



**STELLENBOSCH**  
 STELLENBOSCH · PNIEL · FRANSCHHOEK  
 MUNISIPALITEIT · UMASIPALA · MUNICIPALITY

**APPLICATION FOR THE SUPPLY OF ELECTRICITY SERVICES**

[REF: I1]

PLEASE NOTE:	FOR OFFICE USE ONLY
1. Send application to <a href="mailto:Engineering.Services@stellenbosch.gov.za">Engineering.Services@stellenbosch.gov.za</a>	
2. Only fully completed applications will be considered.	
3. The Applicant/Customer is the responsible person for the Account/Development and Deposit payable.	
4. A copy of Identification needs to be submitted with the application.	
5. Energy saving measures needs to be submitted with this application.	
6. <b>R532.44 (Vat inclusive) Quotation fee payable excluding downgrade, testing of meter &amp; second pre-paid meter applications, if quotation not accepted deposit will be forfeited.</b>	
7. <b>All applications up to 80A, will be prepaid</b>	

**Please select with an X**

<input type="checkbox"/> New Connection	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Application Time of use Tariff	<input type="checkbox"/> Temporary Connection	<input type="checkbox"/> Relocation of Kiosk
<input type="checkbox"/> Informal Housing	<input type="checkbox"/> Convert to Pre-Paid Meter	<input type="checkbox"/> Overhead to Underground	<input type="checkbox"/> Relocation of Streetlight Pole	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Downgrade	<input type="checkbox"/> Convert to Bulk Meter	<input type="checkbox"/> 2 <sup>nd</sup> Meter	<input type="checkbox"/> Testing of Meter	<input type="checkbox"/> Other specify

**Please complete details:**

<b>Applicant/Customer Title:</b> <small>Customer's preferred form of address</small>	<b>Applicant/Customer's Initials:</b> <small>As per Identity document</small>
<b>Surname/Company Name:</b>	
<b>Full First Names:</b> <small>As per Identity Document</small>	
<b>Identity No:</b> <small>Per RSA ID Doc/Passport</small>	<b>Telephone 1/Cell:</b> <small>Customer's Contact No.      Dialling Code      Tel. Number</small>
<b>Telephone 2/Cell:</b> <small>Customer's Contact No.      Dialling Code      Telephone Number</small>	<b>Fax:</b> <small>Dialling Code      Fax/Telephone Number</small>
<b>E-Mail Address:</b> <small>For on-line Customers</small>	
<b>Customer's Physical Address:</b>	
<small>Customer's Personal Physical Address (if NOT the same as the Supply Address)</small>	<b>Code:</b>
<b>Supply Address:</b>	
<b>Postal Code</b> <small>Address where electrical supply is requested</small>	<b>Erf No:</b>
	<b>Meter no:</b>

**FORWARD THE QUOTATION TO:**

Developer
  Consultant
  Owner
  Applicant/Customer

<b>Contact Person:</b>	
<b>Company Name:</b>	
<b>Postal Address:</b>	
<b>Code:</b>	
<b>Telephone:</b>	<b>Fax:</b>
Contact No.      Dialling Code      Telephone Number	Dialling Code      Telephone Number
<b>E-Mail Address:</b>	
For on-line Customers	

1st Floor  
Ecclesia Building  
71 Plein Street  
Stellenbosch

P O Box 17  
Stellenbosch  
7599

Tel: +27 21 808-8343 / 021 808 8215  
E-mail: Engineering.Services@stellenbosch.gov.za

**SERVICE DETAILS:**

Approximate date when supply will be required:

**SELECT APPROPRIATE:**

Single Phase
  Three Phase

**Purpose for which premises are to be used:**

Domestic
  Commercial
  Industrial

Existing notified demand  Ampere

Additional notified demand  Ampere

**Downgrade** notified demand  Ampere

Single Phase       Three Phase

Total / Required notified demand  Ampere

**Type of metering required:**

Individual Conventional
  Individual Pre-payment
  Bulk

**IMPORTANT NOTE:**

As per Council's policy all new connections up to three phase 80 amperes are compelled to install a prepayment meter, as well as, for upgrades from single to three phase. Separate application forms shall be completed for each domestic erf/unit/flat/shop/office and the relevant fees can be paid at the Department: Financial Services.

**DEVELOPMENT DETAILS:**

Proposed name of new building:

Provide the number of units/erven for the development

Domestic single phase 60A

Domestic three phase 60A

General supply single phase  NMD  A

General supply three phase  NMD  A

Commercial (Group per Ampere)

Single phase supply  NMD  A

Single phase supply  NMD  A

Single phase supply  NMD  A

Three phase supply  NMD  A

Three phase supply  NMD  A

Three phase supply  NMD  A

<b>Annexure 4</b>			
<b>REGULATION 8(1) OF THE ELECTRICAL INSTALLATION REGULATIONS, 2009</b>			
<b>NOTICE OF COMMENCEMENT OF INSTALLATION WORK</b>			
<b>Name of Supplier:</b> _____			
<b>Address of Supplier:</b> _____ _____			
<b>I hereby advise that electrical installation work will commence at</b>			
<b>ERF No.</b> _____ <b>Township:</b> _____			
<b>Street address:</b> _____			
<b>Name of building:</b> _____ <b>Floor:</b> _____			
<b>Name of tenant/occupier/agent/owner:</b> _____			
<b>Note: Farms and agricultural holdings, full description as per title deed is required.</b>			
<b>Description of proposed work:</b> _____ _____			
<b>Date of commencement of installation work:</b> _____			
<b>New electrical installation:</b>		<b>Extension:</b>	
			<b>Modification:</b>
<b>Estimated capacity of electrical installation:</b> _____ <b>kVA</b>			
<b>Electrical Contractor/Registered Person*</b> _____ <b>(block letters)</b>			
<b>Fixed address:</b> _____			
<b>Contractor's/Registered Person's Registration Certificate No.*</b> _____			
<b>Signature:</b> _____	<b>Office Telephone No.:</b> _____		
	<b>Fax No.:</b> _____		
	<b>Cell No.:</b> _____		
<b>Name of Signatory:</b> _____			
<b>Competent person/Approved Inspection Authority*</b> _____ <b>(block letters)</b>			
<b>Fixed address:</b> _____			
<b>Approved Inspection Authority Certificate No*.:</b> _____			
<b>Signature:</b> _____	<b>Office Telephone No.:</b> _____		
	<b>Fax No.:</b> _____		
	<b>Cell No.:</b> _____		
<b>Name of Signatory:</b> _____			
<b>*Delete whichever is not applicable</b>			



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**AANSOEK AFSLUITING/HERSAANSLUITING / APPLICATION FOR RECONNECTION/DISCONNECTION**

**Naam en Van/Maatskappy Naam \ Name and Surname/Company Name:**

**Telefoon/Selffoonnommer \ Telephone/Cellphone number:**

**E-pos adres \ E-mail address:**

**Adres \ Address:**

**Erf:**

Address where reconnection/disconnection are requested \ Adres waar afsluiting/heraansluiting versoek word

**Naam en Van/Maatskappy Naam \ Name and Surname/Company Name:**

Name details of person responsible for the payment (if NOT the same as name above) / Naam besonderhede van persoon wie verantwoordelik is vir die betaling (Indien NIE dieselfde soos bogenoemde naam besonderhede nie

**Adres / Address:**

Address of person responsible for the payment (if NOT the same as address above) / Adres van persoon wie verantwoordelik is vir die betaling (Indien NIE dieselfde soos bogenoemde adres nie



# STELLENBOSCH

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## Electrical Meter Accuracy Test Application Form

### **Section 1: Applicant Information**

Full Name / Business Name:	
Account Number :	
Address:	
Contact Number:	
Email Address:	

### **Section 2: Meter Information**

Meter Number / Serial Number: \_\_\_\_\_

Meter Location (e.g., inside, outside, pole-mounted): \_\_\_\_\_

**Meter Type:**  Convention meter  Pre-paid meter  Other: \_\_\_\_\_

**Number of Phases:**  Single Phase  Three Phase

### **Section 3: Reason for Request**

- Suspected over-registration (high consumption)  
 Suspected under-registration (meter reading too low)  
 Unusual billing pattern  
 Other (please specify): \_\_\_\_\_

### **Section 4: Declaration by Applicant**

I hereby request that the municipality carry out an accuracy test of the above-mentioned meter. I understand that:

- A testing fee may be applicable as per regulatory provisions.
- If the meter is found accurate within allowable limits, the testing fee will not be refunded.
- If the meter is found inaccurate, corrective actions will be taken and billing adjustments made as per applicable rules.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS OF SUPPLY****1. GENERAL**

- 1.1 Applications shall be addressed to the Electricity Services Department and submitted by hand, fax, or email to the listed details mentioned on the first page only.
- 1.2 All work shall comply with the Electricity Supply By-Laws of Stellenbosch Municipality (dated 17 June 2005) and the latest version of the Electricity Services Directive.
- 1.3 ALL APPLICATIONS SHALL HAVE TO BE ACCOMPANIED BY A SCHEDULE DEMONSTRATING WHAT MEASURES WILL BE EMPLOYED TO REDUCE THE DEPENDENCY ON ELECTRICAL ENERGY, BEFORE AN ESTIMATE OF COST WILL BE CALCULATED AND ISSUED.
- 1.4 THESE MEASURES SHOULD INCLUDE BUT WILL NOT BE LIMITED TO SOLAR WATER HEATING, ENERGY EFFICIENT LIGHTING, DOUBLE GLAZED WINDOWS ETC.
- 1.5 A COPY OF IDENTIFICATION SHOULD BE SUBMITTED WITH THIS APPLICATION.
- 1.6 ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED.
- 1.7 ***R532.44 QUOTATION FEE PAYABLE PER QUOTATION REQUEST EXCLUDING DOWNGRADE, TESTING OF METER, SECOND PRE-PAID METER APPLICATIONS-(1) THE DEPOSIT WILL BE DEDUCTED FROM THE QUOTED AMOUNT ON ACCEPTANCE AND PAYMENT OF THE QUOTATION PROVIDED BY THE ELECTRICITY DEPARTMENT  
(2) IF THE QUOTATION IS NOT ACCEPTED THE DEPOSIT AMOUNT PAID WILL BE FORFEITED.***

**2. THE DEVELOPER/OWNER'S RESPONSIBILITY**

- 2.1 Shall complete the appropriate application forms in full.
- 2.2 Shall appoint a consultant, registered with ECSA, when the total notified demand is equal to or exceeding 100kVA/or when a sub-division or new development is 5 or less single residential connections.
- 2.3 Shall provide for a mini-substation on the plot on the erf boundary when the notified demand exceeds 160kVA or the development necessitates the installation of an additional mini-substation.
- 2.4 Shall order a mini-substation or transformer at least 6 months before supply is required.
- 2.5 Shall provide 24-hour vehicular access to all Municipal equipment as specified. NO EXCEPTIONS.
- 2.6 Shall ensure that mini sub is on street level (NOT IN BASEMENT) and its position as agreed to by the Electricity Services Department.
- 2.7 Shall be responsible for the payment of all relevant costs (pro-rata, connection fees and deposits, etc) before any construction works by the Municipality commences.

**3. HOT WATER INSTALLATIONS**

- 3.1 Where electric hot water systems are used, they shall comply with the requirements of SANS 151 (up to a capacity of 450L) and SANS 10252-1, and shall be installed in accordance with SANS 10254 and SANS10252-1.
- 3.2 Solar Water heating systems shall be installed, unless it can be proved by a competent person that it is not technically feasible. Solar water heaters shall comply with the requirements of SANS 1307 and shall be installed in accordance with SANS 10106. The hot water services for all new buildings shall be heated using devices and equipment which provide a minimum of 50% of the heating energy requirement via solar energy.
- 3.3 If it is certified by the competent person that it is technically not feasible to comply with the above, then the solar heating shortfall may be made by alternative heating solutions such as waste heat recovery and reverse cycle heat pumps.

**4. VERIFICATION OF COMPLIANCE**

- 4.1 The responsible person shall provide a certificate of compliance to the local authority as part of the requirements for obtaining an occupancy certificate.

**5. OWNERSHIP**

- 5.1 All equipment in the distribution system up to and including the tariff metering equipment shall be the Council's property and the Council shall be responsible for maintaining the equipment.
- 5.2 The exception is the service cable from the erf boundary to the metering equipment, the electrical installation of the building and the wiring to the metering equipment (inside the building) for which the client will take responsibility.
- 5.3 In the case of an upgrading, the transformer and the mini substation shall remain the Municipality's property irrespective of the type of upgrading.

**6. LEAD TIMES**

- The applicant shall allow for the following lead times.
- |     |  |   |
|-----|--|---|
| 6.1 | Quotations (fully completed application from day of receipt) | 25 Working Days                           |
| 6.2 | Construction work (after receipt of all payments)            | 6-8 Weeks                                 |
| 6.3 | Tax Certificate  | 6-8 Weeks after Construction is completed |

**7. HANDELSVERWYSINGS/ TRADE REFERENCES**

<b>1. NAAM/NAME</b>
<b>ADRES/ADDRESS</b>
<b>TELEFOONNOMMER/ TELEPHONE NUMBER</b>
<b>EPOS ADRES/E-MAIL ADDRESS</b>

<b>2. NAAM /NAME</b>
<b>ADRES/ADDRESS</b>
<b>TELEFOONNOMMER/TELEPHONE NUMBER</b>
<b>EPOS ADRES/E-MAIL ADDRESS</b>

**8. OOREENKOMS/AGREEMENT**

Ek die ondergetekende, doen hiermee aansoek vir die lewering van die dienste soos uiteengesit in hierdie aansoek vanaf ..... en verklaar dat alle inligting in hierdie aansoek waar en juis is.  
 Ek aanvaar die voorwaardes vir die lewering van die gemelde dienste soos vervat in die Munisipale Verordeninge/Beleide van die Raad van die Stellenbosch Munisipaliteit. Ek onderneem verder om : (a) alle rekeninge en kostes, wat Prokureurs-en kliënte koste insluit, asook rente of enige ander koste wat mag ontstaan as gevolg van (1) die nie-nakoming van enige voorwaardes of bepalinge van die verordeninge/beleid en (2) die nie-betaling van rekeninge, ten volle te vereffen, en (b) enige veranderings ten opsigte van die bogenoemde inligting skriftelik aan die Raad te rapporteer.

Geteken op hierdie.....dag van .....20.....

Handtekening.....Hoedanigheid.....

I, the undersigned, herewith apply for the supply of the services as set out in this application.....from..... and declare that all information furnished in this application is true and correct.  
 I accept the conditions for the supply of the mentioned services as stipulated in the By-laws/Policies of the Council of the Municipality of Stellenbosch. I further undertake to : (a) settle all accounts and costs, including attorneys and client costs, interest or any other cost that may occur due to (1) the non compliance of any conditions or stipulations of the By-laws/Policies and (2) the non payment of accounts and (b) inform Council in writing of any changes of above mentioned information

Signed on this.....day of .....20.....

Signature.....Capacity.....

**DECLARATION:**

I/We hereby declare as follows:

That the information as supplied in this application is, according to my/our recollection, accurate and correct. That I/We have read, understood, and agree to comply with the conditions of supply. That I/We are the person(s) responsible and accountable for the payment of the applicable amounts.

**PRINT NAME & SURNAME:**  **DATE:**

**SIGNATURE:**



**SLEGS VIR KANTOOR GEBRUIK/OFFICE USE ONLY**

AANSLUITINGSFOOI: R \_\_\_\_\_ KWIT.NO. \_\_\_\_\_ DATUM \_\_\_\_\_

CONNECTION FEE: \_\_\_\_\_ REC. NR. \_\_\_\_\_ DATE \_\_\_\_\_

GROOTMAAT BYDRAE:R \_\_\_\_\_ KWIT.NO. \_\_\_\_\_ DATUM \_\_\_\_\_

BULK CONTRIBUTION: \_\_\_\_\_ REC. NR. \_\_\_\_\_ DATE \_\_\_\_\_

METERS: R \_\_\_\_\_ KWIT.NO. \_\_\_\_\_ DATUM \_\_\_\_\_

METERING: \_\_\_\_\_ REC. NR. \_\_\_\_\_ DATE \_\_\_\_\_

**NAGESIEN DEUR CHECKED BY :/ :** \_\_\_\_\_  
**Print Name/ Surname**

**SIGNATURE:** \_\_\_\_\_

**DATUM:** \_\_\_\_\_