

KOUGA MUNICIPALITY

Tel No 042 2002 251
 abezuidenhout@kouga.gov.za
 Fax2email 086 536 4065

Planning and Development - SFB unit

P O Box 137
 St Francis Bay
 6312

BUILDING PLAN SUBMISSION

3 Assissi Drive

AREA: I SFB I CSF I OB I K/river I Farm ERF No: FARM No & PORTION No: STREET NAME: STREET No:		DESIGNER / ARCHITECT: POSTAL ADDRESS: POSTAL CODE: TEL No:	
OWNER: OWNER's ID No: OWNER's POSTAL ADDRESS: POSTAL CODE: OWNER's CELL No: TEL No: WORK <i>Building deposit refundable to</i> Bank Name: Bank Code: Account No: Type: cheque / savings Holders Name:		ENGINEER: BUILDER: PLUMBER: ZONING: ☐ agricultural ☐ residential I ☐ residential II ☐ business ☐ industrial ☐ special / other BUILDING CATEGORY: ☐ new ☐ additions / alterations ☐ 2 nd dwelling unit ☐ amended plan number/.... ADDITIONAL FLOOR AREA:	
BUILDING PLAN FEES:		RECEIPT No:	DATE:
BUILDING DEPOSIT:		RECEIPT No:	DATE:
2nd dwelling or TOTAL :		RECEIPT No:	DATE:

Compulsory Attachments: SACAP Form, Copy of Title Deed and ID Doc, SANS 10400 A Forms

Where appointed / applicable:

Engineer's Appointment Form, Letter of Proxy, HOA or Body Corporate signatures on plan, 100m high water ROD / EIA report

I, the owner, hereby make application to carry out building works as set out in the building plans submitted herewith and I undertake to execute the same in strict accordance with these building plans and in the National Building [Regulations framed in terms of the South African National Standards 10400](#) and Building Standards Act, 1977, and to abide by the restrictive Building Guidelines and Aesthetical Rules applicable to St Francis Bay, Cape St Francis and Oyster Bay. I also declare that all conditions of the Title Deed relative to the building lines and other restrictive conditions contained therein relative to the construction of a structure on the relevant erf will be adhered to.

OWNERS SIGNATURE:

(or representative with power of attorney letter)

KOUGA MUNICIPALITY

ST FRANCIS BAY UNIT

1 SUBMISSION OF PLANS FOR APPROVAL

Office hours to the public:

Monday to Thursday: 07h30 to 13h00 and 13h30 to 15h00

Fridays: 07h30 to 13h00.

No transaction requiring money to be paid will be done during and after these closed times.

Cut-off dates for the submission of building plans are strictly the Wednesday prior to the Aesthetic meeting.

Late submissions will under no circumstances be accommodated and will therefore be left to stand over until the next meeting. See last page for dates.

Documentation:

All required documentation must be completed in full and be accompanied by the prescribed fees before the plans will be accepted or information photocopies or copies of plans will be made available.

In the case of a representative, a letter of proxy from the owner, in which full and explicit detail of the requirements, instruction and/or authorisation given to the bearer are set out.

Checking of building plans:

Plans are checked on a daily basis in St Francis Bay Offices and presented to the Aesthetic Committee who has meetings fortnightly on Tuesdays. Approved plans may be collected five working days after the date of approval.

Duration:

The Council reserves the right to take up to 30 days to check/defer/approve plans for buildings less than 500m² and 60 days for buildings larger than 500m²

NOTE: NO DEVIATION FROM THE ABOVE WILL BE ALLOWED

2 TARIFFS - All fees and tariffs are revised annually and implemented on 1 July. (have arrived call me)

Whenever a building or structure is erected without the prescribed building plans, a penalty of 4 times the building plan fees will be payable.

Building Plan Fees (first 20 m2) including decks	R	
for each additional 10m2 or part thereof	R	
Minor Building Applications i.e. walls	R	
Swimming pools	R	
Secondary use Application	R	
Secondary use Service Fees (incl VAT)	R	
Building plan fees industrial & rural	0 - 1000	R
	1001 – more	R request quote
Building Deposits - to be paid with plan submission fees		
Single Residence Building greater than 50m2	R	
Single Residence Building less than 50m2	R	
Other i.e. Business, industrial & special zoning	R	
RDP	R	
20mm water connection	R	
32mm water connection	R	
Electrical connection (single Phase)	R	
Electrical connection (three phase)	R cost + 20% on written request for quotation	

3 NOTICES - All notices may from time to time be amended by special resolution of Council.

New water connection	14 w/days	after receipt reach Tech Serv.
New electrical connection	14 w/days	-“- & Compliance Cert
Notice for foundation inspection	1 day	Mondays to Thursdays (not Fridays)
Notice for drainage inspection	1 day	-“-
Notice for final inspection	1 day	-“-

KOUGA MUNICIPALITY

ST FRANCIS BAY UNIT

1 TOWN PLANNING CONDITIONS

- o It must be ensured that with any application for building work to be done, the Building Plans as well as the execution of all work, will be done in strict accordance with the [National Building Regulations as laid down in the South African National Standards 10400 and Building Standards Act of 1977](#), the Building Guide with Aesthetic rules applicable to St Francis Bay, Cape St Francis and Oyster Bay, the relevant Title Deed, as well as the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance of 1985.
- o It must also be ensured that the National Environmental Management Act 107 of 1998 regarding Environmental Impact Assessments or Basic Assessments relative to new development applications, rezoning applications as well as any new structures / buildings or new additions closer than 100m from the high water mark has been complied with.
- o Single residential zone : maximum coverage 50%
- o In general the following building lines will be applicable from the official erf pegs:
 - Street 5,00m
 - Side 2,00m tile and 4,5m thatch
 - Rear 3,00m tile and 4,5m thatch
- o Owner to ascertain the actual building lines applicable to the site i.e. servitudes etc
- o Where building is done in stages, plans for each stage must be submitted for approval.

2 REQUIREMENTS FOR BUILDING PLANS

Quantity: 3 paper copies of every plan, **1 to be coloured in for additions.**

Size: A series or multiples of A4 / A3.

Colour: New masonry	Red
New concrete in section	Green
New iron/steel in section	Blue
New wood in section	Yellow
Site plans new work	Red
Site plans demolish	Black dashes

3.1 Site plans

- o Scale 1:100 or 1:200.
- o Dimensions of boundary and building lines and servitude's.
- o Erf number, street name and adjacent erven.
- o North arrow.
- o Contours – to be determined by a Land Surveyor.
- o All existing buildings proposed new buildings and intended demolitions.
- o Sewerage: site drainage, rodding-eyes and inspection eyes, position of conservancy tank
- o Vehicular entrance.
- o On site parking must be indicated where applicable.

3.2 Layout Plans

- o Scale 1:100 or 1:50.
- o Plans, sections and elevations of buildings.
- o Horizontal and vertical dimensions in mm.
- o Floor heights with regard to natural ground levels.
- o Detail and specification of foundations, floors, walls, windows, ventilation systems, doors, stairways, roofs, chimneys, sanitary facilities, drainage and electrical installations.
- o Structural elements must be accompanied by a detail design drawing prepared by a Registered Professional Engineer or written letter of appointment.

3.3 Amended Drawings

- o **All amendments must be listed and clearly highlighted with Cloud indicators, annotations and prescribed colours and cross reference to the original plan number.**

3.4 Plans: General conditions

- o Any building having a total floor area larger than 500m² must be drawn by a registered architect.
- o **The name, address and telephone number of the draughts person or architect must be supplied on the plan.**
- o Buildings must be aesthetically acceptable in accordance with the prevailing styles.

3.5 Compulsory Attachments / signoffs

- o Completed Building Plan Submission form
- o Completed SACAP form from Architect / Technologist or Draughtsperson
- o Copy of Title Deed pertaining to the restrictive conditions on the erf
- o Copy of owners ID Document
- o The owner to sign the plans
- o Contours determined by a Land Surveyor.
And where applicable;
- o Engineer's Appointment form signed by the owner and engineer.
- o The Record of Decision from Department of Economic Development and Environmental Affairs relative to the National Environmental Management Act 107 of 1998.
- o Letter of Proxy.
- o The plans to be signed by the relevant Home Owners Association / Body Corporate / Controlling Architect / draughtsman. The "new marina area" environmental signoff of C Logie 083 529 5410.
- o A colour chart denoting the chosen shade must accompany all plans for Santareme area.

4 BUILDING SITE: GENERAL CONDITIONS

- o An approved plan must at all times be kept on site.
- o Where uncertainty arises as to the position of **erf boundary pegs, the owner must appoint a Land Surveyor to point out the pegs.**
- o Before any work starts on a site, incl preparatory work, a chemical toilet must be erected on the site.
- o No concrete or cement may be mixed on any road surface or within the road reserve.
- o Building material may only be stored on abutting erven, with the owner's written consent.
- o No deviations from approved building plans are allowed.
- o No building may be occupied without an occupation certificate having been issued.
- o Building sites must be kept tidy and clean.
- o Empty cement bags, paint tins, lunch wrappers, food tins and empty bottles etc. must be removed daily.
- o On completion of construction all builders' rubble and surplus material must be removed from site immediately.
- o Upon the issue of a certificate of occupation all builders and sub contractors advertising boards must be removed.
- o Under no circumstances may builders' materials be offloaded on a road. Where unavoidable such material may be off-loaded on the pavement provided that immediate steps are taken to move the material onto the building site.
- o No earthworks shall commence without the prior approval of the Local Authority.

5 INSPECTIONS AND OCCUPATION CERTIFICATE

- o **All inspections must be booked 24 hours in advance. All electrical, engineers and roofing certificates where applicable, must be submitted, prior to the final inspection being done.**
- o An occupation certificate shall only be issued:
 - If the building is completed according to the approved plan.
 - If all building rubble has been cleared from the site and the surrounding areas are clean and neat.
 - All builders' signboards have been removed.

6 ELECTRICAL

- o Circuit breaker step up to premises will only be done after final inspection by the Building Control Officer and an occupation certificate has been issued.
- o Where driveways are to be paved over municipal pavements two 110mm diameter sleeves are to be laid 500mm below natural ground level and 1000mm from the street boundary of the property for electrical cables. The sleeves must also extend 500mm on both sides of the driveway.
- o To allow access to the electrical meter at all times, the electrical meter box must be installed in a pillar built on the street boundary with the lowest level of the **meter box being 1,2 above the ground** or in the boundary wall.

DEFINITIONS

In this code of practice unless inconsistent with the context:

Aesthetics Committee means a sub-committee of the Ward Committee under the chairmanship of the Ward Councillor tasked with ensuring that all buildings and structures are consistent with these regulations. Its membership shall consist of the ward councillor, the building inspector, nominees of the residents associations for the area, between two and four individuals appointed by the ward committee for their technical ability, and such other individuals as may be appointed by the ward committee from time to time.

Balcony means an outside balustraded platform at an upper floor level with access directly from a habitable room.

Basement means that portion of a building, the finished floor level of which is at least 2m below, or the ceiling of which is at most 1m above, a level halfway between the highest and lowest natural levels of the ground immediately contiguous to the building.

Building means in addition to the meaning assigned thereto in the Municipal Ordinance No. 20 of 1974 (paragraphs (a)(aA) and (b), of Section 2 (ix), any structure whatsoever, irrespective of its nature or size.

Carport means a roofed structure permanently open on one side without any doors.

Deck means a flat surface capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground, (restricted to 1m above natural ground height) and usually connected to a building.

Dormer means a gabled extension built out from a sloping roof to accommodate a vertical window or door. The dormer should be in the same roof material as the main roof, and should not exceed 50% of the roof elevation. Thatch dormers should spring from the ridge and should not be less than 30 deg. Flat roof dormers are permitted in tile roof houses, but may not project beyond the dominant vertical wall of the elevation

Dwelling unit means a self-contained inter leading group of rooms with not more than one kitchen, used only for the living accommodation and housing of a single family, together with such outbuildings as are ordinarily used therewith.

Gazebo means a roofed structure with a view.

Light industrial area means that portion of St. Francis Bay Municipal area zoned for such purposes.

Outbuilding means a smaller ancillary building detached from the main building, **but does not include additional dwelling units**, for which written application must be made (forms avail at office incl fees).

Patio shall mean a roofless area adjacent to the house.

Santareme means that portion of St Francis Bay Municipal area to the south of Harbour Road and bounded by St. Francis Drive and Indian Ocean.

Sea Vista means the less formal residential area.

A conservancy tank means a leak-proof holding tank for sewerage.

A septic tank means a holding tank with an overflow into a soak-away.

St Francis Bay Village means that portion of St Francis Bay Municipal area westward in a straight line corresponding to the southern boundary of Harbour road from the Indian Ocean to Main Road 330 (road to Cape St Francis), thence northwards along Main Road 330 to the Kromme River.

Storey means any single level of a building, excluding a basement, which does not exceed a height of 4m, measured from finished floor level to floor level in the case of a multi storey building, or to the ceiling in the case of the top storey or a single storey building.

Structural element means any portion of a building or structure which of necessity needs to be designed by a professional engineer or competent person ie. roof structure, concrete slabs and retaining walls.

Sun deck means a platform constructed of timber supported on masonry pillars.

Veranda means Veranda, a roofed area along the outside of the main building, may be partly enclosed on one side.

THE GENERAL ARCHITECTURAL REQUIREMENTS FOR:

ST. FRANCIS BAY, CAPE ST. FRANCIS AND OYSTER BAY

GENERAL

Gas cylinders and all other service elements on external walls must be concealed.

Conservancy tanks or water borne sewage connections must conform to the specification of Council and be installed or connected to Council's satisfaction. **All conservancy tanks must be a minimum size of 6,5m³ below the inlet. One suction point per erf must be installed within 1m from the boundary on the road verge.**

ST FRANCIS BAY

Septic tanks with soak-aways are not permitted in St Francis Bay. Where waterborne sewerage is available, properties must connect thereto. When waterborne sewer is not available conservancy tanks of minimum 6500 litres holding capacity must be installed on the road side of the building and be fitted with a means of monitoring the capacity as well as a suction pipe with coupling taken to the street boundary. The invert level of the tank must not be more than 3,5m below the level where clearing (at suction coupling) takes place.

CAPE ST FRANCIS

Either a septic-tank with soak-aways or a conservancy tanks may be considered. Conservancy tanks are to be as per St Francis Bay. Septic-tanks with soak-aways are subject to a percolation test. Low lying areas to have conservancy tank.

OYSTER BAY

Septic tanks with soak-aways are recommended due to this area not being service by Council's trucks.

All telephone feeds to a house must be laid underground

Each home owner is required to provide the appropriate street number which must be prominently displayed

For all structures, dwellings, outbuildings, boundary-, courtyard-, canal- and garden walls, gazebo's, pergola's, Wendy-houses and jetties, new, altered or additions, building plans must be submitted and approved prior to construction.

Only natural hedges, masonry walls (plastered and painted), treated wood, wrought iron or a combination of the above types will be allowed for street boundary walls and shall match the house in style and colour. No "Palisade" type fencing will be considered for approval on street boundaries in residential areas.

Razor wire is not permitted anywhere, nor is wire fencing on the street boundaries of residential and business erven.

All corrosive type of steel fittings must be adequately protected with anti-corrosive coating materials.

No pre-cast concrete walls will be allowed.

Non retaining boundary or garden walls may not exceed 1.8m in height measured from the natural ground contour level.

Retaining boundary or garden walls may not exceed 1.8m in height measured from the natural ground contour level on the lowest side.

The use of shade cloth for roofing and sides on patio areas and carports is subject to Council's and Aesthetic Committee's approval. Village area: Black or green. Santareme: Black or matching the colour of the roof tiles.

All buildings must be maintained in a good condition and retain its original aesthetic appearance and paintwork.

No Milkwood trees or any other protected flora may be removed without the prior approval from Nature Conservation.

Solar panels, are permitted, but should not detract from the dominant roof elevations that form a key part of the town's visual character. These panels should be screened from public view where possible to reduce the negative visual impact of any products that do not match the colour of the existing roof.

6 June 2011

ST FRANCIS BAY VILLAGE

Architectural guidelines for the townships of St Francis Bay Village.

No person shall develop any vacant property in St Francis Bay Village, nor extend alter any existing development thereon in a manner or style inconsistent with the general prevailing St Francis style of the area.

Architectural character and vision for the St. Francis Bay Village

General

The St. Francis Style shall be characterised by a white walled building with a 45° to 60° high double pitched thatch or black tiled roofs.

Solar panels, are permitted, but should not detract from the dominant roof elevations that form a key part of the town's visual character. These panels should be screened from public view where possible to reduce the negative visual impact of any products that do not match the colour of the existing roof.

Silhouette

Roofs, chimneys, dunes and vegetation shall form a unique cohesive element. Masonry or block plastered boundary walls should where possible be used to link buildings and so provide a cohesive town or streetscape.

Shape

Buildings must conform to the levels and natural contours of the site and symmetrical roof lines and shapes are encouraged.

Form

Long forms, but articulated and undulated to avoid over scaling, with low horizontal aspects shall be deemed appropriate for this particular type of development.

Roofs

Roofs lines must be long and unbroken but may be moulded and shaped in symmetrical shapes.

Building requirements for St Francis Bay Village

Colour of walls

Only plain un-tinted white paint on external plastered walls will be allowed.

No stone or face brick may be used in the construction of chimneys.

Height

The maximum permissible height of a building measured from natural ground level shall be two storeys. However the **first floor shall have a wall plate not exceeding 1200mm high.**

No part of a building **may exceed 8,5m above the natural ground contour level** at any point.

No part of a chimney may exceed 2m above any point where it exit the roof structure.

Marina Area – Canal Front Properties

At the lowest point in Sea Glades Drive, St Francis Bay, a Bench Mark Level was surveyed and marked on the road. The same Bench Mark height is the minimum **Finished Ground Level** that is recommended for the canal front properties that might be lower than this surveyed point. For the same properties the height restriction of 8,5m will also be measured from the same Bench Mark height providing the ground level is raised to this level.

Balconies, outdoor living areas and carports:

Balconies are allowed only if directly accessible from a habitable room.

Clear un-tinted glass will be allowed in a balustrade.

Outdoor living areas and car ports within building lines may be covered with clear, white and opaque white solid sheeting provided the roofing is concealed to the approval of the Council and the Aesthetic Committee.

6 June 2011

Roofs

The roof **pitch shall be between 45-60 degrees**, except where balconies or dormer windows are permitted at the discretion of the Local Authority in which case an alternative pitch may be allowed but not less than 30°.

Roof trusses shall not be more than 8m wide measured from inside wall at wall plate height.

The proportion of roof height to wall height must fall within the range of 1:1 to 2:1.

Small flat roof areas for rain water drainage must be concealed from view.

Where the roof structure of an existing flat roofed outbuilding is altered in any way, the entire roof structure shall be replaced with a pitched roof that matches the main building roof profile.

The preferred roofing material is thatch. Other roofing materials which are allowed are natural grey slate, as well as black/dark grey cement tiles. The Council and Aesthetics Committee may approve other similar roofing material at its discretion.

A thatch roof ridge line must be capped neatly with cement mortar and be painted white.

No bargeboards, gutters or down-pipes may be fitted onto thatch roofs.

In the case of other approved roofing materials, detail for bargeboards, gutters and down-pipes shall be submitted for approval.

Unless specifically allowed by the Aesthetics Committee and Council, hipped tile roofs will only be allowed if gables of at least half the roof height is being used.

Where thatch is used as roofing material the roofing of the dormer must originate from the ridge line of the main roof.

The discharge of the valley gutters must be designed technically correct to allow for the adequate discharge of rainwater.

Dormers may not exceed 50% of the roof area.

Roof glazing and ridge glazing will be permitted at the discretion of the Aesthetics Committee and Council on submission of full details and providing it falls within the relevant colour specified for this area.

A roof overhang with a horizontal measurement of at least 500mm must be used.

Exterior walls

Walls must be constructed of brick, plastered or bag washed.

No stone or face brick chimneys or panels are allowed.

Face brick or stone plinths are permitted, but may not exceed the ground floor level.

Small black or natural coloured wooden panels, not exceeding 5% of the wall area, will be permitted as an architectural feature on merit at the discretion of the Council and the Aesthetic Committee.

With new work as well as where alterations are done to services, all sewer, waste and water lines above 1m must be in serviceable ducts.

Outbuildings

The finishes to outbuildings shall match the main building in all respects.

6 June 2011

SANTAREME

Architectural guidelines for Santareme

No person shall develop any vacant property in Santareme, or extend alter, any existing development thereon in a manner or style inconsistent with the general prevailing Mediterranean/Sardinian style.

Architectural character and vision for Santareme

General

The architectural character shall be Mediterranean/Sardinian in style. Walls of horizontal and vertical curvature and low pitched tiled roofs must form the dominant feature and be a characteristic element of buildings.

Silhouette

Walls and turrets should preferably form unique varying silhouette of the structure. Masonry or block plastered boundary walls should where possible be used to link buildings and so provide a cohesive town or streetscape.

Shape

Buildings must conform to the levels and natural contours of the site and symmetrical roof lines must be avoided.

Relationships

The relationship between building elements should be intimate, allowing for small spaces, patios and alleyways in between.

Form

Broken, articulated, undulated and fragmented building forms of a small scale, preferably where the vertical dimension is dominant, shall be deemed appropriate for this particular type of development.

Building requirements for Santareme

Colour

Only muted earth tones are to be used. **A colour chart denoting the chosen shade must accompany all plans.** With maintenance the same paint colours must be used unless a colour change has been approved by the Aesthetic Committee.

No two toned buildings will be allowed other than a variation of shading in the window area or corbelling.

Height

The maximum permissible height of a building measured from natural ground level shall be two storeys. The first floor may not exceed 50% of the ground floor area. However the 50% may be exceeded providing that it does not exceed 20% of the erf size.

No building may exceed 8m above the natural ground contour level at any point.

No part of a chimney may exceed 2m above any point where it exit the roof structure.

Doors and Windows

Wall space must be dominant and a rigorous standard of fenestration should be avoided.

The colour scheme must be submitted for approval for all doors and windows which are to be painted.

Roofs

The roof line shall be broken and, where possible, be asymmetrical.

The roof pitch shall not be less than 18 degrees or more than 25 degrees.

Roofing materials must be deep profile baked terra cotta earthenware tiles, or such other similar looking and similar coloured material as may be approved by the Aesthetics Committee and Council.

No dormer windows will be permitted.

No overhangs or bargeboards shall be allowed on gable-ends. Roof-end walls shall be finished off with a low gable wall or tile-capping.

Rainwater and grey-water goods must be specified on the plans and concealed from general view

6 June 2011

Walls

All walls shall be of masonry, bagged or plastered.

No stone or face brick chimneys or panels are allowed.

Face brick or stone plinths are permitted, but may not exceed 270mm - three courses of brickwork at any point from finished ground contour level.

All drainage above 1m must be in serviceable ducts.

Balconies, outdoor living areas and carports

Balconies shall be small in keeping with the fragmented Mediterranean look.

Clear un-tinted glass panels forming part of a balustrade will be approved at the discretion of the Council and the Aesthetic Committee.

Outdoor living areas and car ports may be covered with approved materials provided the roofing is concealed to the approval of the Council and the Aesthetic Committee. The material must be specified and approved by the Aesthetics Committee and Council.

Outbuildings

The finishes to outbuildings shall match the main building in all respects.

6 June 2011

SEA VISTA

Architectural guidelines

- o Sea Vista consists of formal and non-formal residential areas. The formal area is bounded by the following streets. All the erven in Geelbek Street as well as all the erven from erf 2316 to erf 2325 including erf 2675 in Steenbras Street.
- o For the benefit of all, it is necessary from time to time, to review development and progress and update requirements to maintain the steady rise in value of both land and property in this village.

Building requirements for the formal area

- o Other than the National Building Regulations there are no restrictions to the building style except for the external finishes mentioned below.
- o **Building lines on Tarragona Road is 5m, all other streets 3m and 2m on rear and 1m on the sides.**

Colour of walls and roofs

- o Only white paint on external plastered walls will be allowed.
- o All roofs must be black in colour.

CAPE ST FRANCIS AND OYSTER BAY

Architectural guidelines

- o Part of the appeal of Cape St. Francis and Oyster Bay is the varied shape, size and design of its houses which have evolved over the years from its early fishing shack beginnings.
- o Whilst no limitations or restrictions are contemplated, nevertheless, for the benefit of all, it is necessary from time to time, to review development and progress and update requirements to maintain the steady rise in value of both land and property in this village.

Building requirements

- o The recommended minimum size of a house or the first phase of a house shall be 70sqm.
- o The outbuildings must match the main building in all respects.
- o The maximum permissible height of a building measured from the natural ground level to the highest point of the building shall **not exceed 8500mm**.
- o All drainage above 1m must be in serviceable ducts.

INDUSTRIAL AREA

Building requirements

Roof

- o Roof pitch may not be less than 12 degrees and to be black or gray in colour.
- o Corrugated iron, fibre cement, concrete roof tiles, onduline and chromodeck will be permitted as roofing material and painted or other materials as approved by Aesthetics Committee.

Walls / fences

- o All external walls must be painted in either white or grey.
- o Buildings and boundary walls of material (colour to be white or grey) other than conventional brick may be erected subject to approval by Aesthetics Committee.
- o Internal boundary fences could be security type of fence (wire).
- o Fences bordering onto street boundaries - no security wire fence to be allowed. Must be brick, palisade, etc.
- o No pre-cast boundary wall to be allowed

Parking

- o On-site parking shall be provided to a ratio of not less than one parking bay per 200m² of floor space.
- o An un/loading bay of minimum size of 23m² with minimum dimensions 6m x 3m to be provided on-site.

Building lines

- o Street: 5 meter
- o Side: zero except as required by the NBR i.e. fire etc
- o Rear: zero except as required by the NBR i.e. fire etc

General

- o All National Building Regulations to be observed.
- o Maximum permitted coverage is 75 %.
- o Height - Only single storeys with 25 % mezzanine floor to be allowed.
- o Only natural colour security lights to be allowed.
- o Vehicle to enter and leave the premises in a forward direction.

The area between the building and the street boundary being horticulturally treated to the satisfaction of the Council and the Aesthetic Committee.

KOUGA MUNICIPALITY - St Francis Bay Unit**CHECK LIST FOR BUILDING PLANS SUBMISSION**

ERF:	AREA:	PLAN NO: email address:
-------------	--------------	-----------------------------------

This is to inform you that the approval of the above mentioned building plan has been deferred as the following information is required for approval:

NO	ITEM	Check	previous	Approve	COMMENTS:
1	Submission form to be filled in providing correct info				
2	Provide Banking details				
3	Verify the fees and building deposit amounts				
4	Provide a copy of SACAP Form				
5	Provide a copy of the Title Deed of the Erf				
6	Provide a copy of the owner's ID				
7	Provide a copy of the SANS 10400 Part A Forms				
8	Provide a copy of Engineers Letter of Appointment				
9	Provide a Letter of proxy				
11	Body Corporate or HOA to stamp and sign plans				
10	Owner to sign plans				
12	Provide Energy Calculations for windows/doors				
13	Provide Energy Calculations Certificate				
14	Provide a copy of ROD / EIA 100m high water mark				
15	Name and Address of Registered Draughtsman				
16	Name of Owner on plan				
17	Stand No & Street Name on site plan				
18	Boundary & Building Lines & dims				
19	Abutting erf numbers on site plan				
20	North Arrow to correspond to elevations				
21	Site Level & contours				
22	Scales - min 1:200 site plan & 1:100 other pgs				
23	Area of stand, house & outbuildings				
24	Coverage %				
25	Sectional Title erf to be signed by both parties				
26	Sections & Descriptions				
27	Elevations & Descriptions				
28	Foundation sizes				
29	Floor heights (above NGL)				
30	Wall finishes / Thickness				
31	D.P.C.				
32	Floor to ceiling heights				
33	Roof truss details				
34	Roof pitch/ roof coverings				
35	Room sizes & descriptions				
36	Actual window sizes				
37	Fire door between house & garage				
38	Chimney above roof				
39	Underground drainage				
40	Conservancy tank 6.5m cube				
41	Position of driveway from road				
42	Details of Boundary walls				
43	On-Site Parking				
44	Health Department to sign plans				
45	Technical Services to sign plans				
46	Fire Department to sign plans				
47	Proof of Payment of Augmentation Fees				

GENERAL: please ensure that the notes on the plans conform to the SANS 10400 etc

FRONT DESK: Ann checked by Ann - info to be verified by Plans Checker	DATE: 30/01/2013	DATE:
BUILDING CONTROL OFFICER:	DATE:	DATE:

6 June 2011



Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT,
ENVIRONMENTAL AFFAIRS AND TOURISM

CACACU REGION

P/Bag X5001, GREENACRE
South Africa, 60
Phone: +27 (41) 50858
Fax: +27 (41) 50858

FAX COVER SHEET

To : Kouga Municipality
Attention : Danie Rautenbach
Fax No. : 086 5223546

From : CHARMAINE STRUWIG

Tel No : 041-5085800

Date : 31 January 2013

Total no. of pages : 1 + 2 (including cover)

RE: **QUERY: ENVIRONMENTAL REQUIREMENTS:
CONSTRUCTION ACTIVITIES ON PARCELS OF LAND
THAT ARE WITHIN 32M O A WATERCOURSE OR 100
OF THE HIGH WATER MARK OF THE SEA**

**REFERENCE: EC08/Q3-2013
QUERIES: A. STRUWIG**

Please find the letter in the above regard attached for your attention.



Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT,
ENVIRONMENTAL AFFAIRS & TOURISM
CACADU REGION

P/Bag X5001 Greenacres,
Port Elizabeth, South Africa, 6057
Phone: +27 (041) 508 5800
Fax: +27 (041) 508 5865
Web: www.dedea.gov.za
E-mail: andries.struwig@deet.ecape.gov.za

Ref: EC08/Q3-2013
Enq: A. Struwig

Mr. Danie Rautenbach
Kouga Municipality
P. O. Box 21
Jeffreys Bay
6330

Fax: 086 5223546

ENVIRONMENTAL REQUIREMENTS: CONSTRUCTION ACTIVITIES ON PARCELS OF LAND THAT ARE WITHIN 32M OF A WATERCOURSE OR 100 OF THE HIGH WATER MARK OF THE SEA

Refer to your e-mail enquiry dated 16 January 2013 regarding interpretation of listed activities relating to construction within 32m of a watercourse and / or 100m of the high water mark of the sea.

From the content of your e-mail it is assumed that you are referring to Activities 11 and 16 in Listing Notice 1 of the EIA Regulations (GN R544 of 18 June 2010). It is hereby confirmed that the thresholds of 32 and 100m respectively applies to the distance from the position where the actual activity will take place to the watercourse and / or the high water mark and not the distance to the property boundary. This being said it is noted that your e-mail specifically mention construction of buildings which is only but one of the sub listings under the two activities i.e. 11(x) and 16(v). Activity 16(iii) and 16(iv) mentions specifically the construction of embankments and stabilising walls that may be necessary and forms part of the total project proposal. Furthermore, there are other listed activities that are associated with construction that invariably may be triggered as a result of construction such as Activity 18 in LN1 e.g. the dumping of building sand and or grit on an erf within the 32 and / or 100m threshold if it will exceed 5m³.

ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS & TOURISM
CHIEF DIRECTORATE: ENVIRONMENTAL AFFAIRS

Therefore even if construction of the actual building as contemplated in activity 11(x) and / or 16(v) may not be within the 32 or 100m stipulated in the main body of the two activities, it is quite possible that other activities may take place on a site that will fall within the ambit of any of a number of listed activities. In this regard it is pertinent to also make mention of Activities 40, 45 and 56 in LN 1 as well as Activities 16, 24 and 26 in LN 3.

In conclusion we confirm that your interpretation as far as it relates specifically to Activity 11, sub-activity (x) and Activity 16, sub-activity (v) is correct. However, it is imperative that any project proposal on an erf where the boundary of the erf falls within the 32 and 100m threshold respectively must be evaluated thoroughly in order to determine whether any other listed activities may be triggered. In this regard you are reminded that the competence with regard to determining whether activities are listed or not in terms of the EIA listed activities is the mandate of DEDEAT and you are therefore urged to refer all such matters to this office for clarity and for establishing whether an activity would indeed require Environmental Authorisation.

It is trusted that you find the above in order.



ANDRIES STRUWIG
ASSISTANT DIRECTOR: EIM
CACADU REGION

DATE: 31 January 2013


ARCHITECTURAL COMPLIANCE CERTIFICATE (Interim IDoW Policy : Board Notice 154 of 2011)

This certificate is to be completed **in duplicate** 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
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.