



BUILDING CONTROL

APPLICATION TO THE ARCHITECTURAL & HERITAGE REVIEW COMMITTEE

I/We the undersigned, hereby apply in terms of the bylaw relating to Outdoor Advertising, Heritage and Buildings Aesthetics in the Knysna Municipal Area, , for the Heritage and/or Building Aesthetics Assessment of the application attached hereto.

SECTION A: REGISTERED OWNER

FULL NAMES: SURNAME:
 ID NO: COMPANY:
 CONTACT NO: VAT NO:
 EMAIL: ADDRESS:
 POSTAL CODE:
 CORRESPONDENCE TO - OWNER ☐ PROFESSIONAL ☐ AUTHORISED PERSON ☐

That I am fully aware of the contents of this application. That I appoint the person identified below as my **Legal Agent**, who has the required qualification, to submit the application on my behalf. I accept full responsibility for all actions carried out by my agent on my behalf. That I accept communication by email as a legally valid and binding method of communication.

I nominate: to be my lawful representative and to act on my behalf in the submission of this application and to do all things lawfully required by the Local Authority to ensure this application complies with the provision of the Outdoor Advertising, Heritage and Building Aesthetics bylaws in the Knysna Municipal Area. I certify that the answers on this application are to the best of my knowledge, correct.

Should any of the above be found to be incorrect, the application will be rejected and a new application will have to be made. Notwithstanding the aforesaid, should Council have reason to conclude that incorrect information has been knowingly provided, the Council reserves the right to direct a complaint with relevant professional bodies and/or to institute criminal proceeding for fraud.

REGISTERED OWNERS SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D..

SECTION B: REGISTERED PROFESSIONAL (if applicable)

FULL NAMES: PROFESSIONAL REG. NO: REG. VALID

Y	N
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 REG. CATEGORY EMAIL:
 CONTACT NO: COMPANY:
 ADDRESS: POSTAL CODE
 SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D..

I AM A REGISTERED PROFESSIONAL ON THE DATABASE OF THE KNYSNA MUNICIPALITY BUILDING CONTROL DEPARTMENT:

Y	N
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SECTION C: AUTHORISED PERSON

FULL NAMES: SURNAME:
 IDENTITY NO. : ADDRESS
 POSTAL CODE:
 EMAIL ADDRESS: CONTACT NO:

NOTE: Where the owner is a Company, Close or Trust the relevant sections of the application form are to be completed by an authorised representative thereof and a letter of authority is to be provided. Should the owner be a Body Corporate the relevant sections of this form are to be completed by the Chairperson or Managing agent and a letter of authority to be provided.

SIGNATURE: DATE:Y.....Y.....Y.....Y.....M.....M.....D.....D.....



SECTION D: LOCALITY AND DESCRIPTION

ERF/FARM NO: STREET NAME & NO:

SUBURB: DEVELOPMENT:

TOWN: ZONING:

IF ON MUNICIPAL OR STATE OWNED PROPERTY, PROVIDE A DESCRIPTION AND POSITION:

MINIMUM REQUIREMENTS FOR THE SUBMISSION OF AN APPLICATION

1. Have you filled in the correct application form with all the applicable information and required attachments?
2. Have you attached an aerial photo of the site in context highlighted in red along the boundary of the site?
3. Have you attached photos of the existing building, and the streetscape if applicable?
4. Have you attached a concept drawing, showing all the existing building(s) on site as well as the proposed in an appropriate format, scale and coloured in according to the National Building Regulations and Building Standards Act No. 103 of 1977 (requirements).
5. Does the concept plan include a locality plan, a site plan, floor plans, all elevations and a basic section?
6. Does your proposal include the construction details and colour scheme?

Y	N
Y	N
Y	N
Y	N
Y	N
Y	N

PREFEREBLY ELECTRONIC SUBMISSIONS IN PDF FORMAT.

SUBMISSION CHECKLIST (Please tick the appropriate block)			
1	Have all the fields been fully completed on the application form	☐	☐
2	Is this the first time you submit this application? (i.e. this application has not been considered by this Review Sub Committee previously)	☐	☐
3	If this is the first application, are you aware that it needs to be a concept proposal and not technical working drawings?	☐	☐
4	Are you a member of the Outdoor Advertising, Heritage and Building Aesthetics Committee?	☐	☐
8	Have you studied the applicable By Law as well as the Urban Conservation Area Guide Lines, and familiarized yourself with the contents thereof?	☐	☐
9	Does your application fall within the Urban Conservation Area?	☐	☐
10	Is the property relating to this application listed in the Municipal Inventory of Listed Buildings / Sites? What is the listing number in the inventory of listed buildings (if applicable)?.....	☐	☐
12	Is any building (are any buildings) on the property relating to this application older than 60 years?	☐	☐
14	Is this a second or subsequent submission of this application?	☐	☐
	If your answer is Yes to Item 14 above, Have you attached hereto a copy of your previous application and the outcome thereof? (This is a requirement)	☐	☐

NOTE: Please note that the municipality reserves the right to ask for any additional documentation, as it may be necessary to process this application. This application will only be valid on full payment of fees and processed on proof of receipt not on notice of payment. Corporate applications are to be accompanied by a corporate authorisation resolution.

**FOR OFFICE USE ONLY**

ALL INFORMATION SUPPLIED BY APPLICANT

Y	N
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RECEIVED ON

Y	Y	Y	Y	M	M	D	D
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CHECKED BY

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ON

Y	Y	Y	Y	M	M	D	D
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RECEIPT NO.

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ON

Y	Y	Y	Y	M	M	D	D
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☐	Application to be referred back for further information	☐
☐	Application recommended to Architectural & Heritage Review Committee	☐
☐	Application recommended for approval and applicant notified	☐
☐	Application approved and applicant notified	☐
☐	Application rejected with notification to applicant	☐
☐	Application referred to Appeal Sub Committee	☐
☐	Receipt Fees Paid	☐
☐	Other:	☐
☐		☐
☐		☐
☐		☐
☐		☐

COMMENTS:

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