

NKWANTA NORTH DISTRICT ASSEMBLY



SERVICE DELIVERY CHARTER

introduction

The Nkwanta North District Assembly is one of the 260 Assemblies in Ghana and also one of the 8 District Assemblies in the Oti Region, established by the 1992 Constitution of Ghana, Act 462 on the 29th February, 2008 by legislative Instrument (LI) 1846.

Vision Statement

To serve as a leading decentralised Local Government service provider in the country by ensuring high sustainable quality service delivery of development programs and projects to the people with the view of reducing poverty and creating an enviable atmosphere of peace and security for all.

Mission Statement

The Nkwanta North District Assembly exists to improve upon the living standards of its people through effective mobilisation and utilization of both human and material resources.

OBJECTIVES:

1. To promote socio-economic infrastructure and service in the metropolis.
2. To ensure the effective and efficient revenue mobilization and management.
3. To ensure a clean, safe and healthy environment.
4. To Promote socio-economic activities in the metropolis especially among the vulnerable and the marginalized.
5. To improve upon the logistics and the human resources in the metropolis.
6. To enhance good governance and civic responsibility by strengthening the administrative set up.

WE ARE RESPONSIBLE FOR

- i. Maintenance of Peace and Security.
- ii. Approval of planning schemes layouts.
- iii. Issuance of business operating licenses (quarries, etc.).
- iv. Issuance of Building Permits.
- v. Registration of Births and Deaths.
- vi. Development control – orderly physical development of settlements.
- vii. Waste management.
- viii. Fixing of fees and rates.
- ix. Revenue mobilization.
- x. Provision of Basic Socio-Economic Infrastructure and services including, schools, Markets, Lorry Parks, Institutional Toilets and Roads
- xi. Facilitate the provision of water, electricity etc.
- xii. Sports Development.

xiii. Tourism

OUR SERVICES

. BUILDING PERMIT

REQUIREMENTS

- 4 sets of drawing including site plan, block plan, architectural drawings, septic tank plan.
- Title clearance from lands commission or land title registry.
- Environmental Protection Agency (EPA) and fire permits for public use buildings.
- Other reports may include Structural Integrity Report, Geotechnical Report, Transport Impact Assessment, etc. as the development may require

PROCEDURE:

- Purchase permit form from the works department of NNDA.
- Submit drawings to secretariat of the statutory planning committee including title clearance, and pay processing fee.
- Technical sub-committee vets the application (drawings).
- Permit fee is calculated by the works department.
- Technical sub-committee submits recommendations to the statutory planning committee for consideration.

- The secretariat of the statutory planning committee informs applicants of the decisions of the committee, be it approval, deferment or refusal of application.

- Successful applicants collect their approved plan after the payment of the permit fee.

DURATION: 3 MONTHS

PERMIT (BANNER/BILLBOARDS)

REQUIREMENTS:

Sketches of the banner, size and the location.

PROCEDURE:

- Apply to the city engineer stating the purpose of the banner, location and duration.
- Inspection will be carried out, followed by the permit.

DURATION: 1 WEEK

NB; fee is charged based on the size and the location of the billboard

BIRTH CERTIFICATE:

Weighing Card/ Baptismal Card

PROCEDURE:

- Submit weighing or baptismal card.
- A minimum fee would be paid.
- Certificate would be given after a period.

DURATION: 1 WEEK.

DURATION: 21 DAYS

BURIAL PERMIT:

REQUIREMENT:

A medical certificate of cause of death or a coroner's certificate

PROCEDURE:

- Submit a Medical certificate of the cause of death or coroner's certificate.
- A fee would be paid then a permit to bury would be given

DURATION: 20 MINUTES.

CERTIFICATES

Marriage Registration:

REQUIREMENTS

Name(s)

Age(s)

Occupation(s)

House address(s)

A witness from each party,

- any national identity card or passport, (colored)
- Affidavit

PROCEDURE:

- File a notice for 21 days.
- Should there be a complaint the matter will be referred to the courts for redress.
- If not, the couple will be given a license after the 21 days period.

NB: it is illegal for marriages to be conducted on weekends and on public holidays,
Registration expires after 3 months

REGISTERING AN NGO

REQUIREMENTS:

A certificate of registration from the registrar general

A copy of organization's constitution and executive members

Procedure:

- Apply to the coordinating director,
- The assembly will write to the police and social welfare.
- The police will visit the NGO involved for approval.
- The organization is then permitted to operate.

FOOD VENDOR'S CERTIFICATE

REQUIREMENT:

Passport picture

PROCEDURE:

- Buy a form
- Applicants would be screened of all communicable diseases, e.g., Hepatitis, HIV/AIDS, amongst others.
- The certificate would be given if the applicant is clear of all diseases.

NB: the license is subject to renewal annually.