



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT

www.stellenbosch.gov.za/planning-portal/

SUBMIT APPLICATION BY UPLOADING COMPLETED FORM AND RELEVANT INFO TO THE
Town Planning Application Management System (TPAMS)

[AFLA Portal \(stellenbosch.gov.za\) /](http://AFLA Portal (stellenbosch.gov.za) /)

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

FOR ENQUIRIES CONTACT landuse.enquiries@stellenbosch.gov.za or 021- 808 8606

LAND USE PLANNING APPLICATION FORM

for a **CONSENT USE** contemplated in the zoning scheme for an **OCCASIONAL USE** exceeding one event per year in terms of Section 15(2)(o) of the Stellenbosch Municipal Land Use Planning By-Law (2015)

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

PART A: APPLICANT DETAILS

First name(s)

Surname

Company name
(if applicable)

Postal Address

Email Address

Contact Number

PART B: REGISTERED OWNER(S) DETAILS (if different from applicant)

Registered
owner(s) Name

E-mail Address

Contact Number

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

Erf No

Suburb

Town

Farm no

Farm
Portion

Nearest Town

Physical or Street
Address

Property / Business / Farm
known as

Current Zoning

Extent

m² / ha

Are there existing
buildings?

Y

N

Current Land Use

PART D: DETAILS FOR INVOICE

Name & Surname/Company name (details of party responsible for payment)	
Postal Address	
Vat Number (where applicable)	

1. The complete application should first be submitted without the payment of any applicable application fees. Only when satisfied that a complete and accurate application has been submitted, will a proforma invoice be submitted to the applicant with payment instructions. Application fees that are paid to the Municipality are non-refundable and once proof of payment is received, the application will be regarded as duly submitted.

2. The applicant is liable for the cost of publishing and serving notice of an application. Additional fees may become applicable, and the applicant will be informed accordingly.

BANKING DETAILS

Account Holder Name: Stellenbosch Municipality
 Bank: FIRST NATIONAL BANK (FNB)
 Branch no.: 210554
 Account no.: 62869253684
Payment reference: LU/_____ and ERF/FARM _____
Please use both the Land Use Application number and the Erf/Farm number indicated on the invoice as a reference when making EFT payment

PART F: DETAILS OF PROPOSAL**Brief description of proposed development / intent of application:**

A consent use application for occasional use exceeding one event per year is made to permit...

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

Complete the following checklist and attach all the information and documentation relevant to the proposal. Failure to submit all information and documentation required will result in the application being deemed incomplete.

Y	N	Power of attorney / Owner's consent if applicant is not owner	Y	N	Written motivation pertaining to the need and desirability of the proposal, including: <ul style="list-style-type: none"> • type of event • if amplified sound is involved • number of people that will attend • specified days • specified period or duration (time) • traffic control and access arrangements • number of on-site parking bays with dimensions and in line with the Stellenbosch Municipality Zoning Scheme By-Law, 2019 • impact on primary agricultural activities, if on agricultural land
Y	N	Proof of registered ownership (Full copy of the title deed)			
Y	N	Locality plan (A4 or A3 only) to scale			
Y	N	Site plan or conceptual layout plan (A4 or A3 only) to scale, indicating demarcated areas of use, access, and parking			
Y	N	Abutting owner's consent on prescribed template attached*			
Y	N	Comment from Municipal Infrastructure Services Department*			
Y	N	Comment from District Roads Engineer: Road Use Management, WCG-DTPW*			

*** Comments on the proposed event may be requested and submitted with the application, or after payment has been made, but in any event only after consultation with the Land Use Management Office.**

SECTION H: DECLARATION

I hereby wish to confirm the following :

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I'm aware that it is an offense in terms of section 86(1)(e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorized to make this application on behalf of the owner and that a copy of the relevant power of attorney or consent is attached hereto.
4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.
5. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
6. I confirm that I have made known all information relating to possible Land / Restitution Claims against the application property.
7. It is the owner's responsibility to ensure that approval is not sought for a building or land use which will be in conflict with any applicable law.
8. The Municipality assesses an application on the information submitted and declarations made by the owner or on his behalf on the basis that it accepts the information so submitted and declarations so made to be correct, true and accurate.
9. Approval granted by the Municipality on information or declarations that are incorrect, false or misleading may be liable to be declared invalid and set aside which may render any building or development pursuant thereto illegal.
10. The Municipality will not be liable to the owner for any economic loss suffered in consequence of approval granted on incorrect, false or misleading information or declarations being set aside.
11. Information and declarations include any information submitted or declarations made on behalf of the owner by a Competent Person/professional person including such information submitted or declarations made as to his or her qualification as a Competent person and/or registration as a professional.
12. A person who provides any information or certificate required in terms of Regulation A19 of the National Building Regulations and Building Standards Act No 103 of 1977 which he or she knows to be incomplete or false shall be guilty of an offence and shall be prosecuted accordingly.
13. A person who supplies particulars, information or answers in a land use application in terms of the Stellenbosch Municipality Land Use Planning By-law knowing it to be incorrect, false or misleading or not believing them to be correct shall be guilty of an offence and shall be prosecuted accordingly.
14. The Municipality will refer a complaint to the professional council or similar body with whom a Competent Person/professional person is registered in the event that it has reason to believe that information submitted or declaration/s made by such Competent Person/professional person is incorrect, false or misleading.
15. I am aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.

Applicant's signature: _____

Date: _____

Full name: _____

Professional capacity: _____



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DECLARATION BY AFFECTED PARTY(IES) / PROPERTY OWNER(S)

Dear Sir / Madam

This letter serves to notify potentially affected parties of the application set out hereunder.

APPLICATION DETAILS				
Erf / Farm No.			Area	
Applicant / consultant			Contact No.	
Application type in terms of applicable planning legislation	<input type="checkbox"/>	Building Line Departure	<input type="checkbox"/>	Other Departures
	<input type="checkbox"/>	Consent Use	<input type="checkbox"/>	Other (please specify)
Amendment of Conditions				
Detailed description of application				

Note to applicant:

Should the affected party / property owner not be prepared to sign this letter of no objection, you are advised to submit the application without their agreement so that the Directorate can formally advertise the matter via email or post.

DECLARATION BY AFFECTED PARTY(IES) / PROPERTY OWNER(S)

1. If signing on behalf of a company / trust, please attach written proof of authorisation to do so. If affected premises owned by more than one person (i.e. both husband and wife), all parties to sign.
2. By lodging an objection, comment or representation, the person doing so acknowledges that information may be made available to the public and to the applicant.
3. Ensure the application detail section above is properly completed.
4. Ensure the plan specified below corresponds with the plan shown to and signed by you.

I / We, registered owner(s) of the under-mentioned premises, having been shown the subdivision / layout plan / building plans / proposal in respect of the aforementioned application and having signed, confirm that I / we understand the proposal as set out above and confirm that I / we **(please tick)**

<input type="checkbox"/>	have no objection	<input type="checkbox"/>	object for the reasons listed hereunder
Reasons for objection			
Owner signature			Date
Full name (capitals)			
Company name			
Erf / Farm No.			
Street address / Postal address			Postal code
Contact No.	Office / Home		Cell