



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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## General Notice

### TOWN OF OKAHAO

No. 409

2013

#### INFORMAL TRADING REGULATIONS: LOCAL AUTHORITIES ACT, 1992

The Okahao Town Council, after consultation with the Minister of Regional and Local Government, Housing and Rural Development has, under section 94(1)(aj) of the Local Authorities Act, 1992 (Act No. 23 of 1992), has made the regulations set out in the Schedule.

**P. IIYAMBO**  
**CHAIRPERSON OF THE COUNCIL**  
**BY ORDER OF THE COUNCIL**

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PART 1  
PRELIMINARY PROVISIONS

**Definitions**

**1.** In these regulations a word or phrase defined in the Act, has that meaning, and unless the context otherwise indicates -

“authorised” means a staff member of the Council authorised to implement the provisions of these regulations, and includes a member of the Namibian Police;

“business premises” means business premises registered in terms of the regulations published under Government Notice No. 121 of 14 October 1969;

“certificate” means a registration certificate issued under regulation 5;

“container” means any cart, handcart, barrow, display stand, receptacle, vehicle or movable structure used or intended to be used in informal trading business for the handling of goods;

“Council” means the Town Council of Okahao, or any committee of the Council or any official to whom the Council has lawfully delegated the powers, duties or functions vested in the Council in terms of the Act;

means the area of jurisdiction of the Town Council of Okahao;

“goods”, includes any movable property, foodstuff, clothing, or any merchandise for sale;

“health officer” means a staff member of the Council appointed by the Council to act in such capacity or identified by name or post or description in terms of section 17 of the Allied Health Profession Act, 2004 (Act No. 7 of 2004);

“informal trader” means a person registered as informal trader under regulation 4, and includes an assistant informal trader;

“informal trading” means the selling of goods in a street, a public place or outside or inside any building in terms of a registration certificate issued under these regulations;

“litter” includes any container or other object which has been discarded, abandoned or left behind by an informal trader or by any of his or her customers;

“public building” means a building occupied by the State or the Council;

“sell” includes -

- (a) supply, exhibit, offer or prepare for sale;
- (b) exchange, barter, lease or hire out; and
- (c) store, with a view to sell.

“services”, include any work performed for any advantage, gain, or consideration or reward;

“sidewalk” means the portion of a street intended mainly for use by pedestrians, including the area between a street and a building line, provided such area is normally used by the public as a footway;

“the Act” means the Local Authorities Act, 1992 (Act No. 23 of 1992); and

## PART 2 REGISTRATION OF INFORMAL TRADERS

### **Application of regulations**

**2.** (1) Subject to subregulation (2), these regulations apply and are valid in the town of Okahao, but they do not apply in relation to business premises.

(2) As from the date of commencement of these regulations, regulations 95 to 99 of the Regulations, published under Government Notice No. 121 of 14 October 1969 dealing with hawkers, are repealed.

### **Informal traders and assistant informal traders to be registered**

3. (1) A person may not, within the Town area, conduct an informal trade or assist another person in conducting an informal trade, unless such person is registered as an informal trader under regulation 4, and is in possession of a registration certificate issued under regulation 5(1).

(2) An informal trader or an assistant informal trader may not, for the purposes of his or her trade, employ any person as an assistant informal trader, unless such person is registered as an assistant under regulation 4, and is in possession of a certificate obtained in terms of regulation 5(1).

(3) A person who contravenes or fails to comply with this regulation commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **Application for registration as informal trader or assistant informal trader**

4. (1) A person who wishes to be registered as an informal trader or an assistant informal trader must apply to the Council for registration as an informal trader on an application form determined by the Council.

(2) An application for registration as an informal trader or an assistant informal trader in terms of subregulation (1) must be accompanied by a non-refundable application fee of N\$20.

(3) Where the applicant intends to sell foodstuffs, the application for registration must be accompanied by a certificate of fitness issued in terms of regulation 16.

(4) On receipt of an application, the Council must consider the application and the Council may -

- (a) grant the application, with or without conditions and register the applicant as an informal trader or an assistant informal trader;
- (b) request the applicant to provide more information within a specified time;
- (c) conduct a hearing before the granting of that application; or
- (d) refuse the application and give written reasons.

(5) The Council must, by prepaid registered mail or other means the Council considers appropriate, inform the applicant of its decision under subregulation (4) within 30 days of receipt of the application.

### **Issue and display of registration permit**

5. (1) On registering the applicant as an informal trader or an assistant informal trader under regulation 4, the Council must issue to the applicant a certificate in a form determined by the Council.

(2) A registration certificate must -

- (a) specify the area or place at or where the trade concerned is conducted;

- (b) specify the goods, or the class or kind of goods, which the holder of the registration certificate is entitled to sell; and
- (c) at all times be kept by the person in whose name the certificate is issued on his or her person or in his or her immediate proximity.

(3) A registration certificate issued under subsection (1) is valid for a period as applied for and as determined by the Council but not exceeding 12 months, and the date on which the certificate lapses must be endorsed on the certificate.

(4) An informal trader or his or her assistant who contravenes fails to comply with subregulation (2) commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

#### **Renewal of registration certificates**

6. (1) A registration certificate may be renewed on application by the holder in accordance with regulation 4.

- (2) The fees payable for the renewal of a certificate must, at all times, be gazetted.

#### **Certificate not transferable**

7. A registration certificate is not transferable, and no person other than the person in whose name it was issued is entitled to conduct any business by virtue of such certificate.

#### **Duplicate registration certificate**

8. (1) If a registration certificate issued to any person is lost, such person must, within three days from the date on which such loss became known to him or her -

- (a) notify the Council in writing of such loss; and
- (b) in the form determined by the Council, apply to the Council for the issue of a duplicate registration certificate, if he or she so requires.

(2) The fees payable in respect of the issue of a duplicate registration certificate must, at all times, be gazetted.

(3) On receipt of an application referred to in subregulation (1) and payment of the fees referred to in subregulation (2), the Council must issue to the applicant concerned a duplicate registration certificate.

#### **Reconsideration of application for registration**

9. (1) If an application for registration as an informal trader or an assistant informal trader is refused, the applicant may, within 60 days of receipt of the notice referred to in regulation 4(5) -

- (a) appear before the Council to present his or her case either in person or through a representative; or
- (b) make representations in writing to the Council;

to show cause why his or her application should be granted by the Council.

- (2) After hearing the applicant or his or her representative or after receipt of the written representations made by the applicant under subregulation (1), the Council must -
- (a) reconsider the application and make a decision in accordance with regulation 4(4); and
  - (b) within a period of 30 days, after the hearing, or receipt of the written representations, in writing inform the applicant of its decision.

### **Temporary registration and exemptions relating to registration**

**10.** (1) A person who wishes to carry out informal trading on a temporary basis for the benefit of -

- (a) a church;
- (b) a political, cultural or educational organisation; or
- (c) a charity, amateur sport or agricultural organisation,

may apply to the Council for the issue of a temporary registration certificate.

(2) A temporary registration certificate referred to in subregulation (1), must be applied for in a form determined by the Council.

(3) A person who carries on temporary trade without a temporary registration certificate commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **Consideration of application for temporary registration certificate**

**11.** (1) On receipt of an application in terms of regulation 10, the Council must consider the application and the Council may -

- (a) grant the application, with or without conditions and register the applicant as a temporary informal trader;
- (b) request the applicant to provide more information within a specified period;
- (c) conduct a hearing before the granting of that application; or
- (d) refuse the application and give written reasons.

(2) The registration certificate must specify the period of validity as determined by the Council but the period may not exceed two days.

(3) A person to whom a temporary registration certificate is issued under this regulation is exempted from the requirements of registering as an informal trader or an assistant informal trader in terms of regulation 3, and the payment of registration fees payable in terms of regulation 4.

### **Change of address**

**12.** If a holder of a registration certificate changes his or her residential address the, holder must furnish the Council with full particulars of his or her new address within 14 days after the change failing which the registration certificate becomes invalid.

PART 3  
INFORMAL TRADING

**Production of registration certificate**

**13.** (1) An informal trader or an assistant informal trader must identify himself or herself and produce his or her registration certificate for inspection when required to do so by a member of the Namibian Police, a health officer or any authorized officer, or any person with whom business is transacted or sought to be transacted.

(2) An informal trader or an assistant informal trader who fails to produce his or her registration certificate as provided for in subregulation (1) commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

**Conditions of informal trading**

**14.** (1) An informal trader or an assistant informal trader conducting business must keep his or her goods in a container, and may not allow these goods to come in direct contact with the ground or the surface of any sidewalk, street or public place.

(2) A person may not carry on informal trade unless he or she has at his or her disposal the use of a container approved in writing by a health officer for keeping his or her goods.

(3) A person carrying on informal trading may not store any goods forming part of his or her stock-in-trade in any place other than in a container approved in writing in terms of subregulation (2).

(4) An informal trader or an assistant informal trader may not convey any goods for the purpose of his or her trade in or on any vehicle or container, unless the vehicle or container has been approved in writing by a health officer for the purpose of conveying such goods.

(5) An informal trader or an assistant informal trader who contravenes or fails to comply with any provision of this regulation commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

**Limitation of trade**

**15.** (1) An informal trader or an assistant informal trader may not sell anything which he or she is not authorized to sell by virtue of his or her registration certificate.

(2) An informal trader who fails to comply with subregulation (1) commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

**Special trade in food or home-made food products**

**16.** (1) A person may not, in any building, including a private dwelling, handle, prepare, serve or pre-pack any food for human consumption, except for own domestic use, unless such person is a holder of a certificate of fitness issued by the Council.

(2) For an informal trader or an assistant informal trader to be issued with a certificate of fitness referred to in subregulation (1) he or she must -

- (a) apply in writing to the Council for the certificate of fitness;

- (b) furnish the Council with the description of the premises where he or she stores his or her goods;
- (c) where he or she is using a vehicle, give a full description of such vehicle; and
- (d) produce the vehicle referred to in in subregulation (2)(c) for inspection.

(3) The Council may carry out an inspection in loco of the premises and the informal trader or the assistant informal trader must pay an inspection fee and any mileage as determined by the Council in respect of the inspection.

(4) After the applicant has produced proof of payment of the inspection fee and any mileage fee the health officer may issue a certificate of fitness, if in light of the particulars at his or her disposal, he or she is satisfied that the vehicle and the premises are suitable for the intended purpose.

### **General rules of conduct for informal traders**

**17.** (1) An informal trader or an assistant informal trader may not during the course of his or her trading -

- (a) place or stack his or her property in such a manner that it constitutes a danger to any person or is likely to injure any person;
- (b) obstruct access to a fire hydrant;
- (c) attach any object by any means on any building, structure, pavement, tree, parking meter, lamppost, power standard, telegraph-pole, telephone booth, mail-box, traffic sign, bench or any other similar object in or on a street or public place; or
- (d) light a fire in any area where it may cause a public nuisance.

(2) An informal trader or an assistant informal trader must -

- (a) at the request of an authorised staff member or of a person acting on behalf of the Council or of any supplier of telecommunications or electricity or other services, move his or her property, or any property under his or her control or in his or her care, so as to permit the carrying out of any work in relation to a street, public place or any such service; and
- (b) on concluding business for the day, remove his or her property from the trading area to a place which does not form part of a street or public place.

(3) An informal trader who contravenes or fails to comply with subregulations (1) or (2) commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **Cleanliness**

**18.** (1) An informal trader or an assistant informal trader must -

- (a) keep the area or site occupied by him or her for the purpose of carrying out his or her business in a clean and sanitary condition;
- (b) keep himself or herself at all times clean and wear clean clothes;
- (c) keep his or her property in a clean and sanitary condition;



- (d) properly dispose of litter generated by his or her business;
- (e) not dispose of litter in a manhole or other place not intended for the disposal of litter;
- (f) in the case of a trader dealing in foodstuffs, take such precautions as may be necessary to prevent the spilling of any fat, oil or grease in the course of conducting his or her business and to prevent any smoke, fumes or odours emanating from his or her activities which may constitute a public nuisance;
- (g) at the request of an authorised official or person acting on behalf of the Council, move his or her property, or any property in his or her care or under his or her control so as to permit the cleansing of the surface of the area or site where he or she is trading; and
- (h) ensure that on completion of business for the day the area or site occupied by him or her for the purpose of trade is free of litter.

(3) Any vehicle which is used by an informal trader or an assistant informal trader in connection with his or her business and in which food is transported or offered for sale must meet the approval of the Council.

(4) When an informal trader or an assistant informal trader is transporting his or her goods in connection with his or her business, or causing such goods to be carried by any other person, such goods must be transported in a vehicle approved in terms of subregulation (3).

(5) No animal, bird, poultry and hides and skins may be conveyed in the same compartment as foodstuffs in the vehicle.

(6) Every informal trader or an assistant informal trader must ensure he or she is free of any contagious disease, and any open wound or suppurating sore on his or her body must be covered to prevent any contamination or infection of his or her goods.

(7) An informal trader or an assistant informal trader who contravenes or fails to comply with any provision of this regulation commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **Obstruction of pedestrians**

**19.** (1) An informal trader or an assistant informal trader may not trade at such a place or in such a manner so as to cause any obstruction of, or any interference with -

- (a) access to any street fixture or any other facility intended for the use of the general public;
- (b) the visibility of a display window on any business premises, if the person conducting business in the business premises concerned objects;
- (c) access to any entrance to or any exit from a building or any automated teller machine;
- (d) access to or from a pedestrian crossing;
- (e) access to or from any legally parked vehicle; or
- (f) any pedestrian using a sidewalk.

(2) An informal trader or an assistant informal trader who contravenes subregulation (1) commits an offence and is liable to a fine not exceeding N\$ 2 000 or to imprisonment for a period not exceeding six months or to both such fine and such imprisonment.

### **Obstruction of traffic**

**20.** (1) An informal trader or assistant informal trader may not trade at such a place or in such a manner so as to -

- (a) cause an obstruction in or on any street;
- (b) limit access to parking or loading bays or other facilities relating to traffic;
- (c) obscure any road traffic sign erected in terms of any traffic regulations applicable in the Town area, or any marking, notice or sign displayed or made in terms of these regulations; or
- (d) in any way interfere with any vehicle which may be parked alongside such place where the trading is conducted.

(2) This regulation applies together with any existing regulations relating to the control of traffic in the Town area, and the penalties applicable in relation to the law on the control of traffic apply.

### **Trading restricted to approved trading areas**

**21.** (1) An informal trader or an assistant informal trader may not trade or place, pack or store any goods, including goods referred to in regulation 24(1), outside the area or place of trading specified in his or her certificate.

(2) An informal trader or an assistant informal trader who contravenes subregulation (1) is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **Areas for trading, and signs indicating such areas**

**22.** (1) The Council may -

- (a) determine areas for, and hours of trading, and other restrictions relating to trading;
- (b) place, erect, insert, draw or construct signs, markings or other devices indicating -
  - (i) specified hours, places, goods or services in respect of which trading may be restricted or may be allowed; and
  - (ii) the boundaries of a stand or area set aside for the purpose of trading.

(2) The Council may publish a determination made in terms of subregulation (1) in the *Gazette*.

### **Trading near certain business premises**

**23.** An informal trader may not conduct any business in or on any place adjacent to or forming part of a building of a business premise in which any business registered in terms of the 1969 Regulations is being conducted and where goods of the same nature as or of a nature similar to goods

offered for sale by such trader are on sale, unless such trader conducts such business with the written consent of the owner of such business premises.

#### PART 4 IMPOUNDING OF GOODS

##### **Removal and impounding**

**24.** (1) For the purpose of this regulation and of regulations 18 and 25, the expression “goods”, includes any receptacle, vehicle or movable structure sold or used in connection with the business of the informal trader.

- (2) An authorised official may remove and impound any goods -
  - (a) which he or she reasonably suspects are being used or are intended to be used or have been used in or in connection with the conducting of any trade; and
  - (b) which goods he or she finds at any place where -
    - (i) the conducting of the trade concerned is prohibited;
    - (ii) in his or her opinion such goods are placed in such a manner as to prevent pedestrians from passing on the sidewalk;
    - (iii) they may cause an obstruction to traffic; or
    - (iv) they are in front of a fire hydrant or an entrance to or exit from a building,

and which the person conducting the informal trade has failed to remove from such place after having been requested to do so by the authorized official, or which have been left at such place or have been abandoned.

- (3) An authorised official acting in terms of subregulation (2) must -
  - (a) issue to the person conducting a trade, a receipt in respect of any goods the authorised official removes and impounds, which receipt must specify such goods in detail and must be signed by the authorized official;
  - (b) take proper care of goods so removed and impounded; and
  - (c) forthwith deliver any goods referred to in subregulation (3)(a) to a place determined by the Council.

(4) The owner of any goods which have been removed and impounded under subregulation (2) is, subject to regulation 25, liable for any reasonable expenses incurred by the Council in respect of the removal and impounding of such goods, and the Council may keep such goods in its possession until all such expenses have been paid, or may deal with such goods as contemplated in regulation 25.

(5) A certificate issued by the treasurer of the Council or any person authorised by him or her constitutes sufficient proof of any expenses incurred by the Council in respect of the removal and impounding of any goods under this regulation.

(6) The Council or an authorised officer is not liable for any loss of, or damage to any goods removed and impounded in good faith under this regulation.

**Disposal of impounded perishable goods**

**25.** (1) The owner of perishable goods impounded in terms of regulation 24(2), may, within a period of 24 hours from the time such goods being impounded, apply in writing or in person to the Council for the return of such goods and present the relevant receipt issued to him or her in terms of regulation 24(3)(a).

(2) Where the owner of the perishable goods has failed to claim his or her goods within 24 hours from the date of impoundment, the Council may sell such goods in terms of regulation 27.

**Disposal of non-perishable goods**

**26.** (1) The owner of any goods impounded under regulation 24(2), excluding perishables goods, may, within 30 days from the date of impoundment, apply in writing or in person to the Council for the return of such goods and must attach to the application the relevant receipt issued in terms of regulation 24(3)(a).

(2) Where the owner of such goods has failed to claim his or her goods within 30 days from the date of impoundment the Council may sell such goods in terms of regulation 27.

**Sale of impounded goods**

**27.** (1) If impounded goods have not been claimed in terms of regulation 25 or 26, the Council may sell such impounded goods by public auction or other means approved by the Council.

(2) If there is a sale of any impounded goods by the Council in terms of regulation 24(2) and 26(2), the proceeds of such goods so sold, less the expenses incurred by the Council in respect of the removal and impounding of such goods, must, upon presentation of the relevant receipt issued in terms of regulation 24(3)(a), be paid to (a) the person who was the owner of such goods when such goods were impounded or (b) to the person who had lawful possession of the goods when they were impounded if the owner is unknown.

(3) If the proceeds of any sale of goods contemplated by this regulation are not sufficient to defray the expenses incurred by the Council in respect of the removal and impoundment of such goods, the owner of such goods remains liable to the Council for payment of so much of such expenses as are not defrayed by such proceeds.

**Forfeiture of proceeds**

**28.** If the owner of any goods impounded in terms of regulation 24 fails to claim the proceeds of the goods sold in accordance with regulation 27 within a period of three months after the date that such goods were sold, such proceeds are forfeited to the Council.

PART 5  
GENERAL

**Offences and penalties**

- 29.** (1) A person who -
- (a) contravenes or fails to comply with any conditions imposed in respect of any registration permit;

- (b) threatens, resists, hinders, interferes with or obstructs any authorised official in the exercise of his or her powers or the performance of his or her duties or functions in terms of or under these regulations;
- (c) in an application for registration as an informal trader, furnishes any false or misleading information, or makes any false statement;
- (d) furnishes false or misleading information to any authorised official;
- (e) not being an authorised official, holds himself or herself out to be, or presents himself or herself as, an authorised official; or
- (f) willfully damages any registration certificate, or without the prior written approval of the Council, makes any alteration to, or damages or destroys, any registration certificate,

commits an offence and is liable to a fine not exceeding N\$2 000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

#### **Vicarious responsibility of persons conducting business**

**30.** (1) If an employee of an informal trader or an assistant informal trader is charged with an offence under regulation 29, and he or she alleges that he or she committed the offence -

- (a) in the normal course of his or her employment; and
- (b) on the instructions of or with the connivance of such an informal trader,

such an informal trader must also be charged with the same offence and be liable to the same penalties.

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