



MUNICIPALITY OF PRINCE ALBERT

PRIVATE BAG X53, PRINCE ALBERT, 6930

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Reference number: (Office purposes)

LAND USE PLANNING APPLICATION FORM

Section 15 of the Prince Albert By-Law on Municipal Planning

KINDLY NOTE: Complete this form by using BLOCK capitals and ticking the appropriate boxes

PART A: APPLICANT DETAILS

First name(s)				
Surname				
Company name <i>(if applicable)</i>				
SACPLAN registration number <i>(if applicable)</i>				
Postal Address				Postal Code
Email				
Telephone		Fax		Cell

PART B: REGISTERED OWNER(S) DETAILS *(If different from applicant)*

Registered owner(s)				
Physical address				Postal code
E-mail				
Telephone		Fax		Cell

PART C: PROPERTY DETAILS (in accordance with title deed)

Property description (Erf 1, Prince Albert)												
Physical Address									Town/ City			
									Extent			
GPS Coordinates									Applicable Zoning Scheme			
Current Zoning												
Current Land Use									Are there existing buildings on the property?	Y	N	
Title Deed number and date	T											
Are any restrictive title conditions applicable?	Y	N	If Yes, list condition(s)									
Are the restrictive conditions in favour of a third party?	Y	N	If Yes, list the party(ies)									
Is the property encumbered by a bond?	Y	N	If Yes, list bondholder(s)									
Are there any existing unauthorized buildings and/or land uses on the property?	Y	N	If yes, is this application to legalize the building / land use?					Y	N			
Are there any pending court cases / orders relating to the property?	Y	N	Are there any land claims registered on property?					Y	N			

PART D: PRE-APPLICATION CONSULTATION

Has there been pre-application consultation?	Y	N	If Yes, complete the information below and attach the minutes of the pre-application consultation.							
Official's name			Reference Number					Date of consultation		

PART E: LAND USE PLANNING APPLICATIONS AND FEES*

Tick	Section	Type of application	Cost
√	2(a)	Rezoning of land	R
√	2(b)	Permanent departure(s) from the development parameters of the zoning scheme	R
√	2(c)	Departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land	R
√	2(d)	Subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement	R
√	2(e)	Consolidation of land that is not exempted in terms of section 24	R
√	2(f)	Removal, suspension or amendment of restrictive conditions in respect of a land unit	R

√	2(g)	Permission required in terms of the zoning scheme	R
√	2(h)	Amendment, deletion or imposition of conditions in respect of an existing approval	R
√	2(i)	Extension of the validity period of an approval	R
√	2(j)	Approval of an overlay zone as contemplated in the zoning scheme	R
√	2(k)	Amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram	R
√	2(l)	Permission required in terms of a condition of approval	R
√	2(m)	Determination of a zoning	R
√	2(n)	Closure of a public place or part thereof	R
√	2(o)	Consent use contemplated in the zoning scheme	R
√	2(p)	Occasional use of land	R
√	2(q)	To disestablish a home owner's association	R
√	2(r)	To rectify a failure by a home owner's association to meet its obligations in respect of the control over or maintenance of services	R
√	2(s)	Permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building	R
TOTAL A:			R

PRESCRIBED NOTICE AND FEES** (for completion and use by official)

Tick	Notification type	Cost
√	Serving of notices (hand delivery, registered post, data messages)	R
√	Publication of notices (local newspaper(s), Provincial Gazette, site notice, Municipality's website)	R
√	Additional publication of notices (site notice, public meeting, local radio station, Municipality's website, letters of consent or objection)	R
√	Notice of decision (Provincial Gazette)	R
TOTAL B:		R
TOTAL APPLICATION FEES* (TOTAL A + B)		R

* Application fees that are paid to the Municipality are non-refundable. Proof of payment of the application fees must accompany this application.

** The applicant is liable for the cost of publishing and serving notice of this application.

BANKING DETAILS

Name: **Prince Albert Municipality**

Bank: **ABSA**

Branch code: **334708**

Account number: **2640 560 064**

Payment reference:
(if applicable)

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PART F: DETAILS OF PROPOSAL

Brief description of proposed development / intent of application:

PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION

Complete the following checklist and attach ALL the information and documentation relevant to the proposal. The application will be considered incomplete until the required information and documentation has been submitted.

The following information MUST be provided:

Y	N	Power of attorney / Owner's consent (if applicant is not owner)		Y	N	Bondholder's consent (if applicable)
Y	N	Resolution or other proof that the applicant is authorised to act on behalf of a juristic person		Y	N	Proof of registered ownership or any other relevant right held on the land concerned
Y	N	Written motivation		Y	N	S.G. diagram / General plan extract
Y	N	Locality plan		Y	N	Site development plan or conceptual layout plan
Y	N	Proposed subdivision plan		Y	N	Proof of an agreement or permission if the proposal requires a servitude
Y	N	Proof of payment of application fees		Y	N	Full copy of the title deed
Y	N	Conveyancer's certificate		Y	N	Minutes of pre-application consultation meeting (if applicable)

Supporting information and documentation:

Y	N	N/A	Consolidation plan	Y	N	N/A	Land use plan / Zoning plan
Y	N	N/A	Landscaping / Tree plan	Y	N	N/A	1 : 50 / 1:100 Flood line determination (plan / report)

Y	N	N/A	Abutting owner's consent		Y	N	N/A	Home Owners' Association consent
Y	N	N/A	Copy of EIA / HIA / TIA / TIS / MHIA / EA / ROD (strikethrough irrelevant)		Y	N	N/A	Services Report or indication of all municipal services / registered servitudes
Y	N	N/A	Copy of original approval and conditions of approval		Y	N	N/A	Proof of failure of Home owner's association
Y	N	N/A	Proof of lawful use right		Y	N	N/A	Additional documents or information listed in the pre-application consultation form / minutes
Y	N	N/A	Street name and numbering plan		Y	N	N/A	Required number of documentation copies
Y	N	N/A	Other (specify):					

PART H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION

Y	N/A	National Heritage Resources Act, 1999 (Act 25 of 1999)
Y	N/A	National Environmental Management Act, 1998 (Act 107 of 1998)
Y	N/A	Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)
Y	N/A	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA)
Y	N/A	Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations
Y	N/A	Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA)
Y	N	If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.
Y	N/A	Environmental Conservation Act, 1989 (Act 73 of 1989), National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004), National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (strikethrough irrelevant)
Y	N/A	National Environmental Integrated Coastal Management Act, 2008 (Act 24 of 2008), National Water Act, 1998 (Act 36 of 1998) (strikethrough irrelevant)
Y	N/A	Other (specify):
Y	N	If required, do you want to follow an integrated application procedure in terms of section 44(1) of the Prince Albert By-Law on Municipal Planning? If yes, please attach motivation

SECTION I: DECLARATION

I hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I am aware that, in terms of section 86(1)(e) of the Prince Albert By-Law on Municipal Planning, it is an offense to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading.
3. I am properly authorized to make application on behalf of the owner. Where applicable, a copy of the relevant power of attorney or consent is attached hereto.
4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence and notifications from the Municipality will be sent to the agent only, and that the owner will regularly consult with the agent in this regard.

5. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
6. The relevant title deed(s) has been read and there are no title deed restrictions which impact on this application, or, alternatively, an application for removal/suspension or amendment forms part of this submission.
7. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the applicant as a result of the proposed development.

Applicant's signature: _____

Date: _____

Full name: _____

Professional capacity: _____

SACPLAN registration number: _____

FOR OFFICE USE ONLY

Date received:

Received by:

Municipal Stamp

ANNEXURES

The following Annexures are attached for your information, only if applicable:

Annexure A: Minimum requirements matrix

Annexure B: Land use planning application submission and protocol

Annexure C: Land use planning application workflow

Please do not submit these Annexures with the application form.