



Department of City Police Service

ILLEGAL TRADING



In terms of Clauses 2(1) and 6 of the regulations, a person may not conduct a business within a municipal area unless a Certificate of Registration has been issued to him or her in terms of regulation 7.

Moreover, no one is allowed to set up any temporary structure in the street for any business or selling purposes unless approval is given by council. It is therefore everyone's responsibility to keep and live in a clean and tidy environment.

Thus, business owners or persons aspiring to conduct business activities for gain within the Windhoek municipal area are by law required to register their business operations with Economic Development: Micro Entrepreneurial section at Windhoek Municipal Office, first floor. Alternatively the trader can put application in writing requesting permission to trade from site they see good to trade on.

*"We Serve
With Pride"*

To contact City Police:

Call Centre: 290 2239
Tollfree Number: 302 302
SMS: 4444





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Registration of businesses is done in accordance with the below procedure:

Step 1

Obtain and complete an application form at the Business Registration Counter, City of Windhoek Customer Care Centre c/o Independence Avenue & Sam Nujoma Drive

Step 2

- Obtain a Consent Letter (for businesses operating from home) from the City of Windhoek, Urban Policy Division, 5th Floor, c/o Independence Avenue & Sam Nujoma Drive
- Obtain a Town Planning Certificate (for businesses operating from business areas) from City of Windhoek, Urban Policy Division, 5th Floor, c/o Independence Avenue & Sam Nujoma Drive

Step 3

Submit application form with the following required documents, at the Business Registration Counter to be captured on the system:

- Copy of authentic Namibian ID/Passport; valid proof of permanent residence, valid visa/working permit valid for more than 3 months from the day of registration (for Non-Namibians);
- Proof of Ownership of the premises/Lease Agreement/Sublease Agreement/Letter of Consent from Owner, where applicable
- Proof of Company Registration, where applicable
- Consent Letter/Town Planning Certificate

Step 4

Compliance to inspect the business premises by the responsible officials.

Step 5

Final processing of application, client is informed to make the required payment.

Step 6

Payment and Issuance of Certificate of Fitness/Registration for approved applications. (Payments to be done at City of Windhoek Cashiers only, No EFT/Bank Deposit payments allowed)

Penalties

It is therefore within the powers of Windhoek City Police to enforce this and any person who contravenes any provision of these regulations commits an offence and is liable, upon conviction, to a fine not exceeding N\$ 2 000.00 or to imprisonment for a period not exceeding six (6) months or to both such fine and such imprisonment.

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