STELLENBOSCH

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CCTV MANAGEMENT AND CONTROL POLICY FOR STELLENBOSCH MUNICIPALITY

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DEFINITIONS AND ABBREVIATIONS

Term	Definition
Applicant	means a registered organisation, body or person applying to Stellenbosch Municipality to register a CCTV system, camera, equipment or a CCTV camera on privately owned property of which the projection plane covers any public street or public land
Camera Housing	means the cover or container on a camera designed and used to protect such a camera from all weather conditions.
CCTV Section	means the section which falls within the Law Enforcement Department of the Stellenbosch Municipality, responsible, among others, for the implementation and monitoring of this policy.
Council	means the Municipal Council of Stellenbosch
Infrastructure	means any land, building or fixture attached to it, any pole, fence, wall, bridge, sign, cabling, tree, tower or fixture attached to it;
Management Team	means management team of Protection Services, Law Enforcement Department
Municipality	means the Stellenbosch Municipality established in terms of section 4 of this Schedule;
Municipal Manager	means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)
Municipal Property	means land, structures and infrastructure owned by Stellenbosch Municipality
Person	means a natural or juristic person.
Public place	includes a public road and any parking area, square, park, recreation ground, sports ground, sanitary lane, open space, beach, shopping Centre on municipal land, unused or vacant municipal land or cemetery which has at any time been reserved, dedicated or set apart for use by the public.
Register	means a process whereby an applicant submits full details of their camera system, as per the attached annexures.
Stellenbosch Municipality	Stellenbosch Local Municipality is part of Cape Winelands District Municipality, WC024
Stellenbosch Safety Partners	Registered Partners with the Stellenbosch Municipality as a collaborative partnership in combating crime
Structure/s	means an item or items made up of a number of parts that are held or put together in a particular way,
Temporary installation	means the short-term installation of a CCTV camera or system on Municipality land or infrastructure, not exceeding thirty (30) days and includes a trailer adapted to be a roving mobile CCTV camera device.

Acronym	Definition
ANPR	Automatic Number-plate Recognition
CCTV	Closed-Circuit Television
IDP	Integrated Development Plan
LE	Law Enforcement
LPR	License Plate Recognition
LPR-UG	License Plate Recognition-User Group
POPI Act	Protection of Personal Information Act, Act No. 4 of 2013
PSIRA	Private Security Industry Regulatory Authority
SAPS	South African Police Services
SM	Stellenbosch Municipality, a municipality in terms of the Local Government Municipal Structures Act, 1998, or any structure or employee of the Municipality acting in terms of delegated authority
SOP	Standard Operating Procedure
SRA	Special Rates Area
NHW	An Accredited and registered Neighbourhood watch
SSP	Stellenbosch Safety Partners

1 PROBLEM STATEMENT

The Stellenbosch Municipality has experienced an increase of privately-owned CCTV cameras viewing municipal- owned land, installed on municipal property and infrastructure or private property viewing municipal public spaces, without due authorization. Some of the installations damage and clutter municipal structures, while also duplicating the purpose of existing cameras monitoring a specific area. As such, Stellenbosch Municipality Closed Circuit Television Policy, 2019, was approved which stipulated a specific application process for recognised organisations or persons to register their CCTV system with the Municipality. Additionally, the policy provided an effective way to ascertain the ownership of a CCTV camera installed on municipal land, which greatly assisted investigation processes by the South African Police Services and information gathering by the Municipality's Law Enforcement Services. This policy is a revision of the 2019 approved policy.

2 INTRODUCTION

This policy has been created to ensure that Stellenbosch Municipality, its employees and contractors comply with good practice, transparency and accountability in respect of the requirements of The Protection of Personal Information Act, Act No.4 of 2013 when operating Council CCTV and LPR cameras. It also outlines the process for managing access to CCTV and LPR data, the delegated authorities of Municipal staff and Municipal obligations with regard to CCTV and LPR data storage, security and signage.

3 PURPOSE

Stellenbosch Municipality (SM) endeavours to provide a safe and secure environment to protect its staff, councillors, public and the interests of our ratepayers. Closed Circuit Television (CCTV) and License Plate Recognition (LPR) cameras are installed and operated for one or more of the following purposes:

3.1 Facilitate public safety.

3.2 Facilitate staff and councillor's safety.

3.3 Improve security and deter criminal activity in public places including Council premises and recreational facilities.

3.4 Monitor traffic movements.

3.5 Monitor trespass on Council facilities.

3.6 Monitor compliance with Council bylaws.

3.7 Capture information that could be used to investigate crime, a health and safety environment and/ or staff incidents.

3.8 Monitor behaviour around Council objects.

3.9 Manage council assets and infrastructure.

4 DESIRED OUTCOME

4.1 The aim of this policy is to regulate all CCTV and LPR/ANPR cameras installed on municipal property, or which records / covers municipal property, while promoting the use of CCTV cameras and similar technologies, as mechanisms to deter crime and promote a safer municipality.

4.2 The policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV and LPR/ANPR infrastructure on municipal structures. A written agreement in this regard, between the Stellenbosch

Municipality and the applicant, will be entered into once the application is approved.

4.3 The policy will enable the registration of all CCTV and LPR/ANPR cameras installed on municipal structures, infrastructure and land and those cameras on private property which views municipal property.

4.4 The policy shall allow for improved security by providing for reasonable connection mechanisms i.e. either by physical or via fixed or non-fixed line when required, to allow the Law Enforcement Department access into the applicant's CCTV system (feed), to view the public place via CCTV.

4.4.1 If there is benefit of a private and external CCTV or LPR/ANPR camera to the Law Enforcement Department, the municipality would consider the subsidization of the monthly electricity usage for each individual third-party camera.

4.4.2 The municipality may consider the installation of CCTV cameras on municipal property by municipal approved Special Rating Areas or registered and accredited Neighbourhood Watches. The approval of placement of such cameras will be in line with the municipality's camera masterplan and based on consultation with SAPS and relevant stakeholders. The installation of cameras must be linked to a control room of the SRA or NHW and have a direct feed to the municipality's control room.

4.4.3 The municipality may consider the possibility of paying, in full, or part thereof, the installation fees for municipal approved Special Rating Areas, or duly registered and accredited Neighbourhood Watches of the actual cost involved to install a pole for one or more cameras. This may include the electrical connection to such pole (or on any other existing municipal owned infrastructure), as well as the monthly electrical tariff, upon considering a written submission made by such entity, which will include proof of funding limitations suffered by such entity or any other relevant factor which the municipality could consider.

4.4.4 The municipality may consider installing additional poles for the sole purpose of CCTV or LPR/ANPR surveillance if there is no existing municipal-owned pole that can be used. Where a pole for CCTV purposes has been installed, the sharing of infrastructure must be considered by all parties involved.

4.4.5 The municipality will welcome cross-subsidization of systems, from third party applicants, for impoverished areas. A written agreement will be entered into between the donor party and the Stellenbosch Municipality, or the receiving party.

4.5 The policy seeks to build public trust in the CCTV or LPR/ANPR ecosystem in Stellenbosch Municipality by defining the key balance between privacy and community safety needs.

4.6 The policy seeks to regulate the back-end activities associated with CCTV or LPR/ANPR surveillance. This includes the storage, processing and the usage of data records of such cameras.

5 POLICY PARAMETERS

5.1 This policy applies to private and external CCTV and LPR/ANPR cameras, installed on municipal land.

5.2 Infrastructure, including such cameras installed on private property, monitoring the municipality's public places and those CCTV and LPR/ANPR cameras, which form part of a broader CCTV network. No CCTV or LPR camera may be installed on private property where the projection plane on to municipalities public place is greater than 20%.

5.3 This policy is intended to regulate, and not restrict, the erecting of CCTV and LPR/ANPR camera infrastructure on municipal-owned structures.

5.4 This policy is applicable within the boundaries of the Stellenbosch Municipality WC024.

5.5 This policy has transversal implications, as it affects various departments responsible for the structures, where CCTV and LPR/ANPR systems will be installed.

5.6 Municipal departments are not required to follow the application process stipulated in this policy, but merely register the locations of the CCTV cameras with the Law Enforcement Department, for documentation and database recording purposes, using Annexure 9.9.

6 ROLE PLAYERS AND STAKEHOLDERS

6.1 The Stellenbosch Protection Services, Law Enforcement Department:

6.1.1 The CCTV section of the Stellenbosch Law Enforcement Department is responsible for the implementation and monitoring of this policy.

6.1.2 The CCTV section shall coordinate and review all applications as received and processed within two weeks from receipt by the CCTV section.

6.1.3 All applications shall be submitted to the Law Enforcement Chief in order to facilitate the smooth application and registration process of CCTV and LPR/ANPR cameras as set out in this Policy.

6.1.4 The CCTV section shall maintain a central database of CCTV and LPR/ANPR cameras in the Stellenbosch Municipality.

6.2 Infrastructure Services Stellenbosch Municipality:

The Infrastructure Services of Stellenbosch Municipality is responsible for advising on the wayleave process. This includes where an application is made to place third-party structures on Municipal property, considering the placement of the CCTV and LPR/ANPR cameras and associated equipment on a municipal structure or public place, and to verify that the technical aspect of the application meets the structural and durability tolerances within the necessary limits.

6.2.1 The Electricity Department will be responsible for advising on the wayleave process for electrical supply issues and to verify that an electricity pole or light pole will meet the structural and durability tolerances within the necessary limits, to accommodate CCTV and LPR/ANPR and related equipment.

6.2.2 Obtain wayleaves / work permits from the Directorate: Infrastructure Services prior to any excavation / construction work on municipal land or within 3,0m from municipal services located on private property.

6.2.3 Where approval is required, relevant engineering design and drawings must be submitted.

6.2.4 NB. It will remain the applicant's responsibility to obtain wayleaves from any other authorities/service provider's whose services may be affected e.g., Eskom.

6.3 Information and Communication Technology (ICT) Stellenbosch Municipality

The Information and Communication Technology (ICT) department of Stellenbosch Municipality is to advise on availability of communication infrastructure to support the application. This will include a site assessment to establish the nearest available piece of Municipal land to commission supporting communication infrastructure with electrical power availability and/or to commission a new communication site.

6.3.1 The Information and Communication Technology (ICT) Department will advise on the process of adding the applicant's camera service onto that of the Stellenbosch Municipality's CCTV and LPR/APNR system using the ICT communication Infrastructure.

7 REGULATORY CONTEXT

7.1 The CCTV and LPR/ANPR system that is envisaged for installation by a successful applicant may not infringe on any rights enshrined in, or provisions included in, the following:

7.1.1 The Constitution of the Republic of South Africa, 1996;

7.1.2 Promotion of Access to Information Act, 2000 (Act 2 of 2000);

7.1.3 Telecommunications Act, 1996 (Act 103 of 1996);

7.1.4 The Computer Evidence Act No 57 of 1983;

7.1.5 Protection of Information Act, 1982 (Act 84 of 1982);

7.1.6 Electronic Communications Act, 2005 (Act 36 of 2005);

7.1.7 Criminal Procedure Act 51 of 1977

7.1.8 Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005); and

7.1.9 Protection of Personal Information Act, 2013 (Act 4 of 2013).

7.2 This Policy should also be read in line with the following:

7.2.1 Stellenbosch Municipality: Electricity Supply By-law;

7.2.2 Stellenbosch Municipality: Outdoor Advertising and Signage By-law;

7.2.3 The Stellenbosch Municipality CCTV Masterplan; and

7.2.4 Stellenbosch Municipality Street Bylaw

7.3 Reference to the applicable legislation must be made in the applicant's business plan. Applicants in contravention of any law whilst in operation will have to cease operations immediately and take remedial action.

8 POLICY DIRECTIVES

8.1 Mandatory criteria required in an application for a new installation:

8.1.1 An application for permission to install a new CCTV or LPR/ANPR system on a Municipal

structure, or public places, must provide written motivation in the form of an application to the Law Enforcement Chief , align with 6.1.1, 6.1.2 & 6.1.3 of this Policy.

8.1.2 All applicable annexures must be duly completed and submitted with the application.

8.1.3 Installation of LPR Cameras on Municipal property will be allowed by a 3rd party as a donation to the municipality with access only to the municipal control room operators on duty.

8.2 Criteria for possible subsidization:

8.2.1 The applicant must be a registered Neighbourhood Watch, or an SRA and the camera system registered and linked to the Municipalities Protection Services control room.

8.2.2 The CCTV or LPR/ANPR system must be used for safety and security purposes, i.e. crime, traffic and fire incidents as well as by-law enforcement.

8.2.3 The final location of a subsidised CCTV or LPR/ANPR camera will be selected and approved by the Municipality.

8.2.4 The CCTV or LPR/ANPR system camera must record as per the set timeframe(s) set out in the policy.

8.2.5 CCTV cameras must be monitored at all times.

8.2.6 The municipality reserves the right to cancel the subsidised imbursement for the electrical supply to the CCTV or LPR/ANPR camera site, should such camera, equipment or site not be properly maintained or if no access to the camera system is granted to the municipality.

8.3 Submission of application:

The following items will form the core of an application to install a new CCTV or LPR/ANPR system:

8.3.1 Applicant's business plan:

A complete written motivation in the form of a business plan is required, with reasons as to why the system or camera is required, and such reasons must be supported with proof. A funding and operational cost sustainability strategy is also to be provided. The application form is attached in **Annexure 11.1.1**

8.3.2 Proof of consultation with relevant external groups and bodies:

Proof of consultation with relevant and interested authorities is required, to process the application. These bodies must include the local branch of the South African Police Service, and may also include a community police forum, a registered Neighbourhood Watch, street committees or any other relevant body, in the area where the cameras will be installed.

8.3.3 Background reference of applicant:

A letter of the organisation's registration, proof of address and location of CCTV control room must be submitted with the business plan.

8.3.4 System specifications:

Specifications of the camera system must be submitted in the application, with relevant contact numbers. The CCTV system must have the ability for the Law Enforcement Department's CCTV

section to connect to the system at any time and view the imagery if live viewing or monitoring is required.

8.3.5 Third-party Infrastructure:

The geographical camera layout in the form of a map and the schematics of the following must be submitted with an application:

8.3.5.1 Wireless Network layout inclusive of antennae and transmission equipment;

8.3.5.2 Fixed line layout of fixed solid cable linked to two or more devices;

8.3.5.3 The main communications network carrier related to the camera imagery being communicated;

8.3.5.4 Typical camera installation layout (one or more if different);

8.3.5.5 Control Room layout where CCTV images are monitored, recorded and stored; and

8.3.5.6 How the Law Enforcement Department will be enabled to connect to the system. Provision and installation of link

8.3.6 Monitoring specifications:

The location of the control room or monitoring center and the names and contact details of the persons or company contracted to conduct the monitoring must be provided. Any changes to such information must be forwarded to the Law Enforcement Chief in writing, thirty (30) days in advance of such changes.

8.3.7 Pre-and post- on-site inspection and acceptance:

Pre- and post-on-site installation inspections will be done by authorized officials, assigned by the Law Enforcement Chief.

8.4 The application process:

8.4.1 Once the applicant submits the application as set **out in point 6.1**, the application will be considered for approval.

8.4.2 The Law Enforcement Chief shall receive and scrutinize the application for completeness and correctness before onward submission to the relevant departments for comments.

8.4.3 It shall be the responsibility of the relevant Municipal Department, whose structure the applicant applies to utilise, to verify that the technical aspect of the application meets the structural and durability tolerances within the necessary limits.

8.4.4 If the Municipal Department responsible for this structure is satisfied with the load test and tolerances, the Manager Traffic and Law Enforcement Services will be advised that approval could be considered.

8.4.5 If the application is rejected by the Manager Traffic and Law Enforcement Services, the applicant can object to such decision via the office of the Senior Manager Protection Services within 7 days.

8.4.6 If the municipal structure is not a viable option, the applicant will have to consider another placement option, such as applying for a wayleave to install a pole on municipal property.

8.4.7 The successful applicant shall be required to adhere to any rules, regulations and limitations

set out by the Law Enforcement Management Team or Municipal Departments in the approval.

8.4.8 The applicant shall be bound to all written agreements relating to this policy and any agreements by Municipal Departments or municipal legislation.

8.4.9 Final approval of applications will be signed off by the Senior Manager Protection Services on recommendation from the Manager Traffic and Law Enforcement Services.

8.5 Registration of Municipal-owned CCTV or LPR/ANPR cameras:

8.5.1 All existing municipal-owned CCTV cameras monitoring outdoor public areas are required to be registered with the Law Enforcement Department and reflect on the Camera Master Plan.

8.5.2 Municipal departments are to follow the registration process as per the applicable Annexures of this Policy.

8.6 LPR / ANPR cameras

8.6.1 Installation and monitoring of LPR cameras on municipal-owned roads is the responsibility of the municipality.

8.6.2 Installation of LPR cameras by a 3rd party will only be allowed if the LPR cameras are donated to the municipality and the donation approval is signed before installation of the LPR cameras.

8.6.3 Access to the LPR platforms will be restricted to selected municipal protection services officials and approved permanent SAPS officials (full time employment).

8.6.4 All LPR alerts will be shared with SSP partners or approved members via the municipal control room on the municipal LPR WhatsApp group.

8.7 Areas requiring special approval for third-party installations:

The installation of CCTV or LPR/ANPR cameras on the following structures will require special approval from the Municipality:

- Stellenbosch Municipal Buildings
- Main Routes
- Near any or on a municipal camera, serving a similar purpose
- Bridges
- Signboards
- Traffic Signals
- Information Boards
- Any other structure/property belonging to the Municipality

8.8 Temporary cameras*:*

8.8.1 An applicant who would like to install a temporary CCTV or LPR/ANPR camera for a period not exceeding thirty (30) days, needs to complete only **Annexures 11.4**

8.8.2 Such an application must be submitted to the Law Enforcement Chief for processing and obtaining approval before the temporary installation takes place by the applicant.

8.9 Unregistered CCTV or LPR/ANPR equipment and cameras:

8.9.1 Should any camera, equipment, system or part thereof not be registered in accordance with this policy, a notice will be issued by attaching the notice to the relevant structure, to register the camera. The first notice is attached in **Annexure 11.8.1**

8.9.2 After fourteen (14) days, if no contact is made with the Law Enforcement Chief or municipal official whose details appear on the first notice, a second notice will be issued **(Annexure 11.8.2)** and the system may be switched-off and removed (in the case of a camera).

8.9.3 If contact is made with the municipal official for the camera registration, the applicant will be permitted to operate the system, on condition that an application for the camera registration is made pending the approval or not. If not approved, the camera must be removed within 24 hours by the person responsible for the camera, failing the municipality will remove such and hold the responsible person liable for costs.

8.9.4 The application to register the camera or equipment must be submitted to the Law Enforcement Chief within one (1) month from the date that contact is made with the municipal official, whose name appears on **Annexure 11.8.1** If the application is rejected by the Manager Traffic and Law Enforcement Services, the applicant can object to such a decision via the office of the Senior Manager of Protection Services within seven (7) days.

8.9.5 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV camera and related equipment must forthwith be removed from municipal property within 24 hours.

8.9.6 If this notice is not adhered to, the Stellenbosch Municipality will remove the camera system completely and keep it in a safe place for ninety (90) days, whereafter, if not collected, the municipality shall auction off the equipment.,

8.10 Third -party inspections:

8.10.1 All third-party applicants must ensure that proper records of their camera system is kept, as well as who accessed footage and the reasons for them accessing such information.

8.10.2 Inspections will be carried out by a person appointed by the Law Enforcement Chief for compliance with this Policy, and may include inspections related to:

8.10.2.1 List of cameras operated by the organization;

8.10.2.2 Who has access to the camera system or its records;

8.10.2.3 Which records or information were requested and the reason for such request;

8.10.2.4 Video footage, photos or any other data that was retrieved from the system; or

8.10.2.5 South African Police Services case numbers provided, linked to footage requests.

8.11 Acceptance of costs and liability:

8.11.1 Initial costs to set-up, install and maintain the system will be borne by the applicant.

8.11.2 All liability related to camera installations or camera footage will be borne by the applicant.

8.11.3 The municipality will be exempt from all liability arising from an application, the installation of a system or damages arising during the operation thereof.

8.11.4 Any damage to the applicant's system is for their own expense and the Municipality will not be liable for any costs relating to repair, accept where such damage is caused due to negligence on the part of a municipal department.

8.11.5 Any damage or unauthorized modification to the municipality's infrastructure must be repaired or corrected at the cost of the applicant within an agreed upon time.

8.11.6 Camera systems must be insured against personal liability and damage by the applicant.

8.12 Installations on structures other than those belonging to the Municipality:

8.12.1 CCTV installations on private property, that does not primarily view public places and that do not form part of a broader CCTV network i.e. transmitted and recorded off-site, do not require the authorization of the Municipality, accept where the projection of the camera covers 60% of the public spaces

8.12.2 The location of the cameras and reasons for the installation must however be submitted to the Law Enforcement Management Team. This is to ensure that all cameras, viewing public places, including a road, are used for legitimate policing efforts, which are in the broader community's interest and not for any illegal activities or purpose and used in compliance with the privacy rights of a person.

8.12.3 A database of all third-party cameras viewing municipal property or public places shall be kept by the Stellenbosch Law Enforcement Department.

8.12.4 If an offence is committed on private or municipal property and any CCTV cameras are located and found to be pointing in the direction of municipal space i.e. road, field, etc. (property not belonging to the owner other than the municipality) such person in charge of the dwelling to be instructed to immediately remove such CCTV cameras. Failing to remove or reinstalling of removed CCTV cameras, will result in the camera equipment being removed by the municipality at the cost of the property owner, and liable to a fine. Confiscated cameras will be kept for a period not exceeding 3 months, after which it shall be auctioned. Fines will be imposed on policy contraventions.

8.12.5 The Municipality holds the right to use the public place as necessity dictates and takes precedent above the camera installations, existing or new.

8.13 Structure and equipment specifications:

8.13.1 Relevant specifications shall be set out by the respective municipal line departments and Law Enforcement CCTV section. This includes the height of the camera and associated equipment.

8.13.2 The applicant must ensure that municipal infrastructure is not damaged or modified in such a way that it does not serve its original purpose.

8.14 Handling of evidence and recordings:

8.14.1 Each camera should record and have footage available up to a minimum of twenty-one (21) days.

8.14.2 Systems that are unable to meet this requirement, requires a measure to be put in place, in order for the relevant imagery to be removed and stored by the relevant CCTV control center in a safe place, until such time that it can be utilized for investigation or court purposes by an investigating officer.

8.14.3 The person downloading such evidence onto a movable media source will be required to provide a statement to a court of law or attest to it if required, confirming that they have done such transfer, without altering or manipulating any data thereon.

8.14.4 All camera footage or imagery of recorded incidents, that require further investigation, must be stored in a safe place; preferably, a locked steel safe with a removal register, tracking such removal.

8.14.5 All CCTV footage must be treated as confidential evidence and be handled in that manner.

8.14.6 Footage should only be released to the South African Police Service or to the Law Enforcement Department, by signing it out, in order to track such footage removal.

8.14.7 All CCTV cameras and camera footage of public places, including a road, must be used for legitimate policing efforts, which are in the broader community's interest and may not be used for any illegal activities or for any commercial purpose without the consent of the person appearing on the camera footage.

8.14.8 Approval of any footage to be released, to be approved in line with this policy and authorised by the Senior Manager: Protection Services

8.15 Camera Locations

8.15.1 CCTV cameras are situated in locations which are clearly linked with the camera's specific purpose. All new external camera systems and/ or replacement systems are to be approved by the Senior Manager: Protection Services in consultation with SAPS.

8.15.2 Covert systems may be used for municipality's internal purposes in exceptional circumstances subject to approval from the Municipal Manager.

Exceptional circumstances where applicable;

8.15.2.1 may include where there is a strong suspicion of criminal activity or misconduct which;

8.15.2.2 breach Council bylaws, policies or may give rise to a health and safety risk to any person or Council damage to the environment, and which cannot be detected by other means.

8.16 Monitoring

8.16.1 The recording devices/ servers for CCTV cameras are to be installed in a secure location as agreed upon with the Chief: Law Enforcement in conjunction with ICT.

8.16.2 All footage is kept for a minimum period of three (3) weeks and then the data is overwritten as part of the recording process, unless it is exported for evidential purposes.

8.16.3 Live streaming camera monitoring is restricted to designated SM employees and approved contractors. (Username and password linked in order to know who is on the CCTV system)

8.16.4 LPR used for the purpose of traffic monitoring is live streamed and recorded.

8.16.5 Relevant authorized officials reserve the right to have remote access to live footage created by Council owned CCTV cameras.

8.16.6 Where cameras are monitored via a mobile device (such as a smartphone, tablet or similar device) a CCTV or LPR administrator or CCTV high level user shall ensure that no unauthorised person has the ability to view the device.

8.16.7 General public viewing of the CCTV imagery, only as stipulated in **section 8.23.4** of this policy will be allowed.

User Access

DESIGNATION	DESCRIPTION OF FUNCTIONS	DELEGATED AUTHORITY
CCTV Administrator	Full System Access to all CCTV & LPR Camera features and programming	Senior Manager Protection Services and designated staff or CCTV Contractor
CCTV High Level User	Full System Access to all CCTV and LPR Camera features and programming for maintenance purposes	Senior Manager Protection Services and designated staff
CCTV Operator	Majority system access for all CCTV cameras on their site and live view	Delegated suitably trained M Control room operators and Supervisory staff.
CCTV View Only	Live View, (no export)	Delegated suitably trained SM staff

8.17 The CCTV and LPR Administrator are responsible for:

8.17.1 Understanding their responsibilities under the POPI Act which determines that they operate with efficiency, impartiality and integrity.

8.17.2 Ensuring that the installation and maintenance of equipment is sufficient.

8.17.3 Undertaking an annual review of the use of all SM CCTV cameras. Organising the training and authorising of CCTV Operators**.**

8.17.4 Ensuring all new installations are GIS mapped, insured and operational.

8.17.5 Referring all public requests for footage (other than that from Police as per clause below) to the SM Legal Service Department.

8.17.6 Responsible for the establishment, oversight and accuracy of SM's CCTV Access Log.

8.17.7 Responsibility for the on-going maintenance and accuracy of the SM CCTV & LPR camera inventory and related service provider agreements.

8.18 Control and operation of cameras

All SM facilities, premises and public areas within its jurisdictional area may at some point in time be monitored by CCTV and LPR Cameras, the exceptions being listed below:

8.18.1 CCTV coverage will not include private areas within public spaces and facilities (e.g. changing rooms).

8.18.2 CCTV coverage will not be directed at private property except unavoidably as part of a wide angle or long shot while panning past.

8.19 CCTV High Level Users are responsible for:

8.19.1 Understanding their responsibilities under the POPI Act and with respect to the Privacy Principles which determines that they operate with efficiency, impartiality and integrity.

8.19.2 Implementing all maintenance of the CCTV system as and when required. This includes security level access for designated SM staff.

8.19.3 Maintaining a record of all released or viewed footage in SM's CCTV Access Log.

8.19.4 Maintain confidentiality in regard to duties and observations and will be required to adhere to a confidentiality agreement in terms of the Protection of Information Act 4 of 2013.

8.20 CCTV Operators are responsible for:

8.20.1 Understanding their responsibilities under the POPI Act, and with respect to the Privacy Principles which determines that they operate with efficiency, impartiality and integrity

8.20.2 Referring all requests for footage (other than from a Police officer) to the Chief of Law Enforcement for onward submission and approval by the Senior Manager Protection Services and in instances where required in consultation with SM Legal Service Department.

8.20.3 Maintain security of the monitors and footage (drives, disks, memory storage devices etc.)

8.20.4 Ensuring signage is in place and in accordance with this policy.

8.20.5 Maintain confidentiality with regard to duties and observations.

8.20.6 As per the POPI Act Privacy Principles, and with regard to the listed exceptions in the Principles, information collected by the cameras can only be used for the purpose for which it was collected.

8.21 CCTV & LPR information access, the Police and other authorised law enforcement agencies

8.21.1 SAPS or other authorised law enforcement agencies may access footage on short notice for viewing purposes related to crime detection and prevention to assist with investigating the crime.

8.21.2 The requester is required to hand a subpoena or Section 205 of the Criminal Procedure Act, Act 51 of 1977 to the Municipality prior to the release of footage relating to the subpoena or in the case of the SAPS Investigating officer, a case number**.**

8.21.3 All footage released to SAPS or other authorised law enforcement agencies at their request, or when criminal activity is suspected, will be recorded in the CCTV Access Log detailing:

8.21.3.1 Case numbers;

8.21.3.2 Investigating officer's name and staff number;

8.21.3.3 Case number and incident;

8.21.3.4 Sign out all evidence accordingly; and

8.21.3.5 any other information, as deemed necessary by SM.

8.22 CCTV information access by individuals

8.22.1 All footage released to SAPS or other authorised law enforcement agencies at their request, or when criminal activity is suspected, will be recorded in the CCTV Access Log detailing;

8.22.2 Recorded footage is confidential to SM. All requests to have a copy of footage relating to individuals will be referred to the Legal Service Department for consideration. Where a case has been registered with the SAPS, please refer to **section 8.22**.

8.22.3 The Legal Service Department may recommend to the Senior Manager Protection Services that the request that data may be disclosed be approved or not approved.

8.22.4 A request by the public to have a copy of footage that contains information relating to other individuals or themselves;

8.22.4.1 Must be via completing the Promotion of Access to Information Act (PAIA) form in writing and will be dealt with as either a matter to be referred to the Police or SM Legal Service. The applicant will pay the relevant fee set by SM Legal Service as per approved tariff structure of Council for the application and the releasing of such footage.

8.22.4.2 The request will be dealt with in accordance with the POPI Act.

8.22.4.3 Any request to view footage will be limited by the ease of access to the footage and by the need to protect other people's privacy. No general public viewing, only by those directly affected by the incident.

8.22.4.4 If a request to view the footage is unable to be granted without unreasonably breaching other's privacy, a written description may be provided by the CCTV Administrator or SM Legal Service of the contents within the footage. Any such requests will be responded to within 30 days and are subject to review by a SM's Legal Service Department.

8.23 CCTV information or requests to have a copy of footage by Council personnel

8.23.1 Such requests will be forwarded and approved by the Senior Manager Protection Services .

8.24 CCTV and Council Staff

8.24.1 The Municipality will investigate any suspected breach of the use of SM's CCTV and LPR by any;

8.24.1.1 Municipal employment contracts, SM's Code of Conduct.

8.24.1.2 Any staff incidents or misconduct detected by CCTV and LPR will be handled in accordance with and CCTV personnel will be protected in accordance with the relevant Witness Protection Act.

8.25 CCTV & LPR Contractors

8.25.1 The Municipality will appoint contractors for the installation and maintenance of the CCTV & LPR System.

8.25.2 Appointed contractors and all contractors' staff must have PSIRA Certification.

8.25.3 Contractors or sub-contractors responsible for non-security related operations (i.e. Data Transmission links etc.) must be certified by their appropriate organisation.

8.25.4 All contractors and sub-contractors must be familiar with and adhere to the POPI Act.

8.26 CCTV Signage

8.26.1 Stellenbosch Municipality will have signage indicating that municipality makes use of CCTV cameras to monitor Public space.

8.27 CCTV Staff Training

8.27.1 Operators

8.27.1.1 All CCTV Staff operators will be required to undergo the necessary CCTV & LPR System Operator training.

8.27.1.2 If SM opt to use Security staff for surveillance the minimum requirements will be:

- Grade C Security graded
- At least 21 years of age
- Undergoing clearance check
- Have good cognitive abilities.

8.28 Privately owned CCTV Camera

8.28.1 CCTV cameras installed on privately-owned property/ premises do not require to be registered with Stellenbosch Municipality unless these cameras cover any section or portion of a public place or street within the jurisdiction of Stellenbosch Municipality of which the Municipality or the South African Police will have the right to footage obtained through these cameras which might be linked to a criminal incident or offence.

8.28.2 Registration of privately owned CCTV cameras as per **section 8.29** will require the owner of these cameras to provide the name of the owner/s of the premises/ erf, the type of camera used and the connectivity status of the CCTV cameras, as well as the projection plane of the public areas the cameras cover.

9 IMPLEMENTATION PROGRAMME

9.1 All CCTV or LPR/ANPR cameras on private property, forming part of a broader CCTV network of an organisation, monitoring a public place are to be registered with the Stellenbosch Municipality.

9.2 All private CCTV or LPR/ANPR cameras on private property, monitoring a public place, but not forming part of a broader CCTV network i.e. recorded and transmitted off-site, are to be registered with reasons why the camera is viewing the public space. The location of the camera will be a benefit to police investigators and the community can be contented that the camera is being used in their interest, which is safety and security.

9.3 All new CCTV or LPR/ANPR camera installations are to follow this policy and process.

10 MONITORING, EVALUATION AND REVIEW OF POLICY

10.1 It is the responsibility of the Stellenbosch Municipality Law Enforcement Department to maintain the database of registered CCTV cameras on municipal structures and property.

10.2 The success of the policy will be measured in terms of the number of CCTV or LPR/ANPR cameras that are registered with the Municipality and how many new applications are received.

10.3 This policy will be evaluated every two years or when there is a change in any law, affecting this policy.

10.4 All entities that operate CCTV or LPR/ANPR cameras viewing public streets and roadways need to review their submissions when changes are made to their camera systems, or when new organisations or entities take control of these systems.

11 ANNEXURES

11.1 Application forms

11.1.1 Application Form to install CCTV Cameras on Stellenbosch Municipal Property

11.1.2 Application Form to install LPR Cameras on Stellenbosch Municipal Property

11.2 Camera Registration form

11.3 Application checklist

11.4 Temporary application form

11.5 Structure specifications

11.6 Application for new or modified electricity services

11.7 CCTV cameras on private property, monitoring public area.

11.8 Notices

11.8.1 Notice of impending removal of CCTV equipment on Stellenbosch Municipal property

11.8.2 Notice of removal of CCTV equipment on Stellenbosch municipal property

11.9 CCTV cameras installed on public roads by municipal departments.

Annexure 11.1.1

APPLICATION FORM TO INSTALL CCTV CAMERAS ON STELLENBOSCH MUNICIPAL PROPERTY		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Org		
E-mail address of Rep		
Please submit the following details		
Reason for application	Full Motivation with factual info and complete understandings	
Approvals	Letter of acknowledgment from the South African Police Area Station Commander, Community Police Forum, or Neighbourhood Watch	
Business Plan	Short-, Medium- and Long-Term plan for CCTV System	
CCTV Monitoring Centre		
CCTV Locations	Complete Annexure 11.2	
CCTV Cam GPS Co-ordinates		
Schematics and Diagrams	Separate page, preferably to scale, with all dimensions given.	
Envisaged Start Date		
Completion Date		
Date Application received:		

Annexure 11.1.2

APPLICATION FORM TO INSTALL LPR CAMERAS ON STELLENBOSCH MUNICIPAL PROPERTY AND DONATION TO STELLENBOSCH MUNICIPALITY		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Org		
E-mail address of Rep		
Please submit the following details		
Reason for application	Full Motivation with factual info and complete understanding, with donation letter to the municipality	
LPR Monitoring Centre	Stellenbosch Municipality	
LPR Location Request	Complete Annexure 9.2	
LPR Cam GPS Co-ordinates		
Schematics and Diagrams	Separate page, preferably to scale, with all dimensions given.	
Envisaged Start Date		
Completion Date		
Date Application received:		

Annexure 11.2

STELLENBOSCH MUNICIPALITY CCTV / LPR CAMERA REGISTRATION FORM

INFORMATION REQUIRED FOR CCTV/ LPR DATABASE

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Cctv.Network@stellenbosch.gov.za

Annexure 11.3

	ITEM	TICK BOX
	CCTV / LPR APPLICATION CHECK LIST BEFORE SUBMISSION	
a)	Application Form	
b)	Full motivation with factual information & complete understandings	
c)	Approval- letter from Area Station Commissioner	
d)	Approval- letter from Community Police Forum, or Neighbourhood Watch	
e)	Approval from all relevant bodies in the CCTV / LPR Project area	
f)	Business Plan- Short-, Medium- and Long-Term Plan	
g)	Geographical area for the CCTV / LPR Project	
h)	CCTV / LPR Locations List	
i)	CCTV / LPR Locations GPS Co-ordinates	
j)	CCTV / LPR System Specifications	
k)	CCTV Monitoring Specifications	
l)	CCTV Monitoring Centre	
m)	Schematics and diagrams	
n)	References of Installers	
o)	Acknowledgement and Acceptance of costs & liability.	
p)	Approval for Special Areas (if any)	
q)	Donation letter to the municipality of LPR/ANPR camera	

APPLICATION PROCESS FLOW

1.	Receive application
2.	Check application for all necessary requirements
3.	Acceptance that application meets initial requirements
4.	Distributed to respective line departments.
5.	Comments from line department
6.	Approval / Rejection of application

Annexure 11.4

APPLICATION TO INSTALL CCTV CAMERAS ON STELLENBOSCH MUNICIPALITY PROPERTY FOR 30 DAYS OR LESS	
Name of organization	
Representative Name	
ID Number	
Address of Organisation	
Tel of Organisation	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
Please submit the following details	
Reason for application	
CCTV Monitoring Location	
CCTV Locations	Annexure 9.2 to be attached to this application
CCTV Cam GPS Co-ordinates	
Schematics and Diagrams	Installation.
Envisaged Start Date	
Completion Date	
Date Application Received:	

Add in all safety requirements is for the attention of the applicant.

Annexure 11.5

STELLENBOSCH MUNICIPALITY STRUCTURE SPECIFICATIONS

Electricity Services

Infrastructure Cameras and Connection Boxes will be allowed on:

- Low Voltage Distribution Mains Poles only, i.e. only electricity poles that have mains wires on and that form part of the Low Voltage Overhead Line Network.
- No cameras or connection boxes for cameras are allowed on streetlight poles or standalone distribution poles.
- Only two cameras allowed on any such pole.
- Wireless antennas are not allowed to encroach on the minimum clearances as listed below and must be aesthetically pleasing.

Installation allowed on LV Distribution Mains Poles.

- The electrical connection from the mains wires will have to be done by the relevant Construction Section of the affected Distribution District. Cost to be determined by District System Development. It will be a fixed rate tariff, no meter.
- The camera installation is to be SANS 0142 compliant and a Certificate of Compliance to be issued by the contractor installing the electrical connection box prior to switch on.
- The camera installation to be at least 1m below any streetlight luminaire, where there is no streetlight luminaire, the camera installation to be 1m below the overhead line conductors.
- All cable and wire used to be UV rated and properly terminated via a gland.
- If deemed necessary there shall be earth leakage provided by the installer of the camera equipment.

Installation of Cameras and Connection Boxes other than on Distribution Mains Poles.

- In areas where the Low Voltage Network is underground and only streetlight poles exist, no cameras or connection boxes will be allowed to be mounted on the streetlight poles.
- In this case the requestor will have to provide and install a suitable pole as per the industry standard and install the equipment on it. A maximum of two cameras allowed per pole.
- The cable should run internally in the pole and no cables to be visible on the outside.
- The requestor is to provide and install the supply cable up to the allocated mains kiosk and leave enough slack/spare for the cable to be terminated in the kiosk. No joints allowed.
- Connection fee and fixed rate tariff to be provided by District System Development. All work to be in accordance with Electricity By-Laws and SANS 0142. A Certificate of Compliance is to be provided prior to switching on.

- All way leaves and the necessary permits to be obtained by the contractor installing the cable and pole/s.

Reasons for not installing on streetlight poles

- It is not acceptable practice to have two separate supplies on one pole.
- The streetlight poles are not designed to carry boxes and cameras on them
- The maximum bending ratings of streetlight poles are not the same.
- Streetlights are not designed to support ladders for maintenance purposes.

Other Comments

- Camera weights and dimensions to be provided.
- Connection boxes to be standard and the same color as existing boxes on Electrical Services infrastructure.
- Electricity Services not responsible for cleaning and maintaining cameras.
- No Electricity Services Aerial Platform may be used by the contractor for installation, maintenance or servicing of the camera.
- All requests to be treated as projects run by District System Development and Construction in the three Areas and twelve Districts.
- No cameras or other CCTV equipment to be installed on Medium or High Voltage Overhead line networks.
- Camera casing to include permanent display of contact details such as telephone number of the responsible person to be contacted with respect to the camera installation.
- Electricity Services shall not be held responsible for any damage as a result of the pole getting damaged, the camera equipment being vandalized or the camera malfunctioning as a result as of any supply related problems.

STELLENBOSCH

STELLENBOSCH ·PNIEL· FRANSCHHOEK

MUNISIPALITEIT **U**MASIPALA **M**UNICIPALITY

APPLICATION FOR THE SUPPLY OF ELECTRICITY SERVICES [REF: I1]

PLEASE NOTE:		FOR OFFICE USE ONLY
1.	Only fully completed applications will be considered. (4 Pages)	
2.	The Applicant/Customer is the responsible person for the Account/Development and Deposit payable.	
3.	A copy of Identification needs to be submitted with the application.	
4.	Energy saving measures needs to be submitted with this application.	
5.	***R500.00 Quotation deposit payable excluding second pre-paid meter applications, if quotation not accepted deposit will be forfeited.***	

☐ **New Connection** ☐ **Upgrade** ☐ **Application Time of use Tariff** ☐ **Temporary Connection** ☐ **Relocation of Kiosk**

☐ **Informal Housing** ☐ **Convert to Pre-Paid Meter** ☐ **Overhead to Underground** ☐ **Relocation of Streetlight Pole** ☐ **Subdivision**

Applicant/Customer Title:
Customer's preferred form of address

Applicant/Customer's Initials:
As per Identity document

Surname/Company Name:

Full First Names:
As per Identity Document

Identity No:
Per RSA ID Doc/Passport

Telephone 1/Cell:
Customer's Contact No. Dialing Code Tel. Number

Telephone 2/Cell:
Customer's Contact No. Dialing Code Telephone Number

Fax:
Dialing Code Fax/Telephone Number

E-Mail Address:
For on-line Customers

Customer's Physical Address:

Code:
Customer's Personal Physical Address (if NOT the same as the Supply Address)

Supply Address:

Erf No:

Code:
Address where electrical supply is requested

FORWARD THE QUOTATION TO:

☐ **Developer** ☐ **Consultant** ☐ **Owner** ☐ **Applicant/Customer**

Contact Person:

Company Name:

Postal Address:

Telephone:

Code

E-Mail Address:
For on-line Customers

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

Total notified demand

Type of metering Required: _____ Ampere

☐ 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

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 (Page 5). That I/We are the person(s) responsible and accountable for the payment of the applicable amounts.

PRINT NAME & SURNAME: _____ DATE: _____

SIGNATURE: _____

HANDELSVERWYSINGS/ TRADE REFERENCES

1. NAAM/NAME
ADRES/ADDRESS
TELEFOONNOMMER/ TELEPHONE NUMBER EPOS ADRES/E-MAIL ADDRESS
2. NAAM /NAME ADRES/ADDRESS
TELEFOONNOMMER/TELEPHONE NUMBER EPOS ADRES/E-MAIL ADDRESS

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 bepalings 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…….

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 : **DATUM:**_____

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 R500 QUOTATION DEPOSIT PAYABLE PER QUOTATION REQUEST EXCLUDING 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.		
61	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

CCTV CAMERAS ON PRIVATE PROPERTY MONITORING PUBLIC SPACES	
Owner of Property	
Owner contact number	
Erf Number	
Address	
Organisation monitoring the camera or private camera	
Contact number	
Responsible Person	If different from owner
E-mail address of Org	If different from owner
E-mail address of Owner	
Please submit the following details	
What is the camera viewing / Purpose of the camera	
CCTV Monitoring Centre	
CCTV Cam GPS Locations	
Attach Map for reference*	
Submitted by:	
Date:	
Cctv.Network@stellenbosch.gov.za	

Annexure 11.8.1

NOTICE OF IMPENDING REMOVAL OF CCTV EQUIPMENT ON STELLENBOSCH MUNICIPAL PROPERTY

PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY ON STELLENBOSCH MUNICIPAL PROPERTY AND WILL BE REMOVED AFTER 14 DAYS OF THIS NOTICE, IF NO CONTACT IS MADE WITH THE OFFICIAL BELOW TO REGISTER:

FOR FURTHER DETAILS PLEASE CONTACT:

NAME:……

CONTACT NUMBER: ……

DATE OF NOTICE: …….

Annexure11.8.2

NOTICE OF REMOVAL OF CCTV EQUIPMENT ON STELLENBOSCH MUNICIPAL PROPERTY

PLEASE BE INFORMED THAT THIS EQUIPMENT WAS INSTALLED ILLEGALLY ON STELLENBOSCH MUNICIPAL PROPERTY AND HAS BEEN REMOVED. IF EQUIPMENT IS NOT COLLECTED WITHIN 90 DAYS, THE MUNICIPALITY SHALL AUCTION OFF THE EQUIPMENT.

FOR FURTHER DETAILS PLEASE CONTACT OFFICIAL:

NAME: ……

CONTACT NUMBER: ……

DATE OF REMOVAL: ……

Annexure 11.9

CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY STELLENBOSCH MUNICIPAL DEPARTMENTS

This is for registration and database information only

Stellenbosch Municipality	
Line Manager	
Project Manager	
Department Address	
E-mail address of Line Manager	
E-mail address of Project Manager	
Brief description of the CCTV Project	
CCTV Monitoring Centre	
Submitted by:	
Date:	

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please e-mail to Cctv.Network@stellenbosch.gov.za