

BUILDING PLAN SUBMISSION FORM

REGISTERED OWNERS' DETAILS:					ERF DETAILS		
OWNER NAME:					AREA (MARK WITH AN X):		
POSTAL ADDRESS:					ASTON BAY	CROSSWAYS	CAPE ST FRANCIS
					GAMTOOS MOUTH	HANKEY	HUMANSDORP
					HUMANSDORP RD	JEFFREYS BAY	KRUISFONTEIN
POSTAL CODE:					OYSTER BAY	PARADISE BEACH	PATENSIE
CELL NO:					PELLSRUS	ST FRANCIS BAY	ST FRANCIS LINKS
EMAIL ADDRESS:					UITENHAGE RD	THORNHILL	
MUNICIPAL ACCOUNT NUMBER:					ERF SIZE (AS PER THE TITLE DEED):		
OWNERS SIGNATURE:					ERF NO:		
DESIGNERS DETAILS:					PORTION NO (IF APPLICABLE):		
DESIGNERS NAME:					STREET NO:		
POSTAL ADDRESS:					STREET ADDRESS:		
					SCHEME NAME (IF APPLICABLE):		
					UNIT NO:		
POSTAL CODE					ZONING OF PROPERTY:		
CELL NO:					OCCUPATION CLASSIFICATION:		
EMAIL ADDRESS:					EXISTING FLOOR AREA:		
ENGINEERS DETAILS:					PROPOSED FLOOR AREA:		
ENGINEERS NAME:					SCOPE OF WORKS:		
POSTAL ADDRESS:					HAVE I COMPLETED THE HISTORY CHECK? (MARK WITH AN X)		
					YES	NO	N/A
					IS THE PROPOSAL RE-INTRODUCING LAPSED PLANS?		
POSTAL CODE					YES	NO	N/A
CELL NO:					DOES THE PROPOSAL REQUIRE A LAND USE APPLICATION?		
EMAIL ADDRESS:					YES	NO	N/A
ARE THERE RESTRICTIVE CONDITIONS ON THE TITLE DEED WHICH PROHIBIT THE PROPOSED DEVELOPMENT? (IF YES PROVIDE THE SECTION)							
YES		NO		N/A			
ARE THERE EXISTING UNAUTHORISED BUILDINGS OR LAND USES ON THE PROPERTY?					IF YES, IS THIS APPLICATION TO LEGALISE THE BUILDING/ LAND USE?		
YES		NO		N/A			
ARE THERE ANY PENDING COURT CASE(S) / ORDER(S) RELATING TO THE SUBJECT PROPERTY(IES)?					ARE THERE ANY LAND CLAIM(S) REGISTERED ON THE SUBJECT PROPERTY(IES)?		
PRE CONSULTATIONS							
WAS A PRE-APPLICATION CONSULTATION HELD WITH THE MUNICIPALITY?				YES	NO	IF YES, COMPLETE THE INFORMATION BELOW TO ATTACHED THE MINUTES OF THE PRE-APPLICATION CONSULTATION.	
OFFICIALS NAME					DATE OF CONSULTATION		

ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION TO BE SUBMITTED ON OVVO

LAND USE PLAN/ ZONING PLAN	YES	NO	N/A
CONSOLIDATION PLAN	YES	NO	N/A
PROPOSED SUBDIVISION PLAN	YES	NO	N/A
PROOF OF AGREEMENT OR PERMISSION FOR REQUIRED SERVITUDE	YES	NO	N/A
COPY OF ANY PREVIOUS LAND DEVELOPMENT APPROVALS (IE; REZONING, CONSENT USE DEPARTURES)	YES	NO	N/A
ABUTTING OWNERS CONSENT	YES	NO	N/A
SERVICE REPORT OR INDICATION OF ALL MUNICIPAL SERVICES/ REGISTERED SERVITUDES	YES	NO	N/A
CONVEYANCERS CERTIFICATE	YES	NO	N/A
STREET NAME AND NUMBERING PLAN (APPLICABLE TO SUBDIVISION)	YES	NO	N/A
1:50 / 1:100 FLOOD LINE DETERMINATION (PLAN/ REPORT)	YES	NO	N/A
HOME OWNERS ASSOCIATION CONSENT (<i>SIGNATURES AND NAMES MUST BE PRESENTED ON THE MUNICIPAL SUBMISSION</i>)	YES	NO	N/A
AESTHETICS COMMITTEE CONSENT	YES	NO	N/A

APPLICATION AND NOTICE FEES

1. Application fees are determined by Council Annually in terms of the approved Municipal tariffs. An invoice will be sent to the applicant after an application is confirmed to be completed.
2. Application fees that are paid to the Municipality are non-refundable. Applications will only be processed after the application fees are paid in full and proof of payment is submitted to the Municipality.

	VOTE NUMBER: SR CODE	
BUILDING DEPOSIT	SR 40700 - 15501	R
BUILDING PLAN FEES	SR 47000 - 91051	R
SWIMMING POOL	SR 47000 - 91054	R
BOUNDARY WALL	SR 47000 - 91055	R
MINOR BUILDING WORKS	SR 47000 - 91055	R
CHANGE OF USE FEE	SR 47000 - 99407	R
BUILDING WITHOUT APPROVED PLANS PENALTY	SR 47000 - 93401	R
TOTAL		R