

PA PLAN ASSESSMENT & RELAXATION REQUIREMENTS

Under no circumstance will any application be accepted without the following information:

- Current PA Application form **fully** filled in and signed by all parties/owners
- 1 Colored copy + 1 Black and White copy of plan
- Title Deed
- Surveyor General Diagram
- Last approved plan for deviation plans
- Correct town planning development controls

NB Any changes made on approved applications as a result of NBR scrutiny will attract a **new** Planning Assessment application.

RELAXATION REQUIREMENTS

- Letter of Motivation for relaxation
- Original neighbors signatures of registered owner/s on colored copy of the plan (all plans in a set to be signed) in following format:

NAME	ADDRESS	I.D. NO.	TEL/CELL NO	SIGNATURE

- Original neighbors consent form to be signed by all affected registered owners of a property. Where the owner is a Body Corporate, Director or Member of a Company, Home Owners Association, a Trust or a Close Corporation, an original signed letter of Authority is required for the signatory.
- Neighbors list for relaxation
- Applicable relaxation fee.