

**BITOU**

**MUNICIPALITY**

**TARIFF POLICY**

**INDEX**

PREAMBLE	2
DEFINITIONS	3
PURPOSE OF THIS POLICY	6
TARIFF PRINCIPLES	7
CATEGORIES OF CUSTOMERS	8
SERVICE-, EXPENDITURE CLASSIFICATIONS AND COST ELEMENTS	8
TARIFF TYPES	11
TARIFF STRUCTURE AND METHODS OF CALCULATIONS	12
NOTIFICATION OF TARIFFS, FEES AND SERVICE CHARGES	25
IMPLEMENTING AND PHASING IN OF THE POLICY	25
SHORT TITLE	25

## **TARIFF POLICY BITOU MUNICIPALITY**

### **PREAMBLE**

Whereas section 74 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) requires a municipal council to adopt a tariff policy on the levying of fees for municipal services;

And whereas the tariff policy at least should include the principles in section 74(2);

And whereas the tariff policy may differentiate between different categories of users, debtors, service providers, service standards and geographical areas as long as such differentiations does not amount up to unfair discrimination;

Now therefore the Municipal Council of the Bitou Municipality adopts the following tariff policy.

## DEFINITIONS

1. In this tariff policy, unless inconsistency with the context, a word or expressions to which a meaning in the Act has been attached means:-

- 1) *“agricultural consumers”* include but are not limited to- farms, smallholdings and agricultural show grounds;
- 2) *“break even”* occurs where the volume sales are equal to the fixed and variable cost associated with the provision of the service;
- 3) *“charitable and welfare institutions and organisations”* include but are not limited to-  
any institution managed on a non profitable basis by a church association or a registered charity organisation for example old ages homes, pre-primary schools, care facility for pre primary children, old age facility, homes and/or care facilities for the homeless and children homes;
- 4) *“commercial consumers”* include but are not limited to-  
business undertakings, shops, offices, liquor stores, supermarkets, public garages, gathering places, nurseries, places of entertainment, service stations, hairdressings salons, banks, hotels, guesthouses, boarding houses and doctor-and dentist consulting rooms;
- 5) *“community service”* are services that the Council has classified as such and the tariffs have been compiled with the intention that the costs of the services cannot be recovered fully from public service charges and are of a regulatory nature;
- 6) *“domestic consumers”* include but are not limited to-  
residence, group housing, town houses, semi-detached houses, and flats;
- 7) *“economic services”* are services that the Council has classified as such and the tariffs have been compiled with the intention that the total costs of the services are recovered from customers;

- 9) “*educational and communal institutions*” include but are not limited to- schools, colleges, pre-primary schools not operated by a registered charity or welfare organisations, libraries, museums, churches, hospitals, clinics, correctional institutions, school hostels and community halls;
- 10) “*fixed costs*” are costs which do not vary with consumption or volume produced;
- 11) “*geographical areas*” areas identified as such by council due to service backlogs, social circumstances or any other similar reasons;
- 12) “*indigent households*” are households that are registered at the municipality as such and meet the criteria’s as set by Council from time to time and occupying a property within the jurisdiction of the municipality;
- 13) “*industrial consumers*” include but are not limited to- industrial undertakings, factories, warehouses, workshop, scrap yards, stores, wine cellars, abattoir, dairy processing plants and fish markets;
- 14) “*in season*” refers to the period from the 1st December of a year up to 31 January of the following year and from the Monday before the Easter weekend up to and including Easter Monday;
- 15) “*lifeline tariffs*’ a unit charge calculated by dividing the total cost associated with the service by the volume consumed (units);
- 16) “*municipalities*” include but are not limited to- all properties registered in the name of the Bitou Municipality or controlled by the municipality excepting libraries, museums, contagious diseases hospital and caravan parks;
- 17) “*resident* “ a person who is ordinary resident in the municipal area;

- 18) “*special agreements*” are special tariff agreements entered into with users of municipal services making significant economic contribution to the community and create job opportunities;
- 19) “*sport and recreation facilities*” include but are not limited to- properties used exclusively for sport and recreation purposes including school sport fields which are metered separately for water and electricity consumption and caravan parks;
- 20) “*the Act: the Local Government: Municipal Systems Act, 2000 (Act no 32 of 2000)*”;
- 21) “*total cost*” is the sum of all fixed and variable costs associated with a service;
- 22) “*trading services*” Are services that the Council has classified as trading services and the tariffs have been compiled with the intention that the Council makes a profit on the delivery of the services;
- 23) “*two-part tariffs*” are tariffs that are raised to cover the fixed and variable costs separately. The fixed costs are recovered by dividing the total fixed costs by the total number of customers and the variable costs are recovered by dividing the total variable costs by the volume consumed;
- 24) “*units consumed*” are the number of units consumed of a particular service and are measured in terms of the tariff structure reflected in Section 7;
- 25) “*variable costs*” are costs that vary with consumption or volume produced.

## **PURPOSE OF THIS POLICY**

2. The Bitou Municipality wishes to achieve the following objectives by adopting this tariff policy.
  - (1) To comply with the provisions of section 74 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

- (2) To prescribe procedures for calculating tariffs where the municipality wishes to appoint service providers in terms of section 76(b) of the Act.
- (3) To give guidance to the Councillor responsible for finance regarding tariff proposals that must be submitted to Council annually during the budget process.

## **TARIFF PRINCIPLES**

3. The Bitou Municipality wishes to record that the following tariff principles will apply.

- (1) Restricted free services to consumers and financial assistance to indigent households shall be considered only in as far as it can be financed from-
  - financial allocations by the National Government to the Municipality for that purpose, and
  - a grant for that purpose by the Municipality, the extent of such grant being determined annually by the Council during the drafting of the Council's budget.
- (2) All users of municipal services will be treated equitably. The various categories of customers will pay the same charges based on the same cost structure.
- (3) The amount payable by consumers will be in proportion to usage of the service.
- (4) Indigent households must at least have access to basic services through lifeline tariffs or direct subsidisation.
- (5) Tariffs must reflect the total cost of services unless stated otherwise in this policy document.
- (6) Where-ever it is explicitly provided for in this policy, customers shall have a choice to choose a tariff from a range of applicable tariffs.
- (7) Tariffs must be set at a level that facilitates the sustainability of services. Sustainability will be achieved by ensuring that:
  - (a) Cash inflows cover cash outflows. This means that sufficient provision for working capital and bad debts will be made.
  - (b) Access to the capital market is maintained. This will be achieved by providing for the repayment of capital, maintaining sufficient liquidity levels and making profits on trading services.

- (8) Provision will be made in appropriate circumstances for a surcharge on a tariff. This will be required during a national disaster and periods of droughts when a restriction of usage is required.
- (9) Efficient and effective use of resources will be encouraged by providing for penalties to prohibit exorbitant use.
- (10) The extent of subsidisation of tariffs will be disclosed.
- (11) VAT is excluded from all tariffs and will be additional to these tariffs when applicable.

## **CATEGORIES OF CUSTOMERS**

4. (1) Separate tariffs structure may be raised for the following categories of customers
  - a) domestic consumers;
  - b) commercial consumers;
  - c) industrial consumers;
  - d) agricultural consumers;
  - e) municipalities;
  - f) consumers with whom special agreements were made;
  - g) consumers in certain geographical areas;
  - h) sport and recreation facilities
  - i) educational and communal institutions; and
  - j) charitable and welfare institutions and organisations.
- (2) Where there is a substantial difference between the infrastructure used to provide a service to a specific group of users within a category and/or standard of services provided, the Council can, after considering a report by the Municipal Manager or the relevant Head of Department, determine differentiated tariffs for the different consumers within the specific category.
- (3) The differentiation must be based on one or more of the following elements; infrastructure costs, volume usage, availability and service standards.



## **SERVICE-, EXPENDITURE CLASSIFICATIONS AND COST ELEMENTS**

### **Service classification**

5. (1) The Chief Financial Officer shall, subject to the guidelines provided by the National Treasury of the Department of Finance and Mayoral Committee of the Council, make provision for the following classification of services.

(a) ***Trading services***

- (i) Water
- (ii) Electricity

(b) ***Economic services***

- (i) Refuse removal
- (ii) Sewerage disposal.

(c) ***Community services***

- (i) Air pollution.
- (ii) Fire fighting services.
- (iii) Local tourism.
- (iv) Town planning.
- (v) Municipal public works, only in respect of the needs of municipalities in the discharge of their responsibilities and to administer functions specially assigned to them under the Constitution or any other law.
- (vi) Stormwater management system in built-up areas.
- (vii) Trading regulations.
- (viii) Fixed billboards and the display of advertisements in public places.
- (ix) Cemeteries.
- (x) Control of public nuisances.
- (xi) Control of undertakings that sell liquor to the public.
- (xii) Facilities for accommodation, care and burial of animals.
- (xiii) Fencing and fences.
- (xiv) Licensing of dogs.
- (xv) Licensing and control of undertakings that sell food to the public.

- (xvi) Local amenities.
- (xvii) Local sport facilities.
- (xviii) Municipal parks and recreation.
- (xix) Municipal roads.
- (xx) Noise pollution.
- (xxi) Pounds.
- (xxii) Public places.
- (xxiii) Street trading/street lighting.
- (xxiv) Traffic and parking.
- (xxv) Building control.
- (xxvi) Licensing of motor vehicles and transport permits.
- (xxvii) Nature reserves.
- (xxviii) Beaches

### ***Expenditure classification***

(2) Expenditure will be classified in the following categories.

(a) **Subjective classification:**

- (i) Employee related costs;
- (ii) Remuneration of Councillors
- (iii) Impairment loss (bad debt);
- (iv) Collection costs;
- (v) Depreciation and amortization;
- (vi) Repairs and maintenance;
- (vii) Interest paid;
- (viii) Bulk purchases;
- (ix) Contracted services;
- (x) Grants and subsidies paid;
- (xi) General expenditure;
- (xii) Contribution to Capital Replacement Reserve;
- (xiii) Income; and
- (xiv) Surplus/Deficit.

(b) **Objective classification:**

- (i) Cost centres will be created to which the costs associated with providing the service can be allocated:

- (a) Department.
  - (b) Section/service.
  - (c) Division/service.
- (ii) The subjective classification of expenditure each with a unique vote will be applied to all cost centres.

### **Cost elements**

- (3) The following cost elements will be used to calculate the tariffs of the different services:
- (i) Fixed costs which consist of the capital costs (interest and redemption) on external loans as well as internal advances and or depreciation whichever are applicable to the service and any other costs of a permanent nature as determined by the Council from time to time.
  - (ii) Variable cost: This includes all other variable costs that have reference to the service.
  - (iii) Total cost: consist of the fixed cost and variable cost.

## **TARIFF TYPES**

6. In determining the type of tariff applicable to the type of service the municipality shall make use of the following five options or a combination of the same.
- (1) *Single tariff*: this tariff shall consist of a cost per unit consumed. All costs will be recovered through unit charges at the level where income and expenditure breaks even. Subject to a recommendation by the Chief Financial Officer the council may decide to approve profits on trading services during the budget meeting. Such profits will be added to the fixed and variable cost of the service for the purpose of calculating the tariffs.
  - (2) *Cost related two to three part tariff*: this tariff shall consist of two to three parts. Management, capital, maintenance and operating costs will be recovered by grouping certain components together e.g. management, capital and maintenance costs may be grouped together and be recovered by a fixed charge, independent of consumption for all classes of consumers, while the variable costs may be recovered by a unit charge per unit consumed. Three part tariffs will be used to calculate the tariff for electricity and to provide for maximum demand and usage during limited demand.

- (3) *Inclining block tariff:* this tariff is based on consumption levels being categorised into blocks, the tariff being determined and increased as consumption levels increase. This tariff will only be used to prohibit the exorbitant use of a commodity. The first step in the tariffs will be calculated at break-even point. Subsequent steps will be calculated to yield a result that would discourage excessive use of the commodity.
- (4) *Declining block tariff:* this tariff is the opposite of the inclining block tariff and decreases as consumption levels increase. The first step will be calculated by dividing the fix and variable cost and profit determined by council from time to time by the volume consumed. This tariff will only be used for special agreements.
- (5) *Regulating tariff:* this tariff is only of a regulatory nature and the municipality may recover the full or a portion of the cost associated with rendering the service.

## TARIFF STRUCTURE AND METHODS OF CALCULATIONS

7. The following tariff structure will, where possible, be used to determine tariffs:

- (1) **Water**
  - (a) Tariff structure
    - (i) Fixed tariff per user **category** plus an inclining block tariff per unit used (kiloliters used).
    - (ii) An inclining block tariff.
  - (b) Method of calculation
    - (i) The fixed costs of the service shall consist of the costs indicated as such by the council.
    - (ii) The number of users will be used to determine the fixed costs per user.
    - (iii) Where council charges a fixed cost per consumer the unit charges are calculated by dividing the variable cost by the volume used.

- (iv) Where council does not recover a fixed cost per consumer the unit charge will be calculated by dividing the total cost by volume consumed.
- (v) Where consumption can not be measured the average consumption of the area will be used to calculate a fixed tariff will be charged.
- (vi) Where a property is not connected to the water reticulation system but can reasonably be so connected, an availability tariff will be payable equal to the fixed costs calculated in accordance with the provisions of paragraph 5(3)(i).
- (vii) Where council decide to make a profit on the service the profit will be added to the fixed and variable cost before tariffs are calculated.

(2) **Electricity**

(a) Tariff structure

- (i) kWh – Active Energy.
- (ii) kVA – maximum demand (thermic or block)register in a half an hour period.
- (iv) Peak, Standard and off-peak time periods – according to bulk purchase tariff structure.
- (v) High and low consumption seasons – according to bulk purchase tariff structure.

(b) Method of calculation

- (i) The guidelines and policy issued by the National Electricity Regulator from time to time will form the basis of calculating tariffs.
- (ii) Cross subsidisation between and within categories of consumers will be allowed based on the load factors of the categories and consumers within the category. Portions of the fixed costs will be recovered through an energy or time-of-use charge. To apply the abovementioned principle the cost allocation basis, cost groupings, tariff components and tariff types reflected in the following tables will be used.

Tariff types	Fixed charge Rands/ customer / Month	Active Energy charge cents/ kWh	Seasonally Time-of-use Energy charge Peak Standard Off-peak	Capacity- charge Rands / kVA/ month	Reactive energy charge cents / kWh
One part		X			
One part Block 1		X			
Block block2		X			
Two part	X	X			
Three part	X	X		X	
Three part time-of-use Peak	X		X		X
High season Standard			X		
Off-peak			X		
Low season Peak			X		
Standard			X		
Off-peak			X		
Four part time-of-use Peak	X		X	X	X
High season Standard			X		
Off-peak			X		
Low season Peak			X		
Standard			X		
Off-peak			X		

(iii) The one-part single energy rate tariff:

All costs allocated to a user category which will normally make use of a one-part single energy rate tariff will be expressed in a single cents/kWh charge. The recommended methodology for allocating costs into this tariff is as follows:

- The maximum demand costs (rands/kVA/month) of all consumers that will normally use a single tariff will be calculated by considering the average load factor of the type of these customers and added to the variable cost.
- The fixed cost rand/customer/month and the energy cost (kWh) will also be added to the variable cost.
- The total cost (maximum demand, fixed and energy costs) allocated to consumers which will normally use a one-part-single-energy tariff will be calculated at a break-even point

comparable with the number of kWh units determined by Eskom from time to time.

- The total cost will be expressed in a cents/kWh tariff.

(iv) The two-part tariff:

- A portion of the fixed cost equal to the operating and administrative cost of the Electricity Department will be recovered through a rands/user/month charge.
- The remaining portion of the fixed cost will be added to the variable cost and recovered through a unit charge (cent/kWh charge).
- The tariff then consists of a fixed monthly charge plus a variable charge related to metered kWh consumption.

(v) The three-part tariff:

- A portion of the fixed cost as described in section 2(b)(iv) will be recovered through a rand/user/month charge.
- The remaining portion of the fixed cost will be recovered through a unit charge (cent/kWh) and maximum demand charge (rand/kVA/month).
- The maximum demand charge (rand/kVA cost) will be recovered through the capacity charge where applicable.
- The cent/kWh charge therefore recovers the total variable cost plus portions of reallocated fixed and demand charges (rand/customer/month and rand/kVA costs) where applicable.

(vi) Time-of-use tariff:

- As with the standard three-part tariff, a portion of the rands/kVA/month charge needs to be reallocated into the various time-of-use cents/kWh charges. Again, the amount of the reallocation should be with regard to the customer's load factor. However, it is also necessary to consider the time-variation of the capacity costs in the reallocation of the rands/kVA charge into the various time-of-use cents/kWh charges where applicable.

- The cents/kWh charge therefore recovers the full variable costs as well as a portion of the reallocated rands/kVA charges where applicable.
  - The rands/customer/month charge is not reallocated.
- (vii) Where council decide to make a profit on the service the profit will be added to the fixed and variable cost before tariffs are calculated.
- (viii) Where a property is not connected to the electricity reticulation system but can reasonably be so connected, an availability tariff will be payable equal to the fixed costs calculated in accordance with the provisions of paragraph 5(3)(i).
- (ix) The structure of the time-of-use tariff will be calculated according to the purchase structure.
- (x) The time-of-use tariff will only be offered in areas where similar tariffs are available to the municipality.

(3) ***Refuse removal***

(a) Unit of measurement

- (i) ~~Plastic bags per week (volume).~~ **Number of bins (volume) per number of collections per week (frequency).**
- (ii) ~~Containers per week (volume).~~ **Number of containers (volume) per number of collections per week (frequency).**
- (iii) categories of consumers.**

(b) Method of calculation

- (i) The costs per unit of measurement will be determined by dividing the total costs of the service by the total volume of refuse disposed of during the year. The total cost of the service includes the removal cost plus the operating cost associated with the service. The unit charge per cubic meter will be converted to a cost per black bag. A cost per month will be calculated for domestic consumers based on the average number of bags removed per week.



- (ii) The cost associated with the removal of bulk containers will be determined by calculating how many of the smallest removal units will be absorbed by a specific container.
- (iii) After council has consulted with owners or occupiers of commercial and industrial undertakings which do not make use of the standard black bags or mass containers tariffs will be determined based on the estimated volume that will be removed per month.
- (iv) Opportunity costs for once-off removals will be calculated by recovering the costs of the volume removed plus a 20% surcharge.
- (v) Private dumping at the disposal site will be allowed after a tariff based on the estimated volume of the dumping has been paid.
- (vi) A refuse removal tariff or an availability charge will be raised and is payable by all owners or occupiers of each developed property connected to the water and electricity distribution network of the council or any other service provider or those who have applied to be connected whether such owner or occupier uses the refuse removal service or not or those who are not connected to the distribution networks to whom a refuse removal service is rendered on request, this include all vacant stand to whom the service is available.
- (vii) No refuse removal tariffs will be raised in a geographical area where council has not introduced a refuse removal service.
- (viii) **Where a vacant property is situated on the refuse collection route and can reasonably make use of the service once the property is improved, an availability tariff will be payable on the vacant property in accordance with the category.**

(4) ***Sewerage/emptying of conservancy tanks***

- (a) Unit of measurement
  - (i) Number of cisterns.
  - (ii) **Categories of consumers.**
  - (ii) Volume of tank lorry.

(iii) Formula driven waterborne tariff.

(b) Method of calculation

(i) Where a property is not connected to the sewerage reticulation system but can reasonably be so connected, an availability tariff will be payable. ~~The tariff will be equal to the unit tariff applicable to domestic households.~~ **The availability unit tariff will vary for the different categories of consumers.**

(ii) A unit charge per consumer **category** will be charged. The tariff will be calculated by dividing the total cost by the total number of premises connected to the sewerage reticulation system. Where more than one dwelling unit **or business unit**, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or **each business unit** shall for the purpose of this paragraph, considered to be a consumer.

(iii) The tariff payable for the removal of the contents of a conservancy tank will be based on a charge per load to be removed and for this purpose portion of a load shall be considered to be a full load. Charges payable must be paid in advance and only in cases of extreme emergency will this requirement be waived. In such an event the person or body to whom the service was rendered will be required to pay the amount due on the first working day following the day on which the service was rendered. Where requests are received for removals after ordinary office hours, a surcharge as determined by Council from time to time will be levied on the ordinary tariff applicable.

(iv) Industries classified by council as WET industries (water intensive industries) shall pay over and above a tariff per cistern a treatment cost based on the following formula:

$$B = 0,85 V[R \times \text{COD}] / 1000$$

B = Treatment cost

V = Volume of water used

R = Cost of treating of 1 Kilogram COD

COD = Chemical oxygen demand per milligram

(5) **Community services**

(a) Tariff structure

- (i) The tariff structure as reflected in table 1 here under will be used to determine regulatory community and subsidised services.

(b) Method of calculation

- (i) These tariffs will be adjusted annually by adjusting the tariff that applied during the previous financial year, by a percentage as determined by the majority councillors present at the meeting where the budget is approved or by a recalculation of the estimated actual cost.

Table 1

FUNCTION	UNIT OF RETURN
<p><b>1. SUNDRY SERVICE CHARGES</b></p> <p>1.1 Information regarding valuation of properties.</p> <p>1.2 Issuing of valuation certificate of a property.</p> <p>1.3 Issuing of valuation certificate of a property.</p> <p>1.4 Issuing of second duplicate account.</p> <p>1.5 Photocopying: A4 size A3 size</p> <p>1.6 Copies of building plans and area maps.</p> <p>1.7 Computerised area maps.</p> <p>1.8 Dishonouring charges payable when bank dishonours a cheque.</p> <p>1.9 Facsimilees: Received and/or sent.</p>	<p>Fixed amount per enquiry per property.</p> <p>Fixed amount per certificate.</p> <p>Fixed amount per certificate.</p> <p>Fixed amount per duplicate account.</p> <p>Fixed amount per photo copy</p> <p>Fixed amount per copy. Fixed amount per map for A0, A1, A2, A3 and smaller sizes respectively.</p> <p>Amount equal to the costs levied by the bank.</p> <p>Fixed amount per facsimilee.</p>
<p><b>2. LETTING OF TOWN HALLS AND COMMUNITY HALLS</b></p> <p>2.1 Hall reservations taking into account various uses thereof.</p> <p>2.2 Hall reservations, including kitchen by fixed users.</p>	<p>Fixed amount per reservation.</p> <p>Fixed amount per annum.</p>

FUNCTION	UNIT OF RETURN
2.3 Use of side halls additional to main hall. 2.4 Use of kitchen additional to main hall or side ward. 2.5 Use of refreshment room additional to main hall or side ward. 2.6 Use of facilities one day prior to date of reservation. 2.7 Deposit payable in respect to the use of the hall and the facilities. 2.8 Cancellation of reservation.	Fixed amount per reservation. Fixed amount per reservation. Fixed amount per reservation. Fixed amount per reservation. Fixed amount per reservation. A % of the rental payable to cover administration costs will be recovered from the deposit when a reservation is cancelled.
3. <b>LIBRARY FEES</b> 3.1 Fine for the late return of books, records, CD's, tapes or art prints. 3.2 Fine for late return of a video. 3.3 Lost lender bags. 3.4 Booking of library material <ul style="list-style-type: none"> <li>• material in stock</li> <li>• material not in stock</li> </ul>	Fixed amount per week or portion of a week per item. Fixed amount per day or portion of a day per video. Fixed amount per bag. Fixed amount per booking.
4. <b>ELECTRICAL SERVICE CONNECTION</b> 4.1 Service connections up to 25 metres 10 mm <sup>2</sup> x 2 core with standard meter. 4.2 Service connections more than 25 metres 10 mm <sup>2</sup> x 2 core with standard meter. 4.3 Service connections up to 25 metres 16 mm <sup>2</sup> x 2 core with standard meter. 4.4 Service connections more than 25 metres 16 mm <sup>2</sup> with standard meter. 4.5 Service connections up to 25 m 16 mm <sup>2</sup> x 4 core with standard meter. 4.6 Service connection more than 25 metres 16 mm <sup>2</sup> x 4 core with standard meter. 4.7 Beforehand serviced plots: coupling of service connection. 4.8 Service connection larger than 50 kVA with single phase k.w.u. meter and circuit breaker. 4.9 Service connection larger than 50 kVA with three phase kwu meter and circuit breaker. 4.10 Service connection larger than 50 kVA	Estimated actual cost based on a 25 metre connection plus a % levy for administrative costs. Estimated actual cost plus % levy for administration costs. Estimated actual cost based on a 25 metre connection plus a % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost based on a 25 metre connection plus a % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.

FUNCTION	UNIT OF RETURN
4.11 with single phase pre-paid meter. Service connection larger than 50 kVA with three phase prepaid meter. 4.12 Damages to service connections and reticulation – costs to be recovered.	for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.
5. <b>SALE OF PREPAID ELECTRICAL METERS</b> 5.1 Single phase meter. 5.2 Three phase meter.	Actual purchase price plus % levy for administrative costs. Actual purchase price plus % levy for administrative costs.
6. <b>SUNDRY SERVICES: ELECTRICITY DEPARTMENT</b> 6.1 Call-out fee payable where service connection is over rated or short circuited on the user's side- <ul style="list-style-type: none"> <li>• Office hours</li> <li>• After hours and Saturdays</li> <li>• Public holidays and Sundays</li> </ul> 6.2 Application by consumers for circuit breakers with a higher or lower rating. 6.3 Temporary on-off and reconnections. 6.4 Reconnection of electricity on receipt of false information by a defaulter. 6.5 Testing of meter on request of consumer- Single phase-, three phase-, maximum demand- and pre-paid meters. 6.6 Issuing of certificate of competence 6.7 Repair of electricity cable or cable joint.	Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Fixed amount per reconnection. Estimated actual cost plus % levy for administrative costs. Fixed amount per certificate. Estimated actual cost plus % levy for administrative costs.
7. <b>STREET LIGHTING</b> 7.1 Tariff payable per street light	Fixed amount per kWh.
8. <b>ELECTRICITY DEPOSIT</b> 8.1 Electricity deposit included in consumers services deposit (water, electricity, refuse removal and sewage).	Fixed amount per consumer
9. <b>WATER SERVICES CONNECTIONS</b> 9.1 15 mm connection – low cost housing. 9.2 15 mm connection – other connections. 9.3 20 mm connection. 9.4 Connection and pre-paid meter – low cost housing. 9.5 Connection and pre-paid meter – other connections	Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.

FUNCTION	UNIT OF RETURN
9.6 Testing of water meters	Estimated actual cost plus % levy for administrative costs.
9.7 Damages to service connections and reticulation – costs to be recovered	Estimated actual cost plus % levy for administrative costs.
<b>10. WATER DEPOSIT</b> 10.1 Water deposit included in consumers services deposit (water, electricity, refuse removal, sewage).	Fixed amount per consumer
<b>11. SEWERAGE SERVICES CONNECTION</b> 11.1 100 mm connections 11.2 150 mm connections 11.3 Damages to service connections and reticulation – costs to be recovered.	Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.
<b>12. SUNDRY SERVICES – SEWERAGE WORKS</b> 12.1 Emptying of sewerage tanks 12.2 Emptying of sewerage tanks (farms) 12.3 Emptying of sewerage tanks after ordinary office hours 12.4 Partial connections (draining) 12.5 Industrial effluent per kl 12.6 Selling of purified sewerage per kl 12.7 Sewerage blockages 12.8 Sewerage blockages (after hours)	Fixed amount per load. Fixed amount per load. Fixed amount per load. Fixed amount per load. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.
<b>13. SUNDRY ENGINEERING SERVICES</b> 13.1 Construction of single motor vehicle entrance 13.2 Construction of double motor vehicle entrance. 13.3 Construction of motor vehicle entrance with storm water grid 13.4 Tarring and patch work	Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.
<b>14. CEMETERY FEES</b> 14.1 Single grave site – purchase price 14.2 Reservation of site. 14.3 Digging of grave. 14.4 Covering of grave.	Fixed amount per site. Fixed amount per site. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy

FUNCTION	UNIT OF RETURN
14.5 Pointing out of grave site. 14.6 Digging of extra deep grave.  14.7 Opening up of extra deep grave.  14.8 Construction of brick lining- <ul style="list-style-type: none"> <li>• single grave</li> <li>• extra deep grave</li> </ul> 14.9 Wall of remembrance: Purchases of storage space	for administrative costs. Fixed amount per site. Estimated actual cost plus % levy for administrative costs. Estimated actual cost plus % levy for administrative costs.  Estimated actual cost plus % levy for administrative costs. Fixed amount per urn.
15. <b>BUILDING PLAN FEES</b> 15.1 Standard building plan fees 15.2 Building plan fees: rural areas 15.3 Minimum building plan fees. 15.4 Building plan fees: low cost housing. 15.5 Minor building work/boundary walls. 15.6 Approval of advertisement signs.  15.7 Building deposit in respect to new dwellings and improvements > 100 m <sup>2</sup> . 15.8 Extension of the validity period of approved building plans.	Fixed amount per m <sup>2</sup> . 25% of standard building plan fees. Fixed amount per building plan. Fixed amount per building plan. Fixed amount per building plan. Fixed amount per advertisement sign. Fixed amount per building plan. Fixed amount per application.
16. <b>LAND USE APPLICATIONS AND SUB-DIVISIONS: TARIFFS</b> 16.1 Applications for re-zoning. 16.2 Application for consent uses. 16.3 Applications for extension of the validity period of approvals for rezoning and consent uses. 16.4 Applications for sub-division- <ul style="list-style-type: none"> <li>• up to 20 erven</li> <li>• more than 20 erven</li> </ul> 16.5 Application for extension of the validity period of approvals for rezoning and consent uses. 16.6 Applications for departures. <ul style="list-style-type: none"> <li>• erven &lt; 500 m<sup>2</sup></li> <li>• erven 501 m<sup>2</sup> – 750 m<sup>2</sup></li> <li>• erven &gt; 750 m<sup>2</sup></li> </ul> 16.7 Applications for departures in terms of section 15(1)(a)(i) of Ord 15/1985. 16.8 Applications for lifting restricting provisions. 16.9 Cost of advertisements and postage in regard to the advertising of applications for rezoning, sub-division, consent uses	Fixed amount per application. Fixed amount per application. Fixed amount per application.  Fixed amount per sub-division up to 20 erven Fixed amount per sub-division more than 20 erven. Fixed amount per application.  Fixed amount per application. Fixed amount per application. Fixed amount per application. Fixed amount per application. Estimated actual costs plus % levy for administration costs.

<b>FUNCTION</b>	<b>UNIT OF RETURN</b>
and departures. 16.10 Issuing of zoning certificate.	Fixed amount per certificate.
<b>17. AD HOC HIRING OUT OF SITES</b> 17.1 Hiring of circus sites. 17.2 Hiring of open spaces for church services. 17.3 Hiring of site for merry-go-round. 17.4 Hiring of hawkers sites.	Fixed amount per reservation. Fixed amount per reservation. Fixed amount per reservation. Fixed amount per site.
<b>18. TRAFFIC DEPARTMENT: TARIFFS FOR TRAFFIC SERVICES</b> 18.1 Escorting of vehicles through town. 18.2 Rendering of services to bodies such as sporting clubs, funeral escorts, etc.	Fixed amount per occasion. Fixed amount per hour per occasion.
<b>19. FIRE DEPARTMENT: CHARGES</b> 19.1 GMC and crew (call out and first hour). 19.2 GMC and crew (following hours). 19.3 4 x 4 and crew (call out and first hour). 19.4 4 x 4 and crew (following hours). 19.5 Use of chemicals.  19.6 Service vehicle. 19.7 Rescue vehicle. 19.8 Filling up of swimming pools.	Fixed amount per service. Fixed amount per hour. Fixed amount per service. Fixed amount per hour. Estimated actual cost plus % levy for administrative costs. Fixed amount per km. Fixed amount per service. Fixed amount per service.

## **NOTIFICATION OF TARIFFS, FEES AND SERVICE CHARGES**

8. (1) The council will give notice of all tariffs approved at the annual budget meeting at least 30 days prior to the date that the tariffs become effective.
- (2) A notice stating the purport of the council resolution and the date on which the new tariffs shall become operational, will be displayed by the municipality at a place installed for that purpose.
- (3) All tariffs approved must be considered at the annual budget meeting.

## **IMPLEMENTING AND PHASING IN OF THE POLICY**

9. (1) The principle contained in this policy will be reflected in the various budget proposals submitted to council on an annual basis, service by-laws as promulgated and adjusted by Council from time to time and the tariff by-laws referred to in section 75 of the Act.



- (2) The council may determine conditions applicable to community service of a regulators nature. These conditions will be reflected in the standing orders of council.

**SHORT TITLE**

10. This policy is the Tariff Policy of the Bitou Municipality.