

Date: 2026-02-05

To Whom It May Concern,

RE: Summary Report of Findings – Erf 2234, Jeffrey's Bay

Property Address: 6 Keurboom Street, Wavecrest, Jeffrey's Bay

1. Instruction

Blackhound Architecture was appointed by the property owner to review the existing structure on site and to prepare updated municipal building plan documentation to reflect the current as-built condition of the property.

2. Documentation Review

Municipal records were obtained and reviewed as part of the submission preparation process.

During this process, the following was identified:

- Municipal drawings dated **2008** were located; however, no Occupation Certificate could be associated with these drawings.
- Previously approved municipal drawings dated **2004** were identified, which did have a corresponding Occupation Certificate issued.

Based on this, the **2004 approved drawings** were used as the last confirmed approved baseline. All deviations and additions thereafter have been reflected as proposed work in the current submission documentation.

3. Site Inspection Findings

A site inspection and comparison between the approved drawings and the existing structure was conducted.

The following general findings were recorded:

- Multiple areas where the existing building does not correspond with previously approved drawings.
 - Façade deviations were observed.
 - Layout and dimensional differences were identified in certain areas when compared to approved documentation.
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4. Building Line Encroachments

During site verification, it was identified that portions of the existing structures extend beyond the prescribed building line, including:

- Portions of the kitchen area
- Garage structure
- Wendy house structure

Due to these encroachments, a formal **Town Planning Departure Application** was required.

5. Town Planning Process

A registered professional town planner was appointed to prepare and submit the required Departure Application to the Local Authority.

The Departure Application has since been **approved in 2025**.

6. Structural Compliance

The existing structure was inspected by a registered Structural Engineer.

Following assessment, the engineer issued and signed the required **Form 2 and Form 4 documentation**, confirming structural compliance with the applicable SANS regulations, based on professional assessment and opinion.

7. Current Status

Based on the documentation review, site inspection, town planning approval, and structural certification, the project is now in a position to proceed with the municipal submission to regularise the as-built structure.

8. Conclusion

This report serves as a summary of findings identified during documentation review and site inspection and forms part of the supporting documentation for the current municipal submission.

Should any further technical clarification or supporting documentation be required, Blackhound Architecture remains available to assist.

Kind regards,



Dewald Potgieter
Director