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No. 14 of 1960.

BRITISH GUIANA.

REGULATIONS

MADE UNDER

THE LOCAL GOVERNMENT (VALUATION OF PROPERTY)
ORDINANCE, 1959, (No. 5 of 1959).

UNDER SECTION 39 OF THE LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959, THE FOLLOWING REGULATIONS HAVE BEEN MADE BY THE GOVERNOR IN COUNCIL:—

1. These regulations may be cited as the Local Government Short title. (Valuation of Property) Regulations, 1960.
2. In these Regulations unless the context otherwise requires — Interpretation.
“schedule” means a schedule to these Regulations;
“section” mean a section of the Local Government (Valuation of Property) Ordinance, 1959.
3. A notice served by the valuation officer under section 8 shall be in the appropriate form set out as Form No. 1, Form No. 2 and Form No. 3 in the first schedule. Service of notice.
Form No. 1
Form No. 2
Form No. 3
First schedule.
4. (1) Where under the provisions of subsection (6) of section 8 the Valuation Officer requires a plan to accompany the particulars to be given in pursuance of a notice under regulation 3, the plan shall be prepared in the manner indicated by the valuation officer. Preparation of plan.
(2) The valuation officer may, upon the request of any person who is required to prepare a plan under this regulation, prepare or cause to be prepared such plan for the sum of two dollars, and that sum shall be paid into and become part of the general revenue of the Government of British Guiana.
5. Where there is any defect in any return or plan, the person making the return or plan shall remedy the defect within seven days after the service upon him of a written notice from the valuation officer requiring him to do so. Defect in return or plan.
6. The valuation officer upon receipt of a return and plan, where required, and after an inspection of the property, where necessary, shall complete an assessment sheet in the appropriate form set out as Form No. 4 and Form No. 5 in the first schedule. Determination of the assessed value of property.
Form No. 4
Form No. 5
First schedule.
7. (1) The category of use to be completed in the assessment sheet in respect of any industrial building, shall be the appropriate category of use as prescribed in the second schedule. Categories of use in respect of industrial buildings.
Second schedule,

(2) Where the category of use of any industrial building is not specifically referred to in the categories of use set out in the second schedule, the valuation officer shall settle the appropriate category of use to be applied in completing the assessment sheet in respect of that building.

Separate draft list for each ward in a local government area. Form No. 6 First schedule.

8. The valuation officer shall in respect of each ward in a local government area, prepare a draft list in pursuance of sub-section (1) of section 10 in the form set out as Form No. 6 in the first schedule, which shall list in numerical order the particulars of every property in that ward including the assessment calculated on the assessment sheet for that property.

Fee to be charged for copies of assessment sheets.

9. On the publication of notice that a draft list has been completed and also where in connection with a proposal the valuation officer has completed an assessment sheet in respect of a property, the owner of that property on proof of his identity shall be entitled on payment of the sum of fifty cents to receive from the valuation officer a certified copy of the assessment sheet relating thereto.

Proposal for alteration to list. Form No. 7 First schedule.

10. Every proposal for any alteration to a list shall be made in the form set out as Form No. 7 in the first schedule.

Objections to draft list or a proposal for alteration to a list. Form No. 8 First schedule.

11. Every objection to a draft list or a proposal for alteration to a list shall be in the form set out as Form No. 8 in the first schedule.

Alterations to draft list.

12. Notification of any alteration to a draft list under subsections (2) and (4) of section 12 or notification to be given by the valuation officer after the completion of the revision under subsection (3) of section 12 shall be given in the form set out as Form No. 9 in the first schedule.

Form No. 9 First schedule.

FIRST SCHEDULE

Form No. 1

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959 Section 8 LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960

Regulation 3

To
of
Description
of property
Office Ref.

TAKE NOTICE

That pursuant to the powers contained in the above enactments I hereby require you to answer the questions set out on the back of this form, sign the form and return it to me at the address set out below within twenty-one days after the date of the service of this notice on you.

Date

Valuation Officer.

Address

NOTE

Section 8 of the Local Government (Valuation of Property) Ordinance, 1959, provides inter alia that —

- (i) Any person who fails without reasonable excuse to submit the return within twenty-one days after the date of the service of the notice shall be guilty of an offence against this Ordinance and on summary conviction shall be liable to a fine not exceeding ONE HUNDRED DOLLARS and to a further penalty of TEN DOLLARS FOR EACH DAY during which the default continues after such conviction.
- (ii) Any person who knowingly makes or causes to be made a return which is false in any material particular shall on summary conviction be liable to a fine not exceeding FIVE HUNDRED DOLLARS or to imprisonment for a term not exceeding SIX MONTHS.

THIS FORM SHOULD BE COMPLETED IN INK OR BE TYPEWRITTEN

- 1. (a) Are you the owner?
- (b) If you are a joint owner give the names and addresses of the other joint owners.
- 2. If the answer to 1(a) is NO, state —
 - (a) the name and address of the owner;
 - (b) the name and address of the person to whom you pay rent if not the owner under 2(a).

NOTE: If there is insufficient room to complete 1(b) on the form, please attach a separate list.

Date..... Signature.....

Form No. 2.

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959 Section 8
LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960 Regulation 3.
 NOTICE TO MAKE A RETURN.
BUILDING

To.....
of.....
Description
of building.....

Office Ref.....

TAKE NOTICE

That pursuant to the provisions of the above enactments I hereby require you to answer the questions set out on the back of this form, sign it and return it to me (together with a plan submitted in accordance with the instructions) at the address set out below within twenty-one days after the date of service of this notice on you.

Date..... Valuation Officer.....

Address

NOTE

Section 8 of the Local Government (Valuation of Property) Ordinance, 1959, provides inter alia that —

- (i) Any person who fails without reasonable excuse to submit the return within twenty-one days after the date of the service of the notice shall be guilty of an offence against this Ordinance and on summary conviction shall be liable to a

fine not exceeding ONE HUNDRED DOLLARS and to a further penalty of TEN DOLLARS FOR EACH DAY during which the default continues after such conviction.

- (ii) Any person who knowingly makes or causes to be made a return which is false in any material particular shall on summary conviction be liable to a fine not exceeding FIVE HUNDRED DOLLARS or to imprisonment for a term not exceeding SIX MONTHS.

BEFORE COMPLETING THIS FORM PLEASE READ THE INSTRUCTIONS.

PARTICULARS OF BUILDING.

1. Number of storeys (including ground floor)	
2. Area in square feet of each storey	Ground floor First storey Second storey Third storey
3. Construction of building.	
4. Use or purpose for which building is employed	
5. Where use or purpose under 4 is industrial state number of full-time employees.	
6. Age of building	
7. Estimated value of building	
8. Amount for which building is insured	

Date.....

.....
Signature.

INSTRUCTIONS

1. This form should be completed in ink or be type-written.
2. In the case of Question 3, where the building is of several types of construction, mention the various types.
(e.g. first storey, concrete block; second storey, timber).
3. In the case of Question 4, where the building is used for several purposes, state all those purposes and indicate the area in square feet used for the different purposes.
(e.g. ground floor—Retail Shop 400 square feet;
 Office 200 square feet;
 first floor — Residential 600 square feet;).
4. In the case of Question 6, where building is over 30 years, state 'over 30 years' Where it is under 30 years, state age or date of construction. Where a building has been reconstructed or added to, state the date of the reconstruction or the addition.

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959.

Section 8

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960.

Regulation 3

NOTICE TO MAKE A RETURN.

LAND

To.....
of.....
Description of land.....

Office Ref.....

TAKE NOTICE

That pursuant to the provisions of the above enactments I hereby require you to answer the questions set out in the form, sign it and return it to me at the address set out below within twenty-one days after the date of service of this notice on you.

Date.....

Valuation Officer.

Address.....

NOTE

Section 8 of the Local Government (Valuation of Property) Ordinance, 1959, provides inter alia that —

- (i) Any person who fails without reasonable excuse to submit the return within twenty-one days after the date of the service of the notice shall be guilty of an offence against this Ordinance and on summary conviction shall be liable to a fine not exceeding ONE HUNDRED DOLLARS and to a further penalty of TEN DOLLARS FOR EACH DAY during which the default continues after such conviction.
(ii) Any person who knowingly makes or causes to be made a return which is false in any material particular shall on summary conviction be liable to a fine not exceeding FIVE HUNDRED DOLLARS or to imprisonment for a term not exceeding SIX MONTHS.

PARTICULARS OF LAND

THIS FORM SHOULD BE COMPLETED IN INK OR BE TYPEWRITTEN

- 1. Area of land in square feet or acres.
2. Purpose for which used.
3. If the answer to 2 is agricultural —
(a) is irrigation water necessary for cultivation available?
(b) is the land reasonably drained?
(c) what types of agriculture can the land be used for?
4. Has the land a frontage to any road or street?
5. If the answer to 4 is 'NO'—
(a) what is the distance to the nearest road or street?
(b) is vehicular access available?
6. When was the land acquired and what was the purchase price?
If the price included buildings, state so.

Date.....

Signature.

Form No. 4

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960.

Regulation 6.

ASSESSMENT SHEET (BUILDINGS)

.....
(Address and/or description of building).

1 Area of building in square feet	2 Unit rate per square foot	3 Gross assessment	4 Allowance for age	5 Industrial property Category of use	6 Weighting for machinery	7 Assessment	8 Remarks, notes or additional information

Date.....

.....
Valuation Officer.

Form No. 5

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960

Regulation 6.

ASSESSMENT SHEET (LAND)

.....(Address and/or description of land).

1 Area of land in square feet/acres.	2 Purpose for which land is or may be used.	3 Assessed value per square foot/acre.	4 Assessment.	5 Remarks, notes or additional information.

Date.....

.....
Valuation Officer.

Form No. 6

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959

Section 10(1)

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960

Regulation 8

DRAFT LIST

Council
(Name of local authority).

(Ward)

1 Assessment number.	2 Name(s) of owner(s).	3 Address or other description of the property.	4 Assessed value of land.	5 Assessed value of building	6 Initials of officer making alteration.	7 Reference number.

Date.....

Valuation Officer.

Form No. 7.

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959.

Section 22

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960

Regulation 10

PROPOSAL FOR ALTERATION TO LIST

To.....

Re.....
(Address and description of property; assessment number).

.....
(Name and address of owner).

I/We hereby notify you that I/we make the following proposal in respect of the assessment of the above property:—

Proposal

- (i) Present assessment
- (ii) Proposed assessment
- (iii) Grounds for proposed amendment.....
.....
.....
.....

Date.....

(Signed).....

.....
(Address of person making proposal if other than owner).

Form No. 8.

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959.

Sections 11 & 23

LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960.

Regulation 11

FORM OF OBJECTION TO DRAFT LIST OR A PROPOSAL

To : The Valuation Officer

Re :

(Address and description of property; assessment number)

.....
(Name and address of owner)

I/We submit herewith my/our objection to the draft list/
proposal dated.....in respect of the
above property.

I/We submit that the assessment should be

.....
The grounds for the making of this objection are—

Date

.....
(Signature of objector)

.....
(Name and address of objector if other than the owner).

FOR OFFICIAL USE

Date of receipt

Date of acknowledgement

--	--

Date of Service of Notice on —

Local Authority

Owner of property where
he is not the objector

--	--

Date of Service of copy on the maker of the proposal.

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Form No. 9.

LOCAL GOVERNMENT (VALUATION OF PROPERTY) ORDINANCE, 1959.
Section 12.
LOCAL GOVERNMENT (VALUATION OF PROPERTY) REGULATIONS, 1960.
Regulation 12

NOTIFICATION OF ALTERATION TO DRAFT LIST.



To:.....

Re:.....

(Address and description of property; assessment number)

(Name and address of owner)

I hereby notify you that the assessment shown in the draft list in respect of the above property has been revised from \$. to \$. / has not been revised.

Your attention is directed to section 13 of the Ordinance under the provisions of which you may appeal against the revised assessment/my refusal to revise the assessment.

Date.....

Valuation Officer

Address

SECOND SCHEDULE

Regulation 7

Light Industrial

- Abattoir
- Bakery
- Blacksmith workshop
- Bottling works
- Brewery
- Cold storage and ice depot
- Electrical repair workshop
- Fish curing or packing depot
- Gold and precious stones workshop
- Milk pasteurization plant
- Motor vehicle repair workshop
- Oil and petrol storage depot
- Printeries
- Ship and boat repair workshop
- Wharf or stelling

and

SECOND SCHEDULE

Buildings used for the production and/or manufacture of any of the following —

Boots and shoes
 Biscuits
 Bricks and building blocks
 Cigars, cigarettes, tobacco, matches
 Clothing
 Confectionery and sweets
 Butter, margarine and edible oils and fats
 Furniture and joinery
 Paints, varnishes and stains
 Patent medicines and drugs
 Prepared foods for human or animal consumption
 Newspapers and books
 Soap.

Heavy Industrial

Foundry
 Heavy engineering workshop
 Metal ore treatment and/or handling plant
 Power station (where power is produced for sale)
 Quarry and stone crushing plant
 Rice mill
 Saw mill
 Shipbuilding yard
 Sugar factory
 Waterworks.

Made in Council this 24th day of May, 1960.

IVAN H. SEELIG,
 Clerk to the Executive Council, (Acting).

(M.P. LG 50/11 (3)).

Code the hours of opening of the Juvenile Lending Department shall be 9 a.m. to on Saturdays.

NEW AMSTERDAM BRANCH

Department	Mondays to Fridays	Saturdays
Adult Lending Department ..	9 a.m. — 12 noon 3 p.m. — 6 p.m.	9 a.m. — 12 noon
Juvenile Lending Department	3 p.m. — 6 p.m.	9 a.m. — 12 noon

MACKENZIE BRANCH

Juvenile Lending Department	9 a.m. — 12 noon 4.30 p.m. — 6.30 p.m.	9 a.m. — 12 noon
Adult Lending Department ..	3 p.m. — 6 p.m.	9 a.m. — 12 noon

Made by the Committee of the Public Free Library this 28th day of October, 1959.

E. F. McDAVID,
Chairman.

Approved by the Governor in Council this 24th day of May, 1960.

IVAN H. SEELIG,
Clerk to the Executive Council (Acting).

(M.P. 1/33/26).

* Chapter 160.

** No. 23 of 1956.