



Republic of Namibia  
Annotated Statutes

**REGULATIONS**

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REGULATIONS MADE IN TERMS OF

**Accommodation Establishments and  
Tourism Ordinance 20 of 1973**  
section 56

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**Regulations relating to Accommodation  
Establishments and Tourism**

Government Notice 75 of 1974

[\(OG 3391\)](#)

came into force on date of publication: 18 April 1974

**as amended by**

**Government Notice 119 of 1974** [\(OG 3405\)](#)

came into force on date of publication: 1 July 1974

**Government Notice 130 of 1975** [\(OG 3467\)](#)

came into force on date of publication: 2 June 1975

**Government Notice 315 of 1977** [\(OG 3647\)](#)

came into force on date of publication: 15 September 1977

**Native Laws Amendment Proclamation, AG 3 of 1979** [\(OG 3898\)](#)

deemed to have come into force in relevant part on 1 August 1978 (section 5 of AG 3 of 1979)

**Government Notice 24 of 2000** [\(GG 2264\)](#)

came into force on date of publication: 25 January 2000

**Government Notice 89 of 2000** [\(GG 2304\)](#)

came into force on date of publication: 1 April 2000

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[The format of some of the charts and tables has been slightly adjusted to make them more user-friendly. The terminology throughout the regulations is amended by AG 3/1979 to replace the term "Bantu" with "Black" or "Blacks". These changes are not individually marked.]

### Definitions

[The definitions in the original regulations appeared in alphabetical order only in the Afrikaans version of the text. They have been alphabetised here in English for ease of reference.]

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1. In these regulations as well as in the annexures, unless the context otherwise indicates -

- “adequate” (a) with reference to lounge facilities, adequate seating facilities to provide seating equal to at least 50% of the beds available;
- (b) with reference to other prescribed requirements adequate in the opinion of the Director;

“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;

[definition of “backpacker” inserted by GN 24/2000]

“backpackers accommodation” means any premises on which accommodation is provided against payment to backpackers;

[definition of “backpackers accommodation” inserted  
by GN 24/2000 and substituted by GN 89/2000]

“bednight” shall mean a bed available for occupation by a paying guest for any one night at an establishment: Provided that for the purposes of this definition a bed which is ordinarily intended for occupation by two persons shall be regarded as two beds;

“bedroom” means a bedroom which is ordinarily occupied by a paying guest;

“bedroom with bathroom” means a unit comprising a bedroom and a bathroom with toilet facilities, and for the purposes of this definition, two units each comprising a bedroom and a bathroom but without toilet facilities shall be regarded as one bedroom with bathroom;

[definition of “bedroom with bathroom” substituted by GN 24/2000 and by GN 89/2000]

“bedroom with shower” means a unit comprising a bedroom and a shower with toilet facilities, and for the purposes of this definition two units each comprising a bedroom with shower but without toilet facilities shall be regarded as one bedroom with shower;

[definition of “bedroom with shower” deleted by GN 24/2000 and inserted by GN 89/2000]

“bed-sitting room” means a unit, which is ordinarily occupied or can be occupied by a paying guest, comprising a permanent sleeping portion separated from a permanent lounge by means of a low wall or curtain or some other acceptable means and a bathroom with toilet facilities;

“caravan” means any vehicle permanently fitted out for use by persons for living and sleeping purposes, whether or not such vehicle is a trailer;

“caravan park” means any piece of land used or intended to be used solely for the accommodation of caravans of tourists;

“caravan site” means the land set aside within a caravan park for the parking of a caravan and its towing vehicle, if any;

“floors” for the purposes of determining the number of lifts and fire-escapes required, shall mean all floors, including the ground floor;

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“grade” when used as a noun means a grade prescribed in these regulations and when used as a verb means allotting such a grade;

“group” when used as a noun means a group prescribed in these regulations and when used as a verb means the act of placing into such a group;

“guest farm” means an institution situated on a *bona fide* farm where guests, on invitation and against payment, are provided with accommodation including meals and recreation facilities;

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

**[definition of “guest house” inserted by GN 24/2000]**

“hotel” any establishment which is being run as a hotel or motel or registered as a hotel or motel by the Director;

“light refreshments” means tea, coffee, milk, mineral waters and biscuits;

“ordinary bedroom” means a bedroom without a bathroom, shower or toilet facilities of its own;

“overcrowded” in relation to any room or place where any person works or dwells, means that there is less than 3,70 m<sup>2</sup> of floor space and less than 11,2 m<sup>3</sup> of air space for each occupier over the age of ten years and at least half this space for each occupier younger than ten years and “overcrowding” has a corresponding meaning;

“permanent resident” means a paying guest, including a child, whose normal place of residence is at a particular establishment irrespective of the period of actual residence at that establishment;

“rest camp” means an establishment where tourists are provided with accommodation in the form of tents, rondavels, rooms or bungalows and facilities where meals are being prepared and provided to tourists;

“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;

**[The definition of “self catering apartment” is inserted by GN 24/2000.  
The term “self-catering” is usually written with a hyphen.]**

“speciality bar” means a bar to which both sexes of the public are permitted;

“standard bed” shall mean a bed of at least 90 cm wide or a bed approved by the Director;

“suite” means a unit, comprising a permanent lounge, a permanent bedroom or bedrooms, a bathroom or bathrooms and toilet facilities;

“the ordinance” means the Accommodation Establishments and Tourism Ordinance, 1973 (Ordinance 20 of 1973);

**[The word “Ordinance” in the expression “the Ordinance” is capitalised elsewhere in the text.]**

“tiled” shall mean tiled with porcelain or ceramic tiles or marble or some other equivalent impervious material approved by the Director;

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and a word or expression to which a meaning has been assigned in the Ordinance shall bear that meaning.

### Register of establishments

2. The register to be kept in terms of section 16 of the Ordinance for the registration of establishments shall be kept in the form prescribed in Annexure 1.

### Registration of accommodation establishments

3. (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, of ..... N\$1000,00.

**[subregulation (1) substituted by GN 24/2000]**

(2) The various establishments shall comply with the following requirements for registration in terms of the Ordinance: Provided that concessions may be made in respect of certain requirements according to Annexure XIV -

- (a) *Hotels or Motels*
  - (i) *The establishment shall be conducted as a bona fide hotel or motel.*
  - (ii) Establishments situated within municipal boundaries shall have at least ten bedrooms: Provided that any such establishment which is conducted as a hotel in respect of which an on-consumption liquor licence for accommodation establishments is not held and which has existed before 2 December 1968 shall have at least five bedrooms.
  - (iii) Establishments situated outside municipal boundaries shall have at least five bedrooms.
  - (iv) Establishments shall comply with the minimum requirements for grading as determined in Annexures II and III.
  - (v) When an establishment situated outside the municipal boundaries as a result of the changing of such boundaries falls within the municipal area it shall, within twenty four months from the date on which the boundaries were changed, comply with the requirements of paragraph (ii) above.

**[The number "twenty-four" should have a hyphen between the two words.]**

- (b) *Guest Farms*
  - (i) The establishments shall have at least five bedrooms.

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(ii) The establishments shall comply with the minimum requirements for grading as determined in Annexure V.

(c) *Rest Camps*

(i) The establishments shall have at least five rooms or rondavels or rest houses or tents.

(ii) The establishments shall comply with the minimum requirements for grading as determined in Annexure VII.

(d) *Caravan Parks*

The establishments shall comply with the minimum requirements for grading as determined in Annexure IX.

(e) *Safari Undertakings*

The establishments shall comply with the minimum requirements for grading as determined in Annexure XI.

(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.

[paragraph (f) inserted by GN 24/2000]

(g) *Self Catering Apartments*

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

[Paragraph (g) is inserted by GN 24/2000.  
 The term "Self-Catering" is usually written with a hyphen.]

(h) *Backpackers Accommodation*

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

[paragraph (h) inserted by GN 24/2000]

**Grading of establishments**

4. (1) Every application for the grading of an establishment shall be made on the form prescribed in Annexure XV or XXIII as the case may be.

(2) The various types of establishments shall be graded as follows -

(a) *Hotels and Motels*

(i) For the purposes of grading the establishments shall comply with the minimum requirements as determined in Annexures II and III.

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- (ii) The Director shall allocate to the establishments on recommendation of the Board on the basis set out in Annexure IV and according to the number of points so allocated the establishments shall then be graded according to the following scale -

*Grading*

*Number of points allocated*

One-star	-	400-550
Two-star	-	551-650
Three-star	-	651-750
Four-star	-	751-900
Five-star	-	901-1000

(b) *Guest Farms*

- (i) For the purposes of grading the establishments shall comply with the minimum requirements as determined in Annexure V.
- (ii) The Director shall allocate points to the establishments on recommendation of the Board on the basis set out in Annexure VI and according to the number of points so allocated.

The establishment shall then be graded according to the following scale -

*Grading*

*Number of points allocated*

One-star	-	72-99
Two-star	-	100-144
Three-star	-	145-180

(c) *Rest Camps*

- (i) For the purposes of grading the establishments shall comply with the minimum requirements as determined in Annexure VII.
- (ii) The Director shall allocate points to the establishments on recommendation of the Board on the basis set out in Annexure VIII and according to the number of points so allocated the establishments shall then be graded according to the following scale -

*Grading*

*Number of points allocated*

One-star	-	40-55
Two-star	-	56-80
Three-star	-	81-100

(d) *Caravan Parks*

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- (i) For the purposes of grading the establishments shall comply with the minimum requirements as determined in Annexure IX.
- (ii) The Director shall allocate points to the establishments on recommendation of the Board on the basis set out in Annexure X and according to the number of points so allocated the establishments shall then be graded according to the following scale -

*Grading*

*Number of points allocated*

One-star	-	40-55
Two-star	-	56-80
Three-star	-	81-100

(e) *Safari Undertakings*

- (i) For the purposes of grading the establishments shall comply with the minimum requirements as determined in Annexure XI.
- (ii) The Director shall allocate points to the establishments on recommendation of the Board on the basis set out in Annexure XII and according to the number of points so allocated the establishments shall then be graded according to the following scale -

*Grading*

*Number of points allocated*

One-star	-	40-55
Two-star	-	56-80
Three-star	-	81-100

(3) The insignia for the various grades of establishments shall be as follows -

<i>Grade</i>	<i>Insignia</i>	
One-star	-	*
Two-star	-	**
Three-star	-	***
Four-star	-	****

**Grouping of hotels or motels**

5. (1) Hotels or motels shall be grouped as follows -

<i>Group</i>	Requirements
Tourist	When bednights sold to tourists are 50% or more of the bednights actually sold.
Tourist/Residential	When bednights sold to tourists are less than 50% but not less than 25% of the bednights actually sold.
Residential	When bednights sold to tourist are less than 25% of the bednights actually sold.



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(2) The insignia for the various groups of hotels or motels shall be as follows -

<i>Group</i>	<i>Insignia</i>
Tourist	- T
Tourist/Residential	- T/R
Residential	- R

**Insignia for on-consumption liquor Licences**

**5A.** In the case of an establishment in respect of which a liquor licence mentioned in Column I below has been issued in terms of the Liquor Ordinance, 1969 (Ordinance 2 of 1969) or an establishment in respect of which no liquor licence has been issued, the insignia prescribed in Column II below together with the insignia prescribed in regulations 4 and 5 shall be displayed on the plaque issued to all establishments in terms of section 26 of the Ordinance.

COLUMN I	COLUMN II
On-consumption liquor licence	YYY
Restaurant liquor licence	YY
No liquor licence	

[regulation 5A inserted by GN 119/1974]

**Regrading of establishments**

**6.** (1) Every application for the regrading of an establishment in terms of section 25 of the Ordinance shall be made on the form prescribed in Annexure XIX and shall be accompanied by a fee of R100,00.

(2) The regrading of establishments shall be made on the basis of grading as described in regulation 4.

**Registration of manager**

**7.** (1) Every application for the registration of a manager shall be made on the form prescribed in Annexure XX.

(2) No person shall be registered as a manager if he -

- (a) is an unrehabilitated insolvent;
- (b) has been convicted, within a period of five years prior to the date of his application of a contravention of section 29(1) of the Ordinance and sentenced to imprisonment for a period exceeding three months without the option of a fine;
- (c) is, in the opinion of the Executive Committee, not competent to perform the duties of a manager;

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- (d) is, in the opinion of the Deputy Commissioner of the South African Police in the Territory, or a commissioned officer of police designated by him, not competent to hold any licence to sell liquor or not of good character;
- (e) in the case of a safari undertaking has been convicted, within a period of five years prior to the date of his application of an offence of the legislation relating to nature conservation in force in the Territory or any other state and sentenced to imprisonment with or without the option of a fine;
- (f) resides on other premises than those on which the establishment is situated or is not fulltime in charge of the management of the establishment.

#### **Replacement of registration certificate**

**8.** Every application for the replacement of a registration certificate in terms of section 31 of the Ordinance shall be made on the form prescribed in Annexure XXI.

#### **Application for loans**

**9.** Every application for a loan in terms of the provisions of section 32 of the Ordinance shall be made on the form prescribed in Annexure XXII.

#### **Guests registers**

**10.** (1) If, in the keeping of a guest register in terms of section 41 of the Ordinance, use is made of a loose sheet or a card system, the sheets or cards shall be numbered consecutively in original print and shall be suitably filed within 24 hours after completion and a summary shall be made at the end of each month of the beds and rooms sold.

(2) The manager or any of his employees shall on arrival of a guest note the following information in respect of such guest in the register -

- (a) Initials and surname;
- (b) date of arrival;
- (c) room number;
- (d) permanent address;
- (e) citizenship, or if stateless, country where permanently resident;

**[paragraph (e) substituted by GN 315/1977]**

- (f) Number and date of issue of passport or other official travel document in those cases where the particulars furnished in paragraph (e) are not the Republic of South Africa or the Territory of South West Africa;

**[Paragraph (f) is substituted by GN 315/1977. The word "number" at the beginning of paragraph (f) should not be capitalised.]**

- (g) number of persons in the company;
- (h) registration number of the vehicle with which he travels, if any;

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- (i) address of destination;
- (j) signature of guest; and
- (k) on departure of such guest also the date of departure.

(3) In the case of safari undertakings a register shall be kept in the form prescribed in Annexure XIII. The first eight items of the annexure mentioned shall be recorded immediately upon arrival and the last item when such guest departs.

**Change in ownership, address and name**

11. Whenever there is a change in -
- (a) the ownership of an establishment;
  - (b) the permanent address of the owner of an establishment; or
  - (c) the name of an establishment,

the owner, lessee or manager of such establishment shall notify the Director in writing thereof within thirty days if such change refers to a matter mentioned in paragraph (a) or (b) or within seven days if such change refers to a matter mentioned in paragraph (c).

[regulation 11 substituted by GN 130/1975]

**Alterations and rebuilding**

12. Sketch plans of any alterations to or rebuilding of an establishment shall be approved by the Director before such alterations or rebuilding may be begun.

[regulation 12 inserted by GN 130/1975]

**REPEAL OF REGULATIONS**

The regulations published in Government Notice 188 of 2 December 1968, as amended, are hereby repealed.



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**SCHEDULE II**

[Schedule substituted by GN 24/2000 and by GN 89/2000]

[The words "Accommodation", "ceramic", "separate" and "throughout" are misspelt in the table below, which is reproduced as in the *Government Gazette*.]

MINIMUM GRADING REQUIREMENTS

	Five-star	Four-star	Three-star	Two-star	One-star
A. Sleeping Accomodation for guests	5% suites or bed-sitting rooms or mixed and balance to 80% bed-rooms with bath-rooms and balance bedrooms with showers.	100% bedrooms with bathrooms or 60% bedrooms with bathrooms and balance bedrooms with showers.  Tolerance factor 1	75% bedrooms with bathrooms or 50% bedrooms with bathrooms and balance to 75% bedrooms with showers and balance ordinary bedrooms.  Tolerance factor 2(a)	50% bedrooms with bathrooms or 25% bedrooms with bathrooms and balance to 50% bedrooms with showers and balance ordinary bedrooms.  Tolerance factor 2(a)	25% bedrooms with bathrooms or 10% bedrooms with bathrooms and balance to 25% bedrooms with showers and balance ordinary bedrooms.  Tolerance factor 2(a) or 2(b)
B. Air-conditioning and heating	In all bedrooms and public rooms  Tolerance factor 3	In all bedrooms and dining rooms  Tolerance factor 3	Heating in all bedrooms and public rooms  Tolerance factor 3	Heating in all bedrooms on request.  Tolerance factor 3	-  -
C. Radio Service	Three-channel in every bedroom.  Tolerance factor 4	Three-channel in every bedroom.  Tolerance factor 4	Three-channel in every bedroom.  Tolerance factor 4	-	-
D. Telephone	In every bedroom for internal and external calls 24 hours per day  Tolerance factor 5	In every bedroom for internal and external calls 24 hours per day  Tolerance factor 5	In every bedroom for internal and external calls.  Tolerance factor 5	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, marble or wooden tiles or carpeted wall to wall  Tolerance factor 6	All bedrooms with bathrooms and bedrooms with showers tiled with ceramic, marble or wooden tiles or carpeted wall to wall  Tolerance factor 6	All bedrooms with bathrooms and bedrooms with showers tiled with cermic, marble or wooden tiles or carpeted wall to wall  Tolerance factor 6	-	-
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 2 December 1968

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	-	Tolerance factor 7(a)	Tolerance factor 7(a)	Tolerance factor 7(a)	Tolerance factor 7(a) or 7(b)
H. Dining-rooms 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 00:00  Tolerance factor 3	One which is open every day to the public for serving a'la carte luncheons and dinners, and which is open until 23:00  Tolerance factor 3	One which is open every day to the public for serving a'la carte luncheons and dinners  Tolerance factor 3	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 cook and one waiter in full-time employment Not applicable to a hotel which does not hold an on consumption licence	One cook and one waiter in full-time employment Not applicable to a hotel which does not hold an on consumption licence	One cook and one waiter in full-time employment Not applicable to a hotel which does not hold an on consumption licence
J. Floor Service	Available - (a) for service of full meals in bedrooms 7:00 to 00:00 (b) 24 hours per day for service of light refreshments	Available - (a) for service of full 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 refreshment	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 dining-rooms	Two, excluding lounges and dining-rooms	One, excluding lounges and dining-rooms	-	-
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 seperate for luggage and personnel and one for guests, if building is more than two floors high	One seperate 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 three floors high	One if building is more than three floors high
N. Furniture and equipment, kitchen utensils, cutlery, glassware,	Best quality throughout	Outstanding quality throughout	Outstanding quality throughout	Good quality troughout	Good quality troughout

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crockery, bedding, linen, curtain, carpets, rugs and other floor covering					
O. Hair dressing salon	Full-time on premises for both sexes Tolerance factor 8	Full-time on premises for females Tolerance factor 8	-	-	-
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	-	-	-

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**SCHEDULE III**

[Schedule III amended by GN 24/2000]

ADDITIONAL MINIMUM REQUIREMENTS FOR GRADING

*Bedrooms for Guests*

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1. Minimum floor area (inclusive of vestibule and built-in furniture, if any) -
  - (a) Single room : 11,14 m<sup>2</sup> or 30,24m<sup>3</sup> ;
  - (b) Double room : 16,72m<sup>2</sup> or 45,36m<sup>3</sup>.
2. In the case of an ordinary bedroom or sleeping unit a washbasin with running hot and cold water shall be provided.
- \*3. A mirror and shelf to be provided at or near each washbasin and an area of 60 cm. by 45 cm. to be tiled immediately above such basin.
4. All mattresses to be inner-spring and/or foam rubber or equivalent (exclusive of those intended for small children).
5. Width of beds 90 cm. except beds intended for use by persons under the age of twelve years.
6.
  - (a) Adequate electric lighting.
  - (b) A reading lamp for each bed with a switch in immediate vicinity of bed.
7. A dressing table and a wardrobe to be provided in each room (or in a room adjacent to and forming part of such room).
8. A chair to be provided for each bed.
9. A mirror at least 90 cm. long and 37 cm. wide to be available in each bedroom.
10. A luggage stand to be provided.
11.
  - (a) A serviceable and safe lock must be on each door and wardrobe.
  - (b) A key for each bedroom and wardrobe must be provided.
12. Adequate clothes hooks and hangers (not of wire) and a tie-rail in wardrobe to be provided.
13. An electric bell, internal telephone or internal communication system to be provided.
14. If not carpeted edge to edge, one floor mat for each bed, size 68 cm. by 135 cm., or one floor mat, size 135 cm. by 180 cm. which serves all beds.
15. A waste-paper basket to be provided.



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- \*16. An electric power plug to be provided in each bedroom.
- 17. A towel rail to be provided at or near the washbasin in each ordinary bedroom.

*Bathrooms and Sanitation*

- 18. Communal bathrooms and lavatories to be provided on each floor on which ordinary bedrooms are situated.
- 19. Communal bathrooms and lavatories to be separated, and separate provision to be made for the two sexes.
- 20. (a) A mirror and shelf to be provided in each communal bathroom.
- (b) Hot and cold running water to be provided in each shower and bath in all communal and private bathrooms.
- +21. All bathrooms and lavatory walls to be tiled to a height of 135 cm. from the floor, and walls above tiles to be oil painted.
- 22. Bath to be built in with bricks or impervious material and tiled on the outside.
- 23. A washbasin with running cold and hot water shall be provided in every private bathroom.
- 24. Floors to be of impervious material.
- 25. (a) Towel rails, -hooks or -rings to be provided in each bathroom.
- (b) Adequate clothes hooks to be provided in each bathroom and toilet.
- 26. Chair or stool in each bathroom.
- 27. A washable bath mat in each bathroom.
- +28. Water-borne sewerage.
- 29. Lavatory pan to be provided with a lid.
- 30. Sanitary bin to be provided in each lavatory for women.

*Public Cloak-rooms*

- 31. One for men, consisting of -
  - + (a) a urinal (tiled or stainless steel or any other impervious material to a height of 135 cm.);
  - (b) a lavatory, the walls of which are tiled to a height of 135 cm. from the floor and the door provided with a serviceable lock which can be locked from the inside.

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32. One for women consisting of a lavatory, the walls of which are tiled to a height of 135 cm. from the floor and the door provided with a serviceable lock which can be locked from the inside.
33. Hot and cold running water to be laid on in each cloak-room and to be available at all times.
34. Soap and clean facilities for drying to be provided.
35. (a) In the case of a cloak-room for men, a mirror and shelf to be provided near the wash-basin.  
(b) In the case of a cloak-room for women, a mirror 0,557 m<sup>2</sup> in size, and a shelf or dressing table and a chair or stool to be provided.
- +36. An area of 60 cm. by 45 cm. to be tiled immediately above the wash-basin.
37. Must be conveniently situated and clearly indicated.
38. Adequate clothes hooks to be provided.
39. All lavatory pans to be provided with lids.

Requirements 31 to 39 shall not be applicable in the case of a pension in respect of which an on-consumption licence is not held and which is registered and graded as a hotel.

*Dining-Rooms/Restaurants*

40. A menu for each meal served.
- +41. Separate swing doors or a revolving door with kickplates to be provided for in- and outgoing traffic to and from kitchen.

*Kitchens and Wash-ups*

42. Floors to be of impervious material.
- +43. All walls to be tiled to a height of 135 cm. from the floor, and walls above tiles to be oil-painted.
44. Adequate provision in the opinion of the Director for ventilation and the efficient removal of hot air and odours to be made.
45. All shelves to be of impervious material.
46. Separate facilities for all personnel for washing hands, with hot and cold running water and with soap and clean towels, to be provided in or near the kitchen.
47. The top of each table to be of one solid piece of stainless steel, marble or granite or other equivalent impervious material.
48. To be kept free from insects and rodents.

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49. Adequate cold rooms and/or refrigerators to be provided.
50. At least two sinks (or a dish-washing machine) with hot and cold running water to be provided for the washing of dishes.
- +51. A separate sink with hot and cold running water for the washing of pots and pans to be provided.

*Pantries and Food Storage Rooms*

52. Floors to be of impervious material.
53. All walls to be tiled to a height of 135 cm. from floor or painted with plastic or oil paint.
54. Shelves to be of impervious material or uncracked wood.
55. To be kept free from insects and rodents.

*Lounges*

56. Adequate lounge facilities to be provided.
57. Electric bells to be provided for summoning waiters.

*Fire*

58. Adequate fire-fighting appliances to be maintained on each floor.
59. Adequate provision to be made for -
  - (a) fire-escape if building consists of more than one floor; and
  - (b) escape facilities if building consists of one floor only;
  - (c) prominent indicators to the fire-escape shall be provided in the building at suitable places to the satisfaction of the Director.

*Laundry*

60. If laundry is done on the premises, a proper laundry with washing facilities must be maintained.
61. Provision to be made for the ironing of guests clothes.
62. Provision for the washing and ironing of guests' washing to be made on the premises, or arrangements therefor off the premises to be made by the manager of the hotel.

*Reception of Guests*

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

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- (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.

[item 63 substituted by GN 24/2000]

64. A member of the personnel to be always on duty out of the normal reception hours of the hotel.

*Tariff*

65. To be displayed in a prominent place at the reception counter or to be available in writing at the reception office.

No service charge may be levied.

*Bars*

(applicable only to liquor-licensed hotels)

66. A sink with a tiled or stainless steel splash-board and with hot and cold running water for the washing of glasses to be provided in or near the bar.
67. Adequate seating facilities to be provided for use of customers.

*Dress*

68. All personnel must be suitably, cleanly and neatly dressed, and servants shall comply with the health regulations of the Administration of South West Africa.

*General*

69. (a) The inside and outside of the building shall at all times be clean and in good repair.
- (b) The grounds of the establishment shall at all times be kept clean and neat.
- (c) The fences, if any, of the establishment shall at all times be kept neat and in good repair.
70. All rooms must be properly ventilated.
71. All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor coverings must be clean and kept in good order and no chipped or cracked crockery or glassware may be used.

\* The Director may, on the recommendation of the board, grant exemption in respect of this requirement if he is satisfied that non-compliance therewith is due to circumstances beyond

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the applicants control or that non-compliance will not detract from the standard of accommodation and service which is provided.

[The term “applicant’s” should have an apostrophe.]

- + The Director may, on the recommendation of the board, grant exemption in respect of this requirement in the case of a hotel in respect of which a hotel liquor licence is not held and which was erected or in the course of construction prior to 2 December 1968 if he is satisfied that non-compliance will not detract from the standard of accommodation: Provided that the minimum floor surface in the case of a single room shall be not less than 8,4 m<sup>2</sup> and in the case of a double room not less than 11,2 m<sup>2</sup>.

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**SCHEDULE IV**

[Schedule IV amended by GN 24/2000 and by GN 89/2000]

HOTELS/MOTELS. GRADING FACTORS AND POINTS.

Summary.		Maximum Points.
Grading Factor 1:	<p><i>Structural features (25 per cent) -</i></p> <p>Confined to the building(s), as such, adequacy of bathroom/toilet facilities (overall), bedrooms, suites, kitchen(s), diningroom(s), lounge(s), public toilets, speciality bar(s) and state of repair of these facilities .....</p>	250
Grading Factor 2:	<p><i>Furnishings, fittings and décor (25 per cent) -</i></p> <p>Adequacy, quality, comfort and convenience throughout hotel, including soft furnishings and linenware; provision of telephones and radios in bedrooms; state of repair .....</p>	250
Grading Factor 3:	<p><i>Service (25 per cent) -</i></p> <p>Availability, efficiency and courtesy of reception desk/hall porter services and those related to bedrooms, diningroom(s), lounge(s), etc.; overall cleanliness of facilities; also parking, children's facilities, uniforms of staff, fresh flowers etc. ....</p>	250
Grading Factor 4:	<p><i>Food (20 per cent) -</i></p> <p>Quality, preparation and variety of food; also cutlery, crockery, glassware, etc. (Re table d'hôte diningroom and/or à la carte restaurant(s)] .....</p>	200
Grading Factor 5:	<p><i>Other features (5 per cent) -</i></p> <p>Background music in lounge(s) and speciality bar(s), sporting and dancing facilities, transport, etc. ....</p>	50
		1,000

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Grading Factor 1: *Structural Features* (Maximum = 250 points out of 1,000).

	UNITS		
	Bedrooms with bathrooms	Bedrooms with showers	Ordinary Bedrooms
	Points	Points	Points
1.1 <i>Bathroom or Toilet facilities (100)</i>			
(a) Percentage of units to total number of bedrooms (N.B. 1 suite = 1 bedroom)			
0 - 10 per cent .....	0 - 10.....	0 - 8.....	0 - 4
11 - 20 per cent .....	11 - 20.....	9 - 16.....	5 - 8
21 - 30 per cent .....	21 - 30.....	17 - 24.....	9 - 12
31 - 40 per cent .....	31 - 40.....	25 - 32.....	13 - 16
41 - 50 per cent .....	41 - 50.....	33 - 40.....	17 - 20
51 - 60 per cent .....	51 - 60.....	41 - 48.....	21 - 24
61 - 70 per cent .....	61 - 70.....	49 - 56.....	25 - 28
71 - 80 per cent .....	71 - 80.....	57 - 64.....	29 - 32
81 - 90 per cent .....	81 - 90.....	65 - 72.....	33 - 36
91 - 100 per cent .....	91 - 100.....	73 - 80.....	37 - 40
Maximum points .....	100.....	80.....	40

[Item 1.1(a) substituted by GN 24/2000 and by GN 89/2000]

	High	Medium.	Low.
(b) <i>Communal bathroom/toilet facilities -</i> Degree of adequacy in relation to number of beds not served as units under columns A or B above (where applicable)	10	6	2
(c) <i>Shower facilities in bedrooms with bathroom -</i> Add 20% of the total points allocated for units under column A above in which shower facilities are also provided (where applicable in addition to the maximum of 100 points indicated above).			
1.2 <i>Bedrooms (30)</i>	Large.	Medium.	Small.
(a) <i>Average size.</i> Minimum square meter (including built-in furniture) for, respectively, "Large", "Medium" and "Small" bedrooms -			
Single rooms - 13,93 - 12,08 - 10,21			
Double rooms 18,58 - 16,72 - 14,86 .....	6	4	2
	High	Medium	Low
(b) <i>Air-conditioning and/or heating</i> (degree of installation, with due regard to climatic condition) .....	16	9	2
(c) <i>Structural affectiveness and attractiveness</i> (impression of degree on average as to layout, wall and ceiling colours, flooring, ventilation, windows, bathroom tiling and 2 fixed accessories etc.) .....	8	5	2
	30	18	6

[The word "effectiveness" is misspelt in the Official Gazette, as reproduced above.]

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	High.	Medium.	Low.
1.3. <i>Suite</i> (10) (Availability: 2 points per suite up to 5).....	10	6	2
<hr/>			
	High.	Medium.	Low.
1.4 <i>Structural adequacy of other facilities</i> (60) - (Degree, with due regard to number of beds, etc.) -			
(a) Kitchen(s) .....	12	7	2
(b) Diningroom(s)* .....	16	9	2
(c) Lounge(s)*, including enclosable verandas, function rooms, writing rooms, etc. ....	16	10	3
(d) Public toilets .....	6	4	2
(e) Main entrance (foyer) .....	6	4	2
(f) Speciality (bar(s))* , if any .....	4	2	1
<b>[The opening bracket before "bar(s)" is in error, reproduced here as it appears in the Official Gazette.]</b>	<b>60</b>	<b>36</b>	<b>12</b>
<hr/>			
* Including air-conditioning and/or heating (according to climatic conditions).	6	4	2
<hr/>			
	High.	Medium.	Low.
1.5 <i>State of physical repair</i> (40) - (Degree: overall impression as to walls, ceilings, floors, doors, windows, etc., with special attention to plumbing, toilets, bathrooms fittings, etc. -			
(a) Bedrooms, bathrooms, shower-rooms, toilets and washbasins (residents) .....	18	11	4
(b) Kitchen(s), diningroom(s), lounge(s), etc., and speciality bar(s), if any .....	10	6	2
(c) Public toilets .....	4	2	1
(d) Remainder (buildings as a whole, entrance, passages, garages, etc.) .....	8	6	3
	<b>40</b>	<b>25</b>	<b>10</b>
<hr/>			
	High.	Medium.	Low.
1.6 <i>Premium points</i> (10) - [Degree: impressions as to architecture and convenience of building(s) as a whole, quality of construction, setting, view, gardens, etc.] .....	10	7	
Total (Grading Factor 1) .....	250	172	70

Grading Factor 2: *Furnishings, fittings and décor* (Maximum = 250 points out of 1,000).

	Excel- lent.	Very Good.	Good.	Fair.	Poor.	Bad.
2.1 <i>Bedrooms</i> (126) - (Impression, on average, as to adequacy, quality, comfort and convenience of, beds and mattresses, bedside cabinets or tables, dressing tables, cupboard and drawer space, chairs, tables, wall decoration, luggage stand, waste-paper receptacles, coat-hangers, ash-trays, light fittings, clothes hooks, tie-rails, towel-rails, toilet cabinets or shelves, etc.) .....	40	33	26	19	12	5
State of repair (of above) .....	20	16	12	8	5	3
<b>[There is no item (a) in the Official Gazette.]</b>						



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(b) <i>Soft furnishings and linenware</i> - (Impression, on average, of quality and adequacy of carpets, curtains, pillows and cushions, blankets, bedspreads, bathtowels, handtowels, bathmats, etc.)	24	20	16	12	8	4
State of repair (of above) .....	12	10	8	6	4	2
(c) <i>Telephones in bedrooms</i> - (Percentage of instruments to total number of bedrooms) -						
(i) 0 - 25% .....	-	-	-	-	-	-
(ii) 26 - 40% .....	-	-	-	-	4	-
(iii) 41 - 55% .....	-	-	-	8	-	-
(iv) 56 - 70% .....	-	-	12	-	-	-
(v) 71 - 85% .....	-	16	-	-	-	-
(vi) 86 - 100% .....	20	-	-	-	-	-
(d) <i>Radios in bedrooms</i> - (Percentage of radios to total number of bedrooms) -						
(i) 0 - 25% .....	-	-	-	-	-	-
(ii) 26 - 40% .....	-	-	-	-	2	-
(iii) 41 - 55% .....	-	-	-	4	-	-
(iv) 56 - 70% .....	-	-	6	-	-	-
(v) 71 - 85% .....	-	8	-	-	-	-
(vi) 86 - 100% .....	10	-	-	-	-	-
	126	103	80	57	35	14
2.2 <i>Lounge (60)</i> - Including enclosable verandas, function rooms, writing rooms, etc. (overall impression as to adequacy, quality, comfort) .....	40	33	26	19	12	5
State of repair of furnishings, fittings and décor .....	20	16	12	8	5	3
	60	49	38	27	17	8
2.3 <i>Diningroom (45)</i> - (Overall impressions as to adequacy, quality, comfort) ....	30	25	20	15	10	5
State of repair of furnishings, fittings and décor .....	15	12	9	6	3	1
	45	37	29	21	13	6
2.4 <i>Speciality bar (9)</i> - (Overall impressions as to adequacy, quality, comfort and state of repair of furnishings, fittings and décor) .....	9	7	5	4	2	-
2.5 <i>Premium points (10)</i> - (Special features, e.g. garden furniture, children's playground equipment, etc.) .....	10	8	6	4	2	-
Total (Grading Factor 2) .....	250	204	158	113	69	29

Grading Factor 3: Service (Maximum = 250 points out of 1,000).

	Excel- lent.	Very Good.	Good.	Fair.	Poor.	Bad.
3.1 <i>Reception desk and hall porter services (30)</i> -						
(a) Availability of porters on arrival/departure (all hours) .....	4	3	2	1	-	-
(b) Efficiency, courtesy, "willingness to help" of reception staff .....	6	5	4	3	2	-
(c) Handling of mail and messages, call service, availability of secretarial services, safe custody facilities, sale of stamps, etc. ....	7	6	5	4	2	-

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(d) Arranging of "outside" transport and theatre and tour bookings .....	3	2	1	-	-	-
(e) General information (including brochures re airlines, sightseeing, etc.) .....	4	3	2	1	-	-
(f) Hours of service .....	6	5	4	3	2	-
	30	24	18	12	6	-
<b>3.2 Services to bedrooms (70) -</b>						
(a) <i>Floor service</i> (meals, snacks, drinks, etc., in bedrooms) - Availability of reliable communication (bell-push, internal communication or telephone); speed, hours, efficiency and courtesy of service .....	20	16	12	8	5	3
(b) <i>Telephones*</i> [hours and efficiency of service for external calls, as distinct from their installation in bedrooms under Grading Factor 2.1(c)] .....	16	14	12	10	6	2
(c) <i>Radios*</i> [hours and efficiency of service, as distinct from their installation in bedrooms under Grading Factor 2.1(d)] .....	4	3	2	1	-	-
(d) <i>Air-conditioning and/or heating*</i> [effectiveness when required, as distinct from installation under Grading Factor 1.2(b)] .....	6	5	4	3	2	-
(e) <i>Change of bedroom linen, towels, etc.</i> (frequency and efficiency) .....	6	5	4	3	2	-
(f) <i>Laundry/valet service</i> (availability, speed and quality) .....	6	5	4	3	2	-
(g) <i>Early morning beverage</i> (choice of tea, coffee, etc.; choice of time; manner served; punctuality of service) .....	4	3	2	1	-	-
(h) <i>Cleaning of shoes</i> (thoroughness and manner service is performed), newspapers (availability and manner delivered), ironing facilities availability) .....	6	5	4	3	2	1
(i) <i>Premium points</i> (e.g. regular provision of iced water, tissues, etc.) .....	2	1	-	-	-	-
	70	57	44	32	19	6
<b>3.3 Service to other rooms (42) -</b>						
(a) <i>Diningroom(s)</i> (table d'hôte and/or à la carte) - Overall adequacy, efficiency and courtesy of staff (including efficiency from bar), hours .....	25	21	17	12	8	4
(b) <i>Lounge(s)</i> - Adequacy, hours, efficiency and courtesy of staff re teas, snacks, drinks, ice, ash-trays, messages, etc. (including efficiency from the kitchen and bar) .....	14	12	10	8	6	4
(c) <i>Speciality bar(s)</i> (if any) - Adequacy, efficiency, courtesy, availability of ice, variety of drinks, etc.	3	2	1	-	-	-
	42	35	28	20	14	8
<b>3.4 Cleanliness (54) -</b>						
The service of keeping the hotel interior, and its furnishings, free from dust, dirt and insects (flies, mosquitoes, cockroaches, moths, ants, etc.); the adequacy and efficiency of the services -						
(a) Kitchen .....	12	10	8	6	-	-
(b) Diningroom(s) .....	8	6	4	3	-	-
(c) Bedrooms (including all bathrooms, toilets, etc.) .....	16	13	10	7	4	-
(d) Lounge(s), etc.; and speciality bar(s), if any .....	4	3	2	1	-	-
(e) Public toilets (including provision of towels and soap) .....	6	5	4	3	-	-
(f) Entrance, reception, passages, etc. ....	4	3	2	1	-	-
(g) Servants' quarters .....	4	3	2	1	-	-

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	54	43	32	23	4	-
3.5 <i>Other hotel services (54) -</i>						
(a) <i>Parking -</i> Adequacy of garages in relation to number of bedrooms, ratio of lock-up garages to non-lock-ups, availability of satisfactory parking space, presence of night-watchmen, etc. ....	14	11	8	5	3	1
(b) <i>Children's facilities -</i> Children's diningroom, playroom and playground; adequacy in terms of normal demand for the hotel concerned .....	8	6	4	3	2	1
(c) <i>Uniforms of staff -</i> Overall impression as to uniforms and neatness of waiters, wine stewards, porters, pages, bedroom attendants, etc. ....	12	10	8	6	-	-
(d) <i>Fresh flowers -</i> Overall impression as to effectiveness and consistency of display in reception area, lounge(s), diningroom(s) and bedrooms .....	6	5	4	3	2	1
(e) <i>Bilingualism and foreign languages -</i> Overall impression as to degree of bilingualism of all staff in direct contact with guests; also of menus, printed matter and signs and extent of foreign languages spoken .....	14	12	10	8	6	3
	54	44	34	25	13	6
Total (Grading Factor 3) .....	250	204	158	113	59	21

**Grading Factor 4: Food (Maximum = 200 points out of 1,000).**

4.1 Part I: <i>Table d'hôte</i> diningroom (150) -						
(a) <i>Hours open</i> (adequacy, three meals per day) .....	10	8	6	4	3	1
(b) <i>Breakfast -</i> Quality and preparation* .....	16	13	10	7	4	1
Variety (per menu and day-to-day) .....	4	3	2	1	-	-
(c) <i>Lunch -</i> Quality and preparation* .....	22	18	14	10	6	2
Variety (per menu and day-to-day) .....	10	8	6	4	3	1
(d) <i>Dinner -</i> Quality and preparation* .....	28	23	18	13	8	3
Variety (per menu and day-to-day) .....	12	10	8	6	4	2
(e) <i>Cutlery and table appointments</i> (quality, effectiveness and cleanliness).	18	15	12	9	6	3
(f) <i>Crockery, glassware and table linen</i> (quality, effectiveness and cleanliness)	18	15	12	9	6	3
(g) <i>Premium points</i> (background music during lunch/dinner sessions, variety of wines, appearance of menus/wine lists; other special features; overall impression) .....	12	11	9	7	4	2
	150	124	97	70	44	18
4.2 Part II: <i>A la carte</i> restaurant(s) (50) -						
(a) <i>Hours open</i> (adequacy lunch and dinner) .....	8	7	6	5	3	2
(b) <i>Quality and preparation* of food</i> .....	18	15	12	9	6	3
(c) <i>Variety of food</i> (overall impression) .....	8	7	6	5	2	1
(d) <i>Cutlery and table appointments</i> (quality, effectiveness and cleanliness) .	6	5	4	3	2	1
(e) <i>Crockery, glassware and table linen</i> (quality, effectiveness and cleanliness)	6	5	4	3	2	1

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(f) <i>Premium points</i> (soft lighting, background music, variety of wines, appearance of menus/wine lists; other special features; overall impression)	4	3	2	1	-	-
	50	42	34	26	15	8
Total (Grading Factor 4) .....	200	166	131	96	59	26

\* With appropriate downgrading for less than 100 per cent installation.

\* "Preparation" includes compliance with reasonable requests (e.g. soft-boiled egg v. medium-boiled egg; "medium" steak v. "rare" steak).

NOTES.- On applicability of above as to individual hotels:-

- (i) Part I only maximum score = 150.
- (ii) Parts I and II (separate facilities) ..... maximum score = 200.
- (iii) Parts I and II in one diningroom: grade separately ..... maximum score = 200.
- (iv) Part II only: grade Part II and multiply score by 4 ..... maximum score = 200.

**Grading Factor 5: *Other Features* (Maximum = 50 points out of 1,000).**

5.1 <i>Music</i> - Frequency and quality of soft background music in lounge(s) and speciality bar(s), if any .....	6	5	4	3	2	1
5.2 <i>Sporting and dancing facilities</i> - Availability and adequacy, within relevant seasonal periods; dancing, swimming pool, tennis courts, billiard tables, games room, etc.; overall impression	10	8	6	4	2	1
5.3 <i>Transport</i> - Availability and adequacy of vehicles and drivers to and from station, airport or docks; grading according to demand on hotel concerned .....	6	5	4	3	2	1
5.4 <i>Installation of shaver plugs</i> .....	4	3	2	1	-	-
5.5 <i>Premium points</i> - (a) Absence of street or other noises in bedrooms .....	4	3	2	1	-	-
(b) Efficiency of lift service (where applicable), provision of a library, reading/writing room, hairdressing salons and telex service, clear written indication of tariffs, etc. ..... .....	13	10	8	6	4	2
(c) Regular organisation of entertainment, hotel tours, and assistance to guests re fishing, mountaineering, golf, etc. ....	7	5	4	3	2	1
Total (Grading Factor 5) .....	50	39	30	21	12	6

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**SCHEDULE V**

MINIMUM REQUIREMENTS FOR THE GRADING OF GUEST FARMS

*Bedrooms for Guests*

+ \*

1. Minimum floor area (inclusive of vestibule and built-in furniture, if any) -
  - (a) Single room: 11,14 m<sup>2</sup> or 30,24m<sup>3</sup>;
  - (b) double room: 16,72m<sup>2</sup> or 45,36m<sup>3</sup>.
2. (a) Hot and cold running water to be laid on in each room or sleeping unit and to be available at all times;
- (b) a washbasin to be provided.
- \*3. A mirror and shelf to be provided at or near each washbasin and an area of 60 cm. by 45 cm. to be tiled immediately above such basin.
4. All mattresses to be inner-spring and/or foam rubber or equivalent (exclusive of those intended for small children).
5. Width of beds 90 cm. except beds intended for use by persons under the age of twelve years.
6. A dressing table and a wardrobe- to be provided in each room (or in a room adjacent to and forming part of such room).
7. A chair to be provided for each bed.
8. (a) A serviceable and safe lock on each door and wardrobe.
- (b) A key for each bedroom and wardrobe.
9. Adequate clothes hooks and hangers (not of wire) and a tie-rail in wardrobe to be provided.
10. One floor mat for each bed, size at least 68 cm. by 135 cm.
11. A waste-paper basket to be provided.
12. A towel rail, hook or ring to be provided at or near the washbasin in each ordinary bedroom.

*Bathroom and Sanitation*

13. (a) In the case of a guest farm in respect of which an on-consumption liquor licence is held 25% bedrooms with bathrooms or with showers and toilets. The rest ordinary bedrooms.

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- (b) In the case of a guest farm in respect of which an on-consumption liquor licence is held one communal bathroom and one toilet shall be provided for each 8 beds or part thereof. If in the case of ordinary bedroom more than 8 beds are provided separate bathrooms and toilets shall be provided for each sex.
- (c) In the case of a guest farm in respect of which an on-consumption liquor licence is not held, one communal toilet and one communal bathroom shall be provided for each 12 beds or part thereof. If, in the case of ordinary bedrooms, more than 12 beds are provided separate bathrooms and toilets shall be provided for each sex.
14. A mirror and shelf to be provided in each bathroom.
15. All bathrooms and lavatory walls to be painted at least with oil-paint.
16. Bath to be built in with bricks or impervious material and tiled on the outside.
17. Running cold and hot water to be available in bathroom at all times.
18. Floors to be of impervious material.
19. Towelrails, -hooks or -rings and clothes hooks in bathrooms.
20. Chair or stool in each bathroom.
21. A washable bath mat in each bathroom.
22. Lavatory pan to be provided with a lid.
23. Sanitary bin to be provided in each lavatory for women.

*Dining-Rooms/Restaurants*

24. Adequate diningroom facilities to be provided and must be kept free from insects and rodents.

*Kitchens and Wash-ups*

25. Floors to be of impervious material.
26. All walls to be painted with at least impervious paint.
27. Adequate provision in the opinion of the Director for ventilation and the efficient removal of hot air and odours to be made.
28. All shelves to be of impervious material.
29. Separate facilities for all personnel for washing hands with hot and cold running water and with soap and clean towels, to be provided in or near the kitchen.
30. The top of each table to be of one solid piece of startles; steel, marble or granite or other equivalent impervious material.

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31. To be kept free from insects and rodents.
32. Adequate cold rooms and/or refrigerators to be provided.
33. At least two sinks with hot and cold running water to be provided for the washing of dishes.
- \*34. A separate sink with hot and cold running water for the washing of pots and pans to be provided.

*Pantries and Food Storage Rooms*

35. Floors to be of impervious material.
36. All walls to be at least oil-painted.
37. Shelves to be of impervious material or uncracked wood.
38. To be kept free from insects and rodents.

*Lounges*

39. Adequate lounge facilities to be provided.

*Fire*

40. Adequate fire-fighting appliances to be maintained on each floor.
41. Adequate provision to be made for -
  - (a) fire-escape if building consists of more than one floor; and
  - (b) escape facilities if building consists of one floor only.

*Laundry*

42. If laundry is done on the premises, a proper laundry with washing facilities must be maintained.
43. Provision to be made for the ironing of guests' clothes.
44. Provision for the washing and ironing of guests' washing to be made on the premises, or arrangements therefor off the premises to be made by the manager.

*Tariff*

45. To be displayed in a prominent place at the reception counter or to be available in writing at the reception office. No service charge may be levied.

*Personnel and Servants*

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46. All personnel and servants must be suitably, cleanly and neatly dressed, and comply with the health regulations of the Administration of South West Africa.

*General*

47. The inside and outside of the building must at all times be clean and in good repair.
48. All rooms must be properly ventilated.
49. All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor coverings must be clean and kept in good order and no chipped or cracked crockery or glassware may be used.

*First-Aid Equipment.*

50. First-aid equipment to the satisfaction of the Director, shall be kept and be at the disposal of the guests at all times and not less than one member of the personnel shall have knowledge of elementary first-aid.
- \* The Director may, on recommendation of the board grant exemption in respect of this requirement if he is satisfied that non-compliance therewith is due to circumstances beyond the applicant's control or that non-compliance will not detract from the standard of accommodation and service which is provided.
- + The Director may on recommendation of the board grant exemption from this requirement in the case of a guest farm which was erected or in the course of construction prior to 2 December 1968, if he is satisfied that non-compliance with this requirement will not detract from the standard of the establishments concerned: Provided that the minimum floor area shall, in the case of a single room be not less than 8,4 m<sup>2</sup> and in the case of a double room not less than 11,2 m<sup>2</sup>.



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**SCHEDULE VI**

GUESTS FARMS: GRADING AND ALLOCATION OF POINTS

1. *Bedroom -*
  - (i) Area larger than minimum requirements;
  - (ii) air conditioning;
  - (iii) own toilet facilities;
  - (iv) own shower;
  - (v) own bathroom;
  - (vi) position in respect of conveniences.
  
2. *Physical Condition of Accommodation -*
  - (i) Bedrooms;
  - (ii) bathrooms;
  - (iii) shower rooms;
  - (iv) toilets;
  - (v) washbasins;
  - (vi) kitchens;
  - (vii) lounges;
  - (viii) lounges;
  - (ix) buildings as a whole;
  - (x) architecture and convenience of buildings as a whole.
  
3. *Furnishings, Fittings and Decor: Basic Furniture and Fittings -*
  - (i) Furniture;
  - (ii) equipment;
  - (iii) linen ware;
  - (iv) soft furnishings (curtains, bedspreads, towels, carpets, etc.);
  - (v) radios in bedrooms;
  - (vi) telephones in bedrooms;

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(vii) table-ware, cutlery and cooking utensils.

4. *Service* -

- (i) Meeting and seeing off at station or airport;
- (ii) porter service on arrival and departure;
- (iii) efficiency, courtesy and willingness to help of reception staff;
- (iv) arranging of “outside” transport and tour bookings;
- (v) general information regarding brochures and sightseeing;
- (vi) service hours in office;
- (vii) bedroom service;
- (viii) laundry service;
- (ix) dining-room service;
- (x) light liquor service;
- (xi) cleaning service;
- (xii) other services, that is, filling station and servicing vehicles;
- (xiii) bilingualism and foreign languages.

5. *Recreation* -

- (i) Variety of recreation facilities;
- (ii) quality;
- (iii) facilities for children.

6. *Transport* -

- (i) Kind;
- (ii) quantity with regard to the number of guests;
- (iii) quality.

7. *General* -

- (a) Silence -
  - (i) Silence from 11,00 p.m. tot 6.00 a.m.;

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- (ii) positioning of noise zones like playing parks and recreation grounds away from the sleeping quarters.
- (b) Impression of guest farm as a whole in respect of lay-out, cleanliness, adornment and service.

*Remarks -*

Maximum points that may be obtained is 180 and shall be allocated according to the following table, per item:

Satisfactory	-	2 points
Good	-	3 points
Very good	-	4 points

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**SCHEDULE VII**

MINIMUM REQUIREMENTS FOR THE REGISTRATION OF REST CAMPS

1. Accommodation in the form of tents, rondavels, rooms or bungalows.
2. Tents, rondavels or bungalows shall be erected in such a way that there are at least 3 meters space between one another.
3. When letting accommodation no overcrowding shall take place and provision for ventilation shall be made to the satisfaction of the Director.
4. At every rest camp an open space shall be provided for recreation purposes in the ratio of 200 sq. meters recreation area to every 15 tents, rondavels or bungalows.
5. Roads not less than 3,60 meter wide shall be laid out and the surface thereof hardened so as to afford vehicles adequate access to all tents, rondavels, rooms or bungalows under all weather conditions and such roads shall give free and unobstructed access to a public road.
6. A fence as approved by the Director shall be around the rest camp.
7. A light shall be provided in every tent, rondavel room or bedroom.
8. A supply of water fit for human consumption which is in the opinion of the Director sufficient, shall be available and where possible, at least one permanent water tap shall be provided in a convenient position for every two tents, rondavels, rooms or bungalows, a grease trap set in a dished and properly rendered surround and connected to an approved drainage system shall be provided under every stand pipe tap: Provided that where it has been provided in each tent, rondavel, room or bungalow it need not be otherwise provided.
9. A minimum of one washbasin, one bathroom or shower cubicle separate for each sex, to every six tents, rondavels, rooms or bungalows shall be provided, where possible and an effective hot water system shall be provided and kept in operation whenever the rest camp is in use: Provided that washbasins shall not be in the same room or cubicle with baths and/or showers, and where it has been provided in each tent, rondavel, room or bungalow it need not be otherwise provided.
10. A minimum of one water-, pit- or chemical latrine for each sex in addition to 30 cm. of urinal width for every 25 men or part of this number, shall be provided for every four tents, rondavels, rooms or bungalows. Not less than one wash basin shall be provided at the entrance of every latrine block for the respective sexes and races: Provided that where it has been provided in each tent, rondavel, room or bungalow it need not be otherwise provided.
11. The internal walls of all bathrooms and latrines shall at least be painted with washable paint.
12. A laundry equipped with washing tubs, ironing facilities and an enclosed or screened drying yard shall be provided as part of every rest camp; no washing shall be done or clothing hung out to dry in any place other than the places specially provided for this purpose.

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13. For every 10 tents, rondavels or bungalows or portion thereof, the following shall be provided at a central place -
  - (a) One scullery for cooking utensils and dishes and plates with a porcelain, enamel, concrete, asbestos-cement, or stainless steel sink with drying-top hot and cold water taps and grease trap connected to a drain which discharges into a sewer, a french drain or a weep-hole: Provided that where it has been provided in each tent, rondavel, room or bungalow it need not be provided otherwise;
  - (b) for every scullery, one garbage-bin with cover.
14. (a) For every two tents, rondavels or bungalows without own kitchens, not less than one combined cooking place consisting of a fireplace with double grate, shall be provided;
- (b) For every six tents, rondavels or bungalows without own convenience a roofed field kitchen with stove and cauldron shall be provided.
15. Servants quarters for both sexes with sleeping quarters, cleansing and sanitary conveniences which shall be adequate in the opinion of the Director shall be provided: Provided that where the overnight stay of non-whites at such establishment is prohibited by local authorities, only sanitary facilities shall be provided.
16. (1) Fire-fighting appliances of any of the following types shall be provided -
  - (a) a bucket of sand;
  - (b) a bucket of water;
  - (c) foam extinguishers; or
  - (d) any other type approved by the Director.
  - (2) There shall be at least one appliance in respect of every two sites and the appliances shall be so placed that no site is more than 22,86 meters from the nearest appliance.
  - (3) The appliances referred to in paragraphs (a) and (b) of subregulation (1) shall be kept filled with sand and water respectively, and any other appliances shall be maintained in good working order.
17. (1) Fly-proof, galvanised iron portable refuse bins of circular shape and capacity not exceeding 0,056 m<sup>3</sup> with handles and close-fitting covers shall be provided in such a manner that no tent, rondavel or bungalow is situated at a greater distance than 22,-86 meters from the nearest refuse bin.
- (2) The refuse bins shall be kept in a good state of repair and shall be emptied, cleaned and disinfected daily when in use.
18. A camp supervisor, shall be in attendance whenever the rest camp is in use.
19. In tents camping beds with foamrubber or similar mattresses may be provided but in rondavels, rooms or bungalows standard beds with innerspring or foamrubber or equivalent

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mattresses shall be provided except beds for use by children in which case camping beds with foamrubber or equivalent mattresses may be provided.

20. In every rondavel, room or bungalow a table, not less than two chairs or benches, wardrobe with a quantity of clothes-hangers, mirror and a wastepaper basket or rubbish-bin shall be provided.
21. Rondavels, rooms and bungalows shall be lockable and keys shall be provided.
22. If bedding is supplied, clean bedding shall be provided each time the tent, rondavel or bungalow is occupied by other persons and, should the persons stay for a period in excess of one week, clean bedding shall be provided after seven days.
23. If tents, rondavels, rooms or bungalows are not cleaned daily, equipment for that purpose shall be provided.
24. Servants shall be neat and clean and comply with the health regulations of the Administration of South West Africa.

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**SCHEDULE VIII**

**REST CAMPS: GRADING AND ALLOCATION OF POINTS**

1. *Accommodation -*
  - (a) In every rondavel or bungalow the following- (18 points)
    - (i) Washbasin with hot and cold water;
    - (ii) sink with hot and cold water and drying rack for crockery;
    - (iii) cooking facilities;
    - (iv) shower with hot and cold water;
    - (v) bath with hot and cold water;
    - (vi) water or chemical latrine;
    - (vii) floor mats in front of every bed;
    - (viii) reading lamp for every bed;
    - (ix) gauzed-in doors and windows;
    - (x) mosquito nets in tents;
    - (xi) electric plug for shavers;
    - (xii) provision of cooking utensils and cutlery.
  - (b)
    - (i) Shelter for motor-car at every rondavel and bungalow
    - (ii) privacy. (4 points).
2. *Recreation Facilities* (15 points).
3. *Roads* (2 points)
  - (a) Surface i.e. tar, concrete;
  - (b) signboards to accommodation and conveniences.
4. *Lighting* (8 points)
  - (i) Electricity or gas;
  - (ii) street lighting;
  - (iii) accommodation;
  - (iv) entrances and exits;

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- (v) latrines;
- (vi) sculleries;
- (vii) bath and shower rooms;
- (viii) laundries.

5. *Water Supply* (3 points)

- (i) In every rondavel or bungalow;
- (ii) quality;
- (iii) quantity.

6. *Conveniences*

(a) Bath and shower rooms - (5 points)

- (i) 1 washbasin, 1 bath and private shower room with hot and cold water separate for each sex, for every 6 tents, rondavels and bungalows without own conveniences;
- (ii) more than 1 washbasin, 1 bath and private shower room with hot and cold water separate for each sex for every 6 tents, rondavels and bungalows without own conveniences;
- (iii) walls tiled to a height of 135 cm. from the floor and floors also tiled;
- (iv) electric plug for shavers;
- (v) shower rooms with full doors.

(b) Latrines - (4 points)

- (i) More than 1 latrine for each sex for every 6 tents, rondavels or bungalows without own conveniences;
- (ii) water-closet;
- (iii) walls tiled to a height of 135 cm. from the floor and floors also tiled;
- (iv) towel or mechanical hand desiccator in every latrine block.

(c) Laundries - (4 points)

- (i) Porcelain or stainless steel washing tubs;
- (ii) electric or gas irons available;
- (iii) hot and cold water available;



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- (iv) mechanical washing machines.
- (d) Sculleries - (4 points)
  - (i) 1 for every 5 or fewer tents, rondavels or bungalows without own conveniences;
  - (ii) porcelain or stainless steel sinks with drying racks;
  - (iii) covered;
  - (iv) 45 cm. above the sinks tiled.
- (e) Barbeques - (5 points)
  - (i) Combined barbeque for every 2 tents, rondavels or bungalows;
  - (ii) barbeque with cooking and roasting grates for every tent, rondavel or bungalow;
  - (iii) table and chairs or benches for every barbeque;
  - (iv) light for every barbeque;
  - (v) refuse bin for every barbeque.
- (f) Field kitchen - (4 points)
  - (i) More than 1 for every 6 tents, rondavels or bungalows without own conveniences;
  - (ii) electric or gas stove;
  - (iii) electric lighting;
  - (iv) cooking utensils.
- (g) Servants quarters - (2 points)
  - (i) Laundry and scullery apart from the conveniences for whites;
  - (ii) positioning of quarters.
- 7. *Services* (12 points)
  - (i) Shop;
  - (ii) restaurant;
  - (iii) self-service in shop and restaurant;
  - (iv) service station;

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- (v) filling station;
- (vi) delivery of fresh produce (i.e. meat, bread. etc.);
- (vii) shop hours;
- (viii) office hours;
- (ix) service at accommodation;
- (x) servants for the washing of crockery and laundry;
- (xi) first-aid facilities;
- (xii) public telephone and letter-box.

8. *General*

- (a) *Silence* - (2 points)
  - (i) Silence from 11,00 p.m. tot 6,00 a.m.;
  - (ii) positioning of noise zones like playing parks and recreation grounds away from the accommodation.
  
- (b) Impression of camp as a whole in respect of layout, cleanliness, adornment and service. (8 points)

Remarks: Grading will be done on the scale -

<i>Points.</i>	<i>Grade</i>
40 - 55	One-star
56 - 80	Two-star
81 - 100	Three-star

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**SCHEDULE IX**

MINIMUM REQUIREMENTS FOR THE REGISTRATION OF CARAVAN PARKS

1. Not more than 15 caravan sites shall be provided on every <sup>1</sup> hectare of land which is suitable for this purpose, and the caravan sites shall be so arranged as to allow a distance of not less than 7 metres between any two caravans and between any caravan and any boundary of the caravan park.
2. A caravan site shall have an area of not less than 200 m<sup>2</sup>.
3. At every caravan park an open space for recreation purposes shall be provided in the ratio of 200 m<sup>2</sup> recreation area to every fifteen caravan sites.
4. Roads not less than 3,60 meter wide shall be laid out and the surface thereof hardened so as to afford vehicles adequate access to all caravan sites, under all weather conditions and such roads shall give free and unobstructed access to a public road.
5. The park shall be properly and attractively laid out and landscaped, and it shall be a condition that the plan as approved by the director shall be adhered to in every detail by the manager.
6. Suitable, approved direction signs to the parks shall be placed at appropriate, approved points.
7. Every caravan site shall have direct entrance and an exit to a road.
8. The position and details of access to the caravan park shall be subject to approval by the Director and access shall be had only in the positions and in the manner so approved.
9. A security fence shall be provided to enclose the entire area of the caravan park, consisting of -
  - (i) a substantial fence with not less than nine taut wires and standards of iron or durable wood, properly and substantially erected. The standards shall be not more than 9 meter apart. The uppermost wire shall be not less than 1,80 meter from the ground and the wire shall be not lighter than No. 8 gauge with lacing of wire or droppers not more than 1,80 m apart;
  - (ii) any other fence approved by the Director.
10. A supply of water suitable for human consumption which is in the opinion of the director sufficient, shall be available and where possible at least one permanent water tap shall be provided in a convenient position for every ten caravan sites; a grease trap set in a dished and properly rendered surround and connected to an approved drainage system shall be provided under every stand pipe tap.
11. A minimum of one bathroom or shower partition with two mirrors and two washbasins separate for each sex, to every six caravan sites shall be provided, sufficient wholesome hot and cold water shall be laid on in pipes to each shower and bathroom, an effective hot water system shall be provided and kept in operation whenever the park is in use; washbasins shall not be in the same partition or room with baths and/or showers.

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12. A minimum of one water, pit, or chemical latrine for each sex in addition to 30 cm of urinal width for every 25 men or part of this number and a sanitary bin with lid in latrines for women shall be provided for every four caravan sites, not less than one washbasin shall be provided at the entrance of every latrine block for the respective sexes and races and deodorisers shall be placed in each latrine.
13. The internal walls of all bathrooms and latrines shall be painted with washable paint.
14. A laundry equipped with washing tubs, ironing facilities and an enclosed or screened drying yard shall be provided as part of every rest camp; no washing shall be done or clothing hung out to dry in any place other than the places specially provided for this purpose.
15. For every 10 caravan sites or portion thereof, the following shall be provided at a central place -
  - (a) One scullery for cooking utensils and dishes and plates with a porcelain, enamel, concrete, asbestos-cement or stainless steel sink with drying-top, hot and cold water taps and grease trap connected to a drain which discharges into a sewer or a french drain or a weep-hole;
  - (b) for every scullery: one garbage bin with cover.
16. (a) Fire-fighting appliances of any of the following types shall be provided:-
  - (i) A bucket of sand;
  - (ii) a bucket of water;
  - (iii) foam extinguishers; or
  - (iv) any other type approved by the Director.
  - (b) There shall be at least one appliance in respect of every two caravan sites and the appliances shall be so placed that no site is more than 22,86 meters from the nearest appliance.
  - (c) The appliances referred to in paragraphs (i) and (ii) of subregulations (a) shall be kept filled with sand and water respectively, and any other appliances shall be maintained in good working order.
17. (a) Fly-proof, galvanised iron portable refuse bins of circular shape and capacity not exceeding 0,056 m<sup>3</sup> with handles and close-fitting covers shall be provided in such a manner that no caravan site is situated at a greater distance than 22,86 meters from the nearest refuse bin.
  - (b) The refuse bins shall be kept in a good state of repair and shall be emptied, cleaned and disinfected when necessary but at least once every two days, when in use.
18. Servants quarters for both sexes with sleeping, cleaning and sanitary conveniences, which are satisfactory in the opinion of the Director shall be provided.
19. A park supervisor, shall be in attendance whenever the caravan park is in use.

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20. Apart from the buildings or structures and other amenities which form part of the caravan park, the caravans and the vehicles used for moving them, no structure, tent, shelter or other similar thing shall be permitted in the caravan park, except only for waterproof fabric side tents or awnings which are affixed to the caravan forming an integral part thereof.
21. Only caravans which are in a good state of repair and of good external appearances shall be permitted into or to remain in any caravan park.
22. It shall be the duty of the manager or other person responsible for the conducting of the caravan park to refuse admittance to any unsightly or dilapidated caravan.
23. (i) No person shall camp in any caravan park.  
(ii) No tourist shall be accommodated in the same caravan park for a continuous period exceeding sixty days in any period of twelve months. In such cases the side-tent(s) of the caravan shall be provided with an approved floor of impervious material.
24. Servants shall be neat and clean and comply with the health regulations of the Administration of South West Africa.

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**SCHEDULE X**

CARAVAN PARKS: GRADING AND ALLOCATION OF POINTS

1. *Sites:* (12 points)
  - (a) Levelled with a slope of not more than 30 cm. in 15 metres;
  - (b) gravelled;
  - (c) planted with grass;
  - (d) shade for every site;
  - (e) privacy;
  - (f) drain pipe with grate and cover for every site;
  - (g) pail for catching of dirty water from caravan;
  - (h) combating of dust.
  
2. *Roads:* (4 points)
  - (a) Width, taking into account the convenience of entrances and exits;
  - (b) surface i.e. concrete or tar;
  - (c) drainage, taking into account the type of drains;
  - (d) direction signs to the different sites and conveniences.
  
3. *Recreation facilities -* (10 points)
4. *Water supply -* (3 points)
  - (a) 1 watertap for every two sites;
  - (b) quality of water;
  - (c) quantity of water.
  
5. *Amenities -*
  - (a) Bath and shower rooms - (9 points)
    - (i) 1 washbasin, bath and private shower room separate for each sex for every 6 sites;
    - (ii) more than one washbasin, one bath and private shower separate for each sex, for every 6 sites;

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- (iii) walls of bath and shower rooms tiled to a height of 135 cm. from the floor and floors also tiled;
  - (iv) electric lighting;
  - (v) electric plug for shavers;
  - (vi) shower rooms with full doors.
- (b) *Latrines* - (6 points)
- (i) more than one latrine separate for each sex, for every four sites;
  - (ii) water-closets;
  - (iii) walls tiled to a height of 135 cm. from the floor and floors also tiled;
  - (iv) towels or mechanical hand desiccator in every latrine block.
- (c) *Laundries* - (4 points)
- (i) Porcelain or stainless steel washing tubs;
  - (ii) electrical or gas irons available;
  - (iii) hot and cold water available;
  - (iv) mechanical washing machines.
- (d) *Sculleries* - (4 points)
- (i) 1 for every five or fewer sites;
  - (ii) porcelain or stainless steel sinks with drying racks;
  - (iii) covered;
  - (iv) 45 cm. above the sinks tiled.
- (e) *Barbeques* - (5 points)
- (i) 1 combined barbeque for every 2 sites;
  - (ii) 1 barbeque with cooking and roasting grates for every site;
  - (iii) table and chairs or benches for every barbeque;
  - (iv) light for every barbeque;
  - (v) refuse-bin for every barbeque.
- (f) *Servants quarters* - (4 points)

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- (i) separate sleeping quarters for the two sexes;
- (ii) separate latrines for the two sexes;
- (iii) laundry and scullery apart from the conveniences for whites;
- (iv) positioning of quarters.

6. *Lighting:* (18 points)

- (a) Type of lighting (gas or electricity);
- (b) 1 electric light with switch for every site;
- (c) electric plug for connecting of light in caravan;
- (d) caravan park street lights;
- (e) lights in latrine;
- (f) lights in bath and shower rooms;
- (g) lights in sculleries;
- (h) lights in laundries;
- (i) lights at entrance and exits.

7. *Services:* (12 points)

- (a) Shop;
- (b) restaurant;
- (c) self-service in shop and restaurant;
- (d) service station;
- (e) filling station;
- (f) delivery of fresh produce (i.e. meat, bread, milk, etc.);
- (g) shop hours;
- (h) office hours;
- (i) service at sites i.e. kindling of fire and removal of refuse;
- (j) servants for the washing of crockery and laundry;
- (k) first-aid-facilities;
- (l) public telephone and letterbox.



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8. *General:* (3 points)
- (i) Silence from 11,00 p.m. to 6.00 a.m.
  - (ii) positioning of noise zones like playing parks and recreation grounds away from the sites.
- (b) Impression of guest farm as a whole in respect of lay-out, cleanliness, adornment and service. (6 points)

*Remarks:* Grading will be done on the scale -

<i>Points.</i>	<i>Grade.</i>
40 - 55	One-star
56 - 80	Two-star
81 - 100	Three-star.

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**SCHEDULE XI**

SAFARI UNDERTAKINGS: MINIMUM REQUIREMENTS FOR REGISTRATION.

1. A permanent business address.
2. Vehicles shall comply with the requirements of the Motor Carrier Transportation Act 39 of 1930 and the Motor Vehicle Insurance Act 29 of 1942 as well as the Road Traffic Ordinance 30 of 1967 and the Road Traffic Regulations 95 of 1967. Vehicles shall be suitable for the routes that will be followed.
3. First-aid equipment to the satisfaction of the Director.
4. Accommodation shall provide for separate sleeping and toilet facilities for ladies and gentlemen.
5. The manager/leader of a tour shall -
  - (a) have a thorough knowledge of the region or routes to which the safari tours are undertaken;
  - (b) possess a first-aid certificate to the satisfaction of the Director;
  - (c) be proficient in both Official Languages.

**[The term “official languages” refers to the period before independence when English and Afrikaans were both official languages of “South West Africa”. The only official language of Namibia is English (Namibian Constitution, Art 3(1)).]**

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**SCHEDULE XII**

SAFARI UNDERTAKING: GRADING AND ALLOCATION OF POINTS

1. *Vehicles:* (maximum 14 points).  
Offering one or more of the following conveniences -  
Air conditioning;  
radio;  
loudspeakers;  
intercom;  
seats with adjustable backrests;  
luggage space;  
view;  
ashtrays;  
map and brochure brackets;  
shelves for hats, coats, binoculars, etc.
2. *Accommodation:*
  - (a) Types of tents taking into account the space per person, comfort, furnishing, convenience, efficiency and bedding - (maximum 20 points)
    - (i) Sleep;
    - (ii) eat;
    - (iii) toilet;
    - (iv) bath.
  - (b) Cooking utensils and crockery with regard to quality condition and suitability. (maximum 12 points)
3. *Service:* (maximum 20 points)
  - (a) Receiving of clients;
  - (b) service on vehicles;

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- (c) service in camp;
- (d) preparation of food;
- (e) interesting presentation of sites, landscapes and historical events, etc.;
- (f) hunting facilities;
- (g) fishing facilities.

4. *Lighting:* (maximum 10 points)

Lanterns, gas or electricity

5. *General:*

(a) Uniforms and neatness of -

- (i) safari leader; (maximum 6 points)
- (ii) servants.

(b) General impression regarding serviceability, durability and comfort of -

(maximum 8 points)

- (i) vehicles;
- (ii) accommodation;
- (iii) furniture.

(c) General impression of safari as a whole.

(maximum 10 points)

6. *Remarks:*

The maximum number of points is 100 and grading will be as follows -

<i>Points</i>	<i>Grade</i>
40 - 55	One-star
56 - 80	Two-star
81 - 100	Three-star

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**SCHEDULE XIIA**

[Schedule XIIA inserted by GN 24/2000]

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.

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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.

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**SCHEDULE XIIB**

[Schedule XIIB inserted by GN 24/2000]

MINIMUM REQUIREMENTS FOR THE REGISTRATION  
OF SELFCATERING APARTMENTS

[The term “SELF-CATERING” is usually written with a hyphen.]

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 XIIA shall with necessary change apply to this Schedule.

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**SCHEDULE XIIC**

[Schedule XIIC inserted by GN 24/2000]

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.



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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 guest's 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.



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**SCHEDULE XIV**

**TOLERANCE FACTOR 1**

Where a hotel does not fully comply with the minimum requirements under this heading in respect of the percentage bedrooms with bathrooms and bedrooms with showers, the Director may agree that no more than ten per cent and not more than fifteen per cent in the case of an establishment in respect of which a hotel liquor licence was granted and issued prior to 2 December 1968, of the total number of bedrooms in the hotel concerned, may be ordinary bedrooms.

**TOLERANCE FACTOR 2**

- (a) Where a hotel does not fully comply with the minimum requirements under this heading in respect of the percentage of bedrooms with bathrooms and bedrooms with showers, the Director may, if he is satisfied that non-compliance with the requirements is due to circumstances beyond the applicants control, authorise a decrease of not more than ten per cent in the minimum percentage; and
- (b) where a hotel in respect of which a hotel liquor licence is not held and which was erected or in the course of construction prior to 2 December 1968, does not fully comply with the minimum requirements under this heading in respect of the percentage of bedrooms with bathrooms the Director may authorise a decrease of not more than fifty per cent in the minimum percentage: Provided that for the purposes of this tolerance factor, a bedroom with shower may be regarded equivalent to a bedroom with bathroom.

**TOLERANCE FACTOR 3**

If the Director is satisfied that non-compliance with this requirement will not detract from the standard of the hotel concerned he may grant partial or total exemption from this requirement.

**TOLERANCE FACTOR 4**

If the Director is satisfied that in the area in which the hotel is situated, the radio reception is such that an effective service cannot be provided, he may grant exemption from this minimum requirement.

**TOLERANCE FACTOR 5**

If the Director is satisfied that non-compliance with this requirement is due to circumstances beyond the applicant's control, he may grant exemption from this requirement for a specified period of time.

**TOLERANCE FACTOR 6**

If the Director is satisfied that the nature of the floors of a hotel is such that non-compliance with this minimum requirement will not detract from the standard of that hotel, he may grant exemption from this requirement.

**TOLERANCE FACTOR 7**

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- (a) If the minimum ratio of communal baths to beds is not complied with by a hotel, except a one-star hotel in respect of which a hotel liquor licence is not held, but apart from a number of bathrooms separate showers are also provided the Director may bring such showers into account in the proportion of one shower being equal to one bathroom: Provided that the number of bathrooms may never be less than 80 per cent of the total number which is required under the minimum ratio; and
- (b) If the minimum ratio of communal baths to beds is not complied with by a one-star hotel in respect of which a hotel liquor licence is not held and which was erected or in the course of construction prior to 2 December 1968 but apart from the number of bathrooms separate showers are also provided the Director may bring such showers into account in the proportion of one shower being equal to one bathroom: Provided that the number of bathrooms may never be less than 50 per cent of the total number which is required under the minimum ratio.

TOLERANCE FACTOR 8

The Director may grant exemption from this requirement if he is satisfied that a hairdressing salon as required is conveniently situated for guests in the immediate vicinity of the hotel.

GENERAL TOLERANCE FACTOR

If a hotel complies with the minimum requirements of a particular grade, and also has additional facilities available and renders additional services which are not prescribed as minimum requirements for that particular grade, the Director may, with due regard to such facilities and services, and notwithstanding the provisions of paragraph 1(e)(ii) of this determination, place that hotel in one grade higher than the grade the minimum requirements of which it complies with.

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**SCHEDULE XV**

S.W.A. - ADMINISTRATION.

S.W.A. 989.

**NATURE CONSERVATION AND TOURISM**

**APPLICATION FOR REGISTRATION AND GRADING: HOTEL OR MOTEL**

The Director,  
Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for the registration and grading of the accommodation establishment, particulars of which are furnished hereunder. In my opinion the establishment concerned complies with the requirements for a ..... star grading and a ..... grouping according to the determination Published in Official Gazette No ..... \* except to the extent set forth in annexure .....

.....  
in respect of which it is requested that tolerance factors be applied for the reasons set out in the said annexure.

The fee of R75,00 prescribed by regulation 3(1) is enclosed. I certify that to the best of my knowledge and belief, the information furnished in this application and the documents in support thereof are true and correct.

Place: .....

Date: .....

.....

SIGNATURE OF APPLICANT.

\* Delete if not applicable.

**PART I**

1. (a) Name under which accommodation establishment is conducted .....
- .....
- (b) Year(s) during which building was erected .....
2. (a) Address where accommodation establishment is situated .....
- .....
- (b) Registered description of land of accommodation establishment .....
- .....
3. Postal address: .....
4. Magisterial district: .....
5. State -
- (a) Name of owner of business .....
- .....
- (b) Owner's permanent address in the Territory .....
- .....

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- (c) Name of proposed hotelier .....
6. State whether the accommodation establishment caters for white, Coloured or Black persons .....
7. Has application previously been made for registration of the accommodation establishment concerned? .....
8. Enumerate hereunder the documents, if any, which are attached to this application:
- |                   |                  |
|-------------------|------------------|
| <i>Documents.</i> | <i>Annexure.</i> |
| .....             | .....            |
| .....             | .....            |
| .....             | .....            |
| .....             | .....            |
- (Questions 9 to 13 only applicable to liquor-licensed establishments).
9. (a) Class of liquor licence held in respect of the accommodation establishment .....
- (b) Number and date of classification certificate.
- or
- (c) Number and date of liquor licence .....
10. Name of licensee
11. If the said liquor licence is held on behalf of company, partnership or other association of persons, state names of directors, partners or persons (excluding shareholders in public companies) who have a financial interest in the business .....
12. In the case of an accommodation establishment for white persons, state whether the Licensee has been authorised to sell liquor to non-white persons for consumption on the premises and the class(es) of persons to whom liquor may so be sold .....
13. (a) Has a special right of off-sale been attached to the licence concerned? .....
- (b) Is the off-sale department located on the premises? .....

PART II

The following questions should be answered in the greatest possible detail:

COMPLETE THIS COLUMN.

LEAVE BLANK

General description of premises.

- |   |  |
|---|--|
| <p>14. State -</p> <p>(a) Number of floors .....</p> <p>(b) Nature of rooms on each floor .....</p> <p>.....</p> <p>.....</p> <p>(c) Floor area in square meters of bedrooms, including built-in furniture and vestibules (rooms with equal areas may be grouped under column A).</p> |  |
|---|--|

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<i>Column A.</i>	<i>Column B.</i>
<i>Number of bedrooms.</i>	<i>Floor area</i>
(i) Double Rooms .....	.....
.....	.....
.....	.....
.....	.....
(ii) Single rooms .....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Sleeping accommodation for guests.

15. State number of -
  - (a) (i) Suites .....
  - (ii) Beds .....
  - (b) (i) Bedrooms with bathrooms and toilets .....
  - (ii) Beds .....
  - (c) (i) Bedrooms with bathrooms without toilets .....
  - (ii) Beds .....
  - (d) (i) Bedrooms with showers and toilets .....
  - (ii) Beds .....
  - (e) (i) Bedrooms with showers without toilets .....
  - (ii) Beds .....
  - (f) (i) Ordinary bedrooms .....
  - (ii) Beds .....
  - (g) Guests who can normally be accommodated in the bedrooms enumerated in (a) to (g) above .....
16. State whether there is a three-channel radio service provided
  - (a) In each bedroom .....
  - (b) Only in some bedrooms (state number) .....
17. Is there an electric shaver plug for every bedroom? (If only for some bedrooms, state number) .....
18. (a) Is there in every bedroom -
  - (i) an electric bell .....
  - (ii) a telephone for external and internal calls 24 hours per day? .....
  - (iii) a telephone for internal communication only? .....
  - (if only in some bedrooms, state number where applicable).....
- (b) Is there a public telephone on the premises for external calls .....
19. Describe floor cover in -
  - (a) Suites .....
  - .....
  - (b) Bed-sittingrooms .....
  - .....

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- (c) Bedrooms with bathrooms .....
  - .....
  - (d) Bedrooms with showers .....
  - .....
  - (e) Ordinary bedrooms .....
  - .....
20. State whether valet service is available and during what hours .....
- .....
21. State what facilities/services (if any) are provided in addition to the minimum requirements prescribed for the grading applied for .....
- .....
- .....

**Bathroom and Sanitation.**

22. State -
- (a) Number of *beds in ordinary bedrooms* .....
  - .....
  - (b) Number of *communal bathrooms* for guests: .....
  - .....
  - (i) for men .....
  - (ii) for women .....
  - (c) Number of *communal showers* for guests: .....
  - .....
  - (i) for men .....
  - (ii) for women .....
  - (d) Number of *communal toilets* for guests -
  - (i) for men .....
  - (ii) for women .....

**Diningrooms/Restaurants and Kitchen.**

23. State -
- (a) Number of ordinary *diningrooms /Restaurants* .....
  - (b) Whether *à la carte* meals are served. (If so, attach a specimen of menu)
  - (c) Hours during which *à la carte* meals are served:
  - (i) *luncheons* .....
  - (ii) *dinners* .....
24. State period during which floor services is available in bedrooms for serving of -
- (a) Full meals .....
  - (b) Light meals .....
  - (c) Light refreshments .....
25. State -
- (a) In respect of head chef -
  - (i) race .....
  - (ii) qualifications .....
  - (iii) where trained .....
  - (iv) years of experience as chef .....



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- (b) In respect of head cook -
  - (i) race .....
  - (ii) years of training and experience as cook .....
- (c) Race of head waiter .....

26. State what facilities/services (if any) are provided in addition to the minimum requirements prescribed for the grading of hotel applied for .....

.....

.....

.....

Permanent Function rooms.

27. State -
- (a) Number of permanent *function rooms* .....
  - .....
  - (b) Nature of floor covering in permanent function rooms .....
  - .....
  - .....

Lounges and Passages.

28. State -
- (a) *Number of lounges* .....
  - (b) Nature of floor covering in lounges .....
  - (c) Nature of floor covering in passages .....
  - .....

Reception and Porter Service.

29. State -
- (a) Extent (i.e. hours per day) and nature of reception service provided .....
  - .....
  - (b) Languages spoken at the reception desk .....
  - .....
  - (c) Extent (i.e. hours per day) and nature of porter service .....
  - .....
  - .....

Lifts.

30. State number of lifts for -
- (a) Guests .....
  - (b) Personnel and luggage only .....
  - .....

Hairdressing Salon.

31. State whether hairdressing salon available on the premises for -
- (a) Men .....
  - (b) Women .....

Transport.

32. Does the establishment -

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- (a) Operate its own transport for guests or .....
- (b) Make arrangement for transport of guests? (furnish details) .....  
.....  
.....  
.....

Secretarial Service.

- 33. Can arrangements be made for secretarial services? .....  
Furnish details .....  
.....  
.....

Bars. (Only applicable to liquor licensed establishments).

- 34. (a) State number of -
  - (i) *Public bars* .....
  - (ii) *speciality bars* .....  
for white persons .....
- (b) State number of .....
  - (i) public bars .....
  - (ii) lounges .....
  - (iii) speciality bars .....  
for non-white persons

Air-Conditioning.

- 35. Is the accommodation establishment air-conditioned -
  - (a) Through? .....
  - (b) In public rooms? .....
  - (c) In bedrooms? .....
 Furnish details .....  
.....  
.....

Laundry.

- 36. Furnish particulars of laundry. Facilities for guests .....  
.....  
.....

Garages.

- 37. State number of -
  - (a) *Own lock-up garages* on the premises .....
  - (b) *Other garages* on the premises .....
  - (c) *Garages off* the premises .....

Off-Street Parking Facilities.

- 38. Furnish particulars .....  
.....

**REGULATIONS**  
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39. Number of working proprietors, working partners, unpaid family assistants and paid employees.

	WHITES		COLOURED		BLACKS		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
(a) Working proprietors and working partners.								
(b) Unpaid family assistants.								
(c) Executive, administrative and clerical staff.								
(d) Barmen.								
(e) Chefs and cooks.								
(f) Waiters and stewards.								
(g) Wine Stewards.								
(h) Other employees.								
(i) Total.								

Occupancy.

40. (a) Percentage occupancy during the twelve calendar months immediately preceding the date of this application -

Formula -

$$\frac{\text{Number of bednights sold during said period}}{\text{Total number of bednights available during said period}} \times 100 = \%$$

(b) Percentage of bednights sold to tourists during the twelve calendar months immediately preceding the date of this application:

Formula:

$$\frac{\text{Number of bednights sold to tourists}}{\text{Total number of bednights sold}} \times 100 = \%$$

Tariff:

41. State minimum and maximum in season and off-season tariff per adult person

	IN-SEASON		OFF-SEASON	
	Min.	Max.	Min.	Max.
(a) for bed only				
(b) for bed and breakfast				
(c) for dinner, bed, and breakfast				
(d) per day, inclusive				
(e) per week inclusive				
(f) per month inclusive.				

**REGULATIONS**  
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Facilities or non-white employees of guests

42. (a) State total number of -
- (i) bedrooms .....
  - (ii) beds .....
  - (iii) communal showers/baths.....
  - (iv) communal toilets for men .....
  - (v) communal toilets for women .....
- (b) Give short description of availability of meals and prices per meal, per day, etc. ....
- .....
- .....
- .....
- .....

General.

43. Enumerate any additional facilities and service provided for guests at the accommodation establishment and not dealt with above: .....
- .....
- .....
- .....
- .....
- .....
- .....

**REGULATIONS**  
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**SCHEDULE XVI**

**ADMINISTRATION OF SOUTH WEST AFRICA.**  
**NATURE CONSERVATION AND TOURISM BRANCH:**

**APPLICATION FOR REGISTRATION: REST CAMP**

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for the registration of the accommodation establishment known as .....  
.....  
particulars of which are furnished hereunder.

The fee of R75,00 prescribed by regulation 3(1) is enclosed.

I certify that to the best of my knowledge and belief, the information furnished in this application and in the documents in support thereof is true and correct.

PLACE: .....

DATE: .....

.....  
SIGNATURE OF APPLICANT.

1. (a) Name under which establishment is conducted .....
- (b) Year(s) during which building was erected .....
2. (a) Address where establishment is situated .....
- (b) Registered description of land on which establishment is situated .....
3. Postal address: .....
4. Magisterial district .....
5. State:-
  - (a) Name of owner of business .....
  - (b) Owner's permanent address .....
  - (c) Name of proposed manager .....
6. State whether the establishment caters, for white, Coloured or Black persons .....
7. Has application previously been made for registration of the establishment concerned? .....
8. Enumerate the documents attached herewith

**REGULATIONS**  
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*Documents.*

*Annexure.*

.....  
 .....  
 .....  
 .....

- 9. State number with

  - (a) Bungalows
  - (b) Rondavels
  - (c) Tents

Bedrooms	Bathroom	Shower	Latrine
2    1			

- 10. Area of
  - (a) Bedrooms ..... and number of beds in each .....
  - (b) Tents ..... and number of beds in each .....
- 11. Number
  - (a) Washbasins .....
  - (b) Bathrooms .....
  - (c) Showers .....
- 12. (a) Type of latrines .....
- (b) Number for each sex .....
- 13. Is a laundry available? Give particulars .....
- .....
- .....
- 14. Number of sculleries .....
- 15. (a) Number of cooking places .....
- (b) Number of field kitchens .....
- 16. (a) Type of fire extinguishers .....
- (b) Number of fire extinguishers .....
- 17. Give particulars of beds and mattresses in -
  - (a) Bungalows and rondavels .....
  - .....
  - .....
  - (b) Tents .....
  - .....
  - .....
- 18. Is bedding supplied? .....
- 19. Is the restcamp fenced? If so, give particulars of fence .....
- .....
- .....
- 20. Type of light available .....
- .....
- 21. Recreation facilities .....
- .....
- .....
- .....
- .....
- 22. Service hours in office .....
- .....

**REGULATIONS**  
**Accommodation Establishments and Tourism Ordinance 20 of 1973**  
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23. (a) Is there a service station and/or filling station for motor cars? .....
- .....
- .....
- (b) Is there a restaurant and/or shop available? .....
24. A plan of the premises drawn to a scale of 1 inch to 40 feet on which the following is shown, shall be submitted with the application form -
- (i) the full extent of the land -
  - (ii) all existing buildings on the land -
  - (iii) contour lines with interstices of 5 feet -
  - (iv) the proposed layout of the restcamp including all ablution blocks, laundry facilities, accommodation for servants, access roads, drainage points, lighting and water supply points.
25. Give full particulars of your tariffs .....
- .....
- .....
- .....

**REGULATIONS**  
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**SCHEDULE XVII**

S.W.A. 991

ADMINISTRATION OF SOUTH WEST AFRICA.  
NATURE CONSERVATION AND TOURISM BRANCH:

APPLICATION FOR REGISTRATION: CARAVAN PARK  
(Must be submitted in duplicate).

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for the registration of the accommodation establishment ..... particulars of  
which are furnished hereunder.

The fee of R75,00 prescribed by regulation 3(1) is enclosed.

I certify that, to the best of my knowledge and belief, the information furnished in this application and in  
the documents in support thereof is true and correct.

PLACE .....

DATE .....

.....  
SIGNATURE OF APPLICANT.

1. (a) Name under which accommodation establishment is conducted .....
- .....
- (b) When was the park constructed? .....
2. (a) Address where establishment is situated .....
- .....
- (b) Registered description of land on which establishment is situated .....
- .....
3. Postal Address: .....
- .....
4. Magisterial district: .....
5. State:
- (a) Name of owner of business .....
- (b) Owner's permanent address .....
- .....
- (c) Name of proposed manager .....
6. Will accommodation be provided for white, coloured or black person .....
7. Has application previously been made for registration of the establishment concerned? .....
- .....
8. Enumerate the documents attached herewith.



**REGULATIONS**  
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DOCUMENTS.

ANNEXURE.

- .....
- .....
- .....
- .....
9. Number of caravan spaces .....
10. Area of caravan space .....
11. Number:
- (a) Washbasins .....
- (b) Bathrooms .....
- (c) Showers .....
12. (a) Type of latrines .....
- (b) Number for each sex .....
13. Is a laundry available? .....
- Give particulars .....
- .....
14. Number of sculleries .....
15. (a) Are barbeques available .....
- .....
- (b) Number .....
16. (a) Type of fire extinguishers .....
- (b) Number of fire extinguishers .....
17. Number of water taps available .....
18. Is the park fenced? If so, give particulars of fence .....
19. Type of light available .....
20. Recreation facilities .....
- .....
21. Service hours in office .....
22. (a) Is there a service station and/or filling station for motor cars? .....
- (b) Is there a restaurant and/or shop available? .
23. A plan of the premises drawn to a scale of 1 inch to 40 feet, which the following is shown shall be submitted with the application form:-
- (i) the full extent of the land;
- (ii) all existing buildings on the land;
- (iii) contour lines interstices of 5 feet;
- (iv) the proposed layout of the caravan park including all ablution blocks, laundry facilities, accommodation for servants, access roads, drainage points, lighting and water supply points.
24. Give full particulars of your tariffs .....
- .....
- .....
- .....
- .....

**REGULATIONS**  
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**SCHEDULE XVIII**

**S.W.A. - ADMINISTRATION**

**APPLICATION FOR REGISTRATION: SAFARI UNDERTAKING**

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for registration of the Safari-undertaking ..... as an accommodation establishment and enclose a cheque for R75,00 as prescribed by regulation 3(1).

I certify that, to the best of my knowledge and belief, the information furnished in this application and in the documents in support thereof is true and correct.

PLACE: .....

DATE: .....

.....

SIGNATURE.

1. Registered name of undertaking .....
- .....
2. Address .....
3. Name of owner of undertaking .....
- .....
4. Owner's permanent address in the Territory .....
- .....
5. Name of manager of undertaking .....
- .....
6. *Vehicles* -
  - (a) Total number in use .....
  - (b) Sedan cars .....
  - (c) Station wagons with fourwheel drive .....
  - .....
  - (d) Station Wagons without fourwheel drive .....
  - .....
  - (e) Lorries with fourwheel drive .....
  - .....
  - (f) Lorries without fourwheel drive .....
  - .....
  - (g) Tonnage of lorries .....
  - (h) Trailers .....
7. Are the following facilities provided in passenger vehicles -

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- (a) Ashtrays .....
- (b) Brackets for loose luggage .....
- (c) Maps and brochures .....
- (d) Racks for maps and brochures .....
- (e) Air-conditioning .....
- (f) Intercom .....
- (g) Loudspeakers .....
- (h) Seats with adjustable backrests .....
- 8. State particulars of types of safari's catered for .....
- .....
- .....
- .....
- 9. Maximum number of persons, excluding staff, that can be taken on one tour .....
- .....
- 10. *Accommodation -*
  - (a) Number and type of tents .....
  - (b) Floor areas of individual tents .....
  - .....
  - (c) Type of beds .....
  - (d) Type of mattresses .....
- 11. *Service -*
  - (a) Have you got a trained cook in your service .....
  - (b) Do you provide hunting facilities .....
  - (c) Do you provide fishing facilities .....
  - (d) Have you got a professional hunter in your service .....
  - (e) State experience of professional hunter .....
  - (f) Do you have cooling facilities for food while on tour .....
  - State particulars .....
  - (g) Staff taken on tour:
    - Whites .....
    - Non-whites .....
  - (h) Do you provide first-aid equipment while on tour .....
- 12. *Lighting in camps -*
  - Electricity .....
  - Gas .....
  - Paraffin .....
- 13. *Description of foodstuffs normally taken on tour -*
  - .....
  - .....
  - .....
- 14. Details of radio telephone communication, if any .....
- .....
- 15. Do you have portable radios in the camp .....
- 16. Any other facilities offered by you .....
- .....
- .....

**REGULATIONS**  
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**SCHEDULE XVIII A**

[Schedule XVIII A inserted by GN 24/2000]

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 .....

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

State which meals will be provided .....  
.....

List of documents attached to this application: .....  
.....  
.....

**REGULATIONS**  
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**SCHEDULE XVIII B**

[Schedule XVIII B inserted by GN 24/2000]

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**

[Schedule XVIIIIC inserted by GN 24/2000]

**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: .....  
.....

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Ratio of beds to kitchen facilities: .....

.....

List of documents attached to this application: .....

.....

.....

.....



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**SCHEDULE XIX**

APPLICATION FOR REGRADING OF ACCOMMODATION ESTABLISHMENT

The Director,  
Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for the regrading of .....

(name of establishment)

situated at ..... to a ..... grade.

In my opinion the ..... complies with the requirements for a grading \*except to the extent set forth in Annexure ..... in respect of which it is requested that tolerance factors be applied for the reasons set out in the said annexure.

Particulars of the certificate at present held are as follows:

    Date issued .....

    Grouping of establishment .....

    Grading of establishment .....

Since the date of the above mentioned certificate the following \*additions, \*improvements or \*replacements have been effected:-

- (a) *Sleeping accommodation for guests:*  
.....
- (b) *Bathrooms and sanitation:*  
.....
- (c) *Diningrooms/restaurants and kitchen:*  
.....
- (d) *Permanent function rooms:*  
.....
- (e) *Lounges and passages:*  
.....
- (f) *Reception office service:*  
.....
- (g) *Lifts:*  
.....
- (h) *Hairdressing salon:*  
.....
- (i) *Transport:*  
.....
- (j) *Secretarial service:*  
.....
- (k) *Bars:*  
.....
- (l) *Air-conditioning:*  
.....
- (m) *Laundry:*  
.....

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- .....  
(n) *Garages:*  
.....
- (o) *Off-street parking:*  
.....
- (p) *Staff:*  
.....
- (q) *Other:*  
.....

In the event of my application being successful. I undertake to return the old certificate to you immediately upon receipt of a new certificate.

In making this application I am fully aware of the fact that the Director may accord the hotel a lower grading than that applied for or at present held.

The fee of R100 prescribed by regulation 6(1) is enclosed.

PLACE: .....

DATE: .....

.....  
MANAGER/OWNER.

\* Delete if not applicable.

**REGULATIONS**  
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**SCHEDULE XX**

NATURE CONSERVATION AND TOURISM  
 S.W.A. ADMINISTRATION

APPLICATION FOR REGISTRATION AS MANAGER

The Director of Nature Conservation and Tourism,  
 Private Bag 13186,  
 WINDHOEK.

I hereby apply for registration as the manager of .....  
 situated at .....  
 (Name of establishment)

I furnish hereunder the following personal particulars:

- (a) Full name: .....
- (b) Identity number: .....
- (c) Date of birth: .....
- (d) Race: .....
- (e) Nationality: .....
- (f) Address: .....
- (g) Are you an unrehabilitated insolvent? .....
- (h) (i) Have you ever been convicted of an offence? .....
- (ii) If so, when and what was the sentence? .....
- (i) Since what date are you resident in the Republic of South Africa and/or South West Africa? .....
- .....
- (j) Previous experience in hotel industry:

Name of Employer	Nature of employment and position held.	Period (give exact dates)		Reason for leaving
		From	To	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

PLACE: .....  
 DATE: .....

.....  
 APPLICANT.

**REGULATIONS**  
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**SCHEDULE XXI**

S.W.A. 983

**ADMINISTRATION OF SOUTH WEST AFRICA.**  
**NATURE CONSERVATION AND TOURISM**

**APPLICATION FOR NEW CERTIFICATE IN REPLACEMENT OF DAMAGED  
DESTROYED OR LOST CERTIFICATE**

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for a replacement of -

\* (a) Certificate No. .... dated .....  
issued to ..... (name of establishment)  
.....

\* (b) Certificate No. .... dated .....  
issued to ..... (name of manager)  
.....

\*The reason for this application is that the certificate has been damaged/destroyed/lost in the following  
circumstances:  
.....  
.....  
.....

\* I undertake to return the damaged certificate to you immediately upon receipt of a new certificate.

PLACE ..... OWNER/MANAGER.

DATE: .....

\* Delete if not applicable.

**REGULATIONS**  
**Accommodation Establishments and Tourism Ordinance 20 of 1973**  
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**SCHEDULE XXII**

S.W.A. 990.

**NATURE CONSERVATION AND TOURISM**  
**APPLICATION FOR A LOAN**

NAME OF ESTABLISHMENT .....

N.B. *If your establishment has not yet been registered, the application for registration must be submitted together with this application:*

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.  
9100.

I hereby apply for a loan of R ..... to improve my existing accommodation establishment/to build a new establishment, as set out hereunder. I certify that, to the best of my knowledge and belief, the information furnished in this application and the documents in support thereof is [are] true and correct.

Place: .....

Date: .....

.....  
SIGNATURE.

**REGULATIONS**  
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**SCHEDULE XXIII**

To be completed in duplicate.

**NATURE CONSERVATION AND TOURISM**

**APPLICATION FOR GRADING: GUEST FARM, REST CAMP,  
CARAVAN PARK, SAFARI UNDERTAKING**

The Director of Nature Conservation and Tourism,  
Private Bag 13186,  
WINDHOEK.

I hereby apply for the grading of my .....  
In my opinion the establishment complies with the requirements of a ..... grading.  
PLACE: .....  
DATE: .....

.....

SIGNATURE OF APPLICANT.

**IMPORTANT**

1. This application must be accompanied by the following documents:
  - (a) Balance sheets of the establishment for the last two financial years;
  - (b) return of the applicant's personal assets and liabilities as at the date of application;
  - (c) one set of sketchplans of the new building alterations, prepared by an architect;
  - (d) complete estimate of the costs, calculated by a quantity surveyor.
2. In terms of section 342(a) of Ordinance 20 of 1973, loans may be granted to a maximum of 65% of the total cost or valuation, as the case may be, of the relevant establishment, land, building, furniture and equipment. Applicants must please indicate in which manner the balance of 35% will be financed.

1. Name of existing/contemplated establishment: .....
2. Address of above-mentioned establishment: .....
  - (a) Names of directors, if any: .....
  - .....
  - (b) Addresses of directors: .....
  - .....
3. Name and address of owner(s) of buildings: .....
  - (a) Names of directors, if any: .....
  - .....
  - (b) Addresses of directors: .....
  - .....
4. (1) Name and address of owner(s) of business: .....
  - (a) Names of directors, if any: .....
  - (b) Addresses of directors: .....

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- .....  
(c) Names and addresses of shareholders in case of a private company: .....
- .....  
Number of shares held by each of the above shareholders:
- (2) Will the directors mentioned in (1) above be prepared to guarantee the loan in their collective and separate capacity: .....
- .....
- 5. (a) Full description of premises according to the title deed: .....
- .....
- (b) (i) Has property been registered in applicant's name: .....
- .....
- (ii) If so, state number and date of transfer deed: .....
- (iii) If not, state name and address of owner of property .....
- Names of directors, if any:.....
- Addresses of directors: .....
- (iv) In cases of leased land, state period of such tenancy .....
- and whether contract has been filed with Registrar of Deeds:
- 6. Full particulars of existing bonds and loans on fixed property:
- (a) Name and address of bondholder: .....
- .....
- (b) Number and date of bond: .....
- .....
- (c) Original amount: .....
- .....
- (d) Interest rate and period of repayment .....
- .....
- (e) Manner of repayments: .....
- (f) Amount still owing: .....
- 7. Full description of contemplated project: .....
- .....
- .....
- 8. Estimated total cost of projects: .....
- 9. Is the amount applied for in respect of complete project (if not, state full details): .....
- .....
- 10. In case of a negative reply to question 9, state how remaining phase of project will be financed: .....
- .....
- 11. Manner of financing of contemplated project.
- (a) Amount of own capital: .....
- (b) Amount of loan capital: .....
- (c) Capital from other bodies or persons .....
- (d) Kindly state in which manner the project will be financed should the full amount applied for not be granted .....
- .....
- 12. Name and address of architect: .....
- 13. Name and address of quantity surveyor: .....
- 14. Name and address of building contractor: .....

**REGULATIONS**  
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- 15. (a) Is property situated in municipal area: .....
- .....
- (b) If not, state distance from municipal boundary: .....
- .....
- 16. (a) Municipal valuation of
  - (i) land .....
  - (ii) improvements .....
- (b) Valuation by sworn appraiser (not municipality) of
  - (i) land .....
  - (ii) improvements .....
- 17. Occupancy rate in respect of existing establishment for past year.
  - (a) Bed occupancy .....
  - (b) Room occupancy .....
- 18. Any other information which in your opinion may be of value in considering the application .....
- .....