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DEPARTMENT OF PLANNING AND DEVELOPMENT
APPLICATION FORM

APPLICATION I.T.O. THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT NO. 16 OF 2013)

OFFICIAL USE

APPLICATION NO.:	APPROVED <input type="checkbox"/>	CONDITIONS <input type="checkbox"/>
DATE RECEIVED:		NO CONDITIONS <input type="checkbox"/>
RECEIVED BY:	REFUSED <input type="checkbox"/>	
FEES PAID:	APPEAL <input type="checkbox"/>	DISMISSED <input type="checkbox"/>
RECEIPT NO.:		UPHELD (/ PARTLY) <input type="checkbox"/>
	LAPSED <input type="checkbox"/>	
NOTES:		

1. INSTRUCTIONS

See Schedule 1

2. APPLICATION TYPE

<input type="checkbox"/>	Amendment of a scheme
<input type="checkbox"/>	Consent in terms of a scheme
<input type="checkbox"/>	Cancellation of consent in terms of a scheme
<input type="checkbox"/>	Subdivision of land
<input type="checkbox"/>	Consolidation of land
<input type="checkbox"/>	Development situated outside the area of a scheme
<input type="checkbox"/>	Phasing of approved layout plan
<input type="checkbox"/>	Cancellation of approved layout plan
<input type="checkbox"/>	Alteration, suspension and deletion of condition of title relating to land
<input type="checkbox"/>	Alteration, suspension and deletion of condition of approval relating to land
<input type="checkbox"/>	Closure of municipal road
<input type="checkbox"/>	Closure of public place

3. SHORT DESCRIPTION OF THE PURPOSE OF THIS APPLICATION

4. APPLICANT DETAILS, DOCUMENTS, MAPS AND MOTIVATION

SECTION A: APPLICANT DETAILS

APPLICANT:

(1) Name:	
Tel No.:	
Cell No:	
Fax No:	
Email:	
Postal Address:	

REGISTERED OWNER:

(2) Name:	
Tel No.:	
Cell No:	
Fax No:	
Email:	
Postal Address:	

SECTION B: PROPERTY

(1) Deed number

(2) Registered property description (Farm name and number/ Erf number)

(3) Physical address of the property

(3) Municipality

SECTION C: GENERAL DOCUMENTATION

	ANNEX	Certified copy of the deed
	ANNEX	Certified copy of the resolution by the Board of Directors if the applicant is a company
	ANNEX	Registered owner's written consent if the applicant is not the registered owner of the property
	ANNEX	Consent, name and contact details of the bondholder, if any
	ANNEX	Deed of servitude that maybe affected by the application

SECTION D: PLANS**ALL APPLICATIONS**

	PLAN	Locality plan showing the location of the property in relation to the surrounding properties and streets (existing property lot numbers and street names must be indicated). If in close proximity to a national or provincial road or intersection, indicate distance from road or intersection
	PLAN	Copy of the Surveyor General diagram or relevant part of the general plan

ALL APPLICATIONS, EXCEPT ALTERATION, SUSPENSION, AND DELETION OF RESTRICTIVE CONDITIONS OR TITLE OR CONDITIONS OF APPROVAL RELATING TO LAND

	PLAN	Site development plan (to scale) showing existing and proposed buildings, bulk factors, access to the site, parking, common areas, building lines, and other matters which the municipality must consider
	PLAN	Landscape plan
	PLAN	Copy of the floor plan

SCHEMES

	PLAN	Copy of scheme map showing the existing zoning of the property and properties in close proximity
	PLAN	To scale drawing showing the existing land use of the property and land use of properties in close proximity
	PLAN	To scale drawing showing the proposed zoning of the property and properties in close proximity
	PLAN	To scale drawing showing the proposed consent use of the property and land use of properties in close proximity
	PLAN	Copy of the floor plan

SUBDIVISION OR CONSOLIDATION OF LAND

	PLAN	To scale layout, showing: <ul style="list-style-type: none"> – Existing buildings – Erven or farms adjoining the proposed subdivision or consolidation – Proposed subdivision with subdivision numbers designated by the SG's Office, width and length of hatched shaped erven, erf frontages, minimum subdivision sizes for each erf – Contours – 1:100 year floodlines – High-water mark of the sea and the admiralty reserve – Existing and proposed servitudes, servitudes which require deletion and unregistered services servitudes – Engineering services
	PLAN	Slope analysis, if steeper than 1:3, demonstrating how access will be achieved and showing buildable area

DEVELOPMENT OF LAND SITUATED OUTSIDE AREA OF SCHEME

	PLAN	To scale layout, showing: <ul style="list-style-type: none"> - Existing buildings - Location of new buildings - Erven adjoining the proposed development - Contours - 1:100 year floodlines - High-water mark of the sea and the admiralty reserve - Existing and proposed servitudes, servitudes which require deletion and unregistered services servitudes - Engineering services
	PLAN	Slope analysis, if steeper than 1:3, demonstrating how access will be achieved and showing buildable area

PHASING OF APPROVED LAYOUT

	PLAN	To scale drawing showing the proposed phasing of the approved layout
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CANCELLATION OF APPROVED LAYOUT

	PLAN	To scale layout or part thereof to be cancelled
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PERMANENT CLOSURE OF MUNICIPAL ROAD OR PUBLIC PLACE

	PLAN	To scale drawing showing the municipal road or part thereof to be closed or public place to be closed
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SECTION D: WRITTEN MOTIVATION

A memorandum in support of the application, as contemplated in sections 12, 25, 42, 64 and 73 of the Act, setting out all relevant facts, circumstances, and matters which a municipality must consider.

ALL APPLICATIONS

	ANNEX	General motivation
	ANNEX	Approval of the Department of Agriculture and Environmental Affairs in terms of the Environmental Impact Assessment Regulations, 2006 (Notice No.385 of 2006)
	ANNEX	Approval of the Department of Environmental Affairs and Tourism in terms of section 65 of the National Environment Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)
	ANNEX	Socio-economic conditions
	ANNEX	Approval of the Amafa aKwaZulu-Natali Heritage Council in terms of the KwaZulu-Natal Heritage Act, 2008 (Act No. 4 of 2008)

	ANNEX	Existing and proposed developments in close proximity, including long term leases by the Ingonyama Trust
	ANNEX	Approval of the Department of Minerals and Energy Affairs in terms of the Mineral and Petroleum Resources Development Act, (Act No. 28 of 2002)
	ANNEX	Provincial Planning and Development Norms and Standards
	ANNEX	The Municipality's Integrated Development Plan
	ANNEX	Any other relevant information (including items that are not listed as matters that must be considered for all applications)

ALL APPLICATIONS WITHIN A SCHEME

	ANNEX	The scheme
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APPLICATION FOR THE AMENDMENT OF A SCHEME, SUBDIVISION OR CONSOLIDATION OF LAND OF LAND AND DEVELOPMENT OF LAND SITUATED OUTSIDE THE AREA OF A SCHEME

	ANNEX	Comment by the local municipality on the provision of engineering services
	ANNEX	Comment by the district municipality on the provision of engineering services
	ANNEX	Approval of the KwaZulu-Natal Department of Transport in terms of the Provincial Roads Act, 2001 (Act No. 4 of 2001)
	ANNEX	Taxi routes from the KwaZulu-Natal Department of Transport
	ANNEX	Approval of the South African National Roads Authority in terms of the South African National Roads Agency Limited and National Roads Act, 1998 (Act No. 7 of 1998)
	ANNEX	Eskom
	ANNEX	Water Board
	ANNEX	Telkom SA
	ANNEX	KwaZulu-Natal Department of Community Safety and Liaison
	ANNEX	KwaZulu-Natal Department of Health for hospitals and clinics
	ANNEX	KwaZulu-Natal Department of Education for schools and crèches
	ANNEX	KwaZulu-Natal Department of Arts and Culture for libraries
	ANNEX	KwaZulu-Natal Department of Public Works for government buildings and extension to government buildings, including hospitals, clinics and schools
	ANNEX	Proof of informing the Land Claims Commissioner for KwaZulu-Natal in terms of section 11(aA) of the Restitution of Land Right Act, 1994 (Act No. 22 of 1994)

	ANNEX	Approval of the National Department of Agriculture, Forestry and Fisheries for the extension of a scheme over agricultural land and the subdivision of agricultural land in terms of the Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970)
	ANNEX	Approval of the MEC for Agriculture, Environmental Affairs and Rural Development in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)
	ANNEX	Geotechnical report
	ANNEX	Approval of the National Department of Water Affairs where a river, water course or wetland traverses the property to be developed.

APPLICATION FOR AMENDMENT OF SCHEME

	ANNEX	Possible compensation if amendment to scheme is approved
	ANNEX	Approval from Transnet in terms of section 13 of the Legal Succession to the South African Transport Services Act, 1989 (Act No. 9 of 1989)

APPLICATION FOR THE PERMANENT CLOSURE OF A MUNICIPAL ROAD OR PUBLIC PLACE

	ANNEX	Closure of a proclaimed conservation area
	ANNEX	Approval of the MEC for Agriculture, Environmental Affairs and Rural Development in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)

SECTION I: DECLARATION

I hereby certify that the information supplied by me, including the documents attached to this application form is correct.

Signature of Applicant : _____

Date : _____

INSTRUCTIONS

A. GENERAL

- (1) The form must be completed in block capitals or typewritten
- (2) Plans may be combined
- (3) Matters that the municipality must consider that **does not** involve an approval by another organ of State may be combined in the same Annexure
- (4) Matters that the municipality must consider that **involves** an approval by another organ of State must be in separate Annexures

B. MAPS

- (1) If possible, all plans should also be provided in an electronic format (shapefiles/.drg/.dwg/.dxf/.pdf/.jpg).
- (2) Plans must show the full extent of the development bordered green (including the remainder in exemption cases, which may be shown as an inset to a smaller scale)
- (5) Plans must be A4 i.e. 297 x 210mm or multiples thereof folded concertina fashion to A4 size so that the top right hand corner of the plan is exposed when folded).
- (6) The following information must be included in the title block:
 - Proposed use of each lot
 - Land owner's full name
 - Title deed number and year
 - Surveyor General Office reference diagram
 - Additional information regarding consolidation, adjoining applications, road status etc
 - Signature and date of Land Surveyor's (or owner's)
 - Date and any amending dates
 - Registered designation of property under subdivision
- (7) North point in same orientation as locality plan or inset and preferably facing up the paper.
- (8) A Locality plan as an inset on the township plan, drawn to a scale of not less than 1:18 000 showing:
 - The location of the development, with the principal topographical features in the vicinity of the development
 - Road access from the nearest main road to the development to enable the location of the development to be readily ascertainable.
- (9) The scale may not be less than 1:1000, or if the development comprises an area of 121, 5 ha or more a scale of 1 in 2500.
- (8) The scale of the plan, locality plan, and inset must be shown close to each drawing.
- (9) The anticipated Surveyor-General's designation for each lot numbering consecutively must be shown within each erf.

- (10) Dimensions in metres and area of each lot (exclusive of public road servitudes) and widths of streets must be shown.
- (11) Contours at 3m vertical intervals (or at such lesser intervals as the topography of the land dictates) for all lots less than 4 Ha in extent must be shown.
- (12) All existing buildings and permanent structures must be shown, including type of construction e.g. "wattle and daub", "brick" or "wood and iron"
- (13) Existing roads must be shown in burnt sienna.
- (14) Proposed roads must be shown in pink.
- (15) Road widths, centre lines, existing carriage ways, nearby roads suitable to link to in the future, state and type of road construction and status of road registered e.g. shown on diagram or General Plan registered in Title, etc must be shown.
- (16) Surrounding properties (include properties across a road) and their designation must be shown.
- (17) Areas or zones allocated for residential, commercial, industrial or other purposes suitably coloured and tabulated as areas and % of the development.
- (18) Land unsuitable for development must be shown, including water courses, streams, swampy land, pipe lines (blue) rail or tramways (black), power lines, telephone and telegraph lines (red), existing roads, servitudes, etc
- (19) Sites proposed to be reserved for education, health and other government purposes must be shown.
- (20) All existing and proposed drainage must be shown.
- (21) Where that land comprises two or more properties which are consolidated, the boundaries of the properties must be indicated on the plan by dotted lettering and lines.