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## Building Control Section

Building Plan Application in terms of Section 4 (2) of Act Nr 103 of 1977

Plan Category: Normal Building Work  Courtesy  Minor  BP Nr:

I, the undersigned hereby apply, in terms of Section 4(2) of Act 103 of 1977 for approval to undertake building work, as shown on the plan(s) submitted herewith, on the under mentioned site.

### Section A

Owner:   
 Date:

Erf Nr/Portion(s) & Farm Nr:   
Address:   
 Postal Code:

Zoning:

Postal Address:   
 Postal Code:

Cell Nr:  Vat Nr:

Telephone: (H)  (W)

E-Mail:

Will any underground municipal electrical lines be affected or is there any electrical overhead wire within a radius of 3m from proposed work? Yes  No

Is original building older than 60 years? Yes  No

Are any trees affected by the work? Yes  No

Are any electricity or telephone poles affected? Yes  No

The section below applies to building plan proposals for **non-residential buildings**. (Tick on applicable box)

I, the undersigned, declare this building to be a Smoking  Smoke-free  building in terms of Act 12 of 1999 read together with Government Notice R975 of 29 September 2000.

I/We, the registered owner(s), hereby declare that I/we have personally checked the Title Deed and other documents relevant to the property concerned and declare the proposed work is not contrary to any restrictive conditions and not encroaching over any servitudes indicated in the Title Deed. In the event of contraventions related to Title deed restrictions, I/we will bear the (sole) responsibility to rectify the foresaid contraventions.

I hereby undertake to complete the building work in accordance with the approved building plans including all endorsements and attachments. I am fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to OCCUPANCY of the premises.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section B

I nominate:  author of the plans, to be my lawful representative and act on my behalf in the submission of the application in terms of section 4(2) of the National Building Regulations and Building Standards Act, Act 103 of 1977, and ensure that this application complies with the rest of the NBR and any other applicable law.

Correspondence: Owner  Architectural Professional  Both

Correspondence Address (email or postal):   
 Postal Code:

I would like receive approved building plans via r/post:  Collect approved building plans at the Building Control Office:

Owner Signature: \_\_\_\_\_ ID Nr:

## Section C

Architectural Professional:  Registration Nr:

Cell Number:  Work:

Email Address:

## Section D

Description of building work:

Area of new building work:  Estimated Cost:

Area of Carport:  Swimming Pool Area:

Nature of Minor work:

Wall length:  Wall height:

- Note:**
- 1) The application will only be valid on full payment of scrutiny fees.
  - 2) All building plans for the development of vacant sites to be accompanied by a copy of the REGISTERED SURVEYOR GENERAL (SG) DIAGRAM
  - 3) Corporate application to be accompanied with a corporate authorisation resolution.
  - 4) SANS 10400-A FORMS 1 & 2 must be fully completed and signed, and must be attached to the application.

## PRESENTATION OF PLANS

Plan Category:

1. Three (3) sets of plans must be submitted. Two (2) sets must be coloured and one (1) may be in black and white. Building plans submitted must be in one of the sizes - A3, A2, A1 or A0.
2. BUILDING PLAN APPROVAL: A minimum period of 30 working days (for buildings less than 500m<sup>2</sup>) and of 60 days (for buildings larger than 500m<sup>2</sup>) is required prior to final approval of plans submitted.
3. Plans with inadequacies and missing documents will be returned to the applicant/owner for necessary amendments and submission of missing documents. Once plans are sent to the owner/applicant (for amendments/ submission of outstanding documents), the application period (30/60 days period) will be suspended, until such time as all necessary amendments and documents are submitted to the municipality.
4. **NO BUILDING WORK MAY COMMENCE BEFORE APPROVAL OF PLANS** (As per Section 4 of the National Building Regulation and Building Standards ACT 103 OF 1977)
5. Both the application form and the SANS forms must be completed in full and signed by both the owner/applicant and the drafter of plans.
6. All copies of plans must be signed by the owner and the designer of plans.
7. Receipt or proof of payment for scrutiny fees must be attached to the application. The application will not be processed without proof of payment.
8. All information of the appointed professional architectural person must appear on the plans and all applicable forms, i.e. Initials, Surname, address, email address, Telephone number, and SACAP registration number etc.
9. Copies of all Surveyors' diagrams must accompany the building plans in duplicate form.
10. A copy of the Title Deed (Registered at the Deeds Office) must accompany the building plans for each erf.
11. Copies of Council Resolutions and Conditions must accompany building plans, in duplicate.
12. Low Cost Housing owner(s) to supply Housing Subsidy Scheme (HSS) document from Housing Department, as proof of ownership, if no Title Deed is available.
13. Any building (not being a dwelling house) shall be accompanied by a fire plan which shall clearly show all fire protection measures to be provided in terms of the National Building Regulations.
14. Plans to indicate all Occupancies/Building Classifications in terms of the National Building Regulations.
15. The emergency routes on a fire plan must be coloured with a green colour and the movement direction to a safety area must be indicated with arrows.
16. WHERE IN TERMS OF THE REGULATIONS A RATIONAL DESIGN MUST BE SUBMITTED TO COUNCIL FOR:
  - (a) Precautionary measures necessary to ensure the stability of an excavation next to an adjoining building, service or street;
  - (b) The structural system of the building;
  - (c) Any artificial ventilation system;
  - (d) Any drainage installation;
  - (e) Any storm water disposal system;
  - (f) Any fire protection system
17. The applicant shall appoint a registered competent person to accept responsibility for such design and for the inspection during construction process as the case may be.
18. The Municipal account must be settled and up to date before plan fees can be paid and plans start with circulation process.
19. Obtain recommendation for approval from Home Owners Association/Aesthetic Committee prior to formal submission (where applicable).

# RESPONSIBILITY IN TERMS OF PROPERTY BOUNDARIES

I, the undersigned owner of the property hereby confirm that I am aware of the fact that:

1. During the building process, the onus rests with me at all times to ensure that the building work complies with the approved building plans, with due regard to the property's surveyed boundaries.
2. The onus rests with me to confirm the property's surveyed boundaries.
3. In the event that any building work transgresses the property's surveyed boundaries that those portions of the building work that transgress the surveyed boundaries must be demolished at my own cost.
4. In the event that any building work transgresses the property's surveyed boundaries that it amounts to a transgression of the relevant legislation and regulations, and that the Swellendam Municipality may act in this regard.

Owner signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

### 1. PRELIMINARY SCRUTINY

- a) AESTHETICS/HERITAGE CLEARANCE
- b) FINANCE CLEARANCE
- c) TOWNPLANNING CLEARANCE

### 2. OFFICIAL BUILDING PLAN SUBMISSION

|   |                          |  |
|---|--------------------------|--|
| TITLE DEED  | <input type="checkbox"/> |  |
| LAND SURVEY DIAGRAM   | <input type="checkbox"/> |  |
| HOUSING SUBSIDY SCHEME (HSS) DOCUMENT (if applicable)           | <input type="checkbox"/> |  |
| POWER OF ATTORNEY TO SUBMIT PLANS ON BEHALF OF REGISTERED OWNER | <input type="checkbox"/> |  |
| COPIES OF COUNCIL RESOLUTIONS AND CONDITIONS (if applicable)    | <input type="checkbox"/> |  |
| BUILDING CONTROL - APPLICATION FORM FOR BUILDING PLAN APPROVAL  | <input type="checkbox"/> |  |
| 3 SETS BUILDING PLANS   | <input type="checkbox"/> |  |
| SANS FORM 1 & SANS FORM 2 (if applicable)                       | <input type="checkbox"/> |  |
| SACAP REGISTRATION CERTIFICATE                                  | <input type="checkbox"/> |  |
| SACAP - ARCHITECTURAL COMPLIANCE CERTIFICATE                    | <input type="checkbox"/> |  |
| REGULATION XA CERTIFICATE OF COMPETENCY (if applicable)         | <input type="checkbox"/> |  |
| SWIMMING POOL APPLICATION FORM (if applicable)                  | <input type="checkbox"/> |  |

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| STRUCTURAL DRAWINGS (if applicable) | <input type="checkbox"/> |  |
| FIRE PLAN (if applicable)           | <input type="checkbox"/> |  |
| SANS FORM 3 (if applicable)         | <input type="checkbox"/> |  |
| SANS FORM 4 (if applicable)         | <input type="checkbox"/> |  |

### REGULATION XA REQUIREMENTS AS PER SANS 10400 (PLANS & CALCULATIONS):

|                               |                          |  |
|-------------------------------|--------------------------|--|
| FENESTRATION                  | <input type="checkbox"/> |  |
| ELECTRICAL LAY-OUT            | <input type="checkbox"/> |  |
| ENERGY CONSUMPTION AND DEMAND | <input type="checkbox"/> |  |
| DOORS & WINDOWS SCHEDULE      | <input type="checkbox"/> |  |
| WATER RETICULATION            | <input type="checkbox"/> |  |

I, the undersigned owner and applicant hereby apply, in terms of Section 4(2) of Act 103 of 1977 for approval to undertake building work, as depicted on the plan(s) attached herewith.

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_