

ADENTAN MUNICIPAL ASSEMBLY

BYE-LAWS 2018

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Adentan Municipal Assembly (Environmental Sanitation) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Environmental Sanitation) Bye-Laws 2018

Refuse Disposal

- (1) No person shall place, cause or permit to be placed any carrion, filth, refuse or rubbish or any offensive or unwholesome matter, on any street, yard, premises, enclosure or open space within the area of authority of the Assembly.
- (2) If any offender under **Bye-Law (1)** has not been identified or discovered the existence of any carrion or other substance mentioned in the said section found close to any building shall be presumed to have been placed by the owner or occupier thereof.

Removal of weeds and rubbish

3. The occupier(s) of any premises shall clear and keep free from all dirt, under growth, under-wood, weeds, high grass, rubbish, 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 sides, thereof, with the drains, gutters and channels, thereon.
4. Provided that where two or more buildings abound on the streets or roads, the occupier of each shall keep clean only that half of the street or road nearest to his/her premises.

Obstruction

5. A person who
 - (a) Wilfully obstructs an Environmental Health Officer or any other officer of the Assembly in the execution of his/her duties
 - (b) Being the occupier of a premises, prevents the owner of the premises from complying with any requirement of the Assembly commits an offence and shall be liable on conviction by a court to a fine of 100 penalty units or to a term of imprisonment not exceeding 6 months.

Prohibition

6. (a) A person shall not cause a nuisance in any public or open space.
(b) No occupier of any premises shall by any act, allow the existence of a nuisance in his premises.

Prohibition of deposit of waste materials into drains and open spaces

7. A person shall not deposit litter, refuse or other matter which may cause nuisance or block the passage provided for a gutter or drains.
8. (a) Any person who for the purpose of his trade, vocation or other business causes smell or other nuisance to the detriment of his neighbour or the public, shall be guilty of an offence.

- (b) A person who contravenes paragraph 6 (a) of this Bye-law shall pay a spot fine of 50 penalty units to a task force set up under this Bye-law and shall be issued with a ticket thereof.

Washing and bathing in public Places

- 9 A person shall not wash clothes or take one's bath in public place except at public bathing and washing places.

Defecating at unauthorized place

10. A person shall not defecate at the banks of rivers, water sources, open spaces, public places, lorry parks or other similar areas.

Penalty

11. Any person who contravenes any of these Bye-laws commits an offence and shall be liable on conviction by a court to a fine of 100 penalty units or to a term of imprisonment not less than 6 months.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

12. In these Bye-laws unless the context otherwise requires "Nuisance" includes:
- (a) A pool, ditch, eaves-gutter, water course, well, hole, pond, tank-privy, urinal, cesspool, drains or KVIP which is in such a bad state to constitute a health hazard.
 - (b) Any animal so kept as to be injurious to health;
 - (c) Any accumulation or deposit of excreta or urine or things which are or are likely to be injurious to health.
 - (d) Premises in such a state of disrepair as to be injurious to the health of man or livestock.
 - (e) Any growth of weeds prickly pear, long grass or wild bush of any sort.
 - (f) Any work, manufacturing, trade or business that is or likely to be injurious to health of neighbours
 - (g) A well, pond or tank, the water of which is tainted with impurities as to be injurious or likely to be injurious to the health of man or livestock.
- "Occupier" shall where the building is not in actual occupation include the owner thereof.

Application

13. These Bye-laws shall apply within the area of authority of the Adentan Municipal Assembly.

Revocation

14. Any Sanitation Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member
(Hon. Joseph Odai Boye)

Municipal Coordinating Director
(Felica Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Solid and Liquid Waste Management) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 of subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Solid and Liquid Waste Management) Bye-Laws 2018

Vested Responsibility in Management of Waste

1. The Adentan Municipal Assembly has vested interest in the management of all waste and the Assembly or its registered agents or contractors shall be exclusively responsible for the management of solid wastes within the entire area of authority of the Adentan Municipal Assembly.
2. No person shall place, or permit to be placed, or deposit any solid waste at any site, or cause or knowingly allow solid waste to be placed or deposited at any site, or use any vehicle, plant or equipment, for the purpose of placing or depositing solid waste unless the site at which the waste is placed or deposited is so designated by the Assembly for the purpose of solid waste treatment and/or disposal and the person is licensed by the Assembly to place the waste at such designated treatment and/or disposal site.

Any person who;

- (a) engages in the collection of solid waste in any area where the Assembly has not given him permission to do so;
- (b) fails to register with the solid waste collection service provider designated by the Assembly for the particular area;
- (c) fails to provide in their premises approved containers for storage of waste;
- (d) refuses to allow the Adentan Municipal Assembly or its authorised service providers to collect solid waste from their premises;
- (e) fails to make their solid waste available for collection on the day, at the time and in the manner specified by the authorised service providers;
- (f) receives solid waste collection services from an unauthorised service provider;
- (g) burns solid waste on their premises;
- (h) places or deposits any waste at an unauthorised disposal site;
- (i) fails to pay any waste collection or tipping or discharge fees approved by the Assembly;
- (j) places or deposits at any designated disposal site any waste not acceptable at the disposal site;
- (k) collects any hazardous or health care waste from any place without prior approval by the Assembly; or
- (l) Dumps solid waste in an open space, drain, gutter, sewer, open land, quarry, river channel, swamp or other place not designated by the Assembly for that purpose, commits an offence.

Solid Waste to be made available to Adentan Municipal Assembly or its authorized service providers.

3. Every household, industry, office, shops and any other premises shall make its solid waste available to the Adentan Municipal Assembly or its authorized service providers for appropriate handling.

Waste Disposal and Charges

4. Solid waste made available by owners or occupiers of premises shall be collected, treated and disposed off at designated sites by only the Adentan Municipal Assembly or its authorised service providers as stated in the fee fixing resolution.

Licensing Of Service Providers

- (5) No person or body shall provide Environmental Sanitation Services within the area of authority of the Assembly without a licence issued by the Assembly for the category of service providers.
- (6) The categories of service and classification of service providers are as defined in Schedule 1 of these Bye-Laws.
- (7) Licensing requirements for providers of Environmental Sanitation Services shall be defined in guidelines issued by the Assembly.
- (8) The Assembly shall license any person or body wishing to provide Environmental Sanitation Services who applies to the Assembly for a licence and fulfils to the Assembly's satisfaction the requirements for the licence to be issued. The Assembly shall record the names of all licensed providers of Environmental Sanitation Services in a register kept for that purpose.
- (9) All licensed providers of Environmental Sanitation Services shall cause their vehicles, plant and equipment to be inspected annually for appropriateness and suitability and certification by Head of Environmental Health and Sanitation Unit of the Assembly.
- (10) All licensed providers of Environmental Sanitation Services shall at all times allow access to the Assembly's staff or designated agents to their premises, equipment or records relating to the Services licensed.
- (11) All service providers shall provide appropriate protective clothing/ boots to janitors and drivers
- (12) Service providers shall ensure that all janitors and drivers wear protective clothing when working and undertake regular medical screening

Any person who:

- (a) engages in the provision of Environmental Sanitation Services for a fee without being licensed by the Assembly;
- (b) being licensed, fails to obtain an inspection certificate from the Assembly for the vehicles, plant and equipment used for providing such Services; or
- (c) refuses access to the Assembly's staff or designated agents to their premises, equipment or records relating to the Services licensed, commits an offence.

Liquid Waste Collection and Disposal

13. The occupier of any premises shall use a household sanitation facility approved by the Assembly for use within the area of authority of the Assembly.
14. The Assembly shall be the sole authority, acting with the support of other relevant government agencies, to approve the technology of any sanitation facility for use in the area of authority of the Assembly.
15. The occupier of any premises shall discharge or make all liquid wastes available to the Assembly or its authorized service providers for collection in the manner prescribed by the Assembly.
16. Liquid wastes discharged or made available shall remain at all times the property of the Assembly.
17. Liquid wastes discharged or made available by occupiers of premises shall be collected, treated and disposed off only by the Assembly or its authorized service providers.
18. The discharge of liquid waste at a treatment and/or disposal plant shall attract a fee which may be included in any charge payable for the removal of the waste or charged separately by the Assembly at the plant site or by other arrangements specified by the Assembly.
19. No person shall discharge any liquid waste at any site, or cause or knowingly allow such waste to be discharged at any site, or use any vehicle, plant or equipment, for the purpose of discharging such waste unless the site at which the waste is discharged is so designated by the Assembly for the purpose of liquid waste treatment and/or disposal and the person is licensed by the Assembly to discharge the waste at such designated treatment and/or disposal site.

20. Penalty

A person who contravenes any of the above Bye-laws commits an offence and is liable on summary conviction to a fine not exceeding 150 penalty units or in default of such payment, to a term of imprisonment not exceeding six month or both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Effluents And Discharges

- 21 The occupier of any premises shall ensure that:
 - a) sullage discharged from domestic or residential premises consists of only liquid waste and does not contain any solid matter
 - b) sullage shall be discharged into a public drain and not allowed to run free on the ground
 - c) where a public drain is not available, sullage shall be discharged into a soak away within the premises and not allowed to run free on the ground

- 22 Where a public sewerage system exists, the occupier of any premises along or within 50 metres of the system within the area of jurisdiction shall, after meeting the prescribed Effluents and Discharges Standards, discharge all liquid wastes directly into the sewerage system. Connection to the sewerage system shall be effected by applying to the Municipal Assembly, its accredited Agents or Sewerage Contractors registered with the Municipal Assembly and paying the prescribed fees.
- 23 Privately operated sewerage systems shall:
- a) operate under the control and supervision of the Municipal Assembly;
 - b) meet environmental and effluent standards set by the Municipal Assembly and Environmental Protection Agency.
- 24 Where it is not technically feasible to connect into a sewerage system or where the system does not exist, effluent shall be discharged into a septic tank connected to a functional soak away and emptied by cesspool emptier when full.
- 25 Apart from sullage, all liquid waste from Health Care and Veterinary Institutions shall first be treated in a septic tank and effluent from the tank discharged into a sewerage system or into a soak away. Such liquid waste from these institutions shall not be discharged into public drains or any surface or underground water
- 26 Discharges or effluents from all premises shall meet the standards and specifications for Effluents and Discharges of the Environmental Protection Agency and other regulations of the Ghana Standards Board and the Water Resources Commission as specified in Schedule 6.
- 27 Where necessary, the occupier shall be required to install a pre-treatment plant to ensure that the final effluent quality meets the standards specified in Schedule 6.
- 28 Where a pre-treatment plant is installed, the occupier shall register it, indicating the key specifications, and leave a copy of the operation and maintenance manual with the Assembly.
- 29 Where a pre-treatment plant is installed, the occupier shall, at his or her own cost, monitor effluents or discharges from it at intervals to be specified by the Environmental Protection Agency and a log shall be kept in a Register
- 30 The Register shall be available for inspection by the designated officers of the Assembly or the accredited agents designated by the Assembly for the purpose.
- 31 The Assembly shall impose fees as approved in its Fee Fixing Resolution on an owner or occupier of premises where services are rendered for the disposal of liquid waste.

- 32 Any person who:
- a) discharges sullage containing solid matter, septage or nightsoil;
 - b) discharges effluents in a manner other than specified in these Bye-Laws;
 - c) discharges effluents which do not conform to standards set by Environmental Protection Agency and other regulatory bodies as in Schedule 6;
 - d) connects to the sewerage network without prior approval and payment of the connection fees; or
 - e) fails to connect into a sewerage system when the boundary of the premises is within 50 metres of a non-pressurised pipe within the system;
 - f) prevents or impedes agents of the Assembly from entry into his premises to conduct inspections and monitor effluents and discharges; or
 - g) fails to maintain a Register of monitoring data on effluents or discharges, commits an offence.

Approved toilet facilities

33. A landlord or a caretaker, or an occupier of a house, uncompleted structure/ building, undeveloped plot, and temporary structure shall construct toilet facilities that have been approved by the Assembly.

34 Penalty

A person who contravenes paragraph(32)and (33) of this Bye-law is liable on summary conviction to a fine of 180 penalty units or in default of such payment to a term of imprisonment not exceeding six month or to both fine and imprisonment.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Sullage and Storm Water Drainage

- 35 All drainage shall be for the public good in the maintenance of environmental sanitation, the protection of investments in road infrastructure and sullage and storm water conveyance for disposal.
- 36 All premises shall be connected by the owner or occupier to the nearest available public drain in a manner to be specified by the Assembly such that there is no damage to the facility or impediment to the flow. Where not applicable sullage shall be contained in a soak-away pit.
- 37 The only discharges permissible into the public drain shall be sullage and storm-water.
- 38 The Assembly shall undertake the repair and maintenance of all primary and secondary drains within its area of authority, while the cost for tertiary or residential drains shall be borne by the occupiers of premises in a manner prescribed by the Assembly.
- 39 It shall be the responsibility of the occupier or occupiers of premises to ensure that tertiary/residential drains are free from any impediments and clean at all times for the free flow of wastewater, unless otherwise determined by the Assembly.

- 40 No development shall be permitted within any drainage reservation, so as to facilitate the efficient and effective maintenance of the drain.

Penalty

- 41 A person who contravenes any of this Bye-law is liable on summary conviction to a fine of 150 penalty units or in default of such payment to a term of imprisonment not exceeding six months or to both and imprisonment.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

Schedule 1: Licensing of Waste Management Service Providers

Licences may be issued for the following service categories:

1. Desludging of toilets and septic tanks (DS)
2. Management of public baths and toilets (PT);
3. Solid waste collection from individual institutional or domestic customers (HH);
4. Solid waste collection from communal containers and transfer stations (CC);
5. Cleansing of streets, drains, markets, lorry parks, public parks and open spaces (PC);
6. Treatment, recycling and disposal of wastes (TD).

Service providers may be licensed in more than one category.

B. Classification of Service Providers

Service providers shall be classified into three classes (large, medium and small) according to their capacity to provide the services for which they are licensed. The minimum capacity required for each class is given below for each category of service:

Minimum Capacities of Service Providers

Service Category	Class		
	Small (1)	Medium (2)	Large (3)
Desludging (DS)	1 vacuum tanker	2 vacuum tankers	4 vacuum tankers
Public Toilets (PT)	¢10M/yr ^a	¢60M/yr ^a	¢150M/yr ^a
House-to-house solid waste collection (HH)	4 T/day ^b	15 T/ day ^b	30 T/ day ^b
Solid waste collection in containers (CC)	2 container lifters	4 container lifters	6 container lifters
Cleansing of public spaces (PC)	¢10M/yr ^a	¢60M/yr ^a	¢150M/yr ^a
Treatment, recycling and disposal (TD)	-	¢100M/yr ^a	¢500M/yr ^a

Notes:

- (a) Audited annual turnover
- (b) Nominal capacity: Compactor truck: 8 T/day; Sideloader/Tipper: 4 T/day; Tractor/Power tiller: 3 T/day;
- (c) Light truck (Pickup): 2 T/day; Donkey or hand cart: 1 T/day

In addition, service providers in any category must have the following resources:

Minimum General Resources of Service Providers

Resource	Class		
	Small (1)	Medium (2)	Large (3)
Qualified sanitary engineer	-	-	Yes
Qualified technician	-	Yes	Yes
Financial and general administrator	Yes	Yes	Yes
Office/kiosk/container open to public	Yes	Yes	Yes

“Environmental Sanitation Services” means the collection, treatment, recycling or disposal of Solid, Liquid, Health care and Hazardous Waste, the cleansing of streets, drains, markets, lorry parks, public parks and open spaces and the management of public baths and toilets

“Contractor” means any person or body engaged by the Assembly to provide environmental sanitation services for payment.

“Franchisee” means any person or body providing environmental sanitation services by agreement with the Assembly and collecting agreed fees directly from those receiving the services so provided.

Schedule 2: Collection Areas and Schedules

***[To be specified]

Schedule 3: Approved Containers for Solid Waste

1. 60-70 litre plastic/galvanised container
2. 80 litre plastic/galvanised container
3. 120 litre plastic/galvanised container
4. 240 litre plastic/galvanised container
5. 1100 litre plastic/galvanised container

Schedule 4: Types of Solid Waste Acceptable for Disposal

1. Household solid waste
2. Industrial solid waste
3. Commercial solid waste
4. Hazardous waste (except toxic, flammable, corrosive, radioactive, explosive materials, pesticides, asbestos or otherwise dangerous materials as defined by the Environmental Protection Agency)
5. Health care waste
6. All litter and clandestine piles of wastes, including street litter, street sweepings, waste from drain cleansing and dead animals.

Schedule 5: Drainage Reservations

- | | |
|-------------------------------------|--|
| 1. Primary Drain (Storm Drain) | 10 metres distance on either side of drain |
| 2. Secondary Drain (Roadside Drain) | 4 metres distance from drainage |
| 3. Residential/Tertiary Drainage | 2 metres distance from drainage |

Schedule 6: Effluent Discharge Standards

***[To be specified in accordance with regulations]

Schedule 7: Household Waste

Household waste shall include solid waste comprising of garbage and rubbish (such as bottles, cans, clothing, compost, disposables, food packaging, food scraps, newspapers and magazines, and yard trimmings) that originates from private homes or apartments. It may also contain household hazardous waste.

Schedule 8: Industrial Waste

Industrial Waste shall comprise solid waste, semi-solid, liquid, or gaseous, unwanted or residual material (not including hazardous or biodegradable wastes) from an industrial operation.

Application

These Bye-laws shall apply within the area of authority of the Assembly.

Revocation

Any Sanitation Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member
(Hon. Joseph Odai Boye)

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Abatement of Litter) Bye Laws Law 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Abatement of Litter) Bye-Laws 2018

Deposit of litter

1. A person shall not place, deposit, throw, leave or cause to be placed, any waste, otherwise than in a receptacle or place provided by the Assembly for that purpose.
2. **Rubbish not to be swept into streets or unauthorized places**
A person shall not-
 - (a) Sweep rubbish from any shop, house or vehicle into any street, park, recreation ground or other public or open space, ditch, water course, gutter or drain abutting any street.
 - (b) Throw down and leave or cause or permit to be thrown down and left in any street, park, recreation ground or other public or open space for the purpose of advertising any bill, placard or other substances.

Conveyance

3. A person who conveys any filth, dust ashes, refuse or litter or a noxious or offensive matter or liquid must operate a vehicle that has body of adequate size and construction for the type of waste being conveyed.

Removal of falling rubbish

4. A person who conveys filth, dust ashes, refuse or litter or a noxious or offensive matter or liquid under this clause shall cover the receptacle with a net, tarpaulin or a suitable material to prevent the rubbish from falling into or upon the street or any drain or gutter.

License

5.
 - (a) Any person who intends to convey any form of waste shall first apply to the Adentan Municipal Assembly in writing for a license to collect and transport waste to the approved final disposal site;
 - (b) The application shall indicate among others the nature of waste to be collected, the machinery available/equipment holding capacity for that category of waste, the company's registration documents, and the working experience among others.
 - (c) The Assembly in considering the application shall seek expert advice from the Environmental Health Department on the suitability of the applicant's vehicles to be used for the collection of the waste and the safety measures put in place by the applicant.
 - (d) After considering the application, the Adentan Municipal Assembly shall issue a license subject to the payment of the approved fees in the fee fixing resolution of the Assembly determined by the resolution of the Assembly
 - (e) A waste conveying license, when issued, shall expire on the 31st of December of the year in which the license was issued and shall be renewed in the subsequent year.

Failure to comply

6. A license issued under these Bye-laws may be revoked by the Assembly on the advice of the Environmental Health Department or the Department in charge of waste at the Assembly where the holder has failed to comply with the provisions of the grant of the license and the provisions of these Bye-Laws.

Notice to offenders

7. (a) A license may be revoked by the Assembly after a written notice has been served on the defaulting party and given fifteen days to abate the nuisance but has failed or refuse to do so.

(b) Any license so withdrawn shall only be restored after the offender has complied with all the requirements under this Bye-law.

Revision of terms

8. The terms of the grant of the license may be reviewed from time to time.

Cleaning

9. (a) If during the conveyance of filth, dust, ashes, refuse or litter some fall off from the vehicle or any object being used, the person undertaking such conveyance shall cause same to be removed and clean the place on which such filth, dust, ashes, refuse or litter falls.

(b) Any person or persons whose vehicle conveying filth litters the street or any place shall pay a spot fine of 50 penalty units.

Notice

10. If any person contravenes any of the provisions of these Bye-laws the Assembly may by notice in writing served on such person affixed to some conspicuous place near the article complained of require such person to remove and keep removed the said article within forty-eight hours from the date of the notice.

Collection of refuse

11. Any owner or occupier of any premises other than premises owned by the Ghana Government or an organ thereof who requires the Assembly or other private companies to remove refuse from its premises daily shall-
 - (a) Submit an application in writing to the Assembly containing the name, address and the house number of the applicant of such premises and other particulars sufficient to enable the premises identified by the Assembly or the private company;
 - (b) at his own expense provide at a convenient place on the premises or such other place as the Assembly or the company may direct a dustbin or other receptacle for containing refuse which shall be of metal or plastic with a close fitting lid and shall be of such dimensions as shall be approved in writing by the Assembly

Provision of dustbins

12. (a) If it appears to the Assembly that there are no proper means of depositing domestic refuse in any residential areas and the Assembly is satisfied that in the interest of public health it is necessary that the proper provision be made for that purpose, the Assembly may by notice in writing require the occupier or owner of the premises in the area to provide such number of covered dustbins or other receptacles for the reception of domestic refuse of such material, size and construction as the Assembly may direct;

(b) The Assembly shall place a bigger receptacle at a central point to enable owners and occupiers tip their bin in the bigger receptacle at a fee determined by a resolution of the Assembly.

(c) Where a person fails to comply with these requirements within such period as may be specified therein, the Environmental Health Department of the Assembly shall issue summons to the person or persons involved for prosecution in court.

13. A person, other than a person employed by the Adentan Municipal Assembly in connection with the removal and disposal of refuse, shall not disturb the material deposited or refuse.

Prohibition

14. (a) The occupier of premises shall not deposit or cause to be deposited in any dustbin provided for the reception of domestic refuse any liquid or faecal matter.

(b) Any person found to have deposited a faecal matter in any receptacle shall pay a spot fine of 50 penalty units payable to the Assembly or its authorized representative.

15. Storage

(1) The owner or occupier of premises on which business, industrial or recyclable waste is generated, must ensure that until the appointed times for collection by the Assembly or a private company:

- a) The waste is stored in a bulk container or other approved receptacle; and
- b) The waste shall be treated such that it does not pose as health risk and or nuisance to the neighborhood.

Segregation of Waste

16. It shall be the responsibility of the occupier of any premises to ensure that industrial waste is separated from domestic waste.

Fees

17. The fee for the removal of domestic and commercial refuse shall be payable in advance determined by resolution of the Assembly differently for domestic and commercial waste.

Notice to complain

18. A person shall complain of the dissatisfaction of a service provider assigned to manage a waste collection in his area and shall notify the Head of Environmental Health Unit of the Adentan Municipal Assembly of such dissatisfaction.

19. penalty

(a) Any person who contravenes or fails to comply with any of these Bye-laws commits an offence and shall upon conviction be liable to a fine of 120 penalty units or imprisonment for a term not exceeding three months or both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

(b) An Environmental Health officer of the Assembly may issue a ticket to a person who litters in his presence.

20. Application

These Bye-laws on Abatement of litter shall apply within the area of authority of the Assembly.

21. Interpretation

In these Bye-laws unless the context otherwise requires “Waste” includes: glass, chinaware, earthenware, tin, carton, paper, bottles, nails or other sharp substances, orange peel, banana skin or the skin of any fruit or the leaves or refuse of any vegetable or any offensive, unwholesome or dangerous substance.

Revocation

Any Bye-laws on Abatement of litter in existence immediately before the coming into force of these Bye-laws is hereby revoked

Presiding Member
(Hon. Joseph Odai Boi)

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Environmental Sanitation Day) Bye Law 2017

IN EXERCISE of the powers conferred on the Act Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Environmental Sanitation Day) Bye-Laws 2018

Environmental sanitation day

- (1) An able person shall on an “Environmental Sanitation Day” between the hours of 6.00 a.m. and 9:00 a.m. on first Saturday of each month undertake cleanup activities and specific exercises as the Assembly may direct.
- (2) On that day, the Assembly, Zonal Councils and Unit Committees
In all the communities in the Municipality shall undertake general cleaning exercises in their environment.
- (3) All business including Barkeepers, restaurants (chop bars), market traders and shop-keepers
Shall not operate their business and shall undertake cleaning activities using their own resources in their communities during the period stated in 1 above.

GPRTU, PROTOA and Others

- 4 The Ghana Private Road Transport Union, Private Road Transport Owners Association and other similar unions or organized bodies shall use their own resources to undertake cleaning activities at lorry parks and stations in their communities.

Office workers to participate in activities

- 5 On “Environmental and Sanitation Day”, workers in offices, factories, shops, industries, and commercial houses shall undertake cleaning activities in their offices and premises.

No vehicular movement

- 6 There shall be no vehicular movement on “Environment and Sanitation Day” except for emergencies, urgent errands and Governmental vehicles serving humanitarian purposes or bringing essential items to the community like ambulances, fire service, utility services.

Organization of Communal Labour

7. The Assembly or any town or area Council/Unit Committee or any person authorized by the Assembly (hereinafter referred to as the “Organizing Authority”) in consultation with the traditional ruler of a town may from time to time organize communal labour in any town or village or electoral area within the municipality, as the organizing Authority deems necessary.

Notice of Communal Labour

8. (1) The Assembly or Organizing Authority may give at least seven days’ notice to residents of the relevant town or village or electoral area before the date set for the communal labour.

(2)The notices shall be issued by way of a van with mounted speakers or through any other recognized medium of disseminating information in a community.

(3) Notices of communal labour shall be issued between the hours of 4am to 9pm.

(4) The Assembly or Organizing Authority may, where the circumstances so require give shorter notice as it may determine.

(9) The notice shall include-

(1) The date, time and the place or location where the communal labour is to be organized

(2) The nature of the communal labour to be undertaken.

(10) A person who is 18 years and above shall take part in communal labour organized by the Assembly or its authorized agents.

Penalty

(11) A person who without permission is absent at communal work or fails to participate in Environmental Sanitation Day is on summary conviction liable to a fine of 100 penalty units or in default in such payment to a term of imprisonment not exceeding six month or both.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

(12) In these bye-laws unless the context otherwise requires

“Assembly” means the Adentan Municipal Assembly;

“Agents” means authorized bodies like Unit committee members, traditional chiefs and people who closely work with the Assembly.

Revocation

(13) Any Sanitation day Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member

(Hon. Joseph Odai Boye)

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Cemeteries) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Cemeteries) Bye-Laws 2018

Control of cemeteries

1. The Assembly shall regulates all cemeteries within the area of its jurisdiction.

(a) No person shall operate a cemetery without a permit from the Assembly

Plan of cemetery

2. The Assembly shall cause a plan of each cemetery that it owns to be prepared by the head of works Department.

(a) The plan shall delineate the position of all grave spaces and Pathways;

(b) The plan shall be kept by the Assembly's Municipal Environmental Health Officer; and

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

Infant burials

3. (a) each cemetery shall have separate places for infant burials and There shall be no free burials;

(b) Each infant grave space shall be 1 .2 metres by 0.9 metres.

Grave space

4. (a) each adult grave space in every cemetery shall be 2.4 metres by 1.2metres;

(b) No grave in a cemetery shall be less than 2.4 metres deep; and

(c) each grave space delineated and plotted in the plan under paragraph 2 of these bye-laws shall be consecutively numbered.

Head stone

5. The foundation of head stone or other memorial in a cemetery shall not extend more than 0.6 metres below the surface of the ground.

Fees

6. (a) The Assembly shall in accordance with its fee-fixing resolution, Stipulate fees payable for graves, grave space and vaults.

- (b) There shall be no free burial without the authority of the Assembly.
- (c) The authority given under paragraph 6 (b) shall be in writing and the reasons for free burial shall be stated therein.

Burial application

7. The Assembly shall issue a burial permit before burial is done
 - (a) No burial shall be allowed without a permit and a death certificate issued by the Assembly;
 - (b) An application for a grave space for the burial of a person in a stool cemetery or royal mausoleum shall also be channeled to the Assembly;
 - (c) An application shall be accompanied with a written consent of a Head of Stool or a head of a Royal Family;
 - (d) A grave space shall not be allocated in respect of infants without consent of the head of the Stool.
 - (e) Where there is no head under 7 (c) above, the President of the Traditional Council may give the consent.
 - (f) An application shall be done in writing to the Assembly for approval for a home burial.

Burial hours

8.
 - (a) Burial shall take place in a public cemetery between the hours of 7:00 am and 6:00pm
 - (b) A burial conducted outside the stipulated hours shall be with the written consent of the Assembly.

Registration of burials

9. The sexton in charge of a cemetery shall keep a register of all burials.

Nuisance

10. A person shall not create any nuisance in a cemetery.

Penalty

11. Any person who contravenes any provision of these bye-laws commits an offence and is liable on summary conviction to a fine of 120 penalty units or in default in such payment to a term of imprisonment not exceeding six month or both.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

12. In these bye-laws unless the context otherwise requires “Assembly” means the Adentan Municipal Assembly;

Revocation

13. Any Sanitation Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member

Municipal Coordinating Director

Hon. Joseph Odai Boye

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Animals) Bye Laws 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of animals) Bye-Laws 2018

Animals to be kept by Permit

1. No person shall keep any swine, cattle, sheep, and goats within the area of administration of the Assembly without a permit issued by the Assembly for that purpose
- (2) Notwithstanding paragraph 1 (1) above, a person may keep animals within the area of administration of the Assembly for domestic, religious or customary purposes upon the conditions that the animals-
 - a. Are kept in pens or kraals which are well maintained.
 - b. Do not constitute a nuisance to neighbours; and
 - c. Are attended to by veterinary officers, and that owners are to ensure that sanitary rules specified by the Municipal Environmental Health Officer are maintained

Number of goats and sheep to be kept in a dwelling house

- (3) The number of goats and sheep to be kept in any dwelling house shall not exceed ten (10).
- (4) Subject to paragraph 2 above, no person shall keep swine, cattle, etc in any premises except at designated places as may be approved by the Environmental Health Officer.

Inspection of Premise

- (5) An authorized officer, or agent of the Assembly, may enter at any reasonable time and inspect any premises where swine, cattle, sheep, goats, rodents etc are kept.
- (6) Any animals found in excess of the permitted number may be impounded by the officer or agent under paragraph 2.

Detention of Animals

- (7) Any officer or agent of the Assembly may arrest and impound any swine, cattle, sheep, goats etc found in a public place without any person being in charge of it.
- (8) An owner or occupier of any premises into which animal stray may impound them and he shall within 24 hours, surrender them to the Assembly or arrange for the Assembly or Environmental Health Officer to take possession of them, and the expenses incurred borne by the owner of the strayed animal(s).
- (9) The Assembly shall not be liable for any swine, cattle, sheep, goat etc that may die after it has been impounded.
- (10) An animal so impounded shall be released by the Assembly to the owner upon the payment of a fee fixed by the resolution of the Assembly.

Sale of impounded stray animal

11. Where the animal remains with the Assembly for seven days or more, the animal shall be sold by public auction and the proceeds paid to the Assembly.

Notice to be given to owner

(12) (a) The Assembly shall before auctioning any stray animal or bird give six days' notice of the sale to the owner of such animal or bird.

(b) Where the owner is not known the notice shall be placed in conspicuous place in the town or village where the animal or bird is found.

Harbouring of Cattle and Swine in residential area

(13) It shall be an offence for cattle and swine owners to bring cattle or swine to the residential areas and the streets. For avoidance of doubt cattle and swine shall be confined to their kraal outside residential and other unauthorized areas.

Penalty

(14) Any person who contravenes any provision of these Bye-laws commits an offence and shall be liable on conviction to a fine of 120 penalty units per animal or in default a term of imprisonment not exceeding six months or both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

Animal means Swine, Cattle, Sheep, Goat, and Other Domestic animals

In these bye-laws unless the context otherwise requires "Assembly" means the Adentan Municipal Assembly;

Revocation

Any Sanitation Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member

(Hon. Joseph Odai Boye)

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Control of Poultry in Dwelling House) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of poultry in dwelling) Bye-Laws 2018

Limitation of Poultry to be kept in dwelling houses

1. Subject to the provisions of these Bye-laws, the maximum number of poultry that may be kept in a dwelling-house, where poultry is permissible, within the Assembly's Administrative area shall not exceed 50 birds.
 - a. Whenever the sanitary condition of the poultry causes nuisance, the Assembly shall order its closure.

Impounding of poultry

2. (a) An officer of the Assembly duly authorized to impound excess poultry may at any reasonable time during the day enter and inspect any premises where poultry are kept and may request the owner or keeper of the poultry to dispose of the poultry which is in excess of the permitted number within fourteen days.
 - (b) Where the owner or keeper of the poultry fails to dispose of the excess poultry within the stipulated Fourteen(14) days upon request, the authorized officer of the Assembly may seize or impound and put them in a pound.

Housing of poultry

3. Poultry shall be kept in deep-litter or hatchery cage or in any cage or other suitable housing, the floor of which shall be spread with a suitable absorbent material such as sawdust or wood shavings to minimize the smell of droppings.

Size of housing

4. The size of the housing for poultry shall be as specified in the schedule of these Bye-laws, unless the Assembly in its discretion determines otherwise.

Disposal of Droppings

5. (a) Litter or droppings cleared from deep litter or battery cages or any other structure housing poultry shall be disposed of in accordance with any law governing sanitation in the Municipality and in a manner as the Assembly's Environmental Health Officer may, by notice in the Local Government Bulletin direct.
 - (b) Any such litter or droppings shall not be disposed of in a manner that constitutes a nuisance to residents in the area.

Stray Poultry Disallowed

6. (a) an owner or keeper of poultry shall not allow his poultry to stray outside the premises owned or occupied by him.

(b) An officer of the Assembly duly authorized, may impound any stray or straying poultry, which he finds in a public place and put them in a pound.

Surrender of stray Poultry

7. An owner or occupier of any premises into which poultry stray, may impound them and he shall within 24 hours, surrender them to the Assembly or arrange for the Assembly or Environmental Health Officer to take possession of them, and the expenses incurred borne by the owner of the strayed animal(s).

Redemption of Impounded Stray poultry

8. The owner of any impounded stray poultry may redeem them after paying 1 penalty unit per bird for each day that the poultry was kept.

Failure to pay Expense of stray poultry

9. (a) Where the expenses of keeping the poultry are not paid by the owner within fourteen days after being impounded, the keeper or other person(s) appointed by the Municipal Environmental Health Officer shall sell them by Public Auction and may pay the proceeds therefore to the Municipal Finance Officer of the Assembly after deducting the expenses incurred for keeping the poultry.

(b) The Finance Officer of the Assembly shall pay the owner of the poultry the amount realized from the sale less any expenses incurred by the Assembly for keeping and selling same upon demand from owner within fourteen days after such sale.

Power of Environmental Health Officer to Inspect

10. A duly authorized officer of the Assembly may at any reasonable time during the day, enter any house in which he has reason to believe that poultry are being kept for the purpose of:-

(a) Advising on, or enforcing any Bye-laws relating to sanitation so as to prevent or minimize the spread of livestock diseases particularly those communicable to man; or

(b) Finding out if the conditions under which poultry are being kept meet the requirements of these Bye-laws.

Discretionary powers of Assembly

11. Notwithstanding the provisions of these Bye-laws, the Assembly may, where it is satisfied that sufficient land is available for the purpose, authorize the keeping of poultry in excess of the limit specified in paragraph (1) subject to such conditions relating to sanitation as it may be reasonably necessary in the public interest.

Penalty

12. A person who contravenes the provisions of these Bye-laws commits an offence and shall be liable on summary conviction to a fine 100 penalty units per bird or in default a term of imprisonment not exceeding one months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

13. In these Bye-laws unless the context otherwise requires -
“Poultry” includes domestic fowls, turkeys, ducks, guinea fowls and pigeons etc.

SCHEDULE (section 4)

The minimum area occupied by poultry (unless kept in battery, cages) shall be as follows:-

- (a) Housing for 50 birds of poultry 7.5 sq. metres
- (b) Housing for poultry between 50 and 100 birds 152sq. metres
- (c) Housing for poultry between 100 and 200 birds 304 sq. metres
- (d) In each case the housing shall have a roof not less than 1.8 metres from the floor level.

Revocation

(14) Any Control of Poultry in Dwelling House Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Dogs) Bye-Law, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

The Bye-law may be cited as Adentan Municipal Assembly (Control of Dogs) Bye-Law, 2017

Prohibitions on keeping dogs and pets

1. (a) A person shall not keep any kind of dog or bitch unless the person applies for and obtain a license from the AdMA to do so;
- (b) The Health Department of AdMA shall before granting a license satisfy itself that the dog has been duly vaccinated against rabies on the production of a signed Certificate issued by the Veterinary Officer to this effect;
- (c) The officer from the Health Department after inspecting and certifying the authenticity of the certificate issue to the person a badge which badge shall be kept on the dog at all times whilst the license remains in force;
- (d) A license issued under these Bye-laws shall expire on the 31st December of the year in which it is issued;
- (e) The owner shall renew the license by subjecting the animal for another vaccination and follow the same process to renew the license which shall also expire on the 31st December of the year in which it was issued.

Stray dogs/pets

2. (a) A dog in respect of which a license is granted shall be confined in a house by the owner and shall not be allowed to be at large except with the owner or someone and on leash.
- (b) It shall be lawful for any Police Officer, Health Officer, Task Force of AdMA or any person authorized by AdMA to seize any stray dog found at large and bring it before a Magistrate who may direct that the dog be returned to its owner or assigned to a suitable person or make such order as he may think fit.

Keeper of dogs/pets

3. A person in whose custody, charge or possession or on whose premises a dog is found shall, for the purpose of this Bye-law, be deemed to be keeper of such dog unless the contrary is provided.

Seizure of diseased dogs/pets

4. An Officer of AdMA authorized in that behalf may seize any dog which is suffering or which he reasonably believes to be suffering from mangle, rabies or other disease within the meaning of the Disease of Animals Act, 1916 (Act 83).
5. A person who has a dog license in force shall produce it within twenty-four hours on request by an officer of the AdMA in that behalf.

Vaccination

6. A person who keeps a dog shall have it inoculated once every year against rabies at the Department of Animal Health and obtain a Certificate to that in respect of the dog.

Penalty

7. Any person who contravenes any provision of this Bye-law commits an offence and shall on conviction by a court be liable to a fine of 150 penalty units or a term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

8. This Bye-law shall apply within the area of authority of the AdMA.

Revocation

9. Any Bye-law on Control of Dogs in existence within the area of authority of the AdMA immediately before the coming into force of this Bye-law is hereby revoked.

Interpretation

10. In this Bye-law unless the context otherwise requires-
“AdMA” means Adetan Municipal Assembly.
“Assembly” means the Adentan Municipal Assembly;

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Slaughter-Houses/Slabs) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 Act (936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Slaughter Houses/Slabs) Bye-Law, 2017.

Premises for slaughter house

1. (i) No premises or place shall serve as a slaughter house unless the premises has been approved by the AdMA as such. To that extent the AdMA shall oversee every slaughter house in the city of Accra.
(ii) The AdMA shall form a Task Force to check persons operating slaughter houses not approved by the Assembly and cause them to cease operations.
(iii) The slaughter-house shall be opened for the slaughter of animals during the hours of 5am and 3pm only, but in special circumstances and upon the payment of such extra fee as the AdMA may think fit, allow the slaughter of an animal at any other time, under a written permission.
(iv) Every slaughter house shall pay a fee to be fixed by a special resolution of the Assembly for the issuance of a permit to operate a slaughter house,
(v) The AdMA before issuing the permit shall be guided by the expert advice from the Veterinary Officer and the Environmental Health Officer of the AdMA.

Operational manual

2. The Veterinary and Environmental Health Officers shall fix at a conspicuous place in the slaughter house a notice showing: -
 - (i) The hours of working of the slaughter house.
 - (ii) The fees payable and
 - (iii) Any other directions that the slaughter house may see fit to issue.

Display of Slaughter house Bye-law

3. A copy of this Bye-Law and a list of the registered slaughter-men shall be pasted at a conspicuous place in the slaughter-house to enable all persons working therein to know the Bye-law.

Infected person

4. (i) A person infected with tuberculosis, or any other infectious or contagious disease shall not enter the slaughter house.
(ii) The Veterinary and Environmental Officers shall require any person using the slaughter-house to submit to a medical inspection which shall be done before working in the slaughter house.

Entry

5. No person other than the AdMA staff on duty, inspecting officers, butchers slaughter-men and their assistants or bonafide servants shall enter the slaughter house premises during the process of slaughtering, flaying or cutting up of carcasses.

Prohibitions

6. Any person who contravenes the paragraphs 4 (i) and 5 of this Bye-Law shall be removed from the slaughter house summarily under the directions of Veterinary Public Health Officer.
7. (i) No person shall rub or cause to be rubbed the inner sides of the skins upon the ground within any portion of the slaughter house.
(ii) Hides and skins shall not be dragged within the slaughter house premises except on the hairy sides.

8. No gut scrapping trips cleaning manufacture or preparation of articles of food meant for animals, house hold washing or work of any nature, other than is involved in the slaughter house of animals and the dressing of carcasses, shall be permitted in the slaughter house.

Inspection of animals

9. Every animal intended for slaughter shall be brought to the Lairage and presented for inspection to the Veterinary and Environmental Officers.

10. The Veterinary Public Health Officer shall not approve an animal for slaughter, if: -

- (i) It is less than 15 months old.
- (ii) It is in a febrile condition or is excessively old.
- (iii) It is pregnant or is with unweaned young.
- (iv) It is deceased or in a dying condition provided that an animal which has been injured in an accident, but is otherwise healthy may be approved.
- (v) It shows symptoms of having been treated cruelly by over-trucking, over-driving, or other acts.
- (vi) A dog or
- (vii) Any animal not meant for slaughter or for the slaughter of which the slaughter house is not provided.

Any animal brought into the slaughterhouse in contravention of this Bye-Laws hall be summarily removed under the orders of the Veterinary and Environmental Health Officers.

Maintenance of register

11. The Veterinary and Environmental Health Officers shall maintain a register in which he shall record: -

- (i) The age, class, sex and a brief description of each animal presented for slaughter.
- (ii) Name and address of the owner of the animal.
- (iii) Result of ante-mortem inspection.
- (iv) Result of post mortem inspection and
- (v) Fees recovered.

Rejected animal

12. An animal rejected for slaughter shall not be brought again to the slaughterhouse.

Infectious animal

13. Animal found to be affected by any zoonotic disease or which are reasonably suspected of being so affected shall, if the Veterinary and Environmental Officers so directs, to be quarantined forthwith

Approved animals

14. Animals approved for slaughter shall be branded or marked with a distinctive mark on the ears, hoofs or horns and admitted to the waiting yard, provided that no animal shall be admitted to the lairage, if the prescribed fee has not been paid.

15. While in the kraal the owner or the person in charge of the animal shall be responsible for its security, proper care, feeding and watering provided that the slaughter house may arrange for feeding of animals, while in the lairage and recover the expanses from the owner.

Collection of fees

16. Slaughter house/slab fee will be collected from the owners or person in charge for all the animals to be slaughtered after inspection has been completed. The fee will be fixed by the AdMA from time to time.

Inspection of slaughter materials

17. The Veterinary and Environmental Health Officers may inspect the instruments and appliances of every slaughter-man and may prohibit the use of any instrument or appliance by a slaughter-man, if in his opinion such instrument or appliance is not in proper working condition.

Place of slaughter

18. The Veterinary and Environmental Health Officers shall assign a place to each slaughter-man for slaughtering and no animal shall be slaughtered by a slaughter man at any other place than the place assigned to him.

Slaughter of animals

19. Every animal shall be slaughtered immediately over the drain and no blood shall be allowed to flow upon the floor. No animal shall be slaughtered in public view, or in view of another animal.

20. Slaughtered animals shall be disembowelled as soon as possible after slaughter, to the satisfaction of the Veterinary and Environmental Health Officers.

21. That the offal of the slaughtered animals shall not be washed into the drain or allowed to drop on the floor but shall be emptied into receptacles provided for the purpose by the slaughter house/slab.

Burial of carcass

22. The Veterinary and Environmental Health Officers may cause to be buried or destroyed any carcass or part of a carcass found to be blown or stuffed.

23. All carcasses shall after flaying and the cleaning be presented to the Veterinary Public Health Officer for inspection.

24. (i) Veterinary and Environmental Health Officers, shall have his own knives, wipe and instruments for examining carcasses and parts and organs thereof.

(ii) Knives and other instruments that have been used for cutting or examining any diseased organ, gland or tissue shall not again be used for any purpose until they have been properly disinfected.

Condemned meat

25. All meat examined and condemned shall be destroyed, buried or otherwise disposed of under the orders of the Veterinary Public Health Officer.

Passed meat

26. All carcasses which have been examined and passed by the Veterinary and Environmental Health Officers as fit for human consumption shall be marked "Examined and Passed" along with an identifying mark for the kind of meat.

Removal of carcass

27. No person shall remove any carcass from the slaughter house premises until it has been duly examined and passed by the Veterinary and Environmental Health Officers.

28. (i) No person shall remove or cause to be removed from the premises of the slaughter house/slab any carcass or meat except in a clean receptacle and covered in such a manner as to be screened from public view and adequately protected against flies and dust.

(ii) If any carcass or meat is removed onto a vehicle the meat shall be conveyed in such a way that provides adequate ventilation but at the same time invisible. The carcasses shall be hanged on hooks and not dumped on the floor of the vehicle.

Conveyance of meat

29. Every person who conveys or causes to be conveyed meat from the slaughter house:

(i) Shall cause to be kept clean the inside and covering of the vehicle, the receptacle in which the meat is placed and such parts or any slings or other implements or apparatus used for loading or unloading as come into act with meat or its covering.

(ii) If the vehicle is open at the top, back or sides shall cause the meat to be adequately screened and protected by means of a clean cloth or other suitable material ,and

(iii) Shall not permit any live animal or any other article to be conveyed in the vehicle at the same time as meat

Precautions

30. Every person engaged in the handling or transport of meat shall take such precautions as are necessary to prevent the meat from coming into contact with the ground of being otherwise or subject to contamination.

Penalty

31. A person who commits a breach of the provisions of any of this Bye-law shall, on conviction be liable to a fine of 150 penalty units or six months imprisonment or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

32. This Bye-law shall apply within the area of authority of the Assembly

Interpretation

33. In this Bye-law unless the context otherwise requires;

“ AdMA ” means Adentan Municipal Assembly

Revocation

34. Any Bye-law on Control of Slaughter-Houses/Slabs within the area of authority of the Assembly in existence immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member

(Hon. Joseph Odai Boye)

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Restaurants, Hotels and Eating Joints or Chop Bars) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Restaurants, Hotels and Eating Joints or Chop Bars) Bye-Law, 2017

License

1. (a) A person shall not designate a place as a hotel, motel, guest house, restaurant, eating joints chop bar or other establishment unless the premises has been approved and licensed by the Assembly for that purpose.

(b) A license issued under this Bye-law is subject to such conditions as the Assembly shall impose.

(c) A license issued shall take effect from the date on which it is granted and shall expire on the 31st day of December in the year in which the license is issued.

(d) Every license granted shall be personal to the licensee only and shall not be transferable.

Restaurants, Hotels, Motel, Pups and Guest House

2. Restaurants, Hotels, Motel, Pups, and Guest House premises shall provide the following;
 - (a) a separate room used solely as a public eating room.
 - (b) a separate kitchen used solely for cooking and for the preparation of food and liquid refreshment for use in the premises aforementioned;
 - (c) a separate lavatory for male and female;
 - (d) A separate changing/cloak room for male and female
 - (e) Fire Safety Equipment
 - (f) Hand washing facility

Requirement as to public eating room

3. A public eating-room in the premises aforementioned shall have the minimum dimensions of not less than five meters long, four meters wide and four meters high. The minimum requirements so stated may change having regard to the circumstances of the case.
4. The floor of every public eating-room shall have a minimum of concrete floor and the wall, capable of being washed or painted.
5. The proprietor of public eating-room shall provide adequate lighting, ventilation and provide soak away for sullage. The premises must be kept clean at all times.
6. The eating room shall be flies and insect – proof.
7. A kitchen in the aforementioned premises shall have a concrete floor, and in every such kitchen suitable fly-proof storage for foodstuffs, meat, fish and vegetables together with one or more tables for the preparation of food.

8. The licensee shall further provide adequately covered receptacles for storage and the disposal of refuse and maintain the kitchen to ensure cleanliness of the premises.

Washing of plates and others

9. A licensee shall have a suitable arrangement for the washing of plates and utensils. Where the licensee is not using a dish washer, the licensee shall constantly replace the water used for washing.

Chop bars, Food Joint, Drinking bars and Table tops

10. Chop bars, food Joint and Table tops premises shall provide the following;
- (a) Separate room or shed used solely as a public eating room
 - (b) Separate kitchen used solely for cooking and for the preparation of food and liquid Refreshment for use in the premises aforementioned;
 - (c) Urinal
 - (d)Fire Safety Equipment
 - (e)Protect food from dust and flies
 - (f)Provide separate water for washing and rinsing dishes and constantly replace the water used for washing.
 - (g)Provide sanitary dust bin to ensure cleanliness

Infected Person

11. (a) A licensee shall not permit any person suffering from an infectious or contagious disease to take part in the preparation or serving of food or in connection with the hotel, restaurant, eating-house or chop bar
- (b) To ensure compliance with paragraph 11(a), the licensee shall furnish the Assembly with a medical report of the licensees' workers issued by the medical officer or a certified designated health facility in the city who certifies that the person is fit to work in any of the places mentioned therein before the issuance of the license by Municipal Environmental Health Officer to operate as such.
12. The licensee shall not keep animals on the premises where food is cooked and sold.

Obstruction

13. A person shall not obstruct or resist an Environmental Health Officer or any other person appointed by the Assembly and acting in the performance of duties relating to any of the purposes of this Bye-law.

Withdrawal of license,

14. (1)The Assembly in its discretion may withdraw a license issued under this Bye-law if;
- (a) An alteration is made to any premises licensed hereunder without the permission of the Assembly or the necessary planning authority;
 - (b) If the licensee operates contrary to the provisions of this Bye-law;
 - (c) If the licensee is convicted of any of the offences under this Bye-law;
- (2) A licensee whose license is revoked shall re- apply for a fresh license to operate the premises after satisfying all the conditions of the Assembly in respect of operating premises as a hotel, motel, restaurant, Guest House, Pups, food joint, table tops or a chop bar and as stated in paragraph (14)above.
- (3) A licensee whose license, sanitation permit, medical certificate, is withdrawn shall pay a penalty fixed by the resolution of the Assembly before a new license is issued.

Appeal

15. (a) A person dissatisfied with the revocation of a license shall within 7 days from the day of the decision appeal to the Chief Executive of the Assembly for redress.

(b) The Chief Executive on receipt of same shall constitute a panel of three comprising the Solicitor of the Assembly, the heads of Planning Environmental Health Departments of the Assembly who shall hear the appeal and report to the Chief Executive with their recommendations within two weeks after the close of the hearing.

(c) The Chief Executive on receipt of the recommendations shall accept, reject or modify the committee's recommendations and notify the appellant in writing of the decision taken by the Chief Executive on the appeal.

Penalty

16. A person found to have breached any provisions of this Bye-law or the conditions of a license, shall be liable on conviction to a fine of 100 penalty units or in default of payment to imprisonment for a term not exceeding six months or to both.

17. A place where food is prepared or cooked or liquid refreshment is provided for sale to the public for consumption on the premises shall be deemed to be a restaurant or eating-house for the purpose of this Bye-law

18. Medical examination should be carried out every year on the following workers :

- (i) Hotel, motel ,guest houses and all other hospitality establishments, food vendors, bars, pubs, night clubs
- (ii) Schools
- (iii) Factories dealing in food, water, beverages, Dairy Product, confectionery.
- (iv) Shopping Mall, shops, bakeries
- (v) Meat shops, butchery, Abattoir, slaughtering slaps, cold stores.

Interpretation

10. In this Bye-law unless the context otherwise requires:

“Assembly” means the Adentan Municipal Assembly;

“License means” Environmental Sanitation Permit, Medical Health Certificate, Business Operating Liscence

. “Other Establishments” includes:

- a. Schools
- b. Hotels, guest, houses, motels, hostels, restaurants, chop bars ,drinking bars pubs ,night clubs, game centers, bakery
- c. Shopping malls, shops
- d. Meats shops, butchery, abbatoir, slaughtering slaps, cold stores, etc.

Revocation

11. Any Bye-law on Restaurants, Hotels and Eating Joints or Chop Bars in the area of authority of the Assembly in existence immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member

Municipal Coordinating Director

Hon, Joseph Odai Boye

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Bakeries and Sale of Bread) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Bakeries and Sale of Bread) Bye-Law, 2017

Permit for bakery

1. Premises shall not be used for the preparation or baking of bread from flour for sale unless or until the Assembly has approved and issued a permit on the payment of requisite fee determined by the Assembly.

Requirement for bakery premises

2. (1) Premises granted permit to operate bakery shall have separate and suitable rooms for the following purposes
 - (a) Storage of flour and other materials to be used,
 - (b) Mixing and kneading of the flour and other materials
 - (c) baking room
 - (d) Cloak room/changing room
 - (e) Storage of the finished products of the bakery.
 - (f) lavatory
 - (g) All bakeries should have fire certificate and fire safety equipment and should be serviced as required by the Ghana Fire Service.
 - (h) All bakeries should have first aid kits for minor injuries

Storage of bakery and product for baking.

3. Rooms used for storage shall have adequate lightening and ventilation. Materials stored in the rooms shall be kept from contact with the floors and the walls.
 - (a) Mixing and kneading rooms shall be rodents-free
 - (b) floors and walls shall be made of impervious material that can allow easy cleaning.
 - (c) Water shall be supplied from appropriate source and safe for use
 - (d) Suitable shelves shall be provided,
 - (e) Machinery used in the process shall be capable of being dismantled and cleaned
 - (f) There shall be direct access from the mixing and kneading room to the oven used for baking

Rooms for display of finished bakery product

4. (a) Rooms used for the storage or display or sale of finished bakery product shall be provided with sufficient shelves and tables.
- (b) Bakery product stored or offered for sale shall be protected from contamination by being kept in suitable cupboard or show-cases or in wrapping materials approved by the Municipal Environmental Health Officer.

Bakery not for sleeping rooms

5. A bakery room shall not be used as a living or sleeping-room.

Hygiene in a Bakery

6. (a) Suitable sanitary facilities shall be provided for the use of persons employed in the bakery and there shall be facilities for hand washing.
- (b) Persons employed in the mixing and kneading room shall be supplied with sufficient quantities of protective clothing {eg; aprons, headgear and overalls capable of being washed.
- (c) There shall be suitable and adequate storage facilities and arrangements for the disposal of refuse.

No smoking

7. Smoking is prohibited in a bakery.

Worker in bakery to be healthy

8. A person who is suffering from a discharging wound or sore on the body or who is suffering from attacks of diarrhea, infectious disease or vomiting shall not take part in handling or preparation of bakery products or flour or other materials used in the bakery.

Inspection by Health Officer

9. The Municipal Environmental Health Officer or any person(s) authorized by the Assembly shall have power to enter a bakery for the purpose of inspection in the performance of his duties.

Penalty

10. Any person who contravenes the provisions of this Bye-law or the conditions in a permit granted shall be liable on summary conviction to a fine of 120 penalty units, in default of payment to imprisonment for a term not exceeding six months or both.
- In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

11 In these bye-laws unless the context otherwise requires;

“Assembly” means the Adentan Municipal Assembly;

“Flour” means wheat flour and flour containing non-wheat substances such as cassava or corn;

“Bakery products” includes loaves, rolls cakes, pastries and flour confectionery of any kind.

“Bakery” means a work place where bread loaves, rolls cakes, pastries and flour confectionery of any kind are produced or sold.

“Permit ” includes Sanitation Permit, Medical certificate and Business Operating Permit.

Revocation

12 Any Bye-law on the Control of Bakeries and Sale of Bread within the area of authority of the Assembly in existence immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member

Municipal Coordinating Director

Hon. Joseph Odai Boye

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Mills) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Mills) Bye-Law, 2017

Building and Development permit

1. A person shall not operate a mill within the Adentan Municipal Assembly area of authority without first obtaining-
 - (a) A development permit for the site from the Physical Planning Department of the AdMA , and
 - (b) A building permit from the Physical Planning Department of AdMA

License

2. A person shall not operate a mill without a license from the Department of Physical Planning and Environmental Health Department of the AdMA

Fees

3. (a) The AdMA shall by a resolution fix the fees payable for the issuance of the license.
(b) A permit issued by the AdMA shall expire on the 31st day of December of the year of issue.

Dimension of premises

4. A person shall not use a room or structure as a mill if;
 - (a) It is less than 4.2 meters long 3.6 meters wide and less than..... meters high from the floor level; and
 - (b) The floor is not made of concrete or others approved impervious material; and
 - (c) The walls are not fly- proofed.

Prohibition

5. A person shall not use a room used as a mill also as a living or bed room.

Times of operation

6. A mill shall be opened to the public only between the hours of 5.a.m and 7p.m

Prohibited person

7. (a) A proprietor or person in charge of a mill shall not allow any person suffering from an infectious or contagious disease to operate the mill.
(b) For purposes of paragraph 7(a), mill operators should obtain Medical certificate of fitness from the Environmental Health Department to operate the machine which shall form part of the conditions for granting the license.

Monitoring and Enforcement

8. The Environmental Health Department and physical planning department of the AdMA shall monitor and enforce the provisions of this Bye-law.

Penalty

9. A person who contravenes any provisions of this Bye-Law commits an offence and is liable on summary conviction to a fine of 100 penalty units or in default to a term of imprisonment not exceeding Six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

10. In these Bye-Laws unless the context otherwise requires-

“AdMA” means Adentan Municipal Assembly

“Mill” includes any building or structure with machinery for grinding corn, pepper, cassava, groundnut and other foodstuff.

Revocation

11 Any Bye-Laws on control of mills in force immediately before the passage of this Bye-law is hereby revoked.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Sale of Intoxicating Liquor) Bye-Law, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law shall be cited as Adentan Municipal Assembly (Sale of Intoxicating Liquor) Bye-Law, 2017

License

1. (1) A person shall not distill or sell any intoxicating liquor either as a wholesale or retailer in any part of the Municipality without a license issued by the AdMA for that purpose.
- (2) The AdMA shall issue separate licenses for distillation and retailing of intoxicating liquor.
- (3) Hotels, restaurants, bars and food joints that sell intoxicating liquor shall apply for a license before selling intoxicating liquor at the premises.
- (4) The AdMA shall fix the fees payable for the license so issued and such a license shall expire on the 31st December of the year in which the license was issued.
- (5) The AdMA shall grant a license after the Environmental Department of the AdMA and the Police have conducted a survey certifying the suitability of the premises for either the distilling or sale of the intoxicating liquor.

Application to be in writing

2. (a) Any person who needs a license under this Bye-law shall submit an application in writing to the AdMA. The application shall contain the name, the address, the place and type of liquor the applicant intends to sell or is selling.
- (b) The license may be issued if the reports of the Environmental Health Department and other relevant departments and agencies certify the place as suitable for the activity.
- (c) In issuing the license, the distillers or retailers shall submit themselves and their workers for medical examinations conducted by the Medical Officer of AdMA or other designated health facility approved by the AdMA and Environmental Health Officer shall issue a health certificate of all persons who shall work in the distillery or selling at a hotel, restaurant, bars and food joints as fit and proper persons with no health problems which may have an adverse effect on the people they serve.
- (d) AdMA shall not issue a license to a distiller or seller who operates with children under 18 years of age.
- (e) Where a person issued with a license operates with children under 18 years, the license shall be revoked and shall only be restored after the AdMA has satisfied itself that the breach shall not continue

Condition and Duration of License

3. A license issued under this law:-
 - a. Shall comply with the provisions in the Liquor Licensing Act of 1970, and
 - b. Shall expire on the 31st December, of the year in which it was issued.

Fees

4. The AdMA shall by a resolution fix the fees payable for the issuance of the license.

Powers of Collection of Fees

5. (1) An officer of the revenue department duly authorised by the AdMA shall , at all reasonable times take steps to recover the approved fees,
- (2) Where a party operates without the requisite license, AdMA shall impose a penalty to be fixed by the Assembly on the person in addition to the payment of the approved fees.

Revocation of License

6. The AdMA may revoke any such license where the proprietor or any person acting in that capacity
 - a. has refused to pay the approved fee;
 - b. is acting in a manner repugnant to the Assembly's interest;
 - c. is acting in a way injurious to public interest; or
 - d. does not use the place for the purpose for which it was originally intended.
7. A person shall not obstruct or otherwise interfere with any officer of the AdMA or other persons authorized by the AdMA in the performance of any duties assigned to them under this Bye-law.

Penalty

8. A person who distils or sells liquor without the requisite license contravenes paragraph 1 of this Bye-law and commits an offence and shall on summary conviction pay a fine of 100 penalty units or in default to a term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Inspection

9. (1) An officer from the Health Department of the AdMA may enter upon the premises of the distiller or seller of liquor for purposes of inspecting the premises used for distilling or selling of the intoxicating liquor in respect of:
 - a. whether the licensee is complying with the terms of the license,
 - b. randomly test samples of the intoxicating liquor for analysis.

Prohibition

10. (1) A licensee shall not allow any person who has not attained 18 years to distil, buy or sell intoxicating liquor at the premises of the licensee.
(2) The licensee shall demand a proof of age and identity where the person seems not to have attained 18 years.
(3) A licensee shall not sell intoxicating liquor to a drunken person and shall ensure that the premises are not used for any disorderly activities.
(4) A licensee who contravenes any of the provisions of this Bye-law commits an offence and is liable on conviction to a fine of 120 penalty units and in default to a term of imprisonment not exceeding six months or to both.
(5) Where the default continues the license shall be revoked by the AdMA

Interpretation

11. In this Bye-law unless the context otherwise requires,
“liquor” means any distilled alcoholic drink or any liquor produced by boiling/fermenting of food substance for example from malt, millet, sugar and sugar cane.
“AdMA” means Adentan Municipal Assembly.

Revocation

12. All existing Bye-law on sale of intoxicating liquor in force immediately before the passage of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Protection of Roads) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Protection of Roads) Bye-Laws 2018

Prohibitions

Carriageway

1. A person shall not spill fuel and lubricants on any road in the Municipality.
2.
 - (a) A person shall not damage any part of bitumen surface roads by dragging a heavy metal or wood or stone or any other material on the surface of a road.
 - (b) A person shall not cook, fry or light any fire or any other material emitting heat on the surface of any road.
- 3 A person shall not use, pour or put corrosive material on the bitumen surface roads.
- 4 A person shall not cut a trench on any part of the road or bore under any road without a permit from AdMA
- 5 All application for cutting or boring shall pass through the Department of Municipal Roads. A permit will be issued under the following conditions:
 - a) Assessment of associated cost as determined by Department of Municipal Roads
 - b) Payment of determined cost to Department of Municipal Roads
 - c) Pursuant to the issuance of the permit, the AdMA through Department of Municipal Roads and Environmental Health Department shall take all necessary steps to ensure safety of road users within the vicinity of the activity
- 6 The Department of Municipal Roads shall be responsible for the proper and timely reinstatement of the excavated area
- 7 The applicant shall undertake the excavation activity strictly as per guidelines specified in the approval letter.
- 8 The Department of Municipal Roads shall supervise the excavation activity
- 9 A person shall not off-load or dump any item(s) or goods on any road or adjoining shoulder or walkway so as to constitute obstruction to road and pedestrian traffic.
10. A person or a group of persons shall not block or erect a canopy on any road in the Municipality for any funeral or social gathering without approved permit from the authorised officer of the AdMA after an assessment by the Department of Municipal Roads and payment of the approved fee for such purpose as shall be determined by the resolution of the AdMA from time to time.
- 11
 - (a) A person who washes vehicles on a road commits an offence.
 - (b) A person who washes vehicles on the road shall have the vehicle impounded and made to sign bond before a Court of Law that the conduct shall not be repeated before the vehicle would be released
- 12 A commercial vehicle washing bay that does not direct its waste water away from the road commits an offence. The AdMA shall issue a written notice to the owner of the premises to remedy the situation. If the offence continues after the notice has expired, the equipment shall be seized and the owner shall sign a bond before a Magistrate and pay the penalty for the offence and remedy the situation before the release of the equipment.
- 13 In addition to the bond the person shall pay a spot fine of 50 penalty units.

- 14 For purposes of paragraphs 11(a & b) of this Bye-law, the Department of Municipal Roads shall form a task force to monitor and ensure compliance with the provisions of this Bye law.
- 15 It is an offence to keep a disabled vehicle for more than 2 hours on an urban road.
- 16 It is an offence to trade in car booth sales, table top sales etc. on the carriageway and walkway or shoulder of an urban road
- 17 Any person or group of persons who erects advertising bill boards at intersections to obstruct visibility at the intersections commits an offence.

Drains

18. Any person or group of persons who dump any type of solid material into a drain commits an offence.
19. Any person or group of persons that undertake an activity that physically damages the drain commits an offence.
20. Any person or group of persons that undertake any activity which blocks the drain (partially or completely) commit an offence.
Any person or group of persons who remove any type of drain cover (metal gratings or concrete slabs) commits an offence.

Walkways and Shoulders

21. All pedestrian walkways shall remain open at all times to enable free and safe passage of pedestrians.
The following types of encroachments shall constitute an offence;
- a) Erection or installation of stationary objects in the nature of tables, wooden kiosks, metal containers, boundary fence wall etc. on the pedestrian walkway.
 - b) Dumping of any material (sand, stones etc.) for any purpose
 - c) Digging through walkways and/or shoulder
 - d) Driving on a walkway and/or shoulder
 - e) Digging and placing of signs in any road shoulder and walkway

Road Furniture

22. Road furniture shall consist of and not limited to road signs, crash barriers, bollards, traffic signals, street lights, hand and/or guard rails, road line markings etc.
- (a) A person shall not remove any road furniture from its originally installed place
 - (b) A person shall pay a fine of 120 penalty units in violation of paragraph 22(a) above.
 - (c) Any person who crashes into road furniture shall reinstate as per recommendations from the Assembly.
 - (d) Any person who defaces road line markings and signs commits an offence.

Medians and Islands

23. Any activity that hinders the usage of a Median and Islands poses great risk to pedestrians and motorists.

Encroachments

24. The following types of encroachments shall constitute offences;
- a) Erection or installation of stationary objects in the nature of tables, wooden kiosks, metal containers, etc. on medians and islands.
 - b) Dumping of any material (sand, stones etc.) for any purpose.
 - c) Digging through medians and islands.
 - d) Lorry stations within islands and bus stops pose risks to pedestrians and motorists hence any person who operates any transport station within an island commits an offence.
 - e) Access of pedestrian crossings shall be kept opened and unrestricted at all times

Penalty

25. Any person who contravenes any provision of this Bye-law commits an offence and shall be liable on conviction by the court to a fine of 100 penalty units or in default 6 months of imprisonment or to both. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

26. This Bye-law shall apply within the area of the Authority of the AdMA

Interpretation

- 27 In this Bye-law unless the context otherwise requires:
“AdMA” means Adentan Municipal Assembly,
“Medians and islands” mean safe storage for pedestrians.

Revocation

28. Any Bye-law on Protection of Roads in existence within the area of authority of the Assembly immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Growing and Sale of Crops / Food Stuff) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) these bye-laws are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Growing and Sale of Crops / Food Stuff) Bye-Law, 2017.

Requirements and registration

1. A person shall not grow crops at a place other than on land within his premises unless he has registered with the Municipal Environmental Health Officer / Agricultural Officer. The person shall furnish the name, address and the description of the site where the crops are to be grown.

Watering and irrigation

2. No crops shall be watered or irrigated with water or effluent from a drain.

Infected person

3. A person who has a discharging wound or sore or the symptoms of any infectious disease shall not take part in the growing or sale of crops or food stuffs.

Sale of crops

4. A person shall not sell, offer or display for sale at any other place than in a market, stall, store or kiosk approved by the Assembly.

Sale of crops on the ground

5. No crops or food stuffs shall be displayed for sale on the ground, along a road, pavement or sidewalk.

Crops unfit for sale

6. The Municipal Environmental Health Officer /Agricultural Officer may, where necessary, in the interest of public health, declare a crop or food stuff unfit for human consumption.

Unwholesome

7. No crop or food stuff declared unfit for human consumption shall be sold, offered or displayed for sale as food for human beings.

Penalty

8 A person who contravenes the provision of this Bye-law commits an offence and is liable on summary conviction to a fine not less than 100 penalty units.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretations

9. In this Bye-law, unless the context otherwise requires;

“Crops” include lettuce, tomatoes, radishes, onions, cucumber, water melon, oranges, bananas to be eaten in an uncooked state.

“Food stuff” means foods that are eaten in a cooked or raw state.

“Assembly” means the Adentan Municipal Assembly;

Revocation

Any Bye-law on Protection of Roads in existence within the area of authority of the Assembly immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Sand, Stone and Gravel Winning) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Sand, Stone and Gravel Winning) Bye-Laws 2018

Application for permit

1. (1) A person who wins or desires to win sand, stone or gravel within the jurisdiction of the Assembly shall apply to the Development Planning Committee of the Assembly for permit.
- (2) An applicant shall
 - (a) state the name and address,
 - (b) enclose a site plan of the area of the intended operation,
 - (c) state the mode of winning, namely, excavation by mechanical means or by manual means,
 - (d) state the duration of winning operation and the application shall be countersigned by the Assembly and the landowners of the area.
- (3) When all due processes have been satisfied, the Development Planning Committee shall recommend that the permit/license be granted to the applicant by the Assembly. The Assembly, when satisfied by the recommendation of the Development Planning Committee shall grant the permit.

Requirements of permit

2. (1) The permit shall have the following requirements;
 - (a) The permit shall contain the name and address of the operator,
 - (b) The hours of operation these bye-laws shall be 5.00 am. to 6.00 p.m. and a special permit from the Assembly after 6.00pm
 - (c) The duration of the permit or license,
 - (d) The fee to be paid for the permit by these bye-laws shall be determined by the Adentan Municipal Assembly periodically, and
 - (e) The specified deposit to be determined by the Assembly which is refundable upon successfully reclaiming the land.

- 3 No person shall win sand, stone and gravel for commercial purposes within the area of authority of the Assembly without a permit.
- 4 A permit issued by the Assembly shall be produced on demand at the site at all times to an authorized officer of the Assembly.
- 5 A person who violates paragraph 1 of this Bye-law is liable to a fine of 200 penalty units.

Payment of loading fee

- 6 (a) A driver or a person in charge of a truck loaded with sand, stone or gravel shall pay a loading fee which the Assembly determines, and shall be issued with a receipt by the Assembly.
- (b) Defaulters shall pay a fine of less than 100 penalty units and the sand, stone or gravel confiscated to the Assembly.
- (c) A holder of a permit shall not assign, sell or part with it to another operator without the prior consent of the Assembly.

Withdrawal of License

- 7 A holder of a permit who violates this Bye-law will have the permit withdrawn.

Reclamation of land

- 8 (a) A person who does not reclaim the land after winning the sand, stone or gravel will be blacklisted in addition to the payment of a fine of 170 penalty units
- (b) The Assembly shall be under no liability for any loss or damage to the site or any sand, stone or gravel that is due to the breach of these bye-laws or any other cause whatsoever

Unauthorized operation

- 9 (1) A driver or a person in charge of a vehicle caught within an unauthorized pit winning sand, stone or gravel commits an offence punishable by a fine of 150 penalty units, or in default 6 months imprisonment or to both.
- (2) A driver or a person in charge of any truck loaded with sand, stone or gravel working outside the working hours commits an offence.

Penalty

- 10 A person who contravenes the provisions of this Bye-laws commits an offence and is liable on summary conviction to a fine not less than 150 penalty units or in default 6 months of imprisonment or to both.
- In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

- 11 In these bye-laws unless the context otherwise requires;

“Assembly” means the Adentan Municipal Assembly;

Revocation

Any Bye-law on Protection of Roads in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

AdentanMunicipal Assembly (Births and Deaths Registration) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Births and Deaths Registration) Bye-Law, 2017

Report of birth and death

1. (a) The Birth and Deaths Registry of the AdMA shall receive notice of births and deaths occurring within the Municipality and to record such reports in books provided for the purpose (hereinafter referred to as the Registration).
- (b) The Registry shall operate under a Registrar with supporting staff mandated to undertake such registration.

Duties of the Registrar

2. The Registrar shall-
 - (a) Keep two separate registers to record the details of birth or death received at the office;
 - (b) Subject to the directions of the AdMA, the Registrar shall ensure safe keeping of the registers;
 - (c) Make the registers available at all responsible times for inspection by an authorized member of AdMA or Medical Officer of Health/ Municipal Public Health or the Principal Registrar of Births and Deaths or his representative or for search by any member of the public;
 - (d) Submit returns in such manner and at such times as the Principal Registrar of Births and Deaths shall direct;
 - (e) Otherwise conform to the requirements of this Bye-law.

Appointment of Registration Assistants

3. (1) The AdMA may appoint such number of Registration Assistants necessary to compliment the work of the Registrar;
- (2) Registration Assistant shall perform the same duties as the Registrar but shall report to the Registrar;
- (3) Registration Assistants shall send to the Registrar certified extract of all entries in their registers during the previous month;
- (4) The Registrar shall keep under lock and key, registers not in use,
- (5) The Registrar in accordance with paragraph 1(a) of this Bye-law shall receive reports in writing from the following persons:
 - (a) Birth, by the mother, father or guardian of the child;
 - (b) Deaths, by the surviving spouse of the deceased or the head or a principal member of the deceased's family or in his absence by the person finding or taking charge of the body.

Fees

4. The person making the report of birth or death shall pay the necessary fee fixed by the resolution of the AdMA.

Custody of Registers

5. The Registrar shall keep registers in the forms provided for register of Birth/Deaths and Burial respectively under the existing law.

Issuance of Birth or Death Certificate

6. The Registrar and the Registration Assistants shall upon registering any birth or death given by the persons named in paragraph 5 (a) and (b) of this Bye-law, and upon payment of a fee fixed by resolution of the AdMA

and approved by or on behalf of the Ministry of Local Government, issue a certificate in accordance with the existing law and or regulations;

7. Power to Bury

All burials can only take place with a valid burial permit issued by the Birth and Death Registry with the approval of Municipal Public Health.

Time for Registration

8. A person who has to make a report under this Bye-law shall do so as follows;
- In respect of death within fourteen days, and
 - In respect of a birth within three months.
 - Where a person fails to make the report as stated under bye-law 8 (a) the late report shall attract a penalty determined by a resolution of the AdMA

Inspection of Register

9. A person shall on payment of an amount fixed by resolution of the AdMA inspect an entry in the register or to search the register at any reasonable time.

Copies as evidence

10. A certified copy of a register shall be receivable in evidence in any legal proceedings as evidence of the facts recorded therein.

Correction of register

11. (1) A clerical error in a register may if discovered at the time of making the entry, be corrected. An alteration detected after the entry in the register shall only be altered on the application of the party supplying the information to the Registrar.
- (2) No erasure shall be made in any register or certified copy or extract thereof; any such erasure shall render same void.
- (3) Without prejudice to paragraph 11(2) of this Bye law, any correction made shall be in respect of the register and not the certified copy. The person effecting the correction shall draw a line of red ink through the word but shall leave the word readable. Any word to be inserted shall be underlined or written in the margin opposite any correction.
- (4) Where it is desired to change the name of a child whose birth and name have been registered, or recorded but the certified copy has not been issued, the Registrar, may, upon written application by child's parent or guardian made before the issuance of the certified true copy, correct the register accordingly. Where the certified copy has been issued, no change can take place except to do change of name in accordance with the law.

Penalty

12. (a) A person who wilfully registers or permits registration of a false statement or who wilfully destroys or permits the destruction of an entry in a register ;or
- (b) Carry out burial without burial permit approved by Municipal Public Health;

Commits an offence shall upon conviction be liable to a fine of 150 penalty units or in default to term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

13. Where burial takes place without approved burial permit, the AdMA and the Births and Deaths Registry may cause the exhumation of the dead body for autopsy at the cost of the family if the cause of death is not established by qualified medical officer.

Interpretation

14. In these Bye-Laws unless the context otherwise requires;
“AdMA” means Adentan Municipal Assembly.

Revocation

15. The Births and Deaths Bye-law, of 1995 is hereby repealed.

Application

16. This Bye-law shall apply within the area of authority of the AdMA.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Maintenance of Premises) Bye Laws 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Maintenance of Premises) Bye-Laws 2018

White Washing and Painting of Premises

- 1 (a) A household or an owner or occupier of a premises within the area of authority of AdMA shall keep the house clean, white washed and painted on regular basis once in two years.
(b) Where the owner, occupier or landlord fails to comply to paragraph (1) above AdMA shall under take the painting and charge the owner, occupier or land lord with the expenses incurred in undertaking the Painting.

Application of Building Regulation

- 2 Notwithstanding the provision of the Building Regulation any unauthorized structure attached to premises shall be demolished or removed on notice by AdMA.

Inspection by Authorized Officers

- 3 An officer of AdMA duly authorized may inspect the state of maintenance of any premises within the area of authority of AdMA.

Power of AdMA

- 4 AdMA may direct any household, owner or occupier of premises to white wash, paint or put the premises in a state of cleanliness within a prescribed period as it may determine.

Appeal

- 5 (a) A prescribed period specified by AdMA may be extended upon appeal by the household, owner or occupier of the premises in reasonable circumstances.
(b) After the expiration of the prescribed period which has been extended on appeal as specified in section 5 (a), a person who refuses to comply with the request to white wash, paint or put the premises in a state of cleanliness commits an offence.

Offence

- 6 A household owner or occupier of premises who refuses to repair or to keep the premises which is in a state of disrepair, dilapidated, collapsed or threat to life and property after reasonable warning or notice by AdMA shall be deemed to have contravened the provisions of this Bye-law.

Abandoned Premises

- 7 Where premises is abandoned and is in a total state of disrepair, dilapidated or collapsed and poses threat to life and property AdMA shall serve notice to the owner or occupier of the premises to demolish it within a period of eight days.

Demolition of Premises After 8 days' Notice

- 8 AdMA shall demolish the premises and charge the household owner or occupier of the premises for labour after the expiration of the period of eight days' notice.

Uncompleted Dangerous Property

- 9 (a) AdMA shall serve notice to the owner of uncompleted premises which poses a threat to life and property to either complete or demolish the uncompleted house within a specified period of time,
(b)Where the owners of the uncompleted house fails to either demolish or complete it, AdMA shall with or without further notice demolish the uncompleted house and surcharge its owner for the cost of the demolition.

Penalty

- 10 Any person who contravenes any of the provision of this Bye -law commits an offence and shall be liable on conviction to a fine of 120 penalty units or in default to a term of imprisonment for a period not exceeding six months or both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Revocation

11. Any Bye - Laws on Maintenance of Premises in the existence in the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Interpretation

In this Bye-law, unless the context otherwise requires;
“AdMA” Means Adentan Municipal Assembly

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Garages Vehicle Dealers) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 Act (936) this Bye-law is hereby made.

This Bye-law may be cited as Adentan Municipal Assembly (Control of Garages Vehicle Dealers) Bye-Law, 2017

Application to operate as a vehicle dealer

1. A person shall not operate as a vehicle dealer or keep vehicles in an enclosure or open space for sale by himself or on behalf of others in the jurisdiction of the Assembly without applying to the Assembly for a permit.

Vehicle dealer's Permit

2. An applicant for a vehicle dealer's permit shall comply with the following conditions;
- a. the premises on which the vehicles are displayed shall be suitably fenced; and
 - b. there is a conspicuous sign board advertising the sale; and
 - (c) the premises is adequately equipped with fire fighting mechanisms.

Submission of site plan

3. An application submitted to the Assembly, shall be accompanied with (3) site plans of the area where the premises is located.

Provision of office

4. A site for the sale or display of vehicles shall have an office from which receipts of sales of vehicles are issued.

Dimensions

5. Any premises used for the purpose of dealing in the sale of vehicles shall not be less than 61 metres by 30 metres.

Discretion to withdraw Dealer's license

6. Despite any sanction, which may be applied, the Assembly may withdraw a vehicle dealer's license for stated reasons upon giving the dealer 30 days' notice where there is a continuous contravention of the provisions of this Bye-law.

Individual vehicle

7. For the avoidance of doubt this Bye-law shall not apply to any disposal of only one vehicle by an individual.

Penalty

8. A person who contravenes any provision of this Bye-law commits an offence and shall on summary conviction be liable to a fine of 120 penalty units or in default to a term of imprisonment of not more than six months or to both.
In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

9. In this Bye-law unless the context otherwise requires;
“Assembly” means the Adentan Municipal Assembly;
“Dealer” means a person who sells or repairs vehicles.

Revocation

Any Bye - Law on Control of Garages Vehicle Dealers in existence in the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Parks) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Parks) Bye-Law, 2017

Driving at parks

1. (a) A person other than authorised officials and employees of the AdMA shall not drive or be driven or be a passenger in any mechanically propelled vehicle in any park except with the permission in writing of the AdMA and only in such areas as designated by the Assembly.
- (b) Paragraph 1(a) of the Bye-law shall not apply to wheelchairs, perambulators or similar vehicles propelled by hand or mechanically which are used solely for the conveyance of children or disabled persons.

Prohibitions

2. (a) A person shall not turn out at the park with an animal to graze in a park, or allow or suffer to stray or remain in the park, any cattle, sheep, or other animals.
- (b) Every person bringing a dog unto the park shall be responsible for its conduct and shall be liable for any damage or injury which may be caused by it. A person bringing a dog into the park must remove it from the park if so directed by an authorised person and should be on leash.
- (c) Every person in charge of a dog in the park shall prevent it from causing annoyance to any person using the park or worrying, chasing, injuring or disturbing any person in the park.
- (d) If a dog defecates in the park, the person in charge of the dog shall remove the faeces.
- (e) A person who visits the park shall not trample upon any flower or destroy or injure any tree, shrub or plant growing in the park or pluck, cut or remove any flower or any fruit on any tree, shrub or plant growing therein.
- (f) A person shall not climb any tree or shrub in the park or climb any fence, railing or wall in the park.
- (g) A person shall not injure, disfigure, write graft on or mark any seat, chair, sculpture or structure, in the park.
- (h) A person shall not deface, damage or otherwise interfere with any items of infrastructure provided to support the proper functioning of the park, including any surface, item of equipment, public light, fence, goalpost, street furniture or any other structural item.
- (i) A person who visits the park shall not take from the park or destroy or injure or otherwise interfere with any animal in the park.
- (j) The users of the park shall not throw any missile in the park to damage property or endanger any other person or wildlife within the park.

(j) A person shall not take or remove any soil, sand, gravel, stone or timber from the park or dump or dispose of any refuse in the park or into any watercourses/lakes that adjoin the parks or playgrounds except in receptacles provided for the purpose.

(k) A person shall not bring into the park any firearm, cutlass, catapult or any other offensive weapon.

(l) A person shall not make bonfire, fire or barbecue or light any firework in the park.

Use of equipment at the park

3. Where the AdMA has provided equipment or playing appliances for children in a park, a person not above the appropriate age, specified on local playground signage, shall use any of the equipment or playing appliances for children at the playground specified by notice as being for the sole use of children of that specified age and under.

Terms of sale

4. Save with the permission in writing of the AdMA and subject to the terms and conditions of permission, a person shall not sell, offer, offer for hire, or expose for sale in the park any commodity of any kind whatsoever or exhibit any sign, poster, handbill, or other notice in the park soliciting for sale.

Advertising at the parks

5. No person shall display any advertisement, or erect, exhibit, affix, chalk or paint any picture, bill, placard, banner, tract or notice in any open space or on any wall, fence or hedge enclosing any park or open space without going through the procedures stated under the bye-laws on billboards and signboards.

Playing ball games

6. No person, club or organisation shall organise or take part in the game of football or any other game or athletics when such activity is not allowed at the park.

Obstruction

7 (a) A member of the public who has visited the park shall not obstruct or interfere with any employee or agent of the AdMA or other person in the exercise of his/her duty or disobey his/her lawful directions.

(b) Nothing in these Bye-laws shall interfere with or affect or prevent the carrying on of any work or duty in connection with any park or open space by employees or agents of the AdMA or by a contractor instructed by the AdMA or by an employee of any such contractor.

(c) Any person, club or organisation contravening paragraph 7(1) of this Bye-law shall be removed immediately from the park; any person admitted to the park is a licensee who shall remain in the garden subject to good behaviour

Application

8. This Bye-law is applicable to all parks under the management of the AdMA as more particularly described in the schedule attached hereto.

Enforcement and monitoring

9. The AdMA shall form a task force to ensure the compliance with the provisions of this Bye-law and it shall be lawful for an authorised person or agent of the AdMA to enforce this Bye-law and to exclude or remove from any park or recreational playing ground any person committing any breach of the Bye-law and to take any other such action as may be deemed necessary in the enforcement of the Bye-law.

Penalty

10. Any person committing an offence against any of the provisions of the Bye-law may be removed from the park and shall on summary conviction be liable to a fine of 100 penalty units or in default to a term of imprisonment of not more than six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

11. In this Bye-Law unless the context otherwise requires;

“AdMA” means Adentan Municipal Assembly.

Revocation

13. Any Bye-law on Control of Parks in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Regulation of Vehicle Parking Places) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Regulation of Vehicle Parking Places) Bye-Law, 2017

Provision of lorry parks

1. (a) A driver of a motor vehicle plying for public hire of fares shall not in the public part of the Municipality between 6.a.m and 6 p.m. load or unload or permit the loading of goods, except at the place provided for that purpose by the AdMA.
- (b) Nothing in this Bye-law shall prohibit-
the loading or unloading of passengers or goods from any private store, dwelling house, shop, market or other place in the Municipality in the event of an accident or bonafide breakdown of the vehicle.

Creation of Lorry Park

2. (a) A person or group of persons shall not have the right to create, build or establish a lorry park in the Municipal without the prior approval of the AdMA;
- (b) For purposes of the preceding paragraph, an application to operate a parking place shall be submitted to the AdMA which shall assess the suitability or otherwise of the site and location of the lorry park.
- (c) Where the location is approved, the applicant(s) shall be notified and shall pay the approved fees fixed by the resolution of the AdMA together with making available amenities for the lorry park as a condition of the grant. In the case of a private developer, he shall make available the amenities specified by the AdMA.
- (d) There shall be payable to AdMA for the use of a parking place in respect of each motor vehicle a parking fee fixed by a resolution of the AdMA.
- (e) Only transport operators with permits from AdMA shall provide services at the lorry parks or terminals.

Parking of vehicle in public pathway

3. Any person who-
 - (a) Parks a vehicle; or
 - (b) Parks goods or items in any public pathway or pavement shall be guilty of an offence.

Obstructing traffic

4. (a) No bottles, empty cases, spare parts of vehicles or derelict vehicles shall be placed, parked , or allowed to cause obstruction to traffic or other users of the road.
- (b) The AdMA shall have a task force from the Transport Department which shall ensure that broken down vehicles within the Municipality are towed at a fee against the owner or the person in charge at the time of the break down off the road.

(c) With respect to heavy duty vehicles, the task force shall liaise with the Police Motor Traffic Transport Union to forestall traffic congestion.

Parking Fees payable

5. (a) A driver of a vehicle shall pay the prescribed fee to the person appointed by the AdMA or the authorized person as a collector of parking fees who shall issue a receipt to him which he shall produce on demand by an authorised officer of AdMA;
- (b) A driver who fails to produce such ticket shall be deemed to have used a parking space without paying the prescribed fee;
- (c) The attendant/Collector shall issue a ticket in respect of each payment specifying the amount paid, and the date of issue and the registration number of the vehicle and such ticket shall be available only for the motor vehicle indicated thereon and is not transferable;
- (d) The ticket so issued, shall be valid for a prescribed period.

Regulation of Lorry Park

6. Every driver of a motor vehicle using the lorry park designated parking facility shall-
 - (a) Enter the lorry park by the opening marked "Entrance" and leave by the opening marked "Exit".
 - (b) Park his motor vehicle in the lorry park or designated parking facility in such space as may be indicated by the attendant;
 - (c) Secure his motor vehicle from movement by keeping the hand brake on or adopting any other effective means.
 - (d) Refrain from unnecessary blowing of the horn
 - (e) Not permit the execution of any substantial repairs or to work upon his vehicle at the lorry park except such as may be absolutely necessary.

Prohibitions

7. A person shall not kindle any fire or use any naked light in the lorry park.
8. A person shall not deposit or cause to be deposited any refuse, rubbish or any offensive matter on the lorry park except at such places designated for that purpose.

Nuisance

9. A person shall not cause any nuisance in the lorry park.

Access to premises

10. A person shall not park a vehicle at a place in an unreasonable manner so as to prevent access to any premises.

Clamping of vehicles

11. (a) A vehicle parked in contravention of these Bye-laws shall be clamped by the AdMA or its authorized agents.
- (b) An owner of the clamped vehicle shall pay a spot fine in accordance with the fee fixed by AdMA by resolution before the release of the vehicle to him.

Regulating lorry parks at filling stations

12. (a) Where a group of persons intend to operate a lorry park at a filling station, the persons shall go through the process of obtaining a license as spelt out under paragraph 2 above.
- (b) The AdMA shall ensure that the necessary precautions are in place to forestall any danger.

Towing of vehicles

13. (a) The AdMA or its authorized agents shall tow any vehicle parked at an unauthorized place upon the following conditions-

(b) The vehicle being towed shall be deposited at a place to be designated by AdMA;

(c) The driver or person in charge of the towed vehicle shall pay a spot fine in accordance with the fee fixing resolution of the AdMA before the release of the vehicle;

(d) The AdMA shall take all reasonable care to ensure the safety of the towed vehicle but shall not take personal responsibility for any loss or damage of the vehicle.

Prohibitions

14. A person bringing foodstuffs or livestock into the lorry park for the purposes of off-loading shall not park in the streets or lanes adjacent to the park. Foodstuffs or livestock being off loaded at a lorry park shall be undertaken at the appropriate market by their owners within two hours after the arrival of the cargo.

15. (a) All commercial activities at the lorry station should be operated by permits. In case of sale of liquor, a police clearance certificate should be obtained as specified in AdMA Bye law for sale of intoxicating liquor.

(b) No persons or owners of vehicles shall perform any commercial activities in or on vehicles parked at any designated parking places.

(c) The execution of any substantial repairs or work upon a vehicle shall not be permitted except such as may be absolutely necessary.

(d) No person shall park a vehicle at a place in an unreasonable manner so as to prevent any available access to any premises.

(e) Every manager of a lorry station or designated parking place shall establish a system for proper sanitation as defined by the AdMA Environmental Health Department for every permitted station or designated parking area in the Municipality.

(f) The Transport Department of the AdMA shall establish a task force with a mandate to inspect all lorry parks or parking facility and issue the notices and follow through with monitoring and enforcing all the provisions of this Bye-law.

(g) The Transport Department shall maintain an effective call centre to receive comments, complaints and other feedbacks from stakeholders and the general public.

(h) All complaints arising out of the applications of this Bye-law should be forwarded to the Municipal Chief Executive for investigations and redress.

16. (a) All commercial activities at the lorry station should be operated by permits. In case of sale of liquor, a police clearance certificate should be obtained as specified in AdMA bye law for sale of intoxicating liquor.

(b) No persons or owners of vehicles shall perform any commercial activities in or on vehicles parked at any designated parking places.

(c) The execution of any substantial repairs or work upon a vehicle shall not be permitted except such as may be absolutely necessary.

(d) No person shall park a vehicle at a place in an unreasonable manner so as to prevent any available access to any premises.

(c) Every manager of a lorry station or designated parking place shall establish a system for proper sanitation as defined by the AdMA Environmental Department for every permitted station or designated parking area in the Municipality.

(e) The Transport Department of the AdMA shall establish a task force with a mandate to inspect all lorry parks or parking facility and issue the notices and follow through with monitoring and enforcing all the provisions of these bye-laws.

(f) The Transport Department shall maintain an effective call centre to receive comments, complaints and other feedbacks from stakeholders and the general public.

(g) All complaints arising out of the applications of this Bye-law should be forwarded to the MCD for investigations and redress.

Penalty

17. Any person contravening any of the provisions of this Bye-law shall be guilty of an offence and shall be liable on conviction to a fine of 120 penalty units or in default to a term of imprisonment for a term not exceeding six months.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Application

18. This Bye-law shall apply to all approved lorry parks in the Municipality.

Revocation

19. The Lorry Parks Bye-law 1998 is hereby repealed.

Interpretation

20. In these Bye-laws unless the context otherwise requires:-

“AdMA” means Adentan Municipal Assembly”

“Driving” means any person who is the owner or has charge or control over a vehicle or being present is entitled to give orders to the person having charge or control of the vehicle.

“Motor Vehicle” means any mechanically propelled vehicle intended or adopted for use on roads;

“Place” includes street, pavement or an open space.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Operation of Commercial Vehicles) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Operation of Commercial Vehicles) Bye-Law, 2017

1. (a) every application for commercial vehicle registration shall be made to the licensing officer of the AdMA by the responsible executives of the local union or branch under which it intends to operate.
(b) No commercial vehicle registration shall be approved under this Bye-law unless the vehicle in respect of which the registration is required has been licensed as a commercial vehicle and certified as road worthy in accordance with the provisions of the Road Traffic Regulation LI 2180 or any other appropriate enactment at the time in force.
2. A person shall not paint or spray or equip any vehicle or cause or allow any vehicle to be painted or sprayed or equipped for use as a commercial vehicle without the authority of the licensing officer.

The evidence of the registration shall be:

- (a) A sticker affixed to the windscreen of the vehicle.
- (b) The sticker shall be renewed annually

3. (a) a commercial passenger vehicle registration shall not be approved unless the vehicle in respect for the registration has been licensed by the Driver Vehicle Licensing Authority for commercial operations. This shall be evidenced by the official colour of vehicle registration number plate affixed to the plate. Every vehicle registered under these bye-laws shall remain equipped and fitted in the manner under which it was originally licensed under the Driver Vehicle Licensing Authority for commercial operations.
(b) All commercial vehicles must operate from an approved station and shall pay a daily toll for the use of the loading station.
(c) A commercial vehicle registration shall be completed by paying the requisite fee fixed by the resolution of the AdMA.

Issue and display of license

4. The licensing officer shall issue a vehicle sticker with the registration number of the vehicle inscribed on it which shall be displayed on the front windscreen of the vehicle.

Display of License

5. The driver of every vehicle operating bus services or minibus will be required to boldly display a destination board in front of the vehicle at all times and the vehicle shall have a sticker issued by the union which shall be affixed to it indicating the lorry station from where it is it is registered.
6. (a)The driver named in the operating permit to drive a commercial vehicle have in his possession the commercial driver's license issued by the AdMA whenever he is using the vehicle to work.
(b) Where the owner or driver or union decides to allow another driver to drive the commercial vehicle that driver must have a valid driving license and a valid AdMA driver's license

Number of passengers

7. A licensed commercial vehicle shall not be permitted to carry more than the permitted capacity of the vehicle as determined by the Driver Vehicle Licensing Authority.

Duties of licensees

8. Every driver permitted to drive a commercial vehicle under this bye-law shall:
- (a) Observe all traffic regulations including pedestrian crossing;
 - (b) Display a valid sticker on the windscreen of the commercial vehicle in respect of which the permit has been granted.
 - (c) Notify the AdMA of any change in his postal, residential or office address within seven days of such change.
 - (d) Keep and maintain the commercial vehicle in good repairs.
9. A person permitted to drive a commercial vehicle under this Bye-law shall not:
- (a) Permit any person other than the person licensed under this Bye-law to drive the commercial vehicle unless the person also holds a commercial driver's license from the AdMA but has no car.
 - (b) Remove, deface, alter, mutilate or cancel the license or any notice mark affixed to the commercial vehicle in pursuance of this Bye-law nor, allow or permit any other person to do same.
 - (c) Permit the commercial vehicle to be used for any unlawful purpose.
 - (d) Display any advertisement inside or outside the coach or taxi without the consent of AdMA or the appropriate authorities as required by the bye-laws of AdMA with regard to fees.

Revocation of license

10. A commercial vehicle registered under a permit shall be revoked by the AdMA if the vehicle is not road worthy or otherwise in contravention with any road traffic regulations in force at the time of or any other provisions of this Bye-law.
11. The Court may make an order for the suspension or the prohibition of the use of the vehicle for transport services where the driver has been convicted under this bye-law on two or more occasions for-
- (a) Using the coach, minibuses, bus or taxi for illicit purposes;
 - (b) Dishonesty; or
 - (c) Failing to keep or maintain the coach or taxi in a manner required by any enactment for the time being in force.

Records

12. (a) A licensed driver shall, on being requested to do so by an authorized enforcement officer of the AdMA produce his AdMA commercial driving license for inspection.
- (b) The licensing officer of the AdMA shall keep a record of all commercial vehicles, buses and taxis registered under this Bye-law.

Monitoring and Enforcement

13. A task force established under this Bye-law at the Transport Department of the AdMA shall routinely visit and mount road check points in conjunction with the police and the road safety committee to inspect the possession of vehicles stickers and AdMA commercial driver license by drivers.

Duty to produce license

14. (a) A vehicle without such permit shall pay a spot fine to be fixed by a resolution of the AdMA before being allowed to regularize its registration under the appropriate operating permit;
- (b) Every licensed driver shall, on being requested so to do by a member of the police service or officers duly authorized by the AdMA produce his commercial driving license and sticker to the task force.

Restrictions

- 15 (a) every commercial driver providing transport services within the AdMA shall obtain AdMA commercial driver's license.
(b) A person shall not drive or hold himself out as a commercial driver within the jurisdiction of AdMA unless the driver has obtained AdMA commercial driver's license.
(b)A driver permitted under this Bye-law as a commercial driver must possess a license to drive commercial vehicles issued by the Driver Vehicle Licensing Authority.

Duration of License

16. A commercial vehicle driver's license shall be valid for one year unless revoked or suspended.

Lost license

17. Where a license is lost or destroyed, the Licensing Officer shall issue a duplicate license upon the production by the applicant of a satisfactory police report supported by an affidavit duly sworn to by the applicant and upon payment of the prescribed fee.

Production of license

18. Every commercial vehicle driver shall have his commercial vehicle driver's license in his possession wherever the driver is driving the commercial vehicle or when appearing before any court and shall on request produce the license for inspection by police officer or any officer duly authorized by the AdMA

Renewal of license

19. An applicant submitting an application for the renewal of a license shall submit to the licensing officer.

- (a) His current driver's license and
- (b) Payment of prescribed fees

Suspension or withdrawal of license

20. A commercial vehicle driving license shall not be suspended or withdrawn under this Bye-law unless-
- (a) The driver's license of the holder has become suspended or withdrawn or
 - (b) A court law so orders.

21. This Bye-laws shall not apply to-

- (a) Any vehicle which is the property of the Government statutory body, board or Corporation; or
- (b) any commercial vehicle operating under a permit other than by AdMA which is in transit through the Municipality of Adentan, provided that the driver of such coach, minibus, bus or taxi shall not be guilty of an offence under this Bye-law.

False declarations

22. Any license obtained under this Bye-law as a result of false declarations or misrepresentations shall be null and void and any fee paid for such license shall not be recoverable.

Excess passengers

- 23 (a) A commercial vehicle shall not carry any number of persons in excess of the number allowed to be carried by the vehicle provided that for the purpose of this Bye-law an infant in arms shall not count as a person and every child of twelve shall count as one person.
- (b) Not more than two persons including the driver in case of taxi or three in that of a coach (the driver inclusive) shall sit on the front seat.
 - (c)A driver of a taxi shall not carry luggage on the roof or on the bonnet.
 - (d)A person suffering from an infectious disease shall not be carried with other passengers on a coach, minibus, bus or taxi.

23. A commercial vehicle or taxi shall not stop, halt or slow down his vehicle in such a way that his conduct amounts to an unreasonable obstruction of traffic.

24. (a) any commercial passenger vehicle shall not when a passenger has reached his destination, take steps to ensure that no article or luggage belonging to the passenger is left in the vehicle;
(b) A commercial vehicle or taxi driver shall not retain portion of or otherwise unlawfully deal with, any article or luggage left in his vehicle.

Prohibitions

25. (a) Every commercial driver shall convey passengers to their destination without alighting them along the way and re-boarding them and charging respective fares for each stretch
(b) Every driver of a commercial passenger vehicle shall conduct themselves in a non-abusive manner to passengers and other road users
(c) A commercial vehicle or taxi shall not charge more than the fares prescribed and approved by the Adentan Municipal Assembly in consultation with representatives of the major transport operator unions.

Taxi Ranks

26. AdMA may provide taxi ranks subject to such conditions and rules as to the use thereof as it may prescribe.

Nuisance

27. A driver shall not blow the horn of his vehicle nor make any unnecessary noise to other users of the road.

Monitoring and enforcement

28. The Transport Department of AdMA shall have a standing task force to monitor and ensure compliance with this Bye-law.
29. The Transport Department shall constitute a taskforce to monitor and ensure that all provisions of this Bye-law is properly adhered to.
30. The Transport Department shall maintain an effective call centre to receive comments, complaints and other feedback from stakeholders and the general public.
31. All complaints arising out of application of this Bye-law should be forwarded to the Municipal Chief Executive for investigation and redress

Penalty

32. Any person who contravenes any provision of this Bye-law shall be guilty of an offence and shall be liable on conviction to a fine of 100 penalty units in default to a term of imprisonment not exceeding six months. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Interpretation

33. In these Bye-laws unless the context otherwise requires-
“Coach”, “minibus or bus” means any motor vehicle not being a taxi and not being a Government vehicle or that of any corporation, used or intended to be used for carrying passengers for reward.
“Taxi” means any motor vehicle designed to carry not more than five persons and used for carrying passengers for reward under a contract expressed or implied for the use of the vehicle as a whole or for an agreed sum.
“Licensing Officer” means the Municipal Chief Executive or any Officer authorized by him to act as such.

Revocation

34. All Bye-law on coaches, minibus buses and taxis in force immediately before the coming into force as this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Push Trucks) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Push Trucks) Bye-Law, 2017

License

1. (a) The owner or person in possession of any truck having wheels not propelled by mechanical means in use for commercial purposes in the Municipality shall take out a license for such truck.
(b) A license issued under this Bye-Law shall expire on the 31st December, of the year in which it was issued.

Fees

2. The Adentan Municipal Assembly shall by a resolution fix the fees payable for the issuance of the license.
3. A truck issued with a license shall display it on the truck.

Condition of Vehicle

4. Before the issuance of a license, a testing officer of the Assembly or a person directed to do so by the Assembly shall certify that the condition of the truck does not endanger the life of persons or property.

Prohibition

5. (a) A person below the age of 18 years shall not push any vehicle within the area of jurisdiction of the Assembly.
(b) A person pushing the truck and those helping him shall not sit on the truck while it is in motion.

Rules of the Road

6. The user of any such truck which is subject to this Bye-law shall use the pedestrian walkway and where no pedestrian walkways exist, it shall move in the opposite direction.

Restrain on use of truck

7. A truck licensed under this Bye-law shall not obstruct and endanger road users.

Enforcement

8. Municipal Guards, the Transport and other relevant departments of the Assembly are vested with power to ensure compliance with the provisions of this Bye-law.

Monitoring

9. A monitoring team from the Assembly shall monitor the operations of the push truck to ensure compliance with this Bye-Law.

Penalty

10. A person who contravenes any of the provisions of this Bye-law shall be guilty of an offence and shall on conviction be liable to a fine of 100 penalty units or in default imprisonment for a term not exceeding six months.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement

Interpretation

11. In this Bye-law unless the context otherwise requires, 'AdMA' means Adentan Municipal Assembly.

Revocation

12. Any Bye-law on Push Trucks in the existence in the area of operation of the AdMA before the coming into force of these Bye-law is hereby revoked.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Profession, Business and Trade) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Profession, Business and Trade) Bye-Law, 2017

License

1. (a) A person shall not carry on any profession, occupation, trade or business in or upon any premises or land in the Municipality unless the AdMA has issued a license in respect of such premises.
(b) A license granted under this Bye-law shall expire on the 31st December of the year it was issued.
(c) A person who starts business profession or trade later than January in a year shall pay a commensurate rate.
(d) A license granted under this Bye-law shall be displayed in a conspicuous part of the premises or land, and the same is not transferable.

Fee

2. There shall be charged for every license a fee to be prescribed by the AdMA by resolution and approved by the Greater Accra Regional Co-coordinating Council.

Liability to pay property rate

3. Any license granted shall be without prejudice to the payment of property rate the owner of a rateable property of a permanent or temporary nature is required to pay under any Bye-laws for the time being in force.

Powers of entry

4. (a) An Officer or other person duly authorized by the AdMA may at all reasonable times enter any building, premises or land in the Municipality for the purpose of carrying out any inspection, enquiry or any other duties authorized by the AdMA;
(b) A person shall not obstruct or otherwise interfere with any officer or other person authorized by the AdMA in the performance of any duties assigned to him under this Bye-Law.

Revocation of license

5. (a) The AdMA may revoke or withdraw any license granted under this Bye-law if any alterations are made to any premises or buildings for which the license was granted by the AdMA;
(b) The AdMA may close down any business or suspend the business activities concerned until the permit fee is paid for the operation of the business

Winding up

6. (a) If for any reason a company winds up its business activity or suspends its operations, the company shall inform the AdMA immediately about such a closure or suspension of business activities;
(b) A company that fails to comply with the above paragraph 6(a) of the Bye-Law shall continue to receive bills from the AdMA for its fees for Business permit.

Failure to pay business permit fee

7. A person who fails to pay the Business permit fees at the prescribed time shall pay the outstanding fees with interest at the current bank rate with effect from the day of default up to and including the day of the final payment of the fees.

Withdrawal of permit

8. (a) The ADMA may withdraw or revoke any Business permit granted under this Bye-law if any alterations are effected on premises or building for which the permit was granted without a written authority of the AdMA or if the person granted the business permit contravenes any provision of this Bye-law;
(b) The AdMA may close down any business or suspend activities of the business until the permit fee is paid.

Penalty

9. Any person who contravenes any provision of this Bye-law commits an offence and shall be liable on summary conviction to a fine not less than 150 penalty units or in default to a term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement

Application

10. This Bye-law shall be applicable within the area of authority of the AdMA

Interpretation

11. In these Bye-laws unless the context otherwise requires –
“AdMA” means Adentan Municipal Assembly,
“Business” means an economic system in which goods and services are exchanged for one another or money, on the basis of their perceived worth,
“Trade” means commercial transaction involving the sale and purchase of goods, service or information
“Profession” means occupation, practice or vocation requiring mastery of a complex set of knowledge and skills through formal education and or practical experience.

Revocation

12. Any Bye-law on Profession, Business and Trade in force immediately before the passage of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Public Market) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Public Market) Bye-Law, 2017.

Control of markets

1. (a) AdMA shall have ownership, exclusive control and management of the markets in the entire Municipality.
(b) No person or persons of Towns/Village Committees shall construct, own, control or operate any market or attempt to collect or seize or impound the proceeds of any market within the area of authority of the Assembly except with the prior consent and approval of the Assembly;
(c) Any person who contravenes the provisions of paragraph 1 (b) of this Bye-law, shall be guilty of an offence and, shall on summary conviction, be liable to a fine not exceeding 100 penalty units or in default of payment to imprisonment for a term not exceeding six months or to both.

Hours of operation

2. All markets shall be open to the public every day of the week that is from Monday to Saturday from 6 o'clock in the morning until 6 o'clock in the evening and on Sundays from 6 o'clock in the morning until 5 o'clock in the evening.

Allotment of stores, stalls and spaces

3. (a) Stores shall be allotted to persons for sale of items or articles as the AdMA may direct from time to time;
(b) Subject to Bye-Law 3(a), all applications for the allotment of stalls shall be made to the AdMA-Planning officer of markets or to such other officer as the Municipal Chief Executive for that purpose may appoint;
(c) For purposes of Bye-law 3(b), the Municipal Planning Officer of the market or a person designated by the Municipal Chief Executive may receive all applications in respect of vacant stalls in all existing markets for allotment;
(d) In allotting a stall, the AdMA shall be guided by the date of application and the date of payment of fees prescribed under the application;
(e) The AdMA may refuse allotment of any stall to an applicant previously convicted of an offence under this Bye-Law;
(f) For the avoidance of doubt the grant of all stalls shall be made by AdMA

Rent

4. (a) The AdMA shall by a resolution fix the rent payable for the stalls from time to time;
(b) On payment of rent for a stall a receipt specifying the period in respect of which it is paid shall be issued to the person allotted and the receipt shall be prima facie evidence of the payment of rent for the specified period.
(c) Failure to produce the receipt on demand by a person authorized by the AdMA, shall render the occupier of a stall liable to ejection from the stall or be made to pay a penalty specified by a resolution of AdMA from time to time;
(d) All rents may 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;

- (e) 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;
- (f) In case of an allotment by the month, the occupier of any stall shall give notice of intention to discontinue the use thereof at least seven days before the expiration of the period in respect of which rent has been paid; otherwise he shall be liable for rent in respect of the succeeding month.

Liability for loss or damage

- 5. (a) The AdMA shall not be liable for any loss or damage to the property of any occupier of any store as a result of fire, theft, burglary or any other cause whatsoever.
- (b) An occupier of AdMA stall in all the markets shall insure their properties against fire, theft/burglary or other foreseeable contingencies.

Transfers, Subletting and Succession

- 6. (a) An occupier of any store, in a market shall not sublet or share such store, except with the written consent of the AdMA;
- (b) A license granted by the AdMA to any person to use or occupy any store/stall, table or space in any market shall be personal to the licensee only, and the transfer of some or any part thereof or any transaction or dealing therewith that might by operation of law or equity have the effect of transferring same or any part thereof or any therein to any person at any time without due notice to the AdMA is prohibited;
- (c) The ownership of a stall shall not be assumed or devolved by way of succession. Upon the death of the original occupier, the interest in the stall automatically reverts to the AdMA;
- (d) Where an occupier dies, the AdMA should be notified of such death stating whether the deceased was occupying it or not;
- (e) Any relative of the deceased person who expresses an interest in the store should apply to the AdMA within three months after notification for consideration and approval by the AdMA and if the application is successful, a fresh tenancy agreement shall be executed between the AdMA and the successful applicant;
- (f) Where the real tenant was not in occupation before his/her death, the AdMA should be obliged in fairness or by way of equity transfer the interest in it to the person who was occupying it as a sub-lessee before his death if such occupation was with the written consent of the AdMA;
- (g) In any other situation the Assembly reserves the right, or discretion to decide who should occupy it depending on the objective conditions surrounding that situation.

Transfer of interest by person alive

- 7. (a) A sitting tenant can only transfer his/her interest in a stall by submitting a formal application to the Municipal Co-coordinating Director stating clearly his intention and reason for the transfer;
- (b) A market standing Committee comprising the Market Manager, Municipal Coordinating Director or the deputy or a representative of the Municipal Coordinating Director and the Municipal Solicitor and a member secretary shall handle such applications;
- (c) In such situations, fees to be charged should be approved by a resolution of the AdMA

Desertion

- 8. (1) The AdMA reserves the right to re-enter a store(s) and re-allocate same to any interested person if-
 - (a) The occupier deserts the store for 3 months without notice to the AdMA and fails to pay daily tolls.
 - (b) Fails to pay the rent due for 3 months;
 - (c) The real tenant had sold it to a third party;
 - (d) Or has relinquished his interest to third party without the written consent of the Assembly.

- (e) The Market manager shall through the daily toll collectors furnish the Municipal Chief Executive with the names and store numbers of stores which are not opened and thus fail to pay daily toll.
- (f) The AdMA shall before re-entry issue notices to the tenant and or paste a copy at the store where the tenant cannot be traced of the AdMA's intention to re-enter;

Dispute resolution

- 9. (a) The market Standing Committee of the AdMA shall resolve all disputes relating to the stalls in markets controlled by the AdMA;
- (b) A party dissatisfied with the decision of the Standing Committee, may appeal to the Chief Executive of the AdMA for a review of such decision twenty one days from the date of the decision by the market standing committee;
- (c) The review Committee comprises of the Market Manager, the Estates Officer, the Solicitor of the Assembly as member Secretary and two other lawyers with the most senior counsel as the chairman;
- (d) A party dissatisfied with the decision of the Review Committee has the right to go to the Law Court.

Sales restriction

- 10. (a) A person shall not sell at any place in any market other than in the store allotted to him;
- (b) A person who sells or purchases goods or stock near established markets other than approved places or erects stalls at places other than the established markets commits an offence and shall be liable for prosecution.
- © All walkway, pavements, and pedestrians walkway should not be obstructed

Appropriation of parts of the market

- 11. Parts of the market shall be specially set aside by the AdMA for the sale of specified articles and the sale of such articles shall be prohibited elsewhere in the market.

Daily Sellers

- 12. (a) The AdMA shall specifically set aside a portion of the market for the use of daily sellers who shall pay to the AdMA such daily fees so fixed by a resolution of the AdMA;
- (b) The toll collector shall issue a receipt/ticket to the sellers therein which shall be prima facie evidence of payment of the toll for the day in question;
- (c) The seller shall display the ticket or the receipt issued for the day at the place of business or shows same on request by an officer, agent or a person authorized by the AdMA;
- (d) Where a seller fails to produce the receipt/ticket on demand and fails to give any justifiable reason for the failure, by a person authorized by the AdMA, shall render the daily seller liable for ejection from the market or pay a penalty so approved by a resolution of the AdMA

Cleaning of store

- 13. (a) An occupier of a Store, in a market shall be responsible for the cleanliness of his store at all times.
- (b) Before cleaning the market at the close of the day every occupier shall thoroughly clear his store and its surroundings and the refuse placed at locations provided for the purpose.

Prohibition on exposure of food

- 14. (a) An occupier of any store/stall in the market shall not expose any article of food for sale from a stall or from a table or other support of a minimum height of at least one and half meters from the ground.
- (b) The Environmental Health Department of the AdMA shall ensure that food meant for human consumption shall not be exposed for sale without adequate protection from dust, flies or other insect.

Screening of food products and meat

- 15. (a) Food meant for human consumption shall not be exposed for sale in any market, unless it is protected by means of screens of a pattern approved by the Health Department of the AdMA

- (b) The practice of carrying meat products in the booths of vehicles, open vehicles being trampled upon by butchers, baskets, and other unhygienic practices is hereby banned.
- (c) The AdMA's Health and Environmental Department shall ensure that meat being conveyed to any market in the Municipality shall be conveyed in a recognized meat van.

Infectious disease

16. A person suffering from any infectious or contagious disease shall not enter or sell in any market.

Cleanliness

17. (a) An occupier of a stall shall during the occupancy shall keep the same in a clean state, and shall scrub, sweep or otherwise clear away any dirt and rubbish before leaving the market at the end of the day's sales;
- (b) An occupier of a stall or any other support for the purpose of exposing food for sale shall wash with clean water before leaving at the end of the day's sales, such store/ stall, table or other support;
- (c) All dirt, rubbish and garbage shall be deposited in covered receptacles provided by the AdMA for that purpose or approved refuse sites.
- (d) The AdMA shall as often as is necessary, ensure that the contents of the receptacle are removed to ensure cleanliness;
- (e) It is the responsibility of the market managers to set up a task force to ensure compliance with the provisions of this Bye-law for all markets controlled by the AdMA

Prohibited articles

18. A person shall not bring or cause to be brought into the market or keep therein any of the following:
- (a) Any live animal except birds;
 - (b) The skin of any animal unless it is dry and properly cured;

The Environmental Health Officer of the AdMA shall on the on the advice of the Public Health Officer concerned ensure compliance with paragraph 18 of this Bye-Law.

19. Fowls, ducks, guinea-fowls and turkeys offered for sale in the market shall be kept in coops or restrained from free movement.

Children

20. Any person in charge of a child in the market shall be responsible for the good behaviour of such a child and shall clear up any litter or any nuisance that such child may cause.

Butchers clothing

21. (a) Butchers and their assistants when engaged in carrying, handling or selling meat shall wear clean clothes of styles approved by the Environmental Health officer of the AdMA
- (b) The Environmental Health Department shall ensure that clothes worn by butchers are clean and meet the prescriptions given by the Public Health Officer.
- (c) A butcher who flouts the directive on the clothing shall receive a warning in the first instance. If the breach continues, the AdMA will fine the butcher 40 penalty units;
- (d) If the breach continues after the payment of a fine, the AdMA in conjunction with the butchers association suspend the said butcher from operating in any market controlled by the AdMA for a period

of one month after which the person shall be readmitted after signing a bond that he shall comply with the Bye-law regarding dressing at the time of conveying, handling, or selling meat.

Unwholesome food

22. A person who brings into the market or sell or offer for sale therein any article for human consumption which is unwholesome shall be guilty of an offence.

Prohibition

23. Except security officers in charge of the markets, no person shall use the market as a sleeping place.

Right of entry

24. It shall be lawful for the Municipal Chief Executive or his representative to enter the market at reasonable times and to inform the AdMA of any non-compliance with this Bye-law or to enforce same.

Obedience to the direction of AdMA

25. Every person using the market shall obey the reasonable directions of the officers of AdMA, including directions given for the purpose of cleanliness, orderliness and regularity in such markets and of facilitating the conduct of business therein.

Categorization of markets

26. Markets in the Municipality shall be divided into categories and assigned facilities as the Assembly may determine.
27. A person shall not light fire in any part of the market or keep or sell any explosives or highly flammable substances in the market place.
28. No person shall sell or offer for sale any bread, meat, fish, palm-wine, vegetables, fruits, iced water, any cooked or prepared or raw food, any alcoholic and non-alcoholic beverage in the market unless he possesses a medical certificate of food and drink sellers issued by the Assembly

Prohibition of unauthorized works

29. No shop or stall owner shall construct or extent a structure without the approval of the Assembly
30. No persons shall carried out electrical, plumbing and related improvement works without the approval of the Assembly
31. No person shall encroach or build upon drains, utility service reservations (hydrants) public right of ways and open spaces in the market
32. The Head of works Department shall ensure that any unauthorized work in the market is stop or demolish

Penalty

33. Any person who contravenes any provision of this Bye-law shall be guilty of an offence and upon conviction be liable to a fine 100 penalty units or to a term of imprisonment not exceeding six months. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement
34. In this Bye-law unless the context otherwise requires-
- “AdMA” means Adentan Municipal Assembly
- “Market” means public market within Adenta Municipality.
- “Store” includes selling sites, stalls, spaces and places as shall be designated by AdMA to be used for selling and buying purposes.

Revocation

36. All public Market bye-laws in operation immediately before these Bye-laws are hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Kiosk - Keepers) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Kiosk - Keepers) Bye-Law, 2017

License

1. (a) A person shall not construct or keep a kiosk in the Adentan Municipal Assembly for the transaction of business without first applying to the Assembly for a license to construct and transact business thereon and without the written consent of the landlord.
- (b) A license granted under paragraph 1(a) of this Bye-Law is temporary and the AdMA reserves the right to order the removal of any kiosk if its location is required for a public use.
- (c) An applicant shall attach to the application for a license to operate a kiosk, three site plans of the area and the location of the kiosk;
- (d) The AdMA shall in accordance with its fee fixing mechanism determine fee payable for the issuance of the license;

Display of official numbers

2. The owner of a kiosk shall display the official number(s) allocated by the AdMA on the frontage of the kiosk.

Dimension

3. No kiosk shall exceed 12 square meters.

Monitoring and Enforcement

4. (a) A delegated officer or officers of the Department of Physical Planning of the AdMA shall ensure that any kiosk constructed in the Municipality complies with the provisions of this Bye-law;
- (b) The owner of a kiosk erected contrary to the provisions herein shall be notified in writing specifying the breach and given twenty one days to remedy the breach and failure on the owner's part to rectify the breach shall entitle, the AdMA to remove the kiosk and surcharge the owner with the cost of the removal.

Former Licenses

5. A license issued in respect of an existing kiosk granted by the AdMA shall remain valid until it expires.

Offence and Penalty

- (a) Any person who contravenes any provision of this Bye-law shall be guilty of an offence and shall on conviction be liable to a fine of 100 penalty units or to a term of imprisonment not exceeding six months or to both. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement
6. (b) Notwithstanding any court action instituted under paragraph 6(a) of this Bye-law, the AdMA may remove any unauthorized kiosk after giving fourteen days' notice to the owner of the kiosk to remove it and surcharge the owner with the cost of removal if the owner fails to do so.
 - (c) Where the removal of the kiosk is due to expansion of a facility and/ or construction of a public infrastructure, the AdMA shall give six months written notice to the owner or the occupant of the kiosk to look for an alternative space.

Interpretation

7. In this Bye-law, unless the context otherwise requires;
“AdMA” means Adentan Municipal Assembly,
“Public use” means use of the premises for the benefit of the public,
“kiosk “ means wooden and metal structures conforming to the specifications given in this Bye- law.

Revocation

8. All Kiosk - Keepers_bye-laws in operation immediately before these Bye-laws are hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Commercial Entertainment Centres for Children)
Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Commercial Entertainment Centres for Children) Bye-Law, 2017.

License

1. (a) Any person or entity operating a commercial entertainment centre for children shall take out a license from the AdMA before operating same.
(b) A prospective operator of an entertainment centre shall apply to the AdMA for the issuance of a license to operate the centre.
(c) The AdMA shall issue out licenses to established centres upon a recommendation by the Head of Social Welfare and Community Development of the Assembly after deliberations with the Head of works Department and Head of Environmental Health Unit of the AdMA and a Fire Officer from the Fire Service.
(d) The AdMA shall by a resolution fix the fees for the issuance of the license.
(e) The Head of Social Welfare and Community Development, the Head of works Department, Head of Environmental Unit and the Fire Service officer, shall examine all applications and advise the AdMA whether to issue the license or not to the applicant.

Safety and security of the Centre

- 2 (a) In considering the suitability of the location of the centre, the Assembly shall take into consideration, the location of the centre, the accessibility and security of the premises so used. No centre shall operate from a home.
(b) The AdMA shall before granting and or renewing a license to a centre, examine the premises to ascertain the suitability in the nature of spacious premises, good ventilation and adequate firefighting equipment to ensure the safety of the premises to be used.
(c) Where there are defects at the centre, the officials of AdMA shall inform the operator to remedy whatever defects detected by the inspection team before renewing or granting a new license.
(d) The operator of the centre shall not make excessive noise so as to cause nuisance to the neighbourhood. The centre shall observe all the rules on abatement of noise provided under AdMA's Bye-laws.

Protection of Children

3. (a) An entertainment centre shall be used to screen games for children.
(b) An operator shall not screen games depicting gambling, prostitution, smoking, drinking and any other unhealthy and unacceptable behaviour to the children to expose them to physical, psychological, emotional and moral dangers.
(c) An operator of an entertainment centre shall not allow a child below the age of sixteen (16) years to patronize an entertainment centre during school hours except during weekends and holidays and shall be accompanied by a responsible adult.
(d) An operator of an entertainment centre shall not allow a child to patronize any centre after 6.00 pm unaccompanied by a responsible adult.

Monitoring and Enforcement

4. (a) The Social Welfare Officers of the AdMA and officials of the Municipal Guards shall monitor compliance of this Bye-law to ensure the safety of the children.
(b) The Social Welfare Staff and the Municipal Guards shall pay periodic visits to these centres to inspect the premises and also ascertain compliance under this Bye-law.

Penalties

- 5 (a) Any operator who violates any provision of this Bye-law or administrative orders issued hereunder, commits an offence and is punishable by a fine of 100 penalty units.
In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement
(b) The owner after the payment of the fine shall make an undertaking to comply strictly with the provisions of this Bye-law in the interest of the children and the child shall be referred to the Social Welfare Department
(c) A subsequent breach by the centre's operator will amount to a revocation of the centre's license which shall only be restored, through a thorough assessment by the team of inspectors named in this Bye-law.

Application

6. This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

In this Bye-law, unless the context otherwise requires;

“AdMA” means Adentan Municipal Assembly,

“Children” means any person less than 16 years,

“Commercial Entertainment Centre” means video or game centre,

“Operator” includes the Owner, Manager or any person in charge of the centre

Revocation

7. All bye-laws in operation immediately before these Bye-laws are hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Day-care Centre Operation) Bye- Laws, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Day-care Centre Operation) Bye- Laws, 2017.

Day-care Centre Operation

- (1) An application for a permit to operate a day-care centre shall be submitted by the applicant to the The Head of Social Welfare and Community Development .
- (2) The application shall be accompanied by such fee as may be prescribed in a fee fixing of the Assembly.
- (3) The Head of Social Welfare and Community Development shall inspect the proposed day-care centre and if it meets the required standard it shall approve the application and grant a permit upon payment of the fee for the permit prescribed in an Assembly fee fixing.
- (4) Any day-care centre in operation without a permit granted by a Department of Social Welfare and Community Development shall be closed on fourteen days' notice to the owner or operator by the Department.

Inspection

- (5) The Head of Social Welfare and Community Development shall inspect the premises, books, accounts and other records of a day-care centre at least once in every six months and shall submit a report of the inspection to the Social Services Sub-Committee of the Assembly.
- (6) If the inspection reveals that the day-care centre is not being managed efficiently in the best interest of the children, the Department shall suspend the permit and the owner or operator shall be ordered to make good any default within a stipulated time of 3-6 months the children shall be transfer to different school. At the choice of their parents
- (7) If the owner or operator fails to make good the default within the stipulated time, the permit shall be cancelled.

Operators and care givers responsibility

- (8) All operational policies of day care centres shall be in the interest of the child base on the provision of the children Act.

Care givers

9. All care givers shall perform their roles and responsibility by the standard provision of the Department of Social Welfare and further ensure total protection care and development of children in their custody during school section
- 10 No care giver in any way intentionally or unintentionally subjects any child to physical torture or verbal abuse whiles in their custody
11. Care givers must ensure strict monitoring of children during school hours to reduce peer abuse.

Training

12. Periodic training shall be organize by the Department of Social Welfare in collaboration with stakeholders as prescribe by the Assembly

Grading

13. Grading of day care centres shall be the sole responsibility of the Department of Social Welfare in accordance with the standard policy and critical assessment by Social Welfare Officer

Existing operators

(14) Any person who owns or operates a day-care centre before the commencement of this bye law who intends to continue to operate a day-care centre shall apply to the Department of Social Welfare and Community Development for a permit within six months of the commencement of this bye law.

Penalties

(15) Any person who –

- (a) operates a day-care without a permit issued by the Department of Social Welfare and Community Development and a recognition of the Assembly ; or
- (b) continues to operate a day-care centre in contravention of this Part; or
- (c) Any care giver or operator who contravenes bye law 10 and 11 shall be referred to Social Welfare or Child panel for redress
- (d) obstructs or hinders any person conducting an inspection under this bye- law
commits an offence and is liable on summary conviction to a fine not exceeding 100 penalty units or to a term of imprisonment not exceeding six month and each day the offence is committed is liable to 1 penalty units
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement
- (e) if a person(s) fails to renew the permit between six(6) months a letter of reminder shall be issued to the operator

Rights of the Child and Parental Duty

(16) Definition of child

- (a) For purposes of this Act, a child is a person below the age of eighteen years.

Welfare principle

- (17) (a) The best interest of the child shall be paramount in any matter concerning a child.
(b) The best interest of the child shall be the primary consideration by any court, person, institution or other body in any matter concerned with a child

Non-discrimination

- (18) No person shall discriminate against a child on the grounds of gender, race, age, religion, disability, health status, custom, ethnic origin, rural or urban background, birth or other status, socio-economic status or because the child is a refugee.

Right to Name and Nationality

- (19). No person shall deprive a child of the right from birth to a name, the right to acquire a nationality or the right as far as possible to know his natural parents and extended family subject to the provisions of these bye laws

Right to grow up with parents

- (20) No person shall deny a child the right to live with his parents and family and grow up in a caring and peaceful environment unless it is proved in court that living with his parents would –
(a) lead to significant harm to the child; or
(b) subject the child to serious abuse; or
(c) not be in the best interest of the child.

Parental duty and responsibility

- (21).1) No parent shall deprive a child his welfare whether –
a) The parents of the child are married or not at the time of the child's birth; or
b) The parents of the child continue to live together or not.
(2) Every child has the right to life, dignity, respect, leisure, liberty, health, education and shelter from his parents.
(3) Every parent has rights and responsibilities whether imposed by law or otherwise towards his child which include the duty to –
(a) protect the child from neglect, discrimination, violence, abuse, exposure to physical and moral hazards and oppression;
(b) provide good guidance, care, assistance and maintenance for the child and assurance of the child's survival and development;
(c) ensure that in the temporary absence of a parent, the child shall be cared for by a competent person and that a child under eighteen months of age shall only be cared for by a person of fifteen years and above except where the parent has surrendered his rights and responsibilities in accordance with law.
4) Each parent shall be responsible for the registration of the birth of their child and the names of both parents shall appear on the birth certificate except if the father of the child is unknown to the mother.

Right to parental property

(22). No person shall deprive a child of reasonable provision out of the estate of a parent whether or not born in wedlock.

Right to education and well-being

(23). (a) No person shall deprive a child access to education, immunisation, adequate diet, clothing, shelter, medical attention or any other thing required for his development.

(b) No person shall deny a child medical treatment by reason of religious or other beliefs.

Right to social activity

(24). No person shall deprive a child the right to participate in sports, or in positive cultural and artistic activities or other leisure activities.

Treatment of the disabled child

(25). (a) No person shall treat a disabled child in an undignified manner.

(b) A disabled child has a right to special care, education and training wherever possible to develop his maximum potential and be self-reliant.

Right of opinion

(26). No person shall deprive a child capable of forming views the right to express an opinion, to be listened to and to participate in decisions which affect his wellbeing, the opinion of the child being given due weight in accordance with the age and maturity of the child.

Protection from exploitative labour

(27). No person shall subject a child to exploitative labour as provided under this bye law.

Protection from torture and degrading treatment

(28). (a) No person shall subject a child to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice which dehumanizes or is injurious to the physical and mental well-being of a child.

(b) No correction of a child is justifiable which is unreasonable in kind or in degree according to the age, physical and mental condition of the child and no correction is justifiable if the child by reason of tender age or otherwise is incapable of understanding the purpose of the correction.

Right to refuse betrothal and marriage

29. (1) No person shall force a child –

(a) to be betrothed;

(b) to be the subject of a dowry transaction; or

(c) to be married.

(2) The minimum age of marriage of whatever kind shall be eighteen years.

Penalty

(30). Any person who contravenes a provision of this Bye law commits an offence and is liable on summary conviction to a fine not exceeding 100 penalty units or to a term of imprisonment not exceeding six month or to both and to a further fine of 1 penalty unit for each day on which the offence continues after the conviction of

The defaulter.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Care and protection

- (31) . (a) The Assembly shall protect the welfare and promote the rights of children within its area of authority and shall ensure that within the Municipal, governmental agencies liaise with each other in matters concerning children
(b) The Social Welfare and Community Development Department of the Assembly shall investigate cases of contravention of children's rights.

Persons to report child abuse and protection cases

- (32). Any person with information on –
(a) child abuse; or
(b) a child in need of care and protection shall report the matter to the Department of Social Welfare .

Meaning of care and protection

(33). (1) For purposes of this bye law , a child is in need of care and protection if the child –

(a) is an orphan or is deserted by his relatives;

(b) has been neglected or ill-treated by the person who has the care and custody of the child;

(c) has a parent or guardian who does not exercise proper guardianship;

(d) is destitute;

(e) is under the care of a parent or guardian who, by reason of criminal or drunken habits, is unfit to have the care of the child;

(f) is wandering and has no home or settled place of abode or visible means of subsistence;

(g) is begging or receiving alms, whether or not there is any pretence of singing, playing, performing, offering anything for sale or otherwise, or is found in any street, premises or place for the purpose of begging or receiving alms;

(h) accompanies any person when that person is begging or receiving alms, whether or not there is any pretence of singing, playing, performing, offering anything for sale or otherwise:

(i) frequents the company of any reputed thief or reputed prostitute;

(j) is residing in a house or the part of a house used by any prostitute for the purpose of prostitution, or is otherwise living in circumstances calculated to cause, encourage or favour the seduction or prostitution of or affect the morality of the child;

(k) is a person in relation to whom an offence has been committed or attempted under section 314 of the Criminal Offences Act, 1960 (Act 29) on slave dealing;

(l) is found acting in a manner from which it is reasonable to suspect that he is, or has been, soliciting or importuning for immoral purposes;

(m) is below the age of criminal responsibility under the Criminal Offences Act, 1960 (Act 29) and is involved in an offence other than a minor criminal matter, or

(n) is otherwise exposed to moral or physical danger.

(2) A child shall not be considered to come within the scope of paragraphs (i) and

(j) of subsection (1) if the only reputed prostitute that the child associates with is

his mother and if it is proved that she exercises proper guardianship and care to protect the child from corrupt influences.

Investigation by Department

(34). (a) If the Department has reasonable grounds to suspect child abuse or a need for care and protection, it shall direct a probation officer or social welfare officer accompanied by the police to enter and search the premises where the child is kept to investigate.

(b) The Department shall direct the probation officer or the social welfare officer to refer the matter to a Child Panel if the child is not in immediate need of care and protection.

(c) If after investigation it is determined that the child has been abused or is in need of immediate care and protection the Department shall direct a probation officer or social welfare officer accompanied by the police to remove the child to a place of safety for a period of not more than seven days.

(d) The child shall be brought before a Family Tribunal by the probation officer or social welfare officer before the expiry of the seven day period for an order to be made.

(e) Until the Family Tribunal determines the order, the Family Tribunal may commit the child to an approved residential home or to the care of a probation officer, social welfare officer or other suitable person.

Care order of Family Tribunal

(35). (1) A Family Tribunal may issue order to the Department on an application by a probation officer or social welfare officer

(2) The care order shall remove the child from a situation where he is suffering or likely to suffer significant harm and shall transfer the parental rights to the Department.

(3) The probation officer or social welfare officer shall take custody of the child and shall determine the most suitable place for the child which may be –

(a) an approved residential home

(b) with an approved fit person; or

(c) at the home of a parent, guardian or relative.

(4) The maximum duration of a care order shall be three years or until the child attains eighteen years which ever is earliest and the Family Tribunal may make an interim order or may vary the order.

(5) The Family Tribunal may make a further order that the parent, guardian or other person responsible for the child shall pay for the cost of maintaining the child.

(6) A Family Tribunal shall not designate the manager of an institution as an approved fit person to whom the care of a child can be entrusted unless the institution is one which the Minister responsible for Social Welfare has approved by notice published in the *Gazette* or the institution is assigned that function by or under an Act of Parliament.

Supervision order of Family Tribunal

(36) (1) A Family Tribunal may issue a supervision order to the Department on an application by a probation officer or social welfare officer these by law.

(2) The supervision order shall be aimed at preventing any significant harm being caused to a child whilst he remains at his family home in the custody of his parent, guardian or relative.

(3) The supervision order shall place a child under the supervision of the probation officer or social welfare officer while he remains in the custody of his parent, guardian or relative.

(4) The maximum duration for a supervision order shall be one year or until the child attains eighteen years.

Duties of probation officer and social worker

(37). The duties of a probation officer or social welfare officer with respect to a care or supervision order are to –

(a) advise and help the child and his family;

(b) take reasonable steps to ensure that the child is not subjected to harm;

and

(c) hold regular reviews to plan for the future of the child.

Home visits

(38). A probation officer or social welfare officer shall be permitted by a parent, guardian or relative of the child to visit the child at his family home.

General provisions on order

(39). (1) A child who contravenes an order from the Family Tribunal and runs away may be apprehended without warrant by the police and returned to the place of the care or supervision order.

(2) The Family Tribunal may make another order where the child has run away in order to place the child elsewhere if the approved fit person is not willing to take the child.

Discharge of orders

(40). A care or supervision order may be discharged in the best interest of the child by the Family Tribunal on the application of –

(a) the child;

(b) a probation officer;

(c) a social welfare officer; or

(d) a parent, guardian or relative of the child.

Registration of NGOs

41. No NGOs, be it local , National or international Shall operate within the Assembly without recognition from the Assembly

42. Existing or new NGOs shall apply for recognition to the Municipal Chief Executive through the Department of Social Welfare

43 Recognition shall be issued within 3 weeks upon a recommendation of a background investigation conducted by the Department

44 issuance of recognition shall expire within a 12 calendar month ie 31 December of every year

45 Renewal of recognition shall be obtained annually in line with the provision of fee fixing

(d) Any entity or person who fails to renew a recognition certificate between six(6) months a letter of reminder shall be issued to the operator

(e) A default in one year renewal attracts a penalty of 30% of the actual fee in addition to the cost of renewal as stipulated in the fee fixing of the Assembly

Monitoring

46. Existing NGOs shall be periodically monitored by the Department of Social Welfare and any other stakeholders who have an interest in the operation such NGOs.

Offences

47 Any person or entity who obstructs or hinder any person conducting an inspection under this bye-law commits an offence and is liable on summary conviction to a fine not exceeding 100 penalty unit or to a term of imprisonment not exceeding six month.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Care order and adoption
(48). A child under a care order whose parent, guardian or relative does not show an interest in the welfare of the child within a period stipulated by a Family Tribunal may be put up for adoption.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

In this Bye-law, unless the context otherwise requires;

“AdMA” means Adentan Municipal Assembly,

“Department” means Social Welfare and community Development

“NGOs” includes community based Organization (CBOs), Faith Based Organization (FBOs)

Revocation

Any Bye-law on Day-care Centre Operation in force immediately before the passage of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Quasi-Judicial and Child Adjudication bye laws, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 of the Local Governance Act, 2016 (Act 936) this bye-laws are hereby made

Title

This bye law may be cited as Adentan Municipal Assembly Quasi-Judicial and Child Adjudication bye laws, 2017

Child Panels

Establishment of Child Panels

(1). Child Panels shall be established in as the Assembly may consider necessary.

Functions of Child Panels

(2). A Child Panel shall have non-judicial functions to mediate in criminal and civil matters which concern a child prescribed under this bye law.

Composition of Child Panel

- (3). (1) A child Panel shall consist of the following persons in the Adentan Municipal Assembly–
- (a) the Chairman of the Social Services Sub-Committee of the Assembly who shall be the chairman;
 - (b) a member of a women's organisation;
 - (c) a representative of the Traditional Council;
 - (d) the Municipal social worker, who shall be the secretary;
 - (e) a member of the Justice and Security Sub-Committee of the Assembly; and
 - (f) two other citizens from the community of high moral character and proven integrity one of whom shall be an educationalist.
- (4) The members of a Child Panel shall be appointed by the Municipal Chief Executive.
- (5) The tenure of office of a Child Panel shall be the same as that of the Municipal Assembly.

Meetings of Child Panel

- (6). (a) A Child Panel shall meet as often as may be necessary except that a Child Panel shall meet at least once in every three months.
- (2b) The quorum at any meeting of a Child Panel shall be four and in the absence of the Chairman shall be chaired by a member elected by the members present from their number.
- (c) Any agreement made between the parties shall be recorded by the secretary to the Child Panel.
- (d) Any person with a significant interest in a matter before a Child Panel may be invited to attend and participate in its deliberations.
- (e) A Child Panel shall permit a child to express his opinion and participate in any decision which affects the child's well-being commensurate with the level of understanding of the child concerned.
- (7) Except as otherwise provided in this bye law Child Panel shall regulate the procedure at its meetings.

Child Panel in civil matters

(8). A Child Panel may mediate in any civil matter concerned with the rights of the child and parental duties.

Child Panel in criminal matters

(9). (a) A Child Panel shall assist in victim-offender mediation in minor criminal matters involving a child where the circumstances of the offence are not aggravated.

(b) A Child Panel shall seek to facilitate reconciliation between the child and any person offended by the action of the child

(c) A child appearing before a Child Panel shall be cautioned as to the implications of his action and that similar behavior may subject him to the juvenile justice system.

(d) A Child Panel may decide to impose a community guidance order on a child with the consent of the parties concerned in the matter.

(e) A community guidance order means placing the child under the guidance and supervision of a person of good standing in the local community for a period not exceeding six months for purposes of his reform.

(f) A Child Panel may in the course of mediation propose an apology, restitution to the offended person or service by the child to the offended person.

Family Tribunals

(10). (a) There shall be Family Tribunals which shall exercise the jurisdiction provided under these bye-law

(b) Any reference to a Family Tribunal in this bye law shall be construed to mean a Community Tribunal established under the Courts Act, 1993 (Act 459).

Composition of Family Tribunal

(11). A Family Tribunal shall be duly constituted by a panel consisting of a Chairman and not less than two or more than four other members including a social welfare officer appointed by the Chief Justice on the recommendation of the Director of Social Welfare.

Jurisdiction of Family Tribunal

(12). A Family Tribunal shall have jurisdiction in matters concerning parentage, custody, access and maintenance of children and shall exercise such other powers as are conferred on it by this bye law or under any other enactment.

Family Tribunal Sittings

(13). (1) A Family Tribunal shall sit either in a different building or room from that in which sittings of other courts are held, or on different days from those on which sittings of other courts are held and no person shall be present at any sitting of a

Family Tribunal except –

(a) members and officers of the Family Tribunal;

(b) parties to the case before the Family Tribunal, their counsel, witnesses and other persons directly concerned in the case;

(c) the parent or guardian of the child before the Family Tribunal;

(d) probation and social welfare officers; and

(e) any other person whom the Family Tribunal authorises to be present.

(2) The Chairman of a Family Tribunal shall arrange for its sitting as often as possible to dispose of cases expeditiously.

Procedure at Family Tribunal

(14). The proceedings at a Family Tribunal shall be as informal as possible and shall be by enquiry and not by adversarial procedures.

Rights of the child at Family Tribunal

- (15). (a) A child shall have a right to legal representation at a Family Tribunal.
(b) A child shall have a right to give an account and express an opinion at a Family Tribunal.
(c) A child's right to privacy shall be respected throughout the proceedings at a Family Tribunal.
(d) The right of appeal shall be explained to the child, guardian and parents.

No publication of information on Child

- (16). (a) No person shall publish any information that may lead to the identification of a child in any matter before a Family Tribunal except with the permission of the Family Tribunal.
(b) Any person who contravenes this section commits an offence and is liable on summary conviction to a fine of 120 penalty units or to a term of imprisonment not exceeding six month or to both.
In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Parentage, Custody, Access and Maintenance

Application for parentage

- (17). (1) The following persons may apply to a Family Tribunal for an order to confirm the parentage of a child –
(a) the child;
(b) the parent of a child;
(c) the guardian of a child;
(d) a probation officer;
(e) a social welfare officer; or
(f) any other interested person.

Employment Of Children

(18). Prohibition of exploitative child labour

- (a) No person shall engage a child in exploitative labour.
(d) Labour is exploitative of a child if it deprives the child of its health, education or development.

Prohibition of child labour at night

- (19). (a) No person shall engage a child in night work.
(b) Night work constitutes work between the hours of eight o'clock in the evening and six o'clock in the morning.

Minimum age for child labour

(20). The minimum age for admission of a child to employment shall be fifteen years.

Minimum age for light work

- (a) The minimum age for the engagement of a child in light work shall be thirteen years.

(b) Light work constitutes work which is not likely to be harmful to the health or development of the child and does not affect the child's attendance at school or the capacity of the child to benefit from school work.

Minimum age for hazardous employment –

(21) The minimum age for the engagement of a person in hazardous work is eighteen years.

(a) Work is hazardous when it poses a danger to the health, safety or morals of a person.

(22) Hazardous work includes –

(a) going to sea;

(b) mining and quarrying;

(c) portage of heavy loads;

(d) manufacturing industries where chemicals are produced or used;

(e) work in places where machines are used; and

(f) work in places such as bars, hotels and places of entertainment where a person may be exposed to immoral behavior.

(23). Registration of children and young persons in industrial undertakings –

(1) An employer in an industrial undertaking shall keep a register of the children and young persons employed by him and of the dates of their births if known or of their apparent ages if their dates of birth are not known.

(2) An industrial undertaking is an undertaking other than one in commerce or agriculture and includes –

(a) mines, quarries and other works for the extraction of minerals from the earth;

(b) undertakings in which articles are manufactured, altered, cleaned, repaired, ornamented, finished, adopted for sale, broken up or demolished, or in which materials are transformed including undertakings engaged in ship building or in the generation, transformation or transmission of electricity or motive power of any kind;

(c) undertakings engaged in the transport of passengers or goods by road or rail including the handling of goods at docks, quays, wharves, warehouses and airports.

(24). Penalty

(1) Any person who contravenes the provisions of this bye- law commits an offence and is liable on summary conviction to a fine not exceeding 150 penalty units or to imprisonment for a term not exceeding six month or to both.

Enforcement in formal sector –

(25) A Municipal labour officer shall carry out any enquiry he may consider necessary in order to satisfy himself that the provisions of this Bye law with respect to labour by children and young persons in the formal sector are being strictly observed.

(a) For purposes of this section any person may be interrogated by a Municipal labour officer.

(b) If a Municipal labour officer is reasonably satisfied that the provisions of this bye law are not being complied with he shall report the matter to the police who shall investigate the matter and take the appropriate steps to prosecute the offender.

Enforcement in the informal sector

(26) The Social Services Sub-Committee of a Municipal Assembly and the Department shall be responsible for the enforcement of the provisions of this

Bye law in the informal sector.

(27) For purposes of this section any person may be interrogated by a member of the Social Services Sub-Committee or by a member of the Department.

(a) If the member of the Social Services Sub-Committee or the Department is reasonably satisfied that the provision of this Bye law are not being complied with he shall report the matter to the police who shall investigate the matter and take the appropriate steps to prosecute the offender.

(b) Where the offender is a family member of the child whose rights are being infringed under this Bye law, the Social Services Sub-Committee or the Department shall request a probation officer or social welfare officer to prepare a social enquiry report on the matter.

(c) The social enquiry report prepare shall be considered by the police before any action is taken against the offender.

Apprenticeship

(28). This apply to apprenticeship in the informal sector –
This applies to child apprentices in the informal sector.

Minimum age for apprentices

(29). The minimum age at which a child may commence an apprenticeship with a craftsman is fifteen years or after completion of basic education.

Responsibilities of craftsman

(30). The responsibilities of a craftsman towards an apprentice under his care shall be as follows to –

(a) train and instruct the apprentice in a trade to the best of the ability, skill and knowledge of the craftsman and to the best ability of the apprentice or cause the apprentice to be trained in a trade under the supervision of the craftsman;

(b) be responsible for any harm caused to the apprentice in the course of his training;

(c) provide food for the apprentice unless otherwise agreed;

(d) provide a safe and healthy environment for the apprentice;

(e) be responsible for the moral training of the apprentice; and

(f) protect the best interest of the apprentice generally.

Apprenticeship agreement

(31) The parent, guardian or relative of an apprentice shall enter into an apprenticeship agreement with the craftsman.

(32) The agreement shall be in accordance with the custom which pertains to the specific trade but shall not include the performance of any induction ceremony which may conflict with the rights of the child contained in this bye law

(34) The agreement shall contain such matters as may be agreed between the parties and may include –

(a) provision that the parent, guardian or relative shall bear the cost

of protective clothing and the basic tools for the training of the apprentice;

(c) a duty that the craftsman is to provide shelter for the apprentice;

and

(d) a provision that the craftsman is to give the apprentice an allowance of not less than half the minimum national daily wage for his daily sustenance.

(35) The agreement shall be in writing and shall contain provisions in the best interest of the parties and the apprentice.

(36) Should either party to the agreement contravene its terms, the agreement shall immediately lapse unless there is a contrary intention in the agreement.

Duties of apprentice

(37). An apprentice shall diligently and faithfully obey and serve the craftsman and shall agree –

(a) that he will not absent himself from the apprenticeship without permission;

(b) to prevent any deliberate damage to the property of the craftsman; and

(c) not to conceal any damage to the property of the craftsman.

Release of apprentice

(38). (1) The conditions for the release of an apprentice upon the completion of his training shall not be exploitative and shall be in accordance with the best interest of the child under Bye law I of Part I of this bye law.

(2) The craftsman shall on completion of a period of apprenticeship issue a certificate of release to the apprentice which shall indicate that the apprentice has completed his training.

(3) If the craftsman refuses to issue the certificate of release without just cause he commits an offence and is liable on summary conviction to a fine not exceeding 80 penalty units or six months imprisonment or both.

Resolution of disputes

(39). Disputes related to an apprenticeship agreement shall be referred to the Municipal labour officer of the Municipality concerned by the parties to the apprenticeship agreement or the apprentice.

Recognition for Residential Home /orphanages

(40). (1) All existing orphanages or residential homes who applied to the Minister for licensing shall in retrospect apply for recognition from the Assembly based on the recommendation of the Social Welfare Department in accordance with fee fixing resolution

Department to monitor homes

(41) The Department of a Municipal Assembly shall monitor homes within its Municipal.

(43) The Chief Executive may authorize the inspection of a home by the Department at any time to ensure that the home is being maintained at the required standard.

Admission of children to homes-

(44) A child may be admitted to a home-

(a). Pending the determination by a Family Tribunal of an order under this bye law;

(b) on the recommendation of a probation officer or social welfare officer who has determined that the approved home is the most suitable place for the child:

or

(c) If the child is an orphan and family care and fosterage are not available.

(d) if child is found missing or rescue from trafficking

(45) If a home fails to maintain the required standard its license to operate may be cancelled or suspended by the Minister and alternative arrangements shall be made by the Department for the children in the home

(46) It shall be the responsibility of the staff of a home, the probation and social welfare officer and any other person to assist a child resident in the home to become reunited with its parents, guardian or relatives.

(47) After a child has been returned to his family home from a home, the probation and social welfare officer shall keep in regular contact with the child and his family to ensure that the best interest of the child is sustained

(48) Where a child is unable to return to his parents or go to foster parents or has no parent or foster parent, he shall be encouraged and assisted by the home and the probation and social welfare officer to become independent and self-reliant.

Parental responsibility of staff of approved homes-

(49) While a child is in a home the staff of the home shall assume parental responsibility for the child and ensure that the rights of the child in this bye law are protected

penalty

50. Any person who -

(a) operates a home without a licence issued by the Minister, or

(b) continues to operate a home in contravention of this bye law or

(c) obstructs or hinders any person conducting an inspection under this bye law

Commits an offence and is liable on summary conviction to a fine not exceeding 120 penalty units or to a term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

These Bye-laws shall apply within the area of authority of the Adentan Municipal Assembly.

Revocation

Any Bye-laws within the area of authority of the Assembly in existence immediately before the coming into force of these Bye-laws are hereby revoked.

Presiding Member
(Hon. Joseph Odai Boye)

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Abatement of Noise) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Abatement of Noise) Bye-Law, 2017.

Place for sale of recorded music

1. A person shall not use a place for the sale of musical records or other recorded music unless the place has been inspected, approved and licensed by the AdMA

License

2. (a) The prospective operator shall apply in writing to the AdMA to inspect the premises designated for the sale of musical records or other recorded music and assess the place before granting a license;

(b) The AdMA shall prescribe conditions for the applicant to fulfil before issuing the license. The conditions include complying with the noise level permitted under the law and putting in place a sound proof structure.
(c) A license issued shall expire on the 31st day of December in the year in which the license was issued.

Withdrawal of license

3. The AdMA may withdraw a license issued under these Bye-laws where the owner of the premises-
 - (a) After the issue of the license makes an unauthorized alteration to any sound-proofed structure ;
 - (b) Is convicted of any offence under these Bye-laws or
 - (c) Conducts the business to pollute the environment.

Facilities for listening

4. Premises issued with a license for the sale of musical records or other recorded music shall have such gadgets and instruments to eliminate any loud noise to the public.

Music played for advertisement

5. (a) A person shall not play or cause the playing of recorded music or recorded advertisement in public for the purpose of advertisement in such manner as to cause disturbance or nuisance to the public. For purposes of this Bye-law, the noise produced shall not exceed the permitted level under the law;
(b) A person who flouts paragraph 5 (a) of this Bye-law shall be liable to pay a fine of 100 penalty units.
(c) The AdMA shall set up a task force to ensure compliance with this Bye-law with powers to confiscate all materials being used by the person. The task force shall be based at the Zonal council.
(d) A person whose materials are confiscated shall within 7 days pay the appropriate penalty and further give undertaken in writing that he or she shall not flout this Bye-Law.
(e) If after the written undertaken, the breach continues, the AdMA shall revoke the license granted to the person.

Music at night clubs and other places

6. (a) A proprietor of a night club, restaurant, drinking bar or other place of refreshment shall not play any music at the place so loudly as to cause disturbance or nuisance (i.e. above the permitted noise level under the law) to residents in the area.

(b) Where recorded music is provided in a night club, restaurant, drinking bar, hotel or other place of refreshment or entertainment, the sound effect of the music shall remain and be heard only within the confines of the place. The room should be equipped with sound-proof instrument and gadgets so as to eliminate any loud noise or nuisance to the public.

(c) In the case of open areas, the proprietor shall play music only at the permitted noise levels;

(d) A person who plays a recorded music or live music at a funeral grounds must not play music above the noise level required under the law.

(e) The AdMA shall set a task force to monitor compliance with the provisions of this Bye-laws within the municipality.

Religious institutions

7. (a) A church conducting a religious service shall not play any music or allow any music to be played or preach or pray at the service so loudly as to cause disturbances or nuisance to residents in an area.

(b) Where music is played in a religious institution, the sound effect of the music shall remain within the confines of the buildings.

(c) For the purposes of paragraph 7 (b) of the Bye-law, religious institutions must acquire sound insulators to enable the sound produced stay within the permitted sound level required under the law.

(d) A person conducting a religious service where music is to be played or the preaching of sermons is to place, the same shall be done between 6 a.m. to 10 p.m.

(e) Where a religious institution organizes an all-night service it shall have the facilities and gadgets to ensure that the sound effect of the music and any activity remains within the confines of the building.

(f) Any religious institution shall not use loud speakers for call to worship and religious preaching between the hours of 10 p.m. and 5 a.m.

Excessive noise levels

8 (a) Where a religious institution, an individual, a music shop or a disc jockey flouts the Bye-law on noise making, by making excessive noise, a person affected or the task force set up under this Bye-laws shall investigate the complaint;

(b) The Environmental Health Department in conjunction with the task force must first investigate the complaint by conducting independent checks. Where it is established that the noise is a nuisance the Department will contact the offender with an abatement notice if necessary drawing the attention to the provisions of the Bye-laws and warned to abate the nuisance.

(c) If the offender fails to comply with the notice, the AdMA shall impose a fine of 120 penalty units on the offender;

(d) If after the payment of the fine the nuisance continues the AdMA and the complainant shall start proceedings against the offender in a Magistrate Court by first obtaining an injunction against the offender.

Public preaching

9 To forestall persistent overcrowding and congestions on the streets, pavement and pedestrian walkways in the public or commercial place in the Municipality, carrying out public preaching and or playing music or religious audio and video tape with message of Evangelistic nature for the purposes of propagation of a religion is not permitted within the municipality between the hours of 7 a.m. to 5 p.m.;

Noise near other premises

10. A person shall not in any street, open space or other public place or in any shop, business premises or other place which adjoins any street, footway, pavement, sidewalk to which the public are admitted, or
- (a) in or upon any other premises operating or causing or permitting or suffering to be operated any wireless, loud speaker, gramophone, amplifier or similar instruments make or cause or permit or suffer to be made any noise which shall be so loud and so continuous or repeated as to cause a nuisance or disturbance to the occupants or inmates of any premises in the neighbourhoods;
 - (b) For purposes of the provision in the preceding paragraph the use of mounted loud speakers at vehicle terminals shall strictly comply with the permitted noise level.
11. A person shall not within one hundred meters of any shop, dwelling house, office or other premises, play upon any musical or noisy instrument or sing or shout or blow the horn of any motor vehicle unnecessarily in any street to the annoyance or disturbance of any inmate or occupant thereof.

Noisy animals

12. A person shall not keep within any house, building or other premises any animal which shall be or cause a nuisance to residents of other premises in the neighbourhood.

Noisy hawking

13. A person shall not for the purpose of hawking, selling, distributing or advertising any articles or goods or buying or collecting any other goods or articles shout or ring any bell or any other noisy instrument in any street or other public place so as to cause disturbance to inhabitants of the neighbourhood after being requested to desist by any police officer or the task force established under this Bye-law.

Penalty

14. (a) A person who contravenes any of the provisions of this Bye-law or any condition attached to a license hereunder shall be guilty of an offence and liable on conviction of 150 penalty units or in default to a term of imprisonment not exceeding six months.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

or to both or;

(b) In the case of a continuing offence, the offender is liable to additional 1 penalty unit in respect of each day on which the offence continues.

Application

15. This Bye-law shall apply within the area of authority of the AdMA.

Revocation

16. Any Bye-law on Abatement of Noise in existence immediately before the coming into force of this Bye-law is hereby revoked.

Interpretation

17. In these Bye-laws unless the context otherwise requires-
“AdMA” means Adentan Municipal Assembly.

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Herbalists) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Herbalists) Bye-Law, 2017

Licence

1. A person shall not practice as a herbalist within the area of authority of the AdMA unless that person
 - (a) registers with the Ghana Psychic and Traditional Healers' Association; and
 - (b) obtains a permit from the AdMA

Duration of Permit and Fee

2. A permit issued under this Bye-Law shall expire on the 31st December of the year of issue. A fee determined in accordance with the fee fixing resolution of the AdMA shall be paid by the licensee.

Sanitary conditions of herbalist's premises

3. A herbalist shall
 - (a) keep his premises and surroundings clean at all times; and
 - (b) keep his stock under hygienic conditions;
 - (c) take all reasonable precautions in cases of infectious and contagious diseases; and
 - (d) refer cases beyond his competence to a hospital with reasonable dispatch.

Inspection of premises by AdMA official

4. An officer duly authorized by the AdMA shall enter and inspect the sanitary conditions of a herbalist's premises and may request him at any time to produce his licence for inspection.

Revocation of license

5. The Assembly may revoke a herbalist's license
 - (a) where the herbalist has been convicted on two occasions of an offence involving dishonesty or improper conduct as a herbalist; or
 - (b) where the herbalist repeatedly fails to maintain good sanitary conditions in his premises.

Penalty

6. (a) A person who contravenes any provision of this Bye-law commits an offence and is liable on summary conviction to a fine of 100 penalty units or in default to a term of imprisonment not exceeding six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

(b) For each day an offence is continued, after a written notice has been served on the offender, a further penalty of 1 penalty unit shall be imposed.

Interpretation

7. In this Bye-law, unless the context otherwise requires;

“Assembly” means the Adentan Municipal Assembly;

“Herbalist” means a person who holds himself or herself out as Practicing therapeutics originating in any part of Africa or Asia.

Revocation

8. Any Bye-law on Herbalists in existence immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Artisans) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Artisans) Bye-Law, 2017.

License to practice trade

1. (a) An artisan, handicraftsman or mechanic shall not practice his trade or profession in any area of the AdMA unless he has obtained a licence to do so.
- (b) A licence issued under this Bye-Law shall expire on the 31st December of each year of issue.
- (c) A licence artisan shall keep his premises clean and environmentally friendly
- (d) A license artisan shall only operate specific activities specified in the permit
- (e) An artisan shall prevent unauthorized persons including children during and after working hours

Penalty

2. A person who contravenes this Bye-law is liable on summary conviction of 100 penalty units or to a term of imprisonment not more than six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Revocation

- 3 Any Bye-law on Control of Artisans in existence immediately before the coming into force of these Bye-laws are hereby revoked

Interpretation

4. In these bye-laws unless the context otherwise requires;

“AdMA” means the Adentan Municipal Assembly;

“artisan” includes Druggist, Sprayers, Painters, Leather Works, Soap makers, Cobblers, Poultry Farmers, Plumbers, Wood-carvers, Motorized Hand Saw Operators, Vulcanizers, Fitters, Tailors, Seamstresses, Mattress Makers, Welders, Masons, Mechanics, Photographers, Carpenters, Repairers, Hairdressers, Block makers, Weavers, Spare Parts Dealers, Washer men, Letter-writers who are not employed in a Government Department, State Corporation or any registered company.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Dicto

Adentan Municipal Assembly (Use of Public Classroom and School Premises for Religious and Social Purposes) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law are hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Use of Public Classroom and School Premises for Religious and Social Purposes) Bye-Law, 2017

Permit

1. A person or religious body shall not use a public classroom for the observance or celebration of a religious function within the area of jurisdiction of the Assembly unless that person obtains approval from the Assembly.
2. An application for approval is subject to the following;
 - (a) The religious body applying to use a school site should be well established and interested in providing facilities for the enhancement of education in the area of jurisdiction of the Assembly;
 - (b) The religious body should be financially sound and capable of undertaking building projects for schools in accordance with specifications as the Assembly may direct; and
 - (c) Payment of a fee every month to the Assembly in accordance with the fee fixing resolution of the AdMA.

Period of operations

3. A religious body which has been given approval under this Bye-Law to use a public classroom shall benefit from such approval only for the period specified and under the conditions as shall be determined by the AdMA.

Assembly's contribution

4. The Assembly may contribute technically to a building project under sub-regulation (2) (b) and shall co-operate with the local communities for the establishment of such schools.

Provision of furniture

5.
 - (a) A religious body may provide furniture for newly established schools initiated by the religious body.
 - (b) A school built by a religious body shall be in the public system under the AdMA's education unit.
 - (c) The religious body shall be represented on the school committee, which shall be formed to run the school.
 - (d) An agreement shall be executed between the religious body and the AdMA vesting the property in the latter.

Inspection of premises

6. An officer duly authorized by the AdMA to conduct inspection may enter and inspect the conditions of the premises and request any person/group of persons to produce the relevant license for inspection.

Penalty

7. Any person or religious body who contravenes any of the provisions of this Bye-law commits an offence and is liable on summary conviction to a fine of 100 penalty units or in default to a term of imprisonment not exceeding six months or to both.
In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

8. In this Bye-law unless the context otherwise requires;

“AdMA” means the Adentan Municipal Assembly;

Revocation

- 9 Any Bye-law on use of public classroom, school premise for religious and social activities in existence immediately before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Building) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Building) Bye-Law, 2017.

Building permit

1. (a) A person who proposes to build a land for any purpose or make changes to an existing building shall apply to the AdMA for a building permit and shall commence only after obtaining a building permit for its development.
(b) The prospective developer shall purchase and complete set of application forms for consideration by the AdMA
(c) The propose building plan must be endorse by the relevant building professionals
(d) The propose site is zoned for the intended purpose of the building

Application

2. (1) an application for a building permit must contain or be accompanied by the following documents;
 - a) Evidence of title to the land to be developed,
 - b) The drawings of the building to be developed signed by a licensed building surveyor, a qualified architect and a structural engineer where necessary.
 - c) The completed application forms with the annexure shall be submitted to the AdMA after paying the requisite fee fixed by the Assembly.
 - e) Add other related document depending on the scope of the proposed building works

Inspection of site

3. (a) on receipt of the application form, the Physical Planning Department of the AdMA together with the applicant shall proceed to the site of the proposed development within one week and inspect the area earmarked for the development,
(b) Where the applicant's building will obstruct the flow of water, drain and other elements or sit in a road or part of it and or for any other reason, the AdMA special planning community shall review it for refusal or grant of the permit and notify the applicant in writing.
(c) The Works Department shall monitor and ensure that such a person does not develop the proposed site.
(d) The AdMA where satisfied that the proposed development will not obstruct access and further satisfies all the conditions laid under the law, shall approve same and grant the building permit to the prospective developer who shall commence building.

Development without a permit

4. (a) This Bye-law applies if building work to which this Bye-law applies has been carried out without a building permit and related permits.
(b) The Head of Works shall upon finding development without a building permit would write to the owner, owner's agent or representative to which the building work relates to stop work and go through the application process before continuing with the development,
(c) The said applicant shall pay a fine of 100 penalty units or as stated in the Fee Fixing and purchase the application forms and follow the procedure spelt out above,
(d) Where the owner of the property fails to obtain a building permit before continuing, the AdMA shall issue out a criminal summons before Law court.

- (e) Where the building is located at an unauthorized location by virtue of non-conformity to the prescribed zoning in the planning scheme, the AdMA shall proceed to court for authority to demolish the structure and surcharge the owner of the development for the cost of destruction.
- (f) A building permit is required to ensure that the work complies with each relevant requirement of this Bye-law and the National Building regulations. LI1630, 1996.
- (g) All building as permitted must be used for the purpose for which they were design and approved
- (h) Any renovation, reconstruction works must be approved and a renovation or reconstruction permit issued before such works can proceed.
- (i) Any change of views or convection of a building must be approved and a permit granted.
- (j) All hoarding works must be approved with a hoarding permit by the Assembly
- (k) All demolition works to any physical structure / building must be approved with a demolition permit by the Assembly.
- (l) Any building/physical structure in a bad state of disrepair, structural defects, unpainted must be maintain

Consideration of factors for the grant

- 5.(1) for the purposes of granting the building permit the AdMA shall take into consideration the following factors;
 - (a) There are appropriate provisions for the early warning of fire; and the appropriate means of escape in case of fire;
 - (b) Faecal containment structure placement in the house;
 - (c) Waste water discharge from the house;
 - (d) Drainage systems and adequate provision for toilets and baths in the house
- (i) The AdMA shall ensure that the construction of drainage systems shall substantially affect the granting of the building permit.
- (ii) The AdMA shall ensure that no drainage system constructed by a landlord shall flood and cause nuisance to the neighbourhood. Where the drainage floods the area, the land lord shall rectify the situation by directing the waste water to the main drainage system provided in the area concerned.
- (iii) A household whose waste water passes through the surface of a road shall lay pipes with the advice and supervision of the officers of AdMA to join the main drainage system provided in the area concerned.

Ventilation

- 6.
 - (a) A building must have adequate ventilation and lighting for people in it.
 - (b) This provision of the Bye-law does not apply to a building or space within a building that is used solely for storage or is a garage.

Access

- 7. The AdMA shall ensure that in granting a building permit, there shall be reasonable provision for people to gain access to and to use, the building and its facilities.

- 14. Any developer adhere to the building set backs

Penalty

- 15. Any person contravening or failing to comply with any of the provisions of this Bye-law, shall be guilty of an offence and shall on conviction be liable to a fine of 150 penalty units or in default of payment to imprisonment for a term not exceeding six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Application

This Bye-law shall apply within the jurisdiction of the Adentan Municipal Assembly.

Revocation

Any Bye-law on Control of Building in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Interpretation

In this Bye-law, unless the context otherwise requires –

“Building” includes –

- (a) A permanent or temporary structure with or without a roof;
- (b) A part of a building;

“Building permit” means a license that authorizes new works to be carried out for which authority is required in accordance with this Bye-law;

“Adequate ventilation” means the kind of ventilation as elaborated in the National building regulations LI 1630

“AdMA” means Adentan Municipal Assembly

‘Title’ means an acceptable documentary proof of ownership which shall include a lease, an allocation note with a site plan, and a devise in a will among others.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Temporary Structures) bye-laws,2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Temporary Structure) Bye-Law, 2017.

Permit

- (1) No person shall erect any temporary structure or execute any temporary structure works within the Assembly except under and, in accordance with the terms and conditions of temporary structure permit issued by the Assembly and, such permit shall not be so issued unless a rate by a resolution of the Assembly has been paid to the Assembly;

Conditions /Requirement for permit

- (2) The conditions requirement for permit shall be as specified in the schedule of these Bye-laws, unless the Assembly in its discretion determines otherwise.
- (3) Every temporary structure permit application shall specify the site, material, use of the structure and the floor area of the structure;
- (4) Every temporary structure permit issued by the Assembly shall be valid for a period of one year beginning from the date of issue to 31st December each year or as long as the Assembly would not need the approved site especially it is a public reservation
 - a) For a period of one (1) year from the date of issue expiring 31st December each year or
 - b) For as long as the Assembly would not the approved site especially if it a public reservation

Demolition of unauthorized temporary structures

- (5). Every temporary structure permit issued by the Assembly shall be renewed after the expiry of the permit upon the payment of a renewal fee fixed by a resolution of the Assembly.
- (6). Every temporary structure permit granted within any public right of way can be revoked by the Assembly at any time but in writing to the owner of the Temporary Structure.
- (7) No owner of an approved Temporary Structure shall keep the structure in a state of disrepair- unpainted, defaced and broken down
- (8). Approved Temporary Structure that remains unused for over a year shall be removed, failing which the Assembly shall effect the removal and surcharge the cost of removal to the owner of the structure
- (9). No person shall use an approved Temporary Structure different from the purpose for which it was issued

- (10) No approved Temporary Structure shall be built different from the approved site, orientation and construction materials
- (11) Temporary Structure permit certificate shall be displayed within the structure during working hours
- (12) No approved Temporary Structure shall be relocated or demolished without the consent of the Head of Works Department
- (13) No person using a Temporary Structure shall cause undue nuisance (noise, air pollution, waste generation) to their neighbours
- (14) Upon notice from the Assembly to the utility service providers (ECG, GWCL, Vodafon, MTN) service connection to unauthorized Temporary Structures shall be disconnected
- (15) It shall be an offence to display a permit certificate to cover a different structure other than the one for which it was issued
- (16) No approved Temporary Structure shall be placed or constructed over a public drain, buried or overhead electrical line or water line
- (17). Where approved Temporary Structures are being used for illegal activities (prostitution, drug peddling and other criminal activities), the said Temporary Structure permit shall be revoked
- (18) All electrical connection or installation to an approved Temporary Structure shall be carried out by a certified ECG staff
- (19) The Head of the Municipal Works shall ensure strict adherence to the Temporary Structures Bye-Law
- (20) If any temporary structure is being or has been erected or, if any temporary structure is being or has been executed in contravention of these bye-laws, the Building Inspector may give notice in writing to the owner or occupier of such structure requiring the owner or occupier of such structure, within seven days by a statement in writing to the Assembly to show sufficient cause to the Assembly why such structure should not be removed or pulled down;
- (21) If such owner or occupier fails to show sufficient cause why such structure should not be removed or pulled down, it shall be lawful for the Assembly to carry out the removal or pulling down specified in the notice and, to recover the expenses from the owner or occupier as if it were a debt from such person.

Penalty

22. Any person contravening or failing to comply with any of the provisions of this Bye-law, shall be guilty of an offence and shall on conviction be liable to a fine of 150 penalty units or in default of payment to imprisonment for a term not exceeding six months or to both.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

Temporary Structure” means any wooden, block, swish, mud or metal building designed to be used for a short period; example open sheds, fabricated metal containers, sea metal containers and covered sheds abutting existing buildings

“Floor Area” of a temporary structure includes the verandahs, lean-tos and other roofed spaces;

“Development” means a temporary structure of at least one complete room suitable for occupation;

“Building Inspector” means an officer appointed or authorized by the Assembly for the purpose of inspecting temporary structure operation.

“AdMA” means Adentan Municipal Assembly

SCHEDULED (Section 2)

There shall be category ‘A’ and category ‘B’ Temporary Structures

Category ‘A’

Semi-permanent structure for long use for example; sandcrete block making factories, car washing bay, carpentry workshops, metal fabricating shops, machine, sawmills, corn mills places of worship and mini supermarket

Conditions/Requirement for Permit

Applicant to submit the following;

- a) Completed permit application form(attached passport photograph)
- b) Attach a site plan
- c) Drawings of proposed structures
- d) Structural design drawings for example Church buildings
- e) Land ownership document
- f) Neighbours consent

Category” B

Easily removable structures build with light building materials such as iron sheet, ply wood or metal sheet. Can be sited within public open spaces and approved reservation

Conditions/Requirement for Permit

Applicant to submit the following:

- a) Undertaken /agreement from plot owner/ adjoining neighbour/ local Assembly man
- b) Location or site plan
- c) Completed permit Application form(attached passport photograph)

Revocation

Any Bye-law on Temporary Structures in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
(Hon. Joseph Odai Boye)

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Pollution) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Pollution) Bye-Law, 2017

Disposal of Refuse

1. Where AdMA has at community level set aside a place for the purpose of refuse disposal, no person shall place or cause or permit to be placed any carrion, filth, dirt, refuse or rubbish or any offensive or unwholesome matter, on any street, yard, enclosure, cemetery, beach or open space in such an area except at such place set aside.

Littering of Lorry Parks

2. No person shall place or cause to be placed any refuse, rubbish or any offensive or unwholesome matter at any lorry park except at approved places as may be provided for that purpose.

Removal of Weeds and Other Offensive Material

3. The occupiers of premises shall clear and keep free from all dirt, underbrush, underwood, weeds, high grass, rags, broken bottles, refuse, rubbish and all offensive matter (filling up holes with stones, gravel, or other like material) the streets or roads at the front, back and side thereof, with drains, gutters and channels therein as the case may be.

Burial of the Dead

4. Where the AdMA has at any community set aside a place for use as cemetery or where a cemetery has otherwise been lawfully provided at any area no person shall bury or cause to be buried at or in any area or in the neighbourhood of such town or community the body of any deceased person except at such cemetery.

Offences

5. It is an offence under this Bye-Laws to;
Refuse to give one's name on demand by any Health Officer in the investigation of any sanitary case.
6. Deposit or place or leave or cause or permit to be deposited, placed and left in any dustbin provided for the reception of domestic refuse any liquid or faecal matter.

Penalty

7. Any person contravening or failing to comply with any of the provisions of this Bye-law, shall be guilty of an offence and shall on conviction be liable to a fine of 150 penalty units or in default of payment to imprisonment for a term not exceeding six months or to both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretations

8. In this Byelaw, unless the context otherwise requires;

“ Nuisance” includes:

- (1) Any animal so kept as to be a nuisance or injurious to health.
- (2) Any pool, ditch, gutter, eaves-gutter, water course, well hole pond, tank, privy urinal, cesspit, drain or catch pit which is in such a state as to be offensive or injurious to health, or likely to be so.
- (3) Any premises in such a state of disrepair as to be a nuisance or dangerous or injurious to health.
- (4) Any accumulation or deposit of excreta or urine or of articles or things which are or are likely to be injurious to health.
- (5) Any growth of weeds, prickly-pear, long grass or wild bush of any sort.
- (6) Any work, manufacturing, trade or business injurious to the health of the neighbours or dangerous or so conducted as to be dangerous or injurious to health.
- (7) Any well, pond or tank the water or which is tainted with impurities or unwholesome as to be injurious to the health of the person using it.
- (8) Any rat-infested premises or house is not in actual occupation include house or premises.
- (9) “Occupier” shall, where the building is not in actual occupation include the owner thereof.

Revocation

9. Any Bye-law on Control of Pollution in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Abatement of Nuisance) Bye-Law 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Abatement of Nuisance) Bye-Law, 2017

Abatement notice

1. (a) Where the Assembly is satisfied that a nuisance exists, an Environmental Health Officer shall serve a notice (in this Bye-law referred to as “Abatement Notice”) after being notified by the concerned Environmental Health Officer on the person by whose act, default or sufferance the nuisance continues, or if, that person cannot be found the owner or occupier of the premises on which the nuisance arises;
(b) An abatement notice shall require the person on whom it is served to abate the nuisance and to execute such works and to take such steps within such period as may be specified in the notice;
(c) The environmental Health Officer who issued the notice shall follow through having regard to the time given to the owner or occupier to abate the nuisance to ensure compliance;
(d) Where the person causing the nuisance cannot be found, and it is clear that the nuisance does not arise or continue by the act or default of the owner or occupier of the premises, the AdMA may itself take such steps as may be required to abate the nuisance and to prevent a re-occurrence thereof.

Nuisance complaint

2. (a) If the person on whom an abatement notice has been served makes default in complying with any of the requirements of the notice, or if the nuisance although abated since the service of the notice, is in the opinion of the Assembly, likely to re-occur on the same premises, the Assembly shall cause a complaint to be made to a court of competent jurisdiction for summons to be issued requiring such person to appear before such Court to sign a bond that the nuisance shall not re-occur;
(b) Where any person is aggrieved by the existence of any nuisance, after these steps taken above, such person may issue civil summons against the person in respect of the nuisance to a Court of competent jurisdiction requiring the person by whose act, default or sufferance the nuisance arises or continues to appear before such Court to show cause why the person should not be punished.

Nuisance orders

3. (1) Where on the hearing of a complaint made on non-compliance with an Abatement Notice, it is proved that the nuisance exists, or that although abated it is likely to re-occur on the same premises, the Court shall make a Nuisance Order for any of the following purposes;
 - (a) An Abatement Order requiring the defendant to comply with all or any of the requirements of the Abatement Notice, or otherwise to abate the nuisance within a time specified in the Order and to execute any works necessary for that purpose;
 - (b) A prohibition Order prohibiting a re-occurrence of the nuisance and requiring the defendant within a time specified in the Order to execute any works necessary to prevent a re-occurrence;
 - (c) A closing Order, prohibiting the use of the premises for human habitation provided that a closing Order shall be made only if the Court is satisfied that by reason of the nuisance, that premises are unfit for human habitation.
- (2) Where on the hearing of a complaint made on non-compliance with an Abatement Notice it is proved that the alleged nuisance existed at the date of the making of the complaint or it existed or likely to re-occur, the court may order the defendant to pay the AdMA such reasonable sum as the Court may determine in respect of

the expenses incurred by the AdMA in or in connection with the making of the complaint and the proceedings before the Court.

(3) If it appears to the Court that the person by whose act or default the nuisance arises or the owner or occupier of the premises cannot be found, the nuisance order may be addressed to and executed by the AdMA.

(4) (a) On the hearing of the complaint, the Court may in addition to making a Nuisance Order impose a fine not exceeding the limit prescribed by this Bye-law.

(b) Any person who fails to comply with the Abatement Order shall unless he proves that he has used all due diligence to carry out the Order, be liable to such fine and such daily penalty for every day on which the offence continues not exceeding the limit prescribed by this Bye-law.

(c) Any person who knowingly contravenes a prohibition or closing Order shall be liable to such daily penalty for every day on which the offence continues not exceeding the limit prescribed by the Bye-laws.

Proceedings against several persons

4. (a) Where a nuisance appears to be wholly or partly caused by the acts or defaults of two or more persons, the AdMA may, in its discretion institute proceedings against one or all of them; any one or more of the persons proceeded against may be ordered to abate the nuisance for as far as it appears to the court to be caused by his or their acts or defaults, or may be prohibited from continuing any acts or defaults which, in the opinion of the court, contribute to the nuisance or may be fined or otherwise punished and the costs may be apportioned as the court may deem fair and reasonable.

(b) Where some or any of the persons, by whose acts or defaults a nuisance has been caused, have been proceeded against, they may without prejudice to any other remedy, recover in a summary manner, from the other persons who were proceeded against, a proportionate part of the costs, of, and incidental to the proceedings and the abatement of the nuisance, and of any fine or costs ordered to be paid in the proceedings.

Abatement of nuisance by AdMA

5. (1) Where a nuisance order has not been complied with the AdMA may abate the nuisance and do whatever may be necessary in the execution of the Order;

(2) Any expenses reasonably incurred by the AdMA in abating, or preventing the recurrence of a nuisance in respect of which a Nuisance Order has been made may be recovered by it.

(3) Where the AdMA proceeds to recover such expenses as aforesaid, the Court may apportion the expenses between persons by whose acts or defaults the nuisance was caused in such manner as the court may deem fair and reasonable.

Nuisance arising outside the jurisdiction of AdMA

6. Where nuisance within the jurisdiction of the AdMA appears to be wholly or partly caused by some act or default committed or taking place outside it, the AdMA may take proceedings as if the act or default was committed within its jurisdiction. Provided that the proceedings may be taken before a court having jurisdiction in the place where the act or default is alleged to be committed.

Abatement of nuisance

7. without prejudice to the preceding of this Bye-law, where the requirements of the Abatement Notice have not been complied with the AdMA may abate the nuisance.

8. The Municipal Guards in conjunction with the Environmental Protection Agency shall monitor persons served with abatement notice to ensure compliance with the orders so issued and further check the various levels of noise.

Non Compliance with Notice

9. Any person who fails to comply with an abatement Notice serve on him or her is guilty of an offence

Offence and Penalty

10. Any person who fails without reasonable excuse (the proof of which shall lie on such person) to comply with any of the requirements of the Abatement Notice served on him shall be liable to a fine of 180 penalty units or imprisonment for a term not exceeding six months and to a further fine of 1 penalty unit for each day on which the offence continues after the conviction of the defaulter.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

11. In this Bye-law unless the context otherwise so requires

“Nuisance” includes:

- (i) Any premises in such a state as to be prejudicial to health, life and property.
- (ii) Any animal kept in such a state as to be prejudicial to health;
- (iii) Any accumulation or deposit which is prejudicial to health, and
- (iv) Any dust or effluvia caused by any trade, industry and being prejudicial to the health of the inhabitants of the neighbourhood.

Revocation

12. The Abatement of Nuisance Bye-law, of 1998 is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (House Owners and Occupier) Bye-Law, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (House Owners and Occupier) Bye-Law, 2017

Responsibility

1 (a) Every house owner/occupier shall clear and keep clean all gutters public or private in or around the premises.

(b) House owner/occupier shall fix an electric bulb or security lights on the four external sides of the premises to avoid hideouts.

Construction across public way

2. (a) A house owner/occupier shall not construct a gutter, drainage or lay a pipeline across a public way such as road or street except with the prior approval of the Municipal Roads Engineer.

(b) The house owner or occupier before undertaking any such construction envisaged under paragraph 2(a) of this Bye-Law shall apply to the Municipal Roads Engineer in writing stating the reasons for such activity;

(c) The Municipal Roads Engineer on receipt of the application shall proceed to the location to ascertain the facts on the ground and make a determination on the application;

(d) Where the application is granted, the Municipal Roads Engineer or any officer authorised by him shall supervise the construction to suit the specifications given by the Municipal Roads Engineer.

Aesthetic Outlook of the Building

3. House owners/occupiers shall ensure that the building has to be clean and appealing at all times.

Undeveloped plots

4. (a) the owner or occupier of an undeveloped plot shall keep it clear of weeds and refuse at all times;

(b) Where the area is not kept tidy and becomes weedy, the Environmental Health Officer for the area concerned shall serve a written notice on the land owner or occupier who fails to comply with paragraph 4 (a) of this Bye-Law.

(c) The owner or occupier of an undeveloped plot, who has been served with a notice shall remedy the situation within seven days of the service of the notice.

(d) Where the land owner or occupier fails to remedy the wrong, it shall constitute a breach and the Environmental Health Officer shall issue a criminal summons against the land owner or the occupier for failing to clear the land of any weed, refuse and/ or rubbish.

Prohibition

5. (a) A house owner/occupier shall not create a refuse dump in or immediately outside the premises.

(b) A house owner or occupier shall not burn refuse irrespective of the nature of the house.

(c) All house owners/occupiers shall get their cesspit emptied regularly by the AdMA to avoid causing nuisance to the neighbourhood.

(d) A house owner or occupier shall not under any circumstances dispose of effluent or other waste materials into gutters.

(e) The use of bucket latrine is strictly prohibited in the AdMA.

(f) The removal of faecal matter from all premises shall be the responsibility of the house owner or occupier. Any occupier who fails to remove any faecal matter from his premises when it is due to be removed commits an offence.

(g) A house owner or occupier who empties the cesspit tank or other waste materials into a drain shall be liable on conviction to a fine of 100 penalty units.

(h) The house owner or occupier shall within 24 hours abate the nuisance to the satisfaction of the Environmental Health Officer.

Drainage

6 (a) House owners or occupiers shall provide proper and adequate system of drainage for the discharge of their waste water to external drainage system;

(b) Where a house owner or occupier faces a difficulty in effectively discharging waste water, a report of the situation shall be made to the Environmental Health Department and the Works Department to offer technical advice to resolve the problem;

(c) Any cost involved in rectifying the situation shall be borne by the house owner or the occupier.

(d) Disposal of storm water shall be based on gravity flow principle. The downhill house owner shall permit the channelling of storm water from the uphill house under the supervision of health authorities.

Offence and Penalty

7(a) it is an offence for a house owner to construct a house without a kitchen, adequate toilets and bathroom(s).

(b) For buildings that already exist without toilets, house owners or occupiers shall seek technical support and information from Environmental Health Department and Works Department of AdMA to ensure the construction of toilet in the house.

(c)Any person who contravenes any of the provisions of this Bye-Law shall be guilty of an offence and shall be liable on conviction by a court to a fine of 150 penalty units or in default to a term of imprisonment not exceeding six months or to both. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

8. This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

9. In this Bye-law unless the context otherwise require;

“AdMA” means Adentan Municipal Assembly,

“Occupier” means any person who acts as a caretaker of any premises or is in occupation of premises.

“Around premises” means the area or space immediately outside the main outlay of the premises.

“Immediately outside the main outlay of the premise” means 7 feet from the premise

“Adequate Toilet” means toilets accessible to all occupiers in the house

Revocation

10. Any (House Owners/Occupiers) Bye-Law within the area of authority of the AdMA in existence immediately before the passage of this Bye-Law are hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Unauthorized Development) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Unauthorized Development) Bye-Law, 2017

Unauthorised structures

1. The Adendan Municipal Assembly may order the destruction or removal of any unauthorized structure(s) attached to any property or structure in the municipality.
- 2 Where packing cases are arranged in front of a building in such a way that-
 - (a) They constitute a danger or obstruction to any person, or
 - (b) They provide accommodation of a sort for a person, animal or thing, they shall be removed without notice.

No posters at unauthorized places

3. No posters, bills, placards, paper sheets or other materials used for advertisement or notices shall be posted or stack on any wall, tree, electric poles or fixtures other than-
 - (a) Spaces specifically provided or approved by the AdMA for such purposes; or
 - (b) Property owned or otherwise possessed or occupied by the advertiser.
 - (c) This paragraph shall not apply to advertisement or posters for elections or other such occasions initiated by the Government except that the Electoral Commission shall liaised with the AdMA on how election posters and banners shall be posted.
 - (d) The AdMA shall cause people who disregard the pasting of notices at appropriate places to clean the area where the notices or advertisement have been pasted.
 - (e) The Security Department of the AdMA shall monitor compliance of paragraph 3 of this Bye-Law.

Prohibition

4. (a)To improve the scenic beauty of the Municipality, it shall be an offence for a person to construct a structure attached to a building or along streets without a written permission from the Planning Department of AdMA;
 - (b)Where such structures exist without the written permission, the AdMA shall notify the owner or occupier to remove same. The AdMA's written notice shall state the period required to remove the structure;
 - (c) If the owner or occupier fails to remove the unauthorized structure, after the requisite notice has elapsed, the AdMA shall remove the structure and surcharge the owner or occupier with the cost of removing the structure;
 - (d) Where the structure's location is appropriate, but had no permission to build, the owner or occupier shall pay a penalty of 100 penalty units to the AdMA;
 - (e) Any person who violates Bye-law 5 shall be guilty of an offence and shall be liable on summary conviction to a fine of 120 penalty units or in default to a term of imprisonment not exceeding six months or to both.

Frontage of buildings

5. (a) The frontage of every commercial or industrial building shall be concreted, cemented or otherwise solidly paved, or tiled by the owner or occupier to the satisfaction of the AdMA engineer who shall provide guidelines and directions for such work.
 - (b) Where the owner or occupier of a commercial or industrial building does not comply with the provision of this Bye-law, the Engineer or the Town Planning Officer shall serve a written notice giving the owner or occupier fourteen days to undertake the work;

- (c) Where after the notice the owner fails to undertake the work, the AdMA shall do so and recover the cost from the owner or occupier of the building concerned together with a punitive penalty of 200 penalty units;
- (d) Owners or occupiers of stores, shops, stall and markets spaces shall keep their doors and frontage clean and clear of filth;
- (e) Where a person is permitted or otherwise licensed to trade, work or use for any purpose the frontage of a building, the owner or occupier of the building or other licensor shall be solely or jointly liable with the licensee for the default of that person under this sub-section.

No liability

6. No person authorized by the Assembly to destroy, remove or otherwise dispose of anything under this Bye-law shall be liable to any person for any loss sustained thereby.

Penalty

7. Except where penalty is expressly provided, the AdMA shall in case of any infringement or breach of any of the provisions of this Bye-law, abate the infringement or breach with or without notice or impose a fine of 180 penalty units or in default of payment of the fine, to a term of imprisonment not exceeding six months. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Interpretation

8. In this Bye-law unless the context otherwise requires-
- “Building” means any structure whatsoever and includes stalls, kiosk, restaurants and bars.
 - “Goods” include things and articles of any kind.
 - “Vehicles” include trucks, cranes, lorries, cars, motor cycles, tricycle, bicycles, carts and wagons.
 - “Frontage” includes veranda and porch,
 - “Road” includes street, kerb, pavement, side walk, footpath.
 - “AdMA” means Adentan Municipal Assembly,

Application

9. This Bye-law shall apply within the area of authority of the AdMA.

Revocation

Any (Unauthorised Development) Bye-law in existence within the area of authority of the AdMA immediately before the coming into force of this Bye-law is hereby revoked

Presiding Member

Hon. Joseph Odai Boye

Municipal Coordinating Director

(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Hawkers) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Hawkers) Bye-Law, 2017.

Hawkers to obtain license

1. (1) A person shall not operate as a hawker unless he obtains upon application a license from the ADMA for that purpose.
2. The license shall be in such forms as the AdMA determine and shall be issued subject to such conditions deemed fit including but not limited to the following:
 - (a) A hawker shall not sell, offer or exhibit goods other than those in respect of which the AdMA has granted a license in writing.
 - (b) A hawker shall not erect any stall or any structure in any public place for the purpose of his trade or any business.
 - (c) A hawker shall not obstruct or impede the free movement of vehicular or pedestrian traffic.
 - (d) The Municipal Guards shall monitor the hawkers to ensure compliance with the conditions stated above.

Particulars of Application

3. Every application issued under this Bye-law shall be made in writing and shall contain particulars of the goods which the applicant wishes to sell.

Duration of license

4. (1) A license issued under these Bye-laws shall expire on the 31st December, of the year in which it is issued.
 - (2) The payment of a license shall be quarterly, ending March, June, September and December.
 - (3) A license shall be issued on the payment of such fee as may be fixed by resolution of the AdMA.

Hawkers not to sell in public places

5. No hawker shall sell or offer for sale anything in the places specified in the schedule to this Bye-law.

Hawkers to produce license on demand

6. (1) every hawker shall produce for inspection, a license granted under this Bye-law upon demand being made to him by a person authorized in writing by the AdMA.
 - (2) Any hawker who fails or refuses to produce the license without a reason commits an offence.

Cleanliness of food selling sites

7. An occupier of a space or selling site shall be responsible for maintaining the cleanliness of the space or selling site, and he shall at the close of each day thoroughly clean his place or selling site and sweep all rubbish from the selling site and its surroundings and place the rubbish in dustbins or in a material or a location provided for the purpose and thoroughly wash away all stains and marks whether of fat, oil, grease or any other kind.

Prescribed outfit for food handlers

- 8 No handler of food meant for public consumption shall operate without wearing an outfit prescribed and approved by the AdMA and made up as follows:

- a) A white hair cap,
- b) A white apron,
- c) A pair of white latex hand gloves

d) And any other outfit as AdMA shall deem necessary.

Food for sale to be raised from the ground

9. No occupier of any space or selling site shall offer for sale any bread, prepared grain food or any other articles of food, unless the articles are placed on a table or support raised at least 0.45 meter from the ground.

10. Food wrapper

(1) A food seller shall not serve food in an food wrapper, unless due care has been taken to make sure the food wrappers are hygienic;

(2) A designated officer of the Health Department shall have the responsibility of ensuring the compliance of this section of the Bye-law.

Protection of food from dust, flies and other contaminants

11 No article which is likely to be used for human consumption, shall be exposed either to dust or flies and shall be disposed of in such a manner as will satisfy the sanitation rules prescribed by AdMA

Prohibitions

12.(1) a person of unsound mind, person suffering from vermin or from any contagious or infectious diseases shall be prohibited from engaging in hawking.

(2) No occupier of any space or selling site shall place any box, basket or other containers in the pathways or avenues of the market.

Penalty

13. Any person who contravenes any provision of this Bye-law commits an offence and shall on conviction by the court pay a fine of 100 penalty units or in default to a term of imprisonment not exceeding three months. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement, or in the alternative a spot fine approved by a Resolution of the Assembly.

Interpretation

14 . In this Bye-law unless the context otherwise requires-

“a hawker” means any person who sells or offers or exposes for sale, goods of any description in a place other than a recognized market or his dwelling house or shop and includes an assistant employed by such person.

In this Bye-law unless the context otherwise requires;

“ AdMA Means” Adentan Municipal Assembly

Application

15 This Bye-law shall apply within the area of authority of the AdMA.

Revocation

16. Any Bye-law on Control of Hawkers in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Schedule for unauthorized places for hawkers

(1) Pavements of Principal streets in the Municipal.

(3) Frontage of stores

(5) Pedestrian-Walks

(6) Such areas as the AdMA may from time to time determine.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Adentan Municipal Assembly (Urban Passenger Transport Services) Bye-Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Government Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Urban Passenger Transport Services) Bye-Law, 2017.

Permit to operate

1. (1) An entity operating an Urban passenger transport services within the jurisdiction of the AdMA shall require a permit to operate any such system,
- (2) An existing group of operators legally associated as a Union, Cooperative, Association, Limited Liability Company, Partnership or any new association formed and, currently providing transport services shall be eligible to apply and register with the AdMA after satisfying the requisite conditions of the AdMA.

Application forms

2. (1) A prospective applicant shall acquire the requisite application forms from the AdMA and complete same in triplicate and submit it to the Transport Department of the AdMA for processing.
- (2) The applicant shall attach to the application, its charter, certificate of registration, tax clearance certificate, a detailed description of all routes to be applied, types of services to be provided, place of operation, describing all facilities available and any other requirements as the AdMA shall from time to time require.
- (3) The AdMA shall on a receipt of the application with all its attachments, acknowledge receipt of the applicant

Processing of application form

4. (1) The completed application form shall be processed by the AdMA within 21 days from the date of receipt of the application,
- (2) The processing of the application shall be done by a three member panel comprising the head of Transport Department and the Solicitor of AdMA and a representative from the Motor Traffic and Transport Unit of the Ghana Police Service, representative of Road safety management community from the Assembly.
- (3) The panel shall in processing the application among others visit the place of operation, route to operate of the applicant to verify the contents and other statements made in the application;
- (4) The AdMA will assess a valid application based on the adequacy or otherwise of existing services and whether the proposed service is required in the public interest;
- (5) This will be done on the basis of the best evidence available to it, including evidence submitted by the Applicant in support of the permit application and information made available by, local, regional and national transport union representatives where necessary or other relevant interest groups;
- (6) The AdMA may, if necessary, seek information from any public or private body, but without disclosing details of the application that has been made;
- (7) The criteria for deciding whether a route is adequately served will comprise a review of existing service frequency, number of services provided per day/week, duration of daily service provided;
- (8) Evidence of unsatisfied demand, would include transport studies, representations, complaints and any case made by an application.

Route Operational permit

5. (1) The panel after processing the application shall issue an operational permit to the applicant for the operation of the urban transport services under Type 'A' permit for areas within and outside of AdMA and type 'B' permit for Bus Rapid transit services
- (2) Any such permit granted is valid till 31st December of the year, in which it was issued

- (3) A successful applicant shall pay a route operational permit fee fixed by the resolution of the Assembly or fee agreed at Greater Accra passenger transport Executive(GAPTE) level
- (4) The panel in refusing an application shall state the grounds upon which the application has been refused and notify the applicant.
- (5) An applicant whose application is refused shall in the case of failing to fulfil a condition complete a fresh application and resubmit the application for consideration.
- (6) In any other case the applicant shall appeal to the Municipal Chief Executive within 21 days after the panel's decision.
- (7) The Municipal Chief Executive shall constitute a three member appeals panel which shall vet the application and give its written recommendation to the Municipal Chief Executive within fourteen days from constituting the panel.
- (8) The Appeals panel shall comprise, a high court judge who shall act as the chair, a senior lawyer of fifteen years and above standing at the bar, and a senior police officer.
- (9) The Municipal Chief Executive on receipt of the appeal decision shall notify the appellants of the Assembly's decision.
- (10) Where the appeals panel refuses the grant of the permit, the applicant shall within 21 days of the decision appeal to the Regional Minister for a review of the decision.
- (11) Where the Regional Minister also refuses to grant the permit for operation, the applicant shall proceed to a court of law for redress.
- (12) The panel in processing the application shall among others consider a detailed description of the route and time table in respect of the proposed service including peak time from 6:00 am -9:am and 3:00pm – 7: 00pm and set down points, inspect vehicles to be used including road worthy, and insurance certificates, and others.

Duration of permit

6. (1) A permit granted under this Bye-law shall be valid for one year after which it shall be renewed by the AdMA upon the satisfactory to the terms and conditions stated by it.
- (2) The Transport Department of the AdMA shall set a task force which shall visit the locations and various routes granted to the transport operator to assess the operator's compliance with the conditions in the operational permit.
- (3) An applicant whose renewal is refused by the AdMA shall go through the appeal process existing under this Bye-law,
- (4) The Assembly in rejecting the renewal of the operational permit shall be guided by whether the service to which the permit relates has been carried out efficiently or not, whether there have been frequent breaches or not and whether the applicant has complied with the conditions attached to the permit and this Bye-law.

Complaints

7. (1) All complaint shall be receive by the Operation Unit of the Transport Department from the general public concerning the operation of a permit holder at a bus terminal and on the routes provided to a permit holder,

(2) Any complaint received relating to route operational permits for passenger services, or other matters arising in the context of the urban passenger transport services will be investigated by the AdMA with assistance where necessary from other relevant bodies.

(3) All complaints should be forwarded in writing to the AdMA, through,

a. Chairman- AdMA Road Safety Management Commission or

b. Head of Unit- AdMA Urban Passenger Transport Unit.

(4) Any complaint received shall be investigated by the AdMA to ascertain any factual breach or breaches after which a formal letter containing the complaint shall be forwarded to the permit holder for a response,

(5) Upon receipt of the response, the complaint unit shall give opportunity to the parties to state their case and parties questioned from their evidence. A final decision will only be made after consideration of the relevant factual matters and any submissions of the relevant parties.

(6) The complaint unit shall give its decision fourteen days after hearing the parties and their decision must be written and read to the parties after duly inviting the parties to appear before them.

(7) Where the breach or offence is established against the permit holder, the permit holder shall be given a written warning by the complaint unit and where the breach continues, it shall be a ground for revoking or refusing to renew a permit.

Regulation

8. (1) The AdMA shall regulate the Urban Passenger Transport Services within its area of authority.

(2) Regulation of Urban Passenger Transport Services shall consist of the power to:

- a. require that Urban Passenger Transport Services for any designated area within their area of authority is operated under a permit,
- b. define routes, stopping places and terminals within part or the area of authority,
- c. invite and evaluate applications for route operating permits and select from among the applicants,
- d. award route service contracts,
- e. award exclusive operating rights for a route, corridor or area to operators,
- f. restrict or exclude other operators from routes or corridors where route service contracts have been awarded,
- g. attach conditions to an Urban Passenger Transport Services permit in accordance with the procedures in this Bye-law.
- h. define and enforce services and vehicle quality standards in accordance with existing national regulations,
- i. establish mechanisms for the operations and management of passenger transport services,
- j. collaborate with any Municipal Assembly for the performance of their respective functions relating to Urban Passenger Transport Services,
- k. generally promote integration of Urban Passenger Transport Services.

Penalty

9. (1) A person commits an offence, if that person:
- a) Provides or operates an Urban Passenger Transport Service without a permit. The Task Force established under this Bye-law shall impound the vehicle subject to the payment of a fine of 120 penalty units and signing a bond before a judge or magistrate or in addition imprisonment of two months.
In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.
 - b) Provides or attempts to provide an Urban Passenger Transport Service which is not in consonance with the terms and conditions of the permit. These offences shall include but not limited to:
 - (i) operating on a route different from that specified by the permit, except at the time where there is clear evidence that the route was temporarily inaccessible,
 - (ii) operating beyond the permitted limits of the route,
 - (iii) operating at terminals not authorized under the permit,
 - (iv) stopping to allow passengers to board or alight at places which are not authorized by the permit, and
 - (v) carrying passengers in excess of the permitted capacity of the vehicle,

Where a person contravenes paragraph 9(1) (b) of this Bye-law, his vehicle shall be impounded subject to the payment of a fine of 100 penalty units and revocation of the permit for a period of 14 days or both.

- c) provides false information for the purpose of obtaining a permit,

Where a person contravenes paragraph 9(1)(c) of this Bye-law he shall be liable to the payment of a fine of 120 penalty units or a revocation of his permit and debarment from applying for or being granted new permit for a period of up to two (2) years.

- d) Operates or attempts to operate or ply for trade at a terminal without authorization from the AdMA in accordance with the approved procedures, amounts to an offence and the offender shall be liable on conviction to the payment of a fine of 130 penalty units.
- e) Obstructs the effective functioning of any urban passenger transport facility or infrastructure, including terminals, access to terminals, designated parking places, designated stopping places, priority lanes or dedicated running ways for passenger transport vehicles, or
- f) Intimidates or unlawfully attempts to persuade any person employed by the AdMA to carry out its functions.

Where a person contravenes paragraphs 9 (1) (e) and 9 (1) (f) of the Bye-law, the offender commits an offence, and upon conviction, he shall be liable for the payment of a fine of 50 penalty units or to a term of imprisonment not exceeding two months or to both.

- (2) The provisions in this By-Law shall not inhibit the AdMA in applying penalties under any existing enactment.
- (3) A person who contravenes any other provision apart from the offences specified in paragraph 9 of this Bye-law, commits an offence and on summary conviction he will be liable to pay a fine of 190 penalty units or to a term of imprisonment of six months.

Interpretation

In this Bye-law unless the context otherwise requires;

“AdMA” means Adentan Municipal Assembly

Revocation

10. Any Bye-law on Urban Passenger Transport Services in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of Vehicular and Human Traffic) bye laws, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Government Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Vehicular and human Traffic) Bye-Laws 2018.

1. It shall be the duty of every city guard to -
 - a. Assist school children, pedestrians and all road users for an efficient road use and road crossing
 - b. direct Traffic of vehicular movement
 - c. inspection of Assembly embossment, commercial stickers, commercial permit
 - d. undertake special duty as directed by the Assembly
2. All taxi owners shall acquire
 - a. embossment and a sticker from the Assembly before operating
 - b. Drivers shall acquire commercial permit
3. All commercial buses (trotro) owners shall acquire
 - a. sticker and commercial permit
4. All cargo truck owners shall acquire commercial stickers from the Assembly

Assault on public officer

5. Whoever,-
 - a. Assaults, obstruct, molest, or resists, or aid or incites, any other person to assault, molest, obstruct or resist any city guard or any person employed by the Assembly acting or proceeding to acts in the execution of any public office
 - b Abuse, uses any threatening or insulting language or sends ant threatening or insulting message or a letter to a city guard in respect of his or her shall be guilty of misdemeanour

Penalty

Any person who contravenes any provision of this Bye-law commits an offence and shall on conviction by the court pay a fine of 100 penalty units or in default to a term of imprisonment not exceeding three months. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Interpretation

In this Bye-law unless the context otherwise requires;
“AdMA” means Adentan Municipal Assembly

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Infectious Disease) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Infectious Disease) Bye-Law, 2017.

Cleansing and disinfecting premises and articles

1. Where the AdMA is satisfied upon the certification of a Registered Medical Officer of Health or any legally qualified Registered Medical Practitioner that, the cleansing and disinfection of any premises or articles would tend to prevent or check any dangerous or infectious disease, the AdMA may by a notice in writing served on the owner of the premises or article, direct that it will at his cost undertake the cleansing and disinfection or destruction, unless within 24 hours after the receipt of the notice, the owner informs the AdMA within the time specified in the Notice that he will take such measures as are specified therein to the satisfaction of the Assembly.

Notification of infectious diseases

2. If a person on whom the notice is served does not inform the AdMA as required or having informed the AdMA does not take the steps specified to the satisfaction of the AdMA within the time specified, the AdMA, may cause the premises to be cleansed and disinfected and the articles disinfected or destroyed and later recover the expenses reasonably incurred in so doing from the person on whom the notice was served.
3. Where the evidence exists that the person on whom the notice was served is unable to foot the cost of the exercise, the person shall inform the AdMA about his inability to foot the cost to enable the AdMA undertake the exercise.
4. The AdMA may serve notice in writing on the owner of any bedding, clothing or other article which has been exposed to infection by any dangerous or infectious disease, requiring the delivering of the articles to an officer of the Health Department of the AdMA duly authorized within twenty four hours for removal for disinfection or destruction as the case may be.
5. Where the owner fails to comply with this provision, the Health Officer shall with the help of the security ensure the delivery of the items for removal for disinfection or destruction as the case may be.
6. Without prejudice to paragraph 2 of this Bye-law, any person who fails to comply with any of the requirements of any notice served on him within the time specified in such notice shall be guilty of an offence.
7. (1) Where any inmate of any building or structure used for human habitation, not being a hospital is suffering from infectious disease, the head of the family to which the patient belongs shall as soon as he becomes aware of the fact send notice thereof to the Medical Officer of Health/ Municipal Public Health of the AdMA. In the absence of a head of the family, the nearest relatives or an adult inmate of the house in which the patient resides and in the absence of such relatives, any person in charge of or attending to the patient shall give such notice, and in default of any such person, the occupier of the building or structure.
(2) Any person who fails to send the requisite notice shall be guilty of an offence under the provisions of this Bye-law, unless he satisfies the court that he is required to send the notice only in the absence of some other person and that he believed and had reasonable grounds for believing that the notice has been duly sent.
(3) (a) A Medical Practitioner attending or called in to visit a patient shall as soon as he becomes aware that the patient is suffering from a dangerous or infectious disease, send to the Medical Officer of Health Municipal Public Health a certificate stating the name of the patient, the nature of his illness and his address.
(b) Any Medical Practitioner who fails to send a certificate as required by these Bye-laws shall be guilty of an offence.

Prohibition on occupation involving risk of infection

8. (1) A person who knows that he is suffering from a dangerous or infectious disease shall not engage in or carry on any trade, business or occupation in connection with food or any trade, business or occupation which he cannot engage in or carry on without the risk of spreading such disease.
- (2) A person who-
- (a) knowing that he is suffering from a dangerous or infectious disease exposes other person to the risk of infections by using any public transport or by his presence or conduct in any street or footpath thereof, public place, place of entertainment or assembly, club, hotel, restaurant, shop or any licensed premises; or
 - (b) having the care of a person whom he knows to be so suffering cause or permits that person to expose other persons to the risk of infection ; or
 - (c) gives a premise, sells, transmits or exposes without previous disinfection, any bedding, clothing or other articles which he knows to have been exposed to infection from any such diseases and which are likely to carry such infectious disease shall be guilty of an offence under this Bye-law.

Restriction on deposit of infected rubbish

9. No person shall place or deposit or cause or permit to be placed or deposited in a dustbin or ash-pit or other receptacle for containing refuse, any matter which he knows to have been exposed to infection from a dangerous or infectious disease and which has not been disinfected.

Restriction on laundry facilities for infected articles

10. No person shall send or deliver to any laundry or public wash house, for the purpose of being washed or cleaned, any article or thing which he knows to have been exposed to infection from a disease, unless such articles or things have been disinfected by or to the satisfaction of the Medical Officer of Health.
11. (a) No person shall let or offer to let any house, room or other premises in which a person has to his knowledge been suffering from a dangerous or infectious disease, without having that house, room or other premises and all articles therein liable to retain infection, disinfected to the satisfaction of the Medical Officer of Health/ Municipal Public Health or a qualified medical practitioner.
- (b) If the occupier of a house ceases to occupy that house in which to his knowledge a person was within six weeks previously, been suffering from an infectious disease and fails to have it and all articles there liable to:
- (a) Retain infection disinfected to the satisfaction of the Medical Officer of Health / Municipal Public Health or a qualified Medical Practitioner; or
 - (b) Fails to give to the owner of the house notice of previous existence of such disease shall be guilty of an offence under this Bye-law.

Monitoring and enforcement

12. The Health Department and its allied departments shall ensure the compliance of the provisions of this Bye-law.

Penalty

13. (a) It shall be an offence to spit, urinate or throw rubbish in public place.
- (b) Any person who contravenes any of the provisions of this Bye-law commits an offence and shall on conviction be liable to a fine of 120 penalty units or in default of payment to a term of imprisonment not exceeding three months or both.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Application

14. This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

In this Bye-law unless the context otherwise requires;

“AdMA” means Adentan Municipal Assembly

Revocation

10. Any Bye-law on infectious diseases in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Billboards or Sign-Boards and Advertising) Bye-Laws 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Billboards or Sign-Boards and Advertising) Bye-Law, 2017.

License

1. (a) A person shall not erect, site or hang a billboard or sign-board or paint a building or any open space for purposes of advertising within the area of authority of the AdMA unless the person first obtains a license from the AdMA for that purpose.
(b) The prospective applicant must first present an application to the AdMA spelling out the kind of billboard, signboard or the advert to be placed out. The application shall contain a sketch showing the sizes, heights and structural character of the advert.
(c) The AdMA shall vet the application by considering among others the location, size and its propriety before issuing a license for the advert after the payment of the appropriate fees fixed by a resolution of the AdMA.
(d) A license issued under this Bye-law shall expire on the 31st day of December of the year in which it was granted, but in the case of a banner or a sign-board for an occasion the license shall expire after the period specified.

(e) The prospective applicant shall display the number allotted by the AdMA, failure of which the AdMA shall notify the owner to display the number within three days. If this is not done the advert shall be removed without any further notice to the person who placed it out and the cost of removal surcharge on the owner.

Dilapidated billboards and sign-boards

2. (a) Bill-boards, sign-boards or any advert that have become dilapidated or expired with time shall either be replaced or removed by the owners thereof.
(b) Where the owners of dilapidated or expired bill, sign-boards or advert take no steps to either replace or remove them, the AdMA may on its own order its removal and thereafter impose a penalty on the defaulting owners.

Designated Locations

3. (a) The AdMA reserves the right to determine the specific location or area suitable for the erection of one or more reflector directional sign-boards.
(b) To avoid a cluster of directional sign-boards in an area the AdMA may make provision for one general directional sign-board to accommodate the lot.
(c) In such a situation the AdMA shall approve of a recognized individual or company with the requisite know-how after a public invitation to express interest to undertake the provision of the general reflector sign-board based upon a dimension approved by the Municipal Roads Department in conjunction with the relevant Department of AdMA.
(d) A prospective advertiser shall not choose a site for the erection of a bill or sign-board unless it has been inspected and approved by the Department of Physical Planning of the AdMA.
(e) The AdMA shall at a fee to be determined by the resolution of the AdMA, provide spaces within the Municipality for posters.
(f) A poster pasted at an unauthorized location shall attract a spot fine of 50 penalty units and the owner of the poster made to remove same failure of which shall attract criminal prosecution.

Erection of boards without authority

4. Where a bill or sign-board is erected without a license from the AdMA, it shall levy the owner as follows-
 - a. The payment of the approved fees and a penalty of 50% of the fees payable shall be imposed on the owner thereof if, in the opinion of the AdMA the bill or sign-board is suitably located. The owner of such a sign shall regularize his application to the AdMA within *seven days* of the owner being notified in writing.
 - b. The bill or sign-board shall be removed without notice if in the opinion of the AdMA it is wrongly located and surcharge the owner with the cost.
 - c. For the purpose of this Bye-law, a house or any open space painted with any product shall constitute an advertisement and the provisions of this Bye-law shall apply to same.

Penalty

5. Any person who contravenes any provision of this Bye-law commits an offence and shall on conviction by a court be liable to a fine of 100 penalty units or to a term of imprisonment not exceeding six months or to both. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Prohibition

6. An advert shall not be erected on any electricity pole. An advert placed there shall be removed and the owner surcharged with the cost of removing the advert.

In this Bye-law unless the context otherwise requires Enforcement and Monitoring

7. (1) The department of physical planning and the Municipal guards shall ensure the compliance and enforcement of the provisions of this Bye-law.
(2) For purposes of Bye-law 6 the enforcement team has power to remove any signboard or billboard wrongly located.

Interpretation

8. In this Bye-law unless the context otherwise requires;
“a bill, sign-board” or ‘an advert’ includes a banner or placard made from cloth, wood or metal for occasions like funeral, procession, religious or secular activity or a house or store or an open space painted for promoting a product and includes a poster;
“Bill or sign-board is dilapidated” means if the message contained thereon has expired or has become obliterated or it has fallen into a state of disrepair with parts falling into pieces
“AdMA” means Adentan Municipal Assembly.

Application

9. This Bye-law shall apply within the area of authority of the AdMA.

Revocation

10. Any Bye-law on Billboards or Sign-Boards and Advertising in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Wetlands Protection) Bye-Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Wetlands Protection) Bye-Laws 2018.

Establishment of Wetlands

1. (1) The AdMA hereby establishes the Wetlands Protection Bye-law to protect the wetlands, water resources, and adjoining land areas under the jurisdiction of the AdMA
(2) For purposes of this Bye-law, the AdMA shall collaborate with the Town and Country Planning, the Lands Commission, Environmental Protection Agency and Water Resources Commission in the Greater Accra Region to collect the data on wetlands, water resources and its adjoining lands.
(3) Upon ascertaining the areas, the AdMA shall proceed to publish in a paper that circulates in the Municipality, in the electronic and print media all the areas concerned and inform the general public that no development shall take place in the designated area.
(4) The AdMA shall also erect a sign post at the site showing the demarcation of the area on the sign post.
(5) The AdMA shall indicate on this sign post that under no circumstances shall any person or company undertake any exercise to change the condition of the resource area subject to protection under this Bye-law.
(6) Examples of alteration or change include but are not limited to,
 - i) The changing of pre-existing drainage characteristics, flushing characteristics, sedimentation patterns, flow patterns and flood retention areas;
 - ii) Undertaking an activity that raises or lowers the water level or water table;
 - iii) The destruction of vegetation;
 - iv) Reclaiming a wetland for purposes of putting up a structure or undertaking any development in the designated area.

Discussions with traditional authority

2. The AdMA shall after ascertaining the various wetlands and displaying the areas, discuss this Bye-law with the traditional council in whose jurisdiction these wetlands occur and inform the traditional authorities that such areas shall not be granted for development.

Prohibition

3. The AdMA shall in conjunction with the Lands Commission refuse to grant permit for development or refuse to prepare a lease in respect of such area being demarcated to a prospective developer.

Exception

4. (a) The AdMA shall however for emergency projects necessary for the protection of the health and safety of the public allow such work to be undertaken provided that the work is to be performed by or has been ordered to be performed by an agency of health, has notified the AdMA at least 72 hours prior to the work being undertaken.
(b) The AdMA during the period of undertaking this work shall supervise the work through its Environmental Protection Agency to ensure that nothing is done to harm the ecology of the area.

Monitoring and enforcement

5. (a) The AdMA shall form a standing committee consisting of the five persons namely the Coordinating Director or his Deputy, the Solicitor, the Head of Physical Planning, the head of Disaster Prevention and Management Department and one person each from the Environmental Protection Agency and Water

Resources Commission to ensure the compliance of this Bye-law by the traditional authorities and the prospective developers.

(b) The AdMA shall pay periodic visits to the sites designated as wetlands and natural resources areas to ensure that the areas are not being degraded.

(c) Where a visit reveals any degradation, the standing committee shall inform the Legal Department in writing with evidence of the activities which seeks to destroy the environment.

(d) The AdMA on receipt of the evidence shall have authority to enforce this Bye-law by issuing a violation notice(s) or administrative orders to restore the area to its original position.

(e) Where the violation continues, the AdMA shall institute both civil and criminal action to restrain the continuous degradation of the wetlands or the natural resource.

(f) The city guards of the AdMA, including any police officer or other officer having police powers, shall have authority to assist the committee to enforce paragraphs 5(d) and (e) of this Bye-law.

Penalty

7. Any person who violates any provision of this Bye-law or administrative orders issued thereunder shall be punished by a fine of 180 penalty units. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offence, and shall attract a fine of 1 penalty unit.

Application

8. This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

In this bye-law, unless the context otherwise requires;

“ AdMA ” means Adentan Municipal Assembly.

“Wetlands” means areas where water covers the soil, or is present either at or near the surface of the soil all year or for varying periods of time during the year, including during the growing season.

Revocation

9 Any Bye-law on Wetlands Protection in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Control of food Wrapper) Bye Law 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of food Wrapper) Bye-Law, 2017

Prohibition

1. No vendor shall wrap food in anything other than food wrappers as defined in these Bye-law.

Penalty

Any vendor who contravenes any of the provisions of these Bye-laws shall be guilty of an offence and shall, on summary conviction, pay a fine of 100 penalty units or, in default of payment, to a term of six months imprisonment, and, in the case of continued offence, to a further fine of 1 penalty units for each day on which the offence is continued after a written notice of the offence has been served on the offender.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement

Interpretation

3. In this Bye-law, unless the context otherwise requires;
“Wrapper” means any material specially prepared for wrapping food or other non-injurious material.

Application

4. This Bye-law shall apply within the area of authority of the AdMA.

Revocation

5. Any Bye-law on control of food wrappers in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Numbering of Houses) Bye Law 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Numbering of Houses) Bye-Law, 2017.

Numbering of Premises

1. The AdMA may cause premises to be numbered in all towns and villages within the AdMA, and may appoint person (hereinafter referred to as Enumerators) for this purpose.

Marking of Premises

2. An Enumerator may make a mark upon any premises sufficient for the identification of such premises.

Entry of Premises

3. (a) An Enumerator may enter any premises between the hours of 6 a.m. and 6 p.m. for the performance of his duties and, may ask questions from the occupants to obtain such information as is required.

(b) No person shall remove, alter, obliterate, covers or deface any mark made in accordance with paragraph 1 of this Bye-law, or who otherwise hinders or prevents the correct identification of any premises.

Penalty

4. A person who contravenes any of the provisions of this Bye-law shall be guilty of an offence and, shall be liable on conviction to a fine of 100 penalty units or, in default of payment, to imprisonment for a term of six months. In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

5. In this Bye-law unless the context otherwise provides;
. “Premises” means any house, hut, shed, structure or roofed enclosure, whether used for human habitation or not

Application

6. This Bye-law shall apply within the area of authority of the AdMA.

7. Revocation

Any Bye-law on control of Numbering of Premises in existence within the area of authority of the AdMA before the coming into force of these Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Control of Rate and Rate Collectors) Bye Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Control of Rate and Rates Collectors) Bye-Law, 2017.

Rate Collection

1. No person or group of persons other than the AdMA shall have power to make or levy any general rate within the Assembly.
- 3 The AdMA shall have power to levy Special Rates as, in its opinion, may be deemed necessary to do so.
- 4 A general or special rate payable to the AdMA shall be of such amount as may be fixed by a resolution of the AdMA.
- 5 The AdMA may, in writing, authorize any suitable person, in respect of any specified area within its authority (hereinafter referred to as “rate collector”) to collect rates.
- 6 Without any prejudice to paragraph(1) of this Bye-law, the AdMA may by notice in writing appoint any group of persons specified in the notice to be its agent for the collection of any rate so specified subject to conditions as the AdMA shall endorse on the notice.
- 7 No person other than the authorized rate collector or the agent of the AdMA shall collect rates levied by the AdMA.

Ratable Person

- 8 It shall be the duty of every rate collector or agent
 - (a) to furnish in writing to the Assembly a nominal roll of all ratable persons in respect of which he has been authorized to collect rates;
 - (b) to collect and receive from each person liable for the payment of rates in the area, the rates payable by each person;
 - (c) to report to the Assembly, the name of any person who has failed to pay the amount due from him.
9. A general rate or any special rate imposed shall be payable by all persons of or above the age of eighteen years who resides in the AdMA or by owners of movable and unmovable property in the area;
- 10 . Notwithstanding the provisions of paragraph (9) of this Bye-law, any person who
 - (a) is for the time being in attendance at an educational institution, and
 - (b) is not during such time in respect of any remuneration or income other than an allowance or other grant provided for the purpose of such attendance, shall be exempted from payment of such rates

- (c). The AdMA may reduce or remit payment of rate on account of the poverty of any person liable for the payment of such rate.

Rate

11. No community or Urban/Town/Area Council shall levy any special rate except with the prior consent and written approval of the AdMA.
12. The AdMA may grant permission to any community or Urban/Town/Area Council to levy special rates subject to conditions as the AdMA may deem necessary including
 - (a) amount payable by each person;
 - (b) type of project to be undertaken;
 - (c) estimated cost of such project.
13. It shall be the duty of every person liable for payment of any rate to pay the amount thereof to a Rate Collector or other person or persons duly appointed or authorized by the AdMA to collect and receive the time and place specified by the AdMA when publication of a notice in respect of such rate is made
14. Notwithstanding paragraph 13 of this Bye-law, any rate collector or any person authorized by the AdMA may at all reasonable times enter any premises for the performance of his duties;
15. Without prejudice to the provisions of this Bye-law, a property rate of an amount fixed by a resolution of the AdMA shall be payable by owners of buildings situated within the AdMA on the assessed value of each building.
 - (a) If the amount of the general or special rate due in respect of any premises is not paid within the period of forty-two days after notice has been given in accordance with the Local Governance Act, 2016 (Act 936), the Assembly may apply to the court for an order for sale of the premises;
- 16 Any premises ordered to be sold to defray the amount of the rate due shall be offered for sale under the direction of the court.
 - (a) Every employer, after the publication of payment of rates has been made by the AdMA shall deduct any such general or special rate imposed by the Assembly from the remuneration of any employee of his who resides or owns immovable property in the area of the authority of the AdMA.
 - (b) The deduction shall be made in such installment as may, from time to time, be determined by the AdMA.

Receipts for rates paid

- 17 On payment of any rates levied by the AdMA, a receipt specifying the period in respect of which it is paid shall be issued to the payer and, such receipt shall be prima facie evidence of the payment of the rate for the specified period;
 - (a) The holder of any receipt for rates paid shall produce same at any time on demand for inspection by a rate collector or any other authorized servant, agent or officer of the AdMA.
- 18 No person shall molest, obstruct or prevent any rates collector or other person appointed by the AdMA who is acting or purporting to act in the performance of any duties relating to any of the purposes of this Bye-law.

Offences and Penalty

19. Any person who, without lawful justification or excuse, the proof of which shall be on him, refuses or willfully neglects to pay any basic or special rate payable by him under this Bye-law on or after the date on which it is payable, shall be guilty of an offence and, shall be liable on conviction to a fine of 120 penalty units or, in default of payment, to imprisonment for a term of six months. In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

20. Any person who makes a false statement with regard to his liability to pay rates shall be guilty of an offence and shall be liable on conviction, to a fine of 100 penalty units or to imprisonment for a term of six months.

21. Any person who, without lawful justification or excuse, incites any person to refuse to pay any rate payable by him under this Bye-law or, who incites or assists any person to make a false statement with regard to his liability to pay rates, shall be guilty of an offence and shall be liable on conviction to a fine of 100 penalty units or, imprisonment for a term of six months.

22. Any Rate Collector or Agent who,

(a) fails to deposit with the AdMA any sum of money collected by him as rates;

(b) Knowingly demands from any person an amount in excess of the duly assessed rates;

(c) Renders false returns, whether orally or in writing; or

(d) Willfully fails to carry out any duty imposed upon him as a rate collector or an agent under section 8 of this Bye-law,

Shall be guilty of an offence and liable on conviction to a fine of 150 penalty units or, to imprisonment for a term of six months.

23 Except otherwise provided in this Bye-laws, any person or group of persons who fail to comply with or contravenes any of the provisions of this Bye-law shall be guilty of an offence and shall, on conviction, be liable to a fine of 120 penalty units or, to imprisonment for a term of six months.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement

Interpretation

In this Bye-laws, unless the context otherwise provides;

“General rate” means rates of the AdMA for the general purposes of the whole Municipality.

“Special rate” means a rate made and levied over a specified area within the Municipality for the purpose of a specified project approved by the AdMA for that area.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Revocation

Any Bye-law on control of Rates and Rate Collectors in existence within the area of authority of the AdMA

before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Weekly Lotto) Bye Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Weekly Lotto) Bye-Law, 2017.

License

- 1 No person or any group of persons shall operate a Weekly Lotto within the AdMA unless he applies and obtain from the AdMA a license to do so;
- 2 An application for a license under paragraph 1 of this Bye-law shall be accompanied with:-
 - (a) two passport size photographs of the applicant;
 - (b) evidence of a bank account of amount to be decided by a resolution of the AdMA;
 - (c) a certificate of registration from the Registrar-General's Department;
 - (d) the place from which the operations shall be undertaken.

Security Deposit

- 3 There shall be paid in respect of every license issued a registration fee of such amount as may be determined by a resolution of the AdMA;
- 4 Every applicant shall, before being granted a license to operate a weekly lotto pay to the AdMA Treasury a security deposit of such amount as may be fixed by a resolution of the AdMA.

Renewal of Registration.

- 5 Every operator shall be required to renew his registration license at the end of 31st December of every year and, the fee payable shall be by a resolution of the AdMA.

Payment of monthly fee

- 6 Every operator shall pay to the AdMA a monthly fee as may be determined by a resolution of AdMA.

Payment of winnings

- 7 Every operator shall be required to pay the genuine winnings to patrons.

Penalty

- 8 Any person who contravenes any of the provisions of this Bye-law commits an offence and is liable on conviction to a fine not exceeding twenty penalty units or three months imprisonment.
In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

These Bye-laws shall apply within the area of authority of the AdMA.

Revocation

Any Bye-law on weekly Lotto in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Manufacturing/ Conveyance/ Export of Goods/Produce/Product) Bye Laws, 2018

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Government Act, 2016 (Act936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Manufacturing/ Conveyance/ Export of Goods/Produce/Product) Bye-Law, 2017.

Payment of Fees

1. No person shall be permitted to manufacture/export/convey goods/produce or products from the area of authority of the AdMA unless he has paid such fees as may from time to time be fixed by a resolution of the AdMA in accordance with any condition regarding the quality to be exported and the place to sell.

Fees

2. The fee payable to the AdMA for the manufacturing/export of produce /products as indicated in paragraph 1 of this Bye-law shall be fixed by a resolution of the AdMA.

Penalty

4. Any person who contravenes any of the provisions of this Bye-law shall be guilty of an offence and, shall on conviction, be liable to a fine of 100 penalty units or, in default of payment, to imprisonment for a term of six months.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Revocation

Any Bye-law on Manufacturing/ Conveyance/ Export of Goods/Produce/Product in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Protection of Water Supply) Bye Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Protection of Water Supply) Bye-Law, 2017.

Bathing and Washing

1. Any person who bathes in, or washes any article in, or pollutes, or causes to be polluted, or allows any person over whom he has control to bath in or wash any article in or pollutes or cause to be polluted any water supply within the AdMA shall be guilty of an offence.

Livestock to be kept away

2 Any person in charge of any livestock who fails to keep the livestock at a reasonable distance from any water supply in any town or village in the AdMA shall be guilty of an offence;

3. It shall be the duty and responsibility of the owner, possessor or the person in charge of the livestock to prevent the livestock from drinking, polluting or fouling the water of any public water supply or place used or intended for supplying water to man and fish culture.

4 No person shall farm or cultivate any farmland within a distance of one hundred meters from the bank of a water supply;

Felling of trees near river banks.

5 It shall not be lawful for any person to fell or cause to be felled any tree which is situated at least, fifty meters from the bank of any water supply in the AdMA.

Penalty

Any person who contravenes any of the provisions of this Bye-law shall be guilty of an offence and, shall on conviction, be liable to a fine of 150 penalty units or, in default of payment, to imprisonment for a term of six months.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Application

This Bye-law shall apply within the area of authority of the AdMA

Interpretation

In this Bye-law unless the context otherwise requires;

“Water supply” means any river, stream, reservoir, pond, water hole, pool, lake, well, spring or any other collection of still water, whether natural or artificial.

“Livestock” means any bovine, horse, donkey, sheep, goat, swine or bird.

“AdMA” refers to the Adenta Municipal Assembly.

Revocation

Any Bye-law on Protection of Water Supply in existence within the area of authority of the Assembly before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Removal of Night Soil) Bye Law, 2017

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Removal of Night Soil) Bye-Law, 2017.

Control by the AdMA

1. In all towns and villages within the Municipality, the removal of night-soil from all premises in which latrines are kept shall be under the control of the AdMA and, no person other than the person authorized by the AdMA shall remove night-soils from such private latrines.

Notice to Assembly

2. The owner or occupier of any premises in which private latrines are kept shall give notice of the keeping of any such private latrine to the AdMA which shall provide services for the removal of the night-soil from such private latrine.

Permission to construct Latrine

3. In all towns and villages within the AdMA, no person shall construct, build or execute the construction or building of any private latrine on his premises or, own a private latrine on his premise unless he shall have submitted a written application to the AdMA seeking the permission to construct, build or own such private latrine at his premises.
4. Any building for residential, commercial, industrial, civic or cultural use or occupation in any part of the Municipality shall have a facility for latrine and urinal and, any such latrine or urinal shall be of the type approved by the AdMA.

Prohibition

5. Every private latrine shall be adequately ventilated and lighted and, no private latrine shall be a source of nuisance or likely to be a source of nuisance to the persons living on the premises or in the neighbourhood.
6. No person shall construct, build or execute the construction or building of a private latrine on his premises other than the type recommended and approved by the Assembly;
7. The use of pan or pit latrine is prohibited in the Assembly.

8 (a) If any private latrine is being constructed or built or has been constructed or built on any premises in contravention of the provisions of this Bye-law, the AdMA may give notice in writing to the owner, user or occupier of such premises requiring such owner, user or occupier within twenty-one days to submit a statement to the Assembly, to show sufficient cause why such construction or work should not be removed, altered or pulled down;

(b) If such owner, user or occupier fails to show sufficient cause why such building, work or structure should not be removed, altered or pulled down, it shall be lawful for the AdMA to carry out the removal, alteration or pulling down of the building or work specified in the notice and, recover the expenses incurred from the owner or user or occupier.

(c)There shall be payable to the AdMA by the owner or user in respect of the services for which provisions are made by the AdMA under this Bye-law.

Penalty

Any person who contravenes or fails to comply with any of the provisions of this Bye-law commits an offence and shall, on summary conviction, be liable to a fine 180 penalty units or, in default of payment, to imprisonment for a term of six months.

In addition to the fine the Assembly shall be entitle to reimbursement of full cost of enforcement.

Interpretation

In this Bye-law, unless the context otherwise requires;

“Private latrine” means a latrine constructed for the use of the persons living within a single house or premises.

“Health Officer” means the Environmental Health Officer of the AdMA.

“AdMA” refers to the Adenta Municipal Assembly.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Revocation

Any Bye-law on Removal of Night Soil in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Coordinating Director

Adentan Municipal Assembly (Marriage and Divorce Registration) Bye Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Marriage and Divorce Registration) Bye-Law, 2017.

Marriages and divorces to be reported

1. Every marriage or divorce occurring within the area of authority of the AdMA shall within two months of the marriage or divorce be reported to the person appointed by the AdMA to receive such report in the manner as the AdMA may prescribe and, record such reports in books provided for the purpose (hereinafter referred to as the “Registers”).

Appointment of Registrars

2. Until otherwise notified, the Registrar of every Magistrate Court within the area of authority of the AdMA shall be the Registrar for the purposes of this Bye-law and, notification of any appointment under paragraph 1 of additional or other Registrars shall be prominently displayed at every Magistrate Court in the Municipality.

Duties of Registrars

3. The Registrar shall:-

- (a) Subject to directions of the AdMA be responsible for the safe custody of the Registers as required by this Bye-law.
- (b) Keep separate Registers in which he shall record the details of every report made to him in respect of each marriage or divorce;
- (c) Have the Registers available at all reasonable times for inspection by any member of the AdMA or any Administrative Officer or for search by any member of the public.
- (d) Collect and account for any fees which may be payable under this Bye-law.
- (e) Otherwise conform to the requirements of this Bye-law.

Form of Report and Register of Schedules

4. Reports in respect of marriages and divorces shall contain the information as may be prescribed by the AdMA, and Registers shall contain similar information.

Search for Registers

5. Any person shall be entitled to inspect any entry in the Register or to search Registers at any reasonable time

Copies of Entry in Registers.

6. Every certified copy of an entry in a Register shall be receivable in evidence in any legal proceedings before a Magistrate Court as evidence of the fact purporting to be recorded therein.

Admission of Certified Copies in Evidence

- 7 (a) Any clerical error in a Register may, if discovered at the time of entry, be then corrected, but no other entry shall be corrected nor any alteration made in any Register save on the application of a party supplying information to the Registrar, and the Registrar, being satisfied as to the correctness of such information;
- (b) Where any person whose name appears in the Register has changed his name, the Registrar may, upon the application of such person, record the change of name by endorsement made in the entry in the Register.

Fees

8. Fees payable upon reporting any marriage or divorce or payable for any search by any member of the public of a Register, or for supplying a certified copy of any entry therein or for making any correction of the Register made on application shall be of such amount as may be fixed by a resolution of the AdMA.

Offenses and Penalty

9. Any person who fails to report any marriage or divorce as required by paragraph 1 of this Bye-law commits an offence and shall be liable on conviction, to a fine of 100 penalty units or, in default of payment of the fine, to imprisonment for a term of six months;
10. Every Registrar who fails to register any marriage or divorce which he is required to register under this Bye-law or, who refuses or fails to supply a certified copy in accordance with paragraph 6 of this Bye-law, commits an offence and shall, on summary conviction, be liable to a fine of 100 penalty units or, in default of payment of the fine, to imprisonment for a term of six months;
11. Every person who shall willfully register or permit to be registered any false statement knowing the same to be false or, who shall willfully or carelessly destroy, permit to be destroyed, mutilate, deface or lose any register shall be liable, on conviction, to a fine of 120 penalty units or, in default of payment of the fine, to imprisonment for a term of six months.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Revocation

Any Bye-law on Marriage and Divorce Registration in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director

Adentan Municipal Assembly (Licensing of taxi Cabs) Bye Law, 2017.

IN EXERCISE of the powers conferred on the Adentan Municipal Assembly by section 181 subsection 1 of the Local Governance Act, 2016 (Act 936) this Bye-law is hereby made.

Title

This Bye-law may be cited as Adentan Municipal Assembly (Licensing of taxi Cabs) Bye-Law, 2017.

Taxi license

1. Every person who owns a taxi cab within the AdMA shall apply and obtain from the AdMA in respect of the taxi, a license (hereinafter referred to as “Taxi License”).

Vetting

2. Any person driving a taxi cab shall first apply and have his finger-print taken and vetted by the Police.

Enquiries

3. The Police shall make such enquiries into the applicant’s character and circumstance as they may think fit and, may refuse to recommend approval if they are satisfied:-

- (a) that the applicant has been convicted of any indictable offence or any offence involving dishonesty;
- (b) that the applicant appears to them to be unfit to drive a taxi cab;
- (c) that the vehicle in respect of which the application is made does not conform to the required conditions of fitness as laid down by regulation.

Fees

4 The fee payable to the AdMA for a taxi license shall be of an amount fixed by a resolution of the Assembly.

Penalty

Any person who, without reasonable excuse, contravenes any of the provisions of this Bye-law shall be guilty of an offence and shall, on summary conviction, be liable to a fine of 100 penalty units or, in default of payment of the fine, to imprisonment for a term of six months.

In addition to the fine the Assembly shall be entitled to reimbursement of full cost of enforcement.

Application

This Bye-law shall apply within the area of authority of the AdMA.

Interpretation

In this Bye-law, unless the context otherwise requires;

Revocation

Any Bye-law in respect of the Licensing of taxi Cabs in existence within the area of authority of the AdMA before the coming into force of this Bye-law is hereby revoked.

Presiding Member
Hon. Joseph Odai Boye

Municipal Coordinating Director
(Felicia Dapaah)

Regional Minister

Regional Co-ordinating Director