



**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

First Floor 122 on Main  
122 Sam Nujoma Avenue

P.O. Box 2095  
Tel: (064) 280 770

Reference: 3214 WB

10 November 2025

Customer Care  
Walvis Bay Municipality

**SUBJECT: REQUEST FOR NEIGHBOURS INFORMATION**

We intend to submit an application on Erf 3214 Walvis Bay. In terms of the Urban and Regional Planning Act of 2018, we need to notify directly adjacent property owners of the application. Will you please provide contact details of the following property owners?

**1. Erf 3122 Walvis Bay**

Name & Surname: Carapau Fishing  
Contact No: T.   
E. victoria@carapau.com.na  
Postal Address: 5867 W/Bay.

**2. Erf 3123 Walvis Bay**

Name & Surname: Radio Electronic Pty Ltd.  
Contact No: T. 0811297483  
E. egere.com.na  
Postal Address: 670 W/Bay.

**3. Erf 3213 Walvis Bay**

Name & Surname: LG Visser  
Contact No: T. 0812571980  
E. anchen@gender.com.na  
Postal Address: 137 W/Bay.



4. Erf 3215 Walvis Bay

Name & Surname: WJP Deidenks.  
Contact No: T. 081 306 5700.  
E. willie.deidenks@gmail.com  
Postal Address: 646. WB

5. Erf 3226 Walvis Bay

Name & Surname: E O Ipinge.  
Contact No: T. 203441  
E.   
Postal Address: 3907 WB

6. Erf 3227 Walvis Bay

Name & Surname: I Dausab.  
Contact No: T. 081 403 7412  
E.   
Postal Address: 900 WB

The information can be clearly written or scanned and emailed to [mbute@sp.com.na](mailto:mbute@sp.com.na)

Kind regards

  
Mbute Shaningwa  
Stewart Planning



SAMPLE



## STEWART PLANNING

### TOWN & REGIONAL PLANNERS

First Floor CLA Building  
84 Theo Ben Gurion Street  
Walvis Bay

P.O. Box 2095  
Tel: (064) 280 770  
Email: [mbute@sp.com.na](mailto:mbute@sp.com.na)

Reference: 3214 WB

18 November 2025

### NOTICE TO NEIGHBOURS: PROPOSED REZONING OF ERF 3214 WALVIS BAY

Take note that Stewart Planning – Town & Regional Planners intends to apply, on behalf of the owner of Erf 3214 Walvis Bay for the rezoning of the property from Single Residential (1:300m<sup>2</sup>) to General Business (Bulk 2.0).

Erf 3214 Walvis Bay measures  $\pm 1\,026\text{m}^2$  and is situated along 6<sup>th</sup> Street. The intention of this rezoning is to acquire the land use rights needed to establish a mixed-use development comprising retail and offices as business development and flats and/or apartments in a multi-story development in the long term, in accordance with the General Business development parameters set out in the Walvis Bay Zoning Scheme.

The application is submitted in terms of the Urban and Regional Planning Act, 2018 (No.5 of 2018) and in terms of the Walvis Bay Zoning Scheme. The background information document is available upon request from Ms. Shaningwa : [mbute@sp.com.na](mailto:mbute@sp.com.na) or can be inspected during normal office hours, at Room 101 of the Roads and Building Control Department of the Municipality of Walvis Bay situated at Civic Centre, Walvis Bay.

Take note that any person having objections or comments to the application must lodge such objections or comments, together with the grounds thereof, in writing with the Chief Executive Officer of the Municipality of Walvis Bay and Stewart Planning within fourteen (14) days of the last publication of this notice to the address provided below. Written objections or comments must be submitted before **17:00, Friday, 12 December 2025**.

#### Local Authority:

Chief Executive Officer  
Municipality of Walvis Bay  
Private Bag 5017, Walvis Bay  
Tel: 064 201 3229  
Email: [townplanning@walvisbaycc.org.na](mailto:townplanning@walvisbaycc.org.na)

#### Applicant:

Stewart Planning  
Town & Regional Planners  
P.O. Box 2095, Walvis Bay  
Tel: 064 280 770  
Email: [mbute@sp.com.na](mailto:mbute@sp.com.na)

If you have any questions regarding the proposed rezoning and subdivision, please do not hesitate to contact our office.

Yours faithfully,

Mbute Shaningwa  
Town Planning Officer



STEWART PLANNING  
TOWN & REGIONAL PLANNERS

Tel: +264 64 280 770 | Email: [mbute@sp.com.na](mailto:mbute@sp.com.na)





**STEWART PLANNING**  
TOWN & REGIONAL PLANNERS

**COMMENT FORM**

**APPLICATION: REZONING OF ERF 3214 WALVIS BAY.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the owner of Erf \_\_\_\_\_ Walvis Bay

Do not object to

☐

Object to

☐

*Please tick where applicable, for example:*

☒

The rezoning of **Erf 3214 Walvis Bay** from Single Residential (1:300) to General Business (Bulk 2.0).

Please state your comments :

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Kindly take note that comments should reach me by **12 December 2025**.*





## LIST OF REGISTERED ITEMS POSTED

STEWART TOWN PLANNING cc  
P O BOX 2095  
WALVIS BAY



by .

Sender's  
Reference No

**Addressee's Name and Address**

Registration  
No

Reference No	E O lipinge
1	P O Box 3907
3226	Walvis Bay

BA 001 345 864 NA

2 3227	I Dauseb
	P O Box 900
	Walvis Bay

BA 001 345 878 NA

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10

studio print 13647

Number of Items

Received by

No compensation will be considered unless enquiry regarding this postal article is made within one year after the date of posting.

Date-stamp

P1 / 185



NAMPOST  
VAT Reg No: 0024451015

Branch: Walvis Bay

Date: 21/11/25 Time: 11:11:05  
Counter: 6 SAARAPH STOCKUNIT03

Qty Product	Price VAT	
2 Letter	\$14.60	
Registered Mail	\$96.40	
(Registered Item No)		
(P1 185 Form No)		
(Recipient Name: 2 LETTERS ON LIST)		
(Address Line 1: FROM )		
(Address Line 2: STEWART PLANNING)		
(Address Line 3: BOX 2095)		
(Address Line 4: W BAY)		
PrePaid	-\$111.00	
Net	-\$12.57	
Tax Code	Amount	Total Tax
VAT A (0%)		
VAT B (15%)	\$83.83	\$12.57
Total		\$0.00

Name: STEWART PLANNING  
Address: BOX 2095  
W BAY

Receipt No: 264-13101-6-1306973-2  
THANK YOU FOR USING YOUR POST OFFICE  
DANKIE DAT U DIE POSKANTOOR GEBRUIK  
TANGI ESHI HOLONGIFA OPOOSA YOYE



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Neighbours Notification: Proposed rezoning of Erf 3214 Walvis Bay

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From Mbute Shaningwa <mbute@sp.com.na>

Date Tue 11/18/2025 4:40 PM

To anchen@gendev.com.na <anchen@gendev.com.na>

 3 attachments (1 MB)

3214 WB\_ Notice Letter to Adjacent Neighbours.pdf; Comment Form\_3214 WB.pdf; 3214 WB\_Locality & Zoning Plans.pdf;

Dear Sir/Madam,

I trust this message finds you well.

We, at Stewart Planning – Town and Regional Planners, are currently in the process of submitting an application to the Walvis Bay Municipality and the Urban and Regional Planning Board for the following:

- **Rezoning of Erf 3214 Walvis Bay (6th Street) from “Single Residential” with a density of 1:300 to “General Business” with a bulk factor of 2.0 and the subsequent application for an Environmental Clearance Certificate.**

As part of the statutory process, adjacent property owners are required to be notified and afforded the opportunity to comment or object, should they wish to do so.

As the registered owner of **Erf 3213 Walvis Bay**, we hereby notify you of the above-mentioned application.

Kindly find attached the following for your reference:

- Neighbour’s notice letter
- Comment form
- Locality and consolidation plan

Should you have any comments or objections, please complete **the comment form** and return it to us at your earliest convenience.

**Please note that the deadline for submitting any comments or objections is 17:00 on Friday, 12 December 2025.**

Should you have any questions or require further clarity, please do not hesitate to reach out.

Kind regards,  
**Mbute Shaningwa**

*Town Planning Officer*



122 Sam Nujoma Avenue | First Floor, 122 On Main | PO Box 2095 Walvis Bay

Tel: (064) 280 770 | Email: [mbute@sp.com.na](mailto:mbute@sp.com.na) | Website: [www.sp.com.na](http://www.sp.com.na)



**Neighbours Notification: Proposed rezoning of Erf 3214 Walvis Bay**

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From Mbute Shaningwa <mbute@sp.com.na>

Date Tue 11/18/2025 4:45 PM

To williediederiks@gmail.com <williediederiks@gmail.com>

 3 attachments (1 MB)

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Dear Sir/Madam,

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As the registered owner of **Erf 3215 Walvis Bay**, we hereby notify you of the above-mentioned application.

Kindly find attached the following for your reference:

- Neighbour's notice letter
- Comment form
- Locality and consolidation plan

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**FW: Neighbours Notification: Proposed rezoning of Erf 3214 Walvis Bay**

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**From** Victoria Luanda <[victoria@carapau.com.na](mailto:victoria@carapau.com.na)>

**Date** Tue 11/18/2025 4:47 PM

**To** Garden Hengua <[garden@carapau.com.na](mailto:garden@carapau.com.na)>

**Cc** Louis Maletzky <[louis@carapau.com.na](mailto:louis@carapau.com.na)>; Lenniveve Dedekind <[lenniveve@carapau.com.na](mailto:lenniveve@carapau.com.na)>; Mbute Shaningwa <[mbute@sp.com.na](mailto:mbute@sp.com.na)>

 3 attachments (1 MB)

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Dear Managmeent,

Kindly find attached the rezoning notice and comment form for the erf adjacent to ours.

Kindly peruse and action where necessary.

Kind regards,



**Victoria Luanda**  
**Personal Assistant to the General Manager**

**Carapau Fishing (Pty) Ltd**

Tel: +264 64 207 470

Fax: +264 64 207 471

E-mail: [victoria@carapau.com.na](mailto:victoria@carapau.com.na)

Web: [www.carapaufishing.com](http://www.carapaufishing.com)

**Disclaimer**

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This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.



**From:** Mbute Shaningwa <mbute@sp.com.na>  
**Sent:** Tuesday, 18 November 2025 4:40 pm  
**To:** Victoria Luanda <victoria@carapau.com.na>  
**Subject:** Neighbours Notification: Proposed rezoning of Erf 3214 Walvis Bay

Dear Sir/Madam,

I trust this message finds you well.

We, at Stewart Planning – Town and Regional Planners, are currently in the process of submitting an application to the Walvis Bay Municipality and the Urban and Regional Planning Board for the following:

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As the registered owner of **Erf 3122 Walvis Bay**, we hereby notify you of the above-mentioned application.

Kindly find attached the following for your reference:

- Neighbour's notice letter
- Comment form
- Locality and consolidation plan

Should you have any comments or objections, please complete **the comment form** and return it to us at your earliest convenience.

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Town Planning Officer



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Neighbours Notification: Proposed rezoning of Erf 3214 Walvis Bay

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To eg@re.com.na <eg@re.com.na>

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As the registered owner of **Erf 3123 Walvis Bay**, we hereby notify you of the above-mentioned application.

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