GAMAGARA LOCAL MUNICIPALITY
Cnr Hendrik van Eck & Frikkie Meyer Street, Kathu, 8446
Tel: 053 723 6000 | **Website:** https://www.gamagara.gov.za

PUBLIC NOTICE
INTRODUCTION OF NEW PROOF OF RESIDENCE TEMPLATE AND APPROVED STANDARD OPERATING PROCEDURE (SOP)

Gamagara Local Municipality hereby informs all residents, businesses, institutions and stakeholders that Council has approved a revised Standard Operating Procedure (SOP) and a new official template for the issuing of Proof of Residence. The new Proof of Residence template will be issued in the form of a controlled booklet/requisition book and will be used uniformly at all municipal offices and service points across the Municipality. This new system is effective immediately, and the previous template has been formally phased out.

PURPOSE OF THE NEW SOP

The approved SOP has been introduced to ensure: Uniform, lawful and controlled issuing of Proof of Residence; Compulsory registration on the IEC Gamagara Voters' Roll prior to issuing; Strengthened residency verification measures; Optional Ward Councillor confirmation where appropriate; Improved fraud prevention and internal control mechanisms; POPIA-compliant handling and protection of personal information.

IMPORTANT REQUIREMENTS FOR APPLICANTS

1. IEC Voters' Roll Registration is Compulsory
   Applicants must be registered on the IEC Gamagara Voters' Roll. Those not registered will be assisted to register before their application can proceed.

2. Supporting Documents
   Applicants may be required to submit supporting documentation to verify their residential address.

3. Ward Councillor Confirmation (Optional)
   Ward Councillor confirmation may be requested in certain circumstances where additional verification is required, such as informal or rural areas. This confirmation supports verification but does not replace IEC registration.

4. Applicant Declaration and Consent
   Applicants must sign a declaration confirming that the information provided is true and correct, and consent to verification of their details and secure handling of their personal information in line with POPIA. Providing false information constitutes fraud and may result in legal action.

IMPLEMENTATION

The new template must be used immediately at all municipal offices. Outdated forms will no longer be accepted.

Residents and stakeholders are encouraged to familiarise themselves with the updated process before applying.

ENQUIRIES

For further information, please contact:
Administration Division
Gamagara Local Municipality
Tel: 053 723 6000
Email: info@gamagara.gov.za

ISSUED BY:

Lebogang Seetile
Municipal Manager
Gamagara Local Municipality
Notice number: 2026/41