



Cape St Francis
Gamtoos Valley
Hankey
Humansdorp
Jeffreys Bay
Oyster Bay
Patensie
St Francis Bay
St Francis Links

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6330

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3 Assissi Drive
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PLANNING & DEVELOPMENT (P&D)
BUILDING CONTROL, COMPLIANCE & OUTDOOR ADVERTISING

Amnesty Application Form

PLANNING & DEVELOPMENT BUILDING CONTROL DEPARTMENT

SECTION A: To be filled in by applicant

Exemption of penalties charged in terms of Council resolution dated 11 December 2025 no.25/12/PD4.

Please note that the owner shall, where applicable, be required to comply with the National Building Regulations and Building Standard Act (Act 103 of 1977 as amended) and this exemption does not exclude the owner to comply with any legislation or By-Law requirements of the Municipality and Land Use Scheme.

NB: Amnesty will only be considered in terms of the following:

1. Previous owners built or extended their buildings without approved plans.
2. An owner will still have to pay the standard building plan application tariff.
3. Past incomplete inspections conducted with no final inspection and no Occupation Certificate issued.
4. Building plans never returned by owners, architects or draughtsman to the Department for final approval.
5. No amnesty shall be given where further legal action has already been taken and / or where legal costs have been incurred.
6. Only illegal building work which took place prior 31 December 2024 shall be considered.
7. Legal action may still be taken against the owner if the illegal building works cannot be considered in terms of the National Building Regulations and / or Zoning Scheme.
8. Any illegal building work which commences during and / or after the amnesty period will not be exempted from paying the alternative higher tariff.

Name of Applicant:	
Name of Owner:	
Erf Number:	
Area:	
Date of Application:	
Telephone / Cell no:	
Email address:	
Sign:	
REF#	

SECTION B: To be filled in by Kouga Employees

PENALTY CALCULATIONS			
APPLICABLE TO PLAN NO:			
LETTER OF MOTIVATION ATTACHED		YES	NO
SITE INSPECTION REPORT		YES	NO
INVOICE FOR PENALTIES ATTACHED		YES	NO

UNAUTHORISED BUILDING WORK:		R	
INSPECTION PENALTIES:		R	
OTHER:		R	
TOTAL:		R	
EXEMPTION:		R	
BALANCE:		R	

APPLICATION APPROVED:	YES	NO	REASON NOT APPROVED:
SENIOR BCO: MR. A THORNE			
MANAGER: MR. N LAPPERT			