

## PLAN SUBMISSION CHECKLIST

Version 2019/01

ERF NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

| PART A | Description                        | Sub Item Description                                                                                                                                                                                       | Y | N | N/A | Comments |
|--------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|----------|
| A1     | Application                        | 1 Submission Form in Owner's Name as per Title Deeds                                                                                                                                                       | × |   |     |          |
|        |                                    | 2 Title Deed or Draft Title Deed                                                                                                                                                                           | × |   |     |          |
|        |                                    | 3 Attorney's Letter of Transfer Confirmation if Draft Title Deed                                                                                                                                           |   |   | ×   |          |
|        |                                    | 4 Fees Verified (based on external measurements)<br><i>Submission fee is paid at time of submission</i><br><i>Collection of approved drawings is subject to payment of additional fees (if applicable)</i> | × |   |     |          |
|        |                                    | 5 Owner's ID or POA (as per Title Deeds   no need for certification)                                                                                                                                       | × |   |     |          |
|        |                                    | 6 CIPC Documentation (Legal Entity: Trust, CC or Company)                                                                                                                                                  |   |   | ×   |          |
|        |                                    | 7 Trust / Company Resolution for Authorised Signatory                                                                                                                                                      |   |   | ×   |          |
|        |                                    | 8 ROD / EIA 100m High Water Mark                                                                                                                                                                           |   |   | ×   |          |
|        |                                    | 9 SANS 10400 Part A Form 1 per Title Deeds (signed by owner)                                                                                                                                               | × |   |     |          |
|        |                                    | 10 SANS 10400 Part A Form 2: Energy Efficiency / Fenestration (signed by owner)                                                                                                                            |   |   |     |          |
|        |                                    | 11 SANS 10400 Part A Form 2: Structural Engineer                                                                                                                                                           |   |   |     |          |
|        |                                    | 12 SANS 10400 Part A Form 2: Other (Please specify)                                                                                                                                                        |   |   |     |          |
|        |                                    | 13 Competency Certificate: Energy Efficiency                                                                                                                                                               |   |   |     |          |
|        |                                    | 14 PI Insurance: Designer                                                                                                                                                                                  | × |   |     |          |
|        |                                    | 15 PI Insurance: Engineer                                                                                                                                                                                  |   |   |     |          |
|        |                                    | 16 Power of Attorney                                                                                                                                                                                       | × |   |     |          |
|        |                                    | 17 SACAP Proof of Registration (with each application)                                                                                                                                                     | × |   |     |          |
|        |                                    | 18 ECSA Proof of Registration                                                                                                                                                                              |   |   | ×   |          |
|        |                                    | 19 SACAP Form incl Owner Email                                                                                                                                                                             | × |   |     |          |
|        |                                    | 20 HOA or Body Corporate Stamped Plans                                                                                                                                                                     |   |   |     |          |
|        |                                    | 21 Energy and Fenestration Calcs                                                                                                                                                                           | × |   |     |          |
|        |                                    | 22 Rational Design                                                                                                                                                                                         |   |   | ×   |          |
|        |                                    | 23 Contour Plan<br><i>Beacon Certificate (to be provided at foundation inspection - valid for 1 year only)</i>                                                                                             |   |   | ×   |          |
|        |                                    | 24 4 Sets of Plans (5 for the Links) - incl 1 in Colour - ref A5 (6)                                                                                                                                       |   |   | ×   |          |
|        |                                    | 25 Plans to be folded and signed by Designer and Owner/s                                                                                                                                                   |   |   | ×   |          |
|        |                                    | 26 Group Housing - alterations must be entire scheme amendment with resolution from HOA/BC                                                                                                                 |   |   |     |          |
|        |                                    | 27 Approved SDP for Developments (site plan can act as SDP)                                                                                                                                                |   |   |     |          |
| A2     | Plans and Particulars              | 28 Site Plan                                                                                                                                                                                               |   |   |     |          |
|        |                                    | 29 Layout drawings                                                                                                                                                                                         |   |   |     |          |
|        |                                    | 30 Fire Drawing (Any "other than residential" must have a separate plan)                                                                                                                                   |   |   |     |          |
|        |                                    | 31 Drainage Drawing                                                                                                                                                                                        |   |   |     |          |
|        |                                    | 32 Mechanical Ventilation Addressed (ie Bathrooms with no windows)                                                                                                                                         |   |   |     |          |
|        |                                    | 33 Title Block on each Plan                                                                                                                                                                                |   |   |     |          |
|        |                                    | 34 Area for Municipality and / or HOA/BC to stamp                                                                                                                                                          |   |   |     |          |
|        |                                    | 35 Professional Details (E-mail, Tel & Reg No, PI)                                                                                                                                                         |   |   |     |          |
|        |                                    | 36 Actual Designer Name (not just architect / firm)                                                                                                                                                        |   |   |     |          |
|        |                                    | 37 Owner's Details as per Title Deed                                                                                                                                                                       |   |   |     |          |
|        |                                    | 38 Erf No and Street Address as per submission form                                                                                                                                                        |   |   |     |          |
|        |                                    | 39 Proposal Description on Plan                                                                                                                                                                            |   |   |     |          |
|        |                                    | 40 Existing / Proposed Area Schedule (fees based on external measurements)                                                                                                                                 |   |   |     |          |
|        |                                    | 41 Coverage                                                                                                                                                                                                |   |   |     |          |
|        |                                    | 42 Revision - Previous Approved Plan No                                                                                                                                                                    |   |   |     |          |
|        |                                    | 43 Revision - List of Revisions                                                                                                                                                                            |   |   |     |          |
|        |                                    | 44 Revision - Indicated on Plan                                                                                                                                                                            |   |   |     |          |
|        |                                    | 45 Canals: Riparians letter of endorsement/recommended/approval (same set of plans)<br><i>Municipality has joint approval process - to be clarified with other depts</i>                                   |   |   |     |          |
|        |                                    | 46 Designer PI                                                                                                                                                                                             |   |   |     |          |
|        |                                    | 47 Engineer Name                                                                                                                                                                                           |   |   |     |          |
|        |                                    | 48 Engineer PI                                                                                                                                                                                             |   |   |     |          |
| A3     | Prelim Plans and Enquiries         | 49                                                                                                                                                                                                         |   |   |     |          |
| A4     | Additional Documents               | 50 As requested by Municipality                                                                                                                                                                            |   |   |     |          |
| A5     | Application Forms<br>Scales, Sizes | 51 Black Ink                                                                                                                                                                                               |   |   |     |          |
|        |                                    | 52 Owners Name                                                                                                                                                                                             |   |   |     |          |
|        |                                    | 53 Dated                                                                                                                                                                                                   |   |   |     |          |
|        |                                    | 54 Min 1:200 & 1:100 Other Layouts                                                                                                                                                                         |   |   |     |          |
|        |                                    | 55 2,5mm Fonts                                                                                                                                                                                             |   |   |     |          |
| A6     | Site Plans                         | 56 Boundary Lines Dimensioned                                                                                                                                                                              |   |   |     |          |
|        |                                    | 57 Building Lines (i.t.o Scheme and i.a.w. Title Deed)                                                                                                                                                     |   |   |     |          |
|        |                                    | 58 Building Line Encroachment                                                                                                                                                                              |   |   |     |          |
|        |                                    | 59 Building Line Relaxation (for area of encroaching structure only - not entire building line)                                                                                                            |   |   |     |          |
|        |                                    | 60 Servitudes                                                                                                                                                                                              |   |   |     |          |
|        |                                    | 61 Erf / Stand No                                                                                                                                                                                          |   |   |     |          |
|        |                                    | 62 Street Address                                                                                                                                                                                          |   |   |     |          |
|        |                                    | 63 Abutting Erf No's (with descriptions)                                                                                                                                                                   |   |   |     |          |
|        |                                    | 64 North Arrow (correspond to elevations)                                                                                                                                                                  |   |   |     |          |
|        |                                    | 65 Benchmark and Contours                                                                                                                                                                                  |   |   |     |          |
|        |                                    | 66 Location (Farms / Sectional Title / Group Housing etc)                                                                                                                                                  |   |   |     |          |
|        |                                    | 67 Beacons (Farms)                                                                                                                                                                                         |   |   |     |          |
|        |                                    | 68 Sewerage Connection (if available)                                                                                                                                                                      |   |   |     |          |
|        |                                    | 69 Electrical Connection                                                                                                                                                                                   |   |   |     |          |
|        |                                    | 70 Electrical (layout/meter required in pillar at street boundary - not for Links)                                                                                                                         |   |   |     |          |

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| PART A | Description                    | Sub Item Description                                                                                                                                                          | Y | N | N/A | Comments |
|--------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|----------|
| A6     | Site Plans<br><i>continued</i> | 71 Water Connection                                                                                                                                                           |   |   |     |          |
|        |                                | 72 Telkom Connection (Links)                                                                                                                                                  |   |   |     |          |
|        |                                | 73 Setting Out Dimensions                                                                                                                                                     |   |   |     |          |
|        |                                | 74 Underground Drainage (in colour brown)                                                                                                                                     |   |   |     |          |
|        |                                | 75 Drainage under building to be encased in min 300 x 300mm concrete                                                                                                          |   |   |     |          |
|        |                                | 76 RE required within 1.5m of sewer connection                                                                                                                                |   |   |     |          |
|        |                                | 77 Septic / Conservancy Tank Position (min 2m from boundary or structure)                                                                                                     |   |   |     |          |
|        |                                | 78 Septic / Conservancy Tank Capacity (min 6,5 m3 at the inlet)                                                                                                               |   |   |     |          |
|        |                                | 79 Soakaway with Septic Tank Only (min 3m from buildings/boundary)                                                                                                            |   |   |     |          |
|        |                                | 80 Stormwater Management                                                                                                                                                      |   |   |     |          |
|        |                                | 81 Building Location                                                                                                                                                          |   |   |     |          |
|        |                                | 82 Access Driveway                                                                                                                                                            |   |   |     |          |
|        |                                | 83 Street Furniture                                                                                                                                                           |   |   |     |          |
|        |                                | 84 Trees (Milkwoods, Candlewoods)                                                                                                                                             |   |   |     |          |
| A7     | Layout Drawing                 | 85 Occupancy Classification (other than residential)                                                                                                                          |   |   |     |          |
|        |                                | 86 Room Area                                                                                                                                                                  |   |   |     |          |
|        |                                | 87 All Work Dimensioned                                                                                                                                                       |   |   |     |          |
|        |                                | 88 Damp Proofing (DPC and DPM)                                                                                                                                                |   |   |     |          |
|        |                                | 89 Interior Levels                                                                                                                                                            |   |   |     |          |
|        |                                | 90 Exterior Paved Levels                                                                                                                                                      |   |   |     |          |
|        |                                | 91 NGL                                                                                                                                                                        |   |   |     |          |
|        |                                | 92 FFL                                                                                                                                                                        |   |   |     |          |
|        |                                | 93 Room Descriptions (Bedroom 1, Bedroom 2 etc - Not Guest Room)                                                                                                              |   |   |     |          |
|        |                                | 94 Floor Finish                                                                                                                                                               |   |   |     |          |
|        |                                | 95 Clearly Indicate Prop/Existing/Demolished Area (Reflect if "already approved" not just show "existing")                                                                    |   |   |     |          |
|        |                                | 96 Are Rooms Interleaving?                                                                                                                                                    |   |   |     |          |
|        |                                | 97 Show Section Lines                                                                                                                                                         |   |   |     |          |
|        |                                | 98 Indicate Water Reticulation (H&C) & Pipe Insulation                                                                                                                        |   |   |     |          |
|        |                                | 99 Window Schedule / Sizes (Fenestration)                                                                                                                                     |   |   |     |          |
|        |                                | 100 Ventilation (min 5%) / Lighting (min 10%) Schedule Per Room                                                                                                               |   |   |     |          |
|        |                                | 101 Facilities for Disabled Persons (refer classification)                                                                                                                    |   |   |     |          |
|        |                                | 102 Second Dwelling Identified                                                                                                                                                |   |   |     |          |
|        |                                | 103 Stair Details (Treads/Risers/Handrail)                                                                                                                                    |   |   |     |          |
|        |                                | 104 Sewer and Waste Water Layout (in colour green)                                                                                                                            |   |   |     |          |
|        |                                | 105 Section & Description corresponds with Plans                                                                                                                              |   |   |     |          |
|        |                                | 106 Foundation Sizes (to engineer)                                                                                                                                            |   |   |     |          |
|        |                                | 107 Floor Thickness and Description                                                                                                                                           |   |   |     |          |
|        |                                | 108 Floor Heights above NGL                                                                                                                                                   |   |   |     |          |
|        |                                | 109 Floor to Ceiling Heights (Part C)                                                                                                                                         |   |   |     |          |
|        |                                | 110 Wall Thickness / Length / Height (length over 6m to Eng) - can be on a note                                                                                               |   |   |     |          |
|        |                                | 111 Lintel Design (Openings more than 3m to Eng) - can be on a note                                                                                                           |   |   |     |          |
|        |                                | 112 Roof Plan with Pitch & Overhangs                                                                                                                                          |   |   |     |          |
|        |                                | 113 Roof Truss Details (to Eng)                                                                                                                                               |   |   |     |          |
|        |                                | 114 Roof Truss Details - Timber grade, size and spacings (if deemed to satisfy)                                                                                               |   |   |     |          |
|        |                                | 115 Indicate Roof Insulation (with R Values)                                                                                                                                  |   |   |     |          |
|        |                                | 116 Balustrade (min 1m high and 100mm openings)                                                                                                                               |   |   |     |          |
|        |                                | 117 2 x Sleeves in Verge under Driveway                                                                                                                                       |   |   |     |          |
|        |                                | 118 Boundary Wall Section / Detail / Thickness (Part K - table 17 & 18)                                                                                                       |   |   |     |          |
|        |                                | 119 Elevations & Descriptions (incl NGL)                                                                                                                                      |   |   |     |          |
|        |                                | 120 Wall Finish                                                                                                                                                               |   |   |     |          |
|        |                                | 121 Window Safety Glazing (Part N) min 1,8m from bath/shower & min 500mm from FFL                                                                                             |   |   |     |          |
|        |                                | 122 Chimney Height above Roof                                                                                                                                                 |   |   |     |          |
|        |                                | 123 Electrical Geyser: position (50% other than gas)                                                                                                                          |   |   |     |          |
|        |                                | 124 GWH - Position and flow rate (unless rational design)                                                                                                                     |   |   |     |          |
|        |                                | 125 Drainage Sections (Longitudinal) Head to be Vented                                                                                                                        |   |   |     |          |
|        |                                | 126 Pool - show pool pump position and backwash                                                                                                                               |   |   |     |          |
|        |                                | 127 Pool - Self closing gates latched or lockable                                                                                                                             |   |   |     |          |
|        |                                | 128 Pool Fence / Wall - min 1200 high (openings min 100 mm)                                                                                                                   |   |   |     |          |
|        |                                | 129 Pool & Deck - less than 1m height from NGL over building line - neighbour consent required                                                                                |   |   |     |          |
|        |                                | 130 Pergolas, Pool & Deck - more than 1m high over building line - neighbour consent & apply for dep<br><i>Neighbour must also sign at area on the plan in both scenarios</i> |   |   |     |          |
| A8     | Plumbing                       | 131                                                                                                                                                                           |   |   |     |          |
| A9     | Fire Protection Plan           | 132 Chimney height (no protruding timber)                                                                                                                                     |   |   |     |          |
|        |                                | 133 Fire wall and fire resistant rated door between garage and living space                                                                                                   |   |   |     |          |
|        |                                | 134 Gas Bottle Position at safe distances (show distance)                                                                                                                     |   |   |     |          |
|        |                                | 135 Gas cylinder size specified                                                                                                                                               |   |   |     |          |
|        |                                | 136 Dedicated water connection to FHR where required                                                                                                                          |   |   |     |          |
|        |                                | 137 Building lines - safe distances to main building (outbuildings, carports etc)                                                                                             |   |   |     |          |
|        |                                | 138 Braai room enclosures - no window or door opening within 500mm from braai                                                                                                 |   |   |     |          |
|        |                                | 139 Fireproofing - details to walls & ceilings in garages/workshops where applicable                                                                                          |   |   |     |          |
| A10    | Symbols                        | 140 Fire Symbols                                                                                                                                                              |   |   |     |          |

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| PART A                                                              | Description | Sub Item Description | Y                        | N          | N/A       | Comments   |
|---------------------------------------------------------------------|-------------|----------------------|--------------------------|------------|-----------|------------|
| <b>DESIGNER ADDITIONAL COMMENTS</b>                                 |             |                      |                          |            |           |            |
|                                                                     |             |                      |                          |            |           |            |
| <b>KOUGA TOWN PLANNER COMMENTS</b> <i>(refer reference numbers)</i> |             |                      |                          |            |           |            |
|                                                                     |             |                      |                          |            |           |            |
| <b>CHECKED BY DATE:</b>                                             |             |                      | <b>OTHER DEPARTMENTS</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| PLAN EXAMINER                                                       |             |                      | TOWN PLANNING            |            |           |            |
| BUILDING CONTROL OFFICER                                            |             |                      | HEALTH                   |            |           |            |
| OWNER/DESIGNER                                                      |             |                      | FIRE                     |            |           |            |
|                                                                     |             |                      | TECHNICAL                |            |           |            |