



For office use only

File: _____ Ref no.: _____

APPLICATION TO LEASE / BUY MUNICIPAL LAND

This application must be submitted to Property Transactions P O Box 4557, Cape Town, 8000, together with the prescribed sketch and documents or delivered to the relevant City of Cape Town office. 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	
Identity number			
Business name / Restaurant name (if applicable)			
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.

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.

Non-viable Property Holding regional offices and physical addresses

Tygerberg Region Goodwood Municipal Offices, 1st Floor, cnr Voortrekker Road and De Villiers Street, Goodwood	021 444 4967
Southern Peninsula Plumstead Administrative Offices, 3 Victoria Road, Plumstead	021 444 2583
Cape Town Region Cape Town Civic Centre, 13th floor, 4 bay side, 12 Hertzog Boulevard Cape Town	021 400 6551
East Region Omniforum Building, 2nd Floor, 94 Van Riebeeck Road, Kuils River	021 444 5878

Non-viable property has two sub-categories, namely:

"Telecommunications" applications are for the installation of telecommunications infrastructure or sharing of telecommunications infrastructure.

"Outdoor seating" are applications to place outside tables and chairs on public space during restaurants' operating hours.

Head Office: Telecommunications infrastructure Cape Town Civic Centre, 13th Floor, 4 bayside, 12 Hertzog Boulevard, Cape Town	021 400 1131
Head Office: Outdoor seating Cape Town Civic Centre, 13th Floor, 4 bayside, 12 Hertzog Boulevard, Cape Town	021 400 6209 021 400 6438

VIABLE PROPERTIES

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

Viable property disposals and acquisitions branch and physical address

Contact person

Cape Town Civic Centre, Tower Block, 13th Floor, 4 bayside, 12 Hertzog Boulevard, Cape Town	Lindsay Martin 021 400 3900
---	--------------------------------

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) Leasing application fee (including VAT)	R3 163 R3 163

SECTION D: NATURE OF THE APPLICATION

☐ Purchase

☐ Lease

☐ Other, please specify

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 City Map Viewer on the City's website (<https://citymaps.capetown.gov.za/EGISViewer/>)

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 1 km radius around proposed site with reception distances from existing masts

SECTION F: SUPPORTING INFORMATION TO BE SUPPLIED BY THE APPLICANT (incomplete applications will not be processed)

- ☐ Building plan (where applicable)
- ☐ Deed of Trust
- ☐ Letter of authority
- ☐ Land / property sketch
- ☐ 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, trust, body corporate, home owners association, close corporation, registered welfare organisation, charitable NGO, non-profit organisation or a religious organisation
- ☐ Copy of municipal account and municipal account number
- ☐ Social care organisations to provide proof of registration with the Provincial Administration: Western Cape, Department of Social Services
- ☐ 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 credit control, debit profile SARS compliance status 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 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 Signature

Witness's name and surname

Date Signature



CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

I/We the undersigned

(NAME & ID / PASSPORT NUMBER)

hereby give my/our consent for the processing (use) of my/our personal information by the City of Cape Town for the purposes of carrying out the following work: City of Cape Town for the purposes of carrying out the following work:

(PLEASE TICK THE APPROPRIATE BOX):

☐

Processing my application to lease City land;

☐

Processing my application to purchase City land:

☐

Other (please specify)

I/we further consent to the use of our personal information:

- That the City of Cape Town may use my/our full names, surname, addresses, property details, ID numbers, designations, company details, financial information, contact numbers and any other personal information as required in processing my/our application to lease or purchase City property or a portion of City land;
- That the City of Cape Town requires the above personal information in processing applications, drafting lease/disposal plans, memorandums, in-principle letters, reports, lease agreements, sale agreements and other internal documentation;
- That I/we voluntarily authorize the City of Cape Town to process my/our personal information;
- That the City may use my/our personal information to instruct Attorneys/Conveyancers appointed to attend to the registration of my/our transaction;
- This consent is effective immediately and will remain effective until my relationship and/or instructions with the City of Cape Town comes to an end;

I/we further consent to the use of our personal information:

- That the City of Cape Town may use my/our full names, surname, addresses, property details, ID numbers, designations, company details, financial information, contact numbers and any other personal information as required in processing my/our application to lease or purchase City property or a portion of City land;
- That the City of Cape Town requires the above personal information in processing applications, drafting lease/disposal plans, memorandums, in-principle letters, reports, lease agreements, sale agreements and other internal documentation;
- That I/we voluntarily authorize the City of Cape Town to process my/our personal information;
- That the City may use my/our personal information to instruct Attorneys/Conveyancers appointed to attend to the registration of my/our transaction;
- This consent is effective immediately and will remain effective until my relationship and/or instructions with the City of Cape Town comes to an end;

SIGNED AT

(place) on

(date)

APPLICANT NAME

APPLICANT SIGNATURE

Should you not agree to the terms and conditions as set out in this consent form, you must notify the City of Cape Town immediately, failing which it will be deemed that you accept and agree to the terms set out.