

KOUGA MUNICIPALITY

POLICY ON THE REGULATION OF EXTERNAL AND PRIVATELY OWNED

CCTV

(Closed Circuit Television)

CAMERAS ON COUNCIL AND PRIVATE PROPERTY

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DEFINITION AND ABBREVIATIONS

“Applicant”	means a registered organization, body or person applying to Kouga Municipality for authority to install a CCTV system, camera, equipment or merely registering a CCTV camera on Municipal property or viewing public land;
“CCTV”	means Closed-Circuit Television and is the industry standard in surveillance cameras;
“Council”	means the Municipal Council of the Kouga Municipality;
“Infrastructure”	means any land, building or fixture attached to it, any pole, fence, wall, bridge, sign, cabling, tree, tower or fixture attached to it;
“Kouga Municipality”	means Kouga Municipality, a municipality established in terms of the Local Government: Municipal Structures Act, 1998 (as amended), or any structure or employee of the Municipality acting in terms of delegated authority;
“Municipal Property”	means land, structures and infrastructure owned by the Kouga Municipality;
“Person”	includes a natural or juristic person;
Public Areas	any area which is free and open to the general public at all times including roads and pavements;
“Register”	means a process whereby an applicant registers a CCTV system, camera or any related equipment on Municipal land or infrastructure;
“Structure/s” that are	means an item or items made up of a number of parts held or put together in a particular way;
“Temporary Installation”	means the installation of a CCTV camera or system on Municipal land or infrastructure, not exceeding thirty(30) days. This includes a trailer adapted to be a roving mobile CCTV camera device; and
“Vetting Committee”	means a committee headed by the Chief Traffic and Security and relevant members from the Municipal line departments.
“Privately Owned”	shall, or the purposes of this Policy, mean property owned and /or occupied by a private individual or organisation, rather than by the government or public body.

1. PREAMBLE

- 1.1 The Kouga Municipality is experiencing an increase of privately owned CCTV cameras, installed on Council land and infrastructure, without authorization.
- 1.2 Some of these installations damage and clutter Kouga Municipality's structures, duplicating the purpose of existing cameras monitoring an area, where applicable.
- 1.3 There is currently no application process in place for recognised organizations, a registered body or a person to register their CCTV system with the Municipality.
- 1.4 There is currently no effective way to ascertain the ownership of a CCTV camera installed on Council land, which affects investigation processes by the South African Police Services and information gathering by Kouga Municipality Law Enforcement and Traffic Services.

2. DESIRED OUTCOME

- 2.1 The aim of this policy is to regulate all CCTV on Municipal and private property positioned towards municipal property or a public open space, while promoting the use of CCTV cameras, as a mechanism to deter crime and promote a safer town.
- 2.2 The policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV infrastructure on Municipal structures. A written agreement in this regard, between Kouga Municipality and the applicant, will be entered into, once the application is approved by Council, or by the Vetting Committee in the event that such authority is delegated to the Committee.
- 2.3 The policy will enable the registration of all CCTV cameras currently installed on Municipal structures, infrastructure and land by 31 December 2018.
- 2.4 The policy shall allow for improved security by providing for reasonable connecting mechanisms i.e. either by physical or via fixed or non-fixed line when required, to allow the SAPS and accredited Security Companies access into the applicant's CCTV system, to view the public area via CCTV.
- 2.5 If there is benefit of a private and external CCTV camera to Kouga Municipality, Council may subsidize the monthly electricity usage for each individual third party camera.

- 2.6 The Council may consider the possibility of paying, in full, or part thereof, the installation fees for Council approved special rating areas, community based Organizations, Neighborhood Watches and Community Police Forums (registered with the Provincial Dept. of Community Safety), of the actual cost involved to install a pole for one or more cameras, including the electrical connection to such pole (or on any other existing Council owned infrastructure), as well as the monthly electrical tariff, upon considering a written submission made by such entity, which will include proof of funding limitations suffered by such entity or any other relevant factor which Council could consider. Council may consider installing additional poles for the sole purpose of CCTV surveillance if there is no existing pole that can be used.
- 2.7 The Kouga Municipality will welcome cross-subsidization of systems, from third party applicants, for impoverished areas. A written agreement will be entered into between such donor party and the Kouga Municipality, and/or the receiving party.

3. STRATEGIC INTENT

This Policy seeks to give effect to the IDP strategic objective, Safety and Security, to *"strongly focus on ensuring a safe environment for the people who live in the Kouga as visitors to the area"*.

4. POLICY PARAMETERS

- 4.1 This policy applies to private and external CCTV cameras, installed on Municipal land and infrastructures as well as private CCTV cameras installed on private property, monitoring the town's public area and those CCTV cameras which forms part of a broader CCTV network.
- 4.2 This policy is intended to regulate and not restrict the erecting of CCTV infrastructure on Municipal structures.
- 4.3 This policy is applicable within the boundaries of the Kouga Municipality.
- 4.4 This policy has transversal implications, as it affects the various departments responsible for the structures, where CCTV systems will be installed.
- 4.5 Kouga Municipal departments are not required to follow the application process, but merely register the locations of the CCTV cameras with the Director: Community Services, using Annexure 9.

5. ROLE PLAYERS AND STAKEHOLDERS

5.1 Chief Traffic & Safety

- 5.1.1 The Chief Traffic & Safety or delegated officer from the department is responsible for the implementation and monitoring of this policy.
- 5.1.2 The Chief Traffic & Safety or delegated official from the department shall establish and coordinate a Vetting Committee which shall review all applications on a monthly basis or as deemed necessary by the Chief Traffic & Safety.
- 5.1.3 All applications shall be submitted to the Municipal Manager, of the Kouga Municipality.

5.2 Electricity Department

- 5.2.1 The Electricity Department will be responsible for advising on the wayleave process for electrical supply issues and to verify that an electricity pole or light pole will meet the structural and durability tolerances within the necessary limits, to accommodate CCTV camera and related equipment.

5.3 Technical Department

- 5.3.1 The Technical Department will be responsible for advising where installations may be erected so as not to damage Municipal infrastructure such as sewage lines and Water Reticulation Services.

5.4 Other Municipal departments

- 5.4.1 Any line departments required to facilitate the application process will have a representative on the Vetting Committee, so established.

5.5 Stakeholders who could benefit from this policy.

- South African Police Services
- Community Police Forums
- Business & Business Forums
- Ratepayers Associations
- Neighbourhood Watch Organizations
- Registered Community Organizations

6. REGULATORY CONTEXT

- 6.1 The CCTV System that is envisaged for installation by the successful applicant may not infringe any stipulations as prescribed by the following legislation:

- 6.1.1 The Constitution of the Republic of South Africa, 1996
- 6.1.2 Telecommunications Act, 1996 (Act no 103 of 1996)
- 6.1.3 Promotion of Personal Information Act (No.4 of 2013)
- 6.2 This policy should also be read with the any relevant by-laws, but more specifically the following by-laws:
 - 6.2.1 Kouga Municipality, Town Electricity Supply bylaw
 - 6.2.2 Kouga Municipality's Outdoor Advertising and Signage Bylaw
- 6.3 Reference to the applicable legislation must be made in the Application. Applicants in contravention of any law whilst in operation will have to cease operations and remedial action will need to take place.
- 6.4 The system specifications which the Applicant intends using, must be in line with the Consumer Goods Council, Recommended Industry Guidelines for CCTV.

7. POLICY DIRECTIVES

7.1 **Mandatory criteria required in application – New Installations**

- 7.1.1 The application for permission to install a new system on Municipal structure must provide written motivation in the form of an application to the Vetting Committee, via the Manager: Protection Services.
- 7.1.2 All the applicable annexures as listed in Section 10 must be duly completed and submitted together with the application.

7.2 **Submitting of Application**

The following items will form the core of the application:

- 7.2.1 **Applicant's Business Plan:** A complete written motivation is required with reasons and crime statistics as to why the system or camera is required. A funding and operational cost sustainability strategy to be provided. Annexure 1.
- 7.2.2 **Proof of consultation with External Groups and Bodies:** proof of consultation with the relevant and interested authorities in a specific area is needed to process the application. These bodies might include the local South African Police Service, Community Police, or registered Neighbourhood Watches to be dealt with by the Vetting Committee.

7.2.3 System Specifications: Specifications must be submitted in the application, with relevant contact numbers. The specifications must be in line with the Consumer Goods Council Recommended CCTV Industry Guidelines. The CCTV system must have the ability for the Kouga Municipality to connect to the system at any time and view the imagery in the event that this is required.

7.2.4 Third Party Infrastructure: The Geographical CCTV Camera layout and the Schematics of the following must be submitted with the application:

- * Wireless Network layout inclusive of antennae and transmission equipment.
- * Fixed line layout of fixed solid cable linked to two or more devices.
- * Backbone layout related to the main network carrier.
- * Typical camera installation layout (one or more if different)
- * Control Room layout where CCTV images are monitored, recorded and stored

7.2.5 Monitoring Specifications: The following information must be submitted with the relevant contact details:

- * Location of the control room or monitoring centre.
- * The Company contracted to conduct the monitoring

Any changes to the location or contracted company must be forwarded to the Vetting Committee in writing, thirty days in advance of the change.

7.2.6 Pre & Post on-site inspection and acceptance: Prior and post installation inspections will be done by a person/s designated to do so, by the Vetting Committee.

7.3 The application Process

7.3.1 Once the applicant submits the Application herein, the application will be considered by the Vetting Committee within a period of thirty days after receipt of the application, for recommendation of approval to Council, unless the authority is delegated to the vetting Committee.

7.3.2 The Vetting Committee shall consider the application in the first instance.

7.3.3 If the application is accurate and complete, it shall be sent to the relevant department.

7.3.4 It shall be the responsibility of the relevant department, whose structure the applicant applies to utilize, to verify that the technical aspects of the application meet the structural and durability tolerances within the necessary limits.

7.3.5 If the department responsible for this structure is satisfied with the

load test and tolerances, the Vetting Committee shall recommend approval of the application and refer the application to Council for approval. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the Municipal Manager.

- 7.3.6 If Municipal structure is not a viable option, the applicant will have to consider another placement option, such as applying for a wayleave to install a pole on Municipal property.
- 7.3.7 The successful application shall be required to adhere to any rules, regulations and limitations set out by the Vetting Committee in the approval.
- 7.3.8 The applicant shall be bound to all written agreements relating to this policy.

7.4 Registration of CCTV cameras situated within the Kouga area

- 7.4.1 All existing CCTV cameras within the Kouga area are required to be registered with the Kouga Municipality.
- 7.4.2 Kouga Municipal departments are to follow the registration process as per Annexure 9 in this policy.

7.5 Areas requiring special approval for Third Party installations

- 7.5.1 The installation of CCTV cameras by private organizations on the following structures will require special approval from the owner
- * Municipal buildings
 - * Signboards
 - * Traffic Signals
 - * Information Boards
 - * Any other structure / property belonging to Kouga Municipality, deemed prohibited by the Vetting Committee
 - * Government Buildings
 - * South African Police Community Service Centres
 - * Schools

7.6 The Erection of Temporary Cameras

- 7.6.1 An applicant, who would like to install a temporary CCTV camera for a period not exceeding 30 days, needs to complete only Annexures 2 and 4.
- 7.6.2 This application must be submitted to the Vetting Committee for written permission prior to the temporary installation effected by the Applicant.

7.7 Existing Third Party CCTV system or cameras in operation on Municipal property or structures

- 7.7.1 All third party CCTV systems and cameras on Municipal property and Municipal structures need to be registered with Kouga Municipality by 31 December 2018.
- 7.7.2 The registration process is the same as that set out in clause 7.3 below, with the relevant documentation attached as per Annexure 1 and 2.
- 7.7.3 If a system is identified as unregistered after 31 December 2018, the unregistered CCTV equipment or systems shall be dealt with as stipulated in items 7.8.4 below.

7.8 Unregistered CCTV Equipment and cameras

- 7.8.1 Should any camera, equipment, system or part thereof not be registered in accordance with this policy, a notice (Annexure 8.1) will be issued by attaching the notice to the CCTV structure, to register the CCTV camera.
- 7.8.2 After fourteen days, if no contact is made with the Municipal official whose details appear on the first notice, a second notice will be issued (Annexure 8.2) and the system could be switched off and removed (in the event that it is a camera/s).
- 7.8.3 If contact is made with the Kouga Municipality's official for the camera registration, the applicant will be permitted to operate the system, on condition that an application for camera registration is made.
- 7.8.4 The application to register the CCTV camera or equipment must be submitted to the Vetting Committee within one month from the date that contact is made with the Kouga Municipality's official, whose name appears on Annexure 8.1. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the Municipal Manager within seven days.
- 7.8.5 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV and related equipment must forthwith be removed from Municipal property in an appropriate manner.
- 7.8.6 If this notice is not adhered to the Municipality will remove the CCTV system completely and hand in at the nearest Police Station or be held in lockup for three months in a Municipal facility and thereafter it shall be auctioned off or disposed of, as the Municipality sees fit.
- 7.8.7 If the CCTV system is retrieved by the owner within the three month period, the cost for the de-installation, removal and storage of equipment must be settled immediately by the owner and released upon receipt of payment.

7.9 Third Party CCTV Inspections

7.9.1 All third party applicants must ensure that proper records of their CCTV system are kept.

7.9.2 Inspections shall be carried out by a person designated by the Vetting Committee for compliance with this policy.

7.10 Acceptance of costs and liability

7.10.1 All costs to setup, install and maintain the system will be borne by the applicant; subject to clause 2.6 above.

7.10.2 All liability will be borne by the applicant.

7.10.3 Kouga Municipality will be exempt from all liability arising from this application. This will also apply during installation of the relevant system as well as during the operation thereof.

7.10.4 Any damage to the applicants system is at their expense and the Municipality will not be liable to the recovery of costs or repair, even should the damage arise from Municipal departments.

7.10.5 Any damage or unauthorized modification to the Municipal infrastructure must be repaired or made good at the cost of the applicant within an agreed upon time.

7.10.6 All equipment must be insured against personal liability and damage by the applicant and necessary documentation must be provided as proof.

7.11 Structures other than Kouga Municipal property

7.11.1 CCTV installations on private property, that monitor public urban area and that do not form part of a broader CCTV network i.e. transmitted and recorded on or off-site, do require the authorization of the Council, unless this authority has been delegated to the Vetting Committee. The location of the cameras and reasons for the installation must however be submitted (Annexure 7) to the Vetting Committee to ensure that all cameras, viewing public area, including a road, are used for legitimate policing efforts, which are in the broader community's interest and not for any illegal activities or purpose.

7.11.2 A database of all third party cameras monitoring Municipal property viewing public area shall be kept by the Chief Traffic & Security.

7.11.3 The Municipality holds the right to utilize the public space as the necessity dictates and takes precedent above the camera installations, existing or new.

7.12 Structure and Equipment Specifications

- 7.12.1 The structure specifications shall be set out by the Municipal line departments and the Vetting Committee.
- 7.12.2 The applicant will ensure that the Municipal structure is not damaged or modified in such a way that it does not serve its original purpose.

7.13 Handling of evidence and recordings (Recorded and still Imagery / footage)

- 7.13.1 Each camera should record and have footage available up to 20days. (Optimal)
- 7.13.2 Systems that are unable to meet the optimal recording requirement, requires a measure to be put in place, in order for the relevant imagery to be removed and stored by the relevant CCTV control centre in a safe place, until such time that it can be utilized for investigation or court purposes by the investigating officer.
- 7.13.3 The person downloading such evidence onto a movable media source will be required to provide a statement to the court when required, confirming that they have done such transfer, without altering or manipulating any data thereon. Attesting to the evidence provided, may be required to be done in Court.
- 7.13.4 All CCTV footage/imagery of recoded incidents, that require further investigation, must be stored in a safe place; preferably a locked steel safe and a removal register, tracking such removal.
- 7.13.5 All CCTV footage is to be treated as confidential evidence and be handled in that manner. Footage should only be released to South African Police Service / Municipal Law Enforcement Department, with a receipt, to track such footage removal.

8. Implementation Programme

- 8.1 All CCTV cameras installed on Municipal property prior to this policy are required to be registered by the 31 December 2018 with the Kouga Municipality.
- 8.2 All CCTV cameras on private property, forming part of a broader CCTV network of an organization, monitoring public or private area are to be registered within six (6) months with Kouga Municipality from date of adoption of policy.

8.3 All private CCTV cameras on private property, monitoring public area, but not forming part of a broader CCTV network i.e. recorded and transmitted on or off-site are to be registered with reasons for the camera viewing the public area. The location of the camera will be a benefit to Police investigators and the community can be contented that the camera is being used in their interest, which is safety and security.

8.4 All new CCTV camera installations are to follow this policy and process.

9. Monitoring, Evaluation and Review of Policy

9.1 It is the responsibility of Kouga Municipality to be the custodian of the database of all registered CCTV cameras.

9.2 The success of the policy will be measured in terms of the number of CCTV cameras that are registered with the Municipality and how many new applications are received.

9.3 This policy will be evaluated every two years or when there is a change in any law, affecting this policy.

10. Annexures

1. Application form
2. Camera Registration form
3. Application checklist
4. Temporary application form
5. Structure specifications
6. Application for new or modified electricity services
7. CCTV cameras on private property, monitoring public area
8. Notice of impending removal of CCTV equipment on Kouga Municipal property
9. Notice of removal of CCTV equipment on Kouga Municipal property
10. CCTV cameras installed on public roads by Municipal departments.

ANNEXURE 10.1

APPLICATION FORM TO INSTALL CCTV CAMERAS ON KOUGA MUNICIPAL PROPERTY	
Name of organization	
Representative Name	
Address of Organization	
Tel of Organization	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
Please submit the following details	
Reason for application	Full Motivation with factual info and complete understandings
Approvals	Letter of acknowledge from the S.A.A Police Area Station Commander, Community Police Forum, Central Improvement District or Neighbourhood Watch
Business Plan	Business plan for CCTV
CCTV Monitoring Centre	
CCTV Locations	Complete Annexure 10.2
CCTV Cam GPS Coordinates	
Schematics and Diagrams	Separate page, preferably to scale, with all dimension given
Envisaged Start Date	
Completion Date	
Date Application received	

Annexure 10.2

KOUGA MUNICIPALITY CCTV CAMERA REGISTRATION FORM			
INFORMATION REQUIRED FOR CCTV DATABASE			
No	Location	At Intersection or between which roads	Purpose
PTZ or Static			
1			
2			
3			
4			
5			
6			
7			
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9			
10			
11			
12			
13			
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15			
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17			
18			
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20			

Annexure 10.3

CCTV APPLICATION CHECKLIST BEFORE SUBMISSION	
ITEM	TICK BOX
a) Application Form	
b) Full motivation with factual information & complete understandings	
c) Approval- letter from Area Station Commissioner	
d) Approval- letter from Community Police Forum, Central Improvement District or Neighbourhood Watch	
e) Approval from all relevant bodies in the CCTV Project area	
f) Business Plan- Short, medium and Long Term Plan	
g) Geographical area for the CCTV Project	
h) CCTV Locations List	
i) CCTV Locations GPS Co-ordinates	
j) CCTV System Specifications	
k) CCTV Monitoring Specifications	
l) CCTV Monitoring Centre	
m) Schematics and diagrams	
n) References of Installers	
o) Acknowledgement and Acceptance of costs & liability	
p) Approval for Special Areas (if any)	

APPLICATION PROCESS FLOW

1. Receive application	
2. Check application for all necessary requirements	
3. Table to vetting Committee	
4. Acceptance that application meets initial requirements	
5. Distributed to respective line departments	
6. Comments from line department	
7. Approval / rejection of application	

ANNEXURE 10.4

TEMPORARY APPLICATION TO INSTALL CCTV CAMERAS ON KOUGA MUNICIPAL PROPERTY FOR 30 DAYS OR LESS	
Name of Organization	
Representative Name	
ID Number	
Address of Organization	
Tel of Organization	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
Please submit the following details	
Reason for application	
CCTV Monitoring Location	
CCTV Locations	Annexure 10.2 to be attached to this application
CCTV Cam GPS Co-ordinates	Optional
Schematics and Diagrams	Installation
Envisaged Start date	
Completion date	
Date Application received	

Annexure 10.5

KOUGA MUNICIPALITY STRUCTURE SPECIFICATIONS

Electricity Services

Infrastructure Cameras and Connection Boxes will be allowed on:

- Low Voltage Distribution mains Pole only, i.e. only electricity poles that have mains wires on and that form part of the Low Voltage Overhead Line Network.
- No camera's or connection boxes for cameras are allowed on streetlight poles or standalone distribution poles.
- Only two cameras allowed on any such pole.
- Wireless antennas are not allowed to encroach on the minimum clearances as listed below and must be aesthetically pleasing.

Installation allowed on LV Distribution Mains Poles

- The electrical connection from the mains wires will have to be done by the relevant Construction Section of the affected Distribution District. Cost to be determined by District System Development. It will be a fixed rate tariff, no meter.
- The camera installation is to be SANS 0142 compliant and a Certificate of Compliance to be issued by the Contractor installing the electrical connection box prior to switch on.
- The camera installation to be at least 1m below any streetlight luminaire, where there is no streetlight luminaire, the camera installation to be 1m below the overhead line conductors.
- All cable and wire used to be UV rated and properly terminated via a gland.
- If deemed necessary there shall be earth leakage provided by the installer of the camera equipment.

Installation of Cameras and Connection Boxes other than on Distribution Mains Poles

- In areas where the Low Voltage Network is underground and only streetlight poles exist, no cameras or connection boxes will be allowed to be mounted on the streetlight poles.

- In this case the requestor will have to provide and install a suitable pole as per the industry standard and install the equipment on it. A maximum of two cameras allowed per pole.
- The cable should run internally in the pole and no cables to be visible on the outside.
- The requestor is to provide and install the supply cable up to the allocated mains kiosk and leave enough slack/spare for the cable to be terminated in the kiosk. No joints allowed.
- Connection fee and fixed rate tariff to be provided by District System Development. All work to be in accordance with Electricity By-laws and SANSD 0142. A Certificate of Compliance is to be provided prior to switching on.
- All way leaves and the necessary permits to be obtained by the contractor installing the cable and pole/s.

Reasons for not installing on streetlight poles

- It is not acceptable practice to have two separate supplies on one pole.
- The streetlight poles are not designed to carry boxes and cameras on them.
- The maximum bending ratings of streetlight poles are not the same.
- Streetlights are not designed to support ladders for maintenance purposes.

Other Comments

- Camera weights and dimensions to be provided.
- Connection boxes to be standard and the same colour as existing boxes on Electrical Services infrastructure.
- Electricity Services not responsible for cleaning and maintaining cameras.
- No Electricity Services Aerial Platform may be used by the contractor for installation, maintenance or servicing of the camera.
- All requests to be treated as projects run by District System Development and Construction in the three Areas and twelve Districts.
- No cameras or other CCTV equipment to be installed on medium or High Voltage Overhead line networks.
- Camera casing to include permanent display of contact details such as telephone number of the responsible person to be contacted

with respect to the camera installation.

- Electricity Services shall not be held responsible for any damage as a result of the pole getting damaged, the camera equipment being vandalized or the camera malfunctioning as a result as of any supply related problems.



Annexure 10.6

Electricity Services

Application for new or modified Electricity Supply Services

Please use clear capital letters and tick applicable blocks. Forms are to be completed in black ink only.

Partially completed forms will not be accepted. Incomplete and inaccurately completed forms will lead to delays. Only the property owner may apply for a new connection or a change to the existing supply to the property.

Proof of ownership of the property (property rates account/title deed/proof of registration) must be attached to the application form.

If the owner is a private person, a copy of his/her identity document or passport must be attached to the application form. If the owner is not a private person, a copy of the business / trust/ body corporate registration form must be attached to the application form.

SERVICE LOCATION

Erf number		Township/Suburb/Farm	
Physical address			
	Code		

2. PROPERTY OWNER (Applicant)

Business partner number as per municipal account Contract account number

Title	Mr	Mrs	Ms	Dr	Rev	Prof	Sir	Other
First name/Company name								
Second name/Trading as								
Surname								
Type of identification Attached to application		ID	Passport	Company registration documents			Trust	

Identity number / Business registration number

--	--	--	--	--	--	--	--	--	--

Tax invoice required Yes No

Address where documentation must be sent to, if different from physical address: Postal address

						Code		
--	--	--	--	--	--	------	--	--

Telephone number

Fax number

Cellphone number

Email address

Quotation to be Posted Faxed Emailed

3. CONTACT PERSON (Person to be contacted in case of any queries)

Title; First Name													
Sumame													
Telephone number													
Fax number													
Cellphone number													
Email address:													

4. ELECTRICAL CONTRACTOR (Person responsible for installation work within property boundaries)

Title; First Name													
Company													
Telephone number													
Fax number													
Cellphone number													
Email address:													

"Registration as electrical contractor with the Department of Labour (Process managed by the Electrical Contractors Association)"

5. ELECTRICITY SUPPLY SERVICE

5.1 Existing installation Category

	Residential		Commercial		Industrial		
	Underground		Overhead				
Service connection Existing supply to premises				A or	KVA or	MVA	

Temp supply No supply

Single phase or Three phase

Meter number														
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5.2 Service required

New supply	Upgrade/downgrade	Residential	Commercial	Industrial	
Convert to prepayment meter (max 100 A 3 phase)			Additional (second) meter		Overhead to underground
Tariff change					

Required supply to premises					A or	KVA or	MVA		Single phase or	Three phase
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5.3 Tariff choice

Details with respect to current tariffs are available at <http://www.kouga.gov.za> Printed copies are available on request. You are advised to acquaint yourself with the tariffs available and applicable conditions, and consult with your electrician or consultant. A wrong or inappropriate tariff choice may result in delays with the quotation process or unnecessarily high electricity bills.

Domestic (will convert to Lifeline if complying)	Small Power 1	Small Power 2	Small Power with Off-peak
Large power low voltage	Large power medium voltage	Large power time of use	

6. DECLARATION

I/we, the owner(s) of the property, hereby declare that I/we have taken the necessary steps to ensure all information contained in this application is correct. I/we request a new or modified electricity supply service as specified at the tariff indicated. I/we further acknowledge and agree to comply with the provisions of the Kouga Municipality's Electricity Supply By-law and Conditions of Supply.

Owner name/s	
Date	2 0
Owner's signature/s	2 0

Year Month day Year Month Day \

If signing on behalf of the property owner(s), an approved letter of proxy must be attached to this application.

Proxy name	
Proxy's signature	
Date	

The requirement to submit a Commencement of Work form for installation work that would require a new or upgraded electricity supply was waived in the Kouga Municipality in accordance with reg 6(1) of the Electrical Installation Regulations of the Occupational Health and Safety Act (Act 85 of 1993)

For official use: Kouga Municipal official receiving application form:

Official's name	
Official's staff number	

ANNEXURE 10.7

CCTV CAMERAS ON PRIVATE PROPERTY, MONITORING PUBLIC AREA	
OWNER OF PROPERTY	
OWNER CONTACT NUMBER	
ERF NUMBER	
ADDRESS	
ORGANISATION MONITORING THE CAMERA OR PRIVATE CAMERA	
CONTACT NUMBER	
RESPONSIBLE PERSON	if different from owner
E-MAIL ADDRESS OF ORGANIZATION	if different from owner
E-MAIL ADDRESS OF OWNER	
PLEASE SUBMIT THE FOLLOWING DETAILS	
WHAT IS THE CAMERA VIEWING / PURPOSE OF THE CAMERA	
CCTV MONITORING CENTRE	
CCTV CAM GPS LOCATION	OPTIONAL
ATTACHED MAP FOR REFERENCE	OPTIONAL
SUBMITTED BY	
DATE:	

Annexure 10.8

NOTICE OF IMPENDING REMOVAL OF CCTV EQUIPMENT ON KOUGA MUNICIPAL PROPERTY


PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY ON KOUGA MUNICIPAL PROPERTY AND WILL BE REMOVED AFTER 14 DAYS OF THIS NOTICE, IF NO CONTACT IS MADE WITH THE OFFICIAL BELOW TO REGISTER:

FOR FURTHER DETAILS PLEASE CONTACT:

NAME:

CONTACT NUMBER:

Annexure 10.9



NOTICE OF REMOVAL OF CCTV EQUIPMENT ON KOUGA MUNICIPAL PROPERTY

PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY ON KOUGA MUNICIPAL PROPERTY AND HAS BEEN REMOVED. IF EQUIPMENT IS NOT COLLECTED WITHIN 90 DAYS, THE MUNICIPALITY SHALL AUCTION OFF THE EQUIPMENT.

FOR FURTHER DETAILS PLEASE CONTACT:

ANNEXURE 10.10

CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY KOUGA MUNICIPAL DEPARTMENTS	
This is for registration and database information only	
Kouga Municipal Department	
Line Manager	
Project Manager	Optional
Department Address	
E-mail address of Line Manager	
E-Mail address of Project Manager	
Brief description of the CCTV Project	
CCTV Monitoring Centre	
Submitted by	
Date	

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Please email to:				



C DU PLESSIS
MUNICIPAL MANAGER



DATE