

OVERVIEW

Planning & Development

Section Building Control

Mission & Vision :

"To excel in ensuring integrated development and inclusive economic upliftment of the Kouga community."

The function of the building regulations and standards legislation is to regulate building development. This includes the processing and assessment of building plan applications, the monitoring of building work to ensure compliance with approved building plan and to implement appropriate action where unauthorized building activities occur. These actions all form the basis for the promotion of orderly building development that will benefit and promote the living environment of the citizens of the municipal area.

Kouga Municipality Building Control Section is situated on the ground floor of the Woltemade building, 16 Woltemade Street, Jeffreys Bay.

Information desk is open from 8:00 to 13:00 and 13:30 to 15:00

Building Inspectors is available in the office from 08:00 to 09:00 before they leave to conduct their inspections and return again in afternoon from 14:00 to 15:00.

General Administrative Enquiries

Request copy of plans

You can request copies of plans by using the [Request for copies of plans form](#).

If the property owner has appointed a consultant, architect or planner other than themselves, then the owner needs to issue the person with a letter of consent, copy of the person's identity document and owner's identity document.

Booking inspections

You can request an inspection by using the [Inspection request form](#).

Complaints, Concerns & Queries

You can log a complaint or concern with regards to building works by using the **Customer complaint form**.

***All forms can be requested via email from the Admin Officials**

Admin Clerk's Jeffreys Bay Office

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Chandre Draghoender

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Plans examiners

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Building Inspectors

Jeffreys Bay Office

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Lee Ann Opperman

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1. **Background information**

Before you prepare a building plan submission acquire copies of the following information in respect of the property:

- A copy of the property title deed or deed of transfer.
- A registered survey diagram. A survey diagram clearly indicates the boundaries and dimensions of your property.
- A zoning certificate or confirm correct information on the zoning relation to your property.
- A copy of any previously approved building plans held by the Kouga Municipality. This is usually required when submitting an extension, additions or alterations building plan

2. **Preparing building plans for submission**

According to the Architectural Profession Act, any person who prepares a building plan involving architectural work for submission to the local authority must be registered with the South African Council for the Architectural Profession (SACAP). The National Building Regulations and Building Standards Act requires the name and SACAP registration number of the person drawing up a plan to appear on all drawings and documents submitted to a local authority.

If you do not meet these requirements, you may not submit a building plan application.

For more information visit SACAP website at www.sacapsa.com

The following content and requirements is important to ensure that your application is accepted and processed without any problems and finalised within the shortest possible time.

3. **Content requirements for site plan**

- Dimensions of the site boundaries
- Position of any building lines
- Erf number

- Abutting Erf numbers or public open spaces
- North Point
- Levels and Contours
- Name of the street upon which site abuts
- Location of any municipal service and connection point
- Any drain, stormwater, or surface channel existing upon such site
- The proposed building (colour red)
- All existing buildings or structures (uncoloured) eg. boundary walls, pools
- Buildings proposed to be demolished (in dotted lines)
- Any existing and intended point of access from any public street
- Location of any street tree, furniture, apparatus or equipment relative to such access
- The distance of all new and existing buildings from the site boundaries

4. Content requirements on layout plans

- Layout drawings shall consist of as many plans, sections, elevations and other details as may be necessary to show –
Foundations, floors, walls, fixed and openable windows, fanlights, louvres and other ventilation devices, artificial ventilations systems including any cooling tower or plant room, doors, stairs, roofs and chimneys
- Sanitary fixtures
- The intended use and horizontal and vertical dimensions of rooms
- The levels of the floors relative to one another and the natural ground level
- Details of any special provisions, requirements in terms of these Regulations, for persons with disabilities.
- Location, type and capacity of water-heating installations
- Safety glazing specified where applicable.
- Details of fenestration and insulation required to satisfy the energy usage requirements of National Building Regulations Part XA where applicable

***The minimum requirements must comply with SANS 10400 PART A**

5. Content requirements for drainage installation drawings

- The position, size, gradient of and connection point(s) to any drain in relation to a reference point on the site, and the ground levels in relation to these, including the finished floor level.
- The position of any trapped gully and sanitary fixture

- The position and size of any soil, waste and/or ventilation pipe

*Symbols to illustrate details according to the table in National Building Regulations A8

6. Format requirements for plan scale

Plans must be drawn to a suitable scale, which may be any of the following and must be clearly indicated on the drawing:

Plan component

Site Plan

Layout drawings

Drainage installation drawings

General structural arrangement drawings and structural details

Fire protections plans

Scale

1:100, 1:200, 1:500 or 1:1 000

1:20, 1:100 or 1:500

1:50, 1:100, 1:200

1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100

1:20, 1:50, 1:100 or 1:200

7. Format requirements for plan coloring

Plan element

General/Material

New masonry

New concrete

New iron/steel

New wood/timber

New glass

All existing material

Site Plan

Proposed work

Existing work

Work to be demolished

Drainage installation drawings

Drain and soil pipes/fittings

Waste pipes

Soil and combined vent

Waste vents/fittings

Other pipes and conveyance of

Industrial effluent

Color notation

Red

Green

Blue

Yellow

Black

Grey

Red

Uncolored

Black dotted lines

Brown

Green

Red

Blue

Orange

Existing drains
Stormwater drains

Fire protection plan

Emergency route
Direction of travel to safe area

Black
Uncolored

Green

Black arrows at short intervals

**Please check plans prior to submission, to ensure that approval can follow as soon as possible.*

8. Once you have submitted your building plan, expect the processing time:

Building plans for an area smaller than 500m ²	30 Days, if plan complies with all requirements
Building plans for an area larger than 500m ²	60 Days, if plan complies with all requirements
Building plan work that triggers a land use application, or any other application in terms of application law as referred to in Section 7 or the National Building Regulation Act, e.g. Where a departure from the land use requirements is necessary, or a heritage Authorization is triggered.	The building plan will be referred to the applicant and will need to be resubmitted once the land use application has been approved or necessary authorization has been obtained.

9. All required supporting documents.

Depending on the nature of your application, you will need to include the following supporting documentation for your submission to be accepted as valid and complete

Item	Document
1	Submission form
	- owner's signature
	- sqm
2	SACAP form
	- owner's signature
	- info completed
3	Professional Land Surveyor - positioning of structures & contours
4	ROD / EIA
5	ID of registered owners - as per Title Deeds

6	Proxy Letter
7	Trust Deeds
8	Resolution - Trust / Company
9	CIPC form / certificate - company & directors registration form
10	Title Deeds
	- attorneys letter confirming registered if unsigned
	- building lines
11	SANS10400 Form 1 - SACAP registered - pgs 69 - 78 inclusive
12	SANS10400 Form 2 - energy - pgs 79 to 83 inclusive
13	SANS10400 Form 2 - structural engineer - pgs 79 to 83 inclusive
14	SANS10400 Form 2 - mechanical engineer - pgs 79 to 83 inclusive
15	SACAP registration certificate
16	Professional insurance - SANS10400 Form 2 appointments
	- energy
	- structural
	- mechanical
17	Energy Completion Certificate
	- signed calculation report
18	Proof of payment
	- receipt number
19	Signing of plans
	- HOA / Body corporate letter
	- owner
	- registered SACAP person
20	Building plans
	1x color copy and 2x black&white copies

10. Use the correct application form

You can obtain the following application forms and standard documents from the submission counter at your local municipality. Reception area Woltemade building or on our website www.kougamunicipality.gov.za

- Submission form
- Standard checklist
- Banking details for EFT payment
- Amnesty application
- Inspection request

- Customer complaint form
- Occupation request
- Requirements for Occupation
- Provisional Authorisation
- List of Architects (refer to SACAP) www.sacapsa.com
- List of Engineers (refer to ECSA) www.ecsa.co.za

11. **Building plan submission fees**

When submitting your building plan applications, the Kouga municipality will first check that the proposed building work comply with the land use requirements before staff will calculate a scrutiny fee according to official tariffs.

The admin officials will provide you with an invoice for payment, which can be paid at the Kouga municipality cashiers. Located at the Main Building, 33 Da Gama Rd.

The fees is a set tariff and is non-refundable, even if your application is not approved. Your building plan deposit fee will be refunded to the owner once you have received your Occupation Certificate.

Our Online Ovvio portal will calculate the fees when capturing your application. This capturing will be done by you appointed professional who is a registered Ovvio user.

* **Banking Details for EFT payment.**

- [See Annexure A](#)

12. **Building Plan Application**

Online Ovvio Portal

- How can register?
- How to register?
- How to access the Ovvio Portal?
- View your Building Plan submission
- Submit a Building Plan

Ovvio User Manuel available.

13. Minor works application

An application for a minor building works is always required, and works cannot commence without approval thereof, as with a standard application

Definition :

“minor building work”

As contemplated in Section 13 of the Act no. 103 of 1977 means –

(a) The erection of any –

- I. Poultry house not exceeding 10m² in area;
 - II. Aviary not exceeding 20m² in area;
 - III. Solid fuel store not exceeding 10m² in area and 2m in height;
 - IV. Tool shed not exceeding 10m² in area;
 - V. Child's playhouse not exceeding 5m² in area;
 - VI. Cycle shed not exceeding 5m² in area;
 - VII. Greenhouse not exceeding 15m² in area;
 - VIII. Open-sided, caravan or boat shelter or a carport where such shelter or carport does not exceed 40m²;
 - IX. Any free-standing wall constructed of masonry, concrete, steel, aluminium or timber or any wire fence where such wall or fence does not exceed 1,8m in height at any point above ground level and does not retain soil;
 - X. Any pergola;
 - XI. Private swimming pool;
 - XII. Change room, not exceeding 10m² in area at a private swimming pool;
- a. The replacement of a roof or part thereof with same or similar material;
 - b. The conversion of a door into a window or a window into a door without increasing the width of the opening;
 - c. The making of an opening in a wall which does not affect the structural safety of the building concerned;
 - d. The partitioning or the enlarging of any room by the erection or demolition of an internal wall if such erection or demolition does not affect the structural safety of the building concerned;

- e. The erection of any solar water heater not exceeding 6m² in area on any roof or 12m² when erected other than on any roof; and
- f. The erection of any other building where the nature of the erection is such that in the opinion of the building control officer it is not necessary for the applicant to submit, with his application, plans prepared in full conformity with these regulations;

Minor works submission requirements

Site plan

- the erf boundary lines and erf number
- building lines
- position and size of the proposed structure; and
- clear, concise description of the proposed structure and its use/occupation.
- Possible elevation and/or section (A3 size is acceptable)
- It remains the decision of the Building Control Officer whether further information or appointments are required.

14. Heritage

As per National Heritage Resources Act, all buildings that are older than 60 years, or fall within areas of significant heritage value, must be presented to the Eastern Cape Provincial Heritage Resources Authority (ECPHRA).

 **For more info please contact ECPHRA**

Contact Number : 043 745 088

Email: info@ecphra.org.za

ANNEXURE A

Name of Account Holder Kouga Municipality

Banking Institution First National Bank

Branch Name Jeffreys Bay

Branch Code 210-515

Electronic Branch Code 250-655

Account Type Cheque Account

Swift Code FIRNZAJJ

Account B

Account Number 52540033504

Reference: 1st 10 characters 9 x 10 **9999999999** then your erf no or just **REINSPECTI**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9	9	9	9	9	9	9	9	9	9	B	U	I	L	D	P	E	N	A	L

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9	9	9	9	9	9	9	9	9	9	E	R	F	B	L	D	P	P	E	N

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Please email proof of payment with this invoice to lmqina@kouga.gov.za