



File: _____

Ref no.: _____

APPLICATION TO LEASE / BUY MUNICIPAL LAND

This application must be submitted to Administration: Properties (properties@sbm.gov.za) / Private Bag X12, Vredenburg, 7380, together with the prescribed sketch and documents or delivered to Administration: Properties at 12 Main Road, Vredenburg. Consult the last page of this form for contact information and the applicable tariffs.

SECTION A: INFORMATION ABOUT THE PROPERTY BEING APPLIED FOR

Property description			
Street address		Postal code	
Extent	Erf number	Allotment	

SECTION B: APPLICANT'S INFORMATION

Name and surname														
Title	Identity number													
Business name														
Registration number	VAT number													
Address											Erf number			
Suburb											Postal code			
Telephone number	Cell number													
E-mail address														

If the applicant is a juristic person:

In terms of the Consumer Protection Act, Act 68 of 2008, please indicate if your asset value or turnover is

☐

Less than R2 million

☐

More than R2 million

Employment information

Employers details														
Employers address											Postal code			
Telephone number	Cell number													

Contact information of a relative not living with the applicant

Name and surname														
Street address											Postal code			
Telephone number	Cell number													

SECTION C: REPRESENTATIVES' INFORMATION APPLYING ON BEHALF OF THE APPLICANT

Name and surname													
Title	Identity number												
Business name													
Telephone number	Cell number												
E-mail address													

Capacity in which the person / party is acting

☐

Letter of authority / power of attorney to act on behalf of the applicant is attached.

SECTION D: NATURE OF THE APPLICATION

☐ Purchase	☐ Lease	☐ Other, please specify
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If the land being applied for is already subject to a lease agreement or encroachment agreement, state the details:

For outdoor seating applications, please indicate the number of **tables** , **chairs** **m² of lease area**

Do you intend serving and allowing the consumption of alcohol in the area you intend to purchase / lease? ☐ Yes ☐ No

Reason for the application (if there is insufficient space here, please attach your motivation as an annexure)

SECTION E: MAP, SITE PLANS AND/OR SKETCH PLANS SHOWING THE LAND INVOLVED

A copy can be downloaded from the Saldanha Bay Municipality's website (www.sbm.gov.za) by clicking on Map Viewer on our home page.

Attach a sketch plan showing at least the following: • Applicant's property and the land applied for in different shadings • Approximate size of land being applied for extension and dimensions • Street names and numbers • Erf numbers • Position of buildings/structures • Approximate direction of north • Manhole covers, electricity, telephone lines and water meters	Telecommunication applications must include the following: • An A4/A3 site plan showing the; • Positioning of the mast • Height • Access to the site • Indicating clear distances from boundaries • Side elevation • Superimposition of proposed base stations • Coverage maps, indicating existing network coverage of service providers in the area • Public safety zone map • Surrounding base station map - showing 1km radius around proposed site with reception distances from existing masts
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SECTION F: SUPPORTING INFORMATION TO BE SUPPLIED BY THE APPLICANT (incomplete applications will not be processed)

- ☐ Land / property sketch
- ☐ Certified Copy of applicant's identity document, marriage certificate and copy of spouse's identity document.
- ☐ Certified proof of registration if the applicant is a company, close corporation, registered welfare organization, charitable NGO, non-profit organization or a religious organization (not older than 3 months).
- ☐ Copy of municipal account and municipal account number (not older than 3 months).
- ☐ Letter of good standing of company (not older than 3 months)
- ☐ Declaration of interest (**Annexure A - compulsory**)
- ☐ Social care organizations to provide proof of registration with the Provincial Administration: Western Cape, Department of Social Services (not older than 3 months)
- ☐ VAT number, if the applicant is VAT registered
- ☐ A valid tax clearance certificate issued by South African Revenue Services (SARS) confirming that the applicant is registered with SARS and in good standing, must be provided
- ☐ A locality plan indicating adjacent owners
- ☐ Letters of support from adjacent owners for purposes of compliance to public participation requirements
- ☐ WinDeed report (*telecommunication applications only*)
- ☐ Motivation letter for the proposed site with investigation of possible co-location or rooftop alternatives (*telecommunication applications only*)

SECTION G: DECLARATION

I / we, the applicant/s are aware that the application will be subject to a debit profile SARS compliance status, Central Supplier Database (CSD) and Company Intellectual Property Commission (CIPC) verification and the application will not be finalised until municipal accounts have been settled or arrangements have been made to settle the amount in arrears.

I/we, the undersigned Applicant(s), hereby give consent to SARS, Central Supplier Database (CSD), Companies and Intellectual Property Commission (CIPC) to disclose my/our information to Saldanha Bay Municipality and the National Department of Cooperative Governance (COGTA) for the purpose of verifying the details that I/we have disclosed to the Municipality in support of my/our application for municipal land.

I / we acknowledge that the submission does not constitute approval of any land transaction and the application fee is non-refundable.

Signatory's name and surname										
Date	<table><tr><td>D</td><td> </td><td>M</td><td> </td><td>Y</td><td> </td><td>Y</td><td> </td></tr></table>		D		M		Y		Y	
D		M		Y		Y				
Witness's name and surname										
Date	<table><tr><td>D</td><td> </td><td>M</td><td> </td><td>Y</td><td> </td><td>Y</td><td> </td></tr></table>		D		M		Y		Y	
D		M		Y		Y				

NON-VIABLE PROPERTIES

“Non-viable property” means property that, owing to urban planning, physical constraints or extent cannot be developed on its own or function as a separate entity and that can therefore become functional only if used by an adjoining owner in conjunction with such owner's property.

VIABLE PROPERTIES

“Viable property” means property that can be developed and function as a separate entity.

TARIFF FOR THE 2026/2027 FINANCIAL YEAR

Kindly note the **non-refundable application fee** is payable on submission. An incomplete application form or form with missing supporting documentation will not be processed.

Description	Non-refundable application fee
Purchasing application fee (including VAT)	R2 942.00
Leasing application fee (including VAT)	R2 942.00
Application to lease Municipal land for community related or organizational purposes	R602.00
Application to lease Municipal land for gardening purposes	R602.00
Minor rental i.r.o Minor encroachments : more than 0 - 1m ² encroachment over the property boundary	R0
Minor rental i.r.o Minor encroachments More than 1-5m ² encroachment over the property boundary or bigger than 5m ²	R602.00 per annum

* Applicable tariffs can be paid at any Municipal Offices or directly into Saldanha Bay Municipality's bank account.

Banking Details:

Bank: Standard
Account Name: Saldanha Bay Municipality
Account Number: 083 2900 44
Account Type: Current
Reference: Land application (Applicant / Entity's Name)

Property section and physical address**Contact person**

Administration Building 12 Main Road Vredenburg 7380	Beryldene Mentoorn 022 701 7152 beryldene.mentoor@sbm.gov.za
	Monique Simerie 022 701 7193 monique.simerie@sbm.gov.za
	Chante Africa 022 701 7102 chante.africa@sbm.gov.za
	Natasha Engelbrecht 022 701 7026 natasha.engelbrecht@sbm.gov.za