



City of Johannesburg  
Department of Development Planning

Metro Centre  
158 Civic Boulevard  
Braamfontein

PO Box 30733  
Braamfontein  
2017

Joburg Connect +27(0)11 375 5555  
[www.joburg.org.za](http://www.joburg.org.za)

# ***Township Establishment***

## ***Township Establishment***

### **Application in Terms of Section 26 of The City of Johannesburg Municipal Planning By-Law, 2016.**

**NB: It should be noted that an application for a township name allocation shall be submitted prior to the submission of a formal township establishment application.**

1. A township must be established on any farm portion or agricultural holding where the land concerned is to be used, developed or subdivided mainly for residential, business, commercial, industrial, institutional, educational or other similar purposes as defined in the applicable land use scheme, excluding agricultural, open space or nature conservation purposes.
2. An owner of land who wishes to establish a township on its land which falls within the jurisdiction of the City may submit an application in terms of this By-law to the City for consideration.
3. An application for the establish of a township as envisaged in subsection (2) 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 tittle deed for each erf that is included in the application.
  - 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.  
(35 copies).
  - j) Zoning and density zoning plan. (35 copies).

- k) Land use plan. (35 copies).
- l) A proposed lay-out plan of the proposed township indicating or containing-
1. contour lines, the values of which shall be based on a datum plane acceptable to the City;
  2. existing buildings in the proposed township;
  3. streets and open spaces in the proposed township;
  4. the widths and names of streets envisaged in (c) above;
  5. all adjoining existing and adjoining proposed streets and roads with their names as well as erven in existing or proposed adjoining townships;
  6. water-courses, railways, pipe lines, power lines, existing public roads and all servitudes in or abutting the proposed township;
  7. by means of a distinctive notation, the sites/erven in the proposed township proposed to be reserved for specific purposes;
  8. the boundaries of the proposed township;
  9. a table indicating the total number of erven in the proposed township, the number of erven for specific purposes and their numbers, the minimum size of the erven, the ruling size of the erven, the minimum and maximum gradient of the streets as a percentage of the total area of the township and the area of the parks and open spaces, if any, as a percentage of the total area of the township;
  10. the erven in the proposed township accurately drawn to a scale acceptable to the City and numbered consecutively in each block;
  11. in an enclosure, the names of the persons responsible for the contour surveys and the design of the township and a reference to the datum plane on which the contour values are based;
  12. if the township is to be established on two or more farm portions or agricultural holdings, the boundaries and description of such farm portions or holdings;
  13. each registered servitude over the land in the proposed township with a reference to the notarial deed or approved diagram relating to such servitude and, where an alteration in the route of such servitude is contemplated, the proposed new route;
  14. Grid co-ordinates and a reference to the geodetic system used;
  15. if the proposed township is subject to flooding, the 1:50 and 1:100 year flood lines or, if the land is not subject to flooding, a certificate by a qualified engineer to the effect that the land is not so subject, where required;
  16. a bar scale;
  17. the true North;
- m) A locality plan, as an inset on the lay-out plan of the proposed township, accurately drawn to a scale acceptable to the City indicating-
1. the situation of the proposed township on the farm portion or agricultural holding;
  2. the routes giving access to the nearest main road and the road network in the vicinity of the proposed township;
  3. the boundaries of the farm portion or agricultural holding on which the proposed township is to be established;
  4. a bar scale in respect of the locality plan;

- 5. the true North in respect of the locality plan;
- n) Information regarding the existing zoning on the land in terms of which land use scheme or any other town planning scheme that might still be applicable.
- o) Information on the existing development on the land.
- p) An outline scheme report in relation to any engineering service, where required
- q) A traffic impact study/statement, where required;
- r) A Record of Decision (ROD) on any environmental impact assessment issued by the relevant authority, where required;
- s) A geotechnical- and Radon report submitted by a professional Geotechnical Engineer, where required; (6 copies)
- t) Undertaking to advertise – Form E4.
  - a. E4a - Letter Template
  - b. E4b - Site Notice Template
  - c. E4c - Affidavit Template
  - d. E4d - Newspaper Template
- u) 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/TIS      < 50 Trips - Traffic Statement (Optional)  
                 50 to 150 Trips - Traffic Statement  
                 > 150 Trips Traffic Impact Study

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 tittle 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. \_\_\_\_\_



## UNDERTAKING TO ADVERTISE

An application for the establishment of a township shall comply with the following procedures:

- (a) Notice of the application shall be given once by simultaneously publishing a notice in the *Provincial Gazette* and a **newspaper** that circulates within the area of jurisdiction of the application site in English;
- (b) Such notice shall clearly reflect in terms of which section of this By-law the application is made and which land use scheme or any other scheme is applicable;
- (c) Such notice shall reflect full details of the application including, but not limited to, the street address, the name of the proposed township and the nature and general purpose of the application;
- (d) Such notice shall further reflect the name, postal address, telephone number, fax number and e-mail address of the person submitting the application;
- (e) Such notice shall further reflect that the application and its accompanied documents will lie open for inspection at specified times and at specified places at the City's offices and that any objection, comment or representation in regard thereto must be submitted timeously to the City in writing by registered post, by hand, by facsimile or by e-mail within a period of 28 days from the date of publication of the notice as envisaged in subsection (a) above.
- (f) A **site notice** that contains the same detail as envisaged in subsections (b) to (e) above shall be displayed on the land under consideration in English;
- (g) Such notice shall be displayed on the land from the same date as the date of the publication of the notice mentioned in subsection (a) above;
- (h) Such notice shall be in the format as determined by the City;
- (i) Such notice shall be displayed in a conspicuous place on the land in question where it would be best and easily visible and can be easily read from each and every adjacent public street or other adjacent public place;
- (j) Such notice shall be maintained in a clearly legible condition for a period of not less than 21 days from the date of publication of the notice mentioned in subsection (a) above; and

- (k) In addition to the requirements in subsections (a) and (f) above, a **letter** shall also be dispatched within 7 days of date of the publication of the notice envisaged in subsection (a) above to the owners/occupiers of all contiguous erven, including those on the opposite side of a street or lane by registered post, by hand or by any other means available informing such owners/occupiers of all the detail as prescribed in subsection (b) to (e) above.
- (l) Proof of compliance with the above must be submitted to the City in the form of a written **affidavit** within 14 days of expiry of the date contemplated in subsection (e) above.

**I hereby state that I intend to advertise this application on:**

**Date:** \_\_\_\_\_

**OWNER / AUTHORISED AGENT**

Full name: .....

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

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

Cell: .....

E-mail address: .....

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

**DATE:** .....

Name and Address of \_\_\_\_\_  
Adjoining registered owner \_\_\_\_\_  
And/ or interested party \_\_\_\_\_

Dear Sir/ Madam

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

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....  
Township (Suburb) Name: .....  
Street Address: ..... Code.....

**APPLICATION TYPE:**

.....

**APPLICATION PURPOSES:**

.....

*(Specify proposed zoning and the proposed use of building or land) on the abovementioned property.*

The above application, 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, 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 Agent

**SITE NOTICE – TO BE ENLARGED**

APPLICABLE SCHEME:

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

Notice is hereby given, in terms of Section 26 of the City of Johannesburg Municipal Planning By-Law, 2016, that I / we, the undersigned, intend to apply to the City of Johannesburg for the establishment of a township.

**SITE DESCRIPTION:**

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

Township (Suburb) Name: .....

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

APPLICATION TYPE:

.....

APPLICATION PURPOSES:

.....

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**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 .....  
.....  
(*specific proposed zoning and proposed 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 .....

.....  
**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: (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:**

.....

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

.....

.....

**Property:**

.....

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

.....

.....

**NEWSPAPER ADVERTISEMENT FOR TOWNSHIP ESTABLISHMENT**

APPLICABLE SCHEME:

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

Notice is hereby given, in terms of Section 26 of the City of Johannesburg Municipal Planning By-Law, 2016, that I / we, the undersigned, intend to apply to the City of Johannesburg for a township establishment.

APPLICATION PURPOSES:

.....  
.....

**SITE DESCRIPTION:**

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

Township (Suburb) Name: .....

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

The above application, in terms of the .....  
(*applicable scheme*), 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 .....  
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**OWNER / AUTHORISED AGENT**

Full name: .....

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

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

Cell: .....

E-mail address: .....

**DATE:** .....