

APPLICATION FOR APPROVAL IN TERMS OF SECTION 4(2) OF THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 103 OF 1977

PLAN CATEGORY: Government: ☐ Local Government: ☐ Standard: ☐ Re-submission (Approval expired): ☐

- I, Legal / registered owner or authorized representative of the owner of the under-mentioned property, hereby apply for Approval of the Building plan application.
- I undertake to execute the work strictly according to such plans and the National Building Regulations promulgated under the National Building Regulations and Building Standards Act 103 of 1977.
- I fully understand that no building works may commence until approval in writing as per Section 4 of the Act, 103 of 1977 is granted.
- I am fully aware that a Certificate of Occupancy must be obtained prior to the building being occupied.

SECTION A: PROPERTY OWNER / AUTHORISED AGENT DETAILS:

Owner name /Authorised person:

Postal address:

Postal code:

Tel No/Cell. No.:

Email Address:

Signature of Owner / Authorized person and date

Please indicate communication when approved plans are ready for collection:

Email / Post

Collection by hand

SECTION B: RESPONSIBLE PERSON FOR PREPARING THE APPLICATION, REGISTERED IN TERMS OF THE ARCHITECTURAL PROFESSIONS ACT, ACT 44 OF 2000

Registered person:

SACAP Registered No.:

Postal Address:

Tel No/Cell. No.:

Email Address:

Signature of Registered person and date

SECTION C: SITE INFORMATION OF PROPOSED BUILDING WORKS:

Property Address/ Farm name:

Town:

Erf Number / Farm Number:

SECTION D: PROJECT DESCRIPTION / NATURE:

New building works (i.e New dwelling, loose standing structure, etc.)

New additions & alterations to existing building (specify)

New internal changes (specify)

Zoning		Area of proposed works	m ²
Designated Occupancy classification		Estimated costs of Building works	R
% Building coverage	%	Maximum height (m)	m

SECTION E: DECLARATION BY APPOINTED PROFESSIONAL PERSON:

I hereby declare that I have checked the Title Deed and any other documents & legislation to the property concerned.

I have investigated the site to obtain the necessary information relating to the site to determine the following

(Please ✓ in appropriate Box) YES or NO

	Yes	No
Does the site have any Heritage significance or the buildings or outbuildings older than 60 years? Please note, if YES , then Heritage clearance is required. Permit from HWC in terms of Section 34 of the NHRA must be obtained before commencing with any work.	☐	☐
Will any Municipal infrastructure (services) be affected during earthworks?	☐	☐
Will any tree required to be removed on the sidewalk or relative to the access?	☐	☐
Will any telecom services (pole) or electrical pole be affected?	☐	☐
Will any servitude be affected?	☐	☐
I have checked / determined the levels of the site (fall / slope) and I hereby declare that the information shown on the Site layout is true & correct. The slope of the Site will not affect any Site sewer installation to an Municipal connection point.	☐	☐
I have checked the location of any existing services on Site (i.e. Main municipal sewer, sewer, water and any storm water drains) & I hereby declare that the information shown on the Site layout is true & correct.	☐	☐
Are there any illegal structures on site?	☐	☐

Signature of Registered person

Date

SECTION F: DAMAGE DEPOSITO TO MUNICIPAL PROPERTY:

I the undersigned,

Name and surname

Address..... Stand No.

Town

being the registered property owner of the property concerned, accepts full responsibility for any damage during construction to any Municipal infrastructure.

I hereby undertake to compensate to the Council on demand such damage as me be incurred by the Council in repairing or reinstating any property whether movable or immovable, belonging to or vested in the Council.

Signature of Owner / Authorized person

Date

SECTION G: OFFICE USE ONLY

	Amount	Date	Receipt No.
Application fee	R		
Depositor fees (Refund)	R		
Town planning fees (Transgression levy)	R		
Any additional fees	R		

Please note:

- Plans will be checked for minimum submission requirements, as per the checklist.
- Any applications not meeting the minimum requirements will not be accepted until all outstanding items are attended to.
- This application will only be valid on full payment of application fees
- Refunding for any building fees to be made in writing.