



SENQU MUNICIPALITY
APPLICATION FOR ELECTRICITY SERVICES (Part 1)
RESIDENTIAL (Part 1) & BUSINESS (Part 1 & 2)

The following documents are to be attached: Original Payslip, original bank statement,
 Certified copy of ID, marriage certificate,
 Copy of previous municipal account.

APPLICANTS DETAILS

ID Number:.....Title: Mr/Mrs/Miss/other:.....
 Surname:First names:.....
 Residential Address:.....Erf No:.....
 Postal Address:Town:.....Code:.....
 Tel No(H):(W).....(Fax).....(Cell).....
 Vehicle Registration No: e-mail address:.....

Note: Applicant is for legal purposes, the “user” of the municipal services.

SPOUSE DETAILS (where applicable)

ID Number:.....Title: Mr /Mrs? Miss/ other.....
 Surname:.....First Names:.....
 Residential Address:
 Postal Address:Code:.....
 Tel No (H).....(W).....(Fax).....(Cell).....

FAMILY DETAILS (Next of Kin **not living at same address)**

Name:Relationship:.....
 Address:PO Code:.....
 Tel No (H)Cell.....

OWNERSHIP

Do you own the property?
 If no, name of owner.....
 ID No of owner :.....
 Current residential address of owner:Code:.....
 Tel No of owner (H).....(W)(Cell).....

EMPLOYMENT DETAILS (Applicant)

Company:.....

Address:.....Code.....

Tel No:.....Contact Person:.....

Gross salary/month (as per payslip) R.....

Salary/staff No:

Period of employment:months.....years Date employed.....

CREDIT INFORMATION (Applicant)

Are you under Administration/Insolvent/Garnishee Order?.....

Former Municipal account No.....Municipality Name:.....

REFERENCES:

Account No.....Institution.....Contact Tel No.....

Account No.....Institution.....Contact Tel No.....

BANK DETAILS (Applicant)

Name of bank:.....Branch:.....Code:.....

Account No:.....Account Type:.....

SERVICES REQUIRED

Address at which services are required:.....

Erf No: Date services are required:.....

Type of Service: (Please tick)

- a) Reconnection of existing electricity supply: ()
- b) New electricity connection: ()
- c) Upgrade or change of existing supply: ()

Type of Electrical Meter connection request: (Please tick)

- a) Pre-paid Meter Single phase <60A: ()
- b) Prepaid Meter Three phase <60A: ()
- c) Conventional Meter Single phase <60A: ()
- d) Conventional Meter Three phase <60A: ()
- e) KVA Meter >60A: ()
- f) Other:

- Note: Premises with existing water borne sanitation connections will automatically be charged the relevant service charges. **Refuse charges are levied on all premises.**
- New services are billed separately, and are to be paid in advance, after receipt of a quotation.
- Services will only be rendered where networks exist or have sufficient capacity.
- Network extensions will be paid by the consumer, where applicable.

OBLIGATION

1. The applicant/owner agrees to be bound by the by-laws, regulations, policies and any other form of legislation adopted by the Senqu Municipality and any other compulsory legislation for the purpose of controlling and distributing the supply of services and for collecting or enforcing payment thereof and sign this agreement as being of all intent and purpose recognizing such by-laws and legislation and any amendments thereof.

2. Accounts must be paid on or before the due date.
3. If no account is received, the responsibility lies with the applicant/owner to ensure that a duplicate is obtained, and duly paid by the due date.
4. Should a dispute arise between the Senqu Municipality and the applicant/owner, continued payment of the monthly levies, in full, will be undertaken by the consumer/owner until the dispute is resolved, and who may not withhold payment for any reason.
5. If the account remains unpaid after due date, the applicant/owner will be responsible for any interest charged at a rate determined by the Senqu Municipality on all overdue amounts (within the framework of relative legislation).
6. The applicant/owner hereby accepts that the Senqu Municipality has the authority to terminate any services due to non payment of any services rendered(Electricity, Water, Sanitation, Rates, Taxes, ect.) by the Senqu Municipality, without any notice.
7. The consumer is responsible to ensure that all meters are accessible for reading by authorized staff, and without any obstruction (i.e. locked gates, dogs, etc).
8. The consumer is held liable for any consumption registered on the meter/s and monthly basic charges until the official termination process has been followed. .
9. Estimated consumption will be billed if a meter reading cannot be obtained.
10. If no readings are obtained in a three (3) month period, the Senqu Municipality will suspend services, without notice.
11. The applicant/owner acknowledges that transfer of the services account to another user may not be done, and the applicant will still be liable, unless the termination of services process has been followed.
12. Termination/ connection forms should be completed and submitted at least 10 working days in advance. New connections will be done 10 working days after receipt of payment.
13. I agree to pay the required deposit for services as determined by the Senqu Municipality or any other authority (from time to time) and if the deposit should become insufficient, the deposit may be increased accordingly.
14. I am aware that it is illegal to tamper with any water or electrical connection, meter or associated parts and that such tampering will lead to the removal of the service/s and a criminal charge being implemented against the applicant/owner.
15. If any service is disconnected, the Senqu Municipality is authorized to apply the deposit to the arrear account and request a new increased deposit in the event of disconnection for non-payment.
16. If any service is discontinued due to non –payment, the Senqu Municipality will levy a disconnection and reconnection fee and may require a deposit increase.
17. If any cheque payment is returned by the Senqu Municipality’s bankers as “ Refer to Drawer”, services will be discontinued immediately and the required amount plus an administration fee plus a disconnection and reconnection fee and any bank charges, will have to be replaced by cash, before services are reconnected.
18. In the event of water services non-payment, the applicant/owner hereby consents to the installation of a restrictor valve (6 KL/Month) on the property without notice. The applicant/owner further agrees that the restrictor valve will remain in place until all arrears have been addressed.
19. The applicant/owner is hereby made aware that the electrical installation is the responsibility of the user, and that an Electrical Certificate of Compliance is required under law. The Senqu Municipality retains the right to disconnect such electrical services, without notice, if unsafe conditions exist, irrespective if the users account is up to date or not.
20. An Electrical Certificate of Compliance is required in the event of any new connection or sale of premises, before a connection will be made.
21. The Senqu Municipality retains the right to request an Electrical Certificate of Compliance on any occasion that the Municipality sees fit, and failure to produce such a certificate (within 5 working days), may result in the immediate termination of supply to such electrical installation until such time an authentic certificate is produced.
22. The applicant/owner accepts full responsibility for any tracing and/or legal costs incurred by the Senqu Municipality owing to default of the applicant/owner on an attorney client scale.
23. The applicant/owner cannot hold the Senqu Municipality liable for any damages that may occur due to loss of any services due to non-payment, any Act of God or any interruption/quality of any service out of the control of the Municipality.

24. The Senqu Municipality commits itself to supply a quality of service to the requirements of relevant legislation, and where possible, higher.

TENANT

I/we accept and agree as the Tenant of the property/installation to submit this form with the signature of the landlord/owner affixed hereto failing which services shall not be connected and am further aware, understand and consent to the conditions/obligations imposed.

Tenant Name: _____ Tenant Signature: _____

Witness: _____ Witness: _____

OWNER/LANDLORD

I/We _____

Of (Physical address) _____

Postal address _____

(which address I /we choose for notification purpose)

Tel: _____ Cell: _____ Fax: _____ e-mail: _____

1. The owner of the said property where services are required, hereby consent to the opening of a service account by the applicant, my tenant, with Senqu Municipality
2. I confirm I am duly authorized to sign this document as the owner or on behalf of said owner.(If on behalf of owner, supply written proof)
3. I/we am/are aware of the stipulations of Section 118 of the Municipal Systems Act 2000 which states “ The Council is bound by Section 118 of the Local Government Municipal Systems Act No 82 of 2000 and shall not issue a certificate of clearance for rural property which shall certify that all amounts due in respect of that property for municipal service fees, levies and duties have been fully paid.
 - a) All clients who apply for the rendering of services from the Municipality will clearly indicate whether they are tenants and/or owners of the property. The Council shall endeavor to apply the credit control policy strictly against tenant clients so as to protect the interest of the owners who can be held liable in terms of Section 118 of the Local Government Municipal Systems Act, but shall not be held responsible and/or liable for the failure to do that and for any municipal service fees and/or any other levies and duties which have accrued to the said tenant, which shall in terms of the said Act, be the responsibility and liability of the owner.
 - b) It remains the owners’ responsibility who leases the properties to protect themselves from having to pay arrear service charges, costs and other levies, which may have been occurred by the tenant/s
4. I/we confirm that in the event that my said tenant should fall into arrears that the Senqu Municipality attend to the following:
 - a) Disconnect the services to the tenant
 - b) Notify the Landlord/owner of arrears (after 30 days)
 - c) No arrangements will be entered into with the tenant unless written consent of the owner/ landlord or his/her agent are received, but the legal owner will still be liable for any amounts owing, in the case of default by the tenant on any arrangements made. Any such arrangements will consist of a written contract containing a minimum monthly payment and a set time frame.
 - d) The Senqu Municipality does not bind itself to enter into any contract arrangements for payment of arrears and reserves the right to implement the above, in terms of the Credit Control Policy, which may be changed from time to time, by the Senqu Council, without notification.

DATE: _____ Signature (owner/agent) _____

Witness: _____ Witness: _____

FOR OFFICE USE ONLY

Utilise correct Tarriff

Deposit Received: Water R _____ Electricity: R _____

Total of Deposits: R _____ Receipt No : _____

New account No _____ Old account No _____
(Where applicable)

Received by (Print Name) _____

Date of Payment : _____ Signature: _____

Date received by Technical Services: _____ Signature _____

Water reading _____ Electricity reading _____ Phases: ____

Water Meter No _____ Electricity Meter No _____

I confirm Meters/Circuit breakers are sealed and/or installation of electricity is complete and CoC and payment (new connection only) received :

Signature: _____ Name: _____

Receipt No: _____ Amount: R _____ Date: _____

I confirm that an operational Water Meter is installed and/or the water connection is complete and payment (new connection only) received:

Signature: _____ Name: _____

Receipt No: _____ Amount: R _____ Date: _____

I confirm that the sewerage connection is complete and functional and payment (only new connections) received: :

Signature: _____ Name: _____

Receipt No: _____ Amount: R _____ Date: _____

Date received back from Technical Services (Finance only) _____

Date account opened on system: _____ Signature: _____

Print Name: _____

Date account closed: _____ Signature: _____

Print Name: _____

[Attach disconnection form (when applicable)-copy to be forwarded to Technical Services Department]

SENQU MUNICIPLITY

APPLICATION FOR ELECTRICITY SERVICES (Part 2)

BUSINESS ONLY

Business Name:

Business Telephone No:Fax No:.....

Cell No/s: (1)(2).....

Registration No:.....

Sole Trade/Partnership/Close Corporation/Company/Trust

Attach copy of Registration Certificate if CC or company/Letter of Authority if Trust. If partnership Names and ID of all Partners and copies of partners ID's. A copy of the business license from the Senqu Municipality is also to be attached.

Person Authorized on behalf of business:

Name of person:.....

Position of person:.....

Name of Auditor:.....

Address of Auditor:.....Code.....

Directors/Members/Trustees details (insert separate list if necessary)

1.Name:

Residential address:.....Code.....

ID No:.....Tel No:.....Cell No:.....

2. Name:.....

Residential address:.....Code:.....

ID No:.....Tel No:.....Cell No:.....

3.Name:.....

Residential address:.....Code:.....

ID No:.....Tel No:.....Cell No:.....

I, the undersigned, legally authorized to represent the above entity and sign on it's behalf, hereby acknowledge and understand the obligations and terms of the services supply authority/provider as stated in Part 1.

Name:.....Position:

Signature:..... Date:.....

Witness:..... Witness:.....