

File Explorer window showing the contents of the folder **BDM (\stelmfnfs01\Data\Directorate_Planning) (P:)**.

The left sidebar shows the navigation pane with the following items:

- BDM website_additional information
- h. BDM_BPAMS & IT
- SV
- OneDrive
- This PC
 - 3D Objects
 - Desktop
 - Documents
 - Downloads
 - Music
 - Pictures
 - Videos
 - Local Disk (C:)
 - MarcoF (\stelmfnfs01\users) (H:)
 - BDM (\stelmfnfs01\Data\Directorate_Planning) (P:)**
 - BDM ADMIN_monthly stats
 - BDM BUILDING CONTROL_monthly stats
 - BDM COMPLAINTS REGISTRY
 - BDM LETTERS & NOTICES FORMAT
 - BDM_ACTIVE AFFIDAVITS_ongoing
 - Teamviewer (\192.168.1.74\Data) (R:)

The main pane displays a list of files and folders:

Name	Date modified	Type	Size
BDM ADMIN_monthly stats	2022/01/10 08:40	File folder	
BDM BUILDING CONTROL_monthly stats	2022/01/09 20:19	File folder	
BDM COMPLAINTS REGISTRY	2022/01/06 14:46	File folder	
BDM LETTERS & NOTICES FORMAT	2022/01/05 15:48	File folder	
BDM ACTIVE AFFIDAVITS_ongoing	2022/01/05 10:06	File folder	
BDM 01.FAQ & other info_Rev A	2022/01/09 15:53	Adobe Acrobat Docu...	431 KB
BDM 02a How the BUILDING PLAN APPLICATIONprocess works_Rev A	2022/01/09 15:58	Adobe Acrobat Docu...	987 KB
BDM 02b How the BUILDING COMPLAINT process works_Rev A	2022/01/09 15:59	Adobe Acrobat Docu...	1 094 KB
BDM 02c How the REQUEST FOR OCCUPATION CERTIFICATEprocess works_Rev A	2022/01/09 15:59	Adobe Acrobat Docu...	719 KB
BDM 03_Application form to... SUBMIT A BUILDING PLAN_Rev A	2022/01/09 16:02	Adobe Acrobat Docu...	349 KB
BDM 04_Application form to...REQUEST A BI INSPECTION_Rev A	2022/01/09 16:03	Adobe Acrobat Docu...	185 KB
BDM 05_Application form to...OBTAIN COPIES OF APPROVED PLANS_Rev A	2022/01/09 16:05	Adobe Acrobat Docu...	179 KB
BDM 06 COMPLAINT FORM_Rev A	2022/01/09 16:06	Adobe Acrobat Docu...	189 KB
BDM 07 OCCUPATION CHECKLIST_Rev A	2022/01/09 16:08	Adobe Acrobat Docu...	177 KB
BDM 08a Building Inspectors Areas info_Rev A	2022/01/09 16:18	Adobe Acrobat Docu...	179 KB
BDM 08b.BDM staff contact info_Rev A	2022/01/09 16:15	Adobe Acrobat Docu...	148 KB

A red dashed circle highlights the files from **BDM 01.FAQ & other info_Rev A** to **BDM 08b.BDM staff contact info_Rev A**.

At the bottom of the window, the status bar shows: 16 items (Disk free space: 48,5 GB), 4,52 MB, Local intranet, and the system tray with the date 2022/01/11 and time 08:20.

FAQ's - BUILDING DEVELOPMENT MANAGEMENT:PED



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Question 1:

Why should I submit building plans for consent to the Local Authority?

Answer 1:

Reference to Section 4(1), NBR, Act 103, 1977...

4 Approval by Local Authorities of Applications in Respect of Erection of Buildings

- (1) No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act.

Question 2:

What is the definition of the word "building"?

Answer 2:

Reference to Section 4(1), NBR, Act 103, 1977...

'building'
includes-

- (a) any other structure, whether of a temporary or permanent nature and irrespective of the materials used in the erection thereof, erected or used for or in connection with-
- (i) the accommodation or convenience of human beings or animals;
 - (ii) the manufacture, processing, storage, display or sale of any goods;
[Sub-para (ii) substituted by s. 1 (b) of Act 62 of 1989.]
 - (iii) the rendering of any service;
 - (iv) the destruction or treatment of refuse or other waste materials;
 - (v) the cultivation or growing of any plant or crop;
- (b) any wall, swimming bath, swimming pool, reservoir or bridge or any other structure connected therewith;
- (c) any fuel pump or any tank used in connection therewith;
- (d) any part of a building, including a building as defined in paragraph (a), (b) or (c);
- (e) any facilities or system, or part or portion thereof, within or outside but incidental to a building, for the provision of a water supply, drainage, sewerage, stormwater disposal, electricity supply or other similar service in respect of the building;

Question 3:

As a registered owner, why must I appoint a SACAP registered person and other ECSA suitably competent persons in my application?

Answer 3:

It is a mandatory requirement for a registered owner, of an erf, to appoint a suitably competent person to submit a building plan application to the Local Authority under the following Legislation:

* NBR, Act 103, 1977 and SANS 10400 - Part A1(3)(a), Part A2(2 & 3) & reference to definitions (Part 3).

'registered person'

means a person defined in section 1 of the Engineering Profession of South Africa Act, 1990 (Act 114 of 1990), as a certificated engineer, engineering technician, professional engineer or professional technologist (engineering);

'architect'

means an architect as defined in section 1 of the Architects' Act, 1970 (Act 35 of 1970);

Liaise with your Architect to assist you with your building plan applications.

Question 4:

Do I need to submit a building plan application for "minor building work" as defined in Part A (page 17-18), SANS 10400?

Answer 4:

Yes, a registered owner must submit a minor building plan for written consent to the Local Authority in terms of s4(1), NBR, Act 103, 1977, unless any minor building work is exempted in terms of s(A2)(aa)(i-iii), NBR. However...

PLEASE NOTE: The BCO (in terms of (3)(a), NBR) highly recommends that any minor building work be submitted as a standard building plan application due to the sensitivity of the WC024 area, its heritage resources and any other applicable legislation it might trigger.

Question 5:

Answer 5:

How long does it take to consider a building plan application?

In terms of s(7), NBR...

Provided that the local authority shall grant or refuse, as the case may be, its approval in respect of any application where the architectural area of the building to which the application relates is less than 500 square metres, within a period of 30 days after receipt of the application and, where the architectural area of such building is 500 square metres or larger, within a period of 60 days after receipt of the application.

PLEASE NOTE: This legislative process applies to **NEW and REVISED** building plan applications on verification of Payment by our Finance department.

Ensure that all other pre-approval application (LUM, HWC, etc.) have been finalized before submitting a building plan application to the Local Authority for approval. See new application form for more information and declaration. Liaise with your Architect in tis regard.

Question 6:

Answer 6:

How do I submit a building plan application to the Local Authority in terms of s4(1), NBR?

First appoint a registered SACAP person/s (<https://www.sacapsa.com>) to assist you with you building plan application, **fully complete the application forms (2 pages)** and request your Architect to submit it via the AFLA portal as following link:

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

For more information regarding upload difficulties contact: Mduduzi.Nhleko@stellenbosch.gov.za OR call 083 278 9316/(021) 808 8658

Question 7:

Answer 7:

Where can I find building application forms and any other application forms?

All application form can be downloaded from the Stellenbosch Municipality website, under the documentation tab.

<https://stellenbosch.gov.za>

The following forms are available for download (PDF format):

- * Building Plan Application form (2 pages) - Sections: A-E
- * General Building work Complaint form (in terms of the NBR and SANS 10400)
- * Building Inspection form - Mandatory Scheduled inspection: A - C
- * Certificate of occupation s(14), NBR.
- * Building inspector areas in the WC024 jurisdiction area and contact details.
- * How does the building plan application process work?

Question 8:

Answer 8:

Who is the building inspector in my area and how do I request a building inspection?

Refer to Question 7...See Building inspector areas in the WC024 jurisdiction area and contact details. Follow the instruction on the Building inspection form. Note that there are specific lead times (**minimum 2 working days**) to take into consideration before a site inspection can be scheduled. *Please ensure that an approved Local Authority building plan is available on site as required by A2(5), NBR.* Best time to call building inspectors office contact numbers is from 8-10am (Monday -Friday)

A building inspection request (Building inspection form) must be emailed (in writing) to the building inspector as required by s A22, NBR.

Question 9:

Answer 9:

If I have tried to phone a BDM staff member numerous time with no response. What do I do next?

All BDM contact details have been published on the ST website. It should be noted that our building inspectors are out on site most of the day and therefore a email would be appreciated to keep in touch with you and to schedule a formal site inspection. **Please allow 24 hrs for a building inspector to answer your email.** Best time to call building inspectors office contact numbers is from 8-10am (Monday -Friday).

Thereafter you may WhatsApp the BDM Manager: Marco Fouche @ 062 054 0727.

Question 10:

Answer 10:

Is a Land use approval the same as Building Development approval?

A Land use (LUM) approval is a Town Planning approval i.t.o. land use rights to be relaxed or changed and comes with conditions listed in the

final letter. Land use is the first process and a separate BDM approval needs to be granted i.t.o. s4(1), NBR, before building work can commence on site. These 2 approvals are 2 different processes - LUM approval first to be completed and then BDM process to follow.

Question 11:

Who can I contact regarding a progress update of my building plan application?

Answer 11:

First do an enquiry with your appointed nominated person who represents you in the building plan application OR contact your appointed Architect in terms of FORM 1. Lastly you can contact the applicable Building Plan Administrator who's name appears on the Building Plan Fee invoice (BDM Staff contact details can be downloaded from the Stellenbosch Municipality website).

Question 12:

How do I obtain a copy of my existing approved building plans from the Municipal BDM Archives?

Answer 12:

Download a **Request for building plan form** from the Stellenbosch Municipal website, under documentation: <https://stellenbosch.gov.za> Complete the form (with requested attachments) and email to Customer Interface: dillon.williams@stellenbosch.gov.za OR call (021) 808 8692.

NOTE: Processing time can take 3-4 working days.

PED: BUILDING DEVELOPMENT MANAGEMENT

Molo

Dumela

Ndaa

Hello

Avuxeni

Lotjhani!

Sawubona

Goeie Dag

...and Welcome to this Presentation
on how building plan application **BPAMS process works**

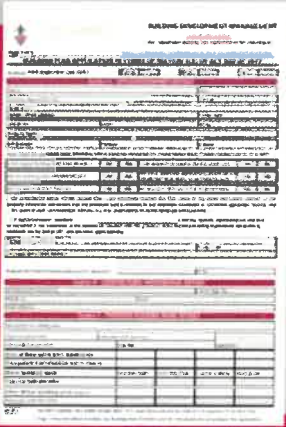
(Download our FAQ's on our website for more info.)



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1. PRE- BUILDING PLAN APPL. PHASE (PREPARATION)

- Download Plan Application Forms from Stellenbosch Municipal website
- Complete Plan Application with checklist documentation (Sections A-E)
- Add other pre-scrutiny consents e.g. HWC, Town Planning, EIA, etc.
- Prepare plans according to Administration SANS 10400, Part A
- Applicant to upload application to the AFLA portal link to get ID no.

Important Legislation:

- NBR, Act 103, 1977, s4(1)
- SANS 10400 – Part A (A2)
- **Spatial, Heritage, Town Planning**
- **Other impact assessments**

Application ID number is/2022

1. ADMINISTRATIVE PROCESS PHASE

A



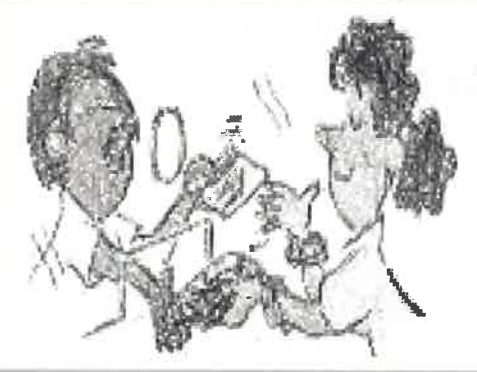
2-3 working days

APPLICANT SUBMITS PLANS ONLINE ONLY

- Building plan application will be received by Client Interface (C/I) Officer at Building Development Admin, sign the checklist for correctness, to next stage...
- **If not correct, STOP!, AND the plan application will be returned to applicant to complete application in full before proceeding on BPAMS**

- NBR, Act 103, 1977, Part A
- SANS 10400 – Part A: 2011
- Stellenbosch Municipality SOP JD /SOP procedure
- BPAMS –**B**uilding **P**lan **A**dmn. **M**anagement **S**ystem.

B



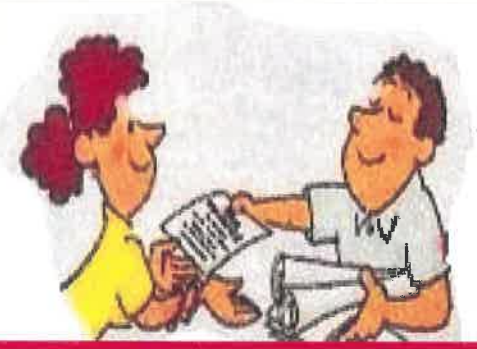
Time pending on Applicant

FEE CALCULATION

- Customer Interface Officer e-mails plan application to Plan Examiner to...
- Calculate scrutiny fees according to council Tariff structure
- Plans Examiner fee calculations form is verified by the BCO before...
- C/I Officer e-mails a formal scrutiny fee invoice to applicant for payment to the applicant for POP (proof of payment).

- Council Approved Tariff Structure
- JD /SOP procedure

C



FEE PAYMENT DONE BY APPLICANT/OWNER

- Applicant to pay invoice via EFT or at cashier
- Applicant to send proof of payment (POP) to client officer
- After proof of payment has been verified by our Finance Department then the interdepartmental circulation process can start on BPAMS.
- End of Administration process.

- NBR & SANS 10 400, Section 7(1)
- **Plan Appl. <500msq = 30 days**
- **Plan Appl. >500msq = 60 days**



MUNICIPAL BUILDING PLAN APPLICATION PROCESS

IMPORTANT NOTE!!!

The legislation timeframe for
processing of the Building Plan
Applications
(New or Revised)
only starts now...

THE CLOCK STARTS NOW!



1 day

- The Plan Application starts circulating on BPAMS to all departments
- This application number also appears on the invoice/2022
- **This stage also activates the online tracking App. %** for applicants/owners to check plan progress **IN REAL TIME**
- This tracking feature will be better developed in v2 during 2022

(for Legislative time frames)

Important Legislation:

- NBR, Act 103, 1977 (7(1))
- **Plan Appl. <500msq = 30 days**
- **Plan Appl. >500msq = 60 days (working days – Mon to Fri)**

DEPARTMENT PLAN CIRCULATION PROCESS

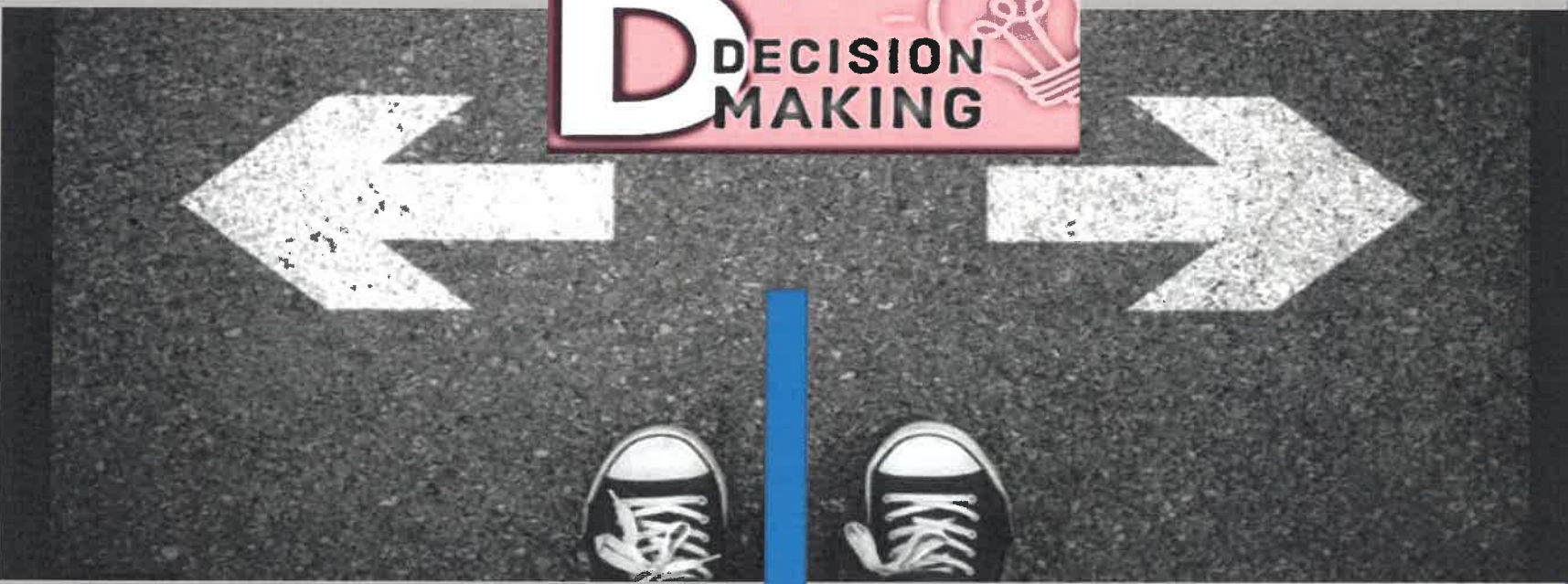


- Building plan applications will circulate to applicable departments (via BPAMS internal email system) for 14 days.
- The Client Officer/BPAMS will send a reminder follow up email after the first 7 days of the circulation process and again after 14 days.
- All the application documentation remains on the BPAMS portal for safe-keeping and Archive purposes.

Internal Departments: PAC, Town Planning, Engineers (Roads & Elect.), Fire, Greening, Traffic, Roads, incl. Plans Examiner.

External Departments: HWC, Health at Cape Winelands

DECISION MAKING



3



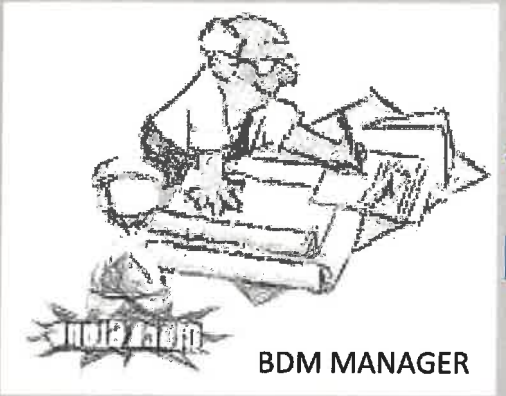
BCO

10 working days

DEPARTMENTS RECOMMENDATIONS COLLECTED

- Building Plan Administrators to collect recommendations via BPAMS
- Once recommendations are received, it is forwarded to the Building Control Officer (BCO) for recommendation in terms of Section 7, NBR of Act 103 of 1977.
- BCO recommendations letter compiled for approval/refusal with department comments.

4



BDM MANAGER

4 working days

FINAL DECISION-MAKER – BDM MANAGER

- The BCO recommendation letter is forwarded to the Building Development Manager for final decision-making as per council-approved delegations
- Manager will check processes and all departmental recommendations & make the final refusal/approval decision (with signed stamp)
- Discrepancies between recommendations to be discussed with the BCO for amendments and adjusted before dispatching.

5



BPA

1 day

OUTCOME RETURNED TO APPLICANT

- Building Plan Admin. (BPA) informs the **applicant and the registered owner** of the outcome via email.



LEGISLATIVE CLOCK STOPS!!

REFUSED

Important Legislation:

- NBR, Act 103, 1977(Section 6 & 7)
- System of Delegations

- NBR, Act 103, 1977(Section 7)
- System of Delegations (2015)

- NBR, Act 103, 1977(Section 7)
- PAJA, Act 3, 2000

APPROVED!!

Applicant collects plans and complies with NBR (Section 4(1))



6



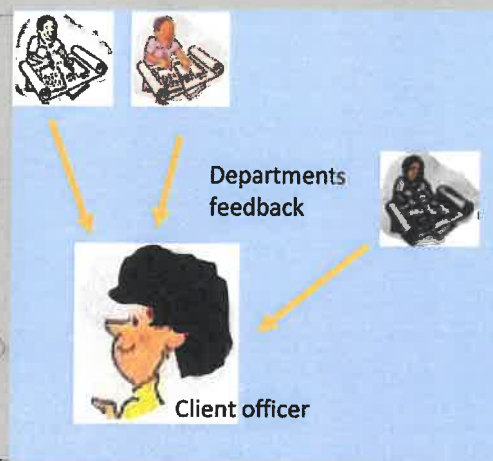
APPLICANT GETS NOTIFIED & AMENDS PLANS

- Applicant is emailed Notice of Refusal with noted amendments required
- Applicant to discuss items with applicable departments (contacts on Notice) & re-submits **ALL** completed amendments on amended plans to Building Plan Administrator for re-circulation as a REVISED PLAN APPLICATION.

1 day

2nd CLOCK STARTS!!

7



RE-CIRCULATION OF PLANS

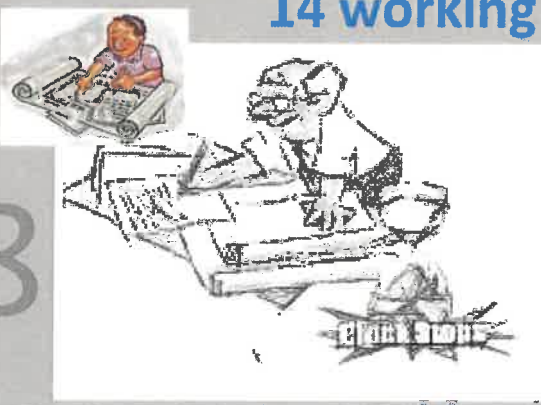
- Only plan submissions will circulate to applicable departments and inter-departments (via BPAMS internal email system) for 7-14 days
- Building Plan Administrators will send a reminder follow up email after the first 7 days of the circulation process & after 14 days again.
- All the application documentation remains on the BPAMS portal for safe-keeping and Archive purposes.

14 working days

BCO RECOMMENDATION & MANAGER FINAL DECISION

- The BCO amends recommendation letter that is forwarded to the Building Development Manager for final decision-making as per council-approved delegations.
- Manager will re-check processes and all departmental recommendations, making the final refusal/approval decision (with signed stamp).
- Discrepancies between recommendations to be discussed with the BCO for amendments and adjusted before dispatching.

8



14 working days

OUTCOME RETURNED TO APPLICANT

- The Client Officer informs the applicant of the outcome via email

9



2nd CLOCK STOPS!!

REFUSED again → Back step 6

Important Legislation:

- NBR, Act 103, 1977 (Section 5)
- 12 months allowed to complete amendments
- **Note that NEW or REVISED plan applications take the same legislative timeframe to process i.t.o. s7, NBR.**

- Plans only to circulate to applicable departments for re-evaluation.

- NBR, Act 103, 1977(Section 7)
- System of Delegations
- 12 months allowed to complete amendments

APPROVED!!

Applicant receives approved plans and complies with NBR (Section 4(1))



PED: BUILDING DEVELOPMENT MANAGEMENT
PED: BOUWDEVELOPPEMENT MANAGEMENT

Molo

Dumela

Ndaa

Hello

Avuxeni

Sawubona

Goeie Dag

Lotjhani!

...and Welcome to this Presentation

on how the building **COMPLAINTS** process works

(Download our FAQ's on our website for more info.)



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1. Download the Complaint Form from our website
<https://stellenbosch.gov.za/planning>

STELLENBOSCH
 117 2100 8667 (Mon) 8642 / 8654 • E-mail enquiries to: Dillon.Williams@stellenbosch.gov.za
 1 Fossil Road, Stellenbosch, 7601 • P.O. Box 17, Stellenbosch, 7601
<http://www.stellenbosch.gov.za>

BUILDING REGULATIONS - COMPLAINT FORM

Please note that **ALL COMPLAINTS** must be submitted in writing on the attached form & emailed to the above email address. Anonymous complaints will not be investigated, and further information may be requested by the form of a written affidavit in relation to the activities mentioned on site. This may lead to evidence being given in court.

COMPLAINANT'S INFORMATION (Please complete to the best of your ability)

Name & Surname: _____ Postal Code: _____
 Address: _____
 Contact Details: (Job) _____ (Home) _____
 (Work) _____
 Email Address: _____
 At (Overseas) If providing this property of your complaint will be sent via email (preferred) or registered post. Please provide an alternative telephone number on which the Municipality will be able to reach you.

Signature: _____ Date: _____

ALLEGED CONTRAVENTION INFORMATION (S)

Name/Surname of Offending Party: _____
 Address where activity is taking place: _____
 (if known) (if known)
 Nature of Alleged Contravention: _____

Frequency of Activity: _____
 Impact of Activity on you/surroundings: _____

Note: You may attach further information such as photos, letters and/or permits to this complaint form. Please indicate if you have added additional information to this complaint form by marking the appropriate box below.

Yes No

For any other enquiries and other general law enforcement complaints please contact the Law Enforcement on 021 - 809 8881/3

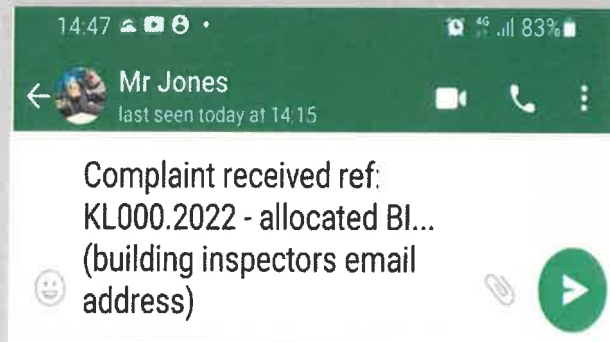


2. Please complete the form in full and...

- Follow the instructions at the top of the Complaint Form.
- Email to Customer Interface: dillon.williams@stellenbosch.gov.za
- Deliver by hand to Dillon @ (021) 808 8696 OR email to above.

*****PLEASE NOTE: All LANDUSE ENQUIRIES can be emailed to:**
Landuse.Enquiries@stellenbosch.gov.za

BI to contact Complainant within 24 hrs.



3. BDM Manager to allocate complaint to inspector

- Customer Interface forwards complaint to BDM Manager who records the complaint on the Complaints registry.
- The complaint form is uploaded onto the electronic management System to an allocated Building inspector (BI).
- The Complainant will receive a WhatsApp with the building inspector's details reference number from the BDM Manager.

- Reference to BDM Department JD and duties.

2 working days to do scheduled inspection



4. Building inspection to be done within 2 working days

- Site inspection to be done with 2 working days after contacting complainant
- Building inspector to report back via email to complainant within 24 hrs on the findings of the site inspection.
- The prosecution process will commence if any building related contraventions have been identified by the building inspector in terms of NBR and SANS 10400 only.

- National Building Regulations (NBR), Act 103, 1977.
- SANS 10400: 2020
- PAJA, Act 3, 2000

MUNICIPAL BUILDING COMPLAINT PROCESS

So, what is way forward from here?



OUTCOME

A

If Building is built according to Council Approved plan in terms of s4(1), NBR ... then **NO LEGAL ACTION** is required, email report outcome to complainant and record progress on electronic management system.



OUTCOME

B

If Building complaint trigger any other department's legislation ... then the building inspector will forward the complaint to the applicable Department e.g., Town Planning, Heritage, Environmental etc.
 • **Building inspector to CC complainant into the email referral.**



OUTCOME

C

If Building is **NOT** built according to Council Approved plan in terms of s4(1), NBR ... then the Prosecution process forward in terms of the **PAJA** will start.

Stage 1: Serve a 30-Day Notice with a cease work order – hand served/sent registered post. **If work does not cease immediately, then move automatically to...**

Stage 2: Serve a 14-Day Notice with a cease work order – hand served/sent registered post. **If work does not cease immediately, then move automatically to...**

Stage 3: Building inspector to gather ALL information and prepare an affidavit Soonest to hand over to the Municipal court for further legal action and Enforcement/Rectification court order.

Download:

- the allocated building inspectors area within the WC 024 area
- BDM staff contact details
- ...from the ST website:
<https:// Stellenbosch.gov.za/planning>

- Act 23, 1977 (Section A25(10))
- PAJA, Act 3, 2000
- NBR, Act 103, 1977 (Section 15(2))

What is PAJA?

The PAJA is the law passed to "give effect" to the right to just administrative action in the Bill of Rights. This says everyone has the right: To fair, lawful and reasonable administrative action.

PED: BUILDING DEVELOPMENT MANAGEMENT
PED: BRIEFING DEAFORINEM I MANAGEMEN

Molo

Dumela

Ndaa

Hello

Sawubona

Avuxeni

Lotjhani!

Goeie Dag

...and Welcome to this Presentation

on how the Request for an Occupation Certificate process works

(Download our FAQ's on our website for more info.)



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1. Download the request for final Occupation building inspection form from our website (Ref. to Section C, 2nd option) <https://stellenbosch.gov.za/planning>

2. Please complete the inspection form in full and...

- Also download the OCCUPATION CHECKLIST FORM from the ST website.
 - Email the completed request inspection form to the applicable building inspector – download area for building inspectors within the WC024 area.
 - Allow for 2 working days lead time for a scheduled Occupation inspection.
- ***PLEASE NOTE: This request for an Occupation Inspection Is done in terms of s14, NBR, Act 103, 1977)**

2 working days to do scheduled inspection



3. Once the Building inspector has done a O.C. inspection...

- A formal inspection report must be emailed to the applicant/owner in writing in a prescribed manner in terms of s14(b), NBR.
- This must be done **within 14 working days** from the date that the inspection was scheduled by the building inspector and the applicant.
- S24(1A), NBR "...the owner of the building or any other person having an interest" can request an Occupation inspection in writing.

4. What happens after a O.C. inspection has been done?

- If the request has been...
 - **APPROVED** – Then a formal Occupation certificate will be issued to the owner/applicant. This can only be signed off by the BDN Manager once the building has been built according to the Council approved plans & all COC's received.
 - **REFUSED** – Then the BI will notify the owner/applicant in writing the outstanding items required in terms of the O.C. checklist. All items must be completed to the satisfaction of the Local Authority before a Formal Occupation Certificate can be issued.



- S14(b), NBR, Act 103,1977
 - Download BI inspection request
 - Download BI contacts
 - Download BI areas within WC024
- *O.C. = Occupation Certificate
*B.I. = Building Inspector

IMPORTANT NOTICE:
According to NBR legislation the Municipality has **14 days to conclude an O.C. request.** We, as the BDM team, will endeavor to issue Occupation Certificates as soon as practical possible. Please be patient in the regard. Feel welcome to discuss this with your B.I.

REQUEST FOR OCCUPATION CERTIFICATE



BUILDING DEVELOPMENT MANAGEMENT

BDM 03

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>

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

Page 2 of 2

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(C1)
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: <small>By signing this application form, the owner/applciant hereby confirms that all information is accurate & complete</small>			
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.

BDM.04.



BUILDING INSPECTION REQUEST FORM

BDM 04

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
DIVISION: BUILDING DEVELOPMENT MANAGEMENT
SECTION: BUILDING CONTROL

NOTICE FOR MANDATORY INSPECTIONS IN TERMS OF SECTION A22, NBR OF ACT 103, 1977

Please ensure that an approved Local Authority building plan is available on site as required by A2(5), NBR.

Instructions: Please email this written request to the allocated building inspector in your area as indicate on the latest building inspector area document downloaded from the Stellenbosch Municipality website:

https://stellenbosch.gov.za/planning

(A) NOTICE OF INTENTION TO COMMENCE:

(Tick relevant box)

- ERECTOR OF A BUILDING
DEMOLITION WORK
TRENCH INSPECTION

Erf/Farm no: Portion no: Approved Building Plan no:

Site Address:

I hereby give notice, in terms of sA22 of NBR, that the abovementioned building work is ready for inspection within 2 working days of submitting this request to the correct building inspector, and confirm that the site compliant with the OHS Act 85, 1993. I declare that all building work is in accordance to the Local Authority approved building plan in terms of s7, NBR.

Request date of inspection:
Requestor's name:
Requestor's email:
Date of request: Contact number:
Signature of owner/authorized agent:

Owner/authorized agent to keep original for later reference

(B) NOTICE FOR THE INSPECTION OF:

(Tick relevant box)

- DRAINAGE INSTALLATION

Erf/Farm no: Portion no: Approved Building Plan no:

Site Address:

I hereby give notice, in terms of sA22 of NBR, that the abovementioned building work is ready for inspection within 2 working days of submitting this request to the correct building inspector, and confirm that the site compliant with the OHS Act 85, 1993. I declare that all building work is in accordance to the Local Authority approved building plan in terms of s7, NBR.

Request date of inspection:
Requestor's name:
Requestor's email:
Date of request: Contact number:
Signature of owner/authorized agent:

Owner/authorized agent to keep original for later reference

(C) NOTICE FOR THE INSPECTION FOR:

(Tick relevant box)

- COMPLETION OF WORK
CERTIFICATE OF OCCUPANCY (s14, NBR) - Occupation checklist

Erf/Farm no: Portion no: Approved Building Plan no:

Site Address:

I hereby give notice, in terms of sA22 of NBR, that the abovementioned building work is ready for inspection within 2 working days of submitting this request to the correct building inspector, and confirm that the site compliant with the OHS Act 85, 1993. I declare that all building work is in accordance to the Local Authority approved building plan in terms of s7, NBR.

Request date of inspection:
Requestor's name:
Requestor's email:
Date of request: Contact number:
Signature of owner/authorized agent:

Owner/authorized agent to keep original for later reference

***** DO NOT CHANGE THIS FORM IN ANY WAY*****

BDM. 05



BUILDING DEVELOPMENT MANAGEMENT

Please submit this application to Customer interface for assistance:



dillon.williams@stellenbosch.gov.za

(021) 808 8696

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF APPROVED BUILDING PLANS

I, the undersigned, certify that the information provided is correct to the best of my knowledge and belief. Misleading, false or inaccurate information is a criminal offence s62(2), Criminal Procedure Act no. 51 of 1997 and can lead to a fine being applied.

NOTE: Although the Municipality endeavours to maintain copies of approved building plans, if for some reason plans of a specific property are not available, the onus is on the registered owner to have the existing structures measured and drawn up by a SACAP registered person, and assisted by a professional land surveyor, to ensure correct siting in terms of it's legal boundaries.

PROPERTY DETAILS

Company Registration No:

Erf Number: Portion: Suburb:

Property Address:

Discription of specific plans required:

Allow for **3-4 days for processing time** (from date of submission) and copies of requested approved plans will be corresponded to the applicant/owner via **email only OR via schedule appointment.**

Section A - REGISTERED OWNER'S DETAILS

If applicable, please attach a POA/resolution to nominate a specific person/s to act on behalf registered company

Owner name: Date:

Owner's email address:

Mobile no: Tel: ID:

Section B - APPLICANT'S DETAILS (Authorized person)

If applicable, please attach a Power of Attorney (POA) to nominate a person to act on behalf registered company OR owner

Applicant name: Date:

Correspondance email address:

Mobile no: Tel: ID:

Where the owner is a Company, Close Corporation or Trust, the relevant sections of this form must be completed by an legal authorized representative thereof and/or a letter of authority is to be provided in this application. Should the owner be a Body Corporate, the relevant sections of this form must be completed by a Charperson or Managing Agent and/or a **letter of authority (POA), copy of your ID & Municipal account is to be attached.**

Registered Owner/Authorized person signature: Date:

For office use only

1 All document (inc. Attachments) supplied by applicant?		Y	N
2 Application received date:		Date	
3 Received & checked by:	C/I name & signature	Date	
4 Allocated to Archive staff:	Name	Date	
5 Receipt no.(if applicable):	Receipt no.	Date	
6 Copies of Building Plans sullied to applicany?		Y	N

**** DO NOT CHANGE THIS FORM IN ANY WAY.** This application will only be valid on full payment of Admin. Fee, if applicable**

BDM.06.



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

T: +27 21 808 8696 / 8663 / 8641 / 8692 • E-mail complaint to: Dillon.williams@stellenbosch.gov.za
Eikestad Mall, Andringa Street, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

<http://www.stellenbosch.gov.za>

BUILDING REGULATIONS - COMPLAINT FORM

Please note that **ALL complaints** must be submitted in writing on the attached form & emailed to the above email address. Anonymous complaints will not be investigated, and further information may be requested in the form of a sworn affidavit in relation to the activities witnessed on site. This may lead to evidence being given in court. **See download "How complain process works"**

COMPLAINANT'S INFORMATION (Please complete to the best of your ability)

Name & Surname:			
Address:		Postal Code:	
Contact Details:			
Cell		Home	
Work			
Email Address:			

All Correspondence regarding any progress of your complaint will be sent via email (preferred) or registered post. Please provide at least one telephone number on which the Municipality will be able to reach you.

Signature:		Date:	
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ALLEGED CONTRAVENTION INFORMATION (S)

Name/Surname of Offending Party:	
Address where activity is taking place:	
Erf Number: (if known)	
Nature of Alleged Contravention:	
Frequency of Activity:	
Impact of Activity on you/surroundings:	

Note:
You may attach further information such as photos, letters and/or petitions to this complaint form.
Please indicate if you have added additional information to this complaint form by marking the appropriate box below.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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For any noise nuisance and other general law enforcement complaints please contact Law Enforcement on 021 - 808 8890/1.



BUILDING DEVELOPMENT

OCCUPATION CERTIFICATE – CHECK LIST

Instructions: Please email a written request to the allocated building inspector in your area as indicate on the latest building inspector area document (Section C, option 2) downloaded from the Stellenbosch Municipality website:

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

Building Plan No:

Erf Number:

Date:

Address:

Inspector:

Certificate required (if applicable):

Written application – Act 103 of 1977 – Section 14 – (14 days’ Notice to Local Authority)		
SACAP rational designs – Form 4 for each appointment in Form 2 (including SANS XA)		
Plumbing Certificate		
Electrical Certificate		
Gas Certificate		
Glazing Certificate		
Lift Certificate		
Fire Certificate		
A 19 Certificate		
<u>Inspection requirements (if applicable):</u>		
Approved plans on-site		
Access to all areas for inspection		
Building work in accordance with approved plans		
Parking (demarcated) completed		
Facilities for disable persons completed (bath rooms, parking, signs, ramps)		
Storm Water control completed		
Balustrades and Handrails in accordance with SANS – Part M		
Refuse yards / areas completed		
Builders’ rubble removed from site and pavements		
All scaffolding removed from building		
Structural Engineers drawings submitted – (stairs, foundations, slabs, rc beams, steel)		
Mechanical Engineers drawings submitted – Ventilation system		
PART D – SAFETY - Change in levels		
- Pool Protection		
- Ramps & Driveways		
OTHER		

CHECKED: BUILDING CONTROL OFFICER:

SIGNATURE

DATE

BDM: BUILDING INSPECTOR ALLOCATED JURIDICTION AREA/S TO WORK (WITHIN THE WC024 AREA)

Best time to call the building inspectors office landline is from 8-10am, Mondays to Fridays

CBI: SHAFIEK VALENTYN – (021) 808 8342

Email: shafiek.valentyn@stellenbosch.gov.za

- Stellenbosch- Town Centre
- Bird Street
- University (Incl. Weides)
- Large Shopping Centres
- Krigeville
- Longlands
- Vlottenburg
- Bosmans crossing
- Kayamandi (with Aubrey)
- Denesig
- Lynedoc

CBI: VACANT (included)

- Franschhoek - Town Centre
- Franschhoek Farms (Paarl Plase)
- Dennegeur
- Groendal

SBI: AUBREY LANGEVELDT – (021) 808 8792

Email: aubrey.langeveldt@stellenbosch.gov.za

- Die Boord
- Klein Geluk
- Botterlary Road
- Welgevonden
- Nuutgevonden
- Klapmuts
- Stellenbosch Farms (North)
- Stellenbosch Farms (South)
- Technopark
- Raithby
- Tweespruit
- Nuutgevonden
- De Zalze

BI: KHANYISO MAPATIZA – (021) 808 8687

Email: khanyiso.mapatiza@stellenbosch.gov.za

- Kromrivier
- La Coline
- Plankenburg
- Onder Pappagaaiberg
- La Pastoralle
- Tennantville
- Cloetesville
- Schuilplaats
- Anesta
- Jamestown
- Aan de Weber
- Paradyskloof
- Idas Valley
- Lindida
- Arbeidslus (The Ridge)

SBI: LINCOLN AFRICA – (021) 808 8668

Email: lincoln.africa@stellenbosch.gov.za

- Mostertsdrift
- Karindal
- Rosendal
- Uniepark
- Simonswyk
- Lanzerac
- Dalsig
- Brandwacht
- Koelenbosch
- Koelpark
- Devon Valley
- Nooitgedacht

SBI: ENRICO DU PREEZ – (021) 808 8693

Email: enrico.dupreez@stellenbosch.gov.za

- Mooiwater
- Franschhoek residential area
- Pniel
- Johannesburg
- Kylemore
- Lanquedoc
- La Motte
- Wemmershoek
- Hollandsche Molen
- Faire Donne Estate

BUILDING DEVELOPMENT MANAGEMENT: STAFF CONTACT DETAILS

SENIOR MANAGER: DEVELOPMENT MANAGEMENT (DM)

(021) 808.... EXTENTION

Stiaan Carstens	Snr Manager: DM		Stiaan.Carstens@ Stellenbosch.gov.za	
Joy Julius	Administrative Assistant	8698	Joy.Julius@ Stellenbosch.gov.za	

BUILDING DEVELOPMENT MANAGEMENT (BDM)

Marco Fouche	Manager: BDM		Marco.Fouche@ Stellenbosch.gov.za	062 054 0727 (WhatsApp please)
Marina Lubbe	Administrative Assistant	8605	Marina.Lubbe@ Stellenbosch.gov.za	
Babalwa Nkonzo	Chief Plans Examiner	8940	Babalwa.Nkonzo@ Stellenbosch.gov.za	
Rodney Adams	Building Control Officer (BCO)	8686	Rodney.Adams@ Stellenbosch.gov.za	
Shafiek Valentyn	Chief Building Inspector	8642	Shafiek.Valentyn@ Stellenbosch.gov.za	
Lincoln Africa	Snr Building Inspector	8668	Lincoln.Africa@ Stellenbosch.gov.za	
Enrico Du Preez	Snr. Building Inspector (Franschhoek)	8693	Enrico.DuPreez@ Stellenbosch.gov.za	
Hylton Daniels	Plans Examiner	8678	Hylton.Daniels@ Stellenbosch.gov.za	
Aubrey Langeveldt	Snr Building Inspector	8792	Aubrey.Langeveldt@ Stellenbosch.gov.za	
Khanyisa Mapitza	Building Inspector	8687	Khanyisa.Mapitza@ Stellenbosch.gov.za	
Donnadene Nicolas	Building Plan Administrator	8641	Donnadene.Nicolas@ Stellenbosch.gov.za	
Alicia Ncanywa	Building Plan Administrator	8663	Alicia.Ncanywa@ Stellenbosch.gov.za	
Dillon Williams	Customer Interface Officer	8692	Dillon.Williams@ Stellenbosch.gov.za	

LAND USE MANAGEMENT (LUM)

Chrizzelle Kriel	Manager: Land Use Management	8660	Chrizzelle.Kriel@ Stellenbosch.gov.za	
Kaylin Coetzee	Administrative Assistant	8669	Kaylin.Coetzee@ Stellenbosch.gov.za	