



MUNICIPALITY OF SWAKOPMUND

 (064) 4104517
 088 651 9142
 53 Swakopmund
NAMIBIA
 ldoeseb@swkmun.com.na

APPLICATION FOR BUSINESS REGISTRATION

New Application (Consult Town Planner)		Name Change	
Renewal (On or before 31 March)		Change of Ownership (Consult Town Planner)	
Removal (Move to new Premises) (Consult Town Planner)		Business Closure	
Transfer (New Owner)		Postal Address Change	

NAME OF BUSINESS : _____

NAME OF OWNER : _____

NAME OF MANAGER : _____

BUSINESS ADDRESS : PO BOX: _____ TELEPHONE: _____

TOWN : _____ MOBILE: _____

E.MAIL ADDRESS : _____

ADDRESS OF BUSINESS : NO _____ STREET

ERF NO : _____

A. TYPE OF REGISTRATION REQUIRED:

Restaurant & Take Away		Manufacturing / Production		Educational Institution		Entertainment	
General Dealer		Child Care		Accommodation		Financial Institution	
Administrative Office		Hospitality		Health & Beauty		Home Occupation	
Medical Practice		Service Industry		Warehouse		Workshop	
Home Shop		Other					
Detailed Scope of Business i.e Construction, Shebeen, Hair salon							

B. CERTIFICATE OF OWNER/AGENT IN RESPECT OF PREMISES (FOR ALL NEW BUSINESSES AS WELL AS BUSINESS MOVING TO NEW PREMISES)

I hereby declare that I have granted permission to the above applicant to conduct the business for which they have applied on the said Erf.

NAME (owner of property) (Please print)

SIGNATURE (owner of property)

SIGNATURE OF APPLICANT

____/____/____
DATE

- C. All applicants for a new registration / change of premises must submit a building plan (ground layout) of intended business. In the case of a new building, a completion certificate.
- D. The client must submit: an authentic Namibian identification document; valid proof of permanent residence and a valid working permit and proof of registration with the Ministry of Trade and Industry (New Business)
- E. The client must attach medical certificates for food handlers (only applicable to food preparation premises).
- F. An inspection fee of **N\$1 075.25 Food Premises**, **N\$569.25 Non-Food Premises** and **N\$316.25 Home Industries** (VAT included) must accompany this application.
- G. Consent from the previous owner of the business in case of a transfer from one owner to another

PLEASE INDICATE REFUSE REMOVAL PER WEEK:

Basic Fee: Once ☐ Twice ☐ Thrice ☐ More Than Thrice ☐

PLEASE INDICATE BULK (4 containers & more) REFUSE PER MONTH:

Once ☐ Twice ☐ Thrice ☐ More Than Thrice ☐



NEW REGISTRATIONS / ADDRESS CHANGE



PLEASE CONTACT THE **PLANNER: TOWN & SPECIAL PROJECTS**, TO APPROVE THE ZONING OF YOUR ERF **BEFORE** SUBMITTING THIS APPLICATION TO THE HEALTH SERVICES DEPARTMENT FOR PROCESSING.

Tel: 064 4104517

O F F I C E U S E O N L Y

TOWN PLANNING SCHEME REGULATIONS – REPORT

Zoning of Erf: _____

Erf Number _____ Notice Number: _____

Approved: _____ Not Approved: _____

SIGNATURE

I N S P E C T I O N R E P O R T

1. RECEIPT NUMBER _____
- REGISTRATION AMOUNT PAID _____
2. FIRE FIGHTING EQUIPMENT _____
3. REFUSE REMOVAL LEVY _____
4. REMARKS _____

____/____/____
DATE

HEALTH OFFICER

____/____/____
DATE

GM HEALTH SERVICES