

Date: 2026-02-05

To Whom It May Concern,

RE: Motivational Cover Letter – Erf 2234, Jeffrey's Bay

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

Blackhound Architecture hereby submits this motivational letter in support of the current building plan submission relating to the existing structure situated on Erf 2234, Jeffrey's Bay.

The client purchased the property with the knowledge that the available municipal drawings were outdated and that updated plans would be required in future to correctly reflect the existing building.

During the process of obtaining and reviewing municipal records, it was identified that the drawings dated 2008 did not have an Occupation Certificate issued. As a result, we had to revert to the previously approved municipal drawings dated 2004, which did have an Occupation Certificate issued. The current submission has therefore been based on the 2004 approved plans as the last known approved baseline, with all changes and additions thereafter reflected as proposed work. During our review and site verification process, the client was informed that certain portions of the existing building extend over the prescribed building line. As a result, a Departure Application was required, and a professional town planner was appointed to prepare and submit the required application.

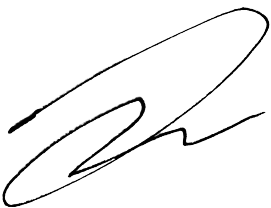
Unfortunately, during the previous Municipal Amnesty Period, we were unable to submit the building plans as the Departure Application was still in progress at the time. As a result, the client unfortunately missed the opportunity to apply for the Amnesty.

We respectfully request the Local Authority to consider granting the client another opportunity to regularise the property without the imposition of penalties or fines, as the current situation originated prior to the client's ownership and was due to work completed by the previous owner. We kindly request consideration and sympathy toward the client in this matter.

Blackhound Architecture remains committed to ensuring that all submissions, documentation, and built work align with municipal requirements, National Building Regulations, and best-practice professional standards.

Should any additional information, clarification, or supporting documentation be required, please do not hesitate to contact our office. We remain available to assist and to collaborate with all relevant stakeholders to ensure a smooth and compliant process.

Kind regards,

A handwritten signature in black ink, appearing to read 'Dewald Potgieter', with a stylized, flowing script.

Dewald Potgieter
Director