

# Business Registrations



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## Why register a business?

All businesses must register with the Municipality in terms of section 94(1) of the Local Authorities Act (Act no 23 of 1992) to obtain a Fitness/Business Registration Certificate. Existing businesses are required to renew their registration every year on the expiry date as indicated in red on the Fitness Certificate.

## Types of Registrations

“Business” means any activity operated or conducted for the profit or gain of any person, or is operated or conducted by a non-profit organization, and includes any profession, occupation, trade or industry. Therefore, businesses that need to be registered include all types of traders, manufacturers, home-based general dealers, home industries, day care centres, service providers and occupations such as nurses, tutors, architects, divers, and real estate agents.

Depending on the business type, it may be necessary for an applicant to submit a building plan of the intended business, to ensure that the business premises have adequate ventilation and toilet facilities. Applications for a Fitness Certificate are processed by various departments within the Municipality such as Roads and Building Control; Water, Waste and Environmental Management; and Erongo RED in the case of applications for electrical contractors.

The Department of Roads and Building Control (Town Planning Division) ensures that the applicant complies with the necessary Zoning and Building Regulations, where the Department of Water, Waste and Environmental Management (Health Division) ensures that the business premises comply with various health and safety codes. Business types and their requirements are listed below.

### Home-based Business / Occupations

Home Based General Dealers can only be approved if the business takes place in a brick building separate from the living area of the house. The applicant must supply proof of consent of their immediate neighbours, and they have to comply with certain criteria as required by the Health Division.

“Occupations” are defined as persons who work alone and do not have any other persons in their employ. The registration for “contact address” businesses operating from Residential addresses restricts the applicant to “no retail sales, staff or storage allowed on premises.

### Industry

Fish processing Industries must liaise with the Engineer: Water Management who is responsible to monitor the loads and the disposal of industrial waste effluent and may grant approval for the controlled discharge of industrial effluent, meeting the minimum legal standard, into the municipal sewer network.

All Industries must also comply with the stipulations of the Regulations Relating to the Health and Safety of Employees at work.

### General Dealers

The premises for General Dealers must be in the business area unless the applicant applies for Council’s consent through the Town Planning Division to operate as a Home Based General Dealer.

### Food Preparation Premises

**(Restaurants, Supermarkets, Butcheries Bakeries etc.)**

The premises where the food processing takes place must comply with the stipulations of the applicable health regulations. Structural requirements usually include the following:

- Running hot and cold water
- Toilet facilities for staff. Where customers are served e.g. restaurants, toilet facilities should be provided for both sexes.
- Approved work surfaces
- Storage facilities
- Cooling facilities
- Grease and fat trap
- Extractor canopy with filters
- Refuse receptacles
- Approved wall, floor covering and ceiling
- Sink and hand wash basin
- Ventilation and lighting
- Premises must be rodent proof

- Measures should be taken to prevent flies entering the premises
- People who handle food are required to prove that they are medically fit.
- Food must be properly covered and hygienically handled at all times

## Hawkers

Regulation 13 of the Informal Trade Regulations (General Rules of Conduct) shall at all times be adhered to. Informal traders are restricted to the areas as allocated by the local authority. All goods must be removed daily and they must leave the area neat and clean. Hawkers are not allowed to trade with fresh raw meat or liquor.

## Temporary Licenses

Bazaars, markets and events involving food preparation etc must obtain permission from the General Manager: Community and Economic Development in writing and then register with the Health Division.

## Shebeens

Shebeens, nightclubs or businesses that intend selling liquor need to apply to the Ministry of Justice for a liquor license and on receipt of the license they are required to register the business with the municipality. This certificate is valid for one year from the date of issue. Approval will only be granted after the required building plans have been approved, neighbours have consented and all other requirements of the Shebeen regulations have been adhered to.

## Early Childhood Development Centres (ECDC)

Early Childhood Development Centres (kindergartens, creches etc) must apply for a Fitness/Registration Certificate from the Municipality of Walvis Bay and must comply with the stipulation of the Regulations Relating to ECDs. These are the requirements:

- The premises used for this purpose must be separate from the applicant's living area.
- Neighbours' consent
- Adequate indoor and outdoor space for children.
- Sufficient ventilation

- Sufficient toilet facilities and hand wash basins for staff and children.
- Storage space
- Safety measures
- Record keeping
- Kitchen requirements

If the ECDC is located at a residence an application must be submitted to Council before the applicant can apply for a fitness certificate.

## How do I register my business?

- 1 Obtain an Application for Business Registration form at the Registration Officer at Room 003, Civic Centre.
- 2 Pay the required fee at the cashiers.
- 3 Attach the receipt and certified copies of your Namibian citizenship or permanent residence as well as the company registration documents to the application, and submit it to the Registration Officer at Room 003.
- 4 Once a business registers with the municipality and complies with all the requirements for that type of category, the business will be issued with a Fitness/Registration Certificate. The registration process takes a week or two depending on the different departments involved.
- 5 The Registration Officer will advise you what other procedures are involved (inspection, building plans etc) depending on the type of business you intend starting.

**Note**, the Fitness/Registration Certificate does not exempt the holder of obtaining a permit or any other document which may be required by law imposed by other ministries. Similarly, accommodation establishments need to provide proof of adequate parking and must be registered with the NTB (Namibian Tourism Board).

## Contacts

For more information, contact (064) 201 3288 during office hours.