



DEPARTMENT: TOWN PLANNING & BUILDING CONTROL

Directorate: Technical & Planning Services
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APPLICATION IN TERMS OF SECTION 4(2) OF ACT 103 OF 1977 FOR BUILDING PLAN APPROVAL

I/We, the applicant(s) whose signature(s) appear below, submit herewith for your consideration plans showing the building operations I/we intend to undertake on the site mentioned below. I/We undertake to carry out the works exactly in accordance with the submitted plans and in full compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) and its regulations, and confirm that no construction will commence prior to receiving approval.

PLAN CATEGORY: STANDARD APPLICATION MINOR WORKS APPLICATION GOVERNMENT

SECTION A: REGISTERED OWNER

CORRESPONDENCE TO – OWNER ARCHITECTURAL PROFESSIONAL

FULL NAMES :..... SURNAME :.....
 ID NUMBER :..... COMPANY :.....
 CONTACT NO. :..... VAT NO :.....
 EMAIL :..... ADDRESS :.....
 POSTAL CODE :.....

PLEASE COMPLETE IN FULL (Please mark with an (X) in the appropriate block)

Is the original building older than 60 years?	Y	N	Do you have approval from Heritage Western Cape for structures older than 60 years?	Y	N
Is any council infrastructure affected?	Y	N	Are any trees affected?	Y	N
Are all affected servitudes, services, street furniture etc indicated on the plans?	Y	N	Is any underground municipal electrical connection affected or any overhead wire within a radius of 3m from the proposed work?	Y	N
Are the plans compliant with relevant Architectural design manual/guidelines and Homeowner's Association (HOA)/body corporates constitution?	Y	N	Do you have the necessary approval from the HOA or body corporate and is this approval submitted with the documentation?	Y	N

I am the registered owner of the property referred to below, or I have the registered owner's authority to act in this matter by way of a directors'/members'/trustees' resolution (certified copy attached). I have read and fully understand this entire application. I appoint the qualified person named below as my agent to submit the application and act on my behalf. I take full responsibility for everything my agent does in relation to this application. I agree that email is an acceptable and legally binding way for the municipality/authority to communicate with me.

I, the undersigned registered owner, hereby declare that I have personally inspected the title deeds and any other relevant documents concerning the property. I confirm that the proposed works are not in violation of any restrictive conditions, servitudes, or other applicable encumbrances registered against the title. Should any such violation come to light, I accept full and sole responsibility for remedying the contravention(s). I also verify that all existing structures and their current uses have been properly indicated on the plans submitted herewith.

I hereby commit to completing the building works in strict accordance with the approved plans and all associated endorsements and attachments. I am fully cognisant of the requirement to obtain a Certificate of Occupancy from the Municipality prior to any occupation or use of the premises.

I hereby nominate and appoint _____ as my lawful representative to act on my behalf in submitting this application in terms of Section 4(2) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), and to perform all necessary actions required by the Local Authority to ensure full compliance with the provisions of the said Act and any other applicable legislation. I certify that, to the best of my knowledge and belief, all information and answers provided in this application are true and correct.

Should any of the information provided above be found to be incorrect, the application will be rejected, and a new application will be required. Notwithstanding the above, if the Council determines that false information was knowingly supplied, the Council reserves the right to lodge a complaint with the relevant professional bodies and/or to initiate criminal proceedings for fraud.

REGISTERED OWNERS SIGNATURE:.....DATE:.....Y....Y....Y....Y....M....M....D....D....

SECTION B: ARCHITECTURAL PROFESSIONAL

NAMES & SURNAME:..... SACAP REG. NO:.....REG. VALID Y / N
 ADDRESS:.....
 POSTAL CODE:..... COMPANY:.....CONTACT NO.....
 EMAIL:.....
 SIGNATURE:.....DATE:.....Y...Y...Y...Y...M...M...D...D.....

SECTION C: PROPERTY DESCRIPTION AND LOCALITY

ERF/FARM NUMBER:..... STREET NAME AND NO.....
 SUBURB:.....DEVELOPMENT:.....
 TOWN/AREA:.....ZONING:.....
 OCCUPATION CLASS:..... NEW BUILDING (TYPE):.....
 ALTERATIONS/ADDITIONS (TYPE):.....
 TYPE OF MINOR WORK (SECTION 13):.....
 ESTIMATED COST OF WORK:R.....EXISTING AREA:.....m² NEW AREA:.....m²
 TOTAL AREA:..... m² NEW COVERAGE (E/GX100).....% CARPORT:.....m²
 SWIMMING POOL:.....m² WALL LENGTH:.....m WALL HEIGHT:..... m²

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WHERE APPLICABLE IN TERMS OF SANS 10400 OR PER COUNCIL DECISION

TOWN PLANNING APPROVALS / COMPLIANCE EG. DEPARTURE, CONSENT USE, SDP, REZONING ETC.	<input type="checkbox"/>	
A COPY OF DEMOLITION ORDER OR APPLICATION FOR DEMOLITION	<input type="checkbox"/>	
APPROVAL/COMMENTS FROM SAHRA/HERITAGE WESTERN CAPE	<input type="checkbox"/>	
ALL BUILDING PLANS SIGNED OR STAMPED BY OWNER(S) AND ARCHITECTURAL PROFESSIONAL OR ENGINEER	<input type="checkbox"/>	
COUNCIL APPROVED ENCROACHMENT AGREEMENTS	<input type="checkbox"/>	
PROOF OF COMPLIANCE WITH DEVELOPMENT CONDITIONS AS STIPULATED BY COUNCIL.	<input type="checkbox"/>	
A LETTER OF SUPPORT FROM THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES IF THERE IS ANY THICKET, FOREST OR PROTECTED TREE ON THE SITE.	<input type="checkbox"/>	
HOMEOWNER'S ASSOCIATION/DESIGN REVIEW PANEL'S STAMPS AND ENDORSEMENT SIGNATURES IN BLUE/BLACK INK	<input type="checkbox"/>	
ENVIRONMENTAL AUTHORISATION HAS BEEN GRANTED	<input type="checkbox"/>	
COPY OF TITLE DEED ATTACHED	<input type="checkbox"/>	REGULATION XA REQUIREMENTS AS PER SANS 10400 (PLANS & CALCULATIONS):
ERF DIAGRAM/ SURVEYOR GENERAL DIAGRAM ATTACHED	<input type="checkbox"/>	ENERGY USAGE REPORT (CONSUMPTION & DEMAND) <input type="checkbox"/>
HOUSING SUBSIDY SYSTEM DOCUMENT ATTACHED	<input type="checkbox"/>	DOOR AND WINDOWS SCHEDULE WITH FENESTRATIONS CALCULATIONS <input type="checkbox"/>
POWER OF ATTORNEY TO SUBMIT ON BEHALF OF REGISTERED OWNER	<input type="checkbox"/>	ELECTRICAL PLAN <input type="checkbox"/>
COPIES OF COUNCIL RESOLUTIONS AND CONDITIONS	<input type="checkbox"/>	SOLAR ENERGY PLAN <input type="checkbox"/>
CORPORATE APPLICATIONS ARE TO BE ACCOMPANIED BY CORPORATE AUTHORISATION RESOLUTION.	<input type="checkbox"/>	ROOF PLAN <input type="checkbox"/>
3 SETS OF BUILDING PLANS COLOURED AS PER ACT 103 OF 1977	<input type="checkbox"/>	ADDITIONAL INFORMATION
SANS FORM 1 - FULLY COMPLETED AND SIGNED	<input type="checkbox"/>	CURRENT AGREEMENT CERTIFICATE OR CSIR REPORT FOR NON-STANDARDISED STRUCTURES <input type="checkbox"/>
SANS FORM 2 - FULLY COMPLETED AND SIGNED (Competent Person appointment(s) eg Engineer etc.	<input type="checkbox"/>	STRUCTURAL DRAWINGS <input type="checkbox"/>
SACAP REGISTRATION CERTIFICATE	<input type="checkbox"/>	FIRE PLAN FOR STRUCTURES IN TERMS OF SANS 10400 PART <input type="checkbox"/>
SACAP - ARCHITECTURAL COMPLIANCE CERTIFICATE	<input type="checkbox"/>	CONTOUR PLAN <input type="checkbox"/>
SWIMMING POOL AND SWIMMING BATHS APPLICATION FORM	<input type="checkbox"/>	OTHER: <input type="checkbox"/>
WATER RETICULATION, DRAINAGE LAYOUT AND SECTION	<input type="checkbox"/>	OTHER: <input type="checkbox"/>

APPLICATIONS FAILING TO MEET THE DOCUMENTATION REREQUIREMENTS OF SANS 10400 PART-A WILL BE REJECTED AND WILL REQUIRE RESUBMISSION. PLEASE NOTE THAT ALL SCRUTINY FEES MUST BE PAID FOLLOWING TOWN PLANNING APPROVAL, PRIOR TO FURTHER PROCESSING BY BUILDING CONTROL

Rig alle korrespondensie aan die Munisipale Bestuurder / Address all correspondence to the Municipal Manager