



REPUBLIC OF GHANA

LOCAL GOVERNMENT BULLETIN

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CERTIFICATION

This is to certify that these By-laws have been reviewed by the Central Regional Coordinating Council in accordance with section 182 sub-sections (1), (2) and (3) of the Local Governance Act, 2016 (Act 936).

It is consistent with the Local Governance Act, 2016 (Act 936) and other relevant enactments and therefore approved for publication into gazette for its enforcement by the Assembly.

Approval Date:August, 2025

.....
REGIONAL COORDINATING DIRECTOR



CAPE COAST METROPOLITAN ASSEMBLY
BY – LAWS, 2025

(1) **INTRODUCTION**

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these By-laws are hereby made:

(2) **TITLE**

These By-laws shall be known and called the Cape Coast Metropolitan Assembly By-laws, 2025.

(3) **APPLICATION**

The Cape Coast Metropolitan Assembly By-laws shall apply to all towns and villages in the Metropolitan or within the area of Authority and Jurisdiction of the Assembly.

(4) **AMENDMENT**

As and when it shall become necessary, the Assembly may decide to amend any section or part of these By-laws after it has been discussed and approved by the Assembly at a General Assembly meeting.

(5) **PAYMENT OF A PERCENTAGE OF FINE TO THE METROPOLITAN ASSEMBLY**

The Assembly shall be entitled to Fifty Per cent (50%) of all Court fines emanating from prosecutions or any Court action initiated by the Assembly in accordance with these By-laws. The Assembly shall determine the allocation of such fines, with priority to developmental projects within the Metropolitan.

(6) **COMPENSATION**

The Assembly shall have the right to demand for compensation to be paid to the Assembly in all prosecutions under these By-laws or any court action involving the Assembly.

(7) **CIVIL ACTION**

Any penalty imposed on the offender for an offence or breach under These By-laws shall be without prejudice to any civil action that the Assembly may decide to commence.

(8) **REVOCATION**

All Cape Coast Metropolitan Assembly By-laws in existence before the coming into force of these By-laws are hereby revoked.

(9) **ENACTMENT**

Made at a meeting of Cape Coast Metropolitan Assembly held on theof.....2025

.....
(PRESIDING MEMBER)

.....
(METROPOLITAN COORDINATING DIRECTOR)

(10) **APPROVAL**

Approved by the Central Regional Coordinating Council this: -.....day of2025

.....
(REGIONAL COORDINATING DIRECTOR)

A. Cape Coast Metropolitan Assembly (Payment of Rates, Licences, Fees, Fines, Rents and Levies) By-Laws, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows:

- 1. Title**
This By-law may be cited as the Cape Coast Metropolitan Assembly (Payment of Rates, Licences, Fees, Fines, Rents and Levies) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).
- 2. Payment for monthly and other periodic charges**
All rates, licences, fees, fines, rents, levies and other charges payable to the Assembly on periodic basis for periods not less than one month shall be paid to accredited officials of the Assembly or to accredited individual or corporate revenue collectors on behalf of the Assembly, either by cash or through such electronic payment systems as shall be established on the authority of the Assembly.
- 3. Receipt**
Any person, organization, institution, business or commercial concern making such payment shall be required to demand for and receive an official receipt covering any sum of money so paid.
- 4. Time for making payment**
Payment covering the full year becomes due on the first working day of each calendar year and shall be made in advance on or before the 31st day of March in any particular year in which the rate, licence, fee, rent, levy or charge shall be payable.
- 5. Payment for other charges**
Besides the annual, monthly or other periodic payments, any rate, fee, charge or fine levied and payable to the Assembly shall be paid to the accredited officials or agents of the Assembly on the respective due dates.
- 6. Offence and penalty**
Any person, organization, institution, business or commercial concern that fails to pay any rate, licence, fee, fine, rent, levy or charge by the due date, whether or not a formal demand has been made, commits an offence and shall be liable upon conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less than six months and not more than twelve months or to both fine and imprisonment.
- 7. Compensation**
In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

B. Cape Coast Metropolitan Assembly (Control of Rates and Rate Collectors) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-Law is hereby made as follows:

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Rates and Rate Collectors) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless where the context otherwise so indicates or requires –

“general rate” means a rate made and levied over the area of authority of the Assembly for the general purpose of the whole metropolis;

“special rate” means a rate made and levied over a specified area in the metropolis for the purpose of a specified project approved by the Assembly;

“rate” includes any charge, licence, permit, toll, tariff or levy imposed by the Assembly for any particular year.

3. Authority to levy rate

- a) No person or group of persons other than the Assembly shall have power to make or levy any general rate within the area of the Assembly.
- b) The Assembly shall also have the power to levy a special rate as in its opinion may be deemed necessary so to do.
- c) A general or special rate payable to the Assembly shall be of such amount as may be fixed by a resolution of the Assembly.

4. Delegation of authority

- a) The Assembly may, in writing, authorize any suitable person or institution in respect of any specified area within its authority to collect rates.
- b) Without prejudice to clause 4(a) hereof, the Assembly may by a resolution or 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 such conditions as the Assembly shall determine.
- c) No person other than an authorized rate collector or agent of the Assembly shall collect rates levied by the Assembly.
- d) It shall be the duty of every accredited rate collector or agent –
 - i. to furnish the Assembly in writing with a nominal roll of the rateable persons in the area in respect of which they have been authorized.
 - ii. to collect and receive from such persons liable for the payment of rates in the area, the rates payable by each such person;
 - iii. to report to the Assembly the name of any person who has failed to pay the amount due from him.

5. Rateable persons

A general rate or any special rate imposed shall be payable by all persons of or above the age of eighteen (18) years who reside within the area of authority of the Assembly, or by owners of movable or immovable property in the area, or by such person(s) as the Assembly may specify.

6. Exemptions from and remission of rates

- a) Notwithstanding the provisions of the foregoing paragraph, the following categories of persons shall be exempted from the payment of basic rate: –
 - i. Any persons who are for the time being in attendance at an educational institution who do not receive any remuneration or income during that period other than an allowance, loan or other grant provided for the purposes of such attendance; or
 - ii. Any persons who are seventy (70) years and above.
- b) The Assembly may reduce or remit payment of any rate on account of the poverty or insolvency of any person liable for the payment of such general or special rate. (c) The following tenements are exempted from assessment and rating of property rates:–
 - i all premises appropriated exclusively for the purpose of public worship and registered with the Assembly;
 - ii cemeteries and burial grounds registered by the Assembly;
 - iii charitable or public educational institutions registered with the Assembly;
 - iv premises used as public hospitals and clinics; and
 - v premises applied solely for national security purposes that are not commercial in nature;
 - vi premises owned by diplomatic missions approved by the Minister responsible for Foreign Affairs.

7. Duty of rateable persons

- a) It shall be the duty of every person liable for the payment of any rate to pay the amount thereof to a rate collector or other person or persons duly appointed or authorized by the Assembly to collect and receive such rate at the time and place specified by the Assembly when publication of a notice in respect of such rate is made.
- b) Notwithstanding clause 7(a) above, any rate collector or any person duly authorized by the Assembly may at all reasonable times enter any premises for the performance of their duties.

8. Property rate

- a) Without prejudice to the provision in paragraph 3 of this By-law, a property rate of an amount fixed by a resolution of the Assembly shall be payable by owners of buildings and other immovable properties situated within the area of authority of the Assembly on the assessed value of each premises.
- b) If the amount of the rate due in respect of any premises is not paid within the period of ten (10) days upon becoming due, the Assembly shall cause to be affixed on a conspicuous part of the premises a notice to the effect that if the amount of the rate payable in respect of the premises is not paid within forty-two (42) days from the date of the notice, proceedings will be taken for the sale of the premises for the purposes of defraying the amount.
- c) Such proceedings to enforce the payment of a rate payable may be taken by the Assembly before any Court and if the Court is satisfied that the amount of the rate due in respect of the premises has not been paid and the defaulter is unwilling or unable to pay, it shall order the premises to be sold to defray the amount of the rate due.
- d) Any premises ordered to be sold to defray the amount of the rate due shall be offered for sale under the direction of the person authorized by the Court.

9. Deduction of rate by Employer

- a) Every employer, after the publication of notice of payment of rates has been made by the Assembly, shall deduct any such general or special rate imposed by the Assembly from the remuneration of any employee employed by him or her who resides in the area of authority of the Assembly.
- b) In this paragraph, "employee" includes a commission agent and any other person who habitually retails the goods of another person in consideration for a commission or allowance or who habitually canvasses for or solicits customers for any other person in consideration for a commission or allowance.
- c) All such sums deducted under this provision shall be held by the employer on behalf of the Assembly and shall be paid to the Assembly within thirty (30) days after the deduction is made.
- d) An employer who, after deducting from the remuneration of an employee any general or special rate, fails to pay the amount to the Assembly within the time stipulated in clause 9(c) above commits an offence.
- e) The employer shall be indemnified in respect of any such acts done in pursuance of the foregoing provisions.

10. Receipts for payments

- a) On payment of any rate levied by the Assembly, 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 rates for the specified period.
- b) The holder of any receipt for a rate paid shall produce same for inspection at any time on demand by a rate collector or any other authorized officer or agent of the Assembly.

11. Obstruction of officer

- a) Any person who assaults, insults, molests or willfully obstructs any rate collector or other person appointed by the Assembly who is acting or purporting to act in the performance of any duties relating to any of the provisions of this By-law commits an offence.
- b) In any such case of obstruction of a rate collector or agent from the performance of their lawful duties, the Assembly may impose a penalty to be paid by the culprit in accordance with charges fixed for the purpose in the Fee-Fixing Resolution.

12. General offences

A person commits an offence who -

- a) without lawful excuse, the proof of which shall be on him/her, refuses or neglects to pay any basic, special or general rate payable by him/her under this By-law on the date due;
- b) makes a false statement with regard to his/her liability to pay rates;
- c) without lawful excuse, proof of which shall lie on him or her, incites another person to refuse to pay rate payable by such other person under this By-law or who assists another person to make false statement(s) with regard to his or her liability to pay rates;
- d) without authority from the Assembly or by a body under the Assembly authorized by the Assembly to so act, collects or attempts to collect any rate; or
- e) impersonates such person authorized by the Assembly or by a body authorized by the Assembly to so act, and collects or attempts to collect any rate.

13. Offences by Rate Collector

- a) A rate collector or agent commits an offence who: -
 - i fails to deposit with the Assembly any sum of money collected as rates by him/her;
 - ii knowingly demands from any person an amount in excess of the duly assessed rate;
 - iii renders false returns, whether orally or in writing; or
 - iv wilfully fails to carry out any duty imposed upon him/her as a rate collector or an agent under this By-law.
- b) Any penalty imposed on an offender for an offence under this paragraph shall be without prejudice to any other action the Assembly may decide to take in the case of such offender.

14. Offence and penalty

Any person, organization, institution, business or commercial concern that fails to pay any rate, license, fee, fine, rent, levy or other charge by the due date, whether or not a formal demand has been made, commits an offence and shall be liable upon conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

15. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

C. Cape Coast Metropolitan Assembly (Business Operating Permit) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Business Operating Permit) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires,

“business” includes occupation, profession, trade, services and artisans;

“premises” includes part of the premises, and all immovable properties;

“person” natural and legal persons, and includes entities.

3. Operating permit

- a) No person or institution shall carry on any business within the area of authority of the Assembly without first obtaining a business operating permit duly granted by the Assembly.
- b) There shall be charged a fee for every permit granted under this By-law as specified in the Fee-Fixing Resolution of the Assembly for any particular year.
- c) Such a permit granted under this By-law shall expire on the 31st day of December each year.

4. Permit not transferable

A business operating permit granted under this By-law is not transferable and shall be displayed in a conspicuous part of the premises on which the business is operated.

5. Liability to pay property rate not excluded

An owner of a rateable permanent or temporary immovable property who is required to pay property rate under any existing law shall in addition be required to apply for a business operating permit under this By-law for the operation of any business activities carried out on the premises.

6. Powers of entry

- a) Subject to the provisions of this By-law, any officer or person duly authorized by the Assembly may during business hours enter into or upon any building, premises or land in the area of authority of the Assembly for the purpose of carrying out inspection, enquiry or any other duties authorized by the Assembly.
- b) No person shall obstruct or interfere with any officer or person authorized by Assembly in the performance of any duties assigned to him under this By-law.

7. Revocation of permit

The Assembly may withdraw or revoke any permit granted under this By-law if any changes are effected in the business for which the permit was granted without written authorization of the Assembly or if the person granted the permit contravenes any provision of this By-law.

8. Closure of business

The Assembly may close down any business or suspend the activities of any business until the appropriate fees, together with any accrued interest and/or incidental losses incurred, are paid for the grant of a permit for the operation of the business.

9. Winding up or suspension of business

- a) Where for any reason a company or person winds up its business entirely or suspends its operation for any period of time, the company or person shall immediately inform the Assembly in writing about such closure or suspension of business activities.
- b) Any company or person that fails to comply with the foregoing clause shall continue to be liable for the payment of appropriate fees for a permit.

10. Failure to pay fees

A person who fails to pay the required fees at the prescribed time shall be liable for prosecution for the recovery of the outstanding fees plus interest at the current bank rate with effect from the day of default up to and including the date of final payment of the fees, notwithstanding any criminal prosecution that might be instituted against such offender.

11. Offence and penalty

Any person who contravenes any of the provisions of this By-law or of any direction or any of the conditions of any licence issued thereunder commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

12. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

D. Cape Coast Metropolitan Assembly (Control of Public Markets) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Public Markets) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Control of markets

The Assembly shall have control and management of markets in all towns and communities under its jurisdiction.

3. Allotment of shops and stalls

- a) Shops, stalls, spaces and selling sites in and outside the markets shall be allotted for the sale of such specified items, commodities or articles as the Assembly may from time to time direct.
- b) Application for the use of shops, stalls, spaces or selling sites shall be made to the Metropolitan Coordinating Director or such other officer as the Assembly may appoint for that purpose.
- c) The allocation of such shop, stall, space and selling site shall be made in the order of applications received and therefore the decision of the Metropolitan Coordinating Director or such other officer appointed as aforesaid as to the order of priority of applications shall be final.
- d) The Assembly reserves the right to allot shops, stalls, spaces or selling sites for such terms and conditions as it may determine.

4. Subletting

No occupier of any shop, stall, space or selling site in a market shall sublet or share such allotted premises with anyone except with the prior written consent of the Assembly.

5. Discontinuance of occupancy

In any case where the rent of any shop, stall, space or selling site in a market is payable monthly, the occupier thereof shall give three months' prior notice of their intention to discontinue the use thereof to the Assembly and shall under no circumstances transfer the use or occupancy of such premises to any other person unless otherwise expressly directed by the Assembly.

6. Hours of operation

The markets shall be opened daily to the public from 6.00am to 6.00pm unless otherwise directed.

7. No Admittance

No person other than schedule officers of the Assembly or officers of the security services in uniform shall on any occasion be in the market at hours outside the stated times specified in the foregoing paragraph.

8. Rent

- a) The rent for shops, stalls, spaces or selling sites shall be as specified by the Fee-Fixing Resolution of the Assembly published annually.
- b) All rents shall be paid in advance and in the case where the rent is payable monthly, any portion of a month shall be counted and paid for as an entire month.
- c) Whenever rent is paid, a counterfoil receipt shall be issued in respect of the payment and such receipt shall be accepted as proof of occupancy for the period for which it is issued.
- d) 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.

9. Liability for loss or damage

- a) The Assembly shall be under no liability for any loss or damage to the property of any occupier of any shop, stall, space or selling site in a market as a result of fire, theft, burglary or any other cause whatsoever.
- b) In that regard, occupiers may take relevant insurance policies to cover their wares against such events.

10. Categorization

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

11. Sales restriction

- a) No person shall sell at any place other than a market without first obtaining approval from the Assembly.
- b) No person shall sell in any place at a market other than at the shop, stall, space or selling site allotted to him or her.
- c) No occupier of any shop, stall, space or selling site shall sell or expose for sale any commodity other than those permitted to be sold at that area or in such allotted premises.

12. Cleaning

- a) Every occupier of a shop, stall, space or selling site in a market shall be responsible for the cleaning of the allotted premises and its surroundings including drains at all times of the day.
- b) Before leaving the market at the close of the day, every occupier shall thoroughly clean the shop, stall, space or selling site and its surroundings and all rubbish shall be swept and deposited in central containers provided for the purpose.
- c) All stains from oil, fat or other articles shall be thoroughly washed away.
- d) No person shall throw or dispose of any rubbish, litter, waste material or any other thing in any pathway, gutters or any open space in the market.

13. Certification of fresh meat

No person shall sell in the metropolis fresh meat which has not been slaughtered in a slaughter facility and passed for sale by the appropriate health authority.

14. Butcher's clothing

When engaged in carrying, handling or selling meat, butchers and their assistants shall wear clean clothes the type and design of which shall be approved by the Environmental Health Officer.

15. Articles of food to be raised from ground

No occupier of any stall, space or selling site in a market shall expose for sale any bread, fresh fish, prepared grain food or any other articles of food unless the same is placed on a table or on a support raised at least one metre from the ground.

16. Food to be protected

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

17. Unwholesome food

Any person who brings into the market or offers for sale therein any article for human consumption which is unwholesome commits an offence.

18. Obstruction of pathway

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

19. Restricted goods

- a) No person shall bring or cause to be brought into a market any of the following –
 - i any live animal except birds which shall be kept in coops or restrained in a humane manner;
 - ii the offal of an animal, unless the same is a permitted article of sale under this Bylaw; or
 - iii the skin of any animal, unless the same is dry or has been properly cured or dressed.

20. Prohibited persons

Officers of the Assembly shall have the power to refuse right of entry into a market to any person who has previously been guilty of such misconduct in or about the market as in the opinion of the officer justifies such refusal, and to any person of unsound mind or any person suffering from contagious or infectious disease.

21. Sleeping prohibited

No person shall use the market as a sleeping place in the night, except in such exceptional cases where the security guards on duty may allow for good reason.

22. Care of children

Every person in charge of a child in a market shall be responsible for the cleanliness and orderly conduct of the child and shall, on the request of any officer of the Assembly, remove any nuisance the child may commit.

23. Orders and directions

Every person using a market either as a seller or purchaser and every other member of the public using or frequenting a market shall obey all reasonable directions and requests of the officers of the Assembly or police officers given for the preservation of cleanliness, order and regularity in the market, or for facilitating the dispatch of business therein.

24. Use of fire

- a) The Assembly shall designate areas within the market where fire may be used.
- b) No person shall use naked fire except at the designated areas.

25. Hawker's Licence

- a) No person shall sell, offer for sale or exhibit for sale any article of merchandise except in a public market or shop save under, and by virtue of, and in accordance with the conditions and limitations contained in a licence granted for that purpose by the Assembly known as a Hawker's Licence.
- b) There shall be payable in respect of any such licence a fee specified in the Fee-Fixing Resolution for any particular year.
- c) The conditions and limitations contained in the licence shall include the following –
 - i all food sold in the state in which it is to be consumed must be protected by covering with wire gauze or netting or other suitable material against dust and flies;
 - ii no hawker shall loiter to sell any item of food in a state that is to be consumed within 50 metres of a public toilet or a refuse collection area;
 - iii the Environmental Health Officer may cancel any licence the holder of which is found to be suffering from an infectious or contagious disease or any disease of the skin.

26. Assembly under no liability for loss or damage

- a) The Assembly shall not be under any liability for any loss or damage to the property of any occupier of any shop or stall or selling site in a manner which is due to fire, theft, burglary or any other cause whatsoever.
- b) All occupiers of shops or stalls at the markets shall insure their properties against fire, theft, burglary or other foreseeable contingencies.

27. Offence and penalty

- a) Any person who contravenes or fails to comply with any of the provisions of this Bylaw commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.
- b) Without prejudice to any sanctions as specified in the foregoing clause, the Assembly reserves the right to suspend for such period(s) as it may deem fit and/or terminate the tenancy of any occupier or seller who wilfully flouts any of the provisions of this By-law.

28. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

E. Cape Coast Metropolitan Assembly (Control of Restaurants and Eating Premises) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Restaurants & Eating Premises) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires -

“restaurant” or “eating premises” means any premises where food is prepared or where cooked food or liquid refreshment is provided for sale to the public for consumption and includes drinking bar and ‘chop-bar’.

3. Licence

- a) The owner or proprietor of any restaurant or eating house shall obtain an annual licence from the Assembly subject to such conditions as may be imposed.
- b) There shall be paid in respect of every licence such amount as specified by the Fee Fixing Resolution of the Assembly for any particular year.
- c) Every licence issued under this By-law shall be valid from the date of issue and shall expire on the 31st day of December of the year in which it is issued.

4. Separate rooms for eating and kitchen

Every restaurant or eating house shall have

- a) a separate room which shall be used solely as a public eating room; and
- b) a separate room which shall be used solely as a kitchen for cooking and preparation of food and liquid refreshments for use in the restaurant or eating house.

5. Requirements for Eating Rooms

- a) Any room used as a public eating room in any restaurant or eating premises shall be not less than 5 metres in length, 4 metres in width and 4 metres in height.
- b) The floor of every public eating room shall be made of concrete or other impervious materials.
- c) Every public eating room shall be provided with adequate lighting and ventilation and rendered fly-proof.
- d) No living or sleeping room shall open directly into a public eating room.
- e) In every public eating room, there shall be provided shelves or cupboards for the storage of plates and other utensils as well as suitable tables and chairs or benches.

6. Requirements for kitchen

- a) Every kitchen in a restaurant or eating premises shall be of a type approved by the Assembly and in every such kitchen suitable fly-proof storage for food-stuffs shall be provided together with one or more tables with non-absorbent surface for the preparation and serving of food.
- b) In every such kitchen, an adequately covered receptacle for the disposal of garbage shall be provided and maintained by the owner or proprietor.

7. Washing of utensils

In every restaurant or eating premises, suitable arrangements shall be made by the owner or proprietor for the regular washing of plates, bowls, cooking utensils, drinking cups and hand-towels.

8. Cleaning and personal hygiene

- a) Every restaurant or eating premises shall be kept clean at all times.
- b) Any person engaged in the preparation, handling, serving or who otherwise deals with food prepared and served in any restaurant or eating premises shall observe good personal hygiene to the satisfaction of the health authorities.
- c) All food items meant for public consumption shall be handled in such a manner and in accordance with such standards and specifications as the health authorities may determine.

9. Health certification

- a) Any person who operates a restaurant or an eating premises or anyone who is engaged in the preparation, handling, serving or otherwise deals with food prepared and served in any restaurant or eating house shall first be certified to be free from any communicable disease by the appropriate health authority.
- b) Such certification shall be done periodically as shall be directed by the appropriate health authority.

10. Unfit persons

- a) No proprietor of a restaurant or eating premises shall allow any person suffering from any communicable disease to take part in the preparation or serving of food at the restaurant or eating house. **Drainage**
- b) Suitable drainage of wastewater from a restaurant or eating premises shall be provided.

11. Nuisance

No animals or other items likely to cause a nuisance shall be kept on the compound of any restaurant or eating premises.

12. Obstruction of officer

No person shall obstruct or resist any officer or person appointed by the Assembly who is acting or purporting to act in the performance of any of the duties relating to any of the provisions of this By-law in any restaurant or eating premises.

13. Revocation of licence

The Assembly may withdraw any licence issued under this By-law if any alteration is made to any premises subsequent to the grant of the licence without the prior approval of the Assembly, or if the licensee flouts any of the conditions contained in the licence or the provisions of this By-law, or for any other justifiable cause.

14. Offence and penalty

A person who contravenes any provision of this By-law commits an offence and is liable on conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

15. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

F. Cape Coast Metropolitan Assembly (Control of Mills and Bakeries) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Mills and Bakeries) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“bread” means loaves, rolls, cakes, pastries, biscuits and flour confectionery of any kind;

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

“mill” means any building fitted with machinery for the purpose of grinding corn, coconut, palm nut, cassava, pepper, tomatoes, et cetera, or where flour is milled.

3. Permit for site and licence

No person shall be permitted to operate a mill or bakery within the area of authority of the Assembly without first obtaining an approved permit for the site and securing a licence from the Assembly upon payment of a prescribed fee which licence shall be renewed on the first working day of every year.

4. Dimension of premises used as a mill

- a) Any room used as a mill shall not be less than 5 metres long, 4 metres wide and 4 metres high.
- b) The floor of every mill or bakery shall be of concrete or other impervious material and the walls shall be capable of being washed.
- c) In every mill or bakery, adequate lighting and ventilation shall be provided, and the surroundings of the mill shall be cleared of weeds and stagnant water, with the doors and windows suitably fly-proofed.

5. Wholesome water

In every mill or bakery, good drinking water as approved by the health authorities shall be used and the basins or containers for mixing the dough or flour shall be thoroughly washed after use.

6. Number of persons allowed

At any particular moment when the mill is in operation, not more than three persons must be allowed in the room and an adjoining room may be provided to accommodate an adequate number of customers at a time. Children under the age of ten years shall not be allowed to enter a mill or bakery.

7. Premises for bakery

No bread shall be prepared or baked for sale or public consumption in any place other than in premises approved by the Assembly.

8. Conditions for approval of bakery licence

No premises shall be licensed for the preparation or baking of bread for sale or public consumption unless the following conditions have been complied with –

- a) provision of separate and suitable rooms for
 - i the storage of flour and other materials used;
 - ii the mixing and kneading of flour and other materials and any necessary temporary storage of any bread mixture;
 - iii the storage of finished bread or other products of bakery.
- b) rooms used for storage shall be pest-proof and shall have adequate lighting and ventilation. All materials stored in the rooms shall be kept from contact with the floor and walls and nothing shall be stored in the room that is not directly connected with the work of the bakery.
- c) rooms used for storage or display, or sale of bread shall be provided with sufficient shelves, benches or tables.
- d) bread stored or offered for sale shall be protected from contamination in a manner prescribed by the health authorities.

9. Prohibition of sleeping or smoking

- a) No room in a mill or bakery shall be used as a living room or sleeping room or for any purpose not directly connected with the mill or bakery.
- b) Smoking of cigarette or use of other narcotic drugs is prohibited in a mill or bakery.

10. Sanitation

- a) Suitable sanitary facilities shall be provided for the use of persons employed in a mill or bakery and there shall be facilities for the washing of hands.
- b) There shall be suitable and adequate arrangements for the disposal of refuse.
- c) Persons employed in the mixing and kneading rooms at the bakery shall be supplied with a quality of aprons or overalls capable of being washed.

11. Infectious disease, wounds, and any other infections

- a) Any person suffering from any infectious disease or who has a wound on the hands or arms, discharging ears, or suffers from attacks of diarrhoea or vomiting shall not take part in the operations at the mill or in the preparation or handling of bread or flour or other materials used in the bakery.
- b) The owner of the mill or bakery shall ensure that all persons engaged in the operations at the mill or in the preparation or handling of bread or flour or other materials used in the bakery are medically examined and certified to be fit by the health authorities at least once every year.

12. Inspection

The health authorities shall have power to enter any mill or bakery licensed under this Bylaw for the purpose of inspection at any reasonable time of the day, and any person who obstructs such an officer commits an offence.

13. Obstruction

No person shall obstruct or resist any officer or other persons appointed by the Assembly acting in the performance of any duties related to the purposes of this By-law.

14. Revocation of licence

The Assembly may in its absolute discretion revoke any licence issued under this By-law if any conditions imposed under the licence are not complied with.

15. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding ten penalty units for each day on which the offence is continued after written notice of the offence has been served on the offender.

16. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

G. Cape Coast Metropolitan Assembly (Entertainment) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-Law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Entertainment) Bylaw, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“entertainment” includes video/movie/cinema shows, concerts, musical or theatrical performances, fairs, carnivals, circus, gaming, betting, pubs and night clubs’ events, sales promotions, floats, and commercial mobile van displays or events.

3. Licence

- a) No person shall organise any form of entertainment within the metropolis without first obtaining a licence for that purpose, and such licence shall not be transferable and shall be valid only for the period or year for which it is issued.
- b) The Assembly shall determine the fees to be paid by a resolution of the Assembly and may grant exemption from the payment of such fee as it may consider appropriate.

4. Activities for which a licence may be obtained

- a) The Assembly shall issue a licence for –
 - i concerts, theatrical performances, video shows, movie or cinema shows, fairs, circuses, dances, night clubs and other entertainments for which money is paid or reward given; and
 - ii billiards, snooker, horse racing, boxing, football and tennis events unless these activities are devoted exclusively to a charitable cause.

5. Hours of operation

A licence issued under this By-law shall permit any activity for which the licence was issued to take place within stipulated hours on the specified day unless otherwise directed.

6. Admittance to children

- a) No promoter of any entertainment shows or activities shall admit any child unaccompanied by an adult relative.
- b) Promoters of entertainment shows or activities shall indicate in a conspicuous place whether such show or activity is restrictive to adults only.
- c) Where admittance to an entertainment activity is restricted to adults only, no child shall be admitted to such entertainment activity.
- d) Where admittance is made to the general public without restrictions, it shall not be an offence for children accompanied by an adult relative to be admitted notwithstanding clause 6(a).
- e) Notwithstanding the provision in clause (d) above, no promoter of an entertainment show or activity shall allow a child to remain on the premises after 8:00pm.

7. Betting or gaming licence

- a) No person shall operate lottery, betting or gaming business within the metropolis unless such a person obtains from the Assembly a licence to do so, which licence shall be renewed for every ensuing year.
- b) Before the issue of such a licence, the applicant must be a holder of the required valid licence issued by the Gaming Commission of Ghana and/or such other licence as the Assembly may determine.
- c) An application for a licence under clause (a) of this paragraph shall be accompanied by
 - i two passport-size photographs of the applicant
 - ii evidence of a bank account
 - iii certificate of registration
 - iv particulars of the place where the operations will be undertaken.
- d) Every applicant shall pay to the Assembly a security deposit of a specified amount before the grant of a licence to operate a lottery or gaming business.

8. Prohibition of students

- a) Students of basic and senior high schools are hereby prohibited from engaging in lottery, betting or gaming games in any public place or entertainment centre and shall not be admitted, seen, found at or loiter around any commercial entertainment centre.
- b) Any proprietor or operator of a commercial entertainment centre on whose premises such student is found commits an offence under this By-law.

9. Sanctions for students and parents

- a) Any student who flouts or contravenes any of the provisions of this By-law shall be given an appropriate punishment by the authorities of the school the defaulting student attends.
- b) In addition to any such punishment, the parents of such student shall also be guilty of an offence and be liable to a fine not exceeding thirty penalty units, which fine shall be paid into the accounts of the Parents Association of the school concerned.
- c) Any parent who shall default in the payment of the penalty shall be arraigned before a Court and if found guilty shall pay a fine not exceeding sixty penalty units or in default two months imprisonment.

10. Right of entry

An officer of the Assembly duly authorised shall have the right of entry to any premises of entertainment for purposes of inspection or enforcement, and no person shall obstruct or prevent any officer so acting hereunder.

11. Revocation of licence

The Assembly may revoke an entertainment licence upon contravention of any provision of this By-law and the holder may be liable for additional sanction for any offence committed.

12. Offence and penalty

- a) Any person who contravenes or fails to comply with any of the provisions of this Bylaw commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.
- b) In the case of a continuing offence, a further fine not exceeding one penalty unit shall be imposed for each day on which the offence is continued after written notice of the offence has been served on the offender.

13. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

H. Cape Coast Metropolitan Assembly (Abatement of Noise) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Abatement of Noise) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Licence or permit

Every application for a licence or permit as required under this By-law shall be made in writing to the Assembly and every such licence or permit when granted upon the payment of a prescribed fee shall be an annual licence which shall expire at the end of that particular year unless otherwise renewed.

3. Community Information Centres

- a) A person shall not operate a community information centre unless the person has obtained a licence from the Assembly which license shall state the purpose, duration and conditions for which the licence has been granted.
- b) An operator or owner of a community information centre shall be required to comply with the provisions of this By-law.

4. Guidelines by the Assembly

The Assembly shall issue guidelines on the management of noise and related matters on an annual basis.

5. Playing of music not to cause annoyance or disturbance to neighbours

- a) It shall be unlawful for music to be played or noise to be made at night clubs, restaurants, drinking bars, shops, salons, hotels, churches, mosques, funeral grounds, floats, community information centres, product promotion or advertising centres, and other such centres, places or events the blare of which causes annoyance or disturbance to the neighbours within the vicinity.
- b) Where such noise or music is made or played in any such a place as mentioned in the foregoing clause, it shall be so made or provided as to be heard only within the confines of such centres or premises unless otherwise expressly authorized by the Assembly for a specified purpose.

6. Limitation on religious institutions

It shall not be an offence under this By-law for religious bodies or institutions to play music or engage in activities within permissible noise levels at any approved place provided that such play or engagement shall not extend beyond 10.00pm.

7. Permits to be obtained

Any person or body wishing to play music or engaging in any activity which generates noise for any reason in public beyond 10.00pm shall apply for a permit authorizing such activity and whoever does so without a permit commits an offence.

8. Standard of noise levels

The ambient noise level standards specified in the Schedule hereto or such standards as may be subsequently issued for compliance by the relevant state institution for the purpose in a national legislation shall be applicable to the whole area of authority of the Assembly and shall be observed by all persons or bodies at all times.

9. Recording and sale of musical products

No audio, video or other recorded musical products or creative content shall be produced, engineered or sold in any place for commercial purposes unless such place has been inspected, approved and licensed by the Assembly for the purpose.

10. Provision of sound-proof room

In all premises used for recording, production or selling of musical products or creative content, there shall be provided a sound-proof room which shall be equipped with such instruments or gadgets as to eliminate any unnecessary loud noise or nuisance to the public.

11. Offence and penalty

Any person, establishment or institution which contravenes any of the provisions of this By-law or any licence or permit granted hereunder commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

12. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

SCHEDULE
(Paragraph 8)

AMBIENT NOISE LEVEL STANDARDS

DESCRIPTION OF AREA OF NOISE RECEPTION	PERMISSIBLE NOISE LEVEL IN dB(A)	
	Day (0600-2200)	Night (2200-0600)
Residential areas with low or infrequent transportation	55	48
Educational facilities (school) and health facilities (hospital, clinic)	55	50
Areas with some commercial or light industry	60	55
Areas with some light industry, places of entertainment or public assembly, and places of worship located in this zone	65	60
Predominantly commercial areas	75	65
Light industrial areas	70	60
Predominantly heavy industrial areas	70	70

I. Cape Coast Metropolitan Assembly (Liquor Licensing) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Liquor Licensing) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires -

“liquor” means any distilled alcoholic drink or fermented alcoholic beverage and shall include spirits, whiskey, brandy, akpetshie, liqueur, beer, wine, palm wine and pito.

3. Licence to fell oil palm trees, distil or sell liquor

- a) No person shall fell, uproot, log, giddle, injure or destroy oil palm trees for the purpose of making palm wine for sale or distillation of liquor for public consumption unless he/she first obtains a licence to do so from the Assembly and also complies with any conditions which the Assembly may endorse on the licence.
- b) No person shall distil and/or sell liquor without a licence granted by the Assembly. (c) Separate licences may be issued for felling oil palm trees, distillation and selling of liquor and shall contain sufficient particulars of the place and type of liquor the applicant intends to sell or distil and shall be subject to the provisions of the Liquor Licensing Act, 1970 (Act 331).
- c) There shall be paid in respect of every licence such amount as specified by the FeeFixing Resolution of the Assembly for any particular year and shall be payable on demand by any accredited official who shall issue a receipt for the amount paid.

4. Revocation of licence

- a) An officer duly authorized by the Assembly may at all reasonable times take steps to revoke any such licence where the proprietor:
 - i is acting in a manner repugnant or injurious to public interest;
 - ii does not use the licensed premises for the purpose for which it was originally intended.
- b) No person shall obstruct or otherwise interfere with any officer or other persons authorized by the Assembly in the performance of any duties assigned to them under this By-law.

5. Civil and criminal liability

A person who fails to pay the required fees at the prescribed time shall be liable under civil proceedings for the recovery of the outstanding fees plus interest at the current bank rate with effect from the day of default up to and including the date of final payment of the fees, notwithstanding any criminal prosecution that might be instituted against such offender.

6. Offence and penalty

Any person who contravenes any of the provisions of this By-law or of any direction or conditions of any licence issued thereunder commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

7. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

J. Cape Coast Metropolitan Assembly (Control of Traditional Medicine Practitioners) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Traditional Medicine Practitioners) By-Law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires, “traditional medicine practitioner” means a person who holds himself or herself out as practising traditional therapeutics and includes herbalists.

3. Licence

No person shall practise within the metropolis as a traditional medicine practitioner unless he or she first registers with the Ghana Traditional Medicine Practice Council and further obtains an annual licence from the Assembly which licence shall be paid for as specified in the Fee Fixing Resolution of the Assembly for any particular year and renewable at the beginning of every year.

4. Sanitary condition of premises

A traditional medicine practitioner shall –

- a) keep his premises and surroundings clean;
- b) remove all filth from the premises from time to time and as often as may be necessary to maintain the premises in a state of cleanliness;
- c) keep his stock under hygienic conditions;
- d) take all reasonable precautions in cases of infectious and contagious diseases; and
- e) refer cases beyond his competence to a hospital with reasonable dispatch.

5. Inspection of licence and premises

Any person duly authorised by the Assembly may enter and inspect the sanitary condition of premises and request the practitioner to produce his license for inspection.

6. Advertisement of herbal products

No person shall advertise and/or undertake any promotional activities aimed at the public without the advertisement being consistent with the accepted product information and approvals.

7. Required product information

Every manufacturer and/or distributor of herbal products shall provide information on items listed below in relation to the product –

- a) name of the product;
- b) list of active and inactive ingredient(s) of the product with scientific name(s), parts of the plant used, and quantity; and with reference to the source text for the prescription, if available;
- c) the list of plant ingredients of the product with taxonomic classification, including species, genus and family;
- d) methods and technology used in manufacture;
- e) physical and chemical identification tests;
- f) quality standards for the ingredients when necessary (which may include the limit of residue of heavy metals, pesticides, insecticides and herbicides);
- g) quality standards for the products;
- h) stability tests;
- i) therapeutic uses and dosage;
- j) evidence of traditional use or recent clinical experience with the product in the form proposed to support the safety and efficacy of the product;
- k) package and packaging materials; and
- l) content on label or package insert.

8. Revocation of licence

Where a practitioner has been convicted on two occasions for an offence involving dishonesty, moral turpitude or improper conduct, or where he or she repeatedly fails to maintain good sanitary conditions in his premises, the Assembly may revoke any licence issued to him under this By-law and/or refuse to grant a new licence accordingly.

9. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

10. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

K. Cape Coast Metropolitan Assembly (Control of Slaughter Facility) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Slaughter Facility) By-Law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Compliance with L.I. 2405

This By-law shall be implemented as far as practicable in compliance with the provisions of the Meat Inspection Regulations, 2020 (L.I. 2405) or any such regulations in force for the time being.

3. Regulation of slaughter facility

A person shall not use any premises for the slaughter of animals or cause or allow an animal to be slaughtered with intent to supply, sell, offer or expose the meat for sale or for human or animal consumption, unless the facility or premises is registered by the Assembly.

4. Restriction of slaughtering or dressing of animals

No person shall slaughter livestock or dress the carcass of any livestock for human consumption at any place within the jurisdiction of the Assembly other than the slaughter facility or such other premises approved for that purpose by the Assembly.

5. Working hours

Animals may be slaughtered between the hours of 5.00am and 12.30pm each day or at such other hours as the Assembly may specify from time to time.

6. Conveyance of animals

- a) A person who intends to deliver an animal for slaughter at a slaughter facility shall obtain a movement permit from the Veterinary Officer.
- b) The owner or person in charge of a slaughter facility shall not accept delivery of an animal for slaughter unless the animal is covered with a movement permit.
- c) No vehicle other than a vehicle hygienically equipped and approved by the Assembly for the purpose shall be allowed to transport or convey animals to the slaughter facility or other approved place, or transport or convey meat qualified for sale from the slaughter facility or other approved place to the meat markets, meat shops, distribution centres, hospitals or other organizations, except with the approval and under a movement permit issued and signed by the Veterinary Officer.
- d) No animals shall be transported into the metropolis for slaughter without being covered by appropriate movement permit(s) issued for the purpose in the originating Metropolitan, and all such animals which are not covered by such permit shall be impounded for investigation and sanctions where necessary.

7. Prohibition of sale of meat slaughtered at unapproved facility or premises

- a) No fresh meat shall be sold or otherwise disposed of at any shop, market or other place or distributed for sale or other such purposes unless it is the flesh of animals slaughtered in the Assembly's slaughter facility or other approved premises.
- b) Notwithstanding clause 7(a) above, where fresh meat duly stamped by a recognised slaughter facility authority is brought into the metropolis from other parts of Ghana or from outside the borders of Ghana, the Assembly may allow the sale of the fresh meat on the approval and certification by the Assembly's Veterinary Officer or Health Officer confirming its fitness for human consumption.
- c) In case of an emergency or for good cause, animals may be slaughtered at a premises other than a slaughter facility under a licence issued by the Veterinary Officer or by an officer appointed by him provided that in every such case the carcass and all the organs of the animal so slaughtered shall be brought without delay for examination by the inspector or persons authorized by the Assembly.

8. Inspection of animals

Every animal brought to the slaughter facility for slaughter shall be inspected both before and after slaughter by a Veterinary Inspector or an inspector from the Environmental Health Unit. All organs and parts of the slaughtered animal shall, after the said inspection, be stamped or otherwise marked so as to make each organ or part readily identifiable as meat qualified and passed as fit for human consumption.

9. Slaughter operations

- a) A person who slaughters an animal in a slaughter facility shall undertake the slaughter of the animal
 - i in a humane manner so as to prevent needless suffering of the animal; and
 - ii to ensure improvement in the quality of meat and meat products.
- b) A Health Officer or any person employed by the Assembly to exercise control over a slaughter facility or other place appointed for the slaughter of animals shall have power to direct the manner in which the animal shall be slaughtered so as to prevent any unnecessary cruelty to the animal and may issue such directions which shall be obeyed by any person using a slaughter facility or such designated places.

10. Surrender of diseased carcass

Any carcass or any organ of the slaughtered animal found to be diseased or unfit for consumption shall be surrendered by the owner or person responsible for such carcass or organ to be impounded by the officer-in-charge who will arrange for its proper disposal or destruction.

11. Butcher's licence

- a) No person shall be allowed to slaughter an animal for sale to the public within the jurisdiction of the Assembly unless he is a holder of an appropriate licence duly issued by the Assembly.
- b) All butchers and their apprentices shall undergo medical examination once every six months as part of the conditions for the grant and renewal of the operational licence.

12. Revocation of licence

- a) Subject to the approval of the Assembly, any licence may be suspended or cancelled and the holder's name removed from the register by the Veterinary Officer or Health Officer where:
 - i an owner or a registered person has been convicted of an offence under this Bylaw; or
 - ii the Assembly is satisfied that an owner or a registered person has committed an offence against any order or direction in connection with the slaughter of animals or sale of meat; or
 - iii the conduct and behaviour of such a person is contrary to the intent and purposes of this By-law.

13. Cleaning and disinfection

- a) The officer-in-charge of a slaughter facility shall at all times arrange for the proper cleaning and disinfection of the facility and its precincts after the slaughtering and dressing of the carcass.
- b) All persons engaged in the slaughter, dressing or sale of animals shall wear aprons and other hygienic clothing approved by the Assembly.

14. Health status of person handling meat

- a) A person who works in a slaughter facility shall have a health status consistent with the prevention of contamination of meat.
- b) A person who comes into contact with meat in the course of work shall undergo medical examination every six months.
- c) A person who manages a slaughter facility shall keep a record of the medical examination of an employee and make the record available for inspection by an inspector.
- d) A person who manages a slaughter facility shall ensure that a person who is
 - i known or suspected to be suffering from a disease likely to be transmitted through meat,
 - ii a carrier of a disease likely to be transmitted through meat, or
 - iii afflicted with wounds, skin infections, sores or with diarrhoea is not permitted to work or be present in a slaughter facility where there is a likelihood of that person directly or indirectly contaminating the meat.
- e) A person referred to in the foregoing clause shall immediately report any illness to the person in charge of the slaughter facility.

15. Entry into a slaughter facility

A person who is in charge of a slaughter facility shall not admit a person other than an employee of that establishment into the facility or any part of the facility where meat is being processed except with the permission of an inspector.

16. Prohibited activities at the slaughter facility and associated sanctions

- a) A person shall not
 - i smoke or chew tobacco or any other substance injurious to human health, or
 - ii emit a substance from the nose or mouth while slaughtering an animal in a slaughter facility or any other part of the slaughter facility where a carcass is dressed, prepared, treated or stored.
- b) A person shall not
 - i allow a dog or a cat to enter a slaughter facility;
 - ii sell meat in a market, shop or any other place without a veterinary stamp embossed on the meat; or
 - iii use vehicle tyres for the singeing of animal carcass.
- c) A person who contravenes clauses 16(a) and 16(b) above commits an offence and is liable on summary conviction to a fine not less than one thousand penalty units and not more than seven thousand five hundred penalty units or to a term of imprisonment not less four years and not more than fifteen years or to both fine and imprisonment.

17. Licence for sale of meat

Except under a licence duly granted in that behalf by the Assembly upon the payment of a specified fee, no person shall sell or expose for sale any fresh or frozen meat.

18. Storage and protection

All meat shall be stored in containers approved by the Health Unit of the Assembly and shall be protected against flies and dust.

19. Offence and penalty

Without prejudice to the sanctions imposed under paragraph 16(c) above, any person who contravenes any of the provisions of this By-Law or of any direction or any of the condition of any licence issued thereunder commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

20. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

L. Cape Coast Metropolitan Assembly (Control of Livestock) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Livestock) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“livestock” means the male, female or young of a horse, ass, mule, cattle, sheep, goat, pig or any domestic animal other than a dog or cat;

“stray animals” include any animal or bird found in any public place without any person in charge thereof.

3. Permit for rearing livestock

a) No person shall rear or keep any livestock for commercial purposes in or near any household within the area of administration of the Assembly without a permit issued for that purpose by the Assembly at a fee determined by the Fee-Fixing Resolution of the Assembly for any particular year.

b) The Assembly, in granting a permit, shall regulate the conditions under which any such livestock are to be kept.

c) For avoidance of doubt, the keeping or rearing of cattle in residential areas is hereby prohibited.

4. Exemptions

Subject to the foregoing provisions, a person may keep not more than five cattle in or near a household for a maximum period of fourteen days for domestic, religious or customary purposes or ceremonies.

5. Animals to be enclosed

Every cattle kept in or near a household under the immediately preceding provision shall be tethered or enclosed and no person shall allow any cattle to stray into any public place.

6. Impounding of stray animals

a) If in any town, any animals are found in any public place without any person in charge thereof, any police officer, health officer or person so authorised may seize and impound the said animal in any common pound and have them detained until the owner pays to the Assembly a prescribed sum to cover expenses involved in the exercise.

b) If the said sum is not paid within seven days after impounding, the officer appointed by the Assembly for the purpose shall give three days’ notice of his intention to sell the animal at a public auction.

c) At the expiration of the period, the said animal shall be sold by public auction and the proceeds paid to the Assembly.

d) The Assembly shall not be responsible for any livestock that may die after it has been impounded.

e) Subject to clause (a), an officer appointed by the Assembly may use any reasonable force necessary to control any livestock that poses a threat to the public and life.

7. Inspection of premises

a) An officer or agent appointed by the Assembly may, at any reasonable time, enter and inspect any premises where livestock are kept.

b) Any cattle found in excess of the permitted number or kept beyond the exemption period as provided in paragraph 4 above may be impounded by the officer or agent.

8. Offence and penalty

Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

9. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

M. Cape Coast Metropolitan Assembly (Control Of Poultry In Dwelling Houses) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Poultry in Dwelling House) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires,

“Health Officer” includes any Medical Officer, Veterinary Officer, Animal Husbandry Officer, Environmental Health Officer and any person appointed to undertake the services of a Health Officer;

“poultry” includes hens, cockerels, ducks, turkeys, guinea fowls, ostrich and quails.

3. Poultry keeping in dwelling house

- a) No person shall rear poultry for commercial purposes in any dwelling house without first obtaining a permit from the Assembly at a fee determined by the Fee-Fixing Resolution of the Assembly for any particular year.
- b) The Assembly, in granting a permit, shall regulate the conditions under which any such livestock are to be kept.
- c) Subject to the other provisions of this By-law, the maximum number of poultry that may be kept in a dwelling house within the administrative area of the Assembly shall be 200 birds but this number may be exceeded only with the written consent of the Health Officer.

4. Housing of poultry

- a) Poultry shall be kept only in deep-litter or battery cage or in any other suitable housing the floor of which shall be strewn with a suitable absorbent material such as sawdust or wood shavings.
- b) Litter or droppings cleared from cages or other structures housing poultry shall be disposed of in accordance with the laws governing sanitation in the metropolis and in such manner as the Veterinary Officer shall from time to time by notice direct, provided that such litter or droppings shall not be disposed of in such manner as shall constitute a nuisance to residents.

5. Roaming of birds not allowed

The owner or keeper of poultry shall not allow the birds to roam outside his compound or to stray into the home or land of other residents.

6. Impounding of stray poultry

- a) It shall be lawful for any officer or employee of the Assembly to impound any stray poultry.
- b) Impounded poultry shall be disposed of in such manner as the Health Officer shall direct.

7. Power to inspect

- a) It shall be lawful for an officer or employee of the Assembly or any Health Officer to enter any land in which poultry are kept or in which he has reason to believe that poultry are being kept so as –
 - i to advise on or enforce any sanitary regulations in force under any enactment so as to prevent or minimize the spread of animal disease particularly those communicable to man; or
 - ii to find out if the conditions under which poultry are being kept meet the requirements of this By-law.

8. Obstruction

No person shall obstruct or resist any officer or other person appointed by the Assembly who is acting in the performance of any duties related to any of the purposes of this Bylaw.

9. Offence and penalty

Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

10. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

N. Cape Coast Metropolitan Assembly (Control of Dogs) By-Laws, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

- 1. Title**
This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Dogs) Bylaw, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).
- 2. Licence for commercial rearing**
No person shall rear a dog on commercial basis unless he applies for and obtains a licence from the Assembly to do so on the payment of a prescribed fee which licence shall expire on the 31st December of the year in which it is issued.
- 3. Vaccination against rabies**
The Assembly shall before granting a licence satisfy itself that the dog has been duly vaccinated against rabies on the production of a signed certificate issued by a Veterinary Officer to that effect.
- 4. Certificate**
A certificate shall be provided to the keeper by the licensing officer which certificate shall be kept at all times whilst the licence remains in force.
- 5. Dogs to be confined**
Every dog shall be confined in a house by the owner and shall not be allowed to be at large.
- 6. Power to seize and destroy dog**
 - a) Any officer of the Assembly duly authorised in that behalf may seize and detain any dog found in any street or public place not under the control of any person.
 - b) Where the owner of the dog is known, the officer shall notify him of the detention. (c) Any such dog shall be released to the owner after paying the appropriate detention fee for each day that the dog has been in custody.
 - c) When a dog is detained pursuant to this By-law for more than 14 days and the owner has not been found, or if owner does not claim the dog and pay the impounding fee, the Health Officer may cause the dog to be destroyed.
 - d) Any officer or agent of the Assembly authorised in that behalf may seize any dog suffering or reasonably believed to be suffering from rabies or other disease within the meaning of the Diseases of Animals Act, 1961 (Act 83).
- 7. Keepers of dogs**
Any person in whose custody, charge or possession or on whose premises a dog is found shall, for the purpose of these By-laws, be deemed to be keeper of such dog unless the contrary is proved.
- 8. Licence to be produced on demand**
It shall be the duty of every person who has a dog licence in force to produce it within twenty-four hours of demand to any officer of the Assembly authorised in that behalf.
- 9. Inoculation of dogs**
A person who keeps a dog shall have it inoculated once every year against rabies and other relevant vaccinations at the Veterinary Services Department and obtain a certificate to that effect in respect of the dog.
- 10. Offence and penalty**
Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.
- 11. Compensation**
In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

SCHEDULE
(Paragraph 2)
CAPE COAST METROPOLITAN ASSEMBLY
(CONTROL OF DOGS) BY-LAW, 2025 DOG LICENCE

This licence is hereby granted to of for keeping the dog described
hereunder at House No. (Digital Address:) in the Cape Coast
Metropolis for the year ending 31st December, 20

Name of Dog:

Description:

Inoculation Certificate No: Date:

Fee Paid: GH¢.....

.....
Veterinary Officer

O. Cape Coast Metropolitan Assembly (Fisheries Management) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Fisheries Management) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Canoe registration and fishing licence

- a) A person shall not use a canoe for fishing in the metropolis unless the canoe has been duly registered and the person has been issued with a fishing licence by the Fisheries Commission through the Assembly.
- b) Any canoe which does not bear the markings of identity assigned to the vessel shall not be allowed to operate in the metropolis.

3. Licence

No person shall sell or expose for sale any fresh or frozen fish except under an annual licence duly granted in that behalf by the Assembly upon payment of a specified fee fixed in the Fee Fixing Resolution of the Assembly for the purpose.

4. Storage and protection

All fish offered for sale or for public consumption shall be stored in approved containers and protected against flies and dust.

5. Prohibition of use of chemicals and explosives

- a) The use of poisons, chemicals or other noxious substances for the purpose of killing, stunning, disabling or catching fish is prohibited.
- b) No person shall use for fishing or carry on board or have in his or her possession or control without lawful authority at any place within a two-kilometre radius from the shore or stream, any dynamite or other explosives in circumstances indicating an intention of using such substance for fishing.

6. Pollution of fishery waters

No person shall directly or indirectly introduce a harmful substance into fishery waters which adversely affects the habitat or health of the fish or the aquatic resources.

7. Hauling and landing of juvenile fish

- a) The hauling and landing of juvenile fish apart from ‘Amoni’/’Anchovy’ are banned.
- b) A person shall not knowingly take any gravid lobsters, crustacea or marine mammals during fishing. In the event that any of these organisms is caught accidentally or as a by-catch, it shall be returned to sea immediately with the least possible injury to the organism.

8. Submerged stationary fishing gear

Every submerged stationary fishing gear or surface drifting gear shall bear conspicuous surface marks using brightly coloured buoys, flags or floating poles and night lighted markers all of which must be visible in clear weather at a distance of not less than one nautical mile; and in the case of nets, the markers shall be placed at intervals of twenty-five metres along the full length of the net.

9. Carrying of harmful articles

Apart from fishermen operating drift gill nets, ‘nifa’, and hook and line, no fisherman is permitted to carry a cutlass, missile, club or any harmful article to sea or fishing grounds.

10. Closed season and fishing holiday

- a) A closed season ban shall be imposed from time to time by the Assembly in consultation with Ministry of Fisheries and Aquaculture Development and no person shall be allowed to engage in fishing during the specified period.
- b) There shall be no fishing whatsoever on Tuesdays and any fish caught or landed on such days shall be confiscated.

11. Regulating fishing in streams

- a) Fishing shall not be done in all the streams along the beach until May-June or at the onset of rains.
- b) In pursuance of this, no person shall cast nets across the gateway to the sea until such time that the ban is lifted.

12. Protection of Fosu Lagoon and other such wetlands

- a) With the view to ensuring conservation and sustainability of the wetland around the Fosu Lagoon and other such lagoons, cutting of mangroves from the lagoon environment is hereby prohibited.
- b) There shall be regular planting of mangroves to enhance biodiversity of the lagoon.
- c) No person, institution or organization shall discharge any chemical or waste into or within the immediate environs of the Fosu Lagoon and other such lagoons.

13. Restriction of fishmongers from going to sea

- a) No fish-carrier and fishmonger shall set out to meet any canoe on its way to shore in an attempt to transact any business.
- b) Any fisherman who ferries any fishmonger to transact business on the sea or lake or who aids or abets any fishmonger in any way to flout the foregoing provision commits an offence.

14. Migrant compliance

No migrant fisherman who does not comply with the norms of the community shall be not be allowed to operate at the beach.

15. Restriction of children

- a) No child of school going age is permitted to be at the beach or go to sea during school hours.
- b) A child between the ages of one year and eight years is prohibited from bathing in the sea.

16. General Offences

The following acts shall constitute offences under this By-law –

- a) Creating any insanitary condition at the beach;
- b) Leaving an abandoned or unserviceable canoe at the beach;
- c) Using a net of mesh size less than 25mm;
- d) Fighting (of any form) either at sea or at the beach;
- e) Casting of net over a net already cast by another fisherman or a group of fishermen;
- f) Refusal to help or turning down the invitation for help of a fisherman who is facing problems at sea due to a mechanical fault of the outboard motor being used or entangling of net resulting in immobility;
- g) Wilfully damaging the fishing gear or any article belonging to another person or group of persons;
- h) Wilful or dishonest appropriation of fishing inputs or items found or retrieved either at sea or at the beach;
- i) Cursing or invoking the wrath of a deity or the gods on another person or group of persons;
- j) Going to sea alone;
- k) Getting drunk when going to sea or whilst fishing;
- l) Fishing at sea without oars or sails;
- m) Interfering with the discharge of fish;
- n) Stealing fish or in any manner dishonestly appropriating fish, irrespective of the quantity;
- o) Failure or refusal by anyone belonging to the fishing community to pay his/her required levy;
- p) Failure or refusal by anyone belonging to the fishing community to attend communal labour at the beach when so required;
- q) Winning of sand within 100 metres from the sea shore.

17. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

18. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

P. Cape Coast Metropolitan Assembly (Sanitation) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Sanitation) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires, -

“essential service” means services, by whomsoever rendered, and to whomever rendered, the interruption of which would threaten the personal safety, health or life of the whole or part of the population;

“frontage” includes veranda and porch of any premises;

“goods” includes trucks, cranes, lorries, cars, motor cycles, tricycles, bicycles and carts;

“premises” means any building or structure and includes stalls, kiosks, bars and restaurants;

“roads” include street, kerb, pavement, sidewalks and footpaths.

3. Designated dumping sites

No person shall dump rubbish at any place other than at the designated places assigned by the Assembly.

4. Placing of items at unauthorised places

a) No empty cases, spare parts of vehicles, derelict vehicles and other articles shall be placed or allowed at places where -

- i they may cause obstruction to traffic or other users of the road;
- ii their presence may be an eyesore; or
- iii they are otherwise unpleasant to the public.

5. No items to be packed to obstruct traffic or road

Where articles are arranged in front of a building in such a way that they constitute a danger or obstruction to any person or vehicles, or they provide unauthorised accommodation of a sort for a person, animal or thing, they shall be removed by the Assembly without notice.

6. Obstruction of pathway

A person commits an offence who parks a vehicle or packs goods or other things in any public pathway or pavement.

7. Posting of posters in public places

- a) No person shall affix posters for advertisement on any wall, tree or fixtures in a public place other than -
 - i in the spaces specifically provided or approved by the Assembly for such purposes; or
 - ii on the property owned or occupied by the advertiser.

8. No littering into gutter

A person who throws litter, refuse or other matter that may cause nuisance or block the free passage of water running in gutters or drains commits an offence.

9. Cleaning of gutters

It shall be the responsibility of every owner or occupier of a house to clear and keep clean gutters, private or public, in or around his premises.

10. Security lights

It shall be the responsibility of every owner or occupier of a house to cause to be fixed appropriate security lights at the external perimeters of the premises.

11. Construction across public way

No owner or occupier of a house shall construct a gutter, drain or pipeline across a public way such as a road or street except with the prior approval of the Roads Engineer.

12. Painting

Every owner or occupier of a house shall cause the exterior of their premises to be painted at reasonable intervals or as and when the premises become dirty and/or unsightly.

13. Undeveloped plots of land

All undeveloped plots shall be kept clean and clear of weeds at all times by the owner or occupier of the plot or parcel of land.

14. Refuse dumps

- a) No owner or occupier of a house shall create a refuse dump in or outside his premises.
- b) Every owner or occupier of a house shall get their cesspit emptied regularly to avoid causing nuisance to the neighbourhood.

15. Frontage of commercial or industrial building to be concreted and kept clean

- a) The frontage of every commercial or industrial building shall be concreted, cemented or solidly paved, slabbed, tiled or culverted by the owner or occupier to the satisfaction of the Metropolitan Engineer.
- b) Where the owner or occupier of a commercial or industrial premises does not comply with the foregoing provision, the Metropolitan Engineer or any approved agent of the Assembly shall do so and surcharge the owner or occupier of the commercial or industrial building concerned.
- c) Owners or occupiers of stores, shops, market stalls and market places shall keep their floors and frontages clean and clear of litter, rubbish or filth.
- d) Where a person is permitted or licensed to trade, work or use for any purpose the frontage of any premises, the owner or occupier of the premises shall be severally or jointly liable with the said person for any default under this paragraph.

16. Nuisance

A person who, for the purpose of a trade, vocation or other business causes offensive smell or other nuisance to the detriment of neighbours or the public commits an offence.

17. Obstruction on Sanitation Day

Where the Assembly acting under its powers institutes a Sanitation Day, any person who on the Sanitation Day obstructs any pupil or teacher of any school or any other person authorised to clean any area of the metropolis commits an offence.

18. Communal service

- a) The Assembly or its members, authorized officers or agents, or a chief or a community may exact any work or service of a kind described in clause 18(c) hereof and it shall be the duty of every resident above the age of 18 years of the particular community or area to perform such work or service.
- b) Before the exaction of any such work or service, the residents of the community or area in question or their direct representatives shall be given adequate notice as to the date, time and place of the work or service.
- c) Such work or service may include minor communal services of a kind which are to be performed by the members of a community in the direct interest of the community and which are normal civic obligations incumbent upon the members of the community, more particularly and without prejudice to the general foregoing services, for –
 - i the maintenance of buildings used for communal purposes including markets but excluding shrines and other places of worship;
 - ii sanitation;
 - iii emergency measures for the prevention of disease or the spread of disease;
 - iv the maintenance and clearing of local roads and paths;
 - v the construction of schools, toilets, markets or such social amenities; or
 - vi the provision and maintenance of local cemeteries.
- d) Any person above the age of 18 years from whom such work or service of any kind is lawfully demanded under this paragraph who refuses or fails without reasonable cause to render or perform the required duty or service shall be guilty of an offence.
- e) Any person above the age of 18 years who is indisposed or who, in the opinion of the community, is old or aged, or who seeks permission to absent themselves, shall be exempted from communal service on any particular day.
- f) During the specified period designated for communal service, it shall be an offence to undertake any form of commercial activity except for activities that are considered as essential services.

19. No liability against officers

No person authorised by the Assembly to destroy, remove or otherwise dispose of anything under this By-law shall be liable to any person for any loss however sustained.

20. Offence and penalty

- a) Except where remedy is expressly provided, any contravention of any provision of this Bylaw constitutes an offence and may be sanctioned by way of an abatement exercise by the Assembly with or without notice or be punishable on summary conviction by a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not exceeding six months or to both.
- b) There shall be a further fine of twenty-five penalty units for each day on which the offence is continued after written notice of the conviction has been served on the offender in the case of a continuing offence.
- c) As an alternative to the penalty in clause 20(b) above, there shall be a minimum spot fine of twenty-five penalty units to be exacted where necessary by authorised officers of the Assembly and for which an appropriate receipt shall be issued.

21. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

Q. Cape Coast Metropolitan Assembly (Control of Nuisance and Infectious Diseases) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Nuisance and Infectious Diseases) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires,

“Health Officer” includes the Director of Health Services, Medical Officer or Environmental Health Officer so appointed by the Assembly for that purpose;

“house” includes any school or hostel;

“nuisance” means anything or any act which is injurious or likely to be injurious to the health of any person(s) or animal(s) and which act could be abated by the Assembly or by any person whose act or omission to act causes the said nuisance; “public place” includes the common area of a public building; an indoor service line or service counter in any premises to which the public has access, a place of public assembly, a public washroom, a public building/public facility/public place, a reception area, the public portion of an amusement arcade, an assembly hall, a market, a stadium, an arena, a food court, the public portion of any restaurant, the public portion of any bar or club, the public portion of any retail shop, the common area of a shopping mall, the public portion of any cinema or theatre, and the public portion of any barber shop or hairdressing salon.

3. General Offences

a) The following acts shall constitute offences under this By-law –

- i The keeping or harbouring of any animal in any premises in such a manner or in any premises so constructed or so situated as to cause or is likely to cause such keeping or harbouring injurious to human health;
- ii Any growth of weeds, prickly pear, long grass or wild bush of any sort;
- iii Any house or part of a house so overcrowded as to be dangerous or injurious to the health of the occupants;
- iv Accumulation or deposit of articles or things which is detrimental to the amenities of the place, or in respect of which it is certified by a Health Officer that by reason of its character or situation, it is, or likely to be, injurious or dangerous to human health;
- v Any work, manufacturing, trade, or business injurious to the health of the neighbours or which is so conducted as to be dangerous to health or likely to be so;
- vi Any rat-infested house or premises, or any rat-infested part of any house or premises, or rat-hole in any part of any house or premises;
- vii Causing or contributing to the creation of a nuisance in a public place which is part of or which adjoins a dwelling-house;
- viii Making a loud or an unseemly noise in a public place or space, after being warned to desist, to the annoyance or disturbance of any other person as determined by the Environmental Protection Agency;
- ix Causing nuisance in any street, house, pool, ditch, drain, gutter, water course or toilet.

4. Duty of occupier to keep premises free from nuisance

The occupier of any premises, or the owner of the premises for the time being unoccupied or if the occupier cannot be found, shall keep such premises free from all nuisance; and where any premises abuts a street, the occupier (or owner in the case as aforesaid) shall keep clean and free from all nuisances so much of such street as shall be contiguous to such premises up to the edge of such street, including drain, gutter or channel situated on any such portion of the street.

5. Duty of Health Officers

Health Officers shall from time to time conduct inspections in order to ascertain if any nuisance exists, and if so, to enforce the provisions of this By-law.

6. Throwing rubbish in the street

A person who in any town or public place or space causes or permits to be placed a carrion, filth, dirt, refuse or rubbish, or any other offensive or otherwise unwholesome matter, on a street, yard, an enclosure, or open space, except at the places set apart by the Assembly for that purpose, commits an offence.

7. Rubbish deemed to have been deposited by occupier

Where an offence has been committed punishable under the preceding paragraph and the offender has not been identified or discovered, the fact of any such refuse or rubbish or other substance mentioned in that paragraph being found in front or at the back or side of any premises shall be prima facie evidence of its having been placed there by the occupier(s) of the premises.

8. Notice to abate nuisance and Court proceedings to enforce notice

- a) Whenever a Health Officer receives information of, or otherwise has reason to suspect the existence of, any nuisance, he shall make or cause to be made an inspection of the premises where such nuisance is suspected to exist, and if he discovers the existence of any nuisance, he may serve a notice on the person by whose act, default, or sufferance the nuisance has arisen or continues, or on the occupier or owner of the premises (as the case may be) requiring him to abate the same. In the case of a nuisance falling within the purview of clause 3(i) of this By-law, the notice may require the occupier or owner of the premises concerned to remove the animal concerned from the said premises.
- b) If a person on whom a notice is served defaults in complying with any of the directives thereof within the date specified therein or within five days if no date is specified, or fails to satisfy the Metropolitan Environmental Health Officer that the said nuisance is not likely to recur on the same premises, the officer shall take proceedings before the Court.
- c) If such Court is satisfied that the alleged nuisance exists, or that although abated it is likely to recur on the same premises, the Court shall make an Order requiring the person in default to comply with all or any of the directives of the notice, or otherwise to abate the nuisance within the time specified in the Order or such time as the Court may deem sufficient, or an Order prohibiting recurrence of the nuisance, or an Order both requiring abatement and prohibiting the recurrence thereof.
- d) Whoever disobeys an Order requiring abatement or prohibiting the recurrence of the nuisance shall, if he fails to satisfy the Court that he has used all due diligence to carry out the Order, be liable to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units and in case of a continuing offence to a further penalty not exceeding one penalty unit for each day the offence continues after written notice of the offence has been served on the offender.
- e) Whoever acts knowingly and wilfully contrary to an Order of prohibition shall be liable to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units and in the case of a continuing offence to a further penalty of one penalty unit for each day after written notice of the offence has been served on the offender.
- f) The Environmental Health Officer or his assistants may enter the premises to which the Order relates and abate the nuisance and do whatever may be necessary in execution of the Order, and may recover the expenses incurred by them as a civil debt from the person against whom the Order is made.

9. Power to abate nuisance when owner/occupier not known

Where the person by whose act or default the nuisance has arisen, or the owner or occupier of the premises upon which the nuisance exists, is not known or cannot be found, then the necessary work of abating such nuisance may be executed under the authority of the Assembly.

10. Inspection of premises

- a) An Environmental Health Officer or any authorized person(s) wearing an official badge or token, may enter and inspect any premises at any time between 6.00a.m. and 6.00p.m. for the purpose of examining as to the existence or continuance of any nuisance therein or abating same.
- b) If admission to premises for any of the purposes mentioned in this By-law is refused, the Metropolitan Chief Executive may in writing require the person occupying or having custody of the premises to admit the Environmental Health Officer or any person(s) authorized as aforesaid into the premises between the hours aforesaid provided that
 - i if no person occupying or having custody of the premises is found, the Metropolitan Chief Executive may authorize the aforesaid persons, or any of them, if necessary, to break into and enter such premises; and any such order shall continue in force until the nuisance has been abated, or the work for which the entry was necessitated has been done;
 - ii if the premises is occupied, the Metropolitan Chief Executive may seek the Order of the Court to have the said premises broken into for the said purpose.
- c) Whoever without lawful justification refuses admission to any Environmental Health Officer or any other person as aforesaid, or obstructs or hinders him from making any such entry for inspection or abatement of nuisance commits an offence.

11. Overcrowding of premises

- a) For the purpose of this By-law, a room, hall or passage
 - i used as a dormitory of a school shall be deemed to be so overcrowded as to be injurious to the health of the occupants if it does not provide at least 13.6 cubic metres of air space for each pupil, any height of over 3.66 metres being ignored in the calculation;
 - ii used as a classroom of a school shall be deemed to be so overcrowded as to be injurious to the health of the occupants if it does not provide at least 3.4 cubic metres of air space and 1.2 square metres of floor space for each pupil;
 - iii used wholly or partially for human occupation and not used as a dormitory or classroom of a school is overcrowded as to be injurious to the health of the occupants if it does not provide at least 360 cubic feet of air space and 3.35 square metres of floor space for each adult, with two children under ten years of age counting as one adult.
- b) Any owner or occupier of any premises on or within which any overcrowding within the meaning of clause 11(a) or such other standards as are stipulated in the National Building Code takes place shall, independently of any other liability which he may have incurred, be guilty of an offence.
- c) In addition to all other powers and facilities provided by this By-law or by any other law for the time being in force for the purpose of ascertaining whether any offence against the provision of this paragraph is being or has been committed in respect of any building or of any part of the building which is suspected by the Environmental Health Officer of being or having been so overcrowded as to be injurious to the health of the occupants, it shall be lawful for a Magistrate or Judge, at his discretion, after duly receiving a sworn information in that behalf from the Environmental Health Officer, to authorize by an Order under his hand two or more officers who shall be named in such order to enter into such building for the purpose aforesaid between the hours of 6.00 p.m. and 11.00 p.m.

12. Notice to cleanse and disinfect infected premises

- a) Where an Environmental Health Officer considers that the cleansing and disinfecting of any house or part thereof or of any articles therein would tend to prevent or check infectious diseases, it shall be his duty to give notice to the occupier or owner requiring him to cleanse and disinfect such house or part thereof or articles therein.
- b) If the person to whom notice is given fails to comply therewith he shall be liable to a fine of two penalty units for every day during which he continues to make default, and the Environmental Health Officer may cause such house or part thereof and articles therein to be cleansed and disinfected and recover the expenses from the occupier or owner in default.

13. Letting out infected house

- a) Whoever knowingly lets, either for hire or otherwise, any house, room or part of a house in which any person has been suffering from any dangerous infectious disorder without having such house, room or part thereof and all articles therein properly disinfected to the satisfaction of the Environmental Health Officer, commits an offence.
- b) For the purpose of this paragraph, the keeper of any boarding house, hostel or hotel shall be deemed to let for hire part of the house to any person admitted as a guest into such boarding house, hostel or hotel.

14. Exposure of infected persons or things

- a) A person commits an offence who,
 - i while suffering from any dangerous infectious disorder, wilfully exposes himself without proper precautions against spreading the disorder in any street, public place, shop, boarding house, hostel, hotel or public transport;
 - ii being in charge of any person so suffering so exposes such person;
 - iii gives, lends, sells, transmits, or exposes without previous disinfection any bedding, clothes, or other things which have been exposed to infection from such disorder; or
 - iv being in charge of a public transport shall not immediately provide for its disinfection after it has been used to convey any person suffering from a dangerous disorder.

15. Order for removal of infected person

- a) Where any suitable hospital or place for the reception of the sick is provided, any person who is suffering from any dangerous infectious disorder, and is without proper lodging or accommodation or is lodging in a house so overcrowded that, in the opinion of the Environmental Health Officer, his continuance therein may probably lead to the spread of the disorder, may with the consent of the superintending authority of such hospital or place be removed thereto by an order of a Magistrate or Judge.
- b) Whoever wilfully disobeys or obstructs the execution of such an order commits an offence.

16. Prohibition on smoking

- a) No person shall smoke in any public place.
- b) The proprietor or other person in charge of any public place shall ensure that a sufficient number of signs are conspicuously posted as to clearly identify that smoking is prohibited.

17. General offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

18. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

R. Cape Coast Metropolitan Assembly (Management of Wastes) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Management of Wastes) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“Court” means Metropolitan or Circuit Court;

“hazardous wastes” include waste that is toxic, flammable, corrosive, highly reactive, explosive, radioactive or otherwise dangerous as defined by the Environmental Protection Agency;

“industrial wastes” include motor oil, diesel fuel, petrol, paint, solvents, dry cell and vehicle batteries, pesticides, metallic and/or oily sludge;

“liquid wastes” include septage (partially digested materials removed from septic tanks), excreta (relatively fresh or undigested material), and sewage (fresh material mixed with water and transported along pipes);

“bio-medical wastes” include general/normal wastes, infectious wastes (needles, blades, slides, dressings, swabs, syringes), pathological wastes (body parts and tissues arising from amputations, surgical operations, autopsy and childbirth), pharmaceutical wastes (expired or discarded drugs and their containers), radioactive wastes and laboratory wastes (acids, alkalis, solvents, cultures, specimens, organic chemicals, heavy metals), and incinerator ash and sludge.

“person” means both legal and natural persons;

“solid waste” includes refuse, rubbish and garbage;

“wastes” include all liquid, solid, medical, hazardous, industrial and all other types of wastes.

3. Ownership of waste

All wastes generated within the jurisdiction and/or deposited in the public domain of the Assembly shall be the property of the Assembly.

4. Responsibility for waste management

The Assembly and/or its registered agents or contractors shall be exclusively responsible for the management of all types of waste within the entire administrative area of the Assembly.

5. Waste to be made available

Every household, industry, office and other premises within the Metropolis shall make its wastes available to the Assembly or its authorized agents or contractors for disposal or otherwise.

6. Disposal

Wastes made available by owners or occupiers of premises shall be collected, treated and/or disposed of at designated sites, or given out to interested persons for appropriate handling by the Assembly or its authorized agents or contractors.

7. Liaison with the Assembly

All occupiers or owners of premises, with exception of residential premises, shall designate a member of their staff to be directly responsible in all matters relating to waste management and such designated staff shall liaise with the Assembly or its authorized agents or contractors on all waste management issues.

8. Storage of wastes

Owners or occupiers of premises shall be responsible for the provision of appropriate containers, septic tanks, pits or approved structures that will be used in storing wastes within or outside their premises in consonance with specifications approved by the Assembly.

9. Domestic toilets

Every owner of residential premises shall provide for private use suitable domestic toilets in accordance with specifications approved by the Assembly.

10. Ban on pan latrines

The use of pan latrines in all houses or premises within the Metropolis is strictly prohibited.

11. Duty of notification

It shall be the duty of every owner or occupier of premises or manager of a public toilet on or to which a septic tank or pit is installed to inform the Assembly or its authorized agents or contractors as soon as the septic tank or pit becomes full or requires to be emptied.

12. Fees to be charged

The Assembly shall impose prescribed fees on an owner or occupier of premises where services are rendered for the collection, conveyance, treatment or disposal of wastes and such fees shall be reviewed from time to time in a Fee-Fixing Resolution of the Assembly.

13. Defaecation in public places

No person shall defecate or urinate in any public or open place other than in an approved washroom facility.

14. Offences

A person commits an offence who –

- a) fails to provide a standard container for waste storage as prescribed by the Assembly;
- b) uses an unauthorized container;
- c) receives services from unauthorized person(s);
- d) fails to register or refuses to allow the Assembly or its authorized agents or contractors to collect wastes from one's premises;
- e) fails or refuses to pay prescribed fees for waste management services;
- f) fails to provide toilet facility for occupants of the house or premises;
- g) uses pan latrine or a sanitation facility not approved by the Assembly in any house or premises;
- h) fails to inform the Assembly or its authorized agents or contractors when the septic tank or pit or other storage on his or her premises or at the public toilet becomes full or requires to be emptied;
- i) indiscriminately dumps, disposes of and/or discharges wastes in open spaces, drains, gutters, behind walls, or burns the wastes;
- j) indiscriminately defaecates or urinates anywhere in a public place other than in a public toilet or urinal;
- k) collects, conveys, treats, disposes of or in any way manages waste without prior approval of the Assembly;
- l) fails and/or refuses to provide one's name or other relevant personal particulars upon demand by the Assembly or its authorized agents in the investigation of any nuisance;
- m) causes blockage of flow in a public drain resulting in stagnation of the flow;
- n) connects drains in his premises to a public drain without prior authorization by the Assembly; or
- o) does any act in contravention of the provisions of this By-law or any other enactment related to management of wastes.

15. General offence and penalty

Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

16. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

S. Cape Coast Metropolitan Assembly (Control of Waste Collection and Haulage Companies) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Waste Collection and Haulage Companies) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Categories of waste

a) The following categories of waste shall be covered under this By-law:

- i Household Solid Waste;
- ii Industrial Solid Waste;
- iii Commercial Solid Waste;
- iv Hazardous Waste;
- v Bio-Medical Waste;
- vi Liquid Waste.

3. Licensing for waste collection

The Assembly reserves the right to license waste companies and contractors for collection and disposal of any categories of waste, and it shall be an offence for any person to engage in any such enterprise without first obtaining a licence to do so.

4. Certification of plant and equipment

Operators, agents or contractors licensed by the Assembly to handle wastes shall cause their vehicles, plant and equipment for the collection and haulage of wastes to be inspected and issued with a certificate of approval by an authorized officer of the Assembly.

5. Categories of licensed operators

Licensed operators shall be categorized as large, medium or small scale according to the collection service and vehicles, plant and equipment requisite to the service as prescribed by the Assembly.

6. Monitoring of licensed operators

All licensed operators shall at all times allow access to the Assembly’s staff or designated agents to their premises, equipment or records relating to the services provided for monitoring purposes.

7. Storage of waste for collection

An owner or occupier of any premises within a solid waste collection service area shall be required to register with the Assembly or its authorized agents or contractors and deposit the waste in an approved container for storage and collection by the Assembly or its authorized agents or contractors appointed for the area on pre-arranged collection days.

8. Prohibition of unlicensed and indiscriminate disposal of waste

No person shall place or deposit or dispose of waste on any land, or cause or knowingly allow waste to be placed on any land, or use any vehicle, plant or equipment, for the purpose of disposal of waste unless the land on which the waste is placed is so designated by the Assembly for the purpose of waste disposal and the person is licensed by the Assembly to place the waste at such designated disposal site.

9. Fees for waste collection

The collection of any type of waste shall be subject to payment of approved fees as determined by the Assembly.

10. Tipping fees

The Assembly shall charge approved tipping or discharge fees for the placement of prescribed waste by its licensed operators at any designated waste disposal site.

11. Offences

A person commits an offence who –

- a) engages in the collection of waste without licence from the Assembly;
- b) being licensed, fails to obtain an inspection certificate from the Assembly for the vehicles, plant and equipment used for waste collection;
- c) fails to provide for the premises being serviced the approved containers for storage of waste;
- d) places or deposits any waste at an unauthorized disposal site;
- e) fails or refuses to register for waste collection;
- f) fails or refuses to pay for waste collection;
- g) fails to pay tipping or discharge fees;
- h) places or deposits unauthorized waste at any designated disposal site;
- i) recycles any waste without the prior approval of the Assembly; or
- j) dumps solid waste in a drain, sewer, open land, quarry, river channel, swamp or other place not designated by the Assembly.

12. General offence and penalty

Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.

13. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

T. Cape Coast Metropolitan Assembly (Control Of Building And Physical Development) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) and Section 191 of the Land Use and Spatial Planning Act, 2019 (Act 925), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Building and Physical Development) By-Law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless where the context otherwise requires,

“Act” means Land Use and Spatial Planning Act, 2016 (Act 925) and the Local Governance Act, 2016 (Act 936);

“Authority” means the Land Use and Spatial Planning Authority;

“building” means a structure or part of a structure and related drains, sewers, pipes and works regulated in relevant enactments and the National Building Regulations, 1996 (L. I. 1630);

“building permit” means a written permission granted by the Assembly under the applicable Building Regulations which sets out conditions for the construction of a building or a structure or the execution of works on a proposed building;

“community” means a group of households who refer to their defined settlement or administrative area by the same name;

“community right of space” includes a road, street, footpath, pavement, passenger terminal, parking area, any public right of way, school ground, hospital ground, open space, cemetery, playing field, square, durbar ground, market place, public place of assembly, or any space or ground or area for public or community use that exists or is so designated in an approved structure or local plan or under the provision of any law;

“development permit” means a permit authorising a person to carry out development in accordance with the conditions specified in the permit;

“metropolis” or “Metropolitan” means the area of authority of Cape Coast Metropolitan Assembly;

“Metropolitan Development Plan” means a consolidated plan of the economic, social, spatial, environmental, sectoral and human settlement and the policies of a Metropolitan in respect of them which are duly approved by the National Development Planning Commission;

“Metropolitan Spatial Planning Committee” means a Committee of the Metropolitan Assembly as constituted in accordance with Section 37 of the Land Use and Spatial Planning Act, 2016 (Act 925) to perform the functions of preparation of Metropolitan and local plans and approve development and building permits and other functions spelt out under that Act;

“land use plan or planning scheme” means a plan which proposes the disposition of land by function and purpose, including land for which the purpose is yet to be defined or which is to be preserved in its present state, to meet the present and future identified community needs within the time frame for which the plan is valid;

“local plan” means a detailed plan which proposes a dimensionally accurate disposition of parcels of land by function and purpose to meet the present and future identified community needs within the time frame for which the plan is valid;

“local planning authority” or “metropolitan planning authority” means Cape Coast Metropolitan Assembly;

“parcel” means an extended area of land which can be used for several purposes;

“physical development” means the carrying out of building, engineering, mining or other operations on, in, under or over land or the material change in the existing use of land or building comprising among others the sub-division of land, the disposal of waste on land including the discharge of effluent into a body of still or running water and the erection of an advertisement or other hoarding among others;

“planning authority” includes a Metropolitan Planning Authority at the metropolitan level, a Regional Coordinating Council at regional level and any other body designated by the Land Use and Planning Authority to carry out a development planning function;

“planning entity” means the Land Use and Planning Authority, Regional Coordinating Council, Metropolitan Assembly, Ministries, Departments and Agencies and Special Development Authorities;

“plot” means an area of land that has been measured and considered as a unit for a particular purpose;

“public space” means a generally open area accessible to and used by the public including resource lands, urban utility space, riparian buffer zones, natural park areas, forests, urban parks, recreational areas, infrastructure right of way, areas of cultural or historical interests;

“right of way” has the same meaning as community right of space;

“Technical Sub-Committee” means the Committee of the Metropolitan Assembly constituted in accordance with Section 39 of the Land Use and Spatial Planning Act, 2016 (Act 925) to perform the functions spelt out under that Act and in the Regulations thereof including the preparation of Metropolitan and local plans and approved development and building permits;

“zone” means an area in the Metropolis or in any town that has been prescribed as a zone pursuant to a spatial planning framework structure or local plan and has been given restrictions as to building type or size, land use or permitted activity;

“zoning scheme” means a scheme of a zone.

3. Purpose

This By-law shall apply to any person, institution or entity that intends to erect any building or structure, make any structural alteration to any building, execute any works or install any fittings in connection with any building or make extension of a building, or who intends to build any structure or undertake a work or any other physical development on or related to a parcel of land.

4. Prohibition of development without permit

- a) A person shall not carry out any physical development of land within the metropolis unless that person has been issued with a development permit by the Assembly upon the payment of a specified fee.
- b) The Assembly may issue a development permit for physical development with conditions or without conditions.
- c) Where the Assembly refuses to issue a permit, or issues a permit with conditions, it shall provide reasons in writing in each case.
- d) The Assembly may revoke a permit to develop or impose additional conditions in respect of a permit already issued.
- e) A person who carries out a physical development without a development permit commits an offence and is liable on summary conviction to a fine of not less than five hundred penalty units and not more than one thousand penalty units or to a term of imprisonment of not less than two years and not more than four years or to both.

5. Exemptions from development permit

The following activities and any other action, programme or project shall not require prior written approval from the Assembly unless the proposed activity obstructs or interferes with a community right of space:

- a) subsistence farming;
- b) farming in any settlement that comprises a population of not more than five thousand; and
- c) small-scale vegetable and flower gardening.

6. Development charges

- a) The Assembly may levy a development charge in respect of a permit to carry out a physical development.
- b) Development charges shall be utilised for the provision of infrastructure and services.
- c) Development charges shall be rated by, payable to and collected by the Assembly to the exclusion of any other body, except in the case of land estates where other specific bodies take responsibility to provide infrastructure and services.

7. Revocation of permit or imposition of additional conditions

- a) Where a developer does not comply with a development permit or where the development does not comply with the conditions of the permit, the Assembly may revoke the development permit or may impose additional conditions to that permit.
- b) A revocation of a permit or an imposition of additional conditions on a permit may be subject to the payment of a penalty.

8. Unauthorised development contrary to Act 925, Act 936, L.I. 1630, L.I. 2384 or the terms of an approved development plan

- a) Where a physical development has been or is being carried out without a permit or the conditions of a permit are not complied with, the Assembly may issue an enforcement notice demanding the immediate stoppage of the execution of a development or of works carried out contrary to relevant provisions of land use and spatial planning and development control enactments or to the terms of an approved development plan.
- b) (2) The Assembly may, for the purpose of enforcing the Land Use and Spatial Planning Act, 2016 (Act 925), Local Governance Act, 2016 (Act 936), the National Buildings Regulations, 1996 (L.I. 1630), Land Use and Spatial Planning Regulations, 2019 (L.I. 2384) or any other relevant enactment,
 - i prohibit, abate, remove, pull down or alter a physical development
 - ii which does not conform to the approved plan, or
 - iii where that action is necessary for the implementation of an approved plan, so as to bring that physical development into conformity with the approved plan; or
 - iv prohibit the use of a land or building for a purpose or in a manner contrary to the provision of an approved plan; or
 - v execute a work which is the duty of a person to execute under an approved plan, where delay in the execution of the work has occurred and the efficient operation of the approved plan has been or is likely to be prejudiced.
- c) Before taking action under clause (2) above, the Assembly shall serve notice in the prescribed form on the owner or occupier of the land in respect of which the action is proposed to be taken, and on any other person who in its opinion may be affected by the action, specifying the nature of, and the grounds on which the Assembly proposes to take the action.

9. Abatement of nuisance

- a) Where substantial damage to the environment, public amenities, public health or the economy is caused or likely to be caused by nuisance or is likely to result from the action or inaction of a person, the Assembly may serve notice in the prescribed form on the person responsible for the nuisance, requiring that person to abate the nuisance within the time specified in the notice.
- b) A notice served under clause 9(a) above shall specify the nuisance and the steps required to be taken to abate the nuisance.
- c) Where a notice issued under this paragraph is not complied with, the Assembly may carry out the abatement and recover the costs from the person responsible for the nuisance as if it were a debt due from that person to the Assembly.

10. Unauthorised development of community right of space

- a) The Assembly may, without notice, effect or carry out instant prohibition, abatement, alteration, removal or demolition of any unauthorised development carried out or is being carried out which is creating an environmental nuisance, or encroaches or is likely to encroach on a community right of space, or interferes or is likely to interfere with the use of that space.

11. Building permit

- a) A person shall obtain a building permit from the Assembly before undertaking the construction of a building or other structure or undertaking any other such work.
- b) The permit shall contain the conditions that the Assembly considers necessary.
- c) The Assembly may give notice in writing to an owner, occupier or developer of premises, if the owner, occupier or developer
 - i is constructing a building or other structure, or undertaking a physical development;
 - ii has constructed a building or other structure, or completed any physical development; or
 - iii is working or executing work, without a permit or in contravention of a by-law made by the Assembly.
- d) The notice shall require
 - i the owner, occupier or developer to show sufficient cause why the building, structure, physical development or work should not be removed, altered or demolished on or before the day specified by the Assembly; and
 - ii a written response by the owner, occupier, developer or a duly authorised agent to be served on the Assembly.
- e) If the owner, occupier or developer fails to show sufficient cause why the building, structure, physical development or other work should not be removed, altered or demolished, the Assembly shall by notice order the owner, occupier or developer within one month to remove, alter or demolish the building, structure or other work at a personal cost.
- f) If the owner, occupier or developer fails to comply with the order of the Assembly within the one month, the Assembly may carry out the removal, alteration or demolition and shall be entitled to recover the expense incurred from the owner, occupier or developer as a debt owed to the Assembly.
- g) A person who contravenes the terms of a permit commits an offence and is liable on summary conviction to a fine of not less than two hundred penalty units and not more than four hundred penalty units or to a term of imprisonment of not less than three months and not more than six months or to both the fine and term of imprisonment and in the case of a continuing offence to a fine of not more than four penalty units for each day that the contravention continues after written notice of the contravention has been served on the offender.

12. Requirement of good title to land and drawings

No approval shall be granted to any applicant who

- a) does not have a good title to the land, the title of which shall be in accordance with a certificate issued by the Registrar of Land Titles or any other agency so authorised; and
- b) does not indicate sections, elevations, calculations and drawings, specifications of materials and such other particulars as the Assembly may consider necessary to show whether the proposed building or work complies with the National Building Regulations and National Building Code.

13. Notice of commencement and completion of certain stages of work

- a) A person to whom a building permit has been issued, referred to in this By-law as a developer, shall give to the Assembly at least forty-eight hours notice in writing indicating the date on which work is intended to begin, and of the dates on which the following stages of construction will be ready for inspection by the Assembly –
 - i demarcation of site of the plot and siting of the buildings;
 - ii foundations of buildings set out;
 - iii foundations excavated and level pegs for concreting;
 - iv foundations concreted;
 - v trenches for drainage work excavated to levels and gradients;
 - vi drains laid and joined and ready for testing;
 - vii reinforcing steel fixed in position before concreting;
 - viii concrete shuttering ready for striking;
 - ix (ix) walls completed to wall-plate level; and
 - x (x) roof frame-work completed before covering.
- b) No construction work shall be covered until it has been inspected and approved by the Assembly.
- c) Where a developer is notified by the Assembly in writing of any contravention of his building permit in the construction and is required to rectify the contravention, he shall within a reasonable time after the completion of the rectification, notify the Assembly in writing of the completion.
- d) A developer shall give to the Assembly notice in writing of –
 - i the erection of a building not more than seven days after completion or if a building or part of a building is occupied before completion, not less than seven days after completion;
 - ii any alteration or extension of a building, not more than seven days after completion; or
 - iii the execution of works or the installation of fittings in connection with a building, not more than seven days after completion.
- e) The requirements of clause 13(a) shall not apply to the installation of any fitting if the giving of notice and the deposit of plans, sections, specifications and written particulars are not required under any exemption permitted under this By-law or other regulations.
- f) If the procedure laid down in clause 13(a) are not followed, the Assembly may serve a notice requiring the owner to cut into, lay open or pull down as much of the building work as may be necessary to ascertain whether any of the provisions have been complied with and if such notice is not complied with the Assembly may make an application to the nearest Court to the place of the building for an order to cut into, lay open, or pull down any part of the building or work in order to carry out any tests necessary to ascertain whether the provisions of this By-law or other regulations have been complied with and to charge the cost incurred to the owner.

14. Site requirements

- a) No building shall be erected on a site which has been reclaimed unless there has elapsed such period as in the opinion of the Assembly there will be no danger from settlement of the foundations, and the erection of a building on the site will not be inimical to health and safety.
- b) No site liable to flooding shall be built upon without adequate provision for flood control.
- c) No building shall be erected over a drain, culvert, watercourse, high tension cable or sewer; except that the Assembly may pass the building plans if it considers that it can properly agree to the proposal in the circumstances of the particular case.
- d) Where any watercourse or ditch is on or abuts on the site of a building, the Assembly may require the owner of the land to fill it up wholly or partially, or to substitute a pipe drain or culvert.
- e) No drainage shall be permitted to be constructed on land adjoining an applicant's land where the land does not belong to the applicant unless adequate provision has been made in the approved development plans for a right to construct the drainage over that other person's land.
- f) Where the ground on which it is proposed to build has been filthied or covered with any material impregnated with faecal, offensive, animal or vegetable matter, the Assembly shall reject the plans until after the satisfactory removal or sterilization of the offensive matter.
- g) Any site for the erection of a building for human habitation shall be adequately protected against dampness in accordance with relevant regulations, except where the building is intended to be used solely for storage or the accommodation of plant.

15. Painting and maintenance of building and structures

- a) The Assembly shall ensure that the maintenance cycle of all buildings and other structures are adhered to.
- b) All surfaces which require to be painted shall be so painted, and this shall apply to both internal and external surfaces of walls, ceilings, piers or columns and all other surfaces which require painting for their preservation and durability.
- c) All paint work shall be executed in accordance with the manufacturers' directions.
- d) The Assembly shall have the power to request a building owner to paint or carry out maintenance on his premises, if in the opinion of the authority that premises poses a health hazard to the occupants and disturbs the beauty and harmony of the environment.
- e) Where the property owner fails to carry out such request, the Assembly shall cause the painting or the maintenance or both to be carried out and the cost of all expenses incurred in the work charged to the property owner or the residents if the duty of maintaining the property rests with them.

16. Compulsory maintenance

- a) The Assembly may, in respect of any building which has in its opinion fallen into a state of disrepair or neglect and constitutes a safety or health hazard to the public, or for aesthetic purposes, serve notice in writing upon the owner of such building requiring him to carry out such reasonable repairs or painting as may be specified in the notice and within such time as may be stated in the notice.
- b) Where a person notified under clause 16(a) fails or refuses to carry out the repairs or painting within the stipulated period, the Assembly may carry out the repairs or painting and may take legal action to recover the cost involved in the work.

17. Buildings for use by animals

- a) The requirements of this By-law shall apply to all buildings used or intended to be used primarily by animals, except that it shall not apply to –
 - i kennels, the total cubic content of which does not exceed 1.3m³ and for not more than two dogs;
 - ii coops or aviaries, the total cubic content of which does not exceed 2.90m³;
 - iii hutches or cages, the total cubic content of which does not exceed 0.25m³ for the use of small animals; and
 - iv aquaria, the total cubic content of which does not exceed 10.25m³ of water, constructed for or used by domestic animals of the occupant of a dwelling.
- b) No such building shall be constructed without the written permission of the local public health authority which may determine the species of animals which may use the building. (c) No part of the animal building shall be less than 6 metres from any part of a building used for human habitation.
- c) An animal building shall have adequate access to a street, except that this access shall not pass through or under any building used or intended to be used for human habitation. (e) Where the cubic content of any of the buildings specified in clause 17(a) exceeds 8.9m³, the materials used for the construction of the building shall comply with relevant provisions of the National Building Regulations except that no wooden framed buildings shall be constructed for use primarily by animals other than birds.
- d) All external walls and floors of the buildings shall be robust and solidly constructed of impervious and fire resisting materials, and where sub-divisions or cubicles are required, each cubicle shall have an internal area of not less than 2.15m long by 1.20m wide for cattle, 3m long by 2m wide for a board house.
- e) The design and drainage of all such buildings shall be approved by the Assembly. (h) No room intended for human habitation or storage of food shall be built over or form part of a structure for use by animals.
- f) Access for animals shall not be through any room used for human habitation or storage of food.
- g) The waste water from buildings for animals shall normally be disposed of into a public drain. Where no public drain exists, a local drain shall be constructed to take care of the effluent. The waste shall not be discharged into the open fields or drains in such a manner as to constitute a nuisance to the inhabitants.

18. Certificate of habitation

A person shall not use a building for any purpose or permit a building to be used for a public purpose unless a certificate of habitation for that building has been issued by the Assembly.

19. Street address system

The Assembly shall, subject to relevant enactments and regulations made for the purpose, maintain a computerised street addressing system and integrated database.

20. Numbering of houses

- a) The Assembly may cause all premises to be numbered in all or any part of the towns and villages within the Assembly and may appoint persons hereinafter to as “enumerators” for this purpose.
- b) An enumerator may cause a mark to be affixed unto any premises sufficient for the identification of such premises.
- c) An enumerator may enter any premises between the hours of 6.00am and 6.00pm for the performance of his duties, and may ask questions of the occupants to obtain such information as he may require.
- d) Any person who removes, alters, obliterates or defaces any mark made in accordance with this By-law or any other enactment or who otherwise hinders or prevents the correct identification of any premises commits an offence.

21. Advertisements

- a) The Assembly shall take appropriate steps for restricting or regulating the display of advertisements so far as appears to the Assembly to be expedient in the interest of amenity or public safety.
- b) The Assembly shall provide –
 - i for regulating the dimensions, appearance and position of advertisements, display boards, the sites on which the advertisements may be displayed and the manner in which they are to be affixed to the land;
 - ii for attaching other specified conditions of approval to the application; and
 - iii for the delineation of certain ‘advertising free zones’ where no advertising in any form shall be permitted.

22. Control of communication masts

- a) No person shall install a communication mast in the metropolis without first obtaining a permit from the Assembly as a telecommunication business granted prior approval by the National Communications Authority to operate as such.
- b) The Assembly shall establish a permit approval and regulatory regime to ensure compliance with national and/or international requirements with respect to communication masts installation and maintenance.

23. Planning and Building Inspectorate Unit

- a) The Assembly shall establish a Planning and Building Inspectorate Unit which shall monitor physical development to ensure compliance with approved permits and the provisions of relevant spatial planning and development control enactments.
- b) The Planning and Building Inspectorate Unit shall take preventive measures to prevent a breach of the provisions of relevant spatial planning and development control enactments or a deviation from their purposes.
- c) An officer of the Planning and Building Inspectorate Unit shall on request by the occupant of the land produce the identification and authorisation of the officer.

24. Enforcement procedures

In carrying out its enforcement functions, the Assembly may issue

- a) enforcement notices;
- b) stop notices;
- c) orders for discontinuance of use;
- d) revocation of permits;
- e) certificate of approved land use; and
- f) certificate of habitation.

25. Register of enforcement notices

- a) The Assembly shall maintain an enforcement register and a copy of the register shall always be available at a place that is accessible for inspection by the public.
- b) The enforcement register shall contain each notice of enforcement in a prescribed manner.

26. Enforcement and penalties

Where a person or entity fails to comply with an enforcement notice within the specified time, that person or entity is liable to pay to the Assembly an administrative penalty of two hundred penalty units for each day that the person or entity fails to comply after the date specified for compliance has lapsed.

27. Effect of notice

The issue and service of a notice in accordance with this By-law is sufficient evidence that the attention of the person affected by the notice has been drawn to the contents of the notice.

28. Provisions affecting acquisition or occupation of land generally

- a) A person shall not dispose of or otherwise let land or property for any purpose unless that person can demonstrate to the prospective buyer or tenant that the land or property has been zoned or re-zoned for the purpose for which it is being let, acquired or otherwise disposed of.
- b) The responsibility of ensuring conformity with the approved land use is on the person disposing of the land.
- c) The person disposing of the land shall attach evidence of the approved land use to the instrument of transfer or conveyance of the land to the person who is acquiring the land.
- d) A person who lets or enters into an agreement relating to land use commits an offence if that person does not have evidence that the premises is zoned for the purpose of the transaction entered into.
- e) A person who commits an offence under this paragraph is liable on summary conviction
 - i in the case of a person who sells, leases or conveys the land, to a fine of not less than three thousand penalty units and not more than five thousand penalty units or to a term of imprisonment of not less than five years and not more than seven years or to both; and
 - ii in the case of the person who acquires the land, to a fine of not less than one thousand penalty units and not more than three thousand penalty units or to a term of imprisonment of not less than four years and not more than six years or to both.

29. Land Use Certificate

In granting a permit for physical development, the Assembly shall attach the appropriate Land Use Certificate to the permit and where necessary shall indicate the conditions applicable to the land use.

30. Local plan

- a) A local plan shall have as its key object, the judicious use of land for attaining a sound, natural and built environment and an improved living standard.
- b) A local plan is required for each specific physical development.
- c) A local plan shall be drawn up and adopted before
 - i the approval of a development scheme in respect of the layout of land for more than twenty individual plots each of which is not less than one hundred and ten square metres; and
 - ii major redevelopment schemes in urban areas.
- d) The Assembly shall prepare a local plan in respect of an urban or urbanizing area to establish legally binding regulations for
 - e) (i). the land coverage for a construction on a plot in the zone;
 - f) (ii). the type of structure on the land;
 - g) (iii). the form and height of buildings;
 - h) (iv). tree preservation;
 - i) (v). the preservation of buildings with a cultural heritage and historical (vi). structures; and
 - j) (vii). any landscaping or tree planting requirements.
- k) Each estate developer, owner of land of a specified size or a traditional ruler who owns that land shall submit to the Assembly local plans in respect of estate schemes or schemes to develop the land for sale in the metropolis.

31. Object and scope of local plan

- a) A local plan shall
 - i. include a spatial arrangement for the development of prescribed areas; and
 - ii. contain provisions for orderly, coordinated, efficient and environmentally sound development and proper use of land in the metropolis.
- b) A local plan shall be prepared in accordance with relevant enactments and regulations.
- c) A local plan shall provide for the spatial aspects of the socio-economic development in the metropolis and for the details that are relevant to prescribed human settlement issues.
- d) A local plan shall conform to the general purpose and prescription of the zoning scheme.

32. Responsibility for local plan

- a) Where a person or an entity seeks to set up or develop a town in phases and each phase comprises an area of the size that requires a local plan, the person or the entity seeking to undertake the development shall prepare a local plan for the area concerned, which local plan shall be prepared by a qualified planner.
- b) Where a person seeks to dispose of plots in a large tract of land for which the Metropolitan Spatial Planning Committee considers a local plan to be required, the person seeking to dispose of the land shall prepare a local plan before disposing of any of the plots.
- c) A local plan shall be submitted to the Metropolitan Spatial Planning Committee for approval.

33. Approval of local plan

- a) The Metropolitan Spatial Planning Committee shall publish a notice on its notice boards, its website, in a newspaper of national circulation and any other manner that it considers appropriate to the effect that the local plan has been approved if
 - i. the Metropolitan Spatial Planning Committee does not receive any comment before the date for making comments expires;
 - ii. the Metropolitan Spatial Planning Committee receives a comment within the time for making comments but decides that the comment does not have to be acted on; and
 - iii. the conditions imposed on the person submitting the draft local plan have been satisfied by that person.
- b) In granting the approval, the Metropolitan Spatial Planning Committee may impose any conditions it considers appropriate in respect of the approval.

34. Local plan to conform to structure plan

- a) A local plan shall conform to the structure plan of the area within which the local plan falls.
- b) Where a structure plan does not exist, the Metropolitan Spatial Planning Committee shall prepare the local plan in accordance with the prescriptions of the Metropolitan Spatial Development Framework.
- c) Where a Metropolitan Spatial Development Framework does not exist, the Metropolitan Spatial Planning Committee shall prepare the local plan in accordance with the prescriptions of the Regional Spatial Development Framework or where a Regional Spatial Development Framework does not exist, the National Spatial Development Framework.

35. Effect of an approved local plan

A physical development that is to be carried out in an area for which the Metropolitan Spatial Planning Committee has approved a local plan shall be carried out in accordance with the details of the local plan.

36. Enforcement of local plan

- a) A local plan shall be enforced in the same manner as a zoning scheme where
 - i. a local plan already exists; and
 - ii. the Regional Spatial Planning Committee on a request by the Assembly has confirmed in writing that the existing local plan conforms to structure plan and that there is no need to prepare a local plan for the entire or part of the area of the Metropolitan concerned.

37. Complaints of non-compliance

- a) A person may lodge a complaint against an ongoing or existing physical development for non-compliance with the zoning scheme.
- b) The Assembly may, where it receives a complaint on non-compliance, issue a notice to the person responsible for the physical development to suspend the development if the Assembly is of the view that the development poses a threat to the environment, is in breach of any enactment or may cause irreparable harm.
- c) A complaint made under this paragraph shall be considered if it is
 - i. made in the prescribed form; and
 - ii. accompanied by a statement that the complainant has verified from the records at the Public Data Room that the physical development complained of is a deviant development or that the complainant's attempt to verify was frustrated by officials of the Assembly or some other relevant entity.

38. Ensuring conformity with zoning

For the purpose of ensuring that a zoning scheme is complied with, a person may lodge a complaint to the Metropolitan Spatial Planning Committee to compel the Assembly to abide by its approved zoning scheme.

39. Contravention of zoning scheme

A person who contravenes a zoning scheme commits an offence and is liable on summary conviction to a fine of not less than one thousand penalty units and not more than three thousand penalty units or to a term of imprisonment of not less than four years and not more than six years or to both.

40. Recovery of betterment

Where the provision of a plan, the execution of public works, or a decision or an action of the Assembly increases the value of a land within the Metropolitan, the Assembly shall publish the applicable settlement charges for the area in context in a daily newspaper of national circulation.

41. Certification of plans of special buildings

- a) The Assembly may require the design or plan of specific types of buildings to be prepared or certified by a registered architect or engineer or an architectural draughtsman licensed under an enactment and the layout of the design or plan to be certified by an appropriate planning officer or planner.
- b) Despite clause 41(a), a restriction shall not be imposed on a person in relation to the design or signing of the plan of a single storey traditional building with a total floor space of not more than one hundred and twenty square metres.
- c) A person shall not submit to the Assembly the plan of a building which is required to be submitted under clause 41(a) unless the plan has been prepared by or under the supervision of, and is signed by, a person registered as an architect or an engineer under an enactment.

42. Ownership of public space in a new town or an extension

- a) The ownership of a public space in a new town or an extension to an existing town vests, from the date of approval by the Assembly of the plans and diagrams,
 - i. in the Assembly; or
 - ii. in the owner in trust for the Assembly if the establishment or extension of the town is by a private person.

43. Ownership of public space on subdivided or consolidated land

- a) A public open space on a subdivided or consolidated land shall, from the date of approval by the Metropolitan Spatial Planning Committee,
 - i. vest in the Assembly; or
 - ii. be reserved or utilised by the Assembly for prescribed purposes under an enactment or approved in the local plan.

44. Control of trees, gardens, etc.

- a) The Assembly shall liaise with the Environmental Protection Agency and other relevant agencies on matters related to enforcement in respect of
 - i. trees, gardens and the natural environment; and
 - ii. the general duty of planning authorities regarding trees.

45. Cultivation of flower gardens

- a) Notwithstanding the generality of the foregoing provision, the owner or occupier of every premises shall cultivate and maintain a flower garden at the open space in front of the premises in such a manner as to promote environmental sustainability and also enhance the scenic beauty of the neighbourhood.
- b) The flower garden shall cover the frontage and sides of the premises where there are no concrete pavements.
- c) The owner or occupier of any premises who fails to cultivate and maintain a flower garden as required by this By-law shall be notified in writing by the Assembly to cultivate and maintain same within a reasonable time.

46. Rectification of contradiction

- a) Where a building or a part of a building has been erected or is used in contravention of this By-law or an enactment, the Assembly shall give notice to the person responsible for the building directing that person to take the required remedial action before the date specified in the notice which date shall not be more than twelve months after the date of the notice.
- b) Despite clause 46(a), the Assembly may, in exceptional circumstances, extend the date pursuant to a written application by the person concerned.
- c) Where the person responsible for the building fails to comply with the notice, the Assembly shall take appropriate enforcement measures as prescribed by this By-law or other regulations and guidelines.
- d) A person who is dissatisfied with an enforcement measure taken by the Assembly under clause 46(c) may appeal to the Regional Coordinating Council against the decision.

47. Right of entry to premises

- a) An authorised officer of the Assembly may, at a reasonable time, enter land or a building to conduct an inspection, a survey, study, an examination or investigation necessary for the performance of the functions of the Assembly as a planning entity or to abate a nuisance, prevent a breach or carry out an enforcement pursuant to the provisions of this By-law or an enactment.
- b) A survey or investigation in clause 47(a) includes the taking of photographs.
- c) The authorised officer of the Assembly shall, before exercising the power under clause 47(a), give three days' notice to the owner or occupier.
- d) The authorised officer of the Assembly shall, on request by the occupant of the land or building, produce the authorisation.
- e) Despite clause (c) above, an authorised officer may enter any land or building without notice in order to carry out the functions in respect of unauthorised development of community right of space specified under paragraph 10 of this By-law.

48. Immunity of officer from liability

An employee of the Assembly or a person acting on the authority of the Assembly is not personally liable for an act done in good faith in the performance of a function or the execution of a duty under this By-law or the relevant enactment governing land use and spatial planning.

49. Penalty for obstruction

A person who obstructs an officer of the Assembly from performing the functions under this By-law or an enactment governing land use and spatial planning commits an offence and is liable on summary conviction to a fine of not less than three hundred penalty units and not more than five hundred penalty units or to a term of imprisonment of not less than one year and not more than three years or to both.

50. Decisions of the Assembly and responsibility

- a) The decision of the Assembly in respect of the function of the Assembly under this By-law or the relevant enactment governing land use and spatial planning shall be taken in a corporate manner through the Metropolitan Spatial Planning Committee at its formal meetings.
- b) The head of the Metropolitan Spatial Planning Committee is responsible for ensuring compliance and the head is not absolved from accountability or responsibility if any of the functions are delegated.

51. Right to review

- a) A person may lodge a complaint, make an appeal or seek a review under this By-law if that person
 - i. has suffered or is likely to suffer a loss or damage as a result of an action taken by the Assembly or an entity or person under this By-law or the relevant enactment governing land use and spatial planning or as a result of a breach of such enactments by another person or entity;
 - ii. has grounds to believe that a right or privilege that that person is entitled to under such enactments has been infringed on;
 - iii. has reason to believe that there has been a breach of such enactments by a person or entity;
 - iv. seeks to enforce such enactments or to compel another person or a public entity to comply with such enactments; or
 - v. feels dissatisfied with a decision of the Assembly under this By-law or the decision arrived at after an earlier complaint or review.

- b) A person entitled to lodge a complaint under this By-law or the relevant enactment governing land use and spatial planning may seek a review from the Assembly, the Regional Coordinating Council or the Authority as appropriate.
- c) Where a person seeks to compel the Assembly to comply with this By-law or other relevant enactment, the person may lodge a complaint to a higher planning authority or to the Courts.
- d) A complaint or request for review shall not be entertained unless
 - i. the complaint or request is submitted in writing;
 - ii. the particulars of the person submitting the request or complaint and the means by which that person can be reached is stated in the complaint or request;
 - iii. the nature of the complaint or grievance is stated and, where applicable, the part of the planning process from which the complaint arose is specified;
 - iv. the person submitting the complaint or seeking review has supplied relevant evidence in support; and
 - v. the person aggrieved by a decision or action of a Spatial Planning Committee lodges the complaint or appeal to the Assembly within three months after receipt of the notice of decision or action.
- e) Where a complaint is submitted to
 - i. the Metropolitan Chief Executive, he shall constitute a five-member committee and refer the complaint to it;
 - ii. the Regional Coordinating Council, the Regional Coordinating Director shall refer the complaint to a sub-committee of the Regional Spatial Planning Committee; and
 - iii. the Assembly, the Metropolitan Coordinating Director shall refer the complaint to the Technical Sub-Committee of the Metropolitan Spatial Planning Committee.
- f) The findings of the Committee shall be submitted to the
 - i. Regional Coordinating Council in the case of the Regional Spatial Planning Committee; and
 - ii. Metropolitan Chief Executive in the case of the Metropolitan Assembly for a final decision to be taken by the Assembly.
- g) A decision shall be communicated not later than twenty-one days after the receipt of the complaint.
- h) The decision shall be in writing and shall state
 - i. the reasons for the decision;
 - ii. whether the complaint is upheld in whole or in part; and
 - iii. where applicable indicate the corrective measures that are to be taken. (i) A person who is dissatisfied with the decision of the Assembly may further appeal to the Regional Coordinating Council.

52. Suspension of planning process

Except in the case of an emergency, when the Assembly receives a complaint other than a request for a review of a previous decision in respect of a complaint, it shall immediately suspend any decisions and investigate the complaint.

53. Record of all decisions

The Assembly shall keep a record of its decisions and the reasons for the decisions and a copy of the decision and the reason shall be kept and be made available at the Public Data Room of the Assembly.

54. Time for complaints

A complaint shall be lodged not later than thirty days after the decision concerned has been made known or otherwise brought to the notice of the complainant.

55. Appeal process

- a) Except as otherwise specified under this By-law or a relevant enactment, a complaint or an appeal shall in the first instance be made to the body or entity against whom the complaint or appeal is made.
- b) An appeal in all instances shall be lodged within thirty days after the decision being complained of was made known or was otherwise brought to the notice of the appellant. (c) A decision arrived at on appeal is conclusive as to fact and is binding on the appellant or the Assembly.
- c) (d) A decision of the Regional Coordinating Council or the Authority in respect of an appeal is subject to review by the High Court.

56. Conduct of public officials and their representatives

- a) A public officer who performs a planning function shall
 - i. perform that function impartially so as to ensure fairness, equity and justice and shall not use personal relationships or private grievance as the basis for any decision;
 - ii. take the public interest into account and act in accordance with the object and procedures of this By-law and other relevant enactments; and
 - iii. avoid conflict of interest and the appearance of conflicts of interest, in the performance of that function and shall immediately disclose any conflict of interest and request to be recused in a matter that involves a conflict of interest.

57. Records

- a) The Assembly shall keep written records of planning decisions together with supporting documents including
 - i. maps;
 - ii. layouts;
 - iii. minutes of meetings;
 - iv. a record of decisions on each application and reasons for decisions;
 - v. records of site visits;
 - vi. statistical analysis;
 - vii. records of public consultation; and (h) other relevant records.

58. Public records

Records specified in this By-law to be made available to the public on demand shall be made available at the Public Data Room of the Assembly for inspection within normal working hours by members of the general public.

59. Power to obtain information

- a) The Assembly may, in the performance of its functions and subject to any law on right to information,
 - i. by notice in writing, require a person to provide information in the form and manner and within the time specified in the notice, where the Assembly considers the information necessary for the purpose of ensuring compliance with By-law or
 - ii. a relevant enactment or for the determination of a matter under this By-law or a relevant enactment; or
 - iii. interview a person and request that person to provide particulars that the Assembly may require.
- b) The notice shall contain a general statement of the purpose for which the information is required.
- c) A person who
 - a) fails to provide information requested by the Assembly within the time specified in the notice or by the Assembly where extension of time is granted,
 - b) knowingly provides misleading or false information or materials, or
 - c) wilfully obstructs the work of the Assembly or an officer, agent or employee of the Assembly in the performance of any of its functions, commits an offence and is liable on summary conviction to a fine of not less than one hundred and fifty penalty units and not more than three hundred penalty units or to a term of imprisonment of not less than one year and not more than two years or to both.

60. Confidentiality and prohibition of disclosure of information

- a) An official of the Metropolitan Spatial Planning Committee commits an offence if that officer
 - i. discloses any data or information obtained under paragraph 59 to a person not authorised to receive the information; or
 - ii. uses data or information obtained under paragraph 59 directly or indirectly for commercial purposes including speculating in any stock, bond or other security. (b) A person who commits an offence under clause 60(a) is liable on summary conviction to a fine of not less than five hundred penalty units and not more than two thousand penalty units or to a term of imprisonment of not less than two years and not more than four years or to both.

61. Excavation of stones, gravels and sand

No person shall excavate stones, gravels or sand in commercial quantities or undertake any physical development to extract quarry products or materials unless he has applied for and obtained a licence to do so upon payment of a specified fee which licence shall be renewable at the beginning of every year.

62. Offences

- a) A person who
 - i. threatens, resists, hinders or obstructs, or uses foul, insulting or abusive language towards a person who is exercising a power under this By-law or other relevant enactment, or
 - ii. refuses or fails to answer a question put to that person in the course of the performance by an officer of a function under this By-law or other relevant enactment, commits an offence and is liable on summary conviction to a fine of not less than five hundred and fifty penalty units and not more than one thousand penalty units or to a term of imprisonment of not less than two years and not more than four years or to both.
- b) A person who is convicted of an offence under this By-law and who after the conviction continues with the conduct in respect of which that person has been convicted commits a further offence and is liable on summary conviction to a fine of not less than one hundred penalty units and not more than one thousand penalty units for each day that the offence continues or to a term of imprisonment of not less than six months and not more than two years or to both.

63. General offence and penalty

Except as otherwise specified in this By-law, any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and is liable on summary conviction to a fine of not less than three hundred penalty units and not more than five hundred penalty units or to a term of imprisonment of not less than one year and not more than three years or to both.

64. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

U. Cape Coast Metropolitan Assembly (Drainage of Storm Water and Sullage) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Drainage of Storm Water and Sullage) By-Law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless where the context otherwise requires,

“storm water” means water in abnormal quantity resulting from heavy rainfall running along the surface of the ground or drainage channels; “sullage” means waste water from bathrooms, washing of clothes, sinks and rainwater within a premises, and does not include discharge from septic tanks or any other waste water contaminated by excreta; “drainage” means primary, secondary, tertiary or residential drains, and shall also include earth drainage channels from premises in low-income communities which do not have formal drainage.

3. Connections and usage of drains

- a) All drains shall be for the public good in the maintenance of environmental sanitation, protection of investments in road infrastructure and for disposal of sullage and rainwater.
- b) 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.
- c) The only discharges permissible into the public drain shall be sullage and storm water.

4. Maintenance of drains

The Assembly shall undertake the repair and maintenance of all primary and secondary drains within its area of jurisdiction, while the cost for tertiary or residential drains shall be borne by the occupiers of premises in a manner that the Assembly may approve from time to time.

5. Cleaning of residential drains

It shall be the responsibility of the occupier or occupying of premises to ensure that tertiary or residential drains are free from any impediments and clean at all times for the free flow of waste water, unless otherwise determined by the Assembly.

6. Prohibition of development in drainage reservations

- a) No development shall be permitted within any drainage reservation so as to facilitate the efficient and effective maintenance of the drain.
- b) Drainage reservations are defined as follows:
 - i. a distance of 10 metres on either side of a primary or storm drain;
 - ii. a distance of 4 metres from a secondary or roadside drain;
 - iii. a distance of 2 metres from a residential or tertiary drainage.

7. Offences

- a) A person commits an offence who:
 - i. abuses the drain by making non-permissible discharges into the drain;
 - ii. disposes solid waste, discharge from septic tanks (septage) and any other material contaminated by excreta into a drain;
 - iii. develops any structure or carries on any activity, commercial or otherwise, within the drainage reservation, including vegetable gardening;
 - iv. connects drains in his premises to a public drain without prior authorization by the Assembly; or
 - v. causes blockage of flow in a public drain resulting in stagnation of the flow.

8. General offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

9. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

V. Cape Coast Metropolitan Assembly (Control of Water Supply Systems) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-Law may be cited as the Cape Coast Metropolitan Assembly (Control of Water Supply Systems) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“water supply systems” include the supply of water from boreholes, dug wells, and other such water facilities.

3. Permit for boreholes

Any person who intends to drill or construct a borehole or dug well or any such water supply facilities within the area of authority of the Assembly shall obtain a permit that shall contain conditions for compliance for safety and public health purposes.

4. Requirement for drilling or siting borehole or dug well

- a) A person responsible for the construction of a borehole or dug well and the installation of a pump for the supply of water to a community or for individual usage shall ensure that the minimum yield of water from the borehole or dug well is at least ten litres per minute.
- b) A person shall not drill a borehole or dug well unless a qualified person has carried out the appropriate ground water investigations.
- c) A selected borehole or dug well site shall be at a minimum distance of fifty meters from a
 - i. sanitation facility;
 - ii. a form of garbage disposal point or cemetery;
 - iii. sacred grove; or
 - iv. any other known source of real or potential contamination within the community.

5. Operation of community water systems

- a) The main methods for mobilization of funds towards effective management and maintenance of community water supply systems shall be the pay-as-you-fetch or monthly payments.
- b) Desilting of community soak away-pits and major repairs on the sites of boreholes or dug wells shall be done through communal labour.
- c) Washing of vehicles, clothing and bathing at borehole or dug well sites is prohibited and offenders shall be prosecuted.
- d) Any person or group of persons who causes damage to any part of a borehole or a dug well commits an offence and offender shall be made to pay for the cost of repair and/or be prosecuted.
- e) Any person who defaults in payment of water bills for two months shall be liable for disconnection and may be prosecuted after three months of continuous default.
- f) The following acts shall constitute an offence in communities where public boreholes and dug wells are operated:
 - i. washing of vehicles, clothing and bathing at boreholes or dug wells sites
 - ii. causing damage to any part of a borehole or a dug well;
 - iii. verbal or physical assault on a water vendor or fee collector.

6. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

7. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

W. Cape Coast Metropolitan Assembly (Control of Cemeteries) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

- 1. Title**
This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Cemeteries) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).
- 2. Management**
The Assembly shall have control and management over all public and private cemeteries within the Cape Coast Metropolis.
- 3. Plan of cemetery**
The Assembly shall cause a plan of each cemetery within its jurisdiction to be prepared by a licensed surveyor or the Physical Planning Department of the Assembly in which the position of all grave spaces and pathways shall be delineated and plotted and this plan shall be kept in the office of the sexton-in-charge of the cemetery.
- 4. Infectious and infant burials**
In each cemetery, portions may be set aside for infectious burials, infant burials and free burials.
- 5. Grave space**
In every cemetery, the dimensions of grave space shall be 2.4 metres by 1.2 metres and 1.2 metres deep, except that in the portion of the cemetery reserved for infant burials, each grave space shall be 1.5 metres by 0.9 metres.
- 6. Register of burial**
Each grave space delineated and plotted in the plan shall be numbered and the sexton-incharge of the cemetery shall cause a Register of Burial to be kept.
- 7. Vaults**
No more than six grave spaces shall be granted to any one person or family for the construction of a vault in a cemetery.
- 8. Head stones**
The foundation of a head stone or other memorial in the cemetery shall not extend more than 6 feet below the surface of the grave.
- 9. Burial Permit**
No burial shall be allowed at any cemetery without a permit issued by the Assembly upon payment of a specified fee fixed by a resolution of the Assembly.
- 10. Private burial**
No burial shall be carried out at home or any other place except such as may be authorized in writing by the Metropolitan Chief Executive or his accredited representative for stated lawful reasons.
- 11. Free burials**
No burials shall be allowed without payment of fees except such as may be authorised in writing by the Metropolitan Chief Executive or his accredited representative upon stated reasons.
- 12. Hours of burials**
Burials shall take place in any cemetery between the hours of 8:30am and 5:00pm except in such cases as may be permitted under the written authority of the Metropolitan Chief Executive or his accredited representative upon stated lawful reasons.
- 13. Offence and penalty**
Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.
- 14. Compensation**
In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

X. Cape Coast Metropolitan Assembly (Control of Public Roads and Parking of Vehicles) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

- 1. Title**
This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Public Roads and Parking of Vehicles) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).
- 2. Unauthorised parking**
No driver of a vehicle shall park his vehicle on any road or at any place within the Metropolis except in areas specified and declared by the Assembly to be parking areas for such vehicles.
- 3. Washing of vehicles on public roads prohibited**
 - a) No driver or person in charge of a car, van, bus, truck or any other vehicle shall wash or clean such vehicle on any public road within the metropolis.
 - b) Washing of vehicles shall be undertaken in such fuel stations, garages, bays and facilities as are equipped and licensed for the purpose.
- 4. Obstruction**
No person shall in any way or manner prevent or obstruct the use of a public road by any member of the public except as herein contained or as the Assembly shall expressly direct.
- 5. Excavation**
No person, organization, company or institution shall dig a trench, man-hole or make any excavation whatsoever in or across any public road or street without the written permit or consent and subject to conditions imposed by the Metropolitan Engineer including the payment of specified fees.
- 6. Litter bins on vehicles**
No person shall drive a commercial vehicle other than a taxi cab within the metropolis without having on board an approved litter bin.
- 7. Littering from moving vehicles**
There shall be no littering from moving vehicles on public roads and in the event of such littering, the person in charge of the vehicle shall be held responsible therefor unless the contrary is proved by him.
- 8. Covering of trucks**
All trucks and other vehicles used for the conveyance of refuse, sand, stones, quarry dust, sawdust, wood waste or such other material within the metropolis shall be appropriately covered to prevent such material flying off such vehicle.
- 9. Repair of vehicles**
No person shall repair a broken down vehicle on a public road or walkway and any such vehicle must be towed away to a garage for the purpose of repairs.
- 10. Stopping and parking**
No person in charge of a vehicle shall stop or park the vehicle at any place other than the authorized parking bays or lay-bys sited along public roads.
- 11. On-street parking**
In addition to parking lots, bays and lay-bys, the Assembly may designate specified portions of public roads to be used for on-street parking by motorists who shall pay a specific fee for such duration as may be indicated on the ticket issued therefor.
- 12. Clamping and towing of wrongfully parked vehicles**
In order to enforce compliance of the provisions of this By-law, accredited officials and agents of the Assembly may clamp and/or tow for safe storage wrongly parked vehicles until such a time that all applicable fees, charges and/or penalties are paid before they are released.
- 13. Painting of houses**
All houses situated along public roads or streets shall be repainted at least once every five years unless otherwise directed by the Assembly.
- 14. Vehicle Dealer’s permit**
 - a) No person shall operate as a vehicle dealer along any public roads or keep vehicles in an enclosure or open space for sale by himself or on behalf of others unless he has obtained a Vehicle Dealer’s Permit from the Assembly upon the payment of a specified fee which shall be renewed at the beginning of every year.
 - b) As part of the conditions for the grant of a Vehicle Dealer’s Permit, the Assembly shall ensure that the enclosure or space on which vehicles are displayed is suitable, fenced and not less than 60 by 30 metres in dimension, has a conspicuous signboard advertising sales, has an office from which receipts of sales shall be issued and is also equipped with fire fighting equipment.

15. Offences

- a) A person commits an offence, who –
- i. mounts a billboard, signboard, road sign or any other signage without first obtaining the appropriate permit;
 - ii. tampers with the road corridor with the aim of reducing the speed of vehicular traffic without prior express approval;
 - iii. blocks a public road without a permit;
 - iv. tips or dumps construction material, firewood or other such material on the road;
 - v. sells on or obstructs a walkway or road shoulder;
 - vi. tampers with mounted road signs without prior approval;
 - vii. digs a trench, man-hole or make any excavation whatsoever in or across any public road or street without prior approval;
 - viii. damages or causes or permits his vehicle to damage any road, road furniture or
 - ix. facilities;
 - x. stops or parks a vehicle at a public place other than an authorized lay-by or lot;
 - xi. parks or abandons a broken down vehicle on any public road; or
 - xii. operates a vehicle sales or dealership along the road or in an open space without a permit.

16. General Offence and Penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

17. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

Y. Cape Coast Metropolitan Assembly (Control of Commercial Vehicles) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Commercial Vehicles) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“commercial vehicle” includes any motor vehicle used for commercial purpose other than a taxi such as buses, vans, tankers and trucks;

“commercial vehicle licence” means a licence granted in accordance with Part II of this By-law;

“company” includes a limited liability company or otherwise;

“licensee” means any person to whom a taxi licence, commercial vehicle licence or taxi driver’s licence is granted;

“Licensing Officer” means the Metropolitan Coordinating Director or any person(s) designated by him for the granting of such licence;

“Licensing Authority” means the Assembly or any person or body so authorized by the Assembly;

“loiter” means to proceed in a street at a slower speed than that which other passenger vehicles would normally be driven in the same street at the same time;

“public way” includes any highway, market place, lorry park, square, street, bridge or any other way which is lawfully used by the public; “taxi” means any motor vehicle designed or constructed to carry not more than five persons or used or intended to be used for carrying passengers for hire or reward under a contract expressed or implied for the use of the vehicle as a whole or for a fixed or agreed rate or sum, and includes ‘Bolt’, ‘Uber’, ‘Yango’ and other such hiring services;

“taxi driver’s licence” means a licence granted in accordance with Part III of this By-law.

“taxi rank” means any place designated by the Assembly as a standing place for taxis awaiting hire.

PART I – LICENSING AUTHORITY**3. Approval by Licensing Officer**

No person shall be granted a commercial vehicle licence, taxi licence or a taxi driver’s licence by the Licensing Authority unless the grant of such licence has received the prior approval of the Licensing Officer.

4. Revocation of licence, etc.

- a) Any licence granted by the Licensing Officer under this By-law may at any time be revoked, suspended or varied by him or any person or persons authorized by him so to do.
- b) The holder of any licence so revoked, suspended or varied shall within seven days of such revocation, suspension or variation deliver the licence to the Licensing Officer for endorsement and, if required to do so, bring any vehicle concerned to the Licensing Officer for the removal of any notice affixed in pursuance of this By-law.
- c) Any person who is aggrieved by the decision of the Licensing Officer in suspending, revoking or varying any licence may within seven days of such decision notify the Licensing Officer of his intention to appeal against such decision to the Metropolitan Chief Executive.
- d) The aggrieved person shall present a petition for redress to the Metropolitan Chief Executive whose decision shall be final in such matters.

5. False representations

Any person who for the purpose of obtaining the grant of a licence for himself or for any other person, partnership or company knowingly makes any false statement or withholds any material information shall be guilty of an offence under this By-Law.

6. Fee payable

The prescribed fees payable for an application form for a licence or for the grant of any licence under this By-law shall be as provided in the Fee-Fixing Resolution of the Assembly for any particular year.

7. Processing of applications

All applications tendered to the Licensing Authority in respect of the grant of a licence shall be dealt with as soon as practicable.

PART II – TAXI/COMMERCIAL VEHICLE LICENCE**8. Licence**

No person shall allow, cause or permit a motor vehicle to be used as a taxi or commercial vehicle nor drive any motor vehicle within the Metropolis unless in addition to being licensed under the applicable national motor traffic regulations, it has also been licensed for use as a taxi or commercial vehicle under this By-law.

9. Application form

Every application for a taxi licence or a commercial vehicle licence shall be made to the Licensing Authority on a prescribed form which may be obtained from the Licensing Officer at a specified fee and shall be signed by the owner of the vehicle or where the vehicle is in joint ownership by one of the owners or where the owner is a partnership or company by the senior partner or the secretary or the manager or other duly authorized officer of the company as the case may be on its behalf.

10. Refusal of grant

- a) The Licensing Officer shall make such enquiries into the applicant's character and circumstances as he may think fit and may refuse to grant such licence if he is satisfied:
 - i. that the applicant has been convicted of any indictable offence or any offence involving dishonesty; or
 - ii. that the vehicle in respect of which the application is made does not conform to the required conditions of fitness laid down by the Licensing Authority.

11. Procedure for grant

- a) If after examining a motor vehicle presented to him for examination, the Licensing Officer finds that it conforms to the conditions of fitness and is fit for public use, he shall give a certificate of approval on the application form and then grant to the applicant the relevant licence in respect of the vehicle to which the certificate relates and issue an appropriate sticker therefor accordingly.
- b) If the Licensing Officer considers that the vehicle does not comply with the conditions of fitness or is unfit for public use, he shall specify the defect on the application form, and the applicant may produce such motor vehicle for re-examination within three months from the date of the first examination. If the motor vehicle at the time of the re-examination still does not comply with the conditions of fitness or is unfit for public use, the Licensing Officer shall so certify on the application form and the Licensing Officer shall endorse the form to that effect accordingly.

12. Duration and conditions for grant

- a) Every taxi or commercial vehicle licence shall be in the prescribed form and shall be in force until the end of the year in which it was issued unless sooner revoked or suspended and shall be granted subject to the provisions therein specified and subject also to the following conditions: -
 - i. Every licensee or driver shall when so requested by a member of the Police Service or a member of the Guard Unit or Traffic Unit or an authorised Officer of the Assembly produce the licence for examination.
 - ii. The licensee, if he changes his address during the currency of the licence, shall notify the Licensing Officer within fourteen days from the date of such change and shall at the same time send or deliver the licence to the Licensing Officer who shall endorse thereon the licensee's new address and return the licence to him forthwith.
 - iii. The licensee shall not alter, deface, mutilate or obliterate the licence by erasure or otherwise.
 - iv. The licensee shall not permit any person to act as the driver of a taxi when it is hired or plying for hire unless such person is the holder of a valid taxi driver's licence issued in accordance with provisions of this By-law or in the case of a commercial vehicle unless such person is the holder of a valid professional driver's licence issued by the Driver & Vehicle Licensing Authority.
 - v. The licensee shall at all reasonable times allow the Licensing Officer or any such person authorized by him to inspect and examine the vehicle.
 - vi. The licensee shall not remove or cancel any notice affixed to the vehicle in pursuance of this By-law nor cause or permit any person not authorized by the Licensing Officer to remove or conceal any such notice nor cause or permit any person not so authorized to alter, deface, mutilate or obliterate any notice placed on the vehicle by the Licensing Officer.
 - vii. The licensee shall not knowingly permit the vehicle to be used for any unlawful purpose.
 - viii. The licensee shall keep the vehicle in good repair and order at all times.
 - ix. The licensee shall not cause or permit any object or any printed, written or other matter to appear or be displayed on the outside or inside of the vehicle by way of advertisement without the express approval of the Licensing Officer.
 - x. If the licensee ceases to be the owner of the vehicle to which a licence relates during the currency of the licence, he shall forthwith notify the Licensing Officer and return such licence to him for cancellation before delivering the vehicle to its new owner.

13. Defaced, altered or irregular licence

- a) A licence which is defaced or on which there is unauthorized erasure or alteration of any material particular shall be void and the holder thereof ceases to be licensed.
- b) If any person uses or has in his possession any altered or irregular taxi or commercial vehicle licence or any altered or irregular notice required for the purposes of this By-law, he shall be guilty of an offence.

14. Renewal

- a) The licensee shall no later than fifteen days before the expiration of the period for which the licence in respect of the vehicle was granted deliver up the licence and present the vehicle for renewal thereof.
- b) If the licensee conforms to the provisions of this By-law and the vehicle complies with the conditions necessary for granting of a licence, the Licensing Officer shall renew the licence.

15. Licence issued to companies

Where a licence issued under this Part is held by any person on behalf of a partnership or company, both that person and such partnership or company as the case may be shall be deemed to be the licensee in respect of that licence and shall as such be liable for any breach of the provisions of this By-law or any of the provisions or conditions subject to which the licence was granted.

PART III – TAXI DRIVER'S LICENCE

16. Age limit

A taxi driver's licence shall not be granted to any person under the age of 25 years and shall be void if so granted to any person under that age.

17. Taxi driver's licence

No person shall drive any taxi when it is plying for hire or conveying any goods or passengers unless he holds a taxi driver's licence granted in pursuance of this By-law.

18. Application form

Every applicant for a taxi driver's licence shall apply to the Licensing Authority on the form prescribed for the purpose and provide adequate proof to a committee appointed by the Licensing Officer for the purpose that he has sufficient knowledge of the Metropolis and the provisions of this By-law.

19. Licensing Committee

- a) The Licensing Committee shall meet as often as necessary at such time and place as shall be specified by the Licensing Officer.
- b) The Licensing Committee may refuse to approve the grant of a taxi driver's licence to any applicant and endorse its refusal on the application form if it is satisfied that the applicant is not of good character or has insufficient knowledge of the Metropolis or of the provisions of this By-law.
- c) No taxi driver's licence shall be granted to any person who is not in possession of a current valid professional driving licence issued by the Driver & Vehicle Licensing Authority authorizing him to drive motor vehicles of the class used as taxis and any taxi driver's licence issued hereunder shall be void if the holder thereof ceases to hold a current valid professional driving licence.
- d) If the Licensing Committee on the other hand is satisfied, it shall approve the grant of a licence and the Licensing Officer shall accordingly issue the licence to the applicant.

20. Form and duration of licence

Every taxi driver's licence shall be in such form as shall be prescribed by the Licensing Authority and shall, unless sooner revoked or suspended, be in force for a period of one calendar year from the date of issue subject to its subsequent renewal.

21. Production of licence for inspection

A taxi driver shall have his licence in his taxi at all times or when appearing before any Court, and shall produce it for inspection on demand by a person hiring his taxi, a Police Officer, a member of the Guard Unit or Traffic Unit, or an Officer of the Assembly.

22. Failing to stop or take stop orders

If any holder of a taxi driver's licence fails to stop or fails to produce his licence when so demanded by a member of the Guard Unit or Traffic Unit or fails to report at the offices of the Guard Unit when so demanded by a member of the Guard Unit or Traffic Unit or an Officer of the Assembly, he shall be guilty of an offence.

PART IV – MISCELLANEOUS

23. Carriage of passengers, luggage or goods

- a) No person, including the driver, shall be carried on any taxi or commercial vehicle in excess of the number of persons which it is licensed to carry, provided that, in computing such number, an infant in arms shall not count as one person.
- b) Not more than one person other than the driver shall sit on the front seat of any taxi, and in this wise no luggage shall be carried in the front part of the taxi.
- c) No luggage shall be carried on the roof of any taxi unless it is fitted with a roof rack approved by the Licensing Officer.

24. Illumination sign

When a taxi is provided with means of an illumination sign bearing the word "Taxi" fitted with the approval of the Licensing Officer, the driver when plying for hire between 6.00pm and 6.00am shall cause the sign to be illuminated.

25. Fare

- a) The fare payable for the hire or use of a taxi or a commercial vehicle shall be in accordance with the rates fixed by the person or institution given such a responsibility by the Assembly or the Central Government.
- b) No driver of a taxi or commercial vehicle shall demand more than the authorized fare nor shall he either before, during or at end of the hiring solicit or in any way bargain for any sum in excess of the said fare.

26. Loitering

Except by reason of accident or other unavoidable cause, no driver of a taxi or commercial vehicle shall cause the same to loiter, and except as aforesaid or in the case of a taxi for the purpose of picking up a passenger, no such driver shall cause such vehicle to stop and await hiring at any public place elsewhere than at a taxi rank, lorry park or parking lot.

27. Lost items

- a) Any person who finds any item or property left in a taxi or a commercial vehicle shall immediately hand it over to the driver.
- b) Any driver who finds any item or property left in a taxi or to whom any such property is handed shall, within twenty-four hours, deposit any such item or property at the offices of the Guards Unit in the state in which it was found or handed to him and shall truly state the particulars of such finding; provided that if such property is sooner claimed by the owner thereof and satisfactory proof of ownership is given, it shall be restored to the owner forthwith instead of being deposited at a Police Station.

28. Offence and penalty

Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

29. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to incidental cover expenses incurred in the prosecution of the matter in Court.

SCHEDULE 1

(Paragraph 9)

CAPE COAST METROPOLITAN ASSEMBLY
(CONTROL OF COMMERCIAL VEHICLES) BY-LAW, 2025

APPLICATION FORM FOR TAXI/COMMERCIAL VEHICLE LICENCE

I, hereby apply for a Taxi/Commercial Vehicle Licence on my own behalf/on behalf of as follows –

A. Particulars of Applicant/Owner

Name:

Address:

Nationality:

Age:

.....

Profession:

.....

B. Particulars of Partnership/Company

Name:

Address of Head Office:

Address of Local Office:

C. Particulars of Vehicle

Brand:

Type: H.P.:

.....

Colour: Index No.:

.....

D. Particulars of Insurance Policy/Cover Note

Insurer:

Policy/Cover Note No.:

Certificate No.:

Date of Issue:

Date of Expiry:

I hereby declare that the above particulars are true to the best of my knowledge.

Date:

.....
Signature of Applicant

License No: Sticker No:

This licence is granted subject to compliance by the licensee with the provisions of - I). Cape Coast Metropolitan Assembly (Control of Commercial Vehicles) By-Law, 2025 II). All Ordinances, Regulations, Rules and other laws relating to taxis and commercial vehicles for the time being in force.

Date: Licensing Officer

I, hereby apply for a Taxi Driver's Licence.

Name:.....	Height:
Mailing Address:	Colour of Eyes:
Residential Address:	Mouth:
Date of Birth:	Nose:
Profession:	Complexion:
Driving License Number.....	Peculiarities:

Right Thumbprint

I hereby declare that the above particulars are true to the best of my knowledge.

.....

Signature of Applicant	
Date	

Approval is hereby given for the issue of a Taxi Driver's Licence to the Applicant whose description appears above.

Date:.....

Taxi Driver's Licence No. is hereby granted to accordingly.

Date.....

Licensing Officer

SCHEDULE 4
(Paragraph 20)
CAPE COAST METROPOLITAN ASSEMBLY
(CONTROL OF COMMERCIAL VEHICLES) BY-LAW, 2025
TAXI DRIVER'S LICENCE

I,, Licensing Officer of the Cape Coast Metropolitan Assembly authorised to grant Taxi/Commercial Vehicle Licence in under the Cape Coast Metropolitan Assembly (Control of Commercial Vehicles) By-Law, 2025, hereby grant to a Taxi Licence/Commercial Vehicle Licence in respect of the Taxi/Commercial Vehicle with Index No.: permitting such vehicle to operate within the area of Jurisdiction of the Assembly.

This licence is granted subject to compliance by the license with the provision of: -

- a) Cape Coast Metropolitan Assembly (Control of Commercial Vehicles) By-Law, 2025
- b) All Ordinances, Regulations, Rules and other laws relating to taxis and commercial vehicles for the time being in force.

This licence shall remain one year from the date hereof and shall expire on unless sooner revoked or suspended or renewed.

Date.....

.....
Licensing Officer

Z. Cape Coast Metropolitan Assembly (Control of Passenger Transport Services) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Passenger Transport Services) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires –

“passenger transport service” means any offer of passenger transport of collective use, along a fixed or recognizable route, using motorized means of transport, including services operated by bus, minibus, minivan, shared taxi or other shared car. It does not include private hires, works and schools transport not available to the general public;

“permit” means a certificate issued by the Assembly to an operator who has been registered by the Assembly to provide transport services within and outside the Assembly’s jurisdiction;

“Route Service Contract” means an agreement between the Assembly and an operator to provide specified services along specified routes for a specific period.

3. Responsibility of Transport Department

a) The Transport Department of the Assembly shall be responsible for:

- i. regulating the passenger transport services within the Assembly’s jurisdiction;
- ii. establishing and implementing procedures for the operation of transport services;
- iii. establishing required standards and guidelines for passenger transport services;
- iv. monitoring compliance of the guidelines and enforcing passenger transport services with conditions as contained in a given permit;
- v. ensuring that the operation of passenger transport services comply with the established standards and guidelines;
- vi. maintaining a register of operators of passenger transport services;
- vii. carrying out studies, investigations, data collection and research into passenger transport services as would be necessary for the improvement of the services;
- viii. performing other functions related to regulation of passenger transport services.

4. Procedures for operation of passenger transport services

a) The procedures for operation of passenger transport services shall include:

- i. the requirements and conditions of permits;
- ii. the procedures for making application for permits for passenger transport services;
- iii. the basis on which applications are assessed;
- iv. the basis on which applications shall be accepted, refused, or requested to be modified; and
- v. the procedures for appeal by applicants who have been refused a permit to operate.

5. Operational permit and contracts

- a) All passenger transport services shall require a permit for operations which may be issued on application by interested parties upon payment of prescribed fees, subject to the procedures and eligibility criteria approved by the Assembly.
- b) An operational permit shall be issued for a particular year and shall expire on 31st December of that year unless otherwise renewed at the discretion of the Assembly subject to satisfactory performance.
- c) The Assembly may enter into a contract with an operator or group of operators to provide specified services along specified routes, and may also enter into a contract with one or more companies for the management of its terminals.

6. Public Transport Plan

- a) The Assembly shall prepare and approve a Public Transport Plan for its area of jurisdiction subject to any relevant guidelines issued under the authority of the National Development Planning (System) Act, 1994 (Act 480) and the Development Plan for the metropolis.
- b) The Public Transport Plan shall identify specific passenger transport related services and facilities to be implemented over a specified period which may include but are not restricted to:
 - i). service types
 - ii). routes
 - iii). passenger facilities
 - iv). terminals, parking areas, stopping places and associated facilities and other infrastructures
 - v). ticketing, information and other customer support services, and
 - vi). service quality targets.

7. Regulation of passenger transport services

- a) The Assembly shall be the sole authority to regulate passenger transport services within its area of jurisdiction and shall have the power to:
 - i. require that passenger transport services for any designated area within the metropolis is operated under a permit;
 - ii. define routes, stopping places and terminals;

- iii. invite and evaluate applications for route operating permits; iv) award routes service contracts;
- iv. v) award exclusive operating rights for a route, corridor or area to operators; vi) restrict or exclude other operators from routes or corridors where route service contracts have been awarded;
- v. vii) attach conditions to a passenger transport services permit; viii) define and enforce services and vehicle quality standards;
- vi. establish mechanisms for the operations and management of passenger transport services;
- vii. collaborate with any Metropolitan Assembly for the performance of their respective functions relating to passenger transport services;
- viii. generally promote integration of passenger transport services.

8. Setting of fares

- a) Transport fares shall be determined by a Committee comprising representatives from the Assembly, transport operators and other relevant stakeholders as the Assembly may determine.
- b) In setting the fares, the Committee shall:
 - i. take into account applicable fares set at the national level;
 - ii. consult and reach agreements with neighbouring Assemblies in relation to fares for urban passenger transport services; and
 - iii. take into account both operator profitability and affordability to citizens.
- c) The determination of transport fares for different types of service or route may include:
 - i. specific fares for different types of service
 - ii. fares for specified routes
 - iii. the establishment of maximum fares for any category of service or route;
 - iv. the establishment of fare structure for an area, zone or corridor;
 - v. the establishment of integrated fare structures for different modes of travelling;
 - vi. the establishment of specific or maximum fare for multi-journey or time-based tickets, and
 - vii. the procedures for the periodic review of the fares.

9. Financial support for Passenger Transport Services

- a) The Assembly may provide financial support for passenger transport services for the purpose of:
 - i) causing a service which is considered necessary to be provided where it would otherwise not be offered without financial support;
 - ii) increasing the level of services above what would be offered commercially to a level considered necessary;
 - iii) allowing reduced fares to be offered to specific groups of users where this is considered socially necessary;
 - iv) supporting the additional costs involved in increased quality of services, vehicles or facilities; and
 - v) other measures to improve the quality of passenger transport services or to meet social needs.
- c) Any such financial support shall be subject to the provision of funds in the annual budgets of the Assembly.
- d) Any financial support provided to operators in relation to passenger transport services shall be done within the context of a Route Service Contract to which general procurement procedures shall be applicable.

10. Offence and penalty

- 1. A person commits an offence, if that person:
 - a) provides or operates a passenger transport service without a permit;
 - b) provides or attempts to provide a passenger transport service which is not in consonance with the terms and conditions of a given permit, including conduct such as
 - (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.
 - c) provides false information for the purpose of obtaining a passenger transport service permit.
 - d) operates or attempts to operate or ply for passengers at a terminal without authorization from the Assembly in accordance with the approved procedures.
 - e) obstructs the effective functioning of any passenger transport facility or infrastructure, including terminals, access to terminals, designated parking places, designated stopping areas, priority lanes or dedicated running ways for passenger transport vehicles, or
 - f) intimidates or unlawfully attempts to persuade any person employed by the Assembly to carry out its functions.
- 2) Any person who contravenes any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.
- 3) In addition, the following sanctions may be applied by the Assembly where considered necessary:
 - a) suspension of permit for a period of 14 days;
 - b) revocation of permit and debarment from applying for or being granted new permit for a period of up to one year.

11. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

AA. Cape Coast Metropolitan Assembly (Licensing of Bicycles, Tricycles and Push Carts) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Licensing of Bicycles, Tricycles and Push Carts) By-law, 2025 and shall apply to all towns and villages in the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless where the context otherwise requires,
“push cart” means a cart or any other vehicle not propelled by mechanical power and primarily used to convey goods and chattels, whether four-wheeled, three-wheeled, two-wheeled or one-wheeled.

3. Licence

Every person who owns a bicycle, tricycle and push cart within the area of authority of the Assembly shall obtain from the Assembly therefore a licence herein referred to as “Bicycle, Tricycle, and Push Cart Licence”.

4. Hiring of bicycles

- a) Every person who lets out a bicycle, tricycle and push cart on hire shall obtain a licence for the purpose and shall pay a yearly fee prescribed by the Assembly.
- b) Every such licence shall be required to operate in accordance with conditions specified by the Assembly for the operation of such venture.

5. Form, duration of licence

- a) A licence shall be valid as from the date of issue until the 31st day of December each year.
- b) A licence shall be in such prescribed form as the Assembly may determine.
- c) The Assembly shall keep a register of all licences issued by it and shall specify in the register the name and abode of every person to whom a licence has been issued.

6. Ownership

For the purpose of this By-law, any person in whose custody, charge or possession or in whose house or premises a bicycle, tricycle or push cart is found or seen shall, unless the contrary is proved by him, be deemed to be person who owns such bicycle, tricycle or push cart.

7. Licence to be produced on demand

- a) It shall be the duty of every person who has a “Bicycle, Tricycle and Push Cart Licence” to produce and deliver it for examination by a police officer or an authorized officer of the Assembly who so requires it.
- b) Any police officer or an authorized officer of the Assembly may demand and conduct an on-the-spot inspection on any bicycle, tricycle and push cart for the purpose of ascertaining its roadworthiness.

8. Badges or stickers

Any person to whom a licence has been issued shall, while the licence remains in force, keep on the bicycle, tricycle or push cart a badge or sticker of a type approved by the Assembly for use during the year in which the licence was issued.

9. Inspection of vehicle

No licence shall issue hereunder in respect of any vehicle which in the opinion of the Metropolitan Engineer or any person authorized by the Assembly in that regard is in such condition as to endanger persons or property and the Engineer or any such other person may at any time examine any vehicle in respect of which a licence had been issued for the purpose in this By-law.

10. Prohibition of unsafe vehicle

If in the opinion of the Metropolitan Engineer or any person authorized by the Assembly in that behalf a vehicle is in such a condition as to endanger persons or property he may prohibit the further use of the vehicle until he is satisfied that the vehicle is no longer in that condition.

11. Offence and penalty

Any person who contravenes any provision of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

12. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order the payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

AB. Cape Coast Metropolitan Assembly (Control of Fire and Fire Services) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Fire and Fire Services) By-law, 2025 shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Provision of fire services

The Assembly shall exercise the powers provided in sections 112 to 115 of the Local Governance Act, 2016 (Act 936) where the emergency relates to the provision of fire services.

3. Power of entry of premises in case of fire

- (1) An officer of the Ghana National Fire Service or other designated agency may, without the consent of the occupier
 - a) enter and if necessary, break into any premises or place in which a fire has broken out or is believed to have broken out, to extinguish or deal with the fire;
 - b) do any act on the premises or place that may be necessary to extinguish or deal with the fire;
 - c) enter any land or premises
 - (i) to secure the use of water under the control of any person;
 - (ii) to improve access to the water; and
 - (iii) to lay or maintain pipes and carry out other works in connection with the use of the water.
- (2) Reasonable notice shall be given by the officer to the occupier whenever practicable before proceeding to exercise any of the powers to enter land or premises for purposes of managing a fire.
- (3) The owner of any property deployed to fight a fire is entitled to reasonable compensation from the Ghana National Fire Service and/or the Assembly for the use of his equipment or medium and for damage caused by that use.

4. Control of traffic

An officer of the Ghana National Fire Service or other designated agency may close any street to traffic or stop or regulate the traffic in any street whenever it is reasonably necessary to deal with an outbreak of fire or an emergency situation.

5. Penalty for obstruction

A person who wilfully obstructs or interferes with the functions of a designated agency in relation to an emergency, disaster prevention and relief services or the provision of fire services commits an offence and is liable on summary conviction to a fine of not less than 100 units and not more than 200 penalty units or to a term of imprisonment of not less than three months and not more than six months or to both the fine and term of imprisonment and in the case of a continuing offence to a further fine of not more than one penalty unit for each day on which the offence continues.

6. Penalty for false alarms

A person who knowingly or without lawful authority gives or causes to be given a false alarm of fire commits an offence and is liable on summary conviction to a fine of not less than 125 penalty units and not more than 150 penalty units or to a term of imprisonment of not less than one month and not more than three months or to both the fine and term of imprisonment.

7. Powers of arrest

The Metropolitan Fire Officer or an officer authorised by him may arrest a person who starts a fire where the fire causes or is likely to cause damage to property or endanger life.

8. Prohibition of bushfires

- (a) Except as otherwise provided under this By-law and other national enactments, it is unlawful for a person to start a bushfire for any purpose.
- (b) For the purposes of this By-law, a person starts a bushfire if an action of that person results in the uncontrolled burning of a farm, forest or grassland.
- (c) Any farmer who by way of necessity wishes to set fire in his farm shall first create a belt of at least two metres wide around the farm and he shall engage the services of farm attendants or fire volunteers to control the fire.
- (d) A person who starts a fire permitted by this By-law shall control the spread of the fire. (e) An organisation responsible for the clearing and weeding of a roadside shall ensure that the roadside is kept free of all bushfire hazards, and where damage is caused by a fire set by an employee of the organisation, the organisation shall be responsible for the damage.

9. Fire Volunteer Squad

- (a) There shall be established in every community or unit a Fire Volunteer Squad whose activities shall be funded by the Assembly and community-based organizations.
- (b) The Ghana National Fire Service is responsible for the training of community or unit fire volunteer squads.

10. Bushfire Control Committee

- (a) There shall be established a Bushfire Control Committee of the Assembly whose membership shall consist of such members of the Metropolitan Assembly as determined by the Assembly.
- (b) To advise it on the performance of its functions under this By-law, the Bushfire Control Committee may co-opt any person and, in particular,
 - (i) the Metropolitan Fire Officer,
 - (ii) an officer of the Ghana Forestry Commission, or
 - (iii) the Head of the Agriculture Department.
- (c) The Bushfire Control Committee shall
 - (i) draw up for the consideration of the Assembly the appropriate by-laws to ensure adequate prevention, control and monitoring of bushfires;
 - (ii) specify the period or periods in the year within which the burning of farm slash, grass, herbage and dead wood shall be prohibited;
 - (iii) draw up, where appropriate, early burning programmes and ensure that they are implemented under proper control and supervision;
 - (iv) set up Bushfire Control Committees in the Sub-Metropolitan Metropolitan Councils which shall direct the activities of the community or unit fire volunteer squads;

11. Duty to report bushfire

- (a) A person, in the area of the bushfire commits an offence, if that person
 - (i) fails to report a person known to that person to have started or caused a bushfire, or
 - (ii) being aware of the occurrence of a bushfire, without good cause, fails to report the occurrence, to a member of the community or unit fire volunteer squad, or a member of the Bushfire Control Committee, or a police officer, or the traditional authority.
- (e) A person found guilty under clause 11(a) is liable on conviction to a fine not exceeding twenty-five penalty units or to a term of imprisonment or communal service for a term not exceeding one month or to both the fine and the imprisonment or communal service.

12. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction where the penalty is not stated to a fine not less than two hundred and fifty penalty units and not more than one thousand penalty units or to a term of imprisonment not less than six months and not more than twelve months or to both fine and imprisonment.

13. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

AC. Cape Coast Metropolitan Assembly (Control of Trees And Crops) By-Law, 2025

IN exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

- 1. Title**
This By-law may be cited as the Cape Coast Metropolitan Assembly (Control of Trees and Crops) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).
- 2. Interpretation**
In this By-law, unless the context otherwise requires,
“crops” include fruits, vegetables and ornamental plants or flowers;
“vegetables” include lettuce, tomatoes, pepper, onions, cucumber, water melon and any other vegetables likely to be consumed in an uncooked state.
- 3. Liaison with other Agencies on matters related to trees**
The Assembly shall liaise with the Environmental Protection Agency and other relevant agencies on matters related to enforcement in respect of
(a) trees, gardens and the natural environment; and
(b) the general duty of planning authorities regarding trees.
- 4. Prohibition on cutting of trees**
No person shall cut down any tree in the Metropolis unless he first obtains a permit in writing to do so from the Assembly subject to the payment of a specified fee and such a permit shall expire on the 31st December of the year in which it is granted.
- 5. Replanting of trees**
A person who is granted a permit under this By-law to cut a tree shall replant a tree of the same or similar species within seven days at the spot or in the vicinity where the tree is cut and be responsible for nurturing the plant until it grows to the satisfaction of the health authorities.
- 6. Prohibition of manufacturing of charcoal**
It shall be unlawful for any person to manufacture charcoal by burning or sell charcoal without first obtaining a licence to do so which may be granted subject to such conditions as the Assembly may deem fit for the purpose of making the manufacture environmentally safe and upon the payment of such fee as the Assembly may by resolution determine which licence shall expire on 31st December of the year in which it was issued.
- 7. Watering and irrigation**
No trees or crops shall be watered with or irrigated by the effluent from any drain from any premises or a surface water drain receiving the waste water from any street.
- 8. Health certification**
Any person who is engaged in the cultivation and/or sale of vegetables, fresh fruits and other crops which may be eaten in their raw state shall first register with the Assembly and be certified to be free from any communicable disease by the health authorities and such certification shall be done periodically as shall be directed by the health authorities.
- 9. Infected persons**
No person who is suffering from a discharging wound, sores on the arms or legs or from any symptoms of infectious disease shall take part in the growing or sale of vegetables, fruits or other crops that may be eaten in the same form in which they are offered for sale.
- 10. Contaminated crops**
The sale of vegetables, fruits or crops contaminated from any source is prohibited and the health authorities shall ensure compliance at all times.
- 11. Offence and penalty**
Any person who contravenes any of the provision so this By-law commits an offence and liable shall be on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment, and in the case of a continuing offence to a further fine not exceeding one penalty unit for each day on which the offence is continued after written notice of the offence has been served on the offender.
- 12. Compensation**
In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate compensation in monetary terms to the Assembly to cover the expenses incurred in the prosecution of the matter in Court.

AD. Cape Coast Metropolitan Assembly (Promotion And Protection Of Children's Rights) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Child Protection) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires, -

“child” means any person below the age of eighteen (18) years;

“child abuse” means contravention of the rights of the child which causes physical or mental harm to the child;

“craftsman” means a person who can train and instruct an apprentice in a trade;

“Department” means the Social Welfare and Community Development Department of the Assembly;

“disabled child” means a child who suffers from abnormalities or loss of physiological functions, anatomic structure or psychological state and has lost in part or wholly the ability to engage in activities in a normal way and is as a result hampered in his normal functions in a certain areas of social life;

“exploitative labour” means labour that deprives the child of its health, education or development;

“hazardous work” means work that poses a danger to the health, safety or morals of a child and includes going to sea, mining and quarrying, portage of heavy loads, manufacturing industries where chemicals are produced or used, work in places where machines are used, and work in places such as bars, hotels and places of entertainment where a person may be exposed to immoral behaviour.

“light work” means 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;

“night work” means work that takes place between the hours of eight o'clock in the evening and six o'clock in the morning;

“parent” means natural parent and includes a person acting in whatever way as parent.

3. Children's rights and welfare

(a) The rights and welfare of the child shall be paramount and shall be promoted and protected without any discrimination of any kind, irrespective of race, colour, gender, language, religion, ethnic or social origin, disability or other status.

(c) The best interest of the child shall be paramount in any matter concerning a child and shall be the primary consideration by any Court, person, institution or other body.

(d) 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.

(e) 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.

(f) 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 lead to significant harm to the child, or subject the child to serious abuse, or not be in the best interest of the child.

(g) No parent shall deprive a child of his welfare whether the parents of the child are married or not at the time of the child's birth, or the parents of the child continue to live together or not.

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

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

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

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

(l) A disabled child has a right to special care, education and training wherever possible to develop his maximum potential and be self-reliant, and no person shall treat a disabled child in an undignified manner.

(m) 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.

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

(o) No person shall subject a child to any correction that 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.

(p) No person shall force a child to be betrothed, or to be the subject of a dowry transaction, or to be married, and the minimum age of marriage of whatever kind shall be eighteen years.

4. Parental duties and responsibilities

a) Every child has the right to life, dignity, respect, leisure, liberty, health, education and shelter from his parents.

b) Every parent has rights and responsibilities whether imposed by law or otherwise towards his child which include the duty to –

i). protect the child from neglect, discrimination, violence, abuse, exposure to physical and moral hazards and oppression;

- ii). provide good guidance, care, assistance and maintenance for the child and assurance of the child's survival and development;
- iii). 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.
- c) Every parent shall provide the child with the highest level of medical or health care and ensure the immunization of the child against all the communicable diseases.
- d) Every parent shall ensure that the child attains educational training up to the minimum level of Basic Education, and to this end completion of the Basic Education level shall be compulsory for every child.

5. Child care and protection

- a) The Assembly shall protect the welfare and promote the rights of children within the Metropolis and shall ensure that governmental agencies liaise with each other in matters concerning children.
- b) The Department shall be responsible for and investigate cases of contravention of children's rights.
- c) Any person with information on child abuse or a child in need of care and protection shall report the matter to the Department.
- d) For the purposes of this By-law, a child is in need of care and protection if the child–
 - i. is an orphan or is deserted by his relatives;
 - ii. has been neglected or ill-treated by the person who has the care and custody of the child;
 - iii. has a parent or guardian who does not exercise proper guardianship; (iv) is destitute;
 - iv. 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;
 - v. is wandering and has no home or settled place of abode or visible means of subsistence;
 - vi. is begging or receiving alms, whether or not there is any pretense 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;
 - vii. accompanies any person when that person is begging or receiving alms, whether or not there is any pretense of singing, playing, performing, offering anything for sale or otherwise;
 - viii. frequents the company of any reputed thief or reputed prostitute;
 - ix. 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;
 - x. is a person in relation to whom an offence on slave dealing has been committed or attempted under Section 314 of the Criminal Offences Act, 1960 (Act 29);
 - xi. 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;
 - xii. 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
 - xiii. is otherwise exposed to moral or physical danger.

6. Child labour

- a) The minimum age for admission of a child to employment shall be fifteen years.
- b) The minimum age for the engagement of a child in light work shall be thirteen years.
- c) No person shall subject a child to exploitative labour, night work or hazardous work whatsoever.

7. Minimum age for apprentices

The minimum age at which a child may commence an apprenticeship with a craftsman is fifteen years or after completion of basic education and the apprenticeship shall be governed by relevant national regulations for the time being in force.

8. Restrictions on the child

- a) No owner or operator of any gambling and gaming centre or facility shall permit any child to be at the premises, nor permit any child to play or engage in gambling and gaming activities.
- b) No child shall be permitted to roam on the streets, or be found at market or beach areas during school hours.
- c) No child shall be permitted to roam on the streets in the metropolis unaccompanied by an adult after 10.00pm.
- d) No person, agency, institution or other body shall engage any child in a street carnival, procession or float after 8.00pm.
- e) No child is permitted to sleep in the open or along streets outside his home.
- f) No child shall ride or operate a motor bicycle or tricycle for commercial fare. (g) No owner of a motor bicycle or tricycle shall engage any child to ride the vehicle for commercial purposes or otherwise.

9. Offence and penalty

Any person who contravenes or fails to comply with any of the provisions of this By-law commits an offence and shall be liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment.

10. Compensation

In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

AE. Cape Coast Metropolitan Assembly (Operation of Day Care Centres) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Operation of Day Care Centres) By-law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Interpretation

In this By-law, unless the context otherwise requires,

“Day Care Centre” means an early childhood development establishment where children below the compulsory school going age are received and looked after for a day or a substantial part of the day with or without a fee;

“Department” means Department of Social Welfare and Community Development.

3. Permit to operate a day care centre

A person shall not operate a day care centre in the metropolis unless he has obtained a permit to do so from the Assembly which permit shall be renewed at the beginning of every year.

4. Inspection of premises for day care centre

The Department shall inspect the premises, books, accounts and any other records of a day care centre at least once every six months, and where the report of the inspection reveals lapses in the operation of the centre including unhealthy environment and mismanagement of the centre, directions shall be issued to the operator to remedy the lapses within a specified period.

5. Sanctions to enforce compliance

Where the operator does not remedy the identified lapses within the stipulated time, the Assembly shall apply necessary sanctions to enforce compliance, including the withdrawal of permit.

6. Policy directives

All operators shall comply with such policy directives as may be necessary for the operation of day care centres issued from time to time by the Ministry for Social Welfare and the Ministry of Education.

Offence and penalty**a) Any person who –**

- i. operates a day care centre without a permit, or
- ii. operates a day care centre in contravention of this By-law,
- iii. obstructs or hinders any person conducting an inspection under this By-law, or
- iv. contravenes any provision of this By-law or any national policy directives, commits an offence and is liable on summary conviction to a fine not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment not less six months and not more than twelve months or to both fine and imprisonment and in the case of a continuing offence to a further fine not exceeding twentyfive penalty units for each day on which the offence continues.

7. Compensation

- b) In addition to any sanctions imposed by the Court on the offender, the Court shall also order payment of adequate monetary compensation to the Assembly to cover incidental expenses incurred in the prosecution of the matter in Court.

AF. Cape Coast Metropolitan Assembly (Establishment of Guards Unit) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by section 181 of the Local Governance Act, 2016 (Act 936), this By-law is hereby made as follows: –

1. Title

This By-law may be cited as the Cape Coast Metropolitan Assembly (Establishment of Guards Unit) By-Law, 2025 and shall apply to the area of administration of the Cape Coast Metropolitan Assembly (hereinafter called “the Assembly”).

2. Metropolitan Guards Unit

There shall be continued as established within the Assembly a body known as the Metropolitan Guards Unit (hereinafter called “the Unit”).

3. Divisions of the Unit

The Department shall be divided into a number of divisions as the Metropolitan Coordinating Director in consultation with the Metropolitan Chief Executive may from time to time determine.

4. Scheme of Service

The Assembly shall provide for a scheme of service for the Unit that shall provide for levels, ranks, periods for promotion, and grounds upon which promotion could be made within the Unit.

5. Head of the Unit

The Unit shall be headed by an officer appointed by the Metropolitan Coordinating Director in consultation with the Metropolitan Chief Executive.

6. Duties of the Head of Unit

The Head of the Unit shall be responsible for exercising general supervision over its operations and day-to-day administration and shall report to the Metropolitan Coordinating Director

7. Mode of recruitment

A person shall not be recruited into the Unit unless the person has undergone a prescribed selection process and has been subjected to security clearance by the Ghana Police Service.

8. Qualification for recruitment of guards

- a) A person shall not be recruited into the Unit as a Metropolitan Guard without the minimum qualification of West African Senior School Certificate Examination or its equivalent.
- b) The applicant shall not be below the age of 20 years and above the age of 40 years.
- c) Despite clause (b) above, ex-service personnel above the age of 40 years may be considered for selection.
- d) Before appointment, a recruit shall undergo such basic training as may be prescribed by the Assembly.

9. Duties of a Metropolitan Guard

- a) The Metropolitan Guards shall –
 - i assist members of the Ghana Police Service to maintain law and order in public places within the Assembly;
 - ii assist in revenue mobilization and collection
 - iii regulate traffic and assist at zebra crossings;
 - iv assist in the enforcement of the Assembly's Byelaws;
 - v join in the promotion of all activities of the Assembly including assisting in revenue generation ; and
 - vi carry out any other duties as the Assembly may from time to time specify.

10. Powers of a Metropolitan Guard

- a) A Metropolitan Guard shall have power to arrest anyone who contravenes the Assembly's By-laws, the Criminal Offences Act, 1960 (Act 29) and other corresponding enactments, in addition to the usual powers of arrest conferred on any member of the public.
- b) Where an arrest is made by a Metropolitan Guard under the powers conferred on him as a member of the public, it shall be the duty of the Guard to send the suspect to the nearest police station as soon as practicable.

11. Dealing with seized items

- a) Where a Metropolitan Guard seizes an item in the course of duty, the Guard shall comply with the following: -
 - i. The seized items shall be sent to the Unit office as soon as practicable which shall indicate to the owner of the goods where the goods are being kept;
 - ii. Where the goods are perishable, the owner shall be required to pay a require amount determined by the Assembly within on the day before the goods are returned to the owner;
 - iii. Where the perishable goods are not reclaimed within a day after seizure, the Assembly may donate them to the prisons or a social welfare centre;
 - iv. Where the goods are not perishable, the owner shall, not more than seven days, pay and reclaim the goods;
 - v. Where the non-perishable goods are not reclaimed within the specified period, the Assembly may auction of the items and pay the proceeds realized into the accounts of the Assembly.

12. Misconduct

- a) An act done without reasonable excuse by a Metropolitan Guard which amounts to a failure to perform in a proper manner any duty imposed on him as such or which is otherwise prejudicial to the efficient conduct of the Unit or tends to bring the Unit and/or the Assembly into disrepute shall constitute misconduct.
- b) Without prejudice to the generality of clause 12(a) above, it shall be misconduct for a Metropolitan Guard to -
 - i). be absent from duty without leave or reasonable excuse;
 - ii). be insubordinate;
 - iii). sleep on duty;
 - iv). drink any alcoholic beverage or smoke cigarette or any narcotic material while on duty; or
 - v). use without lawful authority for some purpose not connected with his or her official duties any property or facilities provided for the purposes of the Unit.

13. Penalty for misconduct

- a) The following are penalties that may be imposed in respect of the misconduct or unsatisfactory service of a Metropolitan Guard: -
 - i). interdiction;
 - ii). surcharge for cost arising out of the misconduct;
 - iii). suspension from duty without pay for a specified period;
 - iv). deferment of increment (that is, postponement of the date on which the next increment is due with corresponding deferment years);
 - v). stoppage of increment and non-payment of increment for a specified period;
 - vi). reduction in rank with an immediate reduction in salary; or
 - vii). dismissal or termination of appointment.
- b) Prior to the imposition of a penalty for misconduct, the Assembly shall comply with the rules of natural justice.
- c) A person shall be reinstated where the person has been cleared off any alleged misconduct.

14. Surrender of official property

A Metropolitan Guard shall on ceasing to hold and exercise his or her office forthwith deliver to the Head of the Unit all the official belongings and other property of the Unit in his or her possession.

AG. Cape Coast Metropolitan Assembly (Control of Mills) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these By-laws are hereby made:

1. Building and development permit to be obtained

- a) No person shall operate a mill within the Cape Coast Metropolitan Assembly's (hereinafter referred to as "the Assembly") area of authority without first obtaining-
 - i. a development Permit for the site from the Town Planning Department of the Assembly and
 - ii. a building Permit from the Engineer's Department of the Assembly
- b) If the location of the mill is at a residential area, technical committee of the Statutory Planning Committee in the Metropolitan shall certify that the operation of the mill is not endangering or is not likely to cause nuisance

2. License to operate mill

No person shall operate a mill without a license from the Assembly.

3. Fees

- a) The License fee for operating a mill shall be determined in accordance with a fee-fixing resolution of Assembly.
- b) The License shall expire on the 31st day of December of the year of issue.

4. Specifications for floor and wall of mill

- a) No person shall use a room or structure as a mill if-
 - i. It is less than 4.2 meters long, 3.6 meters wide and less than 3 meters high from the floor level: and
 - ii. The floor is not made of concrete or other approved impervious materials; and
 - iii. The walls are not fly-proof.
- b) In every mill, adequate lighting and ventilation shall be provided and the surroundings of the mill shall be cleared of weeds and stagnant waters, with the doors and windows reasonably fly-proofed.

5. Clean Water

A mill shall use good drinking water and the basin for mixing of flour or any other ingredient/produce shall be thoroughly washed with clean water after use.

6. Times of operation

A mill shall be opened to the public only between the hours 4 am and 7 pm.

7. Structure not to be used as dwelling house

A person shall not use a room in a mill as a living or bed room

8. Prohibited persons

- a) No proprietor or person in charge of a mill shall allow any person suffering from an infectious disease to be operate or enter the premises of the mill.
- b) No proprietor or person who has not undergone health examination of fitness and issued with Assembly Health Certificate of fitness which shall be valid until 31st December of the issuing year shall be in charge of a mill.

9. Cleanliness

The owner or person in charge of a mill shall keep the premises in a clean condition, and shall brush, sweep or otherwise clean away all dirt and rubbish, at the end of the day's work.

10. Obstruction

No person shall insult, obstruct, resist or undermine any Health officer or other person appointed by the Assembly who is acting or purporting to act in the performance of any duties relating to any of the provisions of these By-laws.

11. Assembly to Withdraw License

The Assembly shall withdraw the license of any person who makes any alteration to any building/mill licensed under these By-laws without the approval of the Assembly.

12. Penalty

Any person who fails to comply with or contravenes any of the provisions of these By-laws or conspires, attempts, aids, abets, counsels or procures any other person to contravene any of the provisions of these By-laws shall be guilty of an offence and on conviction shall be liable to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than three (3) months and not more than six (6) months or both the fine and imprisonment.

13. Interpretation

In these By-laws unless the context otherwise requires-

"mill" means any building or structure fitted with machinery for grinding corn, millet, pepper, cassava, groundnut, tomato, flour, onion, or other foodstuff.

AI. Cape Coast Metropolitan Assembly (Tourism, Cultural and Natural Heritage Conservation) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these By-laws are hereby made:

1. General Responsibility of the Assembly

- a) The Cape Coast Metropolitan Assembly (hereinafter referred to as “the Assembly”) has a primary responsibility as trustee to ensure the conservation of the human-made, natural and cultural heritage of the Metropolitan for the current and future generations.
- b) The Assembly shall take necessary steps to:
 - i. document tourism sites, tourist attractions, historic monuments, cultural landscapes, sacred sites, festive events, rites and beliefs, music and song, traditional medicine, literature and culinary traditions;
 - ii. map out areas to be designated natural environment for preservation and protection;
 - iii. remove antiquities from any land whether it owns it or not; and
 - iv. ensure participatory co-management that involves the traditional authorities fully in decision making.
- c) Assembly shall be accountable to the relevant central government agencies where it is required by any existing law.
- d) The Assembly shall take measures to create public awareness about tangible and intangible culture and ensure that the people within the Assembly are educated about the relevance of protection, maintenance and conservation of the various cultural practices in the Metropolitan.
- e) The Assembly has power to:
 - i. deliberate and implement policies on tourism in the Metropolitan within the framework of national policy and guidelines;
 - ii. promote and develop tourism in the Metropolitan;
 - iii. collect and disseminate statistical data and other information on tourism;
 - iv. identify, undertake study and document tourism sites in the Metropolitan;
 - v. encourage private sector participation in the development of tourism in the Metropolitan; and
 - vi. facilitate the establishment and maintenance of facilities or centres of excellence for the arts and crafts for recreation and posterity.

2. Public Duty

It shall be the duty of any person in the Metropolitan to do the following acts or things:

- a) to promote and protect the cultural heritage of the Metropolitan;
- b) to promote and protect the natural heritage of the Metropolitan;
- c) to contribute to the documentation of the cultural and natural heritage;
- d) to contribute to the formulation of necessary regulatory measures in protection and preservation of the cultural and natural heritage; and
- e) to request, where necessary or reasonable, the Assembly to protect, conserve or rehabilitate any part of the cultural or natural heritage within its area of authority.
- f) to promote and support tourism;
- g) to promote and protect environmental quality essential to tourism;
- h) to protect the environment against adverse activities of tourism; and
- i) to participate in the processes leading to the formulation of regulatory measures in protection of the environment against the acts or omissions of tourism.

3. Offences

A person commits an offence if that person:

- a) causes any deterioration or disappearance of natural sites and other tangible aspects of cultural heritage; or
- b) acts or omit to act and same threaten any item of cultural heritage with destruction; or
- c) uses or ownership of land causes the deterioration or disappearance of tangible cultural items; or
- d) without the approval of the Assembly carries out any activity likely to disturb property which forms part of the cultural heritage or the aesthetics or characteristics of unique landscape; or
- e) carries out any industrial, commercial, economic or physical developmental activities that cause or threaten to damage any heritage; or
- f) imports, exports, transfers ownership of cultural property deemed as such by the Assembly and/or the community; or
- g) produces the situation in which water, land, air is polluted to damage any natural heritage.

4. Public Morals Offences

Any tourism entity commits an offence who:

- a) keeps or turns the entity, in part or in whole, into a brothel;
- b) knowingly permits the entity or any part of it to be used as a brothel;
- c) the purpose of prostitution; or
- d) disposes sewage into water, the soil or water bodies.

5. Penalty

Except otherwise specifically provided in these By-laws any person who fails to comply with or contravenes any of the provisions of these By-laws or conspires, attempts, aids, abets, counsels or procures any other person to contravene any of the provisions of these By-laws shall be guilty of an offence and on conviction shall be liable to a fine of not less than one hundred (100) penalty units and not more than two hundred and fifty (250) penalty units or a term of imprisonment of not less than six (6) months and not more than twelve (12) months or both the fine and imprisonment.

6. Interpretation

In These By-laws unless the context otherwise requires:

“**Person**” means body corporate, chairperson, preside body corporate, or the managing director, or general manager or chief executive or secretary or finance officer or treasurer or other officer of similar standing.

AJ. Cape Coast Metropolitan Assembly (Excavation/Conveyance of Stone, Gravel and Sand) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these By-laws are hereby made:

1. Permit for excavation

- a) No person shall be permitted to excavate or collect stones, gravels or laterite or win sand from any place in the area of authority of the Cape Coast Metropolitan Assembly (hereinafter referred to as “the Assembly”), whether or not for commercial purposes unless he obtains from the Assembly a permit to do so.
- b) No person shall within the Assembly’s area of administration undertake any excavation on any road without obtaining a permit from the Assembly for that purpose.

2. Application for permit

- a) An application for a permit to carry out an excavation exercise shall be made in writing addressed to the Metropolitan Chief Executive before excavation work begins.
- b) The application for the permit shall be in a form specified in the schedule to these By-laws and shall only be signed by the Metropolitan Chief Executive or any other competent officer when the application is approved.
- c) A permit issued under the provisions of these By-laws may be granted subject to conditions as the Assembly may determine in the interest of public safety and order within the Assembly’s area of determination.

3. Mode of Application

- a) An applicant shall:
 - i. state the name and address,
 - ii. enclose a site plan of the area of the intended operation,
 - iii. state the mode of winning, namely, excavation by mechanical means or by manual means,
 - iv. state the duration of winning operation and the application shall be countersigned by the Assembly and the landowners of the area.
- b) 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.

4. Particulars of Permit

- a) The permit shall have the following requirements:
 - i. The permit shall contain the name and address of the operator,
 - ii. The hours of operation these shall be 5:00 a.m. to 6:00 p.m. and a special permit from the Assembly after 6:00 p.m.
 - iii. The duration of the permit or license,
 - iv. The fee to be paid for the permit shall be determined by the Assembly periodically, and
 - v. The specified deposit to be determined by the Assembly which is refundable upon successfully reclaiming the land.
- b) A permit issued by the Assembly shall be produced on demand at the site at all times to an authorized officer of 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.

5. Precaution during Excavation

Where a permit is granted, a person undertaking any excavation in any street he shall-

- a) announce by radio or the like to the public his intention to undertake an excavation on a public road or street;
- b) in any event notify, in writing, the person representing the area in the Assembly
- c) At his own expense cause it to be sufficiently fenced; and
- d) Maintain sufficient light or reflective device in proper place on or near it at all times until the work for which the excavation was made is completed; and
- e) Re-fill the excavated area to the specification of the Assembly within such time as the Assembly may specify.

6. Fee

- a) The fee payable to the Assembly for any license issued in accordance with these By-laws shall be fixed by a resolution of the Assembly.
- b) Stone Quarry operators shall pay a fee in cubic meter as it shall be determined by the fee fixing resolution of the Assembly.

7. Withdrawal of License

A holder of a permit who violates any provision under these By-law would have the permit withdrawn.

8. Reclamation of land

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 not less than 250 penalty units.

9. Creation of nuisance prohibited

Nothing in any permit granted under the provisions of these By-laws shall be deemed in any manner to authorize commission of any nuisance or any condition injurious or likely to be injurious to any member of the public.

10. No Liability

- a) The Assembly shall not be liable by virtue of any permit issued under these By-laws for any damage to a person, animal, thing, building or structure during and after the time that the process of excavation is in progress.
- b) The Assembly shall not be vicariously liable for any loss or damage suffered by a member of the public by reason of the negligence or nuisance caused by the person or left behind by him

11. Failure to observe conditions

In the event that any person to whom a permit is issued fails to observe any of the conditions specified in the permit or any of the provisions of these By-laws, the Assembly may do whatever is lawfully necessary to ensure compliance and may recover expenses incurred as debt from a person on whose behalf the reasonable expenses were incurred

12. Permanent reinstatement fee

The Assembly shall be solely responsible for the permanent reinstatement of all excavations exercise undertaken within the Assembly and it shall charge in addition to the permit fee, reinstatement fees according to the materials used and the dimension of the work involved.

13. Prohibition of Sand Winning at Beaches

- a) No person shall undertake or cause to be undertaken the winning, extraction, removal, or collection of sand, gravel, or any mineral material from any beach or coastal area within the jurisdiction of the Assembly.
- b) No person shall permit or assist in the conveyance, loading, or transportation of sand unlawfully won from a beach or coastal area.
- c) Any person who aids, abets, or finances sand winning activities within the prohibited zones shall be deemed to have committed an offence under this By-law.

14. Enforcement and Collaboration

- a) The enforcement of this By-law shall be the responsibility of the Metropolitan Environmental Health and Sanitation Unit, in collaboration with the Environmental Protection Agency (EPA), the Ghana Police Service, and the Metropolitan Works Department.
- b) Authorized officers of the Assembly may arrest, seize, or impound any equipment, machinery, or vehicle used in contravention of this By-law.
- c) All seized equipment or materials shall be kept in the custody of the Assembly pending prosecution or court determination.

15. Offence and Penalty

- a) A person who contravenes any provision of this By-law commits an offence and is liable on summary conviction to—
 - i. a fine of not less than one hundred (100) penalty units and not more than five hundred (500) penalty units; or
 - ii. a term of imprisonment not exceeding six (6) months, or both.
- b) In addition to the penalty, the court may order—
 - i. the confiscation of any equipment, machinery, or vehicle used in the illegal operation; and
 - ii. restoration or rehabilitation of the affected area at the offender's cost.

16. Conveyance of Sand, Stones and Gravels

- a) **Loaded Trucks to be covered with tarpaulin**
Any person who uses a Tipper Truck or any other vehicle to convey sand, stones or gravels from any place in the area of authority of the Assembly, shall cover same with Tarpaulin or any suitable material.
- b) **Payment of Loading Fee**
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.
- c) **Conveyance fee**
A Conveyance Fee per vehicle per trip of sand, stones or gravels, to be fixed by the resolution of the Metropolitan Assembly, shall be payable to the Assembly by the owner or driver of such materials.

17. Unauthorized Operation

- a) 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 not less than 250 penalty units, or a term of imprisonment not less than six (6) months or to both.
- b) A driver or a person in charge of any truck loaded with sand, stone or gravel working outside the working hours commits an offence.

18. **Penalty**

- a) Any person who fails to comply with or contravenes any of the provisions of these By-laws or conspires, attempts, aids, abets, counsels or procures any other person to contravene any of the provisions of these By-laws shall be guilty of an offence and on conviction shall be liable to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or a term of imprisonment of not less than six (6) months and not more than twelve (12) months or both the fine and imprisonment.
- b) Where a fee is to be paid, defaulters shall pay a fine of less than 250 penalty units and the sand, stone or gravel confiscated to the Assembly.

19. **Interpretation**

In these By-laws unless the context otherwise requires: -

- “**Road**” includes streets, pathways, footpaths and pavement
- “**sand winning**” means the extraction, digging, scooping, mining, collection, or removal of sand, gravel, or other earthen materials from any part of the beach or coastal zone for commercial or personal use;
- “**beach**” means the sandy or rocky area extending from the low-water mark inland to a point fifty (50) metres beyond the high-water mark within the jurisdiction of the Cape Coast Metropolitan Assembly;
- “**coastal zone**” includes all land, vegetation, and natural formations adjoining or directly influencing the shoreline of the Cape Coast Metropolis;
- “**Assembly**” means the Cape Coast Metropolitan Assembly (CCMA); and
- “**EPA**” means the Environmental Protection Agency established under the Environmental Protection Agency Act, 1994 (Act 490).

SCHEDULE

Permit No.....

The CCMA (Regulation of Excavation) By-laws, 2025 (Paragraph 1, 2 and 3).

Permit is hereby issued to.....

of

Within the area of administration of the CCMA for period.....

Fee paid:.....

.....

Metropolitan Environmental Health Officer

AK. Cape Coast Metropolitan Assembly (Protection of Forest Wildlife, Forest Resources and Environmental sustainability) By-Law, 2025

In exercise of the powers conferred on the Cape Coast Metropolitan Assembly by Section 181 of the Local Governance Act, 2016 (Act 936) these By-laws are hereby made:

1. Authority of the Assembly in Protecting Wildlife, Forest resources and Environmental sustainability

- a) The Cape Coast Metropolitan Assembly (hereinafter referred to as “the Assembly”) shall in alliance with existing national agencies and institutions be responsible for the sustainable development, management, protection and preservation of wildlife Forest resources and Environmental sustainability
- b) The Assembly shall at all material times exercise its responsibilities as a trustee in ways not inconsistent with the national laws or international conventions.
- c) In the discharge of its responsibilities, the Assembly may exercise a power to appoint, permit, authorize or invite traditional authorities, individuals, groups of persons or organizations to assist in the formulation of appropriate policies and programmes; and in the implementation of the policies and programmes.

2. Responsibilities of the Assembly in Protecting Wildlife, Forest resources and Environmental sustainability

The responsibility of the Assembly shall include, but not limited to, the following:

- a) Planning for the protection and development of wildlife resources in a sustainable manner;
- b) Monitoring the condition of the Metropolitan’s wildlife resources;
- c) Making recommendations to the appropriate Minister through the Regional Coordinating Council on the grant of timber rights and wildlife Licenses;
- d) Sound management of wildlife protection;
- e) Relevant wildlife education, information and awareness of their benefits;
- f) Creation of nature and wilderness reserves, where practicable; and
- g) Soil protection.
- h) facilitate the creation of awareness that forests are essential for the maintenance of all forms of life and function in an economic capacity;
- i) encourage investment in commercial timber;
- j) facilitate the establishment and maintenance of tree nurseries and forest plantations for sale;
- k) promote and support the establishment of private nurseries, woodlots, fodder poles and timber;
- l) facilitate replanting or re-forestation of degraded land and water courses, and
- m) advise on measures to prevent soil erosion.

3. Public Duty

It shall be the duty of every person in the area of authority of the Assembly to do the following acts or things

- a) to promote the protection of wildlife and habitats;
- b) to uphold the environmental By-laws;
- c) to respect the rights of wildlife and habitats;
- d) to co-operate with another or others to sustain wildlife and habitats; or
- e) to participate in the processes leading to the formulation of regulatory measures to protect wildlife and habitats.
- f) to promote safeguard and protect forestry resources and protected areas;
- g) to uphold the environmental laws;
- h) to protect the rights of forestry resources and protected areas;
- i) to co-operate with another or others to sustain forestry resources and protected areas; and
- j) to participate in the processes leading to the formulation of regulatory measures to protect the forestry resources and protected areas.

4. Control Mechanisms

The Assembly may

- a) impose pollution and nuisance controls as preventive measures;
- b) carry out, or require to be carried out any mitigation measures;
- c) impose any special terms, conditions or constraints as and when it deems just to do;
- d) facilitate necessary community participation and public hearings.

5. Offence

- a) Any person, natural or artificial, who wantonly or unlawfully or unreasonably does any of the following acts or things commits an offence:
- i. pollutes the air, soil and water of wildlife habitat by any means;
 - ii. engages in noise pollution to infuriate, upset or annoy any wildlife;
 - iii. takes; or carries; or transports; or controls; or makes claims to ownership; or kills; or harms; or sells or offers for sale any wildlife;
 - iv. breaches any taboos or traditional norms meant to protect and preserve forest wildlife.
 - v. acts without authority in matters related to forestry resources and protected areas;
 - vi. in any way obstructs the Assembly in the discharge of its responsibilities as contained in section 2 of These By-laws;
 - vii. interferes with the National Resources Department of the Assembly in the proper discharge of its functions;
 - viii. acts as to cause deforestation or degradation of forest, soil or land;
 - ix. injures soil and plant life in any area mapped out for preservation and protection;
 - x. assigns to any person any forest land or portion
 - xi. declares a reserved forest area to be no longer reserved;
 - xii. uses any reserved forest land for non-forest purposes;
 - xiii. unlawfully or maliciously destroys nursery seeds;
 - xiv. removes trees from any forest reserve without authority;
 - xv. occupies a forest reserve;
 - xvi. interferes with areas mapped out for natural environment, preservation and protection;
 - xvii. acts as to adversely affect the sustainable development of timber-producing forests;
 - xviii. enters upon a forest reserved area with or without chain saw or other instruments; and
 - xix. in any other way disturbs the ecological balance of forests.
- b) It shall be no defence that the conduct complained of caused no loss, damage or injury, or that the person left the area after having been asked to do so, or that the person did not threaten the environment.

6. Permit

Any person who desires to do any of the following things shall first obtain a permit from the Assembly:

- a) invest in commercial timber plantation;
- b) establish and maintain tree nurseries;
- c) establish and maintain forest plantation;
- d) engage in replanting or reforestation of degraded land; and
- e) invest in industrial timber, reforestation and forest management activities.

7. Penalty

A person who fails to obtain a permit under paragraph 6 shall be guilty of an offence and on conviction shall be liable to a fine of not less than one hundred (100) penalty units and not more than two hundred and fifty (250) penalty units or a term of imprisonment of not less than six (6) months and not more than twelve (12) months or both the fine and imprisonment.

8. Sanctions

The sanctions and penalties in respect of breach of any of the By-laws shall vary by reference to the gravity of the offence or default but may include one or more of the following: -

- a) Sanctions recommended by the traditional authority approved by the Assembly.
- b) Sanctions recommended by the Natural Resources and the Conservation Department of the Assembly.
- c) Sanctions by way of resolutions of the Assembly.
- d) Punishment in consequence of prosecutions by private or public prosecutor or other before a Court of competent jurisdiction shall include one or more of the following:
 - i. injunctive order;
 - ii. indemnities or compensatory damages;
 - iii. restitution order where the situation can be restored to its pre-injury state; and
 - iv. any other relief that may be deemed just.