



**APPLICATION UNDER SECTION 33(1) OF THE SPATIAL PLANNING AND LAND USE  
MANAGEMENT ACT AND RELEVANT SECTIONS OF THE KWAZULU-NATAL PLANNING  
AND DEVELOPMENT ACT, 2008 (ACT NO. 6 OF 2008)**

**PRE-APPLICATION DISCUSSION DOCUMENT**

**MEETING DATE:**.....

**PRESENT DURING THE MEETING:**.....  
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.....

**PURPOSE OF THE MEETING:**

**Professional Planner to state that the purpose of the meeting includes:**

- To provide the applicant with an overview of the application procedure and to streamline processes;
- To agree on relevant stakeholders that should be contacted and information that should be obtained prior to submission of the application, in order to minimize the time taken to arrive at a decision on the application;
- To gain an understanding of the potential applicant's aims and expectations; and
- In general, to provide guidance.

The discussion that takes place and information requested by the Municipality does not in any way pre-empt the outcome of the application or authorise the application.

**SHORT DESCRIPTION OF THE PURPOSE OF THE APPLICATION:**

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**DOCUMENTATION DISCUSSED (include document reference, document/plan dates and plan numbers where possible):**.....

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.....

**APPLICANT:**

Name: .....

Tel no:.....

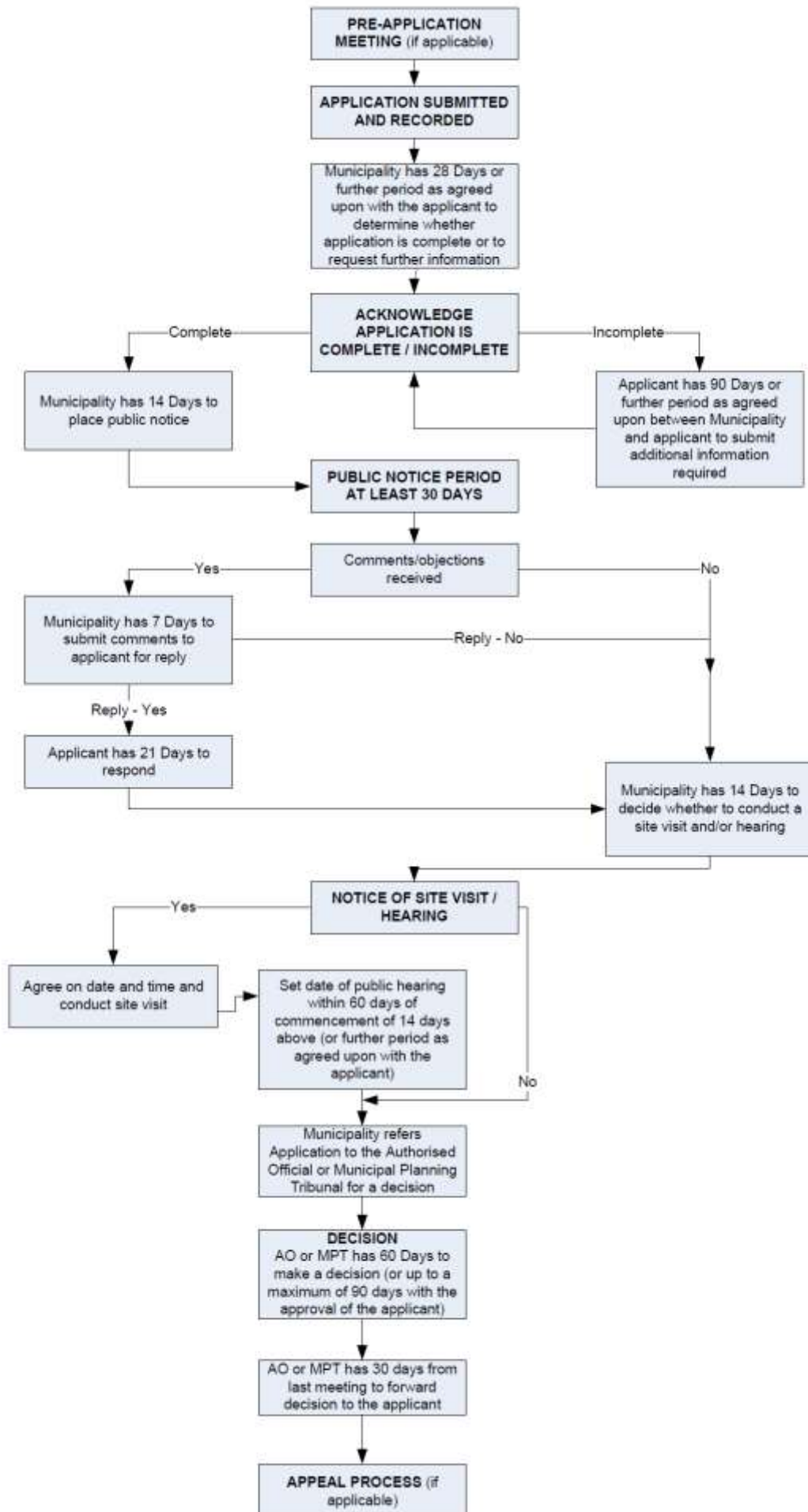
Email:.....

**PROPERTY DETAILS:**

Farm / Erf Number(s) :.....

Street Address :.....

## THE SPLUMA / PDA APPLICATION PROCESS



## QUESTIONNAIRE:

### SECTION A – IS THE APPLICATION IN LINE WITH SECTIONS 13(2), 20, 26(2), 43(2), 55(2), 65(2), AND/OR 74 OF THE KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT, 2008?

		OBTAIN COMMENT FROM:	TICK IF YES
1.	Is the application in line with the Municipality's Integrated Development Plan (IDP) and Spatial Development Framework (SDF)?  <b>If no, the application cannot be considered without Council first considering an amendment to the IDP/SDF, which may or may not be approved.</b>		<b>To be addressed in the application</b>
	If uncertain, obtain comment from the IDP Manager:  Ms. Zodwa Mdluli: Tel: 035 907 5062 Email: <a href="mailto:MdluliNP@umhlathuze.gov.za">MdluliNP@umhlathuze.gov.za</a>	IDP Manager	
	If uncertain, obtain comment from the relevant Manager responsible for the SDF:  Ms. Brenda Strachan: Tel: 035 907 5415 Email: <a href="mailto:StrachanB@umhlathuze.gov.za">StrachanB@umhlathuze.gov.za</a>	Manager City Development : Spatial and Environmental Planning	
2.	Is the application in line with the Scheme provisions?		<b>To be addressed in the application</b>
	If uncertain, obtain comment from the uMhlathuze Municipality's Land Use Management Section:  Ms. Londiwe Zama Tel: 035 907 5453 Email: <a href="mailto:ZamaLNP@umhlathuze.gov.za">ZamaLNP@umhlathuze.gov.za</a>  Ms. Mariaan Smith Tel: 035 907 5629 Email: <a href="mailto:msmith@umhlathuze.gov.za">msmith@umhlathuze.gov.za</a>	Land Use Management Section	
3.	Is the application in line with the Provincial Norms and Standards?		<b>Not applicable at present</b>

**SECTION B - CONSENT TO PROVIDE SERVICES TO THE PROPOSED DEVELOPMENT AND COMMENT FROM EXTERNAL SOURCES RELATING TO SERVICES IMPACTS**

		<b>OBTAIN COMMENT FROM:</b>	<b>TICK IF RELEVANT</b>
1.	<b>Does the proposal/development require the following additional infrastructure/services:</b>		
a)	<p>Electricity? If yes, please obtain written comment from the uMhlathuze Municipality's Infrastructure &amp; Technical Services Department (Electricity)</p> <p><b>Specifically enquire whether it would be necessary:</b>  <b>a) to submit an engineering design report;</b>  <b>b) to pay bulk engineering contributions.</b></p> <p>Please direct your enquiries to:</p> <p>Mr. Daniel Mohapi  (Matters relating to Electricity planning and Quotations for Bulk Contributions)  Tel: 035 907 5951  Email: <a href="mailto:MohapiMD@umhlathuze.gov.za">MohapiMD@umhlathuze.gov.za</a></p>	I&TS – Electrical Section	
b)	<p>Electricity to be provided by ESKOM or Eskom powerline/servitude traversing the application site – Please obtain written comment / consent from Eskom</p>	I&TS Electrical to provide guidance	
c)	<p>Water, sewer, roads and stormwater? If yes, please obtain written comment from the uMhlathuze Municipality's Infrastructure &amp; Technical Services Department (Civils)</p> <p><b>Specifically enquire whether it would be necessary:</b>  <b>a) to submit an engineering design report;</b>  <b>b) to pay bulk engineering contributions.</b></p>	I&TS – Civils	
	<p>Please direct your enquiries to:</p> <p><i>Roads Section:</i></p> <p>Mr. Jaco Schutte  (Matters relating to Traffic Impact Assessments and Quotations for Bulk Road Contributions)  Tel: 035 907 5234  Email: <a href="mailto:jschutte@umhlathuze.gov.za">jschutte@umhlathuze.gov.za</a></p>		
	<p><i>Stormwater Section:</i></p> <p>Mr. Alfonso Zaire  Tel: 035 907 5217  Email: <a href="mailto:Alfonso.Zaire@umhlathuze.gov.za">Alfonso.Zaire@umhlathuze.gov.za</a></p>		
	<p><i>Water and Sanitation Section:</i></p> <p>Mr. Sabelo Hlela  (Matters relating to Water and Sanitation planning and Quotations for Bulk Contributions)  Tel: 035 907 5079  Email: <a href="mailto:sabelo.hlela@umhlathuze.gov.za">sabelo.hlela@umhlathuze.gov.za</a></p>		
d)	<p>Does the applicant intend using a VIP/Pit Latrine or soak-away as a form of sewage disposal? If yes, a percolation test from a certified engineer is required.</p>	I&TS to provide guidance	
e)	<p>Connection to the marine outfall pipeline? If yes, please obtain comment/authorisation from the Water Services Authority (WSA)</p>	I&TS	

	Mr. Sabelo Hlela: Tel: 035 907 5079 Email: <a href="mailto:sabelo.hlela@umhlathuze.gov.za">sabelo.hlela@umhlathuze.gov.za</a>		
f)	Would the proposal lead to densification to such an extent that waste management services may be impacted, or would the development lead to the creation of hazardous, medical, foodstuff waste, etc.? If yes or uncertain, please obtain written consent from the uMhlathuze Municipality's Waste Management Section  Mr. Zilindile Masango Tel: 035 907 5713 Email: <a href="mailto:zilindile.masango@umhlathuze.gov.za">zilindile.masango@umhlathuze.gov.za</a>	Community Services	
g)	Connection to the gas pipeline? If yes, please obtain formalised services agreement from SASOL	SASOL	
h)	Access to rail infrastructure? If yes, then please contact the following person for further information:  Mr. Andre Schutte I&TS Manager Urban Roads and Rail Tel: 035 907 5222 Email: <a href="mailto:Andre.Schutte@umhlathuze.gov.za">Andre.Schutte@umhlathuze.gov.za</a>		
i)	Other bulk services required? Please specify.		
<b>2.</b>	<b>Telecommunications</b>		
	Would the proposal lead to densification to such an extent that telecommunication services may be impacted (larger developments) or does the application affect a registered servitude in favour of Telkom, etc.? If yes or uncertain, please obtain written consent or comment from Telkom and/or other service providers.	Telkom	
<b>3.</b>	<b>Existing and Proposed Servitudes</b>		
a)	Are any servitudes required for the provision of new services? If yes, please indicate on the draft SG Diagram / Layout Plan to be submitted.	I&TS to provide guidance	
b)	Does the application affect servitudes registered in the Title Deed of the property / shown on the SG Diagram? If yes, the beneficiary of the servitude must be consulted (Eskom, Telkom, Propnet, Transnet, SASOL, etc.) and their comment included in the application documentation.		
c)	Is the proposed development located in close proximity to a railway line or propose to cross a railway line?  If yes, consider whether Transnet Rail / Municipality must be consulted.  Also obtain comment from the Rail Safety Regulator.	Transnet Rail / I&TS / Rail Safety Regulator	
d)	Is the proposed development located in close proximity to the SASOL Gas Line?  If yes, consult SASOL and obtain their written agreement.	SASOL	

e)	Does the application require the registration of a servitude/s wider than 15m? If yes, check the scheme provisions to determine whether an application for consent may be required.		
f)	Any other existing services that should be considered?		
<b>4.</b>	<b><i>Environmental Impact Considerations relating to services</i></b>		
	Is environmental authorisation/comment required for the provision of <b>services</b> in terms of the EIA Regulations, 2014? If yes or uncertain, then the Department of Economic Development, Tourism and Environmental Affairs comment/approval should first be sought.	Dept. of Economic Development, Tourism and Environmental Affairs	
<b>5.</b>	<b><i>Traffic Impact and Public Transport</i></b>		
a)	Does the possible impact of the development warrant a Traffic Impact Assessment?		
b)	Does the proposal warrant the provision of additional public transport stops / pedestrian crossing / ingress or egress lanes / traffic calming measures, etc.?  If yes, consider if a Traffic Impact Assessment should include these factors and indicate on Site Development Plan		
c)	Would the proposal impact on public transport facilities or routes? If yes, then the KwaZulu-Natal Department of Transport and uThungulu District Municipality's comments should first be sought		
d)	Does the proposal impact in any way on a national road, or is the applicant's proposal 90m from a National Road? If yes, then the South African National Roads Agency's comment/approval should first be sought in terms of the South African National Roads Agency Limited and National Roads Act, 1998 (Act No. 7 of 1998)		
e)	Would the proposal impact in any way on a provincial, main or district road, or is the proposal situated within 15m of the boundary of a provincial, main or district road? If yes, then the Department of Transport's comment/consent/approval should first be sought in terms of the Kwazulu-Natal Provincial Roads Act, 2001 (Act No. 4 of 2001)		
<b>6.</b>	<b>Other (please specify)</b>		

## SECTION C – CONSENT / COMMENT REQUIRED FROM EXTERNAL PARTIES PRIOR TO LODGING AN APPLICATION

		TICK RELEVANT	IF
<b>1.</b>	<b>Impact on Natural Resources</b>		
a)	Does the site have any of the following features and will the proposed development impact on these features: <ul style="list-style-type: none"> <li>- a watercourse within 500m of the application site</li> <li>- wetlands within 500m of the application site</li> <li>- natural vegetation</li> </ul> <p>Consider the implications of the EIA Regulations, National Water Act, Biodiversity Management Act, etc. and consult with the relevant Departments for comment / approval prior to submitting the planning application.</p>		

b)	Is environmental authorisation/comment required for this activity in terms of the EIA Regulations, 2014? If yes or uncertain, then the Department of Economic Development, Tourism and Environmental Affairs comment/approval should first be sought.	
c)	Is the site constrained by a steep slope (steeper than 18 degrees)?  Consider the necessity for a Slope Analysis and submit contour mapping.	
d)	Does the application affect the coastal zone (1km from the high water mark of the sea for areas outside the scheme area or 100m from the high water mark of the sea for areas inside the scheme area)? If yes, the Department of Agriculture, Environmental Affairs and Rural Development's approval/comment should first be sought in terms section 65 of the National Environment Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)	
e)	Does the application affect air quality by means of dust, pollutants or noise? If yes, the applicant may require a permit, and as such should obtain the Department of Agriculture, Environmental Affairs and Rural Development's approval/comment in terms of in terms of the National Environment Management: Air Quality Act, 2004 (Act No. 24 of 2008)	
f)	Would the proposal impact in any way on biodiversity? If yes or uncertain, then eZemvelo KZN Wildlife's and the Department of Agriculture, Environmental Affairs and Rural Development's comment should first be sought.	
g)	Would the application impact on a natural forest area or protected trees? If yes, the Department of Agriculture, Forestry and Fisheries' comment must be sought in terms of the National Forests Act, 1998.	
h)	Does the application aim to: <ul style="list-style-type: none"> <li>- apply for sandwinning or mining rights;</li> <li>- apply for the abstraction of above ground or underground water;</li> <li>- impact in any way on a watercourse or wetland (pollution, development in close proximity to a watercourse/wetland, etc.) <b>or is located within 500m from a watercourse or wetland;</b></li> <li>- apply for development within the 1 in 100 year floodline;</li> <li>- etc.</li> </ul> Then comment from the Department of Water Affairs / valid water use licence must be obtained.	
<b>2.</b>	<b><i>Impact on Agricultural Resources</i></b>	
a)	Would the proposal seek to obtain: <ul style="list-style-type: none"> <li>- approval for the extension of a scheme; and/or</li> <li>- Subdivision of agricultural land which is subject to Act 70 of 1970</li> </ul> Then Consent from the National Department of Agriculture, Forestry and Fisheries must be obtained in terms of the Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970)	
b)	Comment from the KZN Farmer's Association for an application which impacts on agricultural land	
c)	Does the proposal by the applicant include the relocation of farm workers from one area to another? If yes, the Department of Land Affairs needs to be consulted in terms of the Labour Tenants Act.	
d)	Does the proposal motivate for a servitude wider than 15m over agricultural land? Then Consent from the National Department of Agriculture, Forestry and Fisheries must be obtained in terms of the Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970)	
<b>3.</b>	<b><i>Impact on Cultural and Heritage Resources</i></b>	
	Are any existing buildings on site older than 60 years or do you have reason to believe that there may be any cultural or natural heritage considerations that may need to be investigated/confirmed? – If yes or uncertain, then the approval or comment from Amafa aKwaZulu-Natali Heritage Council should first be sought in terms of the Kwazulu-Natal Heritage Act, 2008 (Act No. 4 of 2008).	

<b>4.</b>	<b><i>Impact on Mineral Resources</i></b>	
	Is the property subject to existing mineral rights or does the application seek to establish a filling station? If yes, then the comment/approval from the Department of Minerals and Energy Affairs should first be sought in terms of the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002)	
<b>5.</b>	<b><i>Socio-Economic Impacts</i></b>	
	Would the proposal lead to densification to such an extent that the number of schools, healthcare facilities, libraries, safety services, etc. in the area may be impacted upon, or does the application seek to develop such facilities? If yes, then the comment/consent from the KwaZulu-Natal Department of Arts and Culture and/or KwaZulu-Natal Department of Education and/or KwaZulu-Natal Department of Health and/or KwaZulu-Natal Department of Community Safety and Liaison should first be sought.	
<b>6.</b>	<b><i>Health Impacts</i></b>	
a)	Comment from the KZN Department of Health, Meat Hygiene (Department of Agriculture and Environmental Affairs), Department of Health and Veterinary Services for any application involving abattoirs	
b)	Comment from the KZN Department of Health for any application involving a hospital, clinic, step down facility, medical care facility, retirement village, etc.	
<b>7.</b>	<b><i>Jurisdictional Matters</i></b>	
a)	Comment from the South African Civil Aviation Authority in cases where an airstrip is proposed, or for cellular mast applications	
b)	Comment from the National Ports Authority for any application within their Port Boundary / Limit or where sightlines across the Richards Bay bay area may be affected	
c)	Proof of having informed 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) if the subject property is on rural land or outside of the scheme area in order to verify whether a land claim exists on the property.	
<b>8.</b>	<b><i>Other (please specify)</i></b>	

#### SECTION D - SPECIALIST STUDIES / PLANS / COMMENT REQUIRED

		<b>COMMENT FROM:</b>	<b>TICK IF RELEVANT</b>
1.	Traffic Impact Assessment	I&TS to provide guidance	
2.	Geotechnical Assessment	I&TS to provide guidance	
3.	Stormwater Management Plan	I&TS to provide guidance	
4.	Floodline determination	I&TS to provide guidance	
5.	Socio-economic or economic study / need and desirability report	Planner to provide guidance	
6.	Contour Map / Slope Analysis (For steep sites. Properties are not to be created on a slope steeper than 18 degrees)		
7.	Other (please specify)		



## SECTION E – COPIES OF PLANS / DOCUMENTS TO BE SUBMITTED AS PART OF THE APPLICATION

		TICK RELEVANT	IF
	<b>All Applications:</b>		
1.	Who will lodge the application? If not the registered owner, then written consent / power of attorney is required to lodge the application and act on behalf of the registered owner / owners.		
2.	Is the property subject to a bond registered in the name of a third party? If yes, then the bondholder's consent is required.		
3.	Is the property registered in the name of a Close Corporation, Trust or Company? If yes, then a certified copy of the resolution by the Board of Directors, members or trustees is required indicating that the application may be submitted and that a consultant may act on their/its behalf (if applicable)		
4.	Does the application site fall within a Traditional Authority area? Then the consent from the Traditional Authority must be submitted (consent must be dated not more than 3 months prior to application date)		
5.	Certified copies of all the relevant Deed(s), including registered servitude deeds		
	OR Conveyancer's Certificate		
6.	Copy of the Surveyor General diagram or relevant part of the general plan, including servitudes		
7.	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		
8.	Site Development Plan (to scale) showing the following (if applicable): <ul style="list-style-type: none"> <li>- existing and proposed buildings</li> <li>- bulk factors to the Scheme</li> <li>- existing and proposed access to the site</li> <li>- parking areas and number of parking bays provided/to be provided according to the Scheme</li> <li>- common areas</li> <li>- building lines / garden reserves</li> <li>- waste collection point/s</li> <li>- loading facilities (note that loading and waste collection points should be separated)</li> <li>- existing and proposed engineering services</li> <li>- landscaping / natural areas to be conserved</li> <li>- existing and/or new public transport facilities</li> <li>- pedestrian areas (paved areas, pedestrian crossings, etc.)</li> <li>- lighting and security measures to be implemented</li> <li>- undevelopable areas such as floodline, rivers, wetlands, etc. and</li> <li>- any other matters which the municipality must consider</li> </ul>		
9.	Landscape Plan (if requested by the Municipality)		
10.	Copy of the floor plan (if requested by the Municipality)		
11.	Other plans requested by the Municipality (please specify):		

	<b>Application for Scheme Amendments / Rezoning:</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	To scale drawing/copy of the scheme map showing the existing zoning of the property and properties in close proximity		
2.	To scale drawing showing the existing land use of the property and land use of properties in close proximity		
3.	To scale drawing showing the proposed zoning of the property and properties in close proximity		

	<b>Application for Subdivision/ Consolidation of Land or Amendment of General Plan:</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	<p>To scale drawing or drawings of the existing and proposed layout, showing or describing:</p> <ul style="list-style-type: none"> <li>existing buildings, including a description of the type of construction e.g. "wattle and daub", "brick" or "wood and iron", structures older than 60 years and existing building lines applicable;</li> <li>Existing erf numbers for the application area and the area adjoining the proposed application are;</li> <li>Designations by the SG's Office for each proposed erf;</li> <li>Dimensions in metres and area of each erf shown, including width and length of hatched shaped erven, erf frontage(s), etc.;</li> <li>Existing and proposed engineering services, including an indication of services which are to be relocated / removed;</li> <li>Road widths, suitable future road links, road name / number, type of road construction;</li> <li>Existing and proposed servitudes, including servitudes which require deletion and unregistered service servitudes;</li> <li>Undevelopable areas, for instance 1:100 year floodlines, highwater mark of the sea and the Admiralty Reserve, swampy areas / wetlands, etc.;</li> <li>Title block</li> </ul>		
2.	Contours and Slope analysis plan, showing contour intervals		
3.	Draft SG Diagram (if available)		
4.	For subdivision - proposed conditions of establishment (clearly outlining conditions to be met prior to transfer, alienation and development)		
5.	Should the existing General Plan include a public place/s, then an application for the permanent closure of the public place/s must accompany the application		

	<b>Development of land situated outside Scheme areas:</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	<p>To scale drawing of the proposed layout, showing:</p> <ul style="list-style-type: none"> <li>Existing buildings</li> <li>Location of new buildings</li> <li>Erven adjoining the proposed development</li> <li>1:100 year floodlines (if applicable)</li> <li>Highwater mark of the sea and the Admiralty Reserve (if applicable)</li> <li>Existing and proposed servitudes, servitudes which require deletion and unregistered service servitudes</li> <li>Engineering services, etc.</li> </ul>		
2.	Contours and Slope analysis plan		

	<b>Phasing of Approved Layout(s)</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	To scale drawing showing the proposed phasing of the approved layout		

	<b>Cancellation and/or Partial Cancellation of Approved Layout(s)</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	To scale layout, or part thereof, to be cancelled		
2.	Should the existing General Plan include a public place/s, then an application for the permanent closure of the public place/s must accompany the application		

	<b>Permanent closure of Municipal Road or Public Place</b>	<b>TICK RELEVANT</b>	<b>IF</b>
1.	Comment from Surveyor General's office		
2.	Comment from the Department of Transport's office for the closure of roads		
3.	To scale drawing showing the municipal road or part thereof to be closed or public place to be closed, with designations from the SG's Office		

## **THE WRITTEN MOTIVATION:**

**The motivation must clearly state that the application is submitted in terms of Section 33(1) of the Spatial Planning and Land Use Management Act, 2013, and relevant sections of the KwaZulu-Natal Planning and Development Act, 2008.**

The written motivation in support of the application must be submitted, setting out all relevant facts, circumstances, and matters which a municipality must consider, including:

- (i) A clear description of the relevant sections of the Acts in terms of which the application is submitted, and the approvals required;
- (ii) Detailed description of the history, nature and need / desirability for the development/proposal;
- (iii) Description of ownership of the application site and the applicant. Submit proof of ownership by means of a copy of the relevant Title Deed and power of attorney to act on behalf of the owner (if relevant).
- (iv) Description of the application site, and reference to the existing SG Diagram or General Plan.
- (v) An assessment of the Title Deed conditions.
- (vi) Consideration of the following principles, policies and guidelines:
  - a. the Spatial Planning and Land Use Management Act Principles;
  - b. Compliance with the Municipality's Integrated Development Plan and Spatial Development Framework; and
  - c. Any relevant local practice, management overlay, local area plan, framework plan or approach to land use management.
- (vii) How the proposal complies, or aims to comply, with Municipality's Land Use Management Scheme, i.e.
  - a. the intent of the scheme and/ or the purposes for which the various zones are designed;
  - b. description of current zoning, development and land uses on site, as well as properties around the application site;
  - c. the proposed zoning and land uses or developmental rights sought;
  - d. parking, building lines and other requirements in terms of the scheme (refer to the Site Development Plan where necessary); and
  - e. the impact of the proposal on these existing or proposed developments or rights.

- (viii) A description of the current socio-economic environment and an analysis of the potential impacts of the proposal on socio-economic conditions, such as:
  - a. Character and amenity of the area;
  - b. access to community services (public transport, policing and security, health and educational facilities, open space and recreational facilities, etc.);
  - c. job creation;
  - d. how, and if applicable, the application addresses historical effects of past racially discriminatory and segregatory legislation on land ownership, land development and access to engineering services / public facilities and the need to address the historical imbalances;
  - e. social or economic need and desirability;
  - f. etc.
- (ix) A description of the current natural and physical qualities of the area and an analysis of the impacts of the proposal on the natural environment, with specific reference to the following, during and after construction:
  - a. Energy and water efficiency (if applicable);
  - b. Slope, stability and run-off;
  - c. Waste reduction, recycling and management (if applicable);
  - d. Pollution prevention;
  - e. Protection or preservation of cultural and natural resources, including agricultural resources, unique areas or features, presence of protected species and biodiversity in general;
  - f. Specific analysis of existing buildings on site to confirm that the buildings are not older than 60 years (and therefore subject to legislation protecting these structures). Applicants must assess existing building plans.
  - g. Identification of any water resources and wetlands within 500m of the application site.
- (x) Description of existing services in the area (water, sanitation, roads, stormwater, electricity, telecommunications, waste management and removal, etc.) and an analysis of:
  - a. The need for servitudes to protect existing or future services, supported by a layout plan;
  - b. the need for and responsibilities in respect of the provision of additional services, including services demand for water, sanitation, stormwater, roads, access points and electricity and the required sequence or timeframes for servicing. Refer to the outcomes of the engineering design reports, if necessary;
  - c. responsibilities in respect of the maintenance of existing and proposed services.
- (xi) A description of existing traffic conditions and access to the property/ies and an analysis of the impacts of the proposal on the national, provincial and municipal road system, including:
  - a. proposed access/egress points;
  - b. detail regarding traffic generation and traffic management. Refer to the outcomes of the traffic impact assessment / statement, if necessary;
  - c. consideration of how future access to undeveloped properties adjacent to the development would be ensured by means of the proposed layout (if relevant);
  - d. consideration of public transport matters (for instance bus stops in close proximity to the proposed development, etc.)
  - e. etc.
- (xii) An analysis of any prejudice to be caused by the proposal, to any person, including existing mineral rights, registered land claims, PTO's, expropriations, any mortgagee, a holder of a servitude right, or a lessee in terms of a registered lease as well as any compensation payable (if applicable).

- (xiii) Any other relevant information.

**SUBMITTING THE APPLICATION:**

1. On the date of submission, the application must be accompanied by:
  - a. An application form, completed in block capitals or typewritten;
  - b. Written motivation;
  - c. Annexures as identified during this meeting; and
  - d. Relevant application fee.
2. **Four hardcopies** of each application must be submitted.
3. An electronic version of all documentation (word, shapefiles / .drg / .dwg / .dxf / .pdf / .jpg).

**GENERAL COMMENTS / OBSERVATIONS:**

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**Signed:**

**TOWN PLANNER**

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

**APPLICANT/CONSULTANT**

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

# GUIDANCE TO THE APPLICANT

## 1. GENERAL

- (1) To ensure the availability of municipal officials required to provide comment (as identified in this form), please contact the relevant official to arrange for a meeting date and time
- (2) Matters that the municipality must consider that **does not** involve an approval by another organ of State may be combined in the same Annexure
- (3) Matters that the municipality must consider that **involves** an approval by another organ of State must be in separate Annexures
- (4) Where comment from external bodies is sought prior to submission of the application, the relevant external body should, in their written comment/approval, refer to an application / document / plan number and date.

## 4. MAPS

- (1) If possible, all plans should also be provided in an electronic format (shapefiles / .drg / .dwg / .dxf / .pdf / .jpg).
- (2) Required plans may be combined
- (3) Plans must show the full extent of the development (including the remainder in exemption cases, which may be shown as an inset to a smaller scale)
- (4) 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).
- (5) 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
  - Categories of erven to be create (zonings) including number of erven and percentage of total development
- (6) North point in same orientation as locality plan or inset and preferably facing directly away from the reader.
- (7) A Locality map 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.
- (8) The scale of the plan may not be less than 1:1000, but if the development compromises an area of 121,5 Ha or more, may not be less than a scale of 1 in 2500.

- (9) The scale must be stated on any map, plan, locality plan or inset. Where it is not possible to show such scale on any locality or inset, such scale must be stated immediately adjacent to such locality or inset.
- (10) The anticipated Surveyor-General's designation for each lot numbering consecutively must be shown within each erf.
- (11) Dimensions in metres and area of each lot (exclusive of public road servitudes) and widths of streets must be shown.
- (12) 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.
- (13) All existing buildings and permanent structures must be shown, including type of construction e.g. "wattle and daub", "brick" or "wood and iron"
- (14) Existing roads must be shown on plan/ map in burnt sienna colour.
- (15) Proposed roads must be shown in pink colour.
- (16) 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.
- (17) Surrounding properties (including properties across a road) and their designations must be shown.
- (18) Areas or zones allocated for residential, commercial, industrial or other purposes suitably coloured and tabulated as areas/ extent and % of the development, must be shown.
- (19) 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
- (20) Sites proposed to be reserved for education, health and other government purposes must be shown.
- (21) All existing and proposed drainage must be shown.
- (22) Where that land comprises two or more properties which are to be consolidated, the boundaries of the properties must be indicated on the plan by dotted lettering and lines.