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**SHAI-OSUDOKU DISTRICT ASSEMBLY BYE-LAW, 2020****SECTION ONE - (CONTROL OF HAWKERS)****Preamble:**

In exercise of the powers conferred upon a District Assembly by Section 181 of the Local Governance Act, 2016, (Act 936) and with the approval of the Greater Accra Regional Co-ordinating Council, this bye-law is hereby made. This bye-law shall be cited as the Shai- Osudoku District Assembly bye-law and shall apply within the area of authority of the Shai-Osudoku District Assembly (hereinafter referred to as the Assembly)

**1. Hawkers To Obtain License:**

- 1) A person shall not operate as a hawker if that person has not been issued with a hawker's license by the Assembly.
- 2) The license shall be upon application and shall be issued in a form and under conditions as determined by the Assembly, which include;
  - a) Not erecting any stall, or other structure without written permission given by the Assembly.
  - b) Not to cause obstruction or impede the free movement of vehicular or human traffic.
  - c) Payment of such fees as determined in the fee fixing resolution of the Assembly.

**2. Duration of license:**

- 1) A hawker's License issued shall expire on 31st December of the year it is issued.
- 2) A hawker's License may be revoked if that hawker continuously contravenes the conditions prescribed in the License.

**3. Hawkers to Produce License on Demand:**

- 1) A hawker shall produce license on demand by an authorized officer or agent of the Assembly.
- 2) A person commits an offence if that person engages in hawking without obtaining a hawking licence from the Assembly.
- 3) A hawker commits an offence if that hawker refuses to produce a hawking license obtained from the Assembly when the license is demanded for inspection by an authorized officer or agent of the Assembly.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-law unless the context otherwise requires-

- i. "Hawker" means any person who sells or offer or exposes for sale goods of any description in a place other than a recognized market or in that person's dwelling house or a shop and includes an assistant employed by such person.

**SECTION TWO - BUSINESS OPERATING PERMIT****1. Business Operating Permit**

- 1) Person who carries on a business within the area of authority of the Assembly shall apply for a Business Operating Permit to operate that business.

2) A person who sells drugs or any other items in vans or any form of vehicular movement shall apply for a Business Operating Permit to operate that business.

3) A person shall not carry on a business within the area of authority of the Assembly without a Business Operating Permit duly granted by the Assembly.

4) A Business Operating Permit granted under this Bye-law is valid up to 31st December of the year of issue.

5) A Business Operating Permit granted under this Bye-law is not transferable.

## **2. Display of Business Operating Permit**

1) A person who is granted a Business Operating Permit under this Bye-law shall display the permit in a conspicuous part of the premises on which the business is operated.

## **3. Fees**

1) The Assembly shall prescribe a fee, in accordance with the fee fixing resolution, to be charged for the grant of a Business Operating Permit under this Bye-law.

## **4. Liability To Pay Property Rate & Other Rates**

1) An owner of a rateable permanent or temporary Property who is required to pay rate under any existing enactment and who operates a business from the said Property shall in addition be required to apply for Business Operating Permit under this Bye-laws.

2) There is to be imposed a withholding flat rate of Five Ghana Cedis (GHC5.00) chargeable on lodgers of hotels, guest houses, motels and similar facilities within the administrative area of the Assembly.

3) The facility operator shall collect the rate and pay the amount collected to the Assembly at the end of every calendar month.

4) The Assembly shall determine the modality of payment of the charge.

## **5. Power of Entry**

Subject to the provision of this Bye-law, any officer or a person duly authorized by the Assembly may during business hours enter a building, premises or land within the area of authority of the Assembly for the purpose of carrying out inspection, enquiry and other duty authorized by the Assembly pertaining to any payments due to the Assembly under this bye-law.

A person shall not obstruct or interfere with any officer or person authorized by the Assembly in performance of duties assigned to the officer or person under this Bye-law.

## **6. Withdrawal of Permit and Closure of Business**

1) The Assembly may withdraw or revoke any Business Operating Permit granted under this bye-law if without written authority of the Assembly, any alterations are effected on the premises or building for which the permit was granted or;

2) The Assembly may for the purpose of enforcing the payment of the permit fee close down a business or suspend the activities until the permit fee is paid.

## **7. Suitability Health Reports and Other Permits**

A hospitality industry, or a private school shall obtain suitability health reports issued by the Environmental Health Unit.

## **8. Winding Up**

1) Where a company winds up its entire business of that company or suspends its operation, the company shall immediately inform the Assembly of the closure or suspension of business operations otherwise the Assembly shall continue to bill the company.

## **9. Failure to Pay Business Operating Permit Fees**

1) A person who fails to pay Business Operating Permit fees at the prescribed time shall pay the outstanding fees in addition to accumulated interest at a bank rate with effect from the day up to and including the day of the final payment of the fees.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-Law unless the context otherwise requires-

- i. "Business" includes occupation, profession, vocation or trade
- ii. "Undertaking" means any development that requires permit from Environmental Protection Agency (E.P.A)
- iii. "Hospitality" means eating, drinking, lodging, entertainment, or recreational premises
- iv. "Industry" means manufacturing or factory or mechanical shops or mills or production business.

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**SECTION THREE - SLAUGHTERHOUSE****1. Animal To Be Slaughtered In Slaughterhouse:**

1) A person shall not slaughter cattle or other animals for sale for human consumption in a place other than the designated place set apart for such purpose by the Assembly or approved by the Assembly.

(2) A person shall not offer for sale or sell or display any flesh of an animal that has not been slaughtered at an approved place by the Assembly or from an approved source.

**2. Care of Animal before Slaughter:**

1) A person who owns an animal to be slaughtered shall;

- a) Give sufficient water to the animal before sending it to the slaughtering floor
- b) Protect such animal from pain, harm and harassment.

2) Animals to be slaughtered are to be allowed to have ample rest before slaughter.

**3. Method of Slaughter:**

1) Animal may be killed by

- a) Cutting the throat
- b) A captive bolt pistol with the expressed permission from the Environmental Health Officer or the Veterinary officer concerned.

2) A person shall not slaughter an animal at the sight of another animal.

3) A person may be directed on the method of slaughter by the Environment Health Officer or the Veterinary officer to avoid cruelty to the animal.

**4. Maintenance of the Slaughterhouse:**

1) A person who uses or controls a slaughter house shall take all necessary measures as directed by the Environmental Health Officer to always maintain it in a clean state

**5. Fees:**

1) A person who uses the services of the slaughter house shall pay a fee in accordance with the fee fixing resolution of the Assembly.

**6. Prevention of Contamination:**

1) A person in charge of a slaughter house shall take measures to prevent contamination of slaughtered animals on the slaughter floor.

2) Slaughtered animals shall be handled and transported in a manner that shall avoid contamination.

**7. Condemnation and Disposal of Unwholesome Animal:**

1. An appointed inspector of animal for both ante and post mortem shall diligently ensure that only wholesome animal or parts of it are passed as fit for human consumption.
2. An appointed inspector of animals or officer in charge of a slaughter house shall dispose of rejected animal or part of it in a sanitary manner.
3. A slaughter house or a place set apart for slaughter of animals shall not be accessible to dogs, birds and other scavenging animals.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION FOUR - COMMUNAL LABOUR**
**1. Organization of Communal Labour:**

1) The Assembly may organise communal labour through Town or Area Council, Unit Committee or any Authorized person within the area of Authority of the Assembly.

**2. Notice of Communal Labour:**

- 1) The Assembly or an authorized body shall give seven days' notice to the residents of the relevant town or village or electoral area before the date fixed for the communal labour.
- 2) Despite Bye-law 2(1), the Assembly or an authorized body may give shorter notice before a communal labour.
- 3) The notice that is given shall include;
  - a) The date, time and location on which the communal labour is to be organized and
  - b) The nature and condition of the communal labour to be undertaken.

**3. Able Bodied Person to Attend Communal Labour:**

- 1) Every able-bodied person resident in the relevant town or village or electoral area shall take part in a communal labour organized by the Assembly or authorized body.
- 2) The Assembly or authorized body may exempt a person from taking part in a communal labour where the person to be exempted is
  - a) Sick
  - b) Required to appear before a court at the same time that the Communal Labour is taking place
  - c) Helping the Police in an investigation
  - d) Attending the funeral of a close relative as the authorized body may approve, or
  - e) Caught in circumstances that make it just or reasonable so to do.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation**

In this Bye-law unless the context otherwise requires-

- i. "Able-bodied person" means a physically strong person who is above eighteen years and below 60 years.

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**SECTION FIVE - CONTROL OF CHILDREN****1. Children At Places Other Than School:**

- 1) A child under the age of 18 years shall not be at a drinking bar, video or cinema house, games and betting centres, funerals, concert shows or engage in other form of entertainment unless under the control of a responsible adult.
- 2) Funeral and Other entertainment without express permission from the Assembly are to end at 6pm. Where so even granted, Children are not expected to be at that function after 6pm
- 3) A person who employs or permits the employment of a child commits an offence of Child labor regardless of the relationship between that person and the child.

**2. Protection of Children:**

- 1) A person who is responsible for the care of a child whether biological relations or not shall ensure that the child is protected against all forms of abuse.
- 2) A person who is responsible for a child shall provide the child with the basic necessities of life such as shelter, food, clothing, basic education and health care.
- 3) A child shall be protected against physical or psychology harm and shall not be unduly exposed to any form of harm.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

Reference to bye-law 1(2), parents shall be liable for the offence of the child

**Interpretation:**

In this Bye-law unless the context otherwise requires-

- i. **“Child”** means a person below the age of eighteen years.

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**SECTION SIX - FOOD SAFETY AND HYGIENE****1. Prevention of Contamination:**

- 1) Food shall be handled in a manner to avoid contamination from biological, chemical and physical contaminants
- 2) Food shall be processed in a manner that protects the food from flies or other disease carrying creatures and dirt.
- 3) An occupier of a space or selling site shall be responsible for maintaining the cleanliness of the space or selling site by cleaning thoroughly within and around the site.
- 4) No occupier of a space or selling site shall offer for sale any bread, prepared grain food or any other article of food unless the articles are placed on a table or support raised at least 0.15 meters from the ground.
- 5) No article which is likely to be used for human consumption shall be exposed either to dust or flies or shall not be disposed in such a manner or will satisfy the sanitation rules prescribed by the Assembly.
- 6) Utensils, cutlery and other items used in the processing or preparation of food shall be adequately sanitized and kept away from dust, flies or any other contaminants.
- 7) A person who sells food shall ensure that the preparation and vending area is not situated close to an open drain or sanitary site and is clean at all times.
- 8) The Assembly shall, on application, register a food operating premises to ensure adherence to special standards.

**2. Sanitary Conditions to Be Kept on Premises:**

- 1) Solid and liquid waste from premises where food is processed shall be managed in accordance with conditions specified by the Environmental Health Unit.

2) Sanitary facilities and other necessary facilities shall be provided by the operator as directed by the Environmental Health Officer.

**3. Personal Hygiene by Food Handler:**

- 1) A food handler shall, in the handling of food, use protective gear that is required to prevent contamination of food.
- 2) A food handler shall observe good personal hygiene.
- 3) A food handler must be screened and certified as directed by the Environmental Health Unit.
- 4) A certificate so issued will expire one year from the date of issue.
- 5) Notwithstanding 3(2), the Assembly shall require food vendors with valid food handler's certificate to undergo further screening when necessary.

**4. Use of Wholesome Ingredients:**

- 1) A person who is responsible for the preparation of food for sale shall ensure that the food is prepared with wholesome ingredients and potable water.
- 2) A food operator shall provide potable running water and detergents for washing of hands and drinking purposes.

**5. Food Preservation:**

- 1) Food shall be kept in such a manner to avoid deterioration and spoilage.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION SEVEN**

**BAKERY**

**1. Bakeries to be Licensed:**

- 1) A bakery shall be operated only from premises licenced by the Assembly for that purposes.
- 2) A bakery shall be licensed upon Application by the baker or an accredited representative of the baker.
- 3) A person who operates a bakery shall;
  - a) Keep a suitable room for flour and other materials which are used for the bakery
  - b) Keep a separate room for mixing and kneading of flour, bread and temporary storage of bread mixture.
  - c) Keep a separate room for the storage of bread and other finished pastries.
  - d) Keeps a separate room as staff changing room.

**2. Condition of Rooms**

- 1) A room for storage of flour, baking of bread, display of bread, and sale of bread shall be protected from rodents and other vermin.
- 2) A room for storage of flour, baking of bread, display of bread, and sale of bread shall be well ventilated and lighted with either natural or artificial means,
- 3) A person shall not use any room relevant to the bakery for sleeping purpose and keeping of personal belongings.

**3. Provision of Sanitary Condition:**

- 1) An operator of a bakery shall provide sanitary convenience to the staff as may be directed by the Environmental Health Officer.
- 2) An operator of a bakery shall make sufficient provision for the disposal of solid waste and waste water from the premises.



**4. Prohibitions:**

- 1) A person shall not smoke in the bakery premises
- 2) A person suffering from septic sore, discharging wound, diarrhoea, vomiting, typhoid fever or other communicable disease shall not work or be allowed to work in a bakery.

**5. Fire Precaution:**

- 1) Where cylinders are used, they must be kept away from naked fire or heat and the nozzles turned off when not in use for long period.
- 2) Fire extinguishers, sand, smoke detectors, water sprinklers may be employed to fight out breaks as an immediate measure to stop the spread of fire.
- 3) Fire safety notices are to be displayed and all necessary standard operating procedure must be followed.

**6. Inspections**

- 1) An Environmental Health Officer or an authorized agent of the Assembly shall have the power to enter a bakery for the purpose of inspection, enquiries and investigations at a reasonable time and as many times as may be necessary.
- 2) A person shall not obstruct an officer from performing duties under this Bye-law.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-law unless the context otherwise requires-

“Bakery” means a place or premises where bread and or other pastries are made for sale.

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**SECTION EIGHT - CONTROL OF DOGS**
**1. License:**

- 1) A person who keeps a dog shall obtain a license from the Health Directorate in respect of the dog.
- 2) A dog license shall not be issued by the Assembly unless the owner produces an inoculation certificate in accordance with section 7 of this bye-law.

**2. Dogs License:**

- 1) A dog license shall be valid for a period of one year from the date of issue.
- 2) The fee in respect of issuance or renewal of license shall be determined in accordance with the fee fixing resolution of the Assembly.

**3. Badges:**

- 1) A person to whom a dog license is issued shall, while the license remain in force shall keep on the dog an embossed metal or plastic badge supplied by the Assembly in respect of that dog.

**4. Power to Seize and Destroy Dogs:**

- 1) An Officer of the Assembly duly authorized may seize and detain any dog found in a public place where the dog;
  - a) Is not wearing a badge as prescribe or
  - b) Appear to be a stray dog
  - c) Where the owner of the dog is known by the officer, a notice of seizure shall be served on him or her as soon as practicable.

*d)* A dog seized and detain under this Bye-law shall be released to the owner if he produces a valid license in respect of the dog and pay a detention fee in accordance to the fee fixing resolution for each day that the dog has been detained.

2) A dog detained for more than fourteen days and:

*a)* The owner cannot be found or

*b)* Notice of detention is given to the owner and he does not pay impoundment fee and claim the dog within fifteen days the Health Directorate may cause the dog to be destroyed or otherwise disposed off.

#### **5. Seizure of Disease Dogs:**

1) An authorized officer of the Assembly may seize a dog which has or is reasonably believed to have suffered from mange, rabies or other disease within the meaning of the disease in the Animal Act, 1961 Act 83.

#### **6. License to be Produced:**

1) A person who has valid dog license shall produce the license within 24hrs on request by an officer of the Assembly.

#### **7. Inoculation of Dogs:**

1) A person who keeps a dog shall have it inoculated once every year against rabies at the department of Animal's Health of the Ministry of Food and Agriculture and obtain a certificate to that effect in respect that dog.

#### **Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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### **SECTION NINE - SPECIAL LEVY**

#### **1. Inspection of Special Levy:**

1) The Assembly may impose special levy on a community that intends to undertake development project for the purpose of funding the project wholly or supplement to other sources of funding.

2) The development projects for which special levies may be imposed shall include the provision and maintenance of;

*a)* Public toilets

*b)* Community roads, drains and culverts

*c)* Bore-Hole and Hand-Dug Well

*d)* Community School and

*e)* Any other project for which the community may embark upon

#### **2. Payment of Special levy:**

1) The need and purpose for the special levy, the amount to be paid, the manner and period of payment shall be considered by the community at a meeting.

2) A person shall be considered to have defaulted if that person fails to fully pay a special levy after three months of imposition.

#### **3. Rendering of Accounts:**

1) The treasure of the community or the unit committee shall annually render accounts of the monies that are collected to the members of the community at a special durbar.

2) A copy of the statement of accounts rendered to the community shall be deposited with the Area/Town Council under whose jurisdiction the community falls or the Assembly for their scrutiny and necessary action.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TEN - (ENVIRONMENTAL PROTECTION)****1. Protection of the Environment:**

- 1) Each household, operator of a factory, cesspool, toilet facility or any other facility shall take the necessary measures to protect the environment from stench pollution.
- 2) Any discharges of liquid, gas or other substance from a factory, industry, commercial mall, market, office or household shall be done in compliance with conditions and standards as set by the Assembly or other regulatory agency.
- 3) A sanitation system for on-site treatment of excreta and other sanitation systems shall be operated in compliance with conditions and standards set by The Environmental Protection Agency.

**2. Sand Winning Activities:**

- 1) A person shall not win sand or engage in excavation of soil and stones in a manner that causes environmental degradation.
- 2) A person may engage in a large scale sand winning activity within the area of authority of the Assembly only upon obtaining the necessary permit from the Assembly.
- 3) The grant of permit by the Assembly under subsection 1 of section 2 shall be based upon written advice or Report of The Environmental Protection Agency.

**3. Control of Bore-Hole Drilling Operators:**

- 1) Any prospective bore-hole driller should first register with the Assembly.
- 2) A bore-hole shall not be drilled unless the driller applies for and is granted a permit.
- 3) The grant of permit under subsection (2) of section 3, by the Assembly shall be based on written advice or Report of the Water Resources Commission.

**4. Protection of Wet Lands and Water Bodies:**

- 1) A person shall not undertake any activity in respect of the development of a water body or any other ecologically sensitive area unless that person has obtained a permit.
- 2) The grant of a permit by the Assembly under subsection 1 of section 4 shall be based on written advice or Report of the Environmental Protection Agency and or the Water Resources Commission.
- 3) A person shall not cause or destroy species of water organism or fish in a manner that result in the extinction or depletion of that species of organism.

**5. Control of Tree Felling and Vegetation:**

- 1) A person may fell a tree upon obtaining a permit from any of the following organization;
  - a) The Assembly (physical Planning Department)
  - b) The Environmental Protection Agency (E.P.A)
  - c) The Forestry Commission
- 2) Where the felling of trees is done on a large scale, provision shall be made to replant the trees to ensure ecological balance.
- 3) A person shall not cause a bush fire or destroy specie of a plant in a manner that results in the extinction or depletion of that specie of plant.

4) A farmer shall make a fire belt before that farmer sets fire to a cleared area for the purpose of farming.

5) A person who clears a large area for developmental purpose shall comply with the provisions of the Environmental Protection Agency Act (Act 490) and the Environmental Regulations, 1999 (L.I 1652).

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION ELEVEN - NOTICES AND OBSTRUCTION**

**1. Notice to be Issued:**

- 1) The Assembly or authorized agents or officers may issue a notice of abatement, or demand for information.
- 2) A notice issued by an authorized agent or officer of the Assembly may;
  - a) Direct the remedy of a defect
  - b) Require the submission of a relevant document
- 3) Suspend an operation, physical development, or use of a facility
  - a) Require an explanation why a legal action should not be instituted against an offender;
  - b) Demand the payment of outstanding bills and
  - c) Specify a period for which the specific action is to be taken.

**2. Mode of Service:**

- 1) A notice under section 1 is sufficiently served if the notice
  - a) Is served on the persons require to be served
  - b) Is posted at the last known abode of the person required to be served
  - c) Is published in the print or electronic media or
  - d) Is posted at a conspicuous place within the locality where the nuisance occurred.

**3. Noncompliance with Notice or Court Order:**

- 1) If a Notice of the Assembly is not been complied with, then a non-compliance of court order proceedings shall be instituted against the offender.
- 2) It is an offence for a person to refuse to receive notice issued through him/her to another person or refuse to give information about an offender if that person is in a position to do so.

**4. Obstruction of Officers:**

- 1) A person commits an offence where that person,
  - a) Obstructs an authorized officer or Agent of the Assembly in the discharge of the duties of that officer or authorized agent.
  - b) Refuses an authorized officer or Agent of the Assembly entry into premises for purposes of carrying official duties
  - c) Refuses to comply with a directive issued by the authorized officer or Agent of the Assembly.
  - d) Physically or verbally assaults an authorized officer or Agent of the Assembly while on official duty.

**Penalty**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**SECTION TWELVE - BUILDING/PHYSICAL DEVELOPMENT****1. Permits:**

- 1) A person shall not commence the construction of a building unless he has applied for and granted a Building permit.
- 2) A person who develops without a development and building permit will be made to pay a penalty at a rate that is stipulated in the building regulations, L.I 1630
- 3) A penalty imposed on a developer does not constitute a Building permit.
- 4) A permit may be granted for the purpose of boarding, change of use, change of zoning, land filling, renovation, sub-division of land, demolition, erection of signage or bill boards, the disposal of waste on land and other land uses.

**2. Requirements for Application:**

- 1) A building permit application shall have the following attachments;
  - a) One completed copy of Spatial Planning Authority Form 1;
  - b) Building Permit Application Form duly completed;
  - c) Land Title Certificate or registered indenture, clearance form duly signed by appropriate authority i.e. Lands Commission or Land Title Registry or other credible evidence of ownership of the land on which the intended Building is to be constructed.
  - d) Four (4) sets of building drawings duly signed;
- 2) Multi-user and Multi-level development in addition to the requirements of section 2 shall attach;
  - a) Fire Report and appropriate fire engineering drawing duly vetted and approved by Ghana Fire Service
  - b) Geo-Technical (Soil investigation) Report
  - c) Structure Integrity Report where vertical extensions are proposed on existing building
  - d) Traffic Impact Assessment Report
  - e) Hydrological Report and appropriate drawings
  - f) Waste Management Plan.
- 3) Application requiring Permission in Principle (PIP) would be required to submit the following
  - a) Three (3) Sets of Sketch Drawings
  - b) Three (3) copies of brief outline of project covering the location, Design,
  - c) Activities and operational characteristics
  - d) Evidence of neighbourhood consultation and comments for the new use of premises
- 4) Application seeking Change of Use of existing permit should submit the following
  - a) Previous permit on existing building
  - b) Proposed amendments to drawing if relevant
  - c) Evidence of neighbourhood consultation and comments for the new use of premises
- 5) Applicants who are unable to complete developments within permit validity period of five (5) years shall seek permit for extension of time. Application for Extension of Permit Existing building should comprise;
  - a) Previous permit
  - b) If a development is multi-storey structure of complex, the applicant may be required to provide reports such as;
    - i. Environmental Impact Assessment Report,
    - ii. Structure Integrity Report,
    - iii. Fire Service Report
    - iv. Hydrological Report,
    - v. Geological Report
    - vi. Traffic Impact Assessment Report
    - vii. Waste Management Plan

**3. Submission of Application and Processing:**

1) An applicant shall submit a completed form as specified in the building permit Application and Spatial Planning Authority Form 1 to the Physical Planning Officer of the Assembly.

2) The Physical Planning Officer of the Assembly shall notify the applicant on corrections, additional requirements, processing fee and date of inspection of site if necessary.

3) The technical sub-committee of the Assembly shall evaluate the application, visit the site and make recommendation to the Spatial Planning Committee (SPC) within a month of receipt of application.

4) The Spatial Planning Committee of the Assembly shall consider the Development Application within nine (9) working days of Technical Sub-committee meeting.

5) The Secretary of the Statutory Planning Committee of the Assembly shall submit approved plan to the Assembly Works Department five (5) working days of approval for the issuance of building permit.

**4. Collection of Permit:**

1) A successful applicant shall pay approved building permit fee to the Assembly's Works Department on receipt of approval letter.

2) A successful applicant may collect building permit from the Assembly within three (3) months after submission of development application.

3) A successful applicant may seek further instructions for commencement of building project from the Works Department of the Assembly.

4) Despite subsection 1 of section 1, an applicant who has duly submitted relevant documents and yet the Assembly fails to communicate approval of application, applicant shall notify the Assembly before commencement of any physical development after three (3) months of submission.

**5. Unauthorized Development:**

1) The Assembly shall cause a notice to be served on an owner of a land or any person who may be affected by the action of the Assembly to show cause in writing addressed to the district planning authority why the unauthorized development should not be prohibited, altered, abated, removed or demolished if a developer undertakes a physical development without a permit or fails to comply with the conditions incorporated in a permit.

2) Where the owner of the land or other person specified in subsection 1 of this section fails to show sufficient cause why the development should not be altered, abated, removed or demolished, the Assembly may carry out the prohibition, abatement, alteration, removal or demolition and recover the expenses incurred from the owner of the land as if it were a debt due to the Assembly.

3) The Assembly may for the purpose of enforcing an approved development plan prohibit, abate, remove, pull down or alter so as to bring into conformity with approved plan, a physical development which does not conform to the approved plan.

**Penalty:**

A person who contravenes this by-law commits an offence and is liable on summary conviction to a fine not less than one hundred units and not more than two hundred penalty and fifty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**Interpretation:**

In this Bye-law unless the context otherwise requires

i. "Physical development" includes the carrying out of building engineering, mining or any other operations, existing use of land or building and the subdivision of land, the disposal of waste on land including the discharge of effluent into a body of still or running water and the erection of advertisement or other hoarding.

**SECTION THIRTEEN - ABATEMENT OF NOISE****1. Sale of Recorded Music:**

- 1) No person shall use any place for sale of recorded music unless the place has been inspected, approved and licensed by the Assembly upon Application by that person.
- 2) An application for license in accordance with subsection 1 shall be made in writing to the Assembly
- 3) License may be issued subject to conditions as may be prescribed by the Assembly.
- 4) A license issued under paragraph 2 shall be an annual license and be effective from the day on which it is issued.

**2. Withdrawal of License:**

The Assembly may withdraw licence issued under section 1, where the owner or other person in charge of premises for sale of recorded music;

- 1) Violates any conditions set in the licence.
- 2) Violates any law pertaining to noise making by playing of recorded music.

**3. Music Played in Entertainment Spots/Music for Advertisement:**

- 1) No person shall play music or cause to be played any recorded music in a residential area in a manner that causes nuisance to an adjoining neighbour or the public.
- 2) No proprietor or person in charge of a night club, restaurant, or drinking bar or other place of refreshment or entertainment or Churches or Mosques or Local information centres or early morning road side preachers shall play music or make excessive noise in such a manner that causes nuisance to the public or exceed the permissible levels according to the zonal status of the area in accordance with the EPA decibels.
- 3) An operator of a local information centre shall not operate after 7:00 pm unless otherwise approve by the Assembly
- 4) An operator of local information centre shall not advertised any product which has not been approve by food and drugs Authority
- 5) Music played in any place under sub-section 1 and subsection 2 of this section shall be played in such a way that it will be heard only within the confines of that place.

**4. Music that can be Played up to Midnight:**

- 1) A person may play music at a reasonable pitch up to midnight when
  - a) Wake is being kept or
  - b) A party is being organized

**5. Religious Institutions:**

- 1) A person conducting a religious service shall not play or cause music to be played so loudly so as to cause nuisance to the public and residents in the area or exceed the permissible levels according to the zonal status of the area in accordance with EPA levels.
- 2) A person may play music in a religious institution or in an entertainment hall or make an address through a public address system so as to be heard only within the confines of the institution or entertainment hall or to the certified calibrated noise levels by the Assembly's authorized officer or a company accredited by the Environmental Health Directorate.
- 3) A person conducting a religious service where music is to be played before 6 am or after 12pm shall seek permission from the Assembly in writing except during public and statutory holidays.

**6. Registration of Premises:**

- 1) Religious institutions, Drinking bar, Pub, Night club, sound spinning, music shop, entertainment centers, video centers, community information centers and potential noise making premises shall register through application forms issued by the Assembly.

**7. Power Generator:**

1) A person using a power generator on premises shall muffle the noise emanating from the engine so as to prevent it from constituting a nuisance to neighbours.

2) Any authorized officer of the Assembly may enter into a premise for the purpose of ascertaining noise nuisance and carry out related duties and take steps as to abate the said nuisance.

3) A person who in any way obstructs an officer or Agent of the Assembly from performing duties under subsection 2 of section 3 commits an offence.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION FOURTEEN - MAINTENANCE OF PREMISES****1. Painting of Premises:**

1) An owner or an accredited or deemed representative of the owner of a house or premises within the area of administration of the Assembly shall keep the house or premises clean, white-washed and painted on regular basis at least once in two years.

2) Where the owner or accredited representative of the owner fails to comply with sub-section (1) of section 1, the Assembly may undertake the painting and claim the cost thereof from the owner or accredited representative of the owner by any lawful means.

**2. Unauthorised Structures:**

1) Any unauthorized structure attached to any house or premises shall be demolished or removed on notice by Assembly.

**3. Inspection by authorized officers:**

1) An officer of the Assembly duly authorized may inspect the state of maintenance of any premises within the area of administration of the Assembly.

**4. Directions of the Assembly:**

1) The Assembly may direct an owner of a house or premises or accredited representative of the owner to white-wash, paint or put the premises in a state of cleanliness within a specified period and the owner of the house or premises or an accredited representative of the owner shall comply with the Directive.

2) A household owner or occupier of premises who refuses to repair or keep the premises which is in a state of disrepair, dilapidation, collapse or threat to life and property after reasonable warning or notice by the Assembly shall be deemed to have contravened this Bye-law.

**5. Abandoned Premises:**

1) Where a house or premises is abandoned and in a total state of disrepair, dilapidation or collapse and poses a threat to life and property the Assembly shall serve notice to the owner or an accredited or deemed representative of the owner to demolish it within a specified period.

2) An owner of a house or premises or an accredited or deemed representative of the owner who fails or refuses to comply with notice served under sub-section 1 of section 5 commits an offence.



**6. Demolition of Premises:**

1) The Assembly may demolish the any house or premises in a dangerous state of disrepair and claim the cost of demolition from the owner or an accredited or deemed representative of the owner.

2) The Assembly shall give public notice or notice to the owner of the house or premises for a specified period prior to the demolition.

**7. Uncompleted Premises:**

1) The Assembly may serve notice to the owner of an uncompleted house or premises which poses a threat to life and property to either complete or demolish the uncompleted house within a specified period of time.

2) An owner of a house or premises or an accredited or deemed representative of the owner who fails or refuses to comply with a Notice given under sub-section 1 of section 7 commits an offence.

3) Where the owner of the uncompleted house fails to either complete or demolish it, the Assembly may with or without further notice demolish the uncompleted house and claim the cost of demolition from the owner or an accredited or deemed representative of the owner.

**Penalty:**

A person who contravenes this by-law or commits an offence under this bye-law, on summary conviction shall be liable to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION FIFTEEN - PUBLIC MARKETS****1. Tenancy Agreement:**

1) The Assembly shall enter into a Licence Agreement with all successful applicants for a store in any public market

**2. Allotment of Stalls, Spaces and Stores:**

1) Stores shall be allotted to allottees for sale of items or articles as the Assembly may from time to time direct.

2) Application for the use of stores shall be made to the chief superintendent of Markets or to such other officer as the District Chief Executive may for that purpose appoint.

3) The period of allotment shall be ruled on such terms and conditions as the Assembly may determine.

**3. Discontinuing of Occupancy:**

1) Where the rent of any store in a market is payable monthly, the occupier of that store shall give notice of his intention to discontinue the use at least fourteen days before the last day of the period for which rent has been paid, otherwise he/she shall be liable for rent of the succeeding months.

**4. Rent:**

1) The rent for any store shall be as specified by resolution of the Assembly to be published annually.

2) All rents shall be paid in advance and where the rent is payable monthly or quarterly any part of a month or quarter shall count as entire month or quarter.

3) Whenever rent is paid a counterfoil receipt of ticket shall be issued in respect of the payment and any such receipt or ticket shall be accepted as proof of allotment for the period for which it is issued.

4) Failure to produce such receipts or ticket on demand shall render the occupier liable for ejection from his/her store.

5) The period for which rent has been paid shall run from and include the day of allotment and shall expire on the last day of the period for which rent has been paid.

**5. Assembly under No Liability for Loss or Damage:**

1) The Assembly shall not be under any liability for any loss or damage to the property of any occupier of any store in a manner which is due to fire, theft, burglary, or any other cause whatsoever.

2) All Assembly tenants at the markets shall insure their properties against fire, theft, burglary or other foreseeable contingencies.

**6. Sub-Letting Stores Without Consent:**

1) No occupier of any store in a market shall sublet or share such store except with the written consent of the Assembly.

**7. Sale of Goods at Specified Place Only:**

1) No person shall sell goods at any place in any market other than at the store or place allotted.

2) Any person who sells or purchase goods or stock near established markets commits an offence.

**8. Only specified Article to be Sold:**

1) No occupier of a store, in a market shall sell or expose for sale any goods other than those permitted to be sold at that area.

2) No person shall sell any articles, animals or any other goods in any place in a market unless the place has been designated by the Assembly for that purpose.

**9. Cleaning of Stores:**

1) An occupier of a store, in a market shall be responsible for the cleanliness of the store at all times.

2) Before leaving the market at close of the day every occupier shall thoroughly clean the store and its surroundings and the refuse placed in the dustbin provided for the purpose and disposed of in a proper and reasonable manner.

3) All stains from oil, fat, or other article shall be thoroughly washed away by the person responsible for same.

4) Markets in the District shall be divided into such categories and assigned such facilities as the Assembly may determine.

5) Every person in charge of a child in a market shall be responsible for the cleanliness and orderly conduct of the child and shall on the request of any officer of the Assembly or any Police Officer in uniform remove any nuisance the child may commit.

**10. Obstruction of Pathways forbidden:**

1) No seller shall place any box, basket or other container in any pathway or avenue of a market.

**11. Articles of Food to be Raised from the Ground:**

1) No occupier of any store in a market shall expose for any sale any bread, fish, prepared grain food or any other articles of food unless the items are placed on a table or on a support raised at least one half meters from the ground

2) No article which is likely to be used for human consumption in the state in which it is exposed for sale shall be sold without adequate protection from dust, flies or other insects.

**12. Prohibited Persons:**

(1) The Assembly shall refuse entry into a market to any person who has been guilty of misconduct in or about the market if in the opinion of the designated officer of the Assembly such refusal is just and reasonable.

(2) Every person using a market shall obey reasonable orders for the preservation of cleanliness, order and safety in the market or for facilitation and or dispatch of business therein.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION SIXTEEN - ENTERTAINMENT****1. Entertainment License:**

1) No person shall organize any form of public entertainment within the District without first obtaining a license for that purpose.

2) Notwithstanding sub-section 1 of this section.

3) No license shall be required for:

a) Entertainment devoted to charity and

b) Entertainment for which no fees are charged

4. A license issued under sub-section (1) of this section shall not be transferable and shall be valid only for the day or year in which it is issued

**2. Activities for which License may be Obtained:**

1) The Assembly shall issue a license for:

a) Concerts, theatrical performances, video shows, cinemas, fairs, circus, dances, discotheques and other entertainment to which money or reward is given and

b) Billiard, horse racing, soccer and lawn tennis unless these activities are being devoted to charity

c) The Assembly shall determine the fee to be paid under sub-section (1) of this section by a resolution of the Assembly.

**3. Hours of Operation:**

1) Any license issued under these by-laws shall permit any activity for which the license was issued to take place between 2pm and midnight on a specified day.

**4. Right of Entry:**

1) An Officer of the Assembly duly authorized, shall have the right of entry to any premises of entertainment or for purpose of inspection.

2) No person shall obstruct or prevent an officer acting under sub-section (1) of section 4 of this Bye-law.

**5. Power to Revoke License:**

The Assembly may revoke an entertainment license if satisfied there is good cause so to or for a violation of any provision of this by-law or a directive lawfully made under this Bye-law.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION SEVENTEEN - VEHICLE DEALERS****1. Application to Operate as Vehicle Dealer:**

1) No person shall operate as a vehicle dealer or keep in an enclosure or open space for sale by himself or on behalf of others without applying to the Assembly for permit to do so.

**2. Vehicle Dealer's Permit:**

1) An application for a vehicle dealer's permit shall comply with the following conditions (a) the park or ground on which the vehicles are displayed shall be suitably fenced, and (b) the park shall be adequately equipped with fire fighting mechanism.

**3. Fees:**

1) Assembly may grant a permit to engage in the sale of vehicles on the payment of a fee as shall be specified by a resolution of Assembly.

**4. Submission of Site Plan:**

1) An application submitted to the Assembly shall be accompanied with (3) site plans of premises intended for use.

**5. Sitting of Office:**

1) A site for the sale or display of vehicle shall have an office from which receipts of sales of vehicles shall be issued.

**6. Dimension:**

1) A park or enclosure used for the purpose of dealing in the sale of vehicles shall not be less than 61 meters by 30 meters.

**7. Discretion to Withdraw Dealer's License:**

1) Notwithstanding any sanction which may be applied Assembly may withdraw a vehicle dealer's license for stated reasons upon giving the dealer 30 days' notice.

**8. Individual Vehicle Sale Exempted:**

1) For the avoidance of doubt this by-law shall not apply to any disposal of only one vehicle by an individual not owing up as a general dealer in vehicles.

9. No person shall wash car or vehicle or truck or bus or any other vehicle on a streets or along the streets or at the shoulders of any road.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-law unless the context otherwise requires:

“Dealer” means a person who sells vehicles in any place than in a shop.

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**SECTION EIGHTEEN****-****CEMETERIES****1. Control of Cemeteries:**

1) The Assembly shall have the control and management of all cemeteries within the area of its authority of the Assembly.

**2. Plan of Cemetery:**

1) The Assembly shall cause a plan of each cemetery to be prepared by the District Engineer:

a) The plan shall delineate the position of all grave space and pathways

b) The plan shall be kept by the Assembly's Environmental Health Directorate and

c) A copy of the plan shall be kept in the office of the sexton in charge of the cemetery

**3. Infant Burial:**

- 1) Each cemetery may have separate places for infant burials and free burials
- 2) Each of such grave space shall be 1.2 meters by 0.9 meters

**4. Grave Space:**

- 1) A grave space in every cemetery shall be 2.4 meters long
- 2) No grave space in a cemetery shall be less than 1.2 meters deep
- 3) Each grave space shall be plotted in the plan under section 2

**5. Headstone:**

1) The foundation of headstone or other memorials in a cemetery shall not extend more than 0.6 meters below the surface of the ground.

**6. Fees:**

1) The Assembly shall in accordance with its fee fixing resolution stipulate fees payable for graves space and vault;  
2) All free burials shall be justified and be approved by the Assembly duly authorized with the consent of District Chief Executive/the District Co-ordinating Director/District Environmental Health Officer.

**7. Applications:**

- 1) No burials shall be allowed without a permit issued by the Assembly's Environmental Health Unit.
- 2) There shall be an application for a permit for the burial of a person in a stool cemetery, Owner's premises or Royal Mausoleum.
- 3) Such application shall be accompanied by a written consent of a family head or stool or a head of a royal family.
- 4) No permit shall be issued in respect of sub-section (2&3) without consent from the Chief of the area.
- 5) Where there is no head under sub-section (3) the president of the Traditional Council may give his consent.
- 6) All burials must be accompanied by burial permit.

**8. Burial Hours:**

- 1) Burial shall take place in any public cemetery between the hours of eight and twelve in the fore-noon and between two and six in the afternoon.
- 2) Any burial conducted outside the stipulated hours under sub-section (1) of this section shall be with the written consent of the District Chief Executive.

**9. Vault Contractors:**

- 1) Vault contractors shall be registered by the Assembly and pay a fee as may be determined by the Assembly

**10. Register of Burials:**

- 1) The sexton of a cemetery shall keep and retain a register of all burials.

**11. Nuisance:**

- 1) No person shall cause a nuisance in a cemetery

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-Law unless the context otherwise requires:

“Cemetery” includes public, private and stool cemetery as well as Royal Mausoleum

**SECTION NINETEEN - EXCAVATION AND STREETS****1. Permit for Excavation:**

- 1) No person shall undertake any excavation on any road without obtaining a permit from the Assembly for that purpose.
- 2) Where with such permit a person undertakes any excavation in any street that person shall:
  - a) At that person's own expense cause is to be sufficiently fenced
  - b) Maintain sufficient light or a reflective device in a proper place on or near it at all time until the work for which the excavation was made is completed; and
  - c) Re-fill the excavated area to the satisfaction of the Assembly within such time as the Assembly may specify.

**2. Application for Permit:**

- 1) An application for a permit to carry out an excavation exercise in any street shall be made in writing addressed to the Engineer of the works Department before excavation work begins.
- 2) The application for the permit shall be in the form specified in the schedule to these bye-law. Approval shall be signed only by the District works Engineer or any other competent officer authorised by the District Works Engineer.
- 3) A permit issued under the provision of these By-laws may be granted subject to conditions as the Assembly may determine in the interest of public safety and order.

**3. Permit Fee:**

- 1) A permit fee determined by Assembly shall become payable at the time of issuance of a permit to carry out excavation exercise.

**4. Creation of Nuisance Prohibited:**

- 1) Nothing in any permit granted under the provisions of this bye-law shall be deemed in any manner to authorize the continuance of a nuisance or any condition injurious or likely to be injurious to any member of the public.

**5. Recovery of Expense:**

- 1) In the event of any person to whom a permit is issued failing to observe any of the conditions specified in the permit or any provisions of this bye-law, the Assembly may do whatever is necessary for the compliance of this bye-law and recover as a debt from such person any expense reasonably incurred by Assembly.

**6. Assembly not Liable to Damages:**

- 1) The Assembly shall not be liable by virtue of any permit issued under the provisions of this bye-law for any damage or injury sustained by any person or animal during and after the time that the process of excavation is in progress.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**Interpretation:**

“Roads” includes streets, pathways, footpaths, and pavements.

**SECTION TWENTY - OCCUPATIONAL HEALTH AND SAFETY****1. Compliance with Safety Regulations:**

1) All industries, commercial institutions and public premises shall take steps to observe safety rules in accordance with the safety regulations in the Factories, Offices and Shops Act, 1970, Act 328 and Fire Precaution (premises) regulation, 2003 (LI 1724)

2) The management of any business enterprise shall ensure that the premises and its immediate environs under its control authority and or jurisdiction is safe to workers and clients.

**2. Training of Staff in health & Safety:**

1) The management of the premises shall have the staff trained on occupational health and safety at work place and obtain certificate to that effect.

2) The business shall bear the full expense of the training at all levels.

**3. Power of Entry:**

1) An authorized officer of the Assembly may enter premises at reasonable time to ascertain compliance of safety regulations and enforce them.

**4. Availability of Relevant Document:**

1) Management of such premises will have to produce all relevant documents on demand by an authorized officer of the Assembly and allow exhibits to be taken from premises.

**5. Protective Clothing to be Used:**

1) Protection accoutrements shall be adequately provided by the management and ensure its usage to safeguard the health of the workers and clients.

**6. Warning Signs on Premises:**

1) Warning signs of chemicals, slippery floors, objects, and taking of precautionary measures shall conspicuously be displayed on the premises.

**7. History of Staff:**

1) Records of the workers on accidents, sickness, complaints, and remedial actions must be kept by the management.

**8. Medical Examination of Staff:**

1) Staffs working in hospitality industries or food and drinks handless or any industries that have high risk of exposure to chemical, heat, light, hazardous or organic waste, dust and fumes or any other danger may be subjected to periodic medical examination by management or on request by an authorized officer of Assembly.

**9. Fire prevention and Emergency Measures:**

1) Preventive Firefighting mechanisms and emergency precautions should be put in place on the premises.

**10. Storage of Items:**

1) Steps should be taken to control pest infestation

2) Items are to be stored properly in a manner that prevents explosion, leakage, and harbourage to pest.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**SECTION TWENTY-ONE - CONTROL OF BUSH FIRES**

1. No person shall deliberately or negligently start, set or initiate bush fire.
2. An owner of a farm or a person whether engaged by an owner of a farm or not who burns twigs and clearings on a farm shall ensure that the fire does not go out of the confines of the farm.

**Interpretation:**

“Bush fire” in this Bye-law means fire of any proportion burning the natural vegetation.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TWENTY-TWO - CONTROL OF CORN, FLOUR AND OTHER MILLS**

1. A person shall not operate a Corn, Flour or other mill without a license issued by the Assembly. The license shall be an annual license and shall take effect from the day on which it is issued and shall expire at the end of the twelfth month after issue.
2. The fees payable to the Assembly for any license issued under this Bye-law shall be an amount fixed by a resolution of the Assembly.
3.
  - 1) Any room used as a mill shall not be less than 4.6m long, not less than 3.7m wide and not less than 3.4m high.
  - 2) In every mill adequate lighting and ventilation shall be provided and the surroundings of the mill shall be cleared of weeds and standing waters and the doors and windows shall be fly-proof.
4. In every mill good drinking water as approved by the District Medical Officer or his representative shall be used in the basin for mixing flour and shall be thoroughly cleaned after use.
5. At every particular moment when the mill is in operation not more than three persons shall be allowed in the room; the ante-room which shall be provided should not accommodate more than five customers.
6. No proprietor of a mill or person in charge shall allow any person suffering from infectious disease to take part in the grinding or mixing of flour. Children under five years shall not be allowed to enter the mill space.
7. The structure housing the mill shall not be used as a living or sleeping room.
8. No person shall restrict or resist any officer or other person appointed by the Assembly to enter the premises of a Mill for purposes of ensuring compliance or enforcement of this bye-law.
9. The Assembly may withdraw a licensed issued under this Bye-law if an unauthorized alteration is made to any building housing a Mill or where the provisions of this by-law are repeatedly violated.



**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TWENTY-THREE - CONTROL OF HOTELS, RESTAURANTS AND PUBLIC EATING SPOTS**

1. Every place where food is prepared or cooked or liquid refreshment is provided and where such food or refreshment is offered for sale to the public for consumption shall be deemed to be restaurant or eating spot for the purpose of the Bye-law, and no place shall be used as such unless and until it has been approved and licensed by the Assembly.

2. Every application for such a license which in every case shall be subjected to such conditions as the Assembly may impose and every such license shall be a yearly license and shall take effect from the date on which it is granted and shall expire on the last day of the 12th month after issue. The fee for every year shall be a fee fixed by resolution of the Assembly.

3. 1) Every license issued shall be personal to the owner and shall not be transferable.  
2) In all premises used as restaurants or chop bars(eating spot) there shall be provided:  
a) A separate room to be used solely as a public eating room.  
b) A separate kitchen which shall be used solely for cooking and preparing of food and liquid refreshment for use in the eating room and all requirements appearing under 4 and 5 of this bye-law shall be observed in respect of such eating spot and kitchen respectively.

4. 1) Any room used as a public eating room or restaurant shall not be less than 4.5 meters long and 3.5 meters wide and not less than 2.4 meters high.

2) The floor of any such room shall be of concrete or impervious materials and the wall capable of being washed.

3) There must be adequate lighting and ventilation.

4) No living or sleeping room shall open directly into the eating spot. The eating room itself shall not be used as a sleeping room.

5) Shelves or cupboard shall be provided for the storage of plates and other utensils and also suitable tables and chairs or benches which are not weak and shaky shall be provided.

6) Every kitchen in a restaurant or eating spot shall be of the approved specification with a concrete floor and in every such kitchen suitable fly-proof storage for foodstuffs shall be provided.

5. Every kitchen shall be provided with adequately covered receptacles for the disposal of refuse.

1. In every restaurant or eating spot, suitable facilities shall be provided for the washing of plates and utensils.

2. No person owning a restaurant, chop bar or eating spot shall allow any person suffering from any infectious diseases take part in the preparation or serving of food in the place.

3. No animal or birds which may cause nuisance shall be kept in the compound of the restaurant or eating spot.

4. No person shall obstruct or resist any officer or other person appointed by the Assembly and acting in performance of any duties relating to enforcement of this Bye-law.

5. The Assembly, may withdraw any license granted under this By-law if any unauthorized alteration is made to any premises licensed after the license has been granted.

**Penalty:**

A person who contravenes this bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six months and not more than twelve months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TWENTY-FOUR - SELF EMPLOYED / ARTISANS**

No person shall work as a self-employed artisan or individual as in the schedule in the area of authority of the Assembly unless such has obtained a licence issued by the Assembly at a fee determined by the fee fixing resolution.

**Offence:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than twenty five penalty units and not more than fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**Interpretation:**

In these by-laws, "Self-employed" means any skilled person working in an industry or trade and who is not an employee in any Government Department or any state corporation or a registered company.

"Assembly" means the Shai-Osudoku District Assembly.

**SCHEDULE (BYE-LAW 2)****ARTISANS INCLUDE BUT NOT LIMITED TO THE FOLLOWING**

Mechanics	Vulcanizes	Photographers
Welders	Bicycle Repairers	Raffia Workers
Straighteners	Masons	Glass Workers
Sprayers	Carpenters	Leather Workers
Electricians	Plumbers	Tailors
Upholsters	Radio/TV Repairers	Seamstress
Washmen	Steel Benders	Hairdressers
Barbers	Painters	Blacksmith
Manufacturers of block	Canopy/Chairs Hirers	Undertakers

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**SECTION TWENTY-FIVE - SANITATION**
**Ownership of Solid and Liquid Waste:**

1. The Assembly or its registered agent or contractor shall be exclusively responsible for the management of both liquid and solid waste within the entire area of administration of the Assembly.

**Disposal of solid and liquid waste:**

2. Despite bye-law 1 the Assembly shall approve a system of waste management employed by a person for the collection, transport or treatment of both liquid and solid waste within the area of administration of the Assembly.
3. An owner or occupier of premises is responsible, in accordance with specifications approved by the Assembly for the provision of receptacles for the storage of solid waste within the premises.
4. Solid and liquid waste shall be treated and disposed of at designated sites by the Assembly or an agent or contractor of the Assembly.

**Grey Water Disposal & Drainage:**

5. Where a public drain is not available it shall be the responsibility of grey water producers to construct a linkage soil pipe or soak away to drain their waste water off or ensure that the grey water does not cause nuisance.
6. Where a drainage has a steep slope, the Assembly may allow installation of mesh or any appropriate trappings under the supervision of the Assembly engineer, to prevent solid from being pushed down to the lower sides.

**Liaison with Assembly, Contractors and Agents of the Assembly:**

7. An occupier or owner of a premise other than household premises shall designate an individual to be responsible for waste management and liaise with the Assembly or a contractor or agent of the Assembly.

**Provision of Sanitary Place of Convenience:**

8.
  - 1) An owner of premises or family head in case of a family house shall provide a sanitary standard place of convenience for the use of the occupants of the premises or family house.
  - 2) In the case of complex domiciliary premises, the central management shall provide a sanitary standard place of convenience for the use of the occupants of the premises.

**Onsite Treatment Plant:**

9. A person who establishes an onsite treatment plant for liquid and solid waste shall ensure that
  - a) The treatment plant satisfies the requirements required by the Assembly, and
  - b) The person obtains the necessary permit required by the Assembly and any other enactment in force.

**Fees to be Paid for Services:**

10. The Assembly may impose prescribed fees on an owner or occupier of premises where services are rendered for the disposal of liquid and solid waste and such fees shall be reviewed from time to time.

**Offences:**

11. A person commits an offence if that person
  - a) Fails to provide standard container for refuse storage as prescribed by the Assembly,
  - b) Receives service from an unauthorised person or uses the services of unregistered solid or liquid waste contractor,
  - c) fails to pay the prescribed fee after receiving services from a registered agent or contractor,
  - d) Refuses without any reasonable cause to allow an accredited agent or contractor of the Assembly to collect solid or liquid waste from the premises of that person,

- e) Discharges effluent into the open, drains, the compound of that person or the environment,
- f) Operates a public or commercial toilet without valid permit from the Assembly
- g) Defecates in the open, drains, or one's compound or
- h) Indiscriminately dumps solid and liquid waste in open spaces, drains, gutters, behind walls, or burns solid waste in one's compound
  - i) allows rodents to infest the premises of that person,
  - j) Fails to keep the premises free from overgrowth of weeds& hedges, under bush, pool of stagnant water, and any unwholesome or otherwise offensive matter.
  - k) Fails to keep the drain that is in front of the premises up to the middle of the street clean.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**Interpretation:**

“Assembly” means the Shai-Osudoku District Assembly.

‘**Liquid Waste**’ means human excreta in the form of night soil and effluent

‘**Solid waste**’ means any solid material that had been rejected by the owner and may create nuisance, or pose danger to health and the environment.

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## SECTION TWENTY-SIX - CLEANING

**Removal of Unauthorized Structure:**

1. The Assembly may order the destruction or removal of any unauthorised structure attached to any bar or restaurant within the area of authority of the Assembly.
2. The Assembly shall remove without notice an article which is placed in front, behind or beside a building in a manner that
  - a) Constitute a danger of obstruction to any person or vehicles or
  - b) Provide accommodation for a person, animal or thing

**Obstruction in Public Pathway:**

3. A person shall not park a vehicle, goods or other things in a public pathway or pavement.
4. A person shall not use the road or shoulders of the road for the purpose of washing or repairs.
5. A person shall not place an empty case or a spare part of a vehicle or derelict vehicle and other articles at a place where the vehicles or article may
  - a) Cause an obstruction of traffic or other users of the road, or
  - b) Otherwise constitute a nuisance to the public

**Bills and Posters:**

6. A person shall not affix bills or posters for advertisement on any wall, road sign, tree or fixtures, other than-

- a) On spaces specifically provided or approved by the Assembly for that purpose, or
- b) On property owned or occupied by that person

7. Bye-law 6 shall not apply to advertisement or posters for election or other notices initiated by the Government.

#### Cleaning

8. 1) A person shall not throw litter, refuse, or other matter which may cause nuisance or block the free passage of water running in gutters, drains, or unauthorized places.

2) An owner shall take due diligence to keep an undeveloped plot of land or unoccupied building in a developed area free from nuisance.

3) Where an owner of undeveloped plot of land or unoccupied building in a developed area fails to keep it free from nuisance, the Assembly will display a notice of abatement and take such steps that will prevent such occurrence of nuisance until the owner is found,

4) The Assembly will take action to claim expenses incurred in preventing the occurrence of such nuisance from the owner of plot of land or unoccupied building

9. A commercial or industrial operator shall ensure that the premises of that operator is clean and kept neat at all times.

10. Where a commercial or industrial operator fails to comply with by-law 9 the Assembly shall notify the operator of the non-compliance and require the operator to clean the premises within three days.

11. Where the operator fails to comply with by-law 10 within the specified period, the Assembly shall undertake the cleaning and surcharge the operator with the cost of the cleaning

#### Commercial and industrial buildings

11. 1) An owner or occupier of a commercial or industrial building shall ensure that the frontage of the building is concreted, cemented or solidly paved, tiled or cultivated to the satisfaction of the District Engineer.

2) Where the owner or occupier of a commercial building fails to comply with bye-law 11(1), the District Engineer or Town Planning Officer or an Agent approved by the Assembly shall undertake the works required under sub bye-law 11(1) and surcharge the owner or occupier of the commercial or industrial building with the cost of the works.

3) An owner or occupier of a store, shop, market stall or market place shall ensure that the floors and frontage are kept clean of litter, rubbish or filth...

4) Where an owner or occupier of premises permits a person to trade, work or use for any purpose the frontage of the premises, the owner or occupier is severally and jointly liable with the person for the defaults of that person under this bye-law.

#### Nuisance:

12. A person shall ensure that a trade, vocation or business engaged in by that person does not cause a nuisance to the public.

#### Indemnity of authorized persons

13. 1) No person authorised by the Assembly to destroy, remove or otherwise dispose of anything under these bye-laws shall be liable for any loss however sustained.

2) The Assembly is not liable to trespass where an action is taken to abate nuisance on an abandoned land or building in the interest of public safety, public health and public security.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**Interpretation:**

In these bye-law unless the context otherwise requires –

“**Assembly**” means SHAI OSU DOKU DISTRICT ASSEMBLY

“**Frontage**” includes, space beyond the veranda, veranda and porch of premises

“**District Engineer**” means Head of the Works Department

“**Premises**” means any building, structure whatsoever and includes stalls, kiosk, metal container, bars and restaurants

“**Goods**” includes trucks, cranes, Lorries, cars, motorcycles, tricycles, bicycles, carts and wagons

“**Roads**” includes street, pavement, sidewalks and footpaths; and

“**Vehicle**” includes a truck, crane, lorry, cart, motorcycle, tricycle, bicycle car and wagon.

“**Nuisance**” means any activity, operation, works, action, neglect or any effect of it on, in, under or over land which is offensive, injurious or prejudicial to amenity, public health, public peace, public convenience or local or national economy.

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**SECTION TWENTY-SEVEN - PUBLIC NUISANCE**

**Public Nuisance:**

1. 1) No person shall place, cause or permit to be place any carrion, filth, refuse or rubbish or any offensive or unwholesome matter, on any street, yard, premises, enclosure or space except at the place set apart by the environmental health officer for that purposes.

2) Cause or contributes to the creation of a nuisance in a public place which is part of or which adjoins a dwelling house.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TWENTY-EIGHT - PROHIBITION OF BUSINESS IN NOXIOUS OR OFFENSIVE TRADE**

**Prohibition of business in noxious or offensive trade**

**A person who without lawful authority or excuse, the proof which lies on that person:**

1. Carries on a business in noxious trade of offensive matter at a place or cause or permit a business in noxious or offensive matter to continue to be collected at any place, or keeps animals at a place without approval from the environmental health officer.
2. To impair or endanger the health of the public inhabiting or using the neighbourhood of that place or cause damage to the lands, crops, cattle, or goods of the public
3. To cause material interruption to the public in their lawful business or occupation
4. Pollutes or fouls the water of a well, tank, spring, reservoir or place used or intended to be used for the supply of water for human or animal consumption

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION TWENTY-NINE - REMOVAL OF WEEDS AND RUBBISH**

**1. Removal of Weeds and Rubbish:**

1) The occupier(s) of any premises shall clear and keep free from all dirt, under bush, under-wood, weeds, high grass, rags, broken bottles and all offensive matter ( filling up holes with stones, gravel, or other like materials) the streets or roads at the front, back side, thereof, with the drains, gutters and channels thereon.

2) Provided that where two or more buildings abound on the streets or road, the occupier of each shall keep clean only that half of the street or the road nearest to his/her premises.

**2. Disinfection/Disinfestation:**

An Environmental Health Officer shall order for disinfection and disinfestation

- 1) Of a house, hospitality industry, factories, schools and any other facilities.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION THIRTY - HOUSEHOLD LATRINE**

**1. Household Latrine:**

1) The owner of a house, or care taker shall provide an ideal toilet facility within his/ her premises for use.

2) A person shall not construct a toilet facility within his or her premises without approval and supervision from the environmental health officer.

3) A person shall not use insanitary pit latrine within his/her premises.

- 4) A person shall not defecate in an open environment apart from public or household latrine.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION THIRTY-ONE - SMOKE NUISANCE**

**1. Smoke Nuisance:**

- 1) A person shall not cause or permit to be burning charcoal, or smoking fish and any other nuisance that contribute to the creation of smoke within residential area or any public place.
- 2) A person who shall burn charcoal in any public place shall seek approval from the environmental health officer.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION THIRTY-TWO - STRAY ANIMALS**

**Stray Animals;**

1) Where in a town or any public place, cattle, goat, sheep, swine are found at large in a public place without a person in charge of the cattle, goat, sheep, swine, a peace officer or environmental health officer may seize and impound the animals in a common pound and may detain them until the owner pays a sum of money equivalent to the expenses of keeping the animals at rate not exceeded two penalty unit a day for each head of swine, goat, or sheep and five penalty unit a day for each head of other cattle.

2) Where in a town or any public place, cattle, goat, sheep, swine are found at large and destroyed property, the owner shall pay cause of damage to the District Assembly and be paid to the property owner on demand made.

3) Where the expenses are not paid within four days after impounding, the pound keeper, or any other person appointed by the health officer for the purpose, may sell the animals, after giving six days' notice of the sale.

4) Where the owner is not known, the notice shall be conspicuously posted in a usual place for the posting of public notices in the town where the animals were seized.

- 5) The District Assembly shall not be responsible of any animal been lost or dead

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**SECTION THIRTY-THREE - DISCHARGING OF EFFLUENT**



**1. Discharging of Effluent:**

A person shall not discharged effluent or any other waste water into the environment which contribute to the creation of a nuisance in a yard, or premises or street or enclosure or any public place.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION THIRTY-FOUR - SELLING UNWHOLESOME FOOD**
**1. Selling Unwholesome Food:**

1) A person who sells, or prepares or offers for sale, as being fit for consumption as food or drinks, a thing which that it is in a condition of putrefaction, adulteration, or other cause, as to be likely to be noxious to health.

2) A person shall not expose food offers for sale at any public place.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than one penalty unit for each day that the offence continues.

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**SECTION THIRTY-FIVE - HOME BURIAL**
**Preamble:**

In exercise of the powers conferred upon a District Assembly by Section 181 of the Local Governance Act, 2016, (Act 936) and with the approval of the Greater Accra Regional Co-ordinating Council, this by-law is hereby made.

This bye-law shall be cited as the Shai- Osudoku District Assembly bye-law and shall apply within the area of authority of the Shai-Osudoku District Assembly (hereinafter referred to as the “Assembly”)

**1. Home Burial:**

1) A person shall not be buried in a house without approval the Environmental Health Officer

2) A person shall not be buried without burial permit from the birth and death registry

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

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**SECTION THIRTY-SIX - OBSTRUCTING A PUBLIC WAY**

**1. Obstructing a Public Way:**

A person shall not prevent or hinders the free passage of any person or a vehicle with his or her business activity or place any article which hinders the free passage.

**Penalty:**

A person who contravenes these bye-law commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than thirty days and not more than three months or to both and in case of a continuing offence, is liable to a fine of not more than **one penalty unit for each day that the offence continues.**

**SECTION THIRTY-SEVEN - COMMUNITY INFORMATION CENTRE****Preamble:**

In exercise of the power conferred upon a District Assembly by Section 181 of the Local Government Act, 2016 (Act 936) and with the approval of the Greater Accra Regional Coordinating Council, this bye-law is hereby made.

This bye-law shall be cited as the Shai - Osudoku District Assembly bye-law and shall apply within the area of authority of the Shai-Osudoku District Assembly (hereinafter referred to as the Assembly).

**Owners of Community Information Centers to Obtain License:**

- 1) A person shall not set up and operate or cause to be operated a Community Information Centre without a license issued by the Assembly.
- 2) The license to operate a Community Information Centre may be issued upon Application and where the Assembly is satisfied that it is proper issue such License.
- 3) A license shall be issued upon payment of a fee as determined in the fee fixing resolution of the Assembly

**Duration of License:**

- 4) A License issued to set and operate a Community Information Centre shall expire on 31st December of the Year in which it is issued and may be renewed for another year upon Application
- 5) A License to issue under this Bye-law may be revoked if the holder of the license repeats a contravention of any of the conditions prescribed in the License.
- 6) A license issued under this bye-law shall be produced by the holder on demand by an accredit officer of the Assembly for inspection.
- 7) Location of A Community Information Centre:
- 8) A Community Information Centre shall be sited at a location determined or approved by the Assembly, and no Community Information Centre shall be located an interval of not less than 400 meters from an existing one.

**Use of Community Information Centre:**

- 8 a. A Community Information Centre Licensed under this bye-law shall be used for the Making of Public announcement.
- b. A Community Information Centre not be used to re-broadcast programs from an FM Station or any radio and Television network
- c. Preaching of religious stuff shall be allowed for one hour between the hours of 6am to 7am.
- d. The highest standards of decorum in the choice of language used at the Centre shall be maintained.
- e. The Centre shall not be used as a platform to settle scores or for casting insinuations generally or at others.

**Excessive noise forbidden:**

9 In all its operations a Community Information Centre shall avoid excessive noise that may be nuisance to the Community.

**Penalty for Contravention:**

10. A person who contravenes this by-law commits an offence and is liable upon summary conviction to a fine of fifty penalty units or a term of Imprisonment of not less than three months or to both and in case of continuing offense, is liable to a fine of one penalty unit for each day that the offence continues.

**Interpretation:**

In this Bye-law unless the context otherwise requires:

“**Regional Co-ordinating Council**” means the Greater Accra Regional Coordinating Council.

“**Community Information Centre**” means a place, house, room, structure where loud sound equipment or public address system have been installed by which information and music are blared or intended to be blared to the public.

“**Penalty Unit**” means twelve Ghana Cedis (GH¢12.00)

**Made at meeting of the Assembly held on the 24th day of September, 2020**

.....  
**HON. JONATHAN KENE KWABLAH** *sgd*  
 PRESIDING MEMBER

.....  
**PAUL MAC OFORI** *sgd*  
 DISTRICT CO-ORDINATING DIRECTOR

