

SECURITY ACCESS RESTRICTION POLICY

2014

**PERTAINING TO APPLICATIONS MADE IN TERMS OF
SECTION 45 OF THE RATIONALISATION OF LOCAL
GOVERNMENT AFFAIRS ACT, NO. 10 OF 1998**



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SECURITY ACCESS RESTRICTIONS P O L I C Y

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1. SCOPE AND PURPOSE

- 1.1 This Policy concerns applications which may be made by any person, body or organisation to the City of Johannesburg Metropolitan Municipality in terms of Section 45, read with Sections 43 and 44 of the (Gauteng) Rationalisation of Local Government Affairs Act, No 10 of 1998, for authority to restrict access to a public place.
- 1.2 The purpose of these Sections of the Act is to enhance safety and security and thus the purpose of this policy is to give effect to these Sections.
- 1.3 This Policy sets out –
 - 1.3.1. The legal framework;
 - 1.3.2. The making of an application;
 - 1.3.2. The procedure to be followed after an application has been made;
 - 1.3.3. Factors which the Council will take into account when considering an application;
 - 1.3.4. Terms and conditions which may be imposed if an application is granted;
 - 1.3.5. Implementation of a security access restriction;
 - 1.3.6. Reviewing, withdrawing or altering a term and condition of an authorisation
 - 1.3.7. The right to appeal against a decision concerning an application;
 - 1.3.8. The period of validity of an authority and extensions of the validity period; and
 - 1.3.9. Other related matters.

2. DEFINITIONS

In this Policy a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and, unless the content otherwise indicates –

“Administering Department” means the Department in the City of Joburg responsible for the administration of this policy;

“Access Control Point” means a place at which access to a public place can be restricted in terms of an authorisation granted in terms of Section 45 read with Section 44 of the Act, or any extension of such authorisation;

“Affected Person” means a persons living, owning or working within an area where access has been restricted or where restrictions are proposed;

“Applicant” is a person, body or organisation applying for a security access restriction and includes the applicant’s duly authorised representatives;

“Application” means an application for authorisation in terms of Section 45 of the Act;

“Authorisation” means an authorisation to restrict access to a public place as contemplated in Section 45 read with Section 44 of the Act;

“Authorised Body” means an Applicant who has successfully applied for authorisation for a Security Access Restriction;

“Barrier” includes a palisade and a fence;

“Business Day” means any day of the week, excluding Saturdays, Sundays and public holidays;

“City Manager” means the accounting officer of the City of Johannesburg Metropolitan Municipality as defined in the Municipal Systems Act,

“Council” means –

- (a) the City of Johannesburg Metropolitan Municipality established by Provincial Notice No. 6766 of 2000 dated 1 October 2000, as amended, exercising its legislative and executive authority through its municipal Council; or
- (b) its successor in title; or
- (c) any structure or person exercising a delegated power or carrying out an instruction, where any power in terms of Chapter 7 of the Act has been delegated or sub-delegated, or an instruction given, as contemplated in section 59 of the Local Government : Municipal Systems Act, 2000 (Act No. 32 of 2000);

“Executive Director” means Executive Director of the Administering Department;

“JRA” means the Johannesburg Roads Agency (Soc) Ltd, a company which is a municipal entity, wholly owned by the City of Johannesburg Metropolitan Municipality and responsible for, inter alia, the construction and maintenance of municipal roads in the City's area of jurisdiction;

“JMPD” means the Johannesburg Metropolitan Police Department, a department of the City of Johannesburg

“Municipal Entity” means a municipal entity as defined in the Municipal Systems Act or to which that Act applies;

“Municipal Service” means a municipal service as defined in Section 1 of the Municipal Systems Act;

“Official Website” means the website established by the Council in compliance with Section 21B of the Systems Act;

“Periphery” means centre line of adjacent roads;

“Prescribed” means prescribed by the Council;

“Public Place” means any road, street, thoroughfare, bridge, overhead bridge, subway, foot pavement, footpath, sidewalk, lane, square, open space, garden, park, path, bus or taxi rank, servitude or enclosed space vested in the municipality and includes any road, place or thoroughfare which is in the undisturbed use of the public or which the public have the right to use;

“Relevant Law” means any law, including any By-law of the Council, which –

- (a) is applicable to traffic, whether vehicular or pedestrian;
- (b) in relation any building, structure, equipment, machinery or barrier as contemplated in this Policy regulates the construction, erection, operation or maintenance thereof, or the materials to be used in connection therewith and prescribes safety measures to be taken in regard to the installation, operation or maintenance thereof;
- (c) concerns the installation of or the right to operate electronic communications equipment or facilities; and
- (d) includes the Act;

“Restrict” means, in relation to an authorisation, the right to restrict access to a public place in terms of an authorisation granted in terms of Section 45, read with Section 44 of the Act, but does not include the right to prohibit access to such public place by all traffic, whether vehicular or pedestrian, or to all vehicular traffic or all pedestrian traffic;

“Road” means any road, street or thoroughfare as contemplated in the definition of “public place” in the Act, and includes the verge;

“SAPS” means the South African Police Services;

“Security Access Restriction” means an authorised restriction to a public place in terms of Section 45 of the Act

“the Act” means the Gauteng Rationalisation of Local Government Affairs Act, No. 10 of 1998;

“the Systems Act” means the Municipal Systems Act, No. 3 of 2000 and regulations thereof;

“Verge” means that portion of a road, street or thoroughfare which is not made, constructed or intended for use by vehicular traffic;

3. LEGAL FRAMEWORK

3.1 Sections 43 to 48 of the Act are set out in full in ANNEXURE “A” hereto for convenience.

3.2 Section 43 empowers the Council to:

3.2.1 on its own initiative impose a restriction on access to any public place, but in order to do so it must comply with Section 44; and

3.2.2. authorise any person, body or organisation to restrict access to any public place in terms of Section 45, read with Section 44;

This Policy is concerned with the power referred to in sub-paragraph above.

3.2.3. Section 45 sets out requirements which must be complied with before an authority to restrict access may be granted to any person, body or organisation. It provides that if the Council is disposed to grant such an authority, then certain provisions of Section 44 become applicable. Those provisions are contained mainly in Section 44(1) (b) and (c) and will be referred to later herein.

- 3.2.4. Section 46(1) provides that an authority granted under Section 45 is valid for not more than two years. However, the validity of an authorisation may be extended under Section 46(2).
- 3.2.5. Section 47 prohibits any person, body or organisation from restricting access to a public place without a valid authorisation to do so. If an authorisation which has been granted lapses in terms of Section 46 and is not renewed, or is withdrawn for any reason, any right to restrict access falls away.
- 3.2.6. The Constitution of the Republic of South Africa Act, 1996 ("the Constitution") is the supreme law of South Africa and all other laws as well as the implementation and enforcement thereof, including the Act and this Policy, are subject to it.

4. MAKING AN APPLICATION IN TERMS OF SECTION 45 OF THE ACT

- 4.1 An application must be made in terms of Section 45 of the Act on the form set out in Annexure "B" and must be accompanied by proof of payment of the prescribed non-refundable administrative fee contemplated in Section 45(1) (c) of the Act.
- 4.2. Every application must contain:
 - 4.2.1. A description of the public place and locality plan;
 - 4.2.2. A motivation for the application;
 - 4.2.3. A plan to manage the security access restriction;
 - 4.2.4. Details as to the Affected Persons;
 - 4.2.5. Details of consultation and the views of the Affected Persons.
 - 4.2.6. A traffic impact study or a motivation as to why one is not required; and
 - 4.2.6. Other requirements as set out in the policy

The detailed requirements are set out below.

4.3. Description of the public place and locality plan

The application must contain a full and accurate description of the public place which is the subject of the application and must be accompanied by a locality plan to a scale of 1:20 000 (or on good cause shown a locality plan to a scale other than 1:20 000) showing:

- 4.3.1. the boundary of the area in respect of which access is to be restricted;
- 4.3.2. existing and proposed measures to secure property boundaries located on the periphery of the proposed access control area;
- 4.3.3. the location of all surrounding roads, clearly indicating the nearest external through-route on each side of the area;
- 4.3.4. through-routes to be restricted and their recommended alternative routes;
- 4.3.5. location of fire hydrants and water points for the connection of fire hoses within and on the perimeter of the area to be restricted;
- 4.3.6. all internal roads;

- 4.3.7. the location of proposed access control points;
- 4.3.8. all fixed properties which are served by the are in respect of which the application is made, specifying the zoning of each such property in terms of the applicable town planning scheme and the actual use to which each such property is put, the stand number or farm portion (as the case may be) of each property and the name of the registered owner; and
- 4.3.9. whether any road in respect of which the application is made serves or provides access to any central government, provincial government or municipal offices or facilities; courts; hospitals; police stations; fire stations; ambulance stations; medical facilities, including medical and dental surgeons and consulting rooms; universities, colleges, schools or other educational facilities or establishments; landfill sites; refuse or garden waste tip or disposal sites; libraries; parks; sports facilities; airports; public recreation grounds or recreational facilities; public transport facilities; parking grounds or parking garages available for use by the general public; hotels; restaurants; shopping centres; shops or private offices.

4.4. Motivation for application

Since the purpose of the application is to enhance safety and security the Applicant must provide as much information as possible for the period of six months preceding the date of application relating to:

- 4.4.1. the seriousness and prevalence of crimes in the area;
- 4.4.2. crime related statistics and if such statistics cannot be obtained, the reasons therefore must be set out in the application;
- 4.4.3. the category and estimated number of persons affected by the circumstances giving rise to the application such as businesses which have been the victims of criminal activity, householders who have been the victims of burglary or an assault and persons who have suffered vehicle theft or hi-jacking; and
- 4.4.4. measures presently in place to enhance safety and security in any road or area in respect of which the application is made, and if any measures have been tried but discontinued, the nature of the measures and the reasons for discontinuing them.

4.5 Proposed security access restriction

The application must give full particulars of the proposal to manage the access restriction including:

- 4.5.1 the nature and extent of the restriction applied for;
- 4.5.2 the precise location of each proposed access control point;
- 4.5.3 the means by which access control is to be regulated, clearly stipulating the type of proposed physical structure (e.g. fence, boom, gate) and the type of access control (e.g. manned, open, locked);
- 4.5.4 how the buildings, structures, equipment, machinery and barriers which are proposed will be built, erected, installed or used at each access point and whether any municipal services will be required;

- 4.5.5 the hours during which each access control point is to be open, manned or locked as the case may be;
- 4.5.6 the toilet facilities to be provided for personnel manning each access control point, their precise location and how such facilities are to be managed and maintained;
- 4.5.7. the provision to be made for the parking of vehicles at each access control point and to enable vehicles to turn;
- 4.5.8. whether the holder of any servitude or the owner of any service over or in such road (including the verge) supports the application and, if so, proof of such support must be submitted;
- 4.5.9 the total number of personnel who, during each day and night, will staff each access control point, and the total number of such personnel who will be on duty at each such access control point at any given time;
- 4.5.10 the arrangements made or to be made to ensure that all buildings, structures, equipment, machinery, barriers, signs and notices to be built, erected or installed at an access control point will be regularly inspected and maintained by a suitably qualified and experienced person;
- 4.5.11 any sign or notice which it is proposed to erect to indicate the presence of an access control point or barrier, including a drawing of each such sign or notice, giving its dimensions, specifying whether it will be made of reflective material, and setting out any wording or symbol which it will contain; and
- 4.5.12 how the implementation of the authorisation to restrict access applied for will be funded, including the funding of the maintenance of such buildings, structures, equipment, machinery, barriers, signs and notices and the cost of taking out such insurance cover and providing such indemnities as the Council may require.

4.6. Proposed Security Access Restriction plan

The application must include a 1:500 plan (or on good cause shown a plan to a scale other than 1:500 that:

- 4.6.1. depicts the location of each Access Control Point;
- 4.6.2. if the application includes a request for an authority to restrict access to a road not having an access control point in it, by erecting a barrier at a particular point in that road the precise point in such road where the barrier is to be erected;
- 4.6.3. depicts the location of each place referred to in sub-paragraph 4.3.9. which is served by a road or is within the area in respect of which the application is made, or is on the periphery of such area.

4.7. Details as to the Affected Persons

As required by Section 45(1)(a)(vi) of the Act, in regard to the category and estimated number of persons who may be affected by the restriction in respect of which application is made, the following should be furnished :

- 4.7.1 an estimate of the number of persons owning and/or residing in premises served by any road in respect of which the application is made;
- 4.7.2 an estimate of the number of persons who work but do not reside in premises served by any road in respect of which the application is made; and
- 4.7.3 the basis on which the estimates referred to in the sub-paragraphs above was made.

4.8. Details of consultation of and the views of Affected Persons

Section 45(1) (b) of the Act requires the Applicant to furnish proof to the Council that at least two-thirds (67%) of the Affected Persons support the restriction on access which is being sought

This requirement must be complied with by annexing to the application a document of sufficient detail including proposed road closure points and proposed conditions of operation which the Affected Persons in writing must-

- 4.8.1. acknowledge that they have read and understood the application;
- 4.8.2 state their support for it;
- 4.8.3 state their reasons for supporting it and how they were affected by the circumstances giving rise to the application;
- 4.8.4 state their full names and addresses; and
- 4.8.5 sign the document and give the date of signature.

4.9. Traffic Impact Study

- 4.9.1. The Applicant must submit, at the Applicant's cost a traffic impact study evaluating the impact on traffic of the Security Access Restriction applied for, or a motivation setting out why a traffic impact study is not required, prepared by a professional traffic engineer.
- 4.9.2. The traffic impact report must set out the results of a study undertaken by that professional engineer on the probable impact which the granting of the application would have on:
 - 4.9.2.1. traffic patterns, the re-routing and redistribution of both vehicular and pedestrian traffic, including an estimate of through traffic and a capacity analysis at each proposed access control point;
 - 4.9.2.2. the suitability of the type of access control to be implemented;
 - 4.9.2.3 the concentration of vehicular traffic at access control points;
 - 4.9.2.4 the re-distribution of vehicular traffic on other roads wherever situated, including freeways, toll roads and arterial roads and whether vested in the Council or not and the likely effect on the level of service of other roads;
 - 4.9.2.5 any office, facility, or business or place referred to in paragraph 4.3.9;

- 4.9.2.6 an explanation of the recommended storage space for vehicles and recommendations in regard to the following the number and length of storage lanes, visitors' parking facilities, turning bays and entrance layout where applicable; and
 - 4.9.2.7 the impact on pedestrian and cyclist routes if relevant including in respect of learners.
- 4.9.3. It is recommended that the report on the traffic impact study include the following:
- 4.9.3.1. Background with locality map, borders of application, number of properties affected, planned access control measures;
 - 4.9.3.2. Affected current and future road network and hierarchy with analysis of current traffic situation;
 - 4.9.3.3. Land use rights contained in the access control area;
 - 4.9.3.4. Traffic data collected (the study area should include all elements of the road infrastructure included in the enclosed area – all the intersections located and intersecting on the outer border of the area, all road elements where 75 additional redistributed trips are added to the critical lane traffic volume).
 - 4.9.3.5. Redistribution of traffic;
 - 4.9.3.6. Capacity analysis and design requirements of intersections and accesses;
 - 4.9.3.7. Operational aspects of the access control points;
 - 4.9.3.8. Geometric design of access control points;
 - 4.9.3.9. Impact on pedestrians, cyclists and public transport access;
 - 4.10.3.10. Impact on emergency services and refuse removal;
 - 4.9.3.11. Road signage at access points; and
 - 4.9.3.12. Conclusion and recommendations.

4.10 Other requirements

The following additional requirements may be required to be submitted by the Applicant

- 4.10.1. If an access control point is to be operated and manned by a security service provider as contemplated in the Private Security Industry Regulation Act, 2001, (Act No. 56 of 2001), the following must be provided:
 - 4.10.1.1. the name and address of the service provider,
 - 4.10.1.2. written proof that such service provider is duly registered in terms of Section 21 of that Act; and
 - 4.10.1.3. a copy of the service provider's current registration certificate.

- 4.10.2. If the Applicant is a juristic person (i.e. a company or other corporate body) the application must be accompanied by:
- 4.10.2.1 a certified copy of the resolution authorising the application, and
 - 4.10.2.2 a power of attorney authorising the person or persons who sign the application to act on behalf of the Applicant.
- 4.10.3. All costs of or in any way associated with the preparation, submission, advertising and processing of the application until the final end and determination thereof shall be borne by the Applicant.
- 4.10.4. The publication of any notice or other document in terms of any law including any cost associated with such publication will be the responsibility of the Applicant. Proof of any required publication must be provided to the Administering Department by the Applicant.
- 4.10.5. One copy of the application, all supporting documents and proof of payment of the prescribed non-refundable administrative fee referred to in paragraph 4.1 must be submitted to the Administering Department at the address reflected in Annexure "B" hereto.

5. PROCEDURES FOLLOWING THE SUBMISSION OF THE APPLICATION

5.1 Receipt of application and request for further information

- 5.1.1. On receipt of the application, the Administering Department must:
- 5.1.1.1. acknowledge receipt in writing of the application within seven (7) business days after payment of the application fee and in that acknowledgment provide the Applicant with a reference number for the application; and
 - 5.1.1.2. notify the Applicant within fourteen (14) business days after payment of the application fee whether the application contains all the information and documentation required in terms of the Act and this Policy, and stating that such notification is not to be construed as signifying that the application will or will not be approved.
- 5.1.3. The Administering Department may at any time prior to a final decision being taken on an application, require the Applicant, at the Applicant's cost, to submit such further information or documentation as it may reasonably require in order to reach a decision on the application and will defer consideration of the application until such time as the further information required is submitted to its satisfaction.
- 5.1.4. If such further information is not submitted in accordance and within a time period stated in a written request addressed to the Applicant, the Council may return the application and all supporting documentation to the Applicant without considering it.

5.2. Compilation of report

- 5.2.1. The Administering Department must compile a report on the application for the Executive Director's consideration.

- 5.2.2 For purposes of compiling its report, the Administering Department shall carry out such inspections as it considers necessary.
- 5.2.3. The Administering Department must refer the application to the JRA and JMPD may refer the application to any department of, or any Municipal Entity under the control of, the Council for the purpose of obtaining its observations and comments on the application.
- 5.2.4. On completion of its report, the Administering Department shall forthwith submit its report to the Executive Director.
- 5.2.5. The Executive Director may if necessary, request JRA, JMPD or any other Department or Municipal Entity to clarify in writing any aspect of its report.

5.3. Holding of meeting as required by Section 45(2) of Act

- 5.3.1. The Executive Director must within ninety (90) business days after receipt of the application or, where applicable, after receipt of a communication received in terms of 5.7. clarifying that report, make arrangements with the SAPS for a meeting to be held, as required by Section 45(2) of the Act.
- 5.3.2. The purpose of the meeting which must include SAPS representatives, the Applicant and the Administering Department is to ascertain the views of the South African Police Service regarding the application and to consider possible terms and conditions to be imposed if the Council should decide to grant the application.
- 5.3.3 The Administering Department must finalise arrangements for such meeting after consultation with the Applicant and must thereafter as soon as reasonably possible advise the Applicant and the SAPS in writing of the date, time and place at which the meeting will be held.
- 5.3.4. The Applicant must advise the Administering Department of the name or names and contact details of the person or persons (which shall not exceed three in number unless both the SAPS and the Administering Department agree to an increased number) who will represent it at the meeting.
- 5.3.5. The Administering Department shall as soon as reasonably possible and not more than thirty30 Business Days after the meeting prepare and provide the Applicant and the SAPS with minutes of the meeting which is to be regarded as the official record of the meeting.

5.4. Granting authorisation

- 5.4.1. After the conclusion of the meeting referred to in 5.3. above the Executive Director must determine whether or not it intends to grant the application and the terms and conditions it intends to impose, should authorisation applied for be granted and must record its decision in writing.
- 5.4.2. The Administering Department must inform the Applicant in writing within forty five (45) Business Days of the meeting referred to in 5.3. of the decision of the Executive Director and invite the Applicant to submit, within thirty (30) Business Days, any further representatives it may wish to make, in accordance with the provisions of the Promotion of Administrative Justice Act, No. 3 of 2000.

- 5.4.2. If the Applicant fails to respond to the invitation to submit further representation within thirty (30) Business Days, which period must be stated in the invitation, the Executive Director will assume that the Applicant does not intend to submit any further representations.
- 5.4.3. The Executive Director must consider any representations so made and thereafter make a final decision on the application within thirty (30) Business Days, which decision, together with the reasons for it, must be communicated to the Applicant in writing.
- 5.4.4. If the Executive Director determines that the application should be supported and approved for public comment, the Administering Department must advise the Applicant in writing within thirty (30) Business Days thereafter of the determination and the proposed terms and conditions which will apply to the authorisation to restrict access, and further advise on the process for obtaining public comment on its determination.

5.5. Advertising for public comment

- 5.5.1. The Administering Department must as soon as reasonably possible after the Executive Director has determined that the application should be granted:
 - 5.5.1.1. place on its official website a draft of the authorisation to be granted, together with the proposed terms and conditions to be attached to the authorisation;
 - 5.5.1.2. state on the website the place where and the times when the full application and originals of the documents may be inspected;
 - 5.5.1.3. make the original documents available for public inspection at the place and times so stated; and
 - 5.5.1.4. instruct the Applicant at its own expense to put an advert in at least one local newspapers, Provincial Gazette and at the places where the proposed access control points are to be implemented.
- 5.5.2. The advert referred to in 5.5.1.5. must include the proposed terms and conditions of the authorisation and proposed access control points.
- 5.5.3. The comments should be directed to the Administering Department within thirty (30) Business Days from date of publication.
- 5.5.4. The Executive Director must as soon as reasonably possible
 - 5.5.4.1. Consider all comments received from the public;
 - 5.5.4.2. Advise the Applicant in writing of all such comments received and invite it to submit to the Administering Department within a stated time, any written representations it may wish to make on the comments received from the public; provided that if the Applicant fails to make such written representations by the stated time, the Administering Department may assume that the Applicant does not intend to do so;
 - 5.5.4.3. Submit all comments or representations received from the public and the Applicant to the JRA, JMPD and other relevant Departments for their comments and recommendations;

- 5.5.4.4. Decide whether consultations with any relevant interest group or enquiry as contemplated in Section 44(1)(c)(iii) should be held; and if it decides that any consultation or enquiry should be held, it must act in accordance with the relevant provisions of the Promotion of Administrative Justice Act, No. 3 of 2000 including Section 4(2) thereof and in particular must advise the Applicant in writing of that decision and invite it to be present at and participate in any such consultations, provided that not more than three representatives of the Applicant may be present at and participate in any consultation, unless the Executive Director agrees to a higher number; and
 - 5.5.4.5. After taking all representations and recommendations made to it into account, make a final determination on the terms and conditions which will apply to the restriction.
- 5.5.5. Thereafter the Executive Director:
- 5.5.5.1. must advise the Applicant in writing within thirty (30) Business Days of the final determination made in respect of its application; and
 - 5.5.5.2. may advise the applicant to publish the final determination in the Provincial Gazette as required by Section 44(4) of the Act if there are significant deviations from the original advertised proposal.
- 5.5.6. If no comments or objections are received during the 30 Business Days advertising period, the date on which the restriction comes into force can be no earlier than 30 days after the date of publication of the government gazette.
- 5.5.7. If the advertisement in the government gazette has not been placed within four months of the announcement referred to in Section 44 (1) (c) (i) of the Act that restriction cannot be made unless the procedure provided for in Section 44 (1) of the Act has been repeated.

6. FACTORS TO BE TAKEN INTO ACCOUNT REGARDING AN APPLICATION

- 6.1 When considering the merits of an application the Executive Director must take into account the following:
- 6.1.1 The requirements of the Bill of Rights in the Constitution of the Republic of South Africa, in particular to the right to freedom of movement;
 - 6.1.2. The objectives of the Act;
 - 6.1.3. The following considerations:
 - (a) the need for the additional safety and security as requested by the applicant;
 - (b) the impact on vehicular movement such as the displacing of traffic to neighbouring areas and the creation of an imbalance in distribution patterns;
 - (c) the impact on pedestrian movement especially to work and income generating opportunities;
 - (d) the impact on community cohesion and potential conflict if certain direct vehicular and pedestrian access was restricted;

(e) the impact on the functionality of the particular urban area as determined by the Spatial Development Framework of the City;

(f) the impact on businesses and properties both within the proposed restricted area and those situated in the surrounding area and roads;

(f) the impact on provision of services such as maintenance of city utilities and the response times of emergency vehicles; and

(g) the impact on access to public and private amenities such as crèches, recreation centres, schools and sport grounds; and

6.1.4 The views of the JRA, JMPD, other City Departments and Municipal Owned Entities, the Applicant and members of public.

6.2. An application for an authorisation which would restrict or have the effect of restricting access to Class 1, 2 and 3 road such as a freeway, toll road, dual carriageway road or single carriageway and main road or any public transport routes will not be supported.

6.3. Access restrictions to central, provincial or local government offices; installations for the provision of essential services such as water and electricity supply, sewage and refuse removal and disposal; telephone and electronic communications; courts; hospitals, clinics and other medical facilities such as medical and dental surgeries and consulting rooms; schools, colleges and universities; refuse or garden waste tip or disposal sites; landfill sites; public libraries and public parking grounds, public parking garages and airports will only considered subject to consent and conditions imposed by the organization or owner of the facility of service.

6.4. If a security service provider is not duly registered or whose certificate of registration has been withdrawn or suspended, the application will not be authorised.

7. TERMS AND CONDITIONS OF AN AUTHORISATION TO RESTRICT ACCESS

Security Access Restrictions must comply with the following terms and conditions:

7.1. Access control

7.1.1. Access control may be in the form of:

- (i) 24 hour manned and boomed;
- (ii) 24 hour closed but with the ability to be opened;
- (iii) other gates or booms which can have limited hours of operation.

7.1.2. At least one access control point with booms must be manned 24 hours with full, free vehicular and pedestrian access at all times to any person.

7.1.3 The further additional gates or booms may have limited hours of operations as determined in the authorisation and this can include hours where the gates or booms are left open to manage traffic during peak period or closed for increased security.

7.1.4 Any accesses that are closed for 24 hours must be capable of being open immediately in the event of an emergency and/or as determined in the authorisations.

- 7.1.5. No fee may be charged for access to the area.
- 7.1.6. No form of discrimination can be applied when granting access to the security access restriction area. Thus access cannot be controlled by remotes and other such electronic means.
- 7.1.7. Personnel manning the access control point may only monitor activity. They may not search vehicles or people, may not require the filling in of a register or supplying personal information nor delay traffic other than the absolute minimum required to open any gate or boom.
- 7.1.8. Every access control point that requires to be manned and operated must to be manned and operated only by a security service provider registered in accordance with Act No. 56 of 2001.
- 7.1.9. Unrestricted access must be allowed at all times to:
 - 7.1.9.1. Employees of the State, the Council and any municipal entity, organ of state, Telkom, Eskom and any telecommunications provider acting within the course and scope of their employment and the vehicles they use in connection with their employment;
 - 7.1.9.2. Doctors on call, ambulances and any other emergency service.

7.2. Pedestrian access and pedestrian gates

- 7.2.1. All access points must have unrestricted 24hr pedestrian access.
- 7.2.2. Pedestrian gates must cater for a wheelchair with a recommended gate width of 750mm and a vertical clearance of at least 2.1m.
- 7.2.3. Gates must be unlocked at all times.
- 7.2.4. The gates should be self-closing, and no complex latch will be permitted.

7.3. Maintenance

- 7.3.1. The Authorised Body must at all times maintain all such buildings, structures, equipment, machinery, barriers, signs and notices at its cost to the satisfaction of the Administering Department.

7.4. Other terms and conditions

When granting an authority to restrict access the Council may impose any term or condition which it considers to be appropriate, having regard to the factors set out in section 6 above and without limiting its power in any way, can include:

- 7.4.1. That Authorised Bodies are members of the local SAPS community policing or similar forum; and
- 7.4.4. Additional requirements for information to the members of the public.

8. IMPLEMENTATION OF A SECURITY ACCESS RESTRICTION

8.1. Date of authorisation and period of authorisation

- 8.1.1. In terms of Section 46(1) of the Act, the period of validity of an authorisation granted is two (2) years from the date on which it is published in the Provincial Gazette by the Council in terms of Section 45(4) of the Act, unless another date is specified in that Gazette.
- 8.1.2. An authorisation has no effect until it is so published.
- 8.1.3. The Executive Director may determine that the authorisation shall take effect on a date later than the date of the publication of the Provincial Gazette in which the authorisation is published. This may be to give the Authorised Body time to prepare for the implementation of the security access restriction.

8.2. Installation of buildings, structures, equipment and machinery

- 8.2.1. The materials used for the buildings, structures, equipment and machinery required for each access control point as well as their erection or installation, as the case may be, must be to the satisfaction of the Administering Department.
- 8.2.2. The Authorised Body must submit all plans, drawings or diagrams required by law or by the Council for purposes of implementing this Policy in relation to any building, structure, equipment, machinery, barrier, sign or notice and obtain any necessary approval thereof before commencing the building or installation work involved.
- 8.2.3. All buildings, structures, equipment, machinery, barriers, signs and notices must be constructed, erected and provided at a location and/or in a position as authorised.
- 8.2.4. The Authorised Body must provide, at its cost and to the satisfaction of JRA, such vehicle turning facilities as is set out in the authorisation.
- 8.2.5. The Authorised Body must not move, damage or interfere in any way with any water or electricity supply, storm water drains or installations, sewer or related installation or any pipes, wires or cables used for or in connection with any municipal, central government, provincial government, municipal entity, Telkom, Eskom, organ of state or electronic communications service.

8.3. Signage

- 8.3.1. Signage must be erected at the expense of the Authorised Body:
 - 8.3.1.1. around and within the area to warn traffic of road closures and to direct emergency, vehicular and pedestrian traffic to alternative access points; and
 - 8.3.1.2. at positions not permanently open or closed specifying the hours of operation and contact details of key holder.
 - 8.3.1.3. at all positions either permanently closed or open stating the relevant policy and act under which the authorization for the closures have been granted as well as a summary of the general requirements associated with operation of the security access restriction including the timeframe for approval, access to emergency and maintenance vehicles, access to pedestrians, orders and

activities of the staff manning the access control point and a 24-hour contact numbers for the resident association in the official language of the City of Johannesburg

8.3.2. Signs must be in accordance with the South African Road Traffic Signs Manual.

8.3.3. The information contained on the signs and the quality of the signage must be approved by the JRA.

8.4. Governance

8.4.1. If the Authorised Body is not a company duly incorporated according to law, the Administering Department may require the Authorised Body, at its cost, to establish either a non-profit company in terms of the Companies Act or another type of juristic person, in which event the Executive Director may grant an authorisation to the Authorised Body on behalf of the non-profit company or other juristic person to be formed, and require such company or juristic person to be formed, to ratify the application made and to confirm its acceptance of the authorisation, including the terms and conditions attaching to it, to the Executive Director's satisfaction, prior to the implementation of the authorisation.

8.4.2. The Authorised Body, at the Authorised Body's cost and to the Administering Department's satisfaction, must provide the Council, prior to the implementation of an authorisation granted, with the following –

8.4.2.1. an indemnity in terms whereof the Council is fully indemnified and held harmless against all claims, losses, demands, proceedings, damages, costs, charges and all legal expenses of whatsoever nature, whether arising out of or in any way connected with the granting of an authorisation or at law, in respect of injury to or the death of any person or loss of or damage to any person or property, damage to any property of the Council, or damages sustained by any person whatsoever, including claims based on loss of income, loss of profits or both;

8.4.2.2. an indemnity in terms whereof the Council is fully indemnified against any damage caused to any of its property whatsoever, arising from or in any way connected with the granting or termination of an authorisation to restrict access;

8.4.2.3 an indemnity in terms whereof the Authorised Body acknowledges that it has no claim against the Council arising from or in any way connected with the lapsing, withdrawal or amendment of the terms and conditions of an authorisation to restrict access and indemnifies the Council against all claims, losses, demands, proceedings, damages, costs, charges and all legal expenses of whatsoever nature arising from or in any way connected with the lapsing, withdrawal or amendment of the terms and conditions of an authority to restrict access;

8.4.2.4. an undertaking in writing that in the event of the authorisation lapsing or being terminated for any reason, the Authorised Body will remove forthwith, at its cost, all buildings, structures, equipment, machinery, barriers, signs and notices and reinstate at its cost any road or other property of the Council to the satisfaction of JRA within ten (10)

- business days after the authorisation lapses or is terminated, and will pay on demand to the relevant Municipal Entity the cost of removing any Municipal Service provided in connection with such authorisations;
- 8.4.2.5. the payment of the cost of any Municipal Services rendered or service connections required for or in relation to any access control point; and
- 8.4.2.6. evidence of an agreement reached with Pikitup in respect of waste collection.

9. REVIEWING, WITHDRAWING OR ALTERING A TERM AND A CONDITION OF AUTHORISATION

- 9.1. The Council may impose as a term or condition of an authorisation that, subject to the provisions of the Promotion of Administrative Justice Act, 2000, it may at any time withdraw the authorisation granted or amend the terms and conditions on which it has been granted, if:
 - 9.1.1 the Authorised Body breaches any term or condition attaching to the authorisation;
 - 9.1.2 the Authorised Body fails to enter into or contravenes the terms or conditions of any agreement between itself and the Council in terms whereof the Authorised Body occupies or is given the right to use any portion of a road or public place, or any other property of the Council, for purposes of the authorisation granted;
 - 9.1.3 the Authorised Body fails, refuses or neglects to pay by due date any amount payable to the Council or a municipal entity in respect of any service provided or to be provided to any access control point or any other work or service whatsoever in connection with the authorisation granted;
 - 9.1.4 the SAPS, the Johannesburg Metropolitan Police Department, any organ or department of State, any municipal entity, department of the Council or any other person, body or organisation advises the Council in writing that the implementation of the authorisation is having unforeseen and adverse on traffic flows or is proving ineffective in enhancing safety and security; and
 - 9.1.5 the Authorised Body is unable or fails or neglects to fund the implementation or operation of the authorisation.
- 9.2. If any of the above breach happens the Administering Department shall inform the Authorised Body in writing and give them thirty 30 Business Days to rectify the breach before the authorisation granted is withdrawn or the terms and conditions thereof are amended by the Executive Director.
- 9.3. If the Council withdraws an authorisation granted, the Authorised Body shall immediately cease to exercise all forms of access control in the road or public place concerned and shall forthwith remove all buildings, structures, equipment, machinery, barriers, signs, notices and anything else used by it in respect of access control.
- 9.4. If the Authorised Body fails, refuses and or neglects to remove all buildings, structures, equipment, machinery, barriers, signs, notices and anything else used by it for purposes of the access control, then these shall be deemed to be illegal structures.

- 9.5. The Executive Director shall then inform JMPD to remove illegal structures located in the road reserve in terms of the Roads and Miscellaneous Bye law.
- 9.6. For any decision that the Council takes in terms of this policy, the Authorised Body or any Person whose rights are effected, shall be entitled to appeal in terms of section 62 of the Municipal Systems Act.
- 9.7. A copy of Section 62 of the Systems Act is annexed hereto marked ANNEXURE "C"

10. THE EXTENSION OF AN AUTHORISATION

- 10.1. Section 46(2) provides that the Council can extend the duration of the initial authority if the Applicant submits an Application in terms of Section 45 at least one month before the initial authorisation to restrict lapses through the effluxion of time.
- 10.2. If such new Application is lodged within that time period, then the initial authorisation is automatically extended until such as the fresh Application is dealt with and disposed of.
- 10.3. If the new Application for authority to restrict is lodged out of time then:
 - 10.3.1. the automatic extension of the initial authorisation will not come into effect, so that on the lapsing of the initial authorisation granted in terms of Section 43(b) all rights to restrict access will fall away and all buildings, structures, equipment, machinery, barriers, signs and notices must be removed forthwith; and
 - 10.3.2. an authority which has lapsed under Section 46(1) cannot be extended.

11. SUBSEQUENT APPLICATIONS

- 11.1. A subsequent application which is timeous must be dealt with in accordance with Section 45 read with Section 44 of the Act.
- 11.2. On motivation by the Applicant, the Executive Director may agree to a simplified procedure in respect of the traffic impact study.
- 11.3. Subsequent applications will have a reduced fee, as determined annually through the budget process of Council.

12. FEES

- 12.1. The non-returnable administration fee for new applications and subsequent applications shall be set by the Council during its annual budget process.
- 12.2. Fees for subsequent applications can be set at approximately 30% of the initial application fee.
- 12.1.3. The Executive Director on good cause shown in writing can agree to exempt an Applicant from paying all or some of the application or renewal fees.

ANNEXURE A: SECTIONS 44 to 48 of the Rationalisation of Local Government affairs Act, No 10 of 1998

CHAPTER 7

RESTRICTION OF ACCESS TO PUBLIC PLACES FOR SAFETY AND SECURITY PURPOSES

A municipal council's power to restrict access

- 43 For purposes of enhancing safety and security, a municipal council may---
- (a) on its own initiative impose a restriction on access to any public place if it complies with the provisions of section 44; or
 - (b) authorise any person, body or organisation to restrict access to any public place if the provisions of section 45 have been complied with.

Procedure for municipal councils to impose restrictions on access

- 44 (1) When intending to impose a restriction on access to a public place, a municipal council must---
- (a) determine the proposed terms of the restriction after consultation with the South African Police Services;
 - (b) pass a resolution confirming the proposed terms and resolve to impose the restriction; and thereafter
 - (c) comply with the following procedure
 - (i) The intention to impose the restriction must be announced by notice in the Provincial Gazette and where these exist, in one or more newspapers circulating in the area concerned.
 - (ii) The notice must specify –
 - (aa) that comment is being sought on the draft terms of a restriction:
 - (bb) the public place affected by the restriction
 - (cc) the proposed terms of the restriction
 - (dd) the documents or written reports relied upon by the municipal council to pass its resolution:
 - (ee) the person to whom or place where enquiries relating to the draft terms of the restrictions may be directed:
 - (ff) subject to sub-sections (6) and (7), the place, time and circumstances when and in which a copy of the documents or original reports may be obtained or displayed for inspection:
 - (iii) At any time before imposing the restriction, consultations with any relevant interest group may be held in any form, including the holding of an enquiry; and
 - (iv) Comments received and the content of all consultations must be considered before imposing the restriction.
- (2) If the municipal council has not imposed the restriction within four months of the announcement referred to in sub-section (1)(c) (i), that restriction cannot be made unless the procedure provided for in sub-section (1) has been repeated.

- (3) A municipal council may dispense with the procedures specified in sub-section (1) in respect of any restriction which in the public interest requires to be imposed without delay, but must implement this procedure within one month of the restriction coming into operation, failing which the restriction will no longer be valid.
- (4) A restriction will come into operation on the date of its publication in the Provincial Gazette or such other date as specified in the Provincial Gazette.
- (5) A municipal council may determine the fee for obtaining a copy of any document or written report relevant to determining the draft terms of the restriction.
- (6) The place where the documents or written reports may be obtained or displayed for inspection must enable all those affected by the restriction to be expeditiously and conveniently informed of its content.
- (7) Every municipal council must develop and implement policies and programs to assist members of the public to comment on the draft terms of the restriction.

Procedures for municipal councils to authorise others to restrict access

- 45 (1) Any person, body or organisation may apply to a municipal council for authorisation to restrict access to a public place by ---
 - (a) submitting a written application specifying –
 - (i) the name and contact details of the applicant;
 - (ii) a description of the public place which is the subject of the application;
 - (iii) a description of the circumstances giving rise to the application;
 - (iv) the category and estimated number of persons affected by the circumstances giving rise to the application;
 - (v) the nature and extent of the restriction in respect of which the application is sought; and
 - (vi) the category and an estimate number of persons who may be affected by the restriction in respect of which the application is sought;
 - (b) furnishing proof that at least two thirds of the persons affected by the circumstances giving rise to the application approve of the restriction in respect of which the application is sought; and
 - (c) paying a non-refundable administrative fee as may be determined by the municipal council.
- (2) After receiving the application, the municipal council must arrange for a meeting to be convened with the applicant and the South African Polices Services for purpose of enabling it to determine ---
 - (a) the merits of the application; and
 - (b) the terms and conditions for granting the authorisation including the payment of fees and deposits.
- (3) If the municipal council intends granting the authorisation to restrict access to a public place pursuant to a determination made in terms of sub-section (2), the provisions of section 44 are applicable, with the changes as may be required by context.

Duration of restriction to access or authorisation

- 46 (1) Unless otherwise stated in the Provincial Gazette and subject to this section, a restriction or authorisation to restrict access is valid for no longer than two (2) years.
- (2) A municipal council may extend the duration of the restriction or authorisation to restrict if ---
- (a) it or the applicant initiates the procedures referred to in sections 44 and 45 respectively; and
 - (b) the procedures are initiated at least one month before the expiry of the restriction or authorisation to restrict.
- (3) For purpose of sub-section (2), the procedures are deemed to be initiated ---
- (a) in respect of restricting access, when a municipal council passes the resolution referred to in section 44(1)(b); and
 - (b) in respect of an authorisation to restrict access, on the date on which the application referred to in section 45(1) is received by a municipal council.
- (4) Pending the outcome of the procedures contemplated in sub-section (2), a restriction or authorisation to restrict access remains valid.
- (5) The terms and conditions may include the payment of a deposit to recover costs incurred by a municipal council for removing any means of restriction.

Offences relating to authorisation to restrict access

- 47 It is an offence for any person, body or organisation to ---
- (a) restrict access to a public place without having obtained authorisation in terms of this Act or any other law; or
 - (b) present itself as being validly authorised to restrict access to a public place in terms of this Act, when it is not so authorised.

Access to and inspection of the terms of a restriction or authorisation to restrict access

- 48 For purposes of ensuring that members of the public have access to or are able to inspect the terms of a restriction or authorisation to restrict access, the provisions of section 9, apply with the changes as may be required by context.

ANNEXURE B: SECURITY ACCESS RESTRICTION APPLICATION FORM

City of Johannesburg: Administering Department

APPLICATION FORM

**RESTRICTION OF ACCESS TO PUBLIC PLACES
FOR SAFETY AND SECURITY PURPOSES**

SCHEME TITLE

(Area, neighborhood or brief description)

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ASSOCIATION / ORGANISATION

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CONTACT PERSON DETAILS

Name:..... Tel (H):

Street Address: Tel: (W)

..... Fax:.....

..... Cell:

..... E-mail:

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Postal address

(If different from street address):

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OFFICE USE

File reference

City of Johannesburg: Administering Department

DESCRIPTION OF AREA AND LOCALITY PLAN

Description of the place which is the subject of the application

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(In the event of limited space being available, please attach additional pages)

1. Locality plan to a scale of 1:20 000
2. Existing and proposed measures to secure property boundaries located on the periphery of the proposed access control area.
3. The location of all surrounding roads.
4. Through-routes to be restricted and their recommended alternative routes.
5. Location of fire hydrants and water points.
6. All internal roads.
7. The location of proposed access control points.
8. All fixed properties which are served by the are in respect of which the application is made, specifying the zoning and the actual use.
9. Whether any road in respect of which the application is made serves or provides access to any central government, provincial government or municipal offices or facilities; courts; hospitals; police stations; fire stations; ambulance stations; medical facilities, including medical and dental surgeons and consulting rooms; universities, colleges, schools or other educational facilities or establishments; landfill sites; refuse or garden waste tip or disposal sites; libraries; parks; sports facilities; airports; public recreation grounds or recreational facilities; public transport facilities; parking grounds or parking garages available for use by the general public; hotels; restaurants; shopping centres; shops or private offices.

OFFICE USE

Is a locality Plan attached? Yes or

City of Johannesburg: Administering Department

MOTIVATION FOR THE APPLICATION

A breakdown of crime statistics in the area

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(The original South African Police Service report and crime statistics crime related statistics and if such statistics cannot be obtained, the reasons therefore must be set out in the application)

The category and estimated number of persons affected by the circumstances giving rise to the application

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(Such as businesses which have been the victims of criminal activity, householders who have been the victims of burglary or an assault and persons who have suffered vehicle theft or hi-jacking; in the event of limited space being available, please attach additional pages)

The effect if applicable, of any previous measures

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(Measures presently in place to enhance safety and security in any road or area in respect of which the application is made, and if any measures have been tried but discontinued, the nature of the measures and the reasons for discontinuing them. In the event of limited space being available, please attach additional pages)

OFFICE USE

Is motivation completed?

Yes

No

City of Johannesburg: Administering Department

DETAILS REGARDING PROPOSED RESTRICTION

The total number of personnel who, will staff each access control point, and the total number of such personnel who will be on duty at each such access control point at any given time.

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The arrangements made or to be made to ensure that all buildings, structures, equipment, machinery, barriers, signs and notices to be built, erected or installed at an access control point will be regularly maintained

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Any sign or notice which it is proposed to erect to indicate the presence of an access control point or barrier, including a drawing of each such sign or notice

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OFFICE USE

Is all relevant details provided? Yes No

City of Johannesburg: Administering Department

INFORMATION ON LAND-USE			
List of the properties within the area to be restricted	Name of owner	Contact details of owner	Problems, risks, adverse effects, & comments
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(In the event of limited space being available, please attach additional pages)			
OFFICE USE			
Are problem properties shown on locality plan? Yes No			

City of Johannesburg: Administering Department

THE CATEGORY AND ESTIMATED NUMBER OF PERSONS AFFECTED		
As required by Section 45(1)(a)(vi) of the Act, in regard to the category and estimated number of persons who may be affected by the restriction in respect of which application is made, the following should be furnished:	The number of persons owning and/or residing in premises served by any road	the number of persons who work but do not reside in premises served by any road
<p>Section 45(1) (b) of the Act requires the Applicant to furnish proof to the Council that at least two-thirds (67%) of the Affected Persons support the restriction on access which is being sought. This requirement must be complied with by annexing to the application one or more documents in which the Affected Persons either in writing or electronically:</p> <ol style="list-style-type: none"> 1. Acknowledge that they have read and understood the application 2. State their support for it 3. State their reasons for supporting it and how they were affected by the circumstances giving rise to the application; 4.State their full names and addresses 5. Sign the document and give the date of signature. <p><i>(The document on which the signature is based must be of sufficient detail including proposed road closure points and conditions of operation.)</i></p>		
Number of persons owning, residing or working in area to be restricted, that has confirmed support		
<p>OFFICE USE</p> <p>Have 80% signed to confirm support?</p> <p>Is a traffic report attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

City of Johannesburg: Administering Department

DETAILS OF OBJECTIONS

Any known objections from people within the area and any proposals for overcoming them

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(In the event of limited space being available, please attach additional pages)

Any known objections from people outside the area and any proposals for overcoming them

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(In the event of limited space being available, please attach additional pages)

Comments of Ward Councilor

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OFFICE USE

Does the Ward Councilor support the application? Yes No

Are there objections to the application? Yes No

City of Johannesburg: Administering Department

TRAFFIC IMPACT STUDY

Please attach to the application a Traffic impact study evaluating the impact on traffic of the Security Access Restriction applied for, prepared by a professional traffic engineer that includes:

1. *Traffic patterns, the re-routing and redistribution of both vehicular and pedestrian traffic, including an estimate of through traffic and a capacity analysis at each proposed access control point;*
2. *The suitability of the type of access control to be implemented;*
3. *The concentration of vehicular traffic at access control points;*
4. *The re-distribution of vehicular traffic on other roads wherever situated, including freeways, toll roads and arterial roads and whether vested in the council or not and the likely effect on the level of service of other roads;*
5. *Any office, facility, or business or place;*
6. *An explanation of the recommended storage space for vehicles and recommendations in regard to the following the number and length of storage lanes, visitors' parking facilities, turning bays and entrance layout where applicable.*
7. *The impact on pedestrian and cyclist routes if relevant including in respect of learners.*

Motivation for not submitting a Traffic Impact Study

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(In the event of limited space being available, please attach additional pages)

OFFICE USE

Is the Traffic Impact Study attached?

Yes No

City of Johannesburg: Administering Department

OFFICE USE			
Section 45 Meeting	Meeting date	Terms agreed	Agree to proceed
Report	Deadline date	Completed date	
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Approval to proceed with procedure	Approval Date	Agreed Terms of Approval	

Advertisement		
Contacts: - Technical enquiries Lodging comments/objections Government gazette Newspaper 1 Newspaper 2	Name	Contact details
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Public can view documents	Time	Place
Period for comment (not less than one month)	From	Until
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ANNEXURE C: PROVISIONS OF SECTION 62 OF THE MUNICIPAL SYSTEMS ACT

Section 62 Appeals

- (1) A person whose rights are affected by a decision taken by a political structure, political office bearer, councillor or staff member of a municipality in terms of a power or duty delegated or sub-delegated by a delegating authority to the political structure, political office bearer, councillor or staff member, may appeal against that decision by giving written notice of the appeal and reasons to the municipal manager within 21 days of the date of the notification of the decision.
- (2) The municipal manager must promptly submit the appeal to the appropriate appeal authority mentioned in subsection (4).
- (3) The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.
- (4) When the appeal is against a decision taken by—
- (a) a staff member other than the municipal manager, the municipal manager is the appeal authority;
 - (b) the municipal manager, the executive committee or executive mayor is the appeal authority, or, if the municipality does not have an executive committee or executive mayor, the council of the municipality is the appeal authority; or
 - (c) a political structure or political office bearer, or a councillor-
 - (i) the municipal council is the approved authority where the council comprises less than 15 councillors; or
 - (ii) a committee of councillors who were not involved in the decision and appointed by the municipal council for this purpose is the appeal authority where the council comprises more than 14 Councillor.
- (5) An appeal authority must commence with an appeal within six weeks and decide the appeal within a reasonable period.

Duty to report to delegating authorities