



OKAHAO TOWN COUNCIL

PO BOX 699
OKAHAO
OMUSATI REGION

TEL: +264-65-252204/5
FAX: +264-65-252201

APPLICATION FORM FOR INFORMAL TRADING IN OKAHAO TOWN

NOTE: *CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS OF THE APPLICANTS MUST BE SUBMITTED WHERE APPLICABLE:*

1. ID document
2. Marriage certificate (in terms of Marriage Equality Act No. 1 of 1996)
3. ID document of spouse
4. Companies or Close Corporation registration certificate

Please tick appropriate box

	Informal trader
	Assistant to an informal trader

1. PERSONAL DETAILS OF APPLICANT

- A. Surname and Full names of the Applicant: _____
- B. ID or passport number of the Applicant: _____
- C. Nationality: _____
- D. Gender: _____
- E. Marital status: _____
- F. Residential Address: _____
- G. Contact details :Telephone: _____ Cell _____ Fax _____
- H. Postal address: _____

2. BUSINESS DETAILS

- A. Name of the Business: _____

B. Business registration No: _____

C. Describe or list the products or services you are intending to sell

D. Type of application (Tick the appropriate column)

	Tick	Monthly rental or lease fees
Close stand/stall/Kiosk (Open market)		N\$207.00 (including VAT)
Open Stand (Open market)		N\$ 25.00 (including VAT)
Meat open stand (Open market)		N\$110.00 (including VAT)

Street Vending

Street name and exact location.....

Roaming

General area of roaming.....

E. Are you currently doing business? Yes or No

F. If the answer is yes:

- a) What is the name of your business? _____
- b) Where is it located? _____
- c) What type of products or services are you currently selling? _____

3. MOTIVATION (Please motivate your application and if the space provided is not enough attach a separate sheet)

Terms and Conditions

- The Okahao Town Council reserves the right not to approve or to refuse to consider any application that is not fully completed or supported by the documents as required.
- Should it at any stage transpire that any of the information supplied is incorrect or false, Okahao Town Council reserves the right not to approve such application and to withdraw the leasing of the stand.
- If this application is approved a rental agreement has to be constituted and signed between Okahao Town Council (Lessor) and the Lessee.
- The applicant solely agreeing and take responsibility to pay the monthly lease fees on time as determined and dully take care of the stand and use it only for the purpose as per the approval of the Council. Failure to comply the Council shall terminate the lease and recover all the arrears or the cost of damage to the stand as a Council's property.
- The Okahao Town Council shall terminate your lease after failing to pay the rental or failing to use the stand for two consecutive months.
- The rental or lease fees for stands are subjected to change from time to time as may be determined by the Council.
- The applicant undertakes to adhere to the Local Authority Act (23 of 1992), Council's by-laws and general health regulations.
- The applicant will be required to obtain a fitness certificate for his or her stand or business from the Council.
- The applicant is bound to pay all the municipal services supplied by the Council to his or her business.

SIGNED AT-----ON THIS ----- DAY OF-----20-----

 SIGNATURE OF APPLICANT

OFFICIAL USE ONLY

COMMENTS: MANAGER -FINANCE, HUMAN RESOURCES AND ADMINISTRATION

ALL ACCOUNTS PAID IN FULL : YES/NO	
ANY REPAYMENT AGREEMENT IN PLACE IF ACCOUNT NOT PAID IN FULL: YES/NO	
DATE	SIGNATURE

COMMENTS: MANAGER - PLANNING, TECHNICAL SERVICES AND ENVIRONMENT

ILLEGAL WATER /SEWER CONNECTION: YES/NO	
CONTRAVENTION OF GENERAL HEALTH REGULATIONS: YES/NO	
CONTRAVENTION OF TOWN PLANNING PROCEDURES AND LAWS: YES/NO	
DATE	SIGNATURE

COUNCIL RESOLUTION: _____ **DATE OF THE MEETING:** _____

APPROVED/NOT APPROVED
IF NOT APPROVED, REASONS(IF ANY):
IF APPROVED, CONDITIONS (IF ANY):
STAND/STALL NUMBER ASSIGNED::

SIGNED BY:

CHAIRPERSON OF THE MANAGEMENT COMMITTEE

CHIEF EXECUTIVE OFFICER

DATE: _____

DATE: _____