	KWAZULU-NATAL PROVINCE	
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Vol. 9	PIETERMARITZBURG, 25 JUNE 2015 25 JUNIE 2015 25 kuNHLANGULANA 2015	No. 1384
We all hav	e the power to prevent AIDS	

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struggle

Prevention is the cure

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

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DEPARTMENT OF HEALTH

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email *info.egazette@gpw.gov.za*

No.

CONTENTS

0.		Page
	PROVINCIAL NOTICE	
30	Consultation process in terms of the National Environmental Management: Protected Areas Act (57/2003): Intention to declare a protected area a trans-provincial nature reserve	9
	MUNICIPAL NOTICE	
	Local Government: Municipal Property Rates Act, 2004: Nkandla Municipality Property Rates By-lawdo.: do.: Nkandla Municipality: Resolution levying property rates for the financial year 1 July 2015 to 30 June	11
	2016	13
93	do.: do.: Newcastle Municipality: Assessment of general rates for the financial year 2015/2016 and final dates of payments	14
94	do.: do.: Property Rates By-laws	18
95	do.: Systems Act (32/2000) as amended: Newcastle Municipality: Amendment of tariff of charges	21

3

IMPORTANT NOTICE

The

KwaZulu-Natal Provincial Gazette Function

will be transferred to the

Government Printer in Pretoria

as from 26 April 2007

New particulars are as follows:

Physical address:

Government Printing Works 149 Bosman Street Pretoria

Postal address:

Private Bag X85 Pretoria 0001

For queries and quotations, contact:

Gazette Contact Centre: Tel. No. 012-748 6200. Fax 012-748 6025 E-mail address: info.egazette@gpw.gov.za

For gazette submissions:

Gazette Submissions: Fax 012-748 6030 E-mail address: submit.egazette@gpw.gov.za

Contact persons for subscribers:

Mrs M. Toka:

Tel.: (012) 748-6066/6060/6058 Fax: 012 323-9574 E-mail: <u>Subscriptions@gpw.gov.za</u>

This phase-in period is to commence from **26 April 2007**, which is the closing date for all adverts to be received for the publication date of **3 May 2007**.

Subscribers and all other stakeholders are advised to send their advertisements directly to the **Government Printing Works**, one week (five working days) before the date of printing, which will be a Thursday.

Payment:

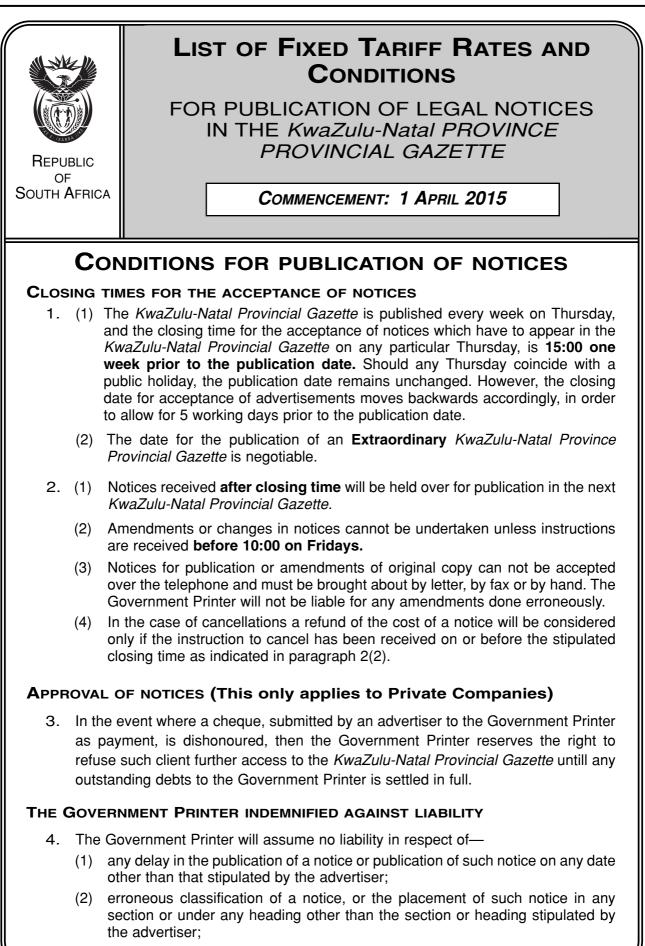
- (i) Departments/Municipalities: Notices must be accompanied by an order and official letterhead, including financial codes, contact person and address of Department.
- (ii) Private persons: Must pay in advance before printing.

Advertising Manager

It is the clients responsibility to ensure that the correct amount is paid at the cashier or deposited into the Government Printing Works bank account and also that the requisition/covering letter together with the advertisements and the proof of deposit reaches the Government Printing Works in time for insertion in the Provincial Gazette.

NO ADVERTISEMENTS WILL BE PLACED WITHOUT PRIOR PROOF OF PRE-PAYMENT.

¹/₄ page **R 286.00** Letter Type: Arial Size: 10 Line Spacing: At: Exactly 11pt TAKE NOTE OF THE NEW TARIFFS ¹/₂ page **R 571.80** Letter Type: Arial Size: 10 WHICH ARE Line Spacing: At: Exactly 11pt **APPLICABLE** FROM 1 APRIL 2015 ³/₄ page **R 857.70** Letter Type: Arial Size: 10 Line Spacing: At: Exactly 11pt Full page R 1 143,40 Letter Type: Arial Size: 10 Line Spacing: At: Exactly 11pt



(3) any editing, revision, omission, typographical errors, amendments to copies or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

5. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

Сору

- 6. Notices must be typed on one side of the paper only and may not constitute part of any covering letter or document.
- 7. At the top of any copy, and set well apart from the notice, the following must be stated:

Where applicable

- (1) The heading under which the notice is to appear.
- (2) The cost of publication applicable to the notice, in accordance with the "Word Count Table".

PAYMENT OF COST (This only applies to Private Companies)

- 9. With effect from 26 April 2007 no notice will be accepted for publication unless the cost of the insertion(s) is prepaid in CASH or by CHEQUE or POSTAL ORDERS. It can be arranged that money can be paid into the banking account of the Government Printer, in which case the deposit slip accompanies the advertisement before publication thereof.
- 10. (1) The cost of a notice must be calculated by the advertiser in accordance with the word count table.
 - (2) Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, Government Printing Works, Private Bag X85, Pretoria, 0001 [Fax: (012) 748-6025], email: info.egazette@gpw.gov.za before publication.
- 11. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and the notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or by cheque or postal orders, or into the banking account.

- 12. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the Government Printing Works.
- 13. The Government Printer reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the Word Count Table, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

14. Copies of the *KwaZulu-Natal Provincial Gazette* which may be required as proof of publication, may be ordered from the Government Printer at the ruling price. The Government Printer will assume no liability for any failure to post such *KwaZulu-Natal Provincial Gazette(s)* or for any delay in despatching it/them.

GOVERNMENT PRINTERS BANK ACCOUNT PARTICULARS

Bank:

ABSA

BOSMAN STREET

Account No.: 4057114016

Branch code: 632-005

Reference No.: 0000006

Fax No.: (012) 323 8805

Enquiries:

Gazette Contact Centre: **Tel.:** 012-748 6200 **Fax:** 012-748 6025 **E-mail:** info.egazette@gpw.gov.za

PROVINCIAL NOTICE

The following notices are published for general information.

Onderstaande kennisgewings word vir algemene inligting gepubliseer.

MNR. N.V.E. NGIDI Direkteur-generaal

MR N.V.E. NGIDI Director-General

300 Langalibalele Street Pietermaritzburg 25 June 2015

Izaziso ezilandelayo zikhishelwe ulwazi lukawonkewonke.

Langalibalelestraat 300

MNU. N.V.E. NGIDI Umqondisi-Jikelele

Pietermaritzburg

25 Junie 2015

300 Langalibalele Street Pietermaritzburg 25 kuNhlangulana 2015

26 June 2015

No. 30

KWAZULU-NATAL NATURE CONSERVATION BOARD

CONSULTATION PROCESS IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: PROTECTED AREAS ACT, 2003 (ACT NO. 57 OF 2003): INTENTION TO DECLARE THE FOLLOWING:

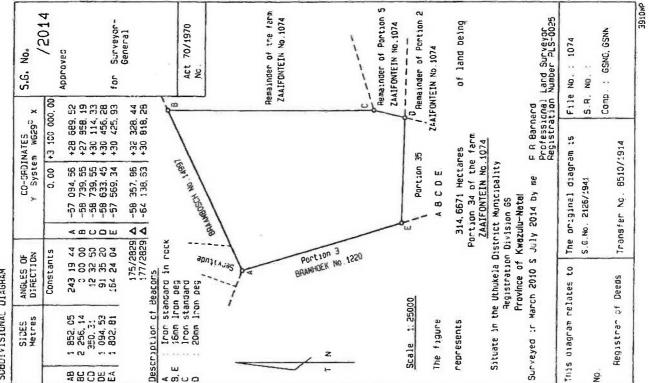
Notice is hereby given by the Member of the Executive Council (MEC) Economic Development, Tourism and Environmental Affairs in KwaZulu-Natal, The Honourable Mr. M. Mabuyakhulu, in terms of section 33(1) of the National Environmental Management: Protected Areas Act, 2003 (Act No. 57 of 2003) of the intention to declare the Ingula Nature Reserve, in terms of Section 23 of the National Environmental Management: Protected Areas Act, 2003. Additional properties are to be declared in the Free State, making this protected area a trans-provincial nature reserve. The proposed protected area is located on the following properties:

Ingula Nature Reserve:

- The Farm Boundary Slopes No. 11081, Registration Division GS in the province of KwaZulu-Natal, in extent 548,3942 (Five Hundred and Forty Eight comma three nine four two) hectares, first transferred by Crown Grant no. 11081/1927 with diagram relating thereto and held by Deed of Transfer T11912/1981.
- Portion 1 of the Farm Bramhoek No. 1220, Ladysmith District in the province of KwaZulu-Natal, in extent 819.6156 (Eight Hundred and Nineteen comma six one five six) hectares, first transferred by Deed of Transfer No. T2160/1906 with diagram relating thereto and held by Deed of Transfer No. T43835/1999.
- Portion 3 (of 1) of the Farm Bramhoek No. 1220, Ladysmith District in the province of KwaZulu-Natal, in extent 819.6156 (Eight Hundred and Nineteen comma six one five six) hectares, first transferred by Deed of Transfer No. T T7541/1949 with diagram relating thereto (SG diagram no. SV673F11) and held by Deed of Transfer No. T. T43835/1999.
- Proposed subdivision Portion 34 of the Farm Zaaifonein No. 1074, Ladysmith District in the province of KwaZulu-Natal, in extent 314.6671 (Three Hundred and Fourteen comma six six seven one) hectares, as shown in attached diagram.
- Proposed subdivision Portion 35 of the Farm Zaaifonein No. 1074, Ladysmith District in the province of KwaZulu-Natal, in extent 94.7364 (Ninety Four comma seven three six four) hectares, as shown in attached diagram.

Members of the public are hereby invited to submit written representation on or objections to the notice to the proposed declaration of the above-mentioned Nature Reserve, within 60 days of its publication. Written submissions must be lodged with the Chief Executive Officer: Ezemvelo KZN Wildlife, P.O. Box 13053, Cascades, 3202, or fax or email Ms Ziningi Hlatshwayo on fax number: 033–2391895, fax to email: 0865050051 or email address: hlatshwaz@kznwildlife.com.

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SUBDIVISIONAL DIAGRAM

10

MUNICIPAL NOTICES

No. 91

25 June 2015

NKANDLA MUNICIPALITY PROPERTY RATES BY-LAW

Council Resolution Number: **105/2014/2015** Nkandla Municipality, hereby, in terms of section 6 of the Local Government: Municipal Property Rates Act, 2004, has by way of (No of the resolution) adopted the Municipality's Property Rates By-law set out hereunder.

NKANDLA MUNICIPALITY

MUNICIPAL PROPERTY RATES BY-LAW

PREAMBLE

WHEREAS section 229(1) of the Constitution requires a municipality to impose rates on property and surcharges on fees for the services provided by or on behalf of the municipality.

AND WHEREAS section 13 of the Municipal Systems Act read with section 162 of the Constitution require a municipality to promulgate municipal by-laws by publishing them in the gazette of the relevant province.

AND WHEREAS section 6 of the Local Government: Municipal Property Rates Act, 2004 requires a municipality to adopt by-laws to give effect to the implementation of its property rates policy; the by-laws may differentiate between the different categories of properties and different categories of owners of properties liable for the payment of rates;

NOW THEREFORE BE IT ENACTED by the Council of the Nkandla Municipality, as follows:

1. DEFINITIONS

In this by-law, any word or expression to which a meaning has been assigned in the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), shall bear the same meaning unless the context indicates otherwise.

'Municipality' means Nkandla Municipality;

'Property Rates Act' means the Local Government: Municipal Property Rates Act, 2004 (Act No 6 of 2004);

11

'Rates Policy' means the policy on the levying of rates on rateable properties of the (name of municipality), contemplated in chapter 2 of the Municipal Property Rates Act.

2. OBJECTS

The object of this by-law is to give effect to the implementation of the Rates Policy as contemplated in section 6 of the Municipal Property Rates Act.

3. ADOPTION AND IMPLEMENTATION OF RATES POLICY

3.1. The Municipality shall adopt and implement its Rates Policy consistent with the Municipal Property Rates Act on the levying of rates on rateable property within the jurisdiction of the municipality; and

3.2. The Municipality shall not be entitled to levy rates other than in terms of its Rates Policy.

4. CONTENTS OF A RATE POLICY

The Rates Policy shall, inter alia:

- 4.1. Apply to all rates levied by the Municipality pursuant to the adoption of its Annual Budget;
- 4.2. Comply with the requirements for:

4, 2.1 the adoption and contents of a rates policy specified in section 3 of the Act; 4.2.2. the process of community participation specified in section 4 of the Act; and

4.2.3. the annual review of a Rates Policy specified in section 5 of the Act.

- 4.3. Provide for principles, criteria and implementation measures that are consistent with the Municipal Property Rates Act for the levying of rates which the Council may adopt; and
- 4.4. Provide for enforcement mechanisms that are consistent with the Municipal Property Rates Act and the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

5. ENFORCEMENT OF THE RATES POLICY

The Municipality's Rates Policy shall be enforced through the Credit Control and Debt Collection Policy and any further enforcement mechanisms stipulated in the Act and the Municipality's Rates Policy.

6. SHORT TITLE AND COMMENCEMENT

This By-law is called the Municipal Property Rates By-law, and takes effect on 1 July 2014.

No. 92

25 June 2015

RESOLUTION ON LEVYING PROPERTY RATES IN TERMS OF SECTION 14 OF THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO.6 OF 2004)

Council resolution no: NMC: 166/2014/2015

NKANDLA MUNICIPALITY

RESOLUTION LEVYING PROPERTY RATES FOR THE FINANCIAL YEAR 1 JULY 2015 TO 30 JUNE 2016

Notice is hereby given in terms of Section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004; that the Council Resolved by way of Council Resolution number: NMC01/2004, to levy the rates on property reflected in the schedule below with effect from 1 July 2015

Category of Property	Cent amount in the Rand rate determined for the relevant property category				
Agriculture property	0.0026				
Business and commercial property	0.0325				
Place of worship	0.0189				
Protected Area	0.0000				
Public Benefit Organisation property	0.0000				
Public Service Infrastructure	0.0000				
Residential property	0.0105				
Specialised Property	0.0000				
State Owned Property	0.0325				
State Trust Land	0.0026				
Vacant Land	0.0157				

Full details of the Council resolution and rebates, reductions and exclusions specific to each category of owners of properties or owners of a specific category of properties as determined through criteria in the municipality's property rates policy are available for inspection on the municipality's offices, website (www.nkandla.org.za) and Nkandla Public Library.

Mr. P.P. Sibiya Acting Municipal Manager Postal Address: Private Bag x 161, NKANDLA, 3855: Physical Address: Lot 292 Marêe Road, NKANDLA, 3855: Phone: 035-833 2000 Fax : 035-833 0920

25 June 2015

NEWCASTLE MUNICIPALITY

ASSESSMENT OF GENERAL RATES FOR THE FINANCIAL YEAR 2015/2016 AND FINAL DATES OF PAYMENTS

NOTICE NO. CS 44/2015

Notice is hereby given in terms of section 14 of the Local Government Municipal Property Rates Act No. 2004, that rates are payable on rateable property within the areas of jurisdiction of the Newcastle Municipality, by a resolution passed by Council with a supporting vote of a majority of its members on 29 May 2015, for the financial year 2015/2016, have been assessed as set out hereunder.

1. In terms of the Municipal Property Rates Act, No. 6 of 2004, the general rate for the financial year is levied as follows:

	Cate	gory & Impermissible	Tariff			
(a)	(i)	Residential property (Impermissible - R15 000)	0.966 Cents in the Ran			
	(ii)	Business and commercial	2.561 Cents in the Rand			
	(iii)	Industrial property	2.561 Cents in the Rand			
	(iv)	Agricultural property	0.215 Cents in the Rand			
-	(v)	Municipal property				
	-	- Residential	0.966 Cents in the Rand			
		- Business and Commercial	2.561 Cents in the Rand			
	1	- Public Service Infrastructure (Impermissible - 30% of value)	0.215 Cents in the Rand			
		- Specialized nonmarket property	0.215 Cents in the Rand			
		- Vacant Land	4.286 Cents in the Rand			
	(iv)	Public service infrastructure	0.215 Cents in the Rand			
	(v)	Mining property	2.561 Cents in the Rand			
	(vi)	Rural communal land	0.215 Cents in the Rand			
	(vii)	Rural residential land	0.215 Cents in the Rand			
	<u>(</u> viii)	Formally protected areas	0,215 Cents in the Rand			

No. 93

	(ix) Places of public worship	Exempt
	(x) Public Benefit Organizations	0.215 Cents in the Rand
	(xi) Specialized private non market property	0.215 Cents in the Rand
	(xii) State owned property	
	- Residential	0.966 Cents in the Rand
	- Business and Commercial	2.561 Cents in the Rand
	- Public Service Infrastructure (Impermissible - 30% of value)	0.215 Cents in the Rand
	- Specialized nonmarket property	0.215 Cents in the Rand
	- Vacant Land	4.286 Cents in the Rand
	(xiii) Vacant land.	4.286 Cents in the Rand
(b)	Rebates granted in terms of the Rates Policy:	
	Pensioners	25%
	B&B Accomodation	25%
	Properties effected by disaster	50%
	Commercial Industrial Development with market value of at least R50 million	As per policy
(c)	Indigent accountholders are subsidised	100%
(d)	Public Benefit Organisation who qualify in terms of the policy are exempt from rates	

2. Date of Payment

All rates are payable in twelve equal monthly instalments on or before the fourteenth day following the statement date. Any portion of rates remaining unpaid after due dates aforesaid shall be subject to interest and/or personalities as laid down in the Credit Control, Debt Collection and Customer Care Policy as well as well as in the approved Tariff of Charges.

3. Pensioners

On written request annually a reduction of 25% on property rates will be granted to pensioners who own and occupy that property and can prove to the satisfaction of the Strategic Executive Director: Budget and Treasury Office (CFO) that they comply with the following requirements:

- 3.1 Be at least sixty years of age;
- 3.2 Be the sole owner of the property or own the property jointly with his/her spouse;
- 3.3 Make application annually on the prescribed form and within the prescribed time period.

4. Bed and Breakfast Establishments

A Bed and Breakfast Establishment means an establishment, which is primarily a dwelling, and makes excess rooms available to transient guests. On written request annually a reduction of 25% on property rates will be granted to registered Bed & Breakfast Establishments who can prove to the satisfaction of the Strategic Executive Director: Budget and Treasury Office (CFO) that they comply with the following requirements:

- 4.1 The applicant must provide details of the establishment in respect of the total size of developed property, total number of rooms, and facilities available to guests. This will be required to be certified by the member association;
- 4.2 Make application annually on the prescribed form and within the prescribed form and within the prescribed time period;
- 4.3 The applicant must attach a copy of their current Certificate of Membership of the Local Tourism Authority.

5. Indigent

Owners who qualify for indigent support in terms of the Credit Control, Debt Collection and Customer Care Policy will receive a subsidy of 100% on property rates.

6. Public Benefit / Non-Profit Organisations

Public Benefit and Non-Profit Organisation who qualify in terms of the Rates Policy are exempt from rates.

7. Commercial / Industrial Development

This benefit is meant for new businesses/commercial developments who will be investing in the Newcastle area and where the property has/will have value of at least R 50 million at the start of business, in the establishment of newly improved sites.

From years 0-4	=	75% rebate
From years 5-6	,=1	50% rebate
From years 7-8	=	25% rebate
From year 9 onwards	E	0% rebate

- 7.1 Application must be submitted to the Chief Financial Officer before or within the first three months of the new financial year (July to September) in the first year of application;
- 7.2 An annual application must be made by 30 May preceding the start of each new financial year for which relief is sought;
- 7.3 The applicant must attach to their annual application, a copy of their current Business Licence as well as a set of the company's audited financial statements.

8. Website

This notice is also available on the Newcastle Municipality's website: www.newcastle.gov.za

A detailed copy of the resolution on the levying of rates on property is open for inspection at the Civic Centre, all Municipal Satellite Offices and Libraries for a period of thirty days from date of publication thereof.

B E MSWANE ACTING MUNICIPAL MANAGER Newcastle Municipality No. 92

25 June 2015

NEWCASTLE MUNICIPALITY



PROPERTY RATES BY-LAWS

CS 45/2015

NEWCASTLE MUNICIPALITY PROPERTY RATES BY-LAWS

The Newcastle Municipality, hereby, in terms of section 6 of the Local Government: Municipal Property Rates Act, 2004, adopted the Municipality's Property Rates By-law set out hereunder.

PREAMBLE

WHEREAS section 229(1) of the Constitution requires a municipality to impose rates on property and surcharges on fees for the services provided by or on behalf of the municipality.

AND WHEREAS section 13 of the Municipal systems Act read with section 162 of the constitution require a municipality to promulgate municipal by-laws by publishing them in the gazette of the relevant province.

AND WHEREAS section 6 of the Local Government: Municipal Property Rates Act, 2004 requires a municipality to adopt by-laws to give effect to the implementation of its property rates policy; the by-laws may differentiate between the different categories of properties and different categories of owners of properties liable for the payment of rates;

NOW THEREFORE BE IT ENACTED by the Council of the Newcastle Municipality, as follows:

1. DEFINITIONS

In this by-law, any word or expression to which a meaning has been assigned in the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), shall bear the same meaning unless the context indicates otherwise.

'Municipality' means the Newcastle Municipality;

'Property Rates Act' means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);

'Rates Policy' means the policy on the levying of rates on rateable properties of the Newcastle Municipality, contemplated in chapter 2 of the Municipal Property Rates Act.

Newcastle Municipality Rate Bylaw

2. OBJECTS

The object of this by-law is to give effect to the implementation of the Rates Policy as contemplated in section 6 of the Municipal Property Rates Act.

3. ADOPTION AND IMPLEMENTATION OF RATES POLICY

- 3.1. The Municipality shall adopt and implement its Rates Policy consistent with the Municipal Property Rates Act on the levying of rates on rateable property within the jurisdiction of the Municipality; and
- 3.2. The Municipality shall not be entitled to levy rates other than in terms of its Rates Policy.

4 CONTENTS OF RATES POLICY

The Rates Policy shall, inter alia:

- 4.1 Apply to all rates levied by the Municipality pursuant to the adoption of its Annual Budget;
- 4.2 Comply with the requirements for:
 - 4.2.1 The adoption and contents of a rates policy specified in section 3 of the Act;
 - 4.2.2 The process of community participation specified in section 4 of the Act; and
 - 4.2.3 The annual review of a Rates Policy specified in section 5 of the Act;
- 4.3 Provide for principles, criteria and implementation measures that are consistent with the Municipal Property Rates Act for the levying of rates which the Council may adopt; and
- 4.4 Provide for enforcement mechanisms that are consistent with the Municipal Systems Act, 2000 (Act No: 32 of 2000).

5 ENFORCEMENT OF THE RATES POLICY

The Municipality's Rates Policy shall be enforced through the Credit Control and Debt collection Policy and any further enforcement mechanisms stipulated in the Act and the Municipality's Rates Policy.

6 SHORT TITLE AND COMMENCEMENT

This By-law is called the Municipal Property Rates By-law, and takes effect on 1 July 2015.

No. 95

25 June 2015

NEWCASTLE MUNICIPALITY AMENDMENT OF TARIFF OF CHARGES NOTICE NO. CS 43/2015

Notice is hereby given in accordance with section 75A(3)(a) and (b) of the Local Government: Systems Act 32 of 2000, as amended, that the Newcastle Municipal Council at a meeting held on 29 May 2015, resolved to amend the under mentioned tariff of charges.

- Advertising Sign Bylaws
- Art Centre & Museum
- Building Bylaws
- Bylaws for the Regional Airport and Municipal Aerodrom
- Bylaws relating to Public Libraries
- Camp and Caravan Park Bylaws
- Cemetery Bylaws
- Cleansing Services Bylaws
- Drainage Bylaws
- Electricity Supply Bylaws
- Fees for access to information Public Bodies
- Fire Brigade Bylaws.
- Group Activities Room
- Halls
- Hire of Sports Grounds
- Industrial Effluent Bylaws
- Keeping of Dogs, Animals, Birds & Bees
- Miscellaneous services.
- Newcastle Recreation Centre
- Planning Development Act Statutory Applications
- Public Health Bylaws
- Public Swimming Bath Bylaws
- Street, Traffic and Entertainment Bylaws
- Training and Specific Investigations
- Water Supply Bylaws

Please note that:

- The increased tariffs shall come into operation on 1 July 2015 for all services except for water and electricity consumption which will be levied on the new tariff with effect from the August 2015 accounts.
- 2. A copy of the existing tariff of charges, the proposed new tariffs and a copy of the resolution are open for inspection during office hours for a period of 30 days from date of publication hereof.
- 3. Copies of the relevant resolutions and particulars of the amendments will be open for inspection at the following municipal offices:
 - Civic Centre, Newcastle
 - Madadeni
 - Stafford
 - Osizweni
 - Ingagane

Major tariff increases: 2015/2016 Financial Year.

- Water and Sanitation 7%
- Refuse Removal 7%
- Property Rates 10%
- Electricity 12.20% with average on the Inclining Block Tariff (IBT).
- 4. This notice is also available on the Newcastle Municipality's website: www.newcastle.gov.za

BE MSWANE ACTING MUNICIPAL MANAGER Newcastle Municipality

IMPORTANT Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.



- Notices can only be submitted in Adobe electronic form format to the email submission address <u>submit.egazette@gpw.gov.za</u>. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be <u>rejected</u>. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
- 3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be <u>rejected</u>. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
- 4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
- 5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
- 6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines <u>www.gpwonline.co.za</u>)
- 7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email <u>info.egazette@gpw.gov.za</u>)
- 8. All re-submissions by customers will be subject to the above cut-off times.
- 9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
- 10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday**, **18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012-748 6030** will also be <u>discontinued</u> from this date and customers will only be able to submit notice requests through the email address <u>submit.egazette@gpw.gov.za.</u>







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