



- f Ablekuma West Municipal Assembly
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Welcome To

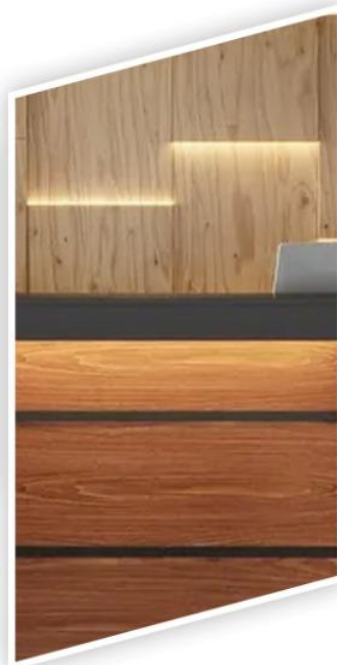
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OUR SERVICES WE DO,





MARRIAGE REGISTRATION





Marriage Registration @ Ablekuma West Municipal Assembly Assembly Under the Local Governance Act, 2016 (Act 936)

HOW DO I GET MARRIED AT THE MUNICIPAL ASSEMBLY

- To get a marriage certificate from a District Assembly in Ghana, you'll be registering what's called an "Ordinance Marriage" under the Marriages Act, 1884-1985 (Cap 127). This is the legal, monogamous civil marriage. Here's the process under Local Governance Act 936.





Steps to Acquire an Ordinance Marriage Certificate

Check Eligibility:

- Both parties must be 18 years and above and of sound mind
- You must both consent to marry
- If you were married before, provide a Divorce Certificate or Death Certificate.
- At least one of you should have resided in the district for at least 14 days or 6 months



Steps to Acquire an Ordinance Marriage Certificate Con't

- Visit the Registrar of Marriages at the Assembly
- File a "Notice of Marriage"
 - Complete the prescribed Declaration Form with help from the Marriage Registrar
- Submit required documents: ie
- Valid Ghana Card – Other IDs like passport/driver's license may also be accepted Passport-sized photos of both parties
- At least Two witnesses – one from each side.



Steps to Acquire an Ordinance Marriage Certificate

- The notice is posted on the Assembly's notice board for 21 days
- This allows anyone with a legal objection to come forward
- Collect the Registrar's Certificate After 21 days with no objection,
- Celebrate the Marriage within 3 Months.



Steps to Acquire an Ordinance Marriage Certificate

- You have two options
- Register At the Assembly Registry: Usually on Fridays. You'll exchange vows/rings before the Registrar with witnesses, then sign.
- The marriage certificate is issued same day
- Or At a gazetted church: Take the Registrar's Certificate to your licensed minister. He/she will officiate.



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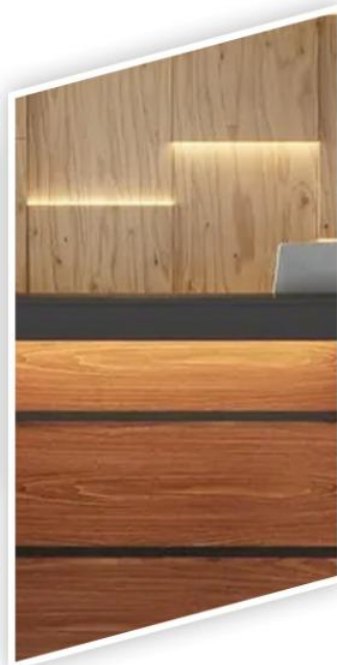
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Development and planning permit





How To acquire a Development Permit(Building Permit) or Planning Permit

To acquire a Development Permit or Planning Permit from a District Assembly in Ghana, you're basically getting legal permission to build, renovate, or use land. It's mandatory under the Land Use and Spatial Planning Act, 2016 (Act 925) and Local Governance Act, 2016 (Act 936).

How To acquire a Development Permit or Planning Permit Con't

- Know Which Permit You Need

Permit Type	When You Need It
Development Permit/ Building Permit	Permanent buildings, structural alterations, civil works, renovations with structural changes
Planning Permit	change of use, subdivision
Temporary structures , demolition, hoarding, fencing	Permanent buildings, structural alterations, civil works, renovations with structural changes





How To acquire a Development Permit or Planning Permit Con't

2. Requirements / Checklist for Development Permit

Submit to the Physical Planning Department basic Documents

- Building Permit Application Form / Jacket –
- Proof of land ownership: Site plan, Indenture/Deed, or Land Title Certificate Land clearance/Title search report from Lands Commission or Land Title Registry
- 4 copies of Architectural Drawings signed by a certified Architect
- 4 copies of Structural Drawings signed by an Engineer Structural Calculation Report
- 4 copies Site Plan – 3 copies



How To acquire a Development Permit or Planning Permit Con't

- Conditional Add-ons:
 - Soil Test/Geotechnical Report – for 3-storey and above
 - Fire Report + drawings from Ghana National Fire Service – for 2-storey shops/offices and above, or commercial/industrial
 - EPA Permit – for commercial, industrial, petrol stations, warehouses
 - Structural Integrity Report – if construction already started
 - Traffic Impact Assessment – if requested
 - Business Registration Certificate + Operating Permit – for organizations
 - Up-to-date Property Rate – for existing buildings

Development permit Application Process



- Submit full set of documents to Physical Planning Department
- Pay processing fee at Revenue Office after land clearance
- Site inspection – Schedule Officer inspects with you to verify site matches plan Vetting – Works Engineer vets architectural drawings
- Technical Committee meets within 1 month, visits site, recommends to SPC Statutory Planning Committee (SPC) considers application within 14 days of TC meeting Approval & Signing – Works Engineer + Physical Planning Officer sign within 5 working days Pay approved permit fee and collect permit from Physical Planning office.

Development permit Application Process con't

- Timeline & Validity Processing time:
- ~30 days if title is proper and drawings are standard
- Permit is Valid for 5 years. If you don't start within 5 years, apply for renewal
- Temporary permits: Renewable every 6 months
- Notes: Receipt for processing fee $\neq$ permit





Development permit Application Process con't

- Fees change yearly based on Assembly's fee-fixing resolution
- Building must conform to approved planning scheme/zoning
- False declaration = rejection
- Some projects need "Planning Permission-in-Principle" first – e.g. high-rise in low-rise area



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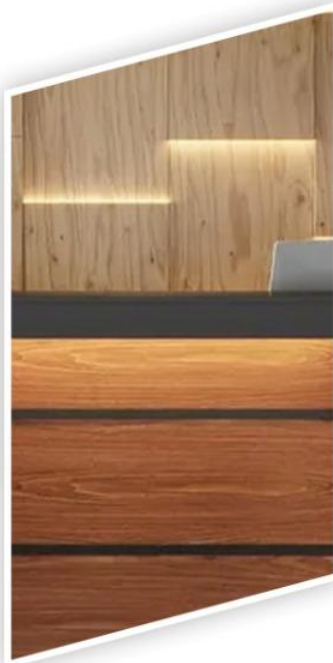
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The image features a blurred background of a desk with a potted plant, a pen, and a spiral notebook. Overlaid on this is a large, semi-transparent grey circle. Inside the top-left of this circle is a smaller, solid black circle. To the right of the black circle, the words "Health Certificate" are written in a large, white, sans-serif font. In the bottom-right corner, there are several thin, white, concentric circles of varying sizes.

Health Certificate



Health Certificate

- To get a Health Certificate from a District Assembly in Ghana, you're usually referring to the Food Handlers/ Vendors Medical Health Certificate. It's required by law if you handle, prepare, serve, or sell food to the public. This falls under the Public Health Act, 2012 (Act 851) and Assembly by-laws. Here's the process



How To acquire a Health certificate con't

- 1. Who Needs It
- Anyone who Operates a restaurant, chop bar, bakery, kenkey house, corn mill Handles,
- Anyone who prepares serves or sells food/drink to the public Works in school feeding, catering, food processing

How To acquire a Health certificate con't



2. How to Apply

Step 1: Fill Medical Form

Step 2: Medical Examination for screening (Tests typically check for communicable diseases: typhoid, TB, hepatitis, skin infections, etc.)

You'll need 2 passport-size pictures

- Step 3: Report Submitted to Environmental Health Office by the health professional
- 4: Get Your Certificate/Card If medically fit, the Health Certificate/Food Handler's Card is issued same day upon payment of the approved fee

How To acquire a Health certificate con't

- 3. Key Conditions
- Renewal required – You must renew as directed by the medical authority, usually every 6 or 12 months
Must be free from communicable disease
- Inspections – Environmental Health Officers can lock up premises without certificates





How To acquire a Health certificate

- 4. For Business Owners: Suitability Health Certificate If you operate a food business, you also need a Suitability Certificate for your premises
- Apply at the Municipal Public Health Department Environmental Health Officer inspects your premises If approved, you're recommended for Business Operating Permit



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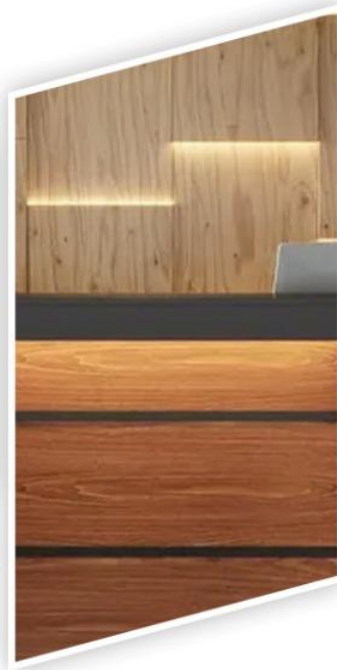
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Suitability Certificate



Suitability Certificate

- A Suitability Health Certificate from the District Assembly is issued by the Environmental Health & Sanitation Unit to certify that your premises are fit for the intended use — mostly for food, hospitality, health, and education businesses. It's required under the Public Health Act, 2012 (Act 851) and Assembly by-laws. + Act 936 Section 12(3)(d) mandates MMDAs to ensure environmental health and sanitation

How To **OBTAIN** a suitability certificate con't



- 1. Who Needs It
- You must get it if you operate: Restaurants, chop bars, bakeries, food joints, catering services, Hotels, guest houses, hostels, Schools, day care centers, nurseries, Clinics, herbal centers, pharmacies, Sachet water producers, food processing factories, Any premises where food/drink is prepared or served to the public
- Without it, you can't get a Business Operating Permit for those businesses.
- 2. How to Apply – Step by Step
- Step 1: Go to the Municipal Public Health Department @ the Assembly
- Step 2: Make a Formal Request
- State the name of your business, location, and type of operation



How To **OBTAIN** a suitability certificate con't

- Step 3: Prepare Your Premises & Documents Before inspection, ensure you have:
- Ghana Card & Business Registration Certificate Building permit for the structure,
- if new Waste management system – bins, toilet facility, Water supply – safe, potable water source, Handwashing facilities – with soap Proper ventilation & lighting Pest control measures – no rats, cockroaches, Food handlers' certificates – for all staff handling food



How To **OBTAIN** a suitability certificate con't

Step 4: Premises Inspection Environmental Health Officers will visit unannounced or on a scheduled date

They check: sanitation, safety, health impact, pest control, environmental & health impact For industrial premises: they monitor standards, pollution prevention, health & safety

- Step 5: Pay Approved Fees set by the Assembly's annual Fee-Fixing Resolution –
- Step 6: Collect Certificate If your premises meet standards, the Suitability Health Certificate is issued
- You'll need this certificate to apply for or renew your Business Operating Permit



How To OBTAIN a suitability certificate

- 3. Key Conditions Annual renewal – require renewal every year
- Re-inspection – Officers can re-inspect anytime. Certificate can be withdrawn if standards drop
- No certificate = closure – Operating without it breaches Act 851 and Assembly by-laws.
- You can be prosecuted Staff must have food handler's certs – Valid medical certificates for all food handlers
- 4. Timeline Inspection: Usually within 7-14 days of application
Issuance: 1-3 days after you pass inspection and pay fees
Total: ~2 weeks if premises are ready



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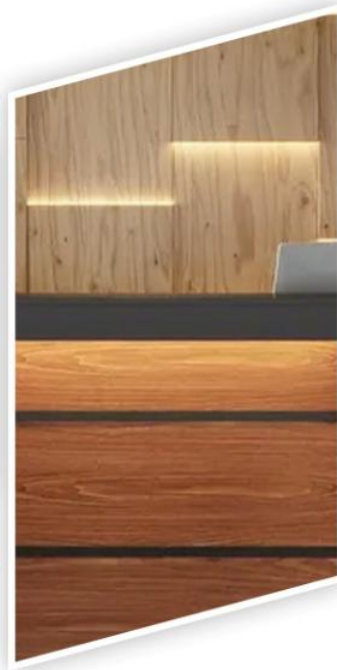
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OUR SERVICES WE DO,





Social services



Social services

- how to access Social Services from a District Assembly in Ghana under Local Governance Act, 2016 (Act 936). These services are handled by the Department of Social Welfare & Community Development at each MMDA.
- What Social Services Are Available at the Assembly Under Act 936, Section 12(3)(c) &

Social services available



- Social Welfare Services
- LEAP cash transfer programme
- registration & support Persons With Disability (PWD) Fund – 3% of DACF
- Child rights protection, family welfare,
- foster care Livelihood Empowerment Against Poverty
- support Community Development Services
- Adult education & literacy programs
- Women empowerment & skills training
- NGO registration & monitoring
- Self-help project



Social services available con't

- support Child Protection & Family Services
- Child maintenance cases
- Custody & paternity issues – referred to Family Tribunal
- Day care center registration & inspection
- Orphan & vulnerable children support



How To access social services con't

How to Apply – General Steps

Step 1: Visit the Social Welfare & Community Development Department

Ask for the Social Welfare Officer or Community Development Officer

Step 2: Bring Required Documents

Requirements depend on the service, but generally: Ghana Card – mandatory for identification Passport-sized photos – 2 to 4 copies

Proof of residence – utility bill, Assembly member attestation Service-specific documents:

How To access social services con't

- LEAP: Proof of extreme poverty, household info
- PWD Fund: Medical report confirming disability, Ghana Card
- (Assessment & Home Visit: Social Welfare Officer conducts interview For LEAP/PWD/)
- Child maintenance: Child's birth cert, evidence of neglect
- NGO registration: Constitution, list of executives
- child welfare: home verification visit is done to assess your situation. You may be asked to provide witnesses or community attestation





How To access social services con't

- Step 4: Approval & Support LEAP:
- If approved, you're enrolled and paid bi-monthly via e-zwich
- PWD Fund:
- Approved applicants get support for medical, education, or business
- Child maintenance: Cases are mediated; if no agreement, referred to Family Tribunal Community Development:



How To access social services con't

Day Care Registration Day care operators Apply with facility details for inspection

- 30 days Adult Literacy Adults 15+ who can't read/write
- Register at Community Dev Unit Classes

The logo of the Ablekuma West Municipal Assembly is circular. It features a green outer ring with the text 'ABLEKUMA WEST MUNICIPAL ASSEMBLY' at the top and 'SHWERMU KE NO YAA' at the bottom, separated by two stars. The center of the logo contains a shield with a landscape scene, including a tree and a building, with the acronym 'WCA' below it.

How To access social services

- NGO Registration Community Based Organizations Submit constitution + forms 14-30 days.
- Important Notes Under Act 936 Free services – No official fees for social welfare applications.
- Confidential – Cases handled with confidentiality by trained officers
- Right to appeal – If dissatisfied, petition the District Chief Executive or Public Relations & Complaints Committee (PRCC)



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