



(For office use)

APPEAL FORM B:
PROPERTIES OTHER THAN RESIDENTIAL
OR AGRICULTURAL (e.g. businesses, factories, offices, schools)

Appeal No.

Direct all enquiries to 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

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/PORTION NO

SUBURB/FARM / SCHEME NAME

FARM NO

REGISTRATION DIVISION

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				

Complete: Erf No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

1.3 AUTHORISED REPRESENTATIVE OF THE APPEALANT

NAME OF REPRESENTATIVE				
IDENTITY NO.		COMPANY OR CC REGISTRATION NO		
POSTAL ADDRESS OF REPRESENTATIVE				CODE
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 M₂

MUNICIPAL ACCOUNT NO (If available)

NAME OF BOND HOLDER	REGISTERED AMOUNT OF BOND

(If available)

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

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

SECTION 3: DESCRIPTION OF BUILDINGS (FOR SECTIONAL TITLE COMPLETE SECTION 4)

(INFORMATION UNDER 3.1 TO 3.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

3.1 TENANT AND RENT INFORMATION – ANNEXURE A

NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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3.2 SCHEDULE OF EXPENSES INCLUDING MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. ANNEXURE B**3.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR – ANNEXURE C****3.4 BUILDING SIZES – ANNEXURE D**

BUILDING NO.	SIZE M ²	DESCRIPTION e.g. used as a shop, offices etc.	CONDITION
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3.5 IF THE PROPERTY HAS NOT BEEN DEVELOPED TO ITS HIGHEST AND BEST USE, INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT

	M ₂
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OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE E IF NECESSARY) _____

Complete: Erf No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

SECTION 4: SECTIONAL TITLE UNITS

SCHEME NO.		NAME OF SCHEME		FLAT NO/ DOOR NO		UNIT SIZE	M ²
NAME OF MANAGING AGENT				TEL NO.	()		
SHOPS		M ²	OTHER			M ²	
OFFICES		M ²	OTHER			M ²	
FACTORIES		M ²	OTHER			M ²	

TENANT AND RENT INFORMATION – ANNEXURE A

MONTHLY LEVY	R					
NAME OF TENANT	SIZE	RENTAL (EXCL VAT)	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE

DETAILS OF EXCLUSIVE USE AREAS**COMMON PROPERTY CONSISTS OF:**

SWIMMING POOL		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 ²
TENNIS COURT			CARPORT		M ²
OTHER			OPEN PARKING		M ²
OTHER			STORE ROOM		M ²
OTHER			GARDEN		M ²
			OTHER		M ²

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		
NAME OF OWNER		

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

Complete: Erf No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE

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 _____

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

NAME OF MUNICIPAL VALUER/ASSISTANT MUNICIPAL VALUER

SIGNATURE

DATE

YEAR	MONTH	DAY

SECTION 9: NOTIFICATION OF OUTCOME

	SIGNATURE	DATE
VALUATION ROLL ADJUSTED		
APPEALANT NOTIFIED		
OWNER NOTIFIED		
SECTION 52(1)(a) WHERE APPLICABLE		

Complete: Erf No Area/Scheme Name

PLEASE COMPLETE THE BOTTOM OF EACH PAGE