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# IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

#### **GPW Business Rules**

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.



- Notices can only be submitted in Adobe electronic form format to the email submission address <u>submit.egazette@gpw.gov.za</u>. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be <u>rejected</u>. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
- 3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be <u>rejected</u>. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
- 4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
- 5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
- 6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines <u>www.gpwonline.co.za</u>)
- 7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email <u>info.egazette@gpw.gov.za</u>)
- 8. All re-submissions by customers will be subject to the above cut-off times.
- 9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
- 10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday**, **18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be <u>discontinued</u> from this date and customers will only be able to submit notice requests through the email address <u>submit.egazette@gpw.gov.za</u>.











**DO** use the new Adobe Forms for your notice request.

These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

**DO** attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3<sup>rd</sup> separate attachment)

**DO** specify your requested publication date.

**DO** send us the electronic Adobe form. (There is no need to print and scan it).



**DON'T** submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

**DON'T** print and scan the electronic Adobe form.

**DON'T** send queries or RFQ's to the submit.egazette mailbox.

**DON'T** send bad quality documents to GPW. (Check that documents are clear and can be read)

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	<ul> <li>This causes unwanted line breaks in the final output, e.g.</li> <li><u>Do not</u> type as:</li> <li>43 Bloubokrand Street</li> <li>Putsonderwater</li> <li>1923</li> <li>Text should be entered as:</li> <li>43 Bloubokrand Street, Putsonderwater, 1923</li> </ul>
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul> <li>Date fields are verified against format CCYY-MM-DD</li> <li>Time fields are verified against format HH:MM</li> <li>Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces         <ul> <li>0123679089</li> <li>(012) 3679089</li> <li>(012)367-9089</li> </ul> </li> </ul>
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul> <li>Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc.</li> <li>Do not include company letterheads, logos, headers, footers, etc. in text block fields.</li> </ul>

Important?

### Form Completion Rules









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No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul> <li>Font type should remain as Arial</li> <li>Font size should remain unchanged at 9pt</li> <li>Line spacing should remain at the default of 1.0</li> <li>The following formatting is allowed:         <ul> <li>Bold</li> <li>Italic</li> <li>Underline</li> <li>Superscript</li> <li>Subscript</li> </ul> </li> <li>Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents</li> <li>Text justification is allowed:         <ul> <li>Left</li> <li>Right</li> <li>Center</li> <li>Full</li> </ul> </li> <li>Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software</li> <li>Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph</li> <li>Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.</li> </ul>
	The quick brown fox jumps over the lazy riv	lazy river. The quick brown fox jumps over the lazy river.



You can find the **new electronic** Adobe Forms on the website <u>www.gpwonline.co.za</u> under the Gazette Services page.

For any **queries** or **quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

# Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.



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#### **IMPORTANT NOTICE**

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

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## LOCAL AUTHORITY NOTICES

#### LOCAL AUTHORITY NOTICE 818

EKURHULENI METROPOLITAN MUNICIPALITY (KEMPTON PARK CUSTOMER CARE CENTRE) DECLARATION AS AN APPROVED TOWNSHIP

In terms of section 103 of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), the Ekurhuleni Metropolitan Municipality, Kempton Park Customer Care Centre hereby declares POMONA EXTENSION 186 township to be an approved township subject to the conditions set out in the Schedule hereto.

#### SCHEDULE

STATEMENT OF THE CONDITIONS UNDER WHICH THE APPLICATION MADE BY CASTLE CREST PROPERTIES 40 PROPRIETARY LIMITED (HEREINAFTER REFERRED TO AS THE APPLICANT / TOWNSHIP OWNER) UNDER THE PROVISIONS OF PARTS A AND C OF CHAPTER 3 OF THE TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986), FOR PERMISSION TO ESTABLISH A TOWNSHIP ON A PORTION OF PORTION 611 (A PORTION OF PORTION 610) OF THE FARM RIETFONTEIN 31, REGISTRATION DIVISION IR PROVINCE OF GAUTENG HAS BEEN GRANTED

#### A. CONDITIONS OF ESTABLISHMENT

- (1) NAME The name of the township shall be Pomona Extension 186.
- (2) DESIGN The township shall consist of erven and streets as indicated on General Plan S.G. No. 4211/2014.
- (3) PRECAUTIONARY MEASURES The township owner shall as his own expense, make arrangements with the local authority in order to ensure that:
  - (i) water will not dam up, that the entire surface of the township area is drained properly and that streets are sealed effectively with tar, cement or bitumen: and
  - (ii) the recommendations as laid down in the geological report/soil of the township are complied with and, when required, engineer certificates for the foundations of the structures must be submitted.
- (4) ACCESS Access to the township shall be obtained from Maple and/or Mirabel Street.
- (5) ENGINEERING SERVICES The applicant shall enter into a Services Agreement with the Local Authority.
- (6) DEMOLITION OF BUILDINGS AND STRUCTURES The township owner shall at his own expense cause all existing buildings and structures situated within the building line reserves, side spaces or over common boundaries to be demolished to the satisfaction of the local authority, when required by the local authority to do so.
- (7) ACCEPTANCE AND DISPOSAL OF STORMWATER The Township owner shall arrange for the drainage of the township to fit in with that of the existing road and storm water infrastructure in the vicinity and for all storm water running of or diverted from the roads to be received and disposed of.
- (8) REMOVAL OF LITTER The township owner shall at his own expense cause all litter within the township area to be removed to the satisfaction of the local authority, when required by the local authority to do so.
- (9) CONSOLIDATION OF ERVEN The township owner shall at his own expense cause Erven 3651 and 3652 in the township to be consolidated.

#### B. DISPOSAL OF EXISTING CONDITIONS OF TITLE

All erven shall be made subject to existing conditions and servitudes, if any, but excluding:

(a) the following condition which only affect a road portion in the township area:

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- 9. By virtue of Notarial Deed of Servitude K8764/05 S dated the 17<sup>th</sup> November 2005, the withinmentioned property is subject to a perpetual right of way measuring 463 m<sup>2</sup> as indicated by figures ABCDA on S.G. 2497/2003 in favour of the Council as will more fully appear from the said Notarial Deed.
- (b) excluding the following condition which do not affect the township due to locality:
  - 10. In terms of Section 31(6)(a) of the Deeds Act, a portion of the property measuring approximately 2958 m<sup>2</sup> has been expropriated by the Department of Public Transport, Roads and Works under Expropriation Notice EX 192/2007 dated 22 October 2007.
- (c) excluding the following entitlement which will not be passed on the erven in the township:
  - The original remaining extent of Portion "A" of the farm RIETFONTEIN NO. 18, district BENONI, measuring as such 1205,8671 (ONE THOUSAND TWO HUNDRED AND FIVE comma EIGHT SIX SEVEN ONE) hectares, comprised of Portions "C" and "D" now forming Portion of Portion "G" of Portion "A" of the said farm held under Certificate of Amended Title No. 4885/1924, Portion "E" measuring 17,1306 (SEVENTEEN comma ONE THREE NOUGHT SIX) hectares, held under Deed of Transfer No. 3159/1919, and the remaining extent measuring as such 236,6626 (TWO HUNDRED AND THIRTY SIX comma SIX SIX TWO SIX) hectares, held under Deed of Transfer No. 3708/1917 of which the aforesaid holding is a Portion, is entitled to one-half of the water coming out of the fountain (running from three sources) situated near the Western boundary line of that portion of the property held under the said Certificate of Amended Title No. 4882/1924, as indicated on the diagram annexed to the said Certificate of Amended Title by the figure a, F, b, G, e, o, p, u, t, O and close to the Kaffir Dam namely the Dam from which a furrow is led to the windmill and the right to lead the water aforesaid by means of pipes or a water furrow on to the said original remaining extent of Portion A measuring as such 1205,8671 (ONE THOUSAND TWO HUNDRED AND FIVE comma EIGHT SIX SEVEN ONE) hectares (now comprised as aforesaid), with the further right of access to the fountain and pipes or furrow for the purposes of up-keep and repair.

#### C. CONDITIONS OF TITLE

All erven shall be subject to the following conditions, imposed by the local authority in terms of the provisions of the Town Planning and Townships Ordinance, 1986.

- (1) ERVEN 3651 AND 3652
  - (i) The erf is subject to a servitude, 2m wide, in favour of the local authority, for sewerage and other municipal purposes, along any two boundaries other than a street boundary and in the case of a panhandle erf, an additional servitude for municipal purposes 2m wide across the access portion of the erf, if and when required by the local authority: Provided that the local authority may dispense with any such servitude.
  - (ii) No building or other structure shall be erected within the aforesaid servitude area and no largerooted trees shall be planted within the area of such servitude or within 2m thereof.
  - (iii) The local authority shall be entitled to deposit temporarily on the land adjoining the aforesaid servitude such material as may be excavated by it during the course of the construction, maintenance or removal of such sewerage mains and other works as it, in its discretion may deem necessary and shall further be entitled to reasonable access to the said land for the aforesaid purpose subject to any damage done during the process of the construction, maintenance or removal of such sewerage mains and other works being made good by the local authority.
- (2) ERF 3652
  - (i) The erf is subject to an electrical sub-station servitude in favour of the local authority, as indicated by the figures abcd on General Plan S.G. No. 4211/2014.

Khaya Ngema: City Manager, Ekurhuleni Metropolitan Municipality: Private Bag X1069, Germiston, 1400 Notice DP 24 2015

#### LOCAL AUTHORITY NOTICE 819

#### EKURHULENI METROPOLITAN MUNICIPALITY (KEMPTON PARK CUSTOMER CARE CENTRE) EKURHULENI TOWN PLANNING SCHEME 2014 : AMENDMENT SCHEME K0118 (PREVIOUSLY KEMPTON PARK TOWN PLANNING SCHEME 1987: AMENDMENT SCHEME 2306

The Ekurhuleni Metropolitan Municipality (Kempton Park Customer Care Centre) hereby, in terms of the provisions of Section 125(1) of the Town Planning and Townships Ordinance, 1986, declares that it has approved an amendment scheme, being an amendment of the Ekurhuleni Town Planning Scheme 2014, comprising the same land as included in the township of POMONA EXTENSION 186 Township

Map 3 and the scheme clauses of the amendment scheme are available for inspection at all reasonable times at the offices of the Head of Department, Department of Economic Development, Gauteng Provincial Government, Johannesburg, as well as the Area Manager, Development Planning, Ekurhuleni Metropolitan Municipality (Kempton Park Customer Care Centre), 5<sup>th</sup> Floor, Civic Centre, c/o CR Swart Drive and Pretoria Road, Kempton Park.

This amendment is known as Ekurhuleni Amendment Scheme K0118, previously Kempton Park Amendment Scheme 2306.

Khaya Ngema: City Manager, Ekurhuleni Metropolitan Municipality: Private Bag X1069, Germiston, 1400 Notice DP 24 2015

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