



CITY OF CAPE TOWN : ISIXEKO SASEKAPPA : STAD KAAPSTAD

THIS CITY WORKS FOR YOU

DEPARTMENT OF PLANNING & BUILDING DEVELOPMENT MANAGEMENT

LAND USE MANAGEMENT APPLICATION

District planning office contact numbers

District	Office location	Area covered	Ph no	District	Office location	Area covered	Ph no
Table Bay	Cape Town CBD	Camps Bay - Pinelands	400 5352	Heideberg	Somerset West	Macassar - Gordon's Bay	1850 4346
Blaauwberg	Milnerton	Mamre - Ysterplaat	550 1090	May / MPlai	Knayelitsha	Blue Downs - M'Plain	360 1101
Northern	Kraaifontein	Durbanville - Kraaifontein	1980 6265	Cape Flats	Athlone	Philippi - Grassy Park	1684 4369
Tygerberg	Parow	Goowood - Kulsrivier	1938 8411	Southern	Plumstead	ondebosch - Simon's Town	1710 8203

Please complete this form using block capitals and ticking the appropriate boxes.

Application number (To be completed by an official)

SECTION A - APPLICANT / AGENT DETAILS

First names

Surname

Company name

VAT no

Business address

Postal code

E-mail

Tel

Fax

Cell

SECTION B - PROPERTY DETAILS

Erf / Erven / Farm no

Allotment area

Street address

Suburb

Relevant Zoning scheme

Extent

m² / ha

Current zoning

Title deed no

T

Title deed date

Approximate age of existing buildings

Any restrictive title deed conditions?

If Yes, please specify

Is property encumbered by a bond?

If Yes, bondholder?

SECTION C - OWNER DETAILS (compulsory if different from applicant)

Registered owner

Business address

Postal code

E-Mail

Tel

Fax

Cell

SECTION D - TYPE OF APPLICATION BEING SUBMITTED

Has there been any previous related application? If Yes, reference / application no

Rezoning - Section 17(1) of Ordinance 15 of 1985 or Regulation 5(1) of PN 733/1989 in terms of Act 4 of 1984

R

Special consent / Conditional use - Section of Zoning scheme regulations (please specify)

R

Temporary land use departure - Section 15(1)(a)(ii) of Ordinance 15 of 1985

R

Regulation departure - Section 15(1)(a)(i) of Ordinance 15 of 1985 or Regulation 7(1) of PN 733/1989 in terms of Act 4 of 1984

R

* Removal / suspension / amendment of Title deed restrictions - Section 3(1) of Removal of Restrictions Act 84 of 1967

R

Subdivision - Section 24(1) of Ordinance 15 of 1985 or Regulation 17(1) or 19(5) of GN R1897/1986 in terms of Act 4 of 1984

R

Subdivision exemption - Section 23(1) of Ordinance 15 of 1985

R

Amendment / cancellation of Plan of Subdivision - Section 30(1) of Ord 15/85 or Regulation 17(1) or 19(5) of GN R1897/86 i/o Act 4/84

R

Subdivision of agricultural land - Section 4(1)(a)(i) of Subdivision of Agricultural Land Act 70 of 1970

R

Amendment / deletion of conditions of approval / schedule conditions - Section 9(2) or 42(3)(a) of Ordinance 15 of 1985

R

Extension of validity period of LUPO approval - Section 15(5), 16(2)(a)(iii) or 27(1) of Ordinance 15 of 1985

R

Approval / amendment of Site development plan - Section 42(1) or 42(3)(a) of Ordinance 15 of 1985

R

Township (or less formal township) establishment - Act 4 of 1984 or Act 113 of 1991

R

Application in terms of any other legislation (please specify)

R

If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? Complexity fee

R

Advertising / notification fee

R

TOTAL Application fee

R

case of a Removal of restrictions application, there is a separate additional application form to be completed, which form is also available at your local planning office.

Brief description of proposed development / intent of application (incl condition / SDP amendments required)

SECTION E LIST OF ATTACHMENTS & SUPPORTING INFORMATION REQUIRED/SUBMITTED			
<input type="checkbox"/>	<input type="checkbox"/>	Power of attorney	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Bondholder's consent	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Title deed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Conveyancer's certificate	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List of Title deed conditions to be removed / amended	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Motivation report / letter	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Locality plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SG noting sheet extract / Erf diagram / General plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Plan of Subdivision (including street names and no's)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of Plan of Subdivision	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site layout / Sketch plan (& elevations) illustrating proposal (A4 or A3)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site development plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of EA / HIA / TIA / TIS / MHIA or RoD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Indication of all municipal services / registered servitudes	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Services report	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Phasing plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Contour plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Floodline certificate	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Typical unit types (plan & elevation)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Abutting owner's consent	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Home Owners' Association consent / stamp of approval	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Application fee / receipt	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Required no of documentation copies	<input type="text" value=""/> copies
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

SECTION F DECLARATION

I/we hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.

2. That I/we am/are properly authorised to make this application and (where applicable) that copies of such full relevant Powers of Attorney are attached hereto.

3. That where an agent is indeed appointed to submit this application on the owner's behalf, it is accepted that correspondence and formal notification as required in terms of Planning law will only be sent to such consultant / agent and that the owner will regularly consult with the agent / consultant in this regard.

4. That where the proposal involves existing illegal building work, that I/we have consulted with the Section Head : Land Use Management for the applicable area to ensure that in terms of Section 40 of the Land Use Planning Ordinance, No 15 of 1985 the correct application is being made.

5. That this submission includes all necessary planning applications (including any zoning scheme departures) required to enable the development herein proposed. I/we specifically confirm that I/we have read the relevant title deed(s) and that there are no restrictive conditions which impact on this application, and that where there are, removal / amendment / suspension of these form part of this submission.

6. That, as owner / applicant / developer, I'm/we're aware of the state of existing bulk services provision and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development herein proposed (if applicable).

Registered owner's signature

Date

Full name

Agent / Consultant's signature

Date

Full name

Professional capacity

Applicant's ref

application made by person other than registered owner (eg agent / consultant), full power of attorney and both signatures above required. If property owned by more than one person, signature of each owner required. Where property owned by company / trust / other juristic person, certified copy of board of directors / members / trustees resolution required.

FOR OFFICE USE ONLY

Date received

Received by

Receipt no

File ref

SECTION D - TYPE & DETAIL OF APPLICATION BEING SUBMITTED (continued)

Departure / consent / amendment required

Building line encroachment	Street		From		m	To		m						
	Street		From		m	To		m						
	Side		From		m	To		m						
	Side		From		m	To		m						
	Aggregate side		From		m	To		m						
	Rear		From		m	To		m						
Exceeding permissible site coverage		From		%	To		%							
Exceeding maximum permitted bulk / floor factor / no of habitable rooms		From			To									
Exceeding height restriction / permissible no of storeys		From		m/s	To		m/st							
Exceeding maximum storey height		From		m	To		m							
Exceeding maximum boundary wall height	Street	From		m	To		m	Side / rear	From		m	To		m
Relaxation of on-site parking / loading requirements		From		bays	To		bays							
Erection of 2 nd / additional dwelling unit		Extent			m ²									
Erection of double dwelling		Extent			m ²									
Erection of special / accessory buildings (please specify)		Extent			m ²									
Work in an Urban Conservation Area (please specify)														
Other (please specify)														

Additional description of departures / consents / amendments required (if necessary)

FOR OFFICE USE ONLY (continued)

Assessment checklist (iro Regulation departures / SDP amendments, where no objections)

Does proposal comply with all setback requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is PRE approval required & has it been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were abutting owners notified & their comments / consent obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Would proposal adversely affect any conservation area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were any objections received against the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Would proposal detract from UCA's architectural character?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would any services / infrastructure be adversely affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is site subject to any scenic drive restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vehicular access to and parking on the premises still possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Would an undesirable precedent be set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would vehicular sight lines / visibility be adversely affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does proposal comply with township est. / subdiv. conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have road widening schemes / Div road b/lines been taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any title restrictions / conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application description (where approval different from Section D, ie in case of partial approval)

Decision

In terms of Section 15(1)(b) and/or 42(3)(a) of the Land Use Planning Ordinance (Ordinance 15 of 1985) or Regulation 7(4) of PN 733/1989 in terms of Act 4 of 1984

and/or Section _____ of the _____ Zoning scheme regulations (*delete incorrect option*) and delegated powers of authority,

the above application is hereby

Approved		Refused	
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 in accordance with the attached

Plan no	
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 and

subject to the following conditions (if any) :

Conditions of approval (If any)

Reasons for decision

Delegated official's signature

Date	Y	M	D	Y	M	D	Y	M	D
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Official's name (in block capitals)

for Director : Planning & Building Development Management