

TOWN PLANNING SECTION

GENERAL APPLICATION CHECKLIST

PLEASE THOROUGHLY READ THE APPLICABLE APPLICATION FORM
FOR FURTHER ASSISTANCE

1. APPLICATION FORM

- 1.1. Type(s) of application correctly indicated
- 1.2. Correct Erf No.
- 1.3. The application form **correctly filled in** and **completed**
- 1.4. Proper Motivation statement / Report provided (separately)
- 1.5. Drawing reference and date provided
- 1.6. Contact details provided with email address if available
- 1.7. Form signed by owner and dated or Power of Attorney provided
- 1.8. Form signed by applicant (If applicant is not owner)

2. DRAWINGS AND PLANS

- 2.1. Locality Plan
- 2.2. Site Plan
- 2.3. Development / Building Plan (If applicable)
- 2.4. Elevations and Cross-Sections (If applicable)
- 2.5. Contour Plan by a registered Land Surveyor (If applicable)
- 2.6. Natural Ground Level indicated (If applicable)
- 2.7. Dimensions of all structures, including heights of structures
- 2.8. Dimensions of both main dwelling and second dwelling unit (If relevant)
- 2.9. All drawings provided have an up-to-date Drawing Number, Date and Revision Number

3. GENERAL

- 3.1. All plans to be **A4 or A3** in size and legible
- 3.2. Copy of Title Deed / Deed of Transfer
- 3.3. Copy of Bondholder's consent (If applicable)
- 3.4. Proof of payment of application fee
- 3.5. Consent / Comment of all affected property owners provided on appropriate form (with their erf no.) or in a letter and their signatures on plans. (Where applicable)