

**AYAWASO
CENTRAL MUNICIPAL
ASSEMBLY**



SERVICE CHARTER

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CHAPTER ONE-GENERAL INTRODUCTION

Introduction

The Ayawaso Central Municipal Assembly is one of the three newly created Assemblies in 2019. Ayawaso Central Municipal Assembly is located in Greater Accra Region of Ghana. The Municipal Assembly is among the 29 MMDAs in Greater Accra and one of the three (3) newly created Municipalities in Greater Accra in 2019. It was inaugurated on 21st February 2019 under LI 2366. It is bordered to the East by Ayawaso East and North Municipal Assemblies, to the West by Accra Metropolitan Assembly, to the North by Ayawaso West and to the South by Korle Klottey Municipal Assembly. The Municipality started administrative duties from the then Sub-Metro structure located at Accra Newtown but now operates from its office at the Municipal Capital Kokomlemle.

The General Assembly meetings are presided over by the Presiding Member (PM). The General Assembly has a Membership of 19 comprising of 12 Elected Members, 5 Government Appointees, 1 Member of Parliament and the Municipal Chief Executive who also chairs the Executive Committee.

In the performance of its functions, the Ayawaso Central Municipal Assembly works through 7 Sub-Committees. These Sub-Committees perform deliberative functions and submit recommendations to the Executive committee for further deliberation and then to the General Assembly for final decisions and implementation. The Seven (7) Sub-Committees include; Social Services, Finance & Administration, Development Planning, Revenue Mobilization, Justice & Security, Works, Education, youth and Sports and the Environment and Sanitation Sub-Committee.

Section 12 (3) of Local Governance Act, 2016 (ACT 936) which establishes the Assembly also mandates it to perform among other functions; be responsible for the overall development of the Assembly, initiate programmes for the development of basic infrastructure and provide Municipal works and services to its residents.

Population

According to the 2010 Population and Housing Census, the total population of the Municipality was about 142,322 with females constituting 51.95% while males formed 48.05%. There is daily influx of close to half a million people who commute to the municipality for various socio-economic activities. Information from Accra Metropolitan Assembly indicates that the population density per hectare of the Municipality as at 2017 was 271.

Economy

The prevalent economic activity is trading and other associated commercial activities with most of the people engaged in small-scale businesses. The municipality is also the main hub for printing and book binding services in the region. There is also a bustling agribusiness trade within the two large markets at Mallam Attah and Accra New town.

The Assembly has sixteen (17) Departments and other Units with Heads of Departments who all report directly to the Municipal Coordinating Director (MCD) and ultimately to the Municipal Chief Executive.

Vision and Mission

The Vision of the Assembly is ***“to be an environmentally friendly, economically vibrant, well-developed and sustainable municipality.”***

Its mission is ***“to ensure municipal growth through the provision of a balanced and sustainable developmental strategies and the creation of equal opportunities to improve the lives of residents in a responsive and conducive physical and socio-economic environment.”***

Functions of the Ayawaso Central Municipal Assembly

The Assembly, through Local Government Act 1993 (462), Section 10 Sub-Section 1,2,3,4, and 5 is assigned legislative, deliberative and the executive functions.

The functions of the Accra Metropolitan Assembly are outline in the Legislative Instrument (L.I.2034) which establish the AMA. These functions are summarized as follows:

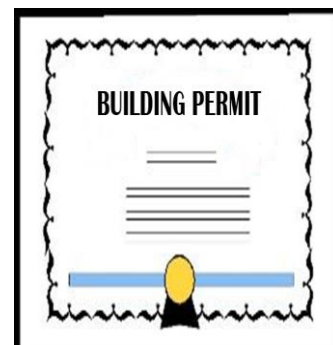
- a. Provision of a sound sanitary and healthy environment;
- b. Provision of educational infrastructure for first and second cycle schools;
- c. Provision of markets and lorry parks within the Metropolis;
- d. The planning and development control of all infrastructure within Accra;
- e. Activities bordering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

Procedure and Requirement for Obtaining Building Permit

Purpose

Any person or organization which intend to commence construction of a building whether for residential or for other purposes within the jurisdiction of the Ayawaso Central Municipal Assembly must obtain a building permit

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



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

This document provides specific information on the requirements and procedures to prospective developers and the general public on obtaining building permits as early as possibly from the Assembly.

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

Stage 1

Basic Requirement for All Building Developments

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

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

Types of Developments

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



Additional Reports (Documents)

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

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

Stage 2

Completion of Forms

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

Stage 3

Submission of Forms

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

Stage 4

Processing

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

Stage 5

Final Approval

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

Stage 6

Notification of Payment

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

1. The Assembly would post the list of names of applicants on the notice boards of the following offices;
 - Main Assembly Office , Kokomlemle
 - Mallam Atta market
 - Zonal Council Offices ACMA

2. Or if requested, it posted through registered mail to the applicant within Fourteen (14) days after day of site inspection.

Stage 7

Payment of Building Permit Fees

Applicate or developer would only pay building permit fee to the Metro Works Department of the Assembly. Please note that the payment receipt is not a building permit certificate.

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

Stage 8

Issue of Building Permit and Collection

Applicants would collect building permit certificate from the Municipal Works Department duly signed by the Municipal Works Engineer within Ten (10) working days of receipt of approval list from the Secretary of the Municipal Planning Committee, provided the applicant has paid the full building permit fee and no anomaly is discovered.

Caution

- Act 462 provides that any unauthorized structure or structures attached to premises shall be demolished or removed on notice by Yawaso Central Municipal Assembly (ACMA).
- Any such development shall be considered unauthorized and liable to demolition or removal by ACMA.

- Any applicant who makes a false declaration does so at his or her own risk.

General Information

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

Municipal Public Health Department

The Environment Health Department is responsible for the software aspect of Environment Health in the Municipality and Zonal Councils.

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

MONITORING AND ENVIRONMENTAL MANAGEMENT ACTIVITIES

Providing Environmental Health and Sanitation profile for policy formulation

Process

1. Survey
2. Geographical boundary
3. Population
4. Identify socio-economic/Cultural activities
5. Identify stakeholders/ opinion leaders
6. Identify sanitary site and other facilities eg. Schools, hospitals, church etc
7. Identify hard core sanitary problem existing within the community

Premises Inspection

Process

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

Method

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

Receiving and abatement or sanitary complaints

- Investigation
- Health Education
- Notices and Summons
- Prosecution

Resources Needed

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

Hygiene/ Health Education

Process

- Identification of community Health problems and needed
- Set strategic objectives
- Design of program manuals, handbooks, brochures, leaflets etc.
- Implementation and Evaluation

Disposal of the dead

When death occurs at Hospital;

A formal notice of death is provided by a Medical Practitioner who issues a medical cause of death in accordance with Sec. 18, Act 301 of Births and Deaths registry. The body remains in the morgue until a member of the family brings to the registry of death, copy of the medical cause of death, duly signed by a Medical Practitioner stating;

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

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

Where Death Occurs at Home

A family member calls doctor or the patient had seen. Report to the nearest district Police Station Within the area where death had occurred. The Police assist family member in acquiring a coroner's report, after which a burial permit is issued subject Sec. 20(2) Act 301, Regulation 17 and 18

Process

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

Management and control of Cemeteries

- Allocation of grave space
- Clearing of overgrowth of weeds in cemeteries
- Enforcement of burial standards
- Enforcement of cemeteries and burials bye-laws

Resources Needed

- Chemicals
- Standby Ambulance/ Hearse

Collaborating with Health Centres on Disease Control

Process

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

Monitoring and Reporting of all Waste Issues

Process

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

Persecuting sanitary offenders

Process

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

1. Providing Back-up Support to the Lower Level of the Assembly/ Zonal Councils

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

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

Premises Inspections of Industries

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

Methods

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

3. Serving on the statutory Planning committee and Site Advisory Board of the Assembly.

4. Prosecution effecting bench warrant arrest

- Serving statutory notices
- Serving of court summons
- Prosecutions
- Effect Arrest

5. Responsible over the sanitation Gang (Sanigang) which is responsible for Pest Control, control of stray Animals and Disposal of Unclaimed Corpses (where applicable).

Pest Control

- Survey
- Identification of breeding sites
- Disinfection
- Larviciding

Control of Stray Animals

- Health Education, awareness creation on stray animals, bye-laws (ACMA bye-laws on control of cattle, goats etc.)
- Arrest
- Impound
- Fine / Auction

Disposal of Unclaimed Corpse

- Organizing Transport
- Ensure sanitary disposal of the dead

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

Certification of Food Handlers

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

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

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

For those who pass the examination the first time, the process takes a week while those who have to undergo the examination, the process takes a month for the certificate to be complete.

ACQUISITIONS OF ACMA COMMERCIAL DRIVERS LICENSES ASSEMBLY

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

Steps to the acquisition

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

Step 2 - Drivers Residential Address (House Number)

Note that;

1. Professional or Temporary driving license not renewed, Expired, fake photocopies and classification A and E do not qualify a driver to acquire Ayawaso Central Municipal Commercial Driver's license
2. Drivers are to provide working permit when original professional or Temporary Driver's license indicates Foreign Nationality.
3. Fees charged are subject to review every year for further information please contact

PROCUDURES AND SPECIFICATION FOR OUTDOOR ADVERTISEMNET

Procedures

- ACMA's outdoor application forms in quadruplicate can be obtained from Municipal Planning Coordinating Unit at the ACMA Head Office, Accra for free.
- Application forms should be duly completed by applicants (registered outdoor advertisers) and submitted to the MPCU for site inspection and consideration for approval by the Technical Committee.
- If approved, applicants are hen expected to pay a prescribed fee (as in the Fee Fixing Resolution) including processing fee to the Ayawaso Central Municipal Assembly and also procure an approval number plate.
- Applicants would then have to mount the adverts under the supervision of the Municipal Works Department and a sign-off.
- Premium areas including roundabouts, overheads and footbridge may be leased exclusively to interested advertising companies.
- All adverts within the confines pf public transport terminals and recreational grounds such as train stations, airports, sport stadium, would attract lump sum fees, subject to the assembly's Fee Fixing Resolution and Policy decision.

Distinction of billboard types

- First Party Signs – Owner of structure is being advertised and structure usually on owner's business premises.
- Third Party Signs – Owner of structure advertising products and / or services of another party

Billboard pricing

- Equitable Price using Square Meter Pricing for all structure types
- Zonal reductions based on A- 1 = 100%, A-2 = 80%, A-3 = 70%, B = 60%
- Kokomlemle and Circle Area with 20%' premium on A-1
- Established Standard Per Annum Price for One Sq Mtr of Advert Area Space of A - 1, A-2, A-3, B (See Local Government Bulletin)
- Use this standard for any items not specifically identified in Rate Sheet

ZONING OF AREAS / ROADS

Main Business District and Kokomlemle Residential Zone

1. Area within 0.5km of international Airport Terminal

Zone A- 1

Zone B

Suburbs & Areas not specified above

Special silo sites

Special select/zones may also contain solo sites. Rates for the solo sites in these areas will be different from the normal fees.

Types of advertising hardware

The advertising hardware is divided into the following

- Advertising billboards
- Notice or signboards
- Group directional signs
- Banners
- Flags
- Posters

Specifications of advertising hardware

Advertising Boards

- Specification of advertising billboards shall conform to Ghana Standards Board and ACMA beautification specification, and shall be such size as may be set out and approved by ACMA.
- For the purpose of conformity and uniformity of billboards, all billboard mounting shall be supervised and signed off by ACMA works engineer.
- The dimensions (size) of billboards shall be as follows;

TYPE OS SHEETER	CLASS	DIMENSION	MAXIMUM AREA
1-3 Sheeter	A	<1,05 m x 1,56 m	32m ²
4 Sheeter	A	1,05 m x 1,56 m	32m ²
6 sheeter	A	1,20 m x 1,80m	32m ²
8 sheeter	A	1,56m x2,10m	32m ²
12 sheeter	B	1,80m x1,20m	6m ²
16 sheeter	B	2,00m x3,00m	6m ²
40 sheeter	C	2,30m x7,62m	36m ²
48 sheeter	C	6,00m x3,00m	36m ²
		8,00m x4,00m	
96 sheeter	D	3,00m x1,20m	
Flexi-sheeter	1D	1,000m x 5,00m	56m ²
		9,00m x6,0m	
Super Bulletin	E	6,00m x1,20m	96m ²
		6,0m x2,00m	120m ²

Notice boards or sign boards

Size of notice boards are subject to approval by ACMAs scheduled officer

Street Name with Adverts

1. The Ayawaso Central Municipal Assembly may execute a franchise arrangement with any reliable advertising agencies to mount street names in the metropolis on its behalf and pay appropriate annual fee for each signpost.
2. Advertising space must conform to a standard dimension of 60cm by 60cm.

Group Directional Signs

- a) The Ayawaso Central Municipal Assembly may execute a franchise arrangement with any reliable advertising agencies to mount street names in the metropolis on its behalf and pay an appropriate annual fee for each signpost
- b) Permits must be obtained for the mounting of every stand.
- c) The maximum height for a stand shall be 2.7 meters and shall contain 8 plates

Banners

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

Directives for mounting on site

I. No billboard shall be mounted

- a. In such a manner as to partially or wholly cover any premises or the facades or elevations of an existing edifice.
- b. On a proposed or existing right of way of municipal engineering infrastructure service and its ancillaries
- c. On a location in a manner that may hinder the installation or maintenance of municipal engineering system/facility or infrastructure
- d. And aligned in such a manner so as not to obstruct road sight lines
- e. To violate clearance requirement from the shoulders of primary and secondary drains
- f. Lower than 1.8m from the ground

II. For all areas that are approved for mounting, there shall be uniformity in size, heights, the orientation and distances apart and at an angle to the center line of the road

III. All boards mounted upon approval, shall be maintained routinely and periodically in such a manner as to prevent it from being defaced. The structural framework shall be maintained as to prevent deterioration and possible collapse of the board.

IV. The immediate environs of every board, stretching ten(10) meters radius shall be kept and be devoid of overgrown grass/weeds. Maintenance of the surroundings shall be organized by Advertising Agency responsible for the mounting.

Fees

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

Enforcement

- Demand Notice shall be served before the end of the financial year of a permit cycle or latest by the first month of the year, and payment made by the 31st March of every year.
- Enforcement Removal Notice shall be served and acted upon, upon failure to comply with Demand Notice.
- All unauthorized outdoor adverting structures shall be subject to removal by ACMA or its accredited agents with or without due notice and the advertising Company surcharged with the cost of removal and storage.
- All approval applications are valid for the ACMAs financial year of approval only.
- All unauthorized advertising devices which do not conform as specified in the application shall be subjected to removal by ACMA and the advertising company responsible surcharged with the cost of removal and storage.
- Terms of payment: if an advertiser refuses to pay within the first quarter after advertising, the company can be blacklisted and /if six-months after being allocated a site and there is no billboard/structure mounted and no maintenance of the site, the site will revert to the ACMA.
- Force of nature: after ACMA has issued any permit and the billboard is damaged, the AMA will not be held liable.
- Permitted sign: in case ACMA moves or causes such a sign to be removed without just cause, ACMA would pay appropriate reparation for same.
- Offensive sign: ACMA can in the interest of the public cause to be removed such a sign with due notice.
- New concepts: advertisers who come up with new concepts may discuss with the ACMA for franchise and payment of special fees.

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

Requirement For Registering An N.G.O. With A.C.M.A

- All documents acquired from the Registrar General Department.
- Constitution of N.G.O.
- Social Investigative Report from Municipal Social Welfare
- Directory of the N.G.O. –Social Welfare Department
- Application letter for Registration to ACMA
- Recommendation letter from Municipal Social Welfare Department
- Payment of an amount of GH¢75.00

SERVICES OF MARRIAGE REGISTRY

Filing of Notice for Marriage

Whenever any persons within the district of the assembly desires to marry under the ordinance law (Marriage Ordinance Cap 127), both or one of the parties shall give notice of the intended marriage to the Marriage registry. The marriage registry after receiving the notice in turn place a ban on the intended the marriage for 21 days. This is done by displaying the notices on the notice board of the assembly for the view of the general public. This is to allow anyone who is having any issues with regards to the marriage to file a caveat at the registry.

Registrars Certificate (License for Marriage Celebration)

The couple after 21 days of filing the notice receives the Registrars Certificate only if nobody comes to file a caveat on their intended marriage. Upon receipt of the Registrar's Certificate, the couple can choose to sign for their marriage certificate at the Assembly, any registered church within the district or the Registrar Generals Department. The couple have 9 weeks upon receiving the Registrars Certificate within which period they can sign for their certificate or it expires.

Celebration of Marriage

Marriages are celebrated at the Assembly on two working days (Thursday &Friday) between the hours of 7.00am to8.00am and 2:00p.m to 4:00p.m . Couples can only sign for their marriage certificate after going through the required processes and obtaining the registrars Certificate.

Record Keeping

The Assembly is responsible to keep records of all marriages celebrated at the Assembly as well as marriages celebrated at churches within its jurisdiction.

Search and Certified True Copy

Any person can apply in writing for a copy of marriage certificate from the marriage registry if only the marriage was registered at the Assembly.

Registration of Customary Marriage

The Marriage Act gives credence to the registration of the Ghanaian customary Marriage. After going through the formalities which constitute a valid customary marriage 'engagement' the couple can proceed to the Assembly or assign someone to register the customary marriage.

Registration of Customary Divorce

The couple after going through the formalities which constitute a valid customary divorce can proceed to the assembly or assign someone to register the customary divorce.

Attestation of Marriage

The marriage registry at the Assembly, can provide to applicants an authentication letter to prove the validity of a marriage certificate.

DEPARTMENT OF RURAL HOUSING

Develop strategic options for local building materials promotions

Functions

- Prepare feasibility reports on local building materials potentials and investments opportunities.
- Make poverty reduction technology more available to rural housing as a direct intervention on poverty.
- Disseminate research finding in rural housing technologies.
- Prepare teaching / leaning modules in modules in local building materials construction technologies for schools, and local communities.
- Initiate financial assistance to increase access to credit in rural areas.

Develop standards and specifications for local building materials production and construction techniques

Functions

- Develop Standards and Specification for local building materials. Production manual for use in the housing sector.
- Initiate building advisory service and information network as a strategy for rural housing delivery.
- Maintain directory on housing NGO's /CBO's in the country
- Provide feedback to equipment manufactures and research institution.

Facilitate capacity building in the development of rural housing.

Functions

1. Co-ordinate training programmers for the promotion of local building materials at national, regional and district levels.

ENHANCE INTER SECTORAL CO-ORDINATION TO IMPROVE ACCESS TO BASIC DECENT SHELTER IN RURAL SETTLEMENTS

Functions

2. Create forum for mobilization of funds by stakeholders for investment in housing in rural housing
3. Initiate financial assistance package to increase access to housing credit for vulnerable groups in rural areas.

DEVELOP PROJECT SPECIFIC INTERVENTIONS IN RURAL HOUSING FOR SPECIFIC NEEDS

Functions

- Initiate rural housing interventions in times of disaster conflicts
- Prepare rural housing schemes for specific purpose / programmers for identifiable groups

CREATE ENABLE CONDITIONS THAT FOSTER PRIVATE SECTOR INVESTMENT IN HOUSING DELIVERY IN RURAL

Functions

- Facilitate private investment in rural housing
- Link private sector firms to financial institution
- Support the creation of local building material bank

Promote owner participation in rural housing delivery

- Prepare guidelines/ training manual for Rural Housing Societies
- Organize workshops on participation for house owners, decision makers and policy makers

MONITOR AND EVALUATE RARUL HOUSING PROJECTS AND PROGRAMMES

Functions

- Prepare monitory indicators
- Inspect rural housing projects

MUNICIPAL COMMUNITY DEVELOPMENT

Legal framework

Community Development was establish in 1948 following the publication of the document "Mass Education in Africa Society" by the colonial Government in 1944. This document stressed the importance of securing the co-operation and participation of the people of the colonies in their own development and it also dealt with Adult Literacy. The development was thereon charged with responsibility to promote and develop the deprived rural, urban and peri-urban communities.

Function

1. Provide Community Mobilization and Education.

2. Conduction Mass Education Campaigns
3. Youth Skill Transfer Programmer – Integrated Community Centers for employable and sustainable skills training for the youth.
4. Home science Extension Work – Train rural/ vulnerable woman in entrepreneurial and home managements skills
5. Extension Service – The department collaborates with other Ministries Department and Agencies; eg. Ministry of Agric, Ghana Health Service etc

Aim and Objectives

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

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

Service rendered to the public

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

The process and spectication for obtaining service

The department services goes through the following;

- The field staff contact already existing group(s) within the metropolis
- Upon request by already existing group(s)
- Formation of community group(s) upon situation on the ground
- The office contact line -0302676357

FOOD AND AGRICULTURE DEPARTMENT

The decentralized policy

1. The local Government Act of 1993, Act 462 enjoins certain Government department and Agencies to operate under the ambit Local Government System.
2. In accordance with this statute, the ministry of Food and agriculture was effectively decentralized by October 1997 and operates under the Local Government system variously as the Department Agriculture / Metropolitan/ Municipal/ District Development Units.

Functions

The Municipal Department of Food and Agriculture has a core mandate of providing technical education of innovative services to farmers, agro-processors, foodstuff sellers and other agricultural related stakeholders in Accra Metropolis

Specific responsibilities

- Apart from the unit's core objective to provide technical education and innovative services to farmers, agro-process, foodstuff seller and other agricultural related stakeholders, it specifically ensures;
- That, practical demonstration of innovation is carried to stakeholders that falls under its ambit
- The involvement of research institutions and other relevant stakeholders of the industry to development modules of agriculture best practice for farmer. The unit is also happy to add that, it currently coordinates and facilitates an Accra working Group on urban and Peri-urban Agriculture made up of about 20 institutions that are committed to alleviating poverty in Accra and beyond
- The consumption of wholesome and safe foods in our markets and our households through consistent education on food safety practice on our markets.
- That, opportunities are created for actors along the production to marketing chain through trainings on processing techniques of perishable food items to help reduce post-harvest losses.
- The promotion of the livestock industry through a Livestock Development Project to avail quality and affordable meat products for consumption to meet out protein needs.
- The promotion of non-traditional agriculture such as grasscutter and rabbit production, mushroom production, etc which require lesser spaces for production.
- The promotion of home gardening of the environment through education on safe environmental practices.

Service provisions mechanisms

The mandate of the Municipal Department of Agriculture is to provide technical education and innovative services to formers, agro-processors, food stuff sellers and other agricultural related stakeholders in the Ayawaso Central Municipality. These services are provided through;

1. Routine Farm and Home Visit – Extension Delivery.
2. Assessment of information in the Metro Agric Department by Farmers and other agro stakeholders
3. Refresher trainings and workshops organized for agro stakeholder
4. Demonstrations for new innovations
5. Institutional collaborations (especially the research institutions) to introduce new technologies to farmers
6. Forum and Seminars
7. Regular Media (Radio) programs
8. Development of simple and applicable training materials and flyers for extension delivery
9. Field Trips

WHAT TO DO WHEN THINGS GO WRONG



If you are not satisfied with the service that you have received please contact the Client Service Unit of the Assembly. You can also write, phone or call personally to



**THE OFFICER – IN – CHARGE
CLIENT SERVICE UNIT
AYAWASO CENTRAL MUNIUCIPAL ASSEMBLY
HEAD OFFICE
P.O.BOX GP 14004, ACCRA
TEL: 0244124464/ 0302269551
info@www.acma.gov.gh**

**OR THE MUNICIPAL WORKS DEPARTMENT (MAIN ACMA OFFICE)
OR ANY OF THE TWO ZONAL COUNCILS**