



**Knysna**

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

**APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:**

Name of Applicant :-----

Residential Address :-----

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Erf Number :-----

Telephone/Cell No :-----

Email address :-----

To buy property

To lease property for a period of .....

To lease by means of encroachment

Description of municipal owned property.....

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(Portion of Erf.....).

Size of property to be considered (.....m<sup>2</sup>).

Zoning of Property.....

Intended Use of Property.....

**Reason/Motivation for application:**

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**Support/Objections/Comments of Neighbours and/or Residents Associations to the property that is being applied for** *(only registered property owners may comment)*

Erf No.....

Address.....

Name and Signature.....

Contact Details.....

Approved

Disapproved

**Comments**

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.....  
.....

Erf No.....

Address.....

Name and Signature.....

Contact Details.....

Approved

Disapproved

**Comments**

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**The following documents must be attached to the application:**

- Any additional motivation or comments
- Sketch plan that indicates the property that is being applied for.
- Copy of identity document of the applicant.
- If the applicant is a non-profit or non-governmental organization, NPO or NGO registration certificate must be attached.
- If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.

**Please note:**

- Incomplete applications will not be considered.
- A non-refundable application fee is payable on submission; proof of payment must be attached to the application form.
- Application to lease property will be finalized between 4 - 6 months after the date on which the complete application was received subject to no objections being received.
- Applications to purchase property will be finalized between 6 - 12 months after the date on which the complete application was received subject to no objections being received.
- In the event that a person purchases property from the Municipality, he will be responsible for some or all of the following costs depending on the specific transaction, namely: Sub division costs, advertisement costs, land use costs, road closure costs, consolidation costs, surveyor costs, transfer costs, valuation costs, and connection costs to Municipal services.
- In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs, valuation costs (in some cases) and monthly Municipal service costs.
- I hereby give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for the purpose of this application.

**TARRIFF FOR THE 2022/2023 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

1.	<b>Alienation and leasing of Municipal Land</b>		
2.	<b>Application Fee to lease/Purchase Municipal Property</b>	<b>per application</b>	<b>R250,00</b>
3.	<b>Advertising Fee</b>	<b>per application</b>	<b>R500,00</b>

	<b>Encroachment on municipal land</b>		
4.	<b>Encroachment of 0m<sup>2</sup> - 50m<sup>2</sup> over the property boundary</b>	<b>Per annum</b>	<b>R1 500,00</b>
5.	<b>Encroachment of 50m<sup>2</sup> &gt; over the property boundary</b>	<b>Per annum</b>	<b>R3 000,00</b>

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**Signature of Applicant**

**Date:**

**For Official use**

COLLAB NUMBER OF APPLICATION:.....

DATE ITEM SERVED BEFORE COUNCIL:.....

DATE ADVERTISEMENT WAS PLACED IN THE NEWSPAPER:.....

DATE ON WHICH THE AGREEMENT WAS SIGNED:.....

COLLAB NUMBERS OF CORRESPONDENCE WITH APPLICANT IN REGARDS TO THIS APPLICATION:.....