



(For office use)

**APPEAL FORM A:  
RESIDENTIAL (FULL TITLE AND SECTIONAL  
TITLE USED FOR RESIDENTIAL PURPOSES)**

Appeal No.

**Direct all enquiries to [rates@plett.gov.za](mailto:rates@plett.gov.za) and please do not  
contact the valuer directly.**

**RETURN THE COMPLETED FORM BY EMAIL TO:  
BITOU MUNICIPALITY**

**E-MAIL: [rates@plett.gov.za](mailto:rates@plett.gov.za)**

**LODGING OF AN APPEAL AGAINST THE DECISION OF THE MUNICIPAL VALUER REGARDING MATTERS PERTAINING TO SPECIFIC  
PROPERTY AS REFLECTED IN OR OMITTED FROM THE GENERAL VALUATION ROLL FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2029**

**DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE APPEAL IS MADE**

(COMPLETE A SEPARATE FORM FOR EACH ENTRY OBJECTED TO)

ERF/UNIT  
NAME

NO

SUBURB / SCHEME

**SECTION 1: APPEALANT INFORMATION****1.1 APPEALANT IS THE OWNER**

REGISTERED OWNER OF PROPERTY					
IDENTITY NO.			COMPANY OR CC REGISTRATION NO		
PHYSICAL ADDRESS OF OWNER				CODE	
POSTAL ADDRESS OF OWNER				CODE	
TELEPHONE NO	HOME	( )	WORK	( )	
	CELL		FAX	( )	
E-MAIL ADDRESS					

**1.2 APPEALANT IS NOT THE OWNER OR THE MUNICIPALITY IS THE APPEALANT**

NAME OF APPEALANT					
IDENTITY NO.			COMPANY OR CC REGISTRATION NO		
POSTAL ADDRESS OF APPEALANT				CODE	
TELEPHONE NO	HOME	( )	WORK	( )	
	CELL		FAX	( )	
E-MAIL ADDRESS					
STATUS OF APPEALANT e.g. Tenant, Pending Purchaser, Municipality					

**1.3 AUTHORISED REPRESENTATIVE OF THE APPEALANT**

NAME OF REPRESENTATIVE					
IDENTITY NO.			COMPANY OR CC REGISTRATION NO		
POSTAL ADDRESS OF REPRESENTATIVE				CODE	

**Complete: Erf/Unit No ..... Area/Scheme Name .....**

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

TELEPHONE NO	HOME ( )	WORK ( )
	CELL	FAX ( )
E-MAIL ADDRESS		

**IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED**

**SECTION 2: PROPERTY DETAILS (FOR SECTIONAL TITLES SEE SECTION 4)**

PHYSICAL ADDRESS		CODE	
EXTENT OF PROPERTY		M <sup>2</sup>	
MUNICIPAL ACCOUNT NO		(If available)	

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND

(If applicable)

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROADS PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (IF APPLICABLE)

SERVITUDE NO		AFFECTED AREA	M <sup>2</sup>
IN FAVOUR OF			
FOR WHAT PURPOSE			
WAS COMPENSATION PAID	YES	NO	
IF YES: DATE OF PAYMENT		AMOUNT	R

**SECTION 3: DESCRIPTION OF RESIDENTIAL DWELLING (FOR SECTIONAL TITLES SEE SECTION 4) (INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX)**

**MAIN DWELLING**

NO. OF BEDROOMS		NO. OF BATHROOMS		KITCHEN		LOUNGE	
DINNING ROOM		LOUNGE WITH DINNING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				OTHER			
OTHER				OTHER			

**OUTBUILDINGS**

NO. OF GARAGES		<b>OTHER BUILDINGS (ATTACH ANNEXURE)</b>	SIZE OF MAIN DWELLING		M <sup>2</sup>
GRANNY FLAT/ROOMS			SIZE OF OUT BUILDING		M <sup>2</sup>
OTHER			SIZE OF OTHER BUILDINGS		M <sup>2</sup>
			TOTAL BUILDING SIZE		M <sup>2</sup>

FENCING	FRONT	BACK	SIDE 1	SIDE 2
TYPE				
HEIGHT				

SWIMMING POOL		TENNIS COURT	
BORE HOLE		GARDEN	GOOD
			AVERAGE
OTHER		OTHER	POOR

**Complete: Erf/Unit No ..... Area/Scheme Name .....**

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

DRIVEWAY (E.G. Bricks, pavers)		IS YOUR PROPERTY SITUATED IN A BOOMED AREA OR SECURITY	YES	NO

OTHER FEATURES

GENERAL CONDITION OF PROPERTY (TICK APPROPRIATE BOX)

GOOD		AVERAGE		POOR	
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**SECTION 4: SECTIONAL TITLES UNITS**

SCHEME NO		NAME OF SCHEME		FLAT NO/DOOR NO		UNIT SIZE	M <sup>2</sup>
NAME OF MANAGING AGENT					TEL NO.	( )	

INDICATE NUMBER OR STATE YES/NO IN APPROPRIATE BOX

MONTHLY LEVY	R						
NO. OF BEDROOMS		NO. OF BATHROOMS		KITCHEN		LOUNGE	
DINNING ROOM		LOUNGE WITH DINING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				OTHER			
OTHER				OTHER			

DETAILS OF EXCLUSIVE USE AREAS

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

**SECTION 5: MARKET INFORMATION**

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET IF YOUR PROPERTY HAS BEEN ON THE MARKET THE LAST 3 YEARS

GARAGE		M <sup>2</sup>
CARPORT		M <sup>2</sup>
OPEN PARKING		M <sup>2</sup>
STOREROOM		M <sup>2</sup>
GARDEN		M <sup>2</sup>
OTHER		M <sup>2</sup>

WHAT IS THE ASKING PRICE?	R	WHAT WAS THE ASKING PRICE?	R
OFFER RECEIVED	R	OFFER RECEIVED	R
NAME OF AGENT		TEL NO	( )

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE APPEALANT IN DETERMINING THE MARKET VALUE OF PROPERTY OBJECTED TO

ERF/UNIT NO	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE

**SECTION 6: APPEAL DETAILS**

	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY APPEALANT
DESCRIPTION OF THE PROPERTY/ UNIT NO.		
CATEGORY		
PHYSICAL ADDRESS/DOOR NO./FLAT NO.		
EXTENT		
MARKET VALUE		

Complete: Erf/Unit No ..... Area/Scheme Name .....

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

NAME OF OWNER		
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ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS APPEAL (ANNEXURES CAN BE PROVIDED)

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## SECTION 7: DECLARATION

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR THE APPEAL BOARD.

I / WE ..... HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

YEAR	MONTH	DAY

SIGNATURE

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## OFFICIAL USE

### SECTION 8: DECISION OF MUNICIPAL VALUER

DESCRIPTION OF THE PROPERTY/UNIT NO.	
CATEGORY	
PHYSICAL ADDRESS/DOOR NO./FLAT NO.	
EXTENT	
MARKET VALUE	
NAME OF OWNER	

### REASONS FOR THE MUNICIPAL VALUER

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	SIGNATURE	DATE	NAME OF MUNICIPAL		
VALUATION ROLL ADJUSTED					
APPEALANT NOTIFIED					
OWNER NOTIFIED					
SECTION 52(1)(a) WHERE APPLICABLE					
VALUER/ASSISTANT MUNICIPAL VALUER		DATE	YEAR	MONTH	DAY
SIGNATURE:					
SECTION 9: NOTIFICATION OF OUTCOME					

Complete: Erf/Unit No ..... Area/Scheme Name .....

PLEASE COMPLETE THE BOTTOM OF EACH PAGE