

TOWN PLANNING AND ENVIRONMENT DEPARTMENT

GENERAL APPLICATION CHECKLIST

PLEASE THOROUGHLY READ THE APPLICABLE APPLICATION FORM
FOR FURTHER ASSISTANCE

1. APPLICATION FORM

- 1.1. Type(s) of application correctly indicated ☐
- 1.2. Correct Erf No. ☐
- 1.3. The application form **correctly filled in** and **completed** ☐
- 1.4. Motivation statement / Report provided (On application form or separately) ☐
- 1.5. Drawing reference and date provided ☐
- 1.6. Contact details provided ☐
- 1.7. Form signed by owner and dated or Power of Attorney provided ☐
- 1.8. Form signed by applicant (If applicant is not owner) ☐

2. DRAWINGS AND PLANS

- 2.1. Locality Plan ☐
- 2.2. Site Plan ☐
- 2.3. Development / Building Plan ☐
- 2.4. Elevations and Cross-Sections ☐
- 2.5. Contour Plan by a registered Land Surveyor (If applicable) ☐
- 2.6. Natural Ground Level indicated ☐
- 2.7. Dimensions of all structures, including heights of structures ☐
- 2.8. Dimensions of both main dwelling and second dwelling unit (If relevant) ☐
- 2.9. All drawings provided have an up-to-date Drawing Number, Date and Revision Number ☐

3. GENERAL

- 3.1. All plans to be **A4 or A3** in size and legible ☐
- 3.2. Copy of Title Deed / Deed of Transfer ☐
- 3.3. Copy of Bondholder's consent (If applicable) ☐
- 3.4. Proof of payment of application fee ☐
- 3.5. Consent / Comment of all affected property owners provided on appropriate form or in a letter and their signatures on plans. ☐