



Hessequa Municipality  
Van den Berg Street  
P.O. Box 29  
Riversdal  
6670

Telephone: +27 (28) 713 8000  
Website: [www.hessequa.gov.za](http://www.hessequa.gov.za)

**E-mail applications to [info@hessequa.gov.za](mailto:info@hessequa.gov.za)**

**APPLICATION FORM TO RENT OR PURCHASE MUNICIPAL PROPERTY:**

Name of Applicant : .....

Residential Address : .....

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Erf Number : .....

Telephone/Cell No : Tel: ..... Cell: .....

E-mail address : .....



Application to **buy** Property

Application to **lease Property**

Application to **lease by** means of an **encroachment**

1

Description of municipal owned property .....

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

**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	Tel / Cell No

Approve

Disapprove

**Comments**

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Erf No	Address	Name and Signature	Tel / Cell No

Approve

**Disapprove**

**Comments**

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Erf No	Address	Name and Signature	Tel / Cell No

Approve

**Disapprove**

**Comments**

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Erf No	Address	Name and Signature	Tel / Cell No
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<input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Disapprove</b> <u>Comments</u> ..... ..... ..... ..... .....			

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

1. Any additional motivation or comments.
2. Sketch plan that indicates the property that is being applied for.
3. Copy of the receipt of the application fee.
4. Copy of the identity document of applicant.
5. If the applicant is a non-profit or non - governmental organization, the NPO or NGO registration certificate must be attached.
6. If the applicant wants to establish a business on the property to be leased/purchased, the applicant must submit a detailed business plan.
7. 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:**

1. Incomplete applications will not be considered.
2. Applications to lease property will be finalized between 3 - 4 months after the date on which the complete application was received subject to no objections being received.
3. Applications to purchase property will be finalized between 4 - 5 months after the date on which the complete application was received subject to no objections being received.

4. 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.
5. 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 the monthly Municipal service costs.
6. Successful applicants will be required to enter into a lease or purchase agreement with the Municipality.
7. 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 purposes of this application.

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**Signature of applicant**

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**Date of application**

**For official use**

COLLAB NUMBER OF ITEM SUBMITTED TO COUNCIL/WARD COMMITTEE: .....

DATE ITEM SERVED BEFORE COUNCIL/WARD COMMITTEE: .....

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

RECEIPT NUMBER OF ADVERTISEMENT PAID BY APPLICANT AND AMOUNT: .....

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

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

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**OTHER COMMENTS:**

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