



PLEASE NOTE:

Request your Architect to upload your Building Plan Application to link:



<https://citymaps.stellenbosch.gov.za/aflaportal/home>



Document download: <https://stellenbosch.gov.za/planning>

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BUILDING PLAN APPLICATION IN TERMS OF SECTION 4(2),NBR OF ACT 103, 1977

Building work application type (tick): Normal Minor Other

Section A - APPLICANT/OWNER'S DETAILS

Owner:		Date:
Company Registration No:		Vat no:
Postal Address:		
Owner's email address:		Postal code:
Mobile no:	Work:	Home:
Property Address:		
Erf Number:	Portion:	Suburb:

NOTE: Please tick appropriate boxes (Misleading, false or inaccurate information is a criminal offence s62(2), Criminal Procedure Act no. 51 of 1997)

Is the original building older than 60 years?	Yes	No	Is the property situated in the Historical core?	Yes	No
Has this building work commenced yet?	Yes	No	Are other applicable applications/authorizations completed? HOA, HWC, Town Planning appl.	Yes	No
Are any electrical poles affected?	Yes	No	Are any trees affected by the proposed work?	Yes	No

I, the undersigned owner, hereby declare that I have personally checked the Title Deeds or any other documents relevant to the property concerned and declare that the proposed work is contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions will bear the sole responsibility to rectify aforesaid contraventions.

I, the registered owner, nominate _____ to be my lawfully representative and to act on my behalf in the submission of this application complies with the provision of the National Building Regulations and Building Standards Act No 103 of 1977 and any other applicable law.

Correspondence Address:		Postal code:
Correspondent email Address:		

Registered Owner/Authorized person signature: _____ ID No: _____

Section B - ARCHITECTURAL PROFESSIONAL DETAILS

Architectural Professional:	SACAP Reg. No:
Mobile no:	Work:
Email Address:	

Section C - PROPOSED BUILDING WORK DETAILS

Description of building work:				
Total Estimated costs:	Estimated costs done by:			
Internal Alteration costs:	Reg. No.	Signature:		
Area of New work (incl. Additions)				
Occupation Classification (Part A, table 1):				
Minor building work	Boundary walls	Swimming Pool	Carport <40msq	Internal Alt
Please tick applicable block				
Other Minor building work (specify)				
Please tick applicable block				

NOTE: * **DO NOT CHANGE THIS FORM IN ANY WAY.** This application will only be valid on full payment of scrutiny fees.

* Page 2-Documentation Checklist and Building Plan Checklist must be completed and accompany this application.



Please submit this application to Customer interface for assistance:

dillon.williams@stellenbosch.gov.za

(021) 808 8696

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Owner/Applicant:	Contact no:	Date:
Erf Number:	Portion:	Suburb:

NOTE: Please tick appropriate boxes (Misleading, false or inaccurate information is a criminal offence s62(2), Criminal Procedure Act no. 51 of 1997)

Section D - BUILDING PLAN PREPARATION CHECKLIST

- (a) Completed Building Plan Application (as Section E) must be uploaded on to the AFLA portal as per BPAMS link on pg. 1.
- (b) Building plans must be drawn by a SACAP registered person i.t.o. The Architectural Professions Act
- (c) All plans must be prepared i.t.o. Part A, SANS 10400: color coded, Paper size must be A3, A2, A1, or A0 format.
- (d) Legislative timeframes to process of **NEW or REVISED** building plan applications i.t.o. s7, NBR, Act 103 Of 1977: A minimum of 30 Days for applications **under 500 m²** & 60 Days for applications **over 500m²** from date of payment verification from the Finance Department and POP.
- (e) **BUILDING WORK CAN ONLY COMMENCE** when written consent is obtained from the Local Authority i.t.o. s4(1), NBR.
- (f) **NO BUILDING INSPECTIONS** will be carried out prior to written of the building plans. Alternative building fees may apply.
- (g) Invoices is generated and emailed to the applicant with 2-3 working days from receiving the application.
- (h) POP must be verified by the Finance department before the Building plan application circulation process begins.
- (i) All copies of the plans must be signed off by the owner.
- (j) Ensure that the SACAP registered Draftsman, Architect, Architectural Technologist details appear on the plans & documents.
- (k) All application must satisfy the NBR, Act 103 of 1977 and the SANS 10400.
- (l) All Occupation classifications must be indicated on the building plan submission.
- (m) Commencement of illegal building work will be qualify for the Alternative building tarriff fees - See tarriff fees on website.
- (n) Find attached mandatory site inspections to be done by applicable building inspector on ST website.(Schedule A-D)
- (o) Owner can only occupy a building once an Occupation certificate has been issues - see checklist on ST website.
- (p) Find building inspector jurisdiction area inside the WC 024 area - contact details are on the ST website.

Section E - DOCUMENTATION CHECKLIST

SPATIAL, HERITAGE & ENVIRONMENT - In terms of Spatial, Heritage & Environmental legislation	YES	NO	Office use (CI)
1. Is the property situated in the Stellenbosch Heritage area or any other building on the property older than 60 years?			
2. PAC letter, HWC permit or any other applicable authorization attached?			
3. National Environmental Management Act 107, 1998 or any other applicable authorization attached?			

LAND USE MANAGEMENT (LUM) - In terms of Land Use Management legislation	YES	NO	Office use
4. Title Deeds of Property attached?			
5. Approved SG/Land Surveyors Erf Diagram attached?			
6. Land Development Approval with Site Development Plan attached ?			
7. Approved Land use letter attached?			

BUILDING DEVELOPMENT MANAGEMENT (BDM) - In terms of NBR & standards, Act 103, 1977	YES	NO	Office use
8. Stellenbosch Application form attached - Pages 1 & 2 (Completed Sections: A-E)?			
9. SACAP Architectural Compliance Certificate attached?			
10. FORM 1 (SANS 10 400) completed & attached?			
11. FORM 2 (SANS 10 400) completed, duties signed & attached?			
12. FORM 3 (SANS 10 400) completed & attached (if applicable)?			
13. SANS 10400 - XA Calculations?			
14. Building plans prepared (color coded) i.t.o. Part A, SANS 10400 (Site plan, Floor plans, Elevations, Sections, specifications, all drainage etc.).			
15. POA (Power of Attorney) from registered Trust/Company attached?			

SIGNED BY OWNER/APPLICANT:	By signing this application form, the owner/applicant hereby confirms that all information is accurate & complete
VERIFIED & SIGNED BY CUSTOMER INTERFACE AS COMPLETE:	

NOTE: * DO NOT CHANGE THIS FORM IN ANY WAY. This application will only be valid on full payment of scrutiny fees.