

MUNICIPALITY OF OKAHANDJA



Tel: 062-50 5100
Fax: 062-50 1746
Martin Neib Avenue
Email: info@okahandja.org.na

P O Box 15
Okahandja

Application Form - Certificate of Fitness and Registration of Businesses

Health Department

(Mark with an "X")

CC Registration Number.....

New application Renewal Transfer

Business Name / Trade Name:

Name of owner:

Name of manager:

Postal address:

Telephone No.: Fax No.:

E-mail Address

Physical address of business (Street name):

Erf. No.: OKAHANDJA/ VEDDERSDAL/ NAU-AIB/ VYFRAND/ Osona Village

Type of business to be registered:

Products offered for sale:

Number of (210 lit) refuse drums supplied on premises: or size of refuse cage:

Number of persons employed or to be employed: Male: Female:

To be completed by manufacturers only:

Nature of goods or articles manufactured:

Description of raw materials used:

By-products produced:

.....

Applicant Signature

.....

Property Owner's Signature

.....

Date:

1. All applicants for a **new registration**, when requested, are required to submit a building plan (ground layout) of the intended business. All people who handle food are required to be medically fit. Medical examination forms are obtainable from the Cashier or Health Department.
2. Certified copies of Namibian citizenship or permanent residence are to accompany all new applications, together with proof of payment – see reverse side.

Inspection fees – per annum (incl. VAT), annually increases on 1 July. An inspection / registration fee for each separate license, payable at the Cashier, must accompany each application.

N\$525.00 Formal small businesses premises (Tire repair, Car wash, Hair & Nail Salon, Tuck-Shop
Computer Shop, Video Shop, Residential Businesses)
N\$525.00 for Office Space, Consultations (Legal, Finance. Book Keepers, Accountants, Tourism, Flower shop)
N\$525.00 for Shebeens (Residential, Crèche’s) (Omumbonde SME)
N\$525.40 for Small and Medium Enterprises (SME) (Constructions, Building Repair)
N\$1135.00 for General Dealers (Garages, Bottle Stores, Shops, Cash loans, Pharmacy. Guesthouses
Butcheries, Restaurants, Hotels, Take Away, Bakery, Private Hostel, Banks, and Dentist etc.)
N\$1841.15 for Wholesalers and Factories, Industries, Constructions, Renovations, Mineral Exploration.
N\$399.05 for Open Market stalls on approved sites. (Street vendors) (Elim Court SME)
N\$92.01 for Daily Permit (Voortrekker Road, Opposite Trans-Namib)
N\$92-01 for Duplicate Certificates or Transfer from one erf to another or one owner to another.

A penalty fee of 10% per month is payable upon late registration as from 1 April.

FOR OFFICIAL USE ONLY!

<u>Registration Fee:</u>	<u>Penalty Fee:</u>
Receipt No.:	Receipt No.:
Date:	Date:
Vote No.:	Vote No.:
<u>Duplicate Certificate:</u>	<u>Transfer:</u>
Receipt No.:	Receipt No.:
Date:	Date:
Vote No.	
Vote No.:	
.....
DATE STAMP - TREASURY	SIGNATURE - CASHIER

Zoning:

Date of inspection **Electricity**:

Comments:
.....
.....

Not approved / Approved: Signature/Name.....

Date of inspection **Civil**

Comments.....
.....
.....

Not approved / approved: Signature/Name.....

Date of inspection **Town Planning**

Comments.....
.....
.....

Not approved / approved: Signature/Name.....

Date of inspection **Health Department**.....

Comments.....
.....
.....

Not approved / Approved with the following conditions:

.....
.....
.....
.....
.....

SIGNATURE – EHP

DATE