

Encroachment Procedure

1. The Client submits an application to JPC
2. The application to indicate purpose for usage e.g. landscape, parking or gardening
3. The application will be circulated for comments to all MOE's including Ward Councillor (8 weeks turnaround time)
4. If no objection is received, a site inspection will be conducted and a short term Lease Agreement will be concluded
5. The Client to be made aware of the following:
 - that no building or structure other than a wall or fence can be erected on such portion (Section 63.5)
 - the Council may cancel the Lease at any time by the giving of one month written notice
 - the Lease Agreement shall be binding to all the successors in title until such successors does not intend to continue with such a Lease (Section 63.4)
6. The Lease duration can be for a period of 9 years and 11 months
7. Rental to be determined by the size of the area leased, location and usage
 - a small portion could be R499.00 (excl. vat) per annum payable in advance
 - administration fee of R600.00 payable on signature
8. Documents to be attached to the Lease Agreement
 - ID of Lessee or CC or Company CK1/CK2 or M29
 - locality plan indicating the property to be let