

OBTAINING A COPY OF BUILDING PLANS PROCEDURE

(ONLY APPLICABLE TO PHYSICAL PLANS SUBMITTED BEFORE 2021)

Tuesdays and Thursdays are reserved days for the collection of plans for photocopying and scanning. We require applicants to email the full package (**See Full Package Checklist Below**) before close of day on a Monday for Tuesday copying and Tuesday for Thursday photocopying.

That will afford time to verify the documentation and pull the records. Successful applicants will be notified on Monday to arrive on Tuesday and Wednesday to arrive on the Thursday. The fee receipt must be attached.

Please be advised that Kouga Municipality current does not currently have large format photocopying/scanning facilities. Homeowners must thus take receipt of the physical plans and obtain copies/scans at an off-site private commercial photocopying/scanning facility in Jeffreys Bay or St Francis Bay.

IMPORTANT NOTE:

- ✚ Search fee is nonrefundable if plans for applied for erf is NOT on record.
- ✚ ID to be left at the reception desk as a control measure if plans are being signed out for copying.
- ✚ Plans are to be returned on the same day.
- ✚ Failure to adhere to the above may result in penalties or legal action.

FULL PACKAGE CHECKLIST

EMAIL SUBJECT: **ERF No AREA – REQUEST FOR COPIES OF PLANS**

Attachments must be readable when scanned in:

- 1 Copy of ID of the registered Owner as per the Title Deeds.
- 2 Copy of ID of applicant.
- 3 If an agent/RP will collect the plans Owner's written authorization to "photocopy the approved building plans."
- 4 If the Title Deeds is registered in a Company or Trust, then the resolution reflecting the signing authority.
- 5 Pay the "SEARCH FEE" at the cashier and attach a copy R174 from 1 July 2022.

DISCLAIMER:

Homeowners are advised that Kouga Municipality keeps an extensive archive of Building Plans for most properties located in the municipal area. It is important to note that these copies belong to the Kouga Municipality Archives. Further, though the municipality keeps an extensive archive the municipality may not have the latest approved building plans for all individual erven. This is due to several factors (buildings constructed several years ago without approved building plans, unauthorized structures etc.). Where no record of building

plans exists in the municipal archives the onus remains on the homeowner to engage the services of a South African Council for the Architectural Profession (SACAP) Registered Professional (RP) to draw up plans, submit for approval and obtain an Occupancy Certificate (with applicable fees and penalties).

Applications may be sent to the following emails below: **and MUST contain the full package including the Kouga Municipality receipt obtainable from KLM Cashiers:**

📌 **Jeffreys Bay, Humansdorp, GV:**

raugustus@kouga.gov.za
cdraghoender@kouga.gov.za
mruieters@kouga.gov.za
njonas@kouga.gov.za

📌 **Greater St Francis Bay Area:**

Trusting this will be of assistance to all.

Yours in Service Excellence,



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MR. KHANYA Z. CAKATA
CHIEF CONTROL OFFICER:
BUILDING CONTROL, COMPLIANCE AND OUTDOOR ADVERTISING