

ERF NO.....

Municipal Account Nr.....

COMPULSORY TOWN PLANNING SUBMISSION FORM

NOTE: 1

NO BUILDING PLANS WILL BE ACCEPTED BY ANY BUILDING CONTROL OFFICIAL WITHOUT PRIOR SCRUTINY BY ANY TOWN PLANNING OFFICIAL, TO CONFIRM THAT NO APPLICATION / ADDITIONAL APPLICATION OR INFORMATION / DOCUMENTS WILL BE REQUIRED, AND WHERE NECESSARY, PROOF OF THE FOLLOWING:

1. REZONING APPROVAL
2. SUBDIVISION APPROVAL
3. DEPARTURE APPROVAL (USE AND /OR DEVELOPMENT PARAMETER)
4. CONSENT USE
5. REMOVAL OF RESTRICTIVE CONDITIONS OF TITLE;
6. COPY OF TITLE DEED/DEED OF TRANSFER;
7. COPY OF MUNICIPAL UTILITY BILL;
8. COPY CERTIFICATE OF CONSOLIDATION;
9. ENVIRONMENTAL AUTHORIZATION
10. OUTENIQUA SENSITIVE COASTAL AREA PERMIT;
11. NEIGHBOUR'S CONSENT;
12. HOMEOWNERS/RATE PAYERS ASSOCIATION OR ESTATE ARCHITECT APPROVAL;
13. OUTSTANDING FEES PAID
14. HEIGHT OF BUILDING PARAMETERS
15. SITE DEVELOPMENT PLAN (FOR BUSINESS, RES 2,3,4) SHOWING SCHEDULE OF AND ACTUAL (COVERAGE, BULK, PARKING, REQUIREMENTS, HEIGHT).
16. PROTECTION OF TREES AND SHRUBS DECLARATION

NOTE THAT IF THE TOWN PLANNING OFFICIAL OVERLOOKS ANY OF THE ABOVE DURING PRE-SCRUTINY, BUILDING PLANS WILL BE RETURNED UNAPPROVED.

TOWN PLANNING OFFICIALS RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR DOCUMENTS BASED ON ANY INFORMATION RECEIVED.

I..... (FULL NAMES OF THE PERSON SUBMITTING THE BUILDING PLANS) HEREBY CERTIFY THAT I AGREE WITH THE ABOVE AND THAT THE BUILDING PLAN I AM SUBMITTING COMPLIES WITH THE RELEVANT REGULATIONS AND IF THESE BUILDING PLANS DO NOT COMPLY WITH THE ABOVE, PLEASE RETURN THEM TO LEGISLATION THE FOLLOWING ADDRESS:

.....
.....
.....
.....

SIGNED:.....

DATE:.....

COMPLIANCE WITH THE ABOVE MUST NOT BE CONSTRUED AS MEANING THAT THE BUILDING PLANS WILL BE APPROVED.

SUBMISSION FORM FOR BUILDING PLAN

Date of application
State zoning and use of building / property
Light Industrial/Other (Specify)

SITE PARTICULARS

Erf No:
Municipal Account Nr.....
Area of Erf:
Street No & Name:
Township:

BUILDING CONSTRUCTION PARTICULARS

External Walls:
Internal Walls:
Roof Covering:

Any title deed based restrictions:

Building/alterations & additions (new work only)

MAIN BUILDING

Lower Ground Floor:	Existing: m ²	Existing: m ²
	New: m ²	New: m ²
Ground Floor:	Existing: m ²	Existing: m ²
	New: m ²	New: m ²
First Floor:	Existing: m ²	Existing: m ²
	New: m ²	New: m ²
TOTAL	 m ²	

OUTBUILDING / ADDITIONAL BUILDING

Patios/Stoop: Covered (Existing)	m ²	Coverage: m ²
(New)	m ²	
Open (Existing)	m ²	Bulk Calculation:
(New)	m ²	
Pool (Yes/No)	 amount	
Boundary wall height and running meters	height/..... r/m	

Estimated cost of all building work submitted R..... (COMPULSORY)

REGISTERED OWNER OF PROPERTY OR APPLICANT: NAME OF ARCHITECT/DESIGNER:

Name:	Name:
Address:	Address:
Telephone	Telephone.....
Signature.....	Signature.....
Email address	Registration No.....
	Email address

**APPROVED PLANS TO BE FORWARDED TO: NAME OF STRUCTURAL ENGINEER /
COMPETENT PERSON**

Name: Name:
Address: Address:
.....
Telephone: Telephone:
Signature..... Signature

FOR OFFICE USE ONLY

PLAN NO: PLAN FEES.....
RECEIPT NO: DATE OF APPROVAL

SCRUTINIZING OF BUILDING PLANS

Please note the lack of basic information on building plans inevitably leads to delays during the scrutiny process if list of the basic information often omitted from the building plans is attached. Compliance herewith does not exempt anyone from complying with any other requirements. It only serves to prevent delays due to the omission of minor details such as building lines, coverage calculations, street names, etc. It is the applicant's responsibility to ensure that all the required information appears on the building plans.

DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING

ONDERSOEK VAN BOUPLANNE

Neem kennis dat kosbare tyd verlore gaan by die ondersoek en goedkeuring van bouplanne, as gevolg van basiese inligting wat ontbreek. Aangeheg is n lys van die basiese inligting wat gereeld weggelaat word. Let daarop dat voldoening aan hierdie vereistes nie kwyskelding van enige ander vereistes meebring nie. Die lys dien slegs as hulpmiddel om verdragings te verhoed omdat bouplanne nie aspekte soos dekkingsberekeninge, straatname, ens vertoon nie. Dit is die aansoeker se verantwoordelikheid om toe te sien dat alle nodige inligting op die plan verskyn.

DIREKTEUR: EKONOMIESE ONTWIKKELING AND BEPLANNING

FORM A:

1. The following information and requirements in terms of the National Building Regulations and Building Standards Act 1977, Act 103 of 1977, are required on submission of any building plan.
2. All submissions must consist of **two (2) paper prints, two (2)** of which to be coloured in as per National Building Code Regulation A5.
3. All plans to be clear, legible and signed and dated by the owner/architect/draftsman.
4. Information to be furnished on submission is conformed in the table below Applicant to tick the relevant blocks.
5. Not to remove any documentation from the application form whether applicable or not.
6. Note that all Building Plans should be signed by Owner / Representative and the Architect.

(a)				Office use only	
		YES	NO	N/A	Comments
1.1	Beacon certificate (if necessary)				
1.2	Site plan fully dimensioned with:				
1.2.1	Building Lines				
1.2.2	Servitudes				
1.2.3	Site dimensions				
1.2.4	Correct street names				
1.2.5	Scale				
1.2.6	True north point				
1.2.7	Service connections (sewer + water)				
1.2.8	Correct Erf number				
1.2.9	Site layout showing:				
(a)	Proposed buildings				
(b)	Existing building				
(c)	Adjacent erven & numbers				
(d)	Building to be demolished				
(e)	Services				
(f)	Street Furniture				
1.3	Layout drawings which include				
1.3.1	Dimensioned plans all to scale				
1.3.2	All elevations and sections				
1.3.3	Material of construction				
1.3.4	Finished floor levels of all floors				
1.3.5	Classification of designation of occupancies				
1.3.6	Drainage installation drawing reg. A8				
1.3.7	Area of Erf m ²				
1.3.8	Area of building and % coverage				
1.3.8.1	If no extra areas, internal changes, please give an estimated cost of work to be done. (pink page)				
1.3.8.2	Height restriction shown				
1.4	Fire protection plan (if necessary)				
1.5	Contour plan				

1.6	Engineer's drawing & appointment				
1.7	Parking bays and loading zones				
1.8	Neighbour's consent (if necessary)				
1.9	Written authorization from HOA or Body Corporate (if necessary)				
1.10	Electrical specifications				

7. Title deeds: Are there any restrictions in the title deed, in respect of this Erf which may have an effect on this application and which should be lifted in terms of the Removal of Restrictions Act 1967, Act of 84 of 1967? Yes/ No

Furnish full details in motivation of owner below:

.....
.....

8. Sanitary facilities to be provided during the period of construction.
9. Failure to submit any of the relevant information will result in the rejection of the application submitted and furthermore, no building operations are to commence prior to plan approval.
10. Compliance with the list does not absolve the owner or his contractor from any other requirements, conditions or additional information.
11. I/We hereby certify that the above, information is correct and shown on the building plan.
12. I/We declare that no construction as per building plan submission has commenced prior to this submission.

I hereby declare and / or that we had started with the construction of the building prior to the approval of this building plan application, and relevant penalty fees are paid.

13. I certify that plans comply with NBR and Standards Act 103 of 1977, as amended.
14. I also certify that plans are compliant in respect of SPLUMA (Act 2013) and the relevant Zoning Schemes.
15. I confirm that all applicable provisions and conditions of approval with regard to rezoning or subdivisions are complied with (Attach written proof).

NB: Should any of the above be found to be incorrect / misleading, this local authority deserves the right to decline this application and declare it disapproved.

.....
Signature: Owner/ Architect / Draftsman

.....
Date

NATIONAL BUILDING REGULATIONS

Regulations D4 swimming pool and swimming baths

- (i) The owner of any site which contains a swimming pool shall ensure that access to such pool is controlled.
- (ii) Any owner who fails to comply with the requirements of sub regulation (1) shall be guilty of an offence.

Deemed to satisfy rules SABS D400/90

DD4 SWIMMING POOLS AND SWIMMING BATHS

- DD4 1 The owner of any site which contains a swimming pool or swimming bath shall ensure By means of a wall or fence that no person can have access to such pool or bath from any street or public place or any adjoining site other than through a self-closing and self-latching gate with provisions for locking in such wall or fence: provided that where any building forms part of such wall or fence access may be through such building.
- DD4 2 Such wall or fence and any such gate therein shall be not less than 1,2m high measured from the ground level, and shall not contain any opening which will permit the passage of a 100mm diameter ball.
- DD4 3 The constructional requirements of such fence or gate shall comply with the requirements contained in SABS 1390.

Regulations D5. The requirements of D4 shall be satisfied where access to swimming pools complies with Part D of Section 3 SABS 1390.

I.....the undersigned, being the registered owner

Of the Erf.....

Situated at.....

.....hereby certify

That I have read the relevant section of Regulations D4 and D5 of the National Building Regulations, and agree to comply with the relevant requirements thereof which apply to the proposal depicted on this plan.

I am aware that failure to comply to the satisfaction of the Manager Building Control could result in legal action being taken against me.

.....
SIGNED

- NOTE:
- (i) Failure or refusal to sign this form will not exempt the applicant from legal action in the event of failure to provide adequate protection.
 - (ii) Swimming pool not to be filled with water until pool protection is installed.
 - (iii) A copy of the National Building Regulations is available for viewing.

BUILDING PLAN SUBMISSIONS**ELECTRICAL SUPPLY REQUIREMENTS**

ERF NO:		ADDRESS: Dwelling	
Applicant's Electrical Contractor:			
Name:		Tel:	
Electrical supply required			
NOTE:		In case of 3 phase electrical supply, an application of an estimated cost needs to be made at least 4 weeks in advance of the day of connection required. Applicant must be made at Bitou Municipality Enquiries Counter, Sewell street	

L. GERICKE**DIRECTOR: ECONOMIC DEVELOPMENT & PLANNING**

BITOU MUNICIPALITY

TO: BUILDING CONTROL OFFICER.....20.....

PLAN NO.....

APPOINTMENT OF COMPETENT PERSON

(Regulation A19)

Appointment of Competent Person in terms of Regulation A19 of the National Building Regulations, Promulgated under National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

PART A: APPOINTMENT OF COMPETENT PERSON

1. PROPOSED WORK.....
2. DESCRIPTION OF PROPERTY.....
3. I/We.....
The undersigned appointed [Name of COMPETENT PERSON]
.....
- (i) In my capacity as owner/authorized representative on20.....
accept full responsibility for the inspection of the National design of the Timber Roof
Structure;
- (ii) Will provide the Local Authority with detail drawings, plans and details relating to the
Structural Design of timber Roof that may be required under Regulations A4 the
National Building Regulation;
- (iii) Accept responsibility to ensure inspection of the work after construction thereof
and to notify the Local Authority immediately if it appears that such structural work has been carried
out in such a way that it could adversely affect the strength, stability or serviceability of the work or
any adjoining property, building or structure.

SIGNATURE OF OWNER / AUTHORISED REPRESENTATIVE _____ DATE _____

NAME.....

ADDRESS.....

TEL NUMBER ()..... FAX NO ().....

PART B: ACCEPTANCE BY COMPETENT PERSON

1. I,.....the undersigned in my capacity as Competent Person appointed to inspect the new Timber Roof Structure on behalf of the "ITC Designer", do hereby accept the foregoing appointment in terms of the Regulation A19. I undertake to notify the Local Authority immediately if it appears that the timber roof structure has property, building or structure.
2. If the above appointment is terminated before construction of the work has been completed, I undertake to notify the Local Authority immediately of this in terms of Regulations A19(2).
3. I note that a COMPLETION CERTIFICATE must be submitted to the Local Authority by the DESIGNER in terms of SECTION 14 (2A) of the National Building Standards Amendment Act, 1995, on completion of the abovementioned proposed work, in which approval was granted. I undertake to ensure that this Completion Certificate is timeously submitted directly to the Building Control Office.

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SIGNATURE OF COMPETENT PERSON	REGISTRATION NO.	DATE
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NAME.....

ADDRESS..... TEL NO

NATIONAL BUILDING REGULATIONS

Appointment of Professional Engineer or Other Competent Person

1. Local Authority.....
2. Proposed Work.....
3. Description of Property.....
4. I,
Being the owner of the above property, have in terms of Regulation A19, appointed:
5.

To undertake the design of
6.

.....
And the inspection of this work during the course of construction in order to check compliance with the approved design, such appointment being effective from
7.

The above named person has accepted the appointment and under an agreement in terms of Regulation A19 (11), has undertaken to accept responsibility for providing the above mentioned Local Authority with such drawings, details and particulars as it may require in terms of the Regulations. In so far as such drawings, details and particulars may refer to work of a structural nature, such person has further undertaken to inform the above-mentioned Local Authority if it appears that any structural work is being carried out in a manner which may endanger the strength, stability or serviceability of the building or any adjoining or structure.

Should the above appointment be terminated before construction of the building is completed, I undertake to inform the Local Authority accordingly and, where necessary, to make a new appointment.

Signed:

Owner: Date

Person Appointed: Date

Registration No:.....

Academic, Professional or Other Qualification(s):

Experience(s):.....

DETAILS FOR COMPLETION OF FORM

- (i) Insert name of Local Authority
- (ii) Insert one or more of the following as required: Proposed new building, or alterations/ additions/conversion/extensions/rebuilding/re-erection/subdivision/structural repair to / or existing building.
- (iii) Insert description of property, e.g. Erf no. and township, farm portion no., etc.
- (iv) Insert full name of the registered owner of the property.
- (v) Insert description of work to be undertaken.
- (vi) Insert date of appointment.



ARCHITECTURAL COMPLIANCE CERTIFICATE

This certificate is to be completed and submitted by the Registered Person so identified by the Architectural Professions Act 44 of 2000, Section 26(4), as the authorised person responsible

1. A company resolution in support of Item C (where required) and two copies of this Certificate, together with applicable drawings and documentation, must be submitted to the local authority concerned for approval to build
2. One completed copy of this Certificate, stamped by the local authority concerned, is to be retained by the Registered Person

Complete or indicate with a cross where applicable

A.1. PROJECT DETAILS

Authority:			
Stand no:		Township:	
Street address:			
Proposed project:			

A.2. PROJECT CLASSIFICATION AS PER SACAP REGULATIONS FOR THE IDENTIFICATION OF WORK SCHEDULES

SACAP Building Classification/s:			Code/s:	
Complexity scale:	LOW	MEDIUM	HIGH	

A.3. SENSITIVITY SCALE

Sensitivity scale:	LOW		MEDIUM		HIGH	
ENVIRONMENTAL Impact Assessment:	NOT APPLICABLE	REQUIRED (Included)	National Heritage Site:	Year of Declaration:		
HERITAGE Impact Assessment:	NOT APPLICABLE	REQUIRED (Included)	National Heritage Building:	Year of Declaration:	Year/s of construction:	
SOCIAL Impact Assessment:	NOT APPLICABLE	REQUIRED (Included)	All other buildings:	Year/s of construction:		

B. REGISTERED PERSON AUTHORISED IN TERMS OF ARCHITECTURAL PROFESSIONS ACT 44 OF 2000, Sections 18, 26(3) & 26(4)

Registered Person:						
Registration No:		Professional title:	PrArch	PrSArchT	PrArchT	PrArchDraught
Architectural Practice:						
Postal address:						Code:
Physical address:						Code:
Telephone:	[]	E-mail address:				
Facsimile:	[]	Mobile phone:	[]			

I, _____ being the abovementioned authorised responsible Professional Registered Person acting for and on behalf of the Architectural Practice as above, have accepted the appointment and hereby undertake to accept responsibility for providing the respective local authority with such drawings, details and particulars as it may require in terms of the National Building Regulations for approval to build. I, the undersigned, also hereby confirm that the project classification and site classification information provided above is correct in all aspects, and that my appointment to this project is not in variance with my competence, individual registration conditions and the Code of Professional Conduct under the South African Council for the Architectural Profession.

SIGNED _____ **DATE** _____
(Professional Registered Person who certifies that the above information is true and correct)

C. PROPERTY OWNER/AUTHORISED AGENT

Name:			CC/Trust/etc No:	
Postal address:			Code:	
Physical address:			Code:	
Telephone:	[]	E-mail address:		
Facsimile:	[]	Mobile phone:	[]	

I, _____ being the Owner/Authorised Agent of the above property, have appointed the Professional Registered Person, whose details appear above, as the Registered Person in terms of the Architectural Professions Act No 44 of 2000, and duly authorised representative for the Architectural Practice as above, for the proposed project detailed herewith to obtain approval to build from the local authority concerned.

SIGNED _____ **DATE** _____
(Property Owner/Authorised Agent)

D. LOCAL AUTHORITY

AUTHORITY STAMP
DATE

This certificate serves only to confirm compliance by the Registered Person in terms of the Architectural Professions Act 44 of 2000, with Sections 26(3) and 26(4) regarding competency to perform the architectural work identified in their registration conditions for the specified project in this certificate, and does not in any way imply compliance or approval of any other regulations, standards or conditions of or by any authority concerned.

PROTECTION OF TREES AND SHRUBS

DECLARATION

Proposed improvements on erf:.....

Street address:.....

Extension:.....

I the undersigned, am the owner of the abovementioned property and hereby provide the following information and declare that I understand the contents of the following:

- a) Are there any indigenous trees, shrubs or forests on my property or adjacent to my property that are protected under the National Forests Act and may need a licence to cut, destroy, damage or disturb?

(Mark with a tick)

YES	NO
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- b) If the answer is YES, I must contact the Knysna Forestry office of the Dept. of Environment, Forestry and Fisheries at tel. (044) 302 6900 or fax (044) 382 5461 to arrange for a site inspection before I submit my application for approval of building plans and other permissions to the Building Control Office. (Forestry will give written comments and recommendations before my application to the Municipality will be considered for approval.)
- c) If my application has been approved, I must apply to Forestry for the granting of a licence for any removal of or damage to protected trees or forests.
- d) If I fail to comply with the abovementioned requirements, I will be guilty of an offence.

.....
SIGNATURE

Postal address:.....

.....

.....

NAME:.....
(Print please)

Tel. no.:.....