



KDM Finance
Justice Mpanza Building
Corner of Gizenga & Mahatma Gandhi Street, Kwadukuza
P O Box 72, Kwa Dukuza, 4450
Tel: 032 437 5500
Email: MunicipalM@kwadukuza.gov.za

BUSINESS RELIEF FOR PROPERTIES /BUSINESSES AFFECTED BY JULY 2021 CIVIL UNREST APPLICATION FORM

One application form to be completed for each property or businesses affected

1. VALUATION ROLL PROPERTY AND RATES ACCOUNT DETAILS OF PROPERTY AFFECTED BY DISASTER	
Full Description of property (Roll)	
Property Address (Roll)	
Name of Owner (Roll)	
Market Value (Roll)	
Category of Property (Roll)	
Rate Account Number	
Electricity Meter number	
Case number for the reported incident (Compulsory Requirement)	
Insured/Uninsured status	
Date of Incident	
Estimated Date to Restore property (not longer than 6 months)	

***(Attach a separate list if this space is insufficient including all details of the trustees e.g. physical addresses, contact details, place of work)**

2. PARTICULARS OF APPLICANT	
Full Names *	
ID Number	
Names of Trustees * (in the case of a trust)	

Postal Address	
Contact Cell Number	
Email Address	

NATURE OF APPLICATION	PLEASE TICK
CATEGORY 1	
CATEGORY 2	

3. REQUIREMENTS FOR SUBMISSION OF APPLICATION	
Category 1 – Total Destruction	<ul style="list-style-type: none"> • An Engineer's report declaring the building unsafe due to structural damages. • A valid <u>Case Number</u> issued by the SAPS confirming that the matter was reported. • Photographic evidence of the damages. • An affidavit confirming whether the property is insured or not. • A copy of the application letter submitted to Building Control in line with the approved building control relief scheme for damaged buildings and Approval letter by Building control granting the owner permission to start with the rebuilding of the property. • An undertaking that the property owner will inform the municipality when the building is complete and will obtain relevant occupation certificates, which will trigger a new evaluation. • An undertaking that the building rubble will be removed and transported to an accredited municipal landfill site, or, a skip will be source from KDM or any other reputable supplier.
Category 2 – Partial Damage	<ol style="list-style-type: none"> a. An Engineers report declaring the building unsafe. (<u>Optional</u>) b. A valid Case Number issued by the SAPS confirming that the matter was reported. c. Photographic evidence of the damages. d. An affidavit confirming whether the property is insured or not.

	<p>e. Proof that 50% of building has not been operational for a period of more than 30 days from the <u>14th of July 2021</u>.</p> <p>An undertaking that the building will be repaired, and hoarding removed within the period of six months in order to avoid a situation where the building become a derelict or problem building.</p>
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4. PROVIDE PARTICULARS OF EXTENT OF DAMAGES TO VALUATION ROLL PROPERTY AND OTHER RELEVANT INFORMATION RELATED TO SERVICE CHARGES.

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5. APPLICANT'S DECLARATION

I/WE the undersigned

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In my/our capacity as a registered Owner of the above property* / duly authorised representative of the owner*

(*delete, where NOT applicable) **DO HEREBY:**

- (a) DECLARE that the particulars in the application and all enclosures are to the best of my/our knowledge, true and correct;
- (b) DECLARE, in the case of damage to property by fire that such damage was not attributable to an act of arson;
- (c) UNDERTAKE to inform the Municipality immediately of any changes in the particulars furnished in the application where such changes may reasonably be regarded as having a material effect on the application;
- (d) AGREE and am/are aware that incorrect information would affect consideration of my/our Application and that the Municipality has a right to cancel a rebate, once granted on account thereof;
- (e) ACKNOWLEDGE that I/We will be liable for any fee/penalty/rates that Municipality may charge or for costs that may arise from any appropriate legal action as a consequence of the Municipality relaying upon incorrect information in this Application;
- (f) UNDERTAKE to furnish additional documentary proof, if requested by the Municipality;
- (g) CONSENT to the processing of the information, for all purposes associated with the Application hereby made and/or any other purpose compatible with the purpose for which it was initially provided and/or necessary for the legitimate and justifiable interests of the Municipality;
- (h) GIVE my/our express consent to the Municipality to share with other departments the personal information contained in this Application, where verification is required;
- (i) ACKNOWLEDGE that if I/We willfully give information which is false in any material respect, the Municipality institute criminal charge against me/us, in addition to other sanctions as may be permissible in law.
- (j) An applicant whose rights are affected by the decision of this application, may lodge a dispute in terms of the relevant procedures of the municipality and the appeal process in accordance with Section 62 of the Local Government: Municipal Systems Act 32 of 2000.
- (k) DECLARE that there are no legal matters or disputes regarding unauthorized use presently in effect with KwaDukuza Municipality.
- (l) I ACKNOWLEDGE THAT THE KWADUKUZA MUNICIPALITY RESERVES ITS RIGHT NOT TO GRANT ANY REBATE IN TERMS OF THE SUBMISSIONS MADE.

5. APPLICANT'S DECLARATION

FULL NAME OF APPLICANT

CAPACITY

SIGNATURE

DATE

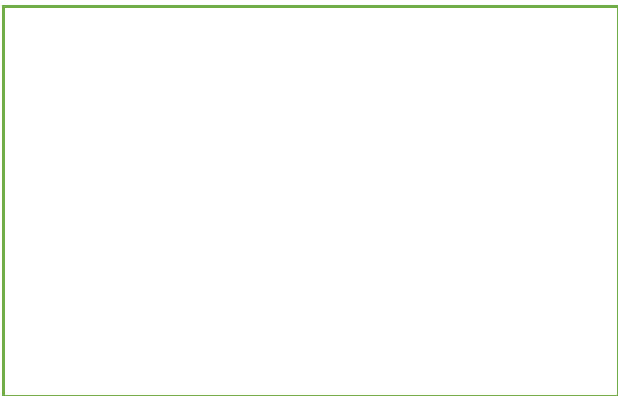
6. COMMISSIONER OF OATH

I, _____(Full names) HEREBY CERTIFY that the Deponent has acknowledged before me that he / she has read, knows and understands the contents of the above declaration, and that in compliance with the regulations contained in Government Notice No. R1258 published on 21 July 1972 as amended by Notice No. R1648 of 19 August 1977, the said Deponent signed this declaration before me at

(Place)_____ on this date_____ (dd/mm/yy)

COMMISSIONER OF OATH SIGNATURE

DATE



COMMISSIONER OF OFFICIAL STAMP

7. SUPPORTING DOCUMENTATION

Complete the following checklist and attach all the information and documentation relevant to the application.

Please note that failure to submit all information and documentation required will result in the application being deemed incomplete and acceptance may be refused.

COMPULSORY INFORMATION AND DOCUMENTATION REQUIRED:		
Y	N	Incident Report Case number from South African Police, for reported Damage of property due to unrest, where applicable
Y	N	Where a property has been condemned, Letter from Economic Development and Planning Business Unit (Building Control) confirming the approved application or pending application.
Y	N	Letter of Proxy (not older than 30 days as at date of application where application is made on behalf of a natural person who is the registered owner of the property)
Y	N	Photographs of the incident (Damage to Property)
Y	N	Letters of Authority of each and every Trustees in the case of a Trust
Y	N	Certified copy of Identity Document of the applicant (if a natural person)
Y	N	Certified copy of Registered Document /Constitution (if the owner is a juristic entity)
Y	N	Copy of most recent municipal accounts (water, electricity, rates (not older than 3 months)
Y	N	Copy of minutes of meeting authorizing the signatory to sign this Application (where the registered owner of the property is a juristic entity)
Y	N	Engineering report confirming the extent of damage issued by the registered or professional engineer.

NB: If a copy of a document is produced, it must be a certified copy of an original, signed by a Commissioner of Oaths/Justice of the Peace containing his/her full names, designation and physical address and telephone number.

For Office Use Only

Account No: _____

Application: Approved / Not Approved _____

Reason/s for refusal _____

Approved / Not Approved By:

Name _____ **Signature:** _____ **Date:** _____

Designation _____