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BUILDING DEVELOPMENT MANAGEMENT

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.

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BUILDING DEVELOPMENT MANAGEMENT

For general enquiries kindly email –
Building.Development@stellenbosch.gov.za

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 0f 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 appliacble authorization attached?			
3. National Environmental Management Act 107, 1998 or any other appliacble 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.

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DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT

DEVELOPMENT MANAGEMENT DEPARTMENT

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

TOWN PLANNING COMPLIANCE CHECKLIST FOR BUILDING PLANS

Erf / Farm No.	
Area	
Zoning	

The proposal is compliant with restrictive title deed conditions:

Conditions of Title	Prescribed	Actual	YES or N/A	Comment
Restrictive conditions				
Coverage				
Building Lines				
Permitted Number of Dwelling Units				
Other				

The proposal is compliant with prescribed zoning scheme development parameters:

Development Parameters	Prescribed	Actual	YES or N/A	Comment
Coverage				
Street Building Line				
Common Building Line				
Garage / Outbuildings				
Bulk/ Floor Factor				
Height				
Storeys				
Boundary Wall – Street				
Boundary Wall – Other				
Parking				
Permitted Number of Dwelling Units				
Other: (Specify)				

The proposal is compliant with other town planning and land use matters:

Other	Applicable	Comment/ Particulars
Previously approved SDP / conditions of approval / design guidelines	Yes/ No	
Overlay Zone(s) (Specify)	Yes/ No	
Sections 246 & 256 of the zoning scheme	Yes/ No	
Other	Yes/ No	
Are there any unauthorised building work/ land use	Yes/ No	
Land use application required	Yes / No	

You are welcome to contact the Land Use Management Office (LUM) at 021-8088606 or via email on landuse.enquiries@stellenbosch.gov.za if you have any town planning enquiries.

Should you determine that the submission complies with the Stellenbosch Municipality Zoning Scheme By-Law you hereby declare the following:

I/we hereby declare that this submission complies with the Stellenbosch Municipality Zoning Scheme By-Law and all applicable legislation to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions that impact this application, or alternatively, where there are, applications for the removal, amendment, suspension of these, or consent required in terms of a title deed condition, have been obtained. If the works are contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions, I/we/the owner will bear the sole responsibility for rectifying the aforementioned contraventions.

Applicant/ Owner: _____

Signature: _____

Date: _____