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# REGULATION OF EXTERNAL AND PRIVATELY OWNED CCTV CAMERAS ON CITY PROPERTY POLICY – (POLICY NUMBER 21207)

APPROVED BY COUNCIL : 25 JUNE 2014  
C63/06/14

# **CITY OF CAPE TOWN**

**POLICY ON THE REGULATION OF  
EXTERNAL AND PRIVATELY OWNED**

## **CCTV**

**(Closed Circuit Television)**

**CAMERAS ON CITY PROPERTY.**



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## **DOCUMENT CONTROL**

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**Contact Details of Relevant Line Department:**

Cape Town Metropolitan Police Department, CCTV Section

CCTV.Unicity@capetown.gov.za

# CITY OF CAPE TOWN CCTV POLICY

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## DEFINITIONS AND ABBREVIATIONS

<b>“Applicant”</b>	means a registered organisation, body or person applying to the City of Cape Town Vetting Committee for authority to install a CCTV system, camera, equipment or merely registering a CCTV camera on City property or viewing public land.
<b>“Camera Housing”</b>	means the cover or container on cameras designed to protect from it from the weather.
<b>“CCTV”</b>	means Closed-Circuit Television and is the industry standard in surveillance cameras;
<b>“City Property”</b>	means land, structures and infrastructure owned by the City ;
<b>“City”</b>	means the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, or any structure or employee of the City acting in terms of delegated authority;
<b>“Council”</b>	means the municipal council of the City;
<b>“ICASA”</b>	means the Independent Communications Authority of South Africa;
<b>“Infrastructure”</b>	means any land, road, building or fixture attached to it, any pole, fence, wall, bridge, sign, cabling, tree, tower or fixture attached to it.
<b>“Person”</b>	includes a natural or juristic person;
<b>“Register”</b>	means a process whereby an applicant registers a CCTV system, camera or any related equipment on city land or infrastructure;
<b>“Structure/s”</b>	means an item or items made up of a number of parts that are held or put together in a particular way;
<b>“Temporary Installation”</b>	means the installation of a CCTV camera or system on City land or infrastructure, not exceeding thirty (30) days. This includes a trailer adapted to be a roving mobile CCTV camera device;
<b>“Vetting Committee”</b>	means a committee headed by the City of Cape Town, Metro Police CCTV Department manager and affected members from the relevant City of Cape Town line departments.

## **1. PROBLEM STATEMENT**

- 1.1. The City of Cape Town is experiencing an increase of privately owned CCTV cameras, installed on City land and infrastructure, without authorization.
- 1.2. Some of these installations damage and clutter City structures, duplicating the purpose of existing cameras monitoring an area.
- 1.3. There is currently no application process in place for recognised organisations, a registered body or a person to register their CCTV system with the City.
- 1.4. There is currently no effective way to ascertain the ownership of a CCTV camera installed on city land, which affects investigation processes by the South African Police Services and information gathering by the City of Cape Town, Metropolitan Police Department.

## **2. DESIRED OUTCOME**

- 2.1. The aim of this policy is to regulate all CCTV on City property, while promoting the use of CCTV cameras, as a mechanism to deter crime and promote a safer city.
- 2.2. The Policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV infrastructure on City structures, in the jurisdiction of the City of Cape Town. A written agreement in this regard, between the City of Cape Town and the applicant, will be entered into, once the application is approved.
- 2.3. The Policy will enable the registration of all CCTV cameras currently installed on City structures, infrastructure and land by 31 December 2014.
- 2.4. The policy shall allow for improved security by providing for reasonable connecting mechanisms i.e. either by physical or via fixed or non-fixed line when required, to allow the Metro Police CCTV Department access into the applicant's CCTV system, to view the public area via CCTV.
- 2.5. If there is benefit of a private and external CCTV camera to the Metro Police CCTV Department, the City of Cape Town will subsidize the monthly electricity usage for each individual third party camera.
- 2.6. The City may consider the possibility of paying, in full, or part thereof, the installation fees for City approved Special Rating Areas, Community based Organisations (registered with the Sub Council / City of Cape Town), Neighbourhood Watches and Community Police Forums (registered with the Provincial Dept. of Community Safety), of the actual cost involved to install a pole for one or more cameras, including the electrical connection to such pole (or on any other existing City 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 City could consider. The City may consider installing additional poles for the sole purpose of CCTV surveillance if there is no existing City pole that can be used, as per 2.5.
- 2.7. The City 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 City of Cape Town, or the receiving party.

## **3. STRATEGIC INTENT**

The Policy seeks to align with a number of overarching strategy documents that inform the City's work, namely:

### **3.1. The Integrated Development Plan (IDP)**

The priority areas listed under the IDP Strategic Focus Area 2 and 5 have direct implications for the Policy:

- 3.1.1. **Improve safety and security through partnerships:** The IDP objective is to build a safer city through partnerships. This is expressed in the overall purpose of the policy in regulating CCTV and ensuring that it can be used to promote safety.

### **3.2. One Cape 2040 Agenda and the City Development Strategy (CDS)**

The following transition identified by the CDS supports and informs this Policy:

- 3.2.1. The Settlement transition is concerned with the creation of healthy, safe and liveable communities, through community safety initiatives to counter and prevent crime, by means of formal crime prevention mechanisms, such as a CCTV system.

## **4. POLICY PARAMETERS**

- 4.1. This policy applies to private and external CCTV cameras, installed on City of Cape Town land and infrastructures as well as private CCTV cameras installed on private property, monitoring the City's public area and those CCTV cameras which forms part of a broader CCTV network.
- 4.2. This policy is intended to regulate and not restrict the erecting of CCTV infrastructure on City structures.
- 4.3. This policy is applicable within the boundaries of the City of Cape Town.
- 4.4. This policy has transversal implications, as it affects the various departments responsible for the structures, where CCTV systems will be installed.
- 4.5. City of Cape Town departments are not required to follow the application process, but merely register the locations of the CCTV cameras with the Metro Police CCTV Department, for documentation and database recording purposes, using Annexure 10.9.

## **5. ROLE PLAYERS AND STAKEHOLDERS**

### **5.1. The Metropolitan Police Department: CCTV Section**

- 5.1.1. The CCTV section is responsible for the implementation and monitoring of this policy.
- 5.1.2. The CCTV section shall coordinate the vetting committee which shall review all applications on a monthly basis or as deemed suitable by the manager of the CCTV section.
- 5.1.3. All applications shall be submitted to the CCTV section that shall facilitate the smooth application and registration process of CCTV cameras.
- 5.1.4. The CCTV section shall maintain a central database of CCTV cameras in the City of Cape Town

### **5.2. Transport for Cape Town**

- 5.2.1 The Transport for Cape Town department is responsible to have a representative on the vetting committee and advise on the wayleave process, whereby an application is made to place third party structures on city property, consider the placement of the CCTV camera / equipment on a City structure or open space and to verify that the technical aspects of the application meet the structural and durability tolerances within the necessary limits.

### **5.3. Electricity Department**

- 5.3.1. 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 camera and related equipment

### **5.4. Other City of Cape Town departments**

- 5.4.1 Any line departments required to facilitate the application process will have a representative on the vetting committee.
- 5.5. Stakeholders who could benefit from this policy:
- South African Police Services
  - Community Police Forums
  - Business
  - Special Rating Areas
  - Registered Ratepayers Associations
  - Registered Neighbourhood Watches
  - Registered Community Based Organisations

## **6. REGULATORY CONTEXT**

- 6.1. The CCTV System that is envisaged for installation by the successful applicant may not infringe any stipulations as prescribed by the following legislation:
- 6.1.1. The Constitution of the Republic of South Africa, 1996
  - 6.1.2. Telecommunications Act, 1996 (Act No. 103 of 1996).
  - 6.1.3 Provincial Archives and Records Service of the Western Cape Act, 2005 (Act No. 3 of 2005)
- 6.2. This policy should also be read with the following by-laws:
- 6.2.1. City of Cape Town Electricity Supply bylaw of 27 May 2009.
  - 6.2.2. City of Cape Town Outdoor Advertising and Signage Bylaw no. 10518 of the City of Cape Town.
- 6.3. 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 and remedial action will need to take place.
- 6.4. The system specifications must be in line with the Consumer Goods Council, Recommended Industry Guidelines for CCTV. A copy is available on request from: CCTV.Unicity@capetown.gov.za
- 6.5. The City of Cape Town CCTV Master Plan as revised in June 2013.
- The integration of existing and independent CCTV systems

## **7. POLICY DIRECTIVES**

### **7.1. Mandatory criteria required in application- New Installations**

- 7.1.1. The application for permission to install a new system on a City structure must provide written motivation in the form of an application to Vetting Committee, via the Head of Metro Police-CCTV section, as per 7.2 of this policy.
- 7.1.2. All the applicable annexures as listed in Section 10 must be duly completed and submitted with the application.



### 7.1.3 Criteria for subsidisation

- The applicant should be a City of Cape Town-approved special rating area, a community-based organisation registered with the City, a registered neighbourhood watch, a community police forum or a ratepayer's association, setting up its own community CCTV system.
- The CCTV camera will be used for safety and security purposes, i.e. crime, traffic and fire incidents as well as by-law enforcement.
- The final location of the camera will be selected by the City of Cape Town.
- 4 The CCTV camera must be a controllable camera that the Metro Police can operate and control.
- The CCTV camera must record as per the set timeframe set in the CCTV policy.
- The area must be monitored at all times.

### 7.1.4 Provision to cease subsidisation

- The City reserves the right to cease the subsidised imbursement for the electrical supply to the CCTV camera site, should the CCTV camera, equipment and site not be properly maintained.

## 7.2. Submitting of Application

The following items will form the core of the application:

**7.2.1. Applicant's Business Plan:** A complete written motivation is required with reasons as to why the system or camera is required and supported with proof. A funding and operational cost sustainability strategy to be provided. The application form is attached in Annexure 10.1

**7.2.2. Proof of consultation with External Groups and Bodies:** Proof of consultation with the relevant and interested authorities in a specific area is needed to process the application. These bodies might include the local South African Police Service, Community Police Forum, Special Rating Area or Registered Neighbourhood Watch.

**7.2.3. Background reference of applicant:** A background reference and proof of address must be submitted with business plan.

**7.2.3.1 System Specifications:** Specifications must be submitted in the application, with relevant contact numbers. The specifications must be in line with the Consumer Goods Council Recommended CCTV Industry Guidelines. The CCTV system must have the ability for the Metro Police CCTV section to connect to the system at any time and view the imagery in the event that this is required.

**7.2.4. Third Party Infrastructure :** The Geographical CCTV Camera layout and the Schematics of the following must be submitted with the application:

- Wireless Network layout inclusive of antennae and transmission equipment.
- Fixed line layout of fixed solid cable linked to two or more devices.
- Backbone layout related to the main network carrier.
- Typical camera installation layout (one or more if different)
- Control Room layout where CCTV images are monitored, recorded and stored
- How the Metro Police will connect to the system.

**7.2.5. Monitoring Specifications:** The following information must be submitted with the relevant contact details:

- Location of the control room or monitoring centre.
- The Company contracted to conduct the monitoring

Any changes to the location or contracted company must be forwarded to the Vetting Committee in writing, thirty days in advance of the change.

**7.2.6.Pre & Post on-site inspection and acceptance:** Prior and post installation inspections will be done by a person/s designated to do so, by the Vetting Committee.

### **7.3 The Application Process**

- 7.3.1 Once the applicant submits the application set out in 7.1, the application will be considered for approval.
- 7.3.2 The Vetting Committee shall consider the application in the first instance.
- 7.3.3 If the application is accurate and complete, it shall be sent to the relevant department.
- 7.3.4 It shall be the responsibility of the relevant department, whose structure the applicant applies to utilise, to verify that the technical aspects of the application meet the structural and durability tolerances within the necessary limits.
- 7.3.5 If the department responsible for this structure is satisfied with the load test and tolerances, the Vetting committee shall approve the request. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the City Manager.
- 7.3.6 If the City 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 City property.
- 7.3.7 The successful applicant shall be required to adhere to any rules, regulations and limitations set out by the Vetting Committee in the approval.
- 7.3.8 The applicant shall be bound to all written agreements relating to this policy.

### **7.4 Registration of City-owned CCTV Cameras**

- 7.4.1 All existing City-owned CCTV cameras are required to be registered with the Vetting Committee.
- 7.4.2 City of Cape Town departments are to follow the registration process as per Annexure 10.9 in this policy

### **7.5 Areas requiring special approval for Third Party installations**

- 7.5.1 The installation of CCTV cameras by private organisations on the following structures will require special approval from the owner
  - City of Cape Town Buildings
  - Freeways
  - Near any or on a Metro Police Camera, serving similar purpose
  - Bridges
  - Signboards
  - Traffic Signals
  - Information Boards
  - Any other structure / property belonging to City, deemed prohibited by the Vetting Committee
  - Government Buildings
  - National Key Points
  - South African Police Community Service Centres
  - Schools

## **7.6 The Erection of Temporary Cameras**

- 7.6.1 An applicant, who would like to install a temporary CCTV camera for a period not exceeding 30 days, needs to complete only Annexures 10.2 and 10.4.
- 7.6.2 This application must be submitted to the Vetting Committee for permission before the temporary installation takes place by the applicant.

## **7.7 Existing Third party CCTV system or cameras in operation on City Property or Structures**

- 7.7.1 All third party CCTV systems and cameras on City property and City structures need to be registered with the City of Cape Town by 30 November 2014.
- 7.7.2 The registration process is the same as that set out in 7.3 and the relevant documentation as attached in Annexure 10.1 and 10.2 to be completed.
- 7.7.3 If a system is identified as unregistered after 31 December 2014, the unregistered CCTV equipment or systems shall be dealt with as stipulated in items 7.8.4 to 7.8.6

## **7.8 Unregistered CCTV Equipment and cameras**

- 7.8.1 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 CCTV structure, to register the CCTV camera. The first notice is attached in Annexure 10.8.1.
- 7.8.2 After fourteen days, if no contact is made with the City official whose details appear on the first notice, a second notice will be issued (Annexure 10.8.2 ) and the system could be switched off and removed (in the case of a camera).
- 7.8.3 If contact is made with the City of Cape Town official for the camera registration, the applicant will be permitted to operate the system, on condition that an application for camera registration is made.
- 7.8.4 The application to register the CCTV camera or equipment must be submitted to the vetting committee within one month from the date that contact is made with the City of Cape Town official, whose name appears on Annexure 10.8.1. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the City Manager within seven days.
- 7.8.5 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV and related equipment must forthwith be removed from City property in an appropriate manner.
- 7.8.6 If this notice is not adhered to, the City will remove the CCTV system completely and hand in at the nearest police station or be held in lockup for three months in a City facility and thereafter it shall be auctioned off or disposed of, as the City sees fit.
- 7.8.7 If the CCTV system is retrieved by the owner within the three month period, the cost for the de-installation, removal and storage of equipment must be settled immediately by the owner and released upon receipt of payment.

## **7.9 Third party CCTV Inspections.**

- 7.9.1 All third party applicants must ensure that proper records of their CCTV system are kept.
- 7.9.2 Inspections shall be carried out by a person designated by the Vetting Committee for compliance with this policy.

## **7.10 Acceptance of costs and liability**

- 7.10.1 All costs to setup, install and maintain the system will be borne by the applicant.
- 7.10.2 All liability will be borne by the applicant.

- 7.10.3 The City of Cape Town will be exempt from all liability arising from this application. This will also apply during installation of the relevant system as well as during the operation thereof.
- 7.10.4 Any damage to the applicants system is at their expense and the City will not be liable to the recovery of costs or repair, even should the damage arise from City departments.
- 7.10.5 Any damage or unauthorized modification to the City's infrastructure must be repaired or made good at the cost of the applicant within an agreed upon time.
- 7.10.6 All equipment must be insured against personal liability and damage by the applicant and necessary documentation must be provided as proof.

### **7.11 Structures other than City of Cape Town property**

- 7.11.1 CCTV installations on private property, that monitor public urban space 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 Vetting Committee. The location of the cameras and reasons for the installation must however be submitted (Annexure 10.7) to the Vetting Committee to ensure that all cameras, viewing public space, 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
- 7.11.2 A database of all third party cameras monitoring City property viewing public space shall be kept by the Metro Police CCTV Department.
- 7.11.3 The City holds the right to utilize the public space as the necessity dictates and takes precedent above the camera installations, existing or new.

### **7.12 Structure and Equipment Specifications**

- 7.12.1 The structure specifications shall be set out by the City line departments and the Vetting Committee. This includes the height of the camera and equipment.
- 7.12.2 The applicant will ensure that the City structure is not damaged or modified in such a way that it does not serve its original purpose. Please see 7.10.5

### **7.13 Handling of evidence and recordings (Recorded and still imagery / footage)**

- 7.13.1 Each camera should record and have footage available up to 20 days. (Optimal)
- 7.13.2 Systems that are unable to meet the optimal recording 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 centre in a safe place, until such time that it can be utilized for investigation or court purposes by the investigating officer.
- 7.13.3 The person downloading such evidence onto a movable media source will be required to provide a statement to the court when required, confirming that they have done such transfer, without altering or manipulating any data thereon. Attesting to the evidence provided, may be required to be done in court.
- 7.13.4 All CCTV footage / imagery of recorded incidents, that require further investigation, must be stored in a safe place; preferably a locked steel safe and a removal register, tracking such removal.
- 7.13.5 All CCTV footage is to be treated as confidential evidence and be handled in that manner. Footage should only be released to South African Police Service / Metropolitan Police Department, with a receipt, to track such footage removal.

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

## **8 Implementation Programme**

- 8.1 All CCTV cameras installed on City Property prior to this policy are required to be registered by the 31 December 2014 with the City of Cape Town, Metropolitan Police Department-CCTV Section.
- 8.2 All CCTV cameras on private property, forming part of a broader CCTV network of an organisation, monitoring public area are to be registered by the 31 December 2014 with the City of Cape Town, Metropolitan Police Department-CCTV Section.
- 8.3 All private CCTV cameras on private property, monitoring public area, but not forming part of a broader CCTV network i.e. recorded and transmitted off-site, are to be registered with reasons for the camera 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.
- 8.4 All new CCTV camera installations are to follow this policy and process.

## **9 Monitoring, Evaluation and Review of Policy.**

- 9.1 It is the responsibility of the City of Cape Town Metro Police - CCTV Department to maintain the database of registered CCTV cameras on City structures.
- 9.2 The success of the policy will be measured in terms of the number of CCTV cameras that are registered with the City and how many new applications are received.
- 9.3 This policy will be evaluated every two years or when there is a change in any law, affecting this policy.

## **10 Annexures**

- 10.1 Application form
- 10.2. Camera Registration form
- 10.3. Application checklist
- 10.4. Temporary application form
- 10.5. Structure specifications
- 10.6. Application for new or modified electricity services
- 10.7. CCTV cameras on private property, monitoring public area
- 10.8.1. Notice of impending removal of CCTV equipment on city of Cape Town property
- 10.8.2. Notice of removal of CCTV equipment on city of Cape Town property
- 10.9. .CCTV cameras installed on public roads by City departments

**Annexure 10.1**

<b>APPLICATION FORM TO INSTALL / OR CCTV CAMERAS ON CITY OF CAPE TOWN PROPERTY</b>		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Org		
E-mail address of Rep	Optional	
<b>Please submit the following details</b>		
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, Central Improvement District or Neighbourhood Watch	
Business Plan	Short, Medium and Long Term plan for CCTV System	
CCTV Monitoring Centre		
CCTV Locations	Complete Annexure 10.2	
CCTV Cam GPS Co-ordinates	Optional	
Schematics and Diagrams	Separate page, preferably to scale, with all dimension given.	
Envisaged Start Date		
Completion Date		
Date Application received:		

**Annexure 10.2**



CITY OF CAPE TOWN CCTV CAMERA REGISTRATION FORM				
INFORMATION REQUIRED FOR CCTV 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				
<i>CCTV.Unicity@capetown.gov.za</i>				

<b>CCTV APPLICATION CHECKLIST BEFORE SUBMISSION</b>	
<b>ITEM</b>	<b>TICK BOX</b>
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, Central Improvement District or Neighbourhood Watch	
e) Approval from all relevant bodies in the CCTV Project area	
f) Business Plan- Short, Medium and Long Term Plan	
g) Geographical area for the CCTV Project	
h) CCTV Locations List	
i) CCTV Locations GPS Co-ordinates	optional
j) CCTV 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)	

### **APPLICATION PROCESS FLOW**

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



**Annexure 10.4**

<b>APPLICATION TO INSTALL CCTV CAMERAS ON CITY OF CAPE TOWN PROPERTY FOR 30 DAYS OR LESS</b>	
Name of organisation	
Representative Name	
ID Number	
Address of Organisation	
Tel of Organisation	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
<b>Please submit the following details</b>	
Reason for application	
CCTV Monitoring Location	
CCTV Locations	Annexure 10.2 to be attached to this application
CCTV Cam GPS Co-ordinates	Optional
Schematics and Diagrams	Installation.
Envisaged Start Date	
Completion Date	
Date Application Received:	

## CITY OF CAPE TOWN 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 camera's 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 colour 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.

Annexure 10.6



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

ELECTRICITY SERVICES



Making progress possible. Together.



APPLICATION FOR NEW OR MODIFIED ELECTRICITY SUPPLY SERVICE

Please use clear capital letters and tick applicable blocks. Forms are to be completed in black ink only. Partially completed forms will not be accepted. Incomplete and inaccurately completed forms will lead to delays. Only the property owner may apply for a new connection or a change to the existing supply to the property. Proof of ownership of the property (property rates account / title deed / proof of registration) must be attached to the application form. 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.

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  Mr  Mrs  Ms  Dr  Rev  Prof  Sir [ ] Other  
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  
Address where documentation must be sent to, if different from physical address:  
Postal address [ ]  
[ ] Code [ ]  
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

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\*<sup>1</sup>

Telephone number

Fax number

Cellphone number

Email address

\*<sup>1</sup> Registration as electrical contractor with the Department of Labour (process managed by the Electrical Contractors' Association)

**5 ELECTRICITY SUPPLY SERVICE**

**5.1 Existing installation**

Category  Residential  Commercial  Industrial  Temporary supply  No supply

Service connection  Underground  Overhead

Existing supply to premises     A or  kVA or  MVA  Single phase or  Three phase

Meter number

**5.2 Service required**

New supply  Upgrade / downgrade  Residential  Commercial  Industrial  Temporary supply

Convert to prepayment meter (max 100 A 3 phase)  Additional (second) meter  Overhead to underground

Tariff change  Other

Required supply to premises     A or  kVA or  MVA  Single phase or  Three phase

**5.3 Tariff choice**

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

Domestic (will convert to LifeLine if complying)  Small Power 1  Small Power 2  Small Power with Off-peak

Large Power Low Voltage  Large Power Medium Voltage  Large Power Time of Use

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**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<sup>\*2</sup>.

<sup>\*2</sup> Available at <http://www.capetown.gov.za/en/electricity/Pages/ServiceApplicationForms.aspx>.

Owner's name / Owners' names	<input type="text"/>																								
Owner's signature / Owners' signatures	<input type="text"/>																								
Date	<table border="0"><tr><td><input type="text" value="2"/></td><td><input type="text" value="0"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text" value="2"/></td><td><input type="text" value="0"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td></td><td>year</td><td></td><td>month</td><td></td><td>day</td><td></td><td>year</td><td></td><td>month</td><td></td><td>day</td></tr></table>	<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"/>		year		month		day		year		month		day
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	year		month		day		year		month		day														

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

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

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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	<input type="text"/>								
Official's staff number	<table border="0"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Annexure 10.7

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

**NOTICE OF IMPENDING REMOVAL OF CCTV  
EQUIPMENT ON CITY OF CAPE TOWN PROPERTY**

**PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY  
ON CITY OF CAPE TOWN 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: .....

**NOTICE OF REMOVAL OF CCTV EQUIPMENT ON CITY  
OF CAPE TOWN PROPERTY**

**PLEASE BE INFORMED THAT THIS EQUIPMENT WAS INSTALLED ILLEGALLY ON CITY  
OF CAPE TOWN PROPERTY AND HAS BEEN REMOVED. IF EQUIPMENT IS NOT  
COLLECTED WITHIN 90 DAYS, THE CITY SHALL AUCTION OFF THE EQUIPMENT.**

FOR FURTHER DETAILS PLEASE CONTACT OFFICIAL:

NAME: .....

CONTACT NUMBER: .....

DATE OF REMOVAL: .....



Annexure 10.9

<b>CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY COCT DEPARTMENTS.</b>	
<b>This is for registration and database information only</b>	
<b>City of Cape Town Department</b>	
<b>Line Manager</b>	
<b>Project Manager</b>	Optional
<b>Department Address</b>	
<b>E-mail address of Line Manager</b>	
<b>E-mail address of Project Manager</b>	
<b>Brief description of the CCTV Project</b>	
<b>CCTV Monitoring Centre</b>	
<b>Submitted by:</b>	
<b>Date:</b>	

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.Unicity@capetown.gov.za](mailto:CCTV.Unicity@capetown.gov.za)