



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

The quotation will be valid for three months from the date of the quotation letter. If payment is not made within this validity period or the development is not ready for the installation of services within six months from the date of payment, the quotation will lapse and a new application will have to be submitted. A revised quotation at the tariff applicable at the time will then be rendered. If the development will not be ready for the installation of services within six months from the date of payment, do not submit an application now but rather apply later.

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 Development Management department, 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 Development Management – 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.

By making application and signing this form the applicant gives consent to the processing of his/her/its personal information as reflected thereon, as understood in terms of the Protection of Personal Information Act, 2013, and to the further processing thereof internally within the City of Cape Town and to its contractors and service providers and its research partners, subject to the conditions of the said Act.

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
Electricity House City, Cnr Buitengracht & Hout Street, Cape Town, CBD; (tel) 021 444 1394/5
- Customer Support Services: Area East
Energy Head Office, Bloemhof Complex, Bloemhof Street, Bellville; (tel) 021 444 8511/2
- Customer Support Services: Area South
First Floor, Wynberg Electricity Depot, Rosmead Avenue, Wynberg; (tel) 021 400 4750/1/2/3
- email: electricitycustomer.support@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 ☐ Commercial/Industrial

Service connection: ☐ Underground ☐ 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 ☐ Commercial/Industrial

Service type: ☐ New supply ☐ Upgrade/downgrade/change ☐ Temporary supply

5.2.2 Convert to prepayment meter (max 100 A three-phase) ☐ As per meter retrofit program (MRP free) ☐ Quotable

☐ Tariff change ☐ Additional (2nd/3rd) meter ☐ Overhead to underground conversion

☐ Relocation of existing supply or meter point

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/electserviceforms> and look under Reference Documents 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 ☐ Small-scale Embedded Generation Feed-in Tariff

Commercial and industrial:

<input type="checkbox"/> Small Power User 1 (high)	<input type="checkbox"/> Small Power User 2 (low)	<input type="checkbox"/> Small Power User 3 (very low)* ³
<input type="checkbox"/> Large User Low Voltage Time of Use	<input type="checkbox"/> Large User Medium Voltage Time of Use	<input type="checkbox"/> Large User High Voltage Time of Use* ³
<input type="checkbox"/> Investment Incentive LV* ⁴	<input type="checkbox"/> Investment Incentive SPU* ⁴	<input type="checkbox"/> Investment Incentive MV* ⁴
<input type="checkbox"/> Wheeling MV* ⁵		
<input type="checkbox"/> Small-scale Embedded Generation Feed-in Tariff 1	<input type="checkbox"/> Small-scale Embedded Generation Feed-in Tariff 2	

*³ Greyed-out tariffs only available once approved by Nersa.

*⁴ These tariffs are only available to qualifying customers as stipulated in terms of the City's Investment Incentives Policy.

*⁵ These tariffs will only be available once the rules and processes relating to Wheeling have been finalised.

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*⁶.

*⁶ Available at <http://www.capetown.gov.za/electserviceforms> under Reference Documents.

Property owner's name / Property owners' names	<input type="text"/>																								
Owner's signature / Owners' signatures	<input type="text"/>																								
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If signing on behalf of the property owner(s), an approved letter of proxy*⁷ must be attached to this application.

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Proxy's signature	<input type="text"/>												
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	year		month		day								

*⁷ 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 8(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"/>
Notification number	<input type="text"/>