STELLENBOSCH
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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) on AFLA Portal (stellenbosch.gov.za) /
https://citymaps.stellenbosch.gov.za/aflaportal/home
OR via email to landuse.applications@stellenbosch.gov.za
OR in hard copy to 1st Floor NPK Building Cnr Plein & Ryneveld Street, Stellenbosch

LAND USE PLANNING APPLICATION FORM

for a CONSENT USE contemplated in the zoning scheme for a HOUSE SHOP in terms of Section 15(2)(o) of the Stellenbosch Municipal Land Use Planning By-Law

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

PART A: APPLICANT DETAILS	
First name and surname	
Email Address	
Contact Number	

PART B: HOUSE SHOP OWNER / OPERATOR DETAILS *(If different from the applicant)*	
First name and surname	
Email Address	
Contact Number	

PART C: REGISTERED LANDOWNER(S) DETAILS *(If different from the applicant)*	
First name and surname	
E-mail Address	
Contact Number	

PART D: PROPERTY DETAILS *(in accordance with title deed)*					
Erf No		Suburb		Town	
Street Address					
List the activities and all structures and buildings on site					

PART E: PAYMENT OF APPLICATION FEES

The applicable fee of R220.00 for consent use (2024/25) is payable either as EFT or to the cashier and proof of payment must be attached to the application form when it is submitted.

BANKING DETAILS

Account Holder Name:	Stellenbosch Municipality
Bank:	STANDARD BANK
Branch no.:	051001
Account no.:	242637280
Payment reference:	ERF _____

Please use the Erf number indicated on the application form page 1 as a reference when making EFT payment

PART F: DETAILS AND MOTIVATION OF PROPOSAL

Where, who & what:

Proposed operating hours and days:

Number of people working in the house shop:

Reason why you want to operate a house shop:

Socio-economic impact:

Impact on safety, health and wellbeing of the community:

Traffic impacts, parking, access, deliveries:

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	Proof of registered property ownership **(Full copy of the title deed)**
Y	N	Site plan or floor layout plan to scale, indicating areas to be used for the house shop, access, and parking
Y	N	Proof of Payment of application fee of R220.00

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 landowner 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: _____