

OFFICE OF THE CITY MANAGER - LEGAL SERVICES									
CAT	SERVICES RENDERED	UNIT	REMARKS	2024/25	2024/25	VAT	2025/26	2025/26	% Increase / decrease
				Recalculated	R	Yes/No	Recalculated	R	
				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
	Access to Information		The following tariffs are prescribed in the Promotion of Access to Information Act 2 of 2000: Regulations Relating to the Promotion of Access to Information, 2021						
	Fees for reproduction i.t.o. section 15 (3)		This refers to the reproduction of automatically available information without a person having to request access in terms of this Act.						
SB	Photocopy A4	per page	For every photocopy of an A4-size page or part thereof	1.50		n	1.50		0.00%
SB	Printed A4	per page	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	1.50		n	1.50		0.00%
SB	Copy in a computer readable form						0.00		
SB	Flash drive (to be provided by requestor)	per flash	Flash drive	40.00		n	40.00		0.00%
SB	If provided by requestor	per disc	Compact disk	40.00		n	40.00		0.00%
SB	If provided to the requestor	per disc	Compact disk	60.00		n	60.00		0.00%
SB	Transcription for visual image A4	per page	For a trascription of visual images, for an A4-size page or part thereof	Service to be outsourced. Will depend on quotation from Service provider.		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Copy of visual image (Video, CCTV)	per image	For a copy of visual images (Video, CCTV)	Service to be outsourced. Will depend on quotation from Service provider.		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Transcription of audio recording A4	per page	For a transcription of an audio record, for an A4-size page or part thereof	24.00		n	24.00		0.00%
SB	Flash drive (to be provided by requestor)	per recording	Flash drive	40.00		n	40.00		0.00%

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				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
SB	Compact disc								
SB	If provided by requestor	per recording	Compact disk	40.00		n	40.00		0.00%
	If provided to the requestor	per recording	Compact disk	60.00		n	60.00		0.00%
							0.00		
SB	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonable required for such search and preparation. To not exceed a total cost of	Search	Search	300.00		n	300.00		0.00%
SB	Deposit: if search exceeds 6 hours	Deposit	Deposit	One third of amount per request.		n	One third of amount per request.		
SB	Postage, email or any other electronic transfer	Postage	Postage	Actual expense, if any.		n	Actual expense, if any.		
	Request Fees								
SB	Request for access	per search	The request fee of R100.00 is payable by every requester, it is paid upfront. The request fee is referred to in regulation 7 (3) and prescribed in item 1 of Annexure B to the Regulations.	100.00		n	100.00		0.00%
	Access fees		A requester whose request for access to a record of a public body has been granted must pay an access fee for reproduction and for search and preparation contemplated in subsection (7) (a) and (b) of PAIA and prescribed in item 1 of Annexure B to the Regulations.						
SB	Photocopy A4	per page	For every photocopy of an A4-size page or part thereof	1.50		n	1.50		0.00%
SB	Printed A4	per page	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	1.50		n	1.50		0.00%
SB	Copy in a computer readable form								
	Flash drive (to be provided by requestor)	per flash	Flash drive	40.00		n	40.00		0.00%
	If provided by requestor	per disc	Compact disk	40.00		n	40.00		0.00%

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				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
	If provided to the requestor	per disc	Compact disk	60.00		n	60.00		0.00%
SB	Transcription for visual image A4	per page	For a trascription of visual images, for an A4-size page or part thereof	Service to be outsourced. Will depend on quotation from Service provider.		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Copy of visual image (Video, CCTV)	per image	For a copy of visual images (Video, CCTV)	Service to be outsourced. Will depend on quotation from Service provider.		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Transcription of audio recording A4	per page	For a transcription of an audio record, for an A4-size page or part thereof	24.00		n	24.00		0.00%
SB	Flash drive (to be provided by requestor)	per recording	Flash drive	40.00		n	40.00		0.00%
SB	Compact disc								
SB	If provided by requestor	per recording	Compact disk	40.00		n	40.00		0.00%
SB	If provided to the requestor	per recording	Compact disk	60.00		n	60.00		0.00%
SB	To search for and prepare the record for disclosure for each hour or part of an hour (R100), excluding the first hour, reasonable required for such search and preparation. To not exceed a total cost of(R300).	Search	Search	300.00		n	300.00		0.00%
SB	Deposit: if search exceeds 6 hours	Deposit	Deposit	One third of amount per request.		n	One third of amount per request.		
SB	Postage, email or any other electronic transfer	Postage	Postage	Actual expense, if any.		n	Actual expense, if any.		
	Postage		The actual postage is payable upfront when a copy of a record must be posted to a the requester						

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				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
SB	Ordinary Mail: DL	per envelope		8.58	9.87	y	8.58	9.87	0.00%
SB	Ordinary Mail: B5	per envelope		13.77	15.84	y	13.77	15.84	0.00%
SB	Ordinary Mail: C4 & B4	per envelope		16.06	18.47	y	16.06	18.47	0.00%
SB	Register Mail: DL	per envelope		39.30	45.20	y	39.30	45.20	0.00%
SB	Register Mail: B5	per envelope		44.47	51.14	y	44.47	51.14	0.00%
SB	Register Mail: C4 & B4	per envelope		46.62	53.61	y	46.62	53.61	0.00%
	Section 62 Appeal								
PCR	Administration and processing of section 62 Appeals	Per Appeal	Administration and processing cost of appeal (Tender and Signage appeals) submitted in terms of section 62 of the Local Government: Municipal Systems Act 32 of 2000. The appeal tariff will only be implemented on approval of Council Policy on section 62 Appeals.	260.87	300.00	y	260.87	300.00	0.00%
PCR	Surcharge - Section 62 Tender Appeals	Per Tender Appeal	Applicable to vexatious and frivolous or otherwise manifestly inappropriate tender appeals in terms of section 62 of the Local Government: Municipal Systems Act 32 of 2000. The appeal tariff will only be implemented on approval of Council Policy on section 62 Appeals.	$\frac{1}{2}([\text{Administrative cost of tender appeal}] + 0.25\%[\text{Appellant's tender price}])$	$\frac{1}{2}([\text{Administrative cost of tender appeal}] + 0.25\%[\text{Appellant's tender price}])$	y	$\frac{1}{2}([\text{Administrative cost of tender appeal}] + 0.25\%[\text{Appellant's tender price}])$	$\frac{1}{2}([\text{Administrative cost of tender appeal}] + 0.25\%[\text{Appellant's tender price}])$	