

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:-

Short title.

1. These regulations may be cited as the Local Government
(Valuation of Property) Regulations, 1960. (No. 14) 1960

Interpretation.

2. In these Regulations unless the context otherwise requires -
"schedule" means a schedule to these Regulations;
"section" means a section of the Local Government
(Valuation of Property) Ordinance, 1959.

Service of
notice.

Form No. 1

Form No. 2

Form No. 3

First schedule.

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.

Preparation
of plan.

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.

(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.

Defect in
return or
plan.

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.

Determination of the assessed value of property.

Form No. 4
Form No. 5
First schedule.

Categories of use in respect of industrial buildings.
Second schedule.

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

Fee to be charged for copies of assessment sheets.

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

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

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.

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.

(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.

8. The valuation officer shall in respect of each ward in a local government area, prepare a draft list in pursuance of subsection (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.

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.

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.

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.

3.

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

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

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.
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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.

-2-

PARTICULARS OF LAND

THIS FORM SHOULD BE COMPLETED IN INK OR BE TYPEWRITTEN

<p>1. Area of land in square feet or acres.</p>	
<p>2. Purpose for which used.</p>	
<p>3. If the answer to 2 is agricultural -</p> <ul style="list-style-type: none">(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?	
<p>4. Has the land a frontage to any road or street?</p>	
<p>5. If the answer to 4 is 'NO' -</p> <ul style="list-style-type: none">(a) what is the distance to the nearest road or street?(b) is vehicular access available?	
<p>6. When was the land acquired and what was the purchase price?</p> <p>If the price included buildings, state so.</p>	

Date

.....
Signature

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 informa- tion.

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 informa- tion.

Date

.....
Valuation Officer

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 des- cription 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

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.

Trans. Seelig
Clerk to the Executive Council. *(Seelig)*

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

EXPLANATORY NOTE

(This is not part of the Regulations, but is intended to indicate their general purport).

These Regulations prescribe the forms to be used under the provisions of the Local Government (Valuation of Property) Ordinance, 1959, and the fees to be charged by the valuation officer.