



City of Johannesburg  
Department of Development Planning

Metro Centre  
158 Civic Boulevard  
Braamfontein

PO Box 30733  
Braamfontein  
2017

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[www.joburg.org.za](http://www.joburg.org.za)

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# ***Consent Use***

## ***Consent Use***

### **Application in Terms of Section 19 of The City of Johannesburg Municipal Planning By-Law, 2016.**

1. An owner of land may submit a consent use application in terms of this By-law and as provided for in the City's land use scheme to use the land or site or any building on the land or site for a particular purpose.
2. An application for consent as envisaged in subsection (1) above shall submit the following:
  - a) Prescribed application fee. (Refer to fees schedule).
  - b) Covering letter addressed to:      The Executive Director  
Development Planning  
PO Box 30733  
Braamfontein  
2017
  - c) Application Information – Form A.
  - d) **Original Power of attorney** (if applicable – Form B)
  - e) Company Resolution (if applicable – Form C)
  - f) A copy of the registered title deed for each erf that is included in the application. (1 copy)
  - g) A copy of the company closed corporation, should the or trust property by registered in favour of one of the above.
  - h) If the land is subject to a mortgage bond, full details of such bond holder as well as the bond holder's consent relevant to the application.
  - i) Comprehensive Motivating memorandum in support of the application. (16 copies)
  - j) **A proposed site plan, showing, *inter alia*, the parking lay out. The site plan is a requirement if the use generates additional parking. (6 copies)**
  - k) Locality plan of the area. (16 copies)
  - l) Zoning and density zoning plan. (16 copies)
  - m) Land Use Plan. (16 copies)

- n) Information regarding the existing zoning.
- o) Information on the existing development and use on the land.
- p) Information on the proposed use on the land
- q) Undertaking to advertise – Form E1.
  - a. E1a - Letter Template
  - b. E1b - Site Notice Template
  - c. E1c - Site Notice and Letter Affidavit Template
- r) Subject to section 55(2) to (5) of the By-law, any other information deemed relevant to the application.

In addition to the above information, should engineering report be submitted, three copies of each report should be submitted.

Engineering Report Guidelines:

**Outline Scheme Report (Stormwater):**

ORS =        Site Area < 5 000m<sup>2</sup> Stormwater Management  
                 Site Area 5000m<sup>2</sup> to 8500m<sup>2</sup> Outline Scheme Report  
                 Site Area > 8500m<sup>2</sup> Outline Scheme Report with Attenuation

**Outline Scheme Report (Water and Sewer):**

ORS =        > 10kl Outline Scheme Report

**Traffic Impact Study / Assessment (TIS/TIA):**

TIS/TIA      < 50 Trips - Traffic Statement (Optional)  
                 50 to 150 Trips - Traffic Statement  
                 > 150 Trips Traffic Impact Study

**Notes:**

All applications for religious purposes shall be accompanied by a traffic management plan to address peak hour operations.

Applications for child care centres and early childhood development centres on residential erven shall only be considered if there is sufficient area on site for the activities connected with the proposed use, including the necessary parking requirements to the satisfaction of the council as well as the provision of areas for the dropping off and collecting of children. Where necessary such applications shall be accompanied by a traffic management plan to address peak hour operations.

APPLICABLE SCHEME:

**CITY OF JOHANNESBURG LAND USE SCHEME, 2018,**

APPLICATION TYPE:

.....  
.....

APPLICATION PURPOSES:

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

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

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

**OWNER:**

Full name: .....

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

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....

Signature of owner/s

**DATE:** .....

**AUTHORISED AGENT (IF APPLICABLE)**

Full name: .....

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

Residential Address: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

The owner hereby elects the Authorised Agent of the Owner/s address to appear below as that to which all correspondence regarding this application shall be directed and, if having elected that of the Authorised Agent, acknowledges that correspondence addressed to such Agent shall be deemed to have been received by the Owner, notwithstanding that such correspondence may not have actually been brought to the Owner's notice.

**SIGNED:** .....  
Signature of Agent

**DATE:** .....

**If an AUTHORISED AGENT is submitting the application, please submit:**

Special Power of Attorney (Form B)

OR – A letter of authorisation from the owner/s

**IF THE OWNER IS A COMPANY**

A company resolution authorising the agent is required (Form C)

**SPECIAL POWER OF ATTORNEY**

I, the undersigned .....  
being the registered owner of .....  
held under deed of transfer/certificate of consolidation title no. ....  
do hereby nominate, constitute and appoint.....

.....  
With power of Substitution to be my lawful representative in my name, place and  
stead, to make application for .....

.....  
In addition to applying for the Municipality’s approval of and to make any other  
necessary applications including any post decision processes with regard to  
contributions, payment of park contributions and inclusionary housing requests and  
further to represent me at any inquiry in relation to the abovementioned matters and  
generally do whatever may be necessary or desirable to procure the consent of the  
Council, and generally for effecting the purpose aforementioned, to do or cause to be  
done whatsoever shall be requisite, as fully and effectually, for all intends and  
purpose as I might or could do if personally present and acting herein-hereby  
ratifying, allowing and confirming and promising and agreeing to ratify, allow and  
confirm all and whatsoever my representative shall lawfully do or cause to be done,  
by virtue of these present and whatever my said representative has to date done  
herein.

**SIGNED AT JOHANNESBURG ON THIS \_\_\_\_\_ THE DAY OF \_\_\_\_\_ 20\_\_**  
in the presence of the undersigned witnesses.

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**COMPANY RESOLUTION**

RESOLUTION BY OWNERS / MEMBERS OF

.....  
.....

**RESOLVED THAT:**

At a meeting held at \_\_\_\_\_ on this  
\_\_\_\_\_ day \_\_\_\_\_ month for the \_\_\_\_\_ 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.

Chairperson of the meeting

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_



Name and Address of \_\_\_\_\_  
Contiguous owner occupant \_\_\_\_\_  
And / or interested party \_\_\_\_\_

Dear Sir/ Madam

**DATE OF DISPATCHING / HAND DELIVERING THE LETTER**

APPLICATION TYPE:

.....

APPLICATION PURPOSES:

.....

SITE DESCRIPTION:

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

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

The above application, made in terms of the **City of Johannesburg Land Use Scheme, 2018**, will be open for inspection from 08:00 to 15:30 at the Registration Counter, Department of Development Planning, Room 8100, 8<sup>th</sup> Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Any objection or representation with regard to the application must be submitted to both the owner / agent and the Registration Section of the Department of Development Planning at the above address, or posted to P. O. Box 30733, Braamfontein, 2017, or a facsimile send to (011) 339 4000, or an e-mail send to [ObjectionsPlanning@joburg.org.za](mailto:ObjectionsPlanning@joburg.org.za), by not later than ..... (state date - 28 days from the date on which the application notice was first displayed).

Any objection/s not fully motivated as required in terms of Section 68 of The City of Johannesburg Municipal Planning By-Law, 2016, (Validity of Objections) may be deemed invalid and may be disregarded during the assessment of the application.

**Details of OWNER / AUTHORISED AGENT**

Full name: .....

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

Residential Address: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....  
Signature of owner/s

# SITE NOTICE – TO BE ENLARGED

APPLICABLE SCHEME:

**CITY OF JOHANNESBURG LAND USE SCHEME, 2018.**

Notice is hereby given, in terms of Section 19 of the City of Johannesburg Municipal Planning By-Law, 2016, that I / we, the undersigned, intend to apply to the City of Johannesburg for an amendment to the land use scheme.

APPLICATION PURPOSES:

.....

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

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

The above application, made in terms of the **City of Johannesburg Land Use Scheme, 2018**, will be open for inspection from 08:00 to 15:30 at the Registration Counter, Department of Development Planning, Room 8100, 8<sup>th</sup> Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

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Any objection/s not fully motivated as required in terms of Section 68 of The City of Johannesburg Municipal Planning By-Law, 2016, (Validity of Objections) may be deemed invalid and may be disregarded during the assessment of the application.

**OWNER / AUTHORISED AGENT**

Full name: .....

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

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....  
Signature of owner/s

**DATE:** .....

**DISPLAY OF NOTICE ON THE SITE AND DISPATCHING OF LETTERS**  
**AFFIDAVIT**

I, ..... (Name) of

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

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

make oath and say that:

1. On ..... (*Date of erection of notice*) I posted in a conspicuous position at: ..... (*Application site*) so as to be visible to the passing public, the notice of my intention to apply to the Council for its consent for ..... *specific use of building or land*) on the abovementioned property.

2. I inspected such noticed on various dates after the ..... (*Date of erection of notice*) and on the ..... (*Date of removal of notice at least 21 days later*) and found the notice at the time of all such including the latter date, intact and posted as aforesaid.

3. On ..... (*Date of letters*) I posted / hand delivered / e-mailed or ..... in a letter to the properties listed on this form.

So as to inform the owner/s and /or occupant/s of my intention to apply to the Council for its consent .....

.....  
Applicant's Signature

**Signed and sworn to, before met at .....**

**(Name of town/city) this ..... Day of ..... 20.....**

I certify that the Deponent has acknowledged that he/she knows and understands the contents of this affidavit.

.....

**Commissioner of Oaths**

**List of Property Owner/s / occupant/s notified:**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

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**Address / Signature and contact details if hand delivered:**

.....

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**Property:**

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**Address / Signature and contact details if hand delivered:**

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