

TSANTSABANE MUNICIPALITY

PROPERTY RATES POLICY

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1. LEGISLATIVE CONTEXT

- 1.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004), which specifically provides that a municipality must adopt a Rates Policy.
- 1.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.
- 1.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) a municipality in accordance with-
- a. Section 2(1), may levy a rate on property in its area; and
 - b. Section 2(3), must exercise its power to levy a rate on property subject to-
 - i. Section 229 and any other applicable provisions of the Constitution;
 - ii. the provisions of the Property Rates Act and the regulations promulgated in terms thereof; and
 - iii. the rates policy.
- 1.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property.
- 1.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.
- 1.6 This policy must be read together with, and is subject to the stipulations of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) and the regulations promulgated in terms thereof.

2. DEFINITIONS

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2. DEFINITIONS

In addition to the definitions provided in the Act, the following definitions apply for the purposes of the application of the Policy:

'Act' means the Local Government: Property Rates Act, No 6 of 2004 and includes the regulations made in terms of Section 83 of the Act;

'Agricultural property' means a property that is used primarily for agricultural purposes, but without derogating from section 9 of the Act, excludes any portion thereof that is used commercially for the hospitality of guests, ~~and excludes the use of the property for the purpose of ecotourism or for the trading in or hunting of game.~~

'Bona-fide farmers' means genuine or real farmers whose dominant income is generated from farming activities, on an agricultural property, within the Tsantsabane municipal area, and is taxed by SARS as a bona-fide farmer.

'Business' means the activity of buying, selling or trade in goods or services and includes any office or other accommodation on the same property, the use of which is incidental to such business, with the exclusion of the business of mining, agriculture, farming, or inter alia, any other business consisting of cultivation of soils, the gathering in of crops or the rearing of livestock or consisting of the propagation and harvesting of fish or other aquatic organisms. The category business includes accommodation establishments eg: Guest Houses and Bed and Breakfasts.

Commercial (To ad and built in after adjustments)

Flats , communes, residences with more than 2 leased units/rooms, hostels or related uses.
Hotels, bed and breakfast establishments, Guest houses and related uses.
Leisure resorts, holiday camps,eco tourism establishments , Lodges or related uses.
Privately owned and used for hospitals, clinics, schools, educational facilities or similar uses.
Fuel filling stations, parking garages etc
Land without buildings (vacant) that is used for the above purposes or related permitted uses

'Day' means when any number of days are prescribed for the performance of any act, those days must be reckoned by excluding the first and including the last day, unless the last day falls on a Saturday, Sunday or any public holiday, in which case the number of days must be reckoned by excluding the first day and also any such Saturday, Sunday or public holiday;

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'Chief Financial Officer' means the Chief Financial Officer (CFO) of the Budget and Treasury Directorate of the Municipality;

'Core family' means a couple, irrespective of gender (whether married or not), with or without children and/or the parents of either;

'Council' means the Council of the Tsantsabane Local Municipality.

'Due date' means the date specified as such on a municipal account dispatched from the offices of the responsible officer for any rates payable and which is the last day allowed for the payment of such rates;

'Exclusion', in relation to a municipality's rating power, means a restriction of that power as provided for in Section 17 of the Act;

'Exemption', in relation to the payment of a rate, means an exemption granted by the Municipality in terms of Section 15 of the Act;

'Dwelling' means a house designed to accommodate a single core family, including the normal outbuildings associated therewith

'Farm property' refers to property that is able to be used productively for agricultural and farming purposes, either on a full-time or a part-time basis, regardless of whether or not agriculture forms the principal source of income;

'Improved value' means the market value of the property, less the land value of the property;

'Market value', in relation to a property, means the value of the property determined in accordance with Section 46 of the Act;

"Mining property" means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002) or purposes incidental to mining operations;

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'Multiple-use property' refers to property where there is a combination of different categories of property on the same registered property and where the market value of each is apportioned on the valuation roll; however, this excludes property included in the category of mixed-use property;

'Municipal Systems Act' means the Local Government: Municipal Systems Act, No 32 of 2000;

'Municipality' means the Tsantsabane Local Municipality;

'Office bearer' in relation to places of public worship, means the primary person who officiates at services at that place of worship;

'Official residence' in relation to places of public worship, means- (a) A portion of the property used for residential purposes: or (b) One residential property, if the residential property is not located on the same property as the place of public worship, registered in the name of a religious community or registered in the name of a trust established for the sole benefit of a religious community and used as a place of residence for an office bearer;

'Owner'

- a) In relation to a property referred to in paragraph (a) of the definition of "property", means a person in whose name ownership of the property is registered;
- b) In relation to a right referred to in paragraph (b) of the definition of "property", means a person in whose name the right is registered;
 - i) in relation to a time sharing interest contemplated in the Property Time-sharing Control Act, 1983 (Act No. 75 of 1983), means the management association contemplated in the regulations made in terms of section 12 of the Property Time-sharing Control Act, 1983, and published in Government Notice R327 of 24 February 1984; *(Added by s1 of Act 29 of 2014)*
 - ii) in relation to a share block company, the share block company as defined in the Share Block Control Act, 1980 (Act No. 59 of 1980); and *(Added by s1 of Act 29 of 2014)*
- c) in relation to buildings, other immovable structures and infrastructure referred to in section 17(1)(f), means the holder of the mining right or the mining permit; *(Added by s1 of Act 29 of 2014)*

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- d) in relation to a land tenure right referred to in paragraph (c) of the definition of “property”, means a person in whose name the right is registered or to whom it was granted in terms of legislation; or
- e) in relation to public service infrastructure referred to in paragraph (d) of the definition of “property”, means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of “publicly controlled”, provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:
 - i) A trustee, in the case of a property in a trust excluding state trust land;
 - ii) an executor or administrator, in the case of a property in a deceased estate;
 - iii) a trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;
 - iv) a judicial manager, in the case of a property in the estate of a person under judicial management;
 - v) a curator, in the case of a property in the estate of a person under curatorship;
 - vi) a person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
- vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it; or a lessee, in the case of property to which a land tenure right applies and which is leased by the holder of such right; or
 - i) a buyer, in the case of a property that was sold by a municipality and of which possession

‘Place of public worship’ means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium: Provided that the property is-

- a) registered in the name of a religious community;
- b) registered in the name of a trust established for the sole benefit of a religious community; or
- c) subject to a land tenure right;

‘Person’ includes an organ of state

‘Public service infrastructure’ means publicly controlled infrastructure of the following kinds:

- a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
- b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer;

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- c) power stations, power substations or power lines forming part of an electricity scheme serving the public; gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
- d) railway lines forming part of a national railway system;
- e) communication towers, masts, exchanges or lines forming part of a communications system serving the public;
- f) runways **[or]** aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these, which must be vacant for the air navigation purposes; *(Amended by s1 of Act 29 of 2014)*
- g) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels; communications system serving the public;
 - i. any other publicly controlled infrastructure as may be prescribed; or
 - ii. [rights of way, easements or servitudes] a right registered against immovable property in connection with infrastructure mentioned in paragraphs (a) to (i);

‘Public service purposes in relation to the use of a property, means property owned and used by an organ of state as-

- a) Hospitals and clinics;
- b) *schools, pre-schools, early childhood development centres or further education and training colleges;*
- c) *national and provincial libraries and archives;*
- d) police stations;
- e) correctional facilities; or
- f) courts of law,

AND can also include :

Public / private open space , internal and access roads, general community service related uses, recreational/sporting facilities, community halls and related uses.

Army base and barracks, Port of entries, Vehicle inspection sites, vehicle testing/ licensing sites, and similar sites.

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but excludes property contemplated in the definition of "public service infrastructure";

‘Property’ means –

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- a) immovable property situated within the boundaries of the municipality registered in the name of a person including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or

d) public service infrastructure;

e) () and can include stands or land that was subdivided / consolidated land which were owned by the Local Municipality and sold or granted as per any legislation . pending registration in the name of an buyer \ beneficiary

f) _____

g) _____

'Rate' means a municipal rate on property envisaged in Section 229(1)(a) of the Constitution;

'Rateable property' means property on which a municipality may, in terms of Section 2 of the Act, levy a rate, excluding property fully excluded from the levying of rates in terms of Section 17 of the Act;

'Ratio' in relation to section 19, means the relationship between the cent amount in the Rand applicable to residential properties and different categories of non-residential properties: Provided that the two relevant cent amounts in the Rand are inclusive of any relief measures that amount to rebates of a general application to all properties within a property category;

'Rebate', in relation to a rate payable on a property, means a discount granted in terms of Section 15 of the Act on the amount of the rate payable on the property;

'Residential property' means a property included in a valuation roll in terms of section 48(2)(b) in respect of which the primary use or permitted use is for residential;

Residential –single residential use with related out buildings and OB limited to 1 additional granny flat or 2 additional rentable rooms etc.
Informal settlements-non formalized townships.
Land without buildings(vacant) with above uses or related permitted use.

'Register' means

- a) means to record in a register in terms of-
 - i. the Deeds Registries Act, 1937 (Act No. 47 of 1937); or

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ii. the Mining Titles Registration Act, 1967 (Act No. 16 of 1967); and

- b) includes any other formal act in terms of any other legislation to record-
- i. a right to use land for or in connection with mining purposes; or
 - ii. a land tenure right;

‘Reduction’, in relation to a rate payable on a property, means the lowering in terms of Section 15 of the Act of the amount for which the property was valued and the rating of the property at that lower amount;

‘Smallholding’ refers to property, whether improved by the construction of a dwelling or not, not large enough to support a commercially viable farming operation, but able to provide a subsistence level of output to the owner of the property

3. POLICY PRINCIPLES

3.1 Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality’s valuation roll and supplementary valuation roll.

3.2 As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property as contemplated in clause 7 and 8 of this policy. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an individual basis.

3.3 There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation and in accordance with clause 16 of this policy.

3.4 The rates policy for the municipality is based on the following principles:

- (a) Equity

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The municipality will treat all ratepayers with similar properties the same.

(b) Affordability

The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.

(c) Sustainability

Rating of property will be implemented in a way that:

- i. it supports sustainable local government by providing a stable and buoyant revenue source within the discretionary control of the municipality; and
- ii. Supports local social economic development

(d) Cost efficiency

Rates will be based on the value of all rateable property and will be used to fund community and subsidised services after taking into account profits generated on trading (water, electricity) and economic (refuse removal, sewerage removal) services and the amounts required to finance exemptions, rebates, reductions and phasing-in of rates as approved by the municipality from time to time.

4. SCOPE OF THE POLICY

This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

5. APPLICATION OF THE POLICY

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

6. PRINCIPLES APPLICABLE TO FINANCING OF SERVICES

- 6.1 The municipal manager or his/her nominee must, subject to the guidelines provided by the National Treasury and Executive Mayor or Executive Committee of the municipality, make provision for the following classification of services:-

- (a) Trading services

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- i. Water
 - ii. Electricity
- (b) Economic services
 - i. Refuse removal.
 - ii. Sewerage disposal.
- (c) Community and subsidised services

These include all those services ordinarily being rendered by the municipality excluding those mentioned in 6.1 (a) and (b).

6.2 Trading and economic services as referred to in clauses (a) and (b) must be ring fenced and financed from service charges while community and subsidised services referred to in clause (c) will be financed from surpluses on trading and economic services, regulatory fees, rates and rates related income.

7. CATEGORIES OF PROPERTY

7.1 Categories of rateable property :

a) The Council has resolved to levy different rates for different categories of property, based on the use of the property concerned, the ownership of the property concerned, and the geographical area where the property is situated.

b) The following categories of property are recognised:

- i. Residential properties;
- ii. Industrial properties;
- iii. business and commercial properties;
- iv. agricultural properties;
- v. mining properties;
- vi. properties owned by an organ of state and used for public service purposes;
- vii. public service infrastructure properties;
- viii. properties owned by public benefit organisations and used for specified public benefit activities;
- ix. properties used for multiple purpose, subject to section 9; or
 - i. any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.

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8. CATEGORIES OF OWNERS

8.1 For the purpose of granting exemptions, reductions and rebates in terms of clause 11, 12 and 13 respectively the following categories of owners of properties are determined::

- (a) Those owners who qualify and who are registered as indigents in terms of the adopted indigent policy of the municipality;
- (b) Those owners who do not qualify as indigents in terms of the adopted indigent policy of the municipality but whose total monthly income is less than the amount annually determined by the municipality in its budget;
- (c) Owners of property situated within an area affected by-
 - i. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or
 - ii. serious adverse social or economic conditions.
- (d) Owners of residential properties with a market value below the amount as determined annually by the municipality in its budget; and
- (e) Owners of agricultural properties as referred to in clause 13.1 (e).

9. PROPERTIES USED FOR MULTIPLE PURPOSES

9.1 Rates on properties used for multiple purposes will be levied as follows:

- (i) This category comprises of properties with multiple zonings, one of which is residential.
- (ii) Where the property is actually used predominantly (i.e. 51% or more of the area of the building) for residential purposes, the entire property will be rated according to the residential rate.
- (iii) To qualify for the residential rate the owner must submit a declaration duly certified as correct by a registered town planner or architect that the property is being used predominantly for residential purposes as envisaged in (ii) above
- (iv) If the dominant use is not residential but some other permitted use, the rate applicable to the predominant use will apply.

10. DIFFERENTIAL RATING

10.1 Criteria for differential rating on different categories of properties will be according to-

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- (a) The nature of the property including its sensitivity to rating e.g. agricultural properties used for agricultural purposes.
- (b) The promotion of social and economic development of the municipality.

10.2 Differential rating among the various property categories will be done by way of setting different cent amount in the rand for each property category; and

10.3 by way of reductions and rebates as provided for in this policy document.

11. EXEMPTIONS

11.1 The following categories of property are exempted from rates:

- (a) Municipal properties
Municipal properties are exempted from paying rates as it will increase the rates burden or service charges to property owners or consumers.
- (b) Residential properties
All residential properties with a market value of less than the amount as annually determined by the municipality (R300000) are exempted from paying rates. The impermissible rates contemplated in terms of section 17(1) (h) of the Property Rates Act is included in the amount referred to above as annually determined by the municipality. This is an important part of the council's indigent policy and is aimed primarily at alleviating poverty.
- (c) Cemeteries and crematoriums
Registered in the names of private persons and operated not for gain.
- (d) Public Service Infrastructure
Is exempted from paying rates as they provide essential services to the community
- (e) Public Benefit Organisations
The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):

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- i. Health care institutions
Properties used exclusively as a hospital, clinic and mental hospital, including workshops used by the inmates, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the municipality.
- ii. Welfare institutions
Properties used exclusively as an orphanage, non-profit retirement villages, old age home or benevolent/charitable institution, including workshops used by the inmates, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the municipality.
- iii. Educational institutions
Property belonging to educational institutions declared or registered by law.
- iv. Independent schools
Property used by registered independent schools for educational purposes only.
- v. Charitable institutions
Property belonging to not-for-gain institutions or organisations that perform charitable work.
- vi. Sporting bodies
Property used by an organisation whose sole purpose is to use the property for sporting purposes on a non-professional basis.
- vii. Cultural institutions
Properties declared in terms of the Cultural Institutions Act, Act 29 of 1969 or the Cultural Institutions Act, Act 66 of 1989.
- viii. Museums, libraries, art galleries and botanical gardens
Registered in the name of private persons, open to the public and not operated for gain.
- ix. Youth development organisations

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Property owned and/or used by organisations for the provision of youth leadership or development programmes.

x. Animal welfare

Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.

11.2 Exemptions will be subject to the following conditions:

- (a) all applications referred to in 11.1 (e) must be addressed in writing to the municipality;
- (b) a SARS tax exemption certificate must be attached to all applications;
- (c) the municipal manager or his/her nominee must approve all applications;
- (d) applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought; and
- (e) the municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.

12. REDUCTIONS

12.1 Reductions as contemplated in section 15 of the Act will be considered on an *ad-hoc* basis in the event of the following:

12.1.1 Partial or total destruction of a property.

12.1.2 Disasters as defined in the Disaster Management Act, 2002 (Act 57 of 2002).

12.2 The following conditions shall be applicable in respect of 12.1:-

12.2.1 The owner referred to in 12.1.1 shall apply in writing for a reduction and the onus will rest on such applicant to prove to the satisfaction of the municipality that his property has been totally or partially destroyed. He/ she will also have to indicate to what extent the property can still be used and the impact on the value of the property.

12.2.2 Property owners will only qualify for a rebate if affected by a disaster as referred to in the Disaster Management Act, 2002 (Act No. 57 of 2002).

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12.2.3 A maximum reduction of 40% will be allowed in respect of both 12.1.1 and 12.1.2.

12.2.4 An ad-hoc reduction will not be given for a period in excess of 6 months, unless the municipality gives further extension on application.

12.2.5 If rates were paid in advance prior to granting of a reduction the municipality will give credit to such an owner as from the date of reduction until the date of lapse of the reduction or the end of the period for which payment was made whichever occurs first.

13. REBATES

13.1. Categories of property

(a) Business, commercial and industrial properties

i. The municipality may grant rebates to rateable enterprises that promote local, social and economic development in its area of jurisdiction, based on its Local, Social and Economic Development Policy. The following criteria will apply:

- a. job creation in the municipal area;
- b. social upliftment of the local community; and
- c. creation of infrastructure for the benefit of the community.

ii. A maximum rebate as annually determined by the municipality will be granted on application subject to:

- a. a business plan issued by the directors of the company indicating how the local, social and economic development objectives of the municipality are going to be met;
- b. a continuation plan issued by the directors and certified by auditors of the company stating that the objectives have been met in the first year after establishment and how the company plan to continue to meet the objectives;
- c. an assessment by the municipal manager or his/her nominee indicating that the company qualifies; and
- d. a municipal resolution.

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iii. In determining the annual rebate the municipality shall take into consideration all relevant and applicable circumstances.

(b) State properties

As annually determined by the municipality in the approved Budget.

(c) Residential properties

The municipality grants a rebate as annually determined which applies to improved residential property that is:

- i. used predominantly for residential purposes,
- ii. registered in terms of the Sectional Title Act,
- iii. owned by a share-block company,
- iv. a rateable residence on property used for or related to educational purposes

(d) Privately owned towns serviced by the owner

The municipality grants an additional rebate of 20%, which applies to privately owned towns serviced by the owner qualifying as defined in paragraph 2.4 of this policy provided that an application to that effect is received not later than 30 September of each year.

(e) Agricultural property rebate

- i. Agricultural/farm properties will be granted a standard rebate to be annually determined by the municipality provided that the farm owner is taxed by SARS as a farmer and that proof to this extent in the form of the last tax assessment is submitted. If no such tax assessment can be submitted, proof is required that income from farming activities exceeds 40% of the household income. (Rebate as determine in the annual budget.)
- ii. An additional rebate as annually determined by the municipality will be granted in respect of the following:
 - a. For the permanent employment of 20 or more legally employed farm workers for an average continuous period of twelve months in accordance

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with applicable minimum service conditions set by the Department of Labour; (5%)

b. For the provision of permanent accommodation to farm workers and their dependants or families; (5%)

c. if such residential properties are provided with potable water; (2.5%)

d. if the farmer for the farm workers electrifies such residential properties. (2.5%)

e. For the provision of land for burial, educational and recreational purposes to own farm workers as well as people from surrounding farms. (2.5%)

iii. The granting of additional rebates is subject to the following:

a. the submission of an affidavit by 30 September each year including a certificate from the owner's auditors indicating how service delivery and development obligations of the municipality and contribution to the social and economic welfare of farm workers were met;

b. an assessment by the municipal manager or his/her nominee indicating that the application qualifies; and

c. a municipal council resolution.

13.2 Categories of owners

(a) Retired and Disabled Persons Rate Rebate

i. Retired and Disabled Persons qualify for special rebates according to monthly household income. To qualify for the rebate a property owner must:

a. occupy the property as his/her normal residence;

b. be at least 60 years of age or in receipt of a disability pension from the Department of Welfare and Population Development;

c. be in receipt of a total monthly income from all sources (including income of spouses of owner) not exceeding R2800.00 5 960;

d. not be the owner of more than one property; and

e. provided that where the owner is unable to occupy the property due to no fault of his/her own, the spouse or minor children may satisfy the occupancy requirement.

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- ii. Property owners must apply on a prescribed application form for a rebate as determined by the municipality.
- iii. Applications must be accompanied by-
 - a. a certified copy of the identity document or any other proof of the owners age which is acceptable to the municipality;
 - b. sufficient proof of income of the owner and his/her spouse;
 - c. an affidavit from the owner;
 - d. if the owner is a disabled person proof of a disability pension payable by the state must be supplied; and
 - e. if the owner has retired at an earlier stage for medical reasons proof thereof must be submitted.
- iv. These applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought.
- v. The municipality retains the right to refuse rebates if the details supplied in the application form were incomplete, incorrect or false.

(b) Child headed families

- i. Families headed by children qualify for special rebates according to monthly household income. To qualify for the rebate the head of the family must:
 - a. occupy the property as his/her normal residence;
 - b. not be older than 18 years of age;
 - c. still be a scholar or jobless; and
 - d. be in receipt of a total monthly income from all sources not exceeding R2800.00 5 960;
- ii. The family head must apply on a prescribed application form for a rebate as determined by the municipality and must be assisted by the municipality with completion of the electronic application form;

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- iii. Applications must be accompanied by-
 - a. a certified copy of the identity document or any other proof of the applicant's age which is acceptable to the municipality;
 - b. sufficient proof of total household income;
 - c. an affidavit from the applicant;
- iv. These applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought.
- v. The municipality retains the right to refuse rebates if the details supplied in the application form were incomplete, incorrect or false.

13.3 Properties with a market value below a prescribed valuation level

These properties may, instead of a rate being determined on the market value, be rated a uniform fixed amount per property.

- 13.4 The extent of the rebate in terms of 13.1, 13.2 and 13.3 shall annually be determined by the municipality and it shall be included in the annual budget.

14. PAYMENT OF RATES

- 14.1 Ratepayers may choose between paying rates annually in one instalment on or before 30 September or in twelve equal instalments on or before the seventh day of the month following on the month in which it becomes payable.

- 14.2 If the owner of property that is subject to rates, notify the municipal manager or his/her nominee in writing not later than 31 May in any financial year, or such later date in such financial year as may be determined by the municipal manager or his/her nominee that he/she wishes to pay all rates in respect of such property in instalments, such owner shall be entitled to pay all rates in the subsequent financial year and each subsequent financial year in twelve instalments until such notice is withdrawn by him/her in a similar manner.

- 14.3 Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the credit control, debt collection and indigent policy of the municipality.

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- 14.4 If a property owner who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner, it will be recovered from him/her in accordance with the provisions of the Credit Control, Debt Collection and indigent policy of the Municipality.
- 14.5 Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of section 28 and 29 of the Act as follows:
- 14.5.1 If an amount, due for rates levied on a property, is not paid by the owner by the due date as shown on the account and no reaction is forthcoming from the owner after two written reminders have been issued, the municipality shall recover the amount in full or partially as follows:
- 14.5.2 From the agent who is lawfully responsible to collect commission or rental in respect of the property concerned;
- 14.5.3 From a tenant or occupier of the property, only after an attempt was made to collect it from an agent referred to in 14.5.2 but such attempt was unsuccessful or no such agent exists or only a part of the outstanding amount could successfully be recovered.
- 14.5.4 The amount recoverable is limited to the amount as stipulated in the Act and it may only be recovered after written notice has been served on the party concerned (tenant, occupier or agent) of the rates due and payable, but not yet paid by owner of the property.
- 14.5.5 The notice referred to in 14.5.4 shall give the party concerned at least 14 calendar days to pay the outstanding rates.
- 14.6 Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.
- 14.7 In addition, where the error occurred because of false information provided by the property owner or as a result of a contravention of the permitted use of the property concerned,

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interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

15. ACCOUNTS TO BE FURNISHED

15.1 The municipality will furnish each person liable for the payment of rates with a written account, which will specify:

- (i) the amount due for rates payable,
- (ii) the date on or before which the amount is payable,
- (iii) how the amount was calculated,
- (iv) the market value of the property, and
- (v) rebates, exemptions, reductions or phasing-in, if applicable.

15.2 A person liable for payment of rates remains liable for such payment, whether or not such person has received a written account from the municipality. If the person concerned has not received a written account, he/she must make the necessary enquiries with the municipality.

15.3 In the case of joint ownership the municipality shall consistently, in order to minimise costs and unnecessary administration, recover rates from one of the joint owners only provided that it takes place with the consent of the owners concerned.

16. PHASING IN OF RATES

16.1 The rates to be levied on newly rateable property shall be phased in as explicitly provided for in section 21 of the Act.

16.2 The phasing-in discount on the properties referred to in section 21 shall be as follows:

- First year : 75% of the relevant rate;
- Second year : 50% of the relevant rate; and
- Third year : 25% of the relevant rate.

16.3 No rates shall be levied on newly rateable properties that are owned and used by organisations conducting activities that are beneficial to the public and that are registered in terms of the Income Tax Act for those activities, during the first year. Thereafter, the phasing-in discount on these properties shall be as indicated in paragraph 16.2 above

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17. SPECIAL RATING AREAS

- 17.1 The municipality will, whenever deemed necessary, by means of a formal Council resolution determine special rating areas in consultation with the relevant communities as provided for in section 22 of the Act.
- 17.2 The following matters shall be attended to in consultation with the committee referred to in clause 17.3 whenever special rating is being considered:
- 17.2.1 Proposed boundaries of the special rating area;
 - 17.2.2 Statistical data of the area concerned giving a comprehensive picture of the number of erven with its zoning, services being rendered and detail of services such as capacity, number of vacant erven and services that are not rendered;
 - 17.2.3 Proposed improvements clearly indicating the estimated costs of each individual improvement;
 - 17.2.4 Proposed financing of the improvements or projects;
 - 17.2.5 Priority of projects if more than one;
 - 17.2.6 Social economic factors of the relevant community;
 - 17.2.7 Different categories of property;
 - 17.2.8 The amount of the proposed special rating;
 - 17.2.9 Details regarding the implementation of the special rating;
 - 17.2.10 The additional income that will be generated by means of this special rating.
- 17.3 A committee consisting of 6 members of the community of who 3 shall be women will be established to advise and consult the municipality in regard to the proposed special rating referred to above. This committee will be elected by the inhabitants of the area concerned who are 18 years of age or older. No person under the age of 18 may be elected to serve on the committee. The election of the committee will happen under the guidance of the Municipal Manager. The committee will serve in an advisory capacity only and will have no decisive powers.

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- 17.4 The required consent of the relevant community shall be obtained in writing or by means of a formal voting process under the chairmanship of the Municipal Manager. A majority shall be regarded as 50% plus one of the households affected. Each relevant household, i.e. every receiver of a monthly municipal account, will have 1 vote only.
- 17.5 In determining the special additional rates the municipality shall differentiate between different categories as referred to in clause 7.
- 17.6 The additional rates levied shall be utilised for the purpose of improving or upgrading of the specific area only and not for any other purposes whatsoever.
- 17.7 The municipality shall establish separate accounting and other record-keeping systems, compliant with GRAP, for the identified area and the households concerned shall be kept informed of progress with projects and financial implications on an annual basis.

18. FREQUENCY OF VALUATION

- 18.1 The municipality shall prepare a new valuation roll every 54 (four five) years, with the option to extend the validity of the valuation roll to 56 (five) six years with the approval of the MEC for Local Government and Housing in the province.
- 18.2 Supplementary valuations will be done on a continual basis to ensure that the valuation roll is properly maintained.

19. COMMUNITY PARTICIPATION

- 19.1 Before the municipality adopts the rates policy, the municipal manager will follow the process of community participation envisaged in chapter 4 of the Municipal Systems Act and comply with the following requirements:
- 19.1.1 Conspicuously display the draft rates policy for a period of at least 30 days (municipality to include period decided on) at the municipality's head and satellite offices and libraries (and on the website)

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- 19.1.2 Advertise in the media a notice stating that the draft rates policy has been prepared for submission to council and that such policy is available at the various municipal offices and on the website for public inspection. (Property owners and interest persons may obtain a copy of the draft policy from the municipal offices during office hours at a fee of R200.00 per copy.) Property owners and interest persons are invited to submit written comments or representations to the municipality within the specified period in the notice.
- 19.1.3 Council will consider all comments and/or representations received when considering the finalisation of the rates policy.

20 REGISTER OF PROPERTIES

- 20.1 The municipality will compile and maintain a register in respect of all properties situated within the jurisdiction of the municipality. The register will be divided into Part A and Part B.
- 20.2 Part A of the register will consist of the current valuation roll of the municipality and will include all supplementary valuations done from time to time.
- 20.3 Part B of the register will specify which properties on the valuation roll or any supplementary valuation roll are subject to:
- i. Exemption from rates in terms of section 15 of the Property Rates Act,
 - ii. Rebate or reduction in terms of section 15,
 - iii. Phasing-in of rates in terms of section 21, and
 - iv. Exclusions as referred to in section 17.
- 20.4 The register will be open for inspection by the public at the municipal main offices during office hours or on the website of the municipality.
- 20.5 The municipality will update Part A of the register every 6 months during the supplementary valuation process.
- 20.6 Part B of the register will be updated on a continuous basis.....

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21. BY-LAWS TO GIVE EFFECT TO THE RATES POLICY

- 21.1 The municipality will adopt By-laws to give effect to the implementation of the Rates Policy and such By-laws may differentiate between different categories of properties and different categories of owners of properties liable for the payment of rates.

22 REGULAR REVIEW PROCESSES

- 22.1 The rates policy must be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives as contained in the Integrated Development Plan and with legislation.

23 ENFORCEMENT/IMPLEMENTATION

- 23.1 This policy has been approved by the Municipality. The revised policy in terms of resolution dated comes into effect from 1 July 2024

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To add the following addendum- (with necessary) adjustments

PROPERTY CATEGORY (Sect 8 of MPRA)	RATING	Actual use / observed use of property. Sect 8 (1) (a)	Status / Rate Ratio
<u>RESIDENTIAL</u>	<u>1.</u>	<u>Residential –single residential use with related out buildings and OB limited to 1 additional granny flat or 2 additional rentable rooms etc.</u>	<u>Regulated:</u> <u>2-4/2010</u>
	<u>2.</u>	<u>Informal settlements-non formalized townships.</u>	<u>Limited to :</u>
	<u>3.</u>	<u>Land without buildings(vacant) with above uses or related permitted use.</u>	<u>1 : 1</u>
	<u>4.</u>		
<u>BUSINESS</u>	<u>1.</u>	<u>Retail and wholesale of goods and / or providing services and can includes shops, malls and related uses.</u>	<u>Not Regulated</u>
		<u>Offices, leased parking garages / space , or related uses.</u>	<u>Recommend</u>
	<u>2.</u>	<u>Land without buildings(vacant) with business use or related permitted use.</u>	<u>1 : 2,50 ?</u>
	<u>3.</u>	<u>Flats , communes, residences with more than 2 leased units/rooms, hostels or related uses.</u>	<u>Not Regulated</u>
	<u>2.</u>	<u>Hotels, bed and breakfast establishments, Guest houses and related uses.</u>	
	<u>3.</u>	<u>Leisure resorts, holiday camps,eco tourism establishments , Lodges or related uses.</u>	

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<u>COMMERCIAL</u>	<u>4</u>	<u>Privately owned and used for hospitals, clinics, schools, educational facilities or similar uses.</u>	<u>Recommend</u>
	<u>5</u>	<u>Fuel filling stations, parking garages etc</u>	<u>1 : 2,50 ?</u>
	<u>6</u>	<u>Land without buildings (vacant) that is used for the above purposes or related permitted uses</u>	
	<u>7.</u>		
<u>INDUSTRIAL</u>	<u>1.</u>	<u>Industrial and manufacturing and related amenities uses.</u>	<u>Not Regulated</u>
	<u>2.</u>	<u>Land without buildings (vacant) that is used for the above purposes or related permitted uses.</u>	<u>Recommend</u> <u>1 : 2,50 ?</u>
<u>AGRICULTURAL</u>	<u>1.</u>	<u>Primarily used for agricultural purposes , which can also include the activity of cultivation of soils and crops, rearing of livestock , game or fish, and can includes improvements (residences , infrastructure etc) incidental to such uses.</u>	<u>Regulated:</u> <u>2-4/2010</u>
	<u>2.</u>	<u>All rural properties \ agricultural holdings larger than 2 ha unless otherwise used for a different purposes.</u>	<u>Limited to :</u> <u>1 : 0,25</u>
	<u>3</u>		
<u>PUBLIC SERVICE INFRASTRUCTURE</u> <u>(P.S.I)</u>	<u>1.</u>	<u>Vacant land and or buildings used as-National and provincial roads ; water/ sewer pipes, dams, reservoirs, water pumps and schemes, power stations and electricity power lines ; gas or fuel pipe lines, railway lines forming part of a national grid, communication masts and exchanges forming part of a national grid; runways, aprons, control towers at national or provincial airports as per MPRA definition.</u>	<u>Regulated:</u> <u>2-4/2011</u> <u>Limited to :</u> <u>1 : 0,25 and apply sect 17 (1)- 30 % on value.</u>
	<u>2</u>	<u>Public rights of way and easements in connection with above infrastructure</u>	<u>Recommend:</u> <u>100 % Rebate ?</u>
<u>PUBLIC SERVICES PURPOSES.</u> <u>(P.S.P)</u>	<u>1</u>	<u>Used and owned by an organ of state (National, Provincial or Municipal) as: hospitals, clinics, schools, pre-schools, early childhood development centres or further education and training colleges; national and provincial libraries and archives; police stations; correctional facilities; or courts or law.</u>	<u>Not Regulated</u>
	<u>2</u>	<u>Public / private open space , internal and access roads, general community service related uses, recreational/sporting facilities, community halls and related uses.</u>	<u>Recommend</u> <u>1 : 2,00 ?</u>
	<u>3</u>	<u>Army base and barracks, Port of entries, Vehicle inspection sites, vehicle testing/ licensing sites, and similar sites.</u>	
<u>PUBLIC BENEFIT ORGANIZATION</u>	<u>1</u>	<u>All related uses of property owned and used by an Public Benefit Entity / Organization as per definition in the MPRA.</u>	<u>Regulated:</u> <u>2-4/2010</u>

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<u>(P.B.O)</u>		<u>Limited to :</u> <u>1:0.25</u>
<u>MINING</u>	<u>1</u> <u>Property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002).</u> <u>2</u> <u>Quarries /sand pumping , brick works with related activities which does not fall within the Industrial use..</u> <u>3.</u> <u>Subject to application of multiple uses definition.</u>	<u>Not Regulated</u> <u>Recommend</u> <u>1 : 2.00 ?</u>
<u>MULTIPLE PURPOSE</u>	<u>1</u> <u>All property with more than one primary use (in terms of sect 8 of the MPRA) , subject to individual category multiple of each use as indicated in the MPRA and in this policy</u>	<u>Not Regulated</u> <u>As per individual category</u>
<u>PLACE OF WORSHIP</u> <u>(P.O.W)</u>	<u>1.</u> <u>All properties (churches, parsonage and ob and open land used fro religious purpose) that can be placed under the definition of "place of public worship" as indicated in the definition of the MPRA and in this policy.</u>	<u>Regulate:</u> <u>Impermissable</u> <u>sect</u> <u>17(1)(i)</u>
<u>STATE TRUST</u>	<u>Rural situated land (not within township) owned by the State and held/used for a community inhabiting the land in terms of a land tenure system, or over which an land tenure right has been registered/granted or which is earmarked for disposal in terms of the Restitution purposes as per definition in the MPRA.</u>	<u>Not Regulated</u> <u>Recommend-</u> <u>1:1</u>
<u>VACANT</u>	<u>All properties (irrespective of use) within an established township.</u> <u>NOTE !!! NO DIFFRENTIATION/SUB CATEGORISATION ALLOWED. CAN BE USED FOR IDENTIFICATION PURPOSES.</u>	<u>Not regulated.</u> <u>Recommend</u> <u>that used for ID purposes only !!</u>

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