



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

APPLICATION TO LEASE OR PURCHASE MUNICIPAL PROPERTY:

Name of Applicant :-----

Residential Address :-----

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.....

(Portion of Erf.....).

Size of property to be considered (.....m²).

Zoning of Property.....

Intended Use of Property.....

[illegible]

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

.....

.....

.....

.....

Erf No.....

Address.....

Name and Signature.....

Contact Details.....

☐

Approved

☒

Disapproved

Comments

.....

.....

.....

.....

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.

TARIFFS FOR THE 2026/2027 FINANCIAL YEAR (Vote number: 357450668509 OR 9/209-32-43)

Kindly note the **non-refundable application fee** is payable on submission. An application form that is incomplete, missing supporting documentation, or lacking proof of payment of the application fee will not be processed.

	Alienation and leasing of Municipal Land		
1.	* Application Fee to lease/Purchase Municipal Property (Commercial uses)	per application	R2.074.00
2.	* Application Fee to lease/Purchase Municipal Property (Residential uses)	per application	R1.037.00
3.	* Application Fee to lease/Purchase Municipal Property (Social care, emerging farmers and community garden uses)	per application	R518.50
4.	Valuation Fee	per valuation	Cost plus 15%
5.	Advertising Fee	per advert	Cost plus 15%
6.	Drafting of contract (Residential)	per contract	R 155.55
7.	Drafting of contract (Commercial and Industrial)	per contract	R 311.10
	*Application fees also mean applications for amendments to existing agreements or approvals.		
	Encroachment on municipal land		
8.	Encroachment over the property boundary	Per annum	Market Related Rate

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:.....