

**AGENDA of the  
Portfolio Committee : Investment & Infrastructure  
6 February 2023  
(Also the agenda for the Mayoral Committee Meeting : 14 February 2023)**

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**8.**

**A PORTION OF REMAINDER ERF 249 HERMANUS: RENEWAL OF LEASE OF MUNICIPAL PROPERTY TO LIANE FLORENCE FREW (CURRENTLY DAL-ITALIA DELI & COFFEE SHOP) SITUATED AT 13 ABERDEEN STREET, HERMANUS)**

**A Le Roux  
15 December 2022**

**Manager: Property Administration**

**(028) 316 5623**

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**1. Executive Summary**

To obtain approval to enter into a further lease agreement with Liane Florence Frew, hereinafter referred to as “the Applicant”, in respect of a portion of Remainder Erf 249 Hermanus ( $\pm 12\text{m}^2$  in extent), hereinafter referred to as “the Property”, situated at 13 Aberdeen Street, Northcliff, Hermanus for a period of 9 (NINE) years and 11 (ELEVEN) months for the placing of tables and chairs in front of the restaurant on the sidewalk, for restaurant seating purposes. The locality map is attached hereto as “Annexure A” as well as a photo marked “Annexure B”.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Infrastructure and Planning;  
Property Administration

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

- Administration of Immovable Property Policy of the Overstrand Municipality (2015)
- Municipal Asset Transfer Regulations (R. 878 of 2008)

**6. Background/Discussion/Evaluation/Conclusion**

**Background/ Discussion**

The Applicant is the owner of a building situated on Erf 772 Hermanus from where the business Dal-Italia Deli & Coffee Shop is run. This building is adjacent to the Property. The Applicant applied for the renewal of the lease of

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a portion of municipal property for the placing of tables and chairs in front of the restaurant on the sidewalk, for restaurant seating purposes.

On 6 August 2020 the Applicant entered into a lease agreement with the Municipality for a period of 3 (THREE) years from 1 December 2019 until 30 November 2022 for the placing of tables and chairs for restaurant seating purposes.

The Applicant applied for the lease of the Property for a further period of 9 (NINE) years and 11 (ELEVEN) months. Although the application to renew was received timeously, the process could not be finalised. The Applicant is still paying the rental as per the agreement. No complaints were received from the community during the previous lease period. The municipal account is paid up to date.

### **Evaluation**

#### **A. Administration of Immoveable Property Policy of the Overstrand Municipality**

The following conditions of said policy apply:

**Paragraph 4: “No application for the purchase, lease of or encroachment on immovable property (save for the instances mentioned in paragraphs 58 to 62 and 64.1 below) shall be processed unless the prescribed application fee as per tariff approved in the annual budget for that financial year has been paid, nor shall any proposed lease or encroachment (save for the instances mentioned in paragraphs 58 to 62 and 64.1 below) be advertised unless the applicant has confirmed, in writing, that he/she will bear all costs involved in such transaction including – but not limited to – legal, survey, re-zoning, sub-division, consolidations, advertisement, relocation or provision of services and, where applicable, a deposit as per prescribed rate to cover incidental costs has been paid.”**

As the application for renewal was received before the expiry of the last agreement there is no need for a formal application form to be completed and no application fee is payable.

**Paragraph 17: “Taking into consideration the nature and duration of the lease to be entered into, the leasing of immovable property may be affected by means of either:**

**17.1 a competitive process, which may include a closed or public tender or proposal call, specifically in circumstances listed in paragraph 18 below; or**

**17.2 a direct lease”.**

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**Paragraph 18: “A competitive process must at all times be followed in circumstances where:**

- 18.1 the lease is for a long term with an income value in excess of R10 million;**
- 18.2 the lease is for a formal business premises with a market related rental;**
- 18.3 more than one party, in discretion of the municipality, is interested in the lease of the subject property; and/or**
- 18.4 by discretion of the municipality, a competitive process will best serve the interests of the community”.**

Although the proposed lease is for a long-term period the rental that will be received will not be in excess of R10 million (TEN MILLION RAND) as the rental charged will be in accordance with the tariffs approved in the Annual Budget for lease of municipal land for outdoor seating adjoining a restaurant for the specific financial year. Currently the rental amount is R406.92 (FOUR HUNDRED AND SIX RAND AND NINETY-TWO CENTS) (VAT excluded) per month.

The Property can be classified as non-viable property as no other party can make use of it except the owner of an adjoining property, which in this case is the Applicant. The size and locality of the Property makes it impossible for any development or use on the Property by any other party. No complaints have been received regarding the use of the Property.

**Paragraph 20.1: “The Municipality may grant a long term lease of municipal immovable property with an income value of less than R10 million only after:**

- a) The Accounting Officer has approved the lease in principle;**
- b) In the case of a direct lease, the proposed lease was advertised in terms of paragraph 10.1 and 10.2 above to invite the local community and other interested parties to submit comments or representations; and**
- c) The Executive Mayor, as delegated authority, has approved that the right may be granted.”**

The Applicant applied for the renewal of the lease agreement which was approved in principle by the Municipal Manager on 17 October 2022 for a period of 9 (NINE) years and 11 (ELEVEN) months, subject to a public participation process being followed and further subject to the approval by the Executive Mayor as delegated authority of the long-term lease.

The Executive Mayor’s approval is hereby sought, and the proposed lease was advertised in The Village News on 11 December 2022 for a 30

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(THIRTY) day comment/objection period. No objections have been received.

**Paragraph 26: “In cases where a rental amount has been approved in the annual budget of the Municipality for certain types of leases and encroachments, the approved amount will be used for purposes of determining the rental amount”.**

The tariff for the lease of municipal property for outdoor seating adjoining a restaurant is R33.91/m<sup>2</sup> (THIRTY-THREE RAND AND NINETY-ONE CENTS) (VAT excluded) per square metre per month for the 2022/2023 financial year. The lease area is ±12m<sup>2</sup> (TWELVE) square metres in extent and the monthly rental calculates to an amount of R406.92 (FOUR HUNDRED AND SIX RAND AND NINETY-TWO CENTS) (Vat excluded) per month. The agreement will stipulate that the rental amount will escalate annually in accordance with the tariff as approved in the Annual Budget.

**Paragraph 36: “All costs pertaining to a transaction, e.g. survey, advertisements, valuation, relocation or provision of services where necessary, shall be borne by the Lessee. The Municipality may, however, waive its right to claim all or any portion of the costs. Where necessary a deposit to cover the costs may be required.”**

The Applicant will be liable for the payment of all costs relating to the renewal of the lease agreement which in this case so far is only the advertisement costs.

**Paragraph 47: “Subject to paragraph 46 above, immovable property let by the Municipality shall be inspected at least once a year by the Municipality to ensure compliance with the terms and conditions of the agreement of sale or lease.”**

The Property will be inspected by the Property Administration Department at least once a year.

**It is further confirmed that the other Conditions of Lease as stipulated in paragraph 36 – 50 of the said policy will be included in the lease agreement.**

**B. Advertisement/Notification**

An advertisement for the lease of the Property was published in The Village News on 11 December 2022 for a 30 (THIRTY) day objection/comment period. No objection/comment was received.

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### **Conclusion**

With reference to the above discussion, it is recommended that the lease of the Property to the Applicant be approved for a further period of 9 (NINE) years and 11 (ELEVEN) months from 1 December 2022 at a rental amount of R406.92 (FOUR HUNDRED AND SIX RAND AND NINETY-TWO CENTS) (Vat excluded) per month for the 2022/2023 financial year.

### **7. Financial Implications**

The Municipality stands to gain rental in the amount of R406.92 (FOUR HUNDRED AND SIX RAND AND NINETY-TWO CENTS) (Vat excluded) per month from 1 December 2022 where after the rental amount will escalate annually on 1 July in accordance with the tariffs stipulated in the Annual Budget as approved by Council, next escalation to be on 1 July 2023. All expenses pertaining to the proposed lease will be borne by the Applicant.

### **8. Staff Implications**

None

### **9. Comments from other Departments, Divisions and Administrations**

**Senior Town Planner: Ms H van der Stoep– (028) 313 8900**

*“No objection, but wheelchair must be able to pass freely.”*

Comments from Property Administration: A condition to this effect will be included in the lease agreement.

**Senior Manager: Expenditure & Assets: Hermanus – Mr J Vorster 028 313 8046**

*“As this is a revenue generation proposal, with no intention of selling the asset, there is no objection against the application.”*

### **10. Annexures**

Annexure A1 & A2:	Locality Plan
Annexure B:	Photo indicating use

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**RECOMMENDATION:**

1. that the lease of municipal property, being a portion of Remainder Erf 249 Hermanus ( $\pm 12\text{m}^2$  in extent), to L F Frew, for the placing of tables and chairs for restaurant seating purposes at a rental amount of R33.91/m<sup>2</sup> (THIRTY-THREE RAND AND NINETY-ONE CENTS) (VAT excluded) per square metre per month for a period of 9 (NINE) years and 11 (ELEVEN) months from 1 December 2022 in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved**; and
2. that the rental amount mentioned in 1 above escalate annually on 1 July in accordance with the tariffs stipulated in the Annual Budget as approved by Council, next escalation to be on 1 July 2023.

<b>RESPONSIBLE OFFICIAL :</b>	<b>R OCTOBER</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>31 MARCH 2023</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>15 MARCH 2023</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

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**A Le Roux  
15 December 2022**

**Manager: Property Administration**

**(028) 316 5623**

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**THIS MATTER SERVED BEFORE THE INVESTMENT & INFRASTRUCTURE PORTFOLIO COMMITTEE ON 6 FEBRUARY 2023, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

<b>RESPONSIBLE OFFICIAL :</b>	<b>R OCTOBER</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>31 MARCH 2023</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>15 MARCH 2023</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>





