CITY OF JOHANNESBURG

DEPARTMENT OF DEVELOPMENT
PLANNING AND URBAN
MANAGEMENT

RELAXATION OF
BUILDING LINE
INSTRUCTION BROCHURE

APPLICATION FOR RELAXATION OF THE BUILDING LINES IN TERMS OF
CLAUSE _____ OF THE ____________________ TOWN PLANNING SCHEME, _____:

THE APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION:

A. In order for this consent application to be made, the following documentation needs to be submitted to the Executive Director: Development Planning, Transportation and Environment (City of Johannesburg).

By hand to: Registration Section, 8th Floor, Metropolitan Centre, 158 Loveday Street, Braamfontein
Post to: P O Box 30733, Braamfontein, 2017

1. The attached application form, duly completed and signed by the registered owner or authorised agent in which case a Power of Attorney or letter of authorisation to apply on behalf of the owner must be included (see Annexures A and B) and the attached adjoining owner / owners consent form(s) (see Annexure C).

NOTE:

- Where the owner or adjoining owner is registered as a company or a closed corporation (cc), it is necessary to obtain a Company Resolution to authorise a single person to act on behalf of the company or cc. If a third party is involved a Power of Attorney is required.

- If joint owners are named in the Title Deed (i.e. not a company), either both owners must sign the form or a Power of Attorney or letter of authorisation is required.

- If change of ownership is in the process of being submitted to the Registrar of Deeds, a copy of the original Title Deed, draft Title Deed and a letter from the attorney attending to the transfer must be submitted.

2. Copy of Title Deeds. This is obtainable from either the bondholder or the Registrar of Deeds:

ADDRESS: PRETORIA: Corner Bosman and Vermeulen Streets, Private Bag X65, PRETORIA, 0001 Telephone - (012) 338-7000

JOHANNESBURG: 2 Rissik Street, cnr Albert Street, JOHANNESBURG 2000 Telephone - (011) 378-2111

3. A fee of R285-00 (cheques payable to the City of Johannesburg).
4. A written motivation why the building line relaxation is required.

5. When building lines are applicable along National and Provincial Roads an application must be submitted to either the National Roads Agency or Gautrans for approval prior to the submission in terms of the town planning scheme applicable.


7. A copy of the Building Plan that indicated the existing building line, the proposed structure to be erected over the existing building line, as well as the new building line applied for.
ALL PLANS MUST BE FOLDED TO A4 SIZE. THE APPLICATION MUST COMPLY WITH THE REQUIREMENTS ABOVE. IF IT IS INCOMPLETE IT WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU.

APPLICATION FOR RELAXATION OF THE BUILDING LINE(S)
on Erf / Erven ____________________________________________
in the Township of ________________________________________
(PLEASE PRINT ALL INFORMATION)
Name of Registered Owner: ____________________________________________
Name of Applicant (if not the registered owner): ____________________________
Address of Applicant: ________________________________________________

Telephone Number : (W) __________________________________________ (H) ______________________
I, _____________________________________________________________ the undersigned, being the registered owner/authorised agent, hereby apply in terms of the relevant Town Planning Scheme for the relaxation of the building line(s) from ___________ metres to ___________ metres on ________________________________________________________________

(insert description of boundary / name(s) of road(s))

In order to permit the construction of ____________________________________________

(Describe what will be erected over the building line)

If the application is granted then I hereby agree that the following general conditions may be included:

1. The structure to be built over the building line shall be designed and sited to the satisfaction of the Executive Director : Development Planning, Transportation and Environment.

2. This consent is granted only for the life of the existing buildings on the site, and in the event of their demolition and replacement by any new structure the statutory building line shall be observed.

3. This consent shall not absolve any person from compliance with any restrictive condition of title or with the Council's By-Law requirements including the approval of building plans.
4. The applicant shall inform any person to whom the site or any part of its is sold, leased or otherwise alienated of the terms of these conditions and shall do whatever else may be necessary to ensure their observance including making it a condition of any such alienation that the alienation shall inform any further aliener of the terms of this condition.

NOTE:

1. The conditions of Title referred to in 3. shall be enforced by the Local Authority or at the instance of the township owner or other owners of lands in the township.

2. Nothing in these conditions shall prejudice the rights of any person in regard to the use of the site for any other purposes under the relevant Town Planning Scheme.

SIGNED: ___________________________ DATE: ___________________________

Signature of Owner/Authorised Agent*

* IF AUTHORISED AGENT: please submit:
  · Attached Authorisation to apply for consent
  OR · Special Power of Attorney
  OR · A letter of authorisation from the owner

* IF THE OWNER IS A COMPANY:
  A company resolution authorising the agent is required.
ANNEXURE A

TOWN PLANNING SCHEME

1. APPLICATION TYPE:

   ..........................................................................................................................

   ..........................................................................................................................

2. SITE DESCRIPTION:

   Erf/Erfven (Stand) No(s): ..........................................................

   Township (Suburb) Name: ..........................................................

   Street Address: ................................................................. Code ..............

3. OWNER:

   Name: .................................................................................................

   Postal Address: ................................................................. Code ..............

   Telephone No (H): ....................................... (W): .....................................

4. AUTHORISED AGENT (IF APPLICABLE)*

   Name: .................................................................................................

   Postal Address: ................................................................. Code ..............

   Telephone No (H): ....................................... (W): .....................................

SIGNED: ...................................................................................

   Signature of Owner/Authorised Agent*

DATE: ...................................................................................

* IF AUTHORISED AGENT - please submit:
   Attached Authorisation to apply for consent
   OR - Special Power of Attorney
   OR - A letter of authorisation from the owner

IF THE OWNER IS A COMPANY
   A company resolution authorising the agent is required.
AUTHORISATION TO APPLY FOR CONSENT

I, ..................................................................................................................... the
undersigned  
(Please print name)
hereby authorise .................................................................

(Name of Applicant)

to apply as my "Agent" for the purpose of Clause ______ of the ................................ Town
Planning Scheme, ______ for the Council's consent for
...........................................................................................................

(state nature of the application)

...........................................................................................................
in .................................................................

(state number of shop, offices or other premises and name of building if applicable)
on Erf/Erven No(s) .................................................................
in the township of .................................................................
i am the registered owner of the abovementioned premises.

......................................................................................

(SIGNATURE)

......................................................................................

(DATE)
RELAXATION OF BUILDING LINE(S)
AFFECTED ADJOINING OWNER'S CONSENT

I, ........................................................................ Tel ........................................ the

(Please print name)

undersigned, being the registered owner of Erf Number ........................................ in the township of

................................................................................................................... have

A. No objection
B. Objection

Mark applicable column with an X

to the relaxation of the ................................ metre building line of Erf Number ........................................ in the township of ......................................................... to ................................ metre(s) on the ......................................................... street frontage/boundary in order to permit the construction of .........................................................

(specify the structure agreed to)

* Note:

1 If B (objection) state reasons:

....................................................................................................................................................

....................................................................................................................................................

2 Postal address and telephone numbers of objector/interested party:

....................................................................................................................................................

....................................................................................................................................................

SIGNED: .................................................................................................................................

(Signature of Registered Owner)

DATE: .....................................................................................................................................
<table>
<thead>
<tr>
<th>Diagram 1</th>
<th>Diagram 2</th>
<th>Diagram 3</th>
<th>Diagram 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>Example 2</td>
<td>Example 3</td>
<td>Example 4</td>
</tr>
</tbody>
</table>

*Spaces for diagrams show the affected property owner (marked X) to whom the notice must be given by means of a letter. The letter is to be signed, where application is made to relax the building line (more than one of the diagrams may be applicable).*
RESOLVED THAT:

At a meeting held at ____________________ on ______ day ________ month of ___________ year.

1. An application be submitted to the City of Johannesburg Metropolitan Municipality for the ________________________________.

2. ______________________________________________________________________ be and hereby authorised to sign all necessary documentation and papers to enable the above application to be proceeded with.

CERTIFIED TRUE COPY

______________________________
Chairperson of the meeting

Witnessed:

1. __________________________________

2. __________________________________
MOTIVATION MEMORANDUM FOR RELAXATION OF BUILDING LINE

POSTAL ADDRESS


Date: ____________________

To Whom It May Concern:

RE: RELAXATION OF BUILDING LINE

ERF


TOWNSHIP


Dear Sir/Madam

I, ____________________________ the undersigned, being the registered owner/authorised agent of the abovementioned erf, hereby apply in terms of the ________________ Town Planning Scheme, ____________, for the relaxation of building line from ____________ metres to ____________ meters on the _____________________________ in order to permit the construction


Thanks and regards


Name


Signature


Tel:


Fax:
ENDORSEMENTS NECESSARY FOR
A BUILDING LINE RELAXATION APPLICATION

In addition to the adjoining neighbours' consent this department requires the building plans submitted together with the application to be endorsed prior to the submission of the application by the following:

Johannesburg Water

17 Harrison Street (between Main and Marshall Streets)
Contact Person: Mr Johan Rance
Tel Nr: 011 688 1632
Times: Tuesdays between 08:30 – 12:00 and 13:00 to 15:00

Johannesburg Roads Agency

Officials are available to endorse building plans on:
Monday mornings from 09:00 to 11:00 – 12th Floor, Metro Centre,
Braamfontein