STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Application Number: TP1342/2025
Our File Reference Number: Erf 1196, Stellenbosch
Your Reference Number:
Enquiries: Ulrich von Molendorff
Contact No: 021 – 808 8682
Email address: Ulrich.Vonmolendorff@stellenbosch.gov.za

PER E-MAIL: [redacted]

Sir/Madam

APPLICATION FOR REZONING & REMOVAL OF RESTRICTIVE TITLE DEED CONDITION ON ERF 1196, STELLENBOSCH

1. The above application refers.

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

   2.1 That the following application(s) in terms of the Stellenbosch Municipal Land Use Planning Bylaw, 2023, namely the:

   2.1.1 **Rezoning** in terms of Section 15(2)(a) of the said By-Law of Erf 1196, Stellenbosch from Multi-Unit Residential Zone to Local Business Zone to convert the existing dwelling house for business purposes for office use only.

   2.1.2 **Removal of Restrictive Title Condition B(b) of Title Deed Nr. 49622/2020** in terms of Section 15(2)(f) of the said By-Law which states that "only one dwelling house shall be erected on the land, which building shall be a dwelling house and not semi-detached", to permit the conversion of the dwelling house into a business premises for office use on Erf 1196, Stellenbosch;

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

3. The approval is subject to the following conditions imposed in terms of Section 66 of the said Bylaw:

3.1 The approval only applies to the proposal 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.

3.2 The development must be implemented substantially in accordance with the endorsed **SITE DEVELOPMENT PLAN- VONK-DRAWN BY SKEP ARCHITECTURE, DATED 20 APRIL 2026**, and attached as **ANNEXURE B.**

3.3 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.

3.4 The subject development be restricted for the exclusive use of offices and with a gross leasable area of 108,2m².

3.5 The conditions imposed by **Cape Winelands District: Health Department** as contained in their email dated 19 January 2026, attached as **ANNEXURE D,** be complied with.

3.6 The conditions imposed by the **Directorate: Infrastructure Services** as contained in their memo dated 23 January 2026, attached as **ANNEXURE E**, be complied with.

3.7 The conditions imposed by the **Manager: Electrical Services** as contained in their memo dated 30 January 2026, attached as **ANNEXURE F**, be complied with.

3.8 Development contributions are payable in accordance with the prevailing and applicable Council Tariffs at the time of payment prior to the transfer of the first property or submission of any building plans, whichever occurs first, or as may be agreed on in writing with the Director Infrastructure Services.

3.9 Adequate on-site parking shall be provided for the proposed development as shown on site development plan referenced as Drawing No. **SITE DEVELOPMENT PLAN- VONK-DRAWN BY SKEP ARCHITECTURE, DATED 20 APRIL 2026.**

3.10 The land use to not create any undue noise or be a nuisance to the neighbourhood and that precautionary measures be taken to avoid environmental noise pollution in terms of the Western Cape Noise Control Regulations, 2013, PN. 200/2013 made in terms of Section 25 of the Environmental Conservation Act, 1989 (Act No. 73 of 1989).

3.11 Existing boundary walls/fencing shall be retained wherever reasonably practicable. The parking area shall incorporate and retain landscaping and planted areas to the greatest extent possible, and the landscaped character of the front garden shall be preserved to protect the established streetscape and heritage character. Building plans must be submitted for all changes of use in the existing buildings and which building plan(s) must be approved and related occupancy certificates be issued prior to the vesting of any of the related approvals.

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

4.1 The proposed office use is compatible with the established land-use pattern along Helderberg Street, where a combination of residential and business uses, including existing office developments, is already present.

4.2 The proposed development is limited in scale, comprising approximately 108.2 m² of office space within the existing dwelling house, with six on-site parking bays and bicycle parking provided.

4.3 Although the property is situated outside the primary commercial intensification areas identified in the MSDF, the proposal builds on the existing pattern of approved business uses in the area and is not considered to fundamentally undermine the broader spatial planning objectives of the MSDF.

4.4 The adaptive reuse of the existing building, with limited alterations to its external appearance, will facilitate the continued utilisation of the property while protecting the established streetscape and heritage character of the area.

4.5 Potential impacts relating to traffic, parking, noise, residential amenity and municipal infrastructure are considered manageable through the restriction of the permitted use to offices and the imposition of appropriate conditions of approval.

5. **Matters to be noted**

5.1 Building plans must 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.

5.2 An application for the erection of advertising signs be submitted for approval to the municipality and that all signage on the property be erected to the satisfaction of the Municipality.

5.3 The applicant, after publication of a notice in the Provincial Gazette to apply to the Registrar of Deeds to make appropriate entries in, and endorsements on, any relevant register or title deed to reflect the removal, suspension or amendment of the restrictive conditions.

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.

   (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

FOR DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

23/1/2026.
DATE

COPIES TO:

[redacted]
Email[redacted]

[redacted]
Email:[redacted]

ANNEXURE B

APPLICATION FOR REZONING AND REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 1196, STELLENBOSCH

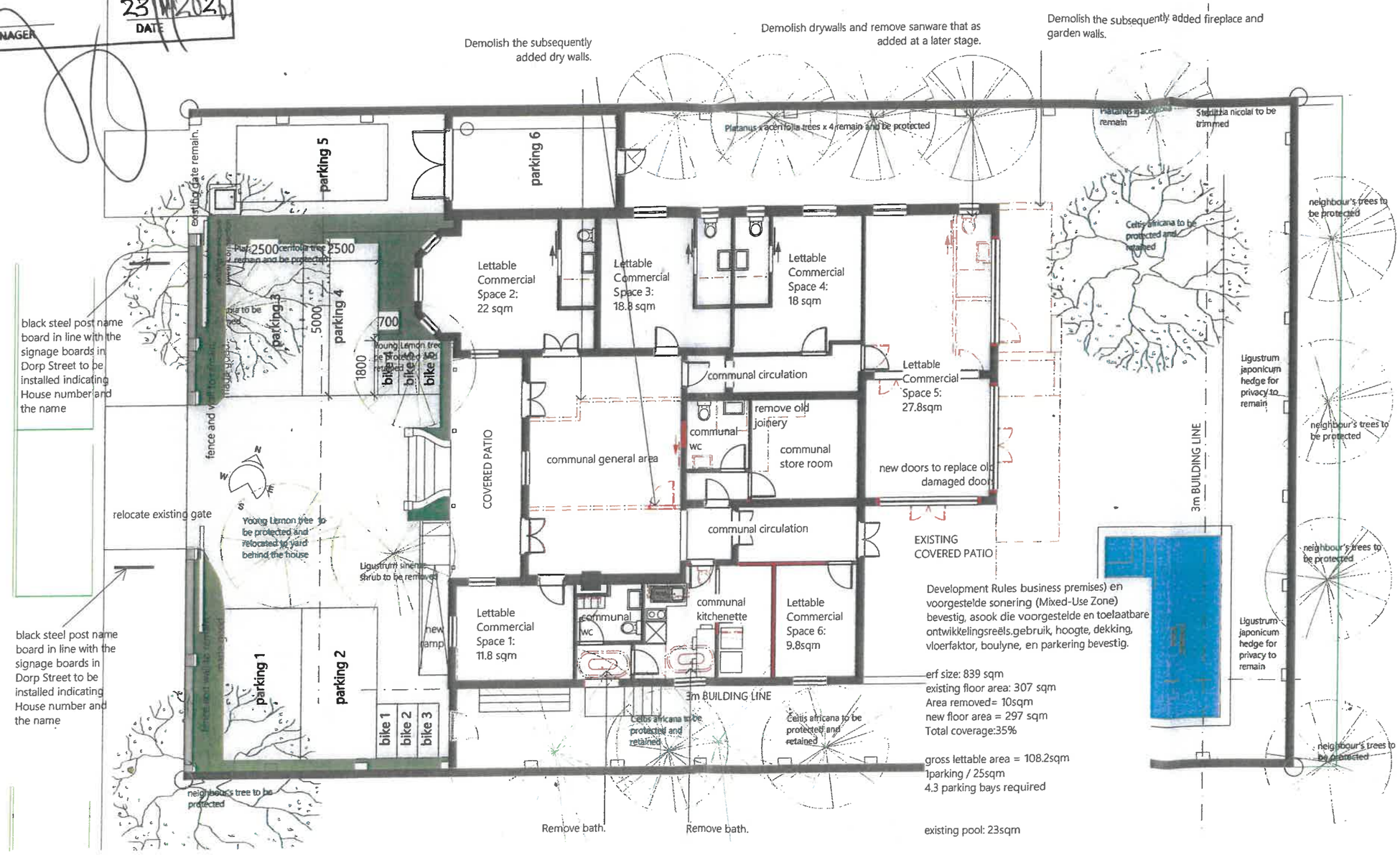
SITE DEVELOPMENT PLAN

STELLENBOSCH MUNICIPALITY

THE SITE DEVELOPMENT PLAN IS APPROVED IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW, SUBJECT TO THE CONDITIONS OF APPROVAL.

MUNICIPAL MANAGER

23/4/2026
DATE



VONK 1:100 - 20.4.2026

SKEP INTERIEUR & ARGITEKTUUR

ANNEXURE D

APPLICATION FOR REZONING AND REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 1196, STELLENBOSCH

COMMENT FROM CAPE WINELANDS DISTRICT: HEALTH SERVICES

(19)

Charlene Williams

From: Salome Newman
Sent: Monday, 19 January 2026 15:35
To: Charlene Williams
Subject: FW: Erf 1196, Stellenbosch (TP1342/2025)

STELLENBOSCH MUNICIPALITY
PLANNING AND DEVELPOMENT SER
20 JAN 2026
RECEIVE

Print en plaas op die leer asb

From: Molebogeng Masemola <molebogeng.masemola@capewinelands.gov.za>
Sent: Monday, 19 January 2026 15:33
To: Salome Newman <Salome.Newman@stellenbosch.gov.za>
Cc: Fabian van Wyk <fabian@capewinelands.gov.za>
Subject: [EX] Erf 1196, Stellenbosch (TP1342/2025)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attention: To whom it may concern

Sir/Madam

RE: APPLICATION (REZONING): ERF 1196, STELLENBOSCH - (TP1342/2025)

From an Environmental Health perspective this application may be recommended for approval, provided that the following conditions are complied with:

FILE NR: E 1196 S
SCAN NR:
COLLABORATOR NR: 799960

1. Solid waste disposal:

1.1 Refuse collection and storage must be done in a way that will not cause a health nuisance.

2. Environmental Pollution:

2.1 No pollution such as water, air, dust, or noise pollution may occur on any part of the premises during the operation of the mentioned facilities.

This department reserves the right to set further requirements during the running of the business and/or operations.

Please contact me if you have any further questions or comments in this regard.

Apologies for sending these comments later than the expected date. Thank you for your patience.

Yours faithfully,

Molebogeng Masemola
Environmental Health Practitioner

ANNEXURE E

APPLICATION FOR REZONING AND REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 1196, STELLENBOSCH

COMMENT FROM THE DIRECTORATE INFRASTRUCTURE SERVICES

STELLENBOSCH MUNICIPALITY

STELLENBOSCH·PNIEL·FRANSCHHOEK

MEMORANDUM

DIREKTORAAT: INFRASTRUKTUURDIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

CIVIL ENGINEERING SERVICES

To ▫ Aan:	**Director: Planning + Economic Development**
Att Aandag:	**Salome Newman**
From ▫ Van:	**Development (Infrastructure Services)**
Author ▫ Skrywer:	**Xolani Tika**
Date ▫ Datum:	**23 January 2026**
Our Ref ▫ Ons Verw:	**Civil LU 3018**
Town Planning Ref:	**TP1342/2025**
Re ▫ Insake:	**Erf 1196, Stellenbosch: 1. Application is made in terms of Section 15(2)(a) of the Stellenbosch Municipal Land Use Planning Bylaw, 2023 for a Rezoning of the subject property from Multi-Unit Residential to Mixed-Use Zone to convert the existing dwelling house into a business premises.2. Application is made in terms of Section 15(2)(f) of the Stellenbosch Municipal Land Use Planning Bylaw, 2023 for the Removal of restrictive title condition Nr. B(b) which states, "only one dwelling house shall be erected on the above land, which building shall be a dwelling house and semi-detached, to permit the conversion of the dwelling house into a business premises on Erf 1196, Stellenbosch.**

The application is recommended for approval, subject to the following conditions:

1. Development Charges (DCs)

1.1 The following DC's are payable: See **Development Charge Calculation** attached.

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1.2 The DC's were calculated by using the 2025/2026 tariff structure. If DC's are paid after 30 June 2026 it will have to be recalculated by using the tariff structure and DC Policy principles applicable at date of payment.

1.3 The appropriate DC's are payable immediately after the approval of this land use application and before the facility is put to its approved use.

Xolani Tika
Technician: Development (Infrastructure Services)

T:\2.0 DEVELOPMENT\01 Land Use applications\3018 (XT) Erf 1196 Stellenbosch (TP1342-2025)\3018 () Erf 1196 Stellenbosch (TP1342-2025).doc

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Stellenbosch Municipality

Development Charge Calculation

APPLICATION INFORMATION	
Application Number:	DC 3018 (XT) Erf 1196 Stellenbosch (TP1342-2025)
Development Name:	
Date:	23 January 2026
Financial Year:	2025/2026
Erf Location (Select from 7 Locations):	Stellenbosch Town
School/ECD Category (Select Quintile 1-4 or 5 or N/A)	N/A
Erf Region (Select Urban or Rural):	Urban
Erf No. / Farm No.:	Erf 1196
DC Parameters Reference:	Convert existing house to business premises _Floor Plan_ Drw no:0.00 - Rev:00_ dated 2025/07/24 by SKEP studio Architecture

SUMMARY OF DC CALCULATION								
Service:	Water	Sewer	Stormwater	Solid Waste	Roads & Transport	Sub Total (Civil Eng Services)	Community	Totals
Unit(s):	kl/day	kl/day	ha*C	t/week	trips/day		persons	
Total Increased Services Usage:	0,432	0,378	0,0162	0,0216	5,4		1,08	
Total Service Usage Reduction:	0	0	0	0	0,0		0	
Total Service Usage after Reduction:	0,43	0,38	0,01620	0,022	5,4		1	
Charges before adjusting for positive only, before Deductions	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
Charges adjusted for positive only, before Deductions	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
Total Deductions:	R -	R -	R -	R -	R -	R -	R -	R -
Total Development Charges Payable (excluding VAT):	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
VAT:	R 2 198,58	R 2 117,31	R 545,03	R 343,11	R 5 880,79	R 11 084,83	R 300,61	R 11 385,44
Total Development Charges Payable (including VAT):	R 16 855,77	R 16 232,73	R 4 178,60	R 2 630,52	R 45 086,07	**R 84 983,69**	R 2 304,68	**R 87 288,37**

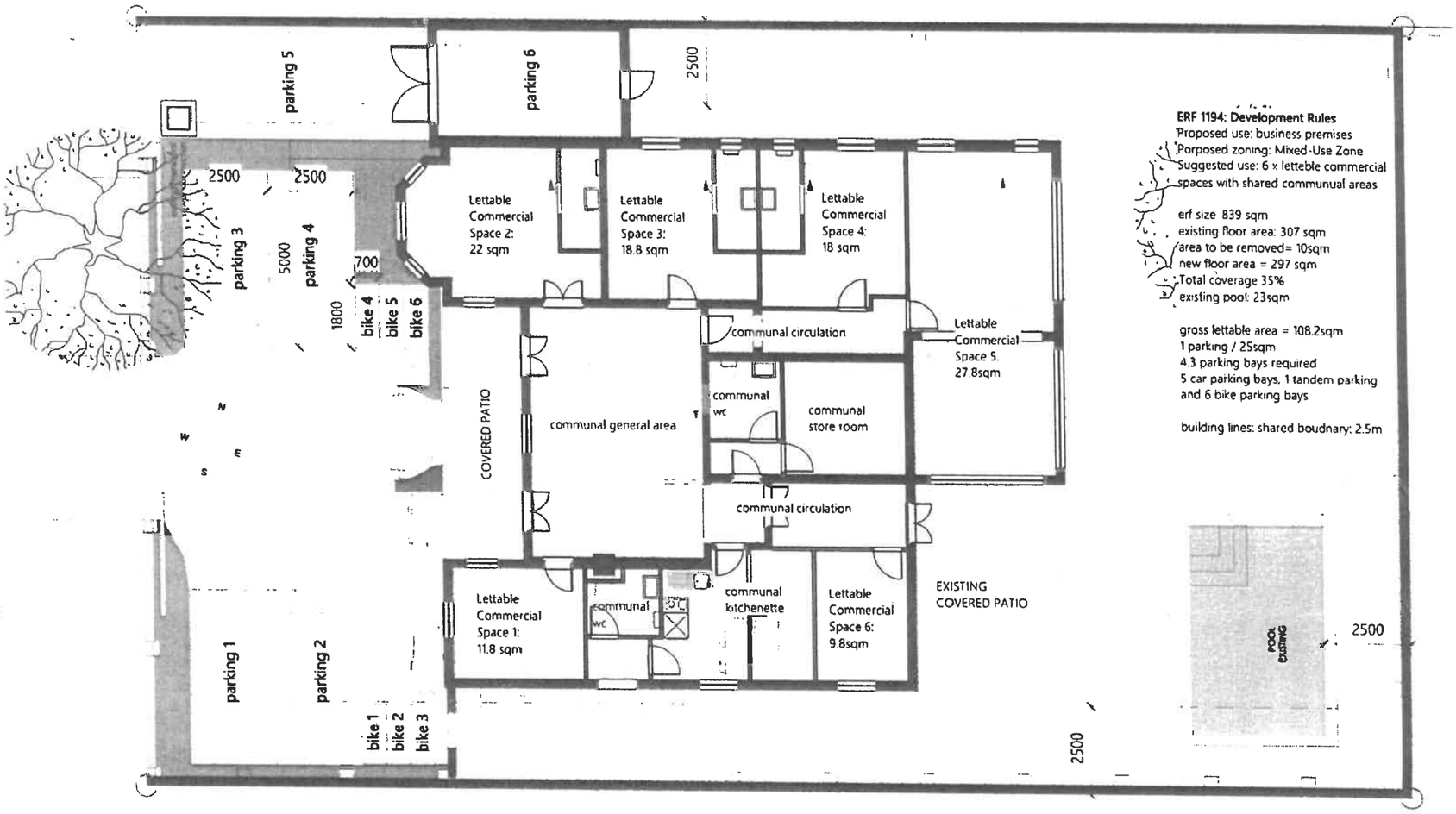
APPLICANT INFORMATION	
Application Processed by:	Xolani Tika
Signature:	
Notes:	See the attached Floor Plan KTitus

Stellenbosch Town

	Land Use Category	Unit Type	Existing Usage			Proposed New Usage			Increased Usage	Development Charge Levied (excl VAT)							
										Water	Sewer	Stormwater	Solid Waste	Roads & Transport	Sub Total (Civil Eng Services)	Community	Total
	Description	Unit	Area (m2)	Unit Amount	Result	Area (m2)	Unit Amount	Result	Amount	Yes	Yes	Yes	Yes	Yes		Yes	
Residential	Single Residential >1000m2	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Single Residential >500m2	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Single Residential >250m2	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Single Residential <250m2	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Second Dwelling	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Less Formal Residential	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Group Residential	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Apartments	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Retirement Village	du							0	R -	R -	R -	R -	R -	R -	R -	R -
	Old age home	du							0	R -	R -	R -	R -	R -	R -	R -	R -
Accommodat	Student Accommodation/Commune/Hostels	rooms							0	R -	R -	R -	R -	R -	R -	R -	R -
	Guest House	rooms							0	R -	R -	R -	R -	R -	R -	R -	R -
	Hotel, Residential	rooms							0	R -	R -	R -	R -	R -	R -	R -	R -
Commercial	General Business	m2 GLA					108		108	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
	Office	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Retail/Shop	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Restaurant	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Outdoor Function / Picnic Area	persons							0	R -	R -	R -	R -	R -	R -	R -	R -
	Farm Market	stall							0	R -	R -	R -	R -	R -	R -	R -	R -
	Conference Facility/Place of assembly	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Hospital/Clinic/Medical Rooms	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	University/College	student							0	R -	R -	R -	R -	R -	R -	R -	R -
	School/Day Care	student							0	R -	R -	R -	R -	R -	R -	R -	R -
Industrial	Industrial - light	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Industrial - heavy	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Warehousing/Light Manufacturing	m2 GLA							0	R -	R -	R -	R -	R -	R -	R -	R -
	Storage Facilities	unit							0	R -	R -	R -	R -	R -	R -	R -	R -
Non demand	Open Space/Natural Environment/Utility Site	ha							0	R -	R -	R -	R -	R -	R -	R -	R -
	Roads and Parking	ha							0,0000	R -	R -	R -	R -	R -	R -	R -	R -
Other	To be calculated	n/a							0,0000	R -	R -	R -	R -	R -	R -	R -	R -
	(Based on equivalent demands)	n/a							0	R -	R -	R -	R -	R -	R -	R -	R -
		Total Area:	0		Total Area:	0											

	Charges before adjusting for positive only, before Deductions	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
Deduct	Charges adjusted for positive only, before Deductions	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
	Deductions per service (from usage reductions)	R -	R -	R -	R -	R -	R -	R -	R -
	Discount Deduction (%) Percentage: 0,00%	R -	R -	R -	R -	R -	R -	R -	R -
	Additional Deduction per service - from Service Agreement (sum)	R -		R -	R -	R -	R -	R -	R -
Totals	Sub Total after Ajustments and Deductions (excluding VAT)	R 14 657,19	R 14 115,42	R 3 633,56	R 2 287,41	R 39 205,28	R 73 898,86	R 2 004,07	R 75 902,93
	VAT	R 2 198,58	R 2 117,31	R 545,03	R 343,11	R 5 880,79	R 11 084,83	R 300,61	R 11 385,44
	Total Development Charges	R 16 855,77	R 16 232,73	R 4 178,60	R 2 630,52	R 45 086,07	R 84 983,69	R 2 304,68	R 87 288,37

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VONK

DRAWING ERF 1194 PROPOSED NEW USE

SKEPstudio architecture | interior | design

SCALE **1:100** PROJECT No **8252** DATE **24 JULY 2025**

REVISION **000** DRW No **0.00**

ANNEXURE F

APPLICATION FOR REZONING AND REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 1196, STELLENBOSCH

COMMENT FROM THE MANAGER: ELECTRICAL SERVICES

ELETRICITY SERVICES: CONDITIONS OF APPROVAL ERF 1196
GENERAL COMMENT:
1. Recommended for approval
CONDITIONS
2. The electrical consulting engineer responsible for the development shall schedule an appointment with Manager Electricity Services (Infrastructure Services) before commencing with the construction of the development. As well as to discuss new power requirements if required.
3. The development's specifications must be submitted to Stellenbosch Municipality (Infrastructure Services) for approval. i.e. a) The design of the electrical distribution system b) The location of substations(s) and related equipment.
4. A separate distribution board/s shall be provided for municipal switchgear and metering. (Shall be accessible & lockable).
5. Metering panel box to build in boundary wall.
6. Appropriate caution shall be taken during construction, to prevent damage to existing service cables and electrical equipment in the vicinity, should damage occur, the applicant will be liable for the cost involved for repairing damages.
7. On completion of the development, Stellenbosch Municipality (Electrical Services) together with the electrical consulting engineer and electrical contractor will conduct a take-over inspection.
8. No electricity supply will be switched on (energised) if the Development contributions, take-over Inspection and Certificate(s) of Compliance are outstanding.
9. All new developments and upgrades of supplies to existing projects are subject to **SANS 10400-XA** energy savings and efficiency implementations such as: - Solar water Heating or Heat Pumps in building - Energy efficient lighting systems - Roof insulation with right R-value. - In large building developments; -Control Air condition equipment tied to alternative efficiency systems -Preheat at least 50% of hot water with alternative energy saving sources -All new hot water pipes to be clad with insulation with R-value of 1 -Provide a professional engineer's certificate to proof that energy saving measures is not feasible.
10. If connecting a generator or solar panels for backup, the generator or solar panels needs to comply to SANS10142

Signature

30/01/2026

Date