

CITY OF CAPE TOWN

DEPARTMENT OF PLANNING & BUILDING DEVELOPMENT MANAGEMENT

**TOWN PLANNING REQUIREMENTS
FOR
EARLY CHILDHOOD DEVELOPMENT (ECD) CENTRES**

CATEGORIES OF ECD CENTRES

1. **Small scale ECD centres** contain 24 children or less.
2. **Large scale ECD centres** contain 25 children or more.

APPLICATION TYPES

This depends on the zoning scheme in operation where the ECD centre is located.

1. In **Divisional Council of Cape** zoning scheme, apply for a **Conditional Use** (to permit a Place of Instruction).
2. In the **Fish Hoek** zoning scheme, apply for a Consent Use (to permit a Place of Instruction). However, all buildings for Places of Instruction must be at least 6m from any boundary of the site. If the building is less than 6m from a boundary of the site then also apply for a **regulation departure** for building setbacks (even if you are not doing any building work).
3. In the **Simon's Town** zoning scheme, a Place of Instruction is permitted as of right. However, all buildings for Places of Instruction must be at least 10m from any boundary of the site. If the building is less than 10m from a boundary of the site then apply for a **regulation departure** for building setbacks (even if you are not doing any building work).
4. In **Masiphumelele**, ECD centres are permitted as of right subject to (i) the operator of the ECD centre living on the property, (ii) the dominant use of the property remaining residential and (iii) the ECD centre not disturbing the neighbours. If the above 3 conditions are not met, then a rezoning will be necessary. In this case, contact the Southern District Planning Office (see contact details below) for advice.

Note: Please check with the Southern District Planning Office which zoning scheme your property falls into (see contact details below).

SUBMISSION REQUIREMENTS

1. Completed **application form**
2. **Application fee** for a conditional use and consent use is R204,10.
The application fee for regulation departures is R166,40 per departure for properties larger than 200m². For properties less than 200m², there is no fee for regulation departures. (These fees are valid until June 2009.)
3. **Advertising fee** of R345,40 or R764,90 (only payable if Council is to do the advertising and depending on the number of notices served. Valid until June 2009.)
4. Copy of the property's **title deed** (available from Deeds Office or bank)
5. **Conveyancer's certificate** (only necessary if the operator of the ECD centre does not live on the property. Contact a private conveyancer / attorney.)
6. **Power of Attorney** (only necessary if the operator of the ECD centre is not the owner of the property or if there is more than 1 owner of the property.)
7. **Motivation** of the proposal
8. **Daily timetable of activities**
9. **Plan** showing location of indoor and outdoor activities
10. If new building work is proposed a formal **Site Development Plan** must be submitted. This plan must be drafted by a draftsman or architect.

WHAT THE MOTIVATION SHOULD CONTAIN

1. Type of ECD centre ie educate, aftercare, crèche, etc.
2. The maximum number of children proposed.
3. The maximum number of staff proposed (including the person running / operating the ECD centre).
4. The days of the week that the ECD centre operates.
5. The hours of operation of the ECD centre.
6. The ages of the children.
7. How do children get to the ECD centre?
8. How do staff get to the ECD centre?
9. Where do staff and parents park (on the property, in the street)?
10. How many parking bays are there on the property, and who is permitted to parking in them?
11. Proposed measures to reduce the impact on the neighbours.
12. Does anyone live on the property and, if so, who?
13. Are there approved building plans for the buildings / structures in which the ECD centre is to take place?
14. Mention any special factors or issues that may be relevant to the assessment.

WHAT THE PLAN SHOULD CONTAIN

The plan must be clear and fully dimensioned and must show the following information:

1. The property boundaries, street and existing and proposed buildings.
2. Which rooms are to be used for the ECD centre.
3. Which rooms are to be used for residential purposes (if applicable).
4. Location of outdoor plan area.
5. Location of outdoor play equipment.
6. Parking bays (for staff and parents) and drop off area.

Note: The easiest way of doing such a plan is to use an approved building plan as a base plan. These plans are normally available at the Southern District Planning Office.

CONTACT INFORMATION FOR ENQUIRIES

If you have any queries or require any assistance in making an application, please contact the Southern District Planning Office at:

Physical address:

Corner of Victoria & Main Roads, Plumstead
Counter hours: 08h30 – 12h00

Phone numbers:

Michelle Walker on 021 710 8277 for Capri, Noordhoek, Ocean View, Sunnydale, Kommetjie & Masiphumelele.

Pierre Evard on 021 710 8132 for Fish Hoek, Simonstown, Scarborough & Clovelly.