



Application in terms of Section 4 (2) of Act Nr 103 of 1977

## BUILDING APPLICATION FORM

Plan Category:    Normal Building Work        Courtesy        Minor        BP Nr

### SECTION A

Owner	<input style="width: 90%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>	
Erf Nr/Portion(s) & Farm Nr	<input style="width: 95%;" type="text"/>			
Address	<input style="width: 95%;" type="text"/>			
Town	<input style="width: 70%;" type="text"/>	Postal Code:	<input style="width: 20%;" type="text"/>	
Zoning	<input style="width: 95%;" type="text"/>			
Zoning Certificate	Fees paid	No	Yes	
Cell Nr	<input style="width: 30%;" type="text"/>	Receipt Nr	<input style="width: 60%;" type="text"/>	
Telephone (H)	<input style="width: 30%;" type="text"/>	(W)	<input style="width: 60%;" type="text"/>	
E-Mail	<input style="width: 95%;" type="text"/>			

I, the undersigned hereby apply, in terms of Section 4(2) of Act 103 of 1977 for approval to undertake building work, as depicted on the plan(s) submitted herewith, on the under mentioned site. 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 the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto and in the event of such contraventions will bear the sole responsibility to rectify or foresaid contraventions.  
I hereby undertake to complete the building work in accordance with the approved building plans including all endorsements and attachments and I am fully aware of the fact that Certificate of Occupancy must be obtained from the Municipality prior to OCCUPANCY of the premises.

I nominate  to be my lawful representative and to act on behalf in the submission of this application in terms Section 4 (2) of Act 103 of 1977 and to do all things lawfully required by the Local Authority to ensure this application complies with the provision of the National Building Regulations and Building Standards Act Nr 103 of 1977 and any other applicable law.

Correspondence    Owner        Architectural Professional        Both   

Correspondence Address (email or postal)     Postal Code:

I would like receive approved building plans via r/post        Collect approved building plans at the Building Control Office

Owner Signature \_\_\_\_\_ ID Nr

### SECTION B

Architectural Professional	<input style="width: 90%;" type="text"/>	Registration Nr	<input style="width: 100%;" type="text"/>
Cell Number	<input style="width: 250px;" type="text"/>	Work	<input style="width: 200px;" type="text"/>
Email Address	<input style="width: 95%;" type="text"/>		

### SECTION C

Description of building work	<input style="width: 95%;" type="text"/>		
Area of new building work	m <sup>2</sup>	Estimated Cost	R
Area of Carport	<input style="width: 200px;" type="text"/>	Swimming Pool Area	<input style="width: 200px;" type="text"/>
Nature of Minor work	<input style="width: 95%;" type="text"/>		
Wall length	<input style="width: 250px;" type="text"/>	Wall height	<input style="width: 200px;" type="text"/>

- 1) The application will only be valid on full payment of scrutiny fees.
- 2) All building plans for the development of vacant sites to be accompanied by a copy of the APPROVED & REGISTERED PROPERTY DIAGRAM
- 3) Corporate application to be accompanied by a corporate authorisation resolution.
- 4) SANS 10400-A FORMS 1 & 2 fully completed and signed must accompany the application and deemed to form part of this application
- 5) All of the information must be filled in.

## PRESENTATION OF PLAN:

1. If a building is older than 60 years written consent must be obtained from PACF (*Prince Albert Cultural Foundation*) and also from HWC (*Western-Cape Heritage*) before the submission of building plans.
2. (1) Set of plans must be submitted or uploaded in PDF format on collaborator. The plans must be in PDF form.
3. **BUILDING PLAN APPROVAL:** A minimum period of 30 working days
4. NO INSPECTIONS WILL BE CARRIED OUT PRIOR TO APPROVAL OF THE BUILDING PLANS OR PROVISIONAL APPROVAL.
5. NO BUILDING MAY BE COMMENCED BEFORE PLANS HAVE BEEN APPROVED (*National Building Regulation and Building Standards ACT 103 OF 1977, SECTION 4*)
6. The application form must be completed in full, and must be signed by the owner and author of plans.
7. Receipt copy of building plans fees rendered must be uploaded and submitted on Collaborator before plans can be distributed.
8. All copies of plans must be signed by the owner and architect.
9. All information of the Draftsman / Architect / Architectural Technologist must appear on the plan and application form, i.e. Initials, Surname, Address and Telephone number and registration number, etc.
10. Copies of all Surveyors' diagrams must accompany the building plans in duplicate.
11. Proof of the Deed of Transfer (*Registered at Deeds Office*) must accompany the building plans, for each erf.
12. Copies of Council Resolutions and Conditions must accompany building plans, in duplicate.
13. Low Cost Housing owner(s) to supply HSS document from Housing Department, proof of ownership, if no Title Deed is available.
14. Any building not being a dwelling house, shall be accompanied by a fire plan which shall clearly show any fire protection provided in terms of the National Building Regulations.
15. Indicate all Occupancies/Building Classifications in terms of the National Building Regulations.
16. The emergency routes on a fire plan must be coloured with a green colour and the movement direction to a safety area must be indicated with arrows.
17. **WHERE IN TERMS OF THESE REGULATIONS A RATIONAL DESIGN FOR:**
  - (a) Precautionary measures necessary to ensure the stability of any excavation and of any adjoining property, building, service or street;
  - (b) The structural system of the building;
  - (c) Any artificial ventilation system;
  - (d) Any drainage installation;
  - (e) Any storm water disposal system;
  - (f) Any fire protection system, is to be submitted to the local authority;
  - (g) The owner of any building shall, except where not so required by the local authority, appoint and any person who is a professional engineer or other Approved Registered Person to undertake responsibility for each such design and also for inspection during construction of such precautionary measures, structural system, artificial ventilation system, drainage installation, storm water disposal system, fire protection system, or water supply system, as the case may be.
18. Municipal account must be settled and up to date before plan fees can be paid and plans start with circulation process on the collaborator portal.
19. Obtain recommendation for approval from Home Owners Association / Aesthetic Committee prior to formal submission (if applicable).

### **Important notice:**

1. **Approval for swimming pools is done separately. Please call the Building Inspector for any information regarding these applications.**
2. **Take note that building plans are valid for 12 month after the approval date. If the date is lapped, the application needs to be re-submitted and the fees has to be payed according to the areas of the building-plan.**

## **CHECK LIST – Please complete checklist to ensure all documents is uploaded**

1. PRELIMINARY SCRUTINY			
a)	AESTHETICS/HERITAGE CLEARANCE		
b)	FINANCE CLEARANCE		
c)	TOWNPLANNING CLEARANCE		
2. OFFICIAL BUILDING PLAN SUBMISSION			
a)	TITLE DEED		j) STRUCTURAL DRAWINGS ( <i>if applicable</i> )
b)	LAND SURVEY DIAGRAM		k) FIRE PLAN ( <i>if applicable</i> )
c)	HSS DOCUMENT ( <i>if applicable</i> )		l) SANS FORM 3 ( <i>if applicable</i> )
d)	POWER OF ATTORNEY TO SUBMIT PLANS ON BEHALF OF REGISTERED OWNER		m) SANS FORM 4 ( <i>if applicable</i> )
e)	COPIES OF COUNCIL RESOLUTIONS AND CONDITIONS ( <i>if applicable</i> )		n) ZONING CERTIFICATE
f)	BUILDING CONTROL - APPLICATION FORM FOR BUILDING PLAN APPROVAL		o) SACAP - ARCHITECTURAL COMPLIANCE CERTIFICATE
g)	1 COLOUR SETS BUILDING PLAN		q) REGULATION XA CERTIFICATE OF COMPETENCY ( <i>if applicable</i> )
h)	SANS FORM 1		r) SWIMMING POOL AND SWIMMING BATHS APPLICATION FORM ( <i>if applicable</i> )
i)	SANS FORM 2 ( <i>if applicable</i> )		