

Department of Urban and Transport Planning

☒ 59
80 Independence Avenue
WINDHOEK, NAMIBIA



Tel: (+264) 61 290 2378 Fax: (+264) 61 290 2060 www.cityofwindhoek.org.na

Application for Resident Occupation

1. I.....

hereby apply to carry out a resident occupation on Erf, Township.....

Street Name No

I hereby confirm that I reside on this property in the capacity of owner/tenant or other (please specify):

Tenants applying for resident occupation should include a letter from the owner of the erf that the application is supported.

Personal income tax number:

2. The nature of the resident occupation:

.....
.....

3. Indicate the total number and particulars of each of the persons that will be employed:

Living on the premises:

Name & surname:.....

Capacity:

Name & surname:

Capacity:

FOR OFFICE USE ONLY:		(CITY OF WINDHOEK)	
Application complete	<input type="checkbox"/>	Incomplete	<input type="checkbox"/>
Approved	<input type="checkbox"/>	Rejected	<input type="checkbox"/>
Rezoned	<input type="checkbox"/>		
Comments		
		

Not residing on premises:

Name & surname:

Capacity:

Name & surname:

Capacity:

4. Please describe the nature, volume and method of sale if goods are to be sold from the premises:

.....
.....

5. This application must be accompanied by a building plan on which the following should be indicated:

- (a) The area to be used for the resident occupation
- (b) The number & location of parking bays that will be provided on the premises, calculated according to the regulations as set out under "Parking requirements"
- (c) In the case of a Complex or several buildings / units on one Erf the existing Resident Occupations and parking provision must be indicated
- (d) Access to the street

6. The application must be accompanied by:

- (a) The comments of the owners and lessees of the neighboring erven/residential units
- (b) The comments of the owner of the premises, should the applicant not be the owner

REGULATIONS IN RESPECT OF PARKING REQUIREMENTS

- (a) The existing parking bays (usually two) for the existing dwelling house, are not included in the parking requirements for resident occupations
- (b) In the case of the existing garage being converted to accommodate the resident occupation, the required number of parking bays will increase accordingly
- (c) In all these cases, one parking bay per person (who is not resident on the premises) employed in the resident occupation, is required
- (d) In the case of kindergarten and day-care centers, parking bays should be of such a nature that the erf is directly accessed (not from across the street or elsewhere)
- (e) In the case of a kindergarten and day-care centers, parking for the drop off and pick up of children should have a time limit
- (f) The right is reserved to increase the above parking requirements, should it be deemed necessary (or the consent will be withdrawn).
- (g) Council reserves the right to revoke this consent should parking of vehicles or any adverse situation obstruct traffic flow or create a safety hazard.

Please indicate on the plan of your house where parking will be provided.

Remarks

Copies of the building plans (except for Katutura, Okuryangava, Wanaheda and Khomasdal) are usually available from the Building Control Division, Customer Care Center (next to the Main Municipal Offices), Independence Avenue, on payment of fees for reproduction.

.....
SIGNATURE

.....
DATE

Postal Address of applicant:

.....
.....

Telephone No.:

Email address:

NEIGHBOURS' COMMENTS (OWNERS AS WELL AS LESSEES)

I..... would like to apply to the City of Windhoek to operate a resident occupation with the following nature..... on Erf, Township

Your comment is required please.

Name and surname	Signature	Erf Number	Cellphone	Do not object	Object

PLEASE NOTE

- All neighbouring property owners must sign the application form.
- In the case where the neighbouring property is being leased only the legal owner may sign this form.
- In the case of the resident occupation being in a complex / home owners association, the application must include an approval letter from the Body Corporate of the complex / Home Owners Association.
- If found that any information on this form is not correct or false, the resident occupation will be withdrawn with immediate effect.
- Copy of ID of applicant must be attached to this form.
- Copy of the building plan/ house plan indicating the area to be used for the resident occupation must be attached to this form
- Proof of ownership by applicant must be attached to this form
- Proof of submission fee of N\$ 250.00 must be attached to this form
- If renting than copy of ID of owner and consent letter from the owner of property should be attached
- Debt management credit check form

*Immediate neighbours include owners of properties that share borders, or are separated by pan-handle accesses or small watercourses and public open spaces as well as those opposite across the street.