



## OVERSTRAND MUNICIPALITY



### CLOSE CIRCUIT TELEVISION POLICY ON MUNICIPAL PROPERTY



We belong



We care



We serve

# **OVERSTRAND MUNICIPALITY**

## **POLICY ON THE REGULATIONS OF EXTERNAL AND PRIVATELY OWNED**

### **CCTV (CLOSED CIRCUIT TELEVISION)**

#### **CAMERA'S ON MUNICIPAL PROPERTY**

# OVERSTRAND CCTV POLICY

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## 1. **DEFINITIONS**

<b>APPLICANT</b>	Means a registered organisation, body or person applying to Overstrand Municipality to register a CCTV system, camera, equipment or CCTV camera on privately owned property viewing or of which the projection plane covers any public street or 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>COUNCIL</b>	Means the Municipal Council of Overstrand.
<b>ICASA</b>	Means the Independent Communications Authority of South Africa.
<b>INFRASTRUCTURE</b>	Means any land, building or fixture attached to it, any pole, fence, wall, bridge, signs, cabling, tree, tower or fixture attached to it.
<b>LPR</b>	Mean License Plate Recognition
<b>MUNICIPAL MANAGER</b>	Means the person appointed in terms of Section 82 of the Local Government Municipal Structures Act, 1998 (Act No 117 of 1998).
<b>MUNICIPAL PROPERTY</b>	Means land structures and infrastructure owned by Overstrand Municipality.
<b>OM</b>	Means Overstrand Municipality in terms of the local Government Municipal Structures Act 1998.
<b>PERSON</b>	Means a natural or juristic person.
<b>PSIRA</b>	Means Private Security Industry Regulatory Authority.
<b>REGISTER</b>	Means a process whereby an applicant registers a CCTV system, camera or any related equipment on the municipalities land or infrastructure.
<b>SAPS</b>	Means the South African Police Services

<b>STRUCTURES</b>	Means an item made up of a number of parts that are held or put together in a particular way.
<b>POPI</b>	Means Protection of Personal Information Act, Act No 4 of 2013.
<b>TEMPORARY INFORMATION</b>	Means the installation of a CCTV camera or system on Municipal hand or Infrastructure, not exceeding 30 days. This includes a trailer adapted to a moving mobile CCTV camera device.

## 2. **PROBLEM STATEMENT**

Despite the effectiveness of Law Enforcement operations in Overstrand Municipal Jurisdiction, there is currently no application process in place for recognised institutions.

## 3. **INTRODUCTION**

This policy has been created to ensure that Overstrand Municipality, its employees and relevant stakeholders comply with good practise, transparency, responsibility and accountability in respect of the requirements of the Protection of Personal Information Act, Act No 4 of 2013 when operating Council LPR and CCTV data storage, security and signage.

## 4. **PURPOSE**

Overstrand Municipality (OS) endeavours to provide a safe and secure environment to protect its staff, councillors, public and the interests of our ratepayers. Closed Circuit Television (CCTV) and License Plate Recognition (LPR) cameras are installed and operated for one or more of the following purposes:

- Improve public safety
- Monitor traffic movements
- Monitor compliance with Council bylaws
- Monitor illegal activities

Improve staff and councillor safety

Improve security and determine criminal activities in public spaces including Council premises and recreational facilities e.g. Blue Flag Beaches, monitor trespass on Council premises. Manage Council assets and infrastructure.

5. **DESIRED OUTCOME**

- 5.1 This policy aim to regulate all CCTV and LPR operations on Council property.
- 5.2 Promoting the use of CCTV and LPR cameras, as a mechanism to determine and promote a safer town.
- 5.3 The Policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV and LPR infrastructure on Council structures in the jurisdiction of the Overstrand Municipality. A written agreement in this regard, between the Overstrand Municipality and the applicant, will be entered into, once the application is approved.
- 5.4 The policy will enable the registration of all CCTV and LPR cameras currently on the Council's structures, infrastructure and land by 31 December 2019.
- 5.5 The policy shall allow for improved security by providing for reasonable connecting mechanisms e.g. either by physical or via fixed or non-fixed line when required, to allow the Fire Services CCTV Control Section access into the applicant's CCTV system, to view the public area via CCTV.
- 5.6 If there is benefit of a private and external CCTV camera to the Protection Services Directorate the Overstrand Municipality will subsidize the monthly electricity usage for each individual third part camera.
- 5.7 Overstrand Municipality may consider the possibility of paying, in full, or part thereof, the installation fees for Municipal approved Special Rating Area, Community based Organisations, Neighbourhood Watches and Community Policing Forums (registered with Department of Community Safety) of the actual cost involved to install a pole for one or more cameras, including the electrical connection to such entity or any other relevant factor which the Overstrand Municipality could consider.
- 5.8 The Overstrand Municipality may consider installing additional poles for the sole purpose of CCTV surveillance if there is no existing municipal pole that can be used.

- 5.9 The Overstrand Municipality will welcome cross-subsidization of systems from third party applicants, for impoverished areas. As written agreement will be entered into between the donor party and the Overstrand Municipality, or the receiving party.

## 6. **STRATEGIC INTENT**

The Policy seeks to align with a number of overarching strategy documents that inform the Overstrand Municipalities work, namely:

- 6.1 The Integrated Development Plan (IDP) e.g. improve a safe and healthy environment.

## 7. **POLICY DIRECTIVES**

- 7.1 This policy applies to private and external CCTV cameras, installed on Overstrand Municipal land and infrastructures as well as private property, monitoring the Overstrand Municipal public areas and those CCTV cameras which forms part of a broader CCTV network.
- 7.2 This policy is intended to regulate and not restrict the erecting of CCTV infrastructure on Overstrand Municipal structures.
- 7.3 This policy is applicable within the boundaries of the Overstrand Municipal jurisdiction.
- 7.4 This policy has transversal implications, as it affects the various departments responsible for the structures, where CCTV systems will be installed.
- 7.5 Overstrand Municipal departments are not required to follow the application process, but merely register the locations of the CCTV cameras with the Protection Services Directorate of the Overstrand Municipality, for documentation and database recording purposes using Annexure 37.10.

## 8. **ROLE PLAYERS AND STAKEHOLDERS**

- 8.1 Protection Services Directorate Overstrand Municipality:
- 8.1.1 The Traffic Law Enforcement Department is responsible for the implementation and monitoring of this policy.
- 8.1.2 The Traffic Law Enforcement Directorate shall review all applications on a monthly basis or as deemed suitable by the Senior Manager Traffic and Law Enforcement Department.

8.1.3 All applications shall be submitted to the Traffic and Law Enforcement Department that shall facilitate the smooth application and registration process of CCTV cameras.

8.1.4 The Traffic Law Enforcement Department shall maintain a control database of CCTV cameras in the Overstrand Municipality.

## 9. **TRANSPORT**

9.1 The Infrastructure Directorate for the Overstrand Municipality is responsible to advice on the way leave process, whereby an application is made to place third party structures on municipal property, consider the placement of the CCTV camera/equipment on a Municipal structure or open space and to verify that the technical aspects of the application meet the structural and durability tolerance within the necessary limits.

9.2 The Electricity Department will be responsible for advising on the way leave 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.

## 10. **OTHER MUNICIPAL DEPARTMENTS**

10.1 Any line departments required to facilitate application process will have a representative to liaise with the Senior Manager Traffic and Law Enforcement.

10.2 Stakeholders who could benefit from this policy:

10.2.1 Stakeholders who could benefit from this policy:

- SAPS
- DOCS
- Business
- Community Police Forums
- SRA
- Rate Payers Associations
- Neighbourhood Watches
- Community Based Organisations

## **11. REGULATORY CONTEXT**

11.1 The CCTV System that is envisaged for installation by the successful applicant may not infringe any stipulations as prescribed by the following legislation:

11.1.1 The Constitution of the Republic of South Africa, 1996.

11.1.2 Provincial Archives and Records Service of the Western Cape Act, 2005 (Act No 3 of 2005).

11.1.3 The Telecommunications Act, 1996 (Act No 103 of 1996).

11.2 This policy should also be read with the following bylaws:

11.2.1 Overstrand Electricity Supplies by-law.

11.2.2 Overstrand Outdoor Advertising and Signage by-law.

11.3 Reference to the applicable legislation must be made in the applicant's business plan. Applicant in contravention of any law whilst in operation will have to cease operations and remedial action will need to take place.

11.4 The system specifications must be in line with the Consumer Goods Council, Recommended Industry Guidelines for CCTV. A copy is available on request from: [www.overstrand.gov.za](http://www.overstrand.gov.za)

## **12. POLICY DIRECTIVES**

12.1 Mandatory criteria required in application – New Installations.

12.1.1 The application for permission to install a new system on the Overstrand Municipal land/structure must provide written motivation in the form of an application to the Senior Manager Traffic and Law Enforcement.

12.1.2 All the applicable annexures as listed in Section 37 must be duly completed and submitted with the application.

## **13. CRITERIA FOR SUBSIDISATION**

13.1 The applicant should be a Overstrand Municipal approved Special Rating Area, a community based organisation registered with the Overstrand Municipality, a

registered Neighbourhood Watch, a Community Police Forum or a rate payer's association, setting up its own community CCTV system.

- 13.2 The CCTV camera will be used for safety and security purposes, i.e. crime, traffic and fire incidents, as well as traffic and by-law enforcement.
- 13.3 The final location of the camera will be selected by the Overstrand Municipality.
- 13.4 The CCTV camera must be a controllable camera that the Law Enforcement and Traffic Services can operate and control.
- 13.5 The CCTV camera must record as per the set timeframe set in the CCTV policy.
- 13.6 The area must be monitored at all times.

14. **PROVISION TO CEASE SUBSIDISATION**

The Overstrand Municipality 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 monitored.

15. **SUBMITTING OF APPLICATION**

- 15.1 The following items will form the core of the application:
  - 15.1.1 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 36.1.
  - 15.1.2 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.
  - 15.1.3 Background reference of applicant: A background reference and proof of address must be submitted with the business plan.

## 16. **SYSTEMS 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 Traffic Law Enforcement section to connect to the system at any time and view the imagery in the event that this is required.

## 17. **THIRD PARTY INFRASTRUCTURE**

17.1 The Geographical CCTV Camera layout and the Schematics of the following must be submitted with the application:

17.1.1 Wireless Network layout inclusive of antennae and transmission equipment.

17.1.2 Fixed line layout of fixed solid cable linked to two or more devices.

17.1.3 Backbone layout related to the main network carrier.

17.1.4 Typical camera installation layout (one or more if different).

17.1.5 Control Room layout where CCTV images are monitored, recorded and stored.

17.1.6 How the Traffic and Law Enforcement Services will connect to the system.

## 18. **MONITORING SPECIFICATIONS**

18.1 The following information must be submitted with the relevant contact details:

18.1.1 Location of the control room or monitoring centre (ICS).

18.1.2 The company contracted to conduct the monitoring.

18.2 Any changes to the location or contracted company must be forwarded to the Senior Manager Traffic, Law Enforcement and Task Team in writing, thirty days in advance of the change.

18.3 Pre- and Post on-site inspection and acceptance: Prior and Post installation inspections will be done by a person/s designated to do so by the Senior Manager Traffic, Law Enforcement & Task Team.

## 19. **THE APPLICATION PROCESS**

- 19.1 Once the applicant submits the application set out in 15.1 the application will be considered for approval.
- 19.2 The Senior Manager shall consider the application in the first instance.
- 19.3 If the application is accurate and complete, it shall be sent to the relevant department.
- 19.4 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 tolerance within the necessary limits.
- 19.5 If the department responsible for this structure is satisfied with the load test and tolerances, the Senior Manager Traffic, Law Enforcement and Task Team shall approve the request. If the application is rejected by the Senior Manager, this applicant can object to such decision via the office of the Director Protection Services.
- 19.6 If the Overstrand Municipality is not a viable option, the applicant will have to consider another placement option, such as applying for a way leave to install a pole on the Overstrand Municipal property.
- 19.7 The successful applicant shall be required to adhere to any rules, regulations and limitations set out by the Senior Manager Traffic, Law Enforcement and Task Team in the approval.
- 19.8 The applicant shall be bound to all written agreements relating to this policy.

## 20. **REGISTRATION OF OVERSTRAND MUNICIPAL OWNED CCTV CAMERAS**

- 20.1 All existing Overstrand Municipal CCTV cameras are required to be registered with the Senior Manager Traffic, Law Enforcement and Task Team.

20.2 Overstrand Municipal Departments are to follow the registration process as per Annexure 36.10 in the Policy.

21. **AREAS REQUIRING SPECIAL APPROVAL FOR THIRD PARTY INSTALLATIONS**

21.1 The installation of CCTV cameras by private organisations the following structures will require special approval from the owner:

- Overstrand Municipal Buildings
- Bridges
- Freeways
- Near any or on Protection Services cameras, serving similar purpose
- Signboards
- Traffic Signals
- Information Boards
- Government Buildings
- Any other structure/property belonging to Overstrand Municipality, deemed prohibited by the Senior Manager Traffic, Law Enforcement and Task Team
- South African Police Stations
- Schools

22. **THE ERECTION OF TEMPORARY CAMERAS**

22.1 An applicant, who would like to install a temporary CCTV camera for a period not exceeding 30 days, needs to complete only Annexure 36.2 and 36.4.

22.2 This application must be submitted to the Senior Manager Traffic, Law Enforcement and Task Team for permission before the temporary installation taken place by the applicant.

23. **EXISTING THIRD PARTY CCTV SYSTEM OR CAMERAS IN OPERATION ON OVERSTRAND MUNICIPAL PROPERTY OR STRUCTURES**

- 23.1 All the third party CCTV systems and cameras on Municipal property and structures need to be registered with the Overstrand Municipality by 30 November 2019.
- 23.2 The registration process is the same as that set out in 15.3 and the relevant documentation as attached in Annexure 36.1 and 36.2 to be completed.
- 23.3 If a system is identified as unregistered after 31 December 2019, the unregistered CCTV equipment or systems shall be dealt with as stipulated in items 25.4 to 25.6.

24. **UNREGISTERED CCTV EQUIPMENT AND CAMERAS**

- 24.1 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 36.9.
- 24.2 After fourteen (14) days, if no contact is made with the Overstrand Municipality official whose details appear on the first notice, a second notice will be issued (Annexure 36.9) and the system could be switched off and removed (in the case of a camera).
- 24.3 If contact is made with Overstrand Municipal official for the camera registration, the applicant will be permitted to operate the system, on condition that an application for camera registration is made.
- 24.4 The application to register the CCTV camera or equipment must be submitted to the Senior Manager Traffic, Law Enforcement and Task Team within one (1) month from the date that contact is made with the Overstrand Municipal Official, whose name appears on Annexure 36.8.

- 24.5 If the CCTV application is rejected by the Senior Manager, the applicant van object to such decision via the office of the Director of Protection Services within seven (7) days.
- 24.6 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV and related equipment must forthwith be removed from the municipalities property in an appropriate manner.
- 24.7 If the notice is not adhered to, the Municipality will remove the CCTV system completely and hand in at the nearest police station or be held in lockup for three (3) months in a Municipal facility and thereafter it shall be auctioned off or disposed of, as the Municipality sees fit.
- 24.8 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.

25. **THIRD PARTY CCTV INSPECTIONS**

- 25.1 All third party applicants must ensure that proper records of their CCTV system are kept.
- 25.2 Inspections shall be carried out by a person designated by the Senior Manager Traffic, Law Enforcement and Task Team for compliance with this policy.

26. **ACCEPTANCE OF COSTS AND LIABILITIES**

- 26.1 All costs to setup, install and maintain the system will be borne by the applicant.
- 26.2 All liability will be borne by the applicant.
- 26.3 The Overstrand Municipality 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.

- 26.4 Any damage to the applicants system is at their expense and the Municipality will not be liable to the recovery of costs or repair, even should the damage arise from Municipal Departments.
- 26.5 Any damages or unauthorised modification to the Municipal infrastructure must be repaired or made good at the cost of the applicant within an agreed upon time.
- 26.6 All equipment must be insured against personal liability and damage by the applicant and necessary documentation must be provided as proof.

27. **STRUCTURES OTHER THAN OVERSTRAND MUNICIPAL PROPERTY**

- 27.1 CCTV installation 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 Senior Manager Traffic, Law Enforcement and Task Team. The location of the cameras and reasons for the installation must however be submitted (Annexure 36.7) to the Senior Manager Traffic, Law Enforcement and Task Team 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.
- 27.2 A database of all third party cameras monitoring Municipal property viewing public space shall be kept by the CCTV Department.
- 27.3 The Municipality holds the right to utilize the public space as the necessity dictates and taken precedent above the camera installations, existing or new.

28. **STRUCTURE AND EQUIPMENT SPECIFICATIONS**

- 28.1 The structure specifications shall be set out by the Municipal line departments and the Senior Manager Traffic, Law Enforcement and Task Team. This includes the height of the camera and equipment.
- 28.2 The applicant will ensure that the Municipal structure is not damaged or modified in such a way that it does not serve its original purpose.

29. **HANDLING OF EVIDENCE AND RECORDINGS (RECORDED AND STILL IMAGERY / FOOTAGE)**

- 29.1 Each camera should record and have footage available up to 30 days.
- 29.2 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 investigation officer.
- 29.3 The person downloading such evidence into 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. Attending to the evidence provided, may be required to be done in court.
- 29.4 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.
- 29.5 All CCTV footage is to be treated as confidential evidence and be handled in that manner. Footage should only be released to SAPS with a receipt, to track such footage removal.
- 29.6 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.

30. **IMPLEMENTATION PROGRAMME**

- 30.1 All CCTV cameras installed on Municipal property prior to this policy are required to be registered by 31 December 2019 with the Overstrand Municipality Protection Services Directorate.

30.2 All CCTV cameras a private property, forming part of a broader CCTV network of an organization, monitoring public area to be registered by the 31 December 2019 with the Overstrand Municipality, Protection Services Directorate.

30.3 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.

30.4 All new CCTV camera installations are to follow this policy and process.

31. **MONITORING, EVALUATION AND REVIEW OF POLICY**

31.1 It is the responsibility of the Overstrand Municipality Protection Services Directorate to maintain the database of registered CCTV cameras on Municipal structures.

31.2 The success of the policy will be measured in terms of the numbered CCTV cameras that are registered with the Municipality and how many new applications are received.

31.3 This policy will be evaluated every two years or when there is a change in any law, affecting this policy.

32. **CCTV AND COUNCIL STAFF**

32.1 The Municipality will investigate any suspected breach of the use of Overstrand Municipality CCTV and LPR by any:

32.1.1 Municipal employment contracts Overstrand Municipality Code of Conduct.

32.1.2 Any staff incidents or misconduct detected by CCTV and LPR will be handled in accordance with and CCTV personnel will be protected in accordance with the relevant Witness Protection Act.

### 33. **CCTV & LPR CONTRACTORS**

- 33.1 The Municipality will appoint contractors for the installation and maintenance of the CCTV and LPR system.
- 33.2 Appointed contractors and all contractors' personnel must have PSIRA Certification.
- 33.3 Contractors or sub-contractors responsible for non-security related operations (i.e. Data Transmission links etc.) should be certified by their appropriate organisation.
- 33.4 All contractors and sub-contractors will be familiar with and adhere to the POPI Act.

### 34. **CCTV SIGNAGE**

- 34.1 Individual cameras and or camera will be clearly signposted to notify the public.
- 34.2 Signs will clearly display the message Surveillance Cameras in Operation or a similar message and be of a sign and nature that is reasonable visible for people entering the area to read. Where it is reasonable visible for people entering the area to read. Where it is impractical to include all the information, the sign will direct the public to the Overstrand Municipality website where this policy can be viewed.
- 34.3 Overstrand Municipality will at all times display that cameras are monitoring, but it does not guarantee that all cameras will be proactively monitored at all times.

### 35. **CCTV STAFF TRAINING**

- 35.1 Operators -
  - 35.1.1 All CCTV staff operators will be required to undergo the necessary CCTV and LPR System Operator Training.

35.1.2 If Overstrand Municipality opt to use Security Staff for surveillance the minimum requirements will be :

- Grade C Security graded
- At least 21 years of age
- Undergoing clearance check
- Have good cognitive abilities

## 36. **ANNEXURES**

- 36.1 Application form
- 36.2 Camera Registration form
- 36.3 Application checklist
- 36.4 Temporary application form
- 36.5 Structure specifications
- 36.6 Application for new or modified electricity services
- 36.7 CCTV cameras on private property, monitoring public area
- 36.8 Notice of impending removal of CCTV equipment on Municipal property
- 36.9 Notice of removal of CCTV equipment on Municipal property
- 36.10 CCTV cameras installed on public roads by Overstrand Municipal Departments

## Annexure 36.1

APPLICATION FORM TO INSTALL / OR CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Organisation		
E-mail address of Representative		
<b>Please submit the following details</b>		
Reason for application	Full Motivation with factual info and complete understandings	
Approvals	Letter of acknowledgement 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 37.2	
CCTV Cam GPS Co-ordinates		
Schematics and Designs	Separate page, preferably to scale, with all dimension given	
Envisaged Start Date		
Completion Date		
Date Application received:		

## Annexure 36.2

OVERSTRAND MUNICIPALITY CCTV CANERA REGISTRATION FORM				
INFORMATION REQUIRED FOR CCTV DATABASE				
No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
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## Annexure 36.3

CCTV APPLICATION CHECKLIST BEFORE SUBMISSION		
	ITEM	TICK BOX
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	
j)	CCTV System Specifications	
k)	CCTV Monitoring Specifications	
l)	CCTV Monitoring Centre	
m)	Schematics and diagrams	
n)	References of Installers	
o)	Acknowledgement of Acceptance of costs & liability	
p)	Approval of 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 for line department
7.	.Approval / Rejection of application

## Annexure 36.4

INSTALLATION TO INSTALL CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY FOR 30 DAYS OR LESS	
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 37.2 to be attached to this application
CCTV Cam GPS Co-ordinates	
Schematics and Diagrams	
Envisaged Start Date	
Completion Date	
Date Application Received	

## Annexure 36.5

### OVERSTRAND MUNICIPALITY STRUCTURE SPECIFICATIONS

## Electricity Services

### **Infrastructure Cameras and Connection Boxes will be allowed on:**

- Low Voltage Distribution Main 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 clearance 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 monitored 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 B-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 Service 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 Overstrand jurisdiction.
- No camera 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 this pole getting damaged, the camera equipment being vandalized or the camera malfunctioning as a result of any supply related problems.

## Annexure 36.6

### ELECTRICITY SERVICES

#### 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										
Cell phone 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										
Cell phone number										
Email address										

4. **ELECTRICAL CONTRACTOR (PERSON RESPONSIBLE FOR INSTALLATION WORK WITHIN PROPERTY BOUNDARIES)**

Title		Name & Surname								
Company										
Registration number										
Telephone number										
Fax number										
Cell phone number										

Email address	
---------------	--

\*\* 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 [www.overstrandmunicipality.gov.za](http://www.overstrandmunicipality.gov.za). 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. I / we further acknowledge and agree to comply with the provisions of the Overstrand Municipality Electricity Supply By-law and Conditions of Supply.

Owner's name / Owner's names	
Owner's signature / Owner's signatures	

Date	20			20		
	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	
Proxy's signature	

Date	20			20		
	Year	Month	Day	Year	Month	Day

---

The requirement to submit a Commencement of Work form for installation work that would require a new or upgraded electricity supply was waived in Overstrand municipal jurisdiction 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: Overstrand Municipality receiving application form:*

Official's name	
Official's staff number	

## Annexure 36.7

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

**Annexure 36.8**

**NOTICE OF IMPENDING REMOVAL OF CCTV EQUIPMENT  
ON OVERSTRAND MUNICIPAL PROPERTY**

**PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED  
ILLEGALLY ON OVERSTRAND MUNICIPAL 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: .....

**Annexure 36.8**

**NOTICE OF REMOVAL OF CCTV EQUIPMENT  
ON OVERSTRAND MUNICIPAL PROPERTY**

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

FOR FURTHER DETAILS PLEASE CONTACT OFFICIAL :

NAME: .....

CONTACT NUMBER: .....

DATE OF REMOVAL: .....

## Annexure 36.10

<b>CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY OVERSTRAND MUNICIPAL DEPARTMENTS</b> <b>This is for registration and database information only</b>	
Overstrand Municipal Department	
Line Manager	
Project Manager	
Department Address	
E-mail address of Line Manager	
E-mail address of Project Manager	
Brief description of the CCTV Project	
CCTV Monitoring Centre	
Submitted by:	
Date:	

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				