Rig alle korrespondensie aan:
Die Munisipale Bestuurder

Address all correspondence to:
The Municipal Manager

CEDERBERG
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

Private Bage / Privaatsak X2
Clanwilliam
8135
Tel: (027) 482 8000
Fax/Faks: (027) 482 1933
E-mail/Epos:
admin@cederbergraad.co.za
www.cederbergmun.gov.za

CM – T.2

LAND USE PLANNING APPLICATION FORM

(Section 15 of the By-law on Municipal Land Use Planning)

KINDLY NOTE: Please complete this form using BLOCK capitals and ticking the appropriate boxes.

PART A: APPLICANT DETAILS

First name(s)					
Surname					
South African Council for Planners (SACPLAN) registration number *(if applicable)*					
Company name *(if applicable)*					
Postal Address					
				Postal Code	
Email					
Tel		Fax		Cell	

PART B: REGISTERED OWNER(S) DETAILS *(If different from applicant)*

Registered owner(s)					
Physical address					
				Postal code	
E-mail					
Tel		Fax		Cell	

PART C: PROPERTY DETAILS *(in accordance with title deed)*

Property description *[Number(s) of Erf/Erven/Portion(s) or Farm(s), allotment area.]*	
Physical Address	

GPS Coordinates			Town/City			
Current Zoning		Extent	m² / ha	Are there existing buildings?	Y	N
Applicable Zoning Scheme						
Current Land Use						
Title Deed number and date	T					
Any restrictive conditions?	Y	N	If Yes, list condition(s)			
Are the restrictive conditions in favour of a third party(ies)?	Y	N	If Yes, list the party(ies)			
Is the property encumbered by a bond?	Y	N	If Yes, list bondholder(s)			

Any existing unauthorized buildings and/or land use on the subject property(ies)?	Y	N	If yes, is this application to legalize the building / land use?	Y	N
Are there any pending court case(s) / order(s) relating to the subject property(ies)?	Y	N	Are there any land claim(s) registered on the subject property(ies)?	Y	N

PART D: PRE-APPLICATION CONSULTATION

Has there been any pre-application consultation?	Y	N	If Yes, complete the information below and attach the minutes of the pre-application consultation.		
Official's name		Reference Number		Date of consultation	

PART E: LAND USE PLANNING APPLICATIONS IN TERMS OF SECTION 15 OF BY-LAW ON MUNICIPAL LAND USE PLANNING AND APPLICATION FEES PAYABLE

Tick	Section	Type of application	Cost
√	2(a)	a rezoning of land;	R
√	2(b)	a permanent departure from the development parameters of the zoning scheme;	R
√	2(c)	a departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land;	R
√	2(d)	a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement;	R
√	2(e)	a consolidation of land that is not exempted in terms of section 24;	R
√	2(f)	a removal, suspension or amendment of restrictive conditions in respect of a land unit;	R
√	2(g)	a permission required in terms of the zoning scheme;	R
√	2(h)	an amendment, deletion or imposition of conditions in respect of an existing approval;	R
√	2(i)	an extension of the validity period of an approval;	R
√	2(j)	an approval of an overlay zone as contemplated in the zoning scheme;	R

√	2(k)	an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	R
√	2(l)	a permission required in terms of a condition of approval;	R
√	2(m)	a determination of a zoning;	R
√	2(n)	a closure of a public place or part thereof;	R
√	2(o)	a consent use contemplated in the zoning scheme;	R
√	2(p)	an occasional use of land;	R
√	2(q)	to disestablish a home owner's association;	R
√	2(r)	to rectify a failure by a home owner's association to meet its obligations in respect of the control over or maintenance of services;	R
√	2(s)	a permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building.	R
		TOTAL A:	**R**

PRESCRIBED NOTICE AND FEES** *(for completion and use by official)*

Tick	Notification of application in media	Type of application	Cost
√	**SERVING OF NOTICES**	Delivering by hand; registered post; data messages	R
√	**PUBLICATION OF NOTICES**	Local Newspaper(s); *Provincial Gazette*; site notice; Municipality's website	R
√	**ADDITIONAL PUBLICATION OF NOTICES**	Site notice, public meeting, local radio station, Municipality's website, letters of consent or objection	R
√	**NOTICE OF DECISION**	*Provincial Gazette*	R
√	**INTEGRATED PROCEDURES**	T.B.C	R
		TOTAL B:	**R**
		TOTAL APPLICATION FEES* (TOTAL A + B)	**R**

* ***Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application.***
** ***The applicant is liable for the cost of publishing and serving notice of an application.***

BANKING DETAILS

Name:

Bank:

Branch no.:

Account no.:

Payment reference:
(if applicable) ……

PART F: DETAILS OF PROPOSAL

Brief description / motivation of proposed development / intent of application:

PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATION [*section 15(2)(a) to (s) of the* By-law on Municipal Land Use Planning *]*

Complete the following checklist and attach all the information and documentation relevant to the proposal. Failure to submit all information and documentation required will result in the application being deemed incomplete. It will not be considered complete until all required information and documentation have been submitted.

Information and documentation required in terms of section 38(1) of said legislation

Y	N	Power of attorney / Owner's consent if applicant is not owner		Y	N	Bondholder's consent (if applicable)
Y	N	Resolution or other proof that applicant is authorised to act on behalf of a juristic person		Y	N	Proof of registered ownership or any other relevant right held in the land concerned
Y	N	Written motivation		Y	N	S.G. diagram / General plan extract
Y	N	Locality plan		Y	N	Site development plan or conceptual layout plan
Y	N	Proposed subdivision plan		Y	N	Proof of agreement or permission for required servitude
Y	N	Proof of payment of application fees		Y	N	Full copy of the title deed
Y	N	Conveyancer's certificate		Y	N	Minutes of pre-application consultation meeting (if applicable)

Supporting information and documentation:

Y	N	N/A	Consolidation plan		Y	N	N/A	Land use plan / Zoning plan
Y	N	N/A	Street name and numbering plan		Y	N	N/A	1 : 50 / 1:100 Flood line determination (plan / report)
Y	N	N/A	Landscaping / Tree plan		Y	N	N/A	Home Owners' Association consent
Y	N	N/A	Abutting owner's consent		Y	N	N/A	Services Report or indication of all municipal services / registered servitudes
Y	N	N/A	Copy of Environmental Impact Assessment (EIA) / Heritage Impact Assessment (HIA) / Traffic Impact Assessment (TIA) / Traffic Impact Statement (TIS) / Major Hazard Impact Assessment (MHIA) / Environmental Authorisation (EA) / Record of Decision (ROD) (strikethrough irrelevant)		Y	N	N/A	Proof of failure of Home owner's association
Y	N	N/A	Copy of original approval and conditions of approval		Y	N	N/A	Any additional documents or information required as listed in the pre-application consultation form / minutes
Y	N	N/A	Proof of lawful use right		Y	N	N/A	Other (specify)
Y	N	N/A	Required number of documentation copies					

PART H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION						
Y	N/A	National Heritage Resources Act, 1999 (Act 25 of 1999)				Specific Environmental Management Act(s) (SEMA) (e.g. Environmental Conservation Act, 1989 (Act 73 of 1989), National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004), National Environmental Integrated Coastal Management Act, 2008 (Act 24 of 2008), National Environmental Management: Waste Act, 2008 (Act 59 of 2008), National Water Act, 1998 (Act 36 of 1998) (strikethrough irrelevant)
Y	N/A	National Environmental Management Act, 1998 (Act 107 of 1998)				
Y	N/A	Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)				
Y	N/A	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA)		Y	N/A	
Y	N/A	Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations				
Y	N/A	Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA)		Y	N/A	Other (specify)
Y	N	If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.				
Y	N	If required, do you want to follow an integrated application procedure in terms of section 44(1) of the Draft By-law on Municipal Land Use Planning? If yes, please attach motivation.				

SECTION I: DECLARATION

I hereby wish to confirm the following :

1. That the information contained in this application form and accompanying documentation is complete and correct.

2. I'm aware that it is an offense in terms of section 86(1)(e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.

3. I am properly authorized to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.

4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.

5. That this submission includes all necessary land use planning applications required to enable the development proposed herein.

6. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.

7. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the applicant as a result of the proposed development.

Applicant's signature: _____ Date: _____

Full name: _____

Professional capacity: _____

SACPLAN registration number: _____

FOR OFFICE USE ONLY

Date received:	Received by:
_____	_____
Municipal Stamp	

ANNEXURES

The following Annexures are attached for your information, only if applicable:

Please do not submit these Annexures with the application form.

Annexure A: Minimum requirements matrix
Annexure B: Land use planning application submission and protocol
Annexure C: Land use planning application workflow