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DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

www.stellenbosch.gov.za/planning-portal/
FOR GENERAL ENQUIRIES CONTACT landuse.enquiries@stellenbosch.gov.za or 021- 808 8606

SUBMIT REQUEST FOR PRE-APPLICATION CONSULTATION BY SENDING AN EMAIL ATTACHING THE COMPLETED FORM AND RELEVANT INFO TO landuse.applications@stellenbosch.gov.za

LAND USE PLANNING PRE-APPLICATION CONSULTATION FORM

The Pre-application consultation advisory session is not an absolute requirement for any application but is advised for more complex applications and in cases where the proposal deviates from the Municipal Spatial Development Framework (SDF) or falls within the Adam Tas Corridor (ATC) Overlay Zone. The pre-application process is the responsibility of the applicant but may be required in the discretion of the Municipality.
For more information on the purpose and process, please consult the ***Information Guideline****.*

For general inquiries regarding the submission of land use applications or specific technical matters, you are advised to speak to a municipal town planner by contacting or visiting the LUM Advice Desk, which is open to the public daily from 8:30 a.m. to 1:30 p.m.

SECTION 1: APPLICANT, PROPERTY AND PROPOSAL DETAILS

PART A: APPLICANT DETAILS	
Name	
Company name *(if applicable)*	
Email Address	
Contact Number(s)	

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									
Approved Additional or Consent Uses									
Current activities									
Property Size / Extent		m² / ha		Are there existing buildings?	**Y**	**N**			
Title Deed number	T								
	Y	**N**		**Y**	**N**				
Any restrictions ito Conveyance's Certificate?			Are the restrictive conditions in favour of a third party?						
Is the application triggered by the National Heritage Resources Act, 1999 (Act 25 of 1999)[1]			Is the property owned by Council?						
Is the property or building located within the historical core or contains any heritage significant features?			Is the building older than 60 years?						
Does the property fall inside the urban edge?			Does the property fall within a Local Overlay Zone, i.e. Technopark or ATC?						
Does the property fall within the Urban or Rural Conservation Overlay Zone?			Does the property fall within the Scenic Route Overlay Zone?						
Are there any pending court case(s) / order(s) relating to the subject property(ies)?			Are there any land claim(s) registered on the subject property(ies)?						
Any existing unauthorized buildings and/or land use on the subject property(ies)?			If yes, is this application to legalise the building / land use?[2]						
Note: A contravention penalty is payable as condition of approval as per the approved Council Tariffs.									

[1] All applications triggered by section 38(1)(a) - (e) in terms of the National Heritage Resources Act, 1999 (Act 25 of 1999) may not be processed without a permit issued by the relevant department

[2] No application may be submitted to legalize unauthorised building work and or land use on the property if a notice has been served in terms of Section 87(2)(a), and until such time a Section 91 Compliance Certificate have been issued in terms of the Stellenbosch Land Use Planning By-law

PART D: DOCUMENTATION PROVIDED FOR SCRUTINY / DISCUSSION

As a minimum the following must be attached to the form.

1) Locality Plan
2) Layout plan / Site plan / Floor layout plan
3) Subdivision / Consolidation plan
4) Title Deed / Conveyance Certificate

List other relevant documents / plans.

PART E: COMPREHENSIVE OVERVIEW OF PROPOSAL

Brief description of development proposal. List expected land use activities. Short motivation of intended land use. Detailed planned outcome. If change of zoning is required, list which zoning is applied for. Describe additional use planned for. List type of consent use applied for.

What is proposed zoning / type of consent use pursued?	
Does the proposal fall within the provisions/parameters of the zoning scheme?	
Are additional applications required to deviate from the zoning scheme? (if yes, specify)	

SECTION 2: QUESTIONNAIRES

This section will guide the Applicant in terms of what type of information, documentation and consultation is required to submit a complete land use application. The applicant must complete the Questionnaires as thoroughly as possible. The Questionnaires will guide the feedback on the pre-application scrutiny request or the items to be discussed at the pre-application meeting.

PART F: DETERMINATION OF APPLICATION TYPE			
APPLICATIONS IN TERMS OF SECTION 15 OF THE LAND USE PLANNING BYLAW		**Select if relevant**	**Application Fee Payable**
15(2)(a)	rezoning of land		R11 200.00
15(2)(b)	a permanent departure from the development parameters of the zoning scheme		R2 800.00
15(2)(c)	a departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning		R2 800.00
15(2)(d)	a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement		R5 650.00
15(2)(e)	a consolidation of land that is not exempted in terms of section 24		R5 650.00
15(2)(f)	a removal, suspension or amendment of restrictive conditions in respect of a land unit		R2 800.00
15(2)(g)	a permission required in terms of the zoning scheme		R2 800.00
15(2)(h)	an amendment, deletion or imposition of conditions in respect of an existing approval		R5 650.00
15(2)(i)	an extension of the validity period of an approval (*50% of current application fee)*		R……
15(2)(k)	an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram		R5 650.00
15(2)(l)	a permission required in terms of a condition of approval		R2 800.00
15(2)(m)	a determination of a zoning		R11 200.00
15(2)(n)	a closure of a public place or part thereof		R5 650.00
15(2)(o)	a consent use contemplated in the zoning scheme		R2 800.00
15(2)(o)	a consent use for a house shop, home day care centre, day care centre		R 220.00
15(2)(p)	to disestablish a homeowners' association		R2 800.00
15(2)(q)	to rectify a failure by a homeowners' association to meet its obligations in respect of the control over or maintenance of services		R2 800.00
15(2)(r)	a permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged		R5 650.00
OTHER APPLICATIONS		**Select if relevant**	**Application Fee Payable**
Approval required in terms of the bylaw for street naming and numbering			R2 800.00
Consent / Permission required in terms of a title deed (includes planning permission in terms of the Advertising on Roads and Ribbon Development Act, Act 21 of 1940)			R2 800.00
Complexity fee – Per study / assessment			R4 520.00

PART G: PRESCRIBED NOTICE AND ADVERTISEMENT PROCEDURES		
	YES	NO
Serving of notices (i.e. email notifications or registered letters etc.)		
Publication of notices (i.e. Provincial Gazette, Local Newspaper(s) etc.)		
Additional publication of notices (i.e. Site notice, public meeting, local radio, website, letters of consent etc.)		
Placing of final notice (i.e. Provincial Gazette etc.)		

PART H: PROVISIONS IN TERMS OF RELEVANT PLANNING LEGISLATION / POLICIES / GUIDELINES				
QUESTIONS REGARDING PLANNING POLICY CONTEXT	**YES**	**NO**	**TO BE DETERMINED**	**COMMENT / PROVIDE DETAILS**
Is the proposal consistent / compliant with municipal plans, policies and guidelines, or any national or provincial policies (e.g., Western Cape Land Use Planning Guidelines: Rural Areas), other legislation / authorisations?				
Is the proposal consistent with the Municipal Spatial Development Framework (MSDF)? If not, site specific circumstance to be motivated.				
Does the development proposal include the provision of residential units, and if so, what is the target market re: range in income bracket/ selling price or rental for the units?				
Does the proposal fall within a priority development area as defined in the Municipal Spatial Development Framework (MSDF) where the provision of inclusionary housing is mandatory in terms of the Stellenbosch Inclusionary Zoning Policy?				
Does the subject property fall within the Adam Tas Corridor as outlined in the Local Spatial Development Framework (ATC LSDF)? Provide details on proposed densities and alignment with the Adam Tas Corridor Local Area Overlay Zone.				
Does the proposal require additional infrastructure / services?				Obtain comment from the Infrastructure Services Department:
Electricity supply				Electrical Services
Water Supply				Water and Sanitation

Sewerage and Wastewater				Water and Sanitation
Solid Waste				Refuse Removal and Management
Stormwater				Roads and Stormwater
Road network (Municipal)				Roads and Stormwater
Road Network (Provincial)				WCG Infrastructure: Roads
Development Charges				Development Services
Other services required. Specify.				

PART I: CONSENT / COMMENT REQUIRED FROM OTHER ORGANS OF STATE				
QUESTIONS REGARDING CONSENT / COMMENT REQUIRED	**YES**	**NO**	**TO BE DETERMINED**	**OBTAIN INPUT FROM**
Is/was the property(ies) utilised for agricultural purposes?				Provincial Dept responsible for Agriculture
Will the proposal require approval in terms of Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)?				National Dept responsible for Agriculture
Will the proposal trigger a listed activity in terms of National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA)?				Provincial Dept responsible for Environmental Affairs (DEA&DP)
• Will the proposal require authorisation in terms of Specific Environmental Management Act(s) (SEMA)? • (National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003) (NEM: PAA) • National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004) (NEM:BA) • National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004) (NEM: AQA) • National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM: WA)				National Dept responsible for Environmental Affairs & DEA&DP
Will the proposal require authorisation in terms of the National Water Act, 1998 (Act 36 of 1998)?				National Dept responsible for Water & Sanitation
Will the proposal trigger a listed activity in terms of the National Heritage Resources Act, 1999 (Act 25 of 1999)?				South African Heritage Resources Agency (SAHRA) & Heritage Western Cape (HWC)
Will the proposal have an impact on any National roads?				National Dept responsible for Transport / (SANRAL)
Will the proposal trigger a listed activity in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations				National Dept responsible for Labour

PART I: CONSENT / COMMENT REQUIRED FROM OTHER ORGANS OF STATE				
QUESTIONS REGARDING CONSENT / COMMENT REQUIRED	**YES**	**NO**	**TO BE DETERMINED**	**OBTAIN INPUT FROM**
Will the proposal affect any Eskom owned land and/or servitudes?				Eskom
Will the proposal affect any Telkom owned land and/or servitudes?				Telkom
Will the proposal affect any Transnet owned land and/or servitudes?				Transnet / PRASA
Is the property subject to a land / restitution claim?				National Dept responsible for Land Reform
Will the proposal require comments from SANParks and/or CapeNature?				SANParks / CapeNature
Will the proposal impact any forestry land?				National Dept responsible for Forestry
Is the property subject to any existing mineral rights?				National Department responsible for Mineral Resources
Does the proposal lead to densification to such an extent that the number of schools, healthcare facilities, libraries, safety services, etc. in the area may be impacted on?				Provincial Depts responsible for Cultural Affairs, Sport, Education, Social Development, Health and Community Safety

SECTION 3: PRE-APPLICATION CONSULTATION OPTIONS

REQUIREMENTS	YES	NO
Pre-application scrutiny and written feedback		
Pre-application meeting. If yes, complete Part J.		

PART J: PRE-APPLICATION MEETING BOOKING

ATTENDEES TO BE INVITED ON BEHALF OF APPLICANT

#	Name & Surname	Organisation / Department	E-mail
1			
2			
3			

ATTENDEES TO BE INVITED FROM SUPPORTING MUNICIPAL FUNCTIONS / SERVICES

#	Name & Surname	Department	E-mail
1			
2			
3			
4			
5			

PREFERRED DATE AND TIMESLOT

#	DAY	DATE	TIMESLOT		
1	Thursday		11:00	11:45	12:30
2	Thursday		11:00	11:45	12:30

APPLICANT NAME	SIGNATURE	DATE

SECTION 4: PRE-APPLICATION WRITTEN FEEDBACK AND MEETING NOTES

PART K: FEEDBACK / DISCUSSION
Approach and type of land use application
Land use planning challenges
Clarification of matters from supporting functions / services
Required information
Summary / Actions / Way forward
Attendance Register to be attached, if a Pre-application Meeting was held

OFFICIAL / TOWN PLANNER	SIGNATURE	DATE

TO BE NOTED: *The comments provided are subject to the documents and information available at the time of the pre-application consultation and the Municipality reserves its rights to elaborate on this matter further and/or request more information/documents should it deemed necessary.*