

# ETHEKWINI MUNICIPALITY

## ECONOMIC DEVELOPMENT AND PLANNING

Development Planning, Environment and Management Unit  
Development Applications

Application No: FOR OFFICIAL USE ONLY



APPLICATION IN TERMS OF SEC. 4(2) OF ACT NO. 103 OF 1977

Please Tick (  ) the Appropriate boxes & Complete all documentation in BLACK INK only

Related  
LUM Authorization:

LUM Application No: FOR OFFICIAL USE ONLY

<b>Proposal:</b>		<input type="checkbox"/> New	<input type="checkbox"/> Additional / Alterations	<input type="checkbox"/> M.B.W (Minor Building Work)	<input type="checkbox"/> Deviation to Approved Plan number :	
<b>Statistics</b>	<b>Residential:</b>	<input type="checkbox"/> Dwelling		<input type="checkbox"/> Townhouse		
		Specify No. of Units <i>(where Townhouse or Flats Selected above)</i>		Specify No. of Buildings <i>(where Townhouse/Flats/Tourism/ Accommodation/Casino selected above)</i>		
		<input type="checkbox"/> Other Residential (specify)				
	<b>Non-Residential:</b>	<input type="checkbox"/> Office / Banking		<input type="checkbox"/> Industrial / Warehousing / Workshop		<input type="checkbox"/> Shopping Space
		<input type="checkbox"/> Hospital / Clinics		<input type="checkbox"/> School / Creche / University / Technikon / Library		
<input type="checkbox"/> Other Non-Residential (specify)						
<b>Within:</b>	<input type="checkbox"/> EthekeWini		<input type="checkbox"/> Former Township / R293 Areas		<input type="checkbox"/> Council Strategic Project	
<b>Proposed:</b>	Value: R :		<i>Projected cost and development type information required for Stats SA and statistical purposes only.</i>			
<b>Description of Works Proposed</b>						

<b>New and / or Additional Floor Area:</b>  ( For fee calculation purposes )  Additional schedule on separate sheet may be submitted where space or categories is not adequate. Format to be as shown to right.	Site Area	m <sup>2</sup>	<b>Definition:</b> <b>Floor Area</b> - means the total covered plan area of all floors contained within the outer extremities of a building. <b>Explanation:</b> The floor area for Submission Fee calculation is determined as follows: The floor area is taken as the total plan area of every floor measured from the external face of the external walls ( and the face of retaining wall in contact with the ground ) ie: overall dimensions of building are used for calculation of floor area, NOT internal room dimensions. F.A.R / P.A.R / Coverage areas are NOT to be used in calculating the proposed new or additional areas <b>Exceptions:</b> Lift shafts, service duct areas are excluded on each floor except the lowest floor except on multi-storied building where service ducts are required to be sealed between floors due to fire requirements, then such service ducts are included into the floor area calculation; Staircases, travelators, escalators etc. are included on all floors except the last or upper most floor served by such service;
	Basement 1	m <sup>2</sup>	
	Lower / Ground Storey	m <sup>2</sup>	
	Upper / Ground Storey	m <sup>2</sup>	
	1 <sup>st</sup> Storey	m <sup>2</sup>	
	2 <sup>nd</sup> Storey	m <sup>2</sup>	
	3 <sup>rd</sup> Storey	m <sup>2</sup>	
	4 <sup>th</sup> Storey	m <sup>2</sup>	
	5 <sup>th</sup> Storey	m <sup>2</sup>	
	Penthouse Storey	m <sup>2</sup>	
Plant / Lift Motor Rm	m <sup>2</sup>		
<b>Total Floor Area</b>	m <sup>2</sup>		

<b>Property details:</b>	Street Address:	
	Age of Exist Building/s in Yrs:	Suburb:
	Cadastral Description (Erf number):	
	<p><b>NOTE:</b> The OWNER is responsible for ensuring compliance with the National Heritage Resources Act, 1999, National Environmental Management Act, 1998, Local Government: Municipal Systems Act, 2000, etc. is complied with prior to submitting an application to the Local Authority for consideration. In respect of the National Heritage Resources Act, 1999, ANY &amp; ALL development, but not limited to new structures, the demolition of and / or alterations or additions to structures, on sites that contain existing buildings older than 60 years, require permits to be obtained from Amafa aKwa-Zulu Natali prior to submission of an application to the Local Authority for consideration. Failure to may result in unnecessary delays.</p>	

<b>Author's details:</b>  Note: Person responsible for design to complete and submit SANS 10400-A Form 1	[ Non-compliance with the Submission Checklist will result in the Application being refused creating unnecessary delays for the Owner / Applicant. ] SACAP Architectural Compliance Certificate, fully completed, to accompany this form upon submission (where applicable).	
	Name / Arch. Practitioner:	Registration Body: <input type="checkbox"/> SACAP <input type="checkbox"/> ECSA <input type="checkbox"/> Other (specify) _____
	Registration Category: <input type="checkbox"/> Prof <input type="checkbox"/> Snr Tech <input type="checkbox"/> Tech <input type="checkbox"/> Draft <input type="checkbox"/> Other (specify) _____	Prof. Registration Number:
	Physical Address:	
	(Post Code)	
	Contact Details: (Tel.) (Cell) (Email)	
	Signature:	Date
	<p><b>NOTE:</b> The Owner &amp; Author are responsible for tracking the status of the application once submitted to the Council. The Local Authority cannot guarantee that posted notifications will be received as this is the domain of the SA Post Office. The appointed Registered Professional is reminded of their responsibility to ensure that the required level of compliance is achieved in the design of the proposal through one of the methods contained in Reg. AZ4 of the National Building Regulations &amp; Building Standards Act No. 103 of 1977.</p>	

<b>Applicant / Correspondent</b>  Contact Person for Decision Notices  The reasons for a refusal will not be read out over the phone.	[ One of the following methods of communication will be used to communicate the Council's decision. ]
	Applicant / Correspondent's Name:
	Postal Address:
	(Post Code)
	Contact Details: (Cell) (Fax) (Email)
	NOTE: Any notification of decision will be directed to both the Owner and Correspondent. Reasons for the refusal, where applicable, will be provided at the time of collection.

**Property Owner's Details:** [ Non-compliance with the Submission Checklist will result in the Application being refused creating un-necessary delays for the Owner / Applicant. ]

Owners Name: \_\_\_\_\_ Mr/Mrs/Miss

Owners Name: \_\_\_\_\_ Mr/Mrs/Miss

Domicilium Citandi et Executandi \_\_\_\_\_  
(Physical Address) \_\_\_\_\_ Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_ Code: \_\_\_\_\_

(W) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

(H) \_\_\_\_\_ (email) \_\_\_\_\_

**DECLARATION BY OWNER**  
I/We declare that I/we have personally checked the Title Deeds or any other document for the property concerned and that the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto. I/We further declare that the boundary beacon pegs conform with positions as per the applicable Approved SG Diagram. I/We further declare that the application does not conflict with any other applicable laws, eg.: National Heritage Resources Act, 1999, National Environmental Management Act, 1998, Local Government: Municipal Systems Act, 2000, etc., and that ALL information as provided is true and correct. In the event of any contraventions, I/we will bear the sole responsibility to rectify the aforesaid contraventions.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The Owner & Author are responsible for tracking the status of the application once submitted to the Council. The Local Authority cannot guarantee that posted notifications will be received as this is the domain of the SA Post Office.

**LIMITED POWER OF ATTORNEY**

I/We \_\_\_\_\_ ( Owner/s Name )  
being the registered owner/s of the property on which the proposed work is to be undertaken, hereby nominate, constitute and appoint,  
\_\_\_\_\_ (Name of Appointee) ID No.: \_\_\_\_\_, (Signature of Appointee) \_\_\_\_\_  
and / or  
\_\_\_\_\_ (Name of Appointee) ID No.: \_\_\_\_\_, (Signature of Appointee) \_\_\_\_\_  
with power of substitution to be my/our true and lawful attorney and agent with respect to this application, to sign Local Authority documents / plans and provide such information as is required of an owner by the National Building Regulations and to do whatsoever shall be necessary as effectively as I could do if personally present and hereby promising to ratify and confirm all that my agent shall lawfully do by virtue hereof.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This P.O.A does not authorise an Architectural professional to sign the SACAP Architectural Compliance Certificate or SANS 10400-A Form 1 or 2 on behalf of the Owner / Authorised Agent

**NOTES**

- A prerequisite to the submission of a building application is that planning authorization has first been obtained from Land Use Management. Such planning authorisation confirming adherence with the relevant planning legislation and related Town Planning Scheme. Building applications not submitted within 30 days of a planning authorization / clearance being issued, may require the revalidation of the planning decision prior to a building application being accepted.
- Decision notification shall in terms of section 7(1) of Act 103, 1977 be within:  
30 days after receipt of the application where the architectural area of the building is less than 500 sqm, and  
60 days after receipt of the application where the architectural area of the building is 500 sqm or larger.
- The Owner / Applicant is responsible for contacting the relevant area office where no notification of a decision has been received after a reasonable period of time in respect of note 2 above.