



Email your completed form to: BIVR@capetown.gov.za

APPLICATION TO CHANGE THE PROPERTY RATING CATEGORY TO PROPERTIES OWNED BY AN ORGANISATION - NOT FOR PROFIT

Note: PBOs conducting specified benefit activities as defined in the MPRA are on a separate form.

What is a "not for profit" organisation?

The Rates Policy has a number of property rating categories for organisations working in the public benefit organisation (PBO) and non-profit organisation (NPO) space. The Rates Policy does not limit ownership to formally registered PBOs and NPOs and includes other potential organisations working for public good as listed in section C below. Each of these property rating categories combine ownership with a specific use as set out in section D.

SECTION A: INFORMATION OF APPLICANT/ORGANISATION

Name of organisation										
Registered owner of the property (as it appears on the title deed)										
Physical address of property										
Allotment/suburb							Postal code			
Erf number				Municipal account number						
Organisation's website address										
Contact person's name and surname										
Contact number					Cell number					
Email address										

SECTION B: DOCUMENTATION REQUIRED TO CHANGE THE PROPERTY RATING CATEGORY

Please submit the following compulsory documentation:

- ☐ A copy of the founding documents of the organisation;
- ☐ A valid tax clearance certificate or confirmation of tax compliance status
- ☐ SARS document confirming PBO/NPO/NPC registration (if applicable)

Note: If all the requested documentation is not submitted, the application will not be processed.

The City/Municipal Valuer reserves the right to request additional documentation if so required.

SECTION C: "NOT FOR PROFIT" ORGANISATION'S DETAILS

Select the type of non-profit organisation:

- ☐ Non-profit company defined as such in terms of section 1 of the Companies Act Act 71 of 2008
- ☐ A registered non-profit organisation registered in terms of the Non-Profit Organisations Act 71 of 1997
- ☐ A registered public benefit organisation registered in terms of the Income Tax Act 52 of 1962
- ☐ A trust where none of the trustees are beneficiaries and the trust operates for a public benefit
- ☐ A voluntary organisation operating for a public benefit
- ☐ A religious organisation

SECTION D: PROPERTY USAGE

Please select what the property is used for:

- ☐ **Accommodation for the vulnerable**, means a property used as:
 - ☐ A shelter for homeless adults
 - ☐ A shelter for the abused and/or victims of violence
 - ☐ A children's home which cares for homeless children as stipulated in the Children's Act, Act 38 of 2005 used primarily for the accommodation of children.
 - ☐ A home accommodating and catering for the health of physically or mentally challenged individuals

SECTION D: PROPERTY USAGE (continued from page 1)

Please select what the property is used for:

- ☐ **Animal shelter**, means a property used for the protection, rescue and rehabilitation of domestic animals.
- ☐ **Exclusively used for amateur sport**, means a property used exclusively for amateur sport.
- ☐ **Local community museum**, means a property that is used as a museum that concentrates on the history and culture of the immediate local community within which it is situated.
- ☐ **Early childhood development (ECD) facility**, means a property used as an early childhood development facility registered with the Western Cape Provincial Government.
- ☐ **Old-age home**, means a property specifically used for the provision of accommodation of and care for the poor and needy retired persons that live together in community with one another; and where 90% of the retired persons are at least 60 years of age. The care provided may include but is not limited to nursing services, physical and psychological assistance, and the provision of meals/food. This specifically excludes property that is used as a retirement village and/or where life rights are applicable.
- ☐ **Youth development**, means a property used for the provision of extra-mural activities to the youth or for youth development programmes / purposes (including organisations such as the Scouts, Girl Guides, Voortrekkers or organisations the Municipal Valuer deems to be similar).

Signatory's name and surname

Date

Signature

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Kindly insert the property information (erf number and address) in the subject line.