HOUSING ALLOCATION POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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MUNICIPAL MANAGER

SPEAKER

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JOHN TAOLO GAETSEWE DISTRICT

MUNICIPALITY

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2025/2026

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1. ABBREVIATIONS AND DEFINITIONS

JTGDM	**John Taolo Gaetsewe District Municipality**
IDP	Integrated Development Plan
Policy	Housing Allocation Policy
Board	The Provincial Board for Housing
HU	Housing Unit
CPIX	Consumer Price Index excluding interest rates on mortgage bonds
SDF	Spatial Development Framework
COGHSTA	Co-operative Governance Human Settlement and Traditional Affairs
NDOH	National Department of Human Settlement
Allocation	To assign a specific right to a housing applicant to access Government subsidized housing or a serviced site
Existing informal settlement	Unplanned settlement occupied in an informal manner with or without the permission of the land owner on a date before the adoption of this Policy or where the court did not grant a court interdict for eviction of all illegal occupants from the land in question and to which basic services have or not have been rendered

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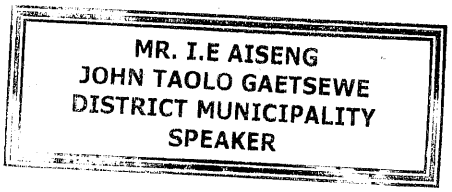
Housing database	A computerized storage of information about the profile of the residents of John Taolo Gaetsewe and the residential sites belonging to JTG
Housing development	The establishment and maintenance of habitable stable and sustainable public and private residential environments that ensure viable households and communities in areas allowing convenient access to economic opportunities, health, educational and social amenities in which all citizens of South Africa will on a progressive basis, have access to permanent residential structures with secure tenure, portable water, adequate sanitation facilities and domestic energy supply and which will ensure internal and external privacy and provide adequate protection against the elements
Infill planning	Upgrading or developing new developments on open spaces within built up areas to improve or to better utilize existing services and infrastructure
In-situ upgrading	The progressive upgrading of land informally occupied by humans through intervention by the authorities to create a habitable environment
Land	Land includes a portion of land
Proliferation	A rapid and often excessive spread or increase
MEC	Member of the Executive Council of the Northern Cape Province responsible for housing
Sustainable human settlement	A place designed for a wide variety of developmental needs and activities of humans, which utilizes local resources efficiently, creates opportunities for people to achieve their full potential and which is convenient, offers choice and quality and promotes equality of access



2. PURPOSE

The objective of this policy is to facilitate a fair, equitable, transparent, inclusive selection and housing subsidy application approval processes for all housing development projects undertaken through the Integrated Residential Development Programme (IRDP) and the Upgrading of Informal Settlement Projects (UISP).

3. LEGAL FRAMEWORK

The following Legislation and Policies provide the appropriate Legislative Framework within which John Taolo Gaetsewe Housing Policy is drafted:

- Constitution of the Republic of South Africa, 1996 (Act no. 108 of 1996)
- Interim Protection of Land Rights Act, 1997 (Act no 62 of 1997)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Local Government Municipal Finance Management Framework Act 2003 (Act No. 56 of 2003)
- Housing Act 1997 (No 107 of 1997)
- Housing Code, 2007
- Development Facilitation Act, 1991 (Act No. 67 of 1995)

4. GENERAL PRINCIPLES

Council endeavors to prevent confusion, bias and favouritism in the allocation of houses. There is also the unfortunate possibility of queue-jumping which Council seeks to prevent.

Council is also concerned that people should understand the procedure for applying for municipal rental accommodation, houses from new developments and government subsidy houses. It is Council's posture that allocation procedures for new houses, rental and subsidy houses should be transparent and accessible to all the residents of the John Taolo Gaetsewe District Municipality.

Council has adopted an Integrated Human Settlement Sector Plan which forms part of the JOHN TAOLO GAETSEWE INTEGRATED DEVELOPMENT PLAN as an attempt to expedite housing delivery to its citizens.

Furthermore, JTGDM is faced with a unique challenge: It has inherited a vast amount of rural land with almost no substantial economic base, which belongs to Land Affairs and is being administered by tribal authorities. Whenever land is needed for housing programmes, a tribal resolution for the allocation of sites must be obtained as the Traditional Leadership and Governance Framework Act of 2003 make provision for traditional councils or traditional leaders to play a role in land administration. In the JTGDM experience, this legal requirement poses a serious challenge for housing delivery. Adding to the dilemma is that these tribal zones have not yet been formalised.

The following guiding principles will apply in housing allocation:

- Government's National housing Programme targets those households who are not able to independently resolve their own housing needs
- The National Housing Needs Register will be the only official database from which prospective beneficiaries will be drawn and invited to complete housing subsidy application forms for approval or disapproval.
- Persons who recorded their housing needs on the NHNR do not automatically qualify for housing subsidies or the allocation or purchase of service stands. Persons identified through the processes suggested in these policy will be required to complete housing subsidy applications form which must be submitted for consideration. Approval will occur after the applicant went through searches to verify their eligibility.

- **Equity**: All persons applying will have an equal opportunity for housing assistance, and never be under the belief that special deals have been struck or that undue influence was exercised.

- **Transparency**: Any person will be able to scrutinize the procedures utilised to allocate housing assistance, for evidence of irregular, unfair or corrupt practices.

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- **Functionality**: Policy must be practical and not unduly costly. Practical judgement should be employed in implementing this policy in a way that preserves its intent but may save money or achieve greater progress.

- **Social cohesion**: The spirit of this policy is to minimise social conflict and optimise development progress. In instances where its enforcement results in conflict or friction justified deviation may be exercised to this end.

- **Access**: Allocation policy should not be used to delay projects. It should not result in further administrative hurdles. It must be applied to enhance easier access to housing opportunities.

- **Integration**: Allocation policy is to be employed in a way that promotes integration of the district.

5. APPLICATION OF THE POLICY

This policy applies to all projects undertaken in terms of the Integrated Residential Development Programme (IRDP) and Upgrading of Informal Settlements Programme (UISP).

The policy **does not apply** on the following;

- **Individual housing Subsidies – Credit and Non -Credit Linked and the Financed Linked Individual Subsidy Programme (FLISP)**
  Applications for Individual Housing Subsidies are still being administered on the principle of 'First Came First served". Credit linked subsidies are initiated at the credit application stage. Therefore, these allocation guidelines do not apply to the administration of the Finance Linked Individual Subsidy Programme.

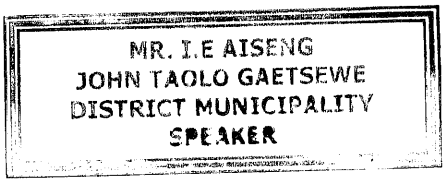
- **Consolidation Housing Subsidy Programme**
  Consolidation Subsidies are allocated to existing registered owners of state financed residential serviced stands and no allocation process thereof is required.

- **Social Housing Programme, the Community Residential Units Programme and Institutional Housing Subsidies**

  The Allocation guidelines, furthermore, do not apply to national housing programmes that provide rental housing. These rental housing projects are undertaken and administered by housing institutions, which are also responsible for the Allocation of the housing units. However, the MEC may prescribe to a housing institution on matters relating to the allocation of housing units, including the targeting of tenants.

- **Peoples Housing Process (PHP) Projects**

  The Allocation guidelines will not apply in cases where projects entail housing provision through the People's Housing Process programme. PHP projects are initiated by the beneficiaries who appoint support organisations to assist them with the Implementation of the projects. The beneficiaries are thus known up - front and need not be identified from any housing needs registers. However, it may occur that a project is initiated by a municipality and in such cases the municipality may elect to invite prospective beneficiaries to tender their willingness to participate from existing needs' registers. Allocation of housing subsidies will however be based on the" first came-first served" principle.



6. INSTITUTIONAL ARRANGEMENTS

The institutional architecture for the selection of prospective beneficiaries, the invitation to apply for subsidies and allocation process comprise the following role players:

- **The Allocation Committee;**
- **The Department of Cooperative Governance, Human Settlement and Traditional Affairs**
- **The Municipality;**
- **The National Department of Human Settlements;**
- **The Project Manager; and**
- **External Auditors, where applicable.**

6.1 The Allocation Committee

The Allocation Committees that will administer all selection and allocation processes will be for the respective municipalities and be based at each local municipality

6.1.1 Membership

The Allocation Committee comprise of the following public sector officials:

- Two members from the District Municipality; one member from the Office of the Municipal Manager and the Human Settlement Manager.
- Two members from the Local Municipality; one member from the Office of the Municipal Manager and the Human Settlement Manager.;
- Two members representing the Regional Department of Cooperative Governance, Human Settlement and Traditional Affairs; (Deputy director responsible for Human Settlements and the Assistant Director responsible for the administration of Housing Subsidy Systems (HSS) will represent the COGHSTA; and
- The official representing COGHSTA must be a Super-User; and **should not include any political office bearer(s).**

The Parties to the Allocation Committee should be required to officially nominate four officials to serve as permanent Members of the Committee. It is advised that the permanent members must be officials from the District Municipality and Regional Offices of COGHSTA.

6.1.2 Chairpersons

The Allocation Committee should be chaired by one of the members elected from the office of the Municipal Manager of the District Municipality.

The position of Deputy Chairperson should be filled by one of the elected members representing the Regional Department of Cooperative Governance, Human Settlement and Traditional Affairs (COGHSTA).

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6.1.3 Quorum arrangements

The Allocation Committee's quorum should always comprise all six (6) members of the Committee. No selections or allocations should be undertaken in the absence of a quorum.

6.1.4 Meeting arrangements

The Allocation Committee meetings will be directed by the project process and progress and the frequency of the meetings of the Committee will be managed by the Chairperson as required by the development progress and completion of houses/residential opportunities.

6.1.5 The Secretariat

The Secretariate function should be fulfilled by Regional Office of COGHSTA. All proceedings and decisions of the committee will be recorded and preserved for auditing purposes.

6.2 The Role of the Regional Department of Cooperative Governance, Human Settlement and Traditional Affairs;

The Regional Department of Cooperative Governance, Human Settlement and Traditional Affairs will be responsible for the following:

- Participation in the Allocation Committee;
- Verification of the final beneficiary subsidy applications submitted for approval;
- Submission of applications for consideration and obtaining the required subsidy application approval from the provincial decision-making authority; and
- Informing the Allocation Committee of the approval of the subsidy applications.

6.3 The Role of the Office of the Municipal Manager

The Office of the Municipal Manager will be responsible for the following:

- Participation in the Allocation Committee;
- Drawing targeted selection of prospective beneficiaries for the housing opportunities that will become available under the project for consideration by the Allocation Committee;
- **Inform the Project Manager of the names selected;**
- Receive the completed application form of the selected beneficiaries from the Project Manager and record the applications received;

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- Verify the applications against the selection made;
- Evaluate the applications for compliance with the qualification criteria;
- Submit the applications found to be in order to COGHSTA for verification, consideration and subsidy approval;
- Receive the approved applications and reconcile such with the National Demand Data Base; and
- Inform the Project Manager of the approval of the subsidy applications.

6.4 The Role of the National Department of Human Settlements

The National Department of Human Settlements will be responsible for the following:

- Verification of selected names of persons from the housing needs database drawn by the Office of the Municipal Manager against the National Housing Needs Register/Demand Database; and
- Inform the Allocation Committee of the verification results to enable the committee to forward the list of names so verified to the Project Manager.

6.5 The Role of the Project Manager

The role of the project manager will be the following:

- Alerting the Allocation Committee of the need for the allocation and approval of subsidy beneficiaries in good time;
- Receive the list of selected prospective beneficiaries from the secretariat of the Allocation Committee;
- Publish the list of selected prospective beneficiaries and invite the prospective beneficiaries to approach its office with the required documentation to be completed, namely the housing subsidy application forms;
- Ensure that all application forms are correctly completed and supported by the required documentation providing income, marriage status, financial dependants proof, identification, etc.;
- Conclude conditional agreements of sales with the prospective beneficiaries (with a suspensive clause relating to the possible projection of subsidy application).
- Submit the completed applications with all the required documentation to the secretariat of the Allocation Committee.

- Receive request for additional information or proof required and entertain such request, where applicable;
- Receive confirmation of the subsidy approvals, and
- Proceed with the confirmation of the subsidy approval of the beneficiaries and proceed with the transfer of the properties to the approved beneficiaries.

In addition to the above functions, the Project Manager must facilitate the establishment of a Community Project Liaison Committee in collaboration with, and in terms of the guidelines and Terms of Reference compiled by the Municipal Manager of the Municipality.

6.6 Internal Auditors

COGHSTA may decide to appoint internal auditors in the Department. The role of this internal auditor will be:

- To verify the beneficiary selection process and the housing subsidy applications received from the Project Manager before submission thereof to the decision-making authority.

7. SELECTION CRITERIA

7.1 Source for selection of prospective beneficiaries

The National Housing Needs Register/Demand Database

The primary source for the selections of names of persons to be approached to apply for housing subsidies for the housing opportunities created under a project will be the National Housing Needs Register.

Provincial housing needs register/waiting list, where such exist, must immediately be integrated with municipal needs register/waiting lists are uploaded to the National Housing Needs Register. There will be only one Register that will be consulted for the allocation of housing opportunities.

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7.2 Source for verification of selected names of persons to be approached

All names of persons selected will be verified by the Department of Cooperative Governance, Human Settlement and Traditional Affairs against the National Housing Needs Register.

7.3 The Primary level criterion for Selection

The entire selection criteria, at all levels, must strictly prioritise applicants or beneficiaries that are 40 YEARS AND OLDER, with the aged receiving first preference, irrespective of the date of application.

The criteria for the selection of the names of persons, who will be approached to complete housing subsidy application forms where new houses will become available, will primarily be directed by the following levels of prioritisation:

7.4 Second Level criterion for selection

The second level priority criterion that will apply to the selection of qualifying applications pertains to vulnerability.

- The most vulnerable group are families with children and especially women headed households with children.

7.5 The Third Level of criteria for selection

The third level criterion constitutes the indigent beneficiaries. The indigent beneficiaries are defined as follows:

- Disabled persons or beneficiaries with disabled family members residing with them;
- The aged, in respect of both female and male beneficiary refers to a person of 60 years or older,
- The MEC or the Municipal Manager in consultation with the Executive Mayor will have discretion to prescribe and approve the specific selection priority criteria that will apply to each project and especially the weighting system applicable to each criterion. This should typically be included in the project approval application.

8. ALLOCATION OF HOUSING OPPORTUNITIES WITHIN SPECIFIC HOUSING DEVELOPMENT PROJECTS.

8.1 New "Greenfield" housing developments in terms of the IRDP

8.1.1 Qualifying beneficiaries

Where housing opportunities will be allocated to qualifying beneficiaries, the processes and criteria stipulated in paragraph 7 should apply

8.1.2 Persons who do not qualify for housing subsidies

The IRDP projects will deliver a range of housing opportunities and will also provide access to housing opportunities to persons who do not satisfy the Housing Subsidy Scheme qualification criteria. The following may be applicable regarding residential serviced stands:

- **Households whose income exceed R3 500,00 per month but is less than R7 000,00 per month:**
  Such persons should be awarded the opportunity to purchase a vacant serviced stand at input cost and apply for a Financed Linked Individual Housing Subsidy available under the Financed Linked Individual Subsidy Programme (FLISP). Where such persons are unable to access mortgage finance, they may opt to apply for the allocation of a serviced stand free of charge and forfeit any further Government housing assistance.

  The beneficiaries in this income category will most probably not be registered on any data base or waiting lists. To solicit applications for these properties, the municipal manager will have to invite applications through public advertisements and consider the applications on a first came first served basis and may apply the priority criteria where such a need exists and is regarded feasible.

  These persons may also apply for rental accommodation;
- **Households whose income exceed R7 000,00 per month:**
  Such persons should be awarded the opportunity to purchase a vacant serviced stand at the current market value of the properties. This implies that COGHSTA Municipality have to determine the market value of serviced stands. These persons

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may also apply for rental accommodation managed by Social Housing Institutions where stock for non-qualifying beneficiaries is available;

- **Persons who have benefited from State financed housing schemes in the past, but who are not the owners of residential properties at the date of selection of the names.**

  These persons should be awarded an opportunity to buy vacant serviced stands at input cost. No further housing assistance will be provided.

- **Single persons with no financial dependants:**

  These applicants should also be awarded the opportunity to apply to purchase vacant serviced stands. Where such an applicant satisfies the Housing Subsidy income criterion, the site may be made available at input cost depending on the applicant's compliance with the remainder of the qualification criteria. Such a person will not qualify for a housing subsidy until such time as he/she satisfies the criteria pertaining to being married or having financial dependants.

  Such a person may also apply for rental accommodation.

All of the above cases should be administered using the "first come first served" principle.

In regard to other land use stands, the following should apply:

8.1.3 Business and commercial stands

These stands should be sold through a public tender process/ development proposal initiative and the minimum prices should be based on the prevailing market price for such stands. In most cases the selling prices will be based on the best offer received.

8.1.4 Institutional stands

Stands developed for specific institutional use must be transferred to the relevant institutions at input cost through a negotiated settlement.

8.1.5 Stands earmarked for "not for profit" organisations

Stands earmarked for "not for profit" organisations such as churches, should be sold through public tender process and at input cost.

8.2 Vacant serviced stands created through the UISP

The National Housing Programme: Upgrading of Informal Settlements (UISP), are undertaken for specific persons living in identified informal settlements. Development initiatives through this programme entails the redevelopment of existing areas and/or the relocation of a section or the whole community where required.

Only serviced stands are provided through the UISP for the inhabitants of such informal settlements. All the housing needs of the inhabitants are recorded at project initiation stages and the project is designed for the specific needs of the individuals in these areas. As soon as the housing needs survey has been completed, the municipality must ensure that all the particulars of all the persons identified during the survey are recorded on the National Housing Needs Register/Demand Data Base. This is very important as all persons will be approached to complete applications forms for serviced stands as soon as the stands are ready for allocation and housing subsidy application forms, as soon as phase 2- the house construction phase commences.

Where UISP projects will also cater for additional properties for persons who have registere their needs on the National Housing Needs Register/Demand Data Base, the same allocation process applicable to the IRDP projects must be followed.

9. PROCESS AND PROCEDURES

9.1 The process of selection of names of prospective housing subsidy beneficiaries

The process of selecting names for adjudication and verification by the Allocation Committee will be as follows:

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- **The Project Manager will inform the Secretariat of the Allocation Committee that houses will be ready for allocation at a given date in the future** and that an approved list of selected prospective beneficiaries for publication is required;

- **The Secretariat of the Allocation Committee will**, in terms of the priority selection criteria approved by the MEC or the Municipal Manager in consultation with the Executive Mayor, **request the manager of the National Housing Needs Register to draw a list of prospective beneficiaries** from the National Housing Needs Register for submission to the Allocation Committee;

- **The manager of the National Housing Needs Register/ will apply the criteria indicated in the request of the Secretariat of the Allocation Committee** and in line with the criteria stipulated in this Policy, draw the targeted names from the National Housing Needs Register to the Allocation Committee;

- **The selected names will then be verified against the National Housing Needs Register;**

- **The National Human Settlements Department will inform the Secretariat of the Allocation Committee of the results of the verification process**;

- **The Allocation Committee will then convene to evaluate the selection of prospective subsidy applicants against the set Qualification Criteria** and the findings of the verification process; and

- **The Secretariat of the Allocation Committee will inform the Project Manager of the approved list of prospective beneficiaries requesting the Project Manager to gather the required subsidy application forms for submission to the Allocation Committee for verification.**

9.2 Process of subsidy application adjudication and verification

This part of the process will include the following steps:

9.2.1 The Project Manager

- The Project Manager will publish the list of prospective beneficiaries in the local newspaper and will also display the list at the offices of the Municipality, in the project Location, the local post office and any public office with the approval of the relevant authority.
- The Project Manager will also extend written invitations to prospective beneficiaries on the approved list to apply for housing subsidies and provide the required application forms and detailed information;
- The Project Manager will ensure that all the applications are correctly completed and supported by the required documentation of proof;
- The Project Manager will also enter into a conditional agreement of sale with each beneficiary in respect of the relevant property selected;
- The Project Manager will then refer the completed application forms with all the required documentation to the Secretariat of the Allocation Committee for evaluation.

It is of paramount importance that the Project Manager facilitates the establishment of the Community Project Steering Committee. This Steering Committee must serve as the community interface mechanism and will facilitate communication with the community on all matters pertaining to the project, including the selection of prospective beneficiaries and the subsidy application process and approvals. The Project Manager will be guided by the Office of the Municipal Manager of the Municipality in the establishment process and will implement the Terms of Reference compiled by the Municipal Manager for this purpose.

The Municipal Manager will have discretion to appoint a suitably qualified staff member of the municipality to undertake the tasks assigned to the Project Manager where feasible and practicable.

9.2.2 The Allocation Committee

The allocation committee will proceed as follows:

- The completed application forms will be evaluated against the standard subsidy qualification criteria and Allocation Committee will verify the applications against the list presented to the Project Manager;

Where external auditors are appointed by the National Department

In certain cases, the National Department of Human Settlements may decide to assist the allocation process by the appointment of the external auditors to audit all allocation processes. In such case, the Allocation Committee will, after its verification process, submit the list to the external auditor.

- The external auditor will verify the applications received against the set criteria as stipulated, the standard qualification criteria and the correctness of the applications;
- Should the application be in order, the external auditor will return the applications to the Allocation Committee for submission to the Decision-making Authority for final approval.

9.2.3 The Provincial Human Settlements Department

- Department of Cooperative Governance, Human Settlement and Traditional Affairs will upload the applications on the Housing Subsidy System, If the municipality ***has not*** been delegated the human settlements functions as per the Municipal Accreditation Programme and Framework, for verification against the various databases to ensure that the applicants satisfy the qualification criteria. **A municipality that has either been accredited for level 1 or /and 2 will oversee this function;**

- All the applications **rejected will be referred back to the Allocation Committee** for further attention;

- Applications that are found to comply with all the prescripts will then be submitted to the decision-making authority for consideration and approval; and

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- Once an application is approved, Department of Cooperative Governance, Human Settlement and Traditional Affairs will refer the approval to the allocation Committee.

9.2.4 The Allocation Committee

The Secretariat of the Allocation Committee will record the subsidy application approval and will notify the Project Manager of the approval; and

The Secretariat of the Allocation Committee will request the manager of the National Housing Needs Register to record the approved applications on the Register to ensure that the National Housing Needs Register is adjusted to reflect the approved subsidy applications.

9.2.5 The Project Manager

The Project Manager will inform the beneficiaries of the outcome of the applications and proceed with the arrangements to transfer the properties into the names of the approved beneficiaries.

9.3 Allocation process of properties not earmarked for subsidy beneficiaries in both the IRDP and UISP projects

The MEC may decide to follow a similar process in respect of the allocation of properties earmarked for beneficiaries that do not satisfy the Housing Subsidy qualification criteria with the changes required by the context.

However, the MEC may also decide that the allocation of such properties may proceed on the basis of the principle of first come first served. Each application as it is received is numbered and this number determines the priority of the application.

Business stands and stands for not for profit organisations sites must be allocated through a tender evaluation process as applicable to the normal procurement compliant processes.

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10. POLICY REVIEW

This policy shall be reviewed and amended as and when required by the guidelines of Housing Allocation from COGHSTA.