

# ETHEKWINI MUNICIPALITY SUBMISSION FORM

PLAN NO:	FOR OFFICE USE ONLY.
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- APPLICATION IN TERMS OF SEC. 4(2) of N.B.R. ACT NO. 103 of 1977
- THIS APPLICATION IS GOING TO BE ADVERTISED IN TERMS OF REQUIREMENTS SET OUT IN THE T. P ORDNANCE No.27 of 1949 as amended.

**PROPERTY DEVELOPMENT**

PROPOSED.....TO.....(Building Type)

STREET ADDRESS.....NUMBER OF UNITS.....

SUBURB.....AGE of BLDG. \*.....yrs

RATE NO : .....PROPERTY ID NUMBER.....FLOOR AREA.....m<sup>2</sup>

ESTIMATED VALUE.....CADASTRAL DESCRIPTION.....

**OWNER OF PROPERTY**

NAME OF OWNER/S.....MR / MRS / MISS

DOMICILIUM CITANDI ET EXECUTANDI.....  
(Physical Address not Poste Restante)

.....CODE.....

Postal Address -.....CODE.....  
( where different from above )

(w).....(h).....(fax).....(e-mail).....(cell).....

SIGNATURE/S.....IDENTITY NUMBER/S.....

*I declare that I have personally checked the Title Deeds or any other document for the property concerned and that the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions will bear the sole responsibility to rectify aforesaid contraventions. The author of the plans is authorised to make amendments considered necessary by the council to the application drawings.*

I hereby declare that I am :  The Registered Owner  Sectional Title Holder  Legal Representative (P.O.A.)  Tenant (P.O.A.)

Other, (P.O.A.) state designation.....

**ADDITIONAL INFORMATION REQUIRED** ( please  appropriate Box)

Do you require a new sewer connection to D.C. sewer ?  Yes  No

If required :

1.  1<sup>st</sup> connection OR  2<sup>nd</sup> or subsequent connections

2. Size :  100mm OR  150mm

3. To be connected by :  Council OR  Private Registered Plumber

Are there any encroachments to declare?  Yes  No

Please note : Where the owner is a Body Corporate, a member of the Body Corporate, Director or a Member of a Company, a Trust or a Close Corporation, a letter of Authority is required. A pro-forma letter is available, on request.

**Note:** 1) An official notice will be posted to the address, provided by you.  
2) Referrals will not be read out over the phone.  
3) Owner/Author may track the status of the application once submitted to the Council, or download forms, via the internet [www.durban.gov.za](http://www.durban.gov.za)

**AUTHOR OF PLAN** (Please ensure that the application meets the minimum requirements as per the Checklist on the reverse side of this form)

NAME.....

ADDRESS.....

.....CODE.....

(w).....(h).....(fax).....(e-mail).....(cell).....

SIGNATURE.....PROFESSION.....REG. No .....

I, certify that (where applicable) the correct level of entry into operational council sewers, drains and/or stormwater channels has been shown on the drawings.

**NOTE : APPLICATIONS NOT MEETING THE REQUIRED MINIMUM STANDARDS WILL NOT BE ACCEPTED FOR SUBMISSION**

FOR OFFICE USE ONLY		RECEIVED BY :			
	AMOUNT	DEBIT NUMBER	DATE	RECEIPT NUMBER	DATE
Building Fee	R				
Sewer Fee	R				
Water Fee	R				
Town Planning Fee	R				
Additional Fee	R				
	R				
Permission To Start	R				
REFUND DUE	R				

Dear Sir / Madam,

**APPROVAL**

Your application was APPROVED on ..... and your attention is drawn to the following :

- (a) This APPROVAL gives no right or title in respect of the ground to be built on.
- (b) Any APPROVAL granted in terms of SECTION 7 of the Act shall lapse if after a period of 12 MONTHS the erection of the building in terms of the Act has not commenced.
- (c) Any APPROVAL granted in terms of SECTION 13 of the Act shall lapse if after a period of 6 MONTHS the erection of the building in terms of the Act has not commenced.

For HEAD ( DEVELOPMENT PLANNING, ENVIRONMENT AND MANAGEMENT)

**INFORMATION REGARDING THE SUBMISSION OF PLANS**

1. **OFFICE HOURS** Submission Counter Times - 08:00 -12:30 Monday to Friday, until further notice.  
Telephone - **CENTRAL** : 3117911 (for all queries) Fax Number 3117871 - **NORTH** 561 1101 - **OUTER WEST** 761 5800 -  
**INNER WEST** 718 2477 - **SOUTH** 913 4372 or 913 4370 or 913 4385
2. **INITIAL DOCUMENTS TO BE SUBMITTED**
  - Four (4) paper prints of each plan, 2 of which are to be coloured + a further paper print coloured, marked "FIRE PLAN" is required to be submitted with non- domestic applications.
  - This Application form, Indemnity and Undertaking Form. An Engineers appointment form is required where there is structural work on the plan.
  - Where Owners are any of the following: Sectional Title Holder; Legal Representative; Tenant or Other than the Registered Owner, a Letter of Authority or Power of Attorney form is required in addition to the above forms.
3. **SUBMISSION PROCEDURE**
  - Plans are to submitted to the SUBMISSIONS TEAM,
  - Plans will be checked for minimum submission requirements, as per the checklist below - After Submission the payment of fees is required.
  - Any applications not meeting the minimum requirements will not be accepted until all outstanding items are attended to.
  - Once payment is received the application is forwarded to the Building Inspectorate for a site visit and the Assessment Team for a full Nation Building Regulation scrutiny. The Assessment Team will either approve or refuse the application.
  - The Assessment team is divided into sections. Contact CENTRAL's 3117169, 3117173, 3117167 to assist you once the plans have been submitted.

All applications for developments in excess of one storey in a residential area, will require a signed letter of acknowledgement from all immediate (sharing common beacon pegs and boundaries) and opposite neighbours. Applications not meeting this requirement will not be considered by the department. Proof of notification (registered mail receipts) will be acceptable as an alternative. Pro-forma letters are available from the department.

REFUNDS: Application for refund is to be made within 12months of the date of payment and the amount refunded will not exceed 50% of the building fee paid, subject to the minimum fee payable being retained (NB: No refund is applicable if the application has been approved or expired) – NO EXCEPTIONS

\* **NOTE:** Demolition of & alterations or additions to buildings older than 60 years require permits from Amafa aKwa-Zulu Natali prior to Council approval.

<b>CHECKLIST</b>	
Submission form provided and completed	<b>DEVIATION PLANS</b>
Undertaking and indemnity form provided	Approved plan number provided
Engineer's appointment form provided <sup>(w/n)*</sup>	List of deviations provided
Approval from relevant body <sup>(2)</sup> submitted <sup>(w/n)*</sup>	Deviations list cross referenced on plans
Correct number of plans & fire plan <sup>(w/n)*</sup> provided	<b>FLOOR PLANS</b>
Proposed work coloured in full	All areas designated
Clear 100mm strip to RHS of plans	Section lines shown
Plan suitable for microfilming	Proposed work fully dimensioned
Description of proposal provided on plans	Proposed & existing sewer / stormwater shown
Address & sub description provided on plans	Modus operandi clarified where industrial use <sup>(w/n)</sup>
Rate number provided on plans	<b>SECTIONS</b>
Title blocks correspond on all copies of plans	Foundations & sizes shown
Owner's name & telephone number provided on plans	Floor construction clarified
Author's name & address reflected on plans	Ceiling heights shown
Application forms completed in black ink	Roof construction to be clarified
Plans & forms signed by owner/s <sup>(1)</sup>	Sections related to section lines
Postal address verified for new buildings <sup>(w/n)*</sup>	Drainage section & details provided
North point provided and correct	Balustrade heights clarified
Dimensions of site correct	Boundary / garden wall heights clarified
Cadastral description correct	<b>ELEVATIONS</b>
Position & names of street frontages correct	All relevant elevations provided
Servitudes and services shown correctly	Finishes to elevations provided
Corner beacon levels provided	Elevations all related to North
Water connection shown (new work only)	<b>MISCELLANEOUS</b>
Site plan & proposal correspond	Lettering a minimum of 2mm high
Setting out dimensions provided	Schedule of areas and site area provided
Subdivisions registered – Proof of registration	Area calculations checked
Notifications to the Neighbours submitted <sup>(w/n)*</sup> – ( second storey additions in residential areas )	

\* (w/n) - Where necessary

(1) Owner means – owner, chairman of body corporate, or where the owner is a company or other corporate body, a resolution from such company/corporate body authorizing signatory to sign the application on behalf of the company/corporate body is to accompany the application.  
(2) Relevant body means - body corporate, shareblock, Portnet, Intersite, etc..

**NOTE:** Compliance with the above does not presuppose that the plans can be approved in terms of the National Building Regulations or any other applicable law.