

WATERBERG DISTRICT

DRAFT DOCUMENTS FOR USE BY LOCAL MUNICIPAL OFFICIALS

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PREPARED BY



THE PRACTICE GROUP

PRACTICE GROUP/CORPORATE WORX CONSORTIUM

DRAFT COMMENTS**APPLICATIONS FOR THE REMOVAL OF RESTRICTIVE CONDITIONS OF TITLE IN TERMS OF THE REMOVAL OF RESTRICTIONS ACT, 1967**

It is a requirement of the aforesaid Act that the responsible municipality provide written comments to the relevant provincial department (usually responsible for local government) before a decision may be taken with regard to the removal of any condition of title/servitude and/or the simultaneous amendment of the local land use management scheme. The following draft comments may be considered as a template to structure the response to the provincial authority in each instance.

ADDRESSED TO:

Head of Department

Dear Sir/Madam

PROPERTY DESCRIPTION: ERF IN THE TOWNSHIP,
REGISTRATION DIVISION, LIMPOPO PROVINCE/PORTION OF THE FARM
REGISTRATION DIVISION....., LIMPOPO PROVINCE
APPLICATION FOR CANCELLATION OF CONDITIONS OF TITLE AND SIMULTANEOUS AMENDMENT
OF THE LAND USE MANAGEMENT SCHEME
APPLICANT:

In terms of the provisions of the Removal of Restrictions Act, 1967, it is a peremptory requirement for the responsible municipality within whose jurisdiction the subject property is located to provide comment on such application so as to fully inform the decision to be taken by the responsible provincial authority. The response below reflects the considered comments of the Municipality in respect of the aforesaid application for such purpose.

1. NATURE OF THE APPLICATION

- 1.1 Primarily, the application seeks to entrench additional/amended land use rights in respect of the subject property as reflected in that part of the application which seeks to simultaneously amend the Land Use Management Scheme. Such application proposes the following:
- (i) Amendment of the Land Use Management Scheme to change the current zoning of the aforesaid property from:
"....." ; to
 - (ii) The proposed new zoning of:

"...."

The affect of the proposed amendment of the land use management scheme will be to

(Note: describe the effect of the proposed amendment by reference to the additional floor area or the enhancement of the residential density or the increase in coverage or whatever practical effect such amendment will bring about if approved).

2. REQUIREMENT TO CANCEL CONDITIONS OF TITLE/SERVITUDES

- 2.1 In order to effect the aforesaid amendment of the land use management scheme, the applicant is obliged to clear the title deed of the aforesaid property of any restrictive or cumbersome conditions of title which may remain in conflict with the intended amendment and the proposed development on the property. The conditions of title which are proposed to be cancelled are:

- (i) Condition ... on page of Deed of Transfer T....

This condition provides for:

.....

- (ii) Condition ... on page of Deed of Transfer T....

This condition provides for:

.....

- (iii) Condition ... on page of Deed of Transfer T....

This condition provides for:

.....

(Note: Describe/summarise the nature of the conditions to be removed and explain the reason for the removal where relevant).

- 2.2 From the above it is evident that, in the opinion of the Municipality, the cancellation of the aforesaid conditions of title will indeed be necessary to effect the proposed amendment of the land use management scheme as described above, should the merit thereof be proven by the applicant.

(Note: Only use if you agree with the proposed removal of the conditions).

3. ALIGNMENT WITH LOCAL POLICY GUIDELINES

- 3.1 The adopted Spatial Development Framework (SDF) for the area concerned is described as in terms of which the aforesaid property is situated in an area earmarked for purposes.

- 3.2 It therefore appears that the application for the amendment of the land use management scheme aligns positively with the adopted guidelines/does not align positively with the adopted guidelines of the SDF.

(Note: Insert the appropriate response dependent on the details of the SDF).

- 3.3 The municipality has also adopted more detailed policy guidelines with regard to the area in which the aforesaid property is situated. Such adopted guidelines are described as ... in terms of which the proposed amendment of the land use

management scheme appears to align positively with such adopted guidelines/do not align positively with such adopted guidelines.

- 3.4 From the above it is evident that the proposal of the applicant to amend the land use management scheme is/is not in conflict with the adopted policy guidelines of the Municipality relevant to the area in which the aforesaid property is situated.

(Note: Insert the relevant response based on any other policy guidelines which may exist for the area in addition to the SDF where relevant).

4. PRACTICAL PLANNING CONSIDERATIONS

Based on a site visit and a proper evaluation of the submissions of the applicant with regard to the aforesaid application, the Municipality has found that the practical planning implications of the proposal of the applicant will:

Impact negatively on the receiving environment due to:

Not impact negatively on the receiving environment and are considered to be reasonably compatible with the prevailing land use and zoning regimes in the area

(Note: use the relevant response and, where the proposal is found to have a potentially negative impact on the receiving environment, such must be explained in clear and unambiguous terms).

5. PROVISION OF ENGINEERING SERVICES

The proposal of the applicant has been evaluated against the available bulk engineering services networks and roads infrastructure serving the area in which the aforesaid property is situated and it is hereby confirmed that:

The proposal by the applicant will not place an unacceptable burden on any aspect of the bulk engineering services networks in the area.

Will impact negatively on the available bulk engineering services due to

(Note: select the chosen alternative and, where negative implications are foreseen, explain the reasons in clear and unambiguous terms).

6. CONCLUSION AND RECOMMENDATIONS

- 6.1 Having regard to the provisions of the ruling legislation, it is incumbent upon an applicant to demonstrate to the decision making authorities that the proposed cancellation of the aforesaid conditions of title will be in the public interest and will contribute to a proper planning solution for the area concerned. Considering the comments listed above, the municipality holds that:

- 6.1.1 The application will indeed be in the public interest given that the proposal aligns positively with adopted policies for the area concerned which policies were previously subject to proper public participation before adoption.

Will not be in the public interest given the fact that the proposal by the applicant does not align positively with adopted policies for the area concerned which policies were previously the subject of proper public participation before adoption.

(Note: Choose the appropriate alternative).

- 6.2 With regard to the requirement to contribute positively to a proper planning solution for the area concerned, the Municipality holds that:

- 6.2.1 The proposal will indeed contribute positively to proper planning for the area having regard to the fact that, based on the evaluation by the Municipality, the proposal will not impact negatively on the receiving environment in any manner.

Will not contribute to a proper planning solution for the area having regard to the fact that the Municipality has found that the proposal of the applicant will impact negatively on the receiving environment for the reasons contained in previous paragraphs.

(Note: Choose the appropriate option)

- 6.3 It is therefore concluded that:

The application is supported by the Municipality, subject to the conditions enclosed in the appendix hereto.

Is not supported by the Municipality for the reasons stipulated herein.

(Note: Choose the appropriate option)

Yours faithfully

MUNICIPAL MANAGER
.... MUNICIPALITY

Note: Where an application is supported and where the municipality requires to impose conditions in addition to those proposed by the applicant and other authorities, such may be listed in an Appendix to the letter.

DRAFT CONDITIONS

APPLICATION IN TERMS OF CLAUSE ... OF THE LAND USE MANAGEMENT SCHEME OF ...

ADDRESSED TO:

The Applicant

Dear Sir/Madam

**PROPERTY DESCRIPTION: ERF IN THE TOWNSHIP
REGISTRATION DIVISION, LIMPOPO PROVINCE/PORTION OF THE FARM
REGISTRATION DIVISION....., LIMPOPO PROVINCE
CONSENT GRANTED IN TERMS OF CLAUSE ... OF THE LAND USE MANAGEMENT SCHEME**

This letter serves to confirm that the application for the granting of consent in terms of Clause ... of the..... Land Use Management in respect of the aforesaid property has been approved by the Municipality being the authorized local authority for the area as contemplated in the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986).

The decision to approve the above application was passed as Resolution Number on date by the decision making Committee of the Municipality and such approval incorporates the following:

1. In addition to the standard provisions of the ... land use management scheme relevant to the aforesaid property, consent is hereby granted for the aforesaid property to also be used for the purposes stipulated herein.
2. The aforesaid property may, in future, also be used for the purposes of:
 - (i) ...
 - (ii) ..

(Note: specify the uses by consent as defined in the LUMS).

3. In executing the afore-mentioned consent, the following conditions shall apply:
 - (i) Notwithstanding the general provisions of the ... land use management scheme, the land use rights stipulated herein shall be restricted to a total gross floor area ofm².
 - (ii) Notwithstanding the standard provisions of the ... land use management scheme, the following parking ratio provision shall apply to the land use rights stipulated herein namely parking spaces per 100m² of gross floor area.

- (iii) Notwithstanding the provisions of the ... land use management scheme, the land use rights stipulated herein shall be executed in a manner which shall not exceed ... storeys in height.
- (iv) The land use rights stipulated herein shall not be executed by way of construction or the submission of a building plan prior to the submission of a site development plan to the satisfaction of the Municipality.
- (v) Prior to the construction of buildings on the subject property in terms of the consent granted herein, the applicant shall arrange for the payment of the contributions stipulated in the appendix hereto to the satisfaction of the Municipality.

(Note: Add an appendix where required)

Yours faithfully

MUNICIPAL MANAGER
..... MUNICIPALITY

DRAFT DECISION AND CONDITIONS

APPROVAL OF SUBDIVISION IN TERMS OF

SECTION ... OF THE DIVISION OF LAND ORDINANCE, 1986 (ORDINANCE 20 OF 1986)

ADDRESSED TO:

The Applicant

Dear Sir/Madam

**PROPERTY DESCRIPTION: PORTION OF THE FARM
REGISTRATION DIVISION, LIMPOPO PROVINCE
APPLICATION FOR SUBDIVISION
DIVISION OF LAND ORDINANCE, 1986 (ORDINANCE 20 OF 1986)**

This letter serves to confirm that the Municipality, being the authorized local authority as contemplated in the provisions of the Division of Land Ordinance, 1986 (Ordinance 20 of 1986) read with the provisions of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), has approved your application for the subdivision of the aforesaid property by resolution passed at a meeting of the Council of the Municipality on date (Resolution Number). This approval is subject to the following conditions to be complied with by the applicant:

1. SUBDIVISIONAL SKETCHPLAN

- 1.1 This approval attaches to the subdivisional sketch plan number dated hereto (Annexure 1), as endorsed by the Municipality. The final survey diagrams to be approved by the Surveyor General may not vary with regard to the approved sketch plan by more than 10%, failing which the applicant shall again approach the Municipality and make application for the amendment of the sketch plan before final survey and registration.
- 1.2 The applicant shall cause the submission of the diagrams for approval by the Surveyor General to be effected within a period of 12 months from date of this approval, failing which this approval to subdivision shall lapse. The applicant shall submit written proof to the Municipality when the diagrams, for approval by the Surveyor General, have been filed with the Surveyor General so as to monitor compliance with the imposed deadline. The applicant may approach the Municipality before the aforesaid expiry date and apply for an extension thereof which application the Municipality may grant on good cause shown and at its sole discretion and subject to whatever conditions it may deem expedient to impose with regard thereto.

- 1.3 The applicant shall file with the Municipality certified copies of all approved SG Diagrams issued by the Surveyor General as proof of compliance.

2. ENGINEERING SERVICES

- 2.1 Before the registration of any subdivided component of the subject property, may occur, as illustrated on the approved sketch plan, the applicant shall cause engineering services reports and designs to be submitted to the Municipality for consideration and approval and the applicant shall make whatever arrangements may be relevant with the Municipality for the installation of the services to the satisfaction of the Municipality.
- 2.2 Where relevant, the Municipality shall calculate contributions payable by the applicant with regard to bulk engineering services and roads and, where relevant, the applicant shall cause such payments to be effected to the satisfaction of the Municipality before the registration of any subdivided component of the subject property as illustrated on the approved sketch plan hereto.

3. CONDITIONS OF TITLE AND SERVITUDES TO BE CANCELLED

- 3.1 The registration of the subdivision of the component portions of the subject property as illustrated on the approved sketch plan hereto may not be effected by the Registrar of Deeds until the applicant has attended to the cancellation/suspension/amendment of the following conditions of title and servitudes to the satisfaction of the Municipality:

- (i) Condition/Servitudes Number ... on page of Deed of Transfer T....
- (ii) Condition/Servitudes Number ... on page of Deed of Transfer T....

- 3.2 Where the removal/suspension/amendment of the aforesaid Conditions of Title and Servitudes are required by the Municipality, the applicant shall file with the Municipality the certified copy of the notice which was published in the Provincial Gazette to bring into effect such cancellation/suspension/amendment as proof of compliance.

(Note: The above section may be deleted in the event that no conditions of title or servitudes require to be removed/suspended/amended).

4. REGISTRATION OF NEW SERVITUDES

Simultaneously with the registration of the component subdivisions of the subject property as illustrated on the approved sketch plan hereto, the applicant shall cause the following servitudes to be registered at his cost and to the satisfaction of the Municipality:

- (i) The servitude for right of way access, ...m wide in favour of ... as indicated along the boundary of the subject property on the approved sketchplan hereto.
- (ii) The servitude for the conveyance of engineering services (stormwater/sewer/electricity) ...m wide in favour of as indicated along the ... boundary of the subject property as illustrated on the approved sketch plan hereto.
- (iii) The servitude for road widening purposes in favour of, ...m wide along the ... boundary of the subject property as illustrated on the approved sketch plan hereto.

- (iv) The servitude for the purposes of abstraction of ground water by way of borehole/....m² in extent as indicated on the approved sketch plan hereto.
- (v) A servitude to be registered over the property described as Portion ... of the farm ..., Registration Division Limpopo Province in favour of the subject property for the purposes of right of way access/conveyance of engineering services/abstraction and reticulation of potable water/....

(Note: Only use the appropriate/relevant conditions of servitude and delete where applicable or add similar conditions for specific cases).

5. DISPOSAL OF EXISTING CONDITIONS OF TITLE AND SERVITUDES

The subdivided portions of the subject property as illustrated on the approved sketch plan hereto shall remain subject to all existing conditions of title and servitudes as reflected in Deed of Transfer T....., with the exception of the following:

- (i) Condition of Title Number on page ... of the Deed which affects Portion ... on the approved subdivision sketch plan hereto only.
- (ii) The servitude vide SG Diagram read with notarial deed as indicated under Condition ... on page of Deed of Transfer which only affects Portion ... of the subject property as illustrated on the approved sketch plan hereto.
- (iii) Condition of Title... on page ... of Deed of Transfer which does not affect any of the subdivided components of the subject property as illustrated on the approved sketch plan hereto due to geographical location.

(Note: Only use this condition where an existing condition of title pertains to land beyond the boundaries of the subdivision/external to the boundaries).

6. AMENDMENT OF LAND USE MANAGEMENT SCHEME: SECTION 125 OF ORDINANCE 15 OF 1986

The applicant shall cause amendment scheme documents/annexures/schedules to be prepared to the satisfaction of the Municipality for publication in the Provincial Gazette so as to bring into effect the amendment of the land use management scheme in the following manner:

- (i) The existing zoning of the component portions of the subject property as illustrated on the approved sketch plan hereto shall be amended by the addition of the following conditions of zoning and development controls:
 - (a) In addition to the standard provisions of the zoning of "agricultural" as stipulated in the Land Use Management Scheme, the property may also be used for the purposes of ... and ... subject to the conditions set out herein.
 - (b) The development on the property shall be subject to the following conditions:
 - (aa) The height of structures and buildings shall not exceed ... storeys.
 - (bb) The coverage of building structures shall not exceed ... % of the area of the property
 - (cc) The gross floor area of buildings to be erected on the property shall not exceed ...m²
 - (dd) Building lines:

(ii) Spot zoning: The area on Portion ... of the farm, Registration Division....., Limpopo Province denoted by Figure ABCDEA on the zoning map of the land use management scheme hereto defines the site within which the buildings on the subject property are to be erected in accordance with the aforesaid zoning provisions, to the satisfaction of the Municipality.

(iii) A site development and building plan shall be submitted in respect of the aforesaid figure to the satisfaction of the Municipality prior to the commencement of construction of any structures within said area.

(Note: The zoning provisions aforesaid may be extended or reduced depending on the nature of the intended use of the subdivided properties. It may not be necessary to amend the LUMS in every instance and this should only be used where special conditions may attach to the use of the land or the extend of the development thereon.).

7. CLEARANCE FOR TRANSFER

7.1 The Registrar of Deeds shall not effect the registration of any subdivided component of the subject property as illustrated on the approved sketch plan hereto until the applicant has demonstrated proof of compliance with the aforesaid conditions to the satisfaction of the Municipality and, on its part, the Municipality has confirmed same in writing in favour of the Registrar of Deeds.

7.2 Failure on the part of the applicant to comply with the aforesaid condition shall result in the Municipality withholding clearance of transfer of ownership when called upon by the Registrar of Deeds for such purpose.

This approval and the conditions imposed herewith do not exempt the applicant from complying with any other relevant conditions of whatever legislation may be applicable to the use, development or subdivision of the land in question and the Municipality shall not be held liable for any costs or time delays experienced by the applicant in such circumstances.

SIGNED BY

.....
MUNICIPAL MANAGER
..... **MUNICIPALITY**
REFERENCE NUMBER:

DRAFT CONDITIONS**AMENDMENT OF LAND USE MANAGEMENT SCHEME****ORDINANCE 15 OF 1986**

ADDRESSED TO:

The Applicant

Dear Sir/Madam

**PROPERTY DESCRIPTION: ERF IN THE TOWNSHIP
REGISTRATION DIVISION, LIMPOPO PROVINCE
APPLICATION FOR AMENDMENT OF LAND USE MANAGEMENT SCHEME
TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**

This letter serves to confirm that the application for the amendment of the Land Use Management dated in respect of the aforesaid property has been approved by the Municipality being the authorized local authority as contemplated in the provisions Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986). The decision to approve the amendment of the land use management scheme was passed as Resolution Number on date by the decision making Committee of the Municipality.

The approved amendment of the land use management scheme pertains to the following:

1. The rezoning of the aforementioned property from its current zoning of "...." to its new zoning as stipulated below:
 - (i) Use Zone: "...."
 - (ii) The property and the buildings thereon or to be erected thereon shall be used solely for the following purposes:
 - (a)
 - (b)
 - (iii) the property may also be used for the following further purposes with the consent of the Municipality as contemplated in the land use management scheme:

"..."
 - (iv) Height: The height of buildings and structures on the property shall not exceed ... storeys or ... metres, measured from the mean average level of the property.

- (v) Coverage: The coverage of building structures on the property shall not exceed ...% of the land area thereof.
- (vi) Floor Area: the floor area ratio relevant to the property shall be restricted to, alternatively a total gross floor area of ...m².
- (vii) Density: The residential density/occupational density to be executed on the property shall not exceed ... dwelling units per hectare alternatively a total of ... dwelling units on the land area of the aforesaid property.
- (viii) Site Development Plan: A site development plan prepared to the satisfaction of the Municipality shall be submitted prior to the submission of building plans and the erection of any structures and buildings on the property.
- (vx) Other conditions:
.....
- (x) Other development controls:

As per the standard provisions of the land use management scheme in operation.
(Note: Only use the relevant conditions which may be applicable and delete the balance).

2. The applicant shall pay to the Municipality the relevant contributions stipulated in Appendix 1 hereto, which payment shall be effected as contemplated in the provisions of the Ordinance. The attention of the applicant is drawn to the fact that, from date of publication of the notice in the Provincial Gazette to bring into effect the amendment of the land use management scheme, the owner of the aforesaid property shall become liable for the payment of municipal rates and taxes based on the approved land use rights and as per the valuation thereof by the valuer appointed by the Municipality.
3. In view of the prior objections raised by interested and affected parties in respect of this matter, the attention of the applicant is drawn to the fact that, based on the relevant provisions of the Ordinance, the amendment scheme shall not come into effect before the expiry of 56 days from date of the publication in the Provincial Gazette as aforesaid.
(Note: This condition shall only be used in the event that objections are on file and will be deleted in the absence of any objections).
4. This approval and the conditions imposed herewith do not exempt the applicant from complying with any other relevant conditions of whatever legislation may be applicable to the use, development or subdivision of the land in question and the Municipality shall not be held liable for any costs or time delays experienced by the applicant in such circumstances.

SIGNED BY

.....
MUNICIPAL MANAGER
 **MUNICIPALITY**
REFERENCE NUMBER:

DRAFT LETTER OF APPROVAL

TOWNSHIP ESTABLISHMENT

TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

ADDRESSED TO:

The Applicant

Dear Sir/Madam

**PROPERTY DESCRIPTION: PORTION OF THE FARM
REGISTRATION DIVISION, LIMPOPO PROVINCE
APPLICATION FOR ESTABLISHMENT OF A TOWNSHIP: TOWN PLANNING AND TOWNSHIPS
ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**

This letter serves to confirm that the application for the establishment of a township on the aforesaid property, to be known as Extension has been approved by the Municipality, in the terms of the provisions Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986). The decision to approve the application was passed as Resolution Number on date by the relevant Committee of the Municipality.

The approval of this application is made subject to the conditions of establishment enclosed hereto as Appendix 1 together with the approved township layout plan number dated enclosed herewith as Appendix 2. The following is confirmed for the record:

1. The attention of the applicant is drawn to the provisions of Section 96 and the other relevant sections of the Ordinance and in particular, the provisions of Section 72 which requires the submission of the diagrams and a General Plan with the Surveyor General within a specified period of time, failing which this approval shall lapse.
2. Whilst the Municipality is obliged to receive, consider and determine applications for extensions of time with regard to the compliance with the provisions of Section 72 of the Ordinance, the attention of the applicant is drawn to the fact that any such extension shall only be granted on good cause shown (at the sole discretion of the Municipality).
3. With regard to the provisions of Section 100 of the Ordinance, the applicant may approach the Municipality to effect certain amendments to either the approved Conditions of Establishment or the approved layout plan under certain circumstances and on good cause shown. In this regard the attention of the applicant is drawn to the fact that, whilst the Municipality is obliged to receive, consider and determine such an application in terms of the provisions of Section 100 of the Ordinance, amendments to the approved conditions of establishment and layout plan shall only be granted on

good cause shown and in the event that such amendments are not material in which event the applicant shall be directed to commence de novo with regard to giving notice of the amended application as contemplated in the provisions of Section 96.

SIGNED BY

MUNICIPAL MANAGER
..... MUNICIPALITY

APPLICATION FORM - REZONING

In terms of the Town-Planning and Township Ordinance, 1986 (Ordinance 15 of 1986)

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be posted to: or hand delivered to (Insert Addresses).

1. **Type of application :** Section 56

1.1 Rezoning:

a. From:

X To:

2. **The status of the applicant** Registered owner
Authorised agent

3. **Applicant details**

3.1 Individual/Company/Other (specify)

3.2 Surname

3.3 First names

3.4 Initials

3.5 Email

3.6 Telephone number

3.7 Fax number

3.8 Cellular Phone Number

3.9 Physical Address

Postal Code

3.10 Postal address

Postal Code

4. **Application fees**

4.1 Receipt number (for official use)

4.2 Receipt amount (for official use)

5. **Application date (as signed by applicant)**

6. **Date received at Municipality**

7. **Required documents:**

Application form

Memorandum

Covering letter

Zoning plan

Locality plan

Proposed Annexure B

Land-use plan

Site plan

Please complete this section for each property (make a separate copy for each property)

1. PROPERTY INFORMATION

1.1 Township Name

1.2 Erf Number

1.3 Ward

Portion (e.g. /R/1)

1.4 Street name

1.5 Street number

Planning Zone

1.6 Registered Owner according to Title Deed (only required if different to applicant's detail)

1.6.1 Company name

1.6.2 Title

Mr

Mrs

Miss

Dr

Prof

Other

1.6.3 Surname

1.6.4 First names

1.6.5 Initials

1.6.6 Email

1.6.7 Tel

1.6.8 Fax

1.6.9 Cellular Phone

1.6.10 Physical Address

1.6.11 Postal Address

1.6.12 Marital Status

Not applicable

In community of
property

Out of community of
property

1.7 Present Zoning (Scheme)

1.8 Present Height (Scheme)

1.9 Present Density (Scheme)

1.10 Present Coverage (Scheme)

Present FSR(Scheme)

1.11 Present Annexure No.

Present Amendment Scheme No.

1.12 Present Land value

1.13 Property size (m²)

Title Deed No.

1.14 Bond (Yes/No)

Yes

No

1.14.1 If Yes in 1.14 specify Bond Account No.

1.14.2 Bondholder's name

1.15 Existing development

1.16 Restrictive Title Deed condition paragraph No.

1.17 Required documents:

Title Deed

Company Resolution (cc)

Power of Attorney

Existing Annexure

Bondholder's consent

2. REZONING DETAILS

2.1 Proposed zoning

2.2 Proposed no. of dwelling units

2.3 Proposed density

2.4 Proposed Height

2.5 Proposed coverage (%)

2.6 Proposed FSR/GFA (required)

2.7 Estimate project value (R)

2.8 Advertisement / Notice (Official use)

I _____
being the Registered Owner/Authorised Agent of the registered owner of the property/ties declare that the
above information is correct and that the required documents are attached.

The following documentation shall be submitted to the Division
of the Municipality within 28 days of the date that the application has been lodged at the
..... Municipality:

Affidavit

Photo's of placard

Proof of newspaper advertisements

SIGNATURE

DATE

DOCUMENT 7**APPLICATION FORM - DIVISION OF LAND**

Section 6(1) of the Division of Land Ordinance, 1986 (Ord 20 of 1986)

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be posted to:or hand delivered to (insert address)

1. Type of application:	Section 6(1), Ordinance 20/1986	
2. The status of the applicant:	Registered owner Authorised agent	
3. Applicant details		
3.1 Individual/Company/Other (specify)		
3.2 Surname		
3.3 First names		
3.4 Initials		
3.5 Email		
3.6 Telephone number		
3.7 Fax number		
3.8 Cellular Phone Number		
3.9 Physical Address		
	Postal Code	
3.10 Postal address		
	Postal Code	
4. Application fees		
4.1 Receipt number (for official use)		
4.2 Receipt amount (for official use)		
5. Application date (as signed by applicant)		
6. Date received at the Municipality		
7. Required documents:		
Application form	Divisional Plan	Zoning certificate
Memorandum	Covering letter	

Please complete this section for each property (make a separate copy for each property)

1. PROPERTY INFORMATION

1.1 Agricultural holding/farm

1.2 Holding no/Farm portion

Portion (e.g. /R/1)

1.3 Ward

1.4 Street name

1.5 Street number

Planning Zone

1.6 Registered Owner according to Title Deed (only required if different to applicant's detail)

1.6.1 Company name

1.6.2 Title

Mr Mrs Miss Dr Prof Other

1.6.3 Surname

1.6.4 First names

1.6.5 Initials

1.6.6 Email

1.6.7 Tel

1.6.8 Fax

1.6.9 Cellular Phone

1.6.10 Physical Address

1.6.11 Postal Address

1.6.12 Marital Status

Not applicable In community of property Out of community of property

1.7 Present Zoning (Scheme)

1.8 Present Height (Scheme)

1.9 Present Density (Scheme)

1.10 Present Coverage (Scheme)

Present FSR (Scheme)

1.11 Present Annexure number

Present Amendment Scheme No

1.12 Present Land value

1.13 Property size (m²)

Title Deed No

1.14 Bond (Yes/No)

Yes

No

1.14.1 If Yes in 1.14 specify Bond Account No

1.14.2 Bondholder's name

1.15 Existing development

1.16 Restrictive Title Deed condition paragraph no

1.17 Required documents:

Title Deed

Company Resolution (cc)

Power of Attorney

Existing Annexure

Bondholder's consent

2. DIVISION DETAILS:

<i>Portion number</i>	1	2	3	4	5	Total
<i>Buildable area</i>						
<i>Area of panhandle</i>						
<i>Total area</i>						
<i>Width of panhandle</i>						

I _____,
being the Registered Owner/Authorised Agent of the registered owner of the property/ties declare
that the above information is correct and that the required documents are attached.

SIGNATURE _____

DATE _____

APPLICATION FORM - SUBDIVISION OF ERF

Section 92 of the Town-Planning and Townships Ordinance, 1986 (Ord 15 of 1986)

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be posted to:(Insert addresses) or hand delivered to

1. Type of application:	Grouphousing: Subdivision: Section 92	
	Single Erf: Subdivision: Section 92	
	Other: (Specify)	
2. The status of the applicant:	Registered owner	
	Authorised agent	
3. Applicant details		
3.1 Individual/Company/Other (specify)		
3.2 Surname		
3.3 First names		
3.4 Initials		
3.5 Email		
3.6 Telephone number		
3.7 Fax number		
3.8 Cellular Phone Number		
3.9 Physical Address		
	Postal Code	
3.10 Postal address		
	Postal Code	
4. Application fees		
4.1 Receipt number (for official use)		
4.2 Receipt amount (for official use)		
5. Application date (as signed by applicant)		
6. Date received at the Municipality		
7. Required documents:		
Application form	Subdivision Sketch Plan	Zoning certificate
Memorandum	Covering letter	

Please complete this section for each property (make a separate copy for each property)

1. PROPERTY INFORMATION

1.1	Township						
1.2	Erf No.		Portion (e.g. /R/1)				
1.3	Ward						
1.4	Street name						
1.5	Street number		Planning Zone				
1.6	Registered Owner according to Title Deed (only required if different to applicant's detail)						
1.6.1	Company name						
1.6.2	Title		Mr	Mrs	Miss	Dr	Prof Other
1.6.3	Surname						
1.6.4	First names						
1.6.5	Initials						
1.6.6	Email						
1.6.7	Tel						
1.6.8	Fax						
1.6.9	Cellular Phone						
1.6.10	Physical Address						
1.6.11	Postal Address						
1.6.12	Marital Status		Not applicable	In community of property	Out of community of property		
1.7	Present Zoning (Scheme)						
1.8	Present Height (Scheme)						
1.9	Present Density (Scheme)						
1.10	Present Coverage (Scheme)		Present FSR (Scheme)				
1.11	Present Annexure No.		Present Amendment Scheme No				
1.12	Present Land value						
1.13	Property size (m ²)		Title Deed No				
1.14	Existing development						
1.15	Restrictive Title Deed condition paragraph no						
1.16	Required documents:						
	Title Deed		Company Resolution (cc)	Power of Attorney			

2. SUBDIVISION DETAILS:

Subdivided portion number

Buildable area

Area of panhandle

Total area

Width of panhandle

I, _____
being the Registered Owner/Authorised Agent of the registered owner of the property/ies declare that the above information is correct and that the required documents are attached.

SIGNATURE

DATE

APPLICATION FORM - CONSENT USE

Please **ensure** that all the information is completed on the form. If **any** information is missing/incomplete this might result in a rejection of the application. This application can be posted to: Strategic Executive: Housing, PO Box 3242, Pretoria, 0001 or hand delivered to Land-Use Rights One Stop Service, Munitoria Ground Floor, c/o Vermeulen and Van der Walt Street, Pretoria.

1. Type of application According to Land Use management Scheme	☐ Consent for the purpose of
	☐ Clause

2. The status of the applicant	☐ Registered owner
	☐ Authorised agent

3. Applicant details	
3.1 Individual/Company/Other (specify)	
3.2 Surname	
3.3 First names	
3.4 Initials	
3.5 Email	
3.6 Telephone number	
3.7 Fax number	
3.8 Cellular Phone Number	
3.9 Physical Address	
	Postal Code
3.10 Postal address	
	Postal Code

4. Application fees	
4.1 Receipt number (for official use)	
4.2 Receipt amount (for official use)	

5. Application date (as signed by applicant)	
--	--

6. Date received at the Municipality	
--------------------------------------	--

7. Required documents:

Application form	Zoning plan	Land-use plan
Memorandum	Locality plan	Site plan
Covering letter	Notice to adjacent owners	Proof of delivery of notices

CONSENT USE DETAILS

Please complete this section for each property (make a separate copy for each property)

1. **Proposed use for which consent is applied for:**

2. **Area of proposed use**

Main building:		m ²
Outbuilding:		m ²
Total:		m ²
Yes	No	

3. **Parking available on property**

3.1 **Number of available parking spaces**

4. Does the approval of this application require obtaining a trade licence	Yes	No			
If Yes, has the application for a trade licence been handed in already?	Yes	No			
5. Are loading zones required	Yes	No			
If Yes, number of loading zones					
6. Staff composition	<table border="1"> <tr><td>Management</td></tr> <tr><td>Employees</td></tr> <tr><td>Total</td></tr> </table>		Management	Employees	Total
Management					
Employees					
Total					
7. Describe proposed activities indoors					
8. Describe proposed activities outdoors					
9. Number of clients/visitors expected daily					
10. Time and number of deliveries	Weekdays	Saturdays			
	Sunday or Public holiday				
	Morning				
	Afternoon				
	Night				
11. Machinery used:					
Machine no:	1	2			
Name/Type of machinery	3	4			
Power consumption	5	6			
7					
12. Nuisance (Describe how any noise, smell, dust, or other troublesome conditions which could result in public inconvenience can be eliminated/mitigated)					
13. Business hours	Start	End			
	Weekday				
	Saturday				
	Sunday				
	Public holiday				

Please complete this section for each property (make a separate copy for each property)

14. PROPERTY INFORMATION				
14.1 Township Name				
14.2 Erf No.		Portion (e.g. /R/1)		
14.3 Ward				
14.4 Street name				
14.5 Street number		Planning Zone		
14.6 Registered Owner according to Title Deed (only required if different to applicant's detail)				
14.6.1 Company name				
14.6.2 Title		Mr	Mrs	Miss
14.6.3 Surname		Dr	Prof	Other
14.6.4 First names				
14.6.5 Initials				
14.6.6 Email				
14.6.7 Tel				
14.6.8 Fax				
14.6.9 Cellular Phone				
14.6.10 Physical Address				
14.6.11 Postal Address				
14.6.12 Marital Status		Not applicable	In community of property	Out of community of property
14.7 Present Zoning (Scheme)				
14.8 Present Height (Scheme)				
14.9 Present Density (Scheme)				
14.10 Present Coverage (Scheme)	Present FSR (Scheme)			
14.11 Present Annexure No.	Present Amendment Scheme No			
14.12 Present Land value				
14.13 Property size (m²)		Title Deed No		
14.14 Existing development				
14.15 Restrictive Title Deed condition paragraph no				

14.16 Required documents:

Title Deed	Company Resolution (cc)	Power of Attorney
Existing Annexure		

I _____,
being the Registered Owner / Authorised Agent of the registered owner of the property/ties declare that
the above information is correct and that the required documents are attached.

The following documentation will be posted to: or hand
delivered to: (Insert addresses)
within 28 days of the date that the application has been lodged at the Municipality:

Affidavit

Photo's of placard

Proof of newspaper advertisements

SIGNATURE

DATE

APPLICATION FORM - CONSOLIDATION OF ERVEN

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be posted to:Or hand delivered to (Insert Addresses)

1. **Type of application** Section 92, Ord. 15/86 (consolidation)

2. **The status of the applicant** Registered owner
 Authorised agent

3. **Applicant details**

3.1 Individual/Company/Other (specify)

3.2 Surname

3.3 First names

3.4 Initials

3.5 Email

3.6 Telephone number

3.7 Fax number

3.8 Cellular Phone Number

3.9 Physical Address

Postal Code

3.10 Postal address

Postal Code

4. **Application fees**

4.1 Receipt number (for official use)

4.2 Receipt amount (for official use)

5. **Application date (as signed by applicant)**

6. **Date received at the Municipality**

7. **Required documents:**

Application form	Consolidation sketch plan
Memorandum	Covering Letter
Zoning Certificate	

Please complete this section for each property (make a separate copy for each property)

1. PROPERTY INFORMATION								
1.1	Township							
1.2	Erf No.		Portion (e.g. /R/1)					
1.3	Ward							
1.4	Street name							
1.5	Street number		Planning Zone					
1.6	Registered Owner according to Title Deed (only required if different to applicant's detail)							
1.6.1	Company name							
1.6.2	Title		Mr	Mrs	Miss	Dr	Prof	Other
1.6.3	Surname							
1.6.4	First names							
1.6.5	Initials							
1.6.6	Email							
1.6.7	Tel							
1.6.8	Fax							
1.6.9	Cellular Phone							
1.6.10	Physical Address							
1.6.11	Postal Address							
1.6.12	Marital Status		Not applicable	In community of property	Out of community of property			
1.7	Property size (m ²)		Title Deed No					
1.8	Existing development							
1.9	Restrictive Title Deed condition paragraph no							

1.10 Required documents:

Title Deed	Company Resolution (cc)	Power of Attorney
------------	-------------------------	-------------------

2. CONSOLIDATION DETAILS:

Erf No.	Size
Total area (consolidated)	

I _____,
being the Registered Owner/Authorised Agent of the registered owner of the property/ties declare that the above information is correct and that the required documents are attached.

SIGNATURE _____

DATE _____

APPLICATION FORM – TOWNSHIP ESTABLISHMENT

Applications in terms of sections 88, 96(1), 96(4), 99, 100 or 107 of the Town-Planning and Township Ordinance, 1986 (Ordinance 15 of 1986).

Please **ensure** that all **parts** of the form **are** completed. If **any** information is missing or incomplete, the application might **be rejected**. Submit the application to or hand deliver to (Insert addresses)

APPLICATION IN TERMS OF SECTION?

- | | | |
|-------|--------------------------|------------------------------------|
| 96(1) | ☐ | Complete Part A. |
| 96(4) | ☐ | Complete Part A. |
| 107 | ☐ | Complete Part A. |
| 100 | ☐ | Complete Part A 1 to 5 and Part B. |
| 99 | ☐ | Complete Part A 1 to 5 and Part C. |
| 88 | ☐ | Complete Part A. |

A. PROPOSED TOWNSHIP NAME AND EXTENSION**1. WHO IS RESPONSIBLE FOR ADVERTISEMENT/NOTIFICATION?**

- | | |
|---------------------------|--------------------------|
| Applicant | ☐ |
| Municipality | ☐ |
| No advertisement required | ☐ |

2. WHO IS RESPONSIBLE FOR OBTAINING COMMENTS FROM EXTERNAL DEPARTMENTS/SERVICE PROVIDERS/OTHER AUTHORITIES?

- | | |
|----------------|--------------------------|
| Applicant | ☐ |
| Municipality | ☐ |
| Not applicable | ☐ |

3. PARTICULARS OF APPLICANT/AGENT

3.1	Company Name	
3.2	Surname	
3.3	First name(s)	
3.4	Telephone number	
3.5	Fax number	
3.6	E-mail address	
3.7	Cell phone number	
3.9	Physical address	
3.9	Postal address	
	Postal code	

4. TOWNSHIP OWNER(S)/REGISTERED OWNER(S) ACCORDING TO TITLE DEED(S)

4.1	Full name	
4.2	Contact person	
4.3	Telephone number	
4.4	Fax number	
4.5	Cell phone number	
4.6	Physical address	
4.7	Postal address	
	Postal code	
4.8	Marital status	

(Please complete a separate table for each property.)

5. PROPERTY INFORMATION

5.1 Property

5.1.1	Description (as per Deed)	
5.1.2	Title deed no/ Certificate of Registered title no/Certificate of Consolidated Title No.	
5.1.3	Size (ha)	
5.1.4	Name of bond holder	
5.1.5	Mortgage bond no	
	Date	

(Please complete a separate table for each property held under a separate title deed.)

- 5.2 Has the consent required in the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) been obtained from the Department of Minerals and Energy?

Yes ☐ No ☐

(If "yes" – attach copy)

- 5.3 Is the property situated in a demarcated noise zone in terms of the relevant Noise Control Regulations?

Yes ☐ No ☐

- 5.4 Is the property situated within 3 km of a sewerage disposal works?

Yes ☐ No ☐

- 5.5 The property is situated within 10 km of the boundaries of the area of jurisdiction of the following municipalities?

- 5.6 The property is situated within an area to which the following authorities or authorised bodies provide the services below:

5.6.1 Water:
5.6.2 Electricity:
5.6.3 Sewage:
5.6.4 Roads and stormwater:

- 5.7 Is the existing development (structures and land use) on the property described in the memorandum?

Yes ☐ No ☐

- 5.8 Is it required that the building(s) on the property be conserved in terms of the National Heritage Resource Act, Act 25 of 1999?

Yes ☐ No ☐

- 5.9 Land Use Management scheme applicable (describe):

- 5.10 Existing zoning:

- 5.11 Land-use rights already approved:

6. PROPOSED LAND USES

Table A: Details of proposed land uses

Use zone no	Proposed use zone	Erf no	Average size m ²	Height	FSR	Coverage	Other development control measures (density)

(Please complete this section according to the applicable Land Use Management Scheme. Details for each erf to be provided which must accord with the layout plan.)

7. ENDOWMENT/DWELLING UNITS

7.1 Does the layout plan provide for open spaces or parks according to Regulation 44 of Ordinance 15 of 1986?

Yes

☐

No

☐

7.2 If "No", motivate: _____

7.3 Total number of dwelling units on all erven in the township: _____

8. ENVIRONMENTAL/BIOPHYSICAL SENSITIVITIES

8.1 Is the development a "listed activity" in terms of the National Environmental Management Amended Act, 2004 (Act 8 of 2004), with specific reference to the regulations promulgated under Section 24(5)?

Yes

☐

No

☐

If "Yes" complete 8.1.1 to 8.1.4:

8.1.1 Has an environmental impact assessment (EIA) process and application for authorization been initiated?

Yes

☐

No

☐

8.1.2 Which process has been initiated?

Basic Assessment

☐

Date.....

Scoping / EIA

☐

Date

Remission of BAR

☐

Date

Application for Exemption

☐

Date

8.1.3 Appointed environmental consultant:

Name: _____

Tel no:

8.1.4 A copy of the application regarding the above process must be attached to this application?

Yes ☐ No ☐

8.2 If the development is not a "listed activity" or if the above EIA process has not been initiated, have the on-site ecological issues been described in the memorandum?

Yes ☐ No ☐

B. APPROVED TOWNSHIP

(Complete Part A and B for Section 100 applications for amendment.)

1. Name and extension of township:
2. Date of approval of township:
3. Have the documents contemplated in Section 72(1) relevant to the above township been lodged at the Surveyor-General?

Yes ☐ No ☐

4. If "Yes", have the Surveyor-General's comments on the proposed amendment in terms of Section 100(b) been submitted?

Yes ☐ No ☐

5. APPROVED LAND USES

Table B: Details of approved land uses

[illegible]

6. **PROPOSED LAND USES**

Table C: Details of proposed land uses

Use zone no	Proposed use zone	Erf no	Average size m ²	Height (storeys)	FSR	Coverage (%)	Other development control measures (density)

C. **DIVISION INFORMATION**

(Complete for Section 99 applications for Division of approved township)

- Name and extension of Township: _____
- Date of approval of township to be divided: _____
- Has extension of time in terms of section 72(1) and/or 101(2) been granted?
 Yes ☐ No ☐ Not applicable ☐
- Has the general plan of the township to be divided been approved by the Surveyor-General?
 Yes ☐ No ☐
- Division of township in separate townships, namely:

6. **APPROVED LAND USES**

Table D: Details of approved land uses of the township to be divided

Use zone no	Proposed use zone	Erf no	Size m ²	Height (Storeys)	FSR	Coverage (%)	Other development control measures (density)

7. PROPOSED LAND USES FOR SEPARATE TOWNSHIPS

Table E: Details of proposed land uses for township:

Use zone no	Proposed use zone	Erf no	Average size (m ²)	Height (Storeys)	FSR	Coverage (%)	Other development control measures (density)

(Complete a separate table for each new township.)

8. ENDOWMENT AND DWELLING UNITS

Table D: Details of endowment and total number of dwelling units for separate townships

Township name	Is endowment payable?			Total number of dwelling units
	Yes	No	If "No", why not?	

I, _____
being the Registered Owner/Authorised Agent of the property/ties declare that the above information is correct and that the required documents are attached.

SIGNATURE

DATE

***Please Note: The Layout Plan shall accord with the prescripts of the Regulations to the Ordinance.**