

(Legislative Supplement No. ____)

LEGAL NOTICE NO. ____

**THE KIAMBU COUNTY COMMUNITY AND NEIGHBOURHOOD ASSOCIATIONS PROMOTION
OF PARTICIPATION AND ENGAGEMENT ACT**

(No. 8 of 2016)

**THE KIAMBU COUNTY COMMUNITY AND NEIGHBOURHOOD ASSOCIATIONS PROMOTION
OF PARTICIPATION AND ENGAGEMENT (PROCEDURES FOR ENGAGEMENT, RECOGNITION
AND PARTICIPATION) REGULATIONS, 2026**

ARRANGEMENT OF REGULATIONS

Regulation

PART I — PRELIMINARY

1. Citation and commencement
2. Interpretation
3. Purpose of the Regulations
4. Guiding principles

PART II — APPLICATION, RECOGNITION AND CERTIFICATION

5. Application for recognition
6. Documents to accompany an application
7. Acknowledgement and preliminary screening
8. Verification by the County Government
9. Criteria for approval
10. Determination of an application
11. Recognition agreement and certificate of recognition
12. Validity and renewal of a certificate
13. Notification of change of particulars
14. Annual return
15. Suspension of recognition
16. Revocation of recognition and termination of recognition agreement
17. Internal review of decisions

PART III — THE COUNTY REGISTER

18. Establishment and maintenance of the County Register
19. Contents of the County Register
20. Inspection of the County Register and protection of personal data
21. Register of agreements

PART IV — AREAS OF COOPERATION AND ZONES

22. Areas of cooperation

23. Zones and overlapping areas of jurisdiction

PART V — PARTNERSHIP AND SERVICE AGREEMENTS

24. Recognition agreements
25. Service agreements
26. General provisions applicable to agreements

PART VI — CONDUCT AND PROHIBITED ACTIVITIES

27. Code of conduct
28. Unauthorised development approvals
29. Interference with public roads and public spaces
30. Misrepresentation of county authority
31. General prohibition
32. Consequences of contravention

PART VII — DISPUTE RESOLUTION

33. Internal dispute resolution
34. Municipal mediation
35. County Mediation Committee
36. Procedure of the Committee
37. Determinations of the Committee

PART VIII — MISCELLANEOUS

38. Forms
39. Fees
40. Annual consultative forum
41. Delegation
42. Transitional provisions

SCHEDULES

FIRST SCHEDULE — Additional particulars to accompany an application for recognition

SECOND SCHEDULE — Certificate of recognition

THIRD SCHEDULE — Recognition agreement (standard form)

FOURTH SCHEDULE — Service agreement (standard form)

FIFTH SCHEDULE — County Register of Neighbourhood Associations

SIXTH SCHEDULE — Code of conduct for community and neighbourhood associations

SEVENTH SCHEDULE — Complaint and dispute referral form

EIGHTH SCHEDULE — Application for municipal mediation

THE KIAMBU COUNTY COMMUNITY AND NEIGHBOURHOOD ASSOCIATIONS PROMOTION OF PARTICIPATION AND ENGAGEMENT ACT

(No. 8 of 2016)

IN EXERCISE of the powers conferred by section 13 of the Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement Act, 2016, the County Executive Committee Member for Lands, Housing, Physical Planning, Municipal Administration and Urban Development, with the approval of the County Executive Committee, makes the following Regulations—

THE KIAMBU COUNTY COMMUNITY AND NEIGHBOURHOOD ASSOCIATIONS PROMOTION OF PARTICIPATION AND ENGAGEMENT (PROCEDURES FOR ENGAGEMENT, RECOGNITION AND PARTICIPATION) REGULATIONS, 2026

PART I — PRELIMINARY

Citation and commencement

1. These Regulations may be cited as the Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement (Procedures for Engagement, Recognition and Participation) Regulations, 2026, and shall come into operation on the date of publication in the *Gazette*.

Interpretation

2. In these Regulations, unless the context otherwise requires—

“Act” means the Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement Act, 2016;

“applicant” means a community or neighbourhood association that has submitted an application for recognition under regulation 5;

“association” has the meaning assigned to it under section 2 of the Act, and includes a community and a neighbourhood association;

“certificate of recognition” means a certificate issued under section 6(4) of the Act and regulation 11;

“Code of Conduct” means the code of conduct set out in the Sixth Schedule;

“Committee” means the County Mediation Committee established under regulation 35;

“County” means the County of Kiambu;

“County Executive Committee” means the County Executive Committee of the County Government of Kiambu;

“County Government” means the County Government of Kiambu;

“County Register” means the County Register of Neighbourhood Associations established under regulation 18;

“Executive Member” means the County Executive Committee Member for the time being responsible for matters relating to lands, housing, physical planning, municipal administration and urban development;

“member” means a person admitted to membership of an association in accordance with the constitution or by-laws of that association;

“Municipal Administration” means the board and the office of the manager of a municipality established within the County under the Urban Areas and Cities Act, 2011, and, in relation to an area of the County that does not fall within a municipality, means the office of the sub-county administrator for that area;

“Municipal Manager” means a municipal manager appointed under the Urban Areas and Cities Act, 2011, and, in relation to an area of the County that does not fall within a municipality, means the sub-county administrator for that area;

“prescribed form” means a form set out in the Schedules to these Regulations or in the First Schedule to the Act, as the case may be;

“recognition agreement” means an agreement entered into between the County Government and a recognised association under section 6(4) or section 9 of the Act and regulation 24;

“recognised association” means an association that holds a valid certificate of recognition;

“service agreement” means an agreement entered into under section 10 of the Act and regulation 25;

“working day” means a day other than a Saturday, a Sunday or a public holiday;

“zone” means an area delineated under section 7 of the Act.

Purpose of the Regulations

3. The purpose of these Regulations is to—

- (a) prescribe additional procedures for the application for, and the grant, refusal, suspension, revocation and renewal of, recognition of community and neighbourhood associations under the Act;
- (b) promote the participation of residents in the decision-making processes of the County Government;
- (c) facilitate structured collaboration between associations and the County Government;
- (d) provide for the management of records relating to recognition agreements, including the establishment of the County Register;
- (e) establish mechanisms for accountability, reporting and the resolution of disputes; and
- (f) prescribe standard forms and operational guidelines for the better carrying out of the Act.

Guiding principles

4. In the administration of these Regulations, the County Government, an association and any other person exercising a function under these Regulations shall be guided by—

- (a) the national values and principles of governance under Article 10 of the Constitution;
- (b) the values and principles of public service under Article 232 of the Constitution;
- (c) the right to fair administrative action under Article 47 of the Constitution and the Fair Administrative Action Act, 2015;
- (d) the principles of public participation under Part VIII of the County Governments Act, 2012;
- (e) the principle that recognition confers no regulatory, enforcement or licensing power upon an association; and
- (f) the principles of inclusivity, non-discrimination, transparency and accountability.

PART II — APPLICATION, RECOGNITION AND CERTIFICATION

Application for recognition

- 5.** (1) An association within the County may apply, either directly or through the recognised umbrella body in the County as at the time of application, for recognition by the County Government.
- (2) An application under sub-regulation (1) shall be made to the Executive Member in the form prescribed in the First Schedule to the Act.
- (3) An application shall be accompanied by the documents specified in section 6(2) of the Act and the additional documents specified in regulation 6.
- (4) An application may be submitted in physical form at the offices of the Executive Member or through such electronic platform as the County Government may establish and publish.

Documents to accompany an application

- 6.** (1) In addition to the documents required under section 6(2) of the Act, an applicant shall attach to the application—
- (a) a certified copy of the constitution or by-laws of the association;
- (b) certified minutes of the general meeting of the association at which the members resolved to apply for recognition;
- (c) a certified copy of the resolution referred to in paragraph (b), specifying the nature and scope of the recognition sought;
- (d) evidence that the resolution referred to in paragraph (b) was supported by not less than two-thirds of the members present and voting at a meeting of which due notice was given in accordance with the constitution or by-laws of the association;
- (e) a map, drawn to a legible scale, illustrating the geographical area of jurisdiction of the association and identifying the ward and sub-county in which it lies;
- (f) the audited or certified accounts of the association for the immediately preceding financial year, where the association has been in existence for more than one year;
- (g) a signed declaration by the officials of the association in the form set out in the First Schedule to these Regulations; and
- (h) such other information as the Executive Member may reasonably require under section 6(2)(d) of the Act.
- (2) Where an applicant is unable to supply a document required under sub-regulation (1), the applicant shall state the reasons in writing, and the Executive Member may accept the application if satisfied that the reasons are sufficient.

Acknowledgement and preliminary screening

- 7.** (1) The Executive Member shall, within five working days of receipt of an application, issue to the applicant a written acknowledgement specifying the date of receipt and a reference number.
- (2) Where an application is incomplete, the Executive Member shall, within ten working days of receipt, notify the applicant in writing of the particulars or documents outstanding and shall allow the applicant not less than twenty-one days within which to supply them.
- (3) The period allowed under sub-regulation (2) shall not be reckoned in computing the period prescribed under section 6(3) of the Act.

Verification by the County Government

8. (1) Upon receipt of a complete application, the Executive Member shall cause the particulars in the application to be verified by—

- (a) examination and authentication of the documents submitted;
 - (b) a site visit to the area of jurisdiction of the association, of which not less than seven days' written notice shall be given to the applicant;
 - (c) confirmation with the relevant registering authority of the registration status of the association; and
 - (d) where necessary, contact with members of the association selected at random, by telephone or in writing, for the purpose of confirming the membership and the resolution of the association.
- (2) Contact under sub-regulation (1)(d) shall be—
- (a) limited to what is necessary to verify the application;
 - (b) undertaken only in respect of members whose contact details have been supplied by the association together with the consent of those members to be contacted for that purpose; and
 - (c) carried out in accordance with the Data Protection Act, 2019.
- (3) The officer conducting a verification shall prepare a written verification report which shall form part of the record of the application.
- (4) The applicant shall be furnished with a copy of the verification report where the report is relied upon as a ground for refusing the application.

Criteria for approval

9. (1) In addition to the eligibility criteria set out in section 5 of the Act, the following criteria shall be applied in determining whether an association is eligible to be issued with a certificate of recognition—

- (a) the association has a membership of not less than [*insert number*] members who are residents within its area of jurisdiction;
 - (b) the area of jurisdiction of the association is contiguous, its boundaries are capable of being identified on the ground and on a map, and it does not overlap with the area of jurisdiction of an association already recognised under the Act, save as provided under regulation 23;
 - (c) the association has a written constitution or by-laws providing for democratic election of officials, general meetings, membership, financial management and internal dispute resolution;
 - (d) the association demonstrates the organisational, technical and financial capability to undertake the objectives of the recognition sought;
 - (e) the contents of the application are accurate and verifiable;
 - (f) the association, and its officials, are not disqualified under Chapter Six of the Constitution or under any written law from holding the office or performing the functions concerned; and
 - (g) the association is not engaged in any unlawful or illegal activity within the meaning of section 6(5) of the Act.
- (2) The Executive Member shall apply the criteria in sub-regulation (1) consistently and shall record in writing the reasons for any determination made.

Determination of an application

10. (1) The Executive Member shall place a complete application before the County Executive Committee for consideration and approval within forty-five days from the date of the application, in accordance with section 6(3) of the Act.

- (2) The County Executive Committee may—
 - (a) approve the application;
 - (b) approve the application subject to conditions; or
 - (c) reject the application on a ground specified in section 6(5) of the Act or for failure to meet a criterion under regulation 9.
- (3) The Executive Member shall, within fourteen days of the decision of the County Executive Committee, notify the applicant in writing of the decision.
- (4) A notification of a rejection or of an approval subject to conditions shall state—
 - (a) the decision;
 - (b) the reasons for the decision, including the material on which it is based; and
 - (c) the right of the applicant to apply for internal review under regulation 17 and the period within which the application shall be made.

Recognition agreement and certificate of recognition

11. (1) Where an application is approved, the County Government shall, in accordance with section 6(4) of the Act—

- (a) enter into a recognition agreement with the association in the form set out in the Third Schedule, with such modifications as the parties may agree; and
- (b) issue to the association a certificate of recognition in the form set out in the Second Schedule.
- (2) A certificate of recognition shall bear a unique recognition number, the name and area of jurisdiction of the association, the date of issue and the date of expiry.
- (3) A certificate of recognition is not transferable and shall not be assigned, charged or otherwise dealt with.

Validity and renewal of a certificate

12. (1) A certificate of recognition shall be valid for three years from the date of issue unless earlier suspended or revoked.

- (2) An association may apply for the renewal of a certificate of recognition not later than ninety days before the date of its expiry.
- (3) An application for renewal shall be accompanied by—
 - (a) the annual returns filed under regulation 14 for the period of validity of the certificate;
 - (b) a report on the implementation of the recognition agreement; and
 - (c) confirmation of any change in the particulars entered in the County Register.
- (4) Regulations 8, 9 and 10 shall apply, with the necessary modifications, to an application for renewal.
- (5) Where an application for renewal has been made within the period specified in sub-regulation (2) and has not been determined before the date of expiry, the certificate shall be deemed to remain in force until the application is determined.

Notification of change of particulars

13. (1) A recognised association shall notify the Executive Member in writing of any change in—

- (a) its name;
- (b) its officials;
- (c) its physical, postal or electronic address;
- (d) its constitution or by-laws;
- (e) its area of jurisdiction; or
- (f) any other particular entered in the County Register,

within thirty days of the change.

- (2) The Executive Member shall cause the County Register to be updated within fourteen days of receipt of a notification under sub-regulation (1).

Annual return

14. (1) A recognised association shall, within ninety days after the end of each of its financial years, submit to the Executive Member an annual return containing—

- (a) a report of its activities for the year;
- (b) a report on the implementation of any recognition agreement or service agreement to which it is a party;
- (c) its audited or certified accounts, where the association handles public funds or funds raised from the public;
- (d) an updated list of its officials and the number of its members; and
- (e) a record of complaints received and their resolution under regulation 33.

- (2) The Executive Member shall keep the annual returns as part of the records of the County Register.

Suspension of recognition

15. (1) The Executive Member may, with the approval of the County Executive Committee, suspend a certificate of recognition for a period not exceeding six months where there are reasonable grounds to believe that a ground for revocation under regulation 16 exists and that suspension is necessary pending investigation.

- (2) Before suspending a certificate, the Executive Member shall give the association written notice of the intention to suspend, the grounds relied upon, and not less than fourteen days within which to make representations, unless the urgency of the matter makes prior notice impracticable.
- (3) Where a certificate is suspended without prior notice under sub-regulation (2), the association shall be given an opportunity to make representations within seven days after the suspension, and the Executive Member shall reconsider the suspension within fourteen days of receiving the representations.
- (4) During a period of suspension, the association shall not exercise any right conferred by the recognition agreement, but the suspension shall not of itself terminate the recognition agreement.
- (5) The fact and duration of a suspension shall be entered in the County Register.

Revocation of recognition and termination of recognition agreement

16. (1) The County Executive Committee may, on the recommendation of the Executive Member, revoke a certificate of recognition and terminate a recognition agreement under section 9(4) of the Act where an association—

- (a) ceases to operate within the County or ceases to exist;
 - (b) engages in unlawful activities;
 - (c) obtained recognition by fraud, misrepresentation or the submission of false information;
 - (d) contravenes the Act, these Regulations or the Code of Conduct;
 - (e) breaches a material term of a recognition agreement or a service agreement; or
 - (f) fails, without reasonable cause, to file annual returns for two consecutive years.
- (2) Before a certificate is revoked, the Executive Member shall serve the association with a written notice—
- (a) specifying the grounds on which revocation is proposed and the material relied upon;
 - (b) inviting the association to make written representations within not less than twenty-one days; and
 - (c) informing the association of its right to appear before the Executive Member or a person designated by the Executive Member.
- (3) The County Executive Committee shall consider any representations made under sub-regulation (2) before making a decision.
- (4) A decision to revoke shall be communicated to the association in writing within fourteen days, shall state the reasons for the decision, and shall inform the association of its right to apply for internal review under regulation 17 and of its right to seek any other remedy available in law.
- (5) Where a certificate is revoked, the Executive Member shall cause the revocation to be entered in the County Register and shall publish a notice of the revocation in such manner as the County Government may determine.

Internal review of decisions

- 17.** (1) An association aggrieved by a decision to reject an application, to impose a condition, to suspend a certificate or to revoke a certificate may, within thirty days of being notified of the decision, apply in writing to the County Secretary for an internal review of the decision.
- (2) An application for internal review shall state the grounds relied upon and shall be accompanied by any supporting material.
 - (3) The County Secretary shall constitute a review panel of three officers, none of whom took part in the decision under review, to consider the application.
 - (4) The review panel shall determine the application within forty-five days of receipt and shall communicate its determination and the reasons for it, in writing, to the applicant.
 - (5) Nothing in this regulation shall prevent an aggrieved party from seeking a remedy under the Fair Administrative Action Act, 2015, or from instituting proceedings in a court of competent jurisdiction.

PART III — THE COUNTY REGISTER

Establishment and maintenance of the County Register

- 18.** (1) The County Government shall establish and maintain a register to be known as the County Register of Neighbourhood Associations, in the form set out in the Fifth Schedule, in which shall be entered the particulars of every association issued with a certificate of recognition under section 6(4) of the Act and regulation 11.

- (2) The County Register may be maintained in physical form, in electronic form, or in both, and the County Government shall take reasonable measures to ensure its accuracy, integrity, security and accessibility.
- (3) The County Government shall ensure that the County Register is kept up to date and shall record any change relating to the status, leadership, name, address, area of jurisdiction or other particulars of a recognised association.
- (4) The County Register shall be prima facie evidence of the recognition status of an association within the County.

Contents of the County Register

19. The County Register shall contain, in respect of each recognised association—

- (a) the name of the association;
- (b) the recognition number assigned to the association;
- (c) the physical, postal and electronic address of the association;
- (d) the names and official contact details of the duly elected officials of the association;
- (e) the date of issue and the date of expiry of the certificate of recognition;
- (f) the area of jurisdiction of the association and the ward and sub-county in which it lies;
- (g) particulars of any recognition agreement or service agreement to which the association is a party;
- (h) particulars of any suspension, revocation, renewal or termination; and
- (i) such other information as the County Government may reasonably require for purposes of administration, monitoring and compliance.

Inspection of the County Register and protection of personal data

20. (1) The County Register shall be open for inspection by members of the public during official working hours, and the County Government shall publish an extract of the County Register on its official website.

- (2) The extract published under sub-regulation (1) and any copy made available for public inspection shall not disclose the personal contact details or identification numbers of individuals, save with the consent of the person concerned or as otherwise permitted under the Data Protection Act, 2019.
- (3) Personal data held in or in connection with the County Register shall be collected, processed, stored and shared in accordance with Article 31 of the Constitution and the Data Protection Act, 2019, and shall be used only for the purposes of the Act and these Regulations.
- (4) Access to information held in the County Register shall be governed by Article 35 of the Constitution and the Access to Information Act, 2016.

Register of agreements

21. The County Government shall maintain, as part of the County Register, a record of all recognition agreements and service agreements entered into under the Act and these Regulations, including the parties, date, duration, scope and status of each agreement.

PART IV — AREAS OF COOPERATION AND ZONES

Areas of cooperation

22. (1) An association may apply to cooperate with the County Government in any of the areas specified in section 4 of the Act, and in particular in—

- (a) protection and management of the environment;
 - (b) public health and sanitation;
 - (c) maintenance of common infrastructure, including recreational facilities;
 - (d) promotion of recreational, sporting and arts activities;
 - (e) community safety and security liaison;
 - (f) participation in physical and land use planning processes;
 - (g) monitoring of compliance with statutory provisions and of development within the area;
 - (h) sharing of information on matters affecting residents;
 - (i) civic education; and
 - (j) building capacity and benchmarking of associations.
- (2) Nothing in these Regulations limits the areas in which an association may collaborate with the County Government, in accordance with section 4(2) of the Act.
- (3) Cooperation under this regulation shall be confined to functions assigned to the County Government under Part 2 of the Fourth Schedule to the Constitution and shall not extend to any function reserved by law to another authority.

Zones and overlapping areas of jurisdiction

23. (1) Where two or more associations claim, in whole or in part, the same area of jurisdiction, the Executive Member shall, before determining an application, require the associations to attempt to agree on the boundaries of their respective areas.

- (2) Where the associations fail to agree within sixty days, the Executive Member shall refer the matter to the Committee for mediation under Part VII.
- (3) The County Government may, in consultation with residents and associations, delineate zones under section 7 of the Act, and a zone so delineated shall be recorded in the County Register.

PART V — PARTNERSHIP AND SERVICE AGREEMENTS

Recognition agreements

24. (1) The County Government shall, upon approval of an application under regulation 10, enter into a recognition agreement with the association in accordance with section 6(4) of the Act, in the form set out in the Third Schedule.

- (2) A recognition agreement shall specify—
 - (a) the rights and obligations of each party;
 - (b) the scope and objectives of the collaboration, by reference to regulation 22;
 - (c) the mechanisms for consultation, information sharing and public participation;
 - (d) the reporting and accountability requirements;
 - (e) the duration of the agreement and the procedure for its review;
 - (f) the procedure for amendment, suspension and termination; and
 - (g) any other matter necessary for the effective implementation of the agreement.
- (3) A recognition agreement shall not confer upon an association any power or function reserved by law to the County Government or to any other public body, and shall not permit an

association to perform any function of the County Government except in accordance with section 9(2) of the Act.

- (4) A recognition agreement shall be executed in writing and signed by the authorised representatives of the parties.

Service agreements

25. (1) Subject to the Public Procurement and Asset Disposal Act, 2015, the Public Finance Management Act, 2012, and any other relevant written law, the County Government may enter into a service agreement with a recognised association, under section 10 of the Act, for the delivery of specified services within its area of jurisdiction, in the form set out in the Fourth Schedule.

- (2) A service agreement shall specify—
 - (a) the nature and scope of the services to be provided;
 - (b) the service delivery standards to be met;
 - (c) the performance indicators and reporting obligations;
 - (d) the financial arrangements, where applicable, and the manner of accounting for any public funds;
 - (e) the monitoring and inspection mechanisms;
 - (f) the risk management and insurance arrangements; and
 - (g) the procedure for amendment, suspension or termination.
- (3) A service agreement shall be executed in writing and signed by the authorised representatives of the parties.
- (4) A service agreement shall not authorise an association to levy any charge on a member of the public, or to collect revenue on behalf of the County Government, except as expressly provided by written law.

General provisions applicable to agreements

26. (1) The County Government may develop standard templates and guidelines for agreements under this Part, and may revise the forms in the Third and Fourth Schedules accordingly.

- (2) A dispute arising from an agreement entered into under this Part shall, in the first instance, be referred to negotiation and mediation under Part VII before any other dispute resolution mechanism provided by law is invoked.
- (3) An agreement entered into under this Part is subject to the Constitution, the Act, these Regulations, any other written law and public policy, and any provision of an agreement that is inconsistent with any of them is void to the extent of the inconsistency.

PART VI — CONDUCT AND PROHIBITED ACTIVITIES

Code of conduct

27. (1) A recognised association, and every official of a recognised association, shall comply with the Code of Conduct set out in the Sixth Schedule.

- (2) Compliance with the Code of Conduct shall be a term of every recognition agreement and every service agreement.

Unauthorised development approvals

28. (1) An association shall not approve, authorise, license, permit or otherwise purport to sanction any physical development, construction activity, subdivision of land, change of user, building plan, infrastructure project or any other development requiring approval under any written law.

- (2) A recommendation, comment or opinion issued by an association concerning a proposed development is advisory only and shall not be construed as an approval, permit, licence or authorisation.
- (3) An association shall not require any person to obtain its consent, clearance or approval, or to make any payment to it, as a condition of undertaking any development within its area of jurisdiction.

Interference with public roads and public spaces

29. (1) An association shall not close, obstruct, restrict, barricade, gate, privatise or otherwise interfere with access to any public road, street, footpath, public right of way, open space or public facility, except with the authority of the competent authority under the written law governing that road, space or facility.

- (2) An association shall not erect a barrier, gate, security installation, signage or other structure that restricts public access, except as authorised under sub-regulation (1).
- (3) A proposal affecting public access, traffic circulation or the use of public spaces shall be submitted to the relevant department of the County Government or other competent authority for consideration in accordance with the law.
- (4) An association shall not levy a fee, toll or other charge on a member of the public for access to or use of a public road, public space or public facility.

Misrepresentation of county authority

30. (1) An association, or an official, agent or representative of an association, shall not hold itself or himself out as an officer, employee, agent or representative of the County Government except as expressly authorised in writing by the County Government.

- (2) An association shall not—
 - (a) issue a notice, directive, permit, licence, enforcement order or compliance notice purporting to exercise a power vested in the County Government or in any other public authority;
 - (b) use the official name, logo, seal, insignia, letterhead or other identifying mark of the County Government without prior written authorisation;
 - (c) represent that it exercises a regulatory, enforcement, licensing, revenue collection or administrative power vested in the County Government; or
 - (d) purport to bind the County Government to any agreement, commitment, undertaking or obligation.
- (3) A communication issued by an association in relation to county affairs shall state clearly that the association acts in its own capacity and not on behalf of the County Government, unless it is expressly authorised to act otherwise.
- (4) For the avoidance of doubt, a member of an association who purports to act on behalf of the County Government without a lawful agreement commits an offence under section 9(3) of the Act.

General prohibition

31. An association shall not engage in any activity that—

- (a) is inconsistent with the Constitution, any written law, the Act or these Regulations;

- (b) undermines public participation, social cohesion, public order or the lawful functions of the County Government;
- (c) discriminates against any person on any ground specified in Article 27(4) of the Constitution;
- (d) exceeds the mandate conferred upon the association under the Act, these Regulations or a recognition agreement; or
- (e) is otherwise unlawful or contrary to public policy.

Consequences of contravention

- 32. (1)** Where an association contravenes a provision of this Part, the Executive Member may—
- (a) issue a written warning requiring the association to remedy the contravention within a specified period;
 - (b) require the association to withdraw or correct any notice, communication or structure issued or erected in contravention of this Part;
 - (c) recommend the suspension of the certificate of recognition under regulation 15;
 - (d) recommend the revocation of the certificate of recognition and the termination of the recognition agreement under regulation 16; or
 - (e) refer the matter to the County Attorney, the National Police Service or any other competent authority for such action as may be appropriate under any written law.
- (2) An action under sub-regulation (1) shall be taken in accordance with Article 47 of the Constitution and the Fair Administrative Action Act, 2015.
- (3) Nothing in this Part creates an offence, and nothing in this Part limits the operation of section 9(3) of the Act or of any other written law under which conduct described in this Part constitutes an offence.

PART VII — DISPUTE RESOLUTION

Internal dispute resolution

- 33. (1)** A dispute arising within an association, between members of an association, or between a member and the officials of an association shall, in the first instance, be resolved through the internal dispute resolution mechanisms provided in the constitution or by-laws of the association.
- (2) The officials of an association shall take reasonable steps to facilitate the amicable resolution of disputes and shall maintain a record of all complaints and of their resolution.
 - (3) A dispute shall not be referred to the Municipal Administration under regulation 34 unless reasonable efforts have been made to resolve it internally.
 - (4) Where a dispute remains unresolved thirty days after its submission to the association, a party to the dispute may refer the matter to the Municipal Administration in the form set out in the Seventh Schedule.

Municipal mediation

- 34. (1)** A party who is dissatisfied with the outcome of the internal dispute resolution process, or in respect of whose dispute no resolution has been reached within the period prescribed under regulation 33(4), may submit the dispute to the Municipal Administration for mediation in the form set out in the Eighth Schedule.
- (2) Upon receipt of a complaint, the Municipal Manager shall—
 - (a) acknowledge receipt of the complaint within five working days;
 - (b) notify the other parties concerned;

- (c) appoint a mediator or a mediation panel; and
- (d) facilitate an impartial mediation process.
- (3) A person shall not be appointed as a mediator if that person has a direct or indirect interest in the dispute, and a mediator shall disclose any circumstance likely to give rise to a reasonable apprehension of bias.
- (4) The mediator shall endeavour to resolve the dispute within thirty days from the date of appointment.
- (5) An agreement reached through mediation shall be reduced into writing, signed by the parties, and shall be binding on the parties.
- (6) Where mediation fails, the Municipal Manager shall issue a certificate to that effect and may, on the application of a party or on his or her own motion, refer the matter to the Committee.

County Mediation Committee

35. (1) There is established a committee to be known as the County Mediation Committee for the purpose of resolving disputes arising under the Act and these Regulations.

- (2) The Committee shall consist of—
 - (a) a chairperson appointed by the Executive Member, being a person with knowledge and experience of not less than seven years in mediation, arbitration or dispute resolution;
 - (b) one representative of the department responsible for public participation;
 - (c) one representative of the County Attorney;
 - (d) one representative of the Municipal Administration of the municipality in which the dispute arises, where applicable; and
 - (e) two persons with experience in mediation, conflict resolution, community development or governance, appointed by the Executive Member, of whom not more than two-thirds shall be of the same gender.
- (3) The members of the Committee referred to in paragraphs (a) and (e) of sub-regulation (2) shall hold office for a term of three years and shall be eligible for re-appointment for one further term.
- (4) The Executive Member shall designate an officer of the department to serve as the secretary to the Committee, and the department shall provide secretariat services to the Committee.
- (5) A member of the Committee shall declare any conflict of interest in a matter before the Committee and shall not participate in the determination of that matter.
- (6) The quorum for a meeting of the Committee shall be four members, one of whom shall be the chairperson or a member designated by the chairperson to preside.

Procedure of the Committee

36. (1) The Committee shall hear and determine disputes referred to it under these Regulations, and may—

- (a) facilitate mediation between the parties;
- (b) make recommendations for settlement;
- (c) issue directions necessary to secure compliance with the Act and these Regulations; or
- (d) recommend appropriate administrative action to the County Government.
- (2) In conducting its proceedings, the Committee shall observe the principles of natural justice, fairness, impartiality and procedural propriety, and shall in particular—

- (a) give each party adequate notice of the proceedings;
- (b) give each party a reasonable opportunity to be heard and to respond to the case against it; and
- (c) keep a written record of its proceedings.
- (3) The Committee shall regulate its own procedure, subject to these Regulations.
- (4) The Committee shall determine a matter referred to it within sixty days of the date of the referral.

Determinations of the Committee

37. (1) The Committee shall communicate its determination, and the reasons for it, in writing to the parties within fourteen days of making the determination.

- (2) A determination of the Committee is final in respect of the dispute resolution process established under these Regulations.
- (3) Nothing in sub-regulation (2) precludes a party from—
 - (a) seeking a remedy under the Fair Administrative Action Act, 2015; or
 - (b) instituting proceedings in a court of competent jurisdiction or before any tribunal established by law.

PART VIII — MISCELLANEOUS

Forms

38. (1) The forms set out in the Schedules shall be used for the purposes for which they are prescribed, with such variations as the circumstances of a particular case may require.

- (2) The Executive Member may, by notice in the *Gazette*, amend a form set out in the Schedules.

Fees

39. (1) A fee payable in respect of an application, a renewal, the inspection of the County Register or the supply of a copy of an entry in the County Register shall be the fee prescribed for that purpose by the County Finance Act for the time being in force.

- (2) Where no fee has been prescribed under sub-regulation (1), no fee is payable.

Annual consultative forum

40. The County Government shall, at least once in every year and as need arises, convene the consultative forum provided for under section 11 of the Act, and shall invite not less than three officials of each recognised association.

Delegation

41. (1) The Executive Member may, in writing, delegate to an officer of the department the performance of any function under these Regulations other than a function expressly conferred on the County Executive Committee.

- (2) A delegation under sub-regulation (1) does not divest the Executive Member of responsibility for the exercise of the delegated function.

Transitional provisions

42. (1) An association lawfully established, registered, recognised or operating within the County immediately before the commencement of these Regulations shall, upon that commencement, continue to exist and operate as if established under these Regulations.

- (2) An association referred to in sub-regulation (1) shall, within twelve months from the date of commencement of these Regulations, or such longer period as the County Executive Committee may determine, apply for recognition under these Regulations.
- (3) During the period specified in sub-regulation (2), an existing association shall be deemed to be provisionally recognised and may continue to undertake its lawful activities, subject to the Act, these Regulations and any direction issued by the County Government.
- (4) The County Government shall, within six months of the commencement of these Regulations, conduct an inventory and establish a provisional register of all existing associations operating within the County.
- (5) A constitution, by-law, rule, resolution, agreement, appointment or decision of an existing association that was in force immediately before the commencement of these Regulations shall continue in force to the extent that it is not inconsistent with these Regulations, until amended, repealed or replaced.
- (6) An existing association shall align its constitution, by-laws, governance structures and operations with the requirements of these Regulations within the period prescribed under sub-regulation (2).
- (7) Where an existing association fails to comply with sub-regulation (2) within the prescribed period, the County Government may decline to recognise the association or may remove it from the provisional register, after giving the association notice of the proposed action and a reasonable opportunity to be heard.
- (8) An application, complaint, dispute, agreement, partnership arrangement or other matter pending before an existing association at the commencement of these Regulations shall be continued and determined in accordance with these Regulations, so far as is practicable.
- (9) For the avoidance of doubt, nothing in these Regulations invalidates any lawful act, decision, agreement or obligation undertaken by an association before the commencement of these Regulations.

DATED the day of, 2026.

SALOME WAINAINA

County Executive Committee Member for Lands, Housing, Physical Planning, Municipal Administration and Urban Development

FIRST SCHEDULE

(r. 6(1)(g))

ADDITIONAL PARTICULARS AND DECLARATION TO ACCOMPANY AN APPLICATION FOR RECOGNITION

A. Particulars of the association

1. Name of the association:
2. Registration authority and registration number:
3. Date of registration:
4. Physical address / postal address / email / telephone:
5. Ward and sub-county:
6. Description of the area of jurisdiction (boundaries):
7. Total number of members:
8. Date of the general meeting at which recognition was resolved upon:
9. Number of members present and voting at that meeting / number voting in favour:

B. Officials of the association

Name	Position	ID No. (last 4 digits)	Official telephone	Official email
------	----------	------------------------	--------------------	----------------

C. Nature of recognition sought

10. Areas of cooperation applied for (by reference to regulation 22):
11. Objectives to be achieved:
12. Capacity of the association to deliver those objectives:

D. Declaration

We, the undersigned officials of, declare that—

- (a) the information contained in this application and in the documents accompanying it is true and accurate to the best of our knowledge;
- (b) the association is not engaged in any unlawful or illegal activity;
- (c) no official of the association is disqualified under Chapter Six of the Constitution or under any written law;
- (d) the members whose contact details are supplied have consented to being contacted by the County Government for the purpose of verifying this application; and
- (e) we understand that recognition confers no regulatory, enforcement or licensing power upon the association.

Chairperson: Signature: Date:

Secretary: Signature: Date:

SECOND SCHEDULE

(r. 11(1)(b))

CERTIFICATE OF RECOGNITION

COUNTY GOVERNMENT OF KIAMBU

Issued under section 6(4) of the Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement Act, 2016

Recognition No.:

This is to certify that

.....

whose area of jurisdiction is

in Ward, Sub-County,

is recognised as a community and neighbourhood association for the purposes of the Act.

Date of issue: Date of expiry:

Conditions (if any):

This certificate is not transferable. It confers no regulatory, enforcement, licensing or revenue collection power upon the holder, and may be suspended or revoked in accordance with the Regulations.

.....

County Executive Committee Member for Lands, Housing, Physical Planning, Municipal Administration and Urban Development

THIRD SCHEDULE

(r. 24(1))

RECOGNITION AGREEMENT (STANDARD FORM)

THIS AGREEMENT is made on the day of, 20.....

BETWEEN the COUNTY GOVERNMENT OF KIAMBU (the “County Government”)

AND (the “Association”), Recognition No.

WHEREAS the Association has been recognised under section 6(4) of the Act, the parties agree as follows—

1. **Interpretation** — Terms used have the meanings assigned in the Act and the Regulations.
2. **Purpose and scope** — The areas of cooperation are:
(by reference to regulation 22).
3. **Area of jurisdiction** — The Agreement applies to the area described in the Schedule to this Agreement and shown on the annexed map.
4. **Obligations of the Association** — including compliance with the Act, the Regulations and the Code of Conduct; mobilisation and representation of residents; reporting; and record keeping.
5. **Obligations of the County Government** — including consultation, information sharing, notice of relevant planning and budget processes, and capacity building.
6. **Limitations** — The Association shall not perform any function of the County Government except under an agreement made under section 9(1) of the Act, and shall exercise no regulatory, enforcement, licensing or revenue collection power.
7. **Consultation and public participation mechanisms** —
.....
8. **Reporting and accountability** — The Association shall submit annual returns under regulation 14 and such other reports as are specified.
9. **Duration** — This Agreement takes effect on and expires on, subject to renewal.
10. **Review** — The parties shall review the operation of this Agreement at least once every twelve months.
11. **Amendment** — This Agreement may be amended only in writing signed by both parties.
12. **Suspension and termination** — In accordance with regulations 15 and 16 and section 9(4) of the Act.
13. **Dispute resolution** — In accordance with Part VII of the Regulations.
14. **Data protection** — Personal data shall be processed in accordance with the Data Protection Act, 2019.
15. **Governing law** — This Agreement is governed by the laws of Kenya and is subject to the Constitution, the Act and the Regulations.

SIGNED for and on behalf of the County Government: Date:

SIGNED for and on behalf of the Association: Date:

Witnesses: /

FOURTH SCHEDULE

(r. 25(1))

SERVICE AGREEMENT (STANDARD FORM)

THIS AGREEMENT is made on the day of, 20.....

BETWEEN the **COUNTY GOVERNMENT OF KIAMBU AND**
..... (Recognition No.)

1. **Services** — The Association shall provide the following services:
.....
2. **Service area** —
3. **Service delivery standards** —
4. **Performance indicators and targets** —
5. **Duration and commencement** —
6. **Financial arrangements** — Consideration (if any); manner of payment; accounting for public funds under the Public Finance Management Act, 2012; audit rights.
7. **Procurement compliance** — This Agreement is entered into subject to the Public Procurement and Asset Disposal Act, 2015.
8. **No power to levy charges** — The Association shall not levy any charge on a member of the public or collect revenue on behalf of the County Government except as expressly provided by written law.
9. **Reporting** — Frequency, form and content of reports.
10. **Monitoring and inspection** — Rights of access and inspection by the County Government.
11. **Risk management and insurance** —
12. **Liability and indemnity** —
13. **Amendment, suspension and termination** —
14. **Dispute resolution** — In accordance with Part VII of the Regulations.
15. **Data protection and confidentiality** —
16. **Governing law** — The laws of Kenya.

SIGNED for and on behalf of the County Government: Date:

SIGNED for and on behalf of the Association: Date:

FIFTH SCHEDULE

(r. 18(1))

COUNTY REGISTER OF NEIGHBOURHOOD ASSOCIATIONS

Entry	Particulars
-------	-------------

Recognition number

Name of association

Physical / postal / electronic address

Officials (names and official contacts)

Area of jurisdiction; ward; sub-county

Zone (if delineated under s. 7 of the Act)

Date of issue of certificate

Date of expiry of certificate

Recognition agreement (date, duration, scope)

Service agreement (date, duration, scope)

Annual returns filed (dates)

Suspension (date, duration, grounds)

Revocation / termination (date, grounds)

Renewal (date)

Remarks

Note: the copy of the Register made available for public inspection and the extract published under regulation 20 shall omit personal contact details and identification numbers.

SIXTH SCHEDULE

(r. 27(1))

CODE OF CONDUCT FOR COMMUNITY AND NEIGHBOURHOOD ASSOCIATIONS

A recognised association and its officials shall—

1. act at all times in accordance with the Constitution, the Act, these Regulations and any other written law;
2. serve the common interest of all residents within the area of jurisdiction without discrimination on any ground specified in Article 27(4) of the Constitution;
3. not compel any person to become or remain a member of the association, or to make any payment to the association, as a condition of residing in, accessing or developing property within the area of jurisdiction;
4. conduct elections of officials in a free, fair, transparent and democratic manner in accordance with the constitution or by-laws of the association;
5. keep proper books of account, and account transparently to the members for all funds received and applied;
6. declare and manage conflicts of interest;
7. not solicit or accept any improper benefit from any person in connection with a county process, approval or decision;
8. not exercise, or purport to exercise, any regulatory, enforcement, licensing or revenue collection power;
9. not obstruct access to any public road, public space or public facility except with lawful authority;
10. maintain a register of members and a record of complaints and their resolution;
11. co-operate with the County Government in monitoring, inspection and reporting; and
12. process personal data in accordance with the Data Protection Act, 2019.

SEVENTH SCHEDULE

(r. 33(4))

COMPLAINT AND DISPUTE REFERRAL FORM

1. Name of complainant:
2. Address / telephone / email:
3. Name of the association concerned and recognition number:
4. Capacity of the complainant (member / official / resident / other):
5. Nature of the dispute (attach further sheets if necessary):
6. Date the dispute arose:
7. Date the dispute was submitted to the association:
8. Steps taken to resolve the dispute internally, and the outcome:
9. Relief sought:
10. Documents attached:

Declaration: I confirm that the information given is true to the best of my knowledge and that reasonable efforts have been made to resolve this dispute internally.

Signature: Date:

For official use: Date received: Reference No.: Received by:

EIGHTH SCHEDULE

(r. 34(1))

APPLICATION FOR MUNICIPAL MEDIATION

To: The Municipal Manager, Municipality / The Sub-County Administrator,
..... Sub-County

1. Name of applicant:
2. Address / telephone / email:
3. Other parties to the dispute and their addresses:
4. Name of the association concerned and recognition number:
5. Summary of the dispute:
6. Date of referral to the association under regulation 33 and the outcome (attach the Seventh Schedule form and any decision):
7. Grounds of dissatisfaction with the internal process, or confirmation that thirty days have elapsed without resolution:
8. Relief sought:
9. Preferred language of the mediation:
10. Any relationship between a party and a proposed mediator that should be disclosed:

Signature: Date:

For official use: Date received: Acknowledged on: Mediator appointed:
..... Date of appointment:

EXPLANATORY MEMORANDUM

to

The Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement (Procedures for Engagement, Recognition and Participation) Regulations, 2026

[2026] No. [.....]

Part I

Name of the statutory instrument	The Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement (Procedures for Engagement, Recognition and Participation) Regulations, 2026
Name of the parent Act	The Kiambu County Community and Neighbourhood Associations Promotion of Participation and Engagement Act, 2016 (No. 8 of 2016)
Enacted pursuant to	Section 13 of the Act
Name of the department	Department of Lands, Housing, Physical Planning, Municipal Administration and Urban Development
Gazetted on	
Tabled on	

Part II

1. Purpose of the statutory instrument

1.1 The Regulations give effect to section 13 of the Act by prescribing the procedures for application for, and the grant, refusal, suspension, revocation and renewal of, recognition of community and neighbourhood associations; the standard forms to be used; the management of records relating to recognition agreements, including the County Register; and the mechanisms for the resolution of disputes.

2. Legislative context

2.1 Section 13(1) of the Act empowers the Executive Member, with the approval of the County Executive Committee, to make regulations for the better implementation of the Act. Section 13(2) provides in particular for the prescription of standard forms, additional procedures for the application for or rejection of recognition agreements, and operational policies and guidelines for the management of records.

2.2 The Regulations operate alongside the Constitution (in particular Articles 10, 27, 31, 35, 47 and 232 and Part 2 of the Fourth Schedule), the County Governments Act, 2012, the Urban Areas and Cities Act, 2011, the Fair Administrative Action Act, 2015, the Access to Information Act, 2016, the Data Protection Act, 2019, the Public Finance Management Act, 2012, and the Public Procurement and Asset Disposal Act, 2015.

3. Policy background

3.1 *What is being done and why.* The Act establishes recognition of community and neighbourhood associations but does not set out the operational detail required to administer it. The Regulations supply that detail: how an application is made and verified, the criteria against which it is assessed, the timelines within which it must be determined, what the certificate of recognition contains and how

long it lasts, how recognition may be suspended or revoked with due process, how records are kept, and how disputes are resolved.

3.2 *Consolidation.* The Regulations do not consolidate or revoke any existing statutory instrument.

4. Consultation outcome

4.1 [*To be completed.* State the associations, umbrella bodies, municipalities, departments and members of the public consulted; the dates and forms of consultation; the principal comments received; and how those comments were addressed or why they were not. A statement that the instrument is based on existing legislation does not satisfy the consultation requirement.]

5. Guidance

5.1 The Department will issue an administrative guide for applicants and a user guide for county officers, and will publish the prescribed forms on the County Government website.

6. Impact

6.1 *Fundamental rights and freedoms.* The Regulations engage the right to fair administrative action (Article 47), the right to privacy (Article 31), the right of access to information (Article 35) and the freedom of association (Article 36). Provision has been made for reasons, notice and an opportunity to be heard before adverse decisions; for internal review; for the protection of personal data; and for preservation of access to the courts.

6.2 *Private sector.* Limited direct impact. The Regulations expressly prohibit associations from levying charges on members of the public or requiring their consent as a condition of development.

6.3 *Public sector.* The County Government will incur administrative costs in verification, maintenance of the County Register and support to the County Mediation Committee.

6.4 [*State whether a regulatory impact statement has been prepared. If the Regulations are likely to impose significant costs on the community or a part of it — in particular if fees are to be prescribed — a regulatory impact statement should be prepared and attached.*]

7. Monitoring and review

7.1 The Department will report annually to the County Executive Committee on the operation of the Regulations, including the number of applications received and determined, refusals, suspensions, revocations and disputes resolved, and will review the Regulations not later than five years after commencement.

8. Contact

8.1 [*Name of contact officer*], Department of Lands, Housing, Physical Planning, Municipal Administration and Urban Development, telephone [.....], email [.....], can answer any queries regarding this statutory instrument.