STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Application Number: TP1525/2026
Our File Reference Number: Erf 5500, Stellenbosch
Your Reference Number: None
Enquiries: Ulrich von Molendorff
Contact No: 021 – 808 8682
Email address: Ulrich.Vonmolendorff@stellenbosch.gov.za

PER E-M [redacted]

Sir / Madam

APPLICATION FOR CONSENT USE: ERF 5500, STELLENBOSCH

1. The above application refers.

2. The duly authorised decision maker has decided on the above application as follows:

3. That the **consent use** application in terms of Section 15(2)(o) the Stellenbosch Land Use Planning bylaw 2023, to permit a home occupation practice (professional offices) with 3 external employees on Erf 5500, Stellenbosch.

BE APPROVED in terms of Section 60 of the said Bylaw

4. The approval is subject to the following **conditions** imposed in terms of Section 66 of said Bylaw:
   4.1 The approval only applies to the applications under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from the Municipality or other legislation or By-laws or Regulations that may be applicable.

   4.2 The approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed use.

   4.3 The development be generally in accordance with the Site Plan referenced on Drawing No. 14/2019, dated 2026-01-16, drawn by Elton Swart, attached as **Annexure A.**

   4.4 The number of employees linked to the home occupation practice be limited to 3 people (excluding the homeowner).

4.5 Parking for the home occupation practice must be in accordance with the parking layout indicated on the Site Plan attached on **Annexure A**.

4.6 Building plans for all new structures and for all changes of use in the existing buildings be submitted and approved by the Municipality prior to the commencing of any building works, including the preparation of land, which will only be approved when all relevant (or qualified) conditions of approval have been complied with.

4.7 A contravention penalty in accordance with the prevailing and applicable Council Tariffs in respect of the unlawful utilisation of land is payable within 30 days from the date of final notification of decision coming into operation and prior to the approval of any building plans.

5. **The reasons for the above decision are as follows:**

5.1 The nature of the professional office use does not generate significant visitor activity or frequent movement to and from the property, as the majority of the work undertaken is site-based and computer-oriented. Consequently, the use does not result in substantial additional traffic, noise, or disruption to the surrounding residential environment.

5.2 The Conventional residential zone encourages controlled opportunities for home employment and income generation through activities which are compatible with and are ancillary to residential uses. The proposal is consistent with the zoning scheme as the proposed use consists of home employment while also maintaining the residential use of the property.

6. You are hereby informed in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning Bylaw of your right to appeal the above decision to the Appeal Authority within 21 days from the date of notification of the above decision. Please note that no late appeals or an extension of time for the submission of appeals are permitted in terms of Section 80(1)(a) of the said By-Law.

7. Appeals must be submitted by completing the required form with the prescribed information to satisfy the requirements of Section 80(2) of the said By-law, failing which the appeal will be invalid in terms of Section 81(1)(b) of the said By-Law.

8. **Appeals must be addressed to the Municipal Manager and submitted to his/ her designated official by means of e-mail at the following address: landuse.appeals@stellenbosch.gov.za**

9. Any party (applicant or other) who lodges an appeal must pay the applicable appeal fee in terms of the approved municipal tariffs and submit the proof of payment together with the

appeal. The **LU** Reference number on this correspondence, or the applicable Erf/ Farm Number must be used as the reference for the payment of the appeal fee.

10. The appeal form and approved tariff structure and the banking details for the General Account can be accessed and viewed on the municipal website. For any enquiries the office can be contacted at landuse.appeals@stellenbosch.gov.za or 021 – 808 8684.

11. An applicant who lodges an appeal must also adhere to the following requirements stipulated in terms of section 80(3) to (7) of the said By-law:
    (a) Simultaneously serve the appeal on any person who commented on the application concerned and any other person as the municipality may determine.
    (b) The notice by the applicant must invite persons to comment on the appeal within 21 days from date of notification of the appeal.
    (c) The notice must be served in accordance with section 35 of the said legislation and in accordance with the prescripts or such additional requirements as may be determined by the Municipality.
    (d) Proof of serving the notification must be submitted to the Municipality at the above E-mail address within 14 days of serving the notification.

12. Kindly note that no appeal right exists in terms of Section 62 of the Local Government Municipal Systems Act, No 32 of 2000.

13. Kindly note the above decision in the case of any approval, is suspended, and may therefore not be acted on, until such time as the period for lodging appeals has lapsed, any appeal has been finalised, and you've been advised accordingly.

Yours faithfully

FOR DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT

DATE: 25/8/2026

STELLENBOSCH
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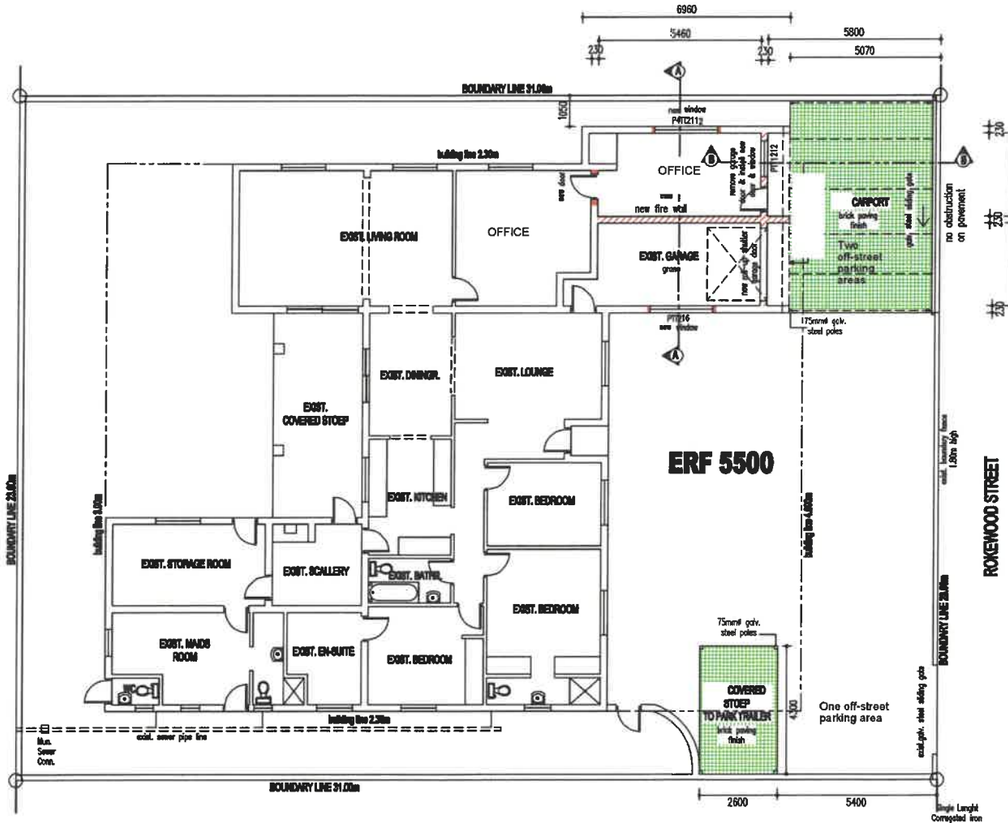
ANNEXURE A

SITE PLAN



GROUND FLOOR PLAN & SITE PLAN
SCALE 1:100

ALUMINIUM WINDOW SCHEDULE:

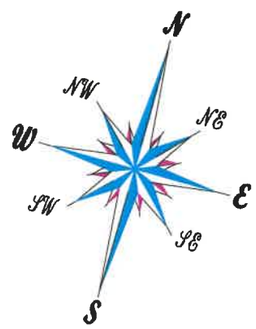
	WIDTH	HEIGHT
PTT216	2100	600
P4TT2112	2100	1200
PTT1212	1200	1200

DOORS SCHEDULE:

EXTERNAL = SOLID MERANTI DOOR
INTERNAL = HOLLOW CORE DOORS

ERF	=	713.00m²
EXIST. HOUSE	=	245.62m²
EXIST. STOEP	=	20.40m²
EXIST. GARAGE	=	34.17m²
NEW CARPORT	=	42.40m²
NEW COVERED STOEP	=	11.18m²
		353.77m²
COVERAGE	=	49%

OFFICES = ~33,1m2
Percentage flood area of building: <10%



Revision notes:
All work must comply with National Building Regulations and Local Authorities By-laws. Builder to work according plan and use own discretion where necessary. All levels and dimensions to be checked before any work commences. Preference to be given to written dimensions above scaling from plan.

Project:
SITE LAYOUT PLAN
HOUSE AT ERF 5500,
ROKEWOOD STREET, STELLENBOSCH

Drawn by: ELTON SWARTZ	Client: MRS. M. PRINSLOO
PLAN Nr. 14/2019	Date: 2026/01/16
SACAP registered D1589	Scale @ A1: 1:100

[redacted]