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Civic Centre, Berg River Boulevard, Paarl 7646

AMABANGO AJOLISWE KUMASPALA WASE DRAKENSTEIN

Imigaqo yokufaka umaBango ilawulwa yimi meselo ***yeZiko lwenkqubo yoMthetho ejoliswe kumaLungu obuRhulumente beZwe, uMthetho nombolo 40 ka 2002 (Act No.40 of 2002).*** Malunga noMthetho, uBango olujoliswe kuMaspala kufuneka lufakiwe:

~ Olubhaliweyo,
~ Olunikezelwe ngeSandla, ngochwethezo mbalelwano olushicilelweyo, okanye ngeFekisi, olubhalelwe kuManajala weDoluphu,
~ Ukudweliswa kwemiba neemeko ezingqamene noBango,
~ Kubandakanywe nezizathu zokuba kutheni uMaspala kufuneka ethaliswe uxanduva ngenxa yokungabina nkathalo,
~ Phakathi kweeNyanga eziNtandathu zomhla weNtlekele okanye iSehlo.

<u>Ukuba uMhlali okanye iLungu lokuhlala lunganqwenela ukufaka ubango olujoliswe kuMaspala, lamabakala akhankanyiweyo makalandelwe:</u>

Nqanaba lokuQala (Step 1)
Ukufumana ulwazi malunga nokufakwa koBango olujoliswe kuMaspala, xhumana necandelo lwe-Insholensi kaMaspala kwa:

Physical address	**E-mail**	**Telephone number**
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Nqanaba lwesiBini (Step 2)

Onke amaBango kufuneka efakwe kwaMaspala ebhaliwe (athunyelwe ngeSandla, okanye athunyelwe ngembalelwano eshicilelweyolizettet l, imbalelwano ye-imeyile, ngeFekisi, okanye ngesistimu yezicelo zabathengi kaMaspala) kwaye ayakuqwalaselwa ngokungenaMkhethe naluBangiswano. Nikezela imbalelwano nezizathu zokuba kutheni uMaspala waseDrakenstein kufuneka ethwaliswe uxanduva, zathuza ngembalelwano kutheni, ngokwe mbono yakho, uMaspala zange abenankathalo. Malunga noBango olujoliswe kuMaspala, lweLahleko okanye uMonakalo obangelwe kukuqhuba kwizigingqi zendlela, uXwebhu lwe olumalunga neziGingqi malugcwaliswe.

Nqanaba lwesiThathu (Step 3)

Ukuncedisana noMaspala ukuphonononga nasekuphandeni uBango, amaxwebhu athile nobungqina okuxhasa uBango azakufuneka. Ulwamkelo loBango olubhaliweyo namxwebhu axhasayo nguMaspala akasayi kuthathwa njengokwamkela ukungakhathali nguMaspala or njengesibophelelo kuMaspala ukuba anikeze imbuyekezo. Ukongeza kwiMbalelwano Ekhuthazayo, ezinkcukacha zingezantsi kwakunye naluphina ulwazi okanye amaXwebhu axhasa uBango, makanikezelwe:

a) IGama Elipheleleyo, Idilesi, inkcukacha zonxulumelwano zoMbangi,
b) Usuku, iXesha kunye neNdawo yeNtlekele okanye iNgozi,
c) Ubalulo lweemeko. uMonakalo okanye iNgozi,
d) Nika ubungqina bayo nayiphina iNgozi okanye uMonakalo ngokwengxelo zoNyango, imifanekiso, kungenjalo iimpahla ezinokalisiweyo ziyakugcinelwa uhlolo, ukuba kunjalo (ukuba kuyenzeka, uzakunyanzeleka ukuba unikezele ngesiThuthi eso sonakalisiweyo siphononongwe kwaye okanye siyokuqinisekiswa kwejelo lwemisebenzi lukaMaspala),
e) Nikezela ngobungqina bexabiso olubonakalayo noluvakalayo ekulungisweni ukuba kuyalungiseka, okanye kuyabuyekezwa xa kungenakulungiseka (malunga neeKoteshini uMyinge weNdleko) ezimbini okanye ubungqina bentlawulo xa ngaba sele kuhlawuliwe,
f) Ukuba unayo insholensi kwaye ukhetha ungafuni mbuyekezo kwi-insholensi yakho uyacelwa ukuba ufake incwadi evela kwi-insholensi yakho echazayo ukuba awuzukufuna mbuyekezo kuyo, okanye ukuba awunayo i-insholensi uyacelwa ukuba unikezele ngobungqina obosuka kwabezomthetho obungunyazisayo ukuba awunayo i-insholensi yakho yobuqu,
g) Ikopi egunyazisiweyo yeSazisi Sakho, okanye iLayisenisi yokuQhuba (ukuba kuyimfuneko),
h) Nazo naziphina iinkcukacha eziyakuba yimfuneko ngokuxhomekeke kwiimeko ezo zoBango.

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Nqanaba lweSine (Step 4)

ICandelo lwe-Insholesi luya kungqina ukufumana imbalelwano ezathuzayo kunye nawo nawaphina amaXwebhu, kunye nenkqubela yoBango iyakwenziwa nje ngenxalenye yenkqubo yophando.

Sakufunama onke amaxwebhu ayimfuneko uBango luyakukhawuleliswa ngoku kulandelayo:

1. Onke amaBango afakiweyo ayaphandwa, kunga ngophando lwangaphakathi, okanye ngamaGosa e-Insholensi kaMaspala, kuxhomekeke kwixabiso lweNtlawulo yoBango.
   - INgxelo yoPhando lobuNgcali olupheleleyo luyakuqukunjelwa ngokuphathelene neemeko ezikhokelele kwiNtlekele. Iziphumo zoPhando ziyakubonakalisa amabakala angqamene neNtlekele kwaye kwaye ayakusebenza nje ngeziseko zokuqinisekisa ukuba ingaba bekukho ukungakhathali na kwicalo likaMasapala.
   - Ingathatha phantse iiVeki eziSibhozo ukuqukumbela uphando kuxhomekeke kubuzaza besehlo.
   - Ukuba iziphumo zibonakalisa ukungabikho kwenkathalo, ngokuphathelene nemiba ethile, uMaspala kuyakunyanzeleka abuyekeze abo babulalekileyo yiLahleko okanye uMonakalo.
   - Xa bungekho ubungqina bokungakhathathali, ngelishwa akusayikubakho mbuyekezo yamali iyakuhlawulwa. Izizathu zokungahlawulwa kweBango ziyakwaziswa ngonxulumelwano oluyimbalelwano kuMbangi.

2. AmaBango agqithise kwiNtlawulo eyongezelelekileyo eziyakuhlawulwa nguMaspala aphantsi kwezandla zamaGosa e-Insholensi kaMaspala, logama amaBango angaphantsi kwexabiso elongezelelekileyo anikezelwa kwiKomiti kaMaspala ejongene nalo maBango.
   - Ngokwa maBango agqithise kwisixa esongezelelekileyo: amaGosa e-Insholensi kaMaspala ayakuqhagamshelana nqo noMbangi, emazisa ukuba uBango luphumelele okanye kukho ezinye iimfuno okanye imigaqo ephathelene noBango.
   - Ngokuphathelene namaBango anganeno kwisixa esongezelelekileyo: Icandelo lukaMaspala luyakuqhamgamshelana nqo noMbangi, lumazisa ukuba uBango lube yimphumelelo na kwaye ukuba kukho ezinye iimfuno okanye imigaqo ephathelene noBango.

Nqanaba lweSihlanu (Step 5)

Isibheno singenziwa kwisithuba seeNtsuku ezingamaShumi amaBini anaNye (yoMhla noSuku lweSaziso lwesigqibo) ukuba uMbangi akonelisekanga sisigqibo. Isibheno masibe sesibhaliweyo, siphawulelwe ingqalelo yaloMntu obethumele iNcwadi eyandula uBango. Umongo weSibheno mawucacise elubala onke amakhwiniba okungoneliseki nezizathu uMbangi akholelwa ukuba uMaspala wafikelela kwisiShwankathelo esingonelisiyo. UBango luyakuphengululwa, luphinde luphandisiswe kwaye isiGqibo sesiBheno siyakwaziswa kuMbangi.