
ANNEXURE 6.2: PROOF OF WRITTEN NOTICE TO ADJACENT LANDOWNERS

1 INTRODUCTION

This annexure provides proof of written notification to adjacent landowners as part of the public consultation process for the proposed subdivision, rezoning, consolidation, and closure of Public Open Space on various erven in Outapi.

The notification process was undertaken in accordance with the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), which governs land use planning applications.

The process further aligns with the principles of public participation as outlined in the Environmental Management Act (Act No. 7 of 2007) and the Environmental Impact Assessment Regulations (GN No. 30 of 2012).

2 IDENTIFICATION OF ADJACENT LANDOWNERS

Urban Dynamics Africa formally requested adjacent landowner information from the Outapi Town Council, being the local authority and custodian of land ownership records.

The Council provided the relevant ownership information through a returned and annotated document, including handwritten inputs and official confirmation.

This information confirmed that:

- The majority of surrounding erven are owned by the Outapi Town Council; and
- Only one (1) adjacent erf is privately owned.

Proof of this correspondence is included in this annexure.

3 WRITTEN NOTIFICATION TO ADJACENT LANDOWNER

The identified private adjacent landowner, Mrs. B. Mukulu, owner of Erf 2574, Outapi Extension 10, was formally notified in writing of the proposed development.

A notification letter dated 3 February 2025 was issued, which included:

- Description of the proposed development;
- Details of the subdivision, rezoning, and closure of Public Open Space;

- A locality plan showing the relationship between the affected erf and the neighbouring property;
- A response form allowing the landowner to indicate objection or no objection;
- A specified deadline of 6 March 2025 for submission of comments;
- Contact details of the planning consultant.

The notification clearly stated that failure to respond by 6 March 2025 would be interpreted as no objection to the proposed development.

A copy of the notification letter and response form is included in this annexure.

4 RESPONSE FROM ADJACENT LANDOWNER

No written objections or completed response forms were received from the adjacent landowner by the closing date of 6 March 2025.

In accordance with the notification letter, this is interpreted as no objection to the proposed development.

5 CONCLUSION

The process undertaken to identify and notify adjacent landowners is considered compliant with the requirements of the Urban and Regional Planning Act.

The use of official ownership information provided by the Outapi Town Council ensured that all relevant landowners were properly identified.

Given that:

- Only one adjacent erf is privately owned;
- The identified landowner was formally notified; and
- No objections were received within the prescribed timeframe,

the requirement for written notification to adjacent landowners has been adequately fulfilled.



URBAN DYNAMICS

town and regional planners

**CHIEF EXECUTIVE OFFICER
OUTAPI TOWN COUNCIL
P.O. Box 853
OUTAPI
NAMIBIA**

Attention: M. N. Ananias

Our Ref:
Your Ref:
Date:

1295

22 January 2025



SUBDIVISION, PERMANENT CLOSURE, REZONING AND CONSOLIDATION OF ERVEN 3976, 3977 AND 3980, OUTAPI EXT 13

The above mentioned matter refers.

We are currently in the process of subdividing Erven 3976, 3977 and 3980 Outapi Ext 13. Part of the subdivision, rezoning and consolidation processes we are required to send letters to the neighbours of the above mentioned erven. However to enable this we are in need of the owners names and addresses.

Could you kindly provide us with the names of the erf owners and their addresses in **Outapi Extension 13.**

ERF NO.	OWNER NAME	POSTAL ADDRESS	TOWN	CONTACT DETAILS (if available)
3813	OUTAPI TOWN COUNCIL	P.O. Box 853	OUTAPI	065-251191
3814	ll	ll	ll	ll
3816	ll	ll	ll	ll
3817	ll	ll	ll	ll
3839	ll	ll	ll	ll
3838	ll	ll	ll	ll
3837	ll	ll	ll	ll
3836	ll	ll	ll	ll
3818	ll	ll	ll	ll
3819	ll	ll	ll	ll
3833	ll	ll	ll	ll
3787	ll	ll	ll	ll
3805	ll	ll	ll	ll
3832	ll	ll	ll	ll
3831	ll	ll	ll	ll

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PO Box 20837, Windhoek, Namibia, 0900

DIRECTORS: JB OPPERMAN (MANAGING DIRECTOR) B(TRP) | EA SIMON MTRP

3785 OUTAPI TOWN COUNCIL P.O. Box 853 OUTAPI 068725/191

3784	11	11	11	11
3783	11	11	11	11
3938	11	11	11	11
3937	11	11	11	11
3936	11	11	11	11
3935	11	11	11	11
3934	11	11	11	11
3933	11	11	11	11
3932	11	11	11	11
3931	11	11	11	11
3930	11	11	11	11
3929	11	11	11	11
3928	11	11	11	11
3927	11	11	11	11
3926	11	11	11	11
3925	11	11	11	11
3924	11	11	11	11
3958	11	11	11	11
3964	11	11	11	11
3967	11	11	11	11
3968	11	11	11	11
3963	11	11	11	11
3959	11	11	11	11
3939	11	11	11	11
3940	11	11	11	11
3695	11	11	11	11
3731	11	11	11	11
3692	11	11	11	11
3686	11	11	11	11

Should you require any additional information in this regard please do not hesitate to contact us.

Kind Regards,



ALLISON ANDERSON
URBAN DYNAMICS

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**URBAN
DYNAMICS**
town and regional planners

**CHIEF EXECUTIVE OFFICER
OUTAPI TOWN COUNCIL
P.O. Box 853
OUTAPI
NAMIBIA**

Attention: M. N. Ananias

Our Ref:
Your Ref:
Date:

1295

22 January 2025



SUBDIVISION, PERMANENT CLOSURE AND REZONING OF ERF 2830, OUTAPI EXT 10

The above mentioned matter refers.

We are currently in the process of subdividing Erf 2830, Outapi Ext 10. Part of the subdivision, rezoning and consolidation processes we are required to send letters to the neighbours of the above mentioned erven. However to enable this we are in need of the owners names and addresses.

Could you kindly provide us with the names of the erf owners and their addresses in **Outapi Extension 19.**

ERF NO.	OWNER NAME	POSTAL ADDRESS	TOWN	CONTACT DETAILS (if available)
2803	OUTAPI TOWN Council	P.O.Box 853		065 251191
2804	OTC	P.O.Box 853	OUTAPI	065 251191
2805	"	"	"	"
2806	"	"	"	"
2807	"	"	"	"
3405 Ext 12	"	"	"	"
3404 Ext 12	"	"	"	"
3403 Ext 12	"	"	"	"
3402 Ext 12	"	"	"	"
2828	"	"	"	"
2808	"	"	"	"
2815	"	"	"	"
2575	"	"	"	"
2574	BERNADETE MUKULU	P.O.Box 333	Grootfontein	081 2357107

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PO Box 20837, Windhoek, Namibia, 9000

DIRECTORS: JB OPPENMAN (MANAGING DIRECTOR) (ETRP) | EA SIMON M(ETRP)

Should you require any additional information in this regard please do not hesitate to contact us.

Kind Regards,



ALLISON ANDERSON
URBAN DYNAMICS

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**URBAN
DYNAMICS**
town and regional planners

**CHIEF EXECUTIVE OFFICER
OUTAPI TOWN COUNCIL
P.O. Box 853
OUTAPI
NAMIBIA**

Attention: M. N. Ananias

Our Ref:
Your Ref:
Date:

1295
22 January 2025



**SUBDIVISION, PERMANENT CLOSURE, REZONING AND CONSOLIDATION OF ERF
4579, OUTAPI EXT 19**

The above mentioned matter refers.

We are currently in the process of subdividing Erf 4579, Outapi Ext 19. Part of the subdivision, rezoning and consolidation processes we are required to send letters to the neighbours of the above mentioned erven. However to enable this we are in need of the owners names and addresses.

Could you kindly provide us with the names of the erf owners and their addresses in **Outapi Extension 19.**

ERF NO.	OWNER NAME	POSTAL ADDRESS	TOWN	CONTACT DETAILS (if available)
3429	OUTAPI TOWN COUNCIL	P.O. Box 853	OUTAPI	065 25191
3541	"	"	"	"
3542	"	"	"	"
3543	"	"	"	"
3594	"	"	"	"
3595	"	"	"	"
3596	"	"	"	"
3597	"	"	"	"
3598	"	"	"	"
3599	"	"	"	"
3600	"	"	"	"
3601	"	"	"	"
3602	"	"	"	"
3603	"	"	"	"

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PO Box 20837, Windhoek, Namibia, 0900

DIRECTORS: JB OPPERMAN (MANAGING DIRECTOR) B(TRP) | SA SIMON M(TRP)

3604	OUTAPI TOWN COUNCIL	P.O. BOX 553	OUTAPI	065 25 1191
3605	ll	ll	ll	ll
3606	ll	ll	ll	ll
3607	ll	ll	ll	ll
3608	ll	ll	ll	ll
3609	ll	ll	ll	ll
3610	ll	ll	ll	ll
3611	ll	ll	ll	ll
3612	ll	ll	ll	ll
4448	ll	ll	ll	ll
4405	ll	ll	ll	ll
4567	ll	ll	ll	ll
4566	ll	ll	ll	ll

Should you require any additional information in this regard please do not hesitate to contact us.

Kind Regards,



ALLISON ANDERSON
URBAN DYNAMICS

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**URBAN
DYNAMICS**

town and regional planners

Our Ref: 1295

Your Ref:

Date: 3 February 2025

Erf 2574, Outapi Ext 10
Mrs. B. Mukulu
P O Box 333
Grootfontein
Namibia

Dear Madam

**PERMANENT CLOSURE OF ERF 2830, OUTAPI EXT 10 AS PUBLIC OPEN SPACE;
SUBDIVISION OF ERF 2830, OUTAPI EXT 10 INTO PORTIONS A TO E AND
REMAINDER; REZONING OF PORTIONS A TO E AND THE REMAINDER OF ERF
2830, OUTAPI EXTENSION 10 FROM "PUBLIC OPEN SPACE" TO "RESIDENTIAL"
WITH A DENSITY OF 1/300**

The above mentioned refers.

Urban Dynamics Africa has been appointed by the Outapi Town Council to obtain statutory approval for the above mentioned planning work. Below is a brief description of the client's intention.

Erf 2830, Outapi is located in Extension 10. The erf is approximately 3339m² in extent and is occupied by a number of temporary residential structures. The Council intends to subdivide the erf, rezone and sell the land to the occupants of this erf. The Council is therefore required to permanently close, subdivide and rezone the proposed portions to residential to sell the land for development.

Access to the erf will remain from the internal road network of Outapi and on-site parking will be provided in accordance with the Outapi Zoning Scheme regulations.

In order to commence with the intended development, we need to collect comments of the immediate neighbours and simultaneously inform all parties of our client's intention. Attached, please find the locality plan indicating Erf 2830, Outapi Ext 10 in relation to your

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DIRECTORS: JB OPPERMAN (MANAGING DIRECTOR) B(TRP) | EA SIMON M(TRP)

erf, together with a standard form giving you the opportunity to comment on the proposed development.

We herewith kindly request you to complete and sign the attached letter of response and return it to our offices and to the Outapi Town Council, at your earliest convenience. If the form has not been completed, signed and returned to our office by **6th of March 2025** we will assume that you have no objections towards the proposed development proposal.

Please do not hesitate to contact our office should you have any queries regarding the above mentioned.

Kind Regards,



ALLISON ANDERSON

URBAN DYNAMICS

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Outapi Ext 10\Letter to neighbour.docx

**PERMANENT CLOSURE OF ERF 2830, OUTAPI EXT 10 AS PUBLIC OPEN SPACE;
SUBDIVISION OF ERF 2830, OUTAPI EXT 10 INTO PORTIONS A TO E AND
REMAINDER; REZONING OF PORTIONS A TO E AND THE REMAINDER OF ERF
2830, OUTAPI EXTENSION 10 FROM "PUBLIC OPEN SPACE" TO "RESIDENTIAL"
WITH A DENSITY OF 1/300**

Herewith do I/We, Mr/Mrs/Miss _____

the owner(s) of Erf No.: _____

Street Address _____

1. Declare that I/we (a) do not object

(b) do object

to the intended development as mentioned above.

If objecting, please state reasons for doing so:
.....
.....
.....

Please note: Should we not receive this form before the **6th of March 2025** we shall assume that no objections against the intended development are applicable.

Signed at _____ on this _____ the day of _____ 2025.

SIGNED

c/o **Urban Dynamics Africa**
PO Box 20837
WINDHOEK
Namibia
Fax: 061 240309
Tell: 061 240300

