



CITY OF TSHWANE

REQUIREMENTS FOR AN APPLICATION FOR CONSENT USE IN TERMS OF CLAUSE 16 OF THE TSHWANE TOWN-PLANNING SCHEME, 2008, READ WITH SECTION 20 OF THE TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

COMPILED BY:

LAND USE LEGISLATION AND APPLICATIONS MANGEMENT SECTION
CITY PLANNING AND DEVELOPMENT DIVISION
CITY PLANNING, DEVELOPMENT AND REGIONAL SERVICES DEPARTMENT
June 2008

CONTENTS

APPLICATION FOR CONSENT USE IN TERMS OF CLAUSE 16 OF THE TSHWANE TOWN-PLANNING SCHEME, 2008, READ WITH SECTION 20 OF THE TOWNPLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

A. PROCEDURE

1. Who may apply
2. How to apply (legal requirements)
3. What documents are required
 - 3.1 Section A: application documents
 - 3.2 Section B: proof of advertisement
4. Advertisement procedure
5. Objections
6. Important aspects relating to the application

B. LIST OF ANNEXURES

1. Application form
2. Power of Attorney *pro forma*
3. Example of locality plan
4. Example of zoning plan
5. Example of land use plan
6. Example of site plan
7. Advertisement notice *pro forma* (Provincial Gazette)
8. Placard Notice *pro forma*
9. Affidavit *pro forma*
10. Additional information regarding the advertisement procedure

APPLICATION FOR CONSENT USE IN TERMS OF CLAUSE 16 OF THE TSHWANE TOWN-PLANNING SCHEME, 2008, READ WITH SECTION 20 OF THE TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

A. PROCEDURE

Before submitting any application to the Municipality in accordance with these requirements, it is in your own interest to consult the town planner for the area in question to make certain of the most recent Municipality or departmental policies and requirements that may influence your application.

1. Who may apply

- 1.1 The owner of land or the owner's authorised agent may apply to the Strategic Executive Director: City Planning, Development and Regional Services for a consent use in terms of clause 16 of the Tshwane Town-Planning Scheme, 2008, read with Section 20 of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986).

2. How to apply (legal requirements)

- 2.1 Any owner of land or owner of a building, or the owner's authorised agent, who intends applying to the Municipality for consent in terms of the Tshwane Town-Planning Scheme, 2008, for the following -
 - 2.1.1 the erection and use of a building or the use of land in Use Zones 1 up to and including 28, as set out in Column (4) of Table B;
 - 2.1.2 the erection of a building to a height greater than that permitted in Table D; or Annexure T
 - 2.1.3 land uses as mentioned in Clause 14(6) and Schedule 9;
 - 2.1.4 an extension of the period contemplated in Section 43(5) of the Town-planning and Townships Ordinance, 1986;must comply with the provisions of Clauses 16(2), (3) and (5) hereof.
- 2.2 The applicant must submit to the Municipality his or her application, together with the full particulars and plans required by the Municipality (see Paragraph 3), at least one day before the date on which the notice is made known in accordance with paragraphs 4.1 and 4.2 of this guide.

3. What documents are required

The application documents (with the number of copies indicated below) of which one should be the original all stapled together in the upper left corner must be submitted, during office hours 08:00 to 15:00 to

The Strategic Executive Director: City Planning, Development and Regional Services:

Akasia Office: 1st Floor, Spectrum Building, Plein Street West, Karenpark, Akasia,
Enquiries: JM Loots (Functional Head) Tel: 012-358-9110

or

Centurion Office: Room F8, Town Planning Office, cnr Basden and Rabie Streets, Centurion,
Enquiries: JD Zeeman (Functional Head) Tel: 012-358-3253

or

Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Streets,
Pretoria.

Enquiries: Lucy Nkadimeng (Functional Head) Tel: 012-358 4689

The application consists of two sections, ie Section A and Section B.

- Section A must be submitted **at least one day before** the day the notice appears in the *Provincial Gazette*;
- Section B must be submitted after 21 days from the date the notice appears in the *Provincial Gazette* and on the site (see Paragraph 3.2).

3.1 Section A: Application Documents

- 3.1.1 **Application fees** – (Details of application fees payable are available at City Planning and Development Division Enquiries (Akasia, Centurion and Pretoria offices))

The prescribed application fees must be paid. If a cheque is used as the method of payment, the cheque must be made out to the City of Tshwane. Post-dated cheques will not be accepted.

- 3.1.2 **Covering letter (5 copies)**

- 3.1.3 **Application form (5 copies)**

The attached application form must be completed **in full** and signed by the applicant (Annexure 1).

- 3.1.4 **Notice to neighbours (3 copies)**

If application is made for consent for a nursery school-cum-crèche, the applicant must notify all the neighbours on surrounding properties in writing of the application. Written proof of this, together with the neighbours' written comments or letters of no objection, must be submitted with the application.

- 3.1.5 **Power of attorney (3 copies)**

If any person other than the registered owner of the erf submits the application, an original signed power of attorney from the registered owner of the erf must be attached. The power of attorney must correspond with the **registered** title deed (Annexure 2).

- 3.1.6 **Company/close corporation/trust resolution (3 copies)**

If the registered owner is a company, close corporation or trust, the applicant must submit a resolution of the company, close corporation or trust stating the grounds on which the applicant is authorised to act on behalf of the company, close corporation or trust. Please note that this resolution is not the same as the power of attorney.

- 3.1.7 **Proof of members of company/close corporation/trust (3 copies)**

A copy of the following must be attached as proof:

- CM 29 form in the case of a company
- CK 1 or 2 form in the case of a close corporation
- Letter of appointment of trustees in the case of a trust.

- 3.1.8 **Proof of marital status of the owner (3 copies)**

Proof of the owner's marital status must be provided. If the owner is married in community of property, his or her spouse must co-sign the power of attorney and application form.

3.1.9 **Motivating memorandum (5 copies)**

3.1.10 **Locality, zoning and land-use plans (5 copies) Annexures 3, 4 and 5**

Note: Copies of cadastral plans can be obtained at a nominal fee at Surveying and Map Information. Room G7 and G10, Ground Floor, Munitoria, 230 Vermeulen Street, Pretoria, or Room F11, Basden Avenue, Lyttelton, Centurion.

3.1.11 **Site plan (5 copies) Annexure 6**

This plan must show, *inter alia*,

- the position and area of the building(s) on the site in relation to the size of the erf;
- the purposes for which parts of the buildings will be used;
- position and dimensions of parking spaces on the erf;
- loading facilities;
- ingresses and egresses;
- any other information pertaining to the specific application;
- scale
- true north.

The applicant is requested to draw this plan of the premises, as far as it is possible, to a scale that will fit on an A4 size sheet and still be clearly legible. All dimensions must be METRIC and the plan must be drawn to scale.

3.1.12 **Registered Title deed (3 copies)**

The applicant shall submit copies of the title deed which is registered in the Deeds Office at the time when the application is submitted. A draft title deed is **not acceptable**. Copies of title deeds can be obtained from the Deeds Office.

3.1.13 **The Municipality's application form, duly completed and signed, for consent in terms of Section 2(1) of the Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996) (where applicable) (2 copies)**

3.1.14 **Any additional information/documents the Municipality may request in order to process the application.**

3.2 Section B: Proof of Advertisement

Refer to Paragraph 4 of this document for the advertisement procedure –

3.2.1 **Proof of the Provincial Gazette advertisement**

The applicant must submit the full page of the *Provincial Gazette* in which the advertisement appeared. It is the applicant's responsibility to make sure that the advertisement is correct and that it has in fact been published in accordance with Paragraph 4.1 of this guide.

3.2.2 **Proof of the placard notices**

The applicant must make an affidavit (Annexure 9) after the period stated in Paragraph 4.2.1(a) has lapsed, stating that the provisions of Paragraph 4.2 of this guide have been complied with and must then submit this affidavit to the Municipality as soon as possible thereafter.

Important: Refer to important information set out in Annexure 9 regarding the signing of the affidavit.

3.2.3 **Photos**

The applicant must submit **two legible photos** of the placard notice(s), not smaller than half-postcard size:

- (a) One close-up of the notice to clearly show the wording.
- (b) One from a distance across the road to show the visibility of the notice.

4. Advertisement procedure

(Clause 16 of the Tshwane Town-Planning Scheme, 2008)

The applicant must comply with the following:

4.1 **Notice in Provincial Gazette**

The applicant must place a once-off notice (Annexure 7) of the application in the *Provincial Gazette* at his or her own expense. The notice must comply with the requirements prescribed in Paragraph 4.2.2 of this guide as well as the requirements of the *Provincial Gazette*.

4.2 **Placard notices**

The applicant must make his or her application known by means of a placard notice (Annexure 8) placed in a conspicuous place on each separate part of the land or building to which the application relates. These conspicuous places must be clearly visible from public land or other public places such as streets or parks.

4.2.1 The placard notice must comply with the following conditions:

- (a) The placards must be maintained in good order for at least 14 days from the day of the first publication of the notice in the *Provincial Gazette*.
- (b) if such land or building is situated at such a distance from a public road or other public place that the notice cannot be read from there, the placard shall also be displayed at every public entrance of the public place to the concerned property or building
- (c) if the property concerned has more than one street frontage, at least one placard shall be displayed and maintained on each street frontage.
- (d) in the case of an application within an existing business centre or other similar place to which the public has access, a placard shall be displayed and maintained in a conspicuous place at the entrance of the shop to which the application refers, and at each public entrance of the business centre; and
- (e) The information on every placard notice must be written or printed in clear, legible print, as prescribed in Paragraphs 4.2.2 and 4.2.3 of this guide, so that the print is clearly legible at a distance of 2 m to any person with normal eyesight for the duration of the 14 days the notice has to be displayed.

4.2.2 The advertisement and placard notices must -

- (a) contain the full name, the residential or business address and the telephone number of the applicant;
- (b) mention the Tshwane Town-Planning Scheme, 2008; erf number and street address, township concerned, farm portion or agricultural holding, the existing zoning of the application site, the proposed land-use for which the application for consent use has been made.

- (c) state that the full particulars of the application are open for inspection by the public for 28 days from the date of publication of the notice in the *Provincial Gazette* during the hours of 08:00 to 15:00, at

Akasia Office : 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or

Centurion Office: Room F8, Town Planning Office, cnr Basden and Rabie Streets, Centurion, or

Pretoria Office: Room 334, Third Floor, Muntoria, c/o Vermeulen and Van der Walt Streets, Pretoria.

- (d) be written in English and one other of the official languages predominant in the municipal area.
- (e) state that any objection or representation against such an application shall be submitted in writing to the Municipality within twenty-eight days, calculated from the first full day after appearance of the notice in the Province Gazette; the date of appearance of the notice in the Provincial Gazette as well as the closing date for acceptance of objections shall be indicated on the placard.

4.2.3 The placard notices must not be smaller than 594 mm x 420 mm, and any lettering on the notices shall be at least 6 mm high, legible, upright and in print. Placard notices can be obtained at the City Planning and Development Division, at any one of the above addresses from 8:00 to 15:00.

4.3 Note: The Municipality may, at its discretion, condone full or partial non-compliance with the provisions of Paragraphs 4.1 and 4.2 of these requirements at the written request of the applicant if the Municipality is convinced that -

another method of advertising than that determined by the Municipality has a better chance of reaching the public; or

the nature of the non-compliance is insignificant enough not to prejudice anybody.

5. Objections

- 5.1 Any person who wishes to object to or make representations in respect of the application must submit his or her objection or representation in writing to the Municipality, together with the reasons for objecting or making representations, within the period referred to in Paragraph 4.2.2(e) of this guide.
- 5.2 If any objections are received, the rights obtained by virtue of the consent may not be exercised within a period of 28 days after the applicant and any objector have been notified or, if an appeal has been lodged, before the appeal has been finalised (in terms of Section 139 of the Town Planning and Townships Ordinance, 1986).

6. Important aspects relating to the application

- 6.1 Applications will not be accepted for consideration if they are not prepared in accordance with Paragraph 3 of this document. Incomplete applications are legally not acceptable and will unfortunately have to be returned to the applicant.
- 6.2 The applicant must make sure that there are no other restrictions in terms of the Tshwane Town-Planning Scheme, 2008; the National Building Regulations, the title deed and conditions of establishment, or any other applicable law. If there is a restrictive condition in the title deed,

the applicant must submit a separate application in terms of the Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996), to the Strategic Executive Director: City Planning, Development and Regional Services.

Akasia Office: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or

Centurion Office : Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion, or

Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Streets, Pretoria.

Please note that such applications have their own advertising procedures and requirements which have to be complied with.

- 6.3 It is the applicant's responsibility to determine whether or not the consent-use procedure is to be followed. Municipality officials issue the required forms and give advice and/or information without prejudice. Information regarding the Tshwane Town-Planning Scheme, 2008; and Scheme Clauses is obtainable at the enquiries offices of the Strategic Executive Director: City Planning, Development and Regional Services.

Akasia Office: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or

Centurion Office: Room 8, Town Planning Office cnr Basden and Rabie Streets, Centurion, or

Pretoria Office: Room G10, Munitoria, c/o Vermeulen and Van der Walt Streets, Pretoria.

The zoning maps may be inspected at the offices during counter hours (08:00 to 15:00).

- 6.4 If the applicant experiences problems in interpreting the Tshwane Town-Planning Scheme, 2008; officials at the above-mentioned office will assist, likewise without prejudice.

- 6.5 You are advised, in your own interest, to consult a town planning consultant or to appoint a town planning consultant to apply on your behalf.**

- 6.6 An approved consent-use application does not exempt an applicant from complying with any other procedure and/or requirements under any other law, eg an application referred to in paragraph 6.2 of this guide.

- 6.7 Any traffic matter, such as parking, parking layout, turning facilities, loading facilities and accesses, must be finalised in advance with the Chief Traffic Officer and the Department Service Delivery: Roads and Stormwater: Traffic Engineering & Operations and Infrastructure to prevent delays.

- 6.8 The consent shall be null and void if the conditions/requirements set with the approval of the application are not complied with.

APPLICATION FORM - CONSENT USE

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be submitted to the Strategic Executive Director City Planning, Development and Regional Services : Akasia Office: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia or Centurion Office Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion or, Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Streets, Pretoria.

1. Type of application		
According to Tshwane Town-Planning Scheme 2008		
2. The status of the applicant		Registered owner
		Authorised agent
3. Applicant details		
3.1 Individual/Company/Other (specify)		
3.2 Surname		
3.3 First names		
3.4 Initials		
3.5 Email		
3.6 Telephone number		
3.7 Fax number		
3.8 Cellular Phone Number		
3.9 Physical Address		
	<i>Postal Code</i>	
3.10 Postal address		
	<i>Postal Code</i>	
4. Application fees		
4.1 Receipt number (for official use)		
4.2 Receipt amount (for official use)		
5. Application date (as signed by applicant)		
6. Date received at City of Tshwane		

7. Required documents:

Application form	Zoning plan	Land-use plan
Memorandum	Locality plan	Site plan
Covering letter	Notice to adjacent owners	Proof of delivery of notices

CONSENT USE DETAILS

Please complete this section for each property (make a separate copy for each property)

1. Proposed use							
2. Area of proposed use		Main building:		m ²			
		Outbuilding:		m ²			
		Total:		m ²			
3. Parking available on property (Yes / No)		Yes		No			
3.1 Number of available parking spaces							
4. Does the approval of this application require obtaining a trade licence and the reason why?		Yes		No			
If Yes, has the application for a trade licence been handed in already?		Yes		No			
5. Are loading zones required		Yes		No			
If Yes, number of loading zones							
6. Staff composition		Management					
		Employees					
		Total					
7. Describe activities indoors							
8. Describe activities outdoors:							
9. Number of clients expected daily or guests							
10. Time and number of deliveries		Weekdays	Saturdays	Sunday or Public holiday			
		Morning					
		Afternoon					
		Night					
11. Machinery used:							
Machine no:	1	2	3	4	5	6	7
Name / Type of machinery							
Power consumption							
12. Nuisance (Describe how any noise, smell, dust, or other troublesome conditions which could result in public inconvenience can be eliminated)							
13. Business hours:		Start		End			
		Weekday					
		Saturday					
		Sunday					
		Public holiday					

Please complete this section for each property (make a separate copy for each property)

14. PROPERTY INFORMATION			
14.1 Township			
14.2 Erf No.		Portion (e.g. /R/1)	
14.3 Ward			
14.4 Street name			
14.5 Street number			
14.6 Registered Owner according to Title Deed (only required if different to applicant's detail)			
14.6.1 Company name			

14.6.2 Title	<i>Mr</i>	<i>Mrs</i>	<i>Miss</i>	<i>Dr</i>	<i>Prof</i>	<i>Other</i>
14.6.3 Surname						
14.6.4 First names						
14.6.5 Initials						
14.6.6 Email						
14.6.7 Tel						
14.6.8 Fax						
14.6.9 Cellular Phone						
14.6.10 Physical Address						
14.6.11 Postal Address						
14.6.12 Marital Status	<i>Not applicable</i>	<i>In community of property</i>	<i>Out of community of property</i>			
14.7 Present Zoning						
14.8 Present Height						
14.9 Present Density						
14.10 Present Coverage		<i>Present FSR</i>				
14.11 Present Annexure T No.		<i>Present Amendment Scheme No</i>				
14.12 Present Land value						
14.13 Property size (m ²)			<i>Title Deed No</i>			
14.14 Existing development						
14.15 Restrictive Title Deed condition paragraph no						

14.16 Required documents:

<i>Title Deed</i>	<i>Company Resolution (cc)</i>	<i>Power of Attorney</i>
<i>Existing Annexure B</i>		

I, _____
being the Registered Owner / Authorised Agent of the property/ties declare that the above information is correct and that the required documents are attached.

The following documentation will be submitted to: Strategic Executive Director: City Planning, Development and Regional Services Division.

Akasia Office: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or

Centurion Office: Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion, or

Pretoria Office : Registration Office, Room 334, 3rd floor, c/o Vermeulen and Van der Walt Streets, Pretoria, within 28 days of the date that the application has been lodged at the Municipality:

<i>Affidavit</i>	<i>Photos of Placard</i>	<i>Proof of Advertisements</i>
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SIGNATURE

DATE

EXAMPLE OF SPECIAL POWER OF ATTORNEY: ANNEXURE 2

SPECIAL POWER OF ATTORNEY

I/We, [John Citizen], ID No. _____, the undersigned, hereby nominate, constitute and appoint -

_____, ID No _____

with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place and stead to apply for -

_____ (type of application and property description)

at _____ (name of local authority)

and in general to do everything to effect the application and to do whatever I/we would do if I/we were present in person and acting in the matter; and I/we hereby ratify, allow and confirm, and promise and agree to ratify, allow and confirm everything and anything my/our attorney(s) and agent(s) may do or may permit to be done legally in terms of this power of attorney.

Signed at _____ on this _____ day of _____ 20 ____

in the presence of the undersigned witnesses.

AS WITNESSES:

1. _____

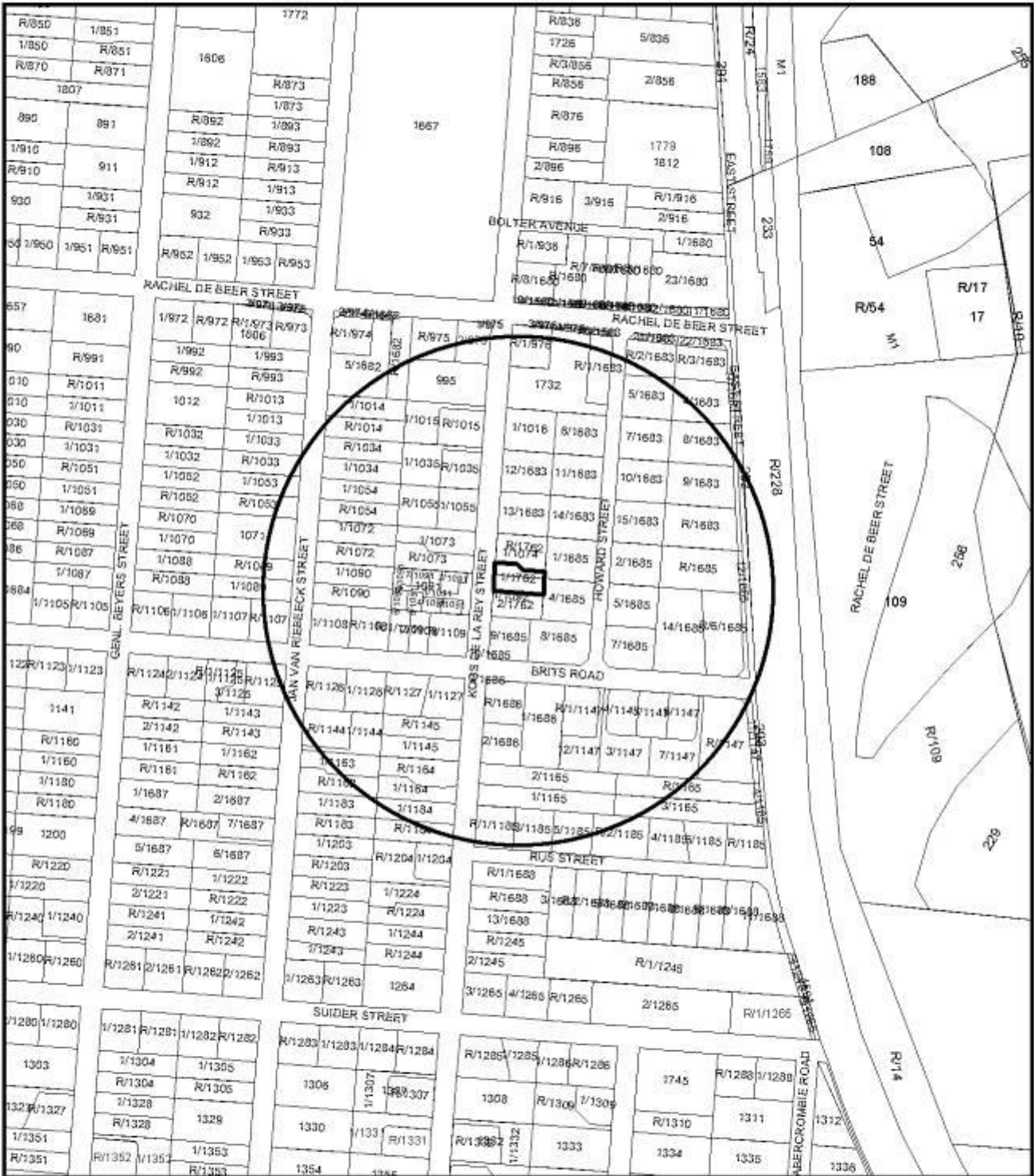
2. _____

[John Citizen]
Registered owner

EXAMPLE OF A LOCALITY PLAN: ANNEXURE 3

LOCALITY PLAN

PORTION 1 OF ERF 1762, PRETORIA NORTH



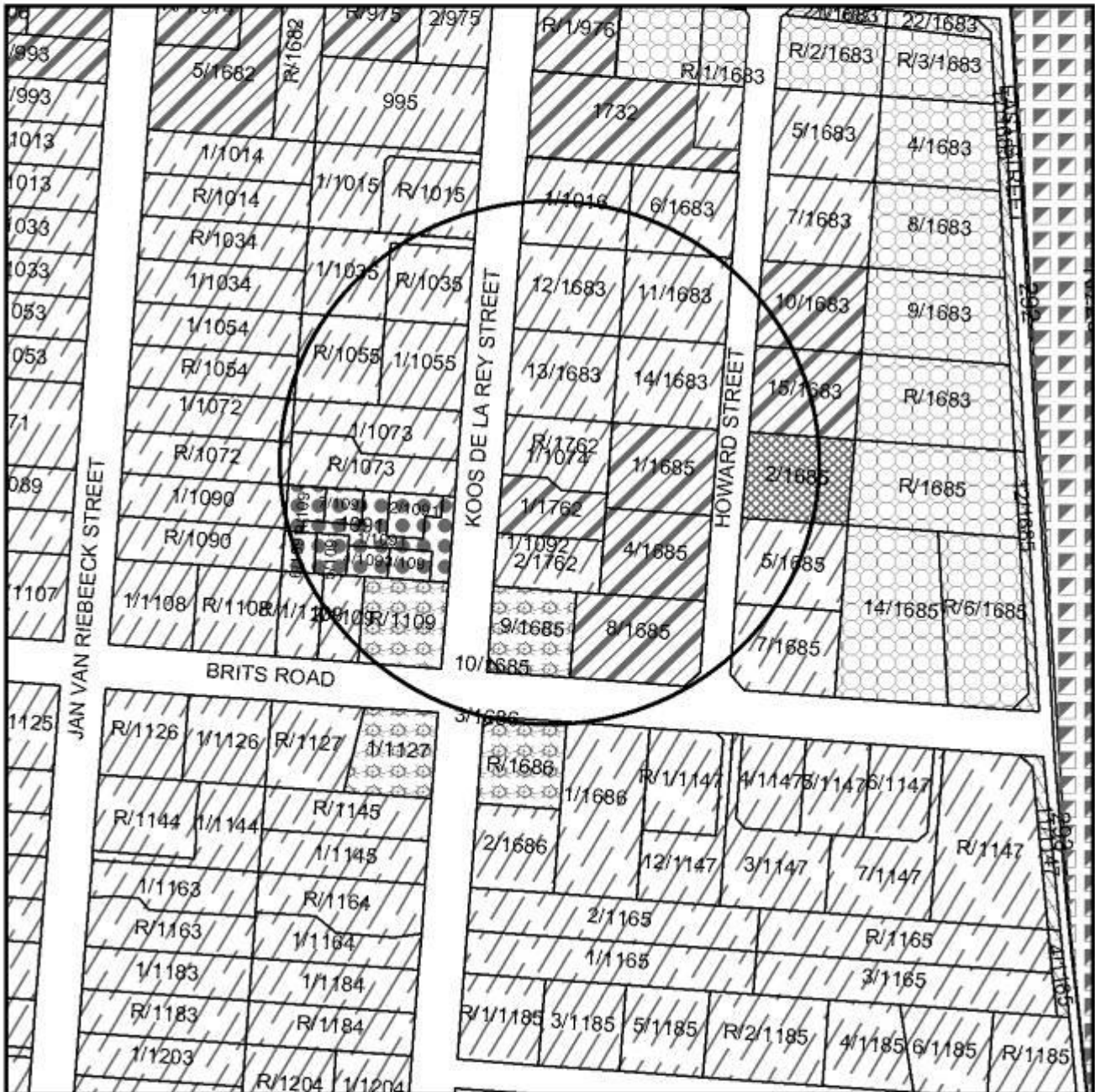
Reference
 The_Site


 Date : 02/07/2004
 Scale : 1:5,000

EXAMPLE OF A ZONING PLAN: ANNEXURE 4

ZONING PLAN

PORTION 1 OF ERF 1762, PRETORIA NORTH



	The Site		Municipal		Existing Public Open Space
	Special Residential		Government		Proposed Public Open Space
	Group Housing		Restricted Industrial		Existing Private Open Space
	Duplex Residential		General Industrial		Proposed Private Open Space
	General Residential		Agricultural		Township Establishment Areas
	Educational		Special		Sewerage Works
	Institution		Undetermined		Cemetery
	Special Business		Existing Roads		Aerodrome
	General Business		Proposed Streets		South African Railways



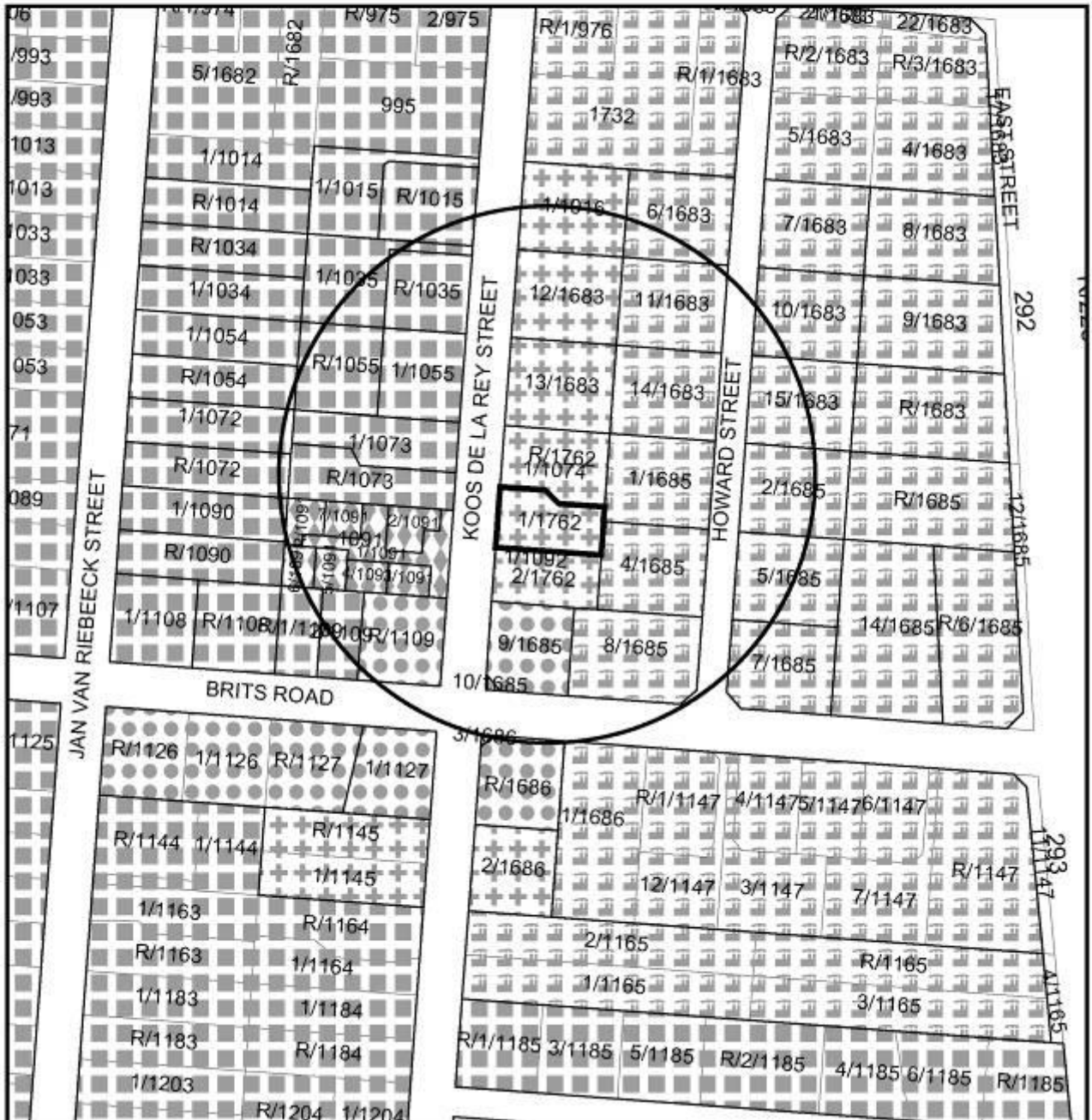
Date : 02/07/2004

Scale : 1:2,500

EXAMPLE OF A LAND USE PLAN: ANNEXURE 5

LAND USE PLAN

PORTION 1 OF ERF 1762, PRETORIA NORTH



REFERENCE

The_Site

LAND USE

Low Density Residential	Medium Density Residential
Business	Industrial
Dwelling House Offices	

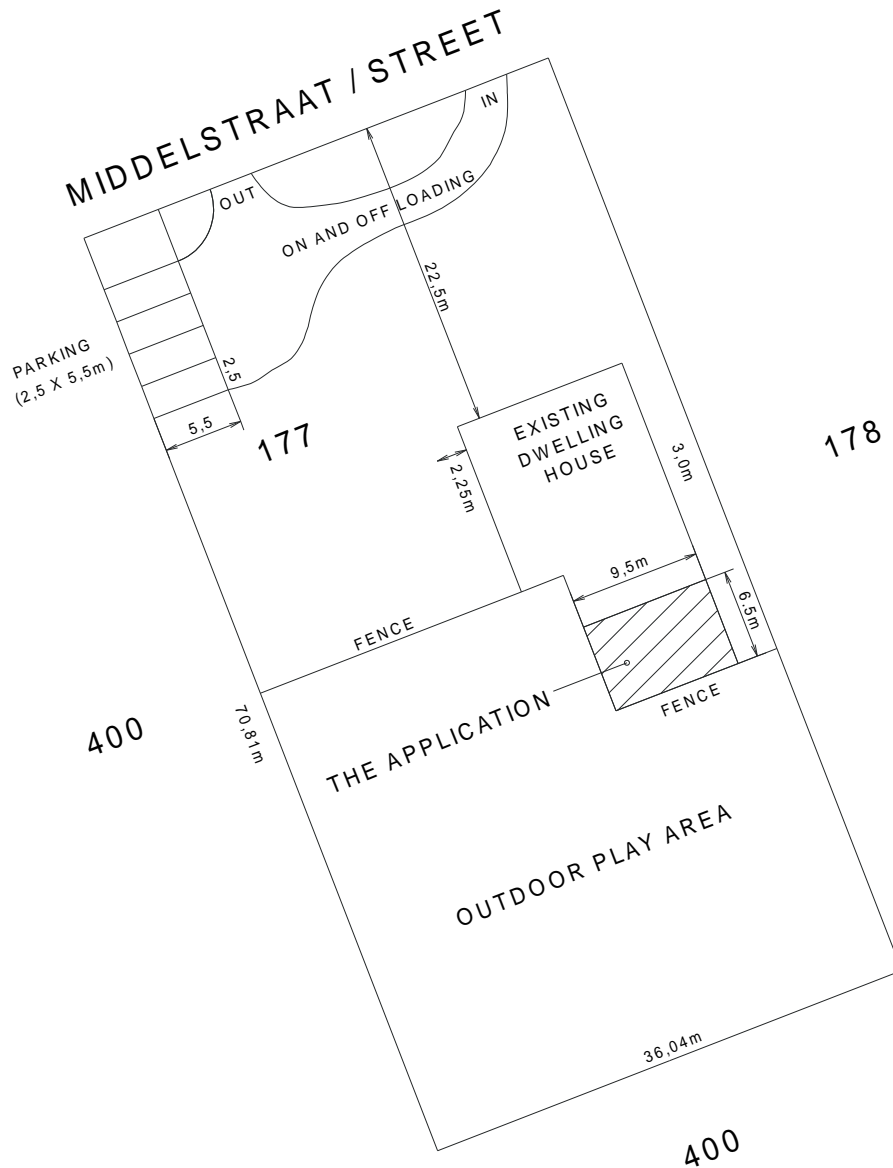
N

Date : 02/07/2004

Scale : 1:2,500

SITE PLAN

ERF 177, NIEUW MUCKLENEUK

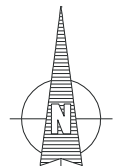


REFERENCE



THE SITE

SCALE 1 : 500



EXAMPLE OF THE ADVERTISEMENT NOTICE: ANNEXURE 7

EXAMPLE OF ADVERTISEMENT NOTICE PROVINCIAL GAZETTE NOTICE

TSHWANE TOWN-PLANNING SCHEME, 2008

Notice is hereby given to all whom it may concern, that in terms of Clause 16 of the Tshwane Town-Planning Scheme, 2008,

I, (full name).....
intend applying to The City of Tshwane for consent for:.....
on (erf and suburb).....also known as
(street name and number).....
located in azone.
(Example Residential 1, Residential 2, Business 1, etc.)

Any objection, with the grounds therefore, shall be lodged with or made in writing to: The Strategic Executive Director: City Planning, Development and Regional Services (at the relevant office)
(*delete if not applicable)

*Akasia : 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia. PO Box 58393, Karenpark, 0118

*Centurion: Room F8, Town Planning Office, cnr Basden and Rabie Streets, Centurion, PO Box 14013, Lyttelton, 0140; or

*Pretoria: Room 334, Fourth Floor, Munitoria, c/o Vermeulen and Van der Walt Street, Pretoria, P O Box 3242, Pretoria 0001

within 28 days of the publication of the advertisement in the Provincial Gazette, viz 20...

Full particulars and plans (if any) may be inspected during normal office hours at the above-mentioned office, for a period of 28 days after the publication of the advertisement in the Provincial Gazette.

Closing date for any objections:

APPLICANT

STREET ADDRESS AND POSTAL ADDRESS

.....
.....

TELEPHONE:

TSHWANE-DORPSBEPLANNINGSKEMA, 2008

Ingevolge klousule 16 van die Tshwane - Dorpsbeplanningskema, 2008, word hiermee aan alle belanghebbendes kennis gegee dat ek, (volle naam)

..... van voornemens is om by die Stad Tshwane aansoek te doen om toestemming vir:.....

op (erf en woonbuurt)

ook bekend as (straatnaam en nommer)

geleë in 'n sone.

(byvoorbeeld: Residensiële 1, Residensiële 2, Besigheid 1 ens.)

Enige beswaar, met die redes daarvoor, moet binne 28 dae na publikasie van die advertensie in die Provinsiale Koerant, nl 20....., skriftelik by of tot:

Die Strategiese Uitvoerende Direkteur: Stadsbeplanning, Ontwikkeling en Streeksdienste (*skrap indien nie van toepassing)

Akasia: 1st Vloer, Spektrum-gebou, Pleinstraat, Karenpark, Akasia

Centurion: Kamer 8, Stedelike Beplanning Kantore, h/v Basden- en Rabiestraat, Centurion.

Petoria: Kamer 334, Derde Vloer, Munitoria, , h/v Vermeulen- en Van der Walt-straat, Pretoria

Volledige besonderhede en planne (as daar is) kan gedurende gewone kantoorure by bogenoemde kantoor besigtig word vir 'n periode van 28 dae na publikasie van die kennisgewing in die Provinsiale Koerant.

Sluitingsdatum vir enige besware:

AANVRAER

STRAATNAAM EN POSADRES

.....
.....

TELEFOON:

EXAMPLE OF THE PLACARD NOTICE

TSHWANE DORPSBEPLANNINGSKEMA, 2008	TSHWANE TOWN-PLANNING SCHEME, 2008
<p>INGEVOLGE KLOUSULE 16 VAN DIE TSHWANE DORPSBEPLANNINGSKEMA, 2008 WORD HIERMEE AAN ALLE BELANGHEBBENDES KENNIS GEGEE DAT EK (VOLLE NAAM), VAN VOORNEMENS IS OM BY DIE STAD TSHWANE AANSOEK OM TOESTEMMING TE DOEN VIR..... OP (ERF EN VOORSTAD)..... OOK BEKEND AS (STRAATNAAM EN NOMMER) GELEË IN 'N *..... SONE. (*Bv.: Residensiele 1, Residensiele 2, Besigheid 1 ens.)</p>	<p>NOTICE IS HEREBY GIVEN TO ALL WHOM IT MAY CONCERN THAT IN TERMS OF CLAUSE 16 OF THE TSHWANE TOWN PLANNING SCHEME, 2008, I (FULL NAME) INTENDS APPLYING TO THE CITY OF TSHWANE FOR CONSENT FOR..... ON (ERF AND SUBURB)..... ALSO KNOWN AS (STREET NAME AND NUMBER)..... SITUATED IN AN *..... ZONE. (*Example: Residential 1, Residential 2, Business 1 etc.)</p>
<p>ENIGE BESWAAR, MET REDES DAARVOOR, MOET BINNE 28 DAE NA PUBLIKASIE VAN DIE ADVERTENSIE IN DIE PROVINSIALE KOERANT, NAAMLIK SKRIFTELIK BY OF TOT: DIE STRATEGIESE UITVOERENDE DIREKTEUR: STADSBEPLANNING, ONTWIKKELING EN STREEKSDIENSTE INGEDIEN OF GERIG WORD.</p>	<p>ANY OBJECTION, WITH THE GROUNDS THEREFOR, SHALL BE LODGED WITH OR MADE IN WRITING TO: THE STRATEGIC EXECUTIVE DIRECTOR: CITY PLANNING, DEVELOPMENT AND REGIONAL SERVICES WITHIN 28 DAYS OF THE PUBLICATION OF THE ADVERTISEMENT IN THE PROVINCIAL GAZETTE, VIZ.....</p>
<p>Akasia: 1st Vloer, Spektrum-gebou, Pleinstraat, Karenpark, Akasia</p>	<p>Akasia Office : 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or</p>
<p>Centurion: Kamer 8, Stedelike Beplanning Kantore, h/v Basden- en Rabiestraat, Centurion.</p>	<p>Centurion Office : Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion, or</p>
<p>Pretoria: Kamer 334, Derde Vloer, Munitoria, , h/v Vermeulen- en Van der Walt-straat, Pretoria</p>	<p>Pretoria Office : Registration Office, Room 334, 3rd floor, c/o Vermeulen and Van der Walt Streets, Pretoria, within 28 days of the date that the application has been lodged at the Municipality:</p>
<p>VOLLEDIGE BESONDERHEDE EN PLANNE (AS DAAR IS) KAN GEDURENDE GEWONE KANTOORURE BY BOGENOEMDE KANTOOR BESIGTIG WORD, VIR 'N PERIODE VAN 28 DAE NA PUBLIKASIE VAN DIE KENNISGEWING IN DIE PROVINSIALE KOERANT.</p>	<p>FULL PARTICULARS AND PLANS (IF ANY) MAY BE INSPECTED DURING NORMAL OFFICE HOURS AT THE ABOVE-MENTIONED OFFICE FOR A PERIOD OF 28 DAYS OF THE PUBLICATION OF THE ADVERTISEMENT IN THE PROVINCIAL GAZETTE.</p>
<p>SLUITINGSDATUM VIR BESWARE:</p>	<p>CLOSING DATE FOR OBJECTIONS:</p>
<p>AANVRAER SE STRAAT EN POSADRES: </p>	<p>APPLICANT STREET AND POSTAL ADDRESS: </p>

EXAMPLE OF THE AFFIDAVIT/DECLARATION: ANNEXURE 9

AFFIDAVIT/DECLARATION

TO WHOM IT MAY CONCERN:

I, the undersigned, (full name)

.....
*hereby declare under oath/*hereby confirm that the placard notice(s) as prescribed in terms of Clause 16 of the Tshwane Town-Planning Scheme, 2008 on Erf No, Township....., was displayed and maintained in a conspicuous and to the public accessible position, from the day the advertisement was advertised in the Provincial Gazette, viz 20..., for a period of 21 days.

SIGNED:
(Signature of applicant)

ON:

AT:

I certify that the declarant acknowledges that he is conversant with this declaration and understands it, and that the declarant uttered the following words: "I swear that the contents of this declaration are true, so help me God".

.....
COMMISSIONER OF OATHS:

.....
DATE:

***Delete what is not applicable.**

TAKE NOTE:

This declaration/affidavit must be signed and handed in only after the required period for the display and maintenance of the placard notice on the site has expired. The day upon which the advertisement was published in the Provincial Gazette, as well as any possible following public holidays thereafter, must not be counted in the calculation of the 21 day period. In the event of this declaration being incorrectly completed/signed and/or handed in too early, the Municipality will view such a declaration as a false declaration.

In the aforementioned case it shall be required from the applicant to comply with the prescribed advertisement/procedure anew. Legal prosecution of the applicant shall possibly also be considered.

ANNEXURE 10

1. SEQUENCE OF EVENTS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1. Deadline for submission of application	1. Notice appears in Provincial Gazette 2. Site notice must be placed on application property for the next 14 days 3. Objectors has 28 days from this day to submit objections	<u>Day 1</u>	<u>Day 2</u>
<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>	<u>Day 8</u>	<u>Day 9</u>
<u>Day 12</u>	<u>Day 13</u>	<u>Day 14</u>	<u>Day 15</u>	<u>Day 16</u>
<u>Day 19</u>	<u>Day 20</u>	<u>Day 21</u>	Day 22 1. The site notice may be removed from the application property (taking into consideration any public holidays) 2. Affidavit may be signed and proof of advertisement may now be submitted to the Local Authority	<u>Day 23</u>
<u>Day 26</u>	<u>Day 27</u>	<u>Day 28</u> 1. Last day for objections		

Note:.. The Provincial Gazette is published only on a Wednesday and needs two weeks' advance notice before publishing.

2. Address of Provincial Gazette

Provincial Gazette TEL: (012) 334-4523 Mr Awie van Zyl
 Private Bag X85 TEL: (012) 334-4591 Mrs H Wolmarans
 Pretoria FAX: (012) 323-8805
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Government Printing Works
 149 Bosman Street
 Pretoria