



LAND USE PLANNING APPLICATION FORM

KINDLY NOTE: Please complete this form using BLOCK capital and ticking the appropriate boxes.

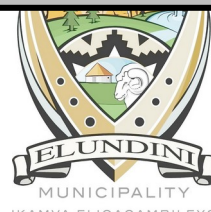
SECTION A: APPLICANT DETAILS

First name(s)				
Surname				
South African Council for Planners (SACPLAN) registration number <i>(if applicable)</i>				
Company name <i>(if applicable)</i>				
Postal Address				Postal Code
Email				
Tel		Fax	Cell	

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

Registered owner(s)				
Physical address				Postal Code
Email				
Tel		Fax	Cell	

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



Property description [Number(s) of Erf/Erven/Portion(s) or Farm(s), allotment area]						
Physical Address						
GPS Coordinates				Town		
Current Zoning		Extent	m ² /ha	Are there existing buildings?	Y	N
Applicable Zoning Scheme						
Current Land Use						
Title Deed number and date	T					
Any restrictive conditions?	Y	N	If Yes, list the condition(s)			
Are the restrictive conditions in favour of a third party(ies)	Y	N	If Yes, list the party(ies)			
Is the property encumbered by a bond?	Y	N	If Yes, bondholder(s)			
Any existing unauthorized buildings and/or land use on the subject proper(s)	Y	N	If Yes, is this application to legalize the building/land use?	Y	N	
Are there any pending court case(s)/order(s) relating to the subject property(ies)?	Y	N	Are there any land claim(s) registered on the subject property(ies)?	Y	N	

SECTION D: PRE-APPLICATION CONSULTATION

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



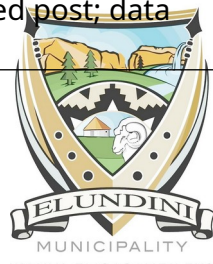
SECTION E: LAND USE PLANNING APPLICATION FEES PAYABLE

TICK	Section	Type of application	Cost
√		a rezoning of land;	R
√		a permanent departure from the development parameters of the zoning scheme	R
√		a departure granted on a temporary basis to utilize land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land;	R
√		a subdivision of land;	R
√		a consolidation of land;	R
√		a removal, suspension or amendment of restrictive conditions in respect of all land unit;	R
√		a permission required in terms of the zoning scheme;	R
√		an amendment, deletion or imposition of conditions in respect of an existing approval;	R
√		an extension of the validity period of an approval;	R
√		an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	R
√		a permission required in terms of a condition of approval;	R
√		a determination of a zoning;	R
√		a closure of a public place or part thereof;	R
√		a consent use contemplated in the zoning scheme;	R
√		an occasional use of land;	R
√		to disestablish a home owner's association;	R
√		to rectify a failure by a homeowner's association to meet its obligations in respect to the control over or maintenance of services;	R
√		a 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 of application in media	Type of application	Cost
√	SERVING OF NOTICES	Delivering by hand; registered post; data messages	R



√	PUBLICATION OF NOTICES	Local Newspaper(s); Provincial Gazette; site notice; Municipality's website	
√	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
√	INTEGRATED PROCEDURES	T.B.C	R
TOTAL B:			R
<u>TOTAL APPLICATION FEES</u> (TOTAL A + B)			R

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

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

BANKING ACCOUNT DETAILS

Name:
Bank:
Branch no.:
Account no.:
Payment reference:

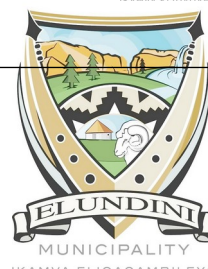
SECTION F: DETAILS OF PROPOSAL

Brief description of proposed development / intent of application:

PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATION



Complete the following checklist and attach all the information and documentation relevant to the proposal. Failure to submit all information and documentation required will result in the application being deemed incomplete. It will not be considered complete until all required information and documentation have been submitted.

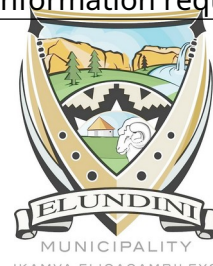
Y	N	Power of attorney / Owner's consent if applicant is not owner		Bondholder's consent (if applicable)	
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Y	N	Resolution or other proof that applicant is authorized to act on behalf of a juristic person	Y	N	Proof of registered ownership or any other relevant right held in 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 agreement or permission for required servitude
Y	N	Proof of payment of application fees	Y	N	Full copy of 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
			Street name and numbering 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 Owner's Association consent
Y	N	N/A	Copy of Environment Impact Assessment (EIA) / Heritage Impact Assessment (HIA) / Traffic Impact Assessment (TIA) / Traffic Impact Statement (TIS) / Major Hazard Impact (MHIA) / Environmental Authorization (EA) / Record of Decision (ROD) (strike through if 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		N/A	N/A	Proof of failure of Home Owner's Association
Y	N	N/A	Proof of lawful use right		N/A	N/A	Any additional documents or information require as listed in



							the pre-application consultation form / minutes
Y	N	N/A	Required number of documentation copies	Y	N	N/A	Other (specify)

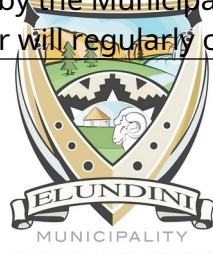
SECTION H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION

Y	N/A	National Heritage Resources Act, 1999 (Act 25 of 1999)	Y	N/A	Specific Environmental Management Act(s) (SEMA) (e.g. Environmental Conservation Act, 1989), National Environmental Management: Air Quality Act 2004 (Act 39 of 2004), National Environmental Management: Waste Act, 2008 (Act 59 of 2008), National Water Act, 1998 (Act 36 of 1998) (strikethrough if irrelevant)
		National Environmental Management Act, 1998 (Act 107 of 1998)			
		Subdivision of Agricultural Land Act 1970 (Act 70 of 1970)			
		Spatial Planning and Land Use Management Act, 2013 (Act 116 of 2013) (SPLUMA)			
		Occupational Health and Safety Act, 1993, (Act 85 of 1993): Major Hazard Installations Regulations			
Y	N/A	If required, has application for EIA / HIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.			

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 it is an offense to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorized to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.
4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent to the agent 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. I confirm that the relevant title deed(s) have been read and that there are no restrictive 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 application 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:

MUNICIPALITY



Municipal Stamp

ANNEXURES

