STELLENBOSCH
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DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT OF DEVELOPMENT MANAGEMENT

LAND USE MANAGEMENT

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

INFORMATION GUIDELINE:

FORMAT AND REQUIREMENTS: SUBMITTING COMMENTS ON LAND USE AND LAND DEVELOPMENT APPLICATIONS

1. Any interested and affected person may, in terms of Section 50 of the Stellenbosch Land Use Planning Bylaw, submit comments on a land development application for which a notice was published or served in terms of Section 45 and 46 of the said Bylaw.

2. The notice will only provide the summary detail of the land development application. The full application document will however be available for inspection on the Planning Portal of the Stellenbosch Municipal Website for the duration of the public participation process at the following address: https://www.stellenbosch.gov.za/planning-portal/. If the website or documents cannot be accessed, an electronic copy of the application can be requested from the Applicant.

3. In terms of Section 50 of the Bylaw, the following format and requirements needs to be observed when commenting on a land development application:

a) The comments must be made in writing;
b) The comments must refer to the Application Reference Number and Property details, which will be provided in the notice,
c) The name of the person that submits the comments;
d) The physical address and contact details of the person submitting the comments;
e) The interest that the person has in the subject application;
f) The reasons for the comments, which must be set out in sufficient detail in order to:
    i. Indicate the facts and circumstances that explain the comments;
    ii. Where relevant demonstrate the undesirable effect that the application will have if approved;
    iii. Where relevant demonstrate any aspect of the application that is not considered consistent with applicable policy; and
    iv. Enable the applicant to respond to the comments.

4. The comments must be addressed to the applicant that undertakes the land development application by electronic mail to the email address that will be provided in the notice.

5. The comments must be submitted within 30 days from the date of the serving or publishing of the notice and must be received on or before the closing date which will be provided in the notice. It should be noted that the Municipality, in terms of Section 50(5) of the said Bylaw, may refuse to accept any comments/ objection received after the closing date.

6. If there are any enquiries on the application or the requirements for the submission of the comments, or if the person cannot write or is unable to submit the comments per email, the Applicant must be contacted for assistance at the email address provided, or alternatively telephonically contacted during normal office hours at the telephone number that will also be provided in the notice.