



1. The Compilation of the Aesthetics Committee:

That the members of the Aesthetics Committee will be determined by Council and that the Committee may consist of at least:

1. Two (2) registered local architects,
2. A registered Urban/Town Planner, if available
3. Two (2) community representatives.
4. A Local Authority Councillor and the CEO
(7 members minimum)

Further appointees are at the discretion of the Council. It is imperative that this choice will not create conflicts of interest in terms of the professions concerned in relation to new developments in town. This refers to involvement in any way on the submissions and therefore forced abstinence from evaluating (see item 3 below: Conflict of interest). This will ensure that quorums can be reached by the Aesthetics Committee (see item 5 below.)

The Chairperson for the Aesthetics committee shall be a Local Authority Councillor or alternatively the Chief Executive Officer. The Office of the Chief Executive Officer shall provide secretarial support.

2. Rotation/Removal of Public Community Representative and Local Architects:

The Community Representatives and Local Architects of the Aesthetics Committee shall be appointed for (3) years **by Council** in order to ensure that a rotation of representation takes place, if required. At least one representative should run over two terms of office to ensure continuity. This will ensure on the one hand that there is no monopoly in decision making and on the other, that acting voluntary members have a time of respite. Members should run for a maximum of two consecutive terms, but there is nothing preventing Council from re-appointing a member after having skipped a term.

Members of the committee may be removed by Council for neglect of duty, conflict of interest, violation of code of ethics or other just cause, or for absence from more than three (3) consecutive meetings during the member's term of appointment.

3. Conflict of interest:

If any member is in any way involved in (previously or currently) or stands to gain from a project that is submitted, this member must clearly indicate this and abstain from evaluating a submission (voting). The evaluation of any member, who is found to have evaluated, but should not have done so, will be removed. If a quorum (item 5) can then not be reached, the submission must be re-assessed by the remaining members, with the adjusted quorum figures.

Any member who is found to have “voted” on submissions where they have some involvement, for a second time, will be asked to leave the Committee and Council will be informed and asked to strike their membership indefinitely. This is to ensure that the Aesthetics Committee always acts in the interest of the public.

Members who are approached by applicants individually must immediately inform the secretary of the Aesthetics Committee, in order to ensure that no lobbying of members takes place before applicants submit design proposals. Members of the Aesthetics Committee must also refer such applicants to the Aesthetics Committee.

4. Quorum and Acknowledgment of receipt of submissions:

- 4.1 A quorum for the Aesthetics Committee shall mean a minimum of 65% of its membership. Where members are forced to abstain from voting due to involvement and conflict of interest, a quorum shall be 75% of the remaining members.

The quorum shall mean the number of members, who have to submit their evaluation (either in the form of an Evaluation Sheet or a vote at a meeting, see item 5.2 below).

- 4.2 In order to ensure that a quorum can be reached on a submission the following must take place:

4.2.1. When the submission is circulated to the members by e-mail, each member must acknowledge receipt of the mail within 1 day.

4.2.2. After the one day, any member who has not acknowledged receipt of the submission must be contacted telephonically and the e-mail re-sent. The member must then confirm receipt of the E-mail immediately.

5. **Assessment of Submissions:**

5.1 **Evaluation Sheets:**

5.1.1. The Aesthetics Committee has developed 2 evaluation sheets:

- A)** in the Conservation Area and,
- B)** any projects outside the Conservation Area with a floor area larger than 800m².

The relevant Evaluation Sheet will be one of two sheets to be circulated with each submission.

5.1.2. The second sheet will be a sheet listing all the members of the Aesthetics Committee:

1. Is the submission adequate to be assessed using the Evaluation Sheets the evaluation will continue
or
2. Is a meeting required where the evaluation will be decided by vote. Should more than 30% of the members of the Aesthetics Committee request a meeting, the meeting must take place. These meetings will take place at the end of every month for those projects where they are required.

This sheet must be e-mailed to the secretary, within 2 days of the original date of circulation of the submission to all members. If this form is not returned within 2 days to indicate the 30% of members requiring a meeting, the evaluation will be completed.

5.1.3. All applications within the Conservation Area of Swakopmund must be considered by the Aesthetics Committee, except additions which are not visible from the street and do not affect the integrity of buildings older than 50 years.

5.1.4. Any external renovations, new colour schemes, elemental additions and changes of facadal material in the Conservation Area must also be submitted to the Aesthetics Committee.

5.1.5 That the approved aesthetical plans will lapse after 12 months from the date of such approval, if construction has not commenced.

5.1.6 In terms of the Architect's Act, 1979 (Act 13 of 1979) Part 3, section 18, only plans from Architects registered with the Namibia Council for Architects and Quantity Surveyors, and the Namibia Institute of Architects will be considered for approval, for buildings in excess of 500m², Industrial Buildings excluded.

- 5.1.7 That any aesthetical submission, which was approved may not be altered or modified after the approval, whether it be by way of structural elements, in appearance or by colour scheme, or other decorative change. If alterations become necessary these must be submitted for aesthetical approval prior to any of these alterations being carried out on site.
- 5.1.9 That according to the Architect's Act, in terms of submissions from Architectural Technicians, only submissions which are smaller than 500m² in area, and buildings not considered to be public buildings may be considered for approval, as the Act clearly enumerates all buildings on which an Architectural Technician may not submit or carry out work.
- 5.1.10 That any building 50 years old or older which require to be demolished for new developments within the conservation area be submitted to Council for aesthetical approval, together with plans for the required new development as stipulated in the National Heritage Act.
- 5.1.11 That projects outside the Conservation Area with a floor area larger than 800m² also be submitted to Council for aesthetical approval, Industrial Buildings within the Industrial Area excluded.

5.2 **Approval of a Submission:**

At least 75% of the members of the quorum must have a "yes" evaluation in order for a submission to pass and to be recommended to the Council as such. Should this not be the case the comments from the evaluation sheets must be circulated to the persons submitting the project and the design must be altered and re-submitted. Comments from the evaluators must also be forwarded to the applicants whose submissions are successful.

6. **Submission Requirements**

- 6.1 The Applicant must submit a detailed written application to the Secretary of the Aesthetic Committee of the Municipality of Swakopmund. All applicants submitting a project for consideration by Council's Aesthetics Committee must submit the following documents:-
- (a) Written motivation that also includes the following:-
- ✓ Location of the Building (Erf & Street Address)
 - ✓ Owner of the Property (Name & Address)
 - ✓ Indicate: Conservation Area or Non-Conservation Area
 - ✓ Heritage Rating (If applicable)
 - ✓ Building date of Existing building (Year)
 - ✓ Indicate proposed colour scheme (Colour Scheme Chart)
 - ✓ Signage – description thereof (If applicable)
 - ✓ Motivation for demolitions or partial demolitions.

- (b) Copies of the heritage rating of the building/structure (If applicable)
- (c) Location Plan showing the position of the erf in town.
- (d) Attach the original land surveyor diagram.**
- (e) Site plan with building lines and erf boundary dimensions, also showing new and existing structures.
- (f) Plans of all floors of the building/s.
- (g) Colour + rendered elevations of all sides of the building/s (also “back” elevations)
- (h) Indicate positioning of Geysers & Satellite Dishes & Antennas.**
- (i) A section through the building showing all relevant heights especially overall heights to roof tops + towers.
- (j) Artist’s impression of the building showing the building in context with its neighbouring buildings. (Before & After – including signage)
- (k) Digital Photograph/s of the site before any demolitions, or new work has taken place.
- (l) Sent a set of original plans to the Secretary of the Aesthetics Committee of the Municipality of Swakopmund.**
- (m) Electronic copy of the complete application for e-mail distribution, with a total file size of no more than 1Mb.

- 6.2 The application, if complete and if it meets the submission requirements, will be registered.
- 6.3 The application will be scrutinized by the Town Planner for adherence to the Town Planning Scheme.
- 6.4 Applications that do not meet the requirements of the Town Planning Scheme will be returned to the applicant.
- 6.5 Qualifying applications will be submitted to, and be evaluated by, the Aesthetics Committee of the Swakopmund Municipality.
- 6.6 Should an application not be approved by the Aesthetics Committee it will be returned to the applicant with comments on the identified shortcomings that have to be addressed before a re-evaluation is done.
- 6.7 Should an application for a property within the Conservation Area be approved it will be stamped and returned to the applicant, who is then required to make an application for submission to the National Heritage Council for consideration and approval.
- 6.8 Should the National Heritage Council approve such application, they will date stamp and return same to the applicant.

- 6.9 Thereafter the drawings approved by the Swakopmund Municipality's Aesthetics Committee and the National Heritage Council will be submitted by the applicant to the Swakopmund Municipality's Engineering Department who will submit the application to the Management Committee of the Swakopmund Municipality for consideration and recommendation to the Municipal Council of Swakopmund where applicable.
- 6.10 Should same be approved by the Municipal Council of Swakopmund, the applicant will be informed accordingly, where after he/she may proceed to submit building plans to the Building Control section of the department of Engineering Services for approval in terms of the Town Planning Scheme and the Building Regulations, and both approvals, from the Aesthetics Committee and those of the National Heritage Council should be included.
- 6.11 It is important that prior to the submission of an application, architects confirm with the office of the General Manager: Engineering Services what the requirements of the Town Planning Scheme and the Building Regulations are in order to ensure that a submission complies with both. Applications not complying will not be evaluated.
- 6.12 It is also important to note that under no circumstances may the sequence of the above process be deviated from for example where an application is first submitted to the Heritage Council of Namibia and only then submitted for evaluation by the Municipality of Swakopmund. In such cases the process will be repeated and valuable time will be lost.

7. Awarding of Plaque to Successfully Completed Buildings and Structures

On a bi-annual (every 2nd year) basis Awards of Merit will be awarded to outstanding architectural examples of new buildings, alterations or renovations. The award will take the form of a Certificate issued by the Municipality of Swakopmund, and a Plaque to be appropriately mounted on the building.

Nominations will be suggested by the Aesthetics Committee and published in the local newspaper. The public will be invited to collect forms from the Municipality in order to vote and participate in the selection. A specific closing date will be set. The Aesthetics committee will evaluate the forms and propose the successful buildings/structures to the Municipal Council for Awards.