



KwAZULU-NATAL PROVINCE
KwAZULU-NATAL PROVINSIE
ISIFUNDAZWE sAKwAZULU-NATALI

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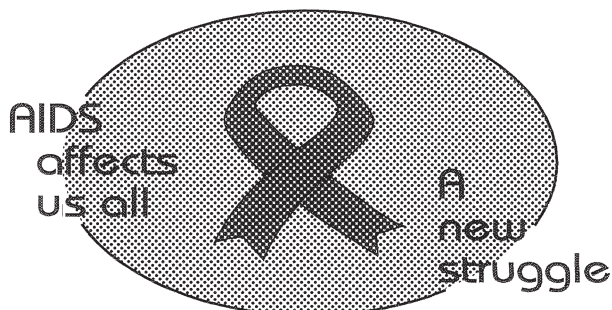
PIETERMARITZBURG

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30 JULY 2015
30 JULIE 2015
30 KUNTULIKAZI 2015

No. 1458

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DEPARTMENT OF HEALTH

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IMPORTANT

Information

from Government Printing Works

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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.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
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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 – www.gpwonline.co.za)
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 info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
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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 **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

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MUNICIPAL NOTICES • MUNISIPALE KENNISGEWINGS

MUNICIPAL NOTICE 135 OF 2015**MSINGA MUNICIPALITY****MSINGA MUNICIPAL PROPERTY RATES BY-LAW**

Msinga Municipality), hereby, in terms of section 6 of the Local Government: Municipal Property Rates Act, 2004, has by way of resolution No:13/2015/FC adopted the Municipality's Property Rates By-law set out hereunder.

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 Msinga 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 Msinga 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 ratable properties of Msinga 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 rate able 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 Msinga Municipal Property Rates By-law, and takes effect on 01 July 2015

MUNICIPAL NOTICE 136 OF 2015**MSINGA MUNICIPALITY TARIFFS POLICY****1. DEFINITIONS**

In this Policy, unless the context indicates otherwise:-

“Systems Act” means Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

“MFMA” means Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“Act” means the Electricity Act, 1983 (Act No. 43 of 1983)

“Accounting Officer” means the Municipal manager appointed in terms of Section 60 of the Municipal Finance Management Act.

“Annual Budget” shall mean the budget approved by the Municipal Council for any particular financial year, and shall include any adjustments to such budget.

“Basic Municipal Services” shall mean a Municipal service necessary to ensure an acceptable and reasonable quality of life, which service – if not provided – would endanger public health or safety or the environment.

“By-law” shall mean legislation passed by the Council of the Municipality, and which shall be binding on the Municipality and on the persons and institutions to which it applies.

“Consumer Price Index” shall mean the CPIX as determined and gazetted from time to time by the South Bureau of Statistics.

"Chief Financial Officer" means a person designated in terms of section 80(2)(a) of the Municipal Finance Management Act.

"Councillor" shall mean a Member of the Council of the Municipality.

"Domestic Consumer or User" of Municipal services shall mean the person or household which Municipal services are rendered in respect of "residential property" as defined below.

"Financial Year" shall mean the period starting from 1 July in any year and ending on 30 June of the following year.

"Integrated Development Plan" shall mean a plan formulated and approved as envisaged in Section 25 of the Municipal Systems Act 2000, as amended.

"Local Community" or "Community", in relation to the Municipality, shall mean that body of persons comprising the residents of the Municipality, the ratepayers of the Municipality, any civic organisations and non-governmental, private sector or labour organisations or bodies involved in local affairs within the Municipality, and visitors and other people residing outside the Municipality who, because of their presence in the Municipality, make use of services or facilities provided by the Municipality.

"Month" means one of twelve months of a calendar year.

"Municipality" or "Municipal area" shall, where appropriate, mean the geographic area, determined in terms of the Local Government: Municipal Demarcation Act No. 27 of 1998 as the Municipal area pertaining to the Municipality

"The Municipality" means Msinga Local Municipality.

"Municipal Council" or "Council" shall mean the Municipal Council of Msinga Local Municipality as referred to in Section 157(1) of the Constitution.

"Municipal Entity" shall mean (a) a company, co-operative, trust, fund or any other corporate entity established in terms of any applicable national or provincial legislation, and which operates under the ownership control of one or more Municipalities; or (b) a service utility.

"Municipal Manager" shall mean the person appointed in terms of Section 82 of the Municipal Structures Act, 1998.

"Multiple Purposes" in relation to a property, shall mean the use of a property for more than one purpose.

"Municipal service" has the meaning assigned to it in terms of Section 1 of the Municipal Systems Act.

"Municipal Tariff" shall mean a tariff for services which the Municipality may set for the provision of a service to the local community, and may include a surcharge on such service. Tariffs for major services shall mean tariffs set for the supply and consumption or usage of electricity, water, sewerage and refuse removal, and minor tariffs shall mean all other tariffs, charges, fees, rentals or fines levied or imposed by the Municipality in respect of other services supplied including services incidental to the provision of the major services.

"Occupier" in relation to a property, shall mean a person in actual occupation of the property, whether or not that person has a right to occupy the property.

"Owner" (a) in relation to a property referred to in paragraph (a) of the definition of "property", shall mean a person in whose name ownership of the property is registered; (b) in relation to a right referred to in paragraph (b) of the definition of "property", shall mean a person in whose name the right is registered; (c) in relation to a land tenure right referred to in paragraph (c) of the definition of "property", shall mean a person in whose name the right is registered or to whom it was granted in terms of legislation; and (d) in relation to public service infrastructure referred to in paragraph (d) of the definition of "property", shall mean the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled", provided that a person mentioned below may for the purposes of the Property Rates Act 2004 be regarded by the Municipality as the owner of a property in the following cases:-

- (i) *a Trustee, in the case of a property in a trust, but excluding state trust land;*
- (ii) *an Executor or Administrator, in the case of a property in a deceased estate;*
- (iii) *a Trustee or Liquidator, in the case of a property in an insolvent estate or in liquidation;*
- (iv) *a Judicial Manager, in the case of a property in the estate of a person under judicial management;*
- (v) *a Curator, in the case of a property in the estate of a person under curatorship;*
- (vi) *a Person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;*
- (vii) *a Lessee, in the case of a property that is registered in the name of the Municipality and is leased by it; and*

(viii) *a Buyer, in the case of a property sold by the Municipality and of which possession was given to the buyer pending registration of ownership in the name of such buyer.*

"Rate" shall mean a Municipal rate on property as envisaged in Section 229(1)(a) of the Constitution.

"Rateable Property" shall mean property on which the Municipality may in terms of Section 2 of the Property Rates Act 2004 levy a rate, but excluding property fully excluded from the levying of rates in terms of Section 17 of that Act.

"Rate Payer" shall mean a person who is liable to the Municipality for the payment of (a) rates on property in the Municipality; (b) any other tax, duty or levy imposed by the Municipality; and/or (c) fees for services provided either by the Municipality or in terms of a service delivery agreement.

"Rebate" in relation to a rate payable on a property, shall mean a discount granted in terms of Section 15 of the Property Rates Act 2004 on the amount of the rate payable on the property.

"Residential Property" shall mean a property included in the valuation roll in terms of Section 48(2)(b) of the Property Rates Act 2004 as residential.

"Tariff" means a tariff for services which the Municipality may set for the provision of a service to the local community and includes a surcharge on such tariff.

2. **INTRODUCTION**

2.1 A Tariffs Policy must be developed, adopted and Implemented by the Council in terms of Section 74 of the Systems Act, No. 32 of 2000, such policy to cover, amongst other things, the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements. This Policy has been developed taking into account, where applicable, the guidelines set out in Section 74 of the Systems Act.

2.2 In setting its annual tariffs, the Council shall at all times take due cognisance of the tariffs applicable elsewhere in the economic region, and of the impact which its own tariffs may have on local economic development.

3. **PRINCIPLES**

- 3.1 Service tariffs imposed by the Municipality shall not be viewed as taxes, and therefore the ability of the relevant consumer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion (except in the case of the indigency relief measures approved by the municipality from time to time).
- 3.2 The municipality shall ensure that its tariffs are uniformly and fairly applied throughout the municipal boundaries.
- 3.3 **Tariffs for the major services that will be rendered by the Municipality, namely:**
- **Water(in tanker)**
 - **Refuse removal (solid waste)**
 - **Property rentals**
 - **Property Hiring**
 - **Ploughing**
 - **Hiring of Machinery**
 - **Selling of Documents**

Shall, as far as possible recover the expenses associated with the rendering of each service concerned. The tariff which a particular consumer or user pays shall therefore be directly related to the standard of service received and the quantity of a particular service used or consumed.

- 3.4 The municipality shall, as far as circumstances reasonable permit, ensure that the tariffs levied in respect of the foregoing services further generate an operating surplus each financial year of 10% or such lesser percentage as the Council may determine at the time that the annual operating budget is approved.
- 3.5 Such surpluses shall be applied in the relief of property rates and for the partial financing of general services or for the future capital expansion of the service concerned, or both. The modesty of such surplus shall prevent the service tariffs concerned from being viewed as concealed taxes.
- 3.6 The Municipality shall, develop, approve and at least annually review an indigency support programme for the municipal area. This programme shall set out clearly the municipality's cost recovery policy in respect of the tariffs which it levies on registered indigents, and the implications of such policy for the tariffs which it imposes on other users and consumers within the municipal boundaries.

- 3.7 In line with the principles embodied in the Constitution and in other legislation pertaining to Local government, the municipality may differentiate between different categories of users and consumers regarding the tariffs which it levies. Such differentiation shall, however, at all times be reasonable, and shall be fully disclosed in each annual budget.
- 3.8 The tariffs Policy shall be transparent, and the extent to which there is cross-subsidisation between categories of consumers or users shall be evident to all consumers or users of the service in question.
- 3.9 The municipality undertakes to ensure that its tariffs shall be easy explainable and understood by all consumers affected by the tariff policy concerned.
- 3.10 The municipality further undertakes to render its services cost effectively in order to ensure the best possible cost of service delivery.
- 3.11 In the case of the directly measurable service, namely electricity, the consumption of such service shall be properly metered by the municipality, and meters shall be read, wherever circumstances reasonable permits, on a monthly basis.
- 3.12 The charges levied on consumers shall be proportionate to the quantity of the service which they consume. In addition, the municipality shall levy monthly availability charges for the service concerned, and these charges shall be fixed for each type of property as determined, in accordance with the detailed policies set out below.
- 3.13 In considering the costing of its electricity service, the municipality shall take due cognisance of the high capital cost of establishing and expanding such service, and of the resultant high capital costs, as opposed to variable costs of operating the service.
- 3.14 The municipality therefore undertakes to plan the management and expansion of the service carefully, in order to ensure that both current and reasonable expected future demands are adequately catered for, and that demand levels which fluctuate significantly over shorter periods are also met.
- 3.15 This may mean that the services operate at less than full capacity at various periods, and the cost of such surplus capacity must also be recovered in the tariffs which are annually levied.
- 3.16 In adopting what is fundamentally a two-part tariff structure, namely a fixed availability charge coupled with a charge based on consumption, the

municipality believes that it is properly attending to the demands which both future expansion and variable demand cycles and other fluctuations will make on service delivery.

4. **CALCULATION OF TARIFFS FOR MAJOR SERVICES**

4.1 In order to determine the tariffs which must be charged for the supply of the four major services, the municipality shall identify all the costs of operation of the undertakings concerned, including specifically the following:

- (a) Depreciation of finance charges;
- (b) Maintenance of infrastructure and other fixed assets;
- (c) Administration and service costs, including:
 - (i) Service charges levied by other departments such as Finance, Human Resources and Legal Services;
 - (ii) Reasonable general overheads, such as the costs associated with the Office of the Municipal Manager;
 - (iii) Adequate contributions to the provisions for bad debts and obsolescence of stock;
 - (iv) All other ordinary operating expenses associated with the service concerned including, in the case of the electricity service, the cost of providing street lighting in the municipal area (note : the cost of the democratic process in the municipality, that is, all expenses associated with the political structures of the municipality, shall form part of the expenses to finance from property rates and general revenues, and shall not be included in the costing of the major services of the municipality).
- (v) The intended surplus to be generated for the financial year, such surplus to be applied:
 - (aa) *as an appropriation to capital reserves; and/or*
 - (bb) *generally in relief of rates and general services.*
- (vi) The municipality shall further consider relief in respect of the tariffs for refuse removal for such registered indigents to the extent that the Council deems such relief affordable, in terms of each annual budget, but on the understanding that such relief shall not be less

than a discount of 50% on the amount billed for the service concerned.

- (vii) It is specifically recorded that tariffs for pre-paid meters shall be the same as the ordinary consumption tariffs levied on the category of consumers concerned, but no availability charge shall be levied on properties where pre-paid meters have been installed. The distinction is made in recognition of the financial advantages which pre-paid metering entails for the services in question.

5. **WATER**

- 5.1 The categories of water consumers as set out below shall be charged at the applicable tariffs, as approved by the Council in each annual budget.

6. **PROPERTY RENTAL**

- 6.1 The categories of property rental as set out below shall be charged at the applicable tariffs, as approved by the Council in each annual budget

7. **REFUSE REMOVAL**

- 7.1 The categories of refuse removal users as set out below shall be charged at the applicable tariffs, as approved by the Council in each annual budget.

- 7.2 A separate fixed monthly refuse removal charge shall apply to each of the following categories of users, based on the costs of the service concerned:-

- (a) Domestic and other users (once weekly removal)
- (b) Business and other users (twice weekly removal)
- (c) Business and other users (thrice weekly removal)
- (d) Business and other users (bulk consumers)

- 7.3 Registered indigents may receive such discount on this charge as the Council deems affordable when approving each annual budget, but on the understanding that such discount shall not be less than 50% of the monthly amount billed as a refuse removal charge.

- 7.4 Tariffs adjustments shall be effective from 1st of July each year.

- 7.5 A fixed monthly charge shall be charged to the municipality's departments equal to to the lowest (domestic) tariff.

8. SEWERAGE

8.1 The categories of sewerage users as set out below shall be charged per month at the applicable tariff as approved by the Council in each annual budget.

8.2 Categories of usage and charges shall be:-

- (a) A basic (availability) charge per month shall be charged for undeveloped erven.
- (b) A fixed monthly charge based on the costs of the service shall be charged for bucket removal for domestic users.
- (c) Registered indigents may receive such discount on this charge as the Council deems affordable when approving each annual budget, but on the understanding that such discount shall not be less than 50% of the amount billed for this service.
- (d) A fixed monthly charge based on the costs of the service per sewer point/toilet shall be charged to all businesses, industries and institutional users
- (e) A fixed monthly charge per sewer point/toilet shall be charged the municipality's departments equal to the lowest (domestic) tariff.
- (f) An effluent fee shall further be payable by factories and other industrial users where the wastewater emanating from such users requires special purification measures by the municipality. Such fees shall be based on the toxic content of the wastewater concerned and the cost of purification.

8.3 Tariffs adjustments shall be effective from 1st of July each year.

9. MINOR TARIFFS

9.1 All minor tariffs shall be standardised within the municipal boundaries.

9.2 All minor tariffs shall be approved by the Council in each annual budget, and shall, when deemed appropriate by the Council, be subsidised by property rates and general revenues, particularly when the tariffs will prove uneconomical when charged to cover the cost of the service concerned, or when the cost cannot accurately be determined, or when the tariff is designed purely to regulate rather than finance the use of the particular service or amenity.

- 9.3 All minor tariffs over which the municipality has full control shall annually be adjusted at least in line with the prevailing consumer price index, unless there are compelling reasons why such adjustment should not be effected.

9.4 Minor tariffs shall include the following:-

- (a) Cemetery fees;
- (b) Housing rentals;
- (c) Library fees (e.g.
 - membership fees,
 - fines,
 - lost books,
 - lost membership cards
- (d) Rentals for use of municipal sports ground;
- (e) Rentals for lease of municipal property;
- (f) Building plan fees;
- (g) Advertising sign fees;
- (h) Plastic bag sales;
- (i) Refuse bin sales;
- (j) Cleaning of stands;
- (k) Sewerage connection fees;
- (l) Photostat copies and faxes;
- (m) Clearance certificates;
- (n) Electricity : disconnection and reconnection fees;
- (o) Electricity : new connection fees;
- (p) Penalty and other charges in terms Clause.....of the Credit Control and Debt Collection Policy and Procedure;
- (q) Supply of Information;
- (r) Water;
- (s) Garden Refuse Removal;
- (t) Ploughing
- (u) Hiring of Machinery
- (v) Selling of Documents
- (w) And others

TARIFFS FOR AND 2015/2016

TARIFFS		2015/2016	
		EXCL. VAT	INCL. VAT
1	REFUSE REMOVAL PER MONTH		
1.1	HOUSEHOLD		
1.1.1	HOUSEHOLD 1X PER WEEK		R77
1.1.2	Rebates		
	Property valued less than (indigent)		
	Property valued more than (indigent)		
1.2	Commercial and other		
1.2.1	1 X PER WEEK		R218.00
1.2.2	2 X PER WEEK		R305.00
1.2.3	3 X PER WEEK		R406.00
1.2.4	4 X PER WEEK		R508.00
1.2.5	5 X PER WEEK		R608.00
1.2.6	6 X PER WEEK		R713.00
1.3	SCHOOLS		
1.3.1	1 X PER WEEK		R77.00
1.4	CHURCHES		
1.4.1	1 X PER WEEK		R77.00
1.5	AVAILABILITY CHARGER		R77.00
3			
3.1.	PREDOMINANT USE		RATE RANDAGE

3.1.1	RESIDENTIAL PROPERTIES	0.01	
3.1.2	BUSINESS, COMMERCIAL AND INDUSTRIAL PROPERTIES	0.02	
3.1.3	AGRICULTURAL PROPERTIES	0.0025	
3.1.4	AGRICULTURAL PROPERTIES BUSINESS	0.0050	
3.1.5	STATE TRUST LAND	0.02	
3.1.6	STATE OWNER PROPERTIES	0.02	
3.1.7	PUBLIC INFRASTRUCTURE	0.0025	
3.1.8	VACANT LAND	0.02	
3.1.8	RENTAL ON MUNICIPAL PROPERTY	R50.00 PER SQUARE METER	
3.2	REBATES		
3.2.1	AGRICULTURAL PROPERTIES	50%	
3.2.2	PENSIONERS	50%	
3.2.3	PUBLIC BENEFIT ORGANIZATIONS	25%	
3.2.4	SPORTING BODIES	50%	
ADVERTISING			
4.	ADVERTISING FEE PER MONTH		
4.1	SCHOOLS	R280.72	
4.2	COMMERCIAL ADVERTISING	R550.00	
4.3	NON - PROFIT ORGANIZATIONS	R250.00	
4.4	GOVERNMENT DEPARTEMENTS	R300.00	
4.5	INDUSTRIAL AND OTHER	R700.00	
4.6	CONTINUOUA ADVERTING OFFENCE DAILY TARIFF	R259.00	
5.1	NON-REFUNDABLE TENDER DEPOSITES	R351.00	
6.1	FOR TEMPORARY USE OF VACANT LAND BY ALL ORGANIZATIONS ,PER MONTH EXCLUDING SERVICES	R3,454.00	

7.1	PER COPY ALL TOWNS			R758.49
7.2	PER PROPERTY			R5.00
7.3	ISSUING OF VALUATION CERTIFICATE			R157.00
7.4	VALUATION ROLL ON COMPACT DISC			R10.00
7.5	IDP COPY			R0.50 per Black co
7.6	SDBIP COPY			R0.50 per Black co
7.7	BUDGET COPY			R0.50 per Black co

8. LIBRARIES

8.1	FOR OVERDUE LIBRARY MATERIAL , VIDEO, PER ITEM PER WEEK			50c
8.2	VIDEO MATERIAL PER DAY OR PART THEREOF			R2.00
8.3	REPROGRAPHIC WORK(LIBRARY MATERIAL			
8.4	ALL A4 SIZE PER FOLIO			50c
8.5	ALL A3 SIZE OR REDUCTION PER FOLIO			R1.00
9.	SCHOLARS AND PRE-SCHOOL CHILDREN			
9.1	Administration fee - new members			free
9.2	Annual administration fee			free
10	ADULTS			
10.1	1 Administration for new members			
10.2	Annual administration fee			
10.3	Pensioners administration fee per annum			
10.4	Lost and damaged books Cost			Current value
10.5	Lost membership card			13.00

11	PRINTING FROM INTERNET			
11.1	Black and with per folio			R1.00
11.2	Colour per folio			R1.00
12	PROMOTION OF ACCESS TO INFORMATION			
12.1	The fee for reproduction, relating to the promotion of access to Information Act is as follows			
12.2	For every photocopy of an A4 size page or part thereof			R1.00
12.3	For every printed copy of an A4-size or part thereof held on a computer or in electronic or machine readable form			R1.00
13	FACSIMILE			
13.1	Outgoing facsimile - per folio			R5.00 per page
13.2	Incoming facsimile- per folio			R1.00 per page
14	ADDRESS LIST			
14.1	Per list			R192.98
14.2	Printing of address labels, per 1000			R362.72
15	TOWN PLANNING			
15.1	Planning and Development Act applications(Rezoning)			R4000.00
15.2	Consent in Terms of Scheme(Special Consent)			R3000.00
15.3	Subdivision of land			
15.4	(a) basic fee 1			R2000.00
15.5	(b) plus per subdivision + remainder			R90.00
15.6	Subdivision for government- subsidized townships for low-income housing project (a) basic fee			R165.00

15.7	(b) plus per subdivision + remainder		R17.00
15.8	Cancellation of approved layout plan		R1000.00
15.9	Consolidation of land		
	(a) basic fee		R250.00
	(b) plus per component		R50.00
15.10	Relaxation of municipal omnibus servitudes		R200.00
15.11	Alteration, suspension and deletion of condition of title relating to land		R2000.00
15.12	Development situated outside the area of a scheme		R3000.00
15.13	Alteration, suspension and deletion of condition of approval relating to land		R3000.00
15.14	Closure of municipal road		R3000.00
15.15	Closure of public place		R3000.00
15.16	Search fee		R14.00
15.17	Deeds search		R10.00
15.18	Copies of documents A4 and A3		R2.50
15.19	Amendment to scheme		R3000.00
15.20	Subdivision of land up to 5 pieces of land		
	Basic fee		R1000.00
	plus per subdivision + remainder		R175.00
15.21	Preparation of Service Agreements		
	Basic fees		R1000.00
16.	BUILDING REGULATIONS - GUILT FINES		
16.1	Building prior to municipal approval		R2500.00

16.2	occupying a building prior to issue of occupation certificate by municipality		
16.3	Changing the use of a building without consent of municipality and not complying with notice to cease the new use.		
16.4	Deviation from approved plan to a material degree		
16.5	4 Carrying out plumbing work by person other than a trained plumber or exempted person		
16.6	Putting into use a drainage system prior to inspection testing and approval by municipality		
16.7	No notice given for inspection and testing of sewer and drainage installation		
16.8	Backfilling drainage (sewer) installation prior to testing and approval		
16.9	No notice given of intention to erect or demolish a building		
16.10	No notice given for inspection of trenches or excavation prior to placing of concrete for foundation.		
16.11	Construction foundation before approval of trenches		
16.12	Failing to comply with a notice to put into or lay open work or to carry out tests.		

16.13	Erecting or demolishing a building without providing sanitary facilities for employees.		R1500.00
16.14	13 Demolishing a building without permission from municipality		R1500.00
16.15	Erecting or demolishing a building without erecting a hoarding		R1500.00
			R877.19
16.16	Leaving a building in course of demolition in a state dangerous to the public or any adjoining property		R877.19
16.17	Failing to comply with a notice to remove rubble, rubbish and/or Debris from a building site.		R877.19
16.18	Failing to comply with a notice to demolish, alter building which is dilapidated or in a state of disrepair		R877.19
			R877.19
			R877.19
16.19	Failing to comply with a notice to demolish, alter or secure building, land or earthwork in such a manner that it will no longer be dangerous to live or property.		R877.19
16.20	Failing to comply with a notice to remove all persons occupying, working or being for any other purpose in a building which is dangerous to life.		R877.19+
16.21	Failing to comply with a notice to remove surplus material and matter from the site or land or public street or place arising from		R877.19

	building or demolition work			
16.22	Permitting sewage to enter a street, storm water drain or storm water system.			R1500.00
16.23	Permitting storm water to enter any sewer installation			R1500.00
16.24	Failing to control access to a swimming pool			R1500.00
16.25	Hindering or obstructing a building inspector (authorized by council) in the exercise of his powers.			R2500.00
17.	APPLICATION FEES AND DEPOSITS FOR OUTDOOR			
17.1	Application fees signs(ground sign, wall sign, roof sign, verandah, balcony, canopy & under awning signs) etc.			R275.63
17.2	Application fee- Billboards & non-locality bound signs in excess of 12m			R787.19
17.3	Application fees posters, Banners, flags and collapsible >12M			R118.00
18	MARKET STALLS			
18.1	Security deposits			R150.00
18.2	Small houses			R50.00
18.3	Large house			R60.00
19	REFUSE REMOVAL			
19.1	Removal of dismantled vehicle wrecks, per wreck		Actual cost	Actual cost

19.2	Removal of chopped up trees which are not normally removed by	Actual cost	Actual cost
19.3	Removal of condemned foodstuffs		R280.00
			Per Day
	HIRING OF PUBLIC HALLS		
20.1	Political parties per day		R764.00
	per evening		R1082.00
20.2	Wrestling/Boxing amateur per day		R500.00
20.2	per evening		R649.00
20.3	Professional per day		R1298.00
20.4	per evening		R1947.00
20.5	Dance, stokvels & contests per day		R1038.00
20.6	per evening		R1298.00
20.7	Weddings, receptions, parties per day		R649.00
20.8	- per evening		R909.00
20.9	Church services per day		R519.00
20.10	-per evening		R779.00
20.10	Concert and play schools (Pre-Primary schools) per day		R500.00
20.11	- per evening		R519.00
20.12	Concert and play schools (Primary +High schools) per day		R531.00
20.13	-per evening		R779.00
20.14	Film shows per day		R1038.00

20.15	-per evening		R1233.00
20.16	Professional Plays per day		R2596.00
20.17	- per evening		R3215.00
20.18	Public meetings /Workshops per day		R531.00
20.19	Charity Organisation		R260.00
20.20	Cultural Events per day		R649.00
20.21	-per evening		R909.00
20.22	Board room		R731.00
20.23	Group activities rooms at Libraries: per day or part thereof		R418.00
20.24			
20.25			
21	HIRING OF STADIUM		
21.1	per day for (any function)		R273.00
21.2	per evening (any function)		R519.00
21.3	Per day for Sports, local teams (per game) for Association		R50.00
21.4	Per day for Sports; Friendly Games		R100.00
	Per day for School activities		R100.00
22.1	Copies of computer printout (invoices /statements/pay slips etc)		
22.2	Copies of computer printout history per transaction		R10.00
22.3	Copies of computer printout history per copy		R8.00
22.4	Issue of Demand Letter		R7.00
22.5	Issue of Final Notes 13.00		R8.00
22.6	Issue of a Notice of Handing Over		R14.00
22.7	Issue of sundry letter relating of debt collection		R7.00
22.8	Issue of clearance certificate		R88.00

23.1	AO			
23.2	Plain Paper-map			R101.00
23.3	Plain Paper-map -topo/ortho			R121.00
23.4	Gloss Paper-map			R197.00
23.5	Gloss Paper-topo/ortho			R135.00
23.6	Black and white copy			R31.00
23.2	A1			
23.2.1	Plain Paper-map			R80.00
23.2.2	Plain Paper-map -topo/ortho			R90.00
23.2.3	Gloss Paper-map			R150.00
23.2.4	Gloss Paper-topo/ortho			R180.00
23.2.5	Black and white copy			R30.00
23.3	A2			
23.3.1	Plain Paper-map			R60.00
23.3.2	Plain Paper-map -topo/ortho			R70.00
23.3.3	Gloss Paper-map			R121.00
23.3.4	Gloss Paper-topo/ortho			R144.00
23.3.5	Black and white copy			R30.00
23.4	A3			
23.4.1	Plain Paper-map			R30.00
23.4.2	Plain Paper-map			R35.00
23.4.3	Gloss Paper-map			R40.00
23.4.4	Gloss Paper-topo/ortho			R54.00
23.4.5	Black and white copy			R25.00
23.5	A4			
23.5.1	Plain Paper-map			R35.00
23.5.2	Plain Paper-map -topo/ortho			R40.00
23.5.3	Gloss Paper-map			R45.00

23.5.4	Gloss Paper-topo/ortho		R50.00
23.5.5	Black and white copy		R25.00
23.5.6	Map book- Thematic Maps		R248.00
23.5.7	Map book -Census		R369.00
24	<u>RENTAL OF MUNICIPAL OWNED BUILDINGS:</u>		
24.1	BUSINESS UNITS (per m2 per month)		R25.00
24.2	Offices (per m2 per month)		R25.00
24.3	Rental of Business Stalls (Flat rate)		R80.00
25	<u>DIGGING OF GRAVES</u>		
25.1	Per grave in all areas		R100.00
26	<u>ADVERTISING BILL BOARDS</u>		
26.1	Per m2 per month		R5.00
27			
	<u>RENTAL OF MUNICIPAL ASSETS FOR PRIVATE USE</u>		
27.1	Excavator per hour		R480.00
27.2	Tipper Truck per hour		R250.00

27.3	BELL 93R TLB per hour		R380.00
27.4	Motor Grader per hour		R450.00
27.5	Water Tanker per load		R600.00
27.6	Sand per truck load		R800.00
27.7	Quarry per truck load		R500.00
28	APPROVAL OF BUILDING PLANS		
28.1	Submission fees		R135.00
28.2	Building Deposit: Residential		R980.00
28.3	Building Deposit: Non Residential		R1'750.00
28.4	1-50M ²		R80.00
28.5	51-100 M ²		R160.00
28.6	101-150 M ²		R240.00
28.7	151-200 M ²		R320.00
28.8	201-300 M ²		R480.00
28.9	301-400 M ²		R638.00
28.10	401-500 M ²		R797.00
28.11	501-600 M ²		R957.00
28.12	601-700 M ²		R1'120.00
28.13	701-800 M ²		R1'276.00
28.14	801-1000 M ²		R1'594.00
28.15	1001-1500 M ²		R2'391.00
28.16	1501-2000 M ²		R2'710.00
28.19	Additional M ² ® R1.52 additional area <2000 M ²		
29	THE APPROVAL OF A SWIMMING POOL		
29.1	Submission Fee		R135.00
29.2	Plan Approval Fee		R107.00
29.3	Foundation and Final Inspection		R320.00

29.4	Building Deposit		R930.00
30.	APPROVAL OF BOUNDARY WALLS		
30.1	Submission Fee		R135.00
	Plan Approval Fee		R107.00
	Foundation and Final Inspection		R320.00
	Building Deposit		R930.00
31.			
31.1	INSPECTION FEES		
31.2	Foundation / Excavation		R185.00
31.3	Floor Level		R185.00
31.4	Roof Structure		R185.00
31.5	Sewer Soil Pipe		R185.00
31.6	Final / Occupation		R185.00
32.	PERMISSION FOR THE ERECTION OF TEMPORARY BUILDING MAY BE GRANTED UPON PAYMENT OF A CHARGE OF:		
32.1	Submission Fee		R155.00
32.2	Plan Approval Fee		R125.00
32.3	Foundation and Final Inspection		R367.00
32.4	Building Deposit		R1'067.00
32.5	Such permission shall be valid for six (6) months		
33	BUSINESS LICENSE FEES		ANNUAL Renewal fee 2015/2016
	Application fee		

33.1	R 65.00 application fee plus		
33.2	DRIVING SCHOOL		R 170.00
33.3	DRY CLEANER		R 170.00
33.4	WORKSHOP		R 170.00
33.5	MORTUARY		R 170.00
33.6	HAIR SALON		R 170.00
33.7	SPARES SHOP		R 170.00
33.8	BUTCHERY		R 110.00
33.9	HARDWARE		R 110.00
33.10	CAFE		R 110.00
33.11	SWOP SHOP		R 110.00
33.12	MILK/SHOP		R 110.00
33.13	GUEST HOUSE		R 170.00
33.14	RESTUARANT		R 110.00
33.15	CONTAINER		R 170.00
33.16	TUCK SHOP		R 60.00
33.17	FRUIT SHOP		R 60.00
33.18	HAWKERS		R 60.00
33.19	ANY OTHER		R 60.00
33.20	Supermarkets stores		R 250.00
33.21	GENERAL DEALER		R170.00
33.22	PENALTY FEE FOR LATE RENEWAL 10% TOTAL BALANCE DUE		PENALTY FEE FOR LATE RENEWAL 10% TOTAL BALANCE DUE

34	Community Development Services			
34.1	Cancellations of bookings on Municipal Facilities			50% of Deposit Paid
34.2	Cutting of Grass in residential ervens as per owner's request per hour			60,00
34.3	Cutting of grass in school ervens and Businesses per hour			120,00
34.4	Illegal dumping fine			300,00
34.5	Fine for illegal Sign erected			500,00
35	Tender Documents			
35.1	Tender from R30 000 to R200 000			R100.00
35.2	Tender from R200 000 to R1m			R200.00
35.3	Tender from R1m to R5m			R300.00
35.4	Tender from R5m to R10m			R500.00
35.5	Tender from R10m and above			R1 000 000
36	Ploughing Cost			
36.1	Ploughing			R60.00
36.2	disc			R60.00
36.3	Ridging			R60.00
36.4	planting			R60.00

APPROVED AND REVIEWED BY MSINGA MUNICIPAL COUNCIL ON 24 JUNE 2015 with Council Resolution number:13/2015/FC

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.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. 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 **rejected**. 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 – www.gpwonline.co.za)
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 info.egazette@gpw.gov.za)
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 **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

