocated to the official or employee or available at the Department office, institution or station. The most economical vehicle suitable for the service must be used.
- 6.3 Sufficient space must be available in or on municipal vehicle and the available space must not be required for official purposes or the special purpose of the particular transport service authorized or to be ratified after the fact.
- 6.4 The municipal vehicle may not be overloaded.
- 6.5 An appropriately licensed and duly authorized official or employee who is on official duty must drive or operate the vehicle.
- 6.6 The municipal vehicle may not deviate from its authorized route or be delayed in the private interests of the driver or the passengers or connection with the loading and unloading of private property or goods.
- 6.7 No unofficial passengers (this includes all persons whose conveyance in municipal vehicles are not necessary for the execution of official duties, as well as municipal officials or employees who are off duty) except for or other than for those described under sub-paragraphs 4.1-4.3 and spouses under paragraph 5, shall be allowed to be transported in official vehicles.
- 6.8 No private or unofficial passengers other than for those addressed in sub-paragraphs 4.1-4.3 and paragraph 5 shall be transported in municipal vehicles without the express prior written consent of the Manager: Municipal Fleet or his delegate being obtained following written motivation for each separate instance where such private or unofficial persons are requested to be transported.

- 6.9 Sub-paragraph 6.8 shall mutatis mutandis apply to requests for instances of transport of private property or goods.
- 6.10 The use of municipal vehicles for purposes such as proceeding home for meals, making social calls, doing personal shopping, taking relatives for outings and making detours for any private purpose whatsoever is strictly not permissible and is a violation of this Policy as well as of the Code of Conduct for Municipal Employees.
- 6.11 Official drivers and passengers may convey in municipal vehicles such as personal luggage as is required by them on a particular journey. Losses of or damage to such luggage must be dealt with following municipal policy.

7. INDEMNIFICATION OF MUNICIPALITY AGAINST INJURY, HARM, AND LOSS

In instances of any person conveyed in or making use of any municipal, the Municipality and/or its employees or persons in the service of the Municipality shall not be liable to such person conveyed or his spouse, parent, child or any other person howsoever related to such a person for any loss or damage resulting from any bodily injury, loss of life or loss of or damage to property caused by or arising out of or in any way connected with the conveyance in or the use of a municipal vehicle, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the Municipality. The provisions of this section shall not affect the liability of a person in the service of the Municipality who wilfully causes the said loss or damage.

8. TRIP AUTHORITY FORMS

- 8.1 Before any trip being undertaken in a municipal vehicle an official driver must complete his portion of the trip authority form by signing and printing his name, further stating his ID number, pay number and telephone number.
- 8.2 The trip authority form must then be submitted to his supervisor, who must sign it and also furnish his name in print, inserting also the title and telephone number.
- 8.3 The trip authority form must then be submitted to the Manager of the Department who must sign it and also furnish his name in print, inserting also the title and telephone number.
- 8.4 The driver must then fully execute the instructions on the trip authority.

- 8.5 Standard trip authority forms are obtainable from the Fleet Management Divisions.
- 8.6 In any instance where the need arises for a trip to be undertaken in the absence of a supervisor, or Fleet Manager in the execution of official duties, such trip, including all points and reasons, should also be logged to the Fleet Management Division

9. ISSUING AND RECEIVING OF VEHICLES

- 9.1 All municipal vehicles must be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.
- 9.2 The driver must carry his license and be able to show it upon request.
- 9.3 The signed trip authority must be carried in the municipal vehicle with a copy placed on the file at their respective offices.
- 9.4 The intended time of departure and return is to be recorded on the municipal vehicle issue form and compared against the actual time of return. Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 9.5 Before the departure of the municipal vehicle the Supervisor together with the driver will complete a vehicle issue form, recording the condition of the vehicle, the quantity of fuel in the tank, checking and verifying all other accessories and equipment.
- 9.6 Following the inspection the driver will sign for the municipal vehicle, taking responsibility for the vehicle at that point.
- 9.7 Upon return of the municipal vehicle, it will be checked in, using the same process. The driver must hand in all petrol /diesel/oil purchase slips to the Fleet Supervisor for verification after each trip.
- 9.8 Drivers shall personally be held liable for any damage caused negligently to any municipal vehicle and may further be held liable for excessive fuel consumption that cannot be reasonably explained.

10. LOGBOOKS

- 10.1 Logbooks and all forms and documentation for use with municipal vehicles are obtainable from Fleet Management Division.

- 10.2 Hired/loaned vehicles shall be supplied with logbooks for purposes of recording distance travelled concerning fuel consumption.
- 10.3 Logbooks must be completed in detail either directly before or immediately after a trip is or has been undertaken.
- 10.4 The Fleet Supervisor and the official driver using the vehicle, in turn, are responsible for the safe custody of the log book.
- 10.5 Logbooks for municipal vehicles shall be submitted to the Fleet Management Division office every week.

11. LOAD ON VEHICLES

- 11.1 The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the referred vehicle which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left-hand side of the vehicle.
- 11.2 Loads transported on or in a municipal vehicle, shall be properly safeguarded at all times to prevent any potential damage or loss.
- 11.3 When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned and as prescribed by the manufacturers.
- 11.4 Damage or loss caused by overloading or negligence in the control over a load on municipal vehicles will be recovered from the user Department.
- 11.5 Drivers shall personally be held liable for any penalty that may be imposed by a court of law for an infringement of the Road Traffic and Transport Act 22 of 1999 in respect of overloads and unsafe loads carried.

12. REQUIREMENTS FOR DRIVING MUNICIPAL VEHICLES

- 12.1 All official drivers shall own a valid driver's license, operator's card/ certificate as well as driving permit issued strictly by the Windhoek Municipality, authorizing such a driver to drive any municipal vehicle in any particular class permitted by the valid driver's license of the official.
- 12.2 All Traffic Rules and Regulations under the Road Traffic and Transport Act 22 of 1999, including any other regulations made applicable to users of municipal vehicles shall at all times be strictly observed and adhered to by official drivers.
- 12.3 Applicable speed limits shall at all times be observed and may not be exceeded for whatever reason.
- 12.4 Drivers shall personally be held liable for any fine issued and/or penalty that may be imposed by a court of law for an infringement of the Road Traffic and Transport Act 22 of 1999 in respect of speeding vehicles and exceeding speed limits.
- 12.5 Drivers shall not under any circumstance drive municipal vehicles while under the influence of intoxicating liquor or narcotic drugs or substances.

13. ENSURING CARE AND EFFICIENCY IN THE OPERATION OF MUNICIPAL-VEHICLES.

- 13.1. Officials using municipal vehicles shall display at all times the utmost care and efficient handling of municipal vehicles, to the reasonable satisfaction of the Manager: Municipal Fleet Division.
- 13.2. All municipal vehicles shall at any given time be subject to inspection by duly authorized officials.
- 13.3. Municipal vehicles are the assets and property of the municipality and should at all times be available to be handed over to the responsible officer for continuous official use if the present user is not engaged in operations that require such a vehicle.

14. SAFE CUSTODY OF MUNICIPAL VEHICLES

- 14.1 Officials in charge of municipal vehicles must ensure that vehicles are adequately and safely garaged or parked behind a locked gate and or door at all times while parked and not in use.

- 14.2 Parking of municipal vehicles in use during office hours and execution of duties shall be done in a manner as to ensure that the vehicles are adequately, safely and legally parked.
- 14.3 Responsible and adequate precautions shall at all times be taken to safeguard municipal vehicles, including accessories and tools, against theft, irregular and unauthorized use, damage and fire.
- 14.4 When a municipal Vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. The hand brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope, and furthermore, where such vehicle has a conventional gearbox either low gear or reverse gear must be engaged, and if it is fitted with an automatic gearbox the gear selector lever must be moved to "P" (park) position.
- 14.5 The windows of a garaged or parked municipal vehicle must be closed. The doors must be locked and the ignition key and the door lock key must be removed and kept in safe custody. At the Municipal premises where caretakers or watchmen are on duty, ignition keys shall be handed in at a central point where it will be easily accessible to the caretaker or other users of the vehicle to move the vehicle if and when so required. This shall also be the case with pool vehicles within a Department, where a central access point where vehicle keys are to be left in safe custody shall be identified by the Department Manager.
- 14.6 Under no circumstances and at no time, may articles or documents, whether municipal or private property, be left on or under the seats, on the floor or in the glove box of a municipal vehicle used on official duty while such vehicle is parked. Where such articles and documents must of necessity be left in the vehicle, it must be locked away in the boot.
- 14.7 When, on account of their mass and size, it is impracticable to move articles to the boot of the municipal vehicle or in instances where special heavy vehicles are carrying large consignments of municipal property and/or goods, the driver shall take all possible and practical precautions in order to safeguard such property and/or

goods and not absent himself from the vehicle unless the safety of the property and/or goods can reasonably be guaranteed.

- 14.8 When and where possible, municipal vehicles must be garaged or parked free of charge on municipal premises under carports and in parking areas where access is restricted to official municipal staff only and where unauthorized persons do not have free access to such premises and vehicles.
- 14.9 In instances where adequate parking for municipal vehicles is not available on municipal premises, the Manager: Fleet Management Division shall with the necessary authority arrange for rental of secure parking space through the normal Procurement Management Unit of the Municipality. Such rented parking shall be identified to official drivers who will be required to garage and park official vehicles on such rented premises.
- 14.10 Where it is required for municipal vehicles to be used after working hours and over weekends for purposes of official standby duties, and such vehicles have to be garaged and parked on private premises when not in use, such parking and garaging arrangements have to be approved in writing by the relevant Department Manager on the relevant form. Parking and garaging under such circumstances shall mean that the official vehicle is parked in a secure and properly lockable area or garage. A full description of the address and the facility where the vehicle is to be garaged and parked in these instances shall be recorded on the form or an annexure to the form for purposes of insurance coverage. The onus is on the Department Manager to ensure that the municipal vehicle under the circumstances about sub-paragraph 14.9 is garaged and parked under conditions covered and approved by the Municipal Insurance Broker at the time. User Departments are at all times responsible for the cost of official vehicles and any municipal property, equipment and tools carried thereon.
- 14.11 In the case of vehicles on tour, the most suitable arrangements must be made to ensure the safety and security of the municipal vehicle where facilities for official garaging or parking are not available. Any expenditure incurred in this regard shall be payable by the Department using the vehicle.

14.12 Where an authorized official makes use of parking meters, parking garages or parking lots while on duty, the expenditure actually and necessarily incurred shall be refunded to him by his Department.

14.13 Authorised drivers responsible for vehicles shall personally be held liable for any loss caused or damage suffered by the municipality as a result of the said driver's non-compliance with the stipulations contained in this paragraph.

15. IGNITION AND DOOR-LOCK KEYS OF MUNICIPAL VEHICLES.

15.1 Fleet Management and all officials or employees in charge of Municipal Vehicles must ensure at all times that the ignition, door-lock and other keys of the vehicles being used are suitably safeguarded against loss or theft. When vehicles are parked overnight or longer, such keys shall be handed in or be kept safe where they may not be easily accessible. This includes locking such keys in a SANS approved lockable safe.

15.2 The Manager: Fleet Management Division shall ensure that duplicate keys of municipal vehicles are kept separately and locked up in a SANS approved lockable safe at the offices of the said Manager.

15.3 In the case of pool vehicle, the keys must be handed into the relevant Fleet Supervisor when the vehicle is finally returned, who in turn shall ensure that the keys are kept safe as stipulated under this paragraph.

15.4 All cases of loss or theft of keys of Municipal Vehicles shall be reported without delay to the Manager: Fleet Management Division. Duplicate keys for the subject vehicle shall be obtained from the Manager: Fleet Management Division who will arrange for new keys to be cut on instructions of the Department Manager concerned, either to be retained as a new duplicate key or to be issued to the authorized driver on the return of the duplicate key.

15.5 Where no duplicate keys are available, the Manager: Fleet Management Division may authorize the changing of the locks on the vehicle of which the key is lost or stolen, following consultation with the Manager of the Department concerned.

- 15.6 Where keys have been lost or stolen, the authorized driver shall report the incident to the Department Manager concerned as well as the Manager: Fleet Management Division. The driver shall not arrange for new keys to be cut unless expressly authorized to do so and the instruction of the Manager of the Department concerned must be complied with, via the office of the Manager: Fleet Management Division.
- 15.7 The cost of replacement of lost or stolen keys alternatively the cost of changing the locks on a municipal vehicle of which the keys have been lost or stolen shall be borne by the Department concerned.

16. ROADWORTHINESS OF MUNICIPAL VEHICLES.

- 16.1 Users shall at all times strive to keep vehicles in a roadworthy condition, with special emphasis on the steering, brakes, lights, wheel nuts, tire condition, and safety belts.
- 16.2. Any defects discovered shall receive immediate attention before they assume serious proportions or possibly cause resultant damage such as in cases where there is any indication of excessive engine heat or lack of oil pressure the engine shall be switched off immediately and the vehicle shall not be driven further under its power until the matter has been rectified.
- 16.3 While a municipal vehicle is being driven, the driver shall pay proper attention to the dash gauges and indicator, and immediately take appropriate action should anything untoward be noticed, for the prevention of damage or further damage to the vehicle or its components.

17. DISPLAY ON MUNICIPAL VEHICLES.

- 17.1 Except for the usual registration number plates, other approved plates or marks to indicate municipal ownership or the use of the municipal vehicle by a particular Department, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks, special or private insignia, mascots, stickers or advertising material may be displayed on any municipal vehicle without the approval of the Manager: Fleet Management Division in the case of municipal vehicles or the head of the Department concerned (in consultation with the Manager: Fleet Management Division) in the case of Department vehicles.

- 17.2 Municipal vehicles, with the exception of all general hire vehicles under all circumstances, which do not carry registration number plates on which appears a special registration mark approved by the provincial authorities and by which the vehicles can be identified as Municipal's vehicles, e.g. W1234M, must have separate plates on which a municipal ownership mark appears, and –
- 17.2.1 in the case of vehicles other than motorcycles and scooters, one such plate must be displayed on at least two sides of the vehicle and
- 17.2.2 in the case of motorcycles and scooters, such a plate must be displayed on at least one side of the motorcycle or scooter.
- 17.3 Fleet Number – all municipal vehicles must be allocated indicator letters, followed by a unique number, for each vehicle, by Fleet Management Division.
- 17.4 Information in respect of the carrying capacity to be displayed on certain vehicles on buses and goods vehicles, information regarding the tare (T), gross vehicles mass (GVM) and where applicable number of passengers must be stenciled or displayed in some other permissible manner in accordance with the requirements of the Road Traffic and Transport Act 22 of 1999
- 17.5 If a clearance certificate is lost or destroyed or illegible, this fact must be reported without delay to Fleet Management Division in the case of a pool vehicle, and to the head of the Department concerned in the case of a Department vehicle. The loss or destruction of a clearance certificate must immediately be investigated and reported to the police.
- 17.6 Maintenance of plates and information – officials must ensure that the registration number plates and the display, of the information, referred to in paragraphs 17.3 and 17.4, on the vehicles in their charge are always in good order and that the color of the plates, the letters, and the figures are maintained in a clear and distinct and legible condition at all times.

18. SPEEDOMETERS AND ODOMETERS AND ODOMETER SEALS.

- 18.1 It is important that the odometer should always reflect the true distance done by a municipal vehicle. Any defect in an odometer must as soon as is feasible be reported to the manufacturer for repair and any distance done but not recorded on the odometer must be estimated as accurately as possible and added to the reading on the meter when it is repaired.

19. GOVERNORS

- 19.1 Where a governor is fitted to a municipal vehicle it must not be tampered with.

20. CARE OF TYRES

- 20.1 Inflation of tires – inflation of tires to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tires. To ensure the correct air pressure at all times it is important that the tires of vehicles be checked at least once a week. Besides, a visual inspection of the tires should be made daily. The City and national laws applicable to minimum tire tread depths must be adhered to at all times.
- 20.2 Inspection and rotation of wheels, except as indicated below, the rotation of wheels is not considered necessary.
- 20.3 On trucks with dual rear wheels, tires with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tires becomes so great that the re-pairing of wheels is advisable.
- 20.4 In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tyres and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fighting between the front and rear axles, which results in heavy wear on tires and on axle components, except where an inter-axle differential is fitted.
- 20.5 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.

- 20.6 Precautionary measures – The following points should not be overlooked:
- 20.6.1 The replacement of dust caps on tire valves.
 - 20.6.2 The regular inspection of tires for cuts and bruises and stone wedged between dual rear wheels.
 - 20.6.3 The immediate removal of oil or grease on a tire.
 - 20.6.4 The proper mounting and removal of tires.
 - 20.6.5 The rectification of damage to rims, especially those of tubeless tires.
 - 20.6.6 The immediate rectifications of mechanical defects, which cause unequal tire wear.
 - 20.6.7 The use of the correct type of tires concerning the terrain at which the vehicle operates.
 - 20.6.8 Avoiding as far as possible any scuffing against or running or backing into a curb and running over projections.
 - 20.6.9 Avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important role in causing excessive tire wear.

21. BATTERIES, TYRES, TUBES AND ESSENTIAL TOOLS.

- 21.1 Officials in charge of municipal vehicles must approach Fleet Management Division for the replacement of all unserviceable batteries, tubes, and tires and essential tools such as jacks and wheels spanners. In case of an emergency, these items may be bought locally subject to tender delegations, and in the case of-
 - 21.1.1 A battery- the battery being replaced must be handed into the supplier in part – payment for the new battery, and an invoice to that effect should be obtained. Where such an unserviceable battery is still under guarantee, such a guarantee must be returned to the supplier who issued it, for replacement free of charge.
- 21.2 A tire- the unserviceable tire must be disposed of as prescribed in the paragraph dealing with Handling and Disposal of unserviceable tires, batteries, spare parts, accessories, tools, etc.
- 21.3 Unserviceable jacks must be returned to Fleet Management Division.

22. FUEL AND OIL

- 22.1 Fuel and oil is obtainable from the municipal fuel depots and approved fuelling stations through the relevant means of the requisition.
- 22.2 When the Fleet Management System is implemented, Vehicles that are linked to the System, may refuel at garages that are linked to the System and all transaction slips shall be submitted to Fleet Management Division with their respective log sheets.
- 22.3 Only petrol/diesel/oil of the grade prescribed by the manufacturer of a vehicle may be used in municipal vehicles.
- 22.4 Given the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited.
- 22.5 Fuel for use on machinery e.g. lawn mowers etc (which must be filled in containers) must be obtained with proper approval from the respective Departmental manager and the manager Fleet Management Division. Officials who need to fill in containers for this purpose must get approval before re-fuelling. A copy of such approval must be submitted to the Fleet Management Division.
- 22.6 Efforts should be made to establish the vehicle's fuel consumption. Knowledge by Fleet Supervisors on the consumption obtained over specific distances or periods is recommended. The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.
- 22.7 Particulars regarding the fuel-intake must be completed in the logbook before the fuel-issuing book is signed. Make sure that all information is correct and legible. Ensure that the fuel tank is topped up at each refueling.
 - 22.7.1 Fuel is available at the Fleet Management Division Fuelling station during the periods indicated herein below:
 - 22.7.1.1 from 8:00 to 16:15 on "Weekdays".
 - 22.7.1.2 from 08:00 to 13:00 on "Saturdays".
 - 22.7.1.3 from 08:00 to 13:00 on "Public holidays except when on a Sunday".
 - 22.7.1.4 from 08:00 and 10:00 on weekdays: "Buses" only.

- 22.8 To facilitate control over fuel consumption, fuel tanks of municipal vehicles should always be filled to the maximum capacity of the tank without over-fuelling the tank.
- 22.9 When driving a municipal vehicle, the appropriate gear shall always be selected, with due regard to road conditions.
- 22.10 The municipal vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle shall be maintained, with due regard to the speed limits applicable from time to time.
- 22.11 Acceleration should be evenly and gently executed.
- 22.12 Any strong smell of fuel especially when the municipal vehicle is in motion must be investigated without delay. Besides causing wastage, fuel leaks are extremely dangerous.

23. IRREGULAR IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE

- 23.1 In the event that any municipal vehicle is used irregularly (not in line with this Policy), driven recklessly, neglected or misused, the matter shall be viewed in a serious light and disciplinary action against the offending official shall be taken exclusively from any proceedings which may be instituted in terms of the Road Traffic and Transport Act 22 of 1999.
- 23.2 Only standby vehicles and vehicles of personnel on official duty may be authorized for use after hours, provided a valid trip authorization document is in hand.
- 23.3 Illegal or unauthorized use of municipal vehicles are to be monitored by the Traffic and by the City Police and all municipal vehicles suspected of being misused are to be reported to the relevant Divisional Head.
- 23.4 Where municipal vehicles are used without authority, the official/driver concerned shall be disciplined and in addition to such disciplinary action be held liable for. -

- 23.4.1 The cost of the distance travelled, fuel consumed, incorporating drivers tariffs where applicable, and
- 23.4.2 Where the municipal vehicle was involved in an accident, the cost of repairing any damage caused to the vehicle as well as any amount expended in settling third-party claims arising out of the accident.

24. ACCIDENTS

- 24.1 The following procedure must be followed in the event of a municipal vehicle being involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property or another vehicle is involved:-
 - 24.1.1 Call police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and furnish full particulars.
 - 24.1.2 Supply the name and address of the driver of the municipal vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.
 - 24.1.3 Under no circumstances must any payment be offered or made to a third party or admission of guilt at the scene of the accident.
 - 24.1.4 Endeavours must be made at all times to obtain a written statement from third parties who witnessed the accident.
 - 24.1.5 Should a driver of a municipal vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him in ensuring that the suspected person be appropriately examined as soon as possible.

- 24.1.6 At least the following particulars, which are required for completing the accident report form, must be obtained as soon as possible, preferably at the scene of the accident:
- 24.1.6.1 The registration number makes and type of the other vehicle(s)
 - 24.1.6.2 The name, address, ID and home and work telephone number of the driver (s) and the owner(s) of other vehicles.
 - 24.1.6.3 The name of the insurance company/broker concerning the other vehicle (s) driver(s) and the owner(s) of the other vehicle(s).
 - 24.1.6.4 Whether the driver acted in his interests or the interests of the owner of the vehicle.
 - 24.1.6.5 The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.
 - 24.1.6.6 The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.
 - 24.1.6.7 A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals and also the name and estimated age of any headsmen (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
 - 24.1.6.8 The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.
 - 24.1.6.9 Measurements for the preparation of a sketch of the scene of the accident.
 - 24.1.6.10 Whether or not the road was fenced in on either side or one side only.
 - 24.6.1.11 Reporting the accident (other than to the police)
 - 24.6.1.12 Wherever possible, photographs of the accident scene should be taken.
- 24.7 The driver of the municipal vehicle must make a suitable endorsement in the log-book of the vehicle and must without delay complete those portions of the accident report form for which he is responsible and must send the report together with statements by witnesses and other supporting documents, in duplicate in the case of both pool vehicle, permanently allocated vehicles and Department vehicles, to his Fleet Supervisor who should then submit to the Fleet Management Division for processing.

- 24.8 The Fleet Supervisor must ensure that the responsible Department representative furnishes the statement regarding the official usage of the municipal vehicle. The mechanical report must be completed by Fleet Management Division.
- 24.9 The Fleet Supervisor must send the original report form and all the supporting documents to Fleet Management Division. A copy of the report form and copies of supporting documents must be appropriately filed.
- 24.10 Legal proceedings – should the driver of a municipal vehicle be required to appear at an inspection and/or inquiry, or should any criminal or civil proceedings be instituted against him, he must immediately submit the summons, subpoena or notification to appear served upon him, to the Manager: Fleet Management Division in order that the insurance Representative may be consulted in the matter.
- 24.11 Third-party claims received must immediately be submitted, by the Manager: Fleet Management Division to the insurance representative in the case where a municipal vehicle is involved in the accident,
- 24.12 When receipt of a claim is acknowledged, it must be stated clearly in the letter of acknowledgment that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission that could prejudice the Municipality's case.

25. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

- 25.1 In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use; or
- 25.2 where positive proof exists that an official is or was guilty of reckless, willful and negligent conduct while driving a municipal vehicle or such vehicle was involved in an accident while being so driven; or
- 25.3 where the driver of a municipal vehicle has been found guilty of driving such vehicle in a reckless, willful and negligent manner; or

- 25.4 where the service provider has indicated driver negligence, abuse, improper or total neglect of the operational manual of the vehicle any of which resulted in a breakdown; or
- 25.5 where an official driver was under the influence of intoxicating liquor or narcotic drugs or substances or the concentration of alcohol in his blood was not less than that prescribed by legislation while driving a municipal vehicle; or
- 25.6 where an official has been found guilty of using a municipal vehicle in contravention of any of the stipulations of this Policy;
- 25.7 Such official must immediately be suspended from driving a municipal vehicle until such time as prescribed corrective and reasonable action has been completed under the circumstances, and authority to recommence the driving of a municipal vehicle has been issued in writing by the Manager of the relevant Department in consultation with the HR Department and the Manager: Fleet Management Division.
- 25.8 The Fleet Management Division must be notified in writing of all suspensions and lifting of suspensions.

26. DAMAGE, LOSS, DEFICIENCIES, AND THEFT.

- 26.1 The Manager: Fleet Management Division together with the Manager: Cash Management Division shall oversee all accidents, deficiencies, theft, incidents, and losses concerning municipal vehicles.
- 26.2 Damage, losses, and deficiencies as a result of major and other inevitable causes and thefts should immediately be reported to the Fleet Supervisor concerned.
- 26.3 An official or employee who takes over a municipal vehicle must ensure that any damage or deficiency is immediate, in writing, brought to the attention of the Manager: Fleet Management Division.
- 26.4 A person who does not comply with the requirements of subparagraph 26.3 shall be deemed to have received the vehicle in good order.

- 26.5 Further to paragraph 26.4 the vehicle is the responsibility of the user Department and such Department will be held liable for any accident damage or loss not reported to Fleet Management Division beforehand.
- 26.6 Where incidents of damage, loss, deficiency, and theft occur, the official operating the municipal vehicle must immediately report the incident to his Supervisor, who in turn must notify the police within 24 hours and his Fleet Supervisor as well as Fleet Management Division without delay. Where an official returns a vehicle to the Fleet Management Division not in a condition as it was collected he must report any damage, loss, deficiency or theft, which has not yet been brought to notice. The Fleet Management Division shall ensure that all cases are properly investigated by obtaining all particulars, and statements required for such incidents.
- 26.7 Where incidents of damage, loss, deficiency, and theft occur while a vehicle is on tour, the official concerned must report the incident to the nearest police station within 24 hours and on his return to his headquarters to his Supervisor without delay, who in turn must notify the Fleet Management Division immediately. Where the official or employee returns a pool vehicle directly to Fleet Management Division on his return, he must immediately also report the incident to Fleet Management Division.
- 26.8 Restitution – if criminal proceedings are instituted against any person other than the official driver of the municipal vehicle or any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts or accessories, the driver of the municipal vehicle concerned or a responsible official of his Department must report to Fleet Management Division, which will in-turn seek legal advice from Legal Services. Where a pool vehicle is involved, the steps prescribed in this subparagraph must be taken, wherever practicable, in consultation and collaboration with the relevant authority.

27. INSURANCE

- 27.1 Municipal vehicles are insured by insurance companies that cover the expenses incurred as a result of accidents, including claims of third parties, claims by authorized official passengers against the official drivers in respect of personal injuries or damage to municipal vehicles or the loss of or damage to State property.

Officials or employees driving a municipal vehicle and their passengers are covered by this insurance.

- 27.2 An official who while driving a municipal vehicle is involved in an accident and is subsequently charged with a criminal offense or against whom civil claims are brought by third parties can be defended through the Municipal Insurance Section. The officials at the municipality who is responsible for handling such cases must submit any documentation about the case to the insurance company.
- 27.3 An official who is injured while using a municipal vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with following the arrangements applicable to injury on duty.
- 27.4 The cover and arrangements in the case of an injury on the duty of the driver of the municipal vehicle may not be applicable in a case where the driver –
 - 27.4.1 did not act in the performance of his official duties or did not act in a *bona fide* way (in good faith).
 - 27.4.2 exceeded his powers *mala fides* (in bad faith)
 - 27.2.3 without prior consultation with the Insurance attorney made an admission that harmed the municipality's case;
 - 27.2.4 used the municipal vehicle concerned without authority for other than official purposes;
 - 27.2.5 where applicable, did not have an appropriate driver's license;
 - 27.2.6 handled the municipal vehicle without having been properly authorized to that;
 - 27.2.7 allowed the vehicles to be handled by a person not authorized to do so;
 - 27.2.8 without authority deviated from the authorized or official trip or route, or handled or used a municipal vehicle or occupied the driver's seat while the engine was running, and
 - 27.2.9 he was under the influence of intoxicating liquor or a drug having a narcotic effect; or
 - 27.2.10 the concentration of alcohol in his blood was not less than that prescribed by legislation and this could have resulted in or contributed to liability being incurred, in such cases own legal counsel must be obtained.

28. PURCHASE RESTRICTION

- 28.1 Purchases should be limited to immediate requirements of commodities and services essential for the roadworthiness, operation, and maintenance of the municipal vehicles.
- 28.2 Tools, accessories and a locking type fuel tank cap may not be bought under any circumstances unless prior approval was obtained from Fleet Management Division in the case of pool vehicles or from the Department if it is a Departmental vehicle.
- 28.4 Additives purchased to protect the cooling system must contain the SABS mark of approval.

29. SERVICING OF MUNICIPAL VEHICLES

- 29.1 All municipal vehicles shall be serviced following this Policy and specifications prescribed by the manufacturers.
- 29.2 For the necessary servicing, repairs, and attention, all municipal vehicles shall be taken to Fleet Management Division.
- 29.3 A new "booking" service system will be in operation in the 2018/2019 financial year. All Services should be booked at the Reception Office at Fleet Management and the Client Officers are at hand to assist the clients.
- 29.4 A prominent sticker indicating the kilometer reading when the vehicle is due for the next service will be attached to the speedometer of the vehicle.
- 29.5 Vehicles due for service must be reported to the Division: Fleet Management Reception office and a time and date for the service, that will suit both parties, must be arranged.
- 29.6 The Fleet Management Division will tend to services reported and properly booked 500 km before the kilometre reading as indicated on the service sticker. The 500-kilometer leeway as indicated is provided to arrange a date and time that would suit both parties.

- 29.7 Municipal vehicles that exceed the kilometer reading as indicated on the service sticker will not be serviced unless accompanied by a memorandum, with reasons, signed by the Divisional Manager/Supervisor in control of the vehicle.
- 29.8 Municipal vehicles that exceed the indicated service interval will not be released until the service has been performed. The service will only be performed after receipt of the memorandum signed by the Divisional Manager/Supervisor. A vacant time slot for the service must be available and it is possible that a municipal vehicle could be retained for several days if advanced bookings result in a full schedule.
- 29.9 A standard service interval of 10 000 km will be used for both petrol and diesel powered vehicles.
All new vehicles are to be serviced as indicated in the Manufacturer's service booklet.
Services must be reported during the 500-kilometer leeway before the actual kilometres indicated on the sticker.
- 29.10 All municipal vehicles will receive a routine lubrication service and a check-up at the Service Bay every 10 000 km and a full maintenance service every 20 000 km.
- 29.11 Adjustments and repairs. When the official in charge of the vehicle hands the vehicle over for servicing, he must report any adjustments or repairs, which he considers to be necessary, to Fleet Management.
- 29.12 Petrol and oil additives. No petrol and oil additives other than those prescribed by the manufacturers of the vehicle concerned may be used.

Important information to be noted by Departments/Divisions for planning purposes.

The time required for the 10 000-km services plus check over will vary and is estimated to take between two and four hours. If defects are found during the check over the repair time will increase.

The municipal vehicle will be needed for a period of at least two days for the 20 000 km full maintenance service. (The availability of labor, spares, and material will determine the turnaround time)

30. REPAIRS AND REPLACEMENT OF PARTS AND ACCESSORIES

- 30.1 All repairs, replacement of parts and accessories shall be done by/through the Vehicle Fleet Division
- 30.2 Warranty – all warranties shall be monitored to avoid wasteful expenditures that might arise.

31. METHOD OF PAYMENT TO SERVICE PROVIDERS FOR SERVICES AND SUPPLIES

- 31.1 All payments to service providers shall be processed through the Vehicle Fleet Division and Cash Management Division.

32. HANDLING AND DISPOSAL OF UNSERVICEABLE TYRES, BATTERIES, SPARE PARTS, ACCESSORIES, TOOLS, etc

- 32.1 Items to be returned to Fleet Management Division:
 - 32.1.1 All unserviceable tires of all municipal vehicles must be returned to Fleet Management Division.
 - 32.1.2 Batteries that were for any reason not handed over for part payment during their replacement.
- 32.2 All items to be returned must be forwarded most safely and economically. In all cases, a label must be attached to the item and the number of the vehicle from which it has been removed must be recorded on the label.
- 32.3 Regardless of whether commercial garages assist officials in this regard the instructions regarding the method of return must be complied with.
- 32.4 Items to be scrapped – Replaced parts that do not have to be disposed of must be dumped or left at the garage or workshop where the repairs were undertaken.
- 32.5 Disposal – all unserviceable accessories, tools, parts, etc must be disposed of through public auction or as per Council resolution.

33. WITHDRAWAL OF VEHICLES FROM SERVICE

33.1 Municipal vehicles shall be withdrawn from service based on one or a combination of the following factors:

33.2 Municipal vehicle age – In situations where the following vehicle age; maximum kilometers; or maximum hours are reached, replacement is compulsory.

33.2.1 Sedans - 160,000km or (10 years if the vehicle has not already traveled 160,000km)

33.2.2 Light delivery and medium delivery vehicles – 160,000km or (10 years if the vehicle has not already traveled 160,000km)

33.2.3 Heavy duty trucks – 200,000km or (12 years if the vehicle has not already traveled 200,000km)

33.2.4 Buses – 180,000km or (11 years if the bus has not already traveled 180,000km)

33.2.5 Motorcycle 80,000km or (8 years if the vehicle has not already traveled 80,000km)

33.2.6 Tyre dozer - 10,000 hours or (10 years if the vehicle has not already operated for 10,000 hours)

33.2.7 Track dozer - 120,000 hours or (12 years if the vehicle has not already operated for 120,000 hours)

33.2.8 Front end loader - 8,000 hours or (8 years if the vehicle has not already operated for 8,000 hours)

33.2.9 Cranes - 8,000 hours or (15 years if the vehicle has not already operated for 8,000 hours)

33.2.10 Tractors - 240,000 hours or (12 years if the vehicle has not already operated for 240,000 hours)

33.2.11 Forklifts - 6,000 hours or (12 years if the vehicle has not already operated for 6,000 hours)

33.3 Uneconomic to repair.

33.4 Accident damage beyond repair.

33.5 Body condition worn-out and corroded.

33.6 The Replacement Eligibility Factor (see attachment) exceeds 300 and replacement should be considered.

Attached is a table used by the Florida Department of Management Services (U.S.A.) to assist them in determining the Replacement Eligibility of a vehicle, referred to as the Replacement Eligibility Factor (REF). The City may well consider adopting this as an additional, and objective, tool in determining when a vehicle is to be replaced.

34. INTERNAL TRANSFER OF MUNICIPAL VEHICLES

- 34.1 A municipal vehicle may under no circumstances be transferred from one Department to another without the relevant written authority i.e. the Department Manager's written authority with the approval of the Manager: Fleet Management Division.

35. FITTING ADDITIONAL EQUIPMENT TO MUNICIPAL VEHICLES

- 35.1 Additional equipment may be fitted to a municipal vehicle based on the following conditions:
- 35.2 The said equipment should be a necessity to facilitate the provision of service.
- 35.3 Costs attached to the fitting of initial equipment will be charged to the account of the Department concerned. When such a vehicle that was fitted with additional equipment is replaced, such equipment should form part of the specification to procure the replacement vehicle.
- 35.4 The fitting of equipment must be done in consultation with the Fleet Management Division.
- 35.5 No alterations may be made on the vehicle, unless if it is necessary to facilitate the fitting of the equipment to the vehicle.
- 35.6 Equipment fitted must be of the removable type.
- 35.7 The user Department must assume responsibility for any damage resulting from the fitting of the equipment.
- 35.8 Where a tow bar is fitted to a vehicle, the user Department must assume responsibility for any damage to a vehicle resulting from the towing of a towed unit.
- 35.9 All requirements of the Road Traffic and Transport Act 22 of 1999 must be complied with.

- 35.10 The costs relating to damage to a vehicle as a result of the theft of unauthorized equipment will be recovered from the user Department concerned.

36. SWAPPING OF MUNICIPAL VEHICLE PARTS AND ACCESSORIES PROHIBITED

- 36.1 Under no circumstance shall vehicle parts and accessories (e.g. tires, alternators, batteries, jacks, etc.) be swapped between vehicles.

37. MUNICIPAL VEHICLE TRACKING SYSTEM

- 37.1 In due course, all municipal vehicles will be fitted with a tracking device (vehicle tracking system) to monitor their movements to safeguard them against theft, abuse, and misuse.

38. MUNICIPAL VEHICLE AUDITING

- 38.1 All information about the municipal vehicles shall be stored at the Fleet Management Division for proper record keeping and compliance to auditing.
- 38.2 Individual municipal vehicles shall have at least two files one for maintenance records and the second one for operational records
- 38.3 Maintenance file shall have all records about maintenance and repairs
- 38.4 Operational file shall have all records and correspondence about the operation of such vehicles.
- 38.5 Municipal vehicle auditing should be carried out once every year.

39. DISPOSAL OF MUNICIPAL VEHICLES

- 39.1 The disposal of municipal vehicles that had been withdrawn from service through Council resolution shall be effected following the provisions of the Public Procurement Act.

40. USE OF MUNICIPAL VEHICLES ON TRIPS TO OTHER TOWNS AND BEYOND THE BORDERS OF NAMIBIA

- 40.1 Departments/Divisions "with approved motivations" for "TRIPS TO OTHER TOWNS AND BEYOND BORDERS" must forward their request in writing and well in advance.
- 40.2 No verbal requests will be considered at all.
- 40.3 A Trip Authorization for after normal working hours, "TRIPS TO OTHER TOWNS AND BEYOND THE BORDERS OF NAMIBIA" will be issued to accompany the vehicle.
- 40.4 For "BEYOND BORDER TRIPS A DECLARATION FORM"
- 40.5 All the issued documents are to be handed back to the office of the Manager: Fleet Division, upon completion of the trip.
- 40.6 All "TRIPS TO OTHER TOWNS AND BEYOND BORDERS" should be arranged in advance to identify a suitable mode of transport to avoid unnecessary delays or cancellation

41. POLICY IMPLEMENTATION PROVISIONS

- 41.1 In the event of misconceptions, misinterpretation and misunderstanding of this Policy or any clause contained in this Policy, the Municipality reserves the right to give an objective interpretation subject to appeal through IR structures.
- 41.2 The Municipality shall take proper action that does not deviate from the enshrined order of this Policy where this Policy falls short, or does not provide a mechanism or framework for addressing any matter or issue pertaining to the mission of this Policy in order to give effect to the objectives of this Policy in particular and to the interests of the Municipality in general.

42. PENALTY

- 42.1 A contravention of any of the stipulations of this Policy shall result in disciplinary action being taken against such an offending official.

43. TRAINING

43.1 Training and competency and defensive driving will be offered by the Department of City Police upon request by the Department of Finance and Customer services every two (2) years.

43.2 DOCUMENTATION TO BE USED IN OPERATIONS UNDER THIS POLICY

- Trip Authority Forms
- Vehicle Issue (Pre-/Post Inspection Forms)
- Log Books



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**MUNICIPAL COUNCIL OF WINDHOEK FLEET MANAGEMENT AND AUXILIARY
SERVICES POLICY**

APRIL 2026

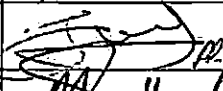
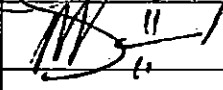
ROUTING DOCUMENT CONTROL			
SUBJECT: UPDATED FLEET MANAGEMENT AND AUXILLIARY SERVICES POLICY			
Responsible Person routing Application	Checked & Cleared	Date Checked	Signature
Administrative Assistant/PA/Secretary	Ms. A Smith	02/07/26	BHS
Divisional Manager/Author	Mr. IZ Kahiurika	02. 8.21.2026	
Acting Strategic Executive (FCS)	Mr. SM Mutonga	21/7/2026	
Chief Executive Officer	Mr. M Matyayi		
Back to Divisional Manager: Fleet			

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CITY OF WINDHOEK:**FLEET MANAGEMENT AUXILIARY SERVICES POLICY****PREAMBLE**

Windhoek Municipal Council has a legal, obligation to protect municipal assets.

These assets include the municipal vehicle fleet, as defined, as well as vehicles, used by the municipality on lease or loan basis.

This policy excludes vehicles used subject to a specific agreement, such as vehicles used by councilors, City Police Vehicles and certain management personnel, as well as private vehicles of officials' subject to specific conditions of employment.

It is therefore accepted that, where an official has access to a vehicle subject to an agreement as mentioned, such an official will not have the automatic right to use an official municipal fleet or lease vehicle. Drivers with no driving license and driver's tag are prohibited from driving Municipal vehicles.

Scope

This policy applies to all employees and public office bearers who use vehicles owned by the City of Windhoek Municipality. This arrangement applies to every City of Windhoek employee as well as all claimed and rented Municipal vehicles.

Objectives

The objective of the Fleet Management and Auxiliary Services policy is to ensure the efficient and effective utilization of all municipal vehicles. In addition to that the policy strives to ensure that vehicles are operated according to the rules and regulations of the institution.

Purpose

The purpose of the Fleet Management and Auxiliary Services policy is to document the rules and regulations for the acquiring, usage, maintenance, disposal, vehicle safety and the official operation of City of Windhoek municipal vehicles.

Roles and Responsibilities

Role	Responsibilities
Councilors	1. Approval of Fleet Management and Auxiliary Services Policy. 2. Approval of the disposal of obsolete vehicles.
Chief Executive Officer	1. Approval of procurement of all new vehicles. 2. Suspension of vehicle users found guilty of misconduct and negligent use of vehicles. 3. Approval of Fleet Management procedures document.
Strategic Executives: Finance and Customer Services	1. Enforcement of the Fleet management and auxiliary services policy and ensuring adequate controls are in place for policy effectiveness. 2. Identify policy gaps and recommend changes to the policy. 3. Authorize the direct and indirect subordinates to utilize personal vehicles for official duties and any related insurance schemes.
Strategic Executives, Managers and Supervisors	1. Authorizing vehicle user trips. 2. Communicating policy and procedures to new and existing staff members. 3. Recommending and motivating the purchasing of new vehicles. 4. Authorize the direct and indirect subordinates to utilize personal vehicles for official duties and any related insurance schemes.
Fleet Manager	1. Ensuring the use of vehicles is done in line with policy rules, guidelines, and procedures.

	2. Ensuring all vehicle drivers are eligible to drive municipal vehicles. 3. Monitoring of vehicle usage, cost, and maintenance. 4. Facilitating the acquisition, insurance, identification and disposal of all municipal vehicles. 5. Ensuring all Municipal vehicle users are complying with the Traffic Regulations, in terms of certain traffic fines.
Fleet Manager	1. Coordinate fleet machinery to ensure optimal utilization at all times. 2. Ensure all vehicles are licensed and insured. 3. Communicating with Fleet tracking system providers. 4. Conduct fleet inspections along with drivers at the point of receiving and handing over of vehicles/machinery. 5. Ensuring all vehicles procedures are adhered to by all vehicle users. 6. Ensuring all vehicles are kept in good roadworthy condition and they are regularly serviced. 7. In addition to routine service, general maintenance the fleet officer also has to ensure cleanness and upkeep of vehicles.
Vehicle users and employees	1. Ensure the safe driving and diligent care of the Municipal vehicles. 2. Comply with all fleet management procedures, rules, and guidelines. 3. Ensure vehicles are in good condition prior to utilization. 4. Report all issues related to the utilization of municipal vehicles to the Fleet Manager/Fleet officer.

1. DEFINITIONS

A Municipal fleet vehicle shall mean an official municipal owned vehicle listed in the fleet vehicle register and shall include pool vehicles, as also motorized equipment such as graders and front-end loaders;

Municipal lease/hire vehicle shall, save for contrary stipulations contained in the lease/hire agreement, in which event the lease/hire agreement shall take precedence, for purposes of this policy be regarded to be of the same status as a municipal vehicle and shall include "Vehicles subject to specific agreements";

A rented/leased municipal vehicle is a vehicle that is not legally owned by the municipality through the acquisition process but has been leased for a specific period of time for official duties. Municipal rented vehicles are managed through a rental or lease agreement from a specific service provider.

Official Passenger shall include all officials and/or employees of the City of Windhoek
(Permanent/Temporary).

Official Vehicle shall have the same meaning as "Municipal Vehicle" and vice versa;

Private Passenger shall mean non-employees who may or may not have the prior written authority to be a passenger in an Official Vehicle;

Vehicle on tour shall mean any vehicle used for official purposes by the Municipal employees outside the City of Windhoek Municipal jurisdiction with an approved trip authority.

Pool Vehicle shall mean all Official Vehicles that are not designated to a specific Department and remain in the pool to be used for official purposes as and when the need arises and the necessary authority obtained;

Vehicles subject to specific agreements shall have the same meaning as "Municipal lease/hire vehicle" apart from Vehicle Scheme.

1.1 Clause headings appear in this Policy for purposes of reference only and do not influence the interpretation thereof.

1.2 If any provision in any definition constitutes a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive clause in the body of this Policy, notwithstanding that it is only contained in the interpretation clause.

1.3 Any reference to the singular includes the plural and vice versa,

1.4 Any reference to a natural person includes legal persons and vice versa,

1.5 Any reference to a gender includes the other genders;

2. POLICY STATEMENT

The municipal vehicle fleet is an asset by which services are delivered and therefore the management of the fleet is very crucial. The overall management of fleet operations is centralized to the Fleet Management Division of the Finance and Customer Services Department.

This policy serves to regulate the management and operational requirements of the Municipal vehicle fleet, which includes vehicles owned by the municipality, which are either permanently allocated to Departments, falls within the vehicle pool or are leased vehicles.

3. LEGISLATIVE FRAMEWORK

This policy is informed by among other things:

- The Constitution of the Republic of Namibia.
- Local Authorities Act, Act 1992 (Act No. 23 of 1992), as amended
- Road Traffic and Transport Act 22 of 1999
- Labor Act, 1992: Regulations Relating to the Health & Safety of employees at work
- Environmental Management Act, No. 7 of 2007
- Motor Vehicle Accident Fund Act No. 10 of 2007
- City of Windhoek IR Policy

4. CENTRALIZED FLEET POOL

All vehicles except specialized and City Police vehicles shall be consolidated into a centralized fleet pool which will be managed and controlled by the Fleet manager in the Municipal Fleet Division under Finance and Customer Services Department.

5. NORMAL USAGE OF POOL VEHICLES:

- 5.1 The use of pool fleet is strictly controlled and, under no circumstances are the vehicles to be assigned to individuals other than for the purpose identified.
- 5.2 The Fleet Administrator will allocate a pool vehicle to a Driver/User on the authority of a Departmental/Divisional Head.
- 5.3 Pool vehicles will be provided to City of Windhoek permanent employees/temporary employees/interns who by nature of their duties are required to use them during working/after hours or when required performing standby duties.
- 5.4 Driver requiring the use of a pool vehicle must book a vehicle at least 7 days in advance, except in cases of emergency where the Fleet Management may approve the use of a pool vehicle. Short notice for booking a vehicle may however be accepted subject to the availability of a pool vehicle.
- 5.5 A pool vehicle shall not be released unless written authorization by the relevant Manager has been received and keys must be collected on the day and time when the vehicle is to be used.
- 5.6 In the event that no pool vehicle is available due to operational reasons, the Driver may use his or her private motor vehicle with the authorization of the Departmental/Divisional Head and claim expenses in terms of the City of Windhoek Municipality Subsistence and Travel policy.

- 5.7 Where the Driver/User using the pool vehicle returns after 16:30 from Monday to Friday, the keys and inspection checklist must be returned to the Fleet Administrator by 07:30 on the next working day.
- 5.8 Prior to use of the pool vehicle the official must inspect the vehicle for any damages, interior defects, tidiness, logbook completion and lost tools and report any defects or damage to the Fleet Administrator as soon as possible. The last user of a vehicle will be held responsible for any unreported damage, defects, or loss.
- 5.9 The official using the vehicle must ensure that the vehicle is returned in good condition, failing which the City of Windhoek Municipality reserves the right to take disciplinary action or withhold the allocation of a pool vehicle to such Driver/User.
- 5.10 After the use of a pool vehicle, the official shall see too that the vehicle is not parked when fuel tank is less than $\frac{1}{4}$ fuel and there after it shall be parked in its allocated parking. Once parked, the Driver/User must ensure that the logbook is completed properly.
- 5.11 Upon return of a pool vehicle, the keys as well as the completed trip authorization form and pre-/post inspection forms must be returned to the Fleet Administrator

6. QUALIFICATION TO DRIVE MUNICIPAL VEHICLES

The driver/user must possess a valid driver's license appropriate for the type of vehicle being operated. The driver shall be in the position of the driver's tag to utilize the vehicle.

7. DRIVING VIOLATIONS

If the Driver/User driving the City of Windhoek Municipality vehicle violates the law, he/she is responsible for all fines. Proper wearing of SEAT BELTS is mandatory for operation of any City of Windhoek Municipality vehicle.

8. POOL VEHICLE USAGE RECORDS

- 8.1 The Fleet Administrator shall require the Driver/User of the pool vehicle to record the vehicle condition as it leaves and returns to the pool location by way of completing a pre- and post-inspection forms.
- 8.2 The Fleet Administrator shall record the precise time, date and the odometer reading at the time the vehicle is issued.
- 8.3 The Fleet Administrator shall record the precise time, date and odometer reading at the time the vehicle is returned.

9. SPECIAL REQUIREMENTS

- 9.1 In the event that a pool vehicle is needed before 07:30, the Driver/User may collect the vehicle before closing time the day before. In such instance, the vehicle must be parked at the Driver/User's residence and may not be used for any other purposes. The Driver/User will take full responsibility for the safeguarding of the vehicle.
- 9.2 Arrangements to the satisfaction of the Fleet Management for the protection and safekeeping of the vehicle in a lockable garage must be made by the Driver/User.

10. DUTIES AND RESPONSIBILITIES

- 10.1 Authorized Drivers/Users are held responsible for the pool vehicle for as long as the vehicle is allocated to that Driver/User.
- 10.2 No Driver/User may use a vehicle while under the influence of alcohol.
- 10.3 Departmental/Divisional heads must ensure that all Drivers/Users of the pool vehicles, acknowledge receipt of a copy of this policy.

11. ROUTINE MAINTENANCE OF POOL VEHICLES

- 11.1 Routine maintenance of pool vehicles is the responsibility of Fleet Administrator, who shall maintain checklists evidencing weekly inspections and recording of maintenance needs. Vehicles shall be maintained in roadworthy condition.
- 11.2 General pool vehicles shall be inspected weekly to ensure that brakes, tyres, and all lights are in proper working condition, and that oil and water levels are adequately maintained. All bodywork, including panels, mirrors, and hubcaps, shall be inspected to ensure that the vehicle is in good running condition.
- 11.3 Cleaning of vehicles (both interior and exterior) is the assigned responsibility of and will be attended to by the Fleet Administrator.

12. USE OF MUNICIPAL FLEET VEHICLES

- 12.1 Municipal vehicles are provided strictly for official use and shall not for any reason, be used for private or any other purpose without obtaining the necessary trip authority of the Manager: Municipal Fleet or his delegate prior to the envisioned private or other use, except in the event of any of the following situations, where authority may be obtained or conduct ratified after the fact:

General Interest of the public

Where an official while officially using a municipal vehicle is required to, in the general interest of the State, Public Services, or of the general public as a whole, assist in conveying a person or persons in such a municipal vehicle free of charge.

Examples of this type of situation would be:

- 1) Where an official is required to act as a guide,
- 2) Where it is required that an eminent person be presented at an inspection,
- 3) Where it is required that an eminent person make an address at an official function.

13. ACCIDENT OR BREAKDOWN

13.1 In the event of an accident, a driver must immediately stop the vehicle and switch on the hazard lights to alert other road users and prevent further collisions. The driver should remain calm, assess the situation carefully, and check whether there are any injuries to themselves, passengers, or other parties involved.

13.2 If anyone is injured, emergency services must be contacted immediately. The accident must be reported to the police as required by law and also to the relevant supervisor, fleet manager, or control office without delay, especially in an institutional setup such as the City of Windhoek where vehicles are public assets.

13.3 The driver should not admit liability or argue at the scene but must exchange necessary information such as names, contact details, vehicle registration numbers, and insurance information with the other party. It is also important to take clear photographs of the scene, vehicle damages, road conditions, and any visible injuries, as this will support the investigation process.

13.4 Finally, the driver must complete the official accident report form promptly and cooperate fully with internal investigations, insurance processes, and any legal requirements to ensure transparency, accountability, and proper fleet management control.

14. SERIOUS EMERGENCY, CATASTROPHE OR REVOLT

In cases of a serious emergency, catastrophe or revolt, and the absence of arrangements and instructions issued under statutory authority or other law or by the Accounting Officer or a particular Department, subparagraphs 13.2- shall apply mutatis mutandis to the circumstances under paragraph 14.

15. USE OF MUNICIPAL VEHICLES FOR SOCIAL EVENTS AND FUNERALS

15.1 An official having to attend a social function in his official capacity may use a municipal vehicle for his conveyance thereto that the prior written authority from the Manager: Municipal Fleet or his delegate has been obtained as stipulated in paragraph 12, and further subject thereto that the terms and conditions of this Policy are strictly adhered to at all times.

15.2 In the event of the funeral of a municipal employee, Municipal Vehicles may be utilized for transport of fellow municipal employees attending such a funeral service, subject thereto that the prior written authority from the Manager: Municipal Fleet or his delegate has been obtained as stipulated in paragraph 12, and further subject thereto that the terms and conditions of this Policy are strictly adhered to at all times.

16. STANDARD CONDITIONS APPLICABLE TO USE OF MUNICIPAL VEHICLES UNDER ALL CIRCUMSTANCES

16.1 In addition to the necessary prior authority to be obtained under paragraph 12, the further following standard conditions shall apply in respect of the use of all municipal vehicles:

16.2 Use must be made of the municipal vehicle already allocated to the official or employee or available at the Department office, institution or station. The most economical vehicle suitable for the service must be used.

16.3 A municipal vehicle may not be overloaded.

16.4 An appropriately licensed and duly authorized official or employee who is on official duty must drive or operate the vehicle.

16.5 The municipal vehicle may not deviate from its authorized route or be delayed in the private interests of the driver or the passengers or connection with the loading and unloading of private property or goods.

- 16.6 No unofficial passengers (this includes all persons whose conveyance in municipal vehicles are not necessary for the execution of official duties, as well as municipal officials or employees who are off duty) except for or other than for those described under sub-paragraphs 12.1 & 14, shall be allowed to be transported in official vehicles.
- 16.7 No private or unofficial passengers other than for those addressed in sub-paragraphs 12.1 & 14 and paragraph 15 shall be transported in municipal vehicles without the express prior written consent of the Manager: Municipal Fleet or his delegate being obtained following written motivation for each separate instance where such private or unofficial persons are requested to be transported.
- 16.8 Sub-paragraph 16.7 shall mutatis mutandis apply to requests for instances of transport of private property or goods.
- 16.9 The use of municipal vehicles for purposes such as proceeding home for meals, making social calls, doing personal shopping, taking relatives for outings and making detours for any private purpose whatsoever is strictly not permissible and is a violation of this Policy as well as of the Code of Conduct for Municipal Employees in accordance with the Industrial Relation Policy.
- 16.10 Official drivers and passengers may convey in municipal vehicles such as personal luggage as is required by them on a particular journey. Losses of or damage to such luggage must be dealt with following municipal policy.

17. INDEMNIFICATION OF MUNICIPALITY AGAINST INJURY, HARM, AND LOSS

No person other than employee of the municipality may be conveyed in a municipal vehicle unless it's with exception of the ambulance and police vehicles during arrest of for any other official duties.

18. TRIP AUTHORITY FORMS

- 18.1 Before any trip is undertaken in a municipal vehicle an official driver must complete his portion of the trip authority form by signing and printing his/her name, further stating his ID number, pay number and telephone number. The form should also include the full details and purpose of the trip, the type of vehicle, WM number, number plate, make, color and the start and end kilometers.
- 18.2 The trip authority form must then be submitted to his/her supervisor, who must sign it and also furnish his name in print, inserting also the title and telephone number.
- 18.3 The trip authority form must then be submitted to his/her Manager of the Department who must sign it and also furnish his name in print, inserting also the title and telephone number.
- 18.4 The driver must then fully execute the instructions on the trip authority.
- 18.5 Standard trip authority forms are obtainable from the Fleet Management Divisions.
- 18.6 In any instance where the need arises for a trip to be undertaken in the absence of a supervisor, or Fleet Manager in the execution of official duties, such trip, including all points and reasons, should also be logged to the Fleet Management Division.
- 18.7 All Windhoek Municipal vehicles driven beyond the normal working hours should be accompanied by trip authority stating the nature of the duty and reasons.

The updated fleet management and auxiliary services policy grants municipal managers, heads of departments (HODs), and city police officials the authority to request trip authorization for any vehicles observed driving outside of regulation time and on weekends. As a result, the City Police officials have the authority to impound vehicles if no trip authority is provided. The city police official will inform the fleet manager in case they impound a vehicle, and the fleet manager will request a report from the responsible manager to explain why they operated the vehicle without authorization. The fleet manager has the authority to permanently reassign vehicles to other divisions if a division continues to commit the same offense.

19. ISSUING AND RECEIVING OF VEHICLES

- 19.1 All municipal vehicles must be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.

- 19.2 The driver must carry his license and be able to show it upon request.
- 19.3 The signed trip authority must be carried in the municipal vehicle with a copy placed on the file at their respective offices.
- 19.4 The intended time of departure and return is to be recorded on the municipal vehicle issue form and compared against the actual time of return. Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 19.5 Before the departure of the municipal vehicle the Supervisor together with the driver will complete a vehicle issue form, recording the condition of the vehicle, the quantity of fuel in the tank, checking and verifying all other accessories and equipment.
- 19.6 Before the departure of the municipal vehicle the Supervisor together with the driver will complete a vehicle issue form, recording the condition of the vehicle, the quantity of fuel in the tank, checking and verifying all other accessories and equipment.
- 19.7 Following the inspection the driver will sign for the municipal vehicle, taking responsibility for the vehicle at that point.
- 19.8 Upon return of the municipal vehicle, it will be checked in, using the same process. The driver must hand in all petrol /diesel/oil purchase slips to the Fleet Supervisor for verification after each trip.
- 19.9 Drivers shall personally be held liable for any damage caused negligently to any municipal vehicle and may further be held liable for excessive fuel consumption that cannot be reasonably explained.

20. LOGBOOKS

- 20.1 Logbooks and all forms and documentation for use with municipal vehicles are obtainable from Fleet Management Division.
- 20.2 Hired/loaned vehicles shall be supplied with logbooks for purposes of recording distance travelled concerning fuel consumption.
- 20.3 Logbooks must be completed in detail either directly before or immediately after a trip is or has been undertaken.
- 20.4 The Fleet Supervisor and the official driver using the vehicle, in turn, are responsible for the safe custody of the log book.

Logbooks for municipal vehicles shall be submitted to the Fleet Management Division office every week.

21. LOAD ON VEHICLES

- 21.1 The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the referred vehicle which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left-hand side of the vehicle.
- 21.2 Loads transported on or in a municipal vehicle, shall be properly safeguarded at all times to prevent any potential damage or loss.
- 21.3 When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned and as prescribed by the manufacturers.
- 21.4 Damage or loss caused by overloading or negligence in the control over a load on municipal vehicles will be recovered from the user Department.

- 21.5 Drivers shall personally be held liable for any penalty that may be imposed by a court of law for an infringement of the Road Traffic and Transport Act 22 of 1999 in respect of overloads and unsafe loads carried.
- 21.6 Municipal official in charge of the vehicle should ensure that the vehicle is safely parked and must at all times take reasonable steps to safeguard vehicles, including accessories and tools.
- 21.7 Under no circumstances shall any documents/private property, be left under the vehicle seat or glove box.

22. REQUIREMENTS FOR DRIVING MUNICIPAL VEHICLES

- 22.1 All official drivers shall be in possession of a valid driver's license, operator's card/certificate and driver's tag authorizing such a driver to drive any municipal vehicle in any particular class permitted by the valid driver's license of the official.
- 22.2 All Traffic Rules and Regulations under the Road Traffic and Transport Act 22 of 1999, including any other regulations made applicable to users of municipal vehicles shall at all times be strictly observed and adhered to by official drivers.
- 22.3 Applicable speed limits shall at all times be observed and may not be exceeded for whatever reason.
- 22.4 Divisional managers may approve interns to drive municipal vehicles in line with their functions and upon recommendation by their respective Head of Department.
- 22.5 The indemnity forms for interns / fixed terms / other public institution drivers to be completed if utilizing municipal vehicles.
- 22.6 Drivers shall personally be held liable for any fine issued and/or penalty that may be imposed by a court of law for an infringement of the Road Traffic and Transport Act 22 of 1999 in respect of speeding vehicles and exceeding speed limits.

- 22.7 Drivers shall not under any circumstance drive municipal vehicles while under the influence of intoxicating liquor or narcotic drugs or substances.

23. ENSURING CARE AND EFFICIENCY IN THE OPERATION OF MUNICIPAL VEHICLES

- 23.1 Officials using municipal vehicles shall display at all times the utmost care and efficient handling of municipal vehicles, to the reasonable satisfaction of the Manager: Municipal Fleet Division.
- 23.2 All municipal vehicles shall at any given time be subject to inspection by duly authorized officials.
- 23.3 Municipal vehicles are the assets and property of the municipality and should at all times be available to be handed over to the responsible officer for continuous official use if the present user is not engaged in operations that require such a vehicle.

24. SAFE CUSTODY OF MUNICIPAL VEHICLES

- 24.1 Officials in charge of municipal vehicles must ensure that vehicles are adequately and safely garaged or parked behind a locked gate and or door at all times while parked and not in use.
- 24.2 Parking of municipal vehicles in use during office hours and execution of duties shall be done in a manner as to ensure that the vehicles are adequately, safely and legally parked.
- 24.3 Responsible and adequate precautions shall at all times be taken to safeguard municipal vehicles, including accessories and tools, against theft, irregular and unauthorized use, damage and fire.

- 24.4 The windows of a garaged or parked municipal vehicle must be closed. The doors must be locked and the ignition key and the door lock key must be removed and kept in safe custody. At the Municipal premises where caretakers or watchmen are on duty, ignition keys shall be handed in at a central point where it will be easily accessible to the caretaker or other users of the vehicle to move the vehicle if and when so required. This shall also be the case with pool vehicles within a Department, where a central access point where vehicle keys are to be left in safe custody shall be identified by the Department Manager.
- 24.5 Under no circumstances and at no time, may articles or documents, whether municipal or private property, be left on or under the seats, on the floor or in the glove box of a municipal vehicle used on official duty while such vehicle is parked. Where such articles and documents must of necessity be left in the vehicle, it must be locked away in the boot.
- 24.6 When, on account of their mass and size, it is impracticable to move articles to the boot of the municipal vehicle or in instances where special heavy vehicles are carrying large consignments of municipal property and/or goods, the driver shall take all possible and practical precautions in order to safeguard such property and/or goods and not absent himself from the vehicle unless the safety of the property and/or goods can reasonably be guaranteed.
- 24.7 When and where possible, municipal vehicles must be garaged or parked free of charge on municipal premises under carports and in parking areas where access is restricted to official municipal staff only and where unauthorized persons do not have free access to such premises and vehicles.
- 24.8 In instances where adequate parking for municipal vehicles is not available on municipal premises, the Manager: Fleet Management Division shall with the necessary authority arrange for rental of secure parking space through the normal Procurement Management Unit of the Municipality. Such rented parking shall be identified to official drivers who will be required to garage and park official vehicles on such rented premises.

24.9 Where it is required for municipal vehicles to be used after working hours and over weekends for purposes of official standby duties, and such vehicles have to be parked on private premises when not in use, such parking and arrangements have to be approved in writing by the Manager on the relevant form. Parking and garaging under such circumstances shall mean that the official vehicle is parked in a secure and properly lockable area or garage. A full description of the address and the facility where the vehicle is to be garaged and parked in these instances shall be recorded on the form or an annexure to the form for purposes of insurance coverage. User Departments are at all times responsible for the cost of official vehicles and any municipal property, equipment and tools carried thereon.

24.10 In the case of vehicles on tour, the most suitable arrangements must be made to ensure the safety and security of the municipal vehicle where facilities for official garaging or parking are not available. Any expenditure incurred in this regard shall be payable by the Department using the vehicle.

24.11 Where an authorized official makes use of parking meters, parking garages or parking lots while on duty, the expenditure actually and necessarily incurred shall be refunded to him by his Department.

24.12 Authorized drivers responsible for vehicles shall personally be held liable for any loss caused or damage suffered by the municipality as a result of the said driver's noncompliance with the stipulations contained in this paragraph.

25. IGNITION AND DOOR-LOCK KEYS OF MUNICIPAL VEHICLES

25.1 Fleet Management and all officials or employees in charge of Municipal Vehicles must ensure at all times that the ignition, door-lock and other keys of the vehicles being used are suitably safeguarded against loss or theft. When vehicles are parked overnight or longer, such keys

shall be handed in or be kept safe where they may not be easily accessible. This includes locking such keys in a SANS approved lockable safe.

- 25.2 The Manager: Fleet Management Division shall ensure that duplicate keys of municipal vehicles are kept separately and locked up in a SANS approved lockable safe at the offices of the said Manager.
- 25.3 In the case of pool vehicles, the keys must be handed into the relevant Fleet Supervisor when the vehicle is finally returned, who in turn shall ensure that the keys are kept safe as stipulated under this paragraph.
- 25.4 All cases of loss or theft of keys of Municipal Vehicles shall be reported without delay to the Manager: Fleet Management Division. Duplicate keys for the subject vehicle shall be obtained from the Manager: Fleet Management Division who will arrange for new keys to be cut on instructions of the Department Manager concerned, either to be retained as a new duplicate key or to be issued to the authorized driver on the return of the duplicate key.
- 25.5 Where no duplicate keys are available, the Manager: Fleet Management Division may authorize the changing of the locks on the vehicle of which the key is lost or stolen, following consultation with the Manager of the Department concerned.
- 25.6 Where keys have been lost or stolen, the authorized driver shall report the incident to the Department Manager concerned as well as the Manager: Fleet Management Division. The driver shall not arrange for new keys to be cut unless expressly authorized to do so and the instruction of the Manager of the Department concerned must be complied with, via the office of the Manager: Fleet Management Division.

- 25.7 The cost of replacement of lost or stolen keys alternatively the cost of changing the locks on a municipal vehicle of which the keys have been lost or stolen shall be borne by the Department concerned.

26. THE ROADWORTHINESS OF MUNICIPAL VEHICLES

- 26.1 Fleet management division shall at all times strive to keep vehicles in a roadworthy condition, with special emphasis on the steering, brakes, lights, wheel nuts, tire condition, and safety belts.
- 26.2 Any defects discovered shall receive immediate attention before they assume serious proportions or possibly cause resultant damage such as in cases where there is any indication of excessive engine heat or lack of oil pressure the engine shall be switched off immediately and the vehicle shall not be driven further under its power until the matter has been rectified.
- 26.3 While a municipal vehicle is being driven, the driver shall pay proper attention to the dash gauges and indicator, and immediately take appropriate action should anything untoward be noticed, for the prevention of damage or further damage to the vehicle or its components.
- 26.4 In a case where the engine is has excessive heat or lack of power the engine must be switched off immediately and reported immediately to the fleet manager. The vehicle must not be driven any further until the matter has been fixed.

27. DISPLAY ON MUNICIPAL VEHICLES

- 27.1 Except for the usual registration number plates, other approved plates or marks to indicate municipal ownership or the use of the municipal vehicle by a particular Department, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks, special or private insignia, mascots, stickers or advertising material may be displayed on any

municipal vehicle without the approval of the Manager: Fleet Management Division in the case of municipal vehicles or the head of the Department concerned (in consultation with the Manager: Fleet Management Division) in the case of Department vehicles.

- 27.2 Municipal vehicles, with the exception of all general hire vehicles under all circumstances, which do not carry registration number plates on which appears a special registration mark approved by the provincial authorities and by which the vehicles can be identified as Municipal's vehicles, e.g. W1234M, must have separate plates on which a municipal ownership mark appears, and –
- 27.3 In the case of vehicles other than motorcycles and scooters, one such plate must be displayed on at least two sides of the vehicle and
- 27.4 In the case of motorcycles and scooters, such a plate must be displayed on at least one side of the motorcycle or scooter.
- 27.5 Fleet Number – all municipal vehicles must be allocated indicator letters, followed by a unique number, for each vehicle, by Fleet Management Division.
- 27.6 Information in respect of the carrying capacity to be displayed on certain vehicles on buses and goods vehicles, information regarding the tare (T), gross vehicles mass (GVM) and where applicable number of passengers must be stenciled or displayed in some other permissible manner in accordance with the requirements of the Road Traffic and Transport Act 22 of 1999
- 27.7 If a clearance certificate is lost or destroyed or illegible, this fact must be reported without delay to Fleet Management Division in the case of a pool vehicle, and to the head of the Department concerned in the case of a Department vehicle. The loss or destruction of a clearance certificate must immediately be investigated and reported to the police.

- 27.8 Maintenance of plates and information – officials must ensure that the registration number plates and the display, of the information, referred to in paragraphs 27.6 and 27.7, on the vehicles in their charge are always in good order and that the color of the plates, the letters, and the figures are maintained in a clear and distinct and legible condition at all times.

28. SPEEDOMETERS AND ODOMETERS AND ODOMETER SEALS

- 28.1 It is important that the odometer should always reflect the true distance done by a municipal vehicle. Any defect in an odometer must as soon as is feasible be reported to the fleet management garage for repair and any distance done but not recorded on the odometer must be estimated as accurately as possible and added to the reading on the meter when it is repaired.
- 28.2 No official should disengage the speedometer from the Municipal vehicle without a composed approval. Disengaging of the speedometer should be finished by the assigned vehicle service provider.
- 28.3 Speedometer and hour meters must not be tampered with under any circumstances.

29. GOVERNORS

Where a governor is fitted to a municipal vehicle it must not be tampered with.

30. CARE OF TYRES

- 30.1 Inflation of tires – inflation of tires to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tires. To ensure the correct air pressure at all times it is important that the tires of vehicles be checked at least once a week. Besides, a visual inspection of the tires should be made daily. The City and national laws applicable to minimum tire tread depths must be adhered to at all times.

- 30.2 Inspection and rotation of wheels, except as indicated below, the rotation of wheels is not considered necessary.
- 30.3 On trucks with dual rear wheels, tires with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tires becomes so great that the re-pairing of wheels is advisable.
- 30.4 In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tires and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tires on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fighting between the front and rear axles, which results in heavy wear on tires and on axle components, except where an inter-axle differential is fitted.
- 30.5 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.
- 30.6 Precautionary measures – The following points should not be overlooked:
- 30.7 The replacement of dust caps on tire valves.
- 30.8 The regular inspection of tires for cuts and bruises and stone wedged between dual rear wheels.
- 30.9 The immediate removal of oil or grease on a tire.
- 30.10 The proper mounting and removal of tires.
- 30.11 The rectification of damage to rims, especially those of tubeless tires.
- 30.12 The immediate rectifications of mechanical defects, which cause unequal tire wear.
- 30.13 The use of the correct type of tires concerning the terrain at which the vehicle operates.
- 30.14 Avoiding as far as possible any scuffing against or running or backing into a curb and running over projections.
- 30.15 Avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important role in causing excessive tire wear.

31. BATTERIES, TYRES AND ESSENTIAL TOOLS.

- 31.1 Officials in charge of municipal vehicles must approach Fleet Management Division for the replacement of all unserviceable batteries and tires and essential tools such as jacks and wheels spanners. In case of an emergency, these items may be bought locally subject to tender delegations, and in the case of-
- 31.2 The battery being replaced must be handed into the supplier in part – payment for the new battery, and an invoice to that effect should be obtained. Where such an unserviceable battery is still under guarantee, such a guarantee must be returned to the supplier who issued it, for replacement free of charge.
- 31.3 The unserviceable tire must be disposed of as prescribed in the paragraph dealing with Handling and Disposal of unserviceable tires, batteries, spare parts, accessories, tools, etc.
- 31.4 Unserviceable jacks must be returned to Fleet Management Division.

32. FUEL AND OIL

- 32.1 Fuel and oil are obtainable from the municipal fuel depots and approved fueling stations through the relevant means of the requisition.
- 32.2 When the Fleet Management System is implemented, Vehicles that are linked to the System, may refuel at garages that are linked to the System and all transaction slips shall be submitted to Fleet Management Division with their respective log sheets.
- 32.3 Only petrol/diesel/oil of the grade prescribed by the manufacturer of a vehicle may be used in municipal vehicles.
- 32.4 Given the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited.

- 32.5 Fuel for use on machinery e.g. lawn mowers etc. (which must be filled in containers) must be obtained with proper approval from the respective Departmental manager and the manager Fleet Management Division. Officials who need to fill in containers for this purpose must get approval before re-fueling. A copy of such approval must be submitted to the Fleet Management Division.
- 32.6 Efforts should be made to establish the vehicle's fuel consumption. Knowledge by Fleet Supervisors on the consumption obtained over specific distances or periods is recommended. The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.
- 32.7 Particulars regarding the fuel-intake must be completed in the logbook before the fuel-issuing book is signed. Make sure that all information is correct and legible. Ensure that the fuel tank is topped up at each refueling.
- 32.8 Fuel is available at the Fleet Management Division Fueling station and Solid Waste Management Fuel Station during the periods indicated herein below:
- 32.9 From 8:00 to 16:15 on "Weekdays".
- 32.10 From 08:00 to 13:00 on "Saturdays".
From 08:00 to 13:00 on "Public holidays except when on a Sunday".
- 32.11 From 08:00 and 10:00 on weekdays: "Buses" only.
- 32.12 To facilitate control over fuel consumption, fuel tanks of municipal vehicles should always be filled to the maximum capacity of the tank without over-fueling the tank.
- 32.13 When driving a municipal vehicle, the appropriate gear shall always be selected, with due regard to road conditions.

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32.14 The municipal vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle shall be maintained, with due regard to the speed limits applicable from time to time.

32.15 Acceleration should be evenly and gently executed.

32.16 Any strong smell of fuel especially when the municipal vehicle is in motion must be investigated without delay. Besides causing wastage, fuel leaks are extremely dangerous.

33. IRREGULAR IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE

33.1 In the event that any municipal vehicle is used irregularly (not in line with this Policy), driven recklessly, neglected or misused, the matter shall be viewed in a serious light and disciplinary action against the offending official shall be taken exclusively from any proceedings which may be instituted in terms of the of industrial relations policy.

33.2 Only standby vehicles and vehicles of personnel on official duty may be authorized for use after hours, provided a valid trip authorization document is in hand.

33.3 The cost of the distance travelled, fuel consumed, incorporating drivers tariffs where applicable, and

33.4 Where the municipal vehicle was involved in an accident, the cost of repairing any damage caused to the vehicle as well as any amount expended in settling third-party claims arising out of the accident.

34. ACCIDENTS

- 34.1 The following procedure must be followed in the event of a municipal vehicle being involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property or another vehicle is involved. -
- 34.2 Under no circumstance shall a municipal official involved in an accident admit liability or make any statements to any person during an accident except to a police officer.
- 34.3 Call the City of police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and furnish full particulars.
- 34.4 Supply the name and address of the driver of the municipal vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.
- 34.5 Under no circumstances must any payment be offered or made to a third party or admission of guilt at the scene of the accident.
- 34.6 Endeavors must be made at all times to obtain a written statement from third parties who witnessed the accident.
- 34.7 Should a driver of a municipal vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him in ensuring that the suspected person be appropriately examined as soon as possible.

- 34.8 At least the following particulars, which are required for completing the accident report form, must be obtained as soon as possible, preferably at the scene of the accident:
- 34.9 The registration number makes and type of the other vehicle(s)
- 34.10 The name, address, ID and home and work telephone number of the driver (s) and the owner(s) of other vehicles.
- 34.11 The name of the insurance company/broker concerning the other vehicle (s) driver(s) and the owner(s) of the other vehicle(s).
- 34.12 Whether the driver acted in his interests or the interests of the owner of the vehicle.
- 34.13 The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.
- 34.14 The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.
- 34.15 A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals and also the name and estimated age of any headsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
- 34.16 The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.
- 34.17 Measurements for the preparation of a sketch of the scene of the accident.
- 34.18 Whether or not the road was fenced in on either side or one side only.
- 34.19 Reporting the accident (other than to the police)
- 34.20 Wherever possible, photographs of the accident scene should be taken.

- 34.21 The driver of the municipal vehicle must make a suitable endorsement in the logbook of the vehicle and must without delay complete those portions of the accident report form for which he is responsible and must send the report together with statements by witnesses and other supporting documents, in duplicate in the case of both pool vehicle, permanently allocated vehicles and Department vehicles, to his Fleet Supervisor who should then submit to the Fleet Management Division for processing.
- 34.22 The Fleet Supervisor must ensure that the responsible Department representative furnishes the statement regarding the official usage of the municipal vehicle. The mechanical report must be completed by Fleet Management Division.
- 34.23 The Fleet Supervisor must send the original report form and all the supporting documents to Fleet Management Division. A copy of the report form and copies of supporting documents must be appropriately filed.
- 34.24 Legal proceedings – should the driver of a municipal vehicle be required to appear at an inspection and/or inquiry, or should any criminal or civil proceedings be instituted against him, he must immediately submit the summons, subpoena or notification to appear served upon him, to the Manager: Fleet Management Division in order that the insurance Representative may be consulted in the matter.
- 34.25 Third-party claims received must immediately be submitted, by the Manager: Fleet Management Division to the insurance representative in the case where a municipal vehicle is involved in the accident,
- 34.26 When receipt of a claim is acknowledged, it must be stated clearly in the letter of acknowledgment that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission that could prejudice the Municipality's case.

35. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

- 35.1 In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use; or
- 35.2 Where positive proof exists that an official is or was guilty of reckless, willful and negligent conduct while driving a municipal vehicle or such vehicle was involved in an accident while being so driven; or
- 35.3 Where the driver of a municipal vehicle has been found guilty of driving such vehicle in a reckless, willful and negligent manner; or
- 35.4 Where the service provider has indicated driver negligence, abuse, improper or total neglect of the operational manual of the vehicle any of which resulted in a breakdown; or
- 35.5 Where an official driver was under the influence of intoxicating liquor or narcotic drugs or substances or the concentration of alcohol in his blood was not less than that prescribed by legislation while driving a municipal vehicle; or
- 35.6 Where an official has been found guilty of using a municipal vehicle in contravention of any of the stipulations of this Policy;
- 35.7 Such official must immediately be suspended from driving a municipal vehicle until such time as prescribed corrective and reasonable action has been completed under the circumstances, and authority to recommence the driving of a municipal vehicle has been issued in writing by the Manager of the relevant Department in consultation with the HR Department and the Manager: Fleet Management Division.

- 35.8 The Fleet Management Division must be notified in writing of all suspensions and lifting of suspensions.

36. DAMAGE, LOSS, DEFICIENCIES, AND THEFT

- 36.1 Municipal vehicles should constantly be driven and maneuvered carefully with consideration to keep away from pointless infringement of the law.
- 36.2 In an event where a municipal vehicle tracking system provides evidence of excessive speeding, the Divisional Managers are responsible for:
- Issuing verbal warnings and written warnings.
 - Third disciplinary hearing.
 - Recalling the vehicle through a forced termination of the trip.
 - Dismissal through suspending driver's tag.
- 36.3 The Manager: Fleet Management Division together with the Manager: Cash Management Division shall oversee all accidents, deficiencies, theft, incidents, and losses concerning municipal vehicles.
- 36.4 Damage, losses, and deficiencies as a result of major and other inevitable causes and thefts should immediately be reported to the Fleet Supervisor concerned.
- 36.5 An official or employee who takes over a municipal vehicle must ensure that any damage or deficiency is immediate, in writing, brought to the attention of the Manager: Fleet Management Division.
- 36.6 A person who does not comply with the requirements of subparagraph 26.3 shall be deemed to have received the vehicle in good order.

- 36.7 Further to paragraph 26.4 the vehicle is the responsibility of the user Department, and such Manager will be held liable for any accident damage or loss not reported to Fleet Management Division beforehand.
- 36.8 Where incidents of damage, loss, deficiency, and theft occur, the official operating the municipal vehicle must immediately report the incident to his supervisor, who in turn must notify the police within 24 hours and his Fleet Supervisor as well as Fleet Management Division without delay. Where an official returns a vehicle to the Fleet Management Division not in a condition as it was collected, he must report any damage, loss, deficiency or theft, which has not yet been brought to notice. The Fleet Management Division shall ensure that all cases are properly investigated by obtaining all particulars, and statements required for such incidents.
- 36.9 Where incidents of damage, loss, deficiency, and theft occur while a vehicle is on tour, the official concerned must report the incident to the nearest police station within 24 hours and on his return to his headquarters to his supervisor without delay, who in turn must notify the Fleet Management Division immediately. Where the official or employee returns a pool vehicle directly to Fleet Management Division on his return, he must immediately also report the incident to Fleet Management Division.
- 36.10 Restitution – if criminal proceedings are instituted against any person other than the official driver of the municipal vehicle or any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts or accessories, the driver of the municipal vehicle concerned or a responsible official of his Department must report to Fleet Management Division, which will in-turn seek legal advice from Legal Services. Where a pool vehicle is involved, the steps prescribed in this subparagraph must be taken, wherever practicable, in consultation and collaboration with the relevant authority.
- 36.11 Drivers are expected to take care of all vehicle accessories, such as first Aid kits, fire extinguishers, spare tires, etc.

- 36.12 Any person found unlawfully removing fuel from a Municipal vehicle or involved in the unauthorized removal or exchange of any component on Municipal, will be subject to the strictest discipline, as prescribe in the City of Windhoek Municipal Regulations/Disciplinary procedures.

37. INSURANCE

- 37.1 Municipal vehicles are insured by insurance companies that cover the expenses incurred as a result of accidents, including claims of third parties, claims by authorized official passengers against the official drivers in respect of personal injuries or damage to municipal vehicles or the loss of or damage to property. Officials or employees driving a municipal vehicle and their colleagues are covered by this insurance.
- 37.2 An official who is injured while using a municipal vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with following the arrangements applicable to injury on duty.
- 37.3 The cover and arrangements in the case of an injury on the duty of the driver of the municipal vehicle may not be applicable in a case where the driver –
- 37.4 Did not act in the performance of his official duties or did not act in a bona fide way (in good faith).
- 37.5 Exceeded his powers mala fides (in bad faith)
- 37.6 Without prior consultation with the Insurance attorney made an admission that harmed the municipality's case;
- 37.7 Used the municipal vehicle concerned without authority for other than official purposes;
- 37.8 Where applicable, did not have an appropriate driver's license;
- 37.9 Handled the municipal vehicle without having been properly authorized to that;

37.10 Allowed the vehicles to be handled by a person not authorized to do so;

37.11 Without authority deviated from the authorized or official trip or route, or handled or used a municipal vehicle or occupied the driver's seat while the engine was running, and

37.12 He/she was under the influence of intoxicating liquor or a drug having a narcotic effect; or

37.13 The concentration of alcohol in his blood was not less than that prescribed by legislation and this could have resulted in or contributed to liability being incurred, in such cases own legal counsel must be obtained.

38. PURCHASE RESTRICTION

38.1 Purchases should be limited to immediate requirements of commodities and services essential for the roadworthiness, operation, and maintenance of the municipal vehicles.

38.2 Tools, accessories and a locking type fuel tank cap may not be bought under any circumstances unless prior approval was obtained from Fleet Management Division in the case of pool vehicles or from the Department if it is a Departmental vehicle.

38.3 Additives purchased to protect the cooling system must contain the SABS (South African Bureau of Standards)/ SANS (South African National Standards) mark of approval.

39. SERVICING OF MUNICIPAL VEHICLES

- 39.1 All municipal vehicles shall be serviced following this Policy and specifications prescribed by the manufacturers. All vehicles must be serviced and repaired in accordance with the procedures as laid down by the Fleet Manager
- 39.2 For the necessary servicing, repairs, and attention, all municipal vehicles shall be taken to Fleet Management Division. The Fleet Manager accountable for vehicles is liable for guaranteeing that procedures are strictly adhered to.
- 39.3 A prominent sticker indicating the kilometer reading when the vehicle is due for the next service will be attached to the speedometer of the vehicle.
- 39.4 Vehicles due for service must be reported to the Division: Fleet Management Reception office and a time and date for the service, that will suit both parties, must be arranged.
- 39.5 The Fleet Management Division will tend to services reported and properly booked 500 km before the kilometer reading as indicated on the service sticker. The 500-kilometer leeway as indicated is provided to arrange a date and time that would suit both parties.
- 39.6 Municipal vehicles that exceed the kilometer reading as indicated on the service sticker will not be serviced unless accompanied by a memorandum, with reasons, signed by the Divisional Manager/Supervisor in control of the vehicle.
- 39.7 Municipal vehicles that exceed the indicated service interval will not be released until the service has been performed. The service will only be performed after receipt of the memorandum signed by the Divisional Manager/Supervisor. A vacant time slot for the service must be available and it is possible that a municipal vehicle could be retained for several days if advanced bookings result in a full schedule.

39.8 A standard service interval of 10 000 km will be used for both petrol- and diesel-powered vehicles.

All new vehicles are to be serviced as indicated in the Manufacturer's service booklet.

Services must be reported during the 500-kilometer leeway before the actual kilometers indicated on the sticker.

39.9 All municipal vehicles will receive a routine lubrication service and a check-up at the Service Bay every 10 000 km and a full maintenance service every 20 000 km.

39.10 Adjustments and repairs. When the official in charge of the vehicle hands the vehicle over for servicing, he/she must report any adjustments or repairs, which he/she considers to be necessary, to Fleet Management/Fleet officer.

39.11 Petrol and oil additives. No petrol and oil additives other than those prescribed by the manufacturers of the vehicle concerned may be used.

The following should be checked when maintenance is done on a vehicle:

- Fuel level
- Radiator Water level
- Brake fluids level
- Lights
- Reflectors
- Oil change
- Filter replacement

40. CERTIFICATE OF FITNESS

- 40.1 All vehicles requiring a Certificate of Fitness (COF) should be introduced to the Fleet Administrator at least 3 months preceding the expiry of the COF for municipal buses and trucks and 1 month for the sedans and LDV's. Inability to see this mandate will bring about extra expenses/punishments forced in regard of terminated COF's being charged to the driver/Specialty Unit concerned.
- 40.2 Important information to be noted by Departments/Divisions for planning purposes.
- 40.3 The time required for the 10 000-km services plus check over will vary and is estimated to take between two and four hours. If defects are found during the check over the repair time will increase.
- 40.4 The municipal vehicle will be needed for a period of at least two days for the 20 000 km full maintenance service. (The availability of labor, spares, and material will determine the turnaround time).

41. REPAIRS AND REPLACEMENT OF PARTS AND ACCESSORIES

- 41.1 Fleet manager should ensure that the required repair and replacement are carried out on time.
- 41.2 Under no circumstance should a vehicle be repaired by an unqualified person.
- 41.3 Inflation of tires should be done to the pressure recommended by the manufacturer of the vehicles.
- 41.4 Incorrect inflation may contribute to tire failure
- 41.5 Wheel nuts should be properly tightened immediately after a wheel has been replaced.

- 41.6 Wheels and tires should be replaced in consultation with the Municipal workshop and Fleet Management.
- 41.7 If a vehicle is stationed where there is no garage of manufacturer the vehicle may be replaced by approved local agents.
- 41.8 All repairs, replacement of parts and accessories shall be done by/through the Vehicle Fleet Division.
- 41.9 Warranty – all warranties shall be monitored to avoid wasteful expenditures that might arise.

42. METHOD OF PAYMENT TO SERVICE PROVIDERS FOR SERVICES AND SUPPLIES

All payments to service providers shall be processed through the Municipal Fleet Division and Cash Management Division.

43. HANDLING AND DISPOSAL OF UNSERVICEABLE TYRES, BATTERIES, SPARE PARTS, ACCESSORIES, TOOLS, etc.

- 43.1 Items to be returned to Fleet Management Division:
- 43.2 All unserviceable tires of all municipal vehicles must be returned to Fleet Management Division.
- 43.3 Batteries that were for any reason not handed over for part payment during their replacement.

- 43.4 All items to be returned must be forwarded most safely and economically. In all cases, a label must be attached to the item and the number of the vehicle from which it has been removed must be recorded on the label.
- 43.5 Regardless of whether commercial garages assist officials in this regard the instructions regarding the method of return must be complied with.
- 43.6 Items to be scrapped – Replaced parts that do not have to be disposed of must be dumped or left at the garage or workshop where the repairs were undertaken.
- 43.7 Disposal – all unserviceable accessories, tools, parts, etc. must be disposed of through public auction or as per Council resolution.

44. WITHDRAWAL OF VEHICLES FROM SERVICE AND REPLACEMENT CRITERIA

- 44.1 Municipal vehicles shall be withdrawn from service based on one or a combination of the following factors.
- 44.2 Municipal vehicle age – In situations where the following vehicle age; maximum kilometers; or maximum hours are reached, replacement is compulsory.

Vehicle Withdrawal Criteria – City Fleet

Category	Criteria / Threshold
City Commuter Buses & Trucks – Age	Typically, 12 to 15 years; may extend up to 20 years if other conditions remain satisfactory
City Commuter Buses & Trucks – Kilometers	Typically, between 800,000 and 1,200,000 km
City Commuter Buses & Trucks – Maintenance Costs	Annual maintenance costs exceed 30% of the vehicle's current value
City Commuter Buses & Trucks – Reliability	Frequent breakdowns within a defined period indicating poor service reliability

City Commuter Buses & Trucks – Safety Compliance	Failure to meet required safety standards and regulatory compliance
City Commuter Buses & Trucks – Spare Parts	Unavailability or difficulty in sourcing critical spare parts

Other Vehicle Categories – Withdrawal Thresholds

Category	Threshold (Mileage / Hours)	Alternative (Age)
Sedans	160,000 km	10 years (if km not reached)
Light & Medium Delivery Vehicles	160,000 km	10 years (if km not reached)
Motorcycles	80,000 km	8 years (if km not reached)
Tire Dozers	10,000 operating hours	10 years (if hours not reached)
Track Dozers	120,000 operating hours	12 years (if hours not reached)
Front End Loaders	8,000 operating hours	8 years (if hours not reached)
Cranes	8,000 operating hours	15 years (if hours not reached)
Tractors	240,000 operating hours	12 years (if hours not reached)
Forklifts	6,000 operating hours	12 years (if hours not reached)

Additional Withdrawal Conditions

Condition	Description
Uneconomic to Repair	When repair costs exceed the economic value or replacement is more viable
Accident Damage	Vehicle damaged beyond safe or economical repair
Body Condition	Structural wear, corrosion, or deterioration beyond acceptable standards

45. INTERNAL TRANSFER OF MUNICIPAL VEHICLES

A municipal vehicle may under no circumstances be transferred from one Department to another without the relevant written authority i.e. the Manager's written authority with the approval of the Manager: Fleet Management.

46. FITTING ADDITIONAL EQUIPMENT TO MUNICIPAL VEHICLES

46.1 Additional equipment may be fitted to a municipal vehicle based on the following conditions:

46.2 The said equipment should be a necessity to facilitate the provision of service.

46.3 Costs attached to the fitting of initial equipment will be charged to the account of the Department concerned. When such a vehicle that was fitted with additional equipment is replaced, such equipment should form part of the specification to procure the replacement vehicle.

- 46.4 The fitting of equipment must be done in consultation with the Fleet Management Division.
- 46.5 No alterations may be made on the vehicle, unless if it is necessary to facilitate the fitting of the equipment to the vehicle.
- 46.6 Equipment fitted must be of the removable type.
- 46.7 The user Department must assume responsibility for any damage resulting from the fitting of the equipment.
- 46.8 Where a tow bar is fitted to a vehicle, the user Department must assume responsibility for any damage to a vehicle resulting from the towing of a towed unit.
- 46.9 All requirements of the Road Traffic and Transport Act 22 of 1999 must be complied with.
- 46.10 The costs relating to damage to a vehicle as a result of the theft of unauthorized equipment will be recovered from the user Department concerned.

47. SWAPPING OF MUNICIPAL VEHICLE PARTS AND ACCESSORIES PROHIBITED

Under no circumstance shall vehicle parts and accessories (e.g. tires, alternators, batteries, jacks, etc.) be swapped between vehicles.

48. MONITORING SYSTEM

Various devices are available to monitor the functioning and operation of vehicles. The table below shows existing and future devices that can be used by City of Windhoek the purpose thereof:

Device	Use	Application
Tracking	Monitors speed, engine revolutions, distance, idling time and down time, accident data, brake abuse and driver misuse	All vehicles
Tracking	Monitors the route and location of the vehicle and it also serves as an anti-hijacking device.	All vehicles
Engine protector	Monitor oil pressure and temperature, water pressure and temperature and automatically switches engine off when abnormal	Heavy vehicles
Fuel Management system	Monitor the fuel issuing and consumption	All vehicles

49. MUNICIPAL VEHICLE TRACKING SYSTEM

All municipal vehicles will be fitted with a tracking device (vehicle tracking-system) to monitor their movements to safeguard them against theft, abuse, and misuse.

49.1 FUEL, TRACKING AND FLEET MANAGEMENT SYSTEM FUNCTIONS

- Reliable geo-location: enhances calls for backup support, better enables teams to arrive promptly and where needed, and enhances timely response to make a difference.

- Real-time updates during pursuits: Dispatchers and team leaders have the ability to closely monitor all vehicles involved in the pursuit, allowing for quick tactical decision-making. During a multi-vehicle pursuit, the entire team collaborates to maintain awareness of the locations of all vehicles involved, ensuring comprehensive coverage.
- Geo Fencing – Establishes vehicles location in relation to geographical boundaries
- Paperless Reports – The tracking solution generates digital reports so that supervisors can view the data in an easy-to-read format.
- Locate Vehicles and Drivers
- Improved Driving Habits and Safety
- Improve Customer Response Time
- Reduce Fuel Costs
- Maintain Regular Fleet Management Schedules
- Theft Prevention
- Cost Monitoring and Control
- Fuel Management monitoring.

50. DRIVER'S TAG

- Workers who effectively finish the assessment and can get position to drive Municipal vehicles will get a Vehicle Auto-remote Tag.
- The remote will be customized with the driver's data. From name to employee numbers and which department they work for.
- The tag can be used to generate reports on the driver's behavior.
- Tagging of vehicle for another driver is disallowed.
- The driver tag is likewise a Municipal resource and must be represented when occasions, for example, robbery, misfortune or abuse happen.
- In an occasion where the driver has lost the label, they are to report to the Fleet Manager immediately. In the event of death, the tag should be returned to the Fleet Manager.

In an event where Municipal official is found tampering with fitted tracking device, upon being found guilty such user must be suspended from using any Municipal vehicles and necessary disciplinary actions must be taken.

51. DRIVER OF THE YEAR COMPETITION

- In-house driver competition shall be done on an annual basis.
- All Municipal employees holding authority to drive the municipal vehicle qualify to participate in the competition.
- The Municipality may consider incentives and awards for position 1-3.

52. MUNICIPAL VEHICLE AUDITING

The disposal of municipal vehicles that had been withdrawn from service through Council resolution shall be affected following the provisions of the Public Procurement Act and Local Authority Act.

53. MOTIVATION FOR DISPOSAL OF VEHICLE

Before the discarding a vehicle, the organization unit should foster an inspirational letter with regards to why the vehicle is being arranged and eliminated from the City of Windhoek resource register. The inspiration should contain the following basic data:

- Reasons for the disposal
- Vehicle acquisition date and price
- Mileage
- Trade in value

54. ASSET REGISTER AND MANAGEMENT AND ACCOUNTING

The vehicle must be removed from the asset register once the Auction process has been completed and the proceeds from the auction have been received and are reflecting in the City of Windhoek bank account. The responsible accountant is then expected to apply the necessary accounting methods for vehicle disposal. Once the asset register is updated with regards to the disposal of the vehicle such changes must reflect in the Balance Sheet of City of Windhoek

55. USE OF MUNICIPAL VEHICLES ON TRIPS TO OTHER TOWNS AND BEYOND THE BORDERS OF NAMIBIA

- 51.1 Departments/Divisions "with approved motivations" for "TRIPS TO OTHER TOWNS AND BEYOND BORDERS" must forward their request in writing and well in advance.
- 51.2 No verbal requests will be considered at all.
- 51.3 A Trip Authorization for after normal working hours, "TRIPS TO OTHER TOWNS
- 51.4 AND BEYOND THE BORDERS OF NAMIBIA" will be issued to accompany the vehicle.
- 51.5 For "BEYOND BORDER TRIPS A DECLARATION FORM"
- 51.6 All the issued documents are to be handed back to the office of the Manager: Fleet Division, upon completion of the trip.
- 51.7 All "TRIPS TO OTHER TOWNS AND BEYOND BORDERS" should be arranged in advance to identify a suitable mode of transport to avoid unnecessary delays or cancellation.

56. PENALTY

A contravention of any of the stipulations of this Policy will result in disciplinary action and processes of the City of Windhoek as outlined in the Disciplinary procedures.

57. TRAINING

Training and competency and defensive driving will be offered by the Department of City Police upon request by the Department of Finance and Customer services when necessary

58. DOCUMENTATION TO BE USED IN OPERATIONS UNDER THIS POLICY

- Trip Authority Forms
- Vehicle Issue (Pre-/Post Inspection Forms)
- Logbooks
- Fleet Management and Auxiliary Services Policy
- Industrial Relations Policy

59. CONCLUSION

Please guarantee that all concerned representatives are all around informed about this policy and information thereof as infringement might lead to disciplinary activities against worker and suspension of municipal vehicle.



NAMIBIA
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TRAINING GRANT AGREEMENT (TGA) FOR THE PROVISION OF TRAINING SERVICES
between

NAMIBIA TRAINING AUTHORITY

(hereafter referred to as the "NTA")

herein represented by the Chief Executive Officer of the NTA,
duly authorised thereto by the NTA Board of Directors

and

EMERGENCY MANAGEMENT TRAINING CENTRE (CITY OF WINDHOEK)

(hereafter referred to as the "training provider")

herein represented by the Chief Executive officer of the Municipal Council of Windhoek in
terms of section 27(5) of the Local Authorities Act, 23 of 1992 as amended and duly
authorized thereto

(Jointly referred to as "the Parties")

WHEREAS the NTA has been established by section 4 of the Vocational Education and Training Act, 2008 (Act No. 1 of 2008) (hereafter referred to as the Act") with the powers and functions set out in section 5 and other provisions of the Act;

AND WHEREAS the Act provides for registered and accredited training providers to provide vocational education and training as contemplated in the Act (hereafter referred to as "training");

AND FURTHER WHEREAS the NTA is prepared to enter into an agreement with the VTP for the provision of specific, defined training and the implementation of training programmes according to the set standards of the NTA and to provide funding to the VTP in respect thereof as specified in this Agreement;

AND FURTHER WHEREAS the VTP is prepared to provide the training in line with the terms and conditions set out below entrenched.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

[REDACTED]



1. ACRONYMS AND DEFINITIONS

1.1 DEFINITIONS

Business day	means any day of the week other than a Saturday, Sunday or public holiday in Namibia as defined by the Public Holidays Act No. 26 of 1990.
Calendar days	means every day of the month including public holidays, Saturdays and Sundays.
<i>Force Majeure</i>	means any event beyond the reasonable control of the Parties, and which is unavoidable notwithstanding the reasonable care of the Party affected, and shall include but not limited to, war, insurrection, riot, civil unrest, lockdown and natural disasters.
Parties	means the Parties to this agreement, as contemplated in the preamble.
The Act	means the Vocational Education and Training Act No.1 of 2008
Training Services	means the activities conducted by the vocational training provider in terms of this training grant agreement carried on for the primary purpose of delivering training for the trainees funded in this training agreement.
Unit Cost	means the total amount allocated and payable by NTA per trainee for training purposes in terms of this training agreement.



1.2 ACRONYMS

In this Agreement, unless the context otherwise indicates, the word below shall bear the following meaning –

NAA	means National Assessment Arrangements.
NQA	means the Namibia Qualifications Authority established by Section 2 of the Namibia Qualifications Authority Act No. 29 of 1996.
NQF	means National Qualifications Framework.
NTA	means the Namibia Training Authority established by section 4 of the Vocational Education Training Act No.1 of 2008.
NTF	means the National Training Fund established by Section 24 of the Vocational Education Training Act No.1 of 2008.
TGA	means this Training Grant Agreement and includes schedules, annexes or any other documents which form part of this TGA.
The Act	means the Vocational Education and Training Act No. 1 of 2008.
TP	means the Training Programme offered by the Vocational Training Provider as per the TGA.
VET	means Vocational Education and Training.
VTP	means the Vocational Training Provider contemplated in the preamble to this Agreement.

2. PURPOSE OF THE TGA

2.1 The Parties have entered into this TGA, in order to set out the terms and conditions under which the NTA will make available, and the VTP will accept, funding for the purposes of the VTP delivering Training Services in respect of eligible individuals, provided that the VTP complies with all of its obligations under this TGA.

3. SCOPE OF FUNDING

3.1 The unit cost per trainee as contemplated in this TGA will cover the cost of the following activities at NO additional cost from the trainee.

3.2 Any request(s) for training costs by the training provider from a trainee will be considered a material breach of this agreement and will be subject to the invocation of clause 13 below.

- a) Registration Fees
- b) Internal and external assessment costs
- c) Complete Health and Safety Uniforms



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- d) Marketing and advertising in relation to any training for the to be funded trainees under this TGA;
- e) Testing any individual's eligibility for training funded through this TGA;
- f) Enrolment of trainees into a qualification, including undertaking any enrolment process required under this TGA (*this may include testing for eligibility, interviews, psychometric tests*);
- g) Development of documentation of a training (*Training plan, Training Manuals, Test papers*) and;
- h) Printing and issuance of certificates.
- i) Any other institutional operational expenditures in relation to the funded trainees

3.3 The trainees are however expected to provide their own stationeries (*Note Pads (Books), pens, files, etc*).

4. TGA AMOUNT

- 4.1 The NTA will avail training grants to the VTP, in the total amount of One Million and Two Hundred Thousand Namibian Dollars Only (NAD 1 200 000.00) for training services of Forty (40) trainees, subject to the requirements as set out in Annexure 2, and on condition that:
 - (a) the VTP does not commit and/ or fail to remedy any breach of this agreement in any form; and
 - (b) the NTA is satisfied with the VTP's performance.
- 4.2 Fund allocation will be adjusted quarterly, in accordance with the number of trainees who may have dropped out.
- 4.3 The VTP is not allowed to charge trainees funded under this agreement, additional fees relating to Training Services (as defined in paragraph 1).

5. DURATION OF AGREEMENT

5.1 This TGA commences on 01 April 2026 and terminates on 30 June 2027, regardless of the date of signature thereof by the Parties or when it is otherwise terminated in accordance with the provisions contained herein.

6. OBLIGATIONS OF THE VTP

Maintenance of registration/ accreditation and standards



6.1 The VTP undertakes to maintain compliance with all the standards and criteria pertaining to their registration and/ or accreditation, including but not limited to the following:

- a) maintain their registration and/or accreditation status;
- b) maintain a principal place of business with physical site and personnel as per the approval of the NTA or NQA, unless otherwise amended by the NTA or NQA;
- c) conduct training programmes and observe any criteria agreed to with the NTA;
- d) have the capacity to deliver the required outputs specified in the TGA;
- e) be accountable for the day-to-day management and conducting of training programmes;
- f) refrain from amending the agreed training programmes and disbursement terms agreed with the NTA.

Ethical Conduct

6.2 The VTP or its representative(s) must conduct themselves with the highest possible level of integrity and professionalism in their dealings and engagements with the NTA employees, trainees and VTP staff.

6.3 Any behaviour of an unprofessional nature or the use of derogatory words by the Parties will be taken as a material breach of this agreement in terms of clause 13 below.

6.4 NTA reserves its right to take appropriate measures or steps as may be necessary, including but not limited to the placing of the TGA in abeyance pending the finalization of the matter relating to the conduct of the VTP or its representative(s) is resolved.

Accountability

6.5 The VTP must:

- a) at all times be accountable to the NTA for its performance under this TGA and demonstrate its compliance, or report its non-compliance, with the terms of this TGA;
- b) ensure that appropriate compliance, reporting and auditing frameworks, controls and systems are in place, including the appropriate Segregation of Duties, with respect to the provision of the Training Services and receipt of the Funds from the NTA;
- c) investigate any allegations of mismanagement, irregularity or discrepancy that comes to its attention and report the same to the NTA within 10 business days;
- d) participate in:



- ii) any performance improvement initiatives reasonably determined by the NTA; and
- iii) tracer studies initiated by the NTA to measure the employability of graduates funded under Annexure 1.

6.6 The VTP acknowledges and agrees that the NTA (or persons authorised by the NTA) may, on a five business days' notice to the VTP, request for information in relation to whom the VTP has made a claim for funds, for any reason the NTA sees fit, including but not limited to audit, review, investigation, monitoring, or evaluation, or to otherwise assess and confirm the VTP's compliance with and performance under this TGA.

6.7 The Trainees under this TGA:

- 6.7.1 The trainees funded in terms of this TGA shall be at liberty to direct all matters of unprofessional and unfair treatment by the VTP to NTA directly, individually or through their student representative council.
- 6.7.2 Each referred matter shall be dealt with on a case-by-case basis, and NTA (through its duly authorized or appointed persons) may conduct investigations as may be necessary, to address the alleged conduct of the VTP.

Reporting and provision of information

6.8 The VTP Must:

- a) capture statistical information related to the training programmes funded under this TGA including but not limited to disbursed funds spent, trainee information (gender, enrolment-, drop-out- and completion rates) and training programme information (courses and levels).
 - b) submit programmatic and financial reports including supporting evidence (tax invoices) matching each transaction on the bank statement to the NTA; as per the schedule in Annexure 2. Failure to submit these reports within 30 calendar days after the due dates may result in the forfeiture of the tranche payment.
 - c) keep records in accordance with International Financial Reporting Standards (IFRS), in respect of all the monies received from the NTA.
- 6.9 The VTP acknowledges and agrees that it will respond to and co-operate in good faith with any complaints handling mechanism or process established by the NTA from time to time, for the purpose of resolving trainee complaints or other issues in relation to the VTP's delivery of Training Services.



Provision of Training Services

- 6.10 The VTP must be aware that quality training is expected by the NTA and should as such be provided by the VTP.
- 6.11 The VTP must:
- a) deliver trainee attraction activities, including marketing and advertising in relation to programmes approved for new intakes;
 - b) conduct enrolment process in a transparent and fair manner;
 - c) ensure that all training and assessment is delivered by approved trainers who have the necessary required relevant qualifications and experience as per the NTA and/or NQA requirements;
 - d) comply with the NQF and NAA requirements in terms of internal and external assessment procedures.
- 6.12 The VTP must give the NTA, written notice, upon becoming aware of any proposed changes in training personnel and management, which may affect the delivery of training services funded under this TGA, at least 20 business days prior to the proposed changes taking effect. In the event of unforeseeable change, the NTA must be informed within 20 business days upon the VTP becoming aware of the change and corrective action taken or to be taken.

7. OBLIGATIONS OF THE NTA

7.1 The NTA undertakes to:

- a) provide the necessary guidelines, forms and templates to the VTP to facilitate reporting and requests for tranche disbursements;
- b) monitor and evaluate the quality and implementation progress of training programmes, VTPs' performance results and utilisation of funds disbursed to the VTP through review of source records, periodic audits and inspections when necessary;
- c) respond to any written enquiry or notice from the VTP within 10 business days, clarifying the enquiry or in the case of the notice a response setting out the position of the NTA. If this is not reasonably practicable, the NTA will acknowledge the receipt thereof and within a reasonable timeframe, deal with the enquiry or notice;
- d) review and approve electronic programmatic and financial reports submitted by the VTP. All tranche payment requests will be subject to the approval of the reports by the NTA management, and all payments shall be dependent on trainee numbers.
- e) make payments within 14 business days of the receipt of programmatic and financial reports, subject to the satisfaction of the NTA; and



- f) where the funded programme is a national qualification, administer all national assessments in line with the NQF and NAA.

8. PERFORMANCE MEASUREMENT, MONITORING, REPORTING AND TGA COMPLIANCE FOLLOW-UP

- 8.1 The performance indicators that will be used by the VTP for measuring, monitoring and reporting on training programme results will include, but are not limited to the following:
- a) training courses and programmes being implemented by the VTP;
 - b) funding provided in respect of the training programmes;
 - c) number of trainees enrolled per training programme;
 - d) duration of training programmes;
 - e) performance results of trainees;
 - f) quality and adequacy of training facilities provided;
 - g) trainer-trainee ratio;
 - h) cost per unit trainee/training programme;
 - i) number of dropouts (disaggregated by gender and programme/level); and
 - j) total number of graduates (disaggregated by gender and training programme).
- 8.2 The performance target (number of trainees found competent) is set at 65% of the funded trainees. Should the VTP not meet the stated performance target, funding may be wholly or partially suspended for the NQF Level not meeting the set performance target, in accordance with the NTA policies and procedures. Furthermore, the following will apply:
- a) Trainees found competent for the agreed qualifications at the current NQF Level, may be funded for the next Level, provided the next Level of the qualification is within the NTA's mandate (up to Level 6);
 - b) The training provider is registered with the NTA for the NQF level to which the trainees are progressing;
 - c) No funding will be provided for trainees repeating some or all unit standards/subjects.
 - d) If trainees successfully repeat training and progress to the next Level, the NTA may, at its sole and absolute discretion, resume funding for such trainees at the next Level, provided the next Level of the qualification is within the NTA's mandate (up to Level 6).



8.3 For any new intake, an assessment will be done by the NTA to determine whether funding will be provided for the proposed qualifications. Such assessment includes determining:

8.3.1 The availability of funds;

8.3.2 Whether the qualifications are still in high demand as per the Skills Development Plan for the VET Sector;

8.3.3 The VTP is accredited with NQA and registered with NTA, for the proposed qualifications to be funded;

8.3.4 Training to be offered is in line with the NTA Mandate (NQF Level 1 and 6); and

8.3.5 If the set performance competency threshold has been achieved.

8.4 No training may commence without the approval of funding.

9. CONFIDENTIALITY AND PRIVACY

9.1 The VTP must not, without the prior written approval of the NTA, disclose (or permit the disclosure of) information regarding this TGA (including details of the Funds being provided by the NTA in respect of any individual) or any confidential Information of the NTA, to any third party, except:

- a) to the extent required by Law;
- b) to its solicitors, barristers and/or other professional advisors in order to obtain advice in relation to its rights under this TGA, the Training Services or the Funds and provided such advisors are under a duty of confidentiality;
- c) to the extent necessary for registration with the NTA or accreditation with the NQA; and/or
- d) to the extent required in connection with legal proceedings, and then only to the extent strictly necessary for that purpose.

9.2 The VTP acknowledges and agrees that:

- a) the NTA may disclose or otherwise make available (whether to the public generally or to any particular person or group of persons) any and all information relating to the VTP and this TGA, including:
 - i) course and qualification details;
 - ii) details of the funds approved;
 - iii) details of the funds paid;
 - iv) the results of any surveys in which the VTP participates pursuant to paragraph 5.4; or
 - (v), or the results of any student or employer surveys administered by, or on behalf of, the NTA.



10. AUDIT, REVIEW AND INVESTIGATION

10.1 The NTA (or persons authorised by the NTA) may conduct an audit, review or inquiry of the VTP in line with paragraph 5.4 timelines, to confirm whether the VTP is complying with this TGA, including:

- a) to establish whether and to what extent the funds have been used for the provision of the Training Services;
- b) to investigate allegations or suspected misuse of the funds;
- c) to determine the quality of Training Services delivered by the VTP.

10.2 The VTP must, in accordance with the NTA's directions:

- a) permit the NTA, or persons authorised by the NTA, to enter its premises, and areas within those premises that are used for the delivery of Training Services, to conduct audits or reviews at any time reasonably required by the NTA.
- b) provide the NTA (or persons authorised by the NTA) with all assistance needed to perform the audit, review or investigation, including:
 - i. providing access to office space, photocopy facilities and other facilities at the VTP premises;
 - ii. providing access to all personnel and required trainees at the VTP required for the audit, review or investigation;
 - iii. assisting the NTA to locate, access and view records, including associated metadata; and
 - iv. permitting the NTA to take copies of any relevant records.

10.3 If an audit, review or investigation conducted by, or on behalf of, the NTA concludes that there has been non-compliance by the VTP with this TGA, the NTA may exercise any of its rights set forth in paragraph 13.

11. PAYMENTS AND OTHER FINANCIAL ARRANGEMENTS

11.1 The VTP acknowledges and agrees that:

- a) the NTA's obligation to pay the funds to the VTP in respect of trainees under this TGA is conditional upon the NTA being satisfied (and continuing to be satisfied) that:
 - i) the Training Services are being provided by the VTP in respect of the relevant trainees in accordance with this TGA; and
 - ii) the funds are being specifically applied by the VTP as per the set guidelines for the purpose of the provision of the Training Services.



- 11.2 The VTP will open/maintain a dedicated bank account for the funds received from the NTA. All transactions are to be strictly conducted on the project dedicated bank account. However, should a VTP be required to transfer NTA disbursed funds to a secondary account, the VTP is then obligated to provide concerned secondary account bank statement, reflecting the usage of NTA disbursed funds. With NTA's consent, the VTP may reimburse own funds utilised for the programmes in Annexure 1, from the NTA disbursed funds.
- 11.3 The NTA's obligation to pay any funds to the VTP under this TGA will be subject to the approval of the reports by the NTA management and all payments shall be dependent on trainee numbers.
- 11.4 In the event that there are any surplus funds accrued during the course of training, the VTP can only utilise such funds at the end of the agreement, in consultation with the NTA. Utilisation of the disbursed funds for non-training related expenses without the NTA's approval is considered a breach of the agreement and is to be dealt with in accordance with paragraph 13 below.

12. PRESS RELEASES AND PUBLICITY

- 12.1 All press or other public announcements made with regard to training programmes funded under Annexure 1 by the VTP shall only be made with the prior consent of the NTA. Should the VTP fail to obtain the required prior consent, the NTA is entitled to exercise any of its rights set forth in paragraph 12.

13. BREACH AND TERMINATION OF THE AGREEMENT

- 13.1 Should either Party (the "defaulting party") commit a breach of any of the provisions of this Agreement, then the other Party shall be entitled to, in addition to any other common law or statutory remedies it may have (including the right to claim damages), and without prejudice to any of its right in law, be entitled to:
- a) Issue a notice to the VTP seeking clarification on the alleged non-compliance, within ten (10) business days from the date the letter is received by the VTP;
 - b) If the alleged non-compliance is confirmed, request the VTP to remedy the non-compliance within twenty-one (21) business days from the date the letter/notice is received by the VTP;
 - c) suspend all further payments if the non-compliance is not resolved within the 21 business days' notice referred in paragraph 13.1 (a);
 - d) cancel this TGA if the VTP fails to remedy the non-compliance in ten (10) business days from the date of the letter for suspension of funds.
- 13.2 The NTA may terminate this TGA immediately if:



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- a) the registration and/or accreditation of the VTP under applicable legislation is withdrawn, cancelled or otherwise ceases;
 - b) the VTP is declared insolvent;
 - c) the VTP, being a judicial body, is placed in voluntarily or compulsory liquidation.
- 13.3 The VTP may terminate this Agreement by giving 60 days' notice; however, the NTA reserves the right to institute an audit/ of the VTP within the notice period.
- 13.4 This TGA may also be cancelled or terminated:
- a) As provided in this paragraph, or
 - b) If the VTP is no longer able to implement the training programme.
- 13.5 Without limiting any other determination of breach that may be made, the following conduct also constitutes a breach on the part of the VTP -
- a) if the VTP without reasonable cause suspends any training;
 - b) if the VTP refuses, or to a substantial degree persistently neglects, to comply with the guidelines, policies, procedures and assessment arrangements of the NTA relating to training programmes;
 - c) any proven mismanagement or irregularity by the VTP.
- 13.6 If this TGA is cancelled or terminated for whatever reason, the NTA:
- a) may pay amounts that, in the reasonable opinion of the NTA, are due and payable under paragraph 10 of this TGA, as at the date of termination; or
 - b) claim a reimbursement of any funds not yet utilised in accordance with this TGA;
 - c) the parties will cooperate to close out all matters related to this TGA in accordance with procedures to be stipulated at the discretion of the NTA; and
 - d) the NTA may exercise the right set forth in paragraph 13.7.
- 13.7 In the event of the cancellation or termination of this TGA for whatever reason, the NTA is entitled, but not obliged, to take over all training activities or to appoint any third party to take same over and to proceed therewith on the recommendation of the NTA.
- 13.8 If the NTA takes over any training activity as contemplated in paragraph 13.7, the NTA may for the purpose of proceeding with the training activity, take possession of and utilise any material, equipment, plant and appliances belonging to the NTA or made available by the NTA for the purposes of management and implementation of training activities.

14. DOMICILIUM CITANDI EX EXECUTANDI

- 14.1 The authorised representative of each Party who will be responsible for issuing and receiving notices under this TGA are as follows:
- a) the NTA's representative is the Chief Executive Officer; and
 - b) The VTP's representative is The Managing Member.



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AUTHORITY

14.2 The parties choose as their *domicilia citandi et executandi* the following addresses:

14.1.1 The NTA:

Physical address : NTA Village, Rand Street, Khomasdal
Postal address : P O Box 70407, Windhoek
E-mail address : info@nta.com.na
Telephone number : (061) 2078550
Fax number. : (061) 2078551

14.1.2 Emergency Management Training centre (City of Windhoek)

Physical address : 80 Independence Avenue
Postal address : P. O. Box 59
E-mail address : moses.matyayi@windhoekcc.org.na
Telephone number : 061 290 2192
Fax number : 061 290 2902
For the Attention of : Mr. Moses Matyayi (CEO)

14.3 Every party may change its *domicilium* by written notice to the other party with effect from the date of receipt or deemed receipt by the latter party of such notice.

14.4 A notice issued under this TGA by a Party must be:

- a) in writing; and
- b) signed by or on behalf of the Party giving it;
- c) any notice addressed to a party at its physical address may be delivered by hand, sent by telefax or by pre-paid registered letter and such notice will be presumed, unless the contrary is proved to have been given -
 - i) if hand delivered during business hours on a business day, on the day of delivery;
 - ii) if sent by email, on the first business day following the date of sending of such email;
 - iii) if sent by prepaid registered letter, on the 7th day after the date on which the notice was posted.

15. DAMAGE TO OR DESTRUCTION OF PREMISES OF VTP

- 15.1 If the premises of the VTP are destroyed or so damaged that they can no longer be beneficially occupied for purposes of this TGA, this TGA terminates unless the parties agree otherwise in writing.
- 15.2 If the premises contemplated in paragraph 16.1 are significantly damaged, but can still be beneficially occupied for purposes of this TGA, this TGA remains in force and the VTP must repair the damage without undue delay, subject thereto that the parties may amend this TGA in the light of the circumstances concerned.



16. DISPUTE RESOLUTION

Subject to paragraph 12;

- 16.1 any disputes or differences arising between the Parties in respect of the implementation or effect of this TGA, or the rights, duties and liabilities of the Parties, or any matter or event connected with or arising out of this TGA shall be resolved by the Parties negotiating in good faith.
- 16.2 A Party claiming that a Dispute has arisen must promptly give the other Party a Dispute notice.
- 16.3 In the absence of a resolution, in accordance with paragraph 17.1 above, within 30 days of receipt of a written "invitation to negotiate", the dispute may be referred by agreement of both Parties to a mediator.
- 16.4 all costs of mediation shall be borne equally by the Parties unless otherwise directed by the mediator.
- 16.5 the submission of either Party to paragraph 17.2 above shall not limit their right to commence any proceedings in any Namibian court.

17. ASSIGNMENT AND SUB-CONTRACTING

- 17.1 The NTA shall be entitled to assign, charge, transfer or otherwise deal in any or all of its rights and obligations under this TGA and the VTP hereby consents to all such dealings. The NTA shall give written notice of any such assignment to the VTP.
- 17.2 The VTP shall not:
 - a) assign this TGA or any part thereof or the benefit or advantage of this TGA or any part thereof to any person or institution;
 - b) sub-contract the provision of the Training Programme or any part thereof to any person or institution without the prior written consent of the NTA which consent shall be at the absolute discretion of the NTA and, if given, shall not relieve the VTP from any liability or obligation under this TGA and the VTP shall be responsible for the acts, defaults or negligence of any sub-contractor or sub-contractor's agents or employees in all respects as if they were the acts, defaults or negligence of the VTP or the VTP's agents, or employees.

18. LEGAL PROCEEDINGS

- 18.1 The VTP shall notify the NTA immediately upon becoming aware of any accident, damage or breach of any statutory provision relating in any way to the provision of or connected with the Training Programme.



NAMIBIA
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- 18.2 If requested to do so by the NTA, the VTP shall provide the NTA with any relevant information in connection with any litigation, arbitration or other dispute in which the NTA may become involved and shall give evidence in inquiries or proceedings or hearings, arising out of the provision of the Programme.
- 18.3 The VTP shall assist the NTA, or any duly authorised person or body as may be specified by the NTA with any investigations, enquiries or complaints relating to allegations of maladministration or other irregularities or improprieties in connection either directly or indirectly with this TGA such assistance to include the prompt disclosure to such body or person as aforesaid of all relevant information and documentation.

19. FORCE MAJEURE

- 19.1 If either Party is prevented from or delayed in performing any of its obligations under this Agreement by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.
- 19.2 Neither Party shall be considered in breach of its obligations under this TGA or be responsible for any delay in carrying out such obligations, if the performance thereof is prevented or delayed wholly or in part as a consequence whether direct or indirect due to any Force Majeure of which it has notified the other Party and the time for the performance of that obligation shall be extended accordingly.
- 19.3 The Party who has given such notice shall be excused from the performance or punctual performance of its obligations under this Agreement for so long as the relevant event of Force Majeure continues and to the extent that such Party's performance is prevented or delayed. The occurrence of any event of Force Majeure affecting either party shall not give rise to any claim for damages or additional costs and expenses suffered or incurred by reason of Force Majeure.
- 19.4 If the Force Majeure in question prevails for a continuous period in excess of three months, the Parties shall enter into discussions with a view to alleviating its effects, or to agreeing upon such alternative arrangements as may be fair and reasonable, in the absence of which either Party may terminate this TGA upon 30 days' notice.

20. DOCUMENTS FORMING PART OF THIS AGREEMENT

- 20.1 The Annexes included in this TGA form part of this TGA, as if fully incorporated herein.

21. GOVERNING LAW

- 21.1 The laws of the Republic of Namibia shall govern the validity, interpretation and performance of this TGA.



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22. WHOLE AGREEMENT

- 22.1 This TGA constitutes the entire agreement between the parties and no variation or consensual cancellation of this TGA is of any force or effect unless it is in writing and signed by both parties.

23. NON-WAIVER

- 23.1 Neither party is regarded as having waived, or is precluded in any way from exercising, any right under or arising from this TGA by reason of such party having at any time granted any extension of time for, or having shown any indulgence to, the other party with reference to any payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of, any right of action against the other party.

Signed by and on behalf of the NTA at WINDHOEK on this _____ day of _____ 2026.

Mr. Erick Fundula Nenghwanya
herein duly authorised in his capacity as Chief Executive officer

As Witnesses:

- | | | |
|----|-----------------|--------------------|
| 1. |
(Name) |
Signature |
| 2. |
(Name) |
Signature |



NAMIBIA
TRAINING
AUTHORITY

Signed by and on behalf of the Emergency Management Training centre (City of Windhoek) at Windhoek on this _____ day of _____ 2026.

Mr. Moses Matyayi

herein duly authorised in his capacity as The CEO

As Witnesses:

1.
(Name)

.....
For the VTP

2.
(Name)

.....
For the VTP

ANNEXURE 1
CONTRACT AMOUNT / PROGRAMMES FUNDED

Name of Training Provider: Emergency Management Training centre (City of Windhoek)

Contract Period: 01 April 2026 to 31 March 2027

The contract price; unit cost per trainee and the number of trainees per individual training programme.

Total Contract Amount		NAD 1 200 000.00					
Training Course/ Qualification	Unit Cost	No of trainees					Total cost per course/programme
New Intake January 2026		Level 1	Level 2	Level 3	Level 4	Total	
NVC in Firefighting and Rescue Operations	30 000.00	20				20	600 000.00
Subtotal 1	30 000.00	20				20	600 000.00
Progressing Intake July 2026							
NVC in Firefighting and Rescue Operations	30 000.00		20			20	600 000.00
Subtotal 2			20			20	600 000.00
Grand-Total		20	20			40	1 200 000.00

Please note: Payments are dependent on trainee numbers. Payments will be adjusted according to trainees dropping out of the Training Programme/Course.



ANNEXURE 2A
PROGRAMME MILESTONES AND DELIVERABLES

Name of Training Provider: Emergency Management Training centre (City of Windhoek)

Contract Period: 01 April 2026 to 30 June 2027

Qualification/ Training Course	Milestone (Unit Standards)	Deliverables (Evidence required)	Amounts to be disbursed	% of Total Contract Amount
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 1: 01 January 2026 to 28 February 2026 - Signed TGA, - Tax invoice of amount payable - Trainee Recruitment Report including proof of advertisement and trainee registration	NAD 240 000.00 (N\$ 120 000.00 already paid) (Remaining balance N\$ 120 000.00) (NAD 600 000.00)	40%
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 2: 01 March 2026 to 30 April 2026 Training Performance Report comprising of: Part A: Programmatic Report for the period from 01 January 2026 to 28 February 2026 including: - Detailed Internal Assessment Results - Tax Invoice of amount payable (to be requested by NTA) Part B: Financial Report including: - Income and Expenditure report, - Bank Recon, - original Bank Statements stamped by the bank and - Tax invoices supporting each transaction on the bank statement.	NAD 180 000.00 (NAD 600 000.00)	30%

		Detailed Summary of payroll expenses, with a distinction between training & non-training employees		
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 3: 01 April 2026 to 30 June 2026 - Training Performance Report comprising of: Part A: Programmatic Report Including: a) Signed Assessment Attendance Register/Final Assessment Results; b) Tax Invoice to be requested by NTA; and Part B: Financial Report Including: - Original bank statement stamped by the bank; - Income and Expenditure Report; - Bank Recons; Detailed summary of payroll expense, with a clear distinction between training & non-training employees	NAD 180 000.00 (NAD600 000.00)	30%

**ANNEXURE 2B
PROGRAMME MILESTONES AND DELIVERABLES**

Name of Training Provider: Emergency Management Training centre (City of Windhoek)

Contract Period: 01 April 2026 to 30 June 2027

Qualification/ Training Course	Milestone (Unit Standards)	Deliverables (Evidence required)	Amounts to be disbursed	% of Total Contract Amount
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 1: 01 July 2026 to 30 September 2026 - Signed TGA, - Tax invoice of amount payable - Trainee Registration List - Final external results for L1	NAD 240 000.00 (NAD 600 000.00)	40%
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 2: 01 October 2026 to 31 December 2026 Training Performance Report comprising of: Part A: Programmatic Report for the period from 01 July 2026 to 30 September 2026 including: - Detailed Internal Assessment Results - Tax Invoice of amount payable (to be requested by NTA) Part B: Financial Report including: - Income and Expenditure report, - Bank Recon, - original Bank Statements stamped by the bank and - Tax invoices supporting each transaction on the bank statement. - Detailed Summary of payroll expenses, with a distinction between training & non-training employees	NAD 180 000.00 (NAD 600 000.00)	30%
		Tranche 3: 01 January 2027 to 31 March 2027 Training Performance Report comprising of:	NAD 120 000.00 (NAD 600 000.00)	20%

		Part A: Programmatic Report for the period from 01 October 2026 to 31 December 2026 including: • Detailed Internal Assessment Results • Tax Invoice of amount payable (to be requested by NTA) Part B: Financial Report including: • Income and Expenditure report, • Bank Recon, • original Bank Statements stamped by the bank and • Tax invoices supporting each transaction on the bank statement. Detailed Summary of payroll expenses, with a distinction between training & non-training employees		
NVC in Firefighting and Rescue Operations	See Annexure 3	Tranche 4: 01 April 2027 to 30 June 2027 • Training Performance Report comprising of: Part A: Programmatic Report including: c) Signed Assessment Attendance Register/Final Assessment Results; d) Tax Invoice to be requested by NTA; and Part B: Financial Report Including: • Original bank statement stamped by the bank; • Income and Expenditure Report; • Bank Recons; Detailed summary of payroll expense, with a clear distinction between training & non-training employees	NAD 60 000.00 (NAD600 000.00)	10%

**ANNEXURE 3
TRAINING PLAN**

Name of VTP: Emergency Management Training centre (City of Windhoek)

Contract Period: 01 April 2026 to 30 June 2027

Training Programme/Qualification	Level	ESTIMATED TRAINING AND DATES			
		January to February 2026	March to April 2026	May to June 2026	
		Unit Standards ID* / Modules to be covered:	Unit Standards ID* / Modules to be covered:	Unit Standards ID* / Modules to be covered:	
NVC in Firefighting and Rescue Operations	1	1746,1747, 1748,1749,1750	1751,1752,1753, 1754,1755,	NTA Assessment as per NTA Schedule	
NVC in Firefighting and Rescue Operations	2	1756, 1757,1758, 759	1760,1761, 762,1763,1764	1765,1766, 1767,1768	NTA Assessment as per NTA Schedule)

Hugo
Feb → June

CHECKLIST

FOR URBAN PLANNING APPLICATIONS

Property
No.:

ERF 7590

Township/
Farm:

WINDHOEK

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	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	Title Deed	
5.	Special Power of Attorney (PoA) including revenue stamps with relevant initials	Annexure E	N/A	
6.	Closure Certificate (if applicable)	Annexure F1	YES	
	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	N/A	
12.	Copy of Title Deed/Deed of Transfer/Certificate of Registered Title	Annexure L	YES	
13.	Conditions of Establishment (applicable to township establishment)	Annexure M	N/A	
14.	Proof of Payment of Municipal Council of Windhoek Application Fee	Annexure N	YES	
15.	Debt Management Credit Check (dated not later than 30 days from the date of submitting the application)	Annexure O	YES	

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

FOR OFFICE USE:

RECEIVED BY: NAME:

RUM

SIGNATURE:

KERO

APPLICATION ACCEPTED:

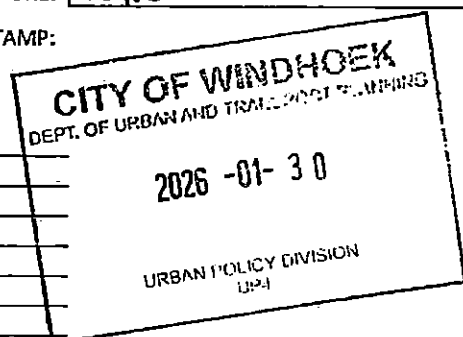
☒

STAMP:

APPLICATION NOT ACCEPTED:

☐

Reason(s) for not accepting the application:



1st Floor Bridgeview Offices & Apartments, No 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
P O Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Mobile: +264 81 835 2021, Email: dorette@dutoitplan.com

Enquiries: T. Tjitemisa

Tel: +264 61 248 010

Ref: Cons 7590W CoW

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

26 JANUARY 2026

ATTENTION: Ms. Kristofina Asino

Dear Ms. Asino

REZONING OF CONSOLIDATED ERF 7590, EPUKIRO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:900m² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500m²

Application is herewith submitted in terms of Section 105 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) on behalf of the owner of Consolidated Erf 7590, Windhoek, Hochveld Investments (Proprietary) Limited, to the City Council of Windhoek and the Urban and Regional Planning Board for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

All necessary annexures, as required by the City of Windhoek (CoW) and the Ministry of Urban and Rural Development (MURD) vide the Urban and Regional Planning Board, are attached hereto.

1. INTRODUCTION

Consolidated Erf 7590, Epukiro Street, Windhoek, is under the registered ownership of Hochveld Investments (Proprietary) Limited (refer to attached Title Deed). Hochveld Investments (Proprietary) Limited appointed Du Toit Town Planning Consultants to undertake the town planning procedures required by the Municipality for the rezoning application. A Special Power of Attorney authorizing Du Toit Town Planning to carry out the application on behalf of the client, is attached as an annexure.

2. ERF INFORMATION

2.1. Locality and size

Consolidated Erf 7590 is situated on Epukiro Street, to the east of the Eros Shopping Centre. The property measures 1671m² in extent and is currently zoned 'Residential' with a density of one dwelling per 900m². The locality of the erf is illustrated below and attached as an annexure.



Figure 1: Locality Plan

2.2. Zoning, and current land use

Consolidated Erf 7590, Epukiro Street, Windhoek, is zoned 'residential' with a density of one dwelling per 900 m² (refer to attached Zoning Certificate). The property is currently developed and well maintained.

See images below of the current development.



Figure 2: Current land use

2.3. Registered Conditions

The Consolidated Erf 7590 is under the registered ownership of Hochveld Investments (Proprietary) Limited. The conditions applicable to the property are contained in Deeds of Transfer T3812/2025. These are the standard zoning conditions and do not hinder the proposed rezoning.

3. PROPOSAL AND MOTIVATION

The owner intends to increase the density of the Erf from 1:900 to 1:500. The proposed increase in residential density from 1:900 to 1:500 is motivated by a practical housing need. The owner intends to accommodate an additional residential dwelling on the erf in order to provide independent living space, while maintaining the residential character of the property.

As demand for housing within well-located urban areas continues to grow, there is an increasing need to optimise the use of existing, fully serviced land within the municipal boundary. The proposed rezoning allows for a moderate and controlled increase in residential density, ensuring more efficient land utilisation without compromising the quality of the surrounding neighbourhood.

There is a clear and established precedent for densification within this part of Eros, where similar residential density increases and additional dwellings have been approved. The proposed rezoning is therefore compatible with the existing land use pattern and aligns with the emerging development character of the area. Rather than detracting from the residential fabric of the neighbourhood, the proposal reinforces it by promoting context-sensitive infill development that is consistent with prevailing development trends.

Furthermore, the subject erf falls within an area identified in the new Windhoek Urban Structure Plan as suitable for a general residential density of up to 1:500. The Structure Plan explicitly encourages densification in this locality in order to support efficient land use and sustainable urban growth.

4. PARKING REQUIREMENTS

The existing access will remain from Epukiro Street. The parking plan will be submitted with the approval of the new building plans.

5. ADVERTISING PROCEDURES

Notice of the application will be given to the prescribed persons as well as the general public upon receipt of the complete application by Council in terms of section 105 (Section 107, subsection (1)) of the recently promulgated Urban and Regional Planning Act, 2018 (Act 5 of 2018).

6. CREDIT CHECK

Credit clearance was conducted for Consolidated Erf 7590, Epukiro Street, Windhoek and the account is in good standing as per the attached. Proof of payment for the application fee is also attached.

7. CONCLUSION

The proposed rezoning of Consolidated Erf 7590, from Residential 1:900 to Residential 1:500 is considered both necessary and desirable. It supports the City of Windhoek's strategic goals for urban consolidation, housing provision, and efficient service delivery. The location, existing infrastructure, and policy context all strongly support the rezoning.

We hereby request the City of Windhoek to give due and favorable consideration to this application.

8. APPLICATION

Application is herewith made that:

8.1. Consolidated Erf 7590, Windhoek be rezoned from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

9. LIST OF ANNEXURES

Attached to the application is 3 copies of the following:

Annexure	A:	Prescribed Application Form – Rezoning
Annexure	C1:	Locality Plan
	C2:	Zoning Certificate
	C3:	Rezoning Plans
	C4:	Copy Erf Diagram
Annexure	E:	Special Power of Attorney
Annexure	I:	Hochveld Investments (Proprietary) Limited Company Resolution
Annexure	J:	Copy of Title Deed
Annexure	K:	Proof of Payment
Annexure	M:	Credit Check Certificate

Kind regards



Dorette Opperman

MINISTRY OF URBAN AND RURAL DEVELOPMENT

**NOTICE OF INTENTION TO APPLY FOR REZONING
TO WHOM IT MAY CONCERN**

Please take note that **DU TOIT TOWN PLANNING CONSULTANTS**

(full names of applicant)

intends to apply to the local authority of **CITY OF WINDHOEK** and the **URBAN AND REGIONAL PLANNING BOARD** to rezone

THE REZONING OF CONSOLIDATED ERF 7590, EPUKIRO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:900m² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500m² (details of the amendment concerned)

Please further take note that -

- (a) the plan of the erf or land lies for inspection at room of the offices of the authorised planning authority or other local authority or the 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 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 Board*, if any, and any conditions determined by it with regard to the rezoning concerned are as follows:

.....
.....



.....
Signature of applicant

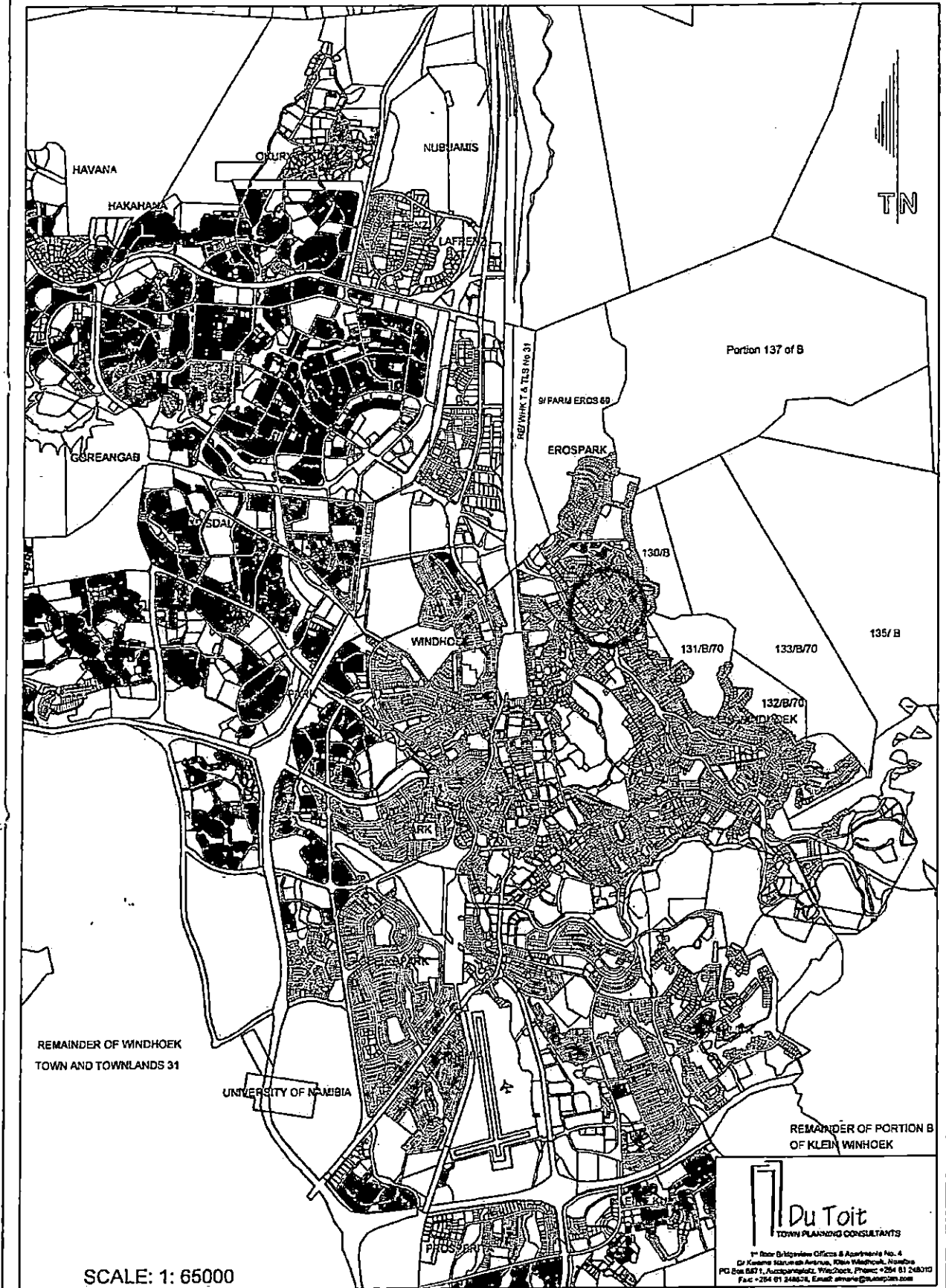
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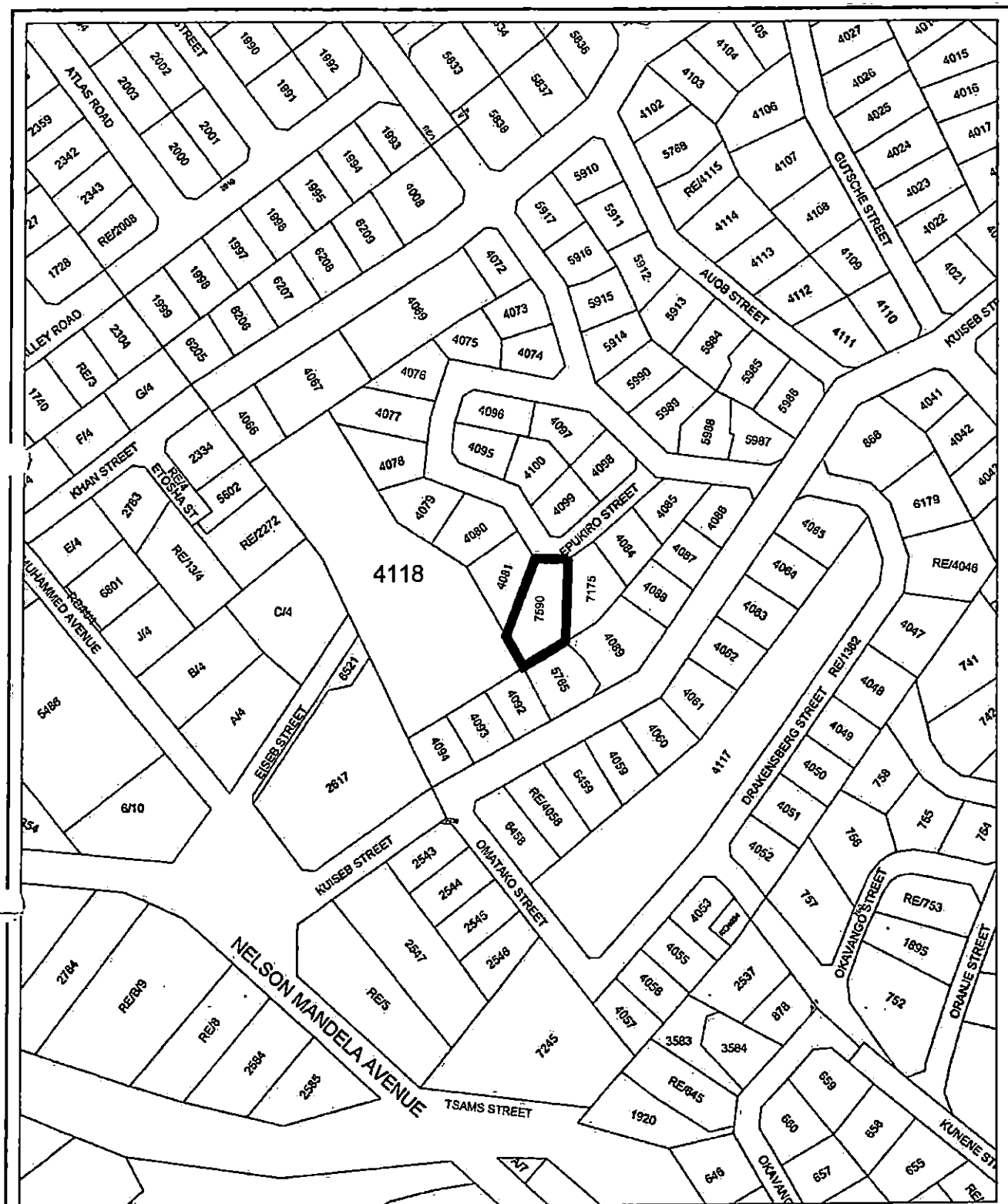
Date

Address of applicant: **1st Floor Bridgeview Building, Dr Kwame Nkrumah Ave, Klein Windhoek**

* Delete whichever is not applicable.

LOCALITY PLAN : ERF 7590 EPUKIRO STREET, WINDHOEK





Scale: 1/5000

DATE: SEPT 2025

PLAN NO. 7590WW



LOCALITY PLAN OF ERF 7590
EPUKIRO STREET
WINDHOEK



1st Floor Bridgeway Offices & Apartments No. 4
Dr Kersene Ntsuman Avenue, Klein Windhoek, Namibia
PO Box 5871, Ausspannplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248006, Email: elmerie@duitoit.com



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 7590 of WINDHOEK/WINDHOEK BLOCKS	
TOWNSHIP EXTENSION:		
STREET NAME:	EPUKIRO STR	
STREET ADDRESS:	7 EPUKIRO 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:	1671 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.



ZONING LEGEND

	RESIDENTIAL		BUSINESS		TRANSPORT		SPECIAL
	GENERAL RESIDENTIAL		OFFICE		INSTITUTIONAL		PUBLIC OPEN SPACE

CURRENT ZONING OF ERF 3728
SAM NUJOMA DRIVE
KLEIN WINDHOEK

("BUSINESS")

DATE: SEPT 2025

SCALE: 1/4000

PLAN NO. AMS

Du Toit
TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248008, Email: dutoit@duitoitplan.com



ZONING LEGEND



RESIDENTIAL



BUSINESS



TRANSPORT



SPECIAL



GENERAL RESIDENTIAL



OFFICE



INSTITUTIONAL



PUBLIC OPEN SPACE

CONSENT IN TERMS OF TABLE B OF
THE WINDHOEK ZONING SCHEME FOR
RESTAURANT(3) ON ERF 3728, KLEIN
WINDHOEK UNDER THE 'BUSINESS'
ZONING



DATE: SEPT 2025

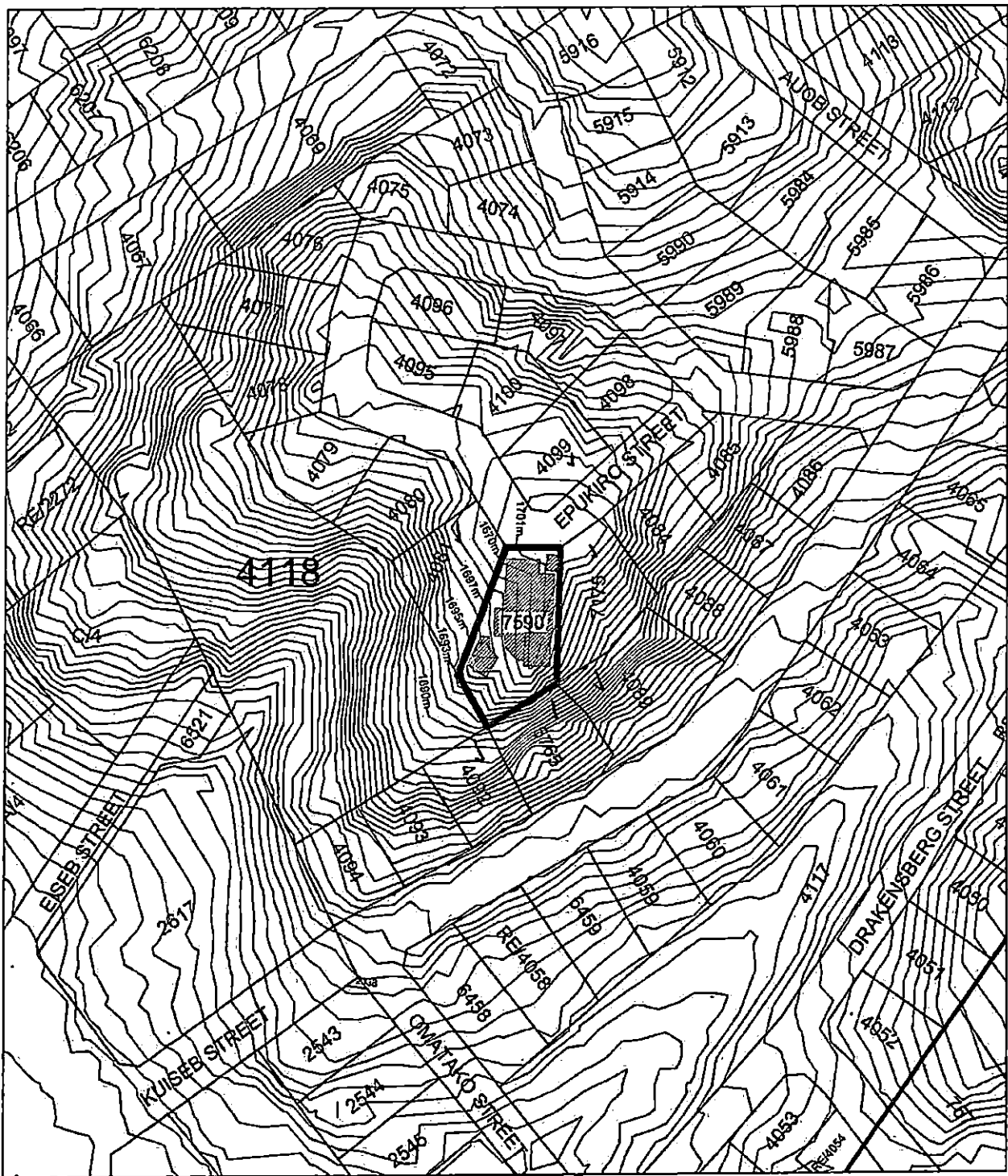
SCALE: 1/4000

PLAN NO. AMS



Du Toit
TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nannah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausangplatz, Windhoek, Phone: +254 61 248010
Fax: +254 61 248008, Email: e@duitoitplan.com



EXISTING BUILDINGS

Scale: 1/2000

DATE: SEPT 2025

PLAN NO. 7590WW

TN

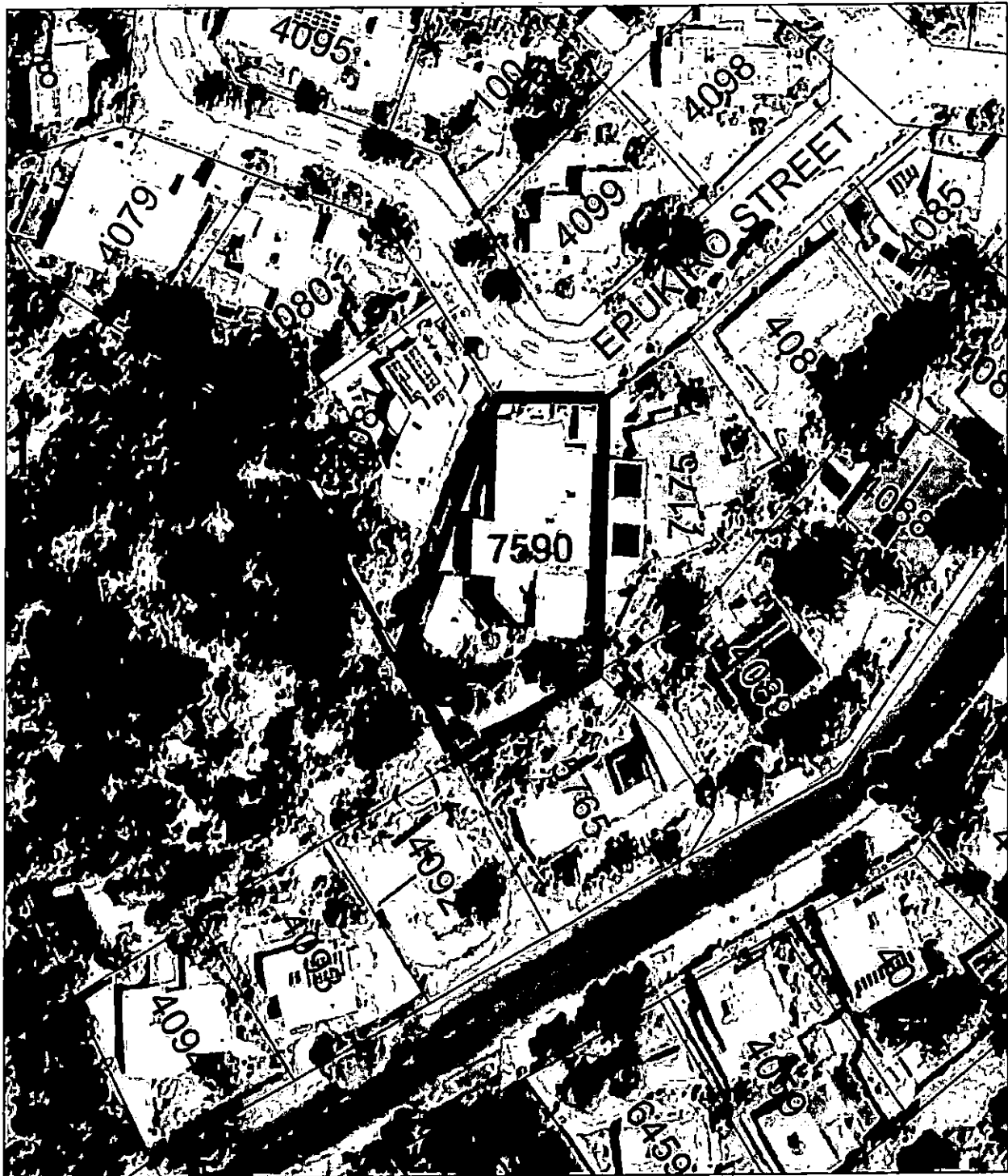
Rezoning of Erf 7590, Windhoek from
'residential' with a density of 1 dwelling per
900 to 'residential' with a density of 1
dwelling per 500



Du Toit

TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
De Jonckhe Naurumah Avenue, Kalm Windhoek, Namibia
PO Box 5871, Ausseppanabala, Windhoek, Phone: +264 81 248010
Fax: +264 81 248009, Email: ctmarie@duitoitplan.com



Scale: 1/1000

DATE: SEPT 2025

PLAN NO. 7590WW



Rezoning of Erf 7590, Windhoek from
'residential' with a density of 1 dwelling per
900 to 'residential' with a density of 1
dwelling per 500



1st floor Bridgview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Katun Windhoek, Namibia
PO Box 8871, Ausspannplatz, Windhoek, Phone: +264 61 245010
Fax: +264 61 245008, Email: info@duitoitplan.com

APPROVED

SURVEYOR GENERAL 10 MAR 1997

NO A42/97

SIDES Metres		ANGLES OF DIRECTION	CO-ORDINATES System 22/17			DESIG.
				y	x	
ab	19, 80	270 36 30	a	- 9 730, 66	+ 60 807, 06	4082a
bc	49, 03	1 24 40	b	- 9 750, 46	+ 60 807, 27	NEW1
cd	29, 72	58 58 50				
de	21, 57	149 34 10				
ea	49, 28	201 11 10				
			Δ	- 10 489, 68	+ 60 272, 26	Eros
			Δ	- 9 660, 25	+ 62 379, 19	Win 6

Beacon descriptions:

a : Hole in Concrete

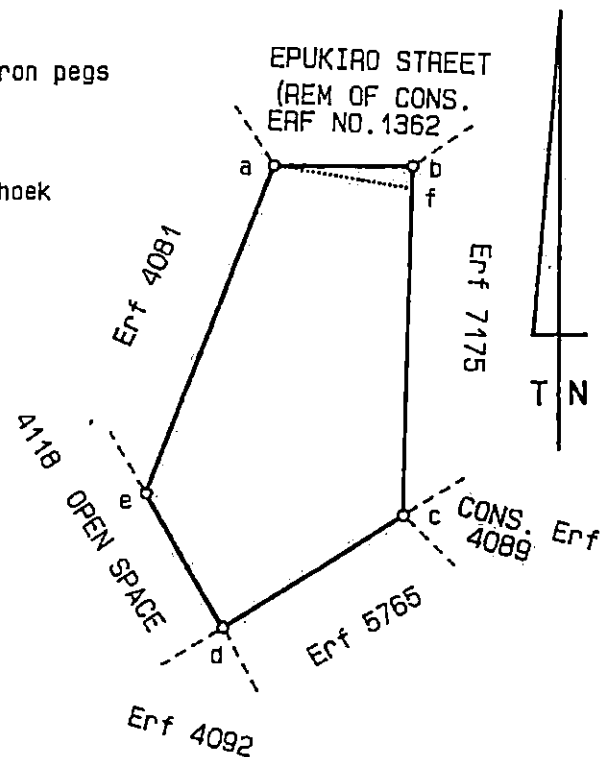
b : Hole in Top of Wall

All other beacons are 16mm round iron pegs

Components:

(1) The figure a b f represents
Erf No 7589 (formerly street) Windhoek
vide Diagram A41/97
relating to T

(2) The figure a f c d e
represents Erf No 4082 Windhoek
vide General Plan K152 (A384/60)
relating to T144/64



SCALE 1 : 1 000

The figure a b c d e
represents 1671 square metres of land, being

ERF 7590 (Comprising (1) and (2) above) WINDHOEK

situate in the Municipality of Windhoek

Registration Division "K" NAMIBIA

Compiled in December 1996 by me

C P Jendrissek
Professional Land Surveyor

This diagram is annexed to
T 5947/97 No.
dated 03.12.97
Registrar of Deeds

The original diagrams
are as quoted above
Transfer / Grant
No.

S.R. No E Compiled
Gen. Plan No. K152
Noting Plan MG-5AA/Y4
File No. WHK 1

I, the undersigned

In my capacity as the sole director of

HOCHVELD INVESTMENTS (PROPRIETARY) LIMITED

do hereby nominate, constitute and appoint

DU TOIT TOWN PLANNING CONSULTANTS

with power of Substitution, to be my lawful Agent in my name, place and stead, to make the necessary application to the **CITY OF WINDHOEK MUNICIPALITY** and the **MINISTRY OF URBAN AND RURAL DEVELOPMENT** for;

- **REZONING OF CONSOLIDATED ERF NO. 7590, WINDHOEK FROM 'RESIDENTIAL' WITH A DENSITY OF 1 DWELLING PER 900M² TO 'RESIDENTIAL' WITH A DENSITY OF 1 DWELLING PER 500M²**

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

Signed at Windhuch this 12 day of September 2025, in the presence of the undersigned witnesses

WITNESSES:

1. ~~G. K. K.~~ G. K. K.

2. ~~Fuse~~ Fuse

Mir

SUBSCRIBER

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

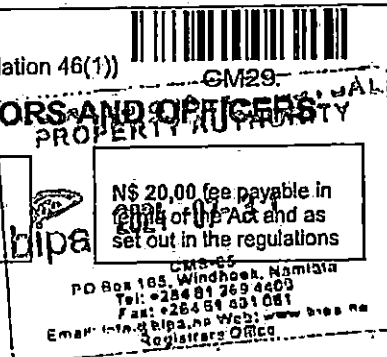
COMPANIES ACT 2004
(Sections 224(2), 284, 328(1), 331(1) and 333(1)) (Regulation 46(1))

CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Business and Intellectual
Property Authority -
Business Registration office
PO Box 185
WINDHOEK
NAMIBIA
Tel: +264 61 2994400
Email: info@bipa.na

Registration Number of Company

2004/0251

Name and postal address of Company HOCHVELD INVESTMENTS (PROPRIETARY) LIMITEDP O BOX 40330, AUSSPANPLATZ, WINDHOEK, NAMIBIAReturn of particulars as at 01/08/20241. BINNEMAN VISSER SECRETARIAL SERVICES CC

(name of director or 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 B. BlaauwDate 01-08-2024

BINNEMAN VISSER
SECRETARIAL SERVICES
PO BOX 40330, AUSSPANPLATZ
WINDHOEK
13 KASTEEL STREET, LUXURY HILL
WINDHOEK
TEL: 061 230121

A. Directors

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

1. Surname	HIJARUNGURU												
2. Full forenames	TJERIPO ZACHARIAS												
3. Former surname and forenames													
4. Identity number or, if not, available, date of birth and Passport number	Year	Month	Day										
	5	8	1	2	0	5	0	0	4	7	4		
5. (a) Date of appointment	01/06/2007												
(b) Designation	DIRECTOR												
6. Residential address	22 TOERMALYN STREET EROS PARK WINDHOEK NAMIBIA												
7. Business address	UNIT 504, ALEXANDER FORBES HOUSE WINDHOEK NAMIBIA												
8. Postal address	P.O. BOX 1116 WINDHOEK NAMIBIA												
9. Email address	admin@epia.na												
10. Contact number	+264 81 124 2110												
11. Nationality (If not Namibian)	NAMIBIAN												
12. Occupation	BUSINESSMAN												
13. Resident in Namibia (Yes or No)	YES												
14. Nature of change in 1 to 5 above and date	NO CHANGE												

FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company 2004/0251

1.																		
2.																		
3.																		
4.	Year	Month	Day															
5.(a)																		
(b)																		
6.																		
7																		
8.																		
9.																		
10.																		
11																		
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14.																		

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3.																		
4.	Year	Month	Day															
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(b)																		
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13.																		
14.																		

1.																		
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3.																		
4.	Year	Month	Day															
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11																		
12.																		
13.																		
14.																		

Registration Number of Company
2004/0251

B. AUDITOR

1. Name BINNEMAN VISSER CHARTERED ACCOUNTANTS

2. Date of appointment 08/02/2019

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

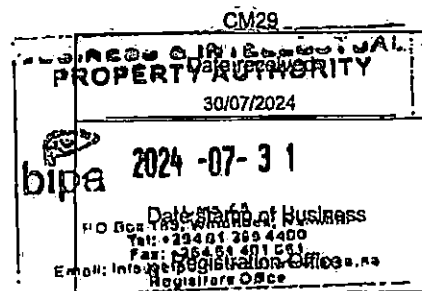
Dated 01/08/2024

Name of company HOCHVELD INVESTMENTS (PROPRIETARY) LIMITED

Postal address PQ BOX 40330, AUSSPANPLATZ, WINDHOEK, NAMIBIA

Email address SEC@BINVIS.CO

CM29 PAGE 3



C. Officers and Local Managers

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

Registration Number of Company
2004/0251

1. Surname	BINNEMAN VISSER SECRETARIAL SERVICES CC											
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	01/08/2024											
(b) Designation	SECRETARY											
6. Address of registered office, and registration number If officer is a corporate body	13 KASTEEL STREET, LUXURY HILL (CC/2002/2305) WINDHOEK NAMIBIA											
7. Residential address	NOT APPLICABLE											
8. Business address	13 KASTEEL STREET LUXURY HILL WINDHOEK NAMIBIA											
9. Postal address	P.O. BOX 40330 AUSSPANPLATZ WINDHOEK NAMIBIA											
10. Email address	sec@binvis.co											
11. Contact number	+254 61 230 121											
12. Nationality (If not Namibian)												
13. Occupation	COMPANY SECRETARY											
14. Resident in Namibia (Yes or No)	YES											
15. Nature of change in 1 to 6 above and date	NEW APPOINTMENT 01/08/2024											

FOR KEY TO PARTICULARS, SEE ABOVE

1. KHOMAS SECRETARIAL SERVICES CC
2.
3.
4. Year Month Day
5.(a) 08/02/2019
(b) SECRETARY
6. SHOP 32, BOUGAIN VILLAS, KLEIN WINDHOEK, WINDHOEK, NA
NOT APPLICABLE
7.
SHOP 32, BOUGAIN VILLAS, KLEIN WINDHOEK, WINDHOEK, NAMIBIA
8. P O BOX 81905, OLYMPIA, WINDHOEK, NAMIBIA
9.
10. christa@khome.com.na
11. +264 61 250 572
12.
13. COMPANY SECRETARY
14. YES
15. RESIGNED 01/08/2024

1.
2.
3.
4. Year Month Day
5.(a)
(b)
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

Prepared by me,

[Signature]
 Conveyancer,
 DU TOIT, M

I hereby certify that in terms of the Stamp Duties Act
 (Act No. 15 of 1993)
 STAMP DUTY to the value of
 N\$ 112800-00
 has been paid

Receipt No 0200187395Date 21-05-2025

[Signature]
 RECEIVER OF REVENUE

DU TOIT ASSOCIATES
 ATTORNEYS, NOTARIES AND CONVEYANCERS
 HOUSE LEGIS OFFICIO
 15 ROBERT MUGABE AVENUE
 P O BOX 2004 WINDHOEK

DEED OF TRANSFER

T 3812 / 2025

BE IT HEREBY MADE KNOWN

THAT MARA DU TOIT

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

CYMOT HOLDINGS (PROPRIETARY) LIMITED
 Company Number 80/002

dated the 12th day of MAY 2025 and signed at WINDHOEK

DU TOIT ASSOCIATES
 ATTORNEYS
 WINDHOEK

[Signature]
 LEGALPERFECT Version 11.8.405
 TRFDOT_NA.doc - 05-05-2021

AND THAT APPEARER DECLARED THAT the said Principal had on 16 April 2025 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

HOCHVELD INVESTMENTS (PROPRIETARY) LIMITED
Company Number 2004/0251

its successors in title or assigns

CERTAIN : CONSOLIDATED ERF NO 7590 WINDHOEK

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

MEASURING : 1 671 (ONE THOUSAND SIX HUNDRED AND SEVENTY ONE) SQUARE METRES

FIRST REGISTERED and still held by Certificate of Consolidated Title T 5947/1997 with Diagram S.G. A 42/97 annexed thereto.

SUBJECT to the following conditions in terms of the Urban and Regional Planning Act, Act No 5 of 2018, namely:-

IN FAVOUR OF THE LOCAL AUTHORITY:-

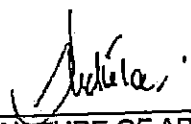
The erf must only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No 5 Of 2018).

WHEREFORE the Appearer, renouncing all the Right and Title which the said TRANSFEROR heretofore had to the premises, did, in consequence, also acknowledge it 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\$9,400,000.00 (NINE MILLION FOUR HUNDRED THOUSAND NAMIBIA DOLLARS)**

2025-07-02

SIGNED AT WINDHOEK on

together with the Appearer, and confirmed with my Seal of Office


SIGNATURE OF APPEARER



138
INV2026298558
INV20.

CITY OF WINDHOEK

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

TAX INVOICE

VAT Reg. Number 2646057-01-5



Invoice Number : INV2026298558	Date Issued : 1/26/2026
Account Number : N/A	Vote Number : 5000132050048
Name : DU TOIT TOWN PLANNING CONSULTNTS	Reference Number : ERF 7590, WINDHOEK
Address : PO BOX 6871, AUSSPANNPLATZ	System Reference : INV462016
	Issued By : 90505 - NDIMULUNDE (T)
	Contact Details : N/A
Description : REZONING OF CONSOLIDATED ERF 7590, WINDHOEK FROM 'RESIDENTIAL' 1:900M ² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500M ²	

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



Receipt



Transaction with transaction id 68302081 submitted
successfully.

NAD **2,012.50**

CITY OF WINDHOEK

FIRST NATIONAL BANK NAMIBIA

62012146115

Transaction ID

68302081

From

DU TOIT

Date

Jan 29, 2026

Payment Priority

Normal

My Reference

COWAppFee Erf 7590 Whk

Their Reference

7590 Whk Rezoning

Disclaimer

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

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

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



CITY OF WINDHOEK

Department of Finance and Customer Service
Debt and Risk Management Division

PO Box 59 Windhoek, Namibia

DEBT MANAGEMENT CREDIT CHECK FORM

Surname: HIJARUNGURU

First name(s): TJERIPD ZACHARIAS

Erf/stand no: ERF 7590

Township: WINDHOEK

If company or registered under cc: HOCHVELD INVESTMENTS (PTY) LTD

Namibian I. D / Passport no.: 581206 00474

Postal/Private Bag address: P.O. BOX 1116

Township of address: WINDHOEK

Physical Residential or Business address:

Tel no

(H)

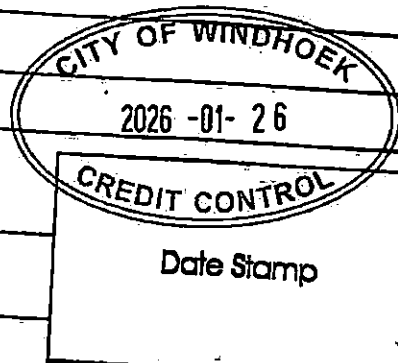
Cell

CREDIT CONTROL

Service Accounts

Credit Control Officer Comments:

No arrears



Name of Credit Controller:

Nabila

Signature:

Nabila

SUNDRY DEBTORS - LAND SALES

Comments:

No land sales accounts

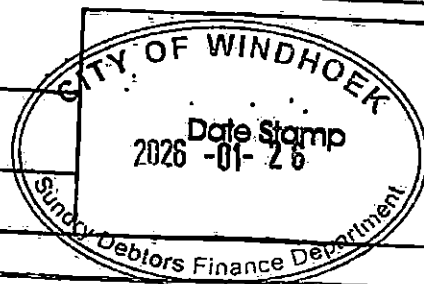
Name of Credit Controller:

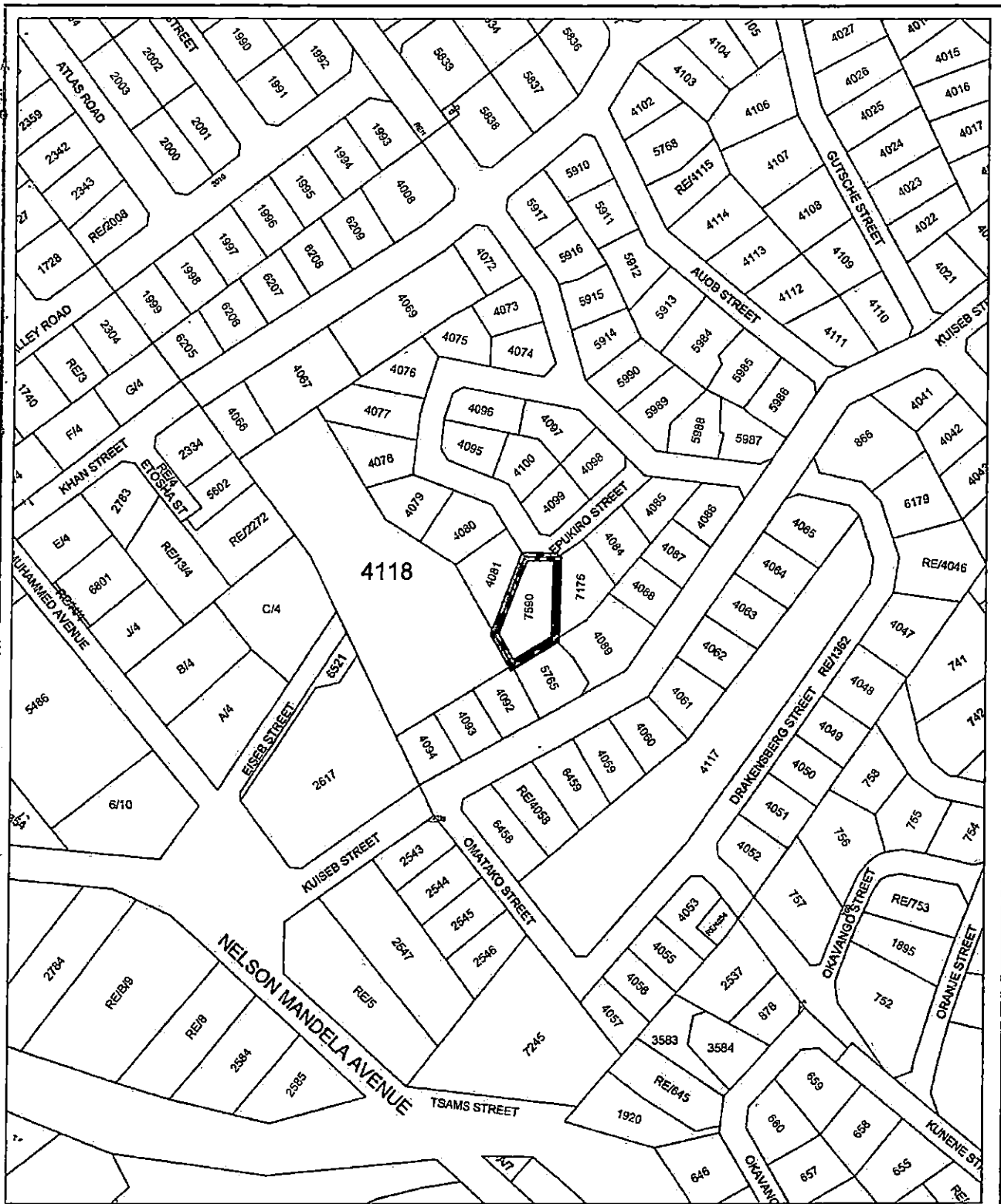
Johanna

Signature:

Johanna

Accountant Land Sales:





Scale: 1/5000

DATE: SEPT 2025

PLAN NO. 7590VV

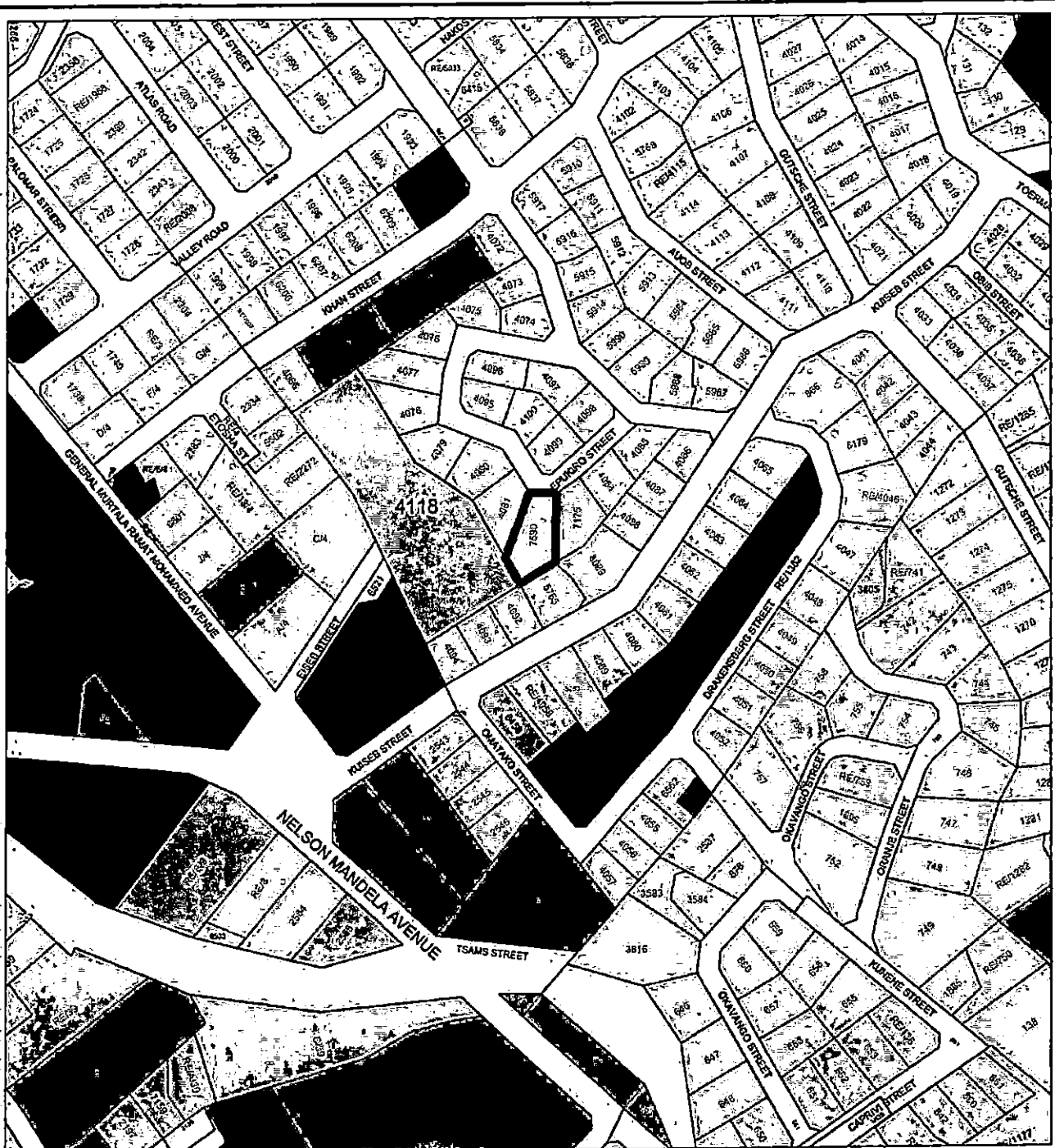


LOCALITY PLAN OF ERF 7590
EPUKIRO STREET
WINDHOEK



Du Toit
TOWN PLANNING CONSULTANTS

1st floor Bridgeway Offices & Apartments No. 4
Dr. Kameo Murembe Avenue, Klein Windhoek, Namibia
PO Box 8871, Auspanplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248008, Email: almarco@duitoit.com



ZONING LEGEND

	RESIDENTIAL		BUSINESS		TRANSPORT		SPECIAL
	GENERAL RESIDENTIAL		OFFICE		INSTITUTIONAL		PUBLIC OPEN SPACE

CURRENT ZONING OF ERF 3728
SAM NUJOMA DRIVE
KLEIN WINDHOEK

("BUSINESS")

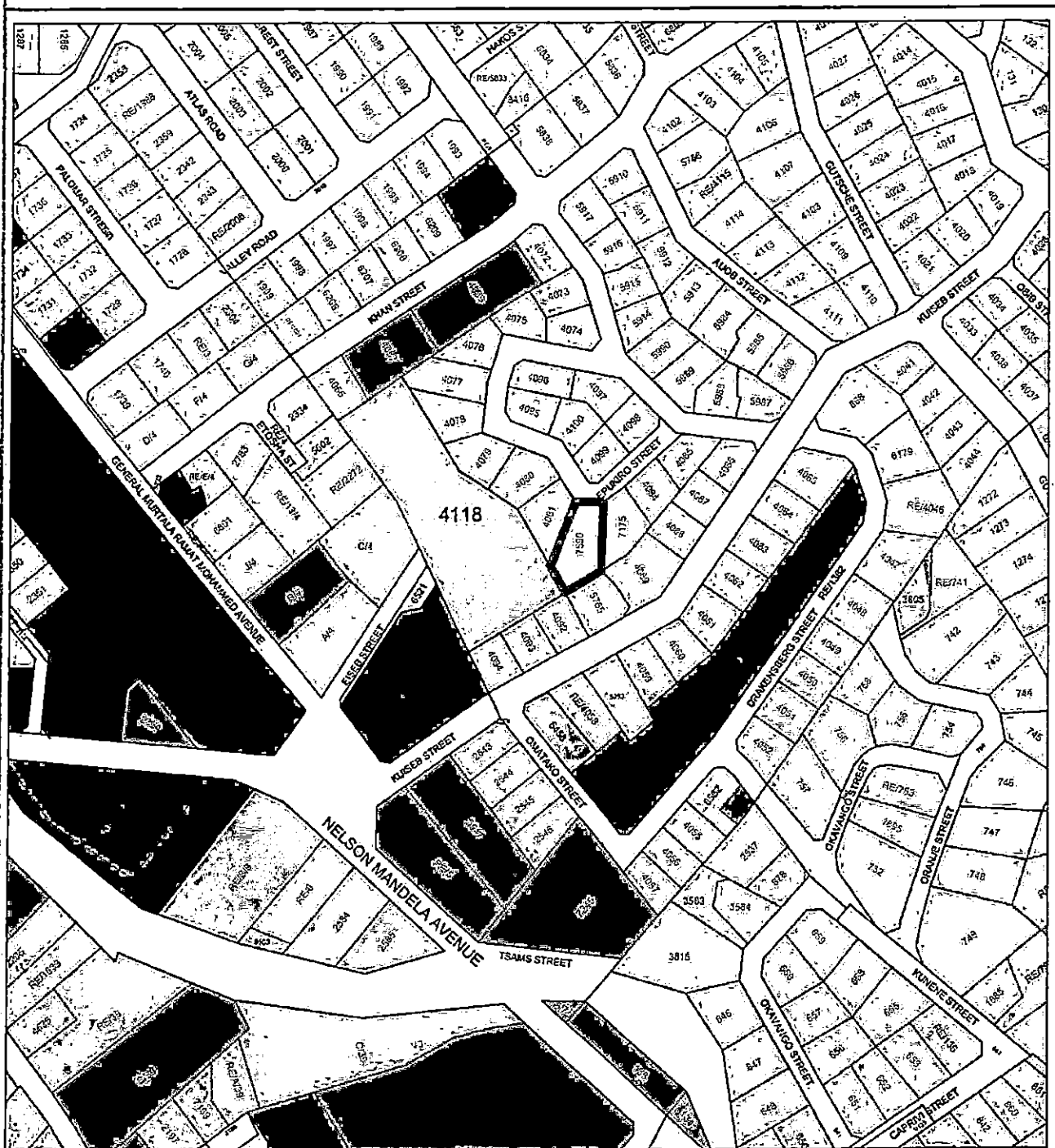
DATE: SEPT 2025

SCALE: 1/4000

PLAN NO. AMS

Du Toit
TOWN PLANNING CONSULTANTS

1st floor Bridgeway Offices & Apartments No. 4
Dr Kusma Nujoma Avenue, Klein Windhoek, Namibia
PO Box 5811, Ausspannplatz, Windhoek, Phone: +264 61 248310
Fax: +264 61 248008, Email: a.marie@duitoitplan.com



ZONING LEGEND

RESIDENTIAL	BUSINESS	TRANSPORT	SPECIAL
GENERAL RESIDENTIAL	OFFICE	INSTITUTIONAL	PUBLIC OPEN SPACE

CONSENT IN TERMS OF TABLE B OF
THE WINDHOEK ZONING SCHEME FOR
RESTAURANT(S) ON ERF 3728, KLEIN
WINDHOEK UNDER THE 'BUSINESS'
ZONING



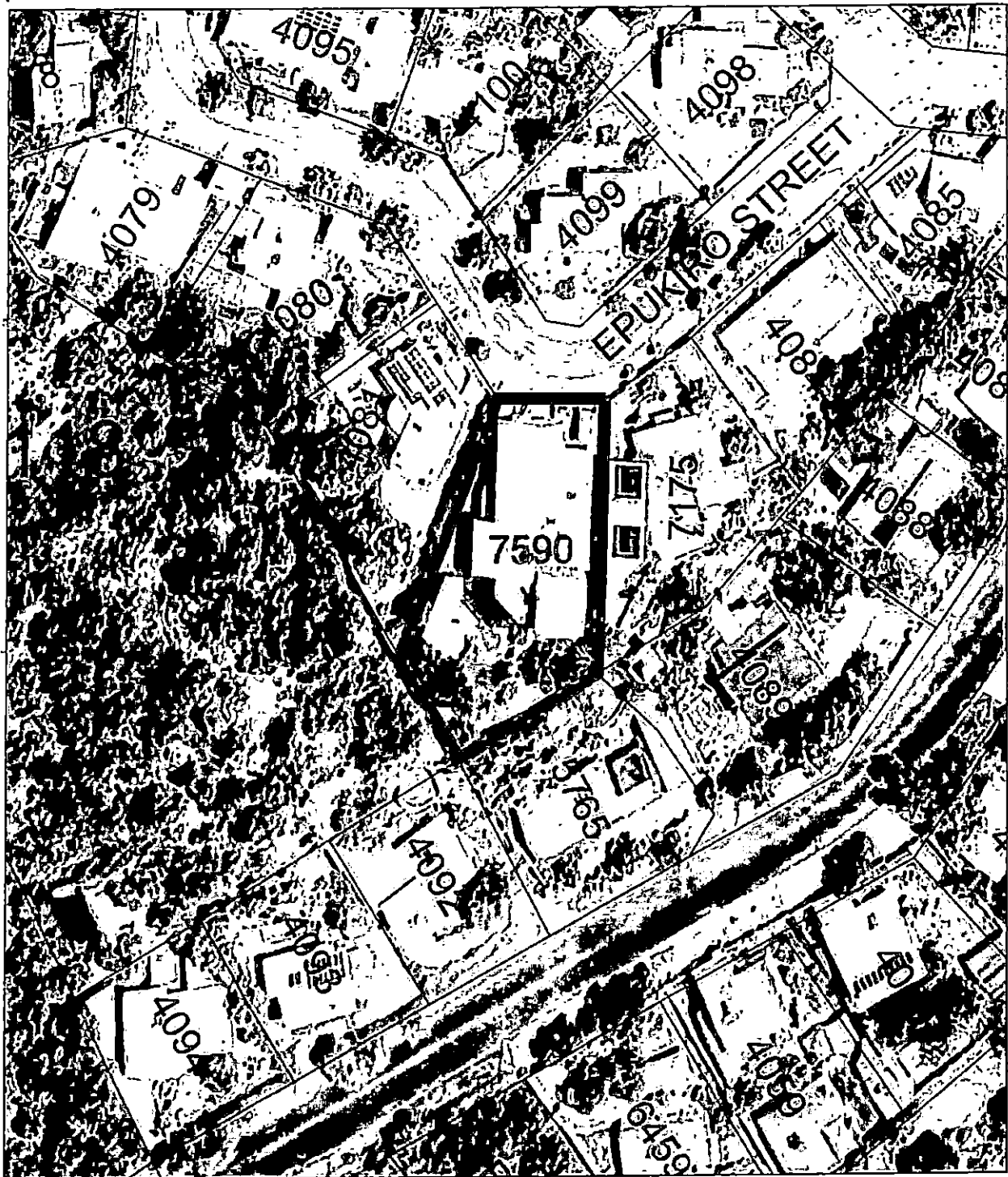
DATE: SEPT 2025

SCALE: 1/4000

PLAN NO. AMS



1st Floor Bricklayers Office & Apartments No. 4
De Kwaadse Kruis Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248808, Email: efm@duroitan.com



Scale: 1/1000

DATE: SEPT 2025

PLAN NO. 7590WW

TN

Rezoning of Erf 7590, Windhoek from
'residential' with a density of 1 dwelling per
900 to 'residential' with a density of 1
dwelling per 500

Du Toit
TOWN PLANNING CONSULTANTS

1st floor Bridgeview Offices & Apartments No. 4
Dr. Kwame Ninsin Avenue, Klein Windhoek, Namibia
PO Box 6971, Ausspanplatz, Windhoek, Phone: +264 61 248010
Fax: +264 61 248000, Email: elmarie@duoitplan.com

ALUMNUS list profiles of
 Osted at SWANCOMB and in
 the 2nd day of FEBRUARY 2020
 ROBERTS
 PRACTITIONERS
 LEGAL

NOTICE TO CREDITORS
IN THE ESTATE OF THE LATE
JOSEF HENDRICH TUEHLHARDT
MUNHUA ID No.50060110001
of Winchmore, Namibia, married
to Paul Herlinda Mathaba ID N.H. No.
19111211008 and who died on 30.11.2023
December 2024, Master's Ref N
E 23857/2024. Creditors and debtors
in the above estate are hereby

ESTIMATES PROVIDED BY
PO Box 21823
WINDHOEK
TUE 08/11/2005 17:23

[illegible]

Board for:
= Subdivision of the National
Order of Bathers & Swimmers

[illegible]

approximately 11 rural residential units, or about 55 ha of the site. The remaining 15 ha will be reclaimed in

[illegible]

directions parallel to the bedding.

[illegible]

• **Naïfcs** •

[illegible]

EXECUTION of a Judgment
by the High Court of Na-
aligned by the Registrar of
EP

[illegible]

22/03/76 in the master
DIVISION - WINDHOLER
NO. HC-MTB-CIV-457-
22/03/76 in the master
DIVISION - WINDHOLER
NO. HC-MTB-CIV-457-
22/03/76 in the master
DIVISION - WINDHOLER
NO. HC-MTB-CIV-457-

[illegible]

Subject: To All
Subject: To All
Subject: To All

Each unit with a kitchen, bathroom, wheelchair access, a/c, a/c, 2 bedrooms, 2 bathrooms, 2nd floor, 10% of the purchase price must be paid on the sale. The further terms of the sale will be subject to the auction and be subject to the action of the court. See the action of the court. See the action of the court.

CLAC050003815

EDITORS IN CHIEF
 ALL persons having
 the names specified
 in the call upon to lodge
 their objections with the
 within a period of 30
 days (as indicated)
 of publication hereof.
 and number of
 Master's Office:

NAME	7.11
W/A	
JUT	

ALLIANCE ESTATE AD-
VERTISERS: Period allowed for
mail of estimate: 30 days Ad-
vert.

1. **Introduction**

Abstract: This paper describes the recycling process for environmental positive and negative effects of this proposed ECU, No. 10680, located at 7,11th March Street in the Oldtown area of Cardiff. The proposed ECU application is related to the Environment (Wales) Act 1995.

Excel
Consultants Pty Ltd

Dynamic Solution
 edynam@bba.com
 954.5370

supply in terms of

tion of Pecten A) (Fig. 3A). The specimen is in

of 1.50 ppm². It is

use status quo in conformance with the requirements of Section 1344.07, Farmington, Conn., Code of Ordinances. The requirements of Section 1344.07, Farmington, Conn., Code of Ordinances, are provided in accordance with the requirements of the Planning Section.

objecting to the proceeding and consented lodge was ob-

3
week.
Tel: 061-300 620
Fax: 061-300 620
E-mail: info@pioneer.co.uk
Pioneer
Coventry

UN AND DISTRI-
BUT IN DECREASED

of section 35 (7) of the notice is hereby given of the Board of the Registrar

classified@nrc.com.n



NOTICE

THE 1971 NATIONAL
CONCERNED ABOUT
REGIONAL PLANNERS
WANTED OF THE 1972
CITY OF THE 1973

[illegible][illegible]

above may lodge an
with the grounds
Municipality of Welby
should be sent to the

Dr. Harold Kelling
c/o John Hancock

and Regional Planning
3218 Wyndham
1 275 579
0848-401
info@grainvalley.com

ARMONIC

UNITS IN DECREASED
FOR INSPECTION.
s of section 3251 of C
is hereby given that
tion and distribution
and fuel, unless other
visions specified by
open for inspection
and Bureau for a per
of record and in a

whichever way the
ices of the glaciers are
ed.

...the executive and
...in accord
...of the

from RUSSIANIA
 with current: NIKOLAI
 STUKOVENI
 ID Number: 370918
 Address: GROOTPO
 tion of account ad
 First and Final
 of Inspector other
 Office: GROC
 Office:
 and fully one-fac
 thorized agent,
 Y & ASSOCIATES
 BOX 2090, CHAM
 18 JANUARY 20
 002 274 6373
 For publication -

IONIZATION AND DEGRADATION IN DECEASED BODIES

On section 13
notes is hereby giv
the location and
work force and
being stored in the
will be open for
inter-annual distri
days or longer if
the date of publi
never may be later
Master of the High C
Magistrate of Waver
and no objection to
the Master can
specified period,
proceed to make
accordance with the sec
State Reference fac
the late GILSON JAC
ALBERTA CIVIL SERVICE
ATTORNEYS
BOX 1238, STURGEON
VALLEY AB T7R 1S6

.....

NOTICE

REZONING OF CONSOLIDATED EFF 7590, EPIKURO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:500' TO 'RESIDENTIAL WITH A DENSITY OF 1:500'

DU TOT TOWN PLANNING CONSULTANTS, are applying on behalf of the owner of Consolidated Eff 7590, Windhoek, Hechtveld Investments (Proprietary) Limited, to the City Council of Windhoek and the Urban and Regional Planning Board for

- Rezoning of Consolidated Eff 7590, Windhoek from 'residential' with a density of 1:500' to 'residential' with a density of 1:500'

Consolidated Eff 7590 is situated on Epikuro Street, to the east of the Gros Shopping Centre. The property measures 1671m² in extent and is currently zoned 'Residential' with a density of one dwelling per 500m². The Eff is currently developed and well maintained.

The owner intends to increase the density of the Eff from 1:500 to 1:500. The proposed increase in residential density from 1:500 to 1:500 is motivated by a practical housing need. The owner intends to accommodate an additional of the property.

The subject of the Eff is within an area identified in the new Windhoek Urban Structure Plan as suitable for a general residential density of up to 1:500. The Structure Plan explicitly encourages densification in this locality in order to support efficient land use and sustainable urban growth.

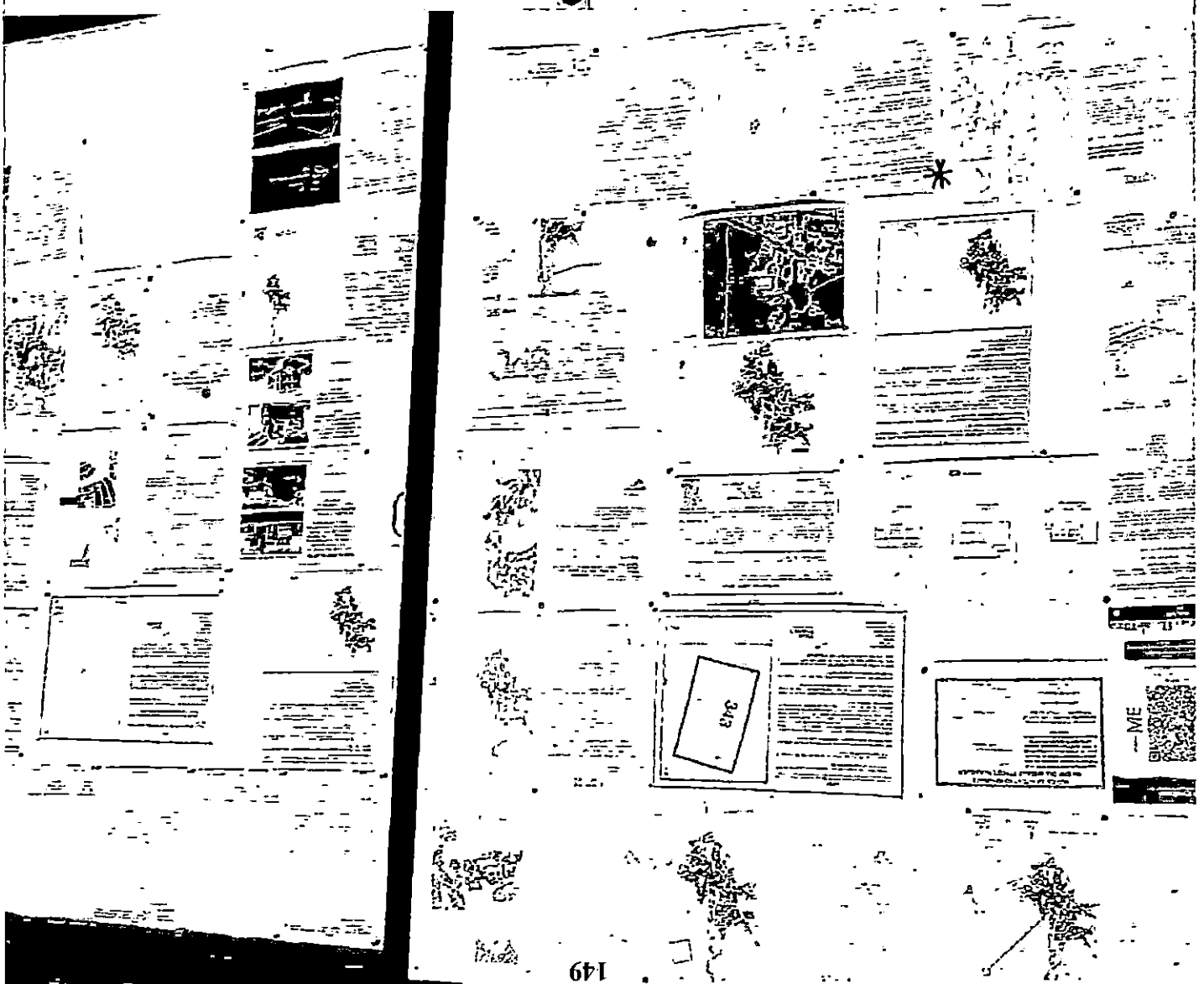
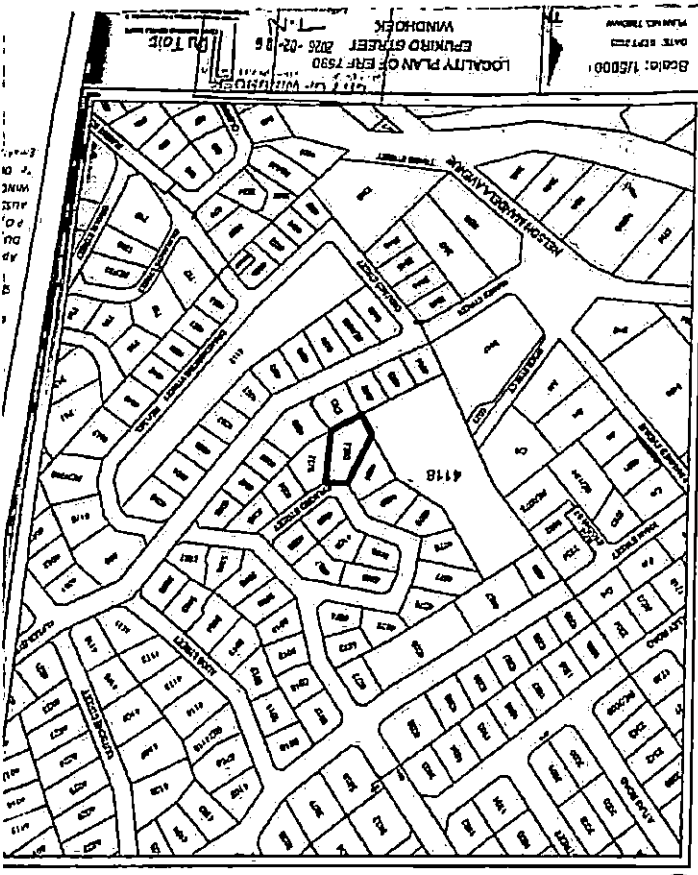
The access to the Eff will remain from Epikuro Street. The parking plan will be submitted with the approval of the new buying plan.

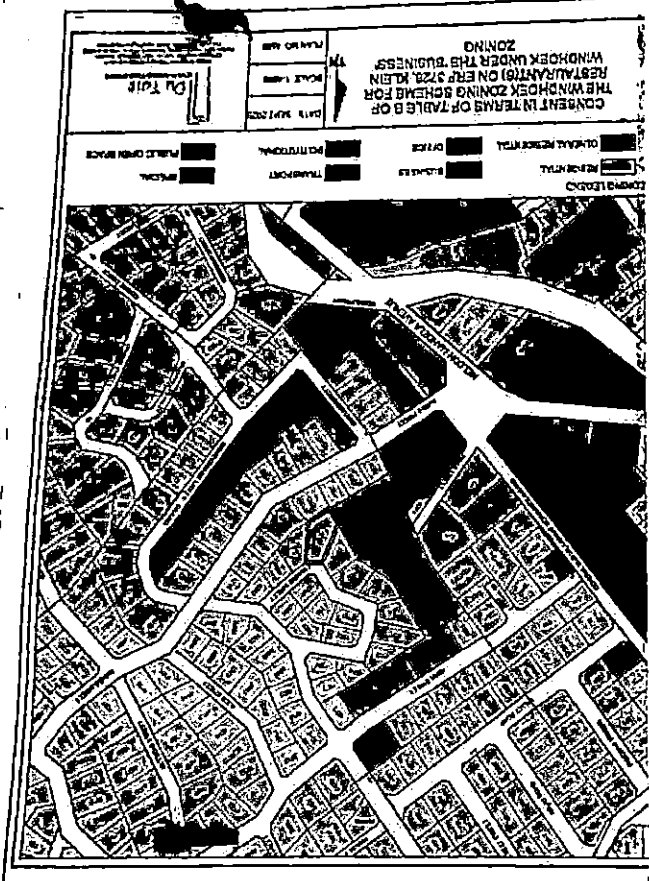
Any person objecting to the proposed Eff of land at 1:500 above may lodge such objection with the City Council at the first public hearing of the Eff (on 17th March 2025) and the applicant wishes to be present at the first public hearing of the Eff (on 17th March 2025).

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

As proposed

DU TOT TOWN PLANNING CONSULTANTS
 9 Dots 6872
 ALSTADT STREET
 WINDHOEK
 TOWN OF WINDHOEK
 CITY OF WINDHOEK
 2025-02-08





NOTICE

REZONING OF CONSOLIDATED ERF 7590, SPURD STREET, WINDHOK FROM 'RESIDENTIAL 1500' TO 'RESIDENTIAL WITH A DENSITY OF 1500'

HOEDWEL INVESTMENTS (PROPRIETARY) LIMITED, in the City Council of Windhoek and the Urban and Regional Planning Board for

Reasoning of Consolidated Erf 7590, Windhoek from 'residential with a density of 1500' to 'residential with a density of 1500'.

Consolidated Erf 7590 is situated on Spurd Street, to the east of the First Shopping Centre. The property measures 1571m² in extent and is currently zoned 'Residential' with a density of one dwelling per 500m². The Erf is currently developed and well maintained.

The owner intends to increase the density of the Erf from 1500 to 1500. The proposed increase in residential density from 1500 to 1500 is motivated by a practical housing need. The owner wishes to accommodate an additional residential dwelling on the Erf in order to provide independent living space, while maintaining the residential character of the property.

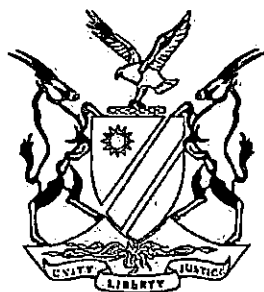
The subject Erf is within an area identified in the new Windhoek Urban Structure Plan as suitable for a general residential density of up to 1500. The Structure Plan expressly encourages development in this locality in order to support efficient land use and sustainable urban growth.

The Erf is situated on the Erf with frontage to Spurd Street. The parking plot will be submitted with the approval of the new building plans.

Any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof with the City Council (the Urban Planning Town House, Fifth Floor, Room 516) and the applicant within 14 days of the last publication of this notice (first date for objections is 5th of March 2025).

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

Applicant
DU TOIT TOWN PLANNING CONSULTANTS
P O Box 6871
WINDHOK
Tel: 061-245010
Email: planning@du-toit.com



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$17.80

WINDHOEK - 13 February 2026

No. 8848

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Government Notice

MINISTRY OF JUSTICE AND LABOUR RELATIONS

No. 23 2026

DECLARATION OF OPERATIONS OF RAKOTOKA ENGINEERING SERVICES CC TO BE CONTINUOUS OPERATIONS: LABOUR ACT 2007

Under section 15(1) of the Labour Act, 2007 (Act No. 11 of 2007), I declare the operations of the Processing Section of Rakotoka Engineering Services CC at Swakop Uranium Mine to be continuous operations and permit the working of continuous shifts with effect from 1 October 2025 to 30 September 2028.

FILLEMONT W. IMMANUEL

MINISTER OF JUSTICE AND LABOUR RELATIONS

Windhoek, 28 January 2026

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

No. 24 2026

REQUEST FOR SUBMISSION OF NAMES OF VETERINARIANS FOR NOMINATION FOR APPOINTMENT AS MEMBER OF NAMIBIA MEDICINES REGULATORY COUNCIL: MEDICINES AND RELATED SUBSTANCES CONTROL ACT, 2003

In terms of subsection (2)(b) of section 3 of the Medicines and Related Substances Control Act, 2003 (Act No. 13 of 2003), on the written request of the Minister of Health and Social Services, I request any interested body to submit to me, within 30 days from the date of publication of this notice in the *Gazette*, the names of suitably qualified veterinarians for nomination for appointment as a member of the Namibia Medicines Regulatory Council in terms of subsection (1)(c) of that section.

Applicant: Van Der Westhuizen Town Planning & Properties cc
P.O. Box 1598, Swakopmund, Namibia
Contact Person: A. van der Westhuizen
Cell: 0811224661
Email: andrew@vdwtp.com

No. 113

2026

REZONING OF ERF 5264, RUNDU EXTENSION 17

Nghivelwa Planning Consultants (Town and Regional Planners) on behalf of the owner of Erf 5264, Rundu Extension 17 has applied to the Rundu Town Council and intends applying to the Urban and Regional Planning Board for:

Rezoning of Erf 5264, Rundu Extension 17 from "residential" with a density of 1:300 to "business" with a bulk of 1.0.

The intention of the owner to rezone the property is to allow for the formalization of mini market already constructed on the property.

The locality plans of the erf lie for inspection on the Town Planning Notice Board of the Rundu Town Council: Main Council Offices, Town Planning Office, Maria Mwengere Street, Rundu and the Applicant: Office No. 3, 64, Jenner Street, Windhoek West.

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 Rundu Town Council and with the applicant (Nghivelwa Planning Consultants) in writing within 14 days of the last publication of this notice.

The last date for any objections is **6 March 2026**.

Applicant: Nghivelwa Planning Consultants
P.O. Box 40900, Ausspännplatz
Email: planning@nghivelwa.com.na
Cell: 081 4127 359

No. 114

2026

REZONING OF CONSOLIDATED ERF 7590, WINDHOEK

Du Toit Town Planning Consultants, are applying on behalf of the owner of Consolidated Erf 7590, Windhoek, Hochveld Investments (Proprietary) Limited, to the City of Windhoek Council and the Urban and Regional Planning Board for:

Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500.

Consolidated Erf 7590 is situated on Epukiro Street, to the east of the Eros Shopping Centre. The property measures 1671m² in extent and is currently zoned 'residential' with a density of one dwelling per 900m². The erf is currently developed and well maintained.

The owner intends to increase the density of the erf from 1:900 to 1:500. The proposed increase in residential density from 1:900 to 1:500 is motivated by a practical housing need. The owner intends to accommodate an additional residential dwelling on the erf in order to provide independent living space, while maintaining the residential character of the property.

The subject erf falls within an area identified in the new Windhoek Urban Structure Plan as suitable for a general residential density of up to 1:500. The structure plan explicitly encourages densification in this locality in order to support efficient land use and sustainable urban growth.

The access to the erf will remain from Epukiro Street. The parking plan will be submitted with the approval of the new building plans.

Any person objecting to the proposed use of land as set out above may lodge such objection together with the grounds thereof with the City Council (the Urban Planner-Town House, Fifth Floor, Room 516) and the applicant within 14 days of the last publication of this notice (final date for objections is 5 March 2026).

Applicant: Du Toit Town Planning Consultants
P.O. Box 6871, Ausspännplatz
Windhoek
Tel: 061-248010
Email: Planner2@dutoitplan.com

No. 115

2026

**SUBDIVISION, REZONING AND CONSOLIDATION OF ERF 189,
HENTIES BAY EXTENSION 1**

Notice is hereby given in terms of the Urban and Regional Planning Act, 2018 that **Van Der Westhuizen Town Planning and Properties cc**, on behalf of the registered owners of Erf 189, Henties Bay Extension 1 and Rem/Erf 172, Henties Bay Extension 1, intends to apply to the Henties Bay Municipal Council and intends on applying to the Urban and Regional Planning Board for the following:

- **Subdivision of Erf 189, Henties Bay Extension 1, into Portion A and Remainder;**
- **Rezoning of proposed Portion A from "single residential" to "general business"; and**
- **Consolidation of proposed Portion A with Rem/Erf 172, Henties Bay Extension 1 into Consolidated Erf "X".**

Rem/Erf 178, Henties Bay, is situated along Jakkalsputz Road and currently accommodates the restaurant and bar known as Myl 50. Erf 189, Henties Bay is situated behind the aforesaid property along Flamink Street. It is the intention to subdivide Erf 189, Henties Bay into Portion A and Remainder, rezone proposed Portion A and have it consolidated with Rem/Erf 172, Henties Bay. This will effectively resolve encroachment of previous events.

In terms of the Urban and Regional Planning Act, 2018 it is thus required to apply to both the Swakopmund Municipal Council and the Ministry of Urban and Rural Development for approval of such intentions.

Take note that –

- (a) The plan of the erf can be inspected at the Public Notice Board of the Henties Bay Municipality located on the corner of Jakkalsputz Road and Nicky Iyambo Avenue.
- (b) Any person having objections to the proposed rezoning or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Henties Bay Municipality and the applicant within 14 days of the last publication of this notice.



1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 81 248010, Fax: +264 81 248608, Mobile: +264 81 281 0836, Email: elmarie@dutoitplan.com
 Enquiries: T. Tjitemisa
 Tel: +264 81 416 6169
 Ref: Erf 7590_neigh

The Windhoek City Council
 P O Box 59
 WINDHOEK

29 JANUARY 2026

ERF OWNERS AND ADDRESSES: ERF 7590, WINDHOEK

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

ERF NO	NAME & ADDRESS	TEL/EMAIL
Erf 4081 Epukiro Str, Whk	Inga & Gary Isaacs Po Box 6755 Ausspannplatz Namibia	0816300227 inga.isaacs@afol.com.na
Erf 4099 Epukiro Str, Whk	Werner Koepp P O Box 11187 Windhoek	0811282082 061226764 wgkoepp@iway.na
Erf 7175 Epukiro Str, Whk	Trustees Theissen Family Trust Po Box 86155 Eros Namibia	<u>indinoshinge@cymot.com\</u> <u>ATheissen@cymot.com</u>
Erf 4089 Kuiseb Str, Whk	Holly Hempson & Sandra Lamprecht P.O.Box 97485 Maerua Mall	0812431875 sandra@dlh-na.com
Erf 5765 KUISEB Str, Whk	Rosemarie F Rohr Po Box 2907 Windhoek Namibia	0811277144 rosemariefayrohr@gmail.com
Erf 4092 KUISEB Str, Whk	Robin Sherbourne Po Box 86058 Windhoek	0818456941 061 250848 r.c.d.sherbourne@gmail.com <u>barakhovski@gmail.com</u>
Erf 4118 Eiseb Str, Whk	City Of Windhoek	

Thank you

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:52
To: 'inga.isaacs@afol.com.na'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 4081W Neighbour Consultation
Attachments: Erf 4081W Neighbour Consultation.pdf

Tracking:	Recipient	Read
	'inga.isaacs@afol.com.na'	
	'dorette@dutoitplan.com'	
	Inga Isaacs	Read: 05/02/2026 12:14

Dear Inga and Gary Isaacs,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkurumoh Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 81 246010

ERF 4099 W
Proof of Email Consultation**Planner2**

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:51
To: 'wgkoepp@iway.na'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 4099W Neighbour Consultation
Attachments: Erf 4099W Neighbour Consultation.pdf

Dear Werner Koepp,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st Floor Bridgeview Offices & Apartments No. 4
Dr Kwana Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:51
To: 'indinoshinge@cymot.com'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 7175W Neighbour Consultation
Attachments: Erf 7175W Neighbour Consultation.pdf

Dear Trustees Theissen Family Trust,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st floor Bridgeview Offices & Apartments No. 4
Dr Karame Nkurumah Avenue, Klein Windhoek, Namibia
PO Box 8871, Ausseppenzplatz, Windhoek, Phone: +264 81 248010

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:51
To: 'SANDRA@DLH-NA.COM'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 4089W Neighbour Consultation
Attachments: Erf 4089W Neighbour Consultation.pdf

Dear Holly Hempson & Sandra Lamprecht,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st floor Bridgeview Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Kolm Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:51
To: 'rosemariefayrohr@gmail.com'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 5765W Neighbour Consultation
Attachments: Erf 5765W Neighbour Consultation.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Rosemarie F Rohr,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st floor Bridgeway Offices & Apartments No. 4
Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 6871, Ausspannplatz, Windhoek, Phone: +264 81 246010

ERF 4092 W

Proof of Email Consultation

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 05 February 2026 11:50
To: 'r.c.d.sherbourne@gmail.com'
Cc: 'dorette@dutoitplan.com'
Subject: Erf 4092W Neighbour Consultation
Attachments: Erf 4092W Neighbour Consultation.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Robin Sherbourne,

Our office is in the process of applying to the City of Windhoek Council and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) you as a neighbouring property owner needs to be informed. The primary intention of the rezoning is discussed in the attached document. **Please fill in Section 2, 3 and the acknowledgement of receipt of the form within the document (page 3) and send back to us on or before the 05 MARCH 2026.**

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

Best Regards

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



1st floor Bridgeview Offices & Apartments No. 4
 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
 PO Box 6871, Ausperrplatz, Windhoek, Phone: +264 81 248010

EXAMPLE OF LETTER SENT



1st floor Bridgeview Offices & Apartments, No. 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
PO Box 8871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Fax: +264 61 248608, Mobile: +264 81 281 0836, Email: elmarie@dutoitplan.com

Enquiries: T. Tjitemisa

Tel: +264 61 248 010

Ref: Neighbour Letters

ERF 4081, EPUKIRO STREET, WINDHOEK

INGA AND GARY ISAACS

P O BOX 6755

AUSSPANNPLATZ

Email: inga.isaacs@afol.com.na

05 FEBRUARY 2026

Dear Inga and Gary Isaacs

REZONING OF CONSOLIDATED ERF 7590, EPUKIRO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:900m² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500m²

Take notice that **DU TOIT TOWN PLANNING CONSULTANTS**, are applying on behalf of the owner of the Erf, the directors of Hochveld Investments (Proprietary) Limited, to the City Council of Windhoek and the Ministry of Urban and Rural Development for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m²

In terms of the new Urban and Regional Planning Act, 2018 (Act 5 of 2018) and the Windhoek Town Planning Scheme, you as the owner of a neighbouring property are hereby granted the opportunity to comment on the proposal. We kindly request that you provide us with your comments no later than **05th March 2026**.

INTRODUCTION AND BACKGROUND

Consolidated Erf 7590, Epukiro Street, Windhoek, is under the registered ownership of Hochveld Investments (Proprietary) Limited. Hochveld Investments (Proprietary) Limited appointed Du Toit Town Planning Consultants to undertake the town planning procedures required by the Municipality for the rezoning application.

ERF INFORMATION

Consolidated Erf 7590 is situated on Epukiro Street, to the east of the Eros Shopping Centre. The property measures 1671m² in extent and is currently zoned 'Residential' with a density of one dwelling per 900m².

Consolidated Erf 7590, Epukiro Street, Windhoek, is zoned 'residential' with a density of



one dwelling per 900 m². The property is currently developed and well maintained.

See proximity of project Erf to your Erf.



YOUR ERF

PROPOSAL

The owner intends to increase the density of the Erf from 1:900 to 1:500. The proposed increase in residential density from 1:900 to 1:500 is motivated by a practical housing need. The owner intends to accommodate an additional residential dwelling on the erf in order to provide independent living space, while maintaining the residential character of the property.

ACCESS AND PARKING

The existing access will remain from Epukiro Street. The parking plan will be submitted with the approval of the new building plans.

CONCLUSION

In light of the above, your comments on the intended application will be highly appreciated. Please complete section 2, 3 and the acknowledgement of receipt on the form on the next page.

P.S. Please complete the form on the next page and return it to us by 05TH of March 2026.

Kind regards

Tjijama Tjitemisa

**DEPARTMENT OF URBAN AND
TRANSPORT PLANNING**

59
80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378/3438-2332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na



NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 5 OF 2018 (THE ACT) AND WINDHOEK ZONING SCHEME

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 6871, AUSSPANPLATZ, WINDHOEK
 E-mail: planner2@dutoitplan.com OR planner1@dutoitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I/we _____ (full name/s)
 being the owner of _____ (Erf/Portion/Farm No.)
 _____ (Township/Farm Name)

declare that I / we (Please mark the applicable box with an "X"):

☐ Do not object to the aforesaid application.

☐ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: _____ on this _____ day of _____ 202_____
 Signature: _____ The neighbour must sign this form, whether objecting or not objecting.

Postal Address: _____ E-mail Address: _____
 Tel / Cell No.: _____ Telefax: _____

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address ☐
 for hand delivery.

Postal Address ☐
 for registered mail

Email Address ☐
 for electronic transmission

Telefax ☐
 for electronic transmission

Failure to Nominate Preferred Method for Service of Notices (Default Election):

Take notice that in the event you fail to return this form or provide a written nomination of a preferred method before the deadline set out below (in No. 4 of this form), it shall be recorded that you have defaulted to the method by which this current notice was delivered to you. This method will be deemed your nominated preference for the purposes of all subsequent service of documents in terms of Section 120 of the Act.

4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: _____
 Signature: _____

ID No.: _____
 Date: _____

**DEPARTMENT OF URBAN AND
TRANSPORT PLANNING**

59
80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378 3428 3332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na

NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 5 OF 2018 (THE ACT) AND WINDHOEK ZONING SCHEME

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 6871, AUSSPANPLATZ, WINDHOEK
 E-mail: planner2@dutoitplan.com OR planner1@dutoitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I / we Werner Gerhard Koepp (full name/s)
 1 being the owner of Erf 4099 (Erf/Portion/Farm No.)
 (Township/Farm Name)

declare that I / we (Please mark the applicable box with an "X"):

☒ Do not object to the aforesaid application.

☐ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: 103 RCH on this 12th day of March 2026
 Signature: [Signature] The neighbour must sign this form, whether objecting or not objecting.

Postal Address: 11187 Windhoek E-mail Address: werner@wgkoepp.com
 Tel / Cell No.: 0811282082 Telefax: _____

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐

Postal Address
for registered mail: ☐

Email Address
for electronic transmission: ☒

Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

Take notice that in the event you fail to return this form or provide a written nomination of a preferred method before the deadline set out below (in No. 4 of this form), it shall be recorded that you have defaulted to the method by which this current notice was delivered to you. This method will be deemed your nominated preference for the purposes of all subsequent service of documents in terms of Section 120 of the Act.

4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

3 The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: _____
 Signature: _____

ID No.: _____
 Date: _____

DEPARTMENT OF URBAN AND
TRANSPORT PLANNING

☐ 59

80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378/3425/2332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na



NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 3 OF 2018 (THE ACT) AND WINDHOEK ZONING SCHEME

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 6671, AUSSPANPLATZ, WINDHOEK
 E-mail: planner2@dutoitplan.com OR planner1@dutoitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I / we SM LAMPRECHT (full name/s)
 being the owner of 4089 (Erf/Portion/Farm No.)
 (Township/Farm Name)

I declare that I / we (Please mark the applicable box with an "X"):

☒ Do not object to the aforesaid application.☐ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: WINDHOEK on this 2 day of MARCH 2026
 Signature: _____ The neighbour must sign this form, whether objecting or not objecting.

Postal Address: 97485, WINDHOEK E-mail Address: sandra@dth-na.com
 Tel / Cell No.: 0812431875 Telefax: _____

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐Postal Address
for registered mail: ☐Email Address
for electronic transmission: ☒Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

Take notice that in the event you fail to return this form or provide a written nomination of a preferred method before the deadline set out below (in No. 4 of this form), it shall be recorded that you have defaulted to the method by which this current notice was delivered to you. This method will be deemed your nominated preference for the purposes of all subsequent service of documents in terms of Section 120 of the Act.

4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: SM Lamprecht
 Signature: [Signature]

ID No.: 67090200290Date: 2/3/2026

DEPARTMENT OF URBAN AND
TRANSPORT PLANNING

59
80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378 3428 2332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na

NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 56 OF 2018, THE ACT, AND VARIOUS TO THE ACT

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
Postal Address: P O BOX 6871, AUSSPANPLATZ, WINDHOEK
E-mail: planner2@dutoitplan.com OR planner1@dutoitplan.com
Tel. No.:
Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I/we ROSEMARIE FAY ROHR (full name/s)
being the owner of ERF 5765 (Erf/Portion/Farm No.)
EROS (Township/Farm Name)

declare that I / we (Please mark the applicable box with an "X"):

- ☒ Do not object to the aforesaid application.
☐ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: WINDHOEK on this 3rd day of MARCH 2026
Signature: [Signature] The neighbour must sign this form, whether objecting or not objecting.

Postal Address: 2901, Windhoek E-mail Address: rosemariefayrohr@gmail.com
Tel / Cell No.: 081-1277144 Telefax: _____

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐

Postal Address
for registered mail: ☐

Email Address
for electronic transmission: ☒

Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

Take notice that in the event you fail to return this form or provide a written nomination of a preferred method before the deadline set out below (in No. 4 of this form), it shall be recorded that you have defaulted to the method by which this current notice was delivered to you. This method will be deemed your nominated preference for the purposes of all subsequent service of documents in terms of Section 120 of the Act.

4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: ROSEMARIE FAY ROHR
Signature: [Signature]

ID No.: 56042800108
Date: 3-03-2026

ERF 4092 W

DEPARTMENT OF URBAN AND
TRANSPORT PLANNING

☐ 59

80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378/2428/2132 e-mail: Up.Applications@windhoek.org.na

www.cityofwindhoek.org.na

NEIGHBOUR CONSENT FORM

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 8871, AUSSPANPLATZ, WINDHOEK
 E-mail: planned2@duitoitplan.com OR planner1@duitoitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I/we ROBIN SHERBOURNE (full name/s)
 being the owner of 4092 W (Erf/Portion/Farm No.)
EROS WINDHOEK (Township/Farm Name)

I/we (Please mark the applicable box with an "X"):

- ☒ Do not object to the aforesaid application.
☐ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: WINDHOEK on this 9TH day of MARCH 2026
 Signature: [Signature] The neighbour must sign this form, whether objecting or not objecting.
 Postal Address: PO BOX 86058 E-mail Address: r.c.d.sherbourne@gmail.com
 Tel / Cell No.: 081140 9224 Telefax:

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐Postal Address
for registered mail: ☐Email Address
for electronic transmission: ☒Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

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4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoek.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: ROBIN SHERBOURNE
 Signature: [Signature]

ID No.: 139132012
 Date: 9/3/2026

**DEPARTMENT OF URBAN AND
TRANSPORT PLANNING**

☐ S9

80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 290 2378/3428/2332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na

NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT ACT NO 5 OF 2015 (THE ACT) AND WINDHOEK ZONING SCHEME

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 6871, AUSSPANPLATZ, WINDHOEK
 E-mail: planner2@dutoitplan.com OR planner1@dutoitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I/we GARY ISAACS AND INGA ISAACS (full name/s)
 being the owner of ERF 4081, EPAKIRO STREET (Erf/Portion/Farm No.)
WINDHOEK (Township/Farm Name)

declare that I/we (Please mark the applicable box with an "X"):

☐ Do not object to the aforesaid application.

☒ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: Windhoek on this 18th day of FEBRUARY 2026
 Signature: [Signature] The neighbour must sign this form, whether objecting or not objecting.
 Postal Address: P.O Box 90040 Klein E-mail Address: gary.isaacs@afol.com.na
 Tel / Cell No.: 081 794 6717 Telefax:

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐

Postal Address
for registered mail: ☐

Email Address
for electronic transmission: ☒

Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

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4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: GARY ISAACS & INGA ISAACS
 Signature: [Signature]

ID No.: 6803000193 / 680705003
 Date: 18/02/2026

Attention: Department of Urban and Transport Planning

18 February 2026

Proposed Rezoning of Erf 7590, Windhoek from "residential" with a density of 1:900 to "residential" with a density of 1:500m2

Dear Sir / Madam

We, the neighbours of Erf 7590, and the owners of Erf 4081 (sharing a boundary wall with Erf 7590) do hereby strongly object to the above rezoning for the following reasons (without prejudice and reserving the right to add to these objections once proper detailed information is available to us):

- There is no plan attached to the application, meaning we cannot see what the owners of Erf 7590 intend to build – how can one be expected to object or not object if there is no detail given? Is it a new house, a new flat, a three-storey building, a new development, a block of flats etc – what exactly are we talking about here?
- Any construction on Erf 7590 will definitely affect our privacy. The existing house and Domestic Worker rooms are already overlooking our property, and any additional structures will only increase the lack of privacy – this can be verified by visiting the two properties.
- The reasoning given for the rezoning is very vague and in truth hard to understand. If one looks at the size of the current house and outbuilding on Erf 7590, you will immediately see that it already covers more than two-thirds of the Erf, with the actual house bigger than most other houses in the area (double the size of our house, as well as double the size of Erven 4099, 7175, 4089, 4094, 4093, 4092, 4089, 7175, 4084.....) This then begs the question – how many more people are "practically" going to be living in this house and how much space will be required for the "practical housing need"? Is this then practical? How will the residential character of the Erf and the area be maintained if they are allowed to increase the density of the already by-far largest house in the area?
- The rezoning of this Erf will lead to a change in the nature of the entire area, and if one owner is allowed to do this, others will follow suit, resulting in an area that is over-density – which will have a negative impact on the value of the properties in the area.

I trust that you will find our objections to be serious and that they will be strongly noted and acted upon.

Yours Sincerely



Gary Isaacs



Inga Isaacs

171
**EMAIL RESPONSE TO
OBJECTION**

Planner2

From: Dorette Opperman <planner1@dutoitplan.com>
Sent: 26 February 2026 15:03
To: 'Gary Isaacs'; 'Inga Isaacs'
Cc: 'Planner2'
Subject: FW: Erf 4081W Neighbour Consultation
Attachments: Whk Scheme_pages with dwelling unit definition.pdf

Hallo Gary and Inga,

My colleague and I had a meeting with the Architect yesterday on this matter.

The Architect on the project is Mr Fredrick Menyah-Artivor from Chamberlain and Associates Architects – they are in the same building as us.

The Project:

- Their instruction from the owner of Erf 7590 is to enlarge the current dwelling unit with a new flat above the garages (2 bedrooms) and possibly another flat with 1 bedroom (thus 3-storeys). To be used as guest suites.
- It must be noted that he mentioned they are advising him against going 3-storeys but as you know, we as the professional team can advise a client but ultimately the decision is with them.
- The new proposed buildings are on pause until the rezoning is finalised. There is thus not a lot of information to include in our application at the moment
- Should the new building include a third storey, the architects will handle the application and approach you as neighbours again.
- Also in terms of the Scheme and observance of building lines, a building needs to setback 5m for a second storey and 7m for a third storey.

The Rezoning:

- Our application for an increase in the density is based on the definition of a dwelling unit in the Windhoek Zoning Scheme.
- The definition (as attached) include a main building with mutually adjacent rooms with kitchen and bathroom facilities for a single household. It further may then include an outbuilding of 120m² which consist of the garages (80m²); servant's quarters and bathroom (25m²) and a store room of 15m²
- The outbuilding is owned by the same owner and is an integral part of the main building
- There is then further provision for a supplementary dwelling also owned by the same owner designed for a single household. The size of this is limited to half the floor area of the main dwelling or 100m² whichever is the lesser. In most instances it is limited to 100m².
- Technically the supplementary dwelling is a granny flat/flat on a property.
- In a large number of applications we attend to across Windhoek, the fact that a supplementary is over the allowable floor area, is the reason for rezonings with an increase in density.
- The number of allowable 'dwelling units' are then increased. I.e. the floor area of the flat are over 100m² and the flat is then considered another dwelling unit, even though it is not possible to add an outbuilding and supplementary dwelling to the additional dwelling units.
- This would only be possible if a large erf is involved or if the buildings are demolished
- As said above, from our discussions, it was understood that the additions will be guest suites to the main house. Should the owner in any instance wants to sell the flats, a sectional title scheme needs to be registered.

General comments:

- As rightly stated the current dwelling is already overlooking your property, due to the topography.

- This while the dwelling is in line with the building requirements of the Windhoek Scheme, i.e. coverage of 50%, the building lines and having a second storey. Again, the placement and scale of house is largely due to the topography.
- The architect confirmed that the current buildings are within the coverage of 50%. The erf size is 1671m² which allow for a footprint of 835,5m²

To conclude, I hope this very technical explanation provide a clearer picture to you. Our application for the increase in density to 1 dwelling per 500m² is based on the new Urban Structure Plan that promotes residential density to 1:500 across Windhoek. Given the erf size it allows for possibly 3 dwellings. If the municipality do not support it, they might support a rezoning to a density of 1:700m² (which is only 1 category higher) which would allow for 2 dwellings.

Please let me know if your objection remains as is or if you wish to revise it, i.e. not objection provided certain conditions. Any objection is included in our public participation report. The City of Windhoek then evaluates it with the application and makes a recommendation. The application needs to be tabled at a Council meeting. You, as an objector, will be informed by the City of the outcome whereafter you have another opportunity to appeal against the decision.

Kind Regards
Dorette



DORETTE OPPERMAN

1st floor Bridgeview building
No. 4 Dr Kwame Nkrumah Ave
Klein Windhoek

Tel: 081 835 2021

Email: dorette@dutoitplan.com

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

From: Gary Isaacs <gary.isaacs@afol.com.na>

Sent: Thursday, February 19, 2026 2:45 PM

To: 'Dorette Opperman' <planner1@dutoitplan.com>; planner2@dutoitplan.com

Cc: dorette@dutoitplan.com; 'Inga Isaacs' <inga.isaacs@afol.com.na>

Subject: RE: Erf 4081W Neighbour Consultation

Hi Dorette

Thanks so much, all good

DEPARTMENT OF URBAN AND
TRANSPORT PLANNING

59

80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (1264) 61 290 2378-3428-2332 e-mail: Up.Applications@windhoekcc.org.na

www.cityofwindhoek.org.na

NEIGHBOUR CONSENT FORM

FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 5 OF 2018 (THE ACT) AND WINDHOEK ZONING SCHEME

1. APPLICANT AND APPLICATION DETAILS (to be completed by Applicant)

Applicant Name: DU TOIT TOWN PLANNING CONSULTANTS
 Erf/Portion/Farm No.: CONSOLIDATED ERF 7590 Township/Farm Name: WINDHOEK
 Postal Address: P O BOX 6871, AUSSPANPLATZ, WINDHOEK
 E-mail: planner2@duitplan.com OR planner1@duitplan.com
 Tel. No.:
 Full Title of Application: Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m2

2. NEIGHBOUR'S DETAILS AND COMMENTS/OBJECTIONS (to be completed by Neighbour)

I/we AXEL THEISEN (FAMILY TRUST) (full name/s)
 being the owner of 7175 (Erf/Portion/Farm No.)
WINDHOEK (Township/Farm Name)

declare that I/we (Please mark the applicable box with an "X"):

☐ Do not object to the aforesaid application.

☒ Object to the aforesaid application.

Please provide the reasons for objecting and/or other comments by attaching an additional letter to this Form.

Signed at: WINDHOEK on this 4th day of MARCH 2026
 Signature: [Signature] The neighbour must sign this form, whether objecting or not objecting.
 Postal Address: P.O. Box 86155 E-mail Address: Atheisen@cymot.com
 Tel / Cell No.: 081 122 6606 Telefax:

3. NEIGHBOUR'S NOMINATION OF PREFERRED METHOD FOR SERVICE OF NOTICES (to be completed by Neighbour)

In accordance with Sections 121(1)(b)(i), 121(1)(b)(ii), 121(1)(d) and 121(2)(c) of the Urban and Regional Planning Act, you are hereby requested to formally nominate which of the above addresses shall be used for the formal service of notices and documents related to this application by marking the applicable box with an "X":

Physical Address
for hand delivery: ☐

Postal Address
for registered mail: ☐

Email Address
for electronic transmission: ☒

Telefax
for electronic transmission: ☐

Failure to Nominate Preferred Method for Service of Notices (Default Election):

Take notice that in the event you fail to return this form or provide a written nomination of a preferred method before the deadline set out below (in No. 4 of this form), it shall be recorded that you have defaulted to the method by which this current notice was delivered to you. This method will be deemed your nominated preference for the purposes of all subsequent service of documents in terms of Section 120 of the Act.

4. DEADLINE FOR COMMENTS AND OBJECTIONS (to be completed by Applicant)

The deadline to submit this completed form as well as to lodge the comments and/or objections to the applicant and the City of Windhoek via Up.Applications@windhoekcc.org.na is: 05 MARCH 2026

Should this form not be returned to the applicant or the City of Windhoek by the abovementioned date, it will be assumed that there are no objections against the aforesaid application.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received the official notice for the aforementioned application. I understand that this signature confirms receipt only and does not signify any approval or objection to the application.

Full Name: _____
 Signature: _____

ID No.: _____
 Date: _____

ERF 7175 W OBJECTION

Planner2

From: Planner2 <planner2@dutoitplan.com>
Sent: 04 March 2026 10:55
To: 'Axel Theissen'
Subject: RE: Objection - Epukiro Str 7 / Erf 7590 Windhoek

Dear Mr Theissen,

Your email is well received. Please note that that according to the City of Windhoek records Erf 7175, is under the ownership of Trustees Theissen Family Trust, with the email address indinoshinge@cymot.com. The letter was sent to this email address. Please confirm if this is also your email address?

Best Regards

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

-----Original Message-----

From: Axel Theissen <ATheissen@cymot.com>
Sent: 04 March 2026 10:50
To: planner2@dutoitplan.com
Subject: Objection - Epukiro Str 7 / Erf 7590 Windhoek
Importance: High

Dear Du Toit Planning Consultants,

I am writing to you as trustee and beneficial owner of THE AXEL THEISSEN FAMILY TRUST, owner of Erf 7175 Epukiro Street. My residence is adjacent to Erf 7590 Windhoek, where the attached notice has been displayed for the last two weeks.

For the record, I have NOT received any details of the proposed new building alterations, neither any documents that would normally be expected through an neighbour consent. Since the deadline for objection is tomorrow, 5 March, please herewith find my official objection.

As mentioned above, I categorically object to this application for rezoning of Erf 7590 Windhoek to a density of 1:500.

To summarize, the reasons for my objections are:

1. Neighbour consent route not followed;
2. Upmarket neighbourhood, where mass housing of any sort should never be permitted;
3. Possible height restrictions that would influence my property's market value;
4. Negative impact on Erf 7175 Windhoek market value.

As such, I would appreciate the Council to disallow this rezoning application!

Kindly confirm receipt of this objection e-mail via a return mail.

Kind regards
 Axel Theissen

ERF 7175 W
OBJ. CONT...

Planner2

From: Axel Theissen <ATheissen@cymot.com>
Sent: 04 March 2026 10:50
To: planner2@dutoitplan.com
Subject: Objection - Epukiro Str 7 / Erf 7590 Windhoek
Attachments: Logo168x66px_5ca44ff5-565f-4653-adc5-9049d80a22a9.png; 058_line_9bae9502-1e3a-48a3-ba5e-34ed9cd44185.png; FacebookIcon20x20px_fde07e08-0755-4a33-a24b-31ec522b6090.png; InstagramIcon20x20px_ec3225c0-8d74-4207-b916-70c11c3c97e2.png; LinkedInIcon20x20px_8b304837-1a7d-48e4-82f2-08802527648f.png; YouTubeIcon20x20px_91f2e56f-55fe-4f57-ab3a-035231b85b09.png; 2026_02_20_E_SIG_CSP_Test_f0222107-cf20-45c7-8c78-10f71f9168c9.jpg; Epukiro Str 7 notice.jpeg

Importance: High

Mr Du Toit Planning Consultants,

I am writing to you as trustee and beneficial owner of THE AXEL THEISSEN FAMILY TRUST, owner of Erf 7175 Epukiro Street. My residence is adjacent to Erf 7590 Windhoek, where the attached notice has been displayed for the last two weeks.

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2. Upmarket neighbourhood, where mass housing of any sort should never be permitted;
3. Possible height restrictions that would influence my property's market value;
4. Negative impact on Erf 7175 Windhoek market value.

As such, I would appreciate the Council to disallow this rezoning application!

Kindly confirm receipt of this objection e-mail via a return mail.

Kind regards

Axel Theissen

On behalf of THE AXEL THEISSEN FAMILY TRUST

[cid:Logo168x66px_5ca44ff5-565f-4653-adc5-9049d80a22a9.png]<http://www.cymot.com/><http://www.cymot.com/><http://www.cymot.com/>
 [cid:058_line_9bae9502-1e3a-48a3-ba5e-34ed9cd44185.png] Axel Theissen | Group Chairman
 [cid:FacebookIcon20x20px_fde07e08-0755-4a33-a24b-31ec522b6090.png]
 <https://www.facebook.com/CYMOTGROUP/> [cid:InstagramIcon20x20px_ec3225c0-8d74-4207-b916-70c11c3c97e2.png] <https://www.instagram.com/cymotnamibia/> [cid:LinkedInIcon20x20px_8b304837-1a7d-48e4-82f2-08802527648f.png] <https://www.linkedin.com/company/cymot-pty-ltd/>
 [cid:YouTubeIcon20x20px_91f2e56f-55fe-4f57-ab3a-035231b85b09.png] <https://www.youtube.com/channel/UCr-mKJYVZL4_aWL3aQcGkhg>



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Du Toit
TOWN PLANNING CONSULTANTS

1st Floor Bridgeview Offices & Apartments, No 4 Dr Kwame Nkrumah Avenue, Klein Windhoek, Namibia
P O Box 6871, Ausspannplatz, Windhoek, Phone: +264 61 248010, Mobile: +264 81 835 2021, Email: dorette@dutoitplan.com
Enquiries: T. Tjitemisa
Tel: +264 81 416 6169
Ref: Erf 7590W PP Rep

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

FOR ATTENTION: Mr Hugo Rust

Dear Mr Rust,

[Signature]
17/3
16 MARCH 2026
objection

PUBLIC PARTICIPATION REPORT FOR THE REZONING OF CONSOLIDATED ERF 7590, EPUKIRO STREET, WINDHOEK FROM 'RESIDENTIAL' 1:900m² TO 'RESIDENTIAL' WITH A DENSITY OF 1:500m²

Our application submitted 30 January 2026 for the:

- Rezoning of Consolidated Erf 7590, Windhoek from 'residential' with a density of 1:900 to 'residential' with a density of 1:500m² refers.

Public consultation was conducted in line with the new requirements of the City of Windhoek and the Urban and Regional Planning Act No.5 of 2018. Proof of consultation is attached as annexures

Attached to this letter (in this order):

- Government Gazette Notice
- The Namibian and New Era Newspaper Notices
- Pictures of Council Board and On-Site Notices
- Addresses received from CoW and Proof of Email sent
- Example of letter sent
- Returned Neighbour consultation forms from all neighbours (and correspondence sent to objectors)

OBJECTIONS

Objections have been received from some of the neighbours consulted for the rezoning. The owners of Erf 4081 and Erf 7175, Windhoek lodged objections to the proposed rezoning of Erf 7590, with Du Toit Town Planning Consultants and the City of Windhoek (Copy of objections attached). The figure below illustrates the proximity of these neighbours (in blue circle) to the subject Erf (in red).



Figure 1: Proximity of objecting neighbours to Erf

The objections were received by Du Toit Town Planning Consultants and thorough evaluation thereof was made. The objections share common themes, so they have been summarized (in red below). Following each objection, is our responses (in black). This summary aims to provide a clear understanding of the concerns raised and our approach in addressing these concerns. The objections were as follows:

Neighbour indicated that the neighbour consent route was not followed.

The required public participation procedures were followed in accordance with the City of Windhoek's policies. Consultation letters were distributed to adjoining property owners; however, it was later determined that the City of Windhoek had an outdated email address on record for the owner of the objecting property, which resulted in the notice not being received timeously.

Lack of Detailed Building Plans

The current application relates only to the rezoning of the property to increase the allowable residential density and does not constitute an application for building plan approval.

At the rezoning stage, detailed architectural plans are typically not finalised, as the development potential of the property must first be confirmed through the planning process. The owner has appointed an architect to investigate possible future additions to the existing dwelling, which may include the expansion of the dwelling and the potential addition of guest suites above the garages. Our office held a meeting with the Architect to discuss the concept plans for the Erf, this was conveyed to the objector (see attached).

Should any future building plans include additional storeys or structures that require approval or relaxation from the applicable regulations, the plans will need to be submitted to the City of Windhoek for approval in accordance with the Windhoek Zoning Scheme and Building Regulations. Any proposal exceeding the standard development parameters would require additional approval processes, during which affected neighbours may again be consulted where applicable.

Privacy and Potential Overlooking

It is acknowledged that the existing dwelling on Erf 7590 overlooks neighbouring properties to some extent; however, this condition is largely the result of the natural topography of the area.

The existing dwelling was constructed in accordance with the requirements of the Windhoek Zoning Scheme, including compliance with building lines and allowable coverage. The architect confirmed that the current development remains within the permitted 50% coverage, given the erf size of 1,671 m², which allows a maximum footprint of approximately 835.5 m².

Should additional structures or additional storeys be proposed in future, these will be required to comply with the Zoning Scheme's setback requirements, which include increased building line setbacks for higher storeys (generally 5 m for a second storey and 7 m for a third storey). These controls are specifically intended to mitigate potential impacts such as overlooking and loss of privacy.

Character of the Area and "Upmarket Neighbourhood" Concerns

The proposed rezoning does not constitute mass housing and will not change the primary residential character of the area. The property will remain zoned "Residential", which allows for dwelling units consistent with the surrounding residential neighbourhood.

The intention of the rezoning is primarily to allow for the possibility of additional dwelling units or supplementary accommodation, which may function as guest suites or ancillary residential units associated with the main dwelling. Such development remains consistent with residential land use and does not introduce incompatible land uses.

Furthermore, the City of Windhoek Urban Structure Plan promotes the gradual increase of residential density to approximately 1 dwelling per 500m² in appropriate urban areas in order to support more efficient land use and sustainable urban development. The proposed rezoning is therefore aligned with the broader spatial planning objectives of the Municipality.

Potential Precedent and Over-densification of the Area

Each rezoning application submitted to the City of Windhoek is assessed on its own merits and must comply with applicable planning policies, the Windhoek Zoning Scheme, and broader spatial planning frameworks. Approval of a rezoning application for a specific property does not automatically grant similar rights to neighbouring properties. Any future applications in the area would be subject to the same planning assessment process and requirements.

In addition, development on the property would remain subject to coverage limitations, building line requirements, parking standards, and other development controls, which collectively ensure that development remains compatible with the surrounding residential environment.

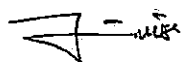
Impact on Property Values

The proposed rezoning maintains the residential land use of the property and does not introduce commercial or incompatible activities. Any future development will still be required to comply with the Windhoek Zoning Scheme and municipal building regulations, ensuring that development remains orderly and appropriate for the area.

Size of Existing Dwelling and Practical Housing Need

The motivation for the rezoning is based primarily on the technical definition of a dwelling unit in the Windhoek Zoning Scheme and the limitations placed on supplementary dwellings. In many cases within Windhoek, rezonings to a slightly higher density are required where additional residential units exceed the allowable floor area of a supplementary dwelling.

Kind Regards,



Tjijama Tjitemisa

**DEPARTMENT OF URBAN AND
TRANSPORT PLANNING**

☐ 59

 80 Independence Avenue
WINDHOEK, NAMIBIA

Tel: (+264) 61 390 2378-3428/3332 e-mail: Up.Applications@windhoek.org.na

www.cityofwindhoek.org.na

CONFIRMATION OF NOTICE OF APPLICATION

 FOR APPLICATIONS MADE IN TERMS OF THE URBAN AND REGIONAL PLANNING ACT, ACT NO. 5 OF 2018 (THE ACT) AND
CONSENT USES IN TERMS OF THE WINDHOEK ZONING SCHEME

APPLICATION: REZONING OF CONSOLIDATED ERF 7590, WINDHOEK
PART 1: NOTIFICATION TO PRESCRIBED PERSONS (OWNERS OF NEIGHBOURING & AFFECTED PROPERTIES)
INSTRUCTIONS
**SECTIONS (§§) OF THE ACT AND
REGULATION (REG) PROVISIONS**

- 1.1 The applicant is required to serve a notice of the intended application to the owners of neighbouring and affected properties through hand delivery and/or emails or telefax. — §§121(1)(a)-(b)(i), 121(1)(c)(i), 121(2)(a), 121(1)(d) & 121(2)(c) and REG. 10(4) & 12(c)
- 1.2 If (and only if) hand, e-mail or telefax delivery methods have been attempted (proof to be provided) and failed, the applicant may proceed with the registered mail. That is, notice by Registered Post will only be accepted in circumstances where the neighbour could not be reached in person or where no physical, email address and/or telefax was nominated by the person. — §§121(1)(b)(ii), 121(1)(c)(ii) and 121(2)(b) and REG 10(4) and 12(c)
- 1.3 The applicant must provide evidence of all consultations, including hand delivered Neighbour Consent Form; proof of failed hand delivery, e-mail and telefax attempts; proof of registered mail. — REG 12(c)
- 1.4 Therefore, please complete this form by indicating the methods used in serving notices to the owners of neighbouring and affected properties: — REG 12(c)

PROPERTY (Erf No/Township, Portion/Farm)	METHODS OF SERVING A NOTICE TO OWNERS OF NEIGHBOURING AND AFFECTED PROPERTIES As per Section 121 of the Urban and Regional Planning Act, 2018				COMMENTS (including confirmation of nomination of delivery method and details and dates of any failed attempts to serve a notice via hand delivery, e-mail and/or telefax)
ERF 4081 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION CONSENT FORM ATTACHED
ERF 4099 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION CONSENT FORM ATTACHED
ERF 7175 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION FORM ATTACHED
ERF 4089 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION CONSENT FORM ATTACHED
ERF 5765 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION CONSENT FORM ATTACHED
ERF 4092 W	Hand Delivery ☐	E-mail ☒	Telefax ☐	Registered Mail ☐	COMPLETED CONSULTATION FORM ATTACHED
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	
	Hand Delivery ☐	E-mail ☐	Telefax ☐	Registered Mail ☐	

PART 2: NOTIFICATION TO THE GENERAL PUBLIC**2.1 GOVERNMENT GAZETTE & NEWSPAPERS NOTICES**

As per Section 107 of the Act read with Sub regulations 10(1)(a) and 10(2)-(3) of the Regulations relating to the Act.

PUBLICATION NAME (Government Gazette and Newspapers Names)	1 ST PUBLICATION DATE	2 ND PUBLICATION DATE	DEADLINE FOR COMMENTS/OBJECTIONS
Government Gazette	13 FEB 2026	N/A	
THE NANIBIAN	06 FEB 2026	13 FEB 2026	06 MARCH 2026
NEN ERA	06 FEB 2026	13 FEB 2026	05 MARCH 2026

2.2 ONSITE AND LOCAL AUTHORITY BOARD NOTICES

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

DISPLAY NOTICE TYPE	NOTICE DISPLAY PERIOD (FROM - TO)	DEADLINE FOR COMMENTS / OBJECTIONS
On Onsite Notice	06 FEB 2026	06 MARCH 2026
Local Authority Notice Board Notice	06 FEB 2026	06 MARCH 2026

PART 3: COMMENTS AND/OR OBJECTIONS LODGED

COMMENTS AND/OR OBJECTOR'S DETAILS			OBJECTIONS AND/OR COMMENTS RECEIVED	
Erf, Portion/ Farm No	Township/Farm Name	Full Name(s)		
ERF 775	WINDHOEK		☐ Comments	☒ Objections
ERF 4081	WINDHOEK		☐ Comments	☒ Objections
			☐ Comments	☐ Objections
			☐ Comments	☐ Objections
			☐ Comments	☐ Objections
			☐ Comments	☐ Objections
			☐ Comments	☐ Objections

PART 4: DECLARATION

I, the undersigned, do hereby solemnly declare and certify that:

- I have undertaken the mandatory neighbour and public consultation process in strict accordance with the requirements set forth in Section 121 of the Urban and Regional Planning Act, Act No. 5 of 2018 (the Act).
- All reasonable and diligent efforts were made to effect service of notices via hand delivery and/or electronic mail, as prescribed by Sections 121(1)(a), 121(1)(b), 121(1)(d), 121(2)(a) and 121(2)(c) of the Act.
- In instances where hand delivery or electronic service was not feasible, notices were dispatched via registered post in full compliance with Sections 121(1)(c) and 121(2)(b) of the Act.
- Notices issued under Sections 121(1)(b), 121(1)(d) and 121(2)(c) of the Act were issued only after the relevant natural person and/or parties had been contacted and nominated in writing their preferred physical address, postal address, e-mail address or telefax number for the purpose of serving the required notice.
- I comply with the public notification requirements stipulated under Regulations 10, 11 and 12, including but not limited to the publication of the notices in the Government Gazette and in two (2) newspapers circulating within the area of jurisdiction of the local authority; as well as the conspicuous placement of notices on the subject property and official notice board of the Local Authority (Municipal Council of Windhoek).
- The information contained in this declaration and the accompanying proof of consultation is true and correct to the best of my knowledge.
- I am cognisant of Section 130(1)(a) of the Act, which stipulates that a person commits a statutory offence if they provide information in respect of an application that is false or misleading, knowing it to be such.

TJIJANA TJITEMISA
NAME

16 MARCH 2026
DATE

Tjijana
SIGNATURE

DU TOIT TOWN PLANNING CONSULTANTS
COMPANY NAME (IF APPLICABLE)

ANNEXURE 1

[Municipal Council Minutes: 2021-11-30(18)]

9.2.3

**GOV.3 [UTP] APPROVAL/ACCEPTANCE OF
A GRANT FROM THE KREDITANSTALT
FÜR WIEDERAUFBAU (KfW) BANK
FOR SUSTAINABLE URBAN
MOBILITY IN WINDHOEK
(5/6/2/8)**

On proposal by Councillor Ms N Larandja, it was

RESOLVED

- 1 That the grant of 11 million EUR from the Kreditanstalt für Wiederaufbau (KfW) Bank through the German Namibian Bilateral Development Co-operation for the establishment of Non-Motorised Transport (NMT) for Windhoek as per the letter dated 1 November 2021, be approved and accepted by the Municipal Council of Windhoek in terms of section 30(1)(z)(i) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended).
- 2 That the grant be confirmed with the Ministry of Urban and Rural Development as part of the funding allocated under the Focal Area of Inclusive and Sustainable Urban Development as documented in the Summary Record of the Negotiations on Development Co-operation between the Governments of the Republic of Namibia and the Federal Republic of Germany held in Windhoek on 20 to 21 October 2021, attached as pages 31 - 99 to the agenda.
- 3 That the Chairperson of Management Committee and the Acting Chief Executive Officer be authorised to sign the Memorandum of Agreement (MoA) of the Kreditanstalt für Wiederaufbau (KfW) Bank Procedures Agreement with approved authorities of the Kreditanstalt für Wiederaufbau (KfW) Bank, in terms of section 31(a) of the Local Authorities Act, 1992 (Act 23 of 1992).
- 4 That the resolution be implemented prior to confirmation of the minutes.

RESOLUTION 238/11/2021

ANNEXURE 2

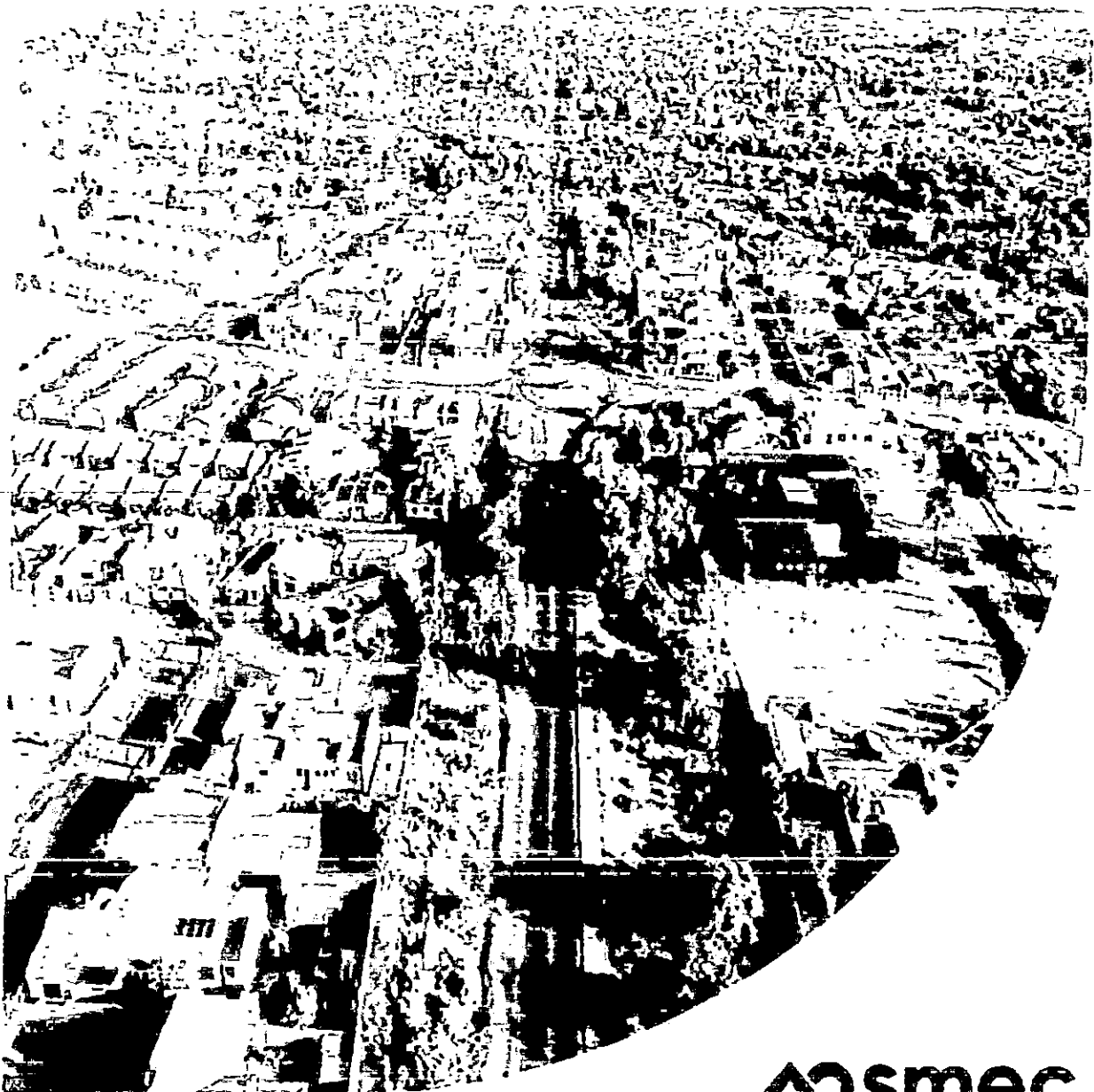
Final Study Report

Feasibility Study for the Implementation of a Non- Motorised Transport Network in Windhoek

Prepared for: City of Windhoek

31 October 2025

Client Reference No. Project No 2021 68 508



SMEC INTERNAL REF. N0131 FEASIBILITY STUDY NMT WHK

smec
an  company

Document Control

Document Control

Document Type	Final Study Report
Project Title	Feasibility Study for the Implementation of a Non-Motorised Transport Network in Windhoek
Project Number	N0131 Feasibility Study NMT WHK
File Location	Sharepoint
Revision Number	1

Revision History

Revision No.	Date	Prepared By	Reviewed By	Approved for Issue By
0	27/08/2025	L de Beer O Jomeh L Namhila B Kring A Dane L Moore A Whaeldon R Mouton R du Toit	27/08/2025	27/08/2025
1	31/10/2025	O Jomeh	31/10/2025	31/10/2025

Issue Register

Distribution List	Date Issued	Number of Copies
City of Windhoek	31/10/2025	Electronic
Kreditanstalt für Wiederaufbau	31/10/2025	Electronic

SMEC Company Details

Approved by	SMEC Namibia Consulting Engineers
Address	54 Simeon Shikungileni Street, Windhoek
Phone	+264 61 237 642
Email	jason.hashoshange@smec.com
Website	www.smec.com/en_na
Signature	

The information within this document is and shall remain the property of:
SMEC Namibia, part of the SMEC Group

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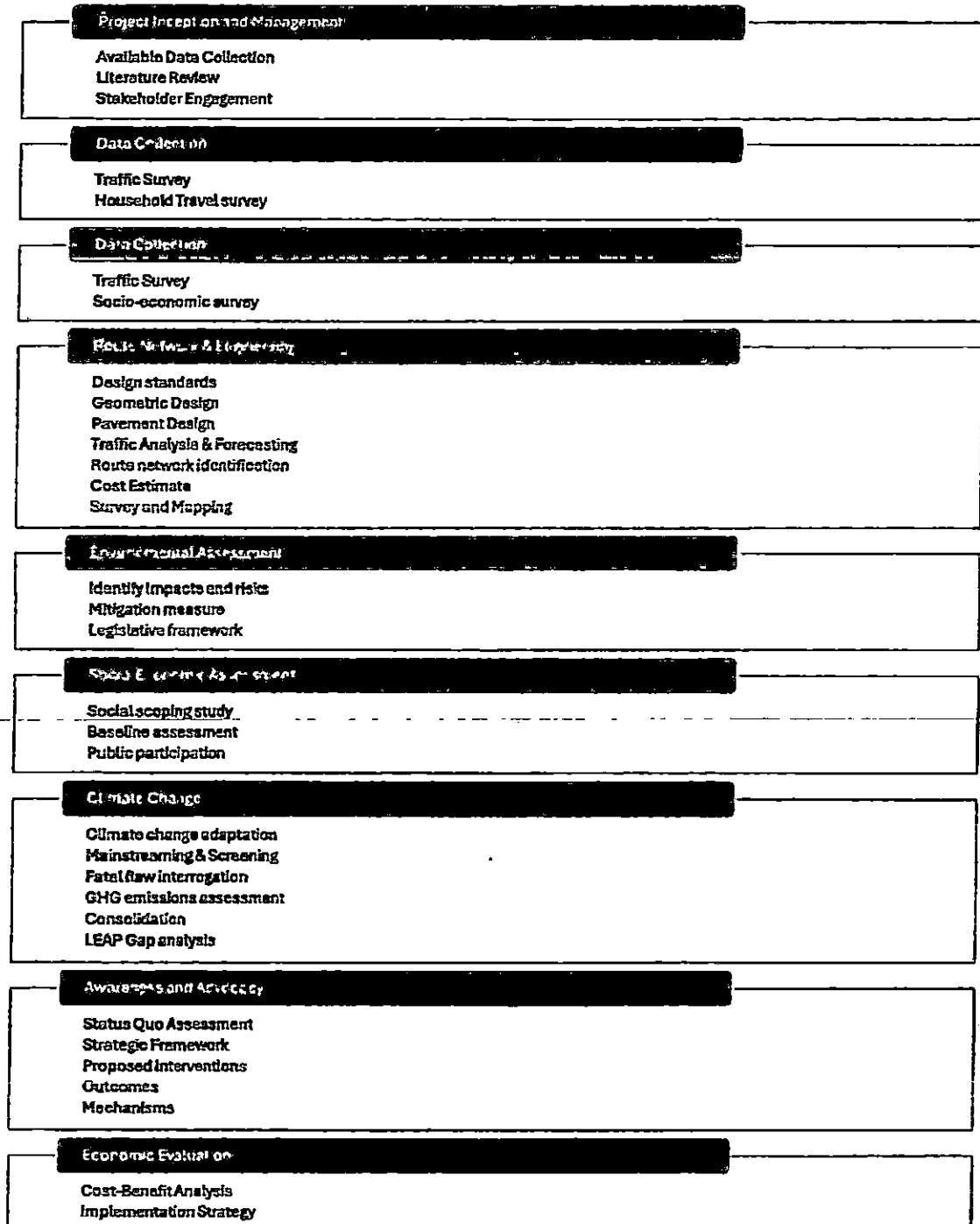
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1.4 Work Breakdown Structure

The key tasks to complete this assignment can be summarised as follows:



2. Literature review

The first step was to establish a baseline by studying previous work. Multiple NMT studies and initiatives have been conducted since 2012. The findings, proposals, and lessons learned from these studies were used as a foundation for this study. Extensive efforts were made to understand the reasoning behind previous decisions to avoid repeating mistakes and to adopt effective solutions.

2.1 Sustainable Urban Transport Master Plan for Windhoek (SUTMP)

The Sustainable Urban Transport Master Plan (SUTMP) places Non-Motorised Transport (NMT) at the centre of Windhoek's mobility transition. It proposes an interconnected network of pedestrian and cycling routes linking neighbourhoods with the CBD, schools, retail hubs, and employment areas, supported by secure parking and end-of-trip facilities. Implementation is phased, beginning with pilot projects and incremental upgrades on high-demand corridors, and designed for integration with public transport. Investment is prioritised by impact, with crucial projects estimated at N\$106.6 million. The overall approach is phased and dual-focused, ensuring inclusivity, safety, and adaptability to local socio-economic dynamics.

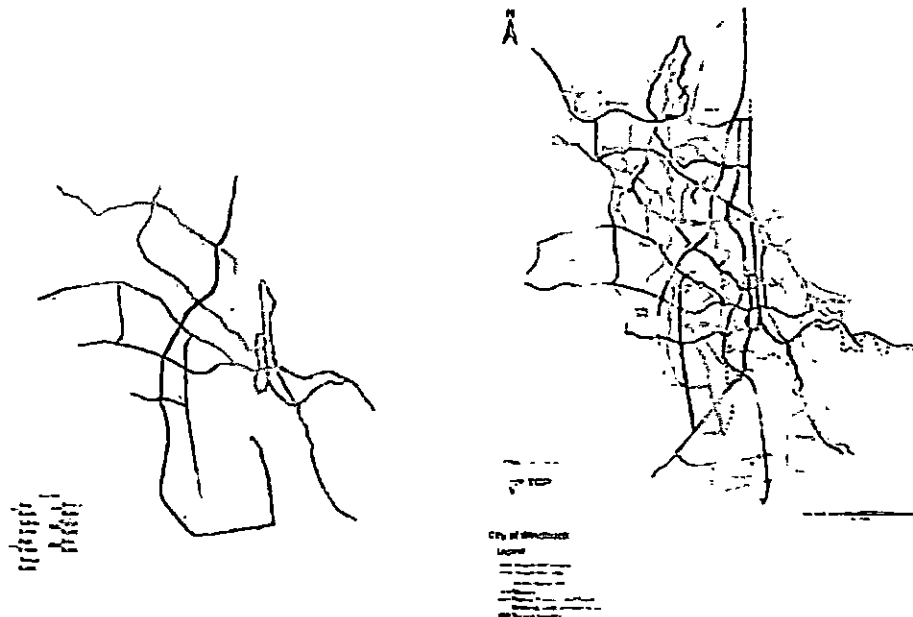


Figure 2-1: Proposed NMT network (SUTMP)

2.2 CoW NMT Strategy and NMT Design Guideline

The City of Windhoek NMT Strategy (2018), developed with support from MWT and GIZ, builds on the SUTMP and addresses the city's socio-economic realities. With only 20% of households owning cars and low-income families spending up to 25% of income on transport, walking and cycling are essential for equity, affordability, and access to services.

based bicycle distribution, and universal access for vulnerable groups. Cultural change campaigns aim to promote cycling among women and youth.

Policy and Engagement

Supporting reforms include safer road designs, pass-wide legislation for cyclists, and stricter enforcement of unsafe driving. Awareness campaigns, stakeholder engagement, and the establishment of a CoW NMT Working Group with an appointed NMT Champion will ensure coordination and long-term implementation.

Conclusion

The strategy offers a comprehensive framework for shifting mobility patterns toward sustainable and inclusive transport. By combining infrastructure, policy reforms, and community engagement, it aims to transform Windhoek into a cycle- and pedestrian-friendly city.

2.3 Transformative Urban Mobility Initiative (TUMI)

The Transformative Urban Mobility Initiative (TUMI) pilot tested 8 km of bicycle lanes, shown in Figure 2-3, using low-cost traffic cones as barriers. While this allowed more kilometres to be built within budget, the cones proved fragile and ineffective, with many damaged by motorists, as shown in Figure 2-4.

Lessons Learned

The study highlights several key lessons for future NMT and cycle lane projects in Windhoek:

- **Project Planning and Scope** – Clearly define project scope upfront and include contingencies in project costs to avoid uncertainty.
- **Design Input** – Engage end users and professional cyclists early in the design process for practical route advice.
- **Cyclist Preferences** –
 - Cyclists prefer staying on paved roads and crossing with vehicles at intersections.
 - Road surface markings are more effective than roadside signs.
 - Cycle lanes must be paved to avoid bicycle damage.
 - Partial separation from vehicles is desirable, though alternative methods can be explored.
- **Community and Safety Considerations** – Careful planning is required in areas with high access points (e.g., driveways), and thorough consultation with residents and businesses is essential to address safety and acceptance issues.
- **Technical Coordination** – Verify all municipal services in the road reserve before construction.

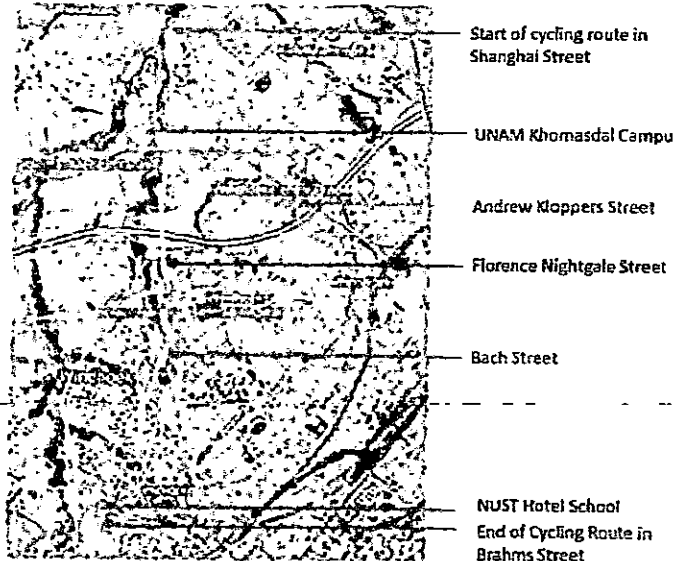


Figure 2-3: TUMI Bicycle Lanes



Figure 2-4: Florence Nightingale – TUMI Route

- SANRAL. (2013). South African Pavement Engineering Manual - Chapter 9 - Material Utilisation and Design;
- Timmons, S., Andersson, Y., McGowan, F. P., & Lunn, P. D. (2024). Active travel infrastructure design and implementation: Insights from behavioural science.
- TMH14. (2018). Committee of Transport Officials: South African Standard Traffic Data Collection Format.

It is acknowledged that every city is unique in terms of demographics, culture, landscape, economy, etc. Hence, the consulting team took extra caution not to blindly adopt principles and solutions that may not be suitable for Windhoek. Detailed discussion and reference to the above documents are made in this report under the relevant headings and sub-headings.

2.6 Advocacy & Awareness

2.6.1 Mobility Challenges in Windhoek

According to the Netherlands' *Cycling Resource Navigator* compiled by Velo Mondial, mobility in Windhoek is, in context, characterised by:

Car Dependency	Heavy reliance on private vehicles due to lack of formal, accessible public transport.
Informal Transport	Minibus and taxi systems dominate but are unregulated, inefficient, and pose safety risks.
Limited Non-Motorized Infrastructure	Few sidewalks and cycling lanes; walking and cycling are unsafe and poorly integrated.
Urban Sprawl	Low-density urban form increases travel distances, hindering efficient public transport.
Sustainable Mobility Initiatives	Efforts underway include BRT feasibility studies, NMT strategies, and urban mobility planning.
Traffic Congestion and Pollution	Rising car ownership leads to congestion and environmental impacts from emissions.

Improving mobility in Windhoek will require significant investment in integrated public transport systems, sustainable urban planning, and dedicated infrastructure for active mobility.

Many of these challenges have been identified in the supporting documentation referenced throughout this report and are addressed in the proposed strategic interventions.

2.6.2 Insights from the African Continent

Experiences from Dar es Salaam, Nairobi, and Cape Town show that although NMT is the most common mode of transport in African cities, it is often neglected and underfunded. Lessons highlight the importance of context-specific planning, traffic calming, safe infrastructure, stronger law enforcement, cultural change, reliable data, and integration with public transport to reduce car dependency.

Case studies reinforce these insights: Cape Town demonstrated the value of inclusive, people-focused design and community empowerment; Vienna showed that sustained political will, investment, and clear targets can double cycling's share; and the United Kingdom highlighted strategies such as reducing motor traffic, calming speeds, building dedicated infrastructure, and shifting public attitudes—approaches directly relevant to Windhoek's challenges.

4. Data collection

The study utilised two types of data collection methods to gather comprehensive insights, incorporating both primary and secondary datasets:

- Quantitative Methods:
 - Traffic Surveys.
 - Household Travel Surveys.
 - Stated Preference Survey.
 - Accident Data, which was exclusively secondary data.
- Qualitative Methods:
 - Focus Group Discussions.
 - Community Engagement Workshops.

In addition to the primary data collection, secondary datasets such as historical traffic volumes, census data, transport models based on historical travel/traffic surveys, and published reports were utilised and analysed.

4.1 Traffic Surveys

Two types of traffic surveys were conducted for this study: classified intersection counts and vehicle occupancy counts. The classified intersection counts were performed at fifteen (15) intersections, while the vehicle occupancy counts were conducted at five (5) locations. These traffic surveys were significant for several reasons.

- Understanding existing traffic flow and patterns,
- Identifying high-demand areas for NMT infrastructure,
- Assessing modal share and demand for alternatives, and
- Providing environmental and economic justifications for the need for an asymmetric churn towards non-motorized transport.

The traffic survey methodology involved the following:

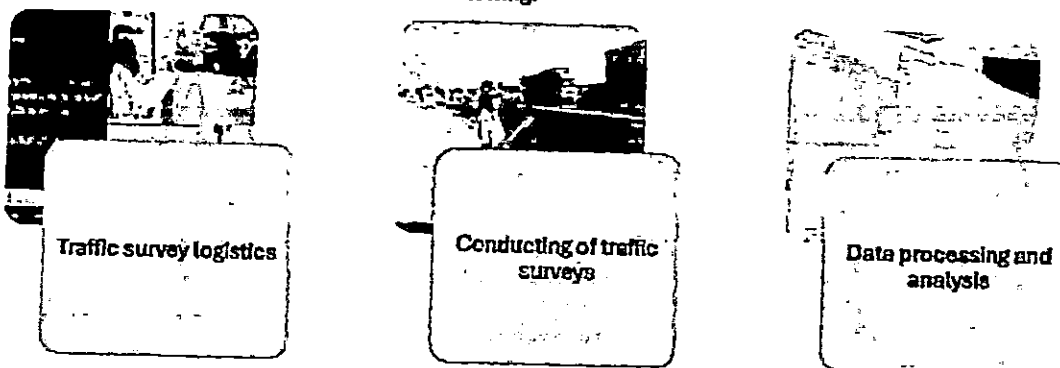


Figure 4-1: Traffic Survey Procedure

4.1.1 Traffic Survey Locations

The traffic survey locations were strategically selected, with the majority of surveys conducted in constituencies where Phase 1A trips predominantly originate as displayed in Figure 4-2.

4.1.2 Traffic Survey Forms

The survey forms were designed to capture data similar to that collected in the (SUTMP, 2013) report. The data collection was carried out in 15-minute intervals from 05h30 AM to 18h00 PM. The forms covered the following categories: light vehicles, taxis, minibuses, buses, heavy vehicles, pedestrians, and cyclists. Additionally, the forms adhered to the guidelines set out in (TMH14, 2018). While the categories in both the vehicle occupancy forms and the classified intersection counts were consistent, the vehicle occupancy forms only included light vehicles, taxis, minibuses, and buses to capture vehicle occupancy rate data.

4.1.3 Enumerator Training

The survey team consisted of three (3) supervisors from SMEC Namibia and sixteen (16) enumerators, who were students temporarily employed to assist with the traffic surveys. To ensure high-quality results, the team underwent thorough preparation. Two training sessions, encompassing both theoretical and practical sessions, were conducted on July 11th and 12th, 2024, before the commencement of the surveys. This training aimed to equip the team with the necessary skills and knowledge to conduct the surveys effectively.

4.1.4 Conducting of Traffic Surveys

Traffic surveys were conducted over six days, from July 16th to July 25th, 2024, in accordance with the guidelines outlined in (TMH14, 2018). The surveys were carried out exclusively on Tuesdays, Wednesdays, and Thursdays to ensure that the data collected represents regular travel patterns. This also facilitates accurate pattern and growth comparisons over time, minimising the influence of special events, holidays, or weekends. Enumerators, as shown in Figure 4-3 were assigned different approaches and survey types each day. Depending on the size of the intersections, two (2) to four (4) intersections were completed per day.



Figure 4-3 : Enumerators Conducting Traffic Surveys

4.1.5 Data Processing and Analysis

The processing involved several steps, as illustrated in Figure 4-4. First, enumerators digitised the survey results by entering them into Microsoft Excel. The data then underwent a thorough review process, including validation, quality checks, and verification procedures to ensure accuracy and reliability. SMEC Namibia received 15 classified intersection surveys conducted in 2024 from the CoW. However, after completing the data validation and quality control processes, only nine (9) out of fifteen (15) surveys were used in the analysis, as six (6) did not meet the required standards.

Data collection

The report "Design and Implementation of a Stated Preference Survey to Study the Potential Shift from Taxi and Walking to Non-Motorised Transport in Windhoek," dated 20 November 2024, contains the technical details of the survey design, sampling, choice model estimation, and results (the parameters used downstream in estimating the potential cycle mode share). Refer to Annexure A-1 for the detailed report.

Because an SP survey can be demanding on both surveyors and respondents due to its complex design, a balance had to be struck between achieving an acceptable sample frame and limiting the number of choice scenarios and attributes for each scenario. This ensures the survey is not too complex to administer or for respondents to understand, thus maintaining the quality of the results.

Each alternative is described by specific attributes (e.g., price, quality, features). Respondents are then asked to choose their preferred option from these alternatives. This method helps researchers and policymakers estimate the value individuals place on different attributes and predict how changes in these attributes might influence their future choices.

The cycle mode shift model utilises the outputs of the Stated Preference Survey conducted under this project. Following a literature review on the main factors influencing people's choices to take up cycling or not, and a series of team workshops to balance the amount of information (parameters to be surveyed), two separate series of choice questions were designed:

- One for those who currently walk as their main mode.
- Another for those who currently use a taxi.

A subset of the HHTS respondents was asked to answer the SP survey questions based on their current main mode as indicated earlier in the HHTS questions. These respondents randomly received a set of 6 choice questions from a larger set of 48 choice questions. For each of the six choice sets, there are two options, and the respondent is asked to carefully review the attributes presented and choose their preferred option:

- Option 1: Continue using their current mode (either taxi or walking).
- Option 2: Switch to a new mode (cycling).

The attributes are varied according to a statistical design in each choice card, as indicated in Table 4-1 and shown in the example in Figure 4-5: Example of one set of 6 choice cards answered per respondent (current taxi user).

Table 4-1: Stated Preference Survey Attributes

Attributes	Taxi		Walk	
	Option 1 Keep using Taxi	Option 2 Switch to Cycling	Option 1 Keep walking	Option 2 Switch to Cycling
Travel Time (min)	5 or 10	15 or 30	50 or 90	15 or 30
Travel Cost (per trip)	N\$5 or N\$10 or N\$13 or N\$28	N\$5 or N\$10 or N\$15	Free	N\$5 or N\$10
Types of Infrastructure	N/A	None Bike lane in roadway or Separate bike lane	None or Shared lane with bike next to the road	None Bike lane in roadway or Separate bike lane
Security features	N/A	None or / Street lighting or / Speed camera		
Availability of bicycle parking at destination	N/A	None or Parking at destination	N/A	None or Parking at destination
Weather	Mild / Cold / Hot			
Attractiveness	None or / Trees next to the road or / Stalls or shops next to the road			

5. Socio-Economic Baseline Assessment

5.1 Introduction

This report describes the results of the Socio-economic Baseline Survey, which aimed to collect baseline data for future impact measurement. The survey covered demographics, transportation types, travel costs, attitudes towards NMT, travel time, distances, obstacles, and future NMT needs.

5.2 Demography

The survey encompassed a sample of 2,888 residents from the 2022 NSA sample frame of 371,341 individuals aged 6 to 65 across the eight participating constituencies. Weighted data from the survey for 2024 indicates a population increase to 395,089, reflecting an annual growth rate of 3.25%, comparable to the 2023 census rate of 3.1% for the Khomas Region. The survey recorded more females than males in seven of the eight constituencies, with Windhoek West being the exception. Educational levels vary, with 2.9% never attending school, 11.5% not completing primary education, 42.5% completing primary education, 24.5% completing secondary education, and 18.4% completing tertiary education. The survey indicated a 45.9% unemployment rate for the eight participating constituencies (the 2023 Census recorded 34.4% for Khomas Region).

5.3 Main Mode of Transportation

Transportation is essential for social interaction, trade, and economic prosperity, with improved networks enhancing productivity and reducing carbon footprints through technological advancements and diverse transportation modes.

- **Main Modes of Transportation:** The primary modes of transportation in Windhoek include taxis, walking, and private cars. Over half of the respondents used taxis, followed by walking and private cars. Windhoek West residents predominantly use private cars, while Tobias Hainyako, Moses //Garoëb, and Katutura East constituencies have the highest proportion of residents who walk.
- **Bicycle Usage:** Bicycle usage is minimal, with only 0.3% of respondents using bicycles regularly.
- **Most Important Daily Trips:** Nearly one-third of respondents consider work trips the most important daily trips, followed by school trips, shopping trips, and trips to tertiary education facilities.
- **Gender Differences in Transportation:** Females are more likely to walk and use taxis, public buses, and e-hailing services, while males are more likely to use private cars and private buses. All bicycle users are male.
- **Age-Based Transportation Preferences:** Younger respondents (6-14 years) prefer walking, while older age groups (20-34 years) are more likely to use taxis. Those older than 34 years prefer taxis, followed by private cars.
- **Educational Attainment and Transportation:** Those with lower educational attainment are more likely to walk, while those with higher education levels tend to use private cars and e-hailing services.
- **Employment Status and Transportation:** Employed individuals primarily use taxis and private cars, while the unemployed and actively seeking employment favour taxis and walking.
- **Income and Transportation Choices:** Individuals with no income mostly walk, while those earning between N\$1,000 and N\$9,000 per month prefer taxis. Higher-income earners (above N\$9,001) predominantly use private cars.

5.4 Main Destinations

This section explores the primary destinations residents travel to, categorised by their modes of transportation, perceived distances, and the time taken to reach these destinations from their homes. This information aims to

- **Bicycle Parking Bays:** Most respondents indicated a lack of safe bicycle parking bays in public places, with 84.0% reporting unavailability or lack of knowledge about them. The unavailability was noted both within and outside constituencies, workplaces, shops, and recreational facilities.

5.7 NMT Preferences

Respondents were informed about the planned improvements for NMT in Windhoek, including paved sidewalks, bicycle lanes, and enhanced traffic laws to protect cyclists and pedestrians.

- **Preference for Cycling to Work and Social Facilities:** 51.6% of respondents preferred cycling to work and educational institutions with improved NMT infrastructure. Additionally, 49.6% preferred cycling to social facilities over other modes of transport. Preferences varied by constituency, with a higher willingness to cycle in John A. Pandeni and Tobias Hainyeko constituencies compared to Samora Machel and Katutura Central.
- **Employment and Education Influence on Cycling Preference:** Less than half of the employed and slightly more than half of the unemployed were willing to cycle to work if NMT infrastructure was improved. Primary and secondary school learners showed a higher willingness to cycle to learning institutions.
- **Income Influence on Cycling Preference:** Respondents with the lowest and highest monthly incomes were more likely to prefer cycling to work instead of using taxis, private cars, or buses.
- **Gender and Age Influence on Cycling Preference:** Male respondents were more likely to prefer cycling with improved NMT infrastructure than females. Younger age groups were also more inclined to prefer cycling over older age groups.
- **Preference for Walking to Work and Social Facilities:** 34.3% of respondents preferred walking to work with improved NMT infrastructure. More than half preferred not to walk to work, school, or places to seek employment. Preferences for walking varied by constituency, with higher willingness in Tobias Hainyeko, Katutura East, and John A. Pandeni constituencies compared to others.
- **Attitudes Towards NMT:** Attitudes towards NMT were generally positive, with respondents recognising the social and health benefits of walking and cycling. However, concerns about safety, security and cultural perceptions were noted.
- **Affordability and Safety Concerns:** 77.0% of respondents believed purchasing a bicycle would be affordable if they saved money from not taking taxis, but 58.0% were afraid of falling off bicycles. Safety concerns for children using bicycles were also highlighted.

5.8 Conclusion

The NMT Socio-economic Baseline Survey Report highlights the potential for NMT in Windhoek and provides recommendations to promote its use.

- **High Propensity for NMT Use:** The survey reveals a significant inclination towards NMT among the eight constituencies in Windhoek, recommending that the municipality and partners actively promote and integrate NMT into the urban transportation system.
- **Recommendations for Infrastructure Improvements:** To encourage NMT, it is recommended that the infrastructure be linked to public transportation, ensuring direct, safe, secure, comfortable and convenient routes to key destinations. Additionally, proper facilities such as bicycle bays and showers at workplaces should be provided, with policies supporting these improvements.
- **Advocacy and Awareness Campaign:** An effective NMT advocacy campaign should emphasise its health benefits, cost savings, and environmental advantages. It should also address safety and security concerns, promote inclusivity, and involve stakeholder partnerships to support bicycle provision, use, and maintenance.

The full socio-economic baseline assessment is attached in Annexure A-5.

6.3 Socio-economic Impact Assessment and Social Impact Management Plan

The SIA aimed to identify and assess the proposed project's social risks and impacts, leading to the development of a Social Management Plan (SMP) to mitigate negative impacts and enhance benefits. The methodology involves evaluating the nature, significance, and probability of impacts using criteria such as extent, intensity, and duration.

Potential Construction Impacts: Potential impacts during construction include economic benefits from employment, negative health and social well-being impacts, disruptions to the social environment, and cultural heritage concerns. Mitigation measures are proposed for each impact.

Potential Impacts in the Operational Phase: Positive economic impacts during the operational phase include increased bicycle sales and maintenance, while negative impacts may affect public transportation income. Walking and cycling promote an active lifestyle, improving physical and mental health, reducing healthcare costs, and enhancing community well-being. Investments in cycling and walking infrastructure can reduce physical inactivity and air pollution and contribute to climate change mitigation. Improved NMT infrastructure can enhance access to social services, reduce travel time, and increase safety for pedestrians and cyclists. Walking and cycling can foster better family and community relations by encouraging social interactions and improving overall well-being.

Social Management Plan: The Social Management Plan recommends implementing measures during the planning, design, implementation, and decommissioning phases to ensure the project's social acceptability and sustainability.

6.4 Needs and Desirability, Alternatives and No-go Option

Needs and Desirability: There is a significant need and desire for the NMT infrastructure in Windhoek, with many community members expressing excitement about its implementation. However, some concerns were raised about CoW's neglect of other prioritised needs such as road infrastructure, sanitation facilities, and communal water and electricity supply.

Alternatives Considered: Alternatives to the NMT network include an electric sky train, utilising the existing railway line for passenger services, and an underground electrical train. These alternatives were suggested during community consultations but were noted to be potentially unjustifiable due to high costs and Windhoek's small population.

No-go Option: The no-go option, which involves not implementing the NMT network, was generally not recommended. Most participants were eager for the project, which has been in the pipeline since 2012, to proceed. Not implementing it would negatively impact those already walking to various destinations and withhold the social, economic, environmental, and health benefits of NMT.

6.5 Conclusion and Recommendations

The Scoping Report provided background on socio-economic conditions, identified initial impacts, and captured stakeholder feedback on the proposed NMT network. Most communities expressed strong support, with concerns centred on safety, infrastructure quality, and inclusivity. The overall analysis concluded that positive impacts would outweigh negative ones.

Infrastructure Improvements

The report emphasises the need for high-quality, safe, and accessible infrastructure. This includes separate lanes for walking and cycling, smooth surfaces, uninterrupted connections across barriers such as the Western Bypass, and safe crossings at hazardous locations. Facilities such as seating, shading, sanitation, waste disposal, and universal access for women, children, the elderly, and people with disabilities are essential. Labour-based construction methods should also be prioritised.

Safety and Security

7. Environmental Scoping

The Environmental Scoping Report identified several environmental impacts and corresponding mitigation measures. The report has been submitted to the stakeholders prior to the submission of this report. Below is a summary of key impacts and proposed mitigation measures:

Construction Phase

- **Loss of Vegetation:** Clearing sites for construction may lead to significant vegetation loss. Excavation and site clearing may cause soil erosion, flooding, and water contamination from runoff carrying pollutants like fuel and cement
 - **Mitigation:** Replanting protected species, compensatory planting with native species, phased clearing, and maintaining/landscaping vegetation
 - **Mitigation:** Diverting runoff, maintaining natural drainage, controlled wastewater disposal, and erosion control measures.
- **Emissions from heavy machinery and dust may degrade air quality.**
 - **Mitigation:** Emission controls, covering trucks transporting materials, water spraying for dust control, and setting up construction equipment away from communities.
- **Spillage of fuels and lubricants may contaminate soil.**
 - **Mitigation:** Designated storage areas with impermeable flooring, stormwater management, and cleanup using bioremediation techniques.
- **Noise Pollution:** Construction activities and machinery can cause noise disturbances.
 - **Mitigation:** Using low-noise machinery, informing communities of noisy activities, scheduling work during the day, and providing ear protection for workers.
- **Degradation of Quarries and Borrow pits:** Sourcing local materials could lead to habitat loss, soil erosion, and safety risks.
 - **Mitigation:** Engaging only with sites that have rehabilitation plans, implementing stormwater management, and restoring borrow pits post-construction.
- **Construction Waste Generation:** Various waste, including solid, liquid, and e-waste, may pose environmental and safety risks.
 - **Mitigation:** Waste management plans, approved disposal sites, regular emptying of waste receptacles, and inventory control measures.

Operational Phase

- **GHG Emissions:** Reduced GHG emissions due to improved traffic flow and less congestion.
 - **Positive Impact:** Contributing to lower CO₂ levels and reduced air pollution.
- **Stormwater Impacts:** Increased runoff from widened roads may cause flooding and water pollution.
 - **Mitigation:** Implementing stormwater management plans, using Nature-based Solutions (NBS) for improved water filtration, and maintaining drainage infrastructure.
- **Waste Generation:** Improper disposal of waste by NMT users could affect city aesthetics and public health.
 - **Mitigation:** Installing adequate waste collection facilities, regular waste removal, and public awareness campaigns.

8. Awareness and Advocacy Report

The Socio-Economic Baseline Assessment provides a comprehensive overview of transport modes, preferences, challenges, and attitudes toward Non-Motorised Transport (NMT) in Windhoek. This chapter complements the current advocacy strategy and offers valuable insights into mobility trends and opportunities for growth.

8.1 Strategic Framework

8.1.1 Transforming Urban Mobility

Promoting cycling and walking as viable alternatives to private vehicle use demands a comprehensive strategy to reshape Windhoek into a safer, healthier, and more socially connected city. This transformation must be:

- Incremental and deliberate, allowing for gradual adoption and adaptation.
- Practical and convenient, ensuring ease of use for daily commuters.
- Low-cost and inclusive, accessible to people of all income levels.
- Healthy and direct, encouraging physical activity and efficient travel.
- Universal, suitable for people of all ages and abilities, including those with disabilities and other vulnerabilities.

8.1.2 Advocacy and Awareness Integration

The success of NMT infrastructure depends not only on its physical implementation but also on timely and targeted advocacy measures. These include:

- Phased awareness campaigns, aligned with infrastructure development timelines.
- Accessibility initiatives, such as bicycle distribution and learn-to-ride programs.
- Integration of existing activities, leveraging current platforms and community networks.

This incremental approach ensures that as infrastructure is designed and constructed, local training and bicycle access are simultaneously expanded, fostering community ownership and sustained use.

8.1.3 Infrastructure Support

Demonstrating a clear and timely commitment to the development of safe Non-Motorised Transport (NMT) routes is essential. This commitment must be effectively communicated to stakeholders and community structures to build trust and ensure meaningful participation. Awareness-raising initiatives should serve as a bridge between planned infrastructure projects and community engagement, providing a platform for feedback, dialogue, and refinement of interventions based on local needs.

To successfully establish a robust environment for walking and cycling, infrastructure support must be prioritised and include the following components:

- **Segregated Cycle Lanes:** Prioritise the construction of safe, direct, and continuous cycling routes that are physically separated from motorised traffic to enhance safety and usability.
- **End-of-Trip Facilities:** Integrate essential amenities such as secure bicycle parking, showers, and repair stations into public spaces, workplaces, and transport hubs to support daily commuting.
- **Maintenance Programs:** Collaborate with NGOs and local businesses to establish community-based bicycle repair hubs. Organisations such as BEN Namibia and E-Bikes for Africa offer valuable models for partnership and capacity building in this area.

1. Phase 1 (2024–2025): Feasibility

This initial phase focuses on laying the groundwork for the program. Key activities include:

- launching public awareness campaigns to generate interest and gather baseline data,
- Piloting segregated cycle lanes in selected areas to test viability, and
- Conducting community consultations to refine strategies and ensure local relevance.

These efforts will help shape the direction of the program and identify priority areas for intervention.

2. Phase 2 (2026–2028): Planning and Implementation

During this phase, the program will scale up based on insights from the feasibility study. Infrastructure development will be expanded, training programs and community events will be rolled out more broadly, and a Bicycle Advisory Group (BAG) will be established alongside supporting forums and organisations. Partnerships will be formed with existing bicycle suppliers and training centres to ensure sustainability and local capacity-building. Continuous evaluation using performance metrics will guide refinements and improvements.

3. Phase 3 (2029 and Beyond): Review and Building on Successes

The final phase aims to institutionalise cycling as a primary mode of transport, supported by improvements in public transport efficiency. Long-term partnerships with local businesses and international donors will be developed to sustain and grow the program. This phase will focus on embedding cycling into the city's mobility culture and ensuring that the infrastructure, training, and advocacy efforts continue to evolve and respond to community needs.

8.2.1 Advocacy Program

The City of Windhoek will launch a long-term cycling advocacy program (2026–2030) managed by an Advocacy Champion responsible for coordinating activities, stakeholder alignment, and monthly reporting. With a budget of N\$55,000 per month, the program will fund expert services, awareness campaigns, and community engagement. Beneficiaries include schools, NGOs, bicycle distributors, and local businesses, with activities delivered from a central office and through neighbourhood visits. The initiative supports broader sustainability, health, and climate goals while embedding a safe, inclusive cycling culture.

8.2.2 Establishment of the Bicycle Advisory Group (BAG)

The BAG will oversee advocacy program implementation, uniting stakeholders from government, cycling federations, schools, the bicycle industry, legal experts, and NGOs. It will address cyclist rights, by-laws, and growth opportunities, including e-bikes and event facilities. Monthly meetings and workshops will promote skills development, awareness, and inclusivity, with a dedicated N\$5,000 monthly budget. The BAG will also manage media campaigns, cycling events, and financial planning through partnerships, ensuring direct reporting to the Advocacy Champion and alignment with strategic goals.

8.2.3 Training Programs and Community Events

From 2026–2030, coordinated training and community events will build cycling capacity and awareness across Windhoek. Activities include monthly community meetings (N\$7,000), themed workshops on safety and maintenance (N\$10,000), and promotional campaigns (N\$3,000). School-based programs will teach bicycle proficiency and maintenance, supported by cycling academies and empowerment centres. Collaboration with schools, civil society, and training institutions will ensure inclusivity, particularly for women, youth, and disadvantaged communities, embedding cycling knowledge at all levels of society.

8.2.4 Cycling Events

A citywide Cycling Events Program will run between 2026–2030, delivering 20 events (four annually) at N\$20,000 each. These events will promote safe cycling skills, road awareness, and inclusive participation,

mapping, stakeholder engagement, and data management. This approach will deliver a progressively expanding, inclusive cycling network tailored to community needs and urban growth.



Figure 8-2: International conferences and forums help build consensus, guidelines

8.2.8 Evaluation And Refinement

The program will incorporate a structured evaluation process led by independent experts to measure impacts, uptake, and safety outcomes. Annual reports during the first three years will assess socio-economic benefits, advocacy effectiveness, and infrastructure use, with recommendations for improvement. The evaluation will also explore synergies with rental schemes and other innovations. Continuous feedback loops will ensure the program remains adaptive, responsive, and focused on establishing cycling as a core component of sustainable mobility in Windhoek.

8.2.9 Implementation Plan Summary

A summary of the proposed implementation plans as well as the relevant costing thereof, is presented in the table below:

Table 8-1: Summary of awareness and advocacy initiatives

1	ADVOCACY PROGRAM	01/01/2026	01/12/2030	3,600,000.00	16%
2	BICYCLE ADVISORY GROUP (BAG)	01/03/2026	01/12/2030	320,000.00	1%
3	BICYCLE SUPPLY RESEARCH	01/01/2026	01/12/2030	430,000.00	2%
4	TRAINING PROGRAMS AND COMMUNITY EVENTS	01/04/2026	01/12/2030	1,250,000.00	6%
5	CYCLING EVENTS	01/09/2026	01/12/2030	400,000.00	2%
6	BICYCLE SUPPLY	01/09/2026	01/12/2030	13,430,000.00	61%
7	ROUTE MAP PLANNING	01/04/2026	01/12/2030	630,000.00	3%
8	EVALUATION BASED ON PERFORMANCE METRICS	01/09/2026	01/12/2030	1,970,000.00	9%
TOTAL		01/01/2026	01/12/2030	22,050,000.00	100%

The proposed implementation initiatives are scheduled at varying frequencies and periods. Plotting the cost of these initiatives over the proposed period yields the following graph:

9. Route Network & Engineering

9.1 Traffic Analysis and Demand Forecast

Subsets of the data gathered in the Socio-economic Baseline Survey or Household Travel Survey (HHTS) were analysed in more detail and used in the development of the cycling demand estimation model. Key findings were:

- Overall, cycling's modal share is currently only 0.3% in Windhoek. Although low, this compares well to the mode share obtained from the traffic counts. It is also in a similar range to other low-density cities in South Africa.
- Walking is the predominant mode for those who are unemployed or have very low incomes, but it drops steeply to around 20% for those earning more than N\$5000. At this income level, 55% use taxis as their main mode of transport, while the remaining 45% is spread between cars, buses, and e-hailing. As income rises, so does the use of cars, with taxi use reducing correspondingly. At around N\$12500 per month, car use is equal to taxi use. At N\$15000 per month, cars become the main mode of transport (50% modal share), while taxi use drops to only 35%.
- The average bicycle ownership of 4.2% in the target market is substantially higher than the current mode share of cyclists, as found in the Household Travel Survey (0.3%). This indicates that some households already have access to bicycles, but they are not used regularly for commuting to work or school. Instead, they may be used for leisure or other purposes, or they may not be in running order and need maintenance.
- For employment trips, car and taxi users follow very similar patterns, with the highest number of respondents estimating their trip distance as 10 km. Relatively few people walk to work, and while it is possible that some respondents indicating they walk to work for 5-10 km are actually doing this (e.g., 6 km at a brisk walking pace of 1.5 m/s or 5.4 km per hour can be covered in just over an hour), it is also possible that some of these responses may be due to walking being part of a combined walk and public transport trip.
- The distribution of education trips by taxi is similar to that of work trips, with the exception that there are fewer trips longer than 10km. This suggests that most people attend schools closer to their homes. Fewer learners or tertiary students use cars, and up to 5km, a sizable number of people walk, unlike work trips.
- Among the 49.7% of taxi users hesitant to change to cycling, 41.3% and 28.0% cited long travel distances and cycling being too time-consuming (closely related to distance) as their reasons.

9.1.1 Classified Intersection Counts

The survey results were analysed based on hourly traffic distribution to determine peak hours. Peak traffic periods were categorised into three groups: morning peak (05h30 AM to 10h00 AM), afternoon peak (12h30 pm to 14h30 PM), and evening peak (14h30 PM to 16h00 PM).

The results showed that peak hour times vary across individual intersections, largely depending on their proximity to high-demand areas such as employment hubs and educational institutions. However, the overall Windhoek peak hours based on the fifteen (15) classified intersection person trips were identified as follows:

- Morning peak: 06h45 am to 07h45 am
- Afternoon peak: 13h30 pm to 14h30 pm

that minibuses generally carry an average of 6 persons, while buses have an average occupancy of 27 persons during peak periods.

2024 AM Average Vehicle Occupancy

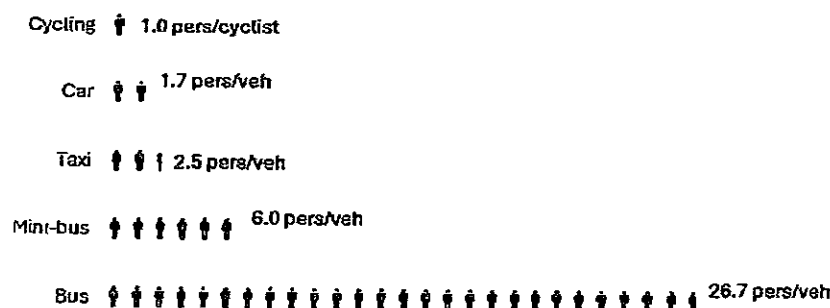


Figure 9-2: 2024 AM Average Vehicle Occupancy Across Five (5) Intersections.

2024 PM Average Vehicle Occupancy

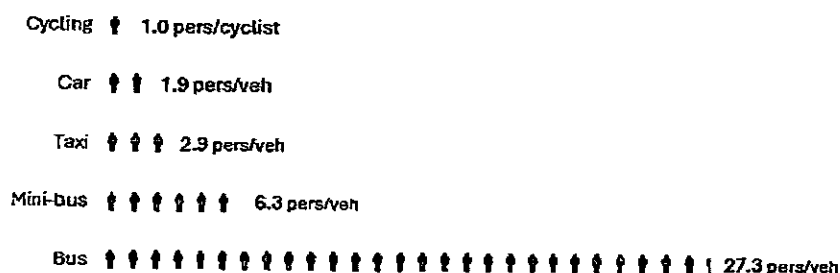


Figure 9-3: 2024 PM Average Vehicle Occupancy Across Five (5) Intersections

9.1.3 Modal Share

Classified intersections in terms of person trips, the model split was categorised into cyclists, light vehicles, taxis, minibuses, and buses. It is important to note that pedestrian data was excluded from the classified intersection modal share results. When included, pedestrian split ranged between 4% to 9% during peak periods, which is significantly low and may not be considered representative of the actual pedestrian demand. This omission is due to the difficulty in accurately counting pedestrians, who often use direct routes, river routes, shortcuts, or avoid intersections altogether. Additionally, some intersections are located far from residential areas, which further reduces pedestrian traffic at those locations. Cycling was included in the analysis, and the percentage was notably low. This may be attributed to the absence of a dedicated cycling network in Windhoek, which might discourage cycling as a viable mode of transport.

The data revealed that passengers in the far northern areas of Windhoek predominantly rely on taxis as their primary mode of transport. This dependence on taxis decreases gradually as one moves southward, with a corresponding increase in the use of private vehicles. Additionally, the data show a significant rise in person trips as proximity to the CBD increases, reflecting the growing demand for travel toward central areas where key opportunities, such as employment and educational hubs, are concentrated. It is important to note that the number of trips recorded in the northern constituencies might be lower due to a higher proportion of trips being made on foot, underscoring the need for more affordable, diverse transport alternatives.

9.1.5 Accident Data Analysis

Analysis of crash data for the years 2019, 2022 and 2023 received from the National Road Safety Council (NRSC) was conducted to identify patterns and challenges associated with road safety in Windhoek. The data provides the types of crashes, severity of injuries, and potential risk factors. Understanding these patterns is critical for designing infrastructure and implementing interventions to enhance safety for all road users, particularly pedestrians and cyclists who are vulnerable road users in the NMT system. A summary of the Crash Data is presented in the figure below:

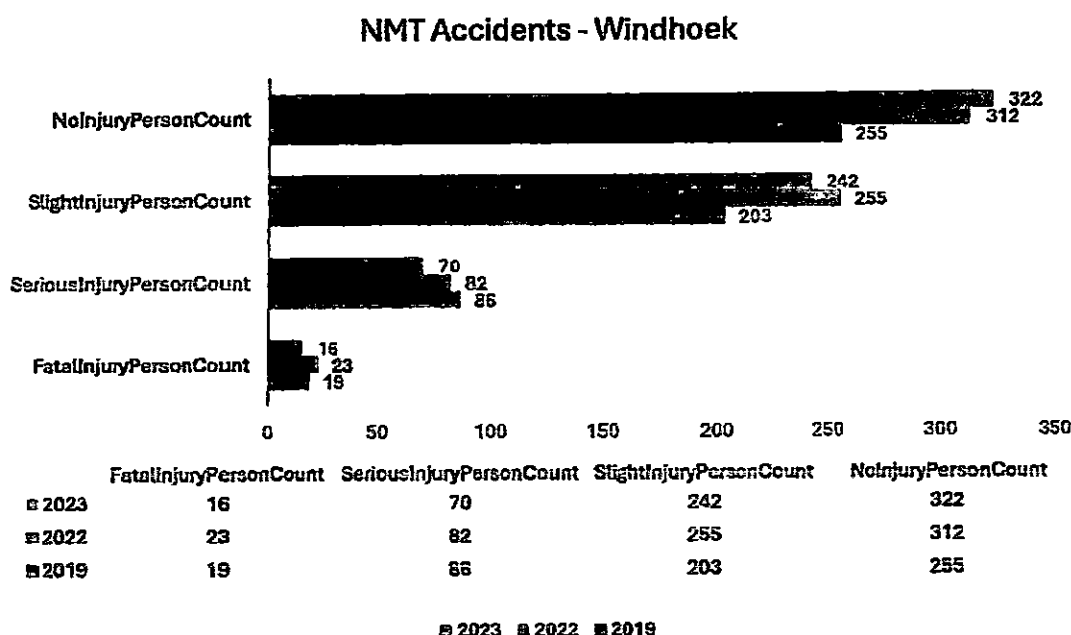


Figure 9-5: Accident summary – Windhoek – 2019, 2022, 2023

The cost of accidents significantly influences the economic evaluation. The Roads Authority (Economic Evaluation Manual, 2014) has recommended values based on estimates in 2011. The Consultant obtained more recent accident cost data from CSIR (Cost of Crashes in South Africa, 2016) for comparison. The estimated costs escalated to 2024 are displayed in the table below:

Table 9-2: Accident Cost Rate Comparison

Severity	RA Economic Manual Namibia 2024 (N\$)	SANRAL-CSIR South Africa 2024 (N\$)
Fatal	1,704,452	7,438,530
Injury-Serious	265,329	998,265
Injury-Slight	265,329	120,426
Damage only	58,727	66,421

CSIR's estimated cost of Fatal crashes is significantly higher, whereas the Roads Authority's estimate of slight injury is higher. Utilising the rates mentioned in Table 9-2, the annual cost of NMT-related accidents is displayed in the table below:

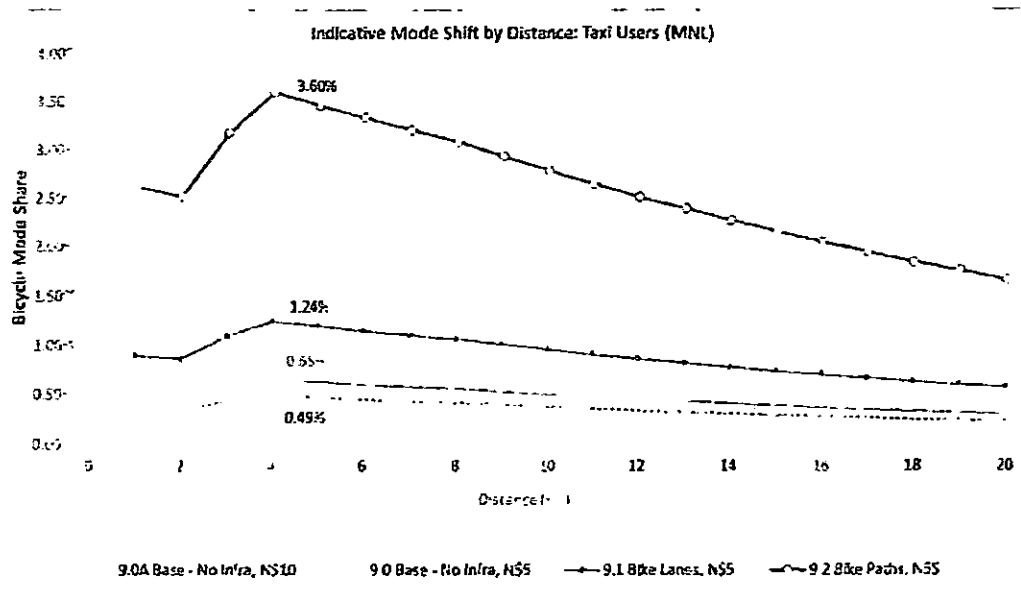


Figure 9-6: Impact of Bicycle Cost and Infrastructure Typology on Cycle Mode Share, by distance (Taxi)

9.2 Route network identification

Consideration of the target market and the development of the cycle demand model quantifying the potential mode shift to cycling are critical inputs into the development of the optimum network. This is an iterative process because the demand estimation dictates where infrastructure should be prioritised, however, the quality of the route network (in terms of the type of infrastructure and the connectivity of it) also influences the potential demand.

In every iteration the routes were filtered or adjusted. The iterations were as follows:

1. **Spatial Multicriteria Assessment (SMCA):** Available data was collected, organised and processed to develop an SMCA model. The model was weighted using stakeholders' preferences. Major Origin and Destination pairs were identified based on Household Survey data and used in the SMCA model to identify the initial backbone network based on the weighted stakeholder preferences.
2. The identified network was evaluated based on available desktop/aerial imagery. On-site verification was conducted by walking the routes to evaluate safety and user experience, conducting on-site measurements, identifying potential hazards or obstructions, and engaging with local stakeholders where necessary to understand community concerns.
3. The network was presented to the stakeholders in a workshop meeting and site meeting. Feedback, suggestions and preferences were incorporated in this iteration.
4. **Rational for Assessment of Alternative Routes: Level of Traffic Stress (LTS)** assessment on key routes and alternatives to ensure that the proposed network is functional and usable by all user types.
5. Consolidation of Inputs such as demand arising from the potential mode shift.

The final proposed NMT network to be further refined in the economic evaluation is indicated in below:

9.3 Geometric Design

9.3.1 Review the existing geometric design standards

Various guidelines and design manuals were reviewed and compared to provide a well-informed and comprehensive analysis of the applicable standards. Specific attention was paid to the following areas:

- Dimensions for the different classes of pedestrian and cycle lanes
- Retrofitting Measures (Insufficient Width)
- NMT Class Determination
- Horizontal and Vertical Alignment
- Gradients
- Typical Cross Sections
- Universal Access Design Standards
- Intersections Designs
- Guidance and Wayfinding
- Traffic Calming Measures

9.3.2 Review Of Phase 1 Detailed Design

A detailed NMT design stage was conducted in 2019, with some route sections overlapping with the proposed 2025 backbone network. The dimensions used in the 2019 Phase 1 detail design, align with the standards. While the cross-section dimensions were deemed acceptable the layout designs presented certain challenges depicted by Figure 9-8.

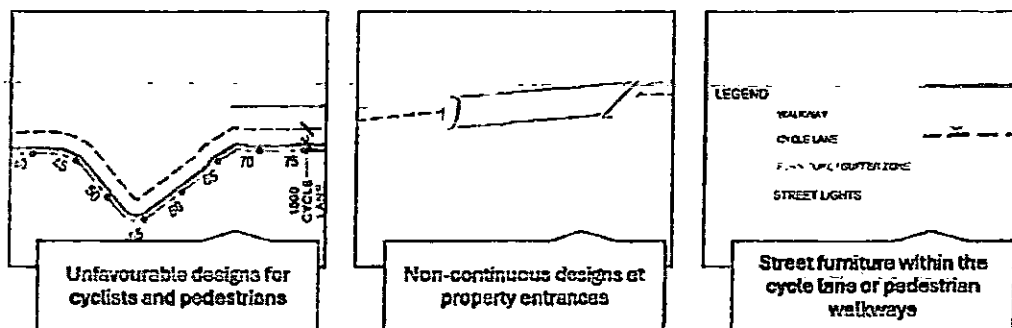


Figure 9-8: Review of Phase 1 Detailed Design Drawings

9.3.3 Exemplary designs

Exemplary drawings for a range of design elements are provided in Annexure A-7, including typical cross-sections for Class 1–4 roads, intersection layouts covering full intersections, T-intersections, and roundabouts, as well as standard details such as house access and other common features.

9.4 Pavement Design

Based on the recommendations of the CoW NMT design guideline and various international guidelines, the following pavement design alternatives were considered:

- Clay pavers

10. Climate Change Mainstreaming

The climate change component of the overall study considered climate change mitigation (greenhouse gas (GHG) reduction/decarbonisation) and adaptation (building resilience to the physical impacts of climate change) separately. The adaptation component considered what the impact of future climate changes will be on the project, making recommendations with respect to improving the resilience to climate change of any proposed upgrades or new builds. The mitigation component is built on the SUTMP to estimate and contextualise the NMT project's GHG emissions impact (including reduction potential), what alternatives exist, and how the project contributes to the country's Nationally Determined Contribution (NDC).

The climate change adaptation and mitigation components of the analysis were used to populate the KfW Climate Mainstreaming form, included in a separate Climate Change Mainstreaming Report. This report includes further detail on climate change linkages with NMT, a summary of Namibia's climate baseline, a summary of Namibia's Nationally Determined Contribution (NDC), and the completed KfW climate mainstreaming forms.

10.1 Climate Change Context

Namibia submitted its revised and updated NDC in 2021. The updated NDC has a conditional emissions reduction target of 91% by 2030 as compared to the business-as-usual scenario. The updated NDC includes a prioritised list of adaptation measures comprising 84 actions covering eight sectors. The total estimated cost of NDC implementation is approximately USD 5.33 billion by 2030, including USD 3.61 billion for mitigation measures and USD 1.72 billion for adaptation measures (NDC Partnership, 2025).

Namibia's climate is highly variable, with persistent and frequent droughts, unpredictable rainfall patterns and variation in temperatures. It is also one of the driest countries in Sub-Saharan Africa, with ~92% of the land area classified as semi-arid, arid or very-arid¹. A warming trend has been observed in Namibia since the 1960s^{2,3,4} and projections suggest, for the period 2040–2059, mean average temperatures are likely to increase by 1.7°C (1.3 to 2.5°C under SSP2–4.5), and 2.4°C (1.7 to 3.0°C) under SSP5–8.5⁵. Similar increases are expected for maximum and minimum temperatures during the same period⁶. In addition, the number of hot days (maximum temperatures exceeding 35°C) is projected to increase by 28.9 days (14.6 to 70 days) under SSP2–4.5 and 41.8 days (27.5 to 59.3 days) under SSP5–8.5⁷. While future precipitation trends continue to show a high degree of variation, there is an overall decrease projected for the Khomas Region⁸. The projected climate trends for mid to late century are likely to result in an increase in the frequency and intensity of droughts and water scarcity.

Namibia can be considered highly vulnerable to climate change as a result of its climate, socio-economic and environmental characteristics⁹. Historical inequalities, a legacy of apartheid policies, persist in terms of access to assets, patterns of poverty and unemployment. This structural inequality reduces the ability of a large proportion of the population to cope with and mitigate the impacts of climate change. From an environmental perspective, the arid climate and erratic rainfall make drought a persistent hazard, which will be exacerbated by climate change and contribute to localised water scarcity, desertification and land degradation¹⁰.

¹ World Bank Group. (2021). *Climate Risk Country Profile: Namibia*. [Online]. Available: https://climateknowledgeportal.worldbank.org/sites/default/files/country-profiles/15931-WB_Namibia

² World Bank Group. (2021). *Climate Risk Country Profile: Namibia*. [Online]. Available: https://climateknowledgeportal.worldbank.org/sites/default/files/country-profiles/15931-WB_Namibia

³ World Bank Group. (2024). *Climate Change Knowledge Portal*. [Online]. Available: <https://climateknowledgeportal.worldbank.org/>

⁴ Republic of Namibia. *Fourth National Communication to the United Nations Framework Convention on Climate Change*. [Online]. Available: <https://unfccc.int/documents/210515>

⁵ Temperatures are presented as the median (50th percentile value) with 10th and 90th percentile values in brackets

⁶ World Bank Group. (2024). *Climate Change Knowledge Portal*. [Online]. Available: <https://climateknowledgeportal.worldbank.org/>

⁷ Temperatures are presented as the median (50th percentile value) with 10th and 90th percentile values in brackets

⁸ World Bank Group. (2021). *Climate Risk Country Profile: Namibia*. [Online]. Available: https://climateknowledgeportal.worldbank.org/sites/default/files/country-profiles/15931-WB_Namibia

⁹ Republic of Namibia. *Fourth National Communication to the United Nations Framework Convention on Climate Change*. [Online]. Available: <https://unfccc.int/documents/210515>

¹⁰ Ibid.

Climate hazard		Today's situation		Future projection	
Water shortage/drought	Namibia, the Water Risk Atlas rates Namibia as having an 'extremely high' water risk rating, in terms of both water quantity and quality. By mid-century (2040-2060), a moderate decrease in precipitation is expected for the Khomas Region between December and February, as well as decreased predictability in rainfall patterns and a potential increase in the occurrence of extreme rainfall events, together with a potential increase in the risk of water scarcity for all target districts is 'very low'. However, the risk of water scarcity for the Khomas region as a whole is rated as 'high'.	Effects of heat	The latest climatology (1991-2020) indicates a warming trend across Namibia, with an increase in the frequency of hot days (>35°C) and a decrease in cold days (<5°C). (risk rating: 'Medium'). Some models project an increased risk of exposure to at least one prolonged period of extreme heat over the next five years	Other	Noses Garob: The risk of earthquakes NA is rated as 'very low', with a less than 2% chance of potentially damaging earthquakes shaking in the project area in the next 50 years.

Sources: Thakurathi (link); Climate Analytics Climate Impact Explorer (link); Worldbank (2021) Climate Risk Country Profile: Namibia (link); Worldbank Climate Change Knowledge Portal (link); Aqueduct Water Risk Atlas (link); Floodlist (2021) Namibia – Heavy Rain Continues, Flash Floods in Windhoek (link); Floodlist (2021) Namibia – Floods in Windhoek After 3 Months' Worth of Rain in 24 Hours (link); Namibia's Fourth National Communication to the UNFCCC (2020) (link); UNDRR and CMA (2019) Disaster Risk Profile: Namibia (link); UNEP & FIA Foundation (n.d.) Share the Road: Design Guidelines for Non-Motorized Transport in Africa (link)

Table 10-2: Resilience through the project (Resilience): hazards affecting the target group

Climate hazard		Flash flood (heavy rain)		Forest/bush fires		Effects of heat	
Exposure	Flash floods from extreme rainfall inflictual settlements face fire damage infrastructure and severely impact households – transport, and health. NMT users – expanding NMT can reduce air pollution exposure, improving watercourses. They also disrupt access to work and essential services by damaging roads, walkways, and bridges.	Highly vulnerable	Highly vulnerable	Highly vulnerable	Highly vulnerable		
	The target group will remain reliant on costly, flood-prone MT, increasing social and economic risks, even in the absence of the project.						
Adaptation	A safe NMT system reduces flood-related MT disruptions, lessening social and economic impacts. Expanding NMT reduces air pollution exposure, improving long-term health, especially in high temperatures.						
	Medium: The project will not eliminate flood, fire, or heat risks but will greatly improve NMT users' lives and health.						
Risks		The design of the NMT infrastructure takes into consideration exposure to flooding and heat particularly measures in its design to reduce exposure to flooding and heat particularly					

10.3 Mitigation

The primary GHG impact pathways associated with the proposed NMT solution, are as follows:

- The project will result in emission reductions associated with the shift in passenger transport demand from public transport (minibus taxi, taxi and bus) and private transport (cars), that currently run on internal combustion engines (ICE), to non-motorised transport (cycles) that produce no GHG emissions in the operating phase.
- The project will result in avoided emissions associated with the use of non-GHG emitting bicycles for a portion of new transport demand that would have been met by GHG emitting modes, notably minibus taxis.
- The project will result in additional emissions associated with the construction of the infrastructure for the system (notably additional fuel consumption). Some investment in infrastructure would be required without the project (e.g. pavement upgrades) and so the impact of the project only considers construction emissions that would be additional.
- The project will result in additional emissions embodied in the additional materials needed for the project infrastructure (cement and concrete, gravel, bitumen, etc.)

The GHG calculation methodology is detailed in the separate Climate Change Mainstreaming Report. The analysis is based on identifying passenger kilometres and the carbon intensity of those kilometres that the system is expected to offset (avoid). The available data and the modelling undertaken as part of the engineering study do not provide a comprehensive assessment of the entire vehicle fleet, including buses, minibus taxis, sedan taxis, and private cars. As a result, the analysis does not quantify the absolute emissions associated with public transport in the city or compare them directly to a scenario with the proposed solution. Instead, it focuses on identifying the extent to which passenger kilometres shift from existing transport modes to non-motorized transport and the carbon implications associated with that shift.

This study assessed emissions associated with three distinct phases:

- **Pre-construction phase:** emissions embodied in materials used to build the solution (system infrastructure).
- **Construction phase:** emissions associated with the construction of the solution
- **Operating Phase:** emissions impacts associated with the shift from internal combustion engine-based transport to non-motorised transport

For the operating phase, four scenarios were considered:

- **Baseline Scenario:** derived from the current transport activities, projected taking into consideration improving internal combustion engine (ICE) efficiencies and declining carbon intensity of passenger transport due to the increasing deployment of electric vehicles (EVs).
- **High Impact Scenario (high cycling uptake; high transport demand growth):** assumes full implementation of the "ultimate solution" by 2055. It assumes that the KfW-funded priority network is completed by 2028, that the remainder of the network is rolled out by 2033 and that full uptake is achieved by 2037 and sustained to 2055. that the remainder of the % of the full uptake is achieved by 2030. This is in line with Namibia's NDC Implementation plan KPI for this project. This scenario includes a 4.1% annual growth in transport demand to 2037, with demand remaining constant thereafter to 2055.
- **Medium-High Impact Scenario (high cycling uptake; medium transport demand growth):** assumes the same solution rollout and proportional uptake but the passenger kilometres diverted from GHG emission causing activities is lower due to a lower transport demand forecast (3.1% per year to 2037, with demand remaining constant thereafter to 2055).
- **Low Impact Scenario (low cycling uptake; low transport demand growth):** based on the same system rollout but assumes a lower uptake (33% of the full potential). Transport demand growth is also assumed to be lower (2.1% per year to 2037, with demand remaining constant thereafter to 2055).

Table 10-7: Solution shadow carbon prices using the moderate carbon pricing scenario (2017 USD)

Phase	Phase 1		Full	
	Total	NPV*	Total	NPV*
Pre-construction	119,570	119,570	201,142	201,142
Construction	10,743	9,767	19,216	16,769
Operation	(11,831)	(8,080)	(1,599,287)	(313,559)
Total	118,483	121,257	(1,378,929)	(95,658)

*10% discount rate

Emissions associated with pre-construction, or embodied emissions, represent the largest contribution, as highlighted earlier. However, these emissions are less exposed to carbon pricing due to the limited real carbon prices currently influencing the materials that would feed into this solution in the near future. In contrast, operational emissions—particularly the savings—are expected to become increasingly exposed to real and escalating carbon prices over time. However, as shown above, the savings during the operational phase are lower than those in the pre-construction phase. Moreover, when applying a discount rate of 10%, the net present value (NPV) of these price savings is further reduced.

The absolute and net present value of the GHG emissions associated with the project are not material in the context of the overall cost of the solution. Furthermore, the range of carbon values is broad, reflecting uncertainty and different views regarding what an appropriate real or shadow price of carbon should be, in the Namibian context. This further supports earlier findings that the greenhouse gas implications are marginal but positive, assuming some level of investment in pavement infrastructure in the baseline scenario. These savings are non-trivial as part of a developing country contribution to emissions reductions, especially given the developmental co-benefits such as reduced transport costs and improved health and safety.

10.3.1 Assessment of Alternatives

The project's primary opportunity to reduce greenhouse gas emissions lies in shifting transport demand from carbon-emitting modes to bicycles, a zero-emission alternative. Efforts to maximize this transition are central to the project's objectives. Other measures to reduce road transport emissions in Windhoek include promoting a shift from private to public transport, investing in low-carbon technologies like electric buses and taxis, and supporting electric vehicles. However, the effectiveness of these measures depends on the carbon intensity of electricity and the financial challenges of implementing them. Compared to the non-motorized transport solution, these alternatives are likely to have higher marginal abatement costs.

Additionally, reducing embodied emissions through alternative construction materials, such as low-carbon cement, was explored. While reducing emissions from cement production is complex, options like replacing coal with biomass and using calcined clay show promise, though cost and verification challenges remain. Circular economy approaches, like using recycled materials, offer limited emissions reduction potential but should be considered as the project progresses.

10.4 The Project's Contribution to Namibia's Climate and Development Goals

From a mitigation perspective, the project does not explicitly contribute to Namibia's NDC. However, the project does directly contribute to the stated goal of reducing fuel use from light-duty vehicles by 20%. This contributes to reductions in transport emissions, a sub-component of Energy sector emissions (representing the second largest source of GHG emissions in the country). The project aligns with the country's Just Transition position, as articulated through the African Group's views and submissions under the Just Transition Work Program within the UNFCCC. In this context, non-motorized transport serves as a form of climate action that not only reduces greenhouse gas emissions but also delivers significant sustainable development benefits. It is consistent with a whole-of-economy, whole-of-society approach to just transitions. Its positive contributions include improved access to transport services, reduced costs for commuters, and broader co-benefits such as enhanced public health through lower local air pollution. These benefits align with Namibia's commitment to fair and equitable climate action under the UNFCCC.

The full climate change mainstreaming report is provided in Annexure A-9.

Cost Estimation

- **Security Measures:** Patrols, CCTV, and emergency infrastructure
- **Public Awareness Campaigns**
- **Staffing:** Urban mobility coordinators, admin, and maintenance teams
- **Cleaning and Waste Management:** Keeping paths clean and hygienic

These operational costs are necessary to ensure long-term usability, safety, and community acceptance of the NMT network.

11.4 Cost Estimation per Route

The costing for the proposed NMT network was determined in accordance with the class of each considered section, incorporating the required intersection upgrades where applicable. In addition to the direct construction costs, allowances were included for Preliminaries and Generals (15%), Contingencies (10%), and Design Fees (10%).

Table 11-1: Cost Estimates of Prioritised Routes

Route	Length [km]	Capital Cost [Million NS]	Cumulative Cost [Million NS]	Maintenance Cost per annum [NS]	Cumulative Distance [km]	Streetlighting [Million NS]
Route 1	10.15	52.13	52.13	520,000.00	10.15	19.22
Route 2	6.68	43.28	95.41	378,000.00	16.83	9.86
Route 3	1.46	0.00	95.41	-	18.29	0.00
Route 4	4.42	22.61	118.02	244,000.00	22.71	9.35
Route 5	3.52	21.41	139.42	228,000.00	26.23	3.87
Route 6	2.72	9.86	149.38	144,000.00	28.96	1.38
Route 7	5.50	21.55	170.93	287,000.00	34.46	12.09
Route 8	3.00	16.54	187.47	175,000.00	37.46	5.55
Route 9	2.70	7.82	195.29	115,000.00	40.15	5.99
Route 10	2.26	10.91	206.20	156,000.00	42.41	4.83
Route 11	2.02	12.40	218.60	118,000.00	44.43	4.68
Route 12	2.03	10.05	228.65	160,000.00	46.46	0.00
Route 13	3.15	9.41	238.08	163,000.00	49.60	8.04
Route 14	3.90	0.00	238.08	-	53.50	0.00
Total	53.50	238.06		2,688,000.00		84.85

12.2 Cost Benefit Analysis (CBA)

CBA is a tool conventionally used to evaluate potential costs and benefits of a given public investment such as public transport and NMT projects.

CBA compares the anticipated benefits that accrue from a project to the anticipated costs of the project over a specified period of time. CBA looks at project benefits that accrue to both direct users (e.g., passengers) and non-users (e.g., society at large), as well as the costs required to achieve a project's expected outcomes.

Figure 12-1 shows the methodology for the CBA for the project. The objective of this high-level cost benefit analysis is to rank the 14 routes based on their economic return, using the approximate Benefit Cost Ratio (BCR) attained from each route.

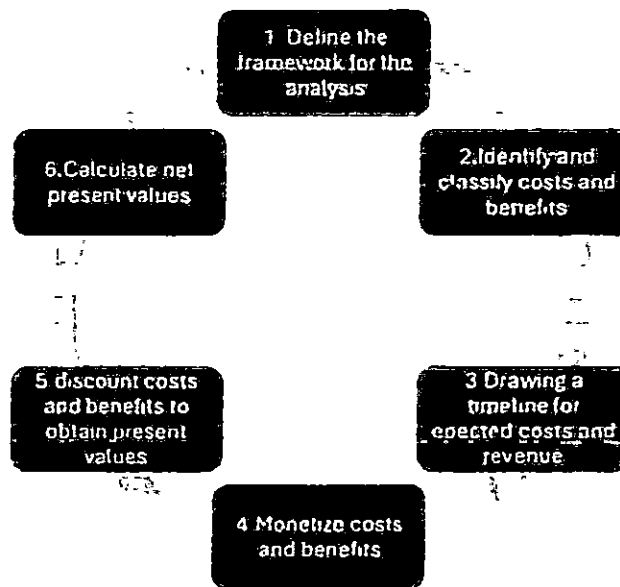


Figure 12-1: Cost Benefit Analysis Flow Process Diagram

Step 1: Define the framework for the analysis:

The CBA analysis is done for each route of the project with the objective to understand Benefit Cost Ratio (BCR) that could be potentially attained from the implementation of the specific route.

Step 2: Identify and classify costs and benefits:

The following (Table 12-1) costs and benefit streams were considered in the analysis:

Table 12-1: Summary of Cost and Benefit Streams Evaluated

Costs streams	Benefit streams
Capital cost	Co2 Emissions savings
Maintenance cost	Accident Cost Savings
Additional Travel time incurred (penalty)	Annual Transport Cost savings
	Health benefits

Further detail pertaining to the source of the information and detailed calculations are provided in Table 12-3

12.2.1 Project costs/benefits

The table below (Table 12-3) provides a summary of the costs/benefits that were quantified and included in the CBA.

Table 12-3: Monetisation of Economic Costs and Benefits

No	Benefit Description	Reference	Context	Parameter applied in CBA & Calculation
1a	CO ₂ Emissions saving	Climate Change Report GHG modelling and calculations	The Emission Factor (EF) changes over time due to improving technologies of the combustion engines. EF also depends on the relative split of minibuses and e-taxis. Assuming the savings start in 2028 then the EF is 0.113 kgCO ₂ /pa.km (Kilograms of Carbon Dioxide Equivalent per Passenger-Kilometre). This factor indicates that for every kilometre travelled via NMT, there is an approximate saving of 0.113 kilograms of CO ₂ .	0.113 kgCO₂/pa.km - The CO₂ Emissions savings is calculated under each scenario for each route. Formula: Annual Passenger Km (Adjusted) X 0.113 kgCO₂/pa.km
1b	Carbon Price Monetization	Climate Change Report GHG modelling and calculations	This is the value used to monetize greenhouse gas emissions reductions in the model. The cost of emissions is not regulated in Namibia and KfW guidance was used. The value changes over time starting at 48 USD per tonne CO ₂ in 2028 and 92.5 USD in 2047. This was converted to NAD using an exchange rate of N\$18/USD.	The value changes over time starting at 48 USD per tonne CO₂ in 2028 and 92.5 USD in 2047. This was converted to NAD using an exchange rate of N\$18/USD. Formula: CO₂ Emissions savings X monetised rate/1000
2	Accident Costs	Route Network and Engineering Report (19 February 2026) - Sustainable Urban Transport Master plan City of Windhoek - (SUTMP), 2019 (page 60 – Figure 2-S1: Performance Figures)	The annual passenger -KM for car and public transport was used to calculate the total motorised annual passenger kilometres travelled. Annual average accident cost that was calculated for Windhoek in the engineering report was used. The factor calculated was then applied to the Annual Passenger Km for each year of the analysis.	Annual Passenger KM (SUTMP, 2019), adjusted to 2025 - Car: 539 000 000 - Public Transport: 481 000 000 - Growth: 3,6% - Adjustment period: 13 years - Formula: $(539000000 + 481000000) * (1 + 3,5\%)^{13}$ Annual Accidents (Engineering Report): NAD 133 000 000 Accident rate p/a pa.km: - Annual Passenger KM/ Annual Accidents - NAD 133 000 000/1,548,316,300 = N\$0.09/pa.km Annual Passenger Km (Adjusted) X Accident rate NAD/pa.km

Table 11-1 provides the cost estimates capital and maintenance costs for the infrastructure for each route. The cost per route includes design fees (10% of total infrastructure cost), as well as contingencies (10%) and P&Gs (15%). The cost of Streetlighting was estimated but not included in the analysis due to the high amount. This can be discussed during stakeholder engagements.

Step 5: discount costs and benefits to obtain present values:

To enable comparison of costs and benefits that occur at different points in time, all values in the Cost Benefit Analysis are discounted to their present values. Discounting reflects the principle that a unit of cost or benefit today is valued more than the same unit in the future, due to factors such as time preference, opportunity cost of capital, and inflation. By applying an appropriate discount rate, future streams of costs (e.g., capital, maintenance, and travel time penalties) and benefits (e.g., CO₂ emission savings, accident cost savings, transport cost savings, and health improvements) are converted into their present-day equivalents. This ensures that the Benefit Cost Ratio (BCR) derived for each route is based on a consistent valuation framework, allowing decision-makers to rank routes according to their true long-term economic return.

The current discount rate (repo rate) in Namibia is 6.75%, and this has been maintained consistently since February 2025.

Period	Repo (Discount) Rate	Key Notes
Late 2022	8.25%	Post-hike stabilization
Through 2023	7.75%	Tightening cycle
Dec 2024	7.00%	First rate cut
Feb 2025	6.75%	Fourth consecutive cut
Apr–Aug 2025	6.75%	Rate held steady

An 8% discount rate was used this rate is consistent with best practices and aligns with economic appraisal standards in the general Southern African context.

Step 6: Calculate net present values and BCR:

Once costs and benefits have been discounted to present values, the next step is to calculate the Net Present Value (NPV) and the Benefit Cost Ratio (BCR) for each route. The NPV is obtained by subtracting the total present value of costs from the total present value of benefits, providing a direct measure of the net economic gain (or loss) that the project is expected to deliver over its lifetime. A positive NPV indicates that the benefits outweigh the costs, making the investment economically justifiable. The BCR, on the other hand, is calculated as the ratio of the present value of benefits to the present value of costs. A BCR greater than 1 demonstrates that for every unit of cost incurred, the project delivers more than one unit of benefit, thereby confirming its economic viability. These indicators together allow for a transparent comparison of the relative efficiency and return of the 14 routes under consideration.

It is important to emphasise that the economic evaluation framework applied in this project is designed primarily as a comparative tool rather than an absolute measure of financial performance. In other words, the calculation of NPVs and BCRs is intended to assess the relative economic merit of the different routes against one another, enabling decision-makers to rank and prioritise investments. The results should therefore be interpreted in terms of which routes deliver greater economic returns relative to others within the same project context, rather than as definitive statements about the absolute profitability or viability of each individual route in isolation.

12.2.2 Growth Factors

The following growth factors have been applied as aligned with the timeseries data.

- High Growth Scenario: 4,10%
- Medium Growth Scenario: 3,10%
- Low Growth Scenario: 2,10%

13. Prioritisation

The Cost-Benefit Analysis (CBA) results show that, on average, most routes deliver low BCRs (well below 1) and therefore are not economically viable in absolute terms. However, the evaluation framework is designed to compare routes relative to one another, with the aim of identifying the most efficient package of investments within the available budget. The CBA results are summarised in the table below:

Table 13-1: Route BCR ranking

ROUTE	BCR Average	Length (km)	Cost (million N\$)	Rank
ROUTE 1	1.08	10.15	52.13	1
ROUTE 2	0.48	6.68	43.28	2
ROUTE 4	0.15	4.42	22.61	5
ROUTE 5	0.20	3.52	21.41	4
ROUTE 6	0.07	2.72	9.96	8
ROUTE 7	0.27	5.5	21.55	3
ROUTE 8	0.14	3	16.54	6
ROUTE 9	0.14	2.7	7.82	7
ROUTE 10	0.04	2.26	10.91	9
ROUTE 11	0.02	2.02	12.4	11
ROUTE 12	0.01	2.03	10.05	12
ROUTE 13	0.04	3.15	9.41	10

Route 1 remains the clear first priority. With an average BCR of 1.08, it is the only route above 1.0 and therefore the only one demonstrating a positive return under the analysis assumptions. At a capital cost of N\$ 52.13 million and a length of 10.15 km, it provides the strongest economic case while also delivering substantial network coverage. The second priority is Route 2, with an average BCR of 0.48 and cost of N\$ 43.28 million. While not economically positive in absolute terms, it ranks second overall and extends the network to 16.8 km when combined with Route 1. The third-ranked route is Route 7, with an average BCR of 0.27 and cost of N\$ 21.55 million. It adds a further 5.5 km of network at moderate cost, improving connectivity while keeping cumulative expenditure manageable. Route 5 (BCR 0.20; cost N\$ 21.41m) and Route 4 (BCR 0.15; cost N\$ 22.61m) follow in priority order. Both offer relatively short links but contribute to building a more continuous and accessible network.

With a total of five priority routes (1, 2, 7, 5, and 4), the cumulative cost reaches approximately N\$ 161 million for a network length of 30.3 km. This leaves room within the budget for selective inclusion of lower-ranked but low-cost routes to extend coverage. In this regard, Route 9 (BCR 0.14; cost N\$ 7.82m) and Route 6 (BCR 0.07; cost N\$ 9.96m) are attractive additions, extending the network to over 35 km while keeping total expenditure at N\$ 178.8 million. Other routes (8, 10–13) perform poorly in both BCR and cost-efficiency terms and should be prioritised based on equity or policy considerations justify their inclusion. In conclusion, the recommended prioritisation is:

- Route 1 (highest BCR, positive return, flagship investment)
- Route 2 (second-highest BCR, strong connectivity)
- Route 7 (moderate cost, good coverage)
- Route 5 (Strategic, connectivity)
- Route 4 (Strategic, connectivity)
- Route 9 (low-cost addition)
- Route 6 (low-cost addition)

The map below displays the location of the routes for ease of reference:

14. Implementation Plan

The proposed implementation plan is designed based on the prioritisation discussed in the previous chapter, the proposed advocacy and awareness plan presented in the section 8.2.9 and available budget.

The Implementation Plan comprises two primary components: (i) the detailed design and construction of Non-Motorised Transport (NMT) routes, and (ii) advocacy and awareness programmes.

The prioritised routes, identified through the economic evaluation, are to be investigated, analysed, and designed to a level of detail sufficient for competent contractors to execute the works and deliver infrastructure of the required standard. The recommended routes have been consolidated into four project packages. Each package will require a dedicated team of consulting engineers for the design phase and a contractor for the construction phase.

The design phases are scheduled to span approximately 8–12 months, while the construction phases are anticipated to extend over 12–15 months. Although the projects will commence in a staggered sequence, concurrent implementation is expected once initial phases are underway.

Given that the routes are located within dense urban environments characterised by existing utilities, space constraints, and active traffic flows, implementation will present significant challenges. Effective delivery will necessitate flexible and adaptive planning. Ideally, a dedicated team of project management consultants should be appointed to prepare Terms of Reference (ToR), oversee project management, and undertake contract administration. It should be noted, provision for these costs has not been included in the current budget.

The plan overview is presented in the table below:

Table 14-1: Proposed Implementation Plan

	PROPOSED IMPLEMENTATION PLAN	Start	End	Total - NS	% Budget
1A	ROUTE 1 - DESIGN & CONSTRUCTION SUPERVISION	Jan-26	Dec-27	3,560,000.00	9%
1B	ROUTE 1 - CONSTRUCTION	Oct-26	Dec-27	49,190,000.00	25%
2A	ROUTE 2 - DESIGN & CONSTRUCTION SUPERVISION	May-26	Dec-27	4,530,000.00	2%
2B	ROUTE 2 - CONSTRUCTION	Jan-27	Dec-27	41,020,000.00	19%
3A	ROUTES 7 & 5 - DESIGN & CONSTRUCTION SUPERVISION	Aug-26	May-28	4,560,000.00	2%
3B	ROUTES 7 & 5 - CONSTRUCTION	Jul-27	May-28	41,320,000.00	19%
4A	ROUTES 4, 6 & 6 - DESIGN & CONSTRUCTION SUPERVISION	Oct-26	Dec-28	4,350,000.00	2%
4B	ROUTES 4, 6 & 6 - CONSTRUCTION	Oct-27	Dec-28	39,490,000.00	19%
1	ADVOCACY PROGRAM	Jan-26	Dec-30	3,600,000.00	2%
2	BICYCLE ADVISORY GROUP (BAG)	Mar-26	Dec-30	320,000.00	0%
3	BICYCLE SUPPLY RESEARCH	Jan-26	Dec-30	430,000.00	0%
4	TRAINING PROGRAMS AND COMMUNITY EVENTS	Apr-26	Dec-30	1,250,000.00	1%
5	CYCLING EVENTS	Aug-26	Dec-30	400,000.00	0%
6	BICYCLE SUPPLY	Aug-26	Dec-28	13,420,000.00	6%
7	ROUTE MAP PLANNING	Apr-26	Dec-30	630,000.00	0%
8	EVALUATION BASED ON PERFORMANCE METRICS	Aug-26	Dec-30	1,970,000.00	1%
	TOTAL: DESIGN & CONSTRUCTION	Jan-26	Dec-28	190,020,000.00	93%
	TOTAL: AWARENESS AND ADVOCACY	Jan-26	Dec-30	22,030,000.00	10%
	TOTAL	Jan-26	Dec-30	212,050,000.00	100%

15. Conclusion

This Feasibility Study for the Implementation of a Non-Motorised Transport (NMT) Network in Windhoek has comprehensively assessed the technical, economical, social, environmental, and institutional dimensions of developing a city-wide NMT network. The study reaffirms the critical need for sustainable, inclusive, and affordable mobility solutions in Windhoek, particularly for low-income communities who currently bear a disproportionate burden of transport costs and limited access to safe infrastructure.

The analysis demonstrates that a well-planned NMT network can significantly reduce CO₂ emissions, decrease dependency on motorised transport, improve public health, enhance road safety, and promote social equity. Key findings from the socio-economic baseline survey indicate a strong willingness among residents to adopt cycling and walking—provided that safe, continuous, and well-maintained infrastructure is available. The Stated Preference Survey further confirms that factors such as travel time, cost, infrastructure type, and safety features strongly influence modal shift behaviour.

From an engineering perspective, the proposed network prioritises routes based on demand, connectivity, and economic viability. The geometric and pavement design recommendations emphasise safety, accessibility.

The Climate Change Mainstreaming analysis highlights the project's alignment with Namibia's national climate goals, contributing to emissions reduction and enhancing adaptive capacity against climate hazards such as heat and flooding. Although embodied emissions from construction are notable, the long-term operational benefits—including reduced vehicle emissions and improved public health—substantially outweigh initial carbon costs.

The proposed Awareness and Advocacy Strategy is integral to the project's success. It outlines a phased, multi-stakeholder approach to promoting cycling culture, improving bicycle access, and ensuring community buy-in. Partnerships with local organisations, schools, employers, and cycling groups will be essential to sustain behavioural change and maximise uptake.

Economically, while not all routes show high returns in isolation, the prioritised package of Routes 1, 2, 7, 5, 4, 9, and 6 offers the most efficient use of resources within the available budget. The total investment of approximately NAD 212 million over the period 2026–2030 covers both infrastructure delivery and supporting soft measures, ensuring a holistic and integrated approach.

Successful implementation will require strong institutional commitment from the City of Windhoek, continuous community engagement, and dedicated project management to navigate urban constraints and ensure timely delivery. The proposed NMT network represents a transformative step toward a more sustainable, healthy, and equitable urban mobility system for Windhoek—one that prioritises people over vehicles and fosters a greener, more connected city for future generations.

Annexures

A-2 Stated Preference Report

A-4 Environmental Scoping

A-6 Awareness and Advocacy Report

A-8 Route Network and Engineering Report

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SMEC simplifies the complex. We unlock the potential of our people to look at infrastructure differently, creating better outcomes for the future.

ANNEXURE 3

CONCEPT NOTE*The Gateway to Endless Opportunities***eMobility Windhoek- Windhoek City Electric Vehicle Transition Project (2025–2030)*****"Towards a Low-Emission, Inclusive, and Smart Mobility Future for Namibia"***

Submitted to:
National Planning Commission/German Development Cooperation (KfW)
Windhoek
Namibia

Prepared and submitted by:

Mr. Clarence Rupingena
The City of Windhoek
80 Independent Avenue
P.O.Box 59
Windhoek
Namibia

With technical support from a team of Climate Specialists led by Dr. Jerry Mameja (Beyond Zero Energy)

Date: 23 October 2025

Executive Summary

The Windhoek City Electric Vehicle Transition Project represents Namibia's flagship initiative to transform its urban transport system into a sustainable, low-carbon, and inclusive mobility ecosystem. Implemented under the City of Windhoek's Smart City Strategy and aligned with the Nationally Determined Contribution (NDC) and National Development Plan (NDP), this program envisions a complete shift from fossil fuel-based urban mobility to a renewable energy-driven, digitally integrated transport system.

This project will be executed in three sequential phases- starting with planning and preparation, advancing through a multi-modal pilot, and culminating in city-wide implementation and national scale-up. Each phase is designed to progressively strengthen institutional capacity, infrastructure readiness, and public confidence in eMobility, positioning Namibia as a regional leader in sustainable transportation within the SADC region.

1. Phase 1: Project Planning and Preparation (2025–2026): *Laying the institutional, technical, and financial foundation for eMobility in Windhoek.*

Objective

To establish the policy, institutional, technical, and financial groundwork necessary for the successful introduction and long-term sustainability of electric mobility in Windhoek.

Detailed Description

1. Feasibility, Technical, and Economic Studies

- A comprehensive eMobility feasibility study will be conducted to assess the readiness of Windhoek's transport, power, and urban infrastructure systems for EV adoption.
- The study will include:
 - a. Urban mobility demand modeling, focusing on bus networks, taxis, and two-wheelers.
 - b. Energy system analysis assessing grid capacity, renewable generation potential, and the integration of solar PV and battery energy storage systems (BESS).
 - c. Environmental and cost-benefit analysis comparing diesel fleets with electric alternatives in terms of lifecycle GHG emissions, operational efficiency, and maintenance costs.
 - d. Charging network feasibility, using GIS-based tools to identify optimal sites for charging stations near transport corridors, depots, and public facilities.
- The results will form the basis for a City eMobility Infrastructure Master Plan, ensuring all investments are future-proof, efficient, and equitable.

2. Policy and Regulatory Framework

- Development and adoption of Windhoek's Electric Vehicle Policy Framework, incorporating standards for vehicle certification, charging safety, tariff structures, and road use.
- Legislative review to harmonize national transport, energy, and climate laws with emerging EV standards.
- Establishment of a City eMobility Coordination Unit within the municipal government to coordinate all EV-related planning, monitoring, and reporting functions.
- Formulation of land-use and building code guidelines to include EV-ready parking, charging infrastructure in new developments, and incentives for commercial property owners.

3. Financial and Investment Mechanisms

- Design of the Windhoek eMobility Acceleration Fund, a blended finance vehicle combining grants, concessional loans, and private equity to support EV procurement and infrastructure investments.
- Development of carbon credit monetization pathways under Paris Agreement Articles 6.2 and 6.4 to generate financial returns from verified GHG reductions.

- Identification of co-funding partners, including the Development Bank of Namibia (DBN), Green Climate Fund (GCF), bilateral donors, and private sector investors.

4. Institutional Strengthening and Capacity Building

- A structured capacity development program will be delivered for municipal engineers, transport planners, and energy regulators.
- Training modules will focus on EV maintenance, charging infrastructure management, and renewable integration.
- A knowledge exchange program will be initiated with leading EV cities (e.g., Kigali, Cape Town, Seoul) through workshops and twinning partnerships.

5. Stakeholder Engagement and Public Awareness

- Inclusive stakeholder consultations will engage transport unions, operators, academia, civil society, and community groups to ensure social buy-in.
- Launch of an awareness campaign to communicate the benefits of electric mobility—cleaner air, lower operating costs, and reduced greenhouse gas emissions.

Expected Deliverables

- Comprehensive Feasibility and Infrastructure Master Plan
- Municipal EV Policy, Legal Framework, and Standards
- Establishment of City eMobility Coordination Unit
- Financial Structuring and Acceleration Fund Design
- Concept Note for Phase 2 Piloting

Indicative Budget: USD 1.5 million

Timeline: November 2025–April 2026

Financing Sources: KfW Grant, DBN, and City of Windhoek in-kind contributions.

Phase 2: Pilot Implementation (2026–2028): *Testing and validating multi-modal eMobility systems through real-world operation.*

Objective

To demonstrate the technical, operational, and financial feasibility of electric mobility in Windhoek through pilot deployment of electric buses, two-wheelers, and passenger vehicles integrated with renewable-powered charging systems.

Detailed Description

1. Pilot EV Fleet Deployment

- Introduce a public electric bus fleet of 20 units, replacing aging diesel buses on priority routes serving high-density and low-income neighborhoods.

- Install 20 smart eBus stations, equipped with:
 - a. Digital passenger information displays, air quality sensors, Wi-Fi connectivity, and safety features (CCTV, emergency call systems).
 - b. Heated seating and air purifiers for passenger comfort.
- Deploy 50 electric two-wheelers for municipal services (waste collection, courier, enforcement) and 50 e-taxis operated under public-private partnership models.

2. Charging Infrastructure and Renewable Integration

- Establish solar-powered charging hubs with 2 MW of installed PV capacity at Ramatex and 1 MWh battery storage, ensuring clean, reliable power supply.
- Integrate charging infrastructure into the NamPower smart grid to enable energy management, peak load shifting, and future Vehicle-to-Grid (V2G) functionality.
- Apply ADA-compliant station design and universal access standards.

3. Data Management and Monitoring

- Develop a Digital Mobility Intelligence Platform, aggregating real-time data on ridership, energy use, fleet performance, and GHG reduction.
- Use AI-based analytics to optimize routes, predict charging needs, and enhance service efficiency.
- Establish transparent monitoring and evaluation systems for reporting to financiers and policymakers.

4. Local Capacity and Industry Development

- Create a national EV training program certifying drivers, maintenance technicians, and electricians.
- Promote local business incubation for EV maintenance, battery recycling, and parts assembly.
- Strengthen partnerships with local universities and vocational institutes to establish eMobility research centers.

5. Social Inclusion and Equity

- Ensure equitable access to clean transport for vulnerable and low-income populations by prioritizing routes serving informal settlements.
- Introduce affordable fare models supported by municipal and donor subsidies.
- Implement gender-responsive employment and training programs to ensure women's participation across the EV value chain.

Expected Outputs and Results

- 20 eBuses, 50 eTaxis, and 50 eTwo-wheelers in operation.
- 20 solar-powered eBus stations and charging hubs established.
- Public transport operating cost reduction by 10–30%.
- Creation of over 100 skilled jobs in driving, maintenance, and system management.
- Demonstrated financial and technical viability of eMobility systems.

Indicative Budget: USD 12 million

Timeline: October 2026- September 2028

Funding Sources

- EU Grant: USD 12 million

Phase 3: City-Wide Implementation and National Scale-Up (2028–2035): *Transitioning Windhoek into a fully electrified transport ecosystem and expanding nationally.*

Objective

To scale up electric mobility infrastructure and services city-wide, institutionalize EV policies, and extend Namibia's eMobility transition to national and regional levels.

Detailed Description

1. Full City-Wide EV Deployment

- Expand eBus and eTaxi fleets to achieve 100% electrification of Windhoek's public transport system.
- Integrate micro-mobility solutions (e-bikes, e-scooters, car-sharing) for first- and last-mile connectivity.
- Deploy an additional 500 charging stations, including residential and commercial units across the city.

2. Renewable Energy and Smart Grid Expansion

- Increase renewable generation capacity to 20 MW, distributed across municipal and private installations.
- Implement smart grid and V2G systems, enabling dynamic energy balancing and grid resilience.
- Explore hydrogen-based transport pilots for long-haul and freight applications.

3. Economic Diversification and Manufacturing

- Establish a local EV component manufacturing and assembly plant in collaboration with regional partners (e.g., SADC industrial cooperation framework).
- Incentivize private sector investment in battery recycling, maintenance, and energy storage industries.
- Integrate carbon trading mechanisms through the eMobility Carbon Credit Scheme to monetize GHG savings and sustain reinvestment.

4. Institutionalization and Knowledge Transfer

- Create a Namibia eMobility Centre of Excellence to coordinate national expansion, R&D, and capacity building.
- Extend Windhoek's experience to other urban centers (Walvis Bay, Oshakati, Swakopmund).
- Integrate transport data systems into national reporting frameworks for the NDC and SDG indicators.

Expected Long-Term Impacts

- A carbon-neutral urban transport system in Windhoek by 2030.
- Creation of over 1,000 new green jobs across transport and energy sectors.
- Substantial reduction in urban air pollution and health risks.
- Enhanced national energy security through reduced fossil fuel imports.
- Strengthened climate finance readiness and regional leadership in sustainable mobility.

Indicative Budget: USD 100–125 million

Timeline: 2028 onwards

Financing: GCF loan/grant blend, public-private partnerships, domestic resources, and carbon credit revenues.

Cross-Cutting Considerations

Theme	Description
Gender Equality & Social Inclusion	Gender-balanced workforce development, inclusive mobility planning, and women-led SME participation in EV service industries.
Environmental & Social Safeguards	Compliance with GCF ESS, national ESIA laws, and mitigation of community-level risks (noise, safety, battery waste).
Digitalization & Data Management	Deployment of AI-enabled systems for fleet optimization, energy management, and transparent reporting.
Climate Finance & Carbon Markets	Use of Article 6 carbon mechanisms to generate financial returns for reinvestment in clean transport.
Regional Cooperation	Collaboration with SADC cities to harmonize standards, share resources, and scale the eMobility ecosystem.

Team Members:

1. Dr Jerry Mameja (Namibia)
2. Prof. John Song (South Korea)
3. Mr. Rahul Teku Vaswani (South Korea)
4. Mr. Sampson Muhapi (Namibia)

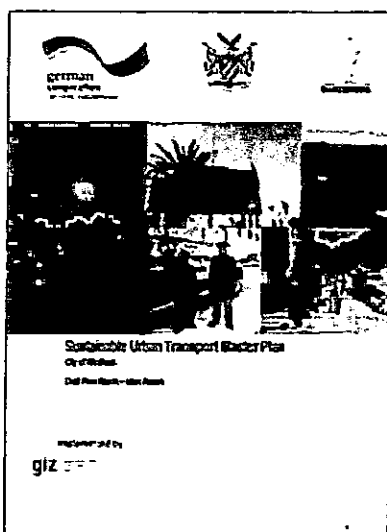
ANNEXURE 3

eMobility Windhoek- Windhoek City Electric Vehicle Transition Project (2025–2030)

"Towards a Low-Emission, Inclusive, and Smart Mobility Future for Namibia"

By
Clarence MU Rupingena

Introduction and Background



On July 18 2012,

- City of Windhoek (CoW),
- Ministry of Works and Transport (MWT)
- GIZ
- and other stakeholders,

developed a Sustainable Urban Transport Master Plan (SUTMP) for the City of Windhoek.

The master plan is intended to

- Provide for an efficient, affordable, equitable, safe and convenient public and non-motorised transport (NMT) for residents of the city and its surroundings.
- Produce a clear and realistic vision for the development of a sustainable urban transport system for the next 20 years.
- Generate strategies and policies to help make that vision a reality.
- Helps transportation system to contribute to environmental and climate change related issues.

Pre-feasibility study on low-carbon public transport in Windhoek

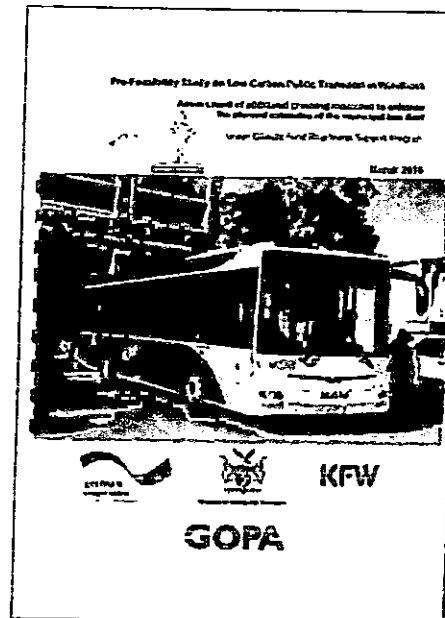
March 2016, the

- Kreditanstalt für Wiederaufbau (KfW),
- Municipal Council of Windhoek,
- Ministry of Environment, Forestry and Tourism, and
- Ministry of Works and Transport,

launched an initiative to reduce future greenhouse gas emissions from Windhoek's public transport system.

To support this initiative, a pre-feasibility study on low-carbon public transport in Windhoek was undertaken, culminating in a report titled

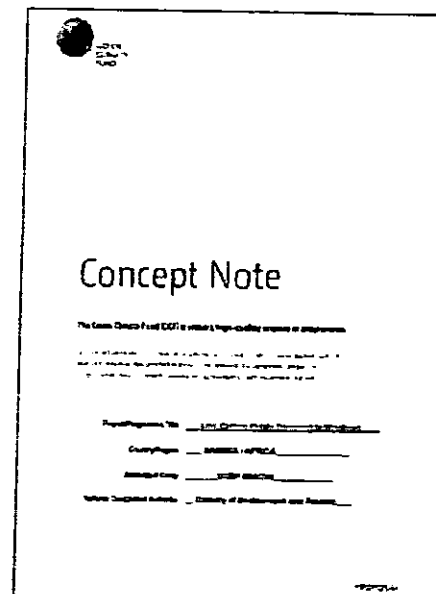
"Assessment of Additional Greening Measures to Enhance the Planned Extension of the Municipal Bus Fleet."



Submission of the Concept Note

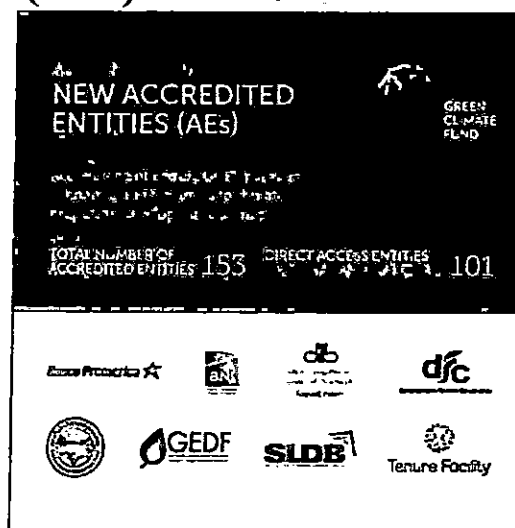
• Following the study, a concept note was submitted to the Green Climate Fund (GCF) in February 2018 under its Readiness Support Programme.

• However, the proposal was not considered at the time, as Namibia did not yet have any accredited Direct Access Entities.



Development Bank of Namibia (DBN) accreditation

- In 2025, the Development Bank of Namibia (DBN) was accredited as a medium-sized enterprise, enabling access to approximately USD 250 million in Green climate financing.
- During the accreditation process, renewed interest in the low-carbon public transport project emerged, prompting the City of Windhoek to revive the initiative.
- A submission was made to the City Council in April 2025, and the project received immediate approval.



Project Phases

Phase 1

Project Planning and Preparation (2025–2026): *Laying the institutional, technical, and financial foundation for eMobility in Windhoek*

Objective - To establish the policy, institutional, technical, and financial foundation necessary for the successful introduction and long-term sustainability of electric mobility in Windhoek.

- Indicative Budget: USD 2 million
- Timeline: November 2025–April 2026

Phase 2

Pilot Implementation (2026–2028): Testing and validating multi-modal eMobility systems through real-world operation.

Objective - To prove and actualize the technical, operational, and financial feasibility of electric mobility in Windhoek

- Indicative Budget: USD 12 million
- Timeline: October 2026–September 2028

Phase 3

City-Wide Implementation and National Scale-Up (2028–2035): *Transitioning Windhoek into a fully electrified transport ecosystem and expanding nationally.*

Objective - To scale up and extend electric mobility infrastructure and services city-wide, institutionalize EV policies, and extend Namibia's eMobility transition to national and regional levels.

- Indicative Budget: USD 100–125 million
- Timeline: 2028 onwards

ANNEXURE 5

[Municipal Council Minutes: 2025-03-31(27)]

**9.1.3 GOV.8 [CEO] REVIVAL OF THE LOW-CARBON
PUBLIC TRANSPORT IN WINDHOEK UNDER
THE MOVE WINDHOEK PROJECT
(16/12)**

On proposal by Council Member Illse Keister, it was

RESOLVED

- 1 That the project for implementing a Low-Carbon Transportation System in Windhoek, its revival as an integral part of the 'Move Windhoek' Project, be noted and approved.
- 2 That information pertaining to the Municipal Council of Windhoek's participation in a national initiative aimed at reducing future emissions of greenhouse gases from the Windhoek Public Transport System, be noted and approved.
- 3 That it further be noted that the Green Climate Fund (Green Climate Fund (GCF)), a critical element of the Paris Agreement which supports developing countries in their efforts to raise and realise their Nationally Determined Contributions (NDC) towards low-carbon emission and climate-resilience.
- 4 That, to enable the Municipal Council of Windhoek's participation in the initiative, ~~an Inter-Departmental Committee on Low-Carbon Emission in~~ Windhoek's Public Transport System chaired by the Chief Executive Officer (Strategy Advisor: Smart Cities and Transport), with representation from departments, be formed.
- 5 That, with the support of the Inter-Departmental Committee, the Chief Executive Officer (Strategy Advisor: Smart Cities and Transport) engage national and international Stakeholders on initiatives to reduce future emissions of greenhouse gases from the Windhoek Public Transport System and seek funding for local initiatives such as acquisition of hybrid busses.
- 5.1 That the Chief Executive Officer (Strategy Advisor: Smart Cities and Transport), through Management Committee or the relevant Councillors Advisory sub-committee, keep Council abreast on paragraph 5 above.
- 6 That the resolution be implemented prior to confirmation of the minutes.

RESOLUTION 75/03/2025

ANNEXURE 4



Embassy
of the Federal Republic of Germany
Windhoek

File No.: 440/stößel

VN No. 55 /2026

Verbal Note

The Embassy of the Federal Republic of Germany presents its compliments to the Ministry of International Relations and Trade of the Republic of Namibia and has the honor to forward to the esteemed Ministry the attached letter from Ms. Birgit Gerhardus, Federal Ministry for Economic Cooperation of the Federal Republic of Germany to Honorable Ambassador Kaire Munionganda Mbuende, Director-General of National Planning Commission of the Republic of Namibia.

The Embassy of the Federal Republic of Germany would appreciate it if the esteemed Ministry could forward the invitations to their final destinations.

The Embassy of the Federal Republic of Germany avails itself of the opportunity to renew to the Ministry of International Relations and Trade of the Republic of Namibia the assurances of its highest consideration.

Windhoek, 22 April 2026

The Ministry of International Relations and
Trade of the Republic of Namibia
WINDHOEK



**Federal Ministry
for Economic Cooperation
and Development**



GERMANY
FOR UNITED NATIONS
SECURITY COUNCIL
2027-2028

**Respect
Justice
Peace**

**Honorable Ambassador
Kaire Munionganda Mbuende
Director-General of National Planning
Commission (NPC)
Government Office Park, Block D2,
Luther Street
Private Bag 13356
Windhoek**

Copy to:

**City of Windhoek
Mr. Moses Matyayi
Mr. Clarence Rupingena**

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**Sustainable Urban Mobility in Windhoek, Project No / BMZ No
2021.6850.8**

**Our ref: 213 K2032 NAM-0227/004
21 April 2026
Page 1 of 2**

Honorable Ambassador Kaire Munionganda Mbuende,

Although the reason for this letter is rather unfortunate, I do not want to miss the opportunity to extend again my sincere appreciation for the very constructive and cooperative bilateral Government Negotiations and the very warm welcome in Lüderitz in November last year. It was a pleasure to get to know you in person and to witness the fruits of our cooperation through the various project visits. Also, I hope with all my heart that the Executive Director of NPC, Mr. I-Ben Nashandi, has fully recovered from the attack – news that deeply shocked us at the BMZ. Please extend our best wishes for a continued and speedy recovery to him.

Today, I need to make reference to the project 'Sustainable Urban Mobility in Windhoek', BMZ No 2021.6850.8 (EUR 11.0 million grant), which was discussed and committed during the bilateral Government Negotiations held in Windhoek on 20-21 October 2021. The funds for the project are sourced from the German Climate and Technology Initiative (DKTI), that has a specific focus on projects with a positive and concrete climate output in terms of CO2-emissions' reduction. A Feasibility Study revealed that the project 'Sustainable Urban Mobility in Windhoek' in its



Federal Ministry
for Economic Cooperation
and Development



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2027-2028

**Respect
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Page 2 of 2

original project design did, however, not meet these criteria for the funding source.

The German side therefore proposed to examine whether an alternative project of the City of Windhoek in the area of sustainable urban mobility can be identified that meets the criteria of positive climate impact and pointed out that in order to avoid a lapse of the funds, a grant agreement must be finalized by 20 October 2026. That required an alternative approach connected to an existing project that would already be very advanced in planning and that has secured financing for all other components and phases of the project.

At the end of October 2025, the City of Windhoek (CoW) submitted a new proposal for sustainable urban mobility in Windhoek (electric bus project), which was examined by KfW in the following weeks. To this end, KfW has been in contact with CoW and the Development Bank of Namibia (DBN) on several occasions.

I regret to inform you that, after thorough review, we do not see any possibility to proceed with the alternative project proposed by the City of Windhoek. The information currently available to us on this project is still incomplete and contains many uncertainties since necessary preparatory assessments are still pending and the overall funding for the other project components is not secured yet. As a result, we consider it unrealistic to conclude a project appraisal with a positive result and subsequent signing the financing agreement in the remaining period until the date of expiry (20 October 2026) of the available grant funds. Therefore – regrettably – the German government can no longer maintain the financing offer.

I am looking forward to our continued good and trustful cooperation in our existing projects and in further cooperations. A next very good opportunity to further exchange will be during Government Consultations end of September in Namibia.

Yours sincerely,

Data protection information

We take protecting your data seriously. For more information about how we process personal data at the BMZ see our privacy statement.



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

Tel: (061) 283 4111
 Fax: (061) 226 501
 E-mail: enquiries@npc.gov.na

Government Office Park
 Luther Street
 Private Bag 13356
 WINDHOEK

Enquiries: N. Mbarandonga
 Ext: 4083; N. Mbarandonga@npc.gov.na
 Ref No.: 14/4/2/1/CB

21 May 2026

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

Dear Mr. Matyayi,

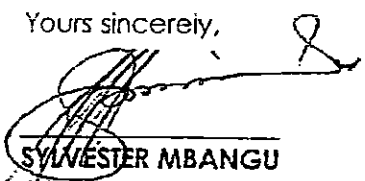
SUBJECT: FEDERAL REPUBLIC OF GERMANY FUNDING DECISION ON THE SUSTAINABLE URBAN MOBILITY PROJECT (EIRO 11 MILLION GRANT).

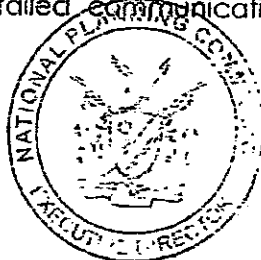
Please be informed that Federal Ministry for Economic Cooperation and Development (BMZ) has communicated its decision not to proceed with financing for the proposed alternative "Sustainable Urban Mobility in Windhoek" project under BMZ No. 2021.6850.8.

According to BMZ, the project does not meet the required conditions for appraisal and financing approval before the grant expiry date of 20 October 2026, mainly due to outstanding preparatory assessments, existing uncertainties, and incomplete financing arrangements for related project components.

Consequently, the German Government has indicated that it can no longer maintain the funding offer. The detailed communication received from BMZ is attached herewith for reference.

Yours sincerely,


SYLVESTER MBANGU
 ACTING EXECUTIVE DIRECTOR





REPUBLIC OF NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND TRADE

Tel.: (061) 2829111
 Telegram: MINFORA
 Fax: (061) 223937/221145/220265
 E-mail: info@minter.gov.na
 Enquiries: P.N. Kadila, Ext 2265
 Ref: 1/158/1

Private Bag 13347
 WINDHOEK

29 April 2026

Mr. Sylvester Mbangu
 Acting Executive Director
 National Planning Commission
 WINDHOEK

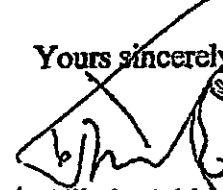
Dear Mr. Mbangu,

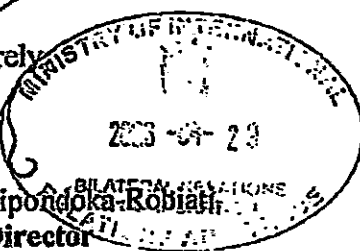
**LETTER ADDRESSED TO THE DIRECTOR-GENERAL OF THE
 NATIONAL PLANNING COMMISSION OF THE REPUBLIC OF NAMIBIA**

I have the honour to forward herewith, the attached letter addressed to Hon. Amb. Kaire Mbuende, Director-General of the National Planning Commission (NPC) of the Republic of Namibia, from Ms. Birgit Gerhardus, Federal Ministry for Economic Cooperation of the Federal Republic of Germany.

The Ministry will be grateful if the information could be shared with the City of Windhoek.

Yours sincerely,


 Ndiitah Nghipondoka-Roblah
 Executive Director





REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

Tel: (061) 283 4111
 Fax: (061) 226 501
 E-mail: enquiries@npc.gov.na

Government Office Park
 Luther Street
 Private Bag 13356
 WINDHOEK

Enquiries: N. Mbarandongo
 Ext: 4083; E-mail: NMbarandongo@npc.gov.na
 File No.: 14/4/1/1/G3

30 June 2026

Mr. Moses Matyayi

Chief Executive Officer
 City of Windhoek
 80 Independence Avenue
 Private Bag 59
 Windhoek, Namibia.

Dear Mr. Matyayi,

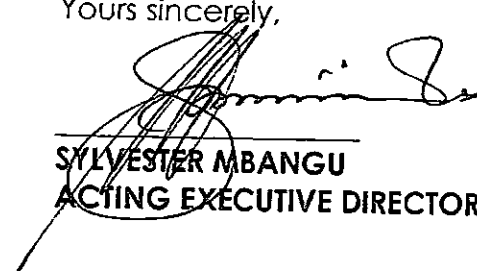
SUBJECT: PREPARATIONS TOWARDS NAMIBIA-GERMANY CONSULTATIONS 2026.

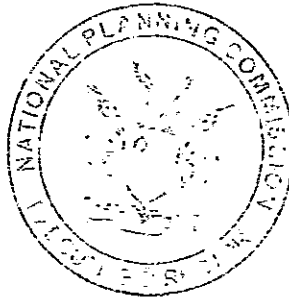
1. The National Planning Commission (NPC) hereby informs all stakeholders that Namibia-Germany Consultations will be held from **28 September to 2 October 2026 in Opuwo**. In this regard, all OMAs are requested to prepare and submit the following documents:
2. Project updates should be made on the attached briefing template and to respond to any of the "*Matters arising from the 2025 Negotiations*" as indicated on the attached action plan matrix, or any new project developments, where applicable, by **Friday, 17 July 2026**.
3. Request for project extension or proposals for new projects for consideration under the 2027 funding cycle. In view of the limited availability of German development cooperation resources, OMAs are required to submit well-prioritized proposals that align with the current areas of cooperation and support national priorities as envisaged under the ongoing implementation of the Sixth National Development Plan (NDP6).
4. An inter-ministerial preparatory meeting is scheduled for **Wednesday, 12 August 2026, at NIPAM**, to address any outstanding matters and finalize a common position on the draft negotiation protocol.

5. OMAs are kindly requested to nominate only one representative to attend the main consultations in Opuwo. In this regard, OMAs with limited project activities or concluded projects will not be required to attend the consultations in person.
6. Kindly submit the outstanding reports (as per the attached template) and the contact details of the nominated representative (not more than one person) by **Friday, 17 July 2026**, to Mr. Nikita Mbarandongo (NMbarandongo@npc.gov.na).

We count on your usual cooperation in this regard and remain at your disposal for any engagements you might require.

Yours sincerely,


SYLVESTER MBANGU
ACTING EXECUTIVE DIRECTOR



1. Name of Institution

I. Project Name

Project Description:

Expected Outcomes:

Category:

Funds Allocated:

Accumulated Budget to date:

Funds disbursed to date:

Status of Legal Agreements: Region:

Matters to be discussed (Annotated Agenda Items and Issues emerging from 2025 Negotiations):

-

-

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Target Beneficiaries and Localities	Activities undertaken	Planned Activities	Possible Responses	Challenges	Possible Interventions to ensure targets are met

Annex I New Commitments

Project	FC / TC	BMZ project number	New commitment (euros)	Additional funds Yes/no	Continuation Yes/no	FC Instrument
Nachhaltige Wirtschaftsentwicklung, Ausbildung und Beschäftigung						
Promotion of technical Vocational Education and Training IV (ProTVET)	TC	2025.2042.7	3.400.000,00 €	no	yes	grant
Förderung der Beruflichen Bildung IV						
Sub-total FC			0,00 €			
Sub-total TC			3.400.000,00 €			
Sub-total FC plus TC			3.400.000,00 €			
Klima und Energie, Just Transition						
Improving Energy Access for Equal Opportunities in Namibia	TC	2025.2041.9	3.000.000,00 €	no	no	grant
Besserer Energiezugang für mehr Chancengleichheit						
Inclusive and Sustainable Urban Development II	TC	2023.2054.7	2.500.000,00 €	yes	no	grant
Inklusive und nachhaltige Stadtentwicklung II						
Promotion of Critical Raw Materials for the Energy Transition in Namibia	TC	2025.2043.5	2.500.000,00 €	no	no	grant
Förderung kritischer Rohstoffe für die Energiewende in Namibia						
Sustainable and Inclusive Electrification Namibia	FC	2025.6501.8	20.000.000,00 €	no	yes	loan
Nachhaltige und inklusive Elektrifizierung Namibia						
Sub-total FC			20.000.000,00 €			
Sub-total TC			8.000.000,00 €			
Sub-total FC plus TC			28.000.000,00 €			

Annex I New Commitments

Erhalt unserer natürlichen Lebensgrundlagen						
Competitive and Climate-resilient Agriculture and Food Security II	TC	2025.2068.2	3.000.000,00 €	no	yes	grant
Wettbewerbsfähige und klimaresiliente Agrar- und Ernährungswirtschaft II						
Establishment of a Sustainable Financing Mechanism for Namibia's protected areas	FC	2021.6752.6	4.200.000,00 €	yes	no	grant
Nachhaltiger Finanzierungsmechanismus für die Schutzgebiete Namibias						
Poverty-oriented support to the Community Conservation Programme	FC	2017.6851.4	4.200.000,00 €	yes	no	grant
Armutsorientierte Unterstützung des gemeindebasierten Naturschutzes						
Sub-total FC			8.400.000,00 €			
Sub-total TC			3.000.000,00 €			
Sub-total FC plus TC			11.400.000,00 €			
Cooperation outside the priority areas (core areas)						
Study and Experts Fund	TC	2023.2053.9	1.000.000,00 €	yes	no	grant
Studien- und Fachkräftefonds						
Sub-total FC			0,00 €			
Sub-total TC			1.000.000,00 €			
Sub-total FC plus TC			1.000.000,00 €			
Total			43.800.000,00 €			

Action Plan Matrix: Matters Arising from 2025 Government Negotiations (As at 13 November 2025)

1. POLITICAL DIALOGUE & COOPERATION FRAMEWORK

Item	Political Partner	Implementing Partner	Matter(s) Arising	Action Required by (GER)	Action Required by (NAM)	Due Date
1.1 KfW Procurement Requirements	MoF	PPU/ NCPB	Finalize a binding MoU to manage discrepancies between Namibian and German procurement rules.	KfW to finalize and share draft MoU based on the comparative study.	PPU (MoF) to approve the Terms of Reference for the technical working group.	27 March 2026
1.2 KfW Grant Agreement Template	NPC, MoJLR, MIRT	OAG	Reach consensus on outstanding legal clauses (e.g., Cross-default, Arbitration).	KfW to await formal feedback on the second draft template.	AG & NPC to provide formal feedback on the second draft template.	20 Nov 2025
			Resolve outstanding legal issues to unblock future FC grants.	Arrange a meeting between German and Namibian legal personnel.	AG & NPC to commit to a meeting date and prepare a consolidated position.	Q1 2026
1.3 Team Europe Governance	NPC, MIRT	EU Delegation, GE	Ensure Namibia's full and meaningful participation in the Team Europe Initiative on Inclusive Green Growth.	Support the formalization of joint governance structures with Namibia.	Propose and agree on formalized governance structures (e.g., via the Green Industrialization Council).	Q2 2026

2. PRIORITY AREA: SUSTAINABLE ECONOMIC DEVELOPMENT

Item	Political Partner	Implementing Partner	Matter(s) Arising	Action Required by (GER)	Action Required by (NAM)	Due Date
2.1.3 DBN Climate Credit Line (AM)	MOF	DBN	Start capacity-building activities delayed by the tender process.	N/A	DBN to conclude the tender and award the contract for the consultant.	Q1 2026
2.1.7 Promotion of SME (ProSME)	MIRT, NPC	NIPDB	Ensure developmental objectives are met within the remaining 1.5-year project term.	Review and respond to the request for a project term extension.	Finalize and submit detailed project proposals for the extension and new initiatives (e.g., Supplier Development).	Q1 2026
2.2.1 Strengthening Access to TVET (FC)	MEIYSAC	NTA	Commence project implementation after the extended preparation phase.	KfW to facilitate the finalization of the implementation consultant's contract.	NTA to provide all necessary support for the swift start of physical works.	Q1 2026
2.2.3 ProTVET IV (TC)	MHETI	NTA, GIZ	Ensure swift implementation of the new phase, focusing on green skills.	GIZ to prepare and finalize the implementation agreement.	MEIYSAC/NTA to provide timely inputs and approvals for the agreement.	Q2 2026

3. PRIORITY AREA: CLIMATE AND ENERGY, JUST TRANSITION

Item	Political Partner	Implementing Partner	Matter(s) Arising	Action Required by (GER)	Action Required by (NAM)	Due Date
3.1.2 GET FIT BESS Project	MIME	NamPower	Complete construction and commissioning of the pilot battery storage project.	N/A	NamPower to ensure the project is completed as scheduled.	Apr 2026
3.1.4 Sustainable Electrification (FC)	MIME, MOF	NORED	Finalize terms for the EUR 20 million loan for the follow-on electrification program.	KfW to prepare the loan agreement.	Review and provide feedback on the draft loan agreement.	Q3 2026
3.1.5 Improving Energy Access (ImprovE) (TC)	MIME	MIME	Design and launch the new project to support the connection of 210,000 households.	GIZ to conduct inception missions and draft the implementation plan.	MIME to actively engage in shaping the project's scope and activities.	Q2 2026
3.1.9 Namibia Green Hydrogen Program (BMWE)	MIME	NGH2P	Ensure all program activities are implemented before the 2027 end date.	Provide support for the timely implementation of agreed activities.	NGH2P to secure sustainable financing for program operating costs and implement the SESA Mitigation Plan.	Ongoing

3.2.3 Sustainable Urban Mobility Windhoek	MURD, MWT	CoW	Secure funding by finalizing a new grant agreement that meets DKTI criteria.	Assess the new project proposal against DKTI criteria and respond.	CoW to provide any additional information requested by the German side.	20 Oct 2026
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4. PRIORITY AREA: NATURAL RESOURCE MANAGEMENT

Item	Political Partner	Implementing Partner	Matter(s) Arising	Action Required by (GER)	Action Required by (NAM)	Due Date
4.1.2 Sustainable Financing Mechanism (FC)	MEFT	MEFT	Ensure long-term financing for national parks; German support is degressive.	KfW to prepare documentation for the EUR 4.2 million replenishment.	MEFT to develop and present a plan for progressively increasing domestic funding.	Q4 2026
4.1.9 Competitive Agriculture (TC)	MAFWLR	MAFWLR	Ensure smooth transition from the first to the second project phase.	GIZ to finalize the appraisal and implementation agreement for the new EUR 3 million phase.	MAFWLR to support the cost-neutral extension until March 2026 and prepare for Phase II.	31 Mar 2026
4.2.1 Securing Windhoek Water Supply	MAFWLR, MOF	CoW, NamWater	Commence disbursement and implementation of DPR2 and GOWWTP projects.	KfW to process the first disbursement (scheduled for 17 Nov 2025).	CoW to conclude the tender for consulting services.	Q1 2026

4.2.2. Water Sector Support Program I+II	MAWLR, MFPE	NamWater	Ensure effective coordination and timely execution of the large-scale program.	N/A	NamWater to ensure the dedicated project coordination unit is fully operational and effective.	Q1 2026
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5. COOPERATION OUTSIDE PRIORITY AREAS & OTHER INSTRUMENTS

Item	Political Partner	Implementing Partner	Matter(s) Arising	Action Required by (GER)	Action Required by (NAM)	Due Date
5.1.1 Support to Road Construction	MWT	Roads Authority	Address slow progress on the Karibib-Usakos road rehabilitation.	N/A	Roads Authority to address implementation delays and ensure timely completion and quality.	Q4 2026
5.1.2 Labour-based Road Construction	MWT	Roads Authority	Avoid further delays in the final funding phase.	N/A	Expedite tendering, demining, and construction for the remaining road stretches.	Q4 2026
Export Credit Guarantee Framework	MOF, NPC	NIPDB	Explore and identify viable projects for the EUR 100 million framework.	Euler Hermes to organize a technical workshop on project eligibility and financing models with multiple stakeholders.	NPC/MoF/NIPDB to participate in the workshop and submit a pipeline of potential projects.	Q2 2026



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel No: (061) 287 9111
Fax No: (061) 234 296

Private Bag 13338
WINDHOEK

09 February 2026

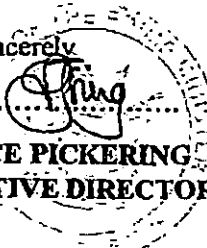
**TO: CHIEF EXECUTIVE OFFICERS
NAMIBIA REVENUE AGENCY
CITY OF WINDHOEK
NAMIBIA COMPETITION COMMISSION
SOCIAL SECURITY COMMISSION
NAMIBIA INDUSTRY DEVELOPMENT AGENCY**

**SUBJECT: INVITATION TO A TECHNICAL MEETING ON THE ESTABLISHMENT
OF THE ONE STOP SERVICE CENTER AT THE BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY (BIPA)**

1. Reference is made to the letters dated 09 December 2025, which requested your institutions to designate staff members to the One Stop Service Center (OSSC) at the Business and Intellectual Property Authority (BIPA). The OSSC service model aims to provide government services through a single window in order to improve service delivery and enhance the ease of doing business.
2. In the light of the above, as participating institutions, senior officials/ supervisors of staff members seconded to the center are invited to a technical meeting on the establishment of the OSSC at BIPA. The meeting is scheduled for 12 February 2026 at 12h00 and will be held in the Constitution Room.
3. For any enquiries, Kindly contact:
 - Mr. Alan Hansen at Alan.Hansen@opm.gov.na or +264 81159775
 - Ms. Sally Buiswalelo at Sally.Buiswalelo@opm.gov.na or +264 812382855

Your support and collaboration in advancing improved customer service through the establishment of the One Stop Service Center is highly appreciated.

Yours Sincerely


**GLADICE PICKERING
EXECUTIVE DIRECTOR**



NIPDB
Namibia Investment Promotion
& Development Board

Enquiries: Justine Shipanga-Gcilishe
Email: justine.shipanga-gcilishe@nipdb.com
Tel: +264 (0) 83 333 8600

09 June 2026

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

Dear Mr. Matyayi,

RE: COLLABORATION BETWEEN THE CITY OF WINDHOEK AND THE NIPDB ON ECONOMIC DEVELOPMENT

The above matter refers.

We wish to thank the City of Windhoek for its continued engagement with the Namibia Investment Promotion and Development Board (NIPDB) regarding the proposed Memorandum of Understanding (MoU) on collaboration in the area of economic development.

We further refer to the correspondence from Ms. Monika Sheefeni dated 22 May 2026, indicating that the proposed MoU had been tabled before the City of Windhoek Management Committee and subsequently referred back to establish whether the NIPDB would be integrated into the Ministry of International Relations and Trade (MIRT), and whether the City may proceed with consideration of the proposed MoU.

In this regard, we wish to confirm that the NIPDB remains a Public Entity and continues to operate as a distinct entity with its own mandate, governance structures, and operational responsibilities. While the NIPDB now reports through the Ministry of International Relations and Trade (MIRT) as its line Ministry, this arrangement relates solely to the reporting and oversight framework of the institution. Prior to this change, the NIPDB reported directly to the Presidency. The current reporting arrangement does not affect the NIPDB's legal status, mandate, or ability to enter into partnerships and collaborative arrangements with stakeholders.

Furthermore, as previously communicated, the NIPDB-operated One Stop Centre (OSC) function has since transitioned to the Office of the Prime Minister and is currently housed at the Business and Intellectual Property Authority (BIPA). Consequently, references to the OSC have been removed from the revised MoU. The revised agreement instead focuses on broader areas of collaboration between the NIPDB and the City of Windhoek in support of economic development, investment promotion, enterprise development, competitiveness, and other mutually beneficial initiatives.

In light of the above, we kindly request that the City of Windhoek proceed with its consideration of the revised MoU.



C/O Garten Street
& Dr. A. B. May Street



info@nipdb.com
www.nipdb.com



Private Bag 13340,
Windhoek, Namibia



+264 (0) 83 333 8600

Board Members: VJ Mungunda (Chairperson) · K Ndilula (Deputy Chairperson)
EV Hilger · D Honsbein · MK Shipanga · JJ Hauuanga (Acting Chief Executive Officer) (Ex Officio)
(Non-profit Association Incorporated under Section 21) - Registration Number: 21/2020/0929



NIPDB
Namibia Investment Promotion
& Development Board

The NIPDB remains committed to strengthening collaboration with the City of Windhoek in advancing shared economic development objectives and fostering an enabling environment for investment and business growth within the City.

Please accept the assurances of our highest consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jessica Hauyanga'.

Jessica Hauyanga

ACTING CHIEF EXECUTIVE OFFICER

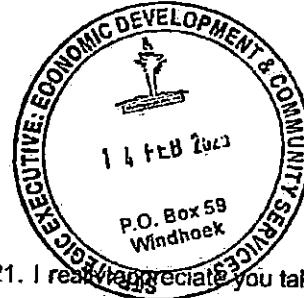
NIPDB

Enquiries: Chemell Plaatjies
Cell: 081 327 6010
Email: chemell.plaatjies@nipdb.com

08 June 2021

Mr. Mujiwa G. Mayumbelo
Chief Executive Officer
City of Windhoek
Windhoek, Namibia

Dear Mr. Mayumbelo,



ECONOMIC DEVELOPMENT PARTNERSHIP

It was a pleasure meeting you and your team on 23 April 2021. I really appreciate you taking the time to speak to us about the exciting future of Namibia's economic development to be supported by improving the country's ease of doing business and its competitiveness on a global stage. It was encouraging to hear that the City of Windhoek is just as enthusiastic about the future of Namibia as we are.

As mentioned during our meeting, the Namibia Investment Promotion and Development Board (NIPDB) has been mandated to promote Namibia as a choice investment destination by attracting and retaining investments to the country. The ultimate aim is to reposition Namibia on the map and improve her competitiveness whilst creating employment for Namibians.

One of the key strategies to do this is by improving our international rankings through creating an environment which fosters doing business with ease. Investors are attracted by seamless processes and unencumbered policies that allow them to do business and leverage business growth.

Mr. Mayumbelo, we are keenly aware that the CoW is a key player in providing services that directly impact the Ease of Doing Business rankings. In light of that, we are delighted that you are committed to partnering with us to provide these services to our investors.

With this letter we would like to kindly remind your esteemed office to provide the NIPDB with the following:

Namibia Investment Promotion and Development Board (A Public Enterprise in the Presidency)
(Non-profit Association Incorporated under Section 21 - Registration Number 21 20/0926
Corr Garden street and Dr A B May, Private Bag 13340 Windhoek, Namibia

Advisory Board Members

HG Gardes, D Fentzen, S Hugo, B Mayumbelo, V Mupfema
K N Ndilute, E Ventura Hage, M Shipanga

Executive Board Members

RA Uwandja (CEO), B Bulen, MC Gustavus, JH Hahenge
P H Lutegeza, F van Schalkwyk

252

NIPDB

- Avail a senior CoW employee to provide services to investors from the investment board premises. The NIPDB office block will be ready mid-June and we would recommend that the person starts 1 July 2021. The staff member assigned should have general knowledge about land availability for investors as well as ability to facilitate certification for fitness of certificate and other matters relating to services offered by the City to investors such as rezoning etc. Furthermore, the individual should have decision making capacity and have access to Senior Management for quick decision making for higher level authorities so that investors can be served timely and efficiently.
- In future notify the Board of any regulations/policies developed or recommended by the City that would impact investments in any way. We plan to work with you to provide input as well as promote the amended laws to the private sector.

Finally, I have requested the Secretary to the Cabinet to arrange a meeting with all relevant players regarding the way forward with regard to improving Namibia's Ease of Doing Business ranking by the World Bank. I believe you will receive an invite to this meeting in the near future.

Mr. Mayumbelo, I believe that as a country we've been given another opportunity to position Namibia as a great investment destination, thereby creating employment and giving Namibians the opportunity to have a quality life.

It is with this urgency in mind that I look forward to launching a solid partnership that will help His Excellency deliver on his vision of a prosperous Namibia where no one is left out. As promised at the meeting, our team will contact yours within the next few weeks to hold initial discussions on the Memorandum of Understanding.

I look forward to our next steps.

Yours Sincerely



Nangula Uaandja
CHIEF EXECUTIVE OFFICER

MEMORANDUM OF UNDERSTANDING

ENTERED INTO AND BETWEEN



NIPDB
Namibia Investment Promotion
& Development Board

NAMIBIA INVESTMENT PROMOTION AND DEVELOPMENT BOARD

(An Association Not for Gain)
registered in accordance with the laws of Namibia under Registration Number 21/2020/0929
herein represented by **Ms. Julia Muetudhana**
in her capacity as Acting *Chief Executive Officer*
and duly authorised thereto and whose business address is:

1st Floor, Investment House
C/O AB May & Gartner Street
Private Bag 12039
Windhoek
NAMIBIA

Telephone: +264 (0) 83 333 8600
Email: julia.muetudhana@nipdb.com
(Hereinafter referred to as "NIPDB")

AND



Ke Gateway to Endless Opportunities

THE MUNICIPAL COUNCIL OF WINDHOEK

Duly established in terms of the Local Authorities Act, Act No 23 of 1992
Herein represented by **Mr. Moses Matyayi**, in his capacity as *Chief Executive Officer*
and duly authorised thereto and whose business address is:

80 Independence Avenue
P O Box 59
Windhoek, NAMIBIA
Telephone: +264 61 290 2615
Fax: +264 61 290 2344
Email: CEO@windhoekcc.org.na
Website: www.windhoekcc.org.na

(Hereinafter referred to as "MCoW")

(Hereafter referred to jointly as the "Parties")

PREAMBLE

WHEREAS NIPDB is registered as a non-profit organisation incorporated under section 21 of the Companies Act, 2004 (Act No. 28 of 2004) of Namibia.

AND WHEREAS NIPDB is mandated to facilitate, promote, attract and retain both domestic and foreign investments.

AND WHEREAS NIPDB plans to facilitate the issuance of licenses, permits and offer services to investors at the NIPDB, subject to the relevant laws and regulations of Namibia.

AND WHEREAS NIPDB shall, as part of its operations, provide services to investors to

- (a) facilitate the sharing of information between the State, investors and the public in relation to establishing an investment;
- (b) provide seamless and responsive online client services for business investors to start a business;
- (c) facilitate service delivery to link investors with relevant service providers and agencies of government;
- (d) create a Web Portal, which links relevant service providers and agencies of government to support the facilitation services;
- e) provide the necessary technical support and guidance towards programmes aimed at providing business management skills and capacity building of MSMEs in the city.

AND WHEREAS NIPDB, in order to enhance the overall investment facilitation process, seeks the cooperation of other relevant offices, ministries or agencies to ensure inclusive representation of investment-related activities.

AND WHEREAS the MCoW's mandate is derived from the constitutional provision Chapter 12 (Regional and Local Government), Article 102 of the Constitution of the Republic of Namibia, and by the Local Authorities Act 23 of 1992, as amended.

AND WHEREAS the MCoW's mission is to enhance the quality of life for all residents of the City of Windhoek by rendering efficient and effective municipal services.

AND WHEREAS the MCoW, has the strategic objectives to amongst other Promote Duty of Care to the Organisation, Improve Customer Care, Improve Efficiencies in Urban Planning and Property Management, Increase Access to Services, Provide Enabling Environment for Tourism, Trade, Investment and Economic Development, Avail Serviced Land in All Use Categories, Improve Water Security and Increase Capacity of Electricity Supply.

AND WHEREAS the MCoW, through its Economic Development and Community Services Department has a mandate to advance economic development in the City of Windhoek and provide recreational, health and emergency services. Services include food and water sampling, pest and environmental pollution control, identifying and implementing projects that address job creation and community needs, promotion of small, micro

--

and informal businesses as well as business attraction, retention and expansion through investment promotion, both local and foreign and stimulate local economic growth and development.

AND WHEREAS the MCoW, through its Economic Development Division seeks to increase investment and improve the investment climate and enabling environment in the jurisdiction of Windhoek by achieving the following goals;

- (a) improve stakeholder and investor communication and stakeholder engagements;
- (b) improve local competitiveness;
- (c) increase awareness of investment opportunities and
- (d) develop investment promotion claims.

AND WHEREAS NIPDB and MCoW seek to exercise their mandates, create partnership, enhance the efficient exchange and distribution of information and agree to facilitate economic growth and development to raise income, promote investment and create employment.

TO THIS END THE PARTIES HERETO AGREE AS FOLLOWS:

1 OBJECTIVE

The purpose of this MOU is to establish a strategic partnership between NIPDB and the MCoW, in a joint consolidated and coordinated collaboration to promote and facilitate the Competitiveness and Ease of Doing Business in Windhoek.

2 COMMENCEMENT AND DURATION

Notwithstanding the Signature Date, this MOU shall come into effect on a date to be agreed by both Parties (Commencement Date) and shall endure indefinitely unless terminated by either Party by providing at least six (6) months prior notice to the other Party.

3 AREAS OF COOPERATION

The Parties agree to collaborate on matters related to:

- **Collaboration**

Establishing structured engagement between NIPDB and MCoW to coordinate activities, share information, and align processes that support investment facilitation within the City of Windhoek.

- **Investor services**

Jointly attracting, facilitating, and retaining investments by providing coordinated guidance, municipal inputs, and aftercare support to both local and foreign investors.

- **Strategic Alignment**

Aligning priorities and jointly advancing investment promotion and economic development initiatives within the City of Windhoek, with a focus on Economic Advancement, Infrastructure Development, and Social Progression, including the identification and support of high-impact investment opportunities.

As part of this MOU a Work Plan addendum will be developed by the **Parties** which shall cover, but will not be limited to, deliverables, timeframes, responsibilities and financial implications.

4 FUNDING AND PROCUREMENT

4.1 The **Parties** further agree to jointly explore funding possibilities for the activities under the auspices of this MOU, including, but not limited to:

- In-kind contributions (pro-bono) by **Parties**;
- Co-funding by **Parties**;
- Commissioned research and development conducted by NIPDB and funded by MCoW;
- Third-party funding opportunities.

4.2 All services will be procured in terms of the provisions of the Public Procurement Act No 15 of 2015.

5 STATUS OF THE PARTIES

5.1 No party may incur any financial expenditure or obligations not stated herein. Any financial obligations that may arise as a result of any obligations in terms of this Agreement shall be agreed between the parties in writing.

5.2 Staff members, in pursuance of obligations in terms of this Agreement, remain subject to the rules and regulations of their own institutions in all matters of employment, benefits, medical and life insurance, employee rights, etcetera.

6 CONTRACT MANAGEMENT

6.1 Oversight of the operational procedures to give effect to the provisions of this Agreement will be vested with the programme coordinator nominated from each Party who will each utilize the involvement of such senior management of both **Parties** as they may deem fit.

6.2 Both Parties will meet as required to discuss matters arising from the provisions of this Agreement and to make such recommendations to their respective bodies as required.

6.3 This Agreement may be altered at any time with the consent of both **Parties**. A review of the effectiveness of the terms of this Agreement shall be undertaken during the first year of it having come into operation, with a view to modify provisions to ensure that they meet the current needs of both **Parties**. Subsequent reviews will take place at one-yearly intervals or earlier as required and agreed between the **Parties**.

6.4 Each of the **Parties** acknowledge and agree that for the purpose of fulfilling their respective obligations pursuant to this Agreement, information shall be shared between the respective Institutions. The **Parties** mutually covenant and agree that they will treat any such information in strict compliance with their respective rules as if it were the personal information of their own Institutions.

7 INTELLECTUAL PROPERTY RIGHTS AND NON-DISCLOSURE

7.1 Intellectual property rights shall vest in the **Parties**. All documentation, information, data obtained and / or exchanged between the **Parties** and any other information that come to the knowledge of the other Party through the implementation of this MoU will be treated as confidential and may only be divulged to third Parties with the written consent of the other Party.

7.2 Where new knowledge is produced jointly the intellectual property rights shall be shared by the **Parties** in equal shares.

8 DISPUTE RESOLUTION

- 8.1 The dispute resolution procedure contained in this Clause 8 ("**Dispute Resolution Procedure**") shall apply to any dispute, claim or difference between the **Parties** arising out of or relating to this Agreement ("**a dispute**").
- 8.2 A dispute will not be deemed to be a dispute until one of the **Parties** has provided a written notice conveying the nature and scope of the dispute to the other Party.
- 8.3 All disputes shall first be referred to a mediation committee consisting of the Contract Managers of the **Parties** ("**Mediation Committee**") for resolution. An agreement reached by the Mediation Committee shall be reduced to writing.
- 8.4 If the **Parties** have been unable to resolve any dispute within ten (10) working days of referral to the Mediation Committee, either Party may refer the matter to arbitration.
- 8.5 The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1965 (Act No 42 of 1965, as amended from time to time), provided that:
 - 8.6 a single arbitrator shall be appointed; and
 - 8.7 the arbitrator shall be a practicing counsel or attorney of not less than ten (10) years standing agreed upon by the **Parties** within ten (10) days after the date on which the arbitration is called for.
 - 8.8 If the **Parties** fail to reach an agreement within ten (10) days after arbitration has been called for on the arbitrator to be appointed, such arbitrator shall be appointed by the President for the time-being of the **Law Society of Namibia**.
 - 8.9 The arbitration proceedings shall take place in **Windhoek** at a venue and time to be determined by the arbitrator.
 - 8.10 The arbitration proceedings shall be held informally and in a summary manner, and all procedural requirements and formalities shall be determined by the arbitrator. In determining such formalities and procedure, the arbitrator does not need to observe the normal strict rules of evidence or usual formalities of procedure.
 - 8.11 The decision of the arbitrator shall be final and binding on the **Parties**.
 - 8.12 The cost of the arbitration proceedings shall be borne by the **Parties** as decided by the arbitrator.
 - 8.13 Notwithstanding the provisions of this Clause 8, any Party shall be entitled to approach a competent court of law having jurisdiction to obtain any urgent relief which may be required by such Party.

9 SEVERABILITY

Each of the provisions of this MoU shall be regarded as distinct and severable from the other provisions thereof, and shall be given effect to as such, notwithstanding the manner in which it has been linked grammatically to any other provisions of this MoU. If any or more such provisions are found to be invalid or unlawful or unenforceable for whatever reason whatsoever, such findings shall in no way affect any other provision which shall continue to be of full force and effect.

10 NOTICES

- 10.1 All notices and any other communications whatsoever (including, without limitation, any approval, consent, demand, query or request) by either Party in terms of this MoU or relating to it shall be given in writing and

sent by registered post, or delivered by hand, or transmitted by facsimile or electronic mail to the recipient Party at its relevant address set out below:

10.1.1 FOR NIPDB

1st Floor, BRB Building,
C/O AB May & Gartner Street, Windhoek, Namibia
Private Bag 12039
Windhoek
NAMIBIA
Telephone: ++264 (0) 83 333 8649
Email: julia.muetudhana@nipdb.com
Marked for the attention of: **Acting Chief Executive Officer**

10.1.2 FOR Municipal Council of Windhoek

80 Independence Avenue
Po Box 59
Windhoek, NAMIBIA
Telephone: +264 61 290 2615
Fax: +264 61 290 2344
Email: CEO@windhoekcc.org.na
Marked for the attention of: **Chief Executive Officer**

10.2 Either Party may, by written notice to the other Party, change any of the addresses at which, or the designated person for whose attention those notices or other communications are to be given.

10.3 Any notice or other communication given by any Party to the other Party which –

10.3.1 is sent by registered post to the addressee at its specified address shall be presumed to have been received by the addressee on the seventh (7th) day after the date of posting; or

10.3.2 is delivered by hand during the normal business hours of the addressee at its specified address shall be presumed to have been received by the addressee at the time of delivery; or

10.3.3 is transmitted by facsimile copier to the addressee at the addressee's specified facsimile number shall be presumed to have been received by the addressee on the date of transmission as indicated on the sender's facsimile transmission report; or

10.3.4 is transmitted by electronic mail to the addressee at the addressee's specified electronic mail address shall be presumed to have been received by the addressee on the date of transmission as reflected on the sender's electronic mail records.

10.4 The Parties choose their respective physical addresses in Clause 10.1 as their respective *domicilia citandi et executandi* at which all documents relating to any legal proceedings to which they are a party may be served. If that address is changed to another address which is not a physical address within the Republic of Namibia and / or anywhere else, then the original address shall remain the *domicilium citandi et executandi* of the relevant Party until it nominates a new physical address within the Republic of Namibia and / or anywhere else in writing, to be its new *domicilium citandi et executandi*.

11 CONFIDENTIALITY

11.1 During the course of this MoU, one Party may provide the other Party with proprietary information which it wishes to be kept confidential.

- 11.2 Information disclosed by one Party ("the **Disclosing Party**") to the other Party ("the **Receiving Party**") and designated as confidential ("**Confidential Information**"), shall be treated as confidential by the **Receiving Party** and shall not be disclosed, in whole or in part, to any third Party, unless prior written approval has been obtained from the **Disclosing Party**.
- 11.3 The **Parties** agree that this MoU is not intended to restrict the use or disclosure of any portion of such information which:
- 11.3.1 is made known to the public through no default by the **Receiving Party** of its obligations under this MoU;
 - 11.3.2 is rightfully received by the **Receiving Party** from a third party having no obligation of confidentiality to the **Disclosing Party**;
 - 11.3.3 is independently developed by the **Receiving Party** by persons who did not have access to Confidential Information of the **Disclosing Party**; or
 - 11.3.4 is disclosed by the **Receiving Party** after receipt of written permission from the **Disclosing Party**.
- 11.4 information which is required to be disclosed in response to a valid order of court or other governmental agency or if disclosure is otherwise required by law, and a Party will provide the other Party with prompt written notice if such disclosure is required, and shall limit the disclosure to the minimum necessary to comply with the law.
- 11.5 This Clause is severable from the rest of this Agreement and shall remain valid and binding on the **Parties** for a period of three (3) years after termination of this Agreement.

12 CANCELLATION

- 12.1 A Party (hereinafter referred to as the "**Aggrieved Party**") may cancel the whole or any part of the MoU in writing if another Party (hereinafter referred to as the "**Defaulting Party**") is in breach of this MoU.
- 12.2 If the **Defaulting Party** fails to remedy a breach within seven (7) working days after having been requested by the **Aggrieved Party** in writing, the **Aggrieved Party** shall be entitled, but not obliged, to cancel this MoU without prejudice, and claim any damages suffered as a result of such breach.
- 12.3 Termination of this MoU will not terminate any active executed Schedule and the terms of this MoU shall remain in force for the duration of such active executed Schedule, unless otherwise agreed by the **Parties**.
- 12.4 Termination of any executed Schedule will not terminate this MoU unless otherwise agreed by the **Parties**.

13 ENTIRE AGREEMENT

- 13.1 The **Parties** record that this MoU and its addenda constitute the whole agreement between the **Parties** as to the subject matter hereof and no agreements, representations or warranties between the **Parties** other than those set out herein are binding on the **Parties**.
- 13.2 Any amendment, extension, limitation, improvement or variation of this MoU in whole or in part shall not be binding on the **Parties**, unless it is reduced to writing and agreed upon and signed by the **Parties**.

14 GOVERNING LAW

All programmes and activities undertaken pursuant to this MoU shall be governed by the laws of the Republic of Namibia.

15 SIGNATURES

The **Parties** hereto have executed this MoU in two (2) original copies by their duly authorised representatives on the day and at the place referred herein, each Party receiving one (1) original copy hereof.

NAMIBIA INVESTMENT PROMOTION AND
DEVELOPMENT BOARD

THE MUNICIPAL COUNCIL OF WINDHOEK

Place

Place

Date

Date

Julia Muetudhana
Acting Chief Executive Officer

Austin Kwenani
Chairperson of the Management Committee

Signatory: Justine Shipanga-Gcilishe
Executive - Investor Experience (Acting)

Moses Matyayi
Chief Executive Officer

Draft Action Plan - City of Windhoek (COW) and Namibia Investment Promotion and Development Board (NIPDB)

VISION	To be a Sustainable and Caring City by 2027										
MISSION	To enhance the quality of life for all our people by rendering efficient and effective municipal services										
THEMES	Social Progression, Economic Advancement, Infrastructure Development										
COMMON ARE	ACTIVITIES	STRATEGIC OBJECT	INDICATOR/METRIC	DEPT'S RESPONSIBILITY	PROJECT TEAM MEMBERS	RESOURCES REQUIRED	STAKEHOLDERS	CONSTRAINTS	TIME FRAME/ DATE DUE	PERCENT COMPLETED	COMMENTS
Collaboration	Offer joint information sessions (forum)	Ensure the quality of life of all our stakeholders	Number of information sessions held, satisfaction survey by investors	EDCS, MCW	MCW EDCS (EDD, BD), NIPDB Investor Experience Dept, NIPDB Investment Dept, NIPDB MSME Development and Export Promotion Dept, NIPDB Competitiveness and Branding Dept.	Meeting spaces, Business processes, Digital and print promotion/communication tools, Financial resources	OMAs, corporates, financiers	Scheduling conflicts, low public private consultation, meeting fatigue, measurement tools lacking	First meeting in Q1 2025, bi-annually thereafter (again in Q4)	0%	Initial planning phase
	Share quarterly with MCW data covering the Khomas region on investors, but not limited to number of new investors, projected dollar	Enhance the quality of life of all our stakeholders	Quarterly report on investor statistics and trends nationally and specifically the Khomas region	EDCS, MCW	NIPDB Investor Experience Dept, BON, EDCS (RIM), NSA	Data trends, reports	OMAs and private data firms, Banks	Data provision and consistency, delays in gathering and sharing key investment information	Quarterly, starting Q1 2025	on-going	Quarterly reporting to begin in Q1 2025
Investor Services	Facilitate, oversee and track the progress of applications rendered to investors (mostly land applications) and aftercare services to local and foreign	Enhance the quality of life of all our stakeholders	Number of investor contacts made, applications processed and services rendered, progress tracking reports	EDCS, MCW	MCW representatives, OCEO, HPMHS, EDCS, UTP, ELE, NIPDB Investor Experience Dept, NIPDB Investment Dept, NIPDB MSME Development and Export Promotion Dept	Internal project management tracking system and tools, legal support and advice on special conditions, legislation supporting investment promotion	International and local investors, OMAs	Bureaucracy and timelines to avail land for investment projects, pending legislation	Ongoing, with quarterly reviews	on-going	Review quarterly, fast track legislation and business processes
	As member on the Ease of Doing Business & other relevant committees support the reduction of the number of days involved in registering a business (electricity connections, connections	Enhance the quality of life of all our stakeholders	Reduce average number of working days to issue requisite permits and certificates (electricity connections, building plan permits, business registrations & fitness certificates). Committee meetings minutes and action items concluded within agreed timeframe.	EDCS, UTP, ELE, ICT	MCW EDCS, UTP, ELE, ICT, NIPDB Investor Experience Dept, NIPDB Competitiveness and Branding Dept, NIPDB ICT Dept.	Efficient procedures, data, software, financing of EPM and CRM tools	MCW, NIPDB, BIPA, NAMRA, SSC, MHAISS, MIT	Availability of OMAs senior staff to attend scheduled committee meetings, seniority of staff to make decisions regarding streamlining systems and tools	Quarterly meetings	0%	Committees (Ease of Doing Business & Competitiveness) to be combined or not in 2025

Copy

262

P. O. Box 22878
WINDHOEK

13 June 2018

The Manager
Property Management
City of Windhoek
P. O. Box 59
WINDHOEK



BY HAND

Dear Sir/ Madam

SUBJECT: APPLICATION TO ACQUIRE LAND, 10 METER PORTION OF ERF R/7567 KATUTURA (PUBLIC OPEN SPACE) FOR CONSOLIDATION WITH ERF 7386 KATUTURA

I Naomi Tuhafeni Simion, owner of Erf 7386, Dam Street, Katutura, hereby would like to apply to the City of Windhoek, to acquire a 10 meter portion of Erf R/7567 (Public Open Space), which is situated on the eastern side of my Erf.

My current Erf is 291m², which is less than the appropriate minimum of 300m² for residential erven. While it is appreciated that there is a special provision for erven smaller than the minimum of 300m², and that most of the houses specifically in Katutura were built before independence on erven smaller than 300m², I have realised that my current Erf is quite too small for my family, which comprises of seven (7) members, since the main house only consist of a three (3) bedroom. There is therefore not adequate space to accommodate further development on the said Erf, in order to sufficiently accommodate the whole family.

Similarly, the cost of housing has skyrocketed over the years, and I am therefore unable to afford, let alone qualify from financial institutions, in finding alternative accommodation, which could accommodate my family. My intentions are purely sincere in the sense that as not all residence of Windhoek are fortunate to have spacious erven, and me being amongst the ones privileged to own a house bordering a Public Open Space, I was thus motivated to acquire a portion of this land, in order to consolidate it with my current Erf. The purpose is to construct additional building structures – extra bedroom(s), servants' quarter and carport to accommodate my family and childminder, as well as for parking purpose which is currently a challenge.

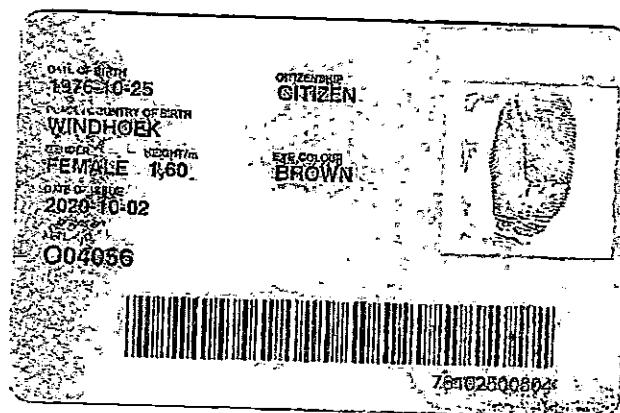
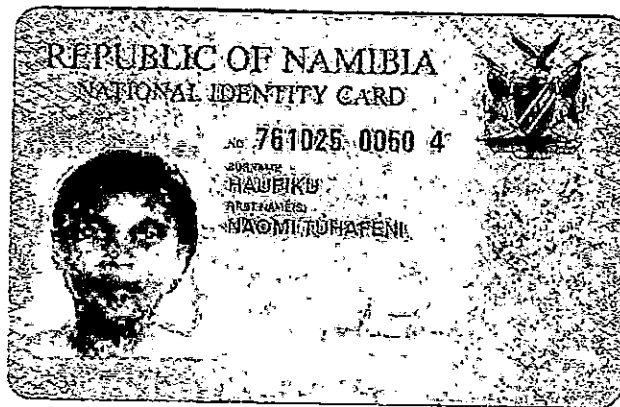
Hence, I humbly request your esteemed office to take my application into consideration to suite our family need of adequate housing, since there is also an issue related to health when rooms are congested. Herewith, kindly find the structural drawings (Annex A & B) for Erf 7386 with clear indication of the area referred to, for your possible perusal.

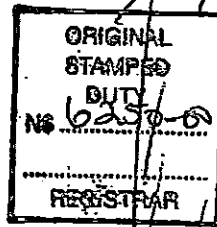
Looking forward to hear more from your good office and hope that the response will be positive.

Yours faithfully


Naomi T. Simion

Owner: Erf 7386, Dam Street, Katutura





PREPARED BY ME

 CONVEYANCER
 LIGTHELM G J.
 EH YSSEL

2018-04-23	MORTGAGED	ING. B. 2014	for 1/3 / 250 000.00 (with preference for 1/3 3/2 500.00)	an additional amount not exceeding 1/3 3/2 500.00
DEEDS OFFICE, WINDHOEK.			REGISTRAR OF DEEDS.	

DR WEDER, KAUTA & HOVEKA INCORPORATED
 NOTARIES, CONVEYANCERS &
 ATTORNEYS, P O BOX 864
 3rd FLOOR, WKH HOUSE
 JAN JONKER ROAD
 AUSSPANPLATZ
 WINDHOEK



T 2524 2018

DEED OF TRANSFER NO.

BE IT HEREBY MADE KNOWN:

THAT GYSBERTUS JOHANNES LIGTHELM
 appeared before me, Registrar of Deeds at Windhoek, he the said Appearer, being duly
 authorized thereto by a Power of Attorney granted to him by

NICOLAAS VAN STADEN
 Identity Number 640216 0087 2
 and
 ELSIE VAN STADEN
 Identity Number 620220 0026 9
 Married in community of property to each other

dated the 06 day of APRIL 2018
 signed at WINDHOEK

66. AS

AND THE SAID APPEARER declared that his Principal had truly and legally sold on the 27 day of FEBRUARY 2018

AND THAT HE, in his capacity aforesaid, did by these presents, cede, and transfer, in full and free property, to and on behalf of

NAOMI TUHAFENI SIMION
Identity Number 761025 0050 4
Unmarried

Her Heirs, Executors, Administrators or Assigns

CERTAIN **ERF NO. 7386 KATUTURA**
 (EXTENSION NO. 19)

SITUATE **in the Municipality of Windhoek**
 Registration Division "K"
 Khomas Region

MEASURING **291 (Two Hundred and Ninety One) square metres**

FIRST REGISTERED **by Certificate of Registered Title No. T 112/82 with General**
 Plan No. A 425/82 relating thereto and

HELD BY **Deed of Transfer No. T1836 / 2009**

SUBJECT to the following conditions imposed in terms of the Town Planning Ordinance No. 18 of 1954, and created in said Deed of Transfer No. T1836 / 2009 , 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 the

TRANSFEROR

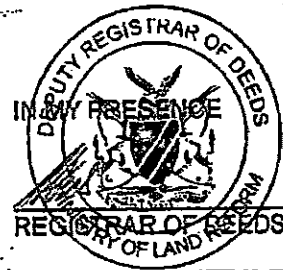
heretofore had to the premises, did, in consequence also acknowledge it to be entirely dispossessed, and disentitled to the same, and that by virtue of these presents the said

TRANSFeree

Her 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 that the purchase price of the aforesaid property amounts to N\$1 225 000.00.

SIGNED at WINDHOEK, on 2018-04-23 together with the appearer, and confirmed with my seal of Office.



SIGNATURE OF APPEARER

TRANSFER DUTY EXEMPTION CERTIFICATE/RECEIPT NO. 103336357
ISSUED BY THE RECEIVER OF REVENUE AT WINDHOEK ON 12 APRIL 2018
FOR THE SUM OF N\$15 250.00

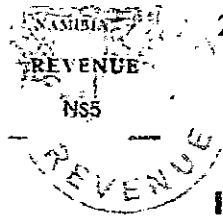
CHECKED:

- 1.
- 2.

ETIENNE HENNING YSSEL

I, the undersigned, GYSBERTUS JOHANNES LIGTHELM, Conveyancer hereby certify in terms of section 78 of Act No 23 of 1992 that all rates leviable in respect of such immovable property in terms of this Act, and all the fees, charges and other moneys due to the local authority council in respect of any service, amenity or facility supplied to such property in terms of this Act, inclusive of any availability charge and minimum charge provided for in section 30(1)(u) has been paid up to and including the date of registration hereof.

CONVEYANCER: LIGTHELM G J
EH YSSEL



HC-MD-CIV-ACT-MAT-2018/01566

IN THE HIGH COURT OF NAMIBIA, MAIN DIVISION,
HELD AT WINDHOEK

ON MONDAY, THE 24th DAY OF SEPTEMBER 2018
BEFORE THE HONOURABLE JUSTICE GEIER

In the matter between:

NAOMI TUHAFENI SIMION (BORN HAUFIKU)

PLAINTIFF

and

TROFIMUS SIMION

PRIVATE BAG 13175
WINDHOEK
TEL 061 435 3000
FAX: 061 435 3100

Certified a true copy of the original and that
there is no indication that the original has
been altered by an unauthorized person

DEFENDANT

2022-04-22

COURT ORDER

Registrar of the High Court of Namibia

OFFICE OF THE JUDICIARY
REGISTRAR HIGH COURT OF NAMIBIA

Having heard **MR ERASMUS**, on behalf of the Plaintiff and having read the Application for **HC-MD-CIV-ACT-MAT-2018/01566** and other documents filed of record:

IT IS HEREBY ORDERED THAT:

1. The bonds of marriage subsisting between the Plaintiff and the Defendant is hereby dissolved;
2. The Plaintiff be awarded the custody of the minor children born of the marriage and the Defendant shall have reasonable access to the minor children;
3. The Defendant is to pay maintenance in the sum of N\$500.00 per month per child with an escalation of 10% per annum on the anniversary date of the final order of divorce;
4. The Plaintiff is to retain the minor children on her medical aid fund and that the Plaintiff will pay

100% excess payment in respect of medical, dental, surgical, hospitalisation and pharmaceutical expenses occurred on doctor's prescription and also all orthodontic and/or ophthalmologic after presentation of invoices in respect thereof;

5. The Plaintiff shall pay 100% tuition costs, costs relating to extra-mural activities, pocket money, books and stationery of the minor children whilst they attend school and the costs in respect of tertiary and university education of the minor children, including the costs of hostel or alternative accommodation should they show an aptitude therefore and make reasonable progress therein and as far as such costs is not covered by bursaries;

6. Each party is to retain the movable property currently in their possession;

7. The Defendant is to retain all the livestock as his sole and exclusive property;

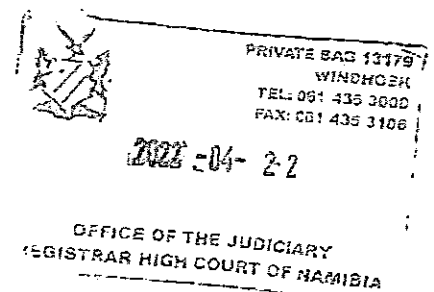
8. The Plaintiff is to retain the Rav 4 motor vehicle 2016 model with registration number N83906W as her sole exclusive property and the Defendant will sign all the necessary documents for registration in the Plaintiff's name;

9. The Defendant is to retain the Isuzu 4x4 Bakkie motor vehicle 2012 model with registration number N125-722W as his sole exclusive property and the Plaintiff will sign all the necessary documents for registration in the Defendant's name;

10. The Defendant is to retain the business Omunyelungu Building & Construction CC and the Plaintiff will sign all the necessary documents for the transfer of the Close Corporation into the name of the Defendant as the sole member;

11. The joint estate of the parties is to be divided.

12. The matter is removed from the roll: Case regarded as Finalized.



BY ORDER OF THE COURT



**REGISTRAR
TO:**

BORRIS ERASMUS
On behalf of Plaintiff
PD Theron & Associates
Suite 50
Second Floor
Old Power Station Building
Armstrong Street
Windhoek
Khomas
Namibia
9000

AND TO:

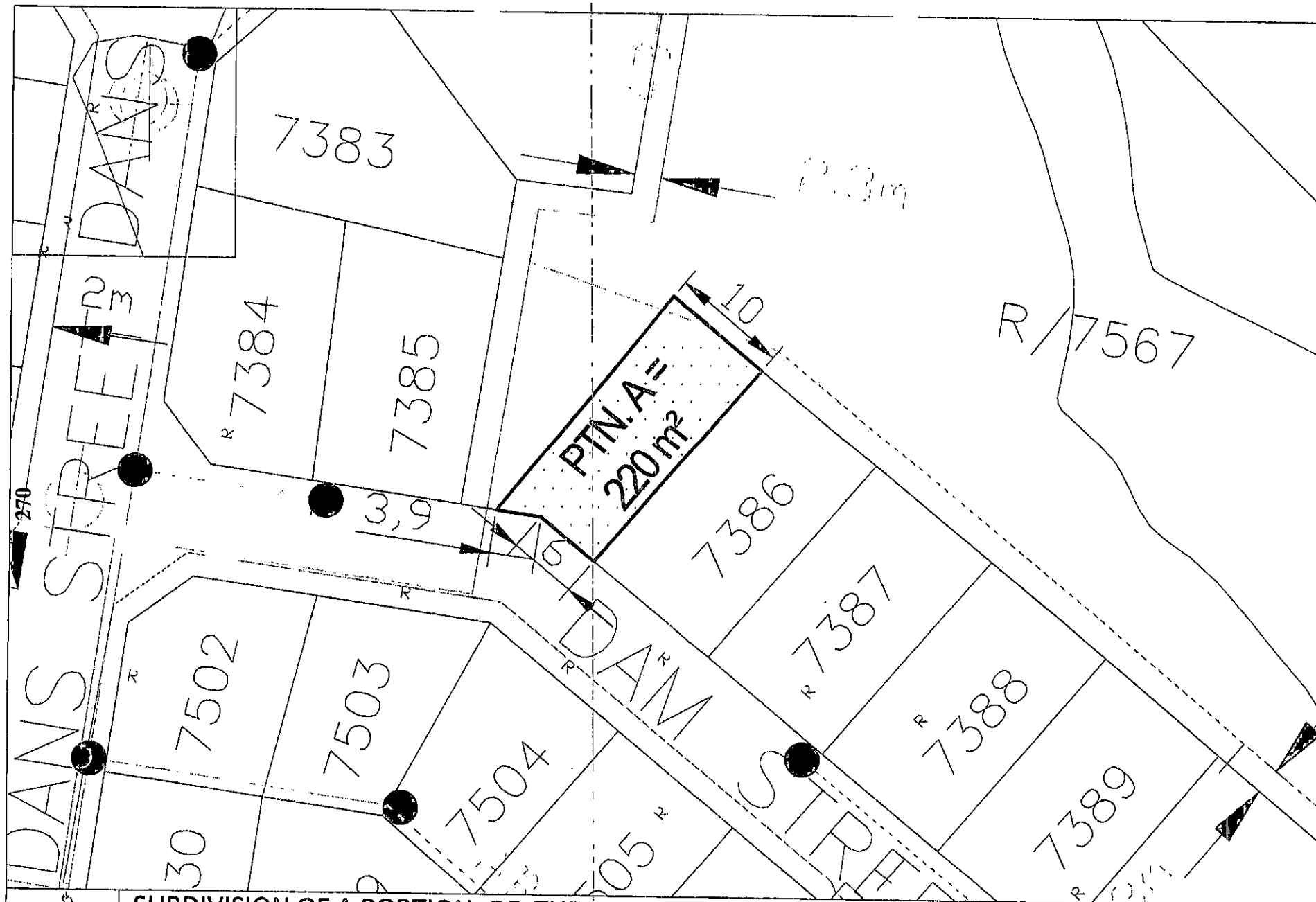
TROFIMUS SIMION
Defendant
ONENGALI VILLAGE
OHANGWENA REGION,
Namibia



PRIVATE SEC 13493
WINDHOEK
TEL 061 433 3000
FAX 061 433 3106

2022-04-22

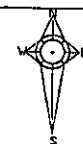
OFFICE OF THE JUDICIARY
REGISTRAR HIGH COURT OF NAMIBIA



SUBDIVISION OF A PORTION OF THE REMAINDER OF ERF 7567, KATUTURA,
FOR CONSOLIDATION WITH ERF 7386, KATUTURA

PATH: cad data/groups/geomatics/7386-KAT PLAN NO: KAT 7386-1

27 JUNE 2024



VALUATION CERTIFICATE
DIVISION: VALUATION SERVICES
DATE OF VALUATION: 29/04/2026



Erf No.: R/7567 **Suburb:** Katutura **Street name:** Claudius
Kandovandu/Dam

Erf size: 5,565m² **Zoning** Public Open Space **Density:** N/A

Required portion size: ±220 m²

Current use of the portion under consideration: Vacant

Acquisition purpose: To be sold for consolidation with Erf 7386 Katutura

Current vacant land going price/ m²	N\$ 420.00	
Size of the portion Required	220 m ²	
Estimated market Value	N\$ 92,000.00	Rounded off

Comparable portions of land were sold in 2025 by the Council at a rate of N\$ 380 per square meter. To align the price per square meter attained in 2025 with the current market-related pricing, the aforementioned price was adjusted for a one-year period. Following adjustment, a price of N\$420.00 per square meter was established.

Therefore, the required portion should be valued at N\$ 420.00 per square meter.

Valued by:

Kaulikufwa Hendjala

Date:

29/04/2026

MEMORANDUM

TO: S. Hamata

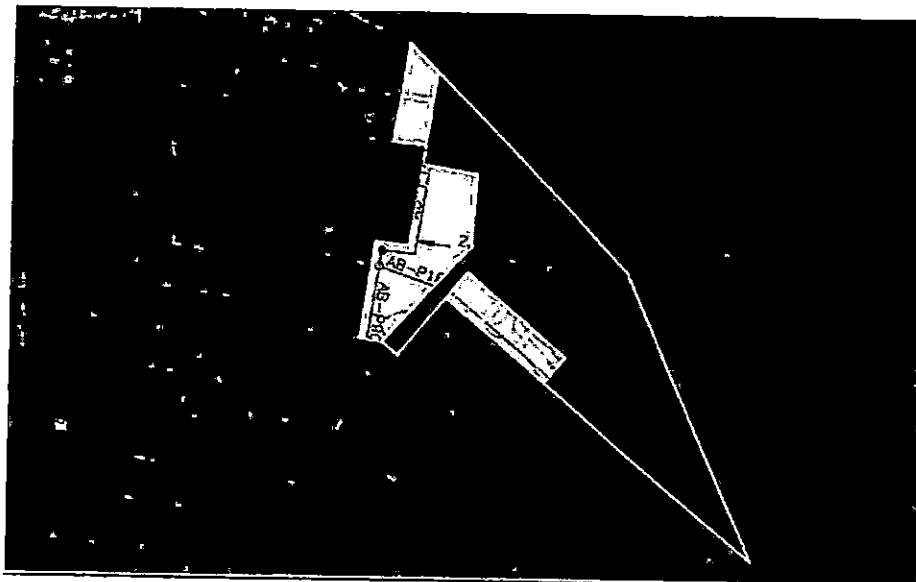
DATE: 13 October 2022

FROM: INF: Engineering Services Division REF: L/R_7567/KAT



SUBJECT: Subdivision of erf R/7567 Katutura into six portions and the remainder

- Consolidation of portions of erf R/7567 with erven 7386 to 7388:
Our office object to the proposal due to the steep slope near the north eastern boundaries of the portions of erf R/7567. The water line can therefore not be relocated.
- Portion of erf R/7567 east of erven 9516, 7383 and 7385:
Our office object to the proposal. The water line can not be relocated as water meters are situated on the water line that serves erven 9516, 7383 and 7385
- Consolidation of portions of erf R/7567 with erven 7380 and 7381:
This sewer line can be relocated outside the boundaries of the portions of erf R/7567. The cost for the relocation of the water line should be for the cost of the owners of erven 7380 and 7381.



.....
SECTION ENGINEER
OC Archer



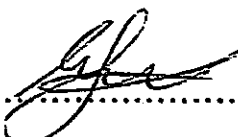
To: City of Windhoek Customer Care Centre, Katutura	Applicant: Naomi Tuhafeni Simion
	Erf No.: 7386, Dam Street, Shandubala, Katutura
	Cell No.: 0811600179

**APPLICATION TO ACQUIRE LAND, 10 METER PORTION OF ERF
R/7567 KATUTURA (PUBLIC OPEN SPACE) FOR
CONSOLIDATION WITH ERF 7386 KATUTURA**

ADJACENT NEIGHBOUR'S CONSENT

I, Ndweni Elisia Simon....., ID No. 84060610283.....
and owner of Erf 7385....., which is adjacent to Erf 7386..... is
aware of the area referred to in this letter above and have seen the map
showing such open space, of which a portion is being applied for by the
applicant herein above, and I AGREE ☒ ~~OBJECT~~..... (please mark
where applicable and scratch out which is not applicable) to this
application.

Reason for objection, if any:
.....

Signature: ..... Tel: 0813094581..... Date: ^{ES} 15-06-2019

[Municipal Council Minutes: 2004-08-25]

8.3.4

**BRB.2 [PLA] CALCULATION OF PURCHASE
PRICE – ADDITIONAL LAND SALES
(16/15/2/2/1)**

RESOLVED

On proposal by Councillor Dr B von Finckenstein, it was

RESOLVED

That Council Resolution 405/08/95 be rescinded and replaced by the following:

- 1 That portions of open spaces, which are big enough to enhance the potential of the property with which the portion is to be consolidated, be valued at the full market-related price as determined by the Strategic Executive: Planning, Urbanisation and Environment.
- 2 That portions of open spaces which can be used as separate erven, with separate access and which are fully serviced, be valued at the full market-related price as determined by the Strategic Executive: Planning, Urbanisation and Environment.
- 3 That portions of open spaces which are too small to enhance the potential of the erf with which the portion is to be consolidated, be valued at 50 % of the market value as determined by the Strategic Executive: Planning, Urbanisation and Environment.
- 4 That, where fully market-related prices is payable, the costs incurred for the closure, town planning and cadastral procedures (as calculated by the Strategic Executive: Planning, Urbanisation and Environment) be deducted from the eventual purchase price: Provided that the eventual purchase price not be less than 50 % of the market-related price as determined by the Strategic Executive: Planning, Urbanisation and Environment.
- 5 That additional land being sold at a subsidised price for consolidation with the adjacent 'institutional' zoned properties not be allowed to deduct the costs mentioned in paragraph 4.
- 6 That the policy on the deduction of costs where full market-related purchase prices are payable also be made applicable to all outstanding sales subject to the conditions of the original resolution.

RESOLUTION 276/08/2004 [POLICY]

[Municipal Council Minutes: 2018-04-26]

9.3.3

**FNS.2 [HPH] APPLICATION TO LEASE A
PORTION OF ERF 3544, WINDHOEK FOR
STORAGE OF VEHICLES
(L/3544/W)**

On proposal by Councillor MJ Amadhila, it was

RESOLVED

- 1 That a portion of Erf 3544, Windhoek ($\pm 2\,003\text{ m}^2$ in extent) be leased to Pupkewitz Holdings (Pty) Ltd for a period of five (5) years at a monthly rental of N\$13 140.48, subject to annual escalation in line with the Namibia Inflation Rate.
- 2 That the lease property only be used for storage of vehicles.
- 3 That it be noted that no electricity supply point will be allowed from Council's network and be sub-supplied from the existing supply to the applicant.
- 4 That all activities take place on-site.
- 5 That access to the lease area is only obtained via the applicant's own Erven 3512 and 3513, Windhoek.
- 6 That no access be obtained from Iscor Street without prior written consent.
- 7 That no servicing of vehicles or other mechanical work on vehicles should take place on the lease area.
- 8 That it be noted that the owners of Erven 5461 and R/3508, Windhoek, abutting the lease area, do not have any objections to the applied portions.
- 9 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme, stating:
 - 9.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from higher lying property to lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.

- 9.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 10 That Council reserve the right to cancel the lease should the conditions above not be maintained.
- 11 That the lease be advertised in terms of section 63(2) of the Local Authorities Act, 1992 (Act 23 of 1992).
- 12 That the Chief Executive Officer (Corporate Legal Adviser) draft the Lease Agreement.
- 13 That the resolution be implemented prior to confirmation of the minutes.

RESOLUTION 102/04/2018

LEASE AGREEMENT

MEMORANDUM OF AGREEMENT entered into by and between

THE MUNICIPAL COUNCIL OF WINDHOEK

herein represented by **SHERIDAN SIMPSON** as the Manager: Property Management acting on behalf of the Chief Executive Officer in terms of section 27(5) of the Local Authorities Act 23 of 1992 and **DAVID NEGONGA** Section Head: Leasehold & Settlement 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

PUPKEWITZ MOTOR HOLDINGS (PTY) LTD Reg. No 70/13477

A Company duly registered in terms of the relevant laws of the Republic of Namibia, herein duly represented by **Anton Westraadt** who is duly authorised by resolution taken by the Board of Directors (Attached as Annexure "A")

Business Address: Erf 1191 Windhoek
Harold Pupkewitz Street
WINDHOEK
P.O. Box: 140
WINDHOEK
Telephone: 061-291 6500
Mobile phone: 081 256 9028

WHEREAS

The LESSOR is the owner of certain immovable property as described under clause 1

(hereinafter referred to as the "PROPERTY")

The LESSOR is prepared to let the PROPERTY to the LESSEE under this agreement,

The LESSEE is prepared to rent the PROPERTY from the LESSOR.

The LESSOR and the LESSEE have reached an agreement as to the terms upon which such letting and allocation shall be made, subject to such terms being recorded in writing:

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

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1. LETTING AND HIRING

The LESSOR hereby lets and the LESSEE hereby hires, as is, certain immovable PROPERTY described hereunder namely:

CERTAIN	Portion of ERF 3544
TOWNSHIP	WINDHOEK
SITUATED	in the Municipal area of Windhoek;
MEASURING	2 003 m² (Two Thousand and Three Square meters)
HELD	on the plan in possession of the LESSOR in extent as will more fully appear from a Diagram in possession of the LESSOR.

(hereinafter referred to as the "PROPERTY")

2. DURATION

- 2.1 This Lease shall commence on 1st March 2025 and shall continue for a period of FIVE (5) years, subject to the right of the parties in terms of the provisions of clause 14, to terminate the agreement with a Three (3) month written notice and subject further to the provisions of clause 16 hereof.
- 2.2 Subject to the provisions of clause 2.1 and at the termination of this lease through effluxion of time, the Property shall revert to the LESSOR without the LESSOR having to recompense the LESSEE therefor on any grounds whatsoever, including that of enrichment.

3. RENT AND CHARGES

- 3.1 A rental of NS 13 140.48 (Thirteen Thousand One Hundred and Forty Namibia Dollars and Forty-Eight Cents only) per month which shall be payable on or before the first of each month: Provided that the rental shall be increased annually in accordance with the Namibian inflation rate, but not exceeding 10%.
- 3.2 Such rent shall be payable:
- 3.2.1 to the LESSOR at the Municipal Building, Independence Avenue, Windhoek or at such other address as the LESSOR may indicate in writing to the LESSEE.
- 3.3 The lease consideration shall be paid free of bank exchange, and the LESSEE shall not withhold, defer, set-off, or make any deduction due to the LESSOR, whether or not the LESSOR is indebted to the LESSEE or in breach of any obligation to the LESSEE.
- 3.4 The LESSEE acknowledges that acceptance of any cheque by the LESSOR shall not be

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regarded or interpreted as allowing credit to the LESSEE.

- 3.5 The LESSEE shall be liable for interest on all overdue amounts payable under this Agreement at a rate of 20% per annum, reckoned from the date the amount became due until the amount is paid.
- 3.6 All charges in respect of the supply to the PROPERTY of electricity, water and other services shall be paid by the LESSEE regularly and in accordance with Municipal Regulations and tariffs from time to time in force. The provisions of clauses 3.2 to 3.4 shall be applicable on payments made in terms of this clause. It will be the responsibility of the LESSEE to apply for the services at the offices of the LESSOR.
- 3.7 The above rental amount does not include VAT (Value Added Tax) as well as any other Government or Regional Council tax or levy that may in future be imposed on rent payments.

4. USE OF THE PROPERTY

The PROPERTY must only be used by the LESSEE for the storage of vehicles.

5. IMPROVEMENTS, MAINTENANCE AND DAMAGES

- 5.1 The LESSEE shall, subject to the provisions of clause 16, be entitled at its expense to erect structures and temporary improvements as may be necessary for use of the PROPERTY.

The LESSEE shall not be entitled to claim any compensation for such improvements on cancellation or expiration of this lease save as is hereinafter provided for.
- 5.2 The LESSEE shall before erecting the structures, improvements and safeguarding of the embankment in terms of clause 5.1 submit plans for same to the Strategic Executive: Urban and Transport Planning of the LESSOR for its approval. The LESSEE may not start with or effect any excavations or ground works on the PROPERTY without the approval of the Strategic Executive: Urban and Transport Planning of the LESSOR. The LESSEE must comply with the Health and Building Regulations before any of the improvements may be used.
- 5.3 The LESSEE must take note that the LESSOR will not contribute to or financially assist the LESSEE to erect, renovate, maintain or repair fencing, structures and proposed improvements.
- 5.4 Upon the termination of this Lease by effluxion of time the LESSEE shall be entitled to remove from the said PROPERTY any temporary improvements effected by it at its own cost provided that the said PROPERTY is not thereby damaged, and any improvements not removed shall accrue to the LESSOR, and if so required by the LESSOR, the LESSEE shall, at its own cost and charge, remove all or any structures or other erections or garbage from the PROPERTY, and fill in or cover any excavations thereon and remedy any damage caused to the PROPERTY.
- 5.5 The LESSEE shall after erection of any improvements or any renovation or upgrading to the same during the existence of the lease, not damage or cause to damage or allow anybody to damage the structures erected on the PROPERTY and shall be liable for any damage and

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depreciation which may result from factors other than reasonable wear and tear and which can be attributed to any act or omission of the LESSEE, his its servants, animals and any act or omission of other persons for whom it is legally responsible.

- 5.6 In the event of the structures on the PROPERTY being damaged as contemplated herein the LESSOR has the right to through its officials, to enter the PROPERTY and to repair the structures as deemed necessary at cost of the LESSEE.
- 5.7 The LESSEE shall be liable for the maintenance of weed and pest control. The LESSEE shall further be liable at own expense, subject to fair wear and tear, for maintaining the PROPERTY, including temporary structures of the PROPERTY as well as the ground in front of the PROPERTY and to keep the same in a neat and tidy condition and the LESSEE hereby acknowledges, without detracting from the validity of any other provision of this lease, that this stipulation is a material condition of this Agreement.
- 5.8 Should the LESSEE fail to carry out the above-mentioned maintenance on its own account, the LESSOR shall, without any written notice, be entitled to cause the necessary maintenance to be done on the account of the LESSEE and any amount or amounts which are due shall be deemed to be included in the definition of "rental" as described in clause 3.1 hereof.
- 5.9 On the termination of this lease for whatever reason, the LESSEE undertakes to refund the LESSOR for any damage for which the LESSEE may be responsible in terms of clause 5 of this Agreement. Should the LESSEE fail to pay the said damages, the LESSOR shall be entitled to charge the account of the LESSEE referred to in clause 3.1 with such an amount and the same shall be deemed to be a liquid debt against the LESSEE.
- 5.10 The LESSEE shall, when vacating the PROPERTY hand it to the LESSOR in a good state of order and any costs necessarily incurred by the LESSOR after the termination or ~~cancellation of the lease in order to restore the PROPERTY,~~ shall be borne by the LESSEE.

6. EXCLUSION FROM WARRANTIES

- 6.1 The PROPERTY is leased "as is" and the LESSOR is not liable on remeasurement of the PROPERTY for any shortfall, nor does it wish to benefit from any excess.
- 6.2 The LESSOR does not warrant that the PROPERTY is suitable for the purpose for which it is leased or that the extent of the PROPERTY stipulated in the documents, diagrams, notices, tender conditions or this Agreement is in fact the extent of the PROPERTY.
- 6.3 The LESSEE herewith expressly acknowledges that no guarantee, presentations or undertakings were given or made to it in respect of any attributes of the PROPERTY, or otherwise.
- 6.4 The LESSOR hereby explicitly states and the LESSEE accepts the fact that no compensation will be payable for patent or latent defects and no reduction of the rental will be considered or effected to cover the same nor would the LESSEE be allowed to cancel this Agreement after discovery of the same.

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7. TOTAL OR PARTIAL DESTRUCTION OF PROPERTY

- 7.1 In the event of the PROPERTY (including renovations or repairs or improvements erected by the LESSEE) being damaged or partly destroyed as a result of fire, rain, hail, wind, an act of God, revolts, disturbances, riots, strikes, civil wars or hostility against the LESSEE, the Government or against the local authorities, the PARTIES hereby undertake not to institute legal proceedings against each other and the PARTIES accept no responsibility whatsoever for the injury or death of, or any damage thus caused or suffered and the LESSOR shall not be responsible for any damage done to the LESSEE'S stock, books, papers, et cetera: Provided that the LESSEE shall insure the PROPERTY against such events, which insurance policy shall be provided for inspection to the LESSOR if so requested: Provided further that the LESSEE shall also be entitled at its expense to insure the PROPERTY against theft, housebreaking et cetera.

In the event of the LESSEE failing to affect such insurance the LESSEE shall at its expense be liable for any damage caused or suffered.

- 7.2 In the event of the PROPERTY or any part thereof being damaged or destroyed as stated in clause 7.1, the LESSEE shall give immediate notice thereof to the LESSOR and this Agreement shall continue in full force and effect except as hereinafter set forth:
- 7.2.1 If the PROPERTY is partially damaged or rendered or rendered partially unusable by fire or an act of God and in the event of the insurance company of the LESSEE undertaking to disburse the costs of such damage, the LESSEE undertakes to repair such damages, except that, should the damage be substantial or should the insurance company default in the disbursement of such damage, the PARTIES shall have the option to terminate the Lease.
- 7.2.2 If the PROPERTY is totally damaged or rendered wholly unusable by fire or act of God, then the rent shall be paid up to the time of the occurrence and henceforth shall cease until the date when the PROPERTY shall have been repaired and restored by the LESSEE: Provided that the reparation and restoration period not exceed twelve months.

8. INSPECTIONS

The LESSOR, its employees or its representatives shall have the right to enter the PROPERTY at any reasonable time in order to inspect its condition and/or to effect repairs therein: Provided that, however, notice of at least 24 hours is given to the LESSEE.

9. COMPLIANCE WITH THE LAW

- 9.1 Throughout the currency of this Lease and at the LESSEE'S expense the LESSEE shall comply with all applicable laws, regulations and by-laws and all requirements, directions as well as conditions which might be imposed by the LESSOR, the Local Government or other Central Government in connection with the use and lease of the PROPERTY.
- 9.2 The PROPERTY is let subject to the conditions appertaining thereto and all such conditions and limitations as the Government has or may impose by virtue of the provisions of the Urban and Regional Planning Act, 2018 (Act no 5 of 2018).
- 9.3 Without prejudice to the foregoing this Lease shall further be subject to the conditions of the

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Town Planning Scheme of Windhoek promulgated in terms of the Urban and Regional Planning Act 2018 (Act no 5 of 2018).

- 9.4 For the purposes hereof, the LESSEE acknowledges that it is aware of and understands the restrictions and conditions imposed in terms of the aforesaid Ordinances.

10. CARRYING ON OF BUSINESS

- 10.1 The LESSEE shall carry on its operations on the PROPERTY in accordance with all statutes, Ordinances, municipal laws and regulations.
- 10.2 The LESSEE acknowledges that whenever some form of mismanagement, mal-administration is reported and such report is justified after investigation thereof in the discretion of the LESSOR, such misconduct may lead to cancellation in terms of clause 14 hereof.
- 10.3 The LESSEE shall not use or store or allow to be stored on the PROPERTY any liquid or other article of a dangerous or inflammable nature which may endanger the PROPERTY.
- 10.4 The LESSEE shall be obliged at its own cost to provide reasonable safety precautions for the protection of the public using the PROPERTY, the reasonableness of the precautions to be judged against the general safety situation as it exists at time of the institution thereof or review thereof, as the case may be.

11. SUBLETTING

The LESSEE shall not have the right to cede or assign this lease or any portion thereof, or any of its rights hereunder, nor shall it be entitled to sublet the property or any portion thereof.

12. INDEMNITY

- 12.1 The LESSEE shall be responsible for any damage to public or private property, which may result during the term of the lease that may arise as a result of Lease.
- 12.2 The LESSEE hereby indemnifies and undertakes to keep the LESSOR indemnified against any claim for loss or damages of property or person or any claim whatsoever which may be made against the LESSOR by any person or by any member of the public making use of the PROPERTY or any conduct or omission occurring on the PROPERTY or as a result of any conditions present on the PROPERTY irrespective of whether such act was committed or omission occasioned by the LESSEE, any person or animal for whose action it is in law liable for, or by any other party whatsoever or any claim made against the LESSOR due to the fact that earthworks were effected or will be effected on the PROPERTY.
- 12.3 The LESSEE undertakes to, upon receipt of any such claim, defend such claim diligently, faithfully and to the best of its ability and at its own cost and expense on behalf of and in the name of the LESSOR.

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- 12.4 This indemnity extends to any order, expense or cost, which may be given against or incurred by the LESSOR in relation to any such claim in respect of this lease.
- 12.5 For the purpose hereof, the LESSOR undertakes to provide the LESSEE with such written claims as soon as reasonably possible after receipt of such claims.
- 12.6 The LESSEE shall take out a suitable public liability policy as cover against the perils aforesaid. Such policy shall be taken out and proof thereof provided to the LESSOR prior to commencement of the notarial lease.

13. COSTS

When the LESSOR is obliged to take legal action against the LESSEE in connection with this Agreement, the LESSEE hereby undertakes to pay such legal expenses incurred (including collection charges) on an attorney and client basis which costs shall be payable on demand.

14. CANCELLATION

- 14.1 In the event of non-payment of rental or any portion thereof, on or before due date, or should the LESSEE fail or refuse to comply with any term or condition of this Agreement, or should the LESSEE act in breach in any term or condition of this Agreement, the LESSOR shall have the right forthwith to cancel this Agreement with thirty (30) days written notice addressed to the LESSEE, personally or per registered post.
- 14.2 Upon the expiration of such notice the LESSEE shall immediately vacate the PROPERTY and give the LESSOR peaceful and legal possession thereof.
- 14.3 In the event of such cancellation the period of thirty (30) days shall be calculated from the date of posting of the written notice, and such cancellation shall be without prejudice to the LESSOR'S rights to claim arrear rental, interest or any damages arising out of this Agreement, or cancellation thereof, on the ground set out above, from the LESSEE: Provided that should the LESSEE not proceed with the Lease, the LESSEE shall notify the LESSOR with Three (3) months' notice in advance.

15. DOMICILIUM

- 15.1 All Communications by the LESSEE to the Lessor must be in writing and addressed to:

Chief Executive Officer
City of Windhoek
PO Box 59
WINDHOEK
Tel: 290-3307
Fax: 290-2111

It shall be the sole responsibility of the LESSEE to amend his or her domicilium address as stated in this Agreement. Should the LESSEE fail to do so and the LESSEE is untraceable at the domicilium as provided, the LESSOR shall be entitled to accept the addresses provided in the preamble of the


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Agreement or alternatively the PROPERTY as domicilium of the LESSEE.

15.2 All communications by the LESSOR to the LESSEE must be in writing and addressed to:

Business Address: Erf 1191 Windhoek
Harold Pupkewitz Street
WINDHOEK
P.O. Box: 140
WINDHOEK
Telephone: 291 6500

- 15.3 The Parties choose the addresses set out in sub-clauses 15.1 and 15.2 above as *domicilia citandi et executandi* ("domicilium address") for all purposes under this Agreement whether in respect of the service or delivery of court or arbitration processes, communications or other documents or any other communication.
- 15.4 Any Party may by notice to the other change its domicilium address to another address, such change to become effective on the 5th (fifth) Business Day from the deemed receipt of the notice by the other Party, provided that the domicilium address must at all times include a physical address, telefax, postal address and telephone number within Windhoek or, with the prior approval of the other Party, which approval shall not unreasonably be withheld, any other place within Namibia.
- 15.5 Any communication to a Party sent by prepaid registered post (by airmail if appropriate) in a correctly addressed envelope to it at its domicilium address will be deemed to have been received on the 14th (fourteenth) Business Day after posting (unless the contrary is proved).
- 15.6 Any communication to a Party delivered by hand to a responsible person during ordinary business hours at its domicilium address will be deemed to have been received on the day of delivery (unless the contrary is proved).
- 15.7 Any communication to a Party sent by telefax to its chosen telefax address or e-mail address, will be deemed to have been provided, unless the contrary is proved at 12h00 noon of the 1st (first) Business Day following the issuance, by the transmitting telefax machine, of a report confirming correct transmission of all the pages of the document containing the communication.
- 15.8 Notwithstanding anything to the contrary herein contained, a communication actually received by a Party will be an adequate communication to it notwithstanding that it was not sent to or delivered at its chosen domicilium address.

16. SPECIAL CONDITIONS

The special conditions referred to hereinafter shall be applicable to the PROPERTY and for purposes hereof, the LESSEE acknowledges in favour of the LESSOR that it has satisfied itself of the nature, consequences and effect thereof prior to signing hereof, failing which it hereby agrees that it shall be

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irrebuttably presumed to have satisfied itself so.

16.1 The LESSEE takes note:

16.1.1 That the PROPERTY only be used for **STORAGE OF VEHICLES** purposes.

16.1.2 That no servicing of vehicles or other mechanical work on vehicles are permitted on the PROPERTY.

16.1.3 The PROPERTY will only be leased for a period of **FIVE (5) years**.

16.2 That surface stormwater run-off must be accommodated as follows in terms of clause 35 of the Town Planning Scheme:

16.2.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:

- The flow of stormwater from higher lying property to lower lying property is impeded or obstructed and through which any property is or may be endangered: or
- The flow of a natural watercourse (in which the local authority allows flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.

16.2.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the LESSEE

16.2.3 That prior approval be obtained from the Strategic Executive: Urban and Transport Planning if the accommodation of stormwater is contemplated. That engineering drawings on how the stormwater would be accommodated to the satisfaction of the Strategic Executive: Urban and Transport Planning be submitted for approval simultaneously with the building plans. That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans be clearly indicated on all building plans submitted prior to approval thereof.

16.2.4 That no building plans be approved until the stormwater conditions are met and that no development be allowed onto any stormwater system. That no development be allowed within the 50 year flood area of any stormwater course or river.

16.2.5 That the LESSSE submits approved building plans before commencement of construction.

16.2.6 The LESSEE should note:

16.2.6.1 That any height differences must be accommodated, and the road fill or side walk must not be disturbed or lowered for access purposes since this may lead to a damage of underground services which must be repaired at the LESSSEE'S costs in the event of

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damage.

- 16.2.6.2 That access shall only be obtained via the LESSEE's own Erven 3512 and 3513, Windhoek.
- 16.2.6.3 That no electricity supply point will be allowed from the LESSOR's network and be sub-supplied from the existing supply to the applicant.
- 16.2.6.4 The LESSOR reserves the right to cancel the agreement if conditions in paragraph 16 are not complied with and should the lease be cancelled for whatever reason, all the permanent structures on the property reverts to the LESSOR.

17. LAW TO APPLY AND JURISDICTION

- 17.1 This Agreement is in all respects governed and construed in accordance with the laws of Namibia.
- 17.2 The LESSEE hereby consents to the jurisdiction of the Magistrate's Court having jurisdiction over it, him or her in respect of all legal proceedings connected with this Agreement, notwithstanding the fact that the value of the matter in dispute exceeds the jurisdiction of the Magistrate's Court.

18. WHOLE AGREEMENT

- 18.1 This Agreement, Council Resolution 102/04/2018 and any Annexure to the Agreement and Documents constitute the entire Agreement between the parties.
- 18.2 Neither party relies in entering into this Agreement on any warranty, representation or ~~expression of opinion which have not been incorporated into this Agreement as a warranty~~ or undertaking.
- 18.3 No variation or consensual cancellation of this Agreement shall be of any effect unless reduced to writing and signed by both parties.

19. WARRANTY OF AUTHORITY

The person signing this agreement on behalf of the LESSEE and the person signing the Agreement on behalf of the LESSOR expressly warrant their authority to do so.

20. PARTIAL INVALIDITY

The invalidity of one provision of this Agreement shall not affect the validity of the other provisions. Any discrepancy resulting as a consequence shall be filled by a provision consistent with the purpose of this Agreement, as agreed to in writing by the Parties.

21. INTERPRETATION

- 21.1 Headings to clauses are for convenience only and not to be used in interpreting the

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clauses.

21.2 The rule of interpretation requiring an interpretation against the Party causing the document to be drafted shall not apply in the case of this Undertaking.

THUS DONE and SIGNED at WNDHOEK on this 7th day of
February 2025 in the presence of the undersigned witnesses.

AS WITNESSES

1. [Signature]
2. [Signature]

[Signature]
on behalf of the Chief Executive Officer
[Signature]
on behalf of the Chairperson of the
Management Committee
(Certified to be in accordance with Council
Resolution 102/04/2018)

THUS DONE and SIGNED at WENDHOEK on this 30th day of
January 2025 in the presence of the undersigned witnesses:

AS WITNESSES

1. [Signature]
2. [Signature]

[Signature]
LESSEE

[Signature]

PUPKEWITZ MOTOR HOLDINGS (PTY) LTD

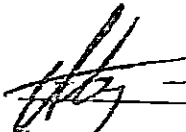
Reg Nr 70/13477

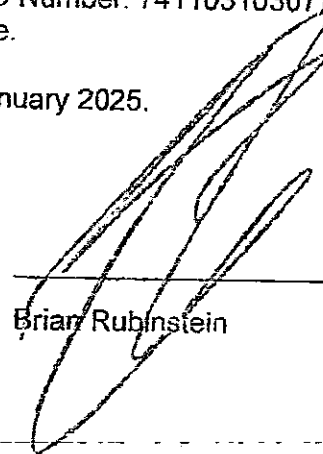
**ROUND-ROBIN RESOLUTION PASSED BY
THE BOARD OF DIRECTORS OF THE COMPANY****RESOLVED that:**

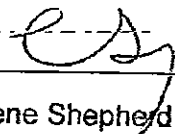
The Board resolved to authorise the lease of a portion of Erf 3544 Windhoek from City of Windhoek, with a first option to purchase this portion of land, upon acquisition to be consolidated with Erf 3512 & 3513 Windhoek.

The Board resolved to authorise Anton Westraadt (ID Number: 74110310307) to sign all documents relevant to the transactions above.

Dated and signed at Windhoek on this 15th day of January 2025.

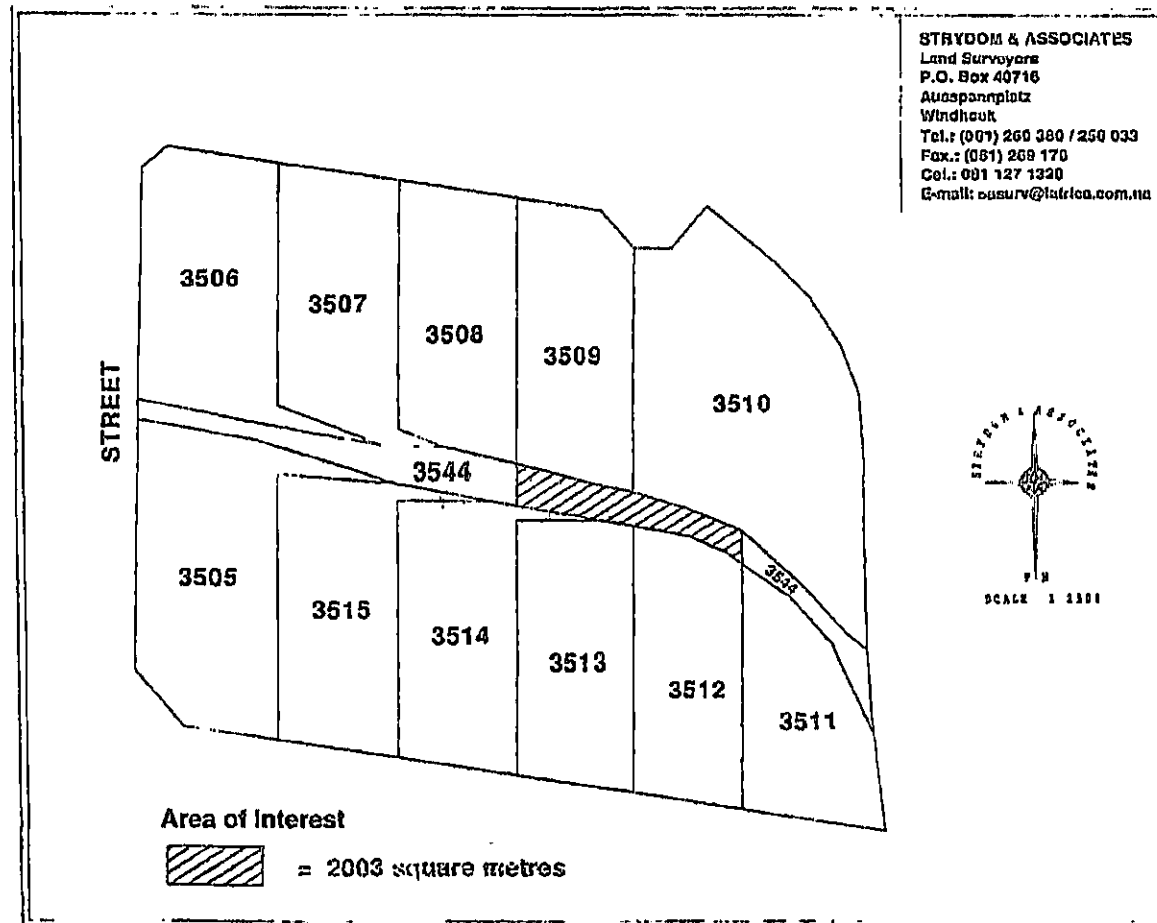


Anton Westraadt

Brian Rubinstein

Eugene Shepherd

SD DNE
G.O.
pm



ME
 G.O.
 pm

Mosimane (G.O)

From: Geraldine Swart (Corporate Services WHK) <propadmin2@pupkewitz.com>
Sent: Friday, July 25, 2025 07:48
To: Mundonga (P); Mosimane (G.O)
Cc: Chris Erb (Corporate Services WHK); Petro Oberholster (Corporate Services WHK)
Subject: Erf 3544 -Urgent: Correction of Lessee Name on Lease Agreement

Importance: High

Dear Pricilla,

I trust you are well.

Following up on our conversation yesterday, I would like to confirm whether you've managed to get in touch with Mr. Mosimane.

As mentioned, our financial year-end was in July, and the lease has been active since March 2025. We've had to accrue for the City of Windhoek bill, as we are unable to process payments when the lessee's name on the contract does not match the agreement.

Currently, the contract incorrectly reflects Pupkewitz Motor Holdings (for *Nissan*) as the lessee, whereas it should be **Pupkewitz Motors (Pty) Ltd** (for Toyota).

Could you please advise whether it would be possible to update the lessee's name on the current contract? Alternatively, would it be more efficient to issue an addendum to correct the details?

This matter is extremely urgent, as the rent amount continues to accumulate each month, and we need to commence payments without further delay.

Please revert at your earliest convenience. If necessary, I am happy to set up a meeting with Mr. Mosimane to resolve this matter promptly.

Kind regards,

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

COMPANIES ACT 2004

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



CM29

CONTENTS OF REGISTER OF DIRECTORS, AUDITORS AND OFFICERS

Registration Number of Company

343 SWAN\$ 20,00 fee payable in
terms of the Act and as
set out in the regulations

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 **PUPKEWITZ MOTORS (PTY) LTD**
PO BOX 140, WINDHOEK, NAMIBIA

Return of particulars as at 01 DECEMBER 2023

I, **JOHN EUGENE SHEPHERD**

(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

Date **06 DECEMBER 2023****A. Directors**

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

1. Surname	SHEPHERD												
2. Full forenames	JOHN EUGENE												
3. Former surname and forenames	n/a												
4. Identity number or, if not, available, date of birth and Passport number	Year		Month		Day								
	6	5	0	9	1	8	0	0	3	9	5		
5. (a) Date of appointment	01 MAY 2012												
(b) Designation	GROUP FINANCE DIRECTOR												
6. Residential address	21 B OSPREY ROAD, WINDHOEK												
7. Business address	63 - 67 JULIUS K. NYERERE STREET, WINDHOEK												
8. Postal address	P.O. BOX 140, WINDHOEK												
9. Email address	groupfd@pupkewitz.com												
10. Contact number	081 - 427000												
11. Nationality (if not Namibian)	NAMIBIAN												
12. Occupation	GROUP FINANCE DIRECTOR												
13. Resident in Namibia (Yes or No)	YES												
14. Nature of change in 1 to 5 above and date	NO CHANGE												

FOR KEY TO PARTICULARS, SEE PAGE 1

Registration Number of Company
343 SWA

1. WESTRAADT																	
2. ANTON																	
3. N/A																	
4.	Year	Month	Day														
	7	4	1	1	0	3	1	0	3	0	7						
5.(a) 01 JULY 2021																	
(b) PUPKEWITZ MOTOR DIVISION: MANAGING DIRECTOR																	
6. 14C OLOF PALME STREET, KLEIN WINDHOEK, WINDHOEK																	
7. 1191 HAROLD PUPKEWITZ STREET, WINDHOEK																	
8. P.O. BOX 30001, WINDHOEK																	
9. anton.westraadt@pupkewitz.com																	
10. 061 – 2916500																	
11. NAMIBIAN																	
12. PUPKEWITZ MOTOR DIVISION: MANAGING DIRECTOR																	
13. YES																	
14. NO CHANGE																	

1.																	
2.																	
3.																	
4.	Year	Month	Day														
5.(a)																	
(b)																	
6.																	
7.																	
8.																	
9.																	
10.																	
11.																	
12.																	
13.																	
14.																	

1. RUBINSTEIN																	
2. BRIAN ROBERT																	
3. N/A																	
4.	Year	Month	Day														
	5	2	1	2	1	6	5	9	9	1	1	8	5				
5.(a) 01 DECEMBER 2023																	
(b) DIRECTOR																	
6. 71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA																	
7. 71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA																	
8. 71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA																	
9. brian.rubinstein@pupkewitz.com																	
10. +27768227798																	
11. IRISH																	
12. DIRECTOR																	
13. NO																	
14. APPOINTMENT: 01 DECEMBER 2023																	

1.																	
2.																	
3.																	
4.	Year	Month	Day														
5.(a)																	
(b)																	
6.																	
7.																	
8.																	
9.																	
10.																	
11.																	
12.																	
13.																	
14.																	

B. AUDITOR1. Name **DELOITTE**2. Date of appointment **22 FEBRUARY 2017**

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 **01 DECEMBER 2023**Name of company **PUPKEWITZ MOTORS (PTY) LTD**Postal address **PO BOX 140, WINDHOEK, NAMIBIA****PUPKEWITZ HOLDINGS (PTY) LTD****ATT: F. VAN RENSBURG (061 – 427 000)**

CM29 PAGE 3

CM29

Date received

Date stamp of Business

Registration Office

KEY TO PERSONAL PARTICULARS REQUIRED

PERSONAL PARTICULARS

 Registration Number of Company
343 SWA

1. Surname	SHEPHERD												
2. Full forenames	JOHN EUGENE												
3. Former surname and forenames	N/A												
4. Identity number or, if not, available, date of birth and Passport number	Year		Month		Day								
	6	5	0	9	1	8	0	0	3	9	5		
5. (a) Date of appointment	01 MAY 2012												
(b) Designation	COMPANY SECRETARY												
6. Address of registered office, and registration number if officer is a corporate body	N/A												
7. Residential address	21 B OSPREY ROAD, WINDHOEK												
8. Business address	63 – 67 JULIUS K. NYERERE STREET, WINDHOEK												
9. Postal address	PO BOX 140, WINDHOEK												
10. Email address	groupfd@pupkewitz.com												
11. Contact number	061 – 427000												
12. Nationality (if not Namibian)	NAMIBIAN												
13. Occupation	GROUP FINANCE DIRECTOR												
14. Resident in Namibia (Yes or No)	YES												
15. Nature of change in 1 to 6 above and date	NO CHANGE												

FOR KEY TO PARTICULARS, SEE ABOVE

1. SHEPHERD													
2. JOHN EUGENE													
3. N/A													
4	Year		Month		Day								
	6	5	0	9	1	8	0	0	3	9	5		
5.(a) 01 MAY 2012													
(b) PUBLIC OFFICER													
6.: N/A													
7. 21 B OSPREY ROAD, WINDHOEK													
8. 63 – 67 JULIUS K. NYERERE STREET, WINDHOEK													
9. PO BOX 140, WINDHOEK													
10. groupfd@pupkewitz.com													
11. 061 – 427000													
12. YES													
13. NO CHANGE													

1.													
2.													
3.													
4	Year		Month		Day								
5.(a)													
(b)													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													

REPUBLIC OF NAMIBIA

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPACOMPANIES ACT 2004
(Section 219) (Regulation 45(1))

CM27

Registration Number of Company
343**CONSENT TO ACT AS DIRECTOR OR OFFICER
AND OTHER DIRECTORSHIPS**Name of company PUPKEWITZ MOTORS (PROPRIETARY) LIMITED**A. Consent**

I hereby consent to my appointment as * director / officer of the above-named company.
I certify that I am not disqualified in terms of sections 225 or 226 of the Companies Act from being a director/officer*.

Signed: _____

Date: 05 DECEMBER 2023

(To be signed by: Director or officer personally; or the authorised agent on behalf of a director of an external company not resident in Namibia; or the authorised agent of a corporate body.)
*Delete where not applicable.

B. Personal particulars

1. Surname	RUBINSTEIN												
2. Full forenames	BRIAN ROBERT												
3. Former surname and forenames	N/A												
4. Identity number or, if not, available, date of birth	Year	Month	Day										
	5	2	1	2	1	6	5	9	9	3	1	8	5
5. Date of appointment	01 DECEMBER 2023												
6. Residential address	71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA												
7. Business address	71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA												
8. Postal address	71 THE BOULEVARD, CEDAR LAKES, CEDAR ROAD, FOURWAYS, SANDTON, JHB, RSA												
9. Email address	brian.rubinstein@pupkewitz.com												
10. Contact Number	+27768227798												
11. Nationality (If not Namibian)	IRISH												
12. Occupation	DIRECTOR												
13. Resident in Namibia (Yes or No)	NO												
14. Address of registered office, and registration number, if officer is a corporate body	N/A												

C. Other Directorships
Attach list hereto

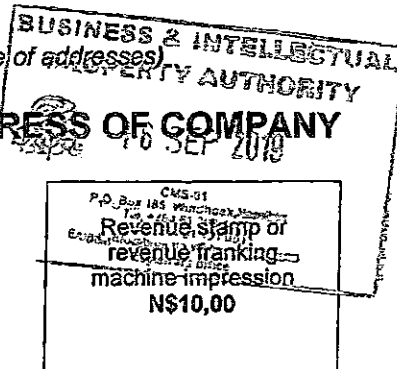
REPUBLIC OF NAMIBIA
COMPANIES ACT 2004
(Section 178) (Regulation 37)

(To be lodged in duplicate upon incorporation and prior to change of addresses)

NOTICE OF REGISTERED OFFICE AND POSTAL ADDRESS OF COMPANY

Registration Number of Company

343 SWA



Name of Company PUPKEWITZ MOTORS (PTY) LTD

(a) The situation of the registered office and the postal address of the above-mentioned company are as follows:

(i) Registered address 63 – 67 JULIUS K. NYERERE STREET, WINDHOEK, NAMIBIA

(ii) Postal address PO BOX 140, WINDHOEK, NAMIBIA

(b) The date of the intended changes in the addresses is 1 SEPTEMBER 2019

(Both addresses must be furnished at all times)

Date 2 SEPTEMBER 2019

Signature

[Signature]
Director/Secretary

The changes take effect on 1 SEPTEMBER 2019

[Signature]
Registrar of Companies

31/10/2019
DATE

Name of Company

PUPKEWITZ MOTORS (PTY) LTD

Postal address

PO BOX 140

WINDHOEK

NAMIBIA

OFFICE USE	
(1) Recorded	BUSINESS & INTELLECTUAL PROPERTY AUTHORITY Date and initials <u>16 SEP 2019</u>
(2) Corrections	P.O. Box 185, Windhoek, Namibia Tel: +264 61 203 4400 Fax: +264 61 401 651 Email: info@bipa.na Registrars office
Date stamp of Companies Registration Office	

PUPKEWITZ MOTORS (PTY) LTD

Reg Nr CY/1947/0343

**ROUND-ROBIN RESOLUTION PASSED BY
THE BOARD OF DIRECTORS OF THE COMPANY**

RESOLVED that:

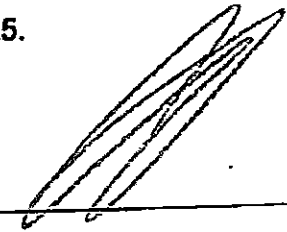
The Board resolved to authorise the lease of a portion of Erf 3544 Windhoek from City of Windhoek, with a first option to purchase this portion of land, upon acquisition to be consolidated with Erf 3512 & 3513 Windhoek.

The Board resolved to authorise Anton Westraadt (ID Number: 74110310307) to sign all documents relevant to the transactions above.

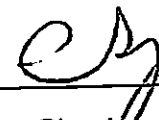
Dated and signed at Windhoek on this 24th day of July 2025.



Anton Westraadt



Brian Rubinstein



Eugene Shepherd

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD

741103 1030 7

SIGNATURE
WESTRADI
FIRST NAME(S)
ANTON




DATE OF BIRTH
1974-11-03

PLACE OF BIRTH
CARLETONVILLE

SEX
MALE

HEIGHT
1.93

DATE OF ISSUE
2018-11-19

DOB, ADO
097639

CITIZENSHIP
CITIZEN

IRIS COLOUR
BLUE




74110310307