TDA CAPE TOWN
The City of Cape Town's Transport and Urban Development Authority

DEVELOPMENT MANAGEMENT

Print Form

LAND USE MANAGEMENT APPLICATION in terms of the City of Cape Town Municipal Planning By-Law, 2015 (MPBL)

Please complete form using block capitals and mark appropriate boxes.

Application Case no

Administrative Penalty Case no

(to be completed by an official)

SECTION A: APPLICANT / AGENT DETAILS

First names

Surname

Company / Trust Name

VAT no

Please complete and mark with an X the preferred method of formal written communication

☐ Business address

Postal code

☐ Email

Tel

Cell

SECTION B: SUBJECT PROPERTY DETAILS

Erf / Erven / Farm no

Allotment area

Street address

Suburb

Current Zoning

Title deed no T / Y Y

Title deed date D D M M Y Y Y Y

Title deed no T / Y Y

Title deed date D D M M Y Y Y Y

Approximate age of existing buildings

Property Extent m²/ha

Any restrictive title deed conditions affecting development on the property? Y N

If Yes, please specify

Is property encumbered by a bond? Y N

If Yes, bondholder?

Any unlawful landuse(s) on the property that relate to this application? Y N

If Yes, has owner / operator been served with a notice in terms of the MPBL to rectify? Y N

Any unlawful building work / structures on the property that relate to this application? Y N

If Yes, has owner / operator been served with a notice in terms of the MPBL to rectify? Y N

Is a purpose of this application to rectify a contravention in terms of the MPBL? Y N

If Yes, then an application must also be made for the determination of an administrative penalty in terms section 42(r) of the MPBL. Section H on this form must be completed.

SECTION C: OWNER(S) DETAILS (compulsory if different from applicant)

First names

Surname

First names

Surname

Company / Trust Name

Vat Number

Please complete and mark with an X the preferred method of formal written communication

☐ Business address

Postal code

☐ Email

Tel

Cell

SECTION D: APPLICATION TYPE

Has there been any previous related application? Y N If Yes, reference/application no

(Mark all applications to be applied for)		In terms of (see below) of the City of Cape Town Municipal Planning By-Law, 2015		**Fees payable**
	Rezoning of land, including rezoning to subdivisional area overlay zoning	Section 42(a)	R	
	Permanent departure	Section 42(b)	R	
	Temporary departure	Section 42(c)	R	
	Subdivision of land	Section 42(d)	R	
	Implementation of a subdivision approval in phases	Section 42(e)	R	
	Consolidation of land	Section 42(f)	R	
	Amendment, suspension or deletion of a restrictive condition	Section 42(g)	R	
	Consent or approval in terms of, or the relaxation of, a restrictive condition in a title deed where the restriction relates to use, subdivision, development rules or design criteria	Section 42(h)	R	
	Consent, approval or any other permission or requirement in terms of the development management scheme	Section 42(i)	R	
	Amendment, deletion or addition of conditions in respect of an existing approval granted or deemed to be granted in terms of this By-Law	Section 42(j)	R	
	Extension of the period of validity of an approval	Section 42(k)	R	
	Amendment or cancellation of an approved plan of subdivision or general plan	Section 42(l)	R	
	Permission required in terms of the conditions of approval of an application	Section 42(m)	R	
	Determination of a zoning, a non-conforming use right or any other matter which the City may determine in terms of this By-Law	Section 42(n)	R	
	Correction of a zoning map	Section 42(o)	R	
	Alteration or amendment of a street name or number	Section 42(q)	R	
	Determination of an administrative penalty as contemplated in section 129(1)	Section 42(r)	R	
	To exempt a subdivision from the need for approval in terms of this By-Law as contemplated in section 67(3)	Section 42(s)	R	
	Permission for the reconstitution of a building or a substantial part of it within the envelope of a non-conforming use as contemplated in section 37(6)	Section 42(t)	R	
	Any other application which the City Manager may prescribe in terms of this By-Law	Section 42(u)	R	

If required, has application for Environmental Impact Assessment, Heritage Impact Assessment, Transport / Traffic Impact Assessment, Major Hazard Installation Assessment or Spatial Development Framework approval been made? Y N R

Advertising / notification fee R

Total Application fee **R**

Is a pre-application consultation required for your application in terms of section 70(2) of the MPBL? Y N

If Yes, has the pre-application consultation record been attached? Y N

Brief description of proposed development / intent of application (including conditions / site development plan amendments required)

SECTION E: ATTACHMENTS AND SUPPORTING INFORMATION INCLUDED

- ☐ Power of attorney
- ☐ Bondholder's consent
- ☐ Copy of title deed
- ☐ Copy of trust deed
- ☐ Conveyancer's certificate
- ☐ List of title deed conditions to be removed / amended / relaxed
- ☐ Motivation report
- ☐ Locality plan
- ☐ SG noting sheet extract / Erf diagram / Generalplan
- ☐ Proposed Plan of Subdivision (including street names and numbers)
- ☐ Site layout / Sketch plan (and elevations) illustrating proposal (max A4 or A3 in size)
- ☐ Site development plan
- ☐ Landscaping / Tree plan
- ☐ Other (please specify)
- ☐ Copy of EIA / HIA / TIA / TIS / MHIA or RoD
- ☐ Indication of all municipal services / registered servitudes
- ☐ Services report
- ☐ Phasing plan
- ☐ Contour plan
- ☐ Floodline certificate
- ☐ Typical unit types (plan and elevation)
- ☐ Abutting owner's consent
- ☐ Home Owners' Association consent / approval stamp
- ☐ Application fee / receipt
- ☐ Proof of payment
- ☐ Pre-application consultation record (if held)

SECTION F: DECLARATION

I/we hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we am/are properly authorised to make this application on behalf of the owner and (where applicable) that copies of such full relevant powers of attorney are attached hereto.#
3. That where an agent is indeed appointed to submit this application on the owner's behalf, it is accepted that correspondence and formal notification as required in terms of Planning law will only be sent to such consultant / agent and that the owner will regularly consult with the agent / consultant in this regard.
4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.
5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.
6. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law is being made. I confirm that I have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
7. That, as owner / applicant / developer, I am/we are aware of the state of existing bulk services provision and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable).

If the application is made by a person other than the registered owner (e.g. an agent / consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Registered owner's signature		Date	D D M M Y Y Y Y
Full name			
Registered owner's signature		Date	D D M M Y Y Y Y
Full name			
Agent / Consultant's signature		Date	D D M M Y Y Y Y
Full name			
Professional capacity		Applicant's ref	

FOR OFFICE USE ONLY

Date received	D D M M Y Y Y Y	Received by	
Receipt no		File ref	

SECTION G: FURTHER APPLICATION DETAIL

Nature of departure / amendment / approval required:

☐	Building line encroachment						
	Street		From		m	To	m
	Street		From		m	To	m
	Common		From		m	To	m
	Common		From		m	To	m
	Common		From		m	To	m
☐	Exceeding permissible site coverage		From		%	To	%
☐	Exceeding maximum permitted floor area		From		m^2	To	m^2
☐	Exceeding maximum permitted floor factor		From			To	
☐	Exceeding height restriction / permissible no. of storeys		From		m/st	To	m/st
☐	Exceeding height restriction related to wallplate		From		m	To	m
☐	Relaxation of window and door placement setback requirement		From		m	To	m
☐	Relaxation of on-site parking / loading bay requirements		From		bays	To	bays
☐	Erection of second / additional dwelling unit						
☐	Work in Heritage Protection Overlay Zone (please specify)						
☐	Other (please specify)						
☐	Administrative penalty						

Additional description of departures / amendments / approval required (if necessary)

SECTION H: ADMINISTRATIVE PENALTY

The following is required for an application for the determination of an administrative penalty made in terms of section 42 (r) of the MPBL.

Give a description of the land use or building work / structure(s) that are in contravention on the property.

Provide the extent(s) in m^2 of the property used for the unlawful use activity, and unlawful building work / structure(s) that contravene the MPBL. (Indicate extent(s) on a building plan / map / plan / diagram)

Describe the duration of the contravention(s).

Has the unlawful activity ceased? Y N If yes, provide date when ceased D D M M Y Y Y Y

Has the owner / person previously contravened the MPBL, or a previous Planning Law? Y N If yes, please provide more details below.

Provide the municipal valuation of the erf. R

State your determination of the value of the building work / structure(s) and engineering work unlawfully carried out, that is in contravention of the MPBL. R

Note: Provide supporting documentation for your determination.