



**MUNISIPALITEIT  
MUNICIPALITY  
UMASIPALA**

RB589/29-05-2015

**TABLING OF THE 2015 / 2016 ANNUAL BUDGET (WITH ALL  
BUDGET SUPPORTING DOCUMENTS) BEFORE THE COUNCIL  
FOR CONSIDERATION AND APPROVAL**

**Resolved that:**

1. Council resolves that the annual budget of the municipality for the financial year 2015/16; and indicative for the two projected outer years 2016/2017 and 2017/2018 be approved as set-out in the following schedules:
  - 1.1 Operating revenue by source reflected in schedule A2;
  - 1.2 Operating expenditure by source reflected in schedule A2;
  - 1.3 Operating Income and expenditure by GFS classification reflected in schedule A3;
  - 1.4 Capital expenditure by vote reflected in schedules A5;
  - 1.5 Capital funding by source reflected in schedule A5;

**Optional resolution for appropriating multi-year capital budget**

- 1.6. Council resolves that multi-year capital appropriations by vote and associated funding reflected in schedules A5 be approved.
2. Council resolves that property rates reflected in tariff list in Annexure B are imposed for the budget year 2015/16.
3. Council resolves that tariffs and charges reflected in tariff list in Annexure B are approved for the budget year 2015/16.

4. Council resolves that the amended policies for property rates, indigent, tariffs and debt collection as reflected in Annexure B are approved for the budget year 2015/16.
5. Council resolves that the other amended budget related policies reflected in Annexure B are approved for the budget year 2015/16.
6. That Council considers and approves the 2015/2016 Annual budget with the proposed Municipal tariffs as attached together with the supporting documents as well as the operating and capital budget.

Proposed: Cllr. C September

Seconded: Cllr. P Petersen



CHAIRPERSON / VOORSITTER

29 / 05 / 2015

DATE / DATUM

**TARIFF RULES  
TOWN PLANNING TARIFF STRUCTURE FOR 2015/2016**

**1 GENERAL**

**Period applicable**

- 1.1 Fees effective from 1 July 2015.
- 1.2 The fees replace all previous fees charged by Council.

**Method of payment**

- 1.3 Fees can be paid in cash, by cheque, electronically or postal order.
- 1.4 Cheques and postal orders must be made payable to: Cederberg Municipality.

**Time of payment**

- 1.5 Applicants must pay the fee/s when application/s is/are submitted, except in the case of Impact statements and assessments, which become payable when the need for such an Impact statement / assessment becomes known to Council, if it is not evident when the application is submitted. The applicant must then be notified in writing of further payments and processing of the application may then only commence once payment is made which must be clearly stipulated in the notification.
- 1.6 No processing of applications may commence until the fee/s is/are paid.
- 1.7 All application fees are payable in the case of multiple applications.

**Proof of payment**

- 1.8 A receipt must be issued to the applicant for all fees received. A copy of the receipt must be filed on the relevant file.

**Refunds**

- 1.9 All fees payable are set fees and not deposits.
- 1.10 In the case of the withdrawal of applications, refunds will be paid as follows:
  - a) Before advertising takes place – the full advertising component/fee and 50% of the total of all the other application fees is refunded.
  - b) After advertising has taken place – no refund.
- 1.11 If an exemption or reduction of fees is granted in terms of the provisions of paragraph 2.26, refunds will be given as per the decision.

**Subject to change**

- 1.12 All fees and business rules are subject to change.
- 1.13 The specific fee applicable at the time when the application is accepted by Council, is payable.

## 2 APPLICATION FEES

### Description

- 2.1 Application fees are the minimum fee payable for submitted applications.
- 2.2 All fees are payable per item applied for (each consent use, departure, rezoning, etc, as well as departures from building lines, coverage, height, etc, charged separately) per property, subject to the provisions in 2.3. Amendment of conditions of approval is charged per condition amended and site development / sketch plans are charged per plan (or set of plans) submitted or amended.

### Departure (Regulations) fee

- 2.3 The departure fee must be charged for each type of departure separately, i.e. if a building departs from the street and lateral building lines, coverage as well as from height, then the applicable fee must be charged for the building lines, coverage and height separately. In the case of residential erven 200m<sup>2</sup> or less, as well as subsidised housing schemes, no departure fee at all would be required.
- 2.3.1 Consent uses, temporary departures, rezonings, etc for properties are charged separately and in addition to any departures (regulations) applied for.
- 2.4 Deviation from Council Policies and By-laws are charged per application per property.
- 2.5 Submit Building plan and build on unregistered property will be charged per unregistered property applied for.

### Temporary departure

- 2.6 This fee is payable in respect of each temporary departure application per property applied for. There is a distinction made between applications submitted within urban areas and those submitted in rural areas. Rural areas are clarified by the fact that it refers to Agricultural zoned land. Application fees are further payable in respect of each use applied for.
- 2.6.1 A separate fee is applicable in respect of applications for temporary departure in order to establish a house shop and crèche / daycare facility.

### Consent use

- 2.8 This fee is payable in respect of each application for consent use per property applied for. There is a distinction made between applications submitted within urban areas and those submitted in rural areas. Rural areas are clarified by the fact that it refers to Agricultural zoned land. Application fees are further payable in respect of each use applied for.
- 2.8.1 A separate fee is applicable in respect of applications for consent use in order to establish a house shop and crèche / daycare facility.

### Subdivision

- 2.9 The number of erven include the remainder ("parent erf") i.e. if an erf is subdivided into two portions (the remainder and the new erf), this is counted as two erven. Public roads and public open spaces are excluded from the calculation.
- 2.10 When a property is subdivided into 8 erven, then only the application fee applicable to Up to 10 erven created is payable.

- 2.11 In the event of a property being subdivided into 23 erven the calculation will be as follows : the fee for Up to 10 erven created, plus twice the fee for every additional 10 erven (or part thereof) created above the first 10.
- 2.12 Agricultural Zoned land will be charged per new unit/portion created.

**Exempted subdivision (Section 23)**

- 2.13 This payable for subdivisions exempted in terms of Section 23 of the Land Use Planning Ordinance, 15 of 1985. This fee is payable per application.

**Amendment/cancellation of an approved subdivision plan**

- 2.14 This fee is payable in all cases if a subdivision for which an approval has already been granted (irrespective of whether a general plan has been approved for the subdivision or not) is amended/cancelled.

**Rezoning**

- 2.15 This fee is payable in respect of each application for rezoning per property applied for. There is a distinction made between applications submitted within urban areas and those submitted in rural areas. Rural areas are clarified by the fact that it refers to Agricultural zoned land. A sliding scale applicable to the size of the application property is relevant to all applications within the urban areas (the larger the property, the higher the fee that becomes applicable). Rural areas are charged for each new zone/zoning created.

**Site development plan / Sketch plan fee**

- 2.16 If a single Site development plan or Sketch plan is made up of a set of more than one plan, the applicable fee is charged for a single Site development plan or Sketch plan only. A Site development plan or Sketch plan fee is not payable if a site development plan or Sketch plan is approved at the same time that it is imposed as a condition of approval.

**Naming/Renaming and numbering of streets**

- 2.17 This fee is payable per application submitted.

**New/Amendment of conditions of approval/Site development plan/HOA Constitution & Design Manuals**

- 2.18 This fee is payable per condition or plan or set of plans, constitution or design manual submitted or amended.

**Extension of validity period of a LUPO approval**

- 2.19 Fees should be paid as depicted on the tariff schedule. For all applications for extension the fee will be 50% of the current application fee, for the financial year in which the application for extension is submitted, inclusive of VAT.

**Amendment of approved Structure Plans**

- 2.20 This fee is payable in respect of each application where an approved Structure Plan has to be amended.

### **Removal of restrictions fee**

- 2.21 This fee is payable only in respect of the applications for the removal of restrictive title deed conditions.

### **Zoning Certificate**

- 2.22 This fee is payable when a formal zoning certificate is issued. Payment of this fee is required in respect of each erf for which a zoning certificate is requested.

### **Business Licence**

- 2.23 This fee is payable in respect of each application received for the issuing of a business licence.

### **Exemptions**

- 2.24 All applications submitted by or on behalf of Council are exempt from all the application, advertising and other fees in the attached table. This exemption only applies to applications made by Council or where Council is the developer. All other government institutions must pay the normal fees.
- 2.25 Applications for the establishment of state, provincial and/or council subsidised housing schemes are exempt from all the application and other fees in the attached table. Advertising fees are payable in this regard. Application fees are, however applicable in subsidised housing areas after the establishment of the areas has been completed; subject to the conditions in the establishment of any of the less formal townships.
- 2.26 All applications required to address / give effect to successful resettlement claims in terms of the Restitution of Land Rights Act, as well as in cases where land has been allocated to a successful claimant, such claimant is allowed to submit only one application, for residential development only (but including subdivision, removal of restrictions, etc, related to such residential development), which application(s) are exempt from all the application and other fees in the attached table. Advertising fees are payable in this regard. If a successful land claimant submits a mixed use development application (which includes non-residential development) on land so obtained, such non-residential development gets charged the normal fees as specified for such application, including advertising and service of notice fees, as if the non-residential part of the application is a separate application from the residential part of the development. In cases where a successful land claimant submits a purely non-residential development application (which does not include any residential development) on land so obtained, such non-residential development application is subject to all the fees applicable to any other similar application which wasn't obtained by way of the Restitution of Land Rights Act.
- 2.27 The above fees, if not specifically exempted, also applies to applications in the BCDA areas where Council is the commenting authority.
- 2.28 The Municipal Manager may grant or refuse applications for the exemption of some or all the applicable fees of particular applications which are necessitated due to changes to the developments made at the request of the Environmental Management Services in the interest of environmental or heritage conservation.

### **3 ADDITIONAL FEES FOR HIGH IMPACT APPLICATIONS**

#### **Description**

- 3.1 Additional fees are charged on top of the basic application fees when a Traffic Impact Statement / Assessment (TIA/S) are required, since such applications are more complex and involve more work. The complexity fees are charged to cover additional expenses due to the processing of complex applications, resulting from the fact that such applications normally are more complicated to process and due to the fact that it requires input from specialised staff which would not normally be involved in the assessment of applications which doesn't require an impact statement/assessment
- 3.2 The difference between a Traffic Impact Statement (TIS) and a Traffic Impact Assessment (TIA) is that the TIS complexity fee becomes payable if the application/s applied for will result in 50 to 150 peak hour trips being generated (calculated in terms of the Department of Transport SA Trip Generation Rates) while the TIA complexity fee becomes payable if the application/s applied for will result in more than 150 peak hour trips being generated (calculated in terms of the Department of Transport SA Trip Generation Rates) – consult with your in-house traffic specialist in this regard.

### **4 ADVERTISING FEES**

#### **Advertising framework**

- 4.1 Advertising: is required in terms of the draft Cederberg Municipality Public Participation Policy (A component of the public participation process for land use and development applications), Land Use Planning Ordinance, Removal of Restrictions Act and Western Cape Planning and Development Act.
- 4.2 Advertising will be done in accordance with the Public Participation Policy (A component of the public participation process for land use and development applications) and fees will be charged accordingly.
- 4.3 Advertising in the press and advertising which consists of the serving of notices to interested and affected parties are charged independently (with different fees being applicable). No 'serving of notice' fee is applicable when notifying the applicant of the outcome of an application or notifying any objectors of any of the rights of appeal.

#### **Advertising in the press**

- 4.4 The fee for advertising in the press is applicable whenever press advertising is required in a local weekly newspaper or daily newspaper and Provincial Gazette.
- 4.5 Advertising in the press is a basic advertising fee. Should the actual costs be more, the applicant is liable for such extra costs upon receipt of a quote.
- 4.6 Composite applications for the same property when advertised collectively in the press carry a single advertising fee. If this composite application includes the advertising of a Removal of restrictions application, then the higher advertising fee for the Removal of restrictions shall be charged.

#### **Serving of notices**

- 4.7 The fee for serving of notices is payable when Council conducts the serving of notices. This fee is not applicable when the applicant conducts the advertising.

- 4.8 The fee applicable for different amounts of notices requiring to be served by Council is depicted in the schedule based on the volume of notices served (Up to 5 notices, Up to 10 notices, Up to 25 notices, Up to 50 notices and an additional fee for each 50 notices (or part thereof) additional to the first 50 notices).
- 4.9 The 'serving of notices' fee is also applicable when notices are delivered by Council to interested and affected parties.

## 5 OTHER FEES

- 5.1 Appeal fees are charged and are payable by each party submitting an appeal in respect of any decision taken by Council.
- 5.2 Transfer clearance fees are payable per erf for which application is made for clearance in terms of Section 31 of the Land Use Planning Ordinance, 15 of 1985.
- 5.3 Search fees are charged per half hour when the requested information takes 30 minutes or more to find or produce. If information is specifically requested in terms of the Access of Information Act, the relevant fees as prescribed in terms of that Act applies.
- 5.4 Printing fees:
- a) Printing fees are charged per page according to size. Copies will only be made in the sizes that are available at a particular office.
  - b) The fees charged for electronic information does not include the CD, which must be supplied by the applicant.
- 5.5 Application fees for signage are paid in respect of each sign applied for. A minimum fee for signs smaller than 1m<sup>2</sup> is in place, but when signs are larger than 1m<sup>2</sup>, the minimum fee plus the enhancement fee will be payable for every additional m<sup>2</sup>.
- 5.6 A standard fee is charged for Sectional Title plans.

These business rules must be read in conjunction with the "TOWN PLANNING TARIFF STRUCTURE FOR 2015/2016".  
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