



Municipality of Walvis Bay

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| Date | 13 June 2025 |

Dear Sir/Madam

Subject: REZONING OF ERF 3129 WALVIS BAY PROPER FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF (1:300M2) TO "GENERAL BUSINESS" WITH A BULK FACTOR OF 2, AND CONSENT FOR HOME BASED BUSINESS (OFFICE) WHILE THE REZONING IS IN PROGRESS

Ref. No.: 3129 W

I refer to the abovementioned.

I am pleased to inform you that the Municipal Council has recommended your rezoning application to the Urban and Regional Planning Board as follows:


- (1) That the Municipal Council recommends for approval the application for the rezoning of Erf 3129 Walvis Bay Proper from "Single Residential" with a density of 1 dwelling per 300m² (1:300) to "General Business" with a bulk factor of 2, to the Urban and Regional Planning Board, in accordance with Section 105 of the Urban and Regional Planning Act (Act No. 5 of 2018), subject to the following conditions:
 - (a) That, in terms of the *Policy on the Levying of Betterment Fees for Local Authorities in Namibia*, the applicant pays a betterment fee of 40% of the increase in the municipal land value of the rezoned property, once the rezoning application has been approved by the Minister of Urban and Rural Development.
 - (b) That the applicant obtains an Environmental Clearance Certificate for the proposed rezoning prior to submission of the application to the Urban and Regional Planning Board.
- (2) That consent be granted in terms of Clauses 6.1.2 and 12.1 of the Walvis Bay Town Planning Scheme for the establishment of a Home Based Business (Office) on Erf 3129 Walvis Bay Proper subject to the following conditions:
 - (i) That the applicant or person operating the business must reside on the premises.
 - (ii) That the number of on-site employees be restricted to two persons.
 - (iii) That the floor area to be used for business purposes be restricted to 33% of the total area of the dwelling unit.



- (iv) That should valid complaints be received or the imposed conditions not be complied with and after giving the owner 14 days written notice, consent may be withdrawn.
- (v) That only an advertising board, indicating the name, trade name and profession or occupation of the resident, may be displayed on the premises.
- (vi) That parking facilities must be provided to the satisfaction of the General Manager: Roads and Building Control.
- (vii) That the use of the buildings as well as the required parking bays for the home based business must be indicated on building plans and submitted to the Department of Roads and Building Control prior to commencing with the consent use.
- (viii) That this approval is subject to the applicable laws and regulations of both the Government and the Municipality.
- (ix) That this permission lapses when the property is sold, leased or alienated in whatever process engaged.
- (x) That all rates and service charges for business purposes be made applicable for as long as the consent applies.

For any queries that you might have please do not hesitate to send an e-mail to townplanning@walvisbaycc.org.na.

Yours faithfully


Victoria N. Kapenda
Chief Executive Officer
Office of the CEO

