

# **KARIBIB TOWN COUNCIL**



**KARIBIB TOWN COUNCIL**  
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## **PROCESSES AND PROCEDURES BUILDING PLANS SUBMISSION**

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## **Reasons for submitting a Building Plan**

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It is in accordance with the Local Authorities Act and the Karibib Standard Building Regulation. The building regulations do not only control building but also protect the residents and the environment thereto. It is vital that structures that may endanger the well-being of others not to be permitted.

Any person who intends on erecting any building, whether of a permanent or temporary nature, must make a written application to the Council. The local authority is obligated to inform the applicant within a maximum period of 30 days after receipt of the application, whether the application has been approved or denied.

Any person who erects a building, whether permanent or temporary, without the prior approval of Council is guilty of an offence, and if convicted will be liable to a fine not exceeding N\$2000.00 or, in default of payment, to imprisonment for a period not exceeding six months.

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## **Process involved**

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Construction on any erf may only begin once the property owner has submitted building plan and the building plan has been approved. The property owner must submit three sets A3 size copies, one copy for Council filing, one copy is for the property owner's record and one for the builder, which he/ she must have all the time on site.

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## **How to submit a Building Plan**

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Any resident who intends on erecting a building is required to submit a written application to the Council. This involves completing the **required Application for Building Plan Approval Form** which can be obtained from the Karibib Town Council (Building Inspector), together with the required building plans. Below are the steps to follow when submitting building plans:

1. Attach three A3 size (3) sets of copies of the building plan, folded to A4 size, to the completed application for Building Plan Approval. All plans must be signed and dated.
  - One copy of the building plan set should be drawn in the prescribed colour as determined by the regulations.
  - All plans should clearly show the required site plan layouts, elevation sections, structural details, urban aesthetics, sewerage and drainage, electricity and mechanical.
  - Architects/Draftsperson should ascertain existing services and servitudes before submission of such plan.

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- For large developments, applicants / architect / draftsperson must address bulk supply to the site right from the beginning.
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2. The prescribed fee as indicated on the application form must be paid at the cashiers, and a copy of the receipt handed in with the application and the building plans at the Building Inspectors Office.

Once submitted the application and building plans are circulated to various Municipal departments and external institutions for input and revisions to be made of the plans. These include the Finance, Town planning division, Technical department and ErongoRed as well as telecom in instance where there is a powerline and final approval by the Chief Executive Officer.

3. Once the circulation process has been completed and all relevant divisions have given their input the building inspector do an inspection to determine the erf pegs, water, sewer and electricity lines are available and that as per the plan submitted. The Building Inspector determined the amounts to be settled by the applicant and invoice. On the final approval, two signed and stamped copies of the building plan and inspection form should be issued to the applicant and the Council keeps one original plan for the archive.

4. Upon approval, the applicant has a period of 12 sequential calendar months to start the intended building. If construction of the building has not started within 12 months, the applicant will have to re-apply and repeat the whole process from scratch.

This process is also applicable for **extensions to existing structures or buildings**.

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## **Relaxation of Building line**

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In terms of the Town Planning Scheme any building must be erected three meters away from the boundary wall. This open space area is known as the Building Line. If an applicant wishes to build inside the three (3) meter building line (e.g garage forms the boundary wall) then he/she must submit an **Application for Relaxation of Building Line Form**. In cases of a new building, the application for relaxing the Building line can be done together with the application for the approval of building plans.

Remember to attach three (3) sets of copies of the site plan showing the encroachment and other relevant supporting documentation. NB: the application and the site plan must also be signed and completed by the immediate neighbours that are affected by the relaxation of the building line.

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## **At the Construction Site**

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### **Plans**

It is compulsory to keep a set of the building plans and drawings at the construction site at all times. The plans must be kept in a legible condition and should be available for scrutiny at any time.

### **Building Rubbles**

According to the Council by-laws clearly state that building rubble should be disposed of at the designated dumping site or may with the written consent of the Council and subject to the conditions which Council may deem fit, be deposited at a place other than the sanitary landfill site.

Uncontrolled dumping of building rubble has an impact on health hazard and unsafe living conditions. It also creates a breeding ground for all kinds of pests, bugs, insects and mosquitos which, results to diseases. Building rubble includes waste generated during excavation, construction, alterations, repair or demolition of any structure, and includes building waste, earth, vegetation and rocks displaced during such excavation, construction, alteration, repair or demolition.

Dumping of building rubble at locations other than the refuse site or as directed by Council, is illegal, and building contractors who disregard the by-law may face stiff penalties and will be held liable for the removal or clean-up costs. Building material or rubble may not be placed in such a way that it will obstruct traffic (on roads or pavements) or endanger the safety of pedestrians.

### **Sanitation**

Sanitation Building contractors are required to adhere to statutory regulations regarding the sanitary, safety, health and working conditions at building sites.

Before the commencement of any building activities on a building site, the building contractor or owner of the erf is obligated to put up sanitary facilities on the erf for the workers to use. Pre-manufactured manhole toilets or chemical toilets are recommended.

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## **Contact person(s)**

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- **Mrs Emely Tjombumbi** - Manager: Technical Service
  - **Mrs. Selma Nghifindaka**- Town Planner
  - **Mr. Robert Gaseb** – Building Inspector
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