STELLENBOSCH
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Application Number: TP1682/2026
Our File Reference Number: Erf 14496, Stellenbosch
Your Reference Number:
Enquiries: Ulrich von Molendorff
Contact No: 021 – 808 8682
Email address: Ulrich.Vonmolendorff@stellenbosch.gov.za

PER E-MA

[redacted]

Sir / Madam

APPLICATION FOR DEPARTURE AND A CONSENT USE IN TERMS OF THE ZONING SCHEME BYLAW: ERF 14496, DIE – BOORD, STELLENBOSCH.

1. The above application refers.

2. The duly authorised decision maker **hereby decides** on the above application as follows.

3. That the following application(s) in terms of Section 15(2) of the Stellenbosch Municipal Land Use Planning Bylaw on Erf 14496, Die Boord – Stellenbosch

3.1. **Consent use** in terms of Section 15(2)(o) of the said by-law, for additional use exceeding the parameters to convert the existing 1st floor into an additional use for a second dwelling.

3.2. **Departure** in terms of Section 15(2)(b) of the said by-law, to relax the 2.5m common building line to 0.3m in order to accommodate the proposed external staircases serving the existing 1st floor, to be converted into a second dwelling unit.

BE APPROVED in terms of Section 60 of the said By-law and subject to conditions of approval.

4. The approval is subject to the following conditions imposed in terms of Section 66 of the said By-law:

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 Council or other legislation or Bylaws 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 and building plans are generally in accordance with the plans, with the addition of a timber or metal screen to a height of 1.8m at the staircases, particularly at the landing, to prevent views into the adjacent property, thereby enhancing its privacy. As referenced **on Drawing No. BP.01, Rev 1, dated 2026.08.26, drawn by MLH Architects & Planners,** attached as **Annexure B.**

4.4. Should the vegetation and trees on Erf 14497 that provide screening as mitigation die or be removed, replacement vegetation or trees must be planted on Erf 14496 to protect the privacy of Erf 14497.

4.5. Sufficient on-site parking be provided in accordance with the provisions of the Zoning Scheme Bylaw and to be illustrated on the building plan to the satisfaction of the Municipality.

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

5.1. The proposal is in keeping with the current residential land use of the subject property and surrounding properties.
5.2. Consent was obtained from the affected neighbouring property owner, and the plans were signed, and no objections to the proposal were received.
5.3. The proposed staircase will not compromise the privacy of the adjacent property, as the existing tall trees provide screening and mitigate overlooking.
5.4. The proposal will have no impact on municipal engineering services.

6. You are hereby informed of your **right to appeal Section 15(2)(a) to (f), (h) to (k), (n), (o) or (r) application decisions in terms of Section 79(2)** of the Stellenbosch Municipal Land Use Planning By-law. The appeal 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. Appeals must be addressed to the Municipal Manager and submitted to the following email address: landuse.appeals@stellenbosch.gov.za.

7. Notwithstanding the above, kindly note, you are not permitted to submit a revised proposal as part of such an appeal. Should this be the case, your submission will not be regarded as an appeal, but rather a new application which should be submitted on the manner prescribed, as only the above decision can be appealed at this stage.

8. Any party (applicant or other) who lodges a Section 79(2) 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 approved tariff structure and the banking details for the General Account can be accessed and viewed on the municipal website. The LU and/or TP Reference number on this correspondence must be used as the reference for the payment of the appeal fee.

9. An applicant who lodges a Section 79(2) 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.

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Plein Street, Stellenbosch, 7600 ● PO Box 17, Stellenbosch, 7599
www.stellenbosch.gov.za

(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.

10. All appeals must be submitted to the authorised Appeal Authority **within 21 days** from the date of notification of the above decision. Note that no late appeals or an extension of time for the submission of appeals is permitted.

11. The appeal form can be accessed on the municipal website. For any enquiries relating to appeals, the Land Use Management office can be contacted at 021 – 808 8684 or landuse.appeals@stellenbosch.gov.za.

12. 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

MANAGER: LAND USE MANAGEMENT (Chrizelle Kriel) **DATE:** 23-11-2026

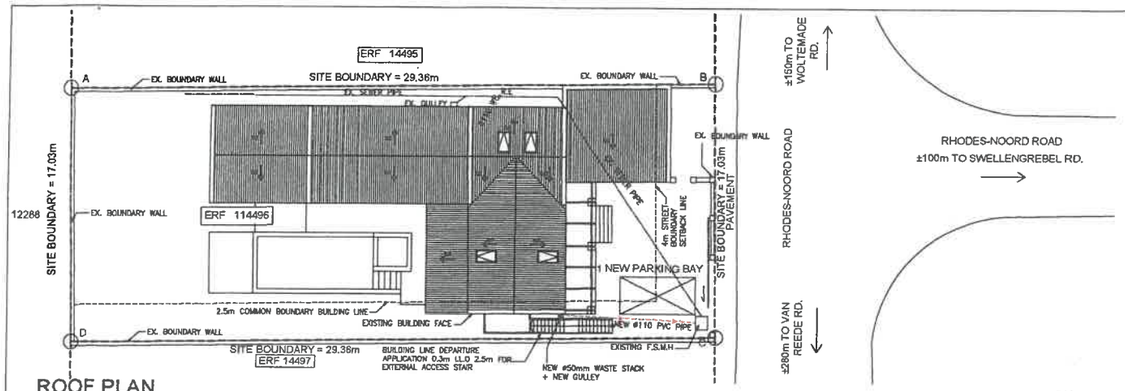
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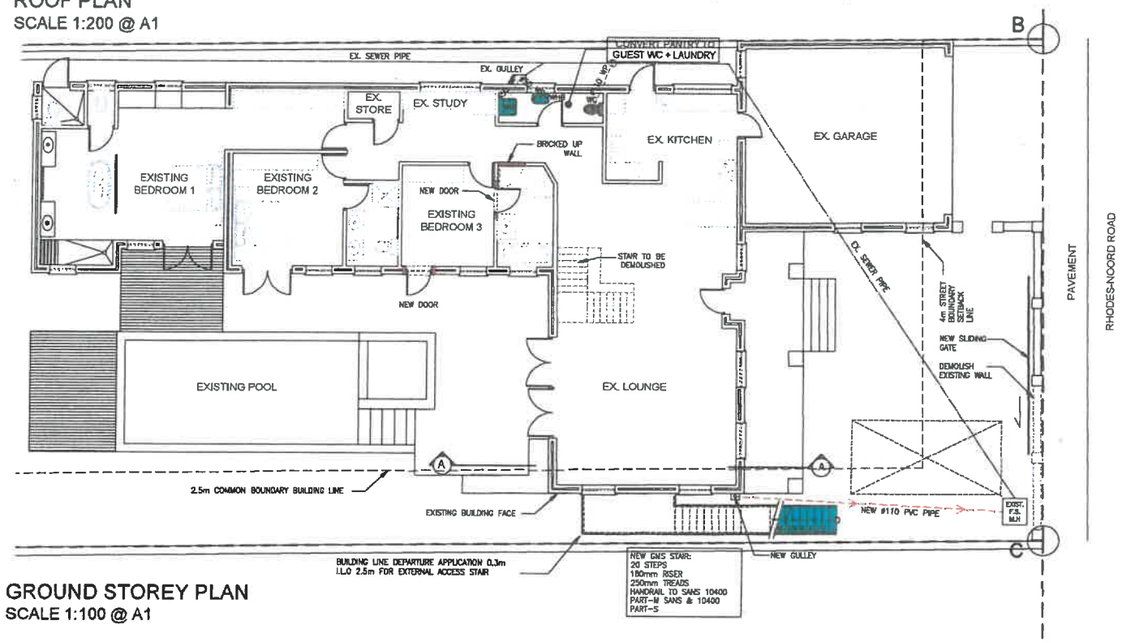
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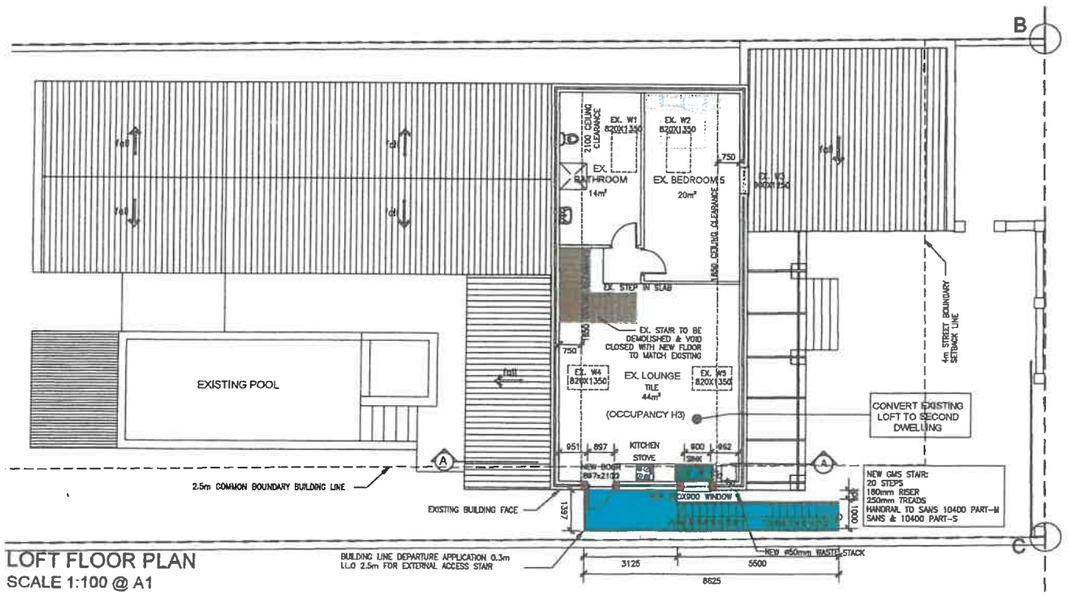
ANNEXURE A



ROOF PLAN
SCALE 1:200 @ A1



GROUND STOREY PLAN
SCALE 1:100 @ A1



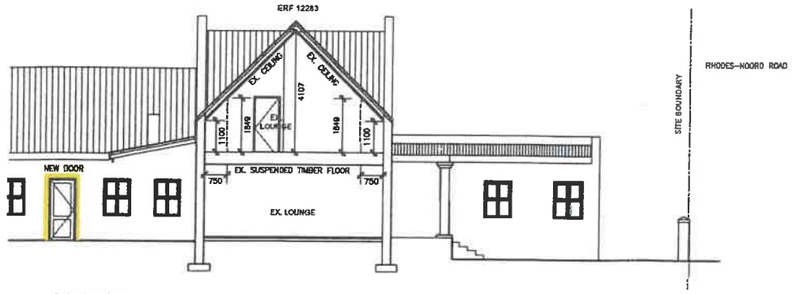
LOFT FLOOR PLAN
SCALE 1:100 @ A1

XA / FENESTRATIONS CALCULATIONS ON EXISTING LOFT FLOOR PLAN (OCCUPANCY H3)

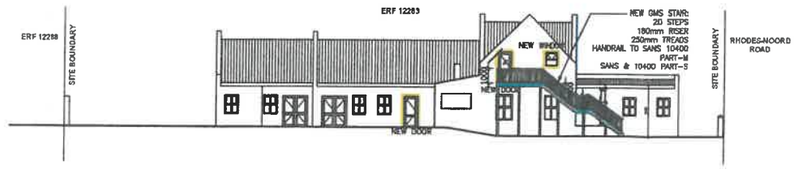
EXISTING BATHROOM	EXISTING BEDROOM 4	EXISTING BEDROOM 4	EXISTING LOUNGE	EXISTING LOUNGE	EXISTING LOUNGE	
1no. x 1.1m²	1no. x 1.1m²	1no. x 1.1m²	2no. x 1.1m²	1no. x 1.9m²	1no. x 0.8m²	TOTAL
1.1m²	1.1m²	1.1m²	2.2m²	1.9m²	0.8m²	8.2m²
					NETT FLOOR AREA	79.0m²
					FENESTRATION TO FLOOR AREA RATIO	10.40%

XA NOTES

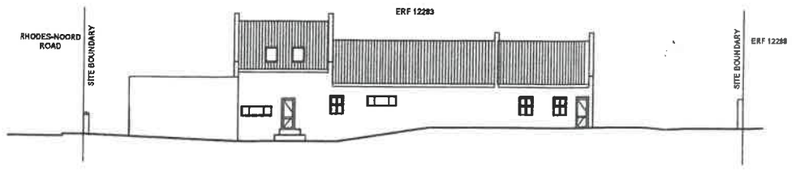
- NEW WINDOW AND DOORS TO BE ALUMINIUM FRAMED WITH TOUGHENED SAFETY GLAZING, TO COMPLY WITH SANS 10400
- PERCENTAGE FENESTRATION BELOW 20% OF NETT FLOOR AREA. FENESTRATIONS WITH SINGLE CLEAR GLAZING THEREFORE COMPLIES. ALL FENESTRATION AIR INFILTRATION IS SPECIFIED IN ACCORDANCE WITH SANS 613.



SECTION A-A
SCALE 1:100 @ A1



NORTH ELEVATION
SCALE 1:200 @ A1



SOUTH ELEVATION
SCALE 1:200 @ A1



WEST ELEVATION
SCALE 1:200 @ A1



EAST ELEVATION
SCALE 1:200 @ A1

REVISIONS

No	DATE	DESCRIPTION

NOTES

GENERAL:
ALL WORK TO COMPLY WITH NBR AND SANS 10400.
NO DIMENSIONS TO BE SCALED.
ALL DIMENSION TO BE CHECKED AND VERIFIED ON SITE PRIOR TO COMMENCEMENT OF ANY WORK.
ANY DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE ARCHITECT.
ALL DIMENSIONS IN METERS UNLESS NOTED OTHERWISE.
ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATION.
ALL WORK OF HIGHEST STANDARDS OF ACCEPTED BUILDING PRACTICE.

PART B: STRUCTURAL DESIGN
TO STRUCTURAL ENGINEER'S SPECIFICATION AND DETAIL.

PART C: DIMENSIONS
ALL DIMENSIONS IN ACCORDANCE WITH SANS 10400-B.

PART D: PUBLIC SAFETY
TOP OF HANDRAIL AT 1000mm AFFL WITH MAX 100mm OPENINGS.
BALUSTRADE TO COMPLY WITH ALL THE REGULATIONS CONTAINED ON SANS 10400-D.

PART H: FOUNDATIONS
N/A

PART J: FLOORS
TIMBER FLOOR STRUCTURE ON DEMOLISHED STAIR VOID TO STRUCT ENGINEER'S DETAIL.

PART K: WALLS
ALL EXTERNAL WALLS TO BE CLAY BRICK WITH CAVITY WHERE INDICATED. PLASTERED AND PAINTED TO MATCH EXISTING WALL. PRECAST LINTOLS ACROSS ALL OPENINGS WITH MIN. ALL IN ACCORDANCE WITH SANS 10400-K-4.2.9.

PART L: ROOFS
N/A

PART M: STAIRWAYS
STAIRS/STEPS: MIMIMUM RISER 200mm, MINIMUM TREAD 250mm.
HANDRAILS PROVIDED AT 1000mm HIGH.
SAFETY BALUSTRADE PROVIDED AT MIN. 1000mm HEIGHT.
STAIRWAY WIDTH EXCEEDS 750mm, LANDING LENGTH EXCEEDS 900mm.
TO STRUCTURAL ENGINEER'S SPECIFICATION AND DETAIL.

PART N: GLAZING
THICKNESS OF GLAZING IN ACCORDANCE WITH SANS 10400-N 4.2.
SAFETY GLAZING IN ACCORDANCE WITH SANS 10400-N 4.4. GLAZING LARGER THAN 1sqm IN SIZE OR LESS THAN 500mm ABOVE FFL TO BE SABS APPROVED SAFETY GLASS. ALL WINDOWS SPECIFIED TO COMPLY WITH SANS 613.

PART O: LIGHTING AND VENTILATION
THE TOTAL AREA OF NATURAL LIGHT COMPLIES WITH SANS 10400 PART-O 4.2.1.1.3(b) WITH A TOTAL OF 10.4% OF THE FLOOR AREA.

THE TOTAL AREA OF AN OPENING THAT COMPLIES WITH THE REQUIREMENTS OF SANS 10400 PART-O 4.3.1.1.3. IT IS ABOVE THE REQUIRED 5% MINIMUM OF THE FLOOR AREA OF THE ROOM WITH A TOTAL OF 10.4%.

PART P: DRAINAGE
MIN. DEPTHS, GRADIENTS AND DRAIN LINE DIAMETER. HEAD OF DRAIN VENTED (INCLUDING BRANCH LINES EXCEEDING 6m IN LENGTH). DRAINS WITH LESS THAN 300mm COVER ARE ADEQUATELY PROTECTED. DRAINAGE UNDER DRIVEWAYS/BUILDINGS ARE ADEQUATELY PROTECTED. DRAINAGE FIXTURES ARE ANTI-SIPHONED/DEEP SEAL TRAPS PROVIDED WHERE APPLICABLE. MAX. LENGTH OF DRAIN LINES BETWEEN INSPECTION CHAMBERS/RODDING EYES DO NOT EXCEED 23m. GULLEYS ARE ADEQUATELY SEALED AND VENTILATED TO THE EXTERNAL AIR WITHIN ENCLOSED AREAS. RODDING EYE/INSPECTION CHAMBER PROVIDED WITHIN 1.5M OF THE PROPERTY BOUNDARY/THE CONNECTING SEWER. THE RODDING EYES ARE ADEQUATELY MARKED AND PROTECTED. ONLY SABS APPROVED MATERIALS TO BE USED THROUGHOUT, WHERE APPLICABLE. MIN. DEPTH OF 450mm TO THE DRAINAGE SYSTEM.

PART R: STORMWATER DISPOSAL
N/A

PART S: FACILITIES FOR PERSONS WITH DISABILITIES
N/A

PART T & W: FIRE PROTECTION & FIRE INSTALLATION
N/A

PART V: SPACE HEATING
N/A

PART XA: ENERGY USAGE IN BUILDINGS
N/A

NORTH

~~COUNCIL SUBMISSION~~

SIGNATURES

Owner: XXXXXXXXX

Signatures:

Architect: Andrew Goodwin

[redacted]

ADDITIONS & ALTERATIONS
ERF 14496 STELLENBOSCH

Drawing: PLANS, SECTIONS & ELEVATIONS

Issue Status: LOCAL AUTHORITY SUBMISSION

Issue Date: 2026.08.26

Project Number	Drawing Number	Revision
ASG 001	BP.01	1
Drawn By: ASG	Drawing Scale: 1:100@ A1	
CAD Folder Location: D:\MLH Architects and Planners\Ashwin Valensky - Andrew Goodwin\26 Rhodes Noord\Superseded		Save Date: 2026-08-26