



**APPLICATION FOR A NEW OR MODIFIED ELECTRICITY SUPPLY SERVICE**

**Complete all sections**

Please use clear capital letters and tick applicable blocks. Complete forms in black ink only. Partially completed forms will not be accepted. Incomplete and inaccurately completed forms will lead to delays.

**Fine print**

Only the property owner may apply for a new electricity connection or a change to the existing connection to the property. Proof of property ownership must be attached to the application form. This can be a property rates account, title deed or proof of registration.

If applying on behalf of the property owner(s), an approved letter of proxy must be attached to the application. More details in section 6.

If the owner is a private person, a copy of his/her identity document or passport must be attached to the application form.

If the owner is not a private person, a copy of the business/trust/body corporate registration form must be attached to the application form, together with a copy of the signatory's identity document.

Applications for conversion from bulk to individual metering can be accepted only if the whole development applies for such a conversion. Applications from sectional title property owners must be accompanied by a letter from the Body Corporate, stating that they take note of the application.

Applications for an additional meter must be submitted at one of the three offices listed below and must be accompanied by building plans approved by the City's Planning and Building Development Management department (PBDM), showing the additional dwelling. Applications for a separate meter for a home occupation – if allowed in terms of the property's zoning or approved by PBDM – will also be considered. Home occupations are measured at an applicable commercial tariff. (Connections to informal dwellings in areas forming part of the City's backyarder programme and infill connections in informal settlements are handled by means of a different process, but occupiers of informal dwellings forming part of an official backyarder project will make use of the same application form.)

This form does not cover applications for standby or embedded generation approval.

**Enquiries and form submissions**

Completed forms can be submitted at any City of Cape Town customer care office or, for quicker results, at one of the following offices:

- Customer Support Services: Area North  
Test & Metering Building, Ndabeni Electricity Complex, Melck Street, Ndabeni; 021 444 2096/7 (tel); 021 444 2112 (fax)
- Customer Support Services: Area East  
Electricity Services Head Office, Bloemhof Centre, Bloemhof Street, Bellville; 021 444 8511/2 (tel); 021 444 8787(fax)
- Customer Support Services: Area South  
First Floor, Wynberg Electricity Depot, Rosmead Avenue, Wynberg; 021 763 5664/5723 (tel); 021 763 5687 (fax)
- email: customersupport.services@capetown.gov.za

**1 SERVICE LOCATION**

Erf number

Township/Suburb/Farm

Physical address

Code

**2 PROPERTY OWNER (Applicant)**

Business partner number  
as per municipal account

Contract account number

Title  First name/  
Company name

Second name/Trading as

Surname

Type of identification attached to application  ID document  Passport  Company registration documents  Trust

Identity number/  
Business registration number

Tax invoice required  Yes  No

VAT registration number\*1

\*1 Complete, where applicable, if a tax invoice is required. Attach a VAT registration certificate to the application form.

Address where documentation must be sent to, if different from physical address:

Postal address

Code

Work telephone number

Home telephone number

Fax number

Cellphone number

Email address

Quotation to be  Posted  Faxed  Emailed

### 3 CONTACT PERSON (Person to be contacted in case of any queries)

Title; First name

Surname

Work telephone number

Home telephone number

Fax number

Cellphone number

Email address

### 4 ELECTRICAL CONTRACTOR (Person responsible for installation work within property boundaries)

Title; Name & surname

Company

Registration number\*2

Telephone number

Fax number

Cellphone number

Email address

\*2 Registration as electrical contractor with the Department of Labour

## 5 ELECTRICITY SUPPLY SERVICE

### 5.1 Existing installation (Not applicable for new connections)

5.1.1 Category:  Residential      Service connection:  Underground  
 Commercial/Industrial       Overhead

5.1.2 Existing supply to premises   A or  kVA or  MVA       single-phase or  three-phase  
 Meter number

### 5.2 Service required

5.2.1 Category:  Residential      Service type:  New supply  
 Commercial/Industrial       Upgrade/downgrade/change  
 Temporary supply

5.2.2  Convert to prepayment meter (max 100 A three-phase)       Tariff change  
 Relocation of existing supply or meter point       Additional (second) meter       Overhead to underground conversion  
 Other

5.2.3 Required supply to premises   A or  kVA or  MVA       single-phase or  three-phase

### 5.3 Tariff choice

Visit <http://www.capetown.gov.za/en/electricity/Pages/ElectricityTariffs.aspx> for the current tariff rates and policy. Printed copies are available on request. You are advised to acquaint yourself with the tariffs available and the conditions applicable, and consult with your electrician or consultant. A wrong or inappropriate tariff choice may result in delays with the quotation or unnecessarily high electricity bills.

#### Residential:

Lifeline       Domestic       Home User\*3  
 Residential Small-scale Embedded Generation

**Commercial and industrial:**

<input type="checkbox"/> Small Power User 2 (low)	<input type="checkbox"/> Small Power User 1 (high)	
<input type="checkbox"/> Large Power User Low Voltage*3	<input type="checkbox"/> Large Power User Medium Voltage*3	
<input type="checkbox"/> Large User Low Voltage Time of Use	<input type="checkbox"/> Large User Medium Voltage Time of Use	
<input type="checkbox"/> Medium Voltage Time of Use	<input type="checkbox"/> Atlantis Medium Voltage Time of Use	<input type="checkbox"/> High Voltage Time of Use
<input type="checkbox"/> Non-Residential Small-scale Embedded Generation		

\*3 Greyed-out tariffs will not be available for new applications during 2016/2017.

**6 DECLARATION**

I/we, the owner(s) of the property, hereby declare that I/we have taken the necessary steps to ensure all information contained in this application is correct. I/we request a new or modified electricity supply service as specified, at the tariff indicated. I/we further acknowledge and agree to comply with the provisions of the City of Cape Town Electricity Supply By-law and Conditions of Supply\*4.

\*4 Available at <http://www.capetown.gov.za/en/electricity/Pages/ServiceApplicationForms.aspx>.

Property owner's name / Property owners' names	<input type="text"/>
Owner's signature / Owners' signatures	<input type="text"/>
Date	<input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	year month day year month day

If signing on behalf of the property owner(s), an approved letter of proxy\*5 must be attached to this application.

Proxy's name	<input type="text"/>
Proxy's signature	<input type="text"/>
Date	<input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	year month day

\*5 Proxy:

- If the owner is a natural person, a letter is required wherein the property owner appoints the signatory as proxy. The letter has to be signed by the owner and accompanied by a copy of his/her identity document.
- If the owner is not a natural person, a resolution of the board (or equivalent strategic body, depending on the nature of the company) is required, authorising the signatory to sign on behalf of the company.
- The property owner's details should still be completed in the PROPERTY OWNER section. The only change is in the DECLARATION section where, in the case of a proxy, the owner's name is filled in without his/her signature and the proxy signs on behalf of the owner in the appropriate field below it.
- All other documentation required have to be submitted, including proof of ownership.

The requirement to submit a Commencement of Work form for installation work that would require a new or upgraded electricity supply was waived in the City of Cape Town in accordance with Regulation 6(1) of the Electrical Installation Regulations of the Occupational Health and Safety Act (Act 85 of 1993).

For official use: City of Cape Town official receiving application form:-

Official's name & signature	<input type="text"/>
Official's staff number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Notification number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>