



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

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GOVERNMENT NOTICE

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Government Notice

MINISTRY OF ENVIRONMENT AND TOURISM

No. 24

2000

ACCOMMODATION ESTABLISHMENTS AND TOURISM ORDINANCE, 1973: AMENDMENT OF REGULATIONS

The Minister of Environment and Tourism has under section 56 of the Accommodation Establishments and Tourism Ordinance, 1973 (Ordinance No. 20 of 1973), made the regulations set out in the Schedule.

SCHEDULE

Definition

1. In these regulations "the Regulations" means the regulations promulgated under Government Notice No. 75 of 18 April 1974, as amended by Government Notices Nos. 119 of 1 July 1974, 130 of 2 June 1975 and 315 of 15 September 1977.

Amendment of regulation 1 of the Regulations

2. Regulation 1 of the Regulations is amended -
 - (a) by the insertion -
 - (i) after the words preceding the definition of "bednight" of the following definitions:

“backpacker’ means a casual tourist who normally, but not exclusively, travels by means of hiking or other forms of inexpensive travelling and makes use of inexpensive accommodation;”;

“backpackers accommodation’ means any premises on which accommodation is provided against payment exclusively for backpackers;”;

(ii) after the definition of “guest farm” of the following definition:

“guest house’ means any private house in which tourists are accommodated against payment;” and

(iii) after the definition of “rest camp” of the following definition:

“self catering apartment’ means any apartment or group of apartments in which tourists are accommodated against payment and where such tourists provide their own meals and services;”;

(b) by the substitution for the definition of “bedroom with bathroom” of the following definition:

“Bedroom with bathroom’ means a unit consisting of a bedroom and bathroom or shower, with toilet facilities, and for the purpose of this definition, two units each comprising a bedroom and a bathroom or shower, without toilet facilities, shall be regarded as one bedroom with bathroom;” and

(c) by the deletion of the definition of “bedroom with shower”.

Amendment of regulation 3 of the Regulations

3. Regulation 3 of the Regulations is amended.

(a) by the substitution for subregulation (1) of the following subregulation:

“(1) An application for the registration of an establishment shall be made on the form prescribed in Schedule XV, XVI, XVII, XVIII, XVIIIA, XVIIIIB or XVIIIIC, as the case may be, and shall be accompanied by an application fee, for -

(a) an establishment with 5 or less bedrooms, of N\$250,00

(b) an establishment with 6 to 15 bedrooms, of N\$500,00

(c) an establishment with 16 or more bedrooms, ofN\$1000,00.”;

(b) by the addition of the following paragraphs after paragraph (c) of subregulation (2):

“(f) *Guest houses*

The establishments shall have at least two bedrooms for guests, and shall comply with the minimum requirements for registration as determined in Schedule XIIA.

(g) *Self Catering Apartments*

The establishments shall comply with the minimum requirements for registration as determined in Schedule XIIB.

(h) *Backpackers Accommodation*

The establishment shall comply with the minimum requirements as determined in Schedule XIIC.”.

Substitution of Schedule II to the Regulations

4. The Regulations are amended by the substitution for Schedule II to the Regulations of the following Schedule:

“SCHEDULE II

MINIMUM GRADING REQUIREMENTS

	Five-star	Four-star	Three-star	Two-star	One-star
A. Sleeping accommodation for guests	5% suites or bed-sitting rooms or a combination thereof and the balance bedrooms with bathrooms	100% bedrooms with bathrooms	75% bedrooms with bathrooms and the balance ordinary rooms	50% bedrooms with bathrooms and the balance ordinary rooms	25% bedrooms with bathrooms and the balance ordinary rooms
B. Aircon - ditioning and heating	In all bedrooms and public rooms	In all bedrooms and dining-rooms	Heating in all bedrooms and public rooms	Heating in bedrooms on request	-
C. Radio Service	Three-channel in every bedroom	Three-channel in every bedroom	Three-channel in every bedroom	-	-
D. Telephone	In every bedroom for internal and external calls 24 hours per day	In every bedroom for internal and external calls 24 hours per day	In every bedroom for internal and external calls	Available on premises for external calls	Available on premises for external calls
E. Valet Service	Available on premises 7:00 to 22:00	Available on premises 7:00 to 20:00	Available on premises	-	-
F. Floor covering	All bedrooms lounges and other public areas tiled with ceramic, stone, marble or wooden tiles or carpeted edge to edge	All bedrooms with bathrooms tiled with ceramic, stone, marble or wooden tiles or carpeted edge to edge	All bedrooms tiled with ceramic, stone, marble or wooden tiles or carpeted edge to edge	-	-
G. Ratio of communal bathrooms and lavatories to beds in ordinary bedrooms	-	1:4	1:6	1:7	1:8 or 1:12 in the case of an hotel for which an hotel liquor licence is not held and which was erected or in the course of construction prior to 02 December 1968

H. Diningrooms or Restaurants	Two which are open every day to the public for serving a'la carte luncheons and dinners, and at least one of which is open until 24:00	One which is open every day to the public for serving a'la carte luncheons and dinners, and which is open until 23:00	One which is open every day to the public for serving a'la carte luncheons and dinners	One	One
I. Head chef and head waiter	One head chef and one head waiter in full-time employment	One head chef and one head waiter in full-time employment	One head cook and one waiter in full-time employment	One cook and one waiter in full-time employment	One cook and one waiter in full-time employment
J. Floor Service	Available - (a) for service of full meals in bedrooms 7:00 to 24:00; (b) 24 hours per day for service of light refreshments	Available - (a) for service of light meals in bedrooms 7:00 to 21:00; (b) 24 hours per day for service of light refreshments	Available 18 hours per day for service of light refreshments	Available - (a) 16 hours per day for service of light refreshments; (b) 14 hours per day for service of light refreshments in an hotel in respect of which an hotel liquor licence is not held	Available - (a) 16 hours per day for service of light refreshments; (b) 14 hours per day for service of light refreshments in an hotel in respect of which an hotel liquor licence is not held
K. Permanent function rooms	Two, excluding lounges and diningrooms	Two, excluding lounges and diningrooms	One, excluding lounges and diningrooms	-	-
L. Reception office service	Full-time reception service 24 hours per day	Member of personnel 24 hours per day	Member of personnel 24 hours per day	Member of personnel 14 hours per day. Thereafter member of personnel who can be summoned by means of a bell at the counter of the reception office and at the main entrance	Member of personnel who can be summoned by means of a bell at the counter of the reception office and at the main entrance
M. Lifts	One separate for luggage and personnel and one for guests, if building is more than two floors high	One sperate for luggage and personnel and one for guests, if building is more than two floors high	One if building is more than two floors high	One if building is more than two floors high	One if building is more than three floors high
N. Furniture and equipment, kitchen utensils, cutlery, glassware, crockery,	Best quality throughout	Outstanding quality throughout	Outstanding quality throughout	Good quality throughout	Good quality throughout

bedding, linen, curtain, carpets, rugs and other floor covering					
O. Hairdressing salon	Full-time on premises for both sexes	Full-time on premises for females	-	-	-
P. Transport	Available for guests	Available for guests	Available for guests	-	-
Q. Secretarial service	Arrangements to be made by hotel management	Arrangements to be made by hotel management	-	-	-

Amendment of Schedule III to the Regulations

5. Schedule III to the Regulations is amended by the substitution for item 63 of the following item:

“63. (a) The guests shall be received at a reception office, which shall be conveniently situated and clearly indicated.

(b) The following notice shall be displayed at the reception counter:

Having been registered, this establishment is by law required to comply with the minimum requirements relating to accommodation and service. If satisfaction is not obtained from the management a complaint in writing may be lodged with the Permanent Secretary: Environment and Tourism, Private Bag 13346, Windhoek.”

Amendment of Schedule IV to the Regulations

6. Schedule IV to the Regulations is amended by the substitution for item 1.1(a) of the following item:

“UNITS

	Bedrooms with bath- rooms	Ordinary Bedrooms
	Points	Points
1.1 Bathroom or Toilet facilities (100)		
(a) Percentage of units to total number of bedroom (N.B. 1 suite = 1 bedroom)		
0 - 10 per cent	0 - 10	0 - 4
11 - 20 per cent	11 - 20	5 - 8
21 - 30 per cent	21 - 30	9 - 12
31 - 40 per cent	31 - 40	13 - 16
41 - 50 per cent	41 - 50	17 - 20
51 - 60 per cent	51 - 60	21 - 24
61 - 70 per cent	61 - 70	25 - 28
71 - 80 per cent	71 - 80	29 - 32
81 - 90 per cent	81 - 90	33 - 36
91 - 100 per cent	91 - 100	37 - 40
Maximum points	100	40.”

Insertion of Schedules XIIA, XIIB, XIIC, XVIII A, XVIII B, and XVIII C to the Regulations

7. (1) The following Schedules are inserted to the Regulations after Schedule XII:

“SCHEDULE XIIA**MINIMUM REQUIREMENTS FOR REGISTRATION OF GUEST HOUSES***Bedrooms for guests*

1. Minimum floor area inclusive of vestibule and built-in furniture, if any -
 - (a) single room 10 square metres; and
 - (b) double room 15 square metres.
2. The door shall have a safety lock or bolt on the inside.
3. Minimum width of beds shall be 900mm for single and 1800mm for double beds.
4. Mattresses shall be inner spring or covered foam with a minimum thickness of 120mm.
5. Unless wall to wall carpeting is provided, a bedside mat with a minimum size of 650mm x 1800mm shall be provided for each bed.
6. The rooms shall be adequately ventilated with at least one outside window; and windows shall have curtains or blinds.
7. A wardrobe with sufficient hanging and packing space and a minimum of 6 clothes hangers (which shall not be of wire) shall be provided.
8. A bedside table or locker with a bedside lamp shall be provided for each guest.
9. A mirror of minimum size 900mm x 370mm shall be provided.
10. One chair per guest shall be provided.
11. A waste container shall be provided.
12. A minimum of one electrical socket per room shall be provided.
13. The minimum lighting level shall be 100 watt for a single room and 150 watt for a double room.
14. Clean bed linen of good quality and sufficient quantity shall be provided. Bed linen shall be changed at least once per week and fresh linen and bath towels shall be provided for each guest.
15. Rooms shall be cleaned every day.
16. Drinking water with at least one tumbler per guest shall be provided in every room.

Bathrooms

17. At least one bathroom per three bedrooms shall be provided.
18. No bathroom which is intended for guests shall be shared by the residents of the house.
19. A bath or shower, a wash basin and a mirror of at least 450mm x 300mm shall be provided in every bathroom.

20. Both the bath or shower and the wash basin shall be connected to hot and cold running water.
21. All bathroom walls shall be tiled to a height of at least 1350mm from the floor, and shall be painted with oil paint.
22. At least one *WC* which is separate from the bathroom and which is well ventilated shall be provided for every three bedrooms: Provided that, where a room with *en suite facilities* are provided, the *WC* may be inside the bathroom.
23. No *WC* which is intended for use by guests, may be shared by residents of the house.

General

24. Guests shall have access to a telephone on the premises.
25. Breakfast shall be provided.
26. All rates and tariffs shall be displayed in every room.
27. A copy of the "certificate of fitness" issued by the relevant health authority shall be submitted with the application for registration.

SCHEDULE XIIB

MINIMUM REQUIREMENTS FOR THE REGISTRATION OF
SELFCATERING APARTMENTS

1. Every unit shall consist of one or more bedrooms with a kitchen and bathroom facilities: Provided that the ratio between bedrooms and bathrooms or kitchens shall not exceed three bedrooms per kitchen or bathroom.
2. All buildings, fixtures, furnishings and decor shall be well maintained and in good and clean order at all times.
3. Apartments shall be cleaned before the arrival of guests.
4. The kitchen shall be provided with a stove or hot plate, refrigerator, kettle, a table and an adequate number of chairs for the number of guests to be accommodated.
5. Cleaning materials and equipment in sufficient quantities shall be provided.
6. Sufficient cooking utensils, crockery and cutlery for the number of guests which can be accommodated shall be provided.
7. Dishwashing facilities with running hot and cold water shall be provided in the kitchen.
8. Items 1 to 14, both inclusive 19, 20, 21, 26 and 27 of Schedule XIA shall with necessary change apply to this Schedule.

SCHEDULE XIIC

MINIMUM REQUIREMENTS FOR BACKPACKERS
ACCOMMODATION

Sleeping accommodation

1. Sleeping accommodation may be provided in dormitories. Separate dormitories shall be provided for male and female guests.

2. The minimum size of beds shall be 900mm x 1800mm. Where stackable beds are used, stacking shall not exceed two beds.
3. Each bed shall be provided with a mattress which shall be inner spring or covered foam with a minimum thickness of 120mm.
4. The minimum floor space per bed shall be 6 square metres except in the case of stackable beds where it shall be 7,5 square metres per two beds stacked one on top of the other.
5. Sufficient ventilation shall be provided and all windows shall be provided with curtains or blinds.
6. One mirror with a minimum size of 900mm x 370mm shall be provided in each dormitory.
7. One waste container shall be provided in each dormitory.
8. At least one electrical socket shall be provided for every three beds.
9. Sufficient lighting for the number of beds shall be provided for each dormitory.
10. Clean bed linen, sufficient blankets and a clean towel shall be provided for each guest.

Bathrooms and ablution

11. Separate facilities shall be provided for male and female guests.
12. Bathrooms shall be provided with showers to the ratio of one shower per 10 beds provided. One wash basin per 10 beds shall be provided in every room.
13. Bathrooms shall be sufficiently ventilated and windows shall be provided with obscured glass.
14. A towel rail and a clothes hook shall be provided in every shower cubicle.
15. A mirror of at least 450mm x 300mm shall be provided at every wash basin.
16. Running hot and cold water shall be provided at each shower and wash basin.
17. A shelf shall be provided at each wash basin.
18. One toilet per 10 beds shall be provided for each sex. Toilets may not be inside a shower cubicle.
19. A sanitary bin with a lid shall be provided in each toilet.

Kitchen facilities

20. A self-catering kitchen shall be provided.
21. Every kitchen shall be provided with the following -
 - (a) Refrigerator;
 - (b) Hot plate or stove;
 - (c) Sufficient cutlery and crockery;
 - (d) Food storage facilities; and
 - (e) A kitchen sink with hot and cold running water.

Other facilities

- 22. A dining room provided with sufficient tables and chairs to serve the number of guests which can be accommodated. The dining room may form part of the kitchen.
- 23. Security facilities for the safe-keeping of guests valuables shall be provided and shall be under control of the management.

General

- 24. Guests shall have 24 hours access to the accommodation. If a member of staff is not available at all times, guests shall be provided with keys.
 - 25. Tariffs shall be displayed at the reception area.”.
- (2) The following Schedules are inserted to the Regulations after Schedule XVIII:

“SCHEDULE XVIIIA

REPUBLIC OF NAMIBIA

APPLICATION FOR REGISTRATION: GUEST HOUSE

The Permanent Secretary
 Ministry of Environment and Tourism
 Private Bag 13346
 Windhoek

Dear Sir/Madam

I apply for the registration of a guest house of which the details are given below. I enclose payment of the prescribed application fee.

I certify that to the best of my knowledge the information furnished in this application and in any annexure hereto is true and correct.

Signature of Applicant:

Place:

Date:

Name of guest house:

Name of owner:

Postal address:

Physical address of guest house:

Number of rooms:

Double rooms: Floor area

Single rooms: Floor area

Number of rooms with en-suite facilities:

Double

Single

Ratio of bathrooms to ordinary bedrooms

Ratio of toilets to ordinary bedrooms

Is a telephone service for guests available on the premises Yes/No

State which meals will be provided

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List of documents attached to this application:

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SCHEDULE XVIII B

REPUBLIC OF NAMIBIA

APPLICATION FOR REGISTRATION: SELF-CATERING APARTMENTS

The Permanent Secretary
 Ministry of Environment and Tourism
 Private Bag 13346
 Windhoek

Dear Sir/Madam

I apply for the registration of selfcatering apartments of which details are given below. I enclose payment of the prescribed application fee.

I certify that to the best of my knowledge, the information furnished herein and in any annexures hereto, is true and correct.

Signature of Applicant:

Place:

Date:

Name of apartments:

Name of owner:

Postal address of owner:

Physical address of apartment:

Number of apartments in establishment:

Number of bedrooms in each apartment:

Ratio of bedrooms to bathroom:

Ratio of bedrooms to kitchen:

List of documents attached to this application:

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SCHEDULE XVIIIIC

APPLICATION FOR REGISTRATION: BACKPACKERS
ACCOMMODATION

The Permanent Secretary
Ministry of Environment and Tourism
Private Bag 13346
Windhoek

Dear Sir/Madam

I hereby apply for the registration of the backpackers accommodation of which details are given below. I enclose payment of the prescribed application fee.

I certify that, to the best of my knowledge, the information furnished herein and in any annexure hereto, is true and correct.

Signature of Applicant:

Place:

Date:

Name of owner:

.....

Postal address:

.....

Name of establishment:

.....

Physical address of establishment:

.....

Number of dormitories:

Number of beds per dormitory:

.....

Floor area of each dormitory:

.....

.....

Ratio of beds to bathroom facilities:

Ratio of beds to toilet facilities:

Ratio of beds to kitchen facilities:

List of documents attached to this application:
