



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT

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

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

SUBMIT APPLICATION TO landuse.applications@stellenbosch.gov.za

NOTE: The Bylaw on Municipal Land Use Planning 2023 in section 68(c) regulates certain types of applications must be decided by the Municipality. If the application is to obtain permission either in terms of the zoning scheme or in terms of a condition of approval or in terms of the title deed, Land Use Application Form C must be completed and submitted via email.

For all other applications, depending on the type of application, Land Use Application Form A or Form B must be completed. Land Use Application Form B can be used if the application ONLY comprises of a permanent departure.

LAND USE PLANNING APPLICATION FORM C

Applications in terms of Sections 15(2)(g) and 15(2)(l) of the Municipal Bylaw on Land Use Planning 2023

Permission in terms of the zoning scheme & Permission in terms of a condition of approval

AND

Applications to obtain consent or **permission in terms of the Title Deed**

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 LANDOWNER(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					
Additional or Consent Uses					
Current activities					
Property Size / Extent	m ² / ha		Are there existing buildings?	Y	N
Title Deed number	T				
PART D: PRE-APPLICATION CONSULTATION AND OR SCRUTINY (Not compulsory)					
Has there been any pre-application consultation / scrutiny form submitted?	Y	N	If yes, attach the minutes of the pre-application consultation or written feedback received.		
PART E: LAND USE PLANNING APPLICATIONS AND PAYMENT OF FEES					
APPLICATIONS IN TERMS OF SECTION 15 OF THE MUNICIPAL BYLAW ON LAND USE PLANNING 2023					
Type of application				Tick	
15(2)(g) a permission required in terms of the zoning scheme					
15(2)(l) a permission required in terms of a condition of approval					
OTHER APPLICATIONS					
Consent / Permission required in terms of a title deed (includes where permission is required in terms of the Advertising on Roads and Ribbon Development Act, Act 21 of 1940)					
DETAILS FOR INVOICE					
Name & Surname (party responsible for payment)					
Postal Address					
Vat Number (where applicable)					
<p>1. Application fees are per the Council Approved Tariffs. 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 as per the Tariff Rules. Once proof of payment is received, the application will be regarded as duly submitted.</p> <p>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.</p>					
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 intent of development)					

PART G: MOTIVATION FOR APPLICATION

When this section is completed and all the relevant documents are attached, it is not necessary to submit a separate report for motivation.

PART H: 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	N/A	Copy of original approval and conditions of approval
Y	N	Resolution or other proof that applicant is authorised to act on behalf of a juristic person	Y	N	N/A	Written feedback of pre-application scrutiny and Minutes of pre-application consultation meeting
Y	N	Proof of registered ownership (Full copy of the title deed)	Y	N	N/A	Abutting owner's consent
Y	N	Locality plan (A4 or A3 only) to scale	Y	N	N/A	Owners' association consent
Y	N	Site development plan or conceptual layout plan (A4 or A3 only) to scale	Y	N	N/A	Owners' association constitution
Y	N	Landscaping / Tree plan (A4 or A3 only) to scale	Y	N	N/A	Design guidelines
Y	N	Other (specify):	Y	N	N/A	Other (specify):

SECTION I: DECLARATION

I hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I'm aware that it is an offense in terms of section 86(1)(e) of said bylaw 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 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 if 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: _____