



INGONYAMA TRUST BOARD

• 65 Trelawney Road, Southgate, Pietermaritzburg, 3201 • P.O. Box 601, Pietermaritzburg, 3200
• Tel: 033 846 9900 • Fax: 033 386 2528 • www.ingonyamatrust.org.za

FORM ITB 1

INGONYAMA TRUST TENURE OPTION APPLICATION FORM

Notes

- An original application form, completed in black ink, should be lodged by the applicant with the Secretariat, Ingonyama Trust Board, P.O.Box 601, Pietermaritzburg 3200. It may be delivered to 65 Trelawney Road, Southgate, Pietermaritzburg.
- Telephone queries may be directed to 033–846 9900.
- If more space is required for an adequate response, then additional information should be annexed and clearly referenced.
- In cases of applications involving new development it is the policy of the Board to initially grant a short term lease usually for a period of two years to enable applicants to obtain all necessary planning and environmental consents and to finalise any financial arrangements. Upon receipt of these consents the Board will consider the granting of a long term lease for a period of up to forty years. This lease may be renewed for a further period of forty years.
- To obtain information as to what planning and environmental consents are required references should be made to the Municipality within whose area the site falls.
- The application must be supported by the written consent of the relevant Traditional Council (*if applicable*).

SECTION A: SUMMARY INFORMATION

1. Particulars of Applicant Indicate whether Individual ☐
Registered Company ☐
Close Corporation ☐ Other ☐

Name of applicant.....

Address.....

.....

Telephone number..... Fax number.....

Cell phone number..... E-mail address.....

If the applicant is a **registered company** or **close corporation** please provide the following details together with a copy of the certificate of confirmation issued by the Registrar of Companies.

- full name of the company or close corporation
- registration number
- address of registered office
- details of directors, shareholders or members

If the applicant is a non-profit organisation or co-operative then please provide a copy of the certificate of confirmation of registration.

Name of development consultant (if applicable).....

Address.....

.....

Telephone number..... Fax number.....

Cell phone number..... Email address.....

2. Property and Tenure Description

Municipality.....Magisterial District.....

Cadastral Description of Property.....

Common Name of Property (as per Title Deed).....

Title Deed Number(s) and date(s) [including servitudes].....

.....

Extent of site (in hectares or square metres).....

Are there any registered land claims or expropriations to the best of your knowledge on the property concerned?

If yes, briefly supply details thereof.....

.....

Are there any other rights against the property such as servitudes, leases or Permission to Occupy?

3. Physical Characteristics

Briefly describe the physical characteristics of the site e.g. level, hilly, sloping etc.

.....

4. Land use

Current activities on the site.....

.....

Briefly describe the land use on the surrounding properties.....

.....
.....

5. What do you intend to use the site for: Residential ☐ Agricultural ☐

Commercial ☐ Institutional ☐ Place of Worship ☐ Other ☐.....
(please specify)

SECTION B: DESCRIPTION OF DEVELOPMENT (*If commercial or Institutional*)

1. Provide a detailed description of the nature of development for which the application is made (incl. nature of activity, sector, type, size, timeframe, construction materials used)

.....
.....
.....

2. How many people will be employed? Summarise what their tasks will be.

.....
.....

3. What opportunities will the project create within the local community (e.g. employment opportunities, equity and share participation)

.....
.....
.....

4. In what ways does the project conform with the ideals of Black Empowerment and Equity?

.....

SECTION C: TYPE OF TENURE REQUIRED (please ✓ type required)

1. (a) TYPE OF LEASE REQUIRED : (see note below)

short term : ☐

long term: ☐

***Note:** It is Board policy in the case of proposed new development to issue a short term lease for a period of two years to enable the applicant to obtain all necessary development planning and environmental consents and to organise any finance.*

Thereafter this will be converted into a long term lease. In the case of existing development the Board may consider the outright grant of a long term lease.

(b) SERVITUDE ☐

(c) PURCHASE ☐ **Note:** The Board will only consider the sale of its property in exceptional circumstances.

2. FULL NAMES OF PERSON AUTHORISED TO SIGN DOCUMENTATION

.....

ID NO.....

CAPACITY (e.g. director, company secretary etc)

.....
.....

SECTION D: SITE AND LOCALITY PLAN

Please provide locality and site plans in order that the location of the site can be identified. If possible, surveyor's co-ordinates should also be given. It is possible that a locality plan may be obtained from the relevant Municipality.

SECTION E: TRADITIONAL COUNCIL CONSENT *(Where applicable)*

It is a requirement of the Ingonyama Trust legislation that the formal consent of the relevant Traditional Council shall be obtained. This must be submitted with this application. A draft form of consent is attached hereto as form ITB 2.

Note: This is to be completed only where the subject land falls within a proclaimed Traditional Council area. Applicants should confirm this with the Board’s Secretariat before approach is made to a Traditional Council.

SECTION F: SUPPORTING DOCUMENTATION

Please submit a brief business financial plan together with any supporting documentation that you consider relevant. The following is an outline of the information which should be included in the financial plan.

Where will loan finance be obtained for the establishment and operation of the business? What will be the conditions of the loan, i.e. how much will be borrowed, at what rate of interest and on what terms of repayment? An estimate of the annual turnover and profit for the first year of operations should be included. Provide a cash flow for the first five years of operations. If the space provided is insufficient please annexe further details.

.....

.....

.....

.....

SECTION G: MUNICIPAL INTEGRATED DEVELOPMENT PLAN.

Every municipality in South Africa is required to produce an Integrated Development Plan (IDP), in which the municipality’s future is mapped over the short, medium and long term. Issues that are considered

include spatial planning and economic development amongst others. Please submit to us **a letter from the relevant local municipality stating that your business project conforms with their IDP and that the proposed use of the site is in accordance with their development planning schemes.**

SECTION H: DECLARATION BY APPLICANT

I declare that all the information supplied in this application is true and correct.

Signed at.....on this.....day of2015

Signature of applicant.....