

GOVERNMENT OF GHANA



**GUIDELINES FOR THE DEPLOYMENT OF COMMUNICATIONS
TOWERS**



CONTENTS

EXECUTIVE SUMMARY	3
CHAPTER ONE.....	5
1.0 GENERAL PROVISIONS.....	5
1.1 CONSTRUCTION OF TOWERS	5
1.2 REQUIREMENTS FOR CO-LOCATION	5
1.3 PRE-APPLICATION REQUIREMENTS FOR A NEW SITE	6
1.3.1 Location.....	6
1.3.2 Proximity to Power Lines	6
1.4 APPLICATION PROCESS	7
CHAPTER TWO	10
2.0 REQUIREMENTS OF THE VARIOUS PERMITTING AGENCIES.....	10
2.1 GHANA CIVIL AVIATION AUTHORITY (GCAA).....	10
2.1.1 Application for the Construction of Towers	10
2.1.2 Aviation Permit Requirements	10
2.1.3 Aviation Permit Application Procedure.....	11
2.2 RADIATION PROTECTION INSTITUTE (RPI)	11
2.3 ENVIRONMENTAL PROTECTION AGENCY (EPA).....	12
2.4 METROPOLITAN, MUNICIPAL AND DISTRICT ASSEMBLIES (MMDAs) REQUIREMENTS .	13
2.4.1 APPLICATION TO THE MMDAs FOR PERMITS	13
CHAPTER THREE.....	15
3.0 OPERATIONAL REQUIREMENTS.....	15
3.1 Inspection of Tower Structures	15
3.2 Markings.....	16
3.3 Lighting of Aerial Towers.....	16

3.4 Inspection of Tower Lights..... 17

3.5 Requirements on Radiation Emission 17

3.6 Waste Management..... 19

Used batteries shall be disposed under the supervision of EPA..... 19

CHAPTER FOUR 20

4.0 STRUCTURAL REQUIREMENT 20

CHAPTER FIVE 25

5.0 DISPUTE RESOLUTION ON CO-LOCATION..... 25

6.0 REPEAL..... 25

APPENDIX 1..... 26

APPENDIX 2..... 27

APPENDIX 3..... 29

APPENDIX 4..... 33

APPENDIX 5..... 35

APPENDIX 7..... 43

COMMENTS..... 48

References 49

CONTACT ADDRESSES 50

EXECUTIVE SUMMARY

Mobile phones and other ICT facilities are vital communication tools for both business and societal development. The growing demand for mobile services have necessitated the increase in communications infrastructure such as towers; which are needed to ensure that there are adequate network coverage and access that guarantee minimum Quality of Service (QoS).

However, the very support structures required to enhance quality of service have also raised public concerns; specifically, issues related to health, aesthetics and safety. Some of these concerns particularly, with regard to health are not supported by existing scientific findings. That notwithstanding, it is important, through education and public awareness, to address the concerns of the public and also take appropriate action to harmonise growth and development on one hand and public safety, perceived or otherwise on the other.

Accordingly, to address growth and environmental sanity, an Inter-Ministerial Committee (IMC) was inaugurated to champion the development and implementation of a solution framework.

The IMC instituted an Industry Technical Committee (ITC) headed by the National Communications Authority (NCA) to collaborate with industry and other stakeholders: Environmental Protection Agency (EPA), Ghana Civil Aviation Authority (GCAA), Ghana Atomic Energy Commission (GAEC), Metropolitan, Municipal and District Assemblies (MMDAs) to develop a set of guidelines for the institution of a one-stop-shop permitting scheme for the deployment of communication towers.

The Terms of Reference for the ITC are as follows:

- a. Provide clear standards and procedures for the installation of towers and also address the issues of environmental sanity.
- b. Formulate a cost-effective and efficient mechanism to address administrative and bureaucratic bottlenecks faced by Operators.
- c. Design a fair and open cost-based fee policy/structure which would ensure that all Operators are charged fairly by the relevant permitting authorities.
- d. Facilitate the development of infrastructure to enhance the delivery of quality service and also promote the provision of competitive and affordable services nationwide.

The ITC in fashioning these Guidelines reviewed all relevant bodies of laws and regulations of the institutions responsible for permitting and recommended the following:

1. Institutionalise a one-stop-shop mechanism with defined:
 - a. application and approval procedures;
 - b. appellate process;
 - c. Harmonised fees structure;
 - d. Monitoring and enforcement.
2. Promotion of public awareness and education; and
3. Encourage co-location to reduce the proliferation of towers.

CHAPTER ONE

1.0 GENERAL PROVISIONS

1.1 CONSTRUCTION OF TOWERS

1.1.1 A person who intends to construct a tower must demonstrate that all reasonable steps have been taken to investigate tower sharing before applying to the permitting agencies to construct a new tower within a specified radius of 400m of the proposed site.

1.1.2 Where tower heights are shorter, a smaller search radius can be used as follows:

1.1.2.1 Two towers above 46m, a radius of 400m shall apply; and

1.1.2.2 Two towers below 46m towers, a radius of 300m shall apply.

1.1.3 Where either of the above is not technically feasible, a written documentation in a form of a co-location statement, which indicates the reason why co-location was not possible, shall be supplied by the site owner within five (5) working days to the applicant. The applicant shall submit the co-location statement to the permitting agencies on application for a new site.

1.2 REQUIREMENTS FOR CO-LOCATION

1.2.1 The Operators shall, and in consultation with the NCA, where necessary:

1.2.1.1 Ensure the use of approved existing sites for the development of new installations.

1.2.1.2 Collaborate in negotiating co-location agreement issues relating to site access, security access, damage insurance and compensation, and fair rate. Where there are disputes, the areas of contention shall be identified and referred to the relevant authorities for resolution in an agreed defined period before a decision is made on a particular application.

1.2.1.3 Co-operate with each other to construct a new tower as per these Guidelines for joint usage.

1.2.2 Notwithstanding the above, the following factors may inhibit co-location:

1.2.2.1 Lack of structural capacity to support weights, orientation, heights and wind loads from additional equipment.

1.2.2.2 Lack of ground space to accommodate shelter for base stations and other equipment.

1.2.3 The owner(s) of a tower shall provide information to the NCA to maintain a database of towers that are available for collocation.

1.2.4 Where an existing tower is incapable of supporting co-location, the option of decommissioning the old tower and the erection of a new one capable of accommodating other antennas should be considered.

1.3 PRE-APPLICATION REQUIREMENTS FOR A NEW SITE

Pre-application requirements for a new site shall include the following:

1.3.1 Location

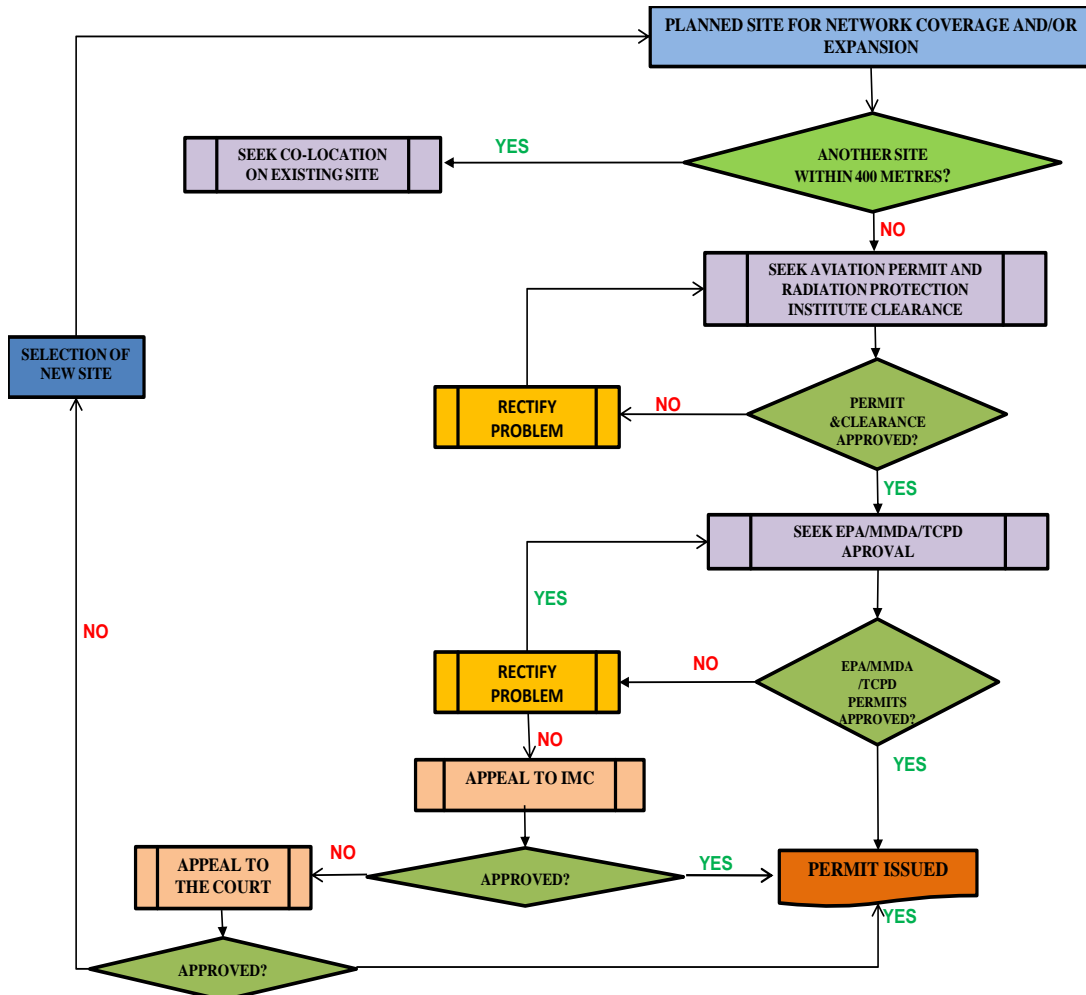
The location of the tower shall conform to the requirements stipulated under Appendix 6 of these Guidelines.

1.3.2 Proximity to Power Lines

The tower shall not be constructed in close proximity to High Voltage (11Kv and above) electrical power transmission lines. The nearest distance of a tower to a High Voltage electrical power transmission line shall be the equivalent of 120% of the height of the tower.

1.3.3 The owner of a tower installed in contravention of the above requirements shall bear the cost of removal.

1.4 APPLICATION PROCESS



1.4.1 An applicant shall be required to obtain all necessary approvals, permits and Licenses from relevant Government Agencies and Local Authorities before commencement of construction work. This shall be done through a single submission to the respective Metropolitan, Municipal and District Assemblies (MMDAs) after obtaining Ghana Civil Aviation Authority (GCAA) and Radiation Protection Institute (RPI) approvals.

1.4.2 The process for obtaining a permit shall not exceed ninety (90) calendar days from the date of submission of all relevant documents to the MMDAs. The relevant documents shall include the following:

- 1.4.2.1 Ghana Civil Aviation Authority (GCAA) approval;
- 1.4.2.2 Radiation Protection Institute (RPI) approval;
- 1.4.2.3 Specific requirements of the permitting agencies such as the MMDAs, Environmental Protection Agency (EPA) and Town and Country Planning Department (TCPD);
- 1.4.2.4 Co-location statement; and
- 1.4.2.5 The processing fees specified by law.

1.4.3 The sequence and the processes for obtaining permits shall be as follows;

- 1.4.3.1 The MMDAs shall be the receiving and/or collection points for building and environmental permits in respect of the construction of towers after the requisite approvals have been obtained from the GCAA and RPI.
- 1.4.3.2 The MMDAs shall verify all submitted documents at the time of submission for compliance.
- 1.4.3.3 Where any further information and/or site visit is required, the MMDAs shall notify the applicant concerned within three (3) days for the submission of the said information and/or prior to the intended visit.
- 1.4.3.4 The MMDAs shall review the application and communicate its response to the applicant within ninety (90) days from the date of submission.

- 1.4.4 An applicant who provides false information in an application for permit shall be sanctioned in accordance with the relevant laws.
- 1.4.5 Where an application is refused, the applicant may appeal the decision of the MMDAs, within fourteen (14) days from the date of receipt of the decision, to the Inter-Ministerial Committee, which shall comprise of the following Ministries:
 - 1.4.5.1 The Ministry of Communications;
 - 1.4.5.2 The Ministry of Environment, Science and Technology; and
 - 1.4.5.3 The Ministry of Local Government and Rural Development.
- 1.4.6 The Inter-Ministerial Committee shall within thirty (30) days after receiving a petition, decide on the petition and shall inform the MMDAs and the applicant concerned of its decision within seven (7) days of making the decision.
- 1.4.7 An applicant dissatisfied with the decision of the Inter-Ministerial Committee may within thirty (30) days of being informed of that decision, appeal to the High Court for judicial review of the decision.

CHAPTER TWO

2.0 REQUIREMENTS OF THE VARIOUS PERMITTING AGENCIES

2.1 GHANA CIVIL AVIATION AUTHORITY (GCAA)

2.1.1 Application for the Construction of Towers

A person who intends to construct a communication tower shall obtain a permit from the Ghana Civil Aviation Authority certifying that the proposed construction will not constitute a hazard to air navigation.

2.1.2 Aviation Permit Requirements

An application for any kind of construction or alteration of a structure shall be made to the GCAA for obstruction evaluation and grant of airspace safety permits; where:

- 2.1.2.1 The overall height of the proposed structure above the ground is more than 10metres and is within 5000m radius of an existing or proposed aerodrome.
- 2.1.2.2 The proposed structure is within 10nm (60760ft) radius of an existing or proposed aerodrome.
- 2.1.2.3 The proposed structure is beyond 10nm radius of an existing or proposed aerodrome and is 150ft (46m) or higher above ground level.
- 2.1.2.4 The proposed structure is within low level flying routes or close to major highways.
- 2.1.2.5 The proposed structure is of greater height than an obstacle limitation surface in accordance with the criteria specified in Ghana Civil Aviation Regulations.
- 2.1.2.6 The proposed structure is within an instrument approach area.

- 2.1.2.7 The proposed structure is within the distances above an existing airport, an airport under construction or planned airport.

2.1.3 Aviation Permit Application Procedure

The procedure for obtaining Aviation permit approval shall be as follows:

- 2.1.3.1 The applicant shall submit a written application to the GCAA.
- 2.1.3.2 The applicant shall complete GCAA Form /SRD/ASAS-01.
- 2.1.3.3 The applicant shall pay the required fees on submission of the application.
- 2.1.3.4 Where inspection of the proposed site is deemed necessary, the applicant shall provide transportation to and from the site.
- 2.1.3.5 The GCAA shall communicate the results of its evaluation to the applicant within ten (10) working days.

2.2 RADIATION PROTECTION INSTITUTE (RPI)

2.2.1 Application for RPI Permit

- 2.2.1.1 A person who intends to construct a communication tower shall obtain a permit from the RPI to ensure that the public, workers and the environment are protected from any harmful effect of radiation.
- 2.2.1.2 An Applicant shall notify the RPI of its intention to install an antenna by submitting a completed RPI form for non-ionising radiation.
- 2.2.1.3 The applicant shall provide the relevant technical information to enable RPI carry out a safety assessment of the antenna.
- 2.2.1.4 The RPI shall issue a safety assessment report to the applicant within ten (10) working days.

2.3 ENVIRONMENTAL PROTECTION AGENCY (EPA)

2.3.1 Application for EPA Permit

A person who intends to construct a communication tower shall obtain a permit from the EPA to ensure that such an activity may not have a detrimental effect on the environment and as such an environmental impact assessment shall be conducted.

2.3.2 A person who intends to construct and/or operate a communication tower shall be required to:

2.3.2.1 Obtain environmental permits before construction.

2.3.2.2 Pay the requisite fees stipulated in the Environmental Assessment (Amendment) Regulations 2002, LI 1703.

2.3.3 Assessment Requirement

Four (4) copies of the application shall be submitted with the under-listed attachments to the appropriate MMDA for evaluation:

(a) Site plan

(b) Block plan,

(c) Lease Agreement

(d) GPS Coordinates of all tower locations in decimal units

(e) Site photographs

(g) Evidence of Consultation with neighbours.

2.4 METROPOLITAN, MUNICIPAL AND DISTRICT ASSEMBLIES (MMDAs) REQUIREMENTS

2.4.1 APPLICATION TO THE MMDAs FOR PERMITS

A person who intends to construct a communication tower shall submit an application accompanied by the following documents:

- 2.4.1.1 A site plan to the scale of 1:2500 and conforming to the Planning Scheme for the selected area and showing the location of the proposed structure in relation to adjoining structures. The geographical coordinates and dimension of plot should be clearly stated. These should be submitted in four (4) copies.
- 2.4.1.2 A Block Plan to a scale of 1:50 showing the position of the tower and ancillary facilities with the mandatory setbacks or dimensions indicated. The Block Plan shall also show all existing or proposed structures within the plot. These should be submitted in four (4) copies.
- 2.4.1.3 The design of the structure showing its effective height, foundation, guys used, members, ladders, rest and work platforms, earthing, lighting protection and aviation lighting etc (generator, switch unit). Four (4) copies of each prototype should be submitted for group applications.
- 2.4.1.4 Evidence of ownership of the property and/or the property on which the structure is to be installed or a written consent of the owner.
- 2.4.1.5 Permit issued by the GCAA for the installation of the tower in the proposed location.
- 2.4.1.6 Evidence of accident insurance policy.

- 2.4.1.7 Evidence of neighbourhood (adjoining structures) consultation conducted in the immediate area where the tower is to be mounted, as per the Standard Consultation Form in Appendix 7 (E) The evidence may be certified by the Assembly Member in charge of the area.
- 2.4.1.8 Structural integrity report certified by a Civil or Structural Engineer in cases where the tower is to be mounted on an existing structure.
- 2.4.1.9 Geo-technical investigation report duly certified by a Geo-technical Engineer.
- 2.4.1.10 The design wind speed.
- 2.4.1.11 A completed Building Permit Application Form.
- 2.4.1.12 Appropriate fees for Development and Building Permits.

CHAPTER THREE

3.0 OPERATIONAL REQUIREMENTS

3.1 Inspection of Tower Structures

- 3.1.1 Any permitting Agency may inspect the site during the construction of a tower before its operations.
- 3.1.2 The owner of a tower shall notify the GCAA on completion of its construction.
- 3.1.3 The owner of a tower shall provide the GCAA with a structural engineer's certification confirming that the structure will support and not be adversely affected by the proposed tower, antenna and associated equipment, prior to the installation of a tower and antenna support structure on any building or roof.
- 3.1.4 Structural integrity assessment shall be conducted, at least once every year, on each Tower by a certified Engineer in good standing with the Ghana Institute of Engineers and a report on the assessment shall be submitted to the relevant MMDA.
- 3.1.5 The owner of a tower, who fails to meet the required inspection standards, will be notified and required to remedy the situation within one month, failing which the owner shall pay to the District Assemblies a penalty of 10% of the cost of the tower.
- 3.1.6 The GCAA shall also carry out periodic inspections of towers to ensure compliance with lighting and marking requirements.

3.2 Markings

An approved aerial tower shall be painted as prescribed in Part 14 of the Ghana Civil Aviation Regulations, 2004, L.I 1818 and the related Guidance Material (ASAS TP-02 Guidance on Lighting and Marking Obstacles)

3.3 Lighting of Aerial Towers

3.3.1 The lighting system of an aerial Tower shall conform to the following requirements:

3.3.1.1 Installation of a lamp as per GCAA requirement, enclosed in aviation red obstruction light globe, at the top of the tower.

3.3.1.2 The light shall be so positioned as to ensure unobstructed visibility from aircraft at any normal angle of approach and shall be on from sunset to sunrise.

3.3.1.3 An intermediate light or lights shall be provided for each additional 46 meters or fraction of the 46 metres, where the tower is more than 46 meters above the level of the ground, and these shall be spaced as equally as practicable between the top light and ground level.

3.4 Inspection of Tower Lights

3.4.1 The owner of a tower, equipped with obstruction lights, shall

3.4.1.1 Inspect the tower lights at least once every twenty four (24) hours to ensure that the lights function properly as required under the National Communications Regulations, 2003, L.I 1719.

3.4.1.2 Inspect at intervals of not more than three (3) months all automatic or manual control devices, indicators and the alarm system connected with the tower lighting system;

3.4.1.3 Report immediately to the GCAA or to the nearest flight service station:

3.4.1.3.1 Any observed or known improper functioning of the lighting system which cannot be corrected within thirty (30) minutes; and

3.4.1.3.2 When the fault referred to in subparagraph 3.4.1.3.1 is corrected

3.4.1.4 Maintain sufficient quantity of lamps for immediate replacement at all times.

3.5 Requirements on Radiation Emission

3.5.1 Authorisation holders must ensure that specific exposure limits are in conformity with those of the International Commission on Non-Ionizing Radiation Protection (ICNIRP), which are recommended by the World Health Organization (WHO), to protect workers and the general public against excessive exposure to RF fields.

3.5.2 The following Technical Standards and Specifications must be complied with to mitigate against any harmful effects of human exposure to Radiofrequency Electromagnetic Fields:

- 3.5.2.1 Basic Restrictions for public and occupational exposures as set out in Appendix 2; and
- 3.5.2.2 Where the Basic Restrictions are exceeded, the Reference Levels for public and occupational exposure as set out in Appendix 3 shall apply.
- 3.5.3 Measurement/modelling may be carried out in accordance with the measurement standards recommended by any of the following organisations:
- International Electrotechnical Commission (IEC);
 - International Telecommunication Union (ITU);
 - Institute of Electrical and Electronics Engineers (IEEE);
 - European Committee for Electrotechnical Standardization (CENELEC);
and
 - World Health Organisation (WHO).
- 3.5.4 All measurements/modelling or evaluations to establish compliance with these emission limits shall be made or authorized by the Radiation Protection Institute (RPI).
- 3.5.5 The RPI shall determine the appropriate measures to be undertaken in areas where emission levels are exceeded. Such measures may include:
- 3.5.5.1 Extending the boundaries of the areas;
- 3.5.5.2 Using appropriate signs, warnings and public notices;
- 3.5.5.3 Using Engineering or Administrative controls; and
- 3.5.5.4 Undertaking routine monitoring of radiation emissions of antennae once a year in rural areas and twice a year in urban areas to ensure continuous compliance with emission levels; and the monitoring reports shall be submitted to the EPA.

3.6 Waste Management

Used batteries shall be disposed under the supervision of EPA.

CHAPTER FOUR

4.0 **STRUCTURAL REQUIREMENT**

- 4.1 The structural specifications for construction of towers are as stipulated in Appendix 5 of these Guidelines.
- 4.2 The design of structures for towers shall be determined by the Landscape and for this purpose; landscape is classified into three broad geographical zones. These are:
 - 4.2.1 The Exposed smooth terrain with virtually no obstructions and in which the height of any obstructions is less than 1.5m. This category includes open sea coasts, lake shores and flat, treeless plains with little vegetation other than short grass.
 - 4.2.2 The open terrain with widely spaced obstructions (100m apart) having heights and plan dimensions generally between 1.5m and 10m. This category includes large airfields, open parkland or farmlands and undeveloped outskirts of towns and suburbs with few trees.
 - 4.2.3 The terrain having numerous closely spaced obstructions generally the size of domestic and high rise buildings. This category includes wooded areas and suburbs, towns and industrial areas, fully or substantially developed.
- 4.3 In designing towers, wind loading shall be the predominant dynamic loading to be considered outside dead weights since severe environmental conditions that lead to additional seasonally variable loads are non-existent.
- 4.4 Wind load rating shall be based on the height of the tower and where it is located.
- 4.5 The design of towers shall provide for specific conditions that might exceed the given standard values specified in these Guidelines.

- 4.6 The design philosophy shall be based on two limiting factors: strength limit, which considers the loading of a tower under extreme conditions and serviceability limit, which ensures that the tower will provide the proper service under normal conditions.
- 4.7 The loading on a tower shall be analysed under wind, soil and seismic conditions.
- 4.8 The wind effect on a tower shall take cognisance of a number of external conditions that may change the dynamics of the wind, such as terrain, gusts, the method of wind-speed determination and the value of safety factors needed for a specific tower type.
- 4.9 A proportionate amount of over design must be applied to take care of the safety issue which defines the impact a failure would have on the operational integrity of a tower, human life and property.
- 4.10 A tower should be designed to resist various pressures including wind load: the predominant factor in Ghana.
 - 4.10.1 Every such design shall take cognisance of the fact that:
 - 4.10.1.1 Wind velocities constitute the measured data generally available and a conversion has to be made from wind velocity to wind pressure.
 - 4.10.1.2 Various existing standards define and measure wind velocity in different ways.
 - 4.10.1.3 The formula used to convert these velocities to pressure produce results that can vary as much as 25%, which may translate into a 25% difference in design loads that will produce different foundation sizes.
 - 4.10.1.4 The use of basic wind speeds shall be encouraged. The Basic wind speed approach assumes given wind speeds, from

meteorological measurement to be at 10m above ground level, and Basic wind speed design escalates the wind load from 10 metres above ground level to the top of the structure.

- 4.10.2 A structure shall be designed to withstand forceful wind speeds that occur on the average of once every 30 to 50 years, considering that wind speed escalates with height.
- 4.10.3 The design of the structure shall incorporate the gust factor to account for the varying nature of wind.
- 4.10.4 The calculation of wind speed shall be based upon information provided in the Wind Flow Map of Ghana from the Ghana Meteorological Service and/or Survey Department.
- 4.11 The expected service life of a tower shall be a minimum of fifteen (15) years.
- 4.12 The design, fabrication materials and methods, installation accessories, safety factor and tower loadings shall conform to standards and last for the expected service life of a tower.
- 4.13 Owners of communication towers shall maintain the following insurance policies:
 - 4.13.1 Workmen Compensation Policy.
 - 4.13.2 Comprehensive Insurance Policy.
- 4.14 A base station, in built up areas, may have a solar power and/or a generator, as a secondary source of power. Where a generator is used, it must be:
 - 4.14.1 sited ten (10) meters away from all demised properties excluding the fence.
 - 4.14.2 sound proof and comply with all permissible sound levels prescribed by EPA. The EPA shall carry out periodic (annual) noise monitoring.

- 4.14.3 installed on good shock absorbers to minimize vibrations to the barest minimum.
- 4.14.4 installed with its exhaust directed away from any demised property.
- 4.14.5 installed with the appropriate mufflers and silencers.
- 4.15 An existing tower may be replaced up to 50% of the height, with no increase in height, as a modification. However, a replacement of the same height or reduced height that will enhance safety and foster co-location shall receive administrative approval within five (5) working days.
- 4.16 Existing towers and facilities that are damaged or destroyed may be rebuilt through administrative review and approval within five (5) working days, provided the replacement tower is the same as the original in type, location, intensity and not more than 50% of the tower.
- 4.17 In the event that the use of a tower is discontinued by the owner, he/she shall file a written notice of his/her intent to discontinue the use of the tower and the date of the said discontinuance to the District Assembly.
- 4.18 The decommissioned tower shall be removed by the owner within sixty (60) days after the date of discontinuance of use, failing which it shall attract a penalty of GH¢10,000 per day; and the EPA and MMDAs, in consultation with NCA, shall remove such facility and place a lien upon the property for the costs of removal.
- 4.19 In the event that a communication structure is not compliant with laid down requirements, the MMDA's shall provide notice to the owner to remove the communication tower, and in the event that such communication tower is not removed within sixty (60) days of receipt of such notice, it shall attract a penalty of GH¢35,000; and the MMDAs and EPA, in consultation with NCA, shall remove such facility and place a lien upon the property for the costs of removal.

- 4.20 A five (5) year moratorium, effective from the date of implementation of these Guidelines, shall be given to all existing towers which do not meet laid down requirements; and in the event that such communication tower is not removed on or before the 5-year deadline, it shall attract a penalty of GH¢10,000 per day; and the MMDAs and EPA, in consultation with NCA, shall remove such facility and place a lien upon the property for the costs of removal.

CHAPTER FIVE

5.0 DISPUTE RESOLUTION ON CO-LOCATION

- 5.1 Operators shall collaborate in negotiating co-location agreement issues relating to site access, security access, fair rates, damage insurance and compensation.
- 5.2 Where there are disputes arising out of co-location on towers, the areas of contention shall be identified and referred to the National Communications Authority (NCA) for resolution.
- 5.3 The NCA shall establish within five (5) working days, a disputes resolution process in accordance with provisions for dispute resolutions in Section 84 of the Electronic Communications Act, 2008, Act 775 and Regulation 154 of the National Communications Regulations, 2003, LI 1719.

6.0 REPEAL

These Guidelines supersedes any other guidelines or specifications, made by the National Communications Authority, for the regulation of construction of communication towers.

APPENDIX 1**Relationship between Frequency Range, Established Adverse RF Health Effects and Applicable Basic Restrictions**

Frequency Range	Adverse health effect	Relevant basic restriction
100kHz to 10GHz	Whole body heating	WBA SAR: Specific Absorption Rate averaged over the entire body
100kHz to 10GHz	Localised tissue heating	Localised SAR: Specific Absorption Rate averaged over a localised mass of tissue
300MHz to 10GHz	Microwave hearing effect	SA: Specific Absorption of RF energy per pulse in a defined mass of tissue
3kHz to 10 MHz	Electrostimulation and electric shock	J : internal current density averaged over a specified area
10GHz to 300GHz	Surface heating	<i>Sinc</i> : incident power flux density averaged over a specified area

The following is a summary of each of the basic restrictions and the health effects:

- a) Limits on current density (J) induced in the head and torso of the body from RF exposure to protect against electro stimulatory effects, such as nerve and muscle stimulation caused by electric currents induced in the body by RF fields.
- b) Limits on whole body average specific absorption rate (WBA SAR) to protect against whole body heating effects that can begin to appear when the whole body temperature increases by more than 1⁰C.
- c) Limits on localised SAR to protect against localised tissue heating effects. The basic restrictions for the torso and head (except the ear lobe) are lower than those for the limbs to provide greater protection for the eyes, brain and other vital organs.
- d) Limits on specific absorption (SA) in the head are specifically for pulsed RF exposures. These limits protect against the buzzing and clicking sounds that can occur when experiencing microwave hearing.
- e) Limits on power flux density incident at the surface of the body (*Sinc*) at RF frequencies exceeding 10 GHz to protect against excessive surface heating of the body.

APPENDIX 2**Basic Limits for Public and Occupational Exposure (ICNIRP)/ITU-T K.52****Explanations**

The exposure limits for the general public are five (5) times lower than for occupational workers. This is because such workers are normally persons who may have been trained to be aware of RF hazards and have been medically assessed to be fit for work in RF fields.

Type of exposure	Frequency range	Current density for head and trunk(mA/m²) (rms)	Whole body average SAR(W/kg)	Localized SAR (head and trunk)(W/kg)	Localized SAR (limbs)(W/kg)
Occupational Workers	Up to 1 Hz	40			
	1-4 Hz	$40/f$			
	4 Hz-1 kHz	10			
	1-100 kHz	$f/100$			
	100 kHz-10 MHz	$f/100$	0.4	10	20
	10 MHz-10 GHz			0.4	10
General public	Up to 1 Hz	8			
	1-4 Hz	$8/f$			
	4 Hz-1 kHz	2			
	1-100 kHz	$f/500$			
	100 kHz-10 MHz	$f/500$	0.08	2	4
	10 MHz-10 GHz			0.08	2

NOTE:

f is the frequency in Hertz.

Due to electrical inhomogeneity of the body, current densities should be averaged over a cross-section of 1 cm^2 perpendicular to the current direction.

All SAR values are to be measured in a period of 6-minutes.

For a localized SAR averaging mass in any 10g of contiguous tissue, the maximum SAR obtained should be the value used for the estimation of exposure.

APPENDIX 3**Reference Levels for Public and Occupational Exposure (ICNIRP/ITU-T K.52)**

Type of Exposure	Frequency Range	Electric field Strength (V/m)	Magnetic Field Strength (A/m)	Equivalent Plane Wave Power Density <i>Seq</i> (W/m²)
Occupational Exposure	Up to 1 Hz	-	2×10^5	
	1-8 Hz	20 000	$2 \times 10^5 / f^2$	
	8-25 Hz	20 000	$2 \times 10^4 / f$	
	0.025-0.82 kHz	$500 / f$	$20 / f$	
	0.82-65 kHz	610	24.4	
	0.065-1 MHz	610	$1.6 / f$	
	1-10 MHz	$610 / f$	$1.6 / f$	
	10-400 MHz	61	0.16	10
	400-2000 MHz	$3f^{1/2}$	$0.008f^{1/2}$	$f/40$
	2-300 GHz	137	0.36	50
General Public	Up to 1 Hz	-	2×10^4	
	1-8 Hz	10 000	$2 \times 10^4 / f^2$	
	8-25 Hz	10 000	$5 000 / f$	
	0.025-0.8 kHz	$250 / f$	$4 / f$	
	0.8-3 kHz	$250 / f$	5	
	3-150 kHz	87	5	

	0.15-1 MHz	87	$0.73/f$	
	1-10 MHz	$87/f^{1/2}$	$0.73/f$	
	10-400 MHz	28	0.073	2
	400-2000 MHz	$1.375f^{1/2}$	$0.0037f^{1/2}$	$f/200$
	2-300 GHz	61	0.16	10

NOTE

f is as indicated in the frequency range column.

For frequencies between 100 KHz and 10GHz, the averaging time is 6 minutes.

For frequencies up to 100 KHz, the peak values can be obtained by multiplying the rms value by 2 (≈ 1.414). For pulses of duration tp , the equivalent frequency to apply should be calculated as $f = 1/(2tp)$.

Between 100 KHz and 10MHz, peak values for the field strengths are obtained by interpolation from the 1.5-fold peak at 100MHz to the 32-fold peak at 10MHz. For frequencies exceeding 10MHz, it is suggested that the peak equivalent plane-wave power density, as averaged over the pulse width, does not exceed 1000 times the *Seq* limit, or that the field strength does not exceed the field strength exposure levels given in the above table.

For frequencies exceeding 10GHz, the averaging time is $68/f$ 1.05 minutes (f in GHz).

Simultaneous Exposures to Different RF Frequencies

In situations where simultaneous exposures occur from different RF frequency sources, the possibility that these exposures will be additive in their effects has been assumed to occur by these Guidelines. Thus, a cumulative evaluation of the basic restrictions and reference levels for simultaneous exposure to multiple frequencies has to be performed separately for both electro stimulatory and thermal effects on the body. The equations for performing these calculations are as provided below:

Simultaneous exposure to multiple sources

For simultaneous exposure to fields at different frequencies, the compliance with the exposure limits is evaluated using the equations below. All conditions for the appropriate frequency ranges are to be satisfied.

$$\sum_{i=1 \text{ kHz}}^{1 \text{ MHz}} \frac{E_i}{E_{l,i}} + \sum_{i>1 \text{ MHz}} \frac{E_i}{a} \leq 1$$

$$\sum_{j=1 \text{ kHz}}^{1 \text{ MHz}} \frac{H_j}{H_{l,j}} + \sum_{j>1 \text{ MHz}} \frac{H_j}{b} \leq 1$$

Where E_i is the electric field strength at frequency i

$E_{l,i}$ is the reference limit at frequency i

H_j is the magnetic field strength at frequency j

$H_{l,j}$ is the reference limit at frequency j

$a = 610 \text{ V/m}$ for occupational exposure and 87 V/m for general public exposure.

$b = 24.4 \text{ A/m}$ for occupational exposure and 5 A/m for general public exposure

$$\sum_{i=100 \text{ kHz}}^{1 \text{ MHz}} \left(\frac{E_i}{c} \right)^2 + \sum_{i>1 \text{ MHz}} \left(\frac{E_i}{E_{l,i}} \right)^2 \leq 1$$

$$\sum_{j=100 \text{ kHz}}^{1 \text{ MHz}} \left(\frac{H_j}{d} \right)^2 + \sum_{j>1 \text{ MHz}} \left(\frac{H_j}{H_{l,j}} \right)^2 \leq 1$$

Where E_i is the electric field strength at frequency i

$E_{l,i}$ is the reference limit at frequency i

H_j is the magnetic field strength at frequency j

$H_{l,j}$ is the reference limit at frequency j

$c = 610/f$ V/m (f in MHz) for occupational exposure and $87/f^{1/2}$ V/m for general public exposure.

$d = 1.6/f$ A/m (f in MHz) for occupational exposure and $0.73/f$ for general public exposure

APPENDIX 4

RF Awareness Signs

Below are typical examples of signs used to caution RF radiation hazards at transmitter sites. RF warning signs are used to identify areas which may exceed the general public exposure limits.

RF Signage





RF HAZARD SIGN



APPENDIX 5

TYPES OF TOWERS

Communication towers and mounts include the following:

(1) Monopole Towers or Post Masts:

(a) Monopole tower consist of tapered steel tubes that fit over each other to form a stable pole.

(b) A monopole tower should be guyed or self-supported and are fitted with climbing rungs where necessary. It should have the following features:

- (i) Sections of the tower should be made from hollow, heavy duty, thick steel tubes, flanged steel tubes or low-alloy, high-strength steel.
- (ii) Each shaft section should be a constant-tapered hollow steel section
- (iii) Slip joints should be designed with a minimum of 1.5 times the pole diameter at the splice.
- (iv) Pipe diameter should decrease from bottom to top.
- (v) Monopole are to be made from galvanised hollow steel pipes or high strength steel and designed for a variety of multi-user configurations and finishes to meet local aesthetic requirements.
- (vi) The pipes shall be tapered to ensure that one pipe base fits into the top of another until the desired height is achieved. A joint in the arrangement should have an overlay between the two adjacent pipes.
- (vii) The depth of the overlay, the base width and the number of pipes in a particular monopole shall be determined by expected height of a tower, the thickness of the pipe walls, the base diameter and whether the tower shall be guyed or not.

(2) **Guyed Towers**

- (a) These are towers that are stabilised by tethered wires.
- (b) Guyed towers shall be designed and installed in the manner illustrated by the Ghana Civil Aviation Authority guidelines and shall take cognisance of the following specifications and recommended practices:
 - (i) Guyed towers may be in lattice, triangular or square, tapered or straight, as well as monopole structural forms.
 - (ii) Guyed towers shall be supported and held in position by guy wires or ropes.
 - (iii) Mast Guy Ropes shall be made from pre-stretched steel only. For every tower, the specified minimum strength of the guy wire shall be the maximum tension likely to occur in the worst loading condition.
 - (iv) All sections must be straight square sections to eliminate potential problems associated with twisting or the need to shim the legs.
 - (v) Typical tower section are to have brace configuration with horizontals (z, x or k) and pivot base sections. These tower-structures should be wholly of steel, modular and hot-dip galvanised.
 - (vi) Guyed towers should have tube or solid legs with solid bracing which increases the tower rigidity to allow for the twist and sway.
 - (viii) Guy wires must not be over tightened in the installation of guy towers in order to avoid excessive tension which may cause alignment problems, cable rupture and permanent wrapping of tower structural parts.
 - (ix) As a general rule, guy should be planted in three directions at 120 apart from each other. The distance from the base of the tower to the guy anchor base should be one quarter of the height of the tower.
 - (x) The choice of each guy earth screw anchor would be dependent on its holding power in the soil, which is a function of its diameter and length to be used to compute the minimum number of guys required.

- (xi) The design, based on the load calculations would determine working load and the break strength required of the guy wire and ultimately the choice of the size and grade of the wire.

(3) Roof Mounts

- (a) Roof mounts are an inexpensive way of elevating signals above roof interference or any other obstruction.
- (b) The design and installation of roof mounts illustrated by GCAA shall take cognisance of the following specifications and recommended practice:
 - (i) Structural checks must be made to ascertain the capability of a chosen roof to withstand the additional load being imposed on it by the structure and the entire antenna array it will support.
 - (ii) All Roof mounted towers must be certified by the building's structural engineer before installation.
 - (iii) All Roof mounted towers must have a barrier erected around it.
 - (iv) As a general rule, roof mounts should be limited to light weight structures of low heights and support minimal dead and dynamic loads.
 - (v) Roof mounts can be installed in the penetrating or non-penetrating modes and can be self-support or guyed. However non-penetrating roof mounts are most suitable for flat surfaces.

(4) Self-Supporting Towers

- (a) Self-Supporting towers are free-standing lattice structures.
- (b) The use of self-supporting towers with tapered sections, and face width that vary according to height and load capacity is recommended when land availability is limited provided that it is technically feasible to install them.
- (c) Self-supporting towers shall be designed and constructed as lattice structures in the manner illustrated by the Ghana Civil Aviation Authority and shall have the following features:
 - (i) Triangular or square structure
 - (ii) Tube legs, angle legs, lattice legs or solid round legs
 - (iii) Sections in steel angle or steel or steel tubes

- (iv) Steel angle cross bracing.
- (v) Tapered sections
- (vi) Face widths vary according to height and load capacity.
- (vii) Rest platforms provided every 20 metres of height
- (viii) Work platforms provided at all height where antennas are to be installed
- (ix) Fitted with climbing ladder

(5) General Mounts

- (a) In constructing tower legs, schedule 80 pipes or angle steel should be used although hollow aluminium pips or angle may be used for towers below 10 metres.
- (b) When a tower is made from angle steel, sections should be joined to each other through appropriately sized flanges, bolts, washers and lock nuts
- (c) Lock nuts must be used, nuts on bolts may be clinched if lock nuts is not utilised.
- (d) Lock washers and lock nuts should be used on antenna support steel work and dish panning arm in order to avoid loss of signals.
- (e) Gussets should be used in the strengthening of the weld joint between the base plate and the tower section.
- (f) Bracing should have angle steel construction or aluminium in case of aluminium towers.
- (g) Tower sections, when made from steel pipes, should be joined to each other through joint plates welded to the base of each section. The width of the tower section joint plates should be double the width of the wall of the pipe they are supporting.
- (h) There should be adequate application of bracing to prevent towers being exposed to torque that may result in loss of signal during strong wind speeds.

- (i) Each plate should have four (4) 20mm diameter holes to accommodate four (4) 18mm bolts, nuts and washers.
- (j) When bolting sections together, bolts should be placed upside down with washers and nuts on topside of plates, the connecting face of plates should not be painted.

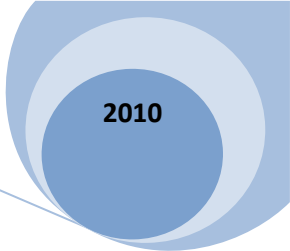
APPENDIX 6**SITING OF TOWERS**

Zoning	Permissible Height	Average Plot Size & Protection Area	Minimum Set Back Required- (<u>In accordance with Bldg Codes</u>)	Neighbourhood Requirement
Residential	<35 meter	Not less than 20 m x 20 m	Not less (<20m) from base of tower to boundary fence or nearest structure depending on local conditions and in agreement with the local assembly.	<p>Tower may be solar and/or generator powered.</p> <p>Immediate neighbours within 50m radius shall be consulted individually and group consultation for residents within 500m radius</p> <p>Co-location must be the first option</p> <p>For Group consultation one (1) week notice would be required.</p>

Commercial	<120meter	Not less than 12.5m x 12.5m	Ditto (Roof tower and co- location must be the first option) depending on local conditions and in agreement with the local assembly.	Immediate neighbours within 100m (Residence where appropriate) radius should be consulted individually and group consultation for those within 200m radius
Industrial	< 120meter	Not less than 12.5m x 12.5m for shorter mast and 16.5m x 16.5m for taller mast	6m from base of tower to boundary fence depending on local conditions and in agreement with the local assembly.	Immediate neighbours within 100m (Residence where appropriate) radius should be consulted individually
Civic & Cultural	<120meter	20m x 20m	10m from base of tower to boundary fence depending on local conditions and in agreement with the local assembly.	Immediate neighbours within 100m radius shall be consulted individually
Mixed Use	<80meter	20mx20m	10m from base of tower to boundary fence depending on local conditions and in agreement with the local assembly.	Immediate neighbours within 150m radius shall be consulted individually

Educational	Not allowed on school compounds (sites*)		At least 150m from the nearest classroom or dormitory Structure.	Consent from the school authorities
Health facilities	Not allowed in clinic and poly clinic facilities (sites *)		At least 150m from the nearest ward and sensitive equipment facilities	Consent from the health authorities
Aviation facilities	Not allowed*		Determined by GCAA	

All towers must conform to the conditions stipulated above.



APPENDIX 7

FORM A - COMMUNICATIONS TOWER APPLICATION FORM

CONTACT INFORMATION

NAME:

ADDRESS (LOCATION):

ADDRESS (POSTAL):

TELEPHONE/FAX NO:

EMAIL ADDRESS:

CHECK LIST

- GCAA PERMIT
- RADIATION PROTECTION BOARD PERMIT
 - SITE PLAN
 - BLOCK PLAN
 - LEASE AGREEMENT
 - GPS CO-ORDINATES OF TOWERS
 - EVIDENCE OF CONSULTATIONS WITH NEIGHBOURS
 - SITE PHOTOGRAPHS

OTHER(S) _____

SIGNATURE

DATE

FORM B - COMMUNICATIONS TOWER APPLICATION FORM

CONTACT INFORMATION

NAME:

ADDRESS (LOCATION):

ADDRESS (POSTAL):

TELEPHONE/FAX NO:

EMAIL ADDRESS:

COMPANY PROFILE

REGISTERED COMPANY NAME:

DATE OF INCORPORATION:

DATE OF COMMENCEMENT OF BUSINESS:

ADDRESS (LOCATION):

ADDRESS (POSTAL):

TELEPHONE/FAX:

EMAIL ADDRESS:

OFFICIAL USE ONLY

RECEIVING OFFICERS NAME:

SIGNATURE:

DATE RECEIVED:

FORM C - COMMUNICATIONS TOWER APPLICATION FEEDBACK FORM

TYPE OF APPLICATION:

DATE OF APPLICATION:

APPLICATION STATUS:

DATE:

OFFICER'S NAME:

SIGNATURE:

FORM D - SITE INSPECTION FORM

NAME OF COMPANY:

DETAILS OF THE CONTRACTOR(S):

NAME:

TELEPHONE:

MOBILE:

EMAIL:

ADDRESS:

INSPECTION INFORMATION

OFFICER'S NAME:

TELEPHONE:

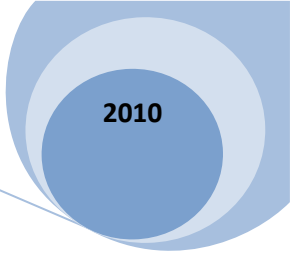
MOBILE:

EMAIL:

ADDRESS:

SITE ADDRESS:

- Structure
- Lighting
- Painting
- Generator
- Soil



Other Observations _____

INSPECTOR'S SIGNATURE

DATE

FORM E - COMMUNICATION TOWER CONSULTATION FORM

SITE INFORMATION

SITE NAME:

TOWER OWNER:

DISTRICT/MUNICIPALITY:

TYPE: GROUND ROOF MOUNT

EMAIL ADDRESS

COMPANY/INDIVIDUAL/GROUP CONSULTED

NAME:

ADDRESS/ HOUSE N^o:

PHONE:

EMAIL ADDRESS:

OWNERSHIP: LAND LORD TENANT

NO OF RESIDENTS

COMMENTS

SIGNATURE _____

DATE _____

References

1. ITU-T Recommendation K.52 (2004), *Guidance on complying with limits for human exposure to electromagnetic fields.*
2. ITU-T Recommendation K.70 Mitigation techniques to limit human exposure to EMF in the vicinity of radiocommunication stations
3. ICNIRP, *Guidelines for limiting exposure to time-varying electric, magnetic and electromagnetic field (up to 300 GHz).*
4. ITU-T Recommendation K.61 (2003), *Guidance to measurement and numerical prediction of electromagnetic fields for compliance with human exposure limits for telecommunication installations.*
5. [EN 50383] CENELEC EN 50383:2002, *Basic standard for the calculation and measurement of electromagnetic field strength and SAR related to human exposure from radio base stations and fixed terminal stations for wireless telecommunication systems (110 MHz – 40 GHz).*
6. [EN 50400] CENELEC EN 50400:2006, *Basic standard to demonstrate the compliance of fixed equipment for radio transmission (110 MHz – 40 GHz) intended for use in wireless telecommunication networks with the basic restrictions or the reference levels related to general public exposure to radio frequency electromagnetic fields, when put into service.*
7. [EN 50413] CENELEC 50413:2007, *Basic standard on measurement and calculation procedures for human exposure to electric, magnetic and electromagnetic fields (0 Hz – 300 GHz).*

CONTACT ADDRESSES

Ministries

1. Ministry of Communications
P. O. Box M. 38
Accra-Ghana

Tel: 030 – 2685601
Fax : 030 – 2667114
2. Ministry of Environment, Science and Technology
P. O. Box M232
Accra-Ghana

Tel: 030 – 2662626
Fax : 030 – 2688913
3. Ministry of Local Government and Rural Development
P. O. Box M 50
Accra – Ghana

Tel: 030 – 2663668
Fax: 030 – 2682003

Agencies

4. National Communications Authority (NCA)
1st Rangoon Close, P. O. Box CT 1568
Cantonments, Accra-Ghana

Tel: 030 – 2776621/2771701
Fax: 030 – 2763449
5. Environmental Protection Agency (EPA)
P. O. Box M 326
Ministries Post Office
Accra - Ghana

Tel: 030 – 2664697/2664698/2662465/2667524
Fax: 030 – 2662690
6. National Associations of Local Authorities of Ghana (NALAG)
P. O. Box 1953
Accra – Ghana

Tel: 030 – 2660774

Fax: 030 – 2668104

(All District Assemblies could be contacted through the above address)

7. Ghana Atomic Energy Commission (GAEC)
P. O. Box LG 80
Legon, Accra – Ghana

Tel: 030 – 2400310

Fax: 030 – 2400807

8. Radiation Protection Institute (RPI)
Ghana Atomic Energy Commission (GAEC)
P. O. Box LG 80
Legon, Accra – Ghana

Tel : 030 – 2400976

Fax: 030 - 2400807

9. Ghana Civil Aviation Authority (GCAA)
Private Mail Bag
Kotoka International Airport
Accra-Ghana

Tel: 030 – 2776171

Fax: 030- 2773293

Mobile Network Operators

1. Ghana Telecommunications Company Limited
Head Quarters, Telecom House, Nsawam Road
Private Mail Bag 221 Accra - North

Tel: 030 - 221001

Fax: 030 – 2221002

2. Glo Mobile Ghana Limited
18 3rd Close, Airport Residential
PMB KD 68, Accra
Tel: +234 – 8055570110

3. Kasapa Telecoms Limited
2 Yiyiwa Link, Abelemkpe
P. O. Box 10208
Accra-North
Tel: 030 – 2224868/2406060
028 - 210010/210102

Fax: 028-210103/224202
4. Millicon (Gh) Limited (TIGO)
Private mail Bag
Millicom House
Barnes Road, Accra
Tel: +233 – 27 - 7555888
Fax : +233 – 27 - 7503999
5. Scancom Limited (MTN Ghana)
P. O. Box 281
Trade Fair
La, Accra

Tel: 030-2238018
0244 – 300000
Fax: 030-2231974
030-2300013
6. Zain Communications Ghana Limited
2nd – 4th Floors, GNAT Heights
No. 30 Independence Avenue
North Ridge, Accra
Accra, Ghana

Tel: +233-(0)30 7000000
Fax: +233-(0)30 7000999

METROPOLITAN/MUNICIPAL/DISTRICT ASSEMBLIES**ASHANTI REGION**

1. **Adansi North District Assembly**
P.O. Box 21
Fomena, Adansi
Ashanti Region
Ghana, W / Africa
Tel.: No. (+233-3224) 20954
Chief Exec. No.: (+233-245) 862146
2. **Adansi South District Assembly**
P.O. Box 1
New Edubiase
Ashanti Region
Ghana, West Africa
Tel.: +233322420974
3. **Afrigya Kwabre District Assembly**
P.O. Box 3
Kodie
Ashanti Region
Ghana, W / Africa
Tel.: +233322047221 / 97217 /972319

Chief Exec. No.: +233244698650
4. **Ahafo Ano North District Assembly**
P.O. Box 70
Tepa
Ashanti Region
Ghana, West Africa
Tel.: (+233-3221) 20044/ 20046
Fax No.: (+233-3221) / 20046
5. **Ahafo Ano South District Assembly**
P.O. Box 9
Mankranso
Ashanti Region
Ghana, W / Africa
Tel.: (+233-3220) 20111/ 20112/
20113
Chief Exec. No.: (+233-208)
526252 (+233-208) 526252
6. **Amansie Central District Assembly**
P.O. Box 7
Jacobu
Ashanti Region
Ghana, W / Africa
Tel No.: (+233-3220) 91456
7. **Amansie West District Assembly**
P. O. Box 1
Manso Nkwanta
Ashanti
Ghana, W/Africa
Tel: (+233-3220) 21651 / 20666
Chief Exec. No: (+233-244) 604565
8. **Asante Akim North Municipal Assembly**
P.O. Box 55
Konongo
Ashanti Region
Ghan, W / Africa
Tel. No. (+233-3221) 24252
Chief Exec. No: (+233-243) 337952
9. **Ashanti Akim South District Assembly**
P.O. Box 12
Juaso
Ashanti Region
Ghana, W / Africa
Tel No.: (+233-052) 12401/2 / 91520
/ 24801/2
Chief Exec. No.: (+233-241) 298065
10. **Atwima Kwanwoma District Assembly**
PMB
Twedie, Ashanti Region
Ghana, W / Africa
Tel No: (+233-244) 0544997

**11. Atwima Mponua District
Assembly**

P.O Box 105
Nyinahin, Ashanti Region
Tel No: (+233-3220) 38800

**12. Atwima Nwabiagya District
Assembly**

P.O Box 17
Nkawie, Ashanti Region
Tel No: (+233-3220) 20123/
20126
Fax No: (+233-3220) 20126

**13. Bosome Freho District
Assembly**

Asiwa
P.O. Box 365
Konongo-Ashanti, Ashanti
Region, Ghana W/A

Tel No.: (+233-3220) 96538/
277-796871
Chief Exec. No.: (+233-244)
177678

**14. Botsomtwe District
Assembly**

P.O. Box 24
Kuntanase, Ashanti Region
Tel. No.: (+233-3221) 24859
Fax No.: (+233-3220) 20142
Chief Exec. No.: (+233-243)
301195

**15. Ejisu-Juaben Municipal
Assembly**

P.O. Box 12
Ejisu, Ashanti Region
Tel. (+233-51) 21085
Fax No: (+233-51) 20187
Chief Exec. No: (+233-246)
215129

**16. Ejura/Sekyedumase District
Assembly**

P.O. Box 9
Ejura
Ashanti Region
Ghana, W / Africa
Tel No: (+233-3223) 22083
Fax No: (+233-3220) 61681
Chief Exec. No: (+233-208) 180485

17. Kumasi Metropolitan Assembly

P.O. Box 1916
Kumasi
Ashanti Region
Ghana, W / Africa
Tel. No.: (+233-3220) 23707/ 23184
Fax No.: (+233-3220) 23707
Chief Exec. No.: (+233-244) 369510

18. Kwabre East District Assembly

P.O Box 8
Mampong
Ashanti Region
Ghana
W / Africa
Fax No: (+233-3220) 73482
Tel. No: (+233-3220) 21798/ 20187 /8
Chief Exec. No: (+233-244) 515121

19. Mampong Municipal Assembly

P.O. Box 25
Mampong
Ashanti Region
Ghana
Tel. No.: (+233-3222) 22213/ 22201
Chief Exec. No.: (+233-209) 171142

20. Obuasi Municipal Assembly

P.O. Box 32
Obuasi
Ashanti Region
Ghana
Tel No: (+233-3225) 40350
Fax No: (+233-3225) 40350
Chief Exec. No: (+233-244) 386858

21. Offinso North District Assembly

P. O. Box 25
 Akomadan
 Ashanti Region
 Ghana
 W / Africa
 Tel No: (+233-61) 94425
 Chief Exec. No: (+233-244)
 634960

22. Offinso South Municipal Assembly

P. O. Box 2
 Offinso
 Ashanti Region
 Ghana
 W / Africa
 Tel. (+233-)
 Chief Exec. No: (+233-243)
 467220

23. Sekyere Afram Plains

P.O. Box 11
 Kumawu
 Ashanti Region
 Ghana
 W / Africa
 Tel No: (+233-207) 841635
 Chief Exec. No: (+233-243)
 349219

24. Sekyere Central District Assembly

P.O. Box 100
 Nsuta
 Ashanti Region
 Ghana
 W / Africa
 Tel No: (+233-244) 162284
 Chief Exec. No: (+233-208) 199198

25. Sekyere East District Assembly

P.O. Box 15
 Effiduasi
 Ashanti Region
 Ghana
 W / Africa
 Tel. No.: (+233-3220) 20248
 Chief Exec. No.: (+233-208) 180485

26. Sekyere South District Assembly

P. O. Box 1
 Agona-Ashanti
 Ashanti Region
 Ghana
 West Africa
 Tel: (+233-3220) 94357

BRONG AHAFO REGION

1. **Asunafo North Municipal Assembly**
P.O Box 1
Goaso
Ghana, W / Africa
Tel. No.: (+233-3220) 30044
Chief Exec. No.: (+233-249) 917797
2. **Asunafo South District Assembly**
P.O. Box 2
Kukuom
Brong Ahafo Region
Ghana, W / Africa
Tel. No.: (+233 -)
Chief Exec. No.: (+233-249) 344345 /
244 103249
3. **Asutifi District assembly**
P.O Box 31
Kenyasi
Ghana, W / Africa
Tel. No.: (+233-3220) 37293
Chief Exec. No.: (+233-243) 245009
4. **Atebubu/Amantin District Assembly**
P.O. Box 11
Atebubu
Brong Ahafo Region
Ghana
Tel. No.: (+233 3525) 22007
Fax No.: (+233 3525) 22005
Chief Exec. No.: (+233-240) 072496 /
208 309190
5. **Berekum Municipal Assembly**
P.O. Box 40
Berekum, Brong Ahafo Region
Ghana
W / Africa
Tel. No.: (+233-3522) 22199
Fax No.: (+233-3522) 22199
Chief Exec. No.: (+233-275) 422165
6. **Dormaa East District Assembly**
P. O. Box 5
Wamfie
Brong Ahafo Region
Ghana , W/Africa
Tel. No. (+233-3523)/22020/22099
Fax. No. (+233-3523) 22140
Chief Exec. No: (+233-245) 995000
7. **Dormaa Municipal Assembly**
P.O Box 63
Dormaa
Brong Ahafo Region
Ghana, W / Africa
Tel. No.: (+233-3523) 22020
Chief Exec. No.: (+233-242) 185995
8. **Jaman North District Assembly**
P.O Box 56
Sampa
Ghana, W / Africa
Tel. No.: (+233-3522) 22300
Chief Exec. No.: (+233-242) 817422
9. **Jaman South District Assembly**
P.O. Box 5
Drobo
Ghana, W / Africa
Tel. No. : (+233 3522)/28682
Chief Exec. No: (+233-244) 584730
10. **Kintampo North Municipal Assembly**
P.O. Box 20
Kintampo
Brong Ahafo Region
Ghana
W / Africa
Tel. No.: (+233-3520) 27385
Chief Exec. No.: (+233-246) 438063

- 11. Kintampo South District Assembly**
 P.O. Box 1
 Jema
 Brong Ahafo Region
 Ghana, W / Africa
 Tel. No.: (+233-3520) 28700 b
 Chief Exec. No. (+233-277) 608592
- 12. Nkoranza North District Assembly**
 P. O. Box PMB
 Busunya
 Brong Ahafo Region
 Ghana, W / Africa
 Tel. No. : (+233-3520)
 Chief Exec. No: (+233-208) 194036 /
 246 360649
- 13. Nkoranza South District Assembly**
 P.O. Box 13
 Nkoranza, Brong Ahafo Region
 Ghana, W / Africa
 Tel. No.: (+233-3520) 27091
 Fax No.: (+233-3520) - 27091
 Chief Exec. No: (+233-266) 748377
- 14. Pru District Assembly**
 P.O. Box 76
 Yeji, Brong Ahafo Region
 Ghana, W / Africa
 Tel. No.: (+233-3527) 22060
 Fax No.: (+233-3527) 22060
 Chief Exec. No: (+233-)
- 15. Sene District Assembly**
 P. O. Box 12
 Kwame Danso
 Ghana
 W / Africa
 Tel. No. : (+233 - 567) 22075
 Chief Exec. No: (+233-541) 118733
- 16. Sunyani Municipal Assembly**
 P.O. Box 25
 Sunyani
 Ghana, W / Africa
 Tel. No.: (+233-3520) 27295
 Chief Exec. No.: (+233-242) 034649
- 17. Sunyani West District Assembly**
 P. O. Box 1720
 Odumase
 Ghana, W / Africa
 Tel. No.: (+233-3520) 94060
 Chief Exec. No.: (+233-243) 569257
- 18. Tano South District Assembly**
 P. O. Box 55
 Bechem
 Brong Ahafo Region
 Ghana
 W / Africa
 Fax No.: (+233 3521) - 22381
 Chief Exec. No: (+233-27) 133367
- 19. Tain District Assembly**
 P.O. Box 2
 Nsawkaw
 Brong Ahafo Region
 Ghana, W / Africa
 Tel. No. : (+233)
 Chief Exec. No: (+233-208) 132304 /
 244 085784
- 20. Tano North District Assembly**
 P.O. Box 88
 Duayaw
 Brong Ahafo Region
 Ghana
 W / Africa
 Tel. No.: (+233-3521)
 Chief Exec. No.: (+233-277) 780665
 begin / 243 628984

21. Techiman Municipal Assembly

P.O. Box 30
Techiman
Brong Ahafo Region
Ghana
W / Africa
Tel. No.: (+233-3565) 22013
Chief Exec. No.: (+233-208) 150207

22. Wenchi Municipal Assembly

P.O. Box 9
Wenchi
Brong Ahafo Region
Ghana
W / Africa
Tel. No.: (+233-3524) 22296
Chief Exec. No.: (+233-244) 856302

CENTRAL REGION

1. **Abura/Asebu/Kwamankese District Assembly**
P.O Box 27
Abura Dunkwa
Central Region
Ghana, W / Africa
Tel No.: (+233-03321) 33784
(+233-03321) 33784
Chief Exec. No.: (+233-242) 938929 (+233-242) 938929
2. **Agona East District Assembly**
P.O. Box 9
Agona Nsaba
Central Region
Ghana,W/Africa
Tel.: (+233 3320) 20384/20233/20214
Fax: (+233 3320) 20486
Chief Exec. No: (+233-249) 363422 (+233-249) 363422/ 246 205700
3. **Agona West Municipal Assembly**
P.O. Box 46
Agona Swedru
Central Region
Ghana, W / Africa
Tel. No.: (+233-3320) / 20214
Chief Exec. No.: (+233-242) 131232 (+233-242) 131232/ 278 448004
4. **Ajumako/Enyan/Essiam District Assembly**
P.O. Box 1
Ajumako,Central Region
Ghana, W / Africa
Tel No.: (+233-3320) 21432/
(+233-3320) 21432
Fax No.: (+233-3320) 21432
Chief Exec. No.: (+233-243) 374698
5. **Asikuma/Odoben/Brakwa District Assembly**
P.O. Box 36
Breman-Asikuma, Central Region
Ghana, W / Africa
Tel. No: (+233-3320) 20995
Chief Exec. No: (+233-243) 228418
6. **Assin North Municipal Assembly**
P.O Box 99
Assin Fosu, Central Region
Tel No.: (+233-3320) 33928
Fax No.: (+233-3322) 28704
Chief Exec. No.: (+233)
7. **Assin South District Assembly**
P.O Box 18
Kyekeyewere,Central Region
Tel No.: (+233 -)
Chief Exec. No.: (+233-278) 073950
8. **Awutu Senya District Assembly**
P. O. Box 4
Ewutu Breku,Central Region
Tel. No.: (+233) 243) 228418
Chief Exec. No.: (+233-244) 217615
9. **Cape Coast Metropolitan Assembly**
P.O. Box 200
Cape-Coast, Central Region
Tel. No.: (+233-3321) 33659,32253, 32738
Fax No.: (+233-3321) 32256
Chief Exec. No.: (+233-208) 169393

10. **Effutu Municipal Assembly**
P.O. Box 1
Winneba, Central Region
Ghana, W / Africa
Tel. No: (+233-3323) / 22011
Chief Exec. No: (+233-244) 792127
11. **Gomoa East District Assembly**
P.O. Box 2
Gomoa Afransi
Central Region
Ghana, W / Africa
Tel. No.: (+233 -)
Chief Exec. No.: (+233-244) 218628
12. **Gomoa West District Assembly**
P.O. Box 39
Apam, Central Region
Ghana, W / Africa
Tel. No.: (+233 - 3323) 22289
Chief Exec. No.: (+233-208) 129203 /
244 9511
13. **Komemda/Edina/Eguafo/Abirem
Municipal Assembly**
P.O. Box 29
Elmina
Central Region
Ghana
Tel No: (+233-3321) 33596
Chief Exec. No: (+233-246) 553344 /
208 085495 / 275 666816
14. **Mfantsiman Municipal Assembly**
P.O. Box SP 28
Saltpond, Central Region
Ghana, W / Africa
Tel No.: (+233-3321) 33782
Fax No.: (+233-3321) 33783
Chief Exec. No.: (+233-243) 642708
15. **Twifu/Heman/Lower
Denkyira District Assembly**
P. O. Box 7
Twifo Praso
Central Region
Ghana
W / Africa
Tel No.: (+233-3321) 30495
Chief Exec. No.: (+233-277)
544014
16. **Upper Denkyira East
Municipal Assembly**
P.O. Box DW 50
Dunkwa Offin
Central Region
Ghana
W / Africa
Tel. No.: (+233-3322) 40718
Fax No.: (+233-3322) 28407
Chief Exec. No.: (+233-244)
574604
17. **Upper Denkyira West
District Assembly**
P. O. Box 50
Diaso
Central Region
Ghana
W / Africa
Tel No: (+233-3322)
Chief Exec. No: (+233-244)
574604

EASTERN REGION

1. **Akuapim North District Assembly**
P.O. Box 100
Akropong Akwapim
Eastern Region
Ghana, W / Africa
Tel No.: (+233-3427) 24048 / 22171
Chief Exec. No.: (+233-244) 232877
2. **Akuapim South Municipal Assembly**
P.O. Box 4
Nsawam
Eastern Region
Ghana, W / Africa
Tel. No.: (+233 - 3421) 22064
Chief Exec. No.: (+233-285) 134340
3. **Akyemansa District Assembly**
P. O. Box 33
Ofoase
Eastern Region
Ghana, W/Africa
Tel. No.: (+233-242) 874861
Chief Exec. No.: (+233-246) 278436 /
0204 906990
4. **Asuogyaman District Assembly**
P.O Box 1
Akosombo
Eastern Region
Ghana, W / Africa
Tel No.: (+233-3430) 20360
Chief Exec. No.: (+233-246) 576545/
208 206187
5. **Atiwa District Assembly**
P.O Box 14
Kwabeng
Eastern Region
Ghana
Tel. No.: (+233-3431) 22267
Chief Exec. No.: (+233-244) 936074
6. **Birim Central Municipal Assembly**
P.O Box 199
Akim
Eastern Region
Ghana, W / Africa
Tel No: (+233-34292) 22145
7. **Birim North District Assembly**
P.O. Box 1
New Abirem
Eastern Region
Ghana, W / Africa
Tel. No. (+233-8036) 10148
Chief Exec. No: (+233-244) 525191
8. **Birim South District Assembly**
P.O. Box 200
Akim Sweduro
Eastern Region
Ghana, W / Africa
Tel. No.: (+233) 88 23064
Chief Exec. No.: (+233-244) 187647/
273-197131
9. **East Akim Municipal Assembly**
P.O. Box 50
Kibi
East Akim, Eastern Region
Ghana
Tel. No.: (+233-3420) 24025
Chief Exec. No.: (+233-244) 761719
10. **Fanteakwa District Assembly**
P.O. Box 16
Begoro, Eastern Region
Ghana
Tel. No. (+233-3420) 22170
Chief Exec. No: (+233-271) 237774 /
0209 312000

- 11. Kwaebibirem District Assembly**
P.O. Box 19
 Kade, Eastern Region
 Ghana, W / Africa
 Tel. No.: (+233-3431) 22263
 Chief Exec. No.: (+233-244)
 688408
- 12. Kwahu East District Assembly**
 PO Box 11
 Abetifi
 Eastern Region
 Ghana, W / Africa
 Tel. No. (+233-208) 484644
- 13. Kwahu North District Assembly**
 P.O Box 1
 Donkokrom
 Kwahu North
 Eastern Region
 Ghana, W / Africa
 Tel No: (+233-3424) 22013
 Fax No: (+233-3424) 22005
 Chief Exec. No: (+233-208)
 889899
- 14. Kwahu South District Assembly**
 P.O. Box 26
 Mpraeso, Eastern Region
 Tel No.: (+233-3423) 22022
 Chief Exec. No.: (+233 244)
 276689
- 15. Kwahu West Municipal Assembly**
 P. O. Box 253
 Nkawkaw, Eastern Region
 Tel No: (+233-3431) 22060
 Chief Exec. No: (+233-244)
 660541
- 16. Lower Manya Krobo District Assembly**
 P.O Box 39
 Odumasi Krobo
 Eastern Region
 Ghana, W / Africa
 Tel. No. (+233-244) 866401
 Chief Exec. No: (+233-244)
 593357
- 17. New Juaben Municipal Assembly**
 P.O. Box 199
 Koforidua
 Eastern Region
 Ghana W/Africa
 Tel No.: (+233-3420) 22518
 Chief Exec. No.: (+233-208)
 113935
- 18. Suhum/Krabo/Coaltar District Assembly**
 P.O. Box 186
 Suhum
 Eastern Region
 Ghana W / Africa
 Tel No.: (+233-3425) 22366
 Chief Exec. No.: (+233-208)
 154209 / 247 656703
- 19. Upper Manya Krobo District Assembly**
 P. O. Box 52
 Asesewa
 Eastern Region
 Ghana W / Africa
 Tel. No.: (+233-244)-481310
 Chief Exec. No.: (+233-244)
 481310

21. West Akim Municipal Assembly

P.O. Box 136
Asamankese
Eastern Region
Ghana
Tel No.: (+233-3426) 23576
Fax No.: (+233-3426) 23576
Chief Exec. No.: (+233-248)
927056/ 209 071027

22. Yilo Krobo District Assembly

P.O. Box 102
Somanya
Eastern Region
Ghana
W / Africa
Tel No.: (+233-3420) 24363
Chief Exec. No.: (+233-244)
525191

GREATER ACCRA REGION

1. **Accra Metropolitan Assembly**
P.O. Box GP 385
Accra
Ghana, W / Africa
Tel No.: (+233-302) 665951/ 663947 /
663948 / 663382 / 663388
Fax (+233-302) 663388
2. **Adenta Municipal Assembly**
P.O. Box AF 240
Adenta
Ghana, W / Africa
Tel.: (+233-302) 520883-5
3. **Ashaiman Municipal Assembly**
P. O. Box PMB
Ashaiman
Ghana
W / Africa
Tel. (+233-303) 308538
4. **Dangme East District Assembly**
P.O. Box 20
Adafoah
Greater Accra Region
Ghana, W / Africa
Tel. (+233 3035) 22211
5. **Dangme West District Assembly**
P.O. Box 38
Dodowa
Greater Accra Region
Ghana
W / Africa
Tel. No.: (+233-302) 767478
Chief Exec. No.: (+233-246) 888716
6. **Ga East Municipal Assembly**
P. O. Box 5
Abokobi
Greater Accra Region
Tel: (+233-302) - 910514
Fax: (+233-277) 752777 / 244
995133 / 208 851346
Chief Exec. No: (+233-243) 365112
7. **Ga South Municipal Assembly**
P. O. Box GP PMB
Weija
Greater Accra Region
Tel. No.: (+233-244) 388659
8. **Ga West Municipal Assembly**
P.O. Box 1
Amasaman
Greater Accra Region
Ghana
Tel. (+233 302) 301945
9. **Ledzokuku-Krowor Municipal Assembly**
P. O. Box NG
Nungua
Greater Accra Region
Ghana, W / Africa
Tel. No. (+233 - 756) 22003
Chief Exec. No: (+233-208) 276301
10. **Tema Metropolitan Assembly**
P. O. Box 301
Tema
Ghana
W / Africa
Tel No.: (+223-303) 202827
Chief Exec. No.: (+233-244) 383829

NORTHERN REGION

1. **Bole District Assembly**
P.O Box 14
Ele, Tamale
Northern Region
Ghana, W / Africa
Tel No: (+233-3725) 22002
2. **Bunkpurugu-Yunyoo District Assembly**
P.O Box 1
Bunkpurugu-Yunyoo
Northern Region
Ghana, W / Africa
Tel No: (+233-3720) 23959
3. **Central Gonja District Assembly**
P.O Box 2445
TL, Buipe
Central Gonja, Northern Region
Ghana
Tel No: (+233-3722) 22060
4. **Chereponi District Assembly**
P O Box CP 1
Chereponi
Northern Region
Ghana
W / Africa
Tel. No. (+233-273) 368251
Chief Exec. No: (+233-244) 599797
5. **East Gonja District Assembly**
P.O. Box 1
Salaga
Northern Region
Ghana
Tel No: (+233-03726) 22001
Chief Exec. No.: (+233-246) 753565
6. **East Mamprusi District Assembly**
P.O. Box 6
Gambaga
Northern Region
Ghana
Tel No: (+233-762) 23853
7. **Gushegu District Assembly**
P.O.Box Gu 1
Gushegu
Northern Region
Ghana, W / Africa
Tel No: (+233-3724) 2235
8. **Karaga District Assembly**
P.O Box 14
Karaga
Northern Region
Ghana, W / Africa
Tel. No. (+233-3920) 22410
9. **Kpandai District Assembly**
P.O. Box
Kpandai
Northern Region
Ghana
W / Africa
Tel. No.: (+233-3720) 20526
Chief Exec. No.: (+233-243) 258636
10. **Nanumba North District Assembly**
P.O. Box 1
Bimbilla
Northern Region
Ghana
W / Africa
Tel No.: (+233-3720) 23015
Chief Exec. No.: (+233-243) 419835

- 11. Nanumba South District Assembly**
P.O. Box 1
Wulensi
Northern Region
Ghana, W / Africa
Tel No: (+233-3720) 26327
- 12. Saboba/Chereponi District Assembly**
P.O. Box SB 1
Saboba
Northern Region
Ghana, W / Africa
Tel No.: (+233-3724) 22308
Fax No.: (+233-3724) 22209
Chief Exec. No.: (+233-242) 033401
- 13. Savelugu District Assembly**
P. O. Box 1,
Savelugu.
Northern Region
Ghana, W/ Africa
Tel: No.: (+233-3720) 23139
- 14. Sawla-Tula-Kalba District Assembly**
P. O. Box 1
Sawla
Northern Region
Ghana, W / Africa
Tel. No. (+233-3720) 83082
- 15. Tamale Metropolitan Assembly**
P.O Box 4
Tamale
Northern Region
Ghana, W / Africa
Tel No: (+233-3720) 22653 / 22950
Fax No: (+233-3720) 22653
- 16. Tolon/Kumbungu District Assembly**
P.O.Box 789
Tamale
Northern Region
Ghana, W / Africa
Tel. No. (+233-3720) 23657
- 17. West Gonja District Assembly**
P. O. Box 1
Damongo
Northern Region
Ghana, W / Africa
Tel. No.: (+233-3723) 22012 / 22026
Fax No.: (+233-3723) 22005
- 18. West Mamprusi District Assembly**
P.O. Box 6
Walewale
Northern Region
Ghana, W / Africa
Tel. No. (+233-3722) 22009
- 19. Yendi Municipal Assembly**
P.O. Box 1
Yendi
Northern Region
Ghana, W / Africa
Tel No.: (+233-3724) 22127
Fax No.: (+233-3724) 22307
Chief Exec. No.: (+233-244) 459657
- 20. Zabzugu/Tatale District Assembly**
C/O P. O. Box 1
Yendi
Northern Region
Ghana
W / Africa
Tel No.: (+233-3724) 22127
Chief Exec. No.: (+233-242) 608374

UPPER EAST REGION**1. Bawku Municipal Assembly**

P. O. Box 1
 Bawku
 Upper East Region
 Ghana, W / Africa
 Tel. No.: (+233-3822) 22291
 Fax No.: (+233-3822) 22320
 Chief Exec. No.: (+233-244) 695289 /
 72155497

2. Bawku West District Assembly

P. O. Box 1

 Zebilla

 Tel. No.: (+233-3820) 24686
 Chief Exec. No.: (+233-249) 493848

3. Bolgatanga Municipal Assembly

P. O. Box 38

 Bolgatanga

 Tel. No.: (+233-3820) 22214

4. Bongo District Assembly

P.O Box 1
 Bongo
 Tel. No.: (+233-3820) 22019
 Chief Exec. No.: (+233-248) 453456

5. Builsa District Assembly

P. O. Box 3
 Sandema
 Tel. No.: (+233-3820) 2252
 Chief Exec. No.: (+233)

6. Garu/Tempene District Assembly

P.O. Box 1
 Garu
 Tel. No. (+233 -)
 Chief Exec. No: (+233-244) 533644

7. Kassena Nakana West District Assembly

P. O. Box 1
 Paga
 Upper East Region
 Ghana
 W / Africa
 Tel. No.: (+233 -)
 Chief Exec. No.: (+233-248) 671524 /
 209 273061

8. Kassena/Nankana East District Assembly

P.O. Box 1
 Navrongo
 Upper East Region
 Ghana
 W / Africa
 Tel. No.: (+233-3821) 22644
 Chief Exec. No.: (+233-248) 671524

9. Sissala East District Assembly

P. O. Box 12
 Tumu
 Upper East Region
 Ghana
 W / Africa
 Tel. No. (+233 - 3920) 22418
 Chief Exec. No: (+233)

10. Talensi/Nabdam District Assembly

P. O. Box 576
Tongo
Upper East Region
Ghana
W / Africa
Tel. No. (+233 -)
Chief Exec. No: (+233-243) 109132/ 249 034146

11. Wa East District Assembly

P. O. Box PMB
Fungsi
Upper East Region
Ghana
W / Africa
Tel. No. (+233 -)
Chief Exec. No: (+233-249) 364257

UPPER WEST REGION**1. Jirapa District Assembly**

P.O. Box 1
Jirapa
Upper West Region
Ghana
W / Africa
Tel. No.: (+233-3920) 22963
Chief Exec. No: (+233-244) 544771

2. Lambussie Karni District Assembly

P. O. Box 33
Lambussie
Upper West Region
Ghana
Tel. No. (+233-3620) 92219
Chief Exec. No: (+233-208) 914265

3. Lawra District Assembly

P.O Box 23
Lawra
Upper West Region
Ghana
W / Africa
Tel. No. (+233 - 3920) 22003
Chief Exec. No: (+233-208) 276301

4. Nadowli District Assembly

P.O. Box 1
Nadowli
Upper West Region
Ghana
Tel. No.: (+233 3920) 22929
Chief Exec. No.: (+233-208) 380428

5. Sissala West District Assembly

P. O. Box 66
Gwollu
Upper West Region
Ghana
W / Africa
Tel. No. (+233 -)
Chief Exec. No: (+233-246) 880421

6. Wa Municipal Assembly

P.O. Box 16
Wa
Upper West Region
Ghana
W / Africa
Tel. No.: (+233-3920) - 22285
Fax No.: (+233-3920) - 22255
Chief Exec. No.: (+233-246) 880421

7. Wa West District Assembly

P.O. Box 151
Wechiau
Upper West Region
Ghana
W / Africa
Tel. No. (+233-3920) 20094
Chief Exec. No: (+233-541) 258888

VOLTA REGION

1. **Adaklu Anyigbe District Assembly**
P. O. Box 47
Kpetoe
Tel. No.: (+233 -)
Chief Exec. No.: (+233-243) 584023/
271 360902
2. **Akatsi District Assembly**
P.O Box 55
Akatsi
Tel No: (+233-90) 2210104
Chief Exec. No: (+233-249) 120011
3. **Biakoye District Assembly**
P. O. Box PMB
Nkonya
Volta Region
Tel. No. (+233 -)
Chief Exec. No: (+233)
4. **Ho Municipal Assembly**
P.O. Box 47
Ho, Volta Region
Tel No.: (+233-3620) 2300
Fax No.: (+233-3620) 2830
Chief Exec. No.: (+233-244) 414237
5. **Hohoe Municipal Assembly**
P.O. Box 126
Hohoe, Volta Region
Tel No.: (+233-3627) 22011
Fax No.: (+233-3627) 27036
Chief Exec. No.: (+233-209) 092049
6. **Jasikan District Assembly**
P.O. Box 20
JasikanVolta Region
Tel. No.: (+233-3627) 20451/3
Chief Exec. No.: (+233-245) 657753
7. **Kadjebi District Assembly**
P.O. Box 50
Kadjebi
Volta Region, Ghana
Tel No.: (+233-932) 22919
Chief Exec. No.: (+233-249) 640856
8. **Keta Municipal Assembly**
P.O. Box 85
Keta
Volta Region, Ghana
Tel No.: (+233-3626) 62298
Chief Exec. No.: (+233-243) 286497
9. **Ketu North District Assembly**
P. O. Box 2
Dzodze
Volta Region
Tel. No.: (+233 -)
Chief Exec. No.: (+233-244) 744503
10. **Ketu South District Assembly**
P.O Box 8
Denu
Volta Region
Ghana, W / Africa
Tel No: (+233-3625) 30368
Chief Exec. No: (+233-244) 974016
11. **Kpando District Assembly**
P.O. Box 45
Kpando
Volta region
Ghana
W / Africa
Tel No.: (+233-3621) 22042
Fax No.: (+233-3623) 50202
Chief Exec. No.: (+233)

12. Krachi East District Assembly

P.O. Box 1
Dambai
Volta Region
Ghana W / Africa
Tel No: (+233-3624)
Chief Exec. No: (+233-246) 084033

13. Krachi West District Assembly

P.O. Box 1
Kete-Krachi
Volta Region
Ghana, W / Africa
Tel No.: (+233-3624) 22003
Fax No.: (+233-3624) 22030
Chief Exec. No: (+233-274) 241996

14. Nkwanta North District Assembly

P. O. Box 1
Kpasa
Volta Region
Ghana W / Africa
Tel. No.: (+233)
Chief Exec. No.: (+233-246) 326854 /
278 643137

15. Nkwanta South District Assembly

P.O. Box 1
Nkwanta, Volta Region
Ghana, W / Africa
Tel No.: (+233-3720) 25766
Chief Exec. No.: (+233-246) 221011

16. North Tongu District Assembly

P.O. Box 19
Adidomi, Volta Region
Ghana, W / Africa
Tel. No.: (+233-902) 210357/191402
Chief Exec. No.: (+233-243) 030483

17. South Tongu District Assembly

P.O. Box 15
Sogakope
Volta Region
Ghana
W / Africa
Tel. No.: (+233 - 90) 28595/6
Chief Exec. No.: (+233-244) 974737

18. South Dayi District Assembly

P.O. Box 6
Kpeve
Volta Region
Ghana
W / Africa
Tel. No.: (+233 -)
Chief Exec. No.: (+233-244) 702045

WESTERN REGION

1. **Ahanta West District Assembly**
P.O Box 22
Agona-Ahanta
Western Region
Ghana, W / Africa
Tel. No.: (+233 3120) - 21880
Fax No.: (+233 3120) / 944882
Chief Exec. No.: (+233-242) 655413
/278 210602
2. **Aowin/Suaman District Assembly**
P.O Box 32
Enchi
Western Region
Ghana, W / Africa
Tel. No. (+233 - 3126) / 22005
3. **Bia District Assembly**
P O Box PMB
Essam
Western Region
Tel. No.: (+233-648) 22210
Chief Exec. No.: (+233-248) 379580
4. **Bibiani/Anhwiaso/Bekwai District Assembly**
P.O. Box 49
Bibiani
Western Region
Ghana, W / Africa
Tel. No.: (+233-3120) – 93035
5. **Ellembele District Assembly**
P O Box 34
Nkroful
Western Region
Ghana
W / Africa
Tel No: (+233-272) 291656
Chief Exec. No: (+233)
6. **Jomoro District Assembly**
P.O. Box 72
Half Assini
Western Region
Ghana
W / Africa
Tel. No.: (+233-3120) 21356
Chief Exec. No.: (+233-244) 949801
7. **Juabeso District Assembly**
P.O. Box 1
Juabeso
Western Region
Ghana
W / Africa
Tel. No.: (+233-3124) 22059
Chief Exec. No: (+233-243) 405674
8. **Mpohor/Wassa East District Assembly**
P.O Box 1008
Takoradi
Western Region
Ghana
W / Africa
Tel. No.: (+233-3120) - 22612
Fax. No.: (+233 3120) - 2612
Chief Exec. No.: (+233-201) 889848
9. **Nzema East Municipal Assembly**
P.O. Box 25
Axim
Western Region
Ghana
W / Africa
Tel No.: (+233-3121) 22284
Chief Exec. No.: (+233-244) 811439

11. **Sefwi Akontombra**
P. O. Box PMB
Sefwi Akontombra
Western Region
Ghana, W / Africa
Tel No: (+233-245) 919450
Chief Exec. No: (+233-243) 168523
12. **Sefwi-Wiawso**
P. O. Box
Wiawso
Western Region
Ghana, W / Africa
Tel No: (+233-244) 173556
Chief Exec. No: (+233-243) 311085
13. **Sekondi Takoradi Metropolitan Assembly**
P.O. Box 74
Sekondi
Western Region
Ghana, W / Africa
Tel. No.: (+233-3120) 465664
Chief Exec. No.: (+233-274) 084322
14. **Shama District Assembly**
P. O. Box PMB,
Shama
Western Region
Ghana, W / Africa
Tel No: (+233-244) 417467

Chief Exec. No: (+233-)
15. **Prestea-Huni Valley**
P. O. Box PMB
Bogoso
Western Region
Ghana
W / Africa
Tel No.: (+233-243) 893583
Chief Exec. No.: (+233-243)863583
16. **Tarkwa Nsuaem Municipal Assembly**
P.O. Box 1
Tarkwa, Western Region
Ghana, W / Africa

Tel. No.: (+233-3123) 20248
Fax No.: (+233-3123) 20514
Chief Exec. No: (+233-277) 557206
17. **Wassa Amenfi West District Assembly**
P.O. Box 50
Asankrangwa
Western Region
Ghana W / Africa
Tel. No.: (+233-3124) 22202
Chief Exec. No.: (+233-246) 579060 /
272 291656
18. **Wassa Amenfi East District Assembly**
P.O. Box 10
Wassa Akropong
Western Region
Ghana
W / Africa