

**This application form comprises two parts. The first part is completed by the MEC for Housing in a Province. The second part is completed by or on behalf of the Municipality.**

Applications made in terms of this form will only be considered for greenfield projects, that is:

- A project that is undertaken in an area where unoccupied land is developed as part of a new township; or
- A project that is undertaken in an existing township where an undeveloped parcel of land is utilised for development purposes.

The MEC is **not** obliged to make a reservation of subsidies for Project Linked Greenfield Subsidy Project Development in every municipality that submits an application.

<p><b>PART 1: DATA BY MEC</b></p>	<p><b>Drafting Instructions</b></p> <ul style="list-style-type: none"> <li>• <b>Complete empty fields remaining in left hand column</b></li> <li>• <b>Delete this whole right column and drag this line to right hand boundary before issuing as a Notice.</b></li> </ul>
<p><b>1 DATE OF ISSUE</b></p> <p>This application for reservation of subsidy is issued on</p>	<p><i>Insert applicable date</i></p>
<p><b>2 UNDERTAKING BY MEC</b></p> <p>The MEC responsible for Housing matters in _____ Province undertakes to:</p> <ul style="list-style-type: none"> <li>• consider all duly completed applications received from municipalities in the Province for reservation of subsidies for Project Linked Greenfield Subsidy Project Development in terms of Chapter 3, Part 3 of the National Housing Code.</li> <li>• consider information correctly and fully completed by a municipality in Province and returned in Part 2.</li> <li>• consider all applications from municipalities in the Province received by the Programme Manager on or before the due date.</li> <li>• liaise with the MEC responsible for development planning to obtain information and data on housing and multi-year housing plans from approved IDPs.</li> <li>• consider the priorities set out in the provincial housing profiles of need and the 5-year provincial housing plan.</li> <li>• consult the panel established by the MEC in terms of section 7(4) of the Housing Act, 1997 (Act 107 of 1997).</li> <li>• give reasons in writing to a municipality for declining to make a reservation of subsidies for Project Linked Greenfield Subsidy Project Development in its area of jurisdiction.</li> </ul>	<p><i>Insert name of province. These clauses set out the actions to be taken by the MEC in reviewing all applications and making reservations. Additional actions may be inserted according to provincial needs (e.g. presentation at Indaba's or Summits, ratification by Cabinet committee, review of previous spending or delivery, review of municipal capacity, signing of an assistance agreement for the PHD to provide assistance, etc.)</i></p>

<ul style="list-style-type: none"> <li>The Programme Manager is:</li> </ul> <p>Name</p> <p>Title</p> <p>Designation</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p><i>Insert name, designation and address etc of Programme Manager. Must be an individual person.</i></p>
<p><b>3 TIME</b></p>	
<ul style="list-style-type: none"> <li>The due date for receipt of duly completed applications by the Programme Manager is .</li> </ul>	<p><i>Insert date, which should be a reasonable period, say at least four weeks after the Issue Date of the Notice, depending on the method of transmission of the Notice.</i></p>
<ul style="list-style-type: none"> <li>The notification date is the date by which the MEC will notify in writing a decision on reservation of subsidies for Project Linked Greenfield Subsidy Project Developments in the Province. The MEC will notify all municipalities that submit duly completed applications to the Programme Manager by the due date.</li> <li>The notification date is .</li> </ul>	<p><i>Insert date, which should be a reasonable period after the closing date, say, at most four weeks.</i></p>
<p><b>4 COSTS</b></p>	
<ul style="list-style-type: none"> <li>Each municipality will meet it's own costs in the preparation of an application.</li> </ul>	
<p><b>5 ASSISTANCE</b></p>	
<p>A municipality may make a request to the MEC for Housing matters for assistance in the completion of this application for reservation of subsidies. Requests may be directed to the Programme Manager within working days of the date of issue of this Notice.</p>	<p><i>Where assistance is not already being given to a municipality, insert a reasonable number of days for making a request that does not compromise completion of work by the due date.</i></p>

<p><b>PART 2 DATA BY MUNICIPALITY</b></p>	<p><b>Drafting instructions</b></p> <ul style="list-style-type: none"> <li>• <b>Complete empty fields remaining in left hand column.</b></li> <li>• <b>Complete all sections from 1 to 8; in Section 3 complete either 3.1 or 3.2</b></li> <li>• <b>Delete the whole of this column.</b></li> <li>• <b>Drag this line to right</b>  ← hand boundary and →  <b>adjust table column widths before submitting this Notice.</b></li> </ul>
<p><b>1 GENERAL PARTICULARS</b></p> <ul style="list-style-type: none"> <li>• The Municipality is Telephone: Fax: Email:</li> </ul>	<p><i>Insert name and address of municipality.</i></p>
<ul style="list-style-type: none"> <li>• The Municipality's responsible official: Name Title Designation Telephone Fax e-mail</li> </ul>	<p><i>Insert the name and designation of the official responsible for this application, to whom enquiries and correspondence will be directed by the Provincial Government.</i></p>
<ul style="list-style-type: none"> <li>• The Municipality was assisted in this application by: Name Title Designation Telephone Fax e-mail</li> </ul>	<p><i>If assistance was received from the Provincial Government to complete this application, give the person's name, designation and details. Delete these lines if no assistance was required.</i></p>
<p><b>2 CONFIRMATION BY MUNICIPALITY</b></p> <ul style="list-style-type: none"> <li>• The Municipality in applying for reservation of subsidies for Project Linked Greenfield Subsidy Project Developments in its area of jurisdiction confirms it's commitment to:</li> <li>• completing project description(s) for all such subsidies that may be reserved in its area of jurisdiction by the MEC responsible for Housing; and</li> <li>• undertaking or assisting the undertaking of any housing development projects that may be subsequently approved by the MEC.</li> </ul>	

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<p><b>3 INTEGRATED DEVELOPMENT PLAN</b></p>	<p><b>Complete</b> 3.1 where an IDP is approved by the responsible MEC and delete all rows under 3.2. Complete 3.2 where an IDP is not approved by the responsible MEC and delete all rows under 3.1. Do not re-number 3.2 if 3.1 is deleted.</p>												
<p><b>3.1 Approved IDP</b></p>													
<ul style="list-style-type: none"> <li>The Municipality confirms that it has duly completed and submitted an Integrated Development Plan (IDP) to the MEC responsible for development planning in the Province on .</li> </ul>	<p><b>Insert</b> the date of submission to the MEC.</p>												
<ul style="list-style-type: none"> <li>The Municipality confirms that the IDP was approved / approved in principle by the MEC on .</li> </ul>	<p><b>Delete</b> as appropriate to indicate status of the IDP at date of submission and insert date of approval.</p>												
<ul style="list-style-type: none"> <li>The responsible MEC attached the following comments to the IDP in respect of the multi-year housing plan and housing component of the spatial development plan contained in the IDP</li> </ul> <table border="1" data-bbox="131 869 919 999"> <thead> <tr> <th>IDP Ref.</th> <th>doc.</th> <th>Subject</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	IDP Ref.	doc.	Subject	Comment									<p><b>Insert</b> any comments made, or state 'no comments' in the Comment column. Insert additional lines into the table as required.</p>
IDP Ref.	doc.	Subject	Comment										
<ul style="list-style-type: none"> <li>The Municipality will respond to the comments of the responsible MEC as follows</li> </ul> <table border="1" data-bbox="131 1079 938 1209"> <thead> <tr> <th>IDP Ref.</th> <th>doc.</th> <th>Action</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	IDP Ref.	doc.	Action	Completion Date									<p><b>Indicate</b> actions taken or to be taken for each comment in the table above. State 'no action necessary' where there are no comments in the table above. Insert additional lines into the table as required.</p>
IDP Ref.	doc.	Action	Completion Date										
<p><b>3.2 IDP not approved</b></p>													
<ul style="list-style-type: none"> <li>The Municipality confirms that approval of an IDP has not been received from the MEC responsible for development planning in the Province. A duly completed IDP was submitted / will be submitted to the MEC on .</li> </ul>	<p><b>Delete</b> as appropriate to reflect the status on date of submission. <b>Insert</b> actual or estimated date.</p>												
<ul style="list-style-type: none"> <li>The Municipality identifies and prioritises potential housing development needs in its area of jurisdiction in this application based on the following needs investigations, surveys and/or studies</li> </ul> <table border="1" data-bbox="131 1554 919 1701"> <thead> <tr> <th>Report Title</th> <th>Date</th> <th>Summary description of Wards studied, scope of study, sample sizes and methodologies, authors, etc.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The Municipality confirms that copies of each document may be obtained from the Municipality's responsible official for verification or cross-checking of information given below.</li> </ul>	Report Title	Date	Summary description of Wards studied, scope of study, sample sizes and methodologies, authors, etc.							<p><b>List</b> all studies and reports used as a basis for motivation of need in this application. <b>Insert</b> additional lines into the table as required.</p>			
Report Title	Date	Summary description of Wards studied, scope of study, sample sizes and methodologies, authors, etc.											

- The Municipality confirms that it has completed the following preliminary land use planning of its area of jurisdiction based on the needs identified in the documents above

Plan Title	Date of compilation	Wards covered and scope and content of plan	Annexure 1 Ref.
			A1.1
			A1.2
			A1.3

*List plans, identify briefly the subject and scope of each plan. Attach all listed plans in Annexure 1 and annotate according to numbering in the table. Insert additional lines into the table as required.*

#### 4 PROFILE OF HOUSING NEED

- The Municipality confirms the following housing needs in its area of jurisdiction, derived from its approved IDP / preliminary estimate of need.

Income	Total No. Households	Est. No. in need of housing	% of Total	Source of estimate
R0 – R800				
R801 – R1500				
R1501 – R2500				
R2501 – R3500				
>R3500				
TOTAL				

*Delete as appropriate to reflect status declared in section 3.*

*Complete the table using data from IDP or preliminary planning sources, indicating data source references.*

- The Municipality indicates the profile and distribution of housing need as follows, and confirms the estimate of households in need of housing indicated in each subsidy band column.

	Income					TOTAL
	R0 – R800	R801 – R1500	R1501 – R2500	R2501 – R3500	>R3500	
Est. No. Households in need of housing						
% of Total						
Est. No. indigent <sup>1</sup>						
% of Total receiving grants						

*The estimate in the first row is carried forward from the table above. The numbers receiving social welfare grants and who are indigent are sub-sets of this number – i.e. they are part of the number of households in need, not an additional group.*

<sup>1</sup> Indigent: beneficiaries earning R800 per month or less and which satisfy one or more of the following criteria:

- Aged : male beneficiary at the age of 65; female beneficiary at the age of 60 earning R800 per month and less;
- Disabled : a beneficiary certified by a registered medical practitioner that is unable to construct his/ her own house, earning R 800 per month and less.
- Health stricken : beneficiary, certified by a registered medical practitioner that is either temporary for the duration of the project, or permanently unable to construct his/ her own house, earning R800 per month and less.

<p><b>5 MULTI-YEAR HOUSING PLAN</b></p>	<p><b>Delete</b> as appropriate to reflect status declared in section 3. The multi-year housing plan must include all housing in the municipality. Not just Greenfield subsidy or other subsidy types.</p>																																																																																																								
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			Income																																																																																																						
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- The table below contains the Municipality's *funding plan* for the delivery plan above.

		Year : 20					
		R0 – R800	R801 – R1500	R1501 – R2500	R2501 - R3500	>R3500	TOTAL
Units started							
<b>COSTS</b> (R'000)	Bulk & connector						
	Electricity						
	Road works						
	Township/housing						
	<b>Total</b>						
<b>SOURCE OF FUNDING</b> (R'000)	Municipal budget, committed						
	Municipal budget, uncommitted						
	District Council, committed						
	District Council, uncommitted						
	Approved subsidies						
	Subsidies, uncommitted						
	CMIP committed						
	CMIP uncommitted						
	Developer contributions						
	Self funded						
	<b>Total</b>						

**NOTE: replicate table as necessary for each year indicated in the delivery plan above.**

**Carry forward** the units started from the delivery plan. Indicate the item costs and total costs for all the planned units in each income group. Use thousands of Rand as the denomination.

**Indicate** the sources of funds. Insert additional lines if required. Identify committed or approved funds in a separate line from funds not yet approved or committed (including funds not yet applied for).

'Self funded' means that the developer will meet the costs (and will recover the costs by selling or renting the units).

## 6 PARTICIPATION PROCESSES

- The Municipality identifies participation processes for establishing the multi-year housing plan with the following stakeholders and community based partners.

Stakeholder	Nature of participation	Dates	Results

**Firstly**, identify and describe engagements around the IDP housing process and formation of the housing plan. Under 'Nature of participation' list types of structures used and the structure of engagements (committees, workshops, public meetings etc.) Under 'Results' list outcomes of the engagements. Add additional lines as necessary.

**Secondly**, identify engagements in communities in areas prioritised for Greenfield Subsidy project developments, including the same information.

<b>7 SPATIAL DEVELOPMENT PLAN</b>	
<ul style="list-style-type: none"> <li>The Municipality attaches an annotated <i>spatial development plan</i> in Annexure 2. The plan indicates: <ul style="list-style-type: none"> <li>Areas prioritised for development to accommodate the units proposed in the delivery plan; and</li> <li>Areas prioritised for Project Linked Greenfield Subsidy Project Development.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>The following comments are made regarding access to employment centres from land prioritised for Project Linked Greenfield Subsidy Project Development.</li> </ul> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><i>Insert comments regarding distances, times, costs, types/sectors of employment, etc.</i></p>
<ul style="list-style-type: none"> <li>The following comments are made regarding existing bulk and/or connector services, or period of future provision of such bulk and/or connector services to land prioritised for Project Linked Greenfield Subsidy Project Development.</li> </ul> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><i>Indicate current services and their capacity in relation to the requirements of all prioritised developments that they will serve. Where capacity is inadequate, indicate when it will be in place.</i></p>
<ul style="list-style-type: none"> <li>The following comments are made regarding access to adequate transportation facilities from land prioritised for Project Linked Greenfield Subsidy Project Development.</li> </ul> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><i>Insert comments regarding modes, interchanges, travel times &amp; costs, types of operators, any planned transportation developments, etc.</i></p>
<ul style="list-style-type: none"> <li>The following comments are made regarding the direction of development towards existing economic opportunities, the promotion of economic efficiency and spatial integration of land prioritised for Project Linked Greenfield Subsidy Project Development into the municipality's built form.</li> </ul> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><i>Insert comments.</i></p>

8 SUBSIDY RESERVATION APPLICATION	
<ul style="list-style-type: none"> <li>Based on the information and plans presented above the Municipality applies for reservation of Project Linked Greenfield Subsidy Project subsidies for initiation of development in .</li> </ul>	<p><i>Insert the financial year in which a project, or projects, will be started using the funds applied for in the request for subsidy reservation.</i></p> <p><i>A multi-year programme of initiation may be preferred, where large tracts of suitable land may be developed in phases. In these cases the period may be longer, for example 2002 – 2005.</i></p>

The Executive Mayor / Executive Committee (delete as applicable) confirms that the Municipality wishes to undertake Project Linked Greenfield Subsidy Project Development in terms of Chapter 3, Part 3 of the National Housing Code.

Signature

.....

Name

.....

Capacity

.....

for the

**Municipality**

.....  
(Name and address of municipality)

Date

.....

The Municipality attaches the following plans as identified in section 3.2 of Part 2, which are labeled as indicated in the right hand column of the table below.

Plan Title	Annexure 1 Reference
	A1.1
	A1.2
	A1.3

**Municipality's drafting instructions:**

- Complete either 1 or 2 depending on the status of the municipal IDP declared in part 2, section 2
- If 1 is completed below, delete 2
- If 2 is completed below, delete 1
- Do not re-number
- Insert additional lines in the Table in 2 as required; and
- Delete these instructions

**1. IDP Submitted**

- The Municipality declares in Part 2, Section 3.1 that its IDP is approved / conditionally approved. The Municipality does not attach any plans in this Annexure.

**2. IDP not submitted**

- The Municipality declares in Part 2, section 3.2 that its IDP is not approved. The Municipality attached to this Annexure the following plans, being all of the plans identified in Part 2, section 3.2.

Plan Title	Annexure 1 Reference
	Annexure 1.1
	Annexure 1.2
	Annexure 1.3

The Municipality attaches hereto an annotated spatial development plan that indicates:

- Areas prioritised for development to accommodate the units proposed in the delivery plan in Part 2, section 5; and
- Areas prioritised for Project Linked Greenfield Subsidy Project Development.

The comments made in Part 2, section 7 refer to the attached plan.