

# HESSEQUA

Munisipaliteit / Municipality / U Masipala



*Rig alle korrespondensie aan die Munisipale Bestuurder  
Address all correspondence to the Municipal Manager*

Tel:( 028) 713 8000

Faks / Fax: 086 4015 118

Posbus / P.O. Box 29, RIVERSDAL(E), 6670

E-pos / E-mail: [info@hessequa.gov.za](mailto:info@hessequa.gov.za)

[www.hessequa.gov.za](http://www.hessequa.gov.za)

Van den Bergstraat

RIVERSDAL(E)

## **GENERAL INFORMATION REGARDING THE LEASING AND PURCHASING OF PROPERTY FROM HESSEQUA MUNICIPALITY:**

### **HOW DOES THE APPLICATION PROCESS WORK?**

#### **Step 1**

- Complete the prescribed application form which is available on the website [www.hessequa.gov.za](http://www.hessequa.gov.za) or at any Municipal office and pay the prescribed application fee.

#### **Step 2**

- Submit the completed application form per e-mail to [info@hessequa.gov.za](mailto:info@hessequa.gov.za) or post the application to PO Box 29, Riversdale, 6670 or you can hand in the application at any of the Municipal offices.

#### **Step 3**

- The Property Management Departement will verify that the information on the application form is complete where after the application will be submitted to relevant Departments for comments.

#### **Step 4**

- The comments will be considered and a report will be drafted and referred to the Ward Committee, Portfolio Committee, Executive Mayoral Committee and in the event of the selling of property, to the Council.

#### **Step 5**

- Should the application be approved, the proposed leasing/selling of the property will be advertised in the media for comments. All comments and/or objections received will be considered.

#### **Step 6**

- If comments or objections are received, the comments and objections received will be referred back to Portfolio Committee or Council and after the final decision is made, the applicant will be informed of the decision in writing.

### **STREEKKANTORE / REGIONAL OFFICES**

*ALBERTINIA*

Tel: (028) 713 7858

*STILBAAI*

Tel: (028) 713 7831

*SLANGRIVIER*

Tel: (028) 713 7892

*JONGENSFONTEIN*

Tel: (028) 713 7850

*HEIDELBERG*

Tel: (028) 713 8019

*GOURITSMOND*

Tel: (028) 713 7855

*WITSAND*

Tel: (028) 713 7868

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **Which Council-owned properties are available for selling?**

- In terms of the Municipal Finance Management Act (Act 56 of 2003) only properties that are not required for the provision of basic Municipal services, may be sold/leased. Therefore, all Council Departments will be requested to confirm that a property is not needed to deliver basic Municipal services.

### **Process whereby Property is sold?**

- The Municipal Finance Management Act (Act 56 of 2003) requires that, in principle, all properties be sold/let by way of competitive bidding. In certain cases, Council may however consider direct negotiations.

### **Is Council owned land cheaper than other Land?**

- In terms of the Municipal Finance Management Act (Act 56 of 2003) Council is required to sell/lease land at market related prices. Approval may however be given for lower than market related values in cases of public benefit and/or the plight of the poor.

### **Who makes the decision regarding the lease and sale of property?**

- Leasing of property – Executive Mayoral Committee
- Selling of property – Council

### **Applicable legislation whereby property is sold/let:**

- Municipal Finance Management Act (Act 56 of 2003)
- Municipal Asset Transfer Regulations
- Immovable Property Administration Policy

The process outlined above, is merely a guideline. It is not intended to be all inclusive or exhaustive of each and every step. The Hessequa Municipality reserves the right to dispense with or add any steps in appropriate cases within its discretionary powers in accordance with its authority and all relevant and applicable policies and legislation.