

★
GOMOA WEST DISTRICT ASSEMBLY

SERVICE CHARTER

FEBRUARY, 2019
★

MISSION STATEMENT

“To facilitate the improvement of the quality of life of the people within the Assembly’s jurisdiction, through equitable provision of service for the total development of the district with the context of good governance”

VISION

“First class local government institution delivering excellent services

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CHAPTER ONE

GENERAL INTRODUCTION

INTRODUCTION

Service delivery in the Metropolitan, Municipal and District Assemblies (MMDAs) over the years has not always been of satisfactory standards and has often been characterized by cumbersome procedures which do not encourage transparency and openness.

This has led to regular complaints from the public and has tended to reduce trust and confidence in the public system of service delivery.

The Local Government Service has, therefore, embarked on a mission of improving the quality of service delivery in the MMDAs through simplifying processes, clarifying rules and procedures, and setting-frames for prompt completion of tasks in order to render them more transparent to the public. The objective is to create a customer-oriented Service focused on providing value-for-money services.

LEGISLATIVE INSTRUMENT ESTABLISHING THE GWDA.

The L.I. 1896 which established the Gomoa West District Assembly has created the following Seven (7) Sub-District Councils:-

1. Apam Urban Council
2. Dago Town Council
3. Mumford Town Council
4. Assin Area Council
5. Ajumako Area Council
6. Dawurampong Area Council; and
7. Eshiem Area Council

Functions of the Assembly

The Assembly, through the Local Governance Act 2016 (Act 936), Section 12 Sub-Sections 1,2,3,4 and 5 is assigned legislative, deliberative and executive functions.

The functions of the Gomoa West District Assembly are outlined in the Legislative Instrument (L.I. 1926) which established the GWDA. These functions are summarized as follows:

- a. Provision of a sound sanitary and healthy environment;
- b. Provision of educational infrastructure for first and second cycle schools;
- c. Provision of markets and lorry parks within the District;
- d. The planning and development control of all infrastructure within the District;
- e. Activities bordering on the maintenance of peace and security within the District;
- f. Provision of public safety and comfort;

CHAPTER TWO

PROCEDURE AND REQUIREMENT FOR OBTAINING BUILDING PERMIT

PURPOSE

Any person or organization which intends to commence construction of a building whether for residential or for other purposes within the jurisdiction of the Gomoa West District Assembly must obtain a building permit.

The purpose of the permit to ensure, among other things, that the proposed project conform to the building regulations, development control guidelines and planning scheme of the Assembly.

However, the District Assembly have observed that the general public find the processes involved are in obtaining the permit as unclear and cumbersome. This therefore results in unnecessary delays in submission of their necessary documents for the processing of the permit.

This document provides specific information on the requirement and procedures to prospective developers and the general on obtaining building permits as early as possibly from the Gomoa West District Assembly.

The purpose of the document is to serve as a practical guide, with clear and simple procedures to the public (customer and client) and the Gomoa West District Assembly to enhance transparency and trust in the processing of building permits.

Stage 1

Basic Requirement for All Building Developments

Any prospective developer is required to have and present the following documents before applying for a building permit;

1. Building Permit Application Form
2. Town and Country Planning Development Application Form 1
3. Two (2) sets of site plans (one on transparency)
4. Four (4) sets of building fence and block plans (scale not less than 1:20 or 1:40 or metric equivalent 1:100 and 1:2000)
5. 4 set of working drawings
6. Certificate, official letter or search on status of land (from the Lands Commission or Land Title Registration)

Types of Developments

The types of developments include schools, hotels, restaurants, places of worship, buildings, factories, hospitals, residential buildings, offices, shops, underground structures, maximum height of pylons, car parks, amusements parks and others.

Additional Reports (Documents)

- Buildings – **3 storey and above (including basement) must have Structural Analysis Report and Geotechnical Report** and this applies also to **single storey warehouses, industrial buildings, building with wide spans.**

- If development is a **multi-storey structure or complex**, applicant is required to provide additional reports such as, **Environmental Impact Assessment Report, Structural Analysis Report, Fire Service Report, Hydro Report, Geotechnical Report, Traffic Management Report** etc ...
- The applicant should contact the **District Works Department** or the **Town and Country Planning Department** or consultants for advice and assistance.

Stage 2

Completion of Forms

Complete in full the **Building Permit Application Form** and the **Town and Country Planning Development Planning Application Form 1**.

Stage 3

Submission of Forms

- Submit completed **Development application** and the **Building Permit Application** forms with **all necessary attachments** to the **Desk Officer at the Town and Country Planning Department (TCPD)** any working day **except Friday**.
- On submission, applicant would be informed of corrections and or additions to be made, if any, date for site inspection and the processing fee payable by the prospective developer.
- Pay the appropriate processing fee. Fees payable are specified in the Local Government Bulletin, thus Fee Fixing Resolution (**please note, applicants must obtain an official receipt for any payment made** and any fee paid must be in the **Fee Fixing Resolution**).

Stage 4

Processing

- The Technical Sub-Committee would undertake site inspection with the applicant(s) (prospective developer[s]) on an agreed date.
- Relevant departments and Agencies undertake preliminary assessment of applications and submit report to the Technical Sub-Committee within **Ten (10) working days**.

Stage 5

Final Approval

- The The District Spatial Planning Committee meets for final approval of application within nine (9) working days after the Technical Sub-Committee evaluation meeting.
- Applicants notified of decision by the District Spatial Planning Committee within ten (10) working days of the meeting

Stage 6

Notification of Payment

Applicants would be notified when to pay building permit fees. Fees payable are specified in the Local Government Bulletin, thus Fee Fixing Resolution (**please note, applicants must obtain an official receipt for any payment made** and any fee paid must be in the **Fee Fixing Resolution**):

1. The Assembly would post the **list of names** of applicants on the notice boards of the following offices;
 - a) Head Office
 - b) Sub – District Offices (GWDA)
2. Or if requested, it posted through registered mail to the applicant within Fourteen (14) days after day of site inspection.

Stage 7

Payment of Building Permit Fees

Applicant or developer would only pay building permit fee to the District Finance Department of the Assembly. Please note that the **payment receipt is not a building permit certificate**.

Also note that **refusal to make payment** within **Twenty-Eight (28) working days indicates loss of interest**. The process is re-activated when the applicant settles the appropriate bill. Applicants will bear the cost for re-inspection.

Stage 8

Issue of Building Permit and Collection

Applicant would collect building permit certificate from the **District Town and Country Planning Office** duly **signed by the District Chief Executive or his designated Representative** within Ten (10) working days of receipt of approval list from the Secretary of the District Spatial Planning Committee, provided the applicant has paid the full building permit fee and no anomaly is discovered.

Caution

- Act 936 provides that any unauthorized structure or structures attached to premises shall be demolished or removed on notice by Gomoa West District Assembly (GWDA).
- Any such development shall be considered unauthorized and liable to demolition and or removal by GWDA.
- Any applicant who makes a false declaration does so at his or her own risk.

GENERAL INFORMATION

- It is important to note that the validity of a Building Permit issued in accordance with the above process is five years.
- Developers are therefore required to seek renewal of Building Permit if development is not complete within five (5) years.

CHAPTER THREE

DISTRICT ENVIRONMENTAL HEALTH UNIT

The Environmental Health Department is responsible for the software aspects of Environment Health in the Metropolitans, Municipalities, Districts and Sub-District Councils.

It provides the following services delivery, rules and processes to ensure a clean and healthy environment.

MONITORING AND ENVIRONMENTAL MANAGEMENT ACTIVITIES

Providing Environmental Health and Sanitation profile for policy formulation

Process

1. Survey
2. Geographical boundary
3. Population
4. Identify socio-economic / cultural activities
5. Identify stakeholders / opinion leaders
6. Identify sanitary sites and other facilities e.g schools hospitals, churches etc
7. Identify hard core sanitary problems existing within the community

Premises inspection

Process

- Name and Address
- Inspection
- Identification of sanitary problems and abatement of nuisance

Methods

- Health Education
- Issues of notices and court summons
- Prosecution
- Bench warrant execution
- Public places (markets, lorry parks, terminals)
- Sanitary facilities (abattoir, slaughter slabs, public toilets, public cemeteries)

Receiving and abatement or sanitary complaints

- Investigation
- Health Education
- Notices and Summons
- Prosecutions

Resources Needed

- Statutory Notice books, summons books
- Fuel and transport
- Noise measuring and sound meters
- Vehicle emission detectors
- Stationery

Hygiene / Health Education

Process

- Identification of Community Health problems and needs
- Set strategic objectives
- Design of program manuals, handbooks, brochures, leaflets etc
- Implementation and Evaluation

Disposal of the dead

When Death Occurs at Hospital

A formal notice of death is provided by a Medical Practitioner who issues a medical cause of death in accordance with Sec. 18, Act 301 of Births and Deaths registry.

The body remains in the morgue until a member of the family brings to the registry of death, a copy of the medical cause of death, duly signed by a Medical Practitioner stating:

1. Name of Deceased
2. House No.
3. Age of Deceased
4. Cause of Death
5. Date and Time of Death
6. Disease Condition
7. Antecedent Cause
8. Other significant conditions contributing to the death, but not related to the disease on condition causing it.

Having satisfied the above conditions District Environmental Health Unit which is responsible for issuing burial permit in the District, will then issue permit to any member of the deceased family who reported the death and may sign as an informant of the death. This is subject to Sec. 20 Act 301, Regulation 17 and 18.

Where Death Occurs at Home

A family member calls a doctor or the last doctor the patient had seen. Report to the nearest District Police Station within the area where death had occurred.

The Police assist family member in acquiring a coroner's report, after which a burial permit is issued subject to Sec .20 (2) Act 301, Regulation 17 and 18.

Process

- Record keeping on deaths
- Sanitary disposal of the dead
- Ordinary burial
- Cremation
- Exhumation
- Disinfection

Management and Control of Cemeteries

- Allocation of grave space
- Clearing of overgrowth of weeds in cemeteries
- Enforcement of burial standards

- Enforcement of cemeteries and burial bye-laws

Resources Needed

- Chemicals
- Standby Ambulance / Hearse

Collaborating with Health Centers on Diseases Control

Process

- Prioritization of disease cases in community e.g. In malaria
- Larviciding
- Hygiene Education (e.g. Distribution of mosquito nets)
- Enforcement of sanitary bye-laws

Monitoring and Reporting of all Waste Management issues

Process

- Refuse collection and Disposal
- Drain Cleansing
- Liquid and Solid Waste disposal e.g supervision of drain cleansing, refuse and public toilet contractors
- Prosecution (enforcement of bye – laws)

Prosecuting sanitary offenders

Process

- Serving of statutory notices
- Serving of summons
- Prosecution
- Arrest of bench warrant

1.) Providing Back-up Support to the Lower Levels of the Assembly

- Training of Assembly members, opinion leaders in Sub-District on health related issues
- Provided logistics / resources to other stakeholders

2.) Monitoring Large Industries in collaboration with other Ministries, Departments and Agencies (MDA's) involved in environmental Management e.g EPA, WRC etc.

Premises Inspection of Industries

- Name and Address of industry
- Inspection location, structure, facilities, products
- Health and safety of workers
- Identification of sanitary problems and abatement of nuisances
- Enforcement of bye-laws on industries

Methods

- Health Education
- Issue of notices and court summons
- Prosecution
- Bench warrant arrest

- 3.) Serving on the Spatial Planning Committee of the Assembly.
- 4.) Prosecutions effecting bench warrant arrest
 - Serving Statutory Notices
 - Serving of Court Summons
 - Prosecutions
 - Effect Arrest
- 5.) Responsible over the Sanitation Gang (Sanigang) which is responsible for Pest Control, control of Stray Animals and Disposal of Unclaimed Corpses (where applicable)

Pest Control

- Survey
- Identification of breeding sites
- Disinfection
- Larviciding

Control of Stray Animals

- Health Education, awareness creation on stray animals, bye-laws (AMA bye-laws in 1995 on control of cattle, sheep, goat etc)
- Arrest
- Impound
- Fine / Auction

Disposal of Unclaimed Corpse

- Organizing Transport
- Ensure sanitary disposal of the dead

- 6.) Provide Monthly / Quarterly Yearly report to the appropriate quarters for decision making.

Certification of Food Handlers

Food Handlers are to contact the staff of District Environmental Health Unit to receive specimen bottle to present their stool for laboratory examination. The examination is to investigate for pathogenic micro-organisms by means of stool culture.

The Handlers are issued with certificate when they are found to be fit. Those found to be unfit are directed for treatment.

After two weeks they present their stool for re-examination and thereafter the handler is issued with medical health certificate to confirm fitness to handle food for public consumption.

For those who pass the examination the first time, the process takes a week while those who have to undergo the examination twice or re-examination, the process takes a month for certification to be complete.

CHAPTER FOUR

ACQUISITION OF COMMERCIAL DRIVERS LICENSES

All commercial drivers are to acquire GWDA Commercial Driver's License before operating within the District.

STEPS TO THE ACQUISITION

Step 1 - Drivers are to provide original professional or original Temporary driving License with Classifications A, B, C, D, and F

Step 2 - Drivers Residential Address (House Number)

Note that;

1. Professional or Temporary driving licenses not Renewed, Expired, fake, photocopies and classifications A and E do not qualify a driver to acquire Gomoa West District Assembly commercial Driver's license
2. Drivers are to provide working permit when original professional or Temporary Driving license indicates Foreign Nationality.
3. Fees charged are subject for review every year

CHAPTER FIVE

PROCUDURES AND SPECIFICATIONS FOR OUTDOOR ADVERTISEMENT

PROCEDURES

- GWDA's outdoor advertisement application forms in quadruplicate can be obtained from District Planning Coordinating Unit at the Assembly Office, Apam for free.
- Application forms should be duly completed by **applicants** (registered outdoor advertisers) and submitted to the DPCU for site inspection and consideration for approval by the Technician Committee.
- If approved, applicants are then expected to pay a prescribed fee (as in the Fee Fixing Resolution) including processing fee to the Gomoa West District Assembly and also procure an approved number plate.
- Applicants would then have to mount the adverts under the supervision of the District Works Department and a sign-off.
- All adverts within the confines of public transport terminals and recreational grounds would attract lump sum fees, subject to the Assembly's Fee Fixing Resolution and Policy decision.

DISTINCTION OF BILLBOARD TYPES

- **First Party Signs** - Owner of structure is being advertised and structure usually on owners business premises
- **Third Party Signs** - Owner of structure advertising products and/or services of another party

TYPE OF ADVERTISING HARDWARE

The advertising hardware is divided into the following

- Advertising billboards
- Notice or sign boards
- Group directional signs
- Banners
- Flags
- Posters

SPECIFICATION OF ADVERTISING HARDWARE

Advertising Boards

- Specification of advertising billboards shall conform to Ghana Standard Board and GWDA beautification specification, and shall be such size as may be set out and approved by GWDA.
- For the purpose of conformity and uniformity of billboards, all billboard mounting shall be supervised and signed-off by the Works Engineer.

- The dimensions (size) of billboards shall be as follows;

| TYPE OF SHEETER | CLASS | DIMENSION | MAXIMUM AREA |
|-----------------|-------|-------------------|--------------------|
| 1-3 Sheeter | A | < 1,05 m x 1,56 m | 3 m ² |
| 4-Sheetter | A | 1,05 m x 1,56 m | |
| 6-Sheetter | A | 1,20 m x 1,80 m | |
| 8-sheetter | A | 1,56 m x 2,10 m | |
| 12-Sheetter | B | 1,80 mx 1,20 m | 6 m ² |
| 16-Sheetter | B | 2,00 m x 3,00 m | |
| 40-Sheetter | C | 2,30m x 7,62 m | 36 m ² |
| 48-Sheetter | C | 6,00 m x 3,00 m | |
| | | 8,00 m x 4,00 m | |
| 96-Sheetter | D | 3,00 m x 12,0 m | 56 m ² |
| Flexi-Sheetter | D | 10,00 m x 5,00 m | |
| | | 9,00 m x 6,0 m | |
| Super Bulletin | E | 6,00 m x 12,0 m | 96 m ² |
| | | 6,0 m x 20,0 m | 120 m ² |

NOTICE BOARDS OR SIGN BOARDS

Sizes of Notice or Sign Boards are subject to approval by GWDA's Scheduled Officer

Street Names with Adverts

1. The Gomoa West District Assembly may execute a franchise arrangement with any reliable advertising agencies to mount Street Names in the District on its behalf and pay appropriate annual fee for each sign – post.
2. Advertising space must conform to a standard dimension of 60cm by 60cm.

Group Directional Signs

- a) The Gomoa West District Assembly may execute a franchise arrangement with any reliable advertising agencies to mount Street Names in the District on its behalf and pay an appropriate annual fee for each sign- post
- b) Permits must be obtained for the mounting of every stand
- c) The maximum height for a stand shall be 2.7 meters and shall contain 8 plates.

Banners

All banners shall attract daily fees as determined in the Fee – Fixing Resolution.

DIRECTIVES FOR MOUNTING ON SITE

- I. No billboard shall be mounted.
 - a) In such a manner as to partially or wholly cover any premises or the facades or elevations of an existing edifice.
 - b) On a proposed or existing right of way of municipal engineering infrastructure services and its ancillaries.
 - c) On a location in a manner that may hinder the installation or maintenance of municipal engineering system / facility or infrastructure
 - d) And aligned in such a manner so as not to obstruct road sight lines
 - e) To violate clearance requirement from the shoulders of primary and secondary drains
 - f) Lower than 1.8m from the ground
- II. For all areas that are approved for mounting, there shall be uniformity in size, heights, the orientation and distances apart and at an angle to the center line of the road.
- III. All boards mounted upon approval, shall be maintained routinely and periodically in such a manner as to prevent it from being defaced. The structural framework shall be maintained as to prevent deterioration and possible collapse of the board.
- IV. The immediate environs of every board, stretching ten (10) meters radius shall be kept and be devoid of overgrown grass / weeds. Maintenance of the surroundings shall be organized by Advertising agency responsible for the mounting

Fees

1. The fees chargeable are subject to GWDA's annual Fee-fixing Resolution and or policy decision.
2. An application/registration fee shall be paid on form submission.
3. Refundable deposits for removal shall be paid for banners and posters only.

Enforcement

- Demand Notice shall be served before the end of the financial year of a permit cycle or latest by the end of the first month of the year, and payment made by the 31st March of every year.
- Enforcement Removal Notice shall be served and acted upon, upon failure to comply with Demand Notice.
- All unauthorized outdoor advertising structures shall be subject to removal by GWDA or its accredited agents with or without due notice and the Advertising Company surcharged with the cost of removal and storage.

- All approval applications are valid for the GWDA's financial year of approval only.
- All unauthorized advertising devices which do not conform as specified in the application shall be subjected to removal by GWDA and the advertising company responsible surcharged with the cost of removal and storage.
- Terms of payment: if an advertiser refuses to pay within the first quarter after advertising, the company can be blacklisted and / if six-months after being allocated a site and there is no billboard / structure mounted and no maintenance of the site, the site will revert to the GWDA.
- Force nature: after GWDA has issued any permit and the billboard is damaged, the GWDA will not be held liable.
- Permitted sign: in case GWDA moves or causes such a sign to be removed without just cause, GWDA would pay appropriate reparation for same.
 - Offensive sign: GWDA can in the interest of the public cause to be removed such a sign with due notice.
 - New concepts: advertisers who come up with new concepts may discuss with the GWDA for franchise and payment of special fees.

Note: All advertisers are to note that billboards are considered as temporal structures and may be removed and relocated to pave way for Metropolitan and national development interventions.

CHAPTER SIX

NON-GOVERNMENTAL ORGANIZATION

REQUIREMENT FOR REGISTERING

1. All documents acquired from the Registrar General Department.
2. Constitution of N.G.O
3. Social Investigative Report from District Social Welfare
4. Directory of the NGO – Social Welfare Department
5. Application letter for Registration
6. Recommendation letter from District Social Welfare Department
7. Payment of an amount of an appropriate fee

RENEWAL OF NGO

1. Annual report of the NGO
2. Copy of previous certificate
3. Recommendation letter from District Social Welfare and Community Development Department

Please note that the Social Welfare unit will request for 1 and 2 above

4. Payment of an approved fee

CHAPTER SEVEN

SERVICES OF MARRIAGE REGISTRY

- Filling of Notice for Marriage
- Issue of Registrar's Certificate (License for Marriage Celebration)
- Register of Customary Marriage
- Records Keeping (Marriage Certificate)
- Search (Marriage Certificate)
- Whenever any persons desire to marry under the Ordinance, one of the parties to the intended marriage shall give notice of the intended marriage. This is signed by the party giving the notice at the Marriage Registry of Gomoa West District Assembly.

Information required for the Notice includes:-

| NAME | CONDITION | OCCUPATION | AGE | DWELLING OR ABODE | CONSENT IF ANY, AND BY WHOM GIVEN |
|------------|--|------------|-----|-------------------|-----------------------------------|
| Bridegroom | Bachelor or Single / widowed / Divorced | | | | |
| Bride | Spinster / Single / Widow/ Divorced | | | | |

A copy of the notice is then fixed on a notice board of the office at the Gomoa West District Assembly for twenty one (21) days.

(b) After the expiration of twenty one (21) days and before the expiration of three months from the date of notice, a registrar's certificate is issued to the couple this is done after the registrar is satisfied that there is not any impediment or any other lawful hindrance to the marriage.

Note: If the marriage shall not take place within three months after the date of the notice, the notice and all proceedings consequent thereupon shall be void, and a fresh notice must be given before the parties can lawfully marry under a registrar's certificate.

(c) Marriages may hereafter be celebrated in any licensed place or worship by any recognized minister of a Church, denomination or body.

Note: No Minister shall celebrate any marriage except in a building which has been duly licensed by the Government. If a couple wants to celebrate at the premises of the Gomoa West District Assembly, they present their registrar's Certificate to the registry, to be booked on a Monday for their signing ceremony on Saturday.

Current Rates are found in the Fee Fixing Resolution of the Gomoa West District Assembly and are subject to review.

CHAPTER EIGHT

DISTRICT COMMUNITY DEVELOPMENT

LEGAL FRAMEWORK

Community Development (also known as Mass Education) was established in 1948 following the publication of the document “Mass Education in African Society” by the Colonial Government in 1944. This document stressed the importance of securing the co-operation and participation of the people of the Colonies in their own development and it also dealt with Adult Literacy. The development was thereon charged with the responsibility to promote and develop the deprived rural, urban and peri-urban communities.

FUNCTIONS

1. Provide Community Mobilization and Education.
2. Conduct Mass Education campaigns.
3. Youth Skills Transfer Programmes – Integrated Community Centers for employable skills. Offer employable and sustainable skills training for the youth.
4. Home Science Extension work – Train rural / vulnerable women in entrepreneurial and home management skills.
5. Extension Services – The department collaborates with other Ministries Department and Agencies; e.g. Ministry of Agric, Ghana Health Services etc

AIMS AND OBJECTIVES

With the broad aim and objective of seeking an improvement in the socio – economic well being of rural and deprived urban communities, the Community Development Unit pursues the following aims and objectives; -

1. To collectively bring about social change and justice
2. Communities to identify their needs, opportunities, rights and responsibilities
3. Plan, organize and take action.
4. Evaluate the effectiveness and impact of the action taken by them.
5. Create and facilitate opportunities for communities and local authorities to discuss strategies for addressing their own needs.
6. Identify and support community members to take on more active and responsible roles.
7. Assist organizations to establish informal networks and ensuring that they take on appropriate structures.
8. Set up service strategic fora that bring together people and groups with a common agenda or similar life experiences.
9. Encourage groups to think about people in their communities who find it more difficult to participate in their organization and helping organizations to change on to develop new activities.

SERVICE RENDERED TO THE PUBLIC

1. Educate community members on keeping a clean, safe and healthy environment
2. Trained women on child care and nutrition
3. Educate community members on the GWDA street hawker's bye – laws
4. Creates awareness on government policies and programmes
5. Educate community members on Cholera
6. Educate parents on the benefits of sending their wards to school; especially the girl child

THE PROCESS AND SPECIFICATION FOR OBTAINING SERVICE

The services goes through the following

- The field staff contact already existing group(s) within the District
- Upon request by already existing group(s)
- Formation of community group(s) upon situation on the ground

CHAPTER NINE

NATIONAL DISASTER MANAGEMENT ORGANIZATION (NADMO)

The National Disaster Management Organization was established by an Act of Parliament, Act 517, 1966. This organization was established as a result of the Governments' determination to protect lives and property from the ravages of Natural and Man-Made hazards and to ensure prompt relief for disaster victims.

National Disaster Management Organization (NADMO) came to replace the National Disaster Relief Committee. The committee lacked preparedness to respond to disasters, and concentrated mainly on post disaster and relief operations.

MISSION

The National Disaster Management Organization is an Inter Sectoral body responsible for the management of disasters and similar emergencies in Ghana

- Drawing up of Metropolitan / Municipal / District
- Implementation and evaluating disaster management plans
- Installation of early warning systems
- Public awareness creation through education and training of the communities
- Provision of basic needs to disaster victims
- Rehabilitation and reconstruction continuum

FUNCTIONS

The functions of the organization go beyond relief. They include pre-crisis of preventive public information and education, response to crises or crises control, and post disaster rehabilitation and reconstruction activities.

As indicated by 2(2) of the Law, the organization shall;

- Prepare National Disaster plans for preventing and mitigating the consequences of disasters
- Monitor, evaluate and up-date national disaster plans
- Ensure the establishment of adequate facilities, technical training and the institution of adequate facilities, technical training and the institution of educational programmes to provide public awareness, warning systems and general preparedness for its staff and the general public
- Ensure that there are appropriate and adequate facilities for the provision of relief, rehabilitation and reconstruction after any disaster.
- Co -ordinate local and international support for disaster or emergency control relief services and reconstruction and;
- Perform any functions that are incidental to the functions specified.

CHAPTER TEN

DISTRICT FIRE STATION (GHANA NATIONAL FIRE SERVICE)

LEGAL FRAMEWORK

Ghana National Fire Service was established in 1963 by Acts 219 with the primary aim of fighting undesired fires. In 1918 Act 537 was enacted to repeal the Act 219 of the GNFS.

With the passage of time from 1963 to this day, there has been an upsurge in the country's population, infrastructure development e.g the springing up of high-rise buildings, importation of sophisticated gadgets etc. These new developments pose a new challenge and these new challenges demand a better equipped Fire Service that is highly knowledgeable with adequate equipment to work with.

This precarious situation in the history of the service gave birth to the enactment of Act 537 of 1997 to expand the short falls of all the functions in the old Act 219.

SERVICE RENDERED TO THE PUBLIC

The Ghana National Fire Service renders the following services to the public;

1. Fighting of fires
2. Rescue / Evacuation of people, Animals and property from the threat of fires or natural disaster
3. Training in fire management
4. Issue of Fire Certificate / Permit
5. Education to heighten the role of the individual in basic fire management

PROCESS AND SPECIFICATION FOR OBTAINING SERVICES

The process for obtaining incident responds for fire fighting and rescue operations are as follows;

1. One may call on the emergency line 192 / 999 or dial any of the Fire Station Tel numbers 0302-266-576 / 7
2. One may drive to the fire station or any means by which he / she may get in touch with Ghana National Fire Service

Training

The client would have for training for its members of staff in basic fire management. Here, the client would have to pay a fee for the training which includes materials for demonstration. Such as Fire extinguishers, Petrol Diesel; and also certificate for participants.

Reviewing

The drawings and the report submitted are subjected to review at a fee. This is provided in schedule 4 of the L1 1742, and it based on the total floor of the structure in place or as proposed. The fee is not fixed and varies depending on the floor area and the height of the structure.

Inspection of Premises

After submission of documents the site or the premises shall be inspected to check on the information provided. The property owner shall provide means of transport for the above exercise.

Fees

These include review fees based on the floor area plus Fire Certificate Fee and Processing fee.

Collection of Certificate

The Fire Certificate is issued if about 80% of the items demanded in the checklists are in place in addition, the items should be satisfactory. These include:

- Installation of suitable firefighting equipment
- Adequate means of escape
- Means of detecting fire and warning the occupants (Fire Alarm)

Duration of Fire Certificate (Validity)

A Fire Certificate shall be valid for twelve month from the date of issue and it is subject to renewal for a fee.

Log Book

This is added to the Fire Certificate to enable the owner occupier and provide adequate information on the state of fire fighting facilities. For use by Fire Service, the book helps the fire service to monitor the activities of Fire Protection service contractor and Fire Safety officers in organization, companies etc.

Re-Inspection Renewals

Re-inspection of premises before the issue of Fire Certificate and Renewals are made at the cost to the client.

Process of acquiring the Certificate

Fire Certificate, it is a certificate issued by the Chief Fire Officer certifying the adequacy of the Precaution measures in particular premises.

Premises Eligible for the Fire Certificate

By L1 1724 under regulation I state the following:

1. Public residential accommodation (Hotels, Guest Houses, Restaurants, Tourism Plants etc).
2. For the purpose of entertainment and recreational or as a club etc.
3. As an institutional providing health treatment or care for infant, disable aged persons.
4. For the purpose of which involves access to the building by the members of the public whatever on payment or not.

Who Can Apply

The owner or occupier of the premises (place) which fall under the above can apply for Fire Certificate.

Acquisition / Purchasing of Form

Application forms attached with a checklist

WHAT TO DO WHEN THINGS GO WRONG

If you are not satisfied with the service that you have received please contact the Client Service Unit of the GWDA.

You can also write, phone or call personally to:

**DISTRICT CHIEF EXECUTIVE
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION**

OR

**DISTRICT COORDINATING DIRECTOR
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION**

OR

**THE PRESIDING MEMBER
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION**

OR

**THE OFFICER – IN- CHARGE (CLIENT SERVICE UNIT)
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION.**

OR

**THE DISTRICT PLANNING OFFICER
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION**

OR

**THE DISTRICT WORKS DEPARTMENT ENGINEER
GOMOA WEST DISTRICT ASSEMBLY
P. O. BOX 39, APAM, CENTRAL REGION**

**OR ANY OF THE SEVEN (7) SUB – DISTRICT OFFICES
OR ANY GWDA DEPARTMENTS**