CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FINANCE: VALUATIONS

Submit by Email

APPLICATION FOR THE RESIDENCE OF THE OFFICE BEARER

Official residence[1] of the office bearer[2]
This refers to the official dwelling occupied by the office bearer (primary person who officiates at services) of the religious community who officiates at the services held at the place of public worship[3].
In order for the impermissible rate to apply:

1. The religious community must be the registered owner of the property that is being used as a place of public worship, and
2. The religious community must be the registered owner of the residential property; and
3. The residential property must be used as the primary place of residence of the office bearer of that place of public worship.

Note: The legislation only allows for one office bearer per place of public worship and therefore only the one residential property where the office bearer resides, will not be rated. Any other property owned by the religious organisation will be rated according to the use of the property as set out in the Rates Policy.

SECTION A: PERSONAL INFORMATION OF APPLICANT

Title | Name and surname

Name of religious community

Physical address of the residence of the office bearer

Allotment/suburb | Postal code

Erf number | Municipal account number

Contact number | Cell number

E-mail address

Religious community's website address (if applicable)

SECTION B: DOCUMENTATION REQUIRED

Please submit the following compulsory documentation:

☐ A confirmatory statement from the office bearer stating that he/she resides on the residential property owned by the religious organisation, as his/her primary place of residence; and

☐ A copy of proof of address not older than three months (addressed to the office bearer and not to the religious community). A municipal account may not be utilised as proof of address.

Note: If all the requested documentation is not submitted, the application will not be processed.
The City/Municipal Valuer reserves the right to request additional documentation if so required.

Signatory's name and surname

Date D D M M Y Y Y Y | Signature

[1] **"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.

[2] **"office bearer"**, in relation to places of public worship, means the primary person who officiates at services at that place of worship.

[3] **"place of public worship"**, means a 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 the 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.