

SCHEDULE 10**Furnishing of information and related services**

Particulars	With effect from 1 July 2023 to 30 June 2024
	Total (VAT included) R
1. Office of the City Manager	
1.1 Fees in terms of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA)	
(a) For every photocopy or part thereof, black and white:	
Per A4	1,50
Per A3	2,10
(b) For every printed copy of an A4-sized page or part thereof	2,10
(c) Held on a computer or in electronic or machine-readable form for a copy in a computer-readable form on –	
(i) compact disc	60,00
(d) (i) For a transcription of visual images for an A4-sized page or part thereof	34,00
(ii) For a copy of visual images	84,00
(e) (i) For a transcription of an audio record, for an A4-sized page or part thereof	18,00
(ii) For a copy of an audio record	24,00
(f) Document search fee for tenders and all committee reports	408,00
1.2 Request fee payable by every requester other than a personal requester referred to in Section 22(1) of PAIA	50,00
1.3 The access fees payable by a requester referred to in Section 22(7) of PAIA, unless exempted under Section 22(8) of PAIA, are as follows:	
(a) For every photocopy of an A4-sized page or part thereof	1,60
(b) For every printed copy of an A4-sized page or part thereof in a computer, electronic or machine-readable format on –	1,60
(i) compact disc	60,00
(c) (i) For a transcription of visual images for an A4-sized page or part thereof	34,00
(ii) For a copy of visual images	88,00
(d) (i) For a transcription of an audio record, for an A4-sized page or part thereof	18,00
(ii) For a copy of an audio record	24,00
1.4 To search for the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, that is reasonably required for such a search.	
1.5 The actual postal fee is payable when a copy of a record must be posted to a requester.	
1.6 For the purposes of Section 22(2) of PAIA, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable	
(b) One-third of the access fee is payable as a deposit by the requester	
1.7 Form of request	
A request for access to a record, as contemplated in Section 53(1) of PAIA, must be made by means of Form A of the Annexure to PAIA.	

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2.	Community and Social Development Services Department	
2.1	Postcards and publications	
(a)	Postcards (colour), each:	
(i)	General: Melrose House	11,00
(ii)	General: Information Bureau	6,50
(b)	Postcards (black and white), each:	
(i)	Melrose House	6,50
(c)	Other publications:	
(i)	Melrose House (booklet)	65,00
(ii)	Melrose House and Anglo-Boer War	19,00
3.	Customer Relations Management Department	
3.1	Issuing of information by the Customer Relations Management Department:	
(a)	Furnishing of accounts rendered more than three months previously: Per account	10,00
(b)	Administration levy for furnishing accounts that exceed a period of one year: Per year	80,00
(c)	Furnishing of accounts on request of owner or his/her nominated agency that exceed three premises or business partners: Per account	10,00
(d)	An administration levy for furnishing accounts at the request of the owner or his/her nominated agency (for every 20 accounts printed)	80,00
4.	Economic Development and Spatial Planning Department	
4.1	Media on which cadastral data information is supplied	
(a)	Publications:	
(i)	Tshwane wall map: Per sheet	450,00
(b)	Copies and prints:	
> A0	2 000 mm x 1 120 mm or 914 mm or 990 mm Colour	307,00
A0	1 189 mm x 841 mm Monochrome	46,00
	Colour	148,00
A1	841 mm x 594 mm Monochrome	43,00
	Colour	114,00
A2	594 mm x 420 mm Monochrome	35,00
	Colour	75,00
A3	420 mm x 297 mm Monochrome	11,00
	Colour	58,00
A4	297 mm x 210 mm Monochrome	6,00
	Colour	22,00
(c)	Specialised large-format map-making: Per map	341,00

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(d)	Geomatics information (JPEG image/PDF file) (A3/A4 size)	
i)	Locality map	15,00
ii)	Aerial map	23,00
iii)	Contour map	15,00
iv)	SG and address confirmation certificate	11,00
v)	Sectional scheme confirmation, per page	3,00
(e)	Area-specific electronic data extraction: Per defined area	341,00
5.	Emergency Services Department	
5.1	Video and photo material of buildings on fire and car accidents (the applicant must provide the DVD or videotape):	
(a)	Recording, editing and copying of video material: Per 60 minutes or part thereof	2 594,00
(b)	Per printed photo	38,00
(c)	Per digital copy photo	17,00
6.	Group Financial Services	
6.1	Issuing of any valuation certificate	18,00
6.2	Any written statement issued in terms of Section 118 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended	
(a)	Clearance advice	84,00
(b)	Written statement	8,00
(c)	Extension of clearance certificates	84,00
6.3	Publications and information documents	
(a)	Statistical tables (City of Tshwane municipal area), each:	
i)	Dwelling houses per suburb	42,00
ii)	Population per suburb	31,00
iii)	Population per suburb (details)	37,00
iv)	List of flats (alphabetical) (additional pages included)	63,00
v)	List of flats (suburbs) (additional pages included) (summary)	63,00
vi)	Number of flat units and blocks of flats per suburb (summary)	31,00
vii)	Number of houses, flat units and population per suburb (summary)	42,00
(b)	Valuation roll information per township (Format: Microsoft Excel document on CD or via email)	
i)	Per record	0,30
ii)	Minimum charge per township	315,50
iii)	Valuation Appeal Board extracts	120,00
(c)	Valuation roll (electronic format)	
i)	Copy on CD	4 043,00
(d)	Quotations: Non-refundable deposit per quotation document to be paid to the City of Tshwane before a document is issued to a prospective bidder, minimum charge	78,00
(e)	Bid documents for tenders and municipal property sales: Non-refundable deposit per bid document to be paid to the City of Tshwane before a document is issued to a prospective bidder, minimum charge	115,00

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(f)	Engineering and construction works contracts if external consultants prepare the documents Non-refundable deposit per bid document to be paid to the City of Tshwane according to the budgeted value of the proposed works or class of contract, as stated below: Major contracts: More than R1 000 000 Minor contract: Less than R1 000 000 but more than R500 000 Micro contracts: Less than R500 000	1 211,00 720,00 491,00
(g)	In cases where a bid was cancelled, a free copy will be supplied to all bidders who had previously bought documents for the cancelled bid.	Free
(h)	Aktext search	
	(i) Per search	37,00
	(ii) Per printout	16,00
	(iii) Per unsuccessful search	16,00
	(iv) Title deed	151,00
6.4	Inspection or furnishing of information readily available in respect of any account rendered more than three months previously	10,00
6.5	Any continuous search for information: Per hour or part thereof	84,00
6.6	Debt collection: Recovery of administrative costs	
(a)	Telephone costs	
	(i) Local	42,00
	(ii) National and cellular networks	104,00
(b)	Information: Credit bureau	89,00
(c)	Duplicate agreements	16,00
(d)	Final demand: Letter from credit bureau	94,00
(e)	Final demand: Arrears debt	42,00
(f)	Legal steps:	
	(i) Company search	42,00
	(ii) Letter to set aside a judgement	115,00
	(iii) Letter to cancel an interdict	73,00
	(iv) Detailed statement	89,00
6.7	Copies of or extracts from any minutes or the annual statement, or abstracts of the accounts of the City of Tshwane and copies of the auditors' report	
(a)	Search fee	21,00
(b)	Per A4 size or part thereof	5,00
6.8	Levy in respect of dishonoured direct debit payments	334,00
7.	Group Legal and Secretariat Services	
7.1	Any set of by-laws, whether consolidated or annotated, or any amendment thereof: Per page or in electronic format Per A4 size	4,00
7.2	Copying of magnetic tapes and transcriptions	
(a)	Dubbing of recorded proceedings per 60-minute cassette or part thereof	47,00
(b)	Transcription of proceedings per A4 page or part thereof	68,00
7.3	Placement of legal notices on notice boards	1 138,00

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8. Group Property	
8.1 Publications and information documents	
(a) Information brochure for public auctions of municipal properties:	
(i) 46 or more pages	42,00
(ii) 36 to 45 pages	29,00
(iii) 26 to 35 pages	22,00
(iv) 25 or fewer pages	18,90
9. Roads and Transport Department	
9.1 Vehicle and pedestrian volume surveys for a 12-hour period	
(a) If information is already available: Per survey	483,50
(b) If a survey must be especially undertaken: Per survey	4 811,80
9.2 Weighbridge fees	
(a) Per vehicle without load	
(i) Light motor vehicle	158,00
(ii) Heavy motor vehicle	256,10
(b) Per vehicle with load	
(i) Light motor vehicle	158,00
(ii) Heavy motor vehicle	256,10
10. Shared Services Department	
10.1 Photocopies made at Reprographic Services	
(a) Per A3 size	
(i) 1 to 500 copies: Per copy	4,00
(ii) 500 and more copies: Per copy	4,00
(b) Per A4 size	
(i) 1 to 500 copies: Per copy	2,00
(ii) 500 and more copies: Per copy	2,00
(c) Per A4 size (overtime basis)	
(i) 1 to 500 copies: Per copy	3,00
(ii) 500 and more copies: Per copy	3,00
11. Water and Sanitation Department	
11.1 Publications and information documents	
(a) For the document <i>Standard Specifications for Municipal Civil Engineering Works</i> , third edition 2005, each	266,00
12. Energy and Electricity Department	
12.1 Publications and information documents	
(a) For the document <i>Standard Specifications for Municipal Electrical Engineering Works</i> , first edition 2010, each	266,00
13. Citywide	
13.1 Any certificate in terms of Section 80(119) of the Local Government Ordinance, 1939 (Ordinance 17 of 1939)	10,00