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# ANNEXURE 6.3: PROOF OF WRITTEN NOTICE TO LOCAL AUTHORITY

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## 1 INTRODUCTION

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This annexure provides proof of written notification to the local authority in respect of 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) and aligns with the principles of the Environmental Management Act (Act No. 7 of 2007).

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## 2 NOTIFICATION AND APPROVAL BY OUTAPI TOWN COUNCIL

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Urban Dynamics Africa submitted the planning application to the Outapi Town Council, which is the competent local authority and project proponent.

The submission included details of the proposed subdivision, rezoning, consolidation, and closure of Public Open Space, together with supporting planning documentation.

The Outapi Town Council considered and approved the proposed planning applications, as confirmed in the official approval letter included in this annexure.

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## 3 ROLE OF THE LOCAL AUTHORITY

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The Outapi Town Council:

- Acts as the **project proponent**;
- Owns the **majority of the affected erven**;
- Is responsible for supporting and facilitating the proposed development.

The submission and subsequent approval therefore constitute formal written notification to the local authority.

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## 4 CONCLUSION

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The inclusion of the Council approval letter confirms that the Outapi Town Council was formally notified of, and supports, the proposed development.

The requirement for notification to the local authority has therefore been adequately fulfilled.



OUTAPI TOWN COUNCIL

Tel: 065 - 251191/2  
Fax: 065 – 251128  
E-mail: [outapitc@iway.na](mailto:outapitc@iway.na)

P. O. Box 853  
OUTAPI

Enquiries: S.N. Ilonga

22 October 2025

Urban Dynamic Town and Regional Planners  
P.O. Box 20837  
Windhoek  
Email: [allison@udanam.com](mailto:allison@udanam.com)

Dear Ms. Anderson,

**SUBJECT: PERMANENT CLOSURE OF ERF 2830, OUTAPI EXT. 10, AS PUBLIC OPEN SPACE; SUBDIVISION OF ERF 2830, OUTAPI EXT. 10, INTO PORTIONS A TO G AND REMAINDER; AND REZONING OF PROPOSED PORTIONS A TO G AND THE REMAINDER OF ERF 2830, OUTAPI EXT. 10, FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

The Outapi Town Council at an Ordinary Council meeting held on the **04 September 2025** under Council Resolution **C2/04/09/2025/8<sup>th</sup> ODCM/1.11.1** resolved for the approval of the following:

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

Please proceed with the necessary statutory procedures for the above development.

We trust that you will find the above in order.

Sincerely yours,

  
M. N. Ananias  
Chief Executive Officer





OUTAPI TOWN COUNCIL

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P.O. Box 20837  
Windhoek  
Email: [allison@udanam.com](mailto:allison@udanam.com)

Dear Ms. Anderson,

**SUBJECT: PERMANENT CLOSURE OF ERF 3977, OUTAPI EXT. EXT. 13, AS PUBLIC OPEN SPACE; SUBDIVISION OF ERF 3977, OUTAPI EXT. 13, INTO PORTIONS A TO F AND REMAINDER; REZONING OF PROPOSED PORTIONS A TO F AND THE REMAINDER OF ERF 3977, OUTAPI EXT. 13, FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

The Outapi Town Council at an Ordinary Council meeting held on the **04 September 2025** under Council Resolution **C4/04/09/2025/8<sup>th</sup> ODCM/1.11.3** resolved for the approval of the following:

- **PERMANENT CLOSURE OF ERF 3977, OUTAPI EXT. EXT.13, AS PUBLIC OPEN SPACE;**
- **SUBDIVISION OF ERF 3977, OUTAPI EXT. 13 INTO PORTIONS A TO F AND REMAINDER;**
- **REZONING OF PROPOSED PORTIONS A TO F AND THE REMAINDER OF ERF 3977, OUTAPI 13 FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

Please proceed with the necessary statutory procedures for the above development.

We trust that you will find the above in order.

Sincerely yours,

  
M. N. Ananias  
Chief Executive Officer





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22 October 2025

Urban Dynamic Town and Regional Planners  
P.O. Box 20837  
Windhoek  
Email: [allison@udanam.com](mailto:allison@udanam.com)

Dear Ms. Anderson,

**SUBJECT: SUBDIVISION OF ERF 3693, OUTAPI 13 INTO PORTIONS A AND REMAINDER; CONSOLIDATION OF PORTIONS A OF ERF 3693, OUTAPI EXT. 13 WITH ERF 3694, OUTAPI EXT. 13 INTO CONSOLIDATED ERF W;**

The Outapi Town Council at an Ordinary Council meeting held on the **04 September 2025** under Council Resolution **C5/04/09/2025/8<sup>th</sup> ODCM/1.11.4** resolved for the approval of the following:

- **SUBDIVISION OF ERF 3693, OUTAPI 13, INTO PORTIONS A AND REMAINDER;**
- **CONSOLIDATION OF PORTIONS A OF ERF 3693, OUTAPI 13 WITH ERF 3694, OUTAPI 13 INTO CONSOLIDATED ERF W;**

Please proceed with the necessary statutory procedures for the above development.

We trust that you will find the above in order.

Sincerely yours,

  
M. N. Ananias  
Chief Executive Officer





OUTAPI TOWN COUNCIL

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E-mail: [outapitc@iway.na](mailto:outapitc@iway.na)

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22 October 2025

Urban Dynamic Town and Regional Planners  
P.O. Box 20837  
Windhoek  
Email: [allison@udanam.com](mailto:allison@udanam.com)

Dear Ms. Anderson,

**SUBJECT: PERMANENT CLOSURE OF ERF 3980, OUTAPI EXT. 13, AS PUBLIC OPEN SPACE; SUBDIVISION OF ERF 3980, OUTAPI EXT. 13, INTO PORTIONS A TO D AND REMAINDER; CONSOLIDATION OF THE REMAINDER OF ERF 3980, OUTAPI EXT.13 WITH ERF 3964, OUTAPI EXT. 13 INTO CONSOLIDATED ERF Z; AND REZONING OF PROPOSED PORTIONS A TO D OF ERF 3980, OUTAPI EXT. 13, FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

The Outapi Town Council at an Ordinary Council meeting held on the **04 September 2025** under Council Resolution **C7/04/09/2025/8<sup>th</sup> ODCM/1.11.6**, resolved for the approval of the following:

- **Permanent closure of erf 3980, outapi ext. 13, as public open space;**
- **Subdivision of erf 3980, outapi ext. 13, into portions A to D and remainder;**
- **Consolidation of the remainder of erf 3980, outapi ext.13 with erf 3964, outapi ext.13 into consolidated erf Z; and**
- **Rezoning of proposed portions, A to D of erf 3980, Outapi ext. 13, from public open space to residential with a density of 1/300**

Please proceed with the necessary statutory procedures for the above development.

We trust that you will find the above in order.

Sincerely yours,

  
M. N. Ananias  
Chief Executive Officer





OUTAPI TOWN COUNCIL

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Email: [allison@udanam.com](mailto:allison@udanam.com)

Dear Ms. Anderson,

**SUBJECT: SUBDIVISION OF ERF 3976, OUTAPI EXT. 13, INTO PORTIONS A TO I AND REMAINDER; PERMANENT CLOSURE OF PORTION B TO I OF ERF 3976, OUTAPI EXT. 13, AS PUBLIC OPEN SPACE; CONSOLIDATION OF PORTIONS B AND C OF ERF 3976, OUTAPI EXT. 13, WITH ERF 3787, OUTAPI EXT. 13, INTO CONSOLIDATED ERF X; SUBDIVISION OF CONSOLIDATED ERF X OUTAPI EXT 13 INTO PORTION W AND REMAINDER; AND REZONING OF PROPOSED PORTIONS D TO I OF ERF 3976, OUTAPI EXT.13 FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

The Outapi Town Council at an Ordinary Council meeting held on the **04 September 2025** under Council Resolution **C3/04/09/2025/8<sup>th</sup> ODCM/1.11.2** resolved for the approval of the following:

- **SUBDIVISION OF ERF 3976, OUTAPI EXT. 13 PORTIONS A TO I AND REMAINDER;**
- **PERMANENT CLOSURE OF PORTION B TO I OF ERF 3976, OUTAPI EXT. 13, AS PUBLIC OPEN SPACE;**
- **CONSOLIDATION OF PORTIONS B AND C OF ERF 3976, OUTAPI EXT.13 WITH ERF 3787, OUTAPI EXT.13 INTO CONSOLIDATED ERF X;**
- **SUBDIVISION OF CONSOLIDATED ERF X OUTAPI EXT 13 INTO PORTION W AND REMAINDER; AND**
- **REZONING OF PROPOSED PORTIONS D TO I OF ERF 3976, OUTAPI EXT.13 FROM PUBLIC OPEN SPACE TO RESIDENTIAL WITH A DENSITY OF 1/300**

Please proceed with the necessary statutory procedures for the above development.

We trust that you will find the above in order.

Sincerely yours,

  
M. N. Ananias  
Chief Executive Officer



ALL OFFICIAL CORRESPONDENCE MUST BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER