

**DEPARTMENT: TOWN PLANNING & BUILDING CONTROL**

Directorate: Technical & Planning Services
2A Voortrekker Street / Private Bag X2, Clanwilliam, 8135

T: +27 27 482 8000 F: +27 27 482 1933

E: boubeheer@cederbergraad.co.za / admin@cederbergraad.co.za**APPLICATION IN TERMS OF SECTION 4(2) OF THE ACT NO 103 OF 1977**

I, the registered owner of the undermentioned property, hereby apply, in terms of Section 4(2)/ Regulation A1(5) of Act No 103 of 1977 for approval to undertake building work, as depicted on the building plans(s) submitted herewith, on the undermentioned property. I herewith certify that all the answers given by me on the following pages are correct to the best of my knowledge.

COMPLETE THE DOCUMENT IN FULL WITH BLACK INK (THE APPLICATION WILL BE REJECTED FOR INCOMPLETE DOCUMENTATION)

SECTION A:

OWNER(S) OF PROPERTY: _____ DATE: ____/____/20____

COMPANY REGISTRATION NO(IF APPLICABLE): _____

POSTAL ADDRESS: _____

_____ POSTAL CODE: _____

CELL NUMBER(S): _____ ID NUMBER(S): _____

TEL NUMBER(S) : _____ TEL WORK: _____

CORRESPONDENCE ADDRESS: _____

_____ POSTAL CODE: _____

EMAIL ADDRESS: _____ FAX NUMBER: _____

AGENT/CONTACT PERSON: _____ TEL NUMBER: _____

LOCALITY OF PROPERTY:

ERF/FARM NUMBER: _____ AREA(m²): _____ ZONING: _____**SECTION B:**

DESCRIPTION OF BUILDING WORK: _____ OCCUPATION CLASS: _____

AREA(m²) OF NEW WORK: _____ AREA(m²) OF CARPORT: _____ BOUNDARY WALL (m): _____

BUILDING PLAN NUMBER: _____ TOTAL COST OF NEW WORK (R): _____

ARE ANY TELEPHONE POLES AFFECTED: YES/NO ARE ANY TREES AFFECTED BY THE PROPOSED WORK: YES/NO

IS THE ORIGINAL BUILDING OLDER THAN 60 YEARS OLD: YES NO

IS ANY UNDERGROUND MUNICIPAL ELECTRICAL CONNECTION OR ANY ELECTRICAL OVERHEAD WIRE WITHIN A RADIUS OF 3m FROM THE PROPOSED WORK AFFECTED: YES NO

I, THE REGISTERED OWNER, HEREBY DECLARE THAT I HAVE PERSONALLY CHECKED THE TITLE DEEDS OR ANY OTHER DOCUMENTS RELEVANT TO THE PROPERTY CONCERNED AND DECLARE THAT THE PROPOSED WORK IS NOT CONTRARY TO ANY RESTRICTIVE CONDITIONS OR SERVITUDES APPLICABLE THERETO, AND IN THE EVENT OF SUCH CONTRAVENTIONS WILL BEAR SOLE RESPONSIBILITY FOR RECTIFYING AFORESAID CONTRAVENTIONS. I HEREBY UNDERTAKE TO COMPLETE THE BUILDING WORK IN ACCORDANCE WITH THE APPROVED BUILDING PLANS, INCLUDING

Rig alle korrespondensie aan die Munisipale Bestuurder / Address all correspondence to the Municipal Manager

Clanwilliam Tel: (027) 482 8000 | Citrusdal Tel: (022) 921 2181 | Lambert's Bay Tel: (027) 432 1112

Elands Bay Tel: (022) 972 1745 | Graafwater Tel: (027) 422 1108 | Algeria Tel: (027) 482 2082

ALL ENDORSEMENTS AND ATTACHMENTS AND THE NATIONAL BUILDING REGULATIONS. I AM FULLY AWARE OF THE FACT THAT A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED FROM THE MUNICIPALITY PRIOR TO THE PREMISES BEING OCCUPIED

SIGNATURE OF OWNER: _____ DATE : _____/_____/20____

SECTION C

BUILDING PLAN PROPOSAL DOCUMENTATION (UNDERLINE)

| | | |
|---|-----|----|
| 1. THREE (3) COLOUR COPIES OF BUILDING PLANS (A3 MINIMUM) | YES | NO |
| 2. MUNICIPAL RATES ACCOUNT SETTLED BEFORE APPROVAL | YES | NO |
| 3. POWER OF ATTORNEY/RESOLUTION LETTER | YES | NO |
| 4. TITLE DEED | YES | NO |
| 5. APPLICATION FOR BUILDING PLAN APPROVAL | YES | NO |
| 6. BUILDING PLAN SUBMITTAL FORM | YES | NO |
| 7. LOCALITY PLAN (LAND SURVEY DIAGRAM) | YES | NO |
| 8. SANS FORM 1 | YES | NO |
| 9. SANS FORM 2 – DRAUGHTSMAN/ARCHITECT/ENGINEER/OTHER | YES | NO |
| 10. SANS FORM 3 (IF APPLICABLE) | YES | NO |
| 11. SANS FORM 4 (IF APPLICABLE) | YES | NO |
| 12. SACAP REGISTRATION CERTIFICATE AND ARCHITECTURAL COMPLIANCE | YES | NO |
| 13. A19 INSPECTION CERTIFICATE FOR ENGINEERS DRAWINGS | YES | NO |
| 14. FIRE PLAN/EVACUATION PLAN (IF APPLICABLE) | YES | NO |
| 15. SEPTIC TANK/CONSERVANCY TANK DESIGN (IF APPLICABLE) | YES | NO |
| 16. SWIMMING POOL AND SWIMMING BATHS APPLICATION FORM (IF APPLICABLE) | YES | NO |
| 17. STRUCURAL DRAWINGS (IF APPLICABLE) | YES | NO |

REGULATION XA REQUIREMENTS AS PER SANS 10400XA - ALL NEW BUILDINGS AS WELL AS EXTENSIONS AND CHANGES TO EXISTING BUILDINGS

| | | |
|----------------------------------|-----|----|
| 1. FENESTRATION | YES | NO |
| 2. ELECTRICAL LAYOUT | YES | NO |
| 3. DOOR AND WINDOW SCHEDULE | YES | NO |
| 4. WATER RETICULATION | YES | NO |
| 5. ENERGY CONSUMPTION AND DEMAND | YES | NO |

NOTE: BUILDING PLAN APPROVAL OR REFUSAL CAN TAKE UP TO 30 DAYS WHERE THE ARCHITECTURAL AREA OF THE BUILDING IS LESS THAN 500m² AND UP TO 60 DAYS WHERE THE ARCHITECTURAL AREA OF THE BUILDING IS MORE THAN 500m² AFTER RECEIPT OF THE BUILDING PLAN APPLICATION. NBR 103/1977 SECTION 7(1)

SECTION D (FOR OFFICE USE ONLY)

| | | | |
|-------------------------|----------------------|----------------|----------------------|
| DATE SUBMITTED | : _____/_____/20____ | DATE PAID | : _____/_____/20____ |
| BUILDING PLAN FEE (R) | : _____ | RECEIPT NUMBER | : _____ |
| LATE SUBMISSION FEE (R) | : _____ | RECEIPT NUMBER | : _____ |
| OCCUPATION CERTIFICATE | : _____ | RECEIPT NUMBER | : _____ |
| DEMOLITION CERTIFICATE | : _____ | RECEIPT NUMBER | : _____ |
| TOTAL FEE (R) | : _____ | | |

BANKING DETAILS:

Standard Bank; BRANCH CODE: 05-0106; ACCOUNT HOLDER: CEDERBERG MUNICIPALITY: DEBTORS; ACC. NO.: 082 163 324
 VAT NO : 4000846164 : CEDERBERG MUNICIPALITY - REF NO: 0266951715-ERF NUMBER

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