



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor 122 on Main
122 Sam Nujoma Avenue

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

Reference: 6418 K

10 November 2025

Customer Care
Walvis Bay Municipality

SUBJECT: REQUEST FOR NEIGHBOURS INFORMATION

We intend to submit an application on Erf 6418 Kuissebmond Extension 1. 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 2067 Kuissebmond Extension 1

Name & Surname: *Ms Robina Nauwes*
Contact No: T. *—*
E. *—*
Postal Address: *7095 K/mond*

2. Erf 6327 Kuissebmond Extension 1

Name & Surname: *Municipality*
Contact No: T. *—*
E. *—*
Postal Address: *—*

3. Erf 6326 Kuissebmond Extension 1

Name & Surname: *Nr Festus Tjimani*
Contact No: T. *081 220 9755* | *081 313 1928*
E. *—*
Postal Address: *8140 Nville*

4. Erf 6419 Kuisebmond Extension 1

Name & Surname: Mr Damamambibeli Fotolela.

Contact No: T. 0812809578

E. fotolela.d@gmail.com

Postal Address: 4335 Snakopmund.

5. Erf 6417 Kuisebmond Extension 1

Name & Surname: Nis Durith Tjarolug.

Contact No: T. 0811760678.

E. ~~dbjarolug@walisbaycc.org.na~~

Postal Address: 5280 WB.

6. Erf 6540 Kuisebmond Extension 1

Name & Surname: Mr Johannes Calonda

Contact No: T. 0813148177 | 081316445.

E. —

Postal Address: 5489

7. Erf 6541 Kuisebmond Extension 1

Name & Surname: Nis Maria Kayone

Contact No: T. 0812368785

E. —

Postal Address: 2629 Wal Bay.

The information can be clearly written or scanned and emailed to mbute@sp.com.na

Kind regards


Mbute Shaningwa
Stewart Planning



STEWART PLANNING
TOWN & REGIONAL PLANNERS

First Floor CLA Building
84 Theo Ben Gurirab Street
Walvis Bay

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

Reference: 6418 K

18 November 2025

NOTICE TO NEIGHBOURS: PROPOSED REZONING OF ERF 6418 KUISEBMOND EXTENSION 1

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 (1:300m²) to General Business (Bulk 2.0).

Erf 6418 Kuisebmond Extension 1 measures ± 549m² and is situated at the corner of Khomashochland and Swael Street. The intention of this rezoning is to acquire the land use rights needed to establish a mixed-use development comprising retail, offices and related businesses 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 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

Applicant:

Stewart Planning
Town & Regional Planners
P.O. Box 2095, Walvis Bay
Tel: 064 280 770
Email: 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



STEWART PLANNING
TOWN & REGIONAL PLANNERS

COMMENT FORM

APPLICATION: REZONING OF ERF 6418 KUISEBMOND EXTENSION1.

Name: _____

Address: _____

Telephone: _____

I, the owner of **Erf _____ Kuijsebmond Extension 1**

Do not object to

Please tick where applicable, for example:

Object to

The rezoning of **Erf 6418 Kuijsebmond Extension 1** from General 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

by

STEWART TOWN PLANNING CO
P O BOX 2095
WALVIS BAY

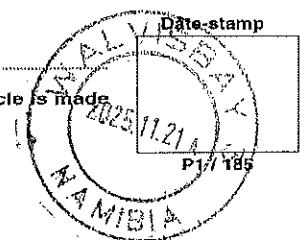


Registration
No

shutterstock 13847

Number of Items 3 W.E.P. Received by

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



NAPOST
VAT Reg No: 0024451015

Branch: Valvisbay

Date: 21/11/25
Counter: 6 SAARAPH

Time: 11:08:22
STOCKUNIT03

Qty	Product	Price	VAT
3	Letter	\$21.90	
	Registered Mail	\$144.60	
	(Registered Item No)		
	(PT 185 Form No)		
	(Recipient Name:3 LETTERS ON LIST)		
	(Address Line 1:FROM)		
	(Address Line 2:STEWART PLANNING)		
	(Address Line 3:BOX 2095)		
	(Address Line 4:W BAY)		
	PrePaid		-\$166.50
	Net		-\$18.86
Tax Code	Amount	Total Tax	
VAT A (0%)			
VAT B (15%)	\$125.74	\$18.86	
Total			\$0.00

Name: STEWART PLANNING
Address: BOX 2095
W BAY

Receipt No: 264-13101-6-1306961-2
THANK YOU FOR USING YOUR POST OFFICE
DANKIE DAT U DIE POSKANTOOR GEBRUIK
TANGI ESHI HOLONGIFA OPOOSA YOYE

Neighbours Notification: Proposed rezoning of Erf 6418 Kuisebmond Extension 1

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

Date Wed 11/19/2025 4:48 PM

To ftjimani@gmail.com <ftjimani@gmail.com>

0 3 attachments (1 MB)

6418 K_ Notice Letter to Adjacent Neighbours.pdf; Comment Form_6418 K.pdf; 6418 K_Locality & Zoning Plan.pdf;

Dear Mr. Festus,

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 6418 Kuisebmond Extension 1 (c/o Khomashochland and Swael Streets) from “General Residential 1” with a density of 1:300m² 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 Kuisebmond Extension 1**, 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 | Website: www.sp.com.na

Notice to Owner of Erf 6417 Kuisebmond Extension 1

Neighbours Notification: Proposed rezoning of Erf 6418 Kuisebmond Extension 1

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

Date Tue 11/18/2025 4:57 PM

To 'Durith Tjarokua' <dtjarokua@walvisbaycc.org.na>

 3 attachments (1 MB)

6418 K_Note Letter to Adjacent Neighbours.pdf; Comment Form_6418 K.pdf; 6418 K_Locality & Zoning Plan.pdf;

Dear Durith,

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 6418 Kuisebmond Extension 1 (c/o Khomashochland and Swael Streets) from "General Residential 1" with a density of 1:300m² 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 6417 Kuisebmond Extension 1**, 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



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Outlook

Notice to Owner of Erf 6419 Kuisebmond Extension 1

Re: Neighbours Notification: Proposed rezoning of Erf 6418 Kuisebmond Extension 1

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

Date Mon 12/8/2025 3:51 PM

To Dama Fotolela <fotolelad@gmail.com>

The completed form is well received with thanks.

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 | Website: www.sp.com.na

From: Dama Fotolela <fotolelad@gmail.com>

Sent: Monday, December 8, 2025 1:44 PM

To: Mbute Shaningwa <mbute@sp.com.na>

Subject: Re: Neighbours Notification: Proposed rezoning of Erf 6418 Kuisebmond Extension 1

thank you

please find attached completed form

regards,

Dama

On Mon, Dec 8, 2025 at 12:37 PM Mbute Shaningwa <mbute@sp.com.na> wrote:

Dear Mr. Fotolela,

Please find the Background Information Document (BID) attached as requested.

Feel free to reach out if you have any questions or need clarification on any aspect of the (BID).

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 | Website: www.sp.com.na

From: Dama Fotolela <fotolelad@gmail.com>

Sent: Monday, December 8, 2025 12:21 PM

To: Mbute Shaningwa <mbute@sp.com.na>

Subject: Re: Neighbours Notification: Proposed rezoning of Erf 6418 Kuisebmond Extension 1

Hi Mbute

please share the background information document for rezoning ERF 6418

regards,

Dama

On Tue, Nov 18, 2025 at 4:54 PM Mbute Shaningwa <mbute@sp.com.na> wrote:

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 6418 Kuisebmond Extension 1 (c/o Khomashochland and Swael Streets) from “General Residential 1” with a density of 1:300m² 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 6419 Kuisebmond Extension 1**, 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



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STEWART PLANNING
TOWN & REGIONAL PLANNERS

COMMENT FORM

APPLICATION: REZONING OF ERF 6418 KUISEBMOND EXTENSION1.

Name: DAMA FOTOLELA

Address: ERF 6418K, Kuisebmond BDT1

Telephone: 0812809575

I, the owner of Erf 6418 K Kuisebmond Extension 1

Do not object to

Please tick where applicable, for example

Object to

The rezoning of Erf 6418 Kuisebmond Extension 1 from General Residential (1:300) to General Business (Bulk 2.0).

Please state your comments :

No objection

Signature: 

Date: 08/12/2025

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

