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APPLICATION FOR COMMON & REAR BUILDING LINES ENCROACHMENTS
In terms of section 15 (2)(b) of the Swellendam Municipality By-Law on Municipal Land Use Planning, 2015

KINDLY NOTE:

- The complete application form, together with all the required information and annexures must be submitted in **duplicate (2)**
- Application fees are non-refundable and **proof of payment should be provided within 30 days** of submission or the application may be cancelled.
- **Site and Elevation Plans** must indicate the encroachment area in red and must be submitted in A3 paper(s).
- **Photos** of the proposed location of the building line encroachment on the property should be submitted with the application.
- Copy of the **Title Deed** should be submitted with the application.
- See attached Annexure A to identify which surrounded property owners should be notified of this application.
- **This application excludes street building line encroachments.** The applicant must lodge in a full departure application for street building line encroachments. The application must be lodged in to the Town Planner.

PART A: PROPERTY DETAILS

Erf number		Suburb / area	
Property address			
Name of farm and No.			
Zoning of property			
Is the property located in a conservation area?	Yes	<input type="checkbox"/>	No
Age of existing buildings on premises?			

Please note:

If alterations or additions are intended to be made on any building older than 60 years, a permit must first be acquired from Heritage Western Cape. The permit must be attached to the application together with the required plans on submission. No application will be considered without the permit from heritage western Cape as per section 34(1) of the National Heritage Resources Act, 1999 (Act 25 of 1999).

Details of heritage Western Cape: Private Bag x9067, Cape Town, 8000. Application forms are available on the heritage western cape website: <https://www.hwc.org.za>.

PART B: CORRESPONDENCE DETAILS

Is the applicant also the registered owner of the subject property?				Yes	No
Address correspondence to		Owner		Applicant	
Collect decision letter by hand?		Yes	No	Telephone No	
Email decision letter?	Yes	No	e-mail address		
Post decision letter	Yes	No	Postal address		
Please take note: We will post all uncollected approved plans to the applicant's address within 7 working days after date of approval.					

PART C: OWNER AND APPLICANT DETAILS

OWNER DETAILS

Registered Owner Name			
Physical Address			
Postal Address			
ID Number			Cell No
Email address			

APPLICANT DETAILS (strike through if registered owner is the applicant)

Registered Owner Name			
Physical Address			
Postal Address			
ID Number			Cell No
Email address			

PART D: POWER OF ATTORNEY

I, the registered owner, hereby nominate, to be my lawful representative and act on my behalf in the submission of the application and take the necessary steps as required by the local Authority to ensure that the application complies with the conditions contained in the Swellendam Municipality By-Law on Municipal Land Use Planning, 2015, or other applicable law.			
OWNER NAME		ID NUMBER	
SIGNATURE OF OWNER		DATE	
NAME OF AUTHORISED REPRESENTATIVE		ID NUMBER	
SIGNATURE OF AUTHORISED REPRESENTATIVE			
Where the owner of the property is a close corporation, the relevant section of this form is to be completed by an authorised representative thereof and attached; in the case of a company and close corporation, the registration documents of the Directors and members must be attached to the application. In the case of a trust, a letter of authority obtainable from the Master of the Supreme Court indicating all the names of the members of the trust, and further state the capacity of each member. Should the owner of the applicant property be a body corporate, the relevant sections of this form must be completed by the chairperson and the managing agent; furthermore, the body			

PART G: SURROUNDING PROPERTY OWNERS' CONSENT

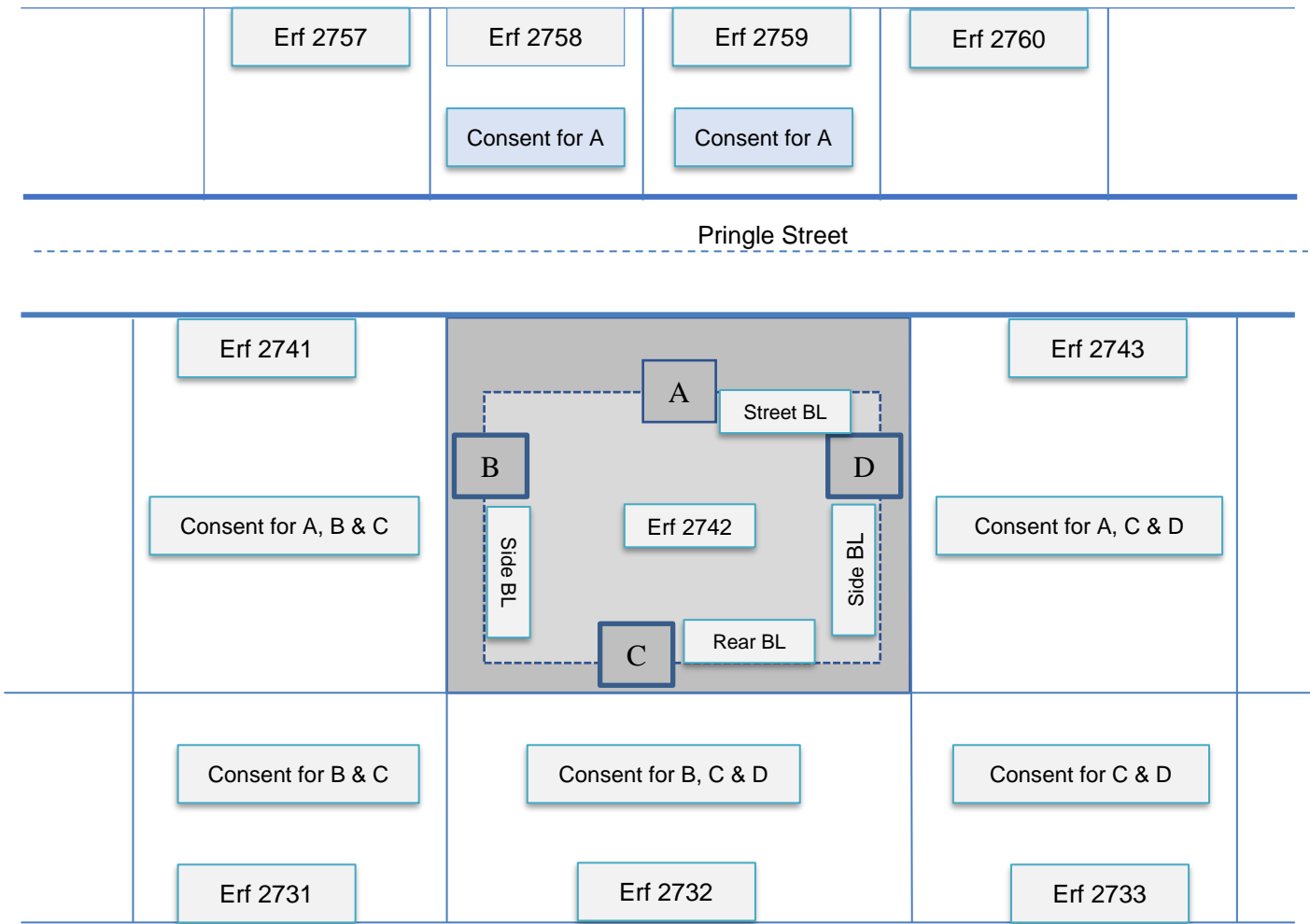
<p>I / We the undersigned owner(s) of the adjoining property to the applicant property hereby confirm that i/we have seen the building plans for the erection of the abovementioned proposed extensions / new structure and understand that the proposed extensions depart from the Swellendam Integrated Zoning Scheme, 2014.</p>				
<p>I/we the undersigned have no objections against the encroachment of the abovementioned building line(s). I also hereby declare that I will not make any claims against the applicant and the municipality with regards to view obstruction as a result of the encroachment.</p>				
ERF NO.	ADDRESS	NAME	SIGNATURE	DATE

PART H: PERMISSION IN TERMS OF THE TITLE DEED

<p>Title Deed number?</p>			
<p>Are there any restrictions related to this application in the Title Deed?</p>		<p>Yes</p>	<p>No</p>
<p>If Yes, please indicate the clause number in the Title Deed.</p>			
<p>I hereby apply for permission in terms of the applicable Title Deed for the building line encroachment as specified in attached plans and documents.</p>			
<p>_____ Signature of property owner or authorised representative</p>		<p>_____ Date</p>	

ANNEXURE A

Please use the following example to ensure that all the surrounding property owners are notified of the building line encroachment application.



ANNEXURE B

The applicant is required to take the signed form to the Commissioner of Oath to certify that all signatures put on the form are authentic and signed off by the rightful persons.