

**Department of Planning, Urbanisation
and Environment**

✉ 59

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WINDHOEK, NAMIBIA



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Dear Sir/Madam,

According to the Government Gazette No: 4779 released on 19 August 2011. Clients are compelled to apply for a compliance certificate when selling their properties.

In reference to the above legislative change, the City of Windhoek would thus like to inform all clients and legal representatives of clients that such certificates are obtainable at a cost of five hundred Namibian dollars (N\$ 500.00) from the Building Control Section located in the Customer Care Centre in Independence Avenue. Once this section receives the payment and the request for a Compliance Certificate, the application will be processed. The application process at this time will take approximately one to four weeks, depending on possible irregularities that may exist on the plans/buildings.

Attorneys / conveyances need to apply by means of a letter of request and the payment of the prescribed fee, at the Customer Care Centre Windhoek.

To ensure that the all requirements of the compliance certificates, a checklist is available from the Building Control section to guide clients on the areas that will be assessed.

The Building Control Section will gladly assist any client whose property complies with the above standards.

Sincerely

OCJ Loots
Senior Building Inspector
0811412420